

# Courtland Township Planning Commission

## Minutes

January 16, 2024

**Pledge of Allegiance and Roll Call:** Wood, Pfeifer, Miedema, and McIntyre were all present. Moore was excused for absence. Attorney Jim Scales and Zoning Administrator Colleen Brown were also present, as were two members of the public.

1. **Agenda: Motion to approve was made by McIntyre with adding the dates for PC meetings for 2024 under agenda item #2.5. The motion was supported by Pfeifer and carried 4-0.**

2. **Election of Officers: Chairman – Motion made by McIntyre, supported by Pfeifer, to nominate Rock Wood, Chairman. Hearing no other nominations. Motion carried. All yes.**

**Vice-Chairman – Motion made by Miedema, supported by McIntyre, to nominate Larry Pfeifer as Vice-Chairman. Hearing no other nominations. Motion carried. All yes.**

**Secretary – Motion made by Wood, supported by McIntyre, to nominate Andrew Moore as secretary. Hearing no other nominations. Motion carried. All yes.**

- 2.5 **PC Meeting Dates 2024: Motion by McIntyre, support by Pfeifer, to adopt the meeting dates for 2024 to be presented and posted on website. Motion carried. All yes.**

3. **Minutes from 12-19-23: Motion to approve by McIntyre with one change to #3 to correct motion count of 4-0, not 5-0. The motion was supported by Pfeifer and carried 4-0.**

4. **Public Comments for Items not on the Agenda: None.**

5. **Public Hearing: Amendment to Special Land Use Permit & Site Plan review, Adult Foster Care Home, Mike Dykstra & Joshua Schaub, 10860 Northland Dr., R-1 Single Family Res., 2.5 acres**

A letter from the Township Attorney dated Jan. 8, 2024 reviewing the request was noted and placed on file. Attorney Scales highlighted the history and areas of consideration for the proposed increase to 20 residents to the facility and the proposed addition of 2400 sq ft to the building which requires site plan review. The surrounding area being mostly commercial was also noted. The size and setbacks requirements are being met. Parking for the facility was verified to have at least 8 spaces. The applicant stated they have 12 spaces available now. The applicant further explained they wanted to put an addition to the building to allow for more private rooms, private bathrooms, with more appeal for residents and visitors. Currently they are sharing rooms with two residents. The KCHHealth Dept. will have to review the changes, but had given approval for 20 residents back in 2018 as well. IMS will have authority to do inspections to ensure the addition is built to code noting egress windows, exists sites, etc. Eight residents will have to share a room still with 12 private rooms being available with the new plan.

Public hearing was opened by Chairman Wood @ 7:21 pm. Hearing no comments from the audience. Zoning Admin. Brown noted the neighboring apartments' owner to the south, Kim, Next Door Properties, had called to state she had no objections and that the AFC Facility has been a great neighbor, no complaints. A letter dated Jan. 12, 2024 from the Township Engineer, Kevin Gritters of Prein &

Newhof, was noted and placed on file. He stated it appears all engineering review comments can be addressed without significant change to the schematic site plan except if a Stormwater Management System may be required. Public hearing was closed by Chairman Wood @ 7:30 pm

**Motion was made by Miedema, supported by Pfeifer, to approve the resolution recommending approval to the Township Board of the amendment to the Special Land Use Permit to allow for up to 20 residents at the facility as requested and to approve of the site plan as presented. All members voting yes. Motion carried 4-0**

**6. Old Business:**

**Master Plan Update.** The Commission reviewed suggested updates by McIntyre with Tanya to wrap up the draft portion of the Master Plan to be released to the public and Township Board for consideration. There were discussions related to the Rogue River Watershed language, the country residential designation and others. Upon Twp Bd approval the plan will be released for 63 days. **Motion was made by Wood, supported by McIntyre, to recommend to the Township Board the draft of the Master Plan to be approved for distribution for 63 days to be open for public comment and neighboring municipalities consideration. All yes, 4-0 Motion carried.**

- 7. Zoning Administrator Report.** No meeting for February 20, 2024. Discussion about new BIGGBY on Northland Dr. building being placed, when ready to open and landscaping plan to be enforced.
- 8. Township Attorney Report.** No report.
- 9. Township Board Representative Report.** McIntyre provided a brief summary of the how the Parks & Rec. committee are working on the new "Davis Park" proposal for a walking path, drainage, signage for showing the name, etc. Wood suggests pavement for the trail as it is necessary for ADA.
- 10. ZBA Representatives Report.** Next meeting to be February 7, 2024, application for a new deck addition to a lake front home.
- 11. Adjournment. Motion by McIntyre to adjourn. The motion was supported by Pfeifer and carried 4-0.**

The meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Colleen Brown, Recording Secretary