

**OTSEGO LAKE TOWNSHIP PLANNING COMMISSION
PROPOSED MINUTES
December 1, 2022**

Chairperson Jack Udebrock called the meeting of the Otsego Lake Township Planning Commission to order at 7:02 pm. The meeting opened with roll call.

Planning Commission members present: Nora Corfis, Gary Johnson, Susan LaVanway, Tim Miller, Leo Sensabaugh, Jack Udebrock, and Jay Welter

A quorum was present.

Audience members: Supervisor Dave Matelski, Clerk Mary Brown, Randy Stults, Penny Welter, Ingrid Vernier, Al Blackburn, Janelle Blackburn

After roll call the Pledge of Allegiance was said.

Persons Requested by the Commission to Attend the Meeting:

No one was requested to attend

Conflict of Interest

There were no conflicts of interest for any of the agenda items.

Public Hearing:

There was no public hearing.

Housekeeping Business:

The next meeting of the Otsego Lake Township Planning Commission is scheduled January 5, 2023 at 7:00 pm at the Otsego Lake Township Hall.

Public Comments, Communications Concerning Items on the Agenda and Additions to the Agenda:

Secretary Corfis informed the Commission that item 1 on the agenda (text amendment for Special Event Venues) had not been received from Land Use Services and should be deleted.

Chairperson Udebrock also informed the Commission that three applications had been received for the open position running from January 1, 2023 to December 31, 2025 on the Otsego Lake Township Planning Commission.

Tim Miller moved to remove item one on the agenda and review the applications submitted to the Commission. Leo Sensabaugh supported the motion which passed unanimously by a voice vote.

Supervisor Matelski presented to Chairperson Udebrock a certificate of appreciation. In his presentation he thanked Chairperson Udebrock for his years of service to the planning commission and Otsego Lake Township.

Approval of Minutes:

Chairperson Udebrock asked for approval of the Otsego Lake Township Planning Commission Minutes dated November 3, 2022. Tim Miller moved to accept the minutes as printed. Leo Sensabaugh supported the motion which passed unanimously by a voice vote.

New Business:

Review of Applications for Opening on Planning Commission

Three applications were received to fill the open three-year term from January 1, 2023 to December 31, 2025 on the Otsego Lake Township Planning Commission. Mr. Al Blackburn, Ms. Denise Pallarito, and Ms. Diane Pompei submitted applications. The applications were reviewed carefully by all the members. The floor was opened to inquiry of the applicants. Mr. Al Blackburn was the only applicant present at the meeting and was interviewed. The Commission found Mr. Blackburn to be a highly qualified candidate. Leo Sensabaugh moved Mr. Al Blackburn of 2725 Palmetto Path be recommended to the Otsego Lake Township Board to fill the open position January 1, 2023 to December 31, 2025 on the Otsego Lake Township Planning Commission. Susan LaVanway supported the motion which passed unanimously by a voice vote.

Election of Planning Commission Officers for 2023

There was discussion if the commission by-laws would allow the election of officers for 2023 to be held in December 2022. In past years, the Planning Commission had waived the provision of the Otsego Lake Township Planning Commission By-Laws to hold the election in January.

Jay Welter moved to waive the provision in the Otsego Lake Township Planning Commission By-Laws (item 4.1.) that officer elections be held in January 2023 and hold officer elections at this meeting (item 17.1.1.). Leo Sensabaugh supported the motion which passed unanimously by a voice vote.

Chairperson Jack Udebrock opened the meeting for election of officers.

Gary Johnson moved to nominate Jay Welter as Chairperson of the Otsego Lake Township Planning Commission for the year 2023. Tim Miller supported the motion which passed unanimously by a voice vote.

Jay Welter moved to nominate Leo Sensabaugh to continue his service as Vice-Chairperson of the Otsego Lake Township Planning Commission for the year 2023. Tim Miller supported the motion which passed unanimously by a voice vote.

Leo Sensabaugh moved to nominate Nora Corfis to continue her service as Secretary of the Otsego Lake Township Planning Commission for the year Year 2023. Tim Miller supported the motion which passed unanimously by a Voice vote.

Chairperson Udebrock closed the election of officers.

2023 Meeting Schedule Review

Tim Miller moved the proposed Otsego Lake Township Planning Commission 2023 Meeting Schedule be adopted and posted on the Public Notice Board at the Township Hall and on the Township website. Leo Sensabaugh supported the motion which passed unanimously by a voice vote. A copy of the Schedule is attached as part of these minutes.

Motion to Adopt 2023 Rules of Operation

Tim Miller moved to accept the Rules of Operation used in 2010 as the Rules of Operation for 2023. They are identified as follows:

Otsego Lake Township Planning Commission Rules for Conducting Meetings and Special Meetings, dated January 2010,

Otsego Lake Township Planning Commission Rules for Conducting Public Hearings required by the Applicant, dated January 2010,

Otsego Lake Township Planning Commission Rules for Conducting Public Hearings required by the Planning Commission, dated January 2010,

And a copy of the rules be attached to and made part of the minutes of this meeting.

Leo Sensabaugh supported the motion which passed unanimously by a voice vote.

Budget Recommendations for 2023

Projected expenditures were discussed. Leo Sensabaugh moved to recommend to the Otsego Lake Township Board a proposed budget for the year 2023-2024, broken down as follows:

Account Number	Account Description	Recommended 4-1-2023 -3-31-2024
702	Salaries	\$7,200
727	Office Supplies	\$ 500
957	Educational	\$2,000
801	Professional (Consultant & Legal)	\$5,000
	TOTAL	\$14,700

Tim Miller supported the motion which passed unanimously by a voice vote.

2022 Annual Report

The Secretary distributed a draft for the document "2022 Annual Report of the Otsego Lake Township Planning Commission to the Otsego Lake Township Board." Leo Sensabaugh moved to accept the annual report and send it to the Township Board. Gary Johnson supported the motion which passed unanimously by a voice vote.

The Planning Commission will also prepare an adoption of priorities for the Commissions plan of work for 2023.

Public Participation For Items Not on the Agenda:

There was no public participation for items not on the agenda.

Reports, If Any, Regarding Planning and Zoning From Each Member of the Commission:

Gary Johnson reported on Township activities. Nora Corfis reported the County Planning Commission approved the site plan submitted by Wolverine Power Cooperative for construction of a solar project on Milbocker Road at the former Georgia Pacific site. The County Planning Commission also reviewed the Capitol Improvement Plan for 2023-2028, and recommended adoption to the Board of Commissioners for the fence text amendment to the zoning ordinance.

The Planning Commission again thanked Chairperson Udebrock for his contributions and invaluable service. He will be missed.

As there was no further discussion, Chairperson Udebrock adjourned the meeting at 8:07 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nora Corfis".

Nora Corfis
Secretary