

**Hamilton Township**  
**Planning Commission Minutes of July 6, 2022**

Meeting Called to Order by Jesse Fritz at 6:30 PM and the Pledge of Allegiance was recited.

**Roll Call Attendance:**

Present: Marsha McKee, Mike Conway, Linda Barkell and Jesse Fritz

Absent: Kelly Bennett

Guests: 0

Staff Present: Dave Wright, Hamilton Township Supervisor and Melissa Townsend, Zoning Administrator.

**Approval of the Agenda:** Agenda reviewed by all and motion by Conway and 2<sup>nd</sup> by McKee to accept the agenda as written. All in Favor, M/C.

**Approval of the Minutes:** Barkell read the minutes of May 4, 2022 to all present. Motion by McKee and 2<sup>nd</sup> by Conway to accept the minutes as written. All in Favor, M/C.

**Public Comments:** none

**New Business:** FOIA request from Jason Travis, Environmental Health Supervisor, Clare and Osceola Counties was received. He is requesting what the Townships needs are regarding Septic inspections for the Short Term Rentals. We proceed to discuss and the expectations for septic systems in Hamilton Township were as follows: 1. Number of bedrooms and people per size of tank are adequate. 2. Regular pumping schedule and proof of work completion. 3. Distance of well to septic system is correct. The 3 bullet points will be sent over to Mr. Travis.

**Old Business:** none.

Zoning Administrators Report: Melissa reports it's pretty quiet in the Township, mostly due to building supply shortages. She reports the Magistrate has dismissed the Circle Drive case. Melissa also pointed out to the PC some things she found in the Z.O. that we should look at. We are compiling a list and will review in the future. A hard copy of her report on in the PC minutes cabinet.

**Next Planning Commission meeting is Wednesday, September 7, 2022 at 6:30 PM.**

**Adjournment:** Motion by Conway and 2<sup>nd</sup> by McKee to adjourn at 7:25 PM. All in Favor, M/C.  
Linda Barkell Secretary.