

Helga Township
Planning Commission
Minutes of Regular Monthly Meeting
January 5, 2011

PRESENT: Planning Commission Members: Chairman Steve Pemble, Bruce Von Holdt, Todd Scofield, and Brian Hughes; LUA Jim Baruth, and Clerk Shannon Skime; Also in attendance was Town Board Supervisor Mike Smith.

Meeting was called to order at 7:00 pm. The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Motion made to approve the agenda made by Bruce Von Holdt. Seconded by Todd Scofield, motion carried.

APPROVAL OF PRIOR MINUTES:

December 1, 2010 Regular Planning Commission Meeting The Commission reviewed the minutes and a motion was made by Brian Hughes to approve the minutes with the change of the word “Board” to “Commission” (*under IUP & CUP applications and checklists*) and the addition of Todd Scofield under present. Seconded by Bruce Von Holdt, motion carried.

December 15, 2010 Public Hearing on Commercial Ordinance The Commission reviewed the minutes. There was a question as to who made one comment during the public comment period, on page 5 second paragraph of the draft minutes. The Commission agreed that it was Rita Shaull. Motion made by Bruce Von Holdt to approve the minutes with the change of adding Rita Shaull’s name to the comment. Seconded by Brian Hughes, motion carried.

PLANNING COMMISSION PERMIT HEARING PROCESS and RULES OF PUBLIC PARTICIPATION AT PLANNING COMMISSION HEARINGS OUTLINE

The Commission reviewed the documents which were prepared by township attorney Troy Gilchrist. Motion was made by Todd Scofield to approve both forms. Seconded by Bruce Von Holdt, motion carried. The forms will be presented to the town board at their next regular meeting for final approval.

IUP and CUP APPLICATIONS

The Commission reviewed the draft of the CUP application. Motion was made by Todd Scofield to accept the CUP application form with addition of the word application on page 2 next to “Sign Permit”. Seconded by Bruce Von Holdt, motion carried.

The Commission reviewed the draft of the IUP application. Motion was made by Brian Hughes to accept the IUP application form with the removal of the highlighted areas. Seconded by Bruce Von Holdt, motion carried.

IUP and CUP CHECKLISTS

The Commission reviewed the draft checklists for CUP and IUP. They discussed adding the criteria standards from the ordinance, currently on pages 34-35, 6 a-h. They discussed adding “Explain” after all questions currently having a “Yes ___ No ___” line. They also discussed removing “Approved _____” from the second page of the CUP checklist. Motion made by Brian Hughes to approve the IUP and CUP checklist changes as discussed. Seconded by Todd Scofield, motion carried. The Commission decided to further review these checklists at the next meeting.

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SIGN PERMIT

The Commission review the draft Sign Permit application. They discussed removing the line for “Dynamic Display”. They discussed adding “Attach a Sketch/Diagram of Sign”, on the line next to “Description of Sign”. They discussed changing the three “by” on the line “Dimensions of Sign” to “length”, “width”, and “height”. They also discussed removing the line “If location of sign is along state highway, attach a copy of appropriate state permit ___Yes___No”. Motion was made by Todd Scofield to approve the Sign Permit application with the changes as discussed. Seconded by Bruce Von Holdt, motion carried.

PLANNING COMMISSION VACANCY

Mike Smith informed the board that Robert Saxton had expressed interest in the vacant position. Smith recommended to Saxton that he give the commission a letter of interest and attend the next Planning Commission meeting.

ANNOUNCEMENTS:

Special Township Board meeting (Work Session for 2011 Plans/Objectives) on Thursday, January 13th @ 7:00pm.

Scheduled Regular Monthly meeting of Town Board on Tuesday, January 25th @ 7:00 pm.

Next Meeting of Planning Commission Wednesday, February 2nd @ 7:00 pm

ADJOURNMENT:

Motion made by Todd Scofield to adjourn the meeting. Seconded by Brian Hughes, motion carried. Meeting adjourned at 8:13pm.

Respectfully Submitted

Shannon Skime, Township Clerk

Steve Pemble, Chairman