Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Reibel-present, Kolka-present, Warner-present, Vermeesch-present. Steve Overton is now the Zoning Administrator and he was present as the ZA.

Approval of Agenda-
MM by Warner to approve the agenda with an amendment to add Parks & Recreation Committee discussion under Old Business. MM by Warner as amended, 2nd by Vermeesch. Motion carried 4-0

Conflict of Interest – none noted.

Public Comment – None

Approval of January 14, 2019 Meeting Minutes – MM by Vermeesch to approve January 14, 2019 Meeting Minutes, 2nd by Warner. Motion carried to approve Minutes 4-0.

Zoning Administrator’s Report – Distributed and read by New Zoning Administrator Steve Overton. Report also be put on web site. PC also discussed the January 24, 2019 Zoning Board of Appeals Meeting. The applicant, Hisey, did not attend meeting so the meeting closed without discussion or decisions on the variance application. ZBA Chairman, Chuck Cleland, was going to contact the applicant and according to the ZA the applicant’s neighbor stated the applicant was in Florida and was not able to be reached.

New Business – Review all Zoning forms and recommend updates as needed. Planner Meyers stated she will review the forms and make updates as discussed and also go over the forms and application processes with the new ZA. Several suggestions were made which included; mail payment with a copy of the application to the Treasurer, format all applications and forms with a revision date on all forms, S.U.P. applications should have a sequence of events and check list and costs should be reviewed according to the application. Meyers will work on check list and flow chart for next meeting.

Old Business – Zoning Ordinance Update
The new Zoning Ordinance is now with the Township Board and they will vote on it at Monday February 18th meeting. Discussion on minimum requirements for homes in different zones.

Michrina Gun Repair Shop update. Information on the completed application and approval was distributed to the PC Member by Meyers. Kolka thanked Meyers for all of her assistance with this process.
Parks & Recreation Committee discussion. Clerk Freds forwarded an email she received from Norwood resident Dan Meersman offering to volunteer for the Parks & Recreation Committee. PC Member Reibel also volunteered to be on the committee. Reibel will contact Mr. Meersman to find out when they could meet. PC agreed there should be three people on the committee and Kolda was going to find out if his father, Jim Kolka, would be interested. As soon as the three committee members are confirmed a notice will be put on the web site to ask for volunteers to help the committee.

**Announcements & Correspondence –**
*Next Planning Commission meetings will be March 11, 2019 at 7:00pm at the Norwood Township Hall*
ZBA meeting discussion was on the Agenda under Communications but this was discussed earlier in the meeting under the ZA report. Kolka said he will follow up with Chuck Cleland and ZA Overton on this issue. Letter from John Haggard was rec’d, giving support for the Hisey variance application.

**Public Comment –** Was not put on Agenda so it was brought up to remember to add to next meeting Agenda. Kolka and Meyer noted.

**Meeting Adjourned at 7:55 p.m.**  
Submitted by Shari M. Jones, Recording Secretary