

NORVELL TOWNSHIP PLANNING COMMISSION

January 18, 2023, MEETING MINUTES

Meeting held in person at the Township Hall

CALL TO ORDER 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/VERIFICATION OF A QUORUM (Attendees are listed)

Russell Grimes – Secretary, **Matt Dame** – Township Board Rep, **Lynn Waldecker** – Commissioner, **Jamieson Stevens** – Vice Chair, **Monika Cook** – Commissioner

Virtual attendees -Katrina Reamer, Jeff Oswald.

Guest(s) – D. Haystead, B. Sutherland

APPROVAL OF AGENDA

Motion by M. Dame to amend agenda by adding Capital improvement plan as item B under unfinished business. 2nd by L. Waldecker. No discussion. Motion carried.

Motion by J. Stevens to accept the amended agenda. 2nd by M. Cook. No discussion. Motion carried.

Motion by J. Stevens to update the agenda to correct the date for the October meeting from the 19th to the 26th. 2nd by R. Grimes. No discussion. Motion carried.

APPROVAL OF October 2022 REGULAR MEETING MINUTES

Motion by M. Cook to approve the October meeting minutes, 2nd by L. Waldecker. No discussion. Motion carried.

APPROVAL OF December 2022 SPECIAL MEETING MINUTES

Motion by J. Stevens to approve the special meeting minutes, 2nd by R. Grimes. No discussion. Motion carried.

BOARD REPRESENTATIVE REPORT

- Discussion of planning commission by-laws. Commissioners to reference the by-laws on the Norvell Township share drive.
- Mining ordinance was passed by the Norvell Township Board by a 4-1 vote.
- Discussed the 2023 Capital Improvement Plan. This due by March of 2023 to the board.
- Discussed potential option for Morton Pole buildings as part of the ongoing 300 Mill Street building design.

FINAL

- Discussion of planning commission board meeting documentation and the timing of this.

ZONING ADMINISTRATOR REPORT

- Hard copy report provided to planning commission for review. No verbal review.

ZBA REPRESENTATIVE REPORT

- No report at this time.

COMMITTEE REPORTS

- No updates at this time.

UNFINISHED BUSINESS

- Master Plan – person from Carlisle Wortman was unable to attend. A representative will attend at a later date. Potential issues with initial submitted draft plan, chapters 1-5 which included multiple errors.
- Capital improvement plan – Road repair can be included as part of the plan. There were discussions on this and what the planning commissions authorities are.

NEW BUSINESS

- Election of officers.
- J. Stevens and K. Reamer nominated as chair.
 - Roll call vote for J. Stevens as Chair
 - R. Grimes voted for J. Stevens
 - M. Dame voted for J. Stevens
 - L. Waldecker voted for J. Stevens
 - M. Cook voted for J. Stevens
 - J. Stevens selected as new planning commission chair.
 - Nomination vote for K. Reamer as co-chair
Voice vote for K. Reamer as co-chair. Motion passed.
 - Nomination for R. Grimes as secretary
Voice vote for R. Grimes as secretary. Motion passed.
- Motion by M. Dame to postpone election of ZBA rep until next planning commission meeting, 2nd by J. Stevens. No discussion. Motion carried.
- Information for planning commission from Bill Sutherland.
 - Supervisor Sutherland explained the public meeting on the mining ordinance and discussions from that meeting.
 - Discussed the rolls of the planning commission and referenced the MTA planning commission documents. Additional discussion on planning commissioner trainings.
 - Discussion of development of a solar ordinance by the planning commission.
 - Discussion of conditional use permits that are upcoming in 2023.
 - Ranking of the Capital improvement plan items for 2023.

FINAL

- Skip paving project discussion and what will be accomplished. ARPA money will be used for that cost.
- Open house at 300 Mill Street on January 28th from 1-3pm.
- Discussion of improvements in the township at the town hall and playground on Norvell road.
- 2022 Planning commission yearly summary of activities.
 - Mining Ordinance
 - Medical Marijuana Ordinance
 - Large Gatherings Ordinance
- Hiring/Retaining a planner. The Planning commission will need to request funds from the board.
- Online training – The planning commission needs to look at MTA trainings to increase knowledge.
- Solar ordinance – This will be a priority for the planning commission in 2023.

PUBLIC/COMMISSIONERS COMMENTS

- Thanks were given for the planning commissioners and their commitment to the community.

ADJOURNMENT – 8:41PM

- Motion by R. Grimes to adjourn, 2nd by J. Stevens. No discussion. Motion Carried.

Next meeting February 15, 2023 (7:00pm in township hall)

Respectfully submitted by R. Grimes, Secretary