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

Pledge of Allegiance – by all present

Roll Call – Doyle-present, Kolka-excused absence, Warner-present, Vermeesch-excused absence, Reibel-present. Warner stood in as Chair since Vermeesch & Kolka were absent.

Approval of Agenda – Planner & Acting ZA Meyers asked to remove the Boss-Riley lot reconfiguration request under New Business as it has been completed and remove Ordinance Update Review under Old Business due to the fact not all PC members are present. MM by Reibel to amend the Agenda as presented, 2nd by Doyle. Motion carried to approve Agenda as amended 3-0

Conflict of Interest – none noted.

Public Comment related to Agenda Items – Jon Boss was present and directed a couple of questions to the PC regarding the driveway for his new lot. Meyers addressed the questions for Boss.

Approval of January 16, 2018 Meeting Minutes – MM by Doyle to approve the minutes as presented, 2nd by Reibel. Motion carried to approve Minutes 3-0

Zoning Administrator’s Report –
Read by Acting Zoning Administrator, Leslie Meyers. Report is also available on the Township website.

New Business –
Special Officer Election was conducted. Due to Chairman Vermeesch and Vice-Chairman Kolka traveling for work over the upcoming months Annie Doyle was asked to step in as interim Chair for the Planning Commission. MM by Reibel to name Annie Doyle as Interim Chair for the Planning Commission, 2nd by Warner. Doyle accepted and motion carried 3-0. Meyers stated she will do the Agenda for the meetings and distribute to all involved parties.

Old Business –
Ongoing Ordinance Update Review by Township Planner Meyers tabled to March 12, 2018 meeting.

Announcements & Correspondence – None
Next Planning Commission meeting will be March 12, 2018 at 7:00pm at the Norwood Township Hall

Public Comment – Rachel McDonough-Grogan introduced herself and presented her new business plan for her new business, Northern Explorers Child Development Center, which will be in the Gruler’s Building on US 31 S, Charlevoix. She explained her plans for reconfiguring the building and asked for the Planning Commissions help in getting the permits that may be required. Leslie Meyers gave Rachel her number to contact her.

Meeting Adjourned at 7:20 p.m.
Submitted by Shari M. Jones, Recording Secretary