



# Village of Lake Isabella

## PLANNING COMMISSION REGULAR MEETING AGENDA FEBRUARY 13, 2023 7:00 PM

**I. CALL TO ORDER**

**II. ROLL CALL OF MEMBERS:**

Amy Ervin, Chair  
Robert Laraway

Mike Simon, Vice-Chair  
Leo Wickert

Farzard Tafreshi, Secretary  
Jeff Grey  
*Vacancy*

**III. AGENDA APPROVAL**

**IV. APPROVAL OF MINUTES**

**V. ELECTION OF OFFICERS**

**VI. REPORTS & PRESENTATIONS**

1. Chairperson
2. Village Manager
3. Village Council

**VII. PUBLIC HEARING(S): NONE**

**VIII. PUBLIC COMMENT**

**IX. EXISTING BUSINESS:**

1. Master Plan Survey Review & Notice to Plan

**X. NEW BUSINESS**

1. 2023 Planning & Zoning Annual Report
2. 2024 Meeting Schedule

**XI. PUBLIC COMMENTS**

**XII. MEMBER COMMENTS**

**XIII. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**



# Village of Lake Isabella

## Planning Commission November 14, 2023 Regular Meeting Minutes

Planning Commission Vice-Chair Simon called the meeting to order at 7:02 PM. The pledge of allegiance was recited by those present.

**Members Present:** Grey, Laraway, Tafreshi, & Simon

**Members Absent:** Barringer, Wickert, & Ervin

### **Agenda Approval:**

Grey made a motion, seconded by Tafreshi, to approve the meeting agenda as presented.  
VOICE VOTE: MOTION CARRIED 4-0-0.

### **Approval of Minutes:**

Tafreshi made a motion, seconded by Grey, to approve the September 12, 2023, meeting minutes. VOICE VOTE: MOTION CARRIED 4-0-0.

### **Village Manager Report:**

Manager Wolff reported the MDOT Category B grant that was awarded to the Village. He shared that the Village's plan is to have the project completed before the end of the current fiscal year (June 30, 2024). Wolff also discussed a likely Site Plan that the Planning Commission will have in the future. He shared that the property north of the bank has been sold, and the new owner is looking to develop an office for his existing business at the location.

### **Village Council Report:**

Laraway reported on recent meetings. He discussed the Council's discussion about on-street parking and concerns about household trash being left roadside in bags rather than in enclosed bins on collection day. Laraway also discussed the installation of a new streetlight at the intersection of El Camino Grande and Queens Way.

**Public Hearings:** None

**Public Comments:** None

**Existing Business:** None

### **New Business:**

#### **1. 2024 Master Plan Survey:**

The Planning Commission reviewed the list of draft questions for the 2024 Master Plan Survey. One question was changed to have respondents rank their top three reasons for staying in Lake Isabella rather than a single reason. Wolff shared the timeline for the Master Plan update with a goal of the final adoption by the Village Council in late summer.

2. Chickens & Beekeeping Survey:

The Planning Commission reviewed the results of the survey conducted on backyard chickens and beekeeping. The following items were identified as important issues for the Council to take into consideration when reviewing this subject:

- The location of chicken enclosures and coups.
- A minimum parcel size should be required for beekeeping as a means to help negate the impact of bee flyaways.
- No roosters.
- Having a cap on the number of chickens.
- Presenting any proposed changes as two separate ordinances rather than bundling the two together into a single ordinance.

3. Next Meeting Date:

Unless a project is submitted that requires review and approval by the Planning Commission, the next scheduled meeting was set for January 9, 2024.

**Public Comments:** None

With no further business, Simon adjourned the meeting at 7:58 PM.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Carol Shannon, Village Clerk



# Village of Lake Isabella

## PLANNING COMMISSION FEBRUARY 13, 2024 ELECTION OF OFFICERS

The Planning Commission Bylaws require that annually, at its first meeting, the Planning Commission shall elect officers for the year. The current slate of officers are as follows:

Office	Member
Chair	Amy Ervin
Vice-Chair	Mike Simon
Secretary	Farzad Tafreshi
ZBA Representative	Jeff Grey



# Village of Lake Isabella

PLANNING COMMISSION  
FEBRUARY 13, 2024

## VILLAGE MANAGER'S REPORT

- The Joint Lake Restoration Committee has prepared and advertised for bids on the first dredging project. A copy of the RFP is available on our website, and submissions are due back in by 4PM on Friday, February 16<sup>th</sup>.
- We accepted our first shipment of in-season salt on January 11<sup>th</sup>. We are required to get one more shipment of 50 tons based on the terms of our MiDeal agreement.
- I have a virtual meeting scheduled on January 23<sup>rd</sup> with the Census Bureau to discuss the estimated cost to do a special census in the community.
- I'm working on a grant application with MSHDA to get funds to have a Residential Target Market Analysis conducted as part of our Master Plan update this year.
- 2023 Final permit list is attached. I'm working on a new right-of-way permit system focused on our utility companies. What I'd like to achieve is a online submission for them directly through our website for when they are doing work.
- We have concluded our Christmas Tree pick-up for the year.
- On February 7<sup>th</sup> I testified before the Michigan House Local Government and Municipal Finance Committee concerning amendments to the Land Division Act. A copy of my testimony is attached.
- The Village Council appointed former Planning Commission member Carrie Barringer to fill the vacancy created by the resignation of Charlie Kiel. The Council also accepted the resignation of Al Davis at its meeting in January. The Council will consider filling that vacancy at its meeting later this month.
- We've updated several of our Code Enforcement educational flyers. Those are attached.
- Last call for MAP spring training workshops. Right now we've got Farzad signed-up for the Nonconformities workshop. The flyer is attached.



Permit #	Name/Business	Property Address	Purpose	Date	Plat
1	MQ Property Management, LLC	1025 Barcelona Drive	New Home - Permit Renewal	1/12/2023	Forest 2
2	Bruce & Michelle Rand	1051 Vallado Drive	Accessory Structure	1/18/2023	Woods 1
3	Scott Lumbert	1047 Crown Point	Detached Garage	2/10/2023	Plat 1
4	Consumer's Energy	1011 Bishop Lane	Utility Service	2/24/2023	C.E.
5	Justin Mitchell	1032 Castle Drive	Detached Garage	Waiting until fall	Plat 1
6	John & Shannon Kozinski	1044 Fairway Drive	New Home	3/9/2023	G.E. 1
7	Jeff & Nora Ragland	1048 Crown Pointe	Deck Addition	3/16/2023	Plat 1
8	John & Shannon Kozinski	1044 Fairway Drive	Driveway	3/22/2023	G.E. 1
9	Brian & Julie Chippeway	1015 Isabella Vista	Detached Garage	3/23/2023	North
10	William Beutler	1060 Queens Way	Driveway	3/24/2023	Unplatted
11	Robert & Anita Battleshaw	1009 Putter Drive	Shed	3/27/2023	G.E. 1
12	Consumer's Energy	1017 Fairway Drive	Utility Service	4/12/2023	G.E. 1
13	Scott Brinks	1182 Clubhouse Drive	Driveway	4/17/2023	Golf Estates 2
14	Scott Brinks	1184 Clubhouse Drive	Driveway	4/17/2023	Golf Estates 2
15	Steve Galassini	1200 Clubhouse Drive	Driveway	4/17/2023	Golf Estates 2
16	Leslie Walton & Anne McLellan	1142 Fairway Drive	New Home	4/20/2023	G.E. 1
17	Ben Wright	1155 Clubhouse Drive	Driveway	4/25/2023	Golf Estates 2
18	Consumer's Energy	1044 Fairway Drive	Utility Service	4/28/2023	G.E. 1
19	Alberta McBride Living Trust	501 N. Coldwater Rd	Replace Deck	5/1/2023	C.E.
20	Bruce & Michelle Rand	1051 Vallado Drive	Fence	5/4/2023	Woods 1
21	Scott Brinks	1182 Clubhouse Drive	New Home	5/4/2023	Golf Estates 2
22	Jason Peavey	1109 Lincoln	Driveway	5/10/2023	Plat 3
23	Ben Wright	1155 Clubhouse Drive	Fence	5/12/2023	Golf Estates 2
24	LIPOA	1096 Queens Way	Fence	5/16/2023	Unplatted
25	Cory & Jaime Schafer	1065 Circle Drive	Detached Garage	5/19/2023	Golf Estates 2
26	Peter & Mary Krasun	1052 Vallado Drive	Attached Garage	5/22/2023	Woods 1
27	Jason Benzinger	4020 Castle Drive	Shed	5/23/2023	Plat 1
28	Juli Sisung	1087 Clubhouse Drive	Addition	5/23/2023	G.E. 1
29	Todd L Levitt	2006 Castle Court	Shed	5/24/2023	Plat 1
30	Doug and Dawn Neff	1033 Essex Drive	Expand Deck	5/24/2023	Plat 3
31	Tony & Linda Clouse	1005 Peninsula Drive	Detached Garage	5/24/2023	Golf Estates 2
32	Gary & Nettie Uplinger	3012 Sequoia Ct	Fence	5/25/2023	Woods 1
33	Patrick Bothe	1033 Granada Dr	Shed	6/1/2023	Plat 2
34	Jon & Holli Crowley	1263 Queens Way	Addition	6/9/2023	Plat 3
35	Richard & Kathleen Most	1007 Carmen Drive	Addition	6/12/2023	Forest 1
36	Dave & Debra King	1118 Queens Way	Driveway	6/16/2023	Forest 2
37 (SLU 23-01)	Eric & Kim Pluff	1008 Southport	Accessory Structure	6/26/2023	Plat 3
38	Steve & Verda Hanrahan	1011 Peninsula Drive	New Home	6/26/2023	Golf Estates 2
39	Little Flower Barn (Mike Fiorillo)	565 N. Coldwater Road	Addition	6/28/2023	Unplatted
40	Consumer's Energy	1142 Fairway Drive	Utility Service	7/6/2023	G.E. 1
41	Joyce & Richard Swan	Par Drive	Driveway	7/7/2023	Golf Estates 2
42	Peter Gilgen	1116 Clubhouse Drive	Shed	7/11/2023	Golf Estates 2
43	William Hedrich	2007 Duquesa Ct.	Shed	7/21/2023	Plat 3
44	Dean Willard	1018 Parkview Drive	Shed	7/24/2023	Golf Estates 2
45	Matthew Sawade	1010 Par Drive	Driveway	7/26/2023	Golf Estates 2
46	Neil & Kenrda McDonnell	1095 Bundy Drive	Deck Addition	7/31/2023	Platinus Point
47	Dave Powell	1002 Wedge	Fence	8/1/2023	Golf Estates 1
48	Tim Wolff	1070 Bundy	Fence	8/4/2023	Plat 4
49	Justin Mitchell	1030 Castle	Deck Replacement	8/4/2023	Plat 1
50	Richard Hevelhorst	1196 Queens Way	Shed Replacement	8/8/2023	Plat 4
51	Joe Claybaugh	1022 Pueblo Pass	New Home	8/10/2023	Foresta Verde
52	Robert Hollingsworth	1000 Vallado	Fence	8/15/2023	Woods 1
53	Larry Wilson	1004 Trebuh Ct	Shed	8/15/2023	Whispering Pines
54	Penny Vermurlen	1002 El Camino Grande	Fence	8/23/2023	Lake Isabella North
55 (Var 23-01)	Larry Latham	1268 Queens Way	Addition	8/23/2023	Plat 4
56	Rick Bishop	1105 Bundy Drive	New Home & Detached Garage	8/23/2023	Platinus Point
57	John Gottleber	1052 El Camino Grande	Ditch Fill-in	8/23/2023	North
58	John Gottleber	1052 El Camino Grande	New Home & Attached Garage	9/11/2023	North



Permit #	Name/Business	Property Address	Purpose	Date	Plat
59	Matt & Krisandra Rondy	1010 Monterrey Trl	Family Day Care	8/31/2023	South
60	Consumer's Energy	1011 Peninsula Drive	Utility Service	21-Sep	GE 2
61	Hinebaugh Fred	740 Rolland Rd	Fence	9/27/2023	Shores
62	John Gottleber	1053 El Camino Grande	Driveway	9/27/2023	North
63	Stacey Proton	1017 Ann Street	Detached Garage	9/28/2023	Plat 3
64	Ace Hardware	50 N. Coldwater	Sign	9/28/2023	Unplatted
65	John and Landa Fostich	1052 Circle	Detached Garage	10/4/2023	Golf Estate 2
66	Andrew DiCapo	1083 Bundy Drive	New Home	10/3/2023	Platinus Point
67	Craig & Lori Lang	1019 Peninsula Drive	New Home	10/12/2023	Golf Estates 2
68	Jim Newbold	1252 Queens Way	Deck	10/13/2023	Plat 4
69	Doug Border	1024 Isabella Vista	Fence	8/11/2023	North
70	David Allen	810 N. Coldwater	Fence	10/27/2023	Unplatted
71	Melissa Lahti	1021 Cordoba	Fence	11/6/2023	Forest 2
72	Kevin Fussman	1057 Barcelona	Covered Roof and Addition	11/14/2023	Forest 2
73	Hydaker-Wheatleak (Verbal from DTE)	1055 El Camino Grande	Gas Line Installation	28-Nov	North
74	Tarah Boarsma	1050 Bcelona	Shed	12/11/2023	Forest 2
75	Dawn Fraser	1005 El Camino	Covered Deck	12/13/2023	Lake Isabella North
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Thank you for the opportunity to share concerns on SB480 with the Committee this morning.

The proposed increase in the number of parcels from 4 to 20 proposed in the amendment to Subsection 2(a) of the bill creates numerous problems. These problems, in my opinion, add a burden to local units of government and likely increase litigation surrounding how local units administer the Act. These issues stem from the limited aspect of what Subsection 2 addresses.

Subsection 2 only applies to "parent parcels." Parent parcels in the Act are defined explicitly as those "*lawfully in existence on the effective date of the amendatory act that added this subdivision.*" That date is March 31, 1997. This means that the additional divisions authorized by this amendment would only apply to those parcels and would not apply to any parcels created out of a division of parent parcels since the effective date in 1997.

This creates several problems. Foremost among those problems is placing local units of government in the position to determine who is the rightful owner of the new additional splits based on property ownership from nearly twenty-seven years ago. This is especially problematic for parent parcels, which have been fully divided and sold since 1997. Suddenly granting that parent parcel an additional 16 divisions will place local units of government in a position of having to arbitrate who is the rightful heir under the Act.

This is further complicated as deeds frequently include a clause that lists a specific number of splits that can be made under the Act. In a case where that deed language listed the right to make future divisions as "zero" or "none," local governments will be tasked with determining whether those deed restrictions apply to the amended Act. There already exists a significant burden to maintain accurate records dating back to 1997 to track parent parcels; this proposed amendment would increase that burden and add an extra layer of administering the Act on local government units.

Increasing the number of allowed splits on the first 10 acres of a parent parcel will also increase instances where there is conflict on the minimum parcel size allowed in a community's zoning ordinance. Take as an example a five-acre parent parcel. If that is divided into 20 equal-sized new parcels, the parcel size would be  $\frac{1}{4}$  acre. If the local zoning code mandates a new minimum parcel size of  $\frac{1}{2}$  acre, which Act will govern the size of the new parcels? Amending the Act in this manner may cause local governments to face a takings challenge in Circuit Court due to granting a lesser number of splits than allowed under the Act in order to comply with their local zoning. Avoiding a conflict between the Land Division Act and the Zoning Enabling Act should not be ignored, nor should it be left to the courts to settle which Act has authority over new parcel sizes.

Concerning the proposed amendment creating a new Subsection 6, the amendment proposed to Subsection 2(a) does not appear necessary. That is not to say that the proposed Subsection 6 is without issue. Once again, there is an issue with the definitions in the Act that should be addressed. The proposed amendment creates the ability for increased divisions based on the "standards set forth in an ordinance of the municipality." The keyword to highlight is "municipality." Under the Act, a municipality does not include counties. Only cities, villages, and townships are classified as municipality in the current text of the Act.



This creates a problem for townships that rely on their respective counties for zoning. This scenario will result in townships being asked to approve additional splits based on the parcel standards of their county's zoning ordinance, yet technically having no authority under the Act unless they adopt their own township land division ordinance.

Opportunities to increase the number of divisions do exist without the increase proposed in Subsection 2(a). Those include the following:

- Subsection 3 allows for what are commonly called "bonus" divisions. In order to get 2 additional splits, a parcel must meet either the standard of paragraph (a) or (b). One suggestion is to amend Subsection 3 to allow bonus divisions to be awarded for both paragraphs (a) and (b). The number of bonus divisions could also be increased to a number greater than 2. An additional amendment could also be made reducing the size of the remaining parent parcel in paragraph (b) from 60% to 40%, allowing more land to be divided through the use of bonus divisions.  
Increasing the number of bonus splits allowed under paragraph (a) would make sense as the number of divisions need to be sufficient to cover the cost of the newly created road based on today's construction costs.
- Presently, Subsection 5 of the Act allows for the re-division of a parcel after ten years. These are commonly called "child" parcels. With the effective date of the Act being nearly twenty-seven years ago, a change that could be made and be consistent with the Act would be a second round of re-division after a second ten-year period. This would effectively create "grandchild" parcels. Also, the number of allowed child, or grandchild parcels allowed could be increased in the Act. The simplest amendment would allow for the continued re-division every ten years, which would eliminate the need for the legislature to revisit years down the road.

Thank you again for the opportunity to testify today. I have attached a sample language reflecting today's comments and suggestions. I believe amends to the Land Division Act can be part of a larger statewide strategy to increase housing opportunities. It is critical that the Act be amended in a manner that allows greater local control while also ensuring that local units do not face litigation due to having to administer that Act as amended.

Sincerely,

Tim Wolff, AICP

Lake Isabella Village Manager

989.644.8654

[tim@lakeisabellami.org](mailto:tim@lakeisabellami.org)

Recommended change #1:

Remove the increase proposed in Subsection 2(a).

Recommended change #2:

Amend Subsection three in the following manner:

(3) For a parent parcel or parent tract ~~of not less than 20 acres,~~ the division may result in a total of **2, 4, or 6** **additional** parcels in addition to those permitted by subsection (2) if 1 or both of the following apply:

(a) **4 additional parcels may be created due to** ~~Because of~~ the establishment of 1 or more new roads, **resulting in** no new driveway access~~ing~~~~es to~~ an existing public road for any of the resulting parcels under subsection (2) or this subsection ~~are created or required.~~

(b) **2 additional parcels may be created if** ~~One~~ 1 of the resulting parcels under subsection (2) and this subsection comprises not less than ~~60%~~ **40%** of the area of the parent parcel or parent tract.

Recommended change #3:

Amend Subsection five in the following manner:

(5) A parcel or tract created by an exempt split, **division,** ~~or a~~ **or re-**division is not a new parent parcel or parent tract and may be further partitioned or split without being subject to the platting requirements of this Act if all of the following requirements are met:

(a) Not less than 10 years have elapsed since the parcel or tract was recorded.

(b) The partitioning or splitting results in not more than the following number of parcels, whichever is less:

(i) ~~Two~~ **Four** parcels for the first 10 acres or fraction thereof in the parcel or tract plus 1 additional parcel for each whole ~~10~~ **5** acres in excess of the first 10 acres in the parcel or tract.

(ii) ~~Seven parcels or 10~~ **Ten** parcels if one of the resulting parcels under this subsection comprises not less than ~~60%~~ **40%** of the area of the parcel or tract being partitioned or split.

(c) The partitioning or splitting satisfies the requirements of section 109.

Recommended change #4:

Amend the proposed new subsection 6 to read as follows:

(6) A parcel or tract may be partitioned or split into a greater number of parcels or tracts otherwise authorized by this section if the partitioning or splitting is authorized by and complies with **the parcel** standards set forth in an ordinance of the municipality where the land is located. **In the event that the municipality is subject to county zoning, the parcel standards of the county zoning ordinance shall apply unless the municipality adopts an ordinance opting out of this subsection, or adopts an ordinance enacting parcel standards specific to that municipality.**

**SUBSTITUTE FOR  
SENATE BILL NO. 480**

A bill to amend 1967 PA 288, entitled  
"Land division act,"  
by amending section 108 (MCL 560.108), as added by 1996 PA 591.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1       Sec. 108. (1) A division is not subject to the platting  
2 requirements of this act.

3       (2) Subject to subsection (3), the division, together with any  
4 previous divisions of the same parent parcel or parent tract, shall  
5 result in a number of parcels not more than the sum of the  
6 following, as applicable:

7       (a) For the first 10 acres or fraction thereof in the parent  
8 parcel or parent tract, ~~4~~**20** parcels.

9       (b) For each whole 10 acres in excess of the first 10 acres in

1 the parent parcel or parent tract, 1 additional parcel, for up to a  
2 maximum of 11 additional parcels.

3 (c) For each whole 40 acres in excess of the first 120 acres  
4 in the parent parcel or parent tract, 1 additional parcel.

5 (3) For a parent parcel or parent tract of not less than 20  
6 acres, the division may result in a total of 2 parcels in addition  
7 to those permitted by subsection (2) if 1 or both of the following  
8 apply:

9 (a) Because of the establishment of 1 or more new roads, no  
10 new driveway accesses to an existing public road for any of the  
11 resulting parcels under subsection (2) or this subsection are  
12 created or required.

13 (b) One of the resulting parcels under subsection (2) and this  
14 subsection comprises not less than 60% of the area of the parent  
15 parcel or parent tract.

16 (4) A parcel of 40 acres or more created by the division of a  
17 parent parcel or parent tract shall not be counted toward the  
18 number of parcels permitted under subsections (2) and (3) and is  
19 not subject to section 109, if the parcel is accessible.

20 (5) A parcel or tract created by an exempt split or a division  
21 is not a new parent parcel or parent tract and may be further  
22 partitioned or split without being subject to the platting  
23 requirements of this act if all of the following requirements are  
24 met:

25 (a) Not less than 10 years have elapsed since the parcel or  
26 tract was recorded.

27 (b) The partitioning or splitting results in not more than the  
28 following number of parcels, whichever is less:

29 (i) Two parcels for the first 10 acres or fraction thereof in

1 the parcel or tract plus 1 additional parcel for each whole 10  
2 acres in excess of the first 10 acres in the parcel or tract.

3 (ii) Seven parcels or 10 parcels if one of the resulting  
4 parcels under this subsection comprises not less than 60% of the  
5 area of the parcel or tract being partitioned or split.

6 (c) The partitioning or splitting satisfies the requirements  
7 of section 109.

8 **(6) A parcel or tract may be partitioned or split into a**  
9 **greater number of parcels or tracts than otherwise authorized by**  
10 **this section if the partitioning or splitting is authorized by and**  
11 **complies with standards set forth in an ordinance of the**  
12 **municipality where the land is located.**

13 **(7) ~~(6)~~**A parcel or tract created under the provisions of  
14 subsection (5) **or of an ordinance described in subsection (6)** may  
15 not be further partitioned or split without being subject to the  
16 platting requirements of this act, except in accordance with the  
17 provisions of subsection (5) **or of an ordinance described in**  
18 **subsection (6).**

19 Enacting section 1. This amendatory act takes effect March 1,  
20 2025.

The main focus of the Village's Code Enforcement efforts are to eliminate blight and uphold the community's zoning regulations. An additional area that code enforcement staff frequently address are animal control issues. Depending on the issue, some animal control matters may best be handled by Isabella County's Animal Control Department. Our Code Enforcement staff balance enforcing the community's ordinances by both proactive action and responding to complaints and concerns submitted to the Village Hall.

Most cases start either by responding to a complaint filed with the Village Hall, or by Code Enforcement staff observing a violation while patrolling the Village. In many cases staff must actually witness the violation or have other photographic proof of the violation before enforcement action can begin.



When a complaint is received the first step taken is to make contact with the individual making the complaint to gain a better understanding of the situation and their desired outcome of enforcement. Complaints can be made through our website, in person, or over the phone.

Our primary focus is to educate. Once a complaint has been processed and a violation documented, the Village will send the property owner or responsible party a "correction notice." This notice will have information about the violation and will document what the property owner needs to do in order to bring the property into compliance with the ordinance. It will also have the date by which this needs to occur by and the Village's contact information.

### **I Received a Correction Notice... What Should I do?**

The notice you receive will detail the ordinance section in violation, how your property is in violation of that section, and what you need to do to resolve the issue. If you are unclear about any of these items, please contact the Village Hall for further assistance.



**If there are circumstances that prevent compliance by the date on the notice, please contact the Village to set up an appointment with our Code Enforcement staff so we can jointly come to a plan of action to resolve the issue. Code Enforcement staff can also be reached via email through the "Code Enforcement" page of our website. The value of communication cannot be understated. Enforcement efforts are directed at providing opportunities for solving problems and eliminating violations, not punishing people.**

A complete copy of the codified ordinances of the Village of Lake Isabella can be found on the Village's website at:

[www.lakeisabellami.org](http://www.lakeisabellami.org)

#### **Common Violations Addressed by the Village's Code Enforcement Staff**

Long Weeds & Grass  
Junk Items & Household Trash  
Unlicensed/Expired Vehicle Plates  
Inoperable Vehicles  
Unlicensed/Expired Trailers & Watercraft  
No Dog License & Dogs Running At-Large  
Parking Violations



### **Village of Lake Isabella**

## **Code Enforcement**

Code Enforcement is a service provided by the Village of Lake Isabella. The primary purpose of this service is to build positive relationships with residents through educating and enforcing the ordinances the community.

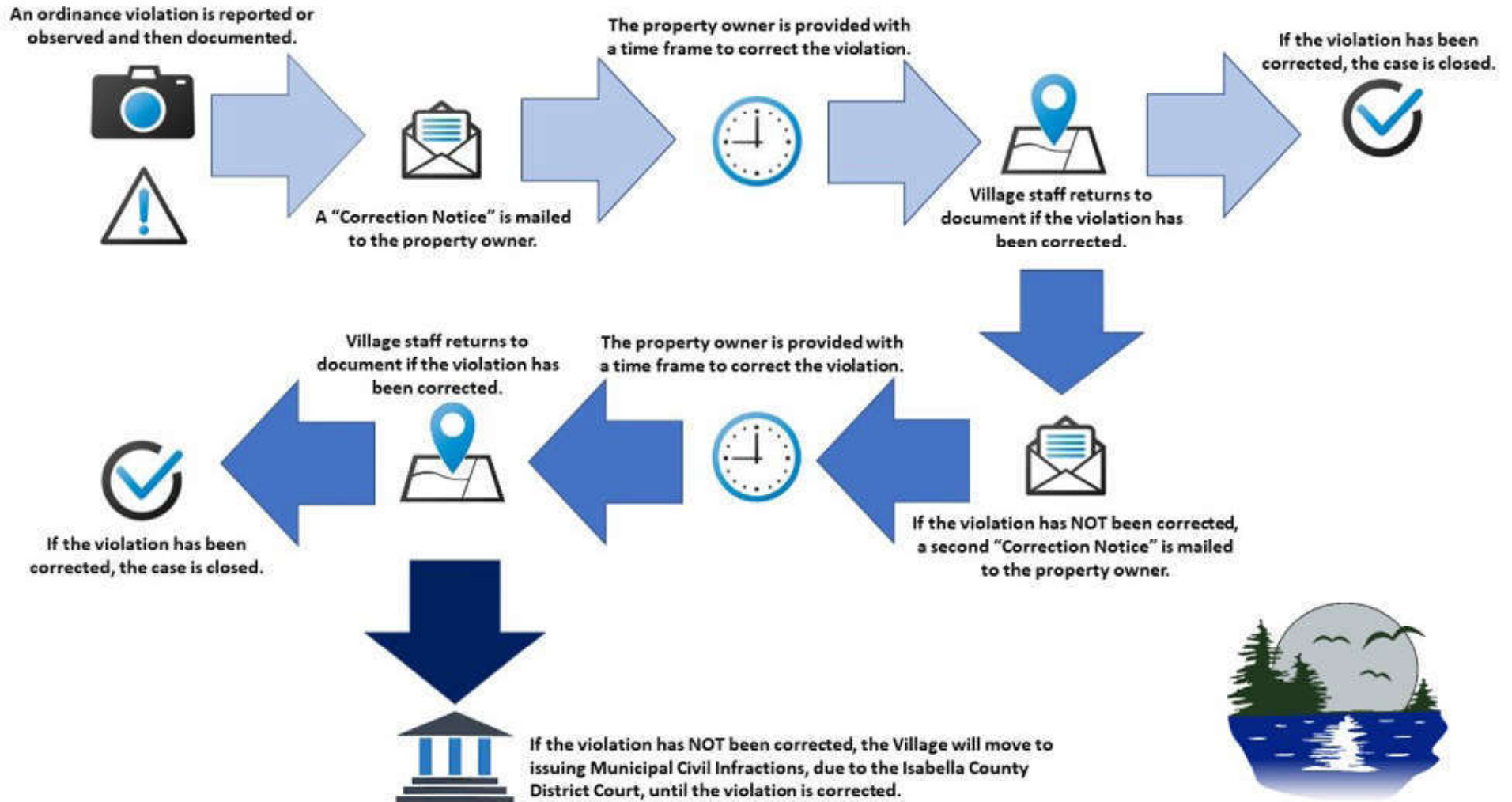
By educating and enforcing the Village's ordinances, the Village is able to maintain property values while protecting the public's health and well-being. This pamphlet is intended to provide information on the ordinance enforcement process and goals of our Code Enforcement efforts.

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989.644.8654

1010 Clubhouse Drive  
Lake Isabella, MI 48893

The ordinance enforcement process will typically follow the steps outlined below. Due to the impact on the community, some violations may be ticketed on the first offense or not provided a second correction notice before the Municipal Civil Infraction process begins. Enforcement efforts are directed at providing opportunities for solving problems and eliminating violations, not punishing people. The Village is aware that circumstances may hamper the property owner's ability to address violations on a rigid schedule. We prefer to work with residents to address issues in a mutually agreeable time frame. Working together, we are able to enhance the quality of life and the general welfare of our community.



Village of Lake Isabella





### **Long Weeds & Grass**

The most frequent item addressed by our Code Enforcement staff are yards with weeds and grass above eight inches.

The Village's lawn height regulation only applies to properties with a structure.

If left unaddressed the Village will enter private property and mow the lawn to correct the violation. All costs are then billed to the owner of record or placed on the property as a single parcel special assessment.

### **Burning Trash**

Trash and junk items cannot be disposed of by burning in the Village.



### **Blighted Structures**

Any structure, because of disrepair, fire, wind, natural disaster, physical deterioration, or vandalism, which is no longer habitable is considered a blighted structure.

Our ordinance prohibits structures from being left in a dangerous or hazardous condition. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.

All openings for windows and doors shall be maintained and kept in a sound working condition, including no broken windows. Likewise, exterior surfaces are required to be maintained and kept free from chipping or peeling paint, grime, dirt, or mold.



## **Village of Lake Isabella**

### **Eliminating Blight**

Across the country blight affects all types of communities – rural, urban, and suburban areas can all have blight issues. Blight has profound negative impacts on afflicted neighborhoods and communities. Blighted properties decrease surrounding property values, erode the health of local housing markets, and pose safety hazards.

Lake Isabella works to eliminate blight in our community through our Code Enforcement staff. Our Code Enforcement staff is responsible for enforcing the Village's Blight Ordinance. This pamphlet is intended to educate our community about the most common items we encounter when dealing with blight. By working together we can create an attractive, safe, and healthy environment to call home.



### **Expired or Missing Plates**

Vehicles kept or stored outside are required to have and display a current and valid license plate.



### **Inoperable Vehicles**

Vehicles kept or stored outside are required to be in full working condition, and able to be physically and legally operated on any public street. This includes:

- All tires attached and inflated
- No broken windows
- Working battery
- All doors attached
- Hood and trunk cover attached



### **Unmounted Tires**

Whether still attached to rims or not, tires of all sizes cannot be stored outside.



### **Unlicensed or Expired Trailers & Watercraft**

Boats, campers, trailers, snowmobiles and similar items are required to have a current and valid registration and applicable license or MC#.



### **Junk Items & Household Trash**

The storage or accumulation of any trash, garbage, rubbish, scrap, waste, or refuse of any kind, or any abandoned, discarded, unusable, or unused objects or any sort of inoperable equipment kept outdoors is prohibited. It is also prohibited to burn trash and junk items.



### **Appliances**

Household appliances such as, but not limited to, washing machines, dryers, refrigerators, freezers, dishwashers, microwaves, range hoods, beverage coolers, portable or window air conditioner units, cooktops, and ovens shall not be kept or stored outside of any structure.



## Common Questions

### Can the Village require that an animal be removed from the community?

Yes, our ordinance prohibits the keeping of an animal that has become a “public nuisance.” The ordinance defines conditions which must be satisfied before an animal is classified as a “public nuisance.” For example, any dog that has bitten, attacked, or menaced a person or animal while at-large is automatically considered a public nuisance by our ordinance.

### Can I keep exotic animals in the community?

No, our ordinance prohibits the keeping of wild or exotic animals. The ordinance lists specific animals and types of animals which are prohibited.

### I want to build a fence to keep my dog in my yard, do I need a permit?

Yes, please visit our website or the Village Hall and apply for a fence permit. The application is a simple one-page form and drawing. Please note that new-chain-link fences have been prohibited since 2008.

### Can I raise chickens in the community?

No, this is prohibited both by the Village’s ordinances, and the Building & Use Restrictions for the various plats in the community.



## Isabella County Dog Licenses

Dog licenses are required for all dogs in Isabella County that are over the age of six months. Annually, licenses are available from December 1st through the end of February. Licenses purchased after February are charged a late fee.

Licenses can be purchased at the Isabella County Treasurer’s office or the Isabella County Sheriff’s Department year-round.

In order to obtain a license you will need to bring proof of rabies vaccination. Discounted license fees are available for dogs that have been spayed or neutered, to obtain the discounted rate, proof of sterilization is required.

Licenses from other counties can be transferred for a small fee with proof of a valid rabies vaccination and a copy of the current out-of-county license. For more information please contact:

**Isabella County Treasurer’s Office**

**989.317.4091**



**Village of Lake Isabella**

**Good Pets are  
Good Neighbors**



**Your guide to owning pets and  
Animal Control in the  
Village of Lake Isabella**

### **Control the Noise**

If you own a dog be aware of the noise they can make, Many pet owners can become selectively deaf, tuning out the noise their pets make. It is important for pet owners to minimize the impact their pet can have on their neighbors.



Please be especially mindful of your pets in the morning and at night. While your pet may be inside your home,

if the windows are open its noise can impact your neighbors. Section 602.5-A.5 of the Codified Ordinances prohibits dogs and cats that cause annoyance or disturbance by frequent barking, howling, or yelping.

Frequent barking can result from boredom or anxiety when a dog is left alone for long periods of time. Regular walks and playtime can help prevent your best friend from becoming your bored friend.

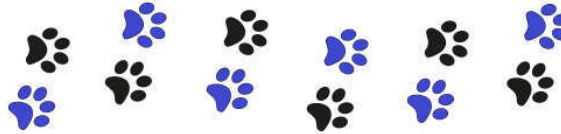


### **Keep it Clean**



It is not only your responsibility to clean up after your pet on your property, but also when out for a walk. Many people take great pride in their yard, and letting

your pet do its business there will definitely lead to problems. Section 602.7 of the Codified Ordinances requires the person in charge of an animal to remove any excrement deposited by said animal on any street, park, or the property of others.



### **Stay on the Leash**

If off your property, dogs are required to be on a leash. Section 602.5-B of the Codified Ordinances requires dog owners to keep their animal restrained in any park or on street. Think of others first, while you may know your pet is harmless, others do not, and may have an anxiety about dogs. Keeping control over your dog will also help avoid confrontations with other dogs that may be walking by your home.



### **Keep them Legal**

Dogs are required to keep an up-to-date license from Isabella County. Dog owners are required by Section 602.4 of the Codified Ordinances to not only obtain a license for their dog, but also provide the dog with a collar for the license to be attached to. The dog is required to wear the collar and license at all times when off the owners property.



### **Know Your Limit**

Section 602.3-B of the Codified Ordinances limits properties in the Village to a maximum combined number of dogs and cats over the age of six-months to 4. Properties with more than 4 total dogs/cats are required to be approved as a Kennel through the Zoning Code.





# Officials Training

2024

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable newly elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land use landscape. In person workshops include a meal and refreshments.

## Getting the Development You Want

**March 5 | 5:30 - 8 PM**

**Kirtland Community College, Grayling**

*Instructor: Wendy Rampson, AICP, Michigan Association of Planning*

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. Learn how the master plan and zoning ordinance inform the development review process, how to balance the needs of everyone, and best practices for a productive process. Light meal included.

## Zoning Board of Appeals

**March 6 | 6 - 8 PM**

**Virtual**

*Instructor: Leslie Sickterman, AICP, City of Traverse City*

This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. Reference book included.

## Advanced ZBA: Beyond The Fundamentals

**March 19 | 5 - 8:30 PM**

**Kalamazoo Valley Community College, Texas Township**

*Instructor: Julie Johnston, AICP, J. Johnston Consulting*

A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. Reference book included.

## Planning and Zoning Essentials

*The most requested training product we offer.*

**March 5 | 11:30 AM - 4:30 PM**

**Kirtland Community College, Grayling**

*Instructor: Sara Kopriva, AICP, Beckett & Raeder, Inc.*

**March 21 | 11:30 AM - 4:30 PM**

**Bavarian Inn Lodge, Frankenmuth**

*Instructor: Jason Ball, AICP, Rowe Professional Services*

**March 26 & 27 | 6 - 8 PM**

**Virtual**

*Instructors: Laura Haw, AICP, and Vidya Krishnan, McKenna*

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more! This program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered. Reference book included.

## Nonconformities

**NEW!**

**March 14 | 6 - 8:30 PM**

**Virtual | AICP CM Law Credit!**

*Instructors: Michael Bila and Catherine Kaufman, JD, AICP, Bauckham, Thall, Seeber, Kaufman & Koches PC*

Nonconformities can be vexing and how planners have approached them has changed over time. Join MAP for a deep dive into all types of nonconformities. The latest case law on the subject will also be covered.

## Housing Supply, Choice & Affordability

**March 21 | 5:30 - 8:30 PM**

**Bavarian Inn Lodge, Frankenmuth**

*Instructor: Leah DuMouchel, AICP, Michigan Association of Planning*

A fast paced, 2.5 hour program that reviews master planning for housing, community engagement, zoning reforms, including a deep dive into one missing middle type--ADUs, plus how to tackle the approval processes and meetings that can stop the development a community has planned for. Reference book included.

## Zoning Administration

**March 6 & 7 | 2 - 4 PM**

**Virtual**

*Instructor: Jacob Kain, AICP, City of Midland*

This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration from legal basis to record keeping to enforcement. Reference book included.

## Zoning Ordinance: A to Z

**March 19 | 12:30 - 4 PM**

**Kalamazoo Valley Community College, Texas Township**

*Instructor: Jill Bahm, AICP, Giffels Webster*

Learn everything you need to know about this important regulatory tool. A history of zoning, alternative ways to zone, a tour of a typical zoning ordinance, including tips and best practices, zoning approval processes, and enforcement are all on the agenda. Reference book included.

## REGISTRATION FORM

Complete one form per registrant.

### CONTACT INFORMATION:

NAME

AFFILIATION

EMAIL (confirmations and directions will be sent via email)

PHONE (with area code)

BILLING ADDRESS (include apt. or suite #)

CITY

STATE

ZIP

Please list any special needs (dietary, barrier free access, etc.)

### REGISTRATION INFORMATION:

☐ I'm a MAP Member

☐ Join MAP now for \$65 and receive the member discount. As a bonus, you will receive membership through June 2025.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$130 <input type="checkbox"/> \$130 <input type="checkbox"/> \$90	<input type="checkbox"/> \$160 <input type="checkbox"/> \$160 <input type="checkbox"/> \$120	<b>Planning and Zoning Essentials</b> Mar. 5   Grayling Mar. 21   Frankenmuth Mar. 26 & 27   Virtual
<input type="checkbox"/> \$115	<input type="checkbox"/> \$145	<b>Getting the Development you Want</b> Mar. 5   Grayling
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	<b>Zoning Administration</b> Mar. 6 & 7   Virtual
<input type="checkbox"/> \$90	<input type="checkbox"/> \$120	<b>Zoning Board of Appeals</b> Mar. 6   Virtual
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	<b>Nonconformities</b> Mar. 14   Virtual
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	<b>Zoning Ordinance</b> Mar. 19   Texas Township
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	<b>Advanced ZBA: Beyond the Fundamentals</b> Mar. 19   Texas Township
<input type="checkbox"/> \$130	<input type="checkbox"/> \$160	<b>Housing Supply, Choice &amp; Affordability</b> Mar. 21   Frankenmuth
<input type="checkbox"/> \$25 in person <input type="checkbox"/> \$10 virtual		<b>Student (full time) Member Rate</b> Workshop & Date: _____

### PAYMENT INFORMATION: TOTAL:

☐ Check enclosed ☐ Invoice Me ☐ Visa ☐ Master Card  
(Make checks payable to: Michigan Association of Planning)

CARD #

EXPIRATION DATE

SECURITY CODE

CARD HOLDER'S NAME

BILLING ZIP CODE





# Village of Lake Isabella

**Village Council**  
**December 19, 2023**  
**Regular Meeting**  
1010 Clubhouse Drive  
Lake Isabella, MI 48893

Village President Torgerson called the meeting to order at 7:00 pm. Those in attendance recited the Pledge of Allegiance.

**Members Present:** Davis, Laraway, Peavey, Shannon, & Torgerson

**Members Excused:** Cueny

**Agenda Approval:**

The Agenda was accepted without objection and was modified by replacing the LIPOA Report with a report from Isabella County Sheriff Michael Main.

**Consent Agenda:**

A motion was made by Laraway, seconded by Davis, to approve the Consent Agenda as presented. ROLL CALL VOTE; YEAS: Davis, Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED.

**Reports:**

- **Village President:**  
Village President Torgerson asked the Council to think about people in the community who would be good candidates for vacancies on the Village Council.
- **Audit Report:**  
Bill Hirshman of Roslund Prestage & Company presented the Village's FY 2022-23 Audit to the Council. He reported that the Village received a clean, unmodified opinion, the highest standard they can issue. It was reported that no issues were encountered with the audit and that no comments, weaknesses, or corrective action were necessary with the Village's internal controls.  
  
Hirshman reported that the Village's total fund balances decreased by about thirty-nine thousand dollars during the fiscal year due to the Village's resurfacing of El Camino Grande.
- **Village Manager:**  
Village Manager Wolff told the Council that the Isabella County Board of Commissioners is entertaining a proposal to shift the management of the Lake Isabella Forest #2 Water System to a third-party company. This change was prompted by the pending retirement of the County's personnel with the necessary license to operate the system.
- **Isabella County Sheriff:**  
Isabella County Sheriff Main discussed staffing with the department and progress on constructing the new jail. He shared that the jail has been averaging about 150 inmates and that the new jail can house up to 180 inmates.

**Public Hearings:** None

**Public Comment:** None.

**Existing Business:**

1. **Backyard Chickens & Beekeeping Discussion:**

The Council received several sample ordinances from municipalities in Michigan that allow backyard chickens.

Laraway suggested it would be valuable to contact other communities that allow chickens to inquire if they have encountered any issues since permitting them.

Peavey again voiced his concerns and objections to allowing backyard chickens, stating that he feels it would be inconsistent with other regulations in the community for building and property standards.

Torgerson discussed Laraway's comments and agreed it would be useful to know why other communities were permissive or prohibited backyard chickens.

There was further discussion about presenting the topic with more refined regulations on the planned Master Plan survey. There was also discussion of the lack of issues with residents who currently have chickens in the Village. It was discussed that the current prohibition is enforced on a complaint-driven basis and that the only complaint the Village has been asked to address was noise from a rooster.

**New Business:**

1. **Letter of Resignation & Election of Village Treasurer:**

Laraway made a motion, seconded by Peavey, to accept the resignation of Charles Kiel from the Village Council with regret and thanks. ROLL CALL VOTE; YEAS: Davis, Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED.

The Council discussed filling the vacancy in the office of Village Treasurer created by Kiel's resignation. Torgerson asked if Laraway would assume the duties and office of Village Treasurer until the next election of Council officers. Laraway stated that he would, and Laraway was appointed Village Treasurer without objection.

2. **Resolution 2023-22; Village Bank Account Signers:**

Peavey made a motion, seconded by Davis, to adopt Resolution 2023-22, which modifies the list of approved signers on Village bank accounts by removing Charles Kiel. ROLL CALL VOTE; YEAS: Davis, Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED.

3. **Lake and River Project Bank Account:**

Wolff discussed opening a bank account dedicated to the lake and river restoration project. He suggested an account at an institution that is separate from the Village's accounts with Isabella Bank. In his opinion, this would allow the Joint Lake Restoration Committee a level of autonomy consistent with the intent of the Village Council and LIPOA Board of Directors.

It was discussed that the Village Charter requires that the Village Council determine the disbursement process. It was discussed that once the account is opened, the Committee can designate signers for the resolution to be adopted by the Council. It was suggested that the signers should be from both the Village and LIPOA representatives on the Committee.

Wolff recommended either Isabella Community Credit Union or Lake Trust Credit Union as those institutions offered the best options for no-fee accounts. The Council did not have objections to Wolff opening an account dedicated to the lake and river restoration project with either institution.

**Public Comments:**

- Drew Feltman of Ann Street asked why the current ordinance prohibiting backyard chickens is not being enforced. As discussed earlier in the meeting, it was stated that the prohibition is enforced on a complaint-driven process. The Council discussed that with part-time Code Enforcement staff, some ordinances are enforced proactively, while others are reactive based on complaints.

**Council Comments:**

- Shannon thanked everyone for their donations to the adopt-a-family effort and shared that this year, four thousand nine hundred dollars were raised.

**Adjournment:**

With no further business, the meeting was adjourned at 8:12 pm.

Approved: \_\_\_\_\_

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Carol Shannon, Village Clerk

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David K. Torgerson, Village President





# Village of Lake Isabella

**Village Council**  
**January 24, 2023**  
**Regular Meeting**  
1010 Clubhouse Drive  
Lake Isabella, MI 48893

Village President Torgerson called the meeting to order at 7:00 pm. Those in attendance recited the Pledge of Allegiance.

**Members Present:** Laraway, Peavey, Shannon, & Torgerson

**Members Excused:** Cueny

**Agenda Approval:**

The meeting Agenda was accepted without objection or modification.

**Consent Agenda:**

Peavey made a motion, seconded by Laraway, to approve the Consent Agenda as presented. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

**Reports:**

- **Village President:**

Torgerson thanked everyone who expressed interest in being appointed to the Village Council vacancy. He stated that there would be a second vacancy shortly and that he appreciated that seven well-qualified residents had an interest in serving. He also thanked the staff and Malley for plowing over the two back-to-back storms.

- **Chris Embrey, District 2 County Commissioner:**

Commissioner Embrey shared a fact sheet concerning county operations, funding, and the 2.5 Mills request on the February 27<sup>th</sup> primary ballot. He stated that the opposition signs that are showing up around the County are from a group based in Lansing. Embrey discussed shortfalls in the County's pension fund and that their projects show their budget leveling out in the 2031-32 fiscal year.

Embrey stated that while the request on the ballot is for 2.5 Mills for six years, he stated that if finances improve in the later years, he would expect the County to levy less than the maximum amount.

Peavey asked if the County has made this information available on its website. Embrey shared that it was added to their website last week.

Shannon asked if the County had sufficient funds to finish the construction of the new jail. Embrey stated that the County has the necessary funds to finish construction on the new jail.

Peavey asked about the process used by the County to determine whether to build a new jail. Embrey stated that the decision happened before he was elected, but the current jail could not pass a Department of Corrections inspection and needed significant repairs and upgrades.

Wolff asked what the County's unfunded liability is for its pension fund and if it could pursue a pension bond to cover that debt. Roughly twenty million dollars was shared as the unfunded liability.

Peavey also discussed the County's healthcare costs and shifting some of the increase onto the employees through a greater cost-sharing model. Embrey discussed the issue that the County has faced with staffing due to low wages, and health insurance has been one way to provide an attractive benefit for employees.

Jeff Grey asked what services are on the table for cuts if the millage fails. Embrey stated that the County would focus on maintaining mandated services, and non-mandated services like Road Patrols would be the target of cuts.

- Village Manager:

Wolff shared that EGLE has approved the permit application for dredging Birch Bay. He shared that the permit allows for up to 9,334 cubic yards of spoils to be removed and that the Lake Restoration Committee is working on finalizing the RFP for that project.

The Council was informed that the Village had received its first in-season salt shipment.

Wolff discussed his meeting with the Census Bureau to get more information on the cost of conducting a Special Census. The Census Bureau has provided an estimate of \$280,000 to conduct a Special Census of just Lake Isabella. He stated that he would contact either the Village's State Representative or State Senator to see if there are alternative options that the State would accept for a population count.

Wolff discussed repairs and maintenance to the Village Hall. The pump for the Village's well needed to be replaced, and the well chlorinated due to a build-up of minerals in the well pipe and pump.

- Sherman Township:

Grey informed the Council that Sherman Township has still not received a formal letter of non-compliance from the State of Michigan that would prompt the need to develop a sewer system. He discussed work that the Township has been doing to test drains in the Weidman area and has not found any e.coli issues similar to what the State has alleged.

**Public Hearings:** None

**Public Comment:**

- Jeff Grey of Pequena Drive discussed converting the geothermal system at the Village Hall from an open loop to a closed loop system.
- Carrie Barringer of Clubhouse Drive discussed the condition of the playground equipment at South Park. Torgerson shared that the playground equipment is the responsibility of the LIPOA, and that would be the better entity to reach out.

**Existing Business:**

1. MDOT Contract Approval:

Peavey made a motion, seconded by Shannon, to approve MDOT Contract 23-5521 for the Clubhouse Drive and Fairway Drive Category B project and have the Village Manager

and Village Clerk sign on behalf of the Village. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

**New Business:**

1. Resolution 2024-01; Interfund Lending Policy:

Shannon made a motion, seconded by Laraway, to approve Resolution 2024-01, which adopts an Interfund Lending Policy for the Village of Lake Isabella. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

2. Approval of Merchantile Money Market Account:

A motion was made by Laraway, seconded by Peavey, to authorize the Village Manager to complete the necessary paperwork with Mercantile Bank to open a Money Market account to be used for the Lake Restoration Project. Signers approved on the account are the following members of the Lake Restoration Committee: Dave Torgerson, Carol Shannon, Norm Burmeister, and Bill Keelean. Village Manager Wolff is also authorized to have complete account access including transferring funds, but not be a signer for the account. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

3. Letter of Resignation:

Torgerson made a motion, seconded by Laraway, to regrettably accept the resignation of Al Davis from the Village Council. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

4. Village Council Vacancy:

Shannon shared that one factor important to her is having a diverse representation from around the community and that the Council should be considerate of not having an over-representation from any particular area of the community.

Laraway shared that he was encouraged to see two applicants from the LR-2 area of the community, which is historically underrepresented.

Torgerson stated he was happy with all of the applicants. He discussed that serving on other boards in the community has always been a strong selling point for him since he began his service on the Planning Commission in Lake Isabella.

Laraway also spoke in favor of having experience from serving on other boards in the community.

Several applicants were in attendance, and each was asked to introduce themselves to the Council.

Torgerson made a motion, seconded by Shannon, to appoint Carrie Barringer of Clubhouse Drive to fill the vacancy created by the resignation of Charlie Kiel. ROLL CALL VOTE: YEAS: Laraway, Peavey, Shannon, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

The Council discussed filling the vacancy created by Al Davis' resignation. The Council agreed to invite the remaining six candidates back to the February meeting and fill the vacancy at that meeting.

**Public Comments:**

- Jeff Grey of Pequena discussed the ballot options for the February election.

**Council Comments:** None

**Adjournment:**

With no further business, the meeting was adjourned at 8:16 pm.

Approved: \_\_\_\_\_

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Carol Shannon, Village Clerk

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David K. Torgerson, Village President

DRAFT



# Village of Lake Isabella

PLANNING COMMISSION  
FEBRUARY 13, 2024  
EXISTING BUSINESS #1

## MASTER PLAN SURVEY & NOTICE TO PLAN

Attached is draft two of the Master Plan survey. Please review the draft and think of areas where we may need to add questions or areas where we could take questions away. Once the Planning Commission has reviewed this draft, it should adopt a motion moving forward with the Notice to Plan.

MCL 125.3839 (attached) requires the Planning Commission to notify various entities of its intent to update or draft a Master Plan. These entities will all be provided with a copy of the draft plan when the draft is approved by the Village Council for distribution and comment.

One topic to think over would be questions we may need to ask in the event the County begins to eliminate services. We have been working on a list of possible service cuts and have the following so far:

### Negative Impacts of Millage Failure & Likely County Cuts

- **Sheriff's Department**
  - Cancellation of dedicated patrol contract
  - No support for Fireworks patrols
  - Elimination of all road patrols
  - Cancellation of Marine Patrols
  - Cancellation of Isabella County Dive Team
  - Animal Control Services
- **County Clerk**
  - Passports
- **Community Development**
  - Inspections
  - GIS and Parcel Data
- **Recycling**
  - Curbside side recycling
  - Recycling Bins at DPW Building
- **Board of Public Works/Water System**
  - Water System?
- **CMDHD**
  - ???

**MICHIGAN PLANNING ENABLING ACT (EXCERPT)**  
**Act 33 of 2008**

**125.3839 Master plan; adoption; procedures; notice; submittals; use of electronic mail.**

Sec. 39. (1) A master plan shall be adopted under the procedures set forth in this section and sections 41 and 43. A master plan may be adopted as a whole or by successive parts corresponding with major geographical areas of the planning jurisdiction or with functional subject matter areas of the master plan.

(2) Before preparing a master plan, a planning commission shall send to all of the following, by first-class mail or personal delivery, a notice explaining that the planning commission intends to prepare a master plan and requesting the recipient's cooperation and comment:

(a) For any local unit of government undertaking a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county undertaking a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality undertaking a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.

(e) For a municipality undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located.

(f) For any local unit of government undertaking a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.

(g) If the master plan will include a master street plan, the county road commission and the state transportation department.

(3) A submittal under section 41 or 43 by or to an entity described in subsection (2) may be made by personal or first-class mail delivery of a hard copy or by electronic mail. However, the planning commission preparing the plan shall not make such submittals by electronic mail unless, in the notice described in subsection (2), the planning commission states that it intends to make such submittals by electronic mail and the entity receiving that notice does not respond by objecting to the use of electronic mail. Electronic mail may contain a link to a website on which the submittal is posted if the website is accessible to the public free of charge.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

For 2018 Master Plan, the Notice to Plan was mailed to:

Sherman Township, Broomfield Township, Deerfield Township, Nottawa Township, Isabella County, East Michigan Council of Governments, DTE, Consumers Energy, Homeworks Tri-County, Charter Communications, Frontier Communications, I-Ride, Isabella County Road Commission, Isabella County Department of Public Works, Saginaw Chippewa Indian Tribe, Chippewa Hills School District, & Lake Isabella Cal Brewer Memorial Airport.

## Demographic Info – Proposed 2024 Questions

1. How many years have you lived at Lake Isabella?  
(Asked in 2010, 2013, & 2018)
  - Less than 2 years
  - 2-5 years
  - 6-10 years
  - 11-15 years
  - 15+ years
  - I do not live at Lake Isabella
2. Do you have any children under the age of 18 living in your home?  
(Asked in 2010, 2013, & 2018)
  - Yes
  - No
3. Are any members of your Lake Isabella household age 65 or older?  
(Asked in 2010, 2013, & 2018)
  - Yes
  - No
4. Are you a registered voter in the Village of Lake Isabella?  
(Asked in 2010, 2013, & 2018)
  - Yes
  - No

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Formerly asked questions not included:

- How many years have you lived in Isabella County? (Asked in 2010 & 2013)
- Do you own or rent your home at Lake Isabella? (Asked in 2010 & 2013)
- Do you have internet access at your location at Lake Isabella? (Asked in 2010 & 2013)
- Would you consider the location of your primary property/home at Lake Isabella to be waterfront or non-waterfront? (Asked in 2018)

## Quality of Life – Proposed 2024 Questions

1. Please rate each of the following aspects of the quality of life at Lake Isabella?

(Asked in 2010 & 2018)

- Lake Isabella as a place to live.
- Lake Isabella as a place to raise children.
- The appearance of the community.
- The variety of housing options.
- Recreational opportunities.
- Housing affordability.
- Availability of child care.
- Available of medical care.
  - Excellent
  - Good
  - Fair
  - Poor

2. To what degree, if at all, are the following a problem in the community?

(Asked in 2010 & 2018)

- Blighted buildings.
- Junk vehicles.
- Noise issues.
- Loose dogs.
- Deer population.
- Golf carts/ORVs driven by underage drivers.
- Golf carts/ORVs with loud exhaust.
- Property Crime.
- Lack of walking/biking connection to both sides of the lake.
- Distance to travel for school or child care.
- Distance to travel for medical care.
- Distance to travel for shopping.
  - Not a problem
  - Minor problem
  - Moderate problem
  - Major Problem

3. What, if anything, do you think makes Lake Isabella a great place to live?

(Asked 2010 & 2018)

- Low cost of living
- Proximity to friends & family
- Location
- Small Town Feel



- Quality of School Options
- Safety of the Community
- Lake & Parks
- Property Values
- Access to High-Speed Internet
  - Yes
  - No
  - Uncertain

4. What are your three most important factors for you to continue living at Lake Isabella?  
(Asked in a similar manner 2010 & 2018)

- Low cost of living
- Proximity to friends & family
- Location
- Small Town Feel
- Quality of School Options
- Safety of the Community
- Lake & Parks
- Property Values
- Access to High-Speed Internet
  - 1<sup>st</sup>
  - 2<sup>nd</sup>
  - 3<sup>rd</sup>

5. Please select three statements below to complete the following sentence. “A high priority of the Village of Lake Isabella should be...”

(Asked in 2015 & 2018)

- To provide a safe community.
- To provide desirable neighborhoods to call home.
- To promote and enhance the quality of life for its residents.
- To provide and maintain quality infrastructure.
- To promote and ensure sound environmental stewardship of the community’s natural resources.
- To develop new amenities and services for the community.
- To provide resources for a healthy and active community.
- To provide economic development opportunities and expand the community’s take base.

6. Please rate to what degree you agree or disagree with each of the following statements:

(Asked in 2013)

- I receive good value for the property taxes that I pay to the Village.
- I am pleased with the overall direction that the Village government is taking.
- The Village of Lake Isabella welcomes citizen involvement.

- The Village of Lake Isabella fairly allocates resources to all areas of the community.
- I trust the Village Council and Village Staff to do what they say they'll do.
  - Strongly Agree
  - Agree
  - Neutral
  - Disagree
  - Strongly Disagree

7. Please indicate how you feel about the following statements:

(Asked in 2010 & 2018)

- There needs to be more activities for children 12 and younger at Lake Isabella.
- There needs to be more activities for teenagers at Lake Isabella.
- There needs to be more activities for families at Lake Isabella.
- There needs to be more activities for senior citizens at Lake Isabella.
  - Strongly Agree
  - Agree
  - Neutral
  - Disagree
  - Strongly Disagree

8. Please share how likely or unlikely you would be to do the following:

(Asked in 2013)

- Recommend moving to Lake Isabella to somebody who asks.
- Remain a resident of Lake Isabella for the next 5 years.
  - Very Likely
  - Somewhat Likely
  - Not Sure
  - Somewhat Unlikely
  - Very Unlikely

---

Formerly asked questions not included: None

## Community Development – Proposed 2024 Questions

1. What type of future businesses do you feel are needed, and would like to see come to Lake Isabella??

(Asked in 2005, 2010, & 2018)

- Bars/Taverns
- Funeral Parlor
- Greenhouse/Nursery
- Medical Offices
- Salons
- Business/Professional Offices
- Laundromat
- Lumber Yard
- Motor Vehicle Sales / Service
- Car Wash
- Drive-thru Fast Food
- Gas stations / convenience stores
- Bakery / Coffee Shop
- Retail Establishments
- Deli / Butcher
- Veterinary Clinic
- Restaurants
- Pharmacy
- Urgent Care
  - Yes
  - No
  - Uncertain

2. Please indicate your view on the future need to develop the following housing types in the community?

(Asked in 2018)

- Single-family Dwellings
- Duplexes / Two-Family Dwellings
- Townhouses/Condos
- Apartments
- Assisted or Independent Living Facilities
  - High Need
  - Somewhat of a Need
  - Not Needed

3. How much of a priority should the Village place on attracting the following types of new development

(New Question)

- Residential – Single-family Homes
- Residential – Duplexes/Two-family homes
- Residential – Apartments/Condos
- Residential – Workforce Housing
- Residential – 55 & Older Housing
- Mixed Use – Residential & Commercial
- Commercial
- Light Industrial
  - High Priority
  - Medium Priority
  - Low Priority
  - Not a Priority
  - Uncertain

4. The Village has prohibited short-term rentals of homes in residentially zoned areas for several years, would you support allowing any of the following types of short-term rentals in residential districts of the community?

(Asked 2013 & 2018)

- Dedicated short-term rentals (No primary occupant)
- Un-hosted short-term rentals (There is a primary occupant, but is available for rent when the occupant is off-site)
- Hosted short-term rental (The primary occupant remains on-site with guests)
  - Yes
  - No

5. The Village owns roughly 5 acres of land along Drew Road. Several options have been suggested to the Village for future use of this area. Please share your opinion on each of the following as a potential future development option for this area:

(Asked in 2018)

- Community Park
- Nature Area/Walking Path
- Community Solar Field
- Planned New Home Development
- Community Cemetery
  - Support
  - Somewhat Support
  - Neutral
  - Somewhat Oppose
  - Oppose

6. Currently, the Village prohibits all marijuana businesses from operating in the community. Should the Village continue to prohibit marijuana businesses from operating in the community?

[\(Asked in a similar manner in 2018\)](#)

- Yes
- No

7. The Village allows Family Day Care Homes (1 to 7 children) in most zoning districts, but prohibits Group Day Care Homes (8 to 14 children) in most zoning districts. Do you support the Village allowing Group Day Care Homes as a Special Land Use in more areas of the community?

[\(New Question\)](#)

- Yes
- No

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Formerly asked questions not included: None applicable

Draft #2

## Public Safety – Proposed 2024 Questions

1. Have you had a situation where you needed to contact law enforcement while at Lake Isabella?

(Asked in 2010 & 2018)

- Yes
- No

2. Please rate how you feel:

- From violent Crime at Lake Isabella?
- From property crime at Lake Isabella?
- In your neighborhood during the day?
- In your neighborhood at night?

(Asked in 2010 & 2018)

- Very Safe
- Safe
- Somewhat Safe
- Neither
- Somewhat Unsafe
- Unsafe
- Very Unsafe

3. Please rate your opinion on the amount of law enforcement services currently covering Lake Isabella?

- Traffic enforcement/Road Patrols
- Crime prevention & community policing
- Lake Patrols
- Ordinance enforcement

(Asked in 2010 & 2018)

- Too Much
- About Right
- Too Little
- Don't Know

4. Voters in 2022 approved a three-year dedicated millage of 0.333 Mills to fund dedicated road part-time patrols by the Isabella County Sheriff's Department. As part of the November 2024 Village General Election, should seek voter approval for any of the following options:

- A renewal at the current amount of 0.333 Mill?
- A renewal at an increased rate of 0.5 Mill to fund additional part-time patrols?
- A renewal of up to 1 Mill to fund a single full-time position?

(New Question)

- Yes

- No
- Uncertain

5. Effective community policing involves our law enforcement partners working with the community to address the causes of crime in an effort to reduce the problems through a host of activities. Please share your view as to what the three most pressing crime issues are in Lake Isabella:

[\(New Question\)](#)

- Thefts from Motor Vehicles
- Burglary/Theft
- Child Abuse
- Noise Violations
- Operating while Impaired
- Drug Use
- Assault
- Sexual Assault
- Underage Drinking
- Vandalism
- Traffic Issues

6. If you have needed fire or EMS services at Lake Isabella, how satisfied were you with the response time for you call?

[\(New Question\)](#)

- Satisfied
- Somewhat Satisfied
- Somewhat Dissatisfied
- Dissatisfied
- I haven't need fire or EMS services

7. In the event that Isabella County is forced to reduce or eliminate road patrols due to budget constraints, should the Village create its own part-time Police Department to provide public safety services to the community?

[\(Possible New Question\)](#)

- Yes
- Maybe, Depending on Cost and other factors
- No
- Uncertain

This question may need to be reworked to show different coverage levels that could be provided at different millage rates.

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Formerly asked questions not included:

- Do you support the Village presenting a proposal to the community for additional part-time law enforcement coverage via an annual special assessment with a maximum levy of 1 Mill (1 Mill being 1/1,000 of the taxable value of your property, i.e. 1 Mill on a \$100,000 piece of property would be \$100 per year) with any of the following: (Asked in 2010 & 2018)
  - Isabella County Sheriff's Department
  - Sherman Twp. Marshal
  - Creating a Lake Isabella P.D.
- The Village should continue to provide lake patrols by the Sheriff's Department in the summer? (Asked in 2013)



## Streets & Infrastructure – Proposed 2024 Questions

1. What do you consider the overall condition of the streets in the Village to be in?  
(Asked in 2015 & 2018)
  - Excellent
  - Good
  - Average
  - Fair
  - Poor
2. How would you rate the level of street maintenance undertaken by the Village?  
(Asked in 2015 & 2018)
  - More than enough
  - Enough
  - Not Enough
3. The Village uses a measured approach to applying sand, salt, and brine to our roads in the winter; trying to balance street conditions while limiting any negative impact on the quality of the lake. Please share your view on the level of de-icing materials that are applied to streets in the winter?  
(Asked 2018)
  - More than enough
  - Enough
  - Not Enough
  - Don't Know
4. How important do you feel it is to add on-street bike lanes to our Major Streets (Major Streets are those with yellow and white traffic markings)?  
(Asked in 2018)
  - Very
  - Somewhat important
  - Somewhat not important
  - Not important
5. How important do you feel it is to add walking/biking paths alongside (but separated from) our Major Streets (Major Streets are those with yellow and white traffic markings)?  
(Asked in 2018)
  - Very
  - Somewhat important
  - Somewhat not important
  - Not important

6. The Village is responsible for maintaining over 18 miles of local streets. For these 18 miles the Village's receives about \$125,000 annually for all maintenance and plowing needs. This funding level prevents the Village from undertaking significant upgrades or improvements to our local streets. If the Village were to propose a multi-year millage or special assessment to fund local street resurfacing and improvements, please share your support of possible funding levels:

(Asked in a similar way in 2015 & 2018)

- Less than 1 Mill
- 1 Mill
- 1.5 Mills
- 2 Mills
- More than 2 Mills
  - Strongly Support
  - Somewhat Support
  - Neutral
  - Somewhat Oppose
  - Strongly Oppose

7. If a dedicated millage is proposed to address street issues, what would you like to see the funding address?

(Asked in 2015 & 2018)

- Local Streets resurfacing
- Walking/Bike Paths along Major Streets
- More Street Maintenance
- Drainage Improvements
- Creating a second ingress/egress route for the west side of the community.
  - Yes
  - No
  - Uncertain

8. In an effort to reduce light pollution, the Village has adopted a policy which limits the amount of street lighting. Please share your opinion on the current level of street lighting.

(Asked in 2010 & 2013)

- Too Much
- About Right
- Too Little
- Don't Know

9. Residents have shared concerns with the Village about on-street parking, especially on the Village's Major Streets (Clubhouse Drive, El Camino Grande, Queens Way, Bundy Drive, Duquesa Drive, and Birdie Drive). Would you support the Village enacting any of the following parking prohibitions:

(New Question)

- No on-street parking on all Major Streets
- No on-street parking on all streets
  - Yes
  - No
  - Uncertain

10. Lake Isabella utilizes open ditches for stormwater drainage. How would rate the current drainage and functionality of the Village's ditches?

(New Question)

- Excellent
- Good
- Average
- Fair
- Poor

11. Lake Isabella is unique in that the majority of homes utilize on-site well and septic systems for their water and wastewater needs. Currently the Village is not pursuing the development of sewer system or municipal water supply. Do you support the Village beginning work towards developing either?

(New Question)

- Sewer System
- Municipal Water Supply
  - Yes, I support the development of this type of infrastructure
  - Yes, but only to obtain cost estimates before proceeding
  - No
  - Uncertain

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Formerly asked questions not included: None applicable

## Community Recreation – Proposed 2024 Questions

1. Do you feel there is a need for the creation of any of the following recreation facilities?  
(Asked in 2005, 2010, & 2018)
  - Dog Park
  - Splashpad
  - Natural/Conservation Areas
  - Playgrounds
  - Sledding Hill
  - Non-motorized Trails
  - Basketball Courts
  - Disc Golf Course
  - Football/Soccer Field
  - Community Gardens
  - Pickleball Courts
  - Outdoor Ice Skating Rink
  - Workout/Fitness Stations
  - Farmers Market
  - Outdoor Summer Concert/Movie Nights
  - Blue water kayaking/canoeing trail
  - Community Center
    - Yes
    - No
    - Uncertain
  
2. In your opinion, what are the three most pressing recreational amenities that need to be developed or improved in the community?  
(Asked in 2021)
  - Dog Park
  - Splashpad
  - Natural/Conservation Areas
  - Playgrounds
  - Sledding Hill
  - Non-motorized Trails
  - Basketball Courts
  - Disc Golf Course
  - Football/Soccer Field
  - Community Gardens
  - Pickleball Courts
  - Outdoor Ice Skating Rink
  - Workout/Fitness Stations

- Farmers Market
  - Outdoor Summer Concert/Movie Nights
  - Blue water kayaking/canoeing trail
  - Community Center
3. Please indicate which of the following lake/river activities you enjoy or participate in:  
(Asked in 2018)
- Boating/paddling
  - Swimming
  - Fishing
  - Snorkeling/Diving
  - Water Skiing/Tubing
  - Ice Fishing
4. On average, how frequently do members of your household use the lake or river during:  
(Asked in 2018)
- During the Summer season
  - During the Winter season
    - Daily
    - Weekly
    - Monthly
    - Rarely/Never
5. If a Community Center were proposed, please rank the following in order of how important each feature is to include?  
(Asked in 2021)
- Fitness Center (treadmill, weights, exercise equipment...)
  - Reservable Gathering Space for 100 +/- people
  - Reservable Meeting Rooms (space for approx. 25 people)
  - Reading/Study Spaces
  - Kitchen Space
  - Basketball Court/Gym
  - Sauna
  - Pool

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Formerly asked questions not included: None

## Community Engagement – Proposed 2024 Questions

1. In general, how knowledgeable would you say you are about the activities of Village of Lake Isabella?

(New Question)

- Very knowledgeable
- Somewhat knowledgeable
- Not very knowledgeable
- Not knowledgeable at all

2. What social media platforms do you use on a regular basis, and would like to have information and content from the Village available on?

(New Question)

- Facebook
- Twitter (X)
- Instagram
- NextDoor
- Tik Tok
- LinkedIn
- Truth Social
- Threads
  - Yes
  - No

3. In a typical year the Village will produce three print newsletters that are mailed to all property owners. Do you read your newsletter when they arrive?

(New Question)

- Yes
- No

3. Where do you get your information about the activities of the Village of Lake Isabella?

(New Question)

- Village Website
- Village Facebook Account
- Village YouTube Channel
- Village Newsletter
- The e-notify option from the Village's website
- Local Media/Newspaper
- Neighborhood apps
- Friends and Neighbors

4. What type of content would you like to see offered from the Village through its various communication outlets?

[\(New Question\)](#)

- Community Events
- Upcoming Meetings
- Past Meeting Summaries
- Information about Services
- Service Alerts
- Weather Alerts
- Public Safety Alerts
- Street Closures and Maintenance Information
- Election Information
- Due dates and deadlines
- Informational/Education Graphics
- Updates from the Village Manager
- Community News
- Community Member Profiles
- Business Profiles
- Community History
  - Facebook
  - YouTube
  - Print Newsletter
  - E-Notify
  - Website
  - Neighborhood Apps

5. In the past six-months have you visited the Village's website?

[\(New Question\)](#)

- Yes
- No

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Formerly asked questions not included: None



# Village of Lake Isabella

PLANNING COMMISSION  
FEBRUARY 13, 2024  
NEW BUSINESS #1

## ANNUAL PLANNING & ZONING REPORT

The Planning Commission is annually required to submit a written report to the legislative body concerning its operations and the status of planning activities. The report is to include recommendations on action necessary for planning and development.

Attached is a draft of that annual report, following the template we've used for several years. One area where the Planning Commission should review and discuss the report's contents is on the recommendations on page 6 of the report. I've included two items, and there is room for more if the Planning Commission has items that should be addressed this year.

Once the Planning Commission has completed its discussion, a motion will need to be made to submit the report to the Village Council.



# Village of Lake Isabella

## 2023 Annual Planning & Zoning Report

Issued: February 2024 – **Draft 1**



### Planning Commission

Amy Ervin, Chairman

Mike Simon, Vice-Chair

Farzad Tafreshi, Secretary

Robert Laraway, Village Councilman

Leo Wickert

Jeff Grey

*Vacancy*



## Permit & Activity Historical Summary

**Table 1. Zoning Activity History 1998 - 2021**

Year	Total Zoning Permits	New Home Permits	Variances Heard/ Approved	Ordinances Adopted	Planning Commission Meetings	Planning Commission Chair	Zoning Admin.	
1998	48	29	0/0	3	5	Jack Walker	Ed Spayd	
1999	90	45	9/9	2	12			
2000	77	36	3/3	3	13			
2001	73	35	2/2	2	12			
2002	85	39	2/1	1	11			
2003	59	37	2/2	0	12	Bill Dunham	Sherry Chalker	
2004	58	30	6/6	3	14		Tim Wolff	
2005	61	27	4/3	2	13			
2006	40	16	2/1	3	11			
2007	40	20	3/3	5	12			
2008	28	12	4/2	1	8			
2009	29	4	7/4	2	11			
2010	23	2	1/0	3	9			
2011	20	2	3/1	5	6			
2012	16	2	0/0	4	9			John Boyd
2013	22	2	1/0	3	8			
2014	17	2	0/0	4	8	Dave McGrath		
2015	33	4	1/1	6	10			
2016	42	4	1/0	4	9			
2017	31	4	1/0	3	9			
2018	35	4	1/0	6	11			
2019	54	6	1/1	6	8			
2020	60	14	5/4	2	10			
2021	76	11	3/0	0	6			Amy Ervin
2022	45	9	1/0	1	7			
2023	56	9	1/1	1	5			
Totals	1,218	405	64/44	72	240			

This report is issued for compliance with MCL 125.3819(2), which states, "*a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.*"

By statute (MCL 125.3821(1)), the Planning Commission is required to meet at least four regular meetings annually; in 2023, the Planning Commission held five regular meetings. Highlights of those meetings were as follows:

### Zoning Ordinance

The only ordinance that the Planning Commission worked on and recommended in 2023 was a rezoning of a parcel on Coldwater Road. The parcel in question has a single-family dwelling scheduled for demolition. The property owner requested that the parcel be returned to Ag zoning to match the remainder of his adjacent property. The Village Council adopted this ordinance at its regular meeting in March.

At its September meeting, the Planning Commission discussed a handful of technical amendments to the zoning code to review in greater detail in 2024. Two main items discussed address the following aspects of the zoning ordinance:

- Whether to allow as a Special Land Use Group Day Care Homes in areas of the Village. Current Family Day Care Homes are permitted outright, but Group Day Care Homes are not permitted in most districts.
- In non-residential districts, having the lot coverage percentage only apply parcels and uses that do meet the ordinance requirements for stormwater management.

### Special Land Use (SLU) Applications

- At the June meeting, the Planning Commission held a public hearing and approved a request for SLU project at 1008 Southport Drive. This project was a garage across the street from the dwelling to which it is an accessory and subordinate. Construction of this structure was still ongoing at the end of 2023.

## Site Plans Reviewed

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The Planning Commission did not receive any Site Plan applications in 2023. At its April meeting, the Planning Commission undertook a training session to review a mock Site Plan.

### 2023 Zoning Board of Appeals Activity

The ZBA held one meeting to consider one request for a variance:

**Variance 2023-01:** A dimensional variance was requested at 1268 Queens Way. The nature of the request was a reduction in both the minimum single side yard and total side yards to allow for the construction of an addition to a home on an odd-shaped lot. After holding a public hearing, the ZBA approved the request.

### 2023 Training Activities & Staff Credentials

Planning Commission member Wickert attended a Michigan Association of Planning training session on Site Plan Review at Mt. Pleasant City Hall on March 1<sup>st</sup>.

ZBA Member Balcom attended a Michigan Association of Planning virtual training session on Planning & Zoning Essentials on March 21<sup>st</sup> and 22<sup>nd</sup>.

Zoning Administrator Wolff attended a Michigan Association of Planning workshop on Advanced Zoning Administration on March 21<sup>st</sup>.

Zoning Administrator Wolff also virtually attended the National Planning Conference offered by the American Planning Association. At this conference he earned several CEUs necessary for maintaining his AICP credential. The AICP credential is the only nationwide verification of planners' qualifications and requires continued advanced professional education and training.

The Village's current Master Plan was drafted in 2018 and approved in 2019. 2023 was the final year under the current plan before the Village is required to review and possibly update the Master Plan. MCL 125.3845 states, "*at least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.*"

The Planning Commission began this process at its final meeting of 2023 and reviewed sample questions to use in a community survey. At that meeting, a conceptual timeline was presented for reviewing and updating the plan. That illustration is below. It should be noted that this timeline will likely be delayed, with the Notice to Plan being issued in mid-February. This is due to the Village's desire to include questions on service options if Isabella County is forced to reduce services due to budget shortfalls. Using the Master Plan survey to gain insights on the community's feeling on future service options may prove to be a necessary component of an updated Master Plan.



## Redevelopment Ready Communities Program

At the end of 2023, the Village submitted the final documents necessary to complete the process to achieve the Essentials level in the MEDC's Redevelopment Ready Communities program. According to the MEDC, *"communities who have achieved Essentials status have all the key documents and practices in place to provide a predictable development experience and meet local planning and zoning responsibilities under Michigan law."*

Statewide 68 communities have achieved Certified status, and 16 other communities have achieved Essentials status. 227 communities are currently engaged in the program working towards either Certified or Essentials status. If the Village would like to pursue Certified Status, three significant policy documents will be needed. An Economic Development Strategy, Marking Plan, and Corridor Improvement Plan. The bulk of other areas need further work are ones which require an annual update or meeting at the Certified level. In looking at the Best Practice areas, staff feels the Village is current aligned with the necessary items in the illustration below.

1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9	4.1	4.2	4.3	4.4	4.5
4.6	4.7	5.1	5.2	5.3	

Currently Aligned with RRC Expectations
Partially Aligned with RRC Expectations
Not Currently Aligned with RRC Expectations

Best Practice	Needed Work
1.2	Develop a Corridor Improvement Plan for main commercial area.
1.4	Annually provide an update to the Council on public participation and engagement efforts.
3.4	Establish a joint review team for internal review of projects.
3.8	Develop a “Guide to Development” and make available online.
3.9	Develop a tracking mechanism for development projects.
4.2	Identify key interests and backgrounds to target for membership for various development boards.
4.6	Annually update the adopted Training Plan.
4.7	Annually hold a joint meeting with the legislative body.
5.1	Develop an Economic Development Strategy.
5.2	Identified incentives that can be offered for projects.
5.3	Develop a Marketing Plan.

One perk of the program is that for communities seeking Certified status, technical assistance match funding is available for communities to develop items such as an Economic Development Strategy, Marketing Plan, and Corridor Improvement Plan.

## Recommendations & Goals

In 2024, the Planning Commission has identified the following goals and recommendations for the planning & zoning activity:

- Update the Master Plan.
- Undertake an update of the zoning code to address a handful of technical fixes and updates.
- ???

Planning Commission	
Member	Term Expires
Bob Laraway*	January 2025
Mike Simon, Vice-Chair	July 1, 2024
Farzad Tafreshi, Secretary	July 1, 2024
Jeff Grey	July 1, 2025
Leo Wickert	July 1, 2025
Amy Ervin, Chair	July 1, 2026
Vacancy	July 1, 2026

Zoning Board of Appeals	
Member	Term Expires
Jeff Grey	2024**
Angela Schofield, Vice-Chair	July 1, 2024
Marlin Howe	July 1, 2025
Jim Ervin, Chair	July 1, 2025
Greg Balcom	July 1, 2026

\* Laraway serves as the Village Council's representative to the Planning Commission. His term expires on the Organizational Meeting date for the Village Council following the 2024 General Election.

\*\* Grey serves as the Planning Commission's representative to the ZBA, which is filled annually by the Planning Commission at the election of officers.



## 2024 Meeting Dates & Deadlines

	Planning Commission	Village Council	Zoning Board of Appeals
<b>January</b>			
Meeting Date	January 9th	January 16th	January 23rd
Deadline	December 19, 2023	December 26, 2023	January 2nd
<b>February</b>			
Meeting Date	February 13th	February 20th	February 27th
Deadline	January 23rd	January 30th	February 6th
<b>March</b>			
Meeting Date	March 12th	March 19th	March 26th
Deadline	February 20th	February 27th	March 5th
<b>April</b>			
Meeting Date	April 9th	April 16th	April 23rd
Deadline	March 19th	March 26th	April 2nd
<b>May</b>			
Meeting Date	May 14th	May 21st	May 28th
Deadline	April 23rd	April 30th	May 7th
<b>June</b>			
Meeting Date	June 11th	June 18th	June 25th
Deadline	May 21st	May 28th	June 4th
<b>July</b>			
Meeting Date	July 9th	July 16th	July 23rd
Deadline	June 18th	June 25th	July 2nd
<b>August</b>			
Meeting Date	August 13th	August 20th	August 27th
Deadline	July 23rd	July 30th	August 6th
<b>September</b>			
Meeting Date	September 10th	September 17th	September 24th
Deadline	August 20th	August 27th	September 3rd
<b>October</b>			
Meeting Date	October 8th	October 15th	October 22nd
Deadline	September 17th	September 24th	October 1st
<b>November</b>			
Meeting Date	November 12th	November 19th	November 26th
Deadline	October 22nd	October 29th	November 5th
<b>December</b>			
Meeting Date	December 10th	December 17th	No Meeting Date Christmas Holiday
Deadline	November 19th	November 26th	
* Rescheduled Date	The Planning Commission's regular meeting date and time is the second Tuesday of the month at 7 PM.	The Village Council's regular meeting date and time is the third Tuesday of the month at 7 PM.	The ZBA's regular meeting date and time is the fourth Tuesday of the month at 5:30 PM. The ZBA only meets as needed.



# Village of Lake Isabella

PLANNING COMMISSION  
FEBRUARY 13, 2024  
NEW BUSINESS #2

## 2024 MEETING SCHEDULE

The Planning Commission is required to meet at least four times annually. The regular meeting dates in 2024 are as follows:

- ~~January 9<sup>th</sup>~~
- February 13<sup>th</sup>
- March 12<sup>th</sup>
- April 9<sup>th</sup>
- May 14<sup>th</sup>
- June 11<sup>th</sup>
- July 9<sup>th</sup>
- August 13<sup>th</sup>
- September 10<sup>th</sup>
- October 8<sup>th</sup>
- November 12<sup>th</sup>
- December 10<sup>th</sup>

Assuming that the Planning Commission authorizes the Notice to Plan under Existing Business #1, I would propose to meet next on April 9<sup>th</sup>. This will allow us to send out a newsletter with the Master Plan survey announcement. If we collect responses during March, the Planning Commission could begin its review the following month.