

Helga Township  
Planning Commission Minutes  
November 6, 2013 - 7:00 PM

**MEMBERS PRESENT:** Brian Hughes, Mona Dagestad, and Jeff Schussman (ex-officio member)

Don Clay was present

Meeting called to order at 7:24 PM.

The Pledge of Allegiance was recited.

Brian talked to Verlyn and he has decided to resign from his position on the Planning and Zoning Commission. Brian will ask Verlyn to submit a resignation in writing.

Mona contacted Erik and he was out of town and not able to attend the meeting.

Silas Hooker (Planning Commission Chair) was terminated from the Planning Commission by the Township Board at the October 2013 Township meeting. This along with Verlyn's resignation leaves two open positions on Planning Board; therefore Brian will send an email to Don Clay asking that the Township Board look into filling these vacancies.

**Approval of Minutes:**

August 7, 2013 meeting minutes, motion made by Mona to approve the minutes as written, second by Brian, approved unanimously.

September 4, 2013 meeting minutes, motion made by Mona to approve the minutes as written, second by Brian, approved unanimously.

October 2, 2013 meeting minutes, motion made by Jeff to approve the minutes as written, second by Mona and approved unanimously.

**Planning Commission Board Members:**

Motion made by Mona that Brian (currently vice-chair) move to the position of Chair, second by Jeff and approved unanimously. Brian accepted the motion (permanent).

Motion made by Brian that Mona become Vice Chair, second by Jeff and approved unanimously. Mona accepted the motion in the interim and will serve as vice-chair until additional members are appointed.

Brian will send an email ASAP to Sue (Township Clerk) asking that she post an ad looking for individuals interested in the vacant positions. Ask that the ad be run in the Buyline Newspaper, posted on our website, at the Town Hall and also on our information board at Fugate's Automotive. Also ask Sue to put the topic of the Planning and Zoning vacancies on the agenda for the November Township meeting.

**Ordinance discussion:**

We discussed possibly creating a checklist of the steps that need to be taken when dealing with an application for a Conditional Use or an Interim Use Permit.

Mona will look for examples of applications (conditional use applications, interim use applications, building applications, etc.).

Our applications (CUP, IUP, Building Permit, and Driveway Permit) need to be reviewed and modified to contain the information that is needed to make a determination. The application could also serve as a record of what the applicant is asking for at the time of the application and what the agreement (conditions) may be.

**ADJOURNMENT:** Motion to adjourn by Mona, second by Jeff, approved at 9:01 PM

Respectfully submitted by Mona Dagestad

**Next Meeting**

December 4, 2013, 7:00 PM @ Nary Community Center.

Mona Dagestad

Mona Dagestad

11-24-13

Date

Brian Hughes

Brian Hughes (Chair)

12/4/13

Date