

Helga Township  
Special Meeting of the Planning Commission Board  
Minutes of  
February 20, 2013

**PRESENT:**

Planning Commission Members Eric Schulke, Brian Hughes, Steve Pemble, Silas Hooker, Verlyn Skersick, Clerk Susan Adkins,

The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.

**WEBSITE:**

A member of the audience asked about the website. It was stated that a new site is in the works and should be up soon.

**OFFICERS:**

Steve Pemble stated that the first point of business was to appoint officers and asked for discussion.

Brian Hughes made a **motion** that because of Steve's experience that he would nominate Steve Pemble as Chair, no second

Verlyn Skersick made a **motion** to nominate Silas Hooker as Chair, **Second by** Erick Schulke, **motion carried.**

Silas Hooker made a **motion** to nominate Steve Pemble as Vice Chair, **Second by** Brian Hughes, **motion carried**

Silas brought up a question regarding the wording in the ordinance as to the position of the secretary whether the secretary is to be one of the five members and what the status of the position should be. Discussion ensued.

Verlyn made a **motion** to appoint a non-voting secretary from outside of the board to be secretary, **Second** Brian Hughes, **motion carried.**

The board asked the audience if anyone had an interest. No response.

Silas made a **motion** that the board advertise for the secretary for the Planning Commission, **Second** Brian Hughes, **motion carried**

Brian asked for a copy of the last job description, Sue will get the last Deputy Clerk advertisement to Brian.

**Other Business:**

Silas read a letter that was given to the board by Chairman Clay regarding the direction of the Planning Commission. Discussion ensued.

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**Ordinance:**

There was discussion on the ordinance procedures and understanding the ordinance.

- The 3 districts
- Multi Family Housing
- Conditional Use Permits
- Procedure of the Land Use Administrator
- Site investigations
- Standard and Criteria
- State laws and licensing

**Meetings:**

Discussion as to meet on the same schedule as in the past, which was the First Wednesday of the month at, 7:00.

**Restore House CUP:**

The meeting for the Restore House Conditional Use Permit is March 4<sup>th</sup>, 6:00

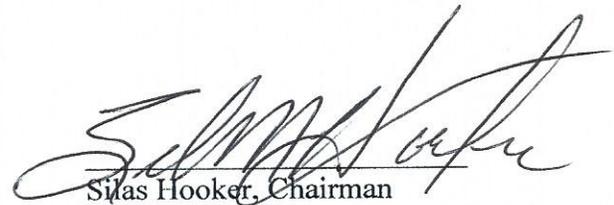
**ADJOURN MEETING:**

**Motion** to adjourn made by Verlyn Skersick, Seconded by Steve Pemble , motion carried.  
Meeting adjourned at 8:36 pm.

Respectfully Submitted,

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Susan Adkins, Deputy Clerk



Silas Hooker, Chairman