

Helga Township  
Planning Commission  
Minutes  
Feb 2, 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 Jim Autrey.

Meeting was called to order at 7:02 pm. The pledge of allegiance was recited.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF PRIOR MINUTES:**

**January 5, 2011** The Commission reviewed the minutes from the January 5, 2011 regular meeting. The following corrections under the paragraph titled "IUP and CUP Checklists" were discussed: two occurrences of the word applications should be changed to checklists, the motion was to approve the changes as discussed not the entire checklist, and add a line referring to the Commission deciding to further review the checklists at the next meeting. **Motion** was made by Todd Scofield to approve the minutes with the changes as discussed. Seconded by Bruce Von Holdt, motion carried.

**REVIEW CUP APPLICATION**

The Commission reviewed the finalized CUP application form for accuracy and agreed it was presented as had been previously approved.

**REVIEW IUP APPLICATION**

The Commission reviewed the finalized IUP application form for accuracy and agreed it was presented as had been previously approved. It was discussed that a form has not been created to actually issue once a CUP or IUP has been approved. The Commission will address this at the next meeting.

**SIGN APPLICATION**

The Commission reviewed the finalized Sign application form for accuracy and agreed it was presented as had been previously approved.

**ORDINANCE REVIEW**

The Township Board of Supervisors has given the Planning Commission the directive to open up the entire ordinance. The primary focus of this will be the Residential/Agricultural portion of the ordinance, but it is not limited to it. They have one year from today to complete this.

Baruth found inconsistencies from the changes that were made by the Commission to commercial portion that didn't flow through to the residential portion. Baruth and Pemble will meet to review the entire ordinance. They will develop a list of these inconsistencies and other areas to be addressed and present them at the next meeting of the Planning Commission. Jim Autrey will contact Troy Gilchrist for additional guidance regarding the issues of the inconsistencies.

Baruth also brought copies of the Hubbard County sub-division ordinance for the Commission to review and consider.

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**PLANNING COMMISSION VACANCY**

Resident Robert Saxton addressed the Commission. He expressed possible interest in filling the vacancy. He was asked to send a letter of interest to the Board of Supervisors, if he did decide to he was interested. He said he would let the Board know either way within the week.

**CUP/IUP CHECKLISTS**

Baruth and Pemble will go over these and bring suggestions to the next Commission meeting.

**ANNOUNCEMENTS**

Township Board of Audit - Tues. February 8<sup>th</sup> 2011 (6:30pm – 7:30pm)

Township Budget / Levy – Tues. February 8<sup>th</sup> 2011 (7:30pm)

Regular Town Board meeting – Tues. February 22<sup>nd</sup> 2011 (7:00pm)

Regular Planning Commission meeting Weds. March 2<sup>nd</sup> 2011 (7:00pm)

**ADJOURNMENT:**

**Motion** to adjourn made by Bruce Von Holdt. Seconded by Todd Scofield, motion carried.

Meeting adjourned at 8:00 pm.

Respectfully Submitted

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*Shannon Skime, Township Clerk*

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*Steve Pemble, Chairman*