Call to Order – Meeting called to order at 7:00 P.M. by Vice Chair David Vermeesch

Pledge of Allegiance – by all present


Approval of Agenda-
MM by Overton to approve the Agenda, 2nd by Warner. It was then presented to the PC by ZA Robert Dutcher that there was an S.U.P. Public Hearing that was supposed to be scheduled on the Agenda for an S.U.P application for Gerald Michrina to do gun repairs in his home as contracted by the Rod & Gun Club. This would be a Home Based Business. MM by Warner to amend the Agenda to add the S.U.P. review and presentation and Public Hearing to New Business. 2nd by Overton. Motion carried to approve 3-0.

Conflict of Interest – none noted.

Public Comment related to Agenda Items – It was noted that there should be a Public Comment time before the adjournment on the Agenda. MM by Overton to add a Public Comment time prior to the adjournment on the Agenda, 2nd by Warner. Motion carried to approve 3-0.

Approval of December 10, 2018 Meeting Minutes – MM by Warner to approve December 10, 2019 Meeting Minutes, 2nd by Overton. Motional carried to approve 3-0.

Zoning Administrator’s Report – Read by Vermeesch and will be posted on line. Vermeesch wanted the record to show that Zoning Administrator Robert Dutcher left the meeting prior to the report being read.

New Business –
Public Hearing for Gerald Michrina S.U.P. application for a gun repair home based business. Public Hearing opened at 7:15pm

Mr. Michrina gave a presentation of how his business would be run stating this would not be a store of any kind and that he would be picking guns up from customers and repairing them at his home then returning the repaired guns back to his customers. Most of this would be from the Charlevoix Rod & Gun Club. Mr. Michrina stated the BATF (Bureau of Alcohol, Tobacco, Firearms & Explosives) requires him to follow all zoning rules.

Mr. Michrina’s neighbors, Dan & Kim Cook, were present at meeting and stated they support Mr. Michrina and his business.

Public Hearing Closed at 7:32p.m.
There was discussion with the PC that since the paperwork for the application was not present at the meeting they were hesitant to approve the application and also wondered if there was a site plan included in the application. Planner Meyers stated that a Site Plan can be waived in lieu of a Plot Plan. Mr. Michrina stated he has completed the application and paid his application fee to the ZA and the ZA and PC Chairman, David Kolka have copies of all required paperwork.

MM by Overton to approve the Home Based Business Special Use Permit Application contingent on a completed and signed application, proof of payment and copy of Plot Plan. Motion was asked to be amended by Warner to add that the application approval will be voided if submitted application and plan have been amended from the original S.U.P. application submitted or any amendments to business plan. Overton agreed to his motion amendment and Warner 2nd the motion amendment. Motion carried 2-1. Vermeesch voicing the Nay vote.

Overton went on to state that the applicant should not be penalized for the paperwork not being distributed to the PC or present at the meeting.

Review Park Plan with consideration of implementation steps-
Planner reviewed the Park Plan Goals and setting up a Park Committee. Warner will talk with Township Board about establishing a Committee. It was discussed that there should be a representative from the PC and the Board as well as other interested parties and felt 4-5 members would be ideal. To be discussed at February meeting with the Board’s input.

Old Business –
Review Zoning Ordinance comments from County Planning Commission-
There was a memo dated 1/4/19 that was distributed to the PC Members from Planner Meyers with a list of the changes, additions and/or comments made based on the comments from the County Planning review December 6, 2018. PC reviewed this Memo.

MM by Vermeesch to return definition as stated by County Planning Commission for review, 2nd by Warner. Motion carried 3-0.

MM by Warner to recommend approval of new Zoning Ordinance to the Township Board with corrections as noted at the meeting from the 1/4/19 Memo from Planner, 2nd by Overton. Motion carried 3-0.

Announcements & Correspondence – It was announced that Small Wireless Communication Facilities were approved by the State of Michigan.

Next Planning Commission meeting and Ordinance Public Hearing will be October 8, 2018 at 7:00pm at the Norwood Township Hall

Public Comment – None

Meeting Adjourned at 8:35 p.m.
Submitted by Shari M. Jones, Recording Secretary