

Helga Township  
Planning Commission Minutes  
December 4, 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 7:22 PM.

The Pledge of Allegiance was recited.

January's meeting scheduled for New Year's Day was moved to January 7<sup>th</sup> then to January 15<sup>th</sup> as Brian couldn't make January 7<sup>th</sup>.

Resignation letter was not sent to Verlyn, so Don Clay will make a motion at the next Township Meeting. Don will also contact Erik regarding the Planning Commission Meetings.

**APPROVAL OF MINUTES:**

October 6, 2013 meeting minutes, motion made by Jeff to approve the minutes as written, second by Mona, approved unanimously.

**PLANNING COMMISSION BOARD MEMBER:**

On October 26, 2013, the Township Board appointed Jim Lyle to the Planning Commission.

**ORDINANCE DISCUSSION:**

Mona brought copies of multiple applications to review. Jeff mentioned he talked to Dennis Johnson the Assessor and he would like to see specific information (Name, Address, Parcel #, building description and dimensions) on the first page of our building permit.

Modification to our Building Permit will be our primary focus at the January 2014 meeting.

Mona will get a copy of the Hubbard County "Sign Ordinance" and the "Driveway/Approach application".

**ADJOURNMENT:** Motion to adjourn by Mona, second by Brain, approved at 8:53 PM

Respectfully submitted by Mona Dagestad

**NEXT MEETING:**

January 15, 2014, 7:00 PM @ Nary Community Center.

Mona Dagestad 1-5-14  
Mona Dagestad Date

Brian Hughes  
Brian Hughes (Chair)

1/15/14  
Date