

**WATERVLIET CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
NOVEMBER 14, 2023**

Present: Colleen Curtis, Deane Fizzell, Joseph Pater, Louis Nordell, Joseph Stepich, Lane Blatchford, Deanna Heminger

Also Present: None.

Chairperson Heminger called the meeting to order at 2:00 p.m.

Roll Call was taken.

The minutes of the October 10, 2023 meeting were read. C. Curtis made a motion to approve the minutes as read. L. Blatchford seconded and the motion carried unanimously.

**Special Event Permits**

J. Stepich began discussion by stating that the proposed Special Events Permit would be used to help the township screen an organization, group or individual planning an event on private or township owned property anywhere in the township. He added that it would verify the procurement of other permits or licenses that would be required, such as liquor licenses, event insurance, etc. He said that Township legal counsel, Jessica Fette, will draft an ordinance for the Planning Commission's review. D. Fizzell asked how that would affect inter-municipal events such as the triathlon held around the lake in the summer. Stepich stated that a permit would still be required by Watervliet Township and proof of approval from other municipalities, i.e. - Coloma Township, would have to be provided, as well.

It was asked if facets of the Township, such as the airport, would be charged an application fee for events they sponsor. It was discussed that for such events as a fly-in, the fee could be waived. It was also brought up that if events were permitted on township owned land and the event organizer did not properly clean the grounds after the event, who would be responsible for the clean up? It was discussed that a fee could be charged, as a deposit, depending on the type of event, that would be refunded if the grounds were cleaned up to the Township's satisfaction. If not the deposit could be used for the clean up. It was mentioned that a fee, perhaps \$500, could be charged for administration and part as a deposit. It was also discussed that if an event did not charge an admission fee themselves or were not commercial in nature, the application fee may be waived for them as well.

### Door to Door Solicitations Ordinance

J. Stepich informed the other Commissioners that he had drafted a Door to Door Solicitations Ordinance and submitted a copy to Township legal counsel for review. Stepich drew attention to an e-mail response from Fette citing four concerns/errors she found in her review. Of note, she pointed out her concern with Article VI of the draft ordinance stating; "You can't expect an individual kid to put up a bond. [Referencing the Girl Scouts and other kid's organizations]. This Article is my only real concern. I don't find it practical."

J. Pater noted that he felt the requirements in Article IV may be a little too restrictive, adding that, perhaps, a more practical approach would be to only require contact information for an individual who would be in charge of the organization's participants. After further discussion about hours and fees, Stepich stated that he will contact Fette and request that she draft a license application form.

### Airport Sports Park Pavilion

The topic of constructing a general pavilion at the newly created sports park was brought up again for discussion. Stepich asked the Commissioners what they would like to see in the way of size and utility. He mentioned that there are numerous options and activities available for such a structure such as concessions, bathrooms, pickle ball and basketball courts, as well as ice skating, flea/farmers markets and private organizational/family events. He asked the commissioners to consider various ideas and options and submit them for consideration.

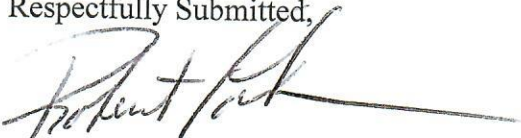
### Michigan Townships Association Press Release

Stepich passed out copies of a press release issued by the Michigan Townships Association regarding recently passed legislation in Lansing which took local zoning authority away from municipalities regarding the siting of renewable energy facilities in the state. He said that he would like the township board and commission membership to take a more proactive roll in communicating township concerns and ideas with elected officials and representatives in Lansing.

With there being no further business before the Commission, L. Nordell made a motion to adjourn. C. Curtis seconded and the motion carried unanimously.

The meeting was adjourned at 3:09 p.m.

Respectfully Submitted,



Robert Lohr  
Zoning Administrator