Norwood Township Planning Commission Meeting
Meeting Minutes
June 8, 2020 Approved Minutes
Norwood Township Hall

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

Pledge of Allegiance – by all present

Roll Call – Member Reibel-present, Member Dotson-present 7:10pm, Chairman Kolka-present, Vice Chairman Vermeesch-present, Secretary Warner-present. Planner Ruben Shell also present.

Approval of Agenda- MM by Reibel to approve the agenda, 2nd by Vermeesch. Motion carried 4-0

Conflict of Interest – none noted.

Public Comment – None

Approval of May 13, 2020 Meeting Minutes – MM by Warner to approve May 13, 2020 Meeting Minutes, 2nd by Vermeesch. Motion carried to approve Minutes 5-0.

Zoning Administrator’s Report –
Read by Planner and available on Township Web Site. AM Manufacturing LLC S.U.P. was discussed. Conditions of S.U.P will be reviewed and forwarded to ZA by recording secretary.
-Warner stated there are dirt piles that appear to be stripping on US 31 across from Cedarview and asked the ZA to review to see if they are in compliance with the Zoning Ordinance.
-ZA stated there is an upcoming variance and wondered who was on the Zoning Board of Appeals. Z.B.A. consists of David Kolka, Marion Light, Shari Jones with Jared Lucas and Gary Stutzman as Alternates. Kolka is going to discuss variance with ZA and Supervisor.
-Discussion of ordinary high water mark for Lake Michigan and max elevation of Lake Michigan which is 580’ above sea level.
-Discussion of a mobile home in the village that owner may want to use for Short Term Rental. PC stated they have to follow the rules of the S.T.R. licensing and suggested the ZA find out about the ownership and contact them.
-ZA asking about the S.U.P. application for the Cleland property on US 31 for a Events Barn. The PC stated they have to apply under the updated ordinance.

Old Business –

Review PC Budget-
PC discussed the discrepancies of the Planner budget that was presented at the May 13, 2020 PC Meeting. The original amount presented to the Board for the PC Budget was $1,100.00 which included the Planner estimate for the Master Plan work
MM by Vermeesch to allow Chairman Kolka to make 2020-2021 PC Budget decisions with Supervisor Ridenour since the 2020-2021 budget is being voted on at the June 15, 2020 Board Meeting and to accept the original 2020-2021 budget presented by Beckett & Raeder, 2nd by Warner. Motion carried 5-0.
Planner Ruben Shell stated that the original budget figures presented were not correct but he will work with the PC to work on the Master Plan’s Land Use, Action Plan and questions regarding Survey Monkey and who is taking on what tasks regarding the Master Plan review. This will be discussed at the July 13, 2020 PC Meeting.

PC Member Elections-
MM by Warner to nominate David Kolka to maintain his seat as Chairman for the 2020-2021 Planning Commission, 2nd by Reibel. Motion carried 4-0 by all remaining members and Kolka accepted the nomination.
MM by Reibel to nominate David Vermeesch to maintain his seat as Vice-Chairman for the 2020-2021 Planning Commission, 2nd by Warner. Motion carried 4-0 by all remaining members and Vermeesch accepted the nomination.
MM by Kolka to nominate Doug Warner to maintain his seat as Secretary for the 2020-2021 Planning Commission, 2nd by Vermeesch. Motion carried 4-0 by all remaining members and Warner accepted the nomination.

Wagner Re-Zoning to review and set Public Hearing-
Discussion on .7 acres is zoned as Agriculture now and 20.3 acres are zoned as R-1 low density. Wagner is asking to rezone the 20.3 acres to Agriculture. Property description and survey were reviewed. Vermeesch stated the larger section should be the dominate zone so if applicant wants to change they need to pay to have two parcels changed.
MM by Vermeesch that this application for rezoning appears to be in the interest of the property owners and in order to make zoning changes the property owners must submit a new application with fees paid in order for the Planning Commission to continue on with the Public Hearing, 2nd by Warner. Motion carried 5-0.
PC will not pursue until a new application is submitted with fees paid. Chairman Kolka will discuss with ZA.

New Business –
Review Zoning Map-
Discussion on whether the Zoning Map has been updated or what should be the correct date of the last updated Zoning Map. Recording Secretary Jones said she will check with Kierstin Stark at the County Planner’s Office to see when last updated or check with Brian Kelly of GIS. Jones will relay information to Chairman Kolka.

St. Mary’s Cement Document Review-
PC reviewed the documents submitted by St. Mary’s Cement and Kolka will contact St. Mary’s to do a possible tour to review the changes that have been done at the plant.

Communications – None

Next Planning Commission meeting will be July 13, 2020. The meeting site will be posted on the Township Web Site when it is determined what COVID-19 protocol will be at that time.

Public Comment – Jones offered her help with the Agenda or any other ways she can help to reduce the cost of the Planner for the PC.

Meeting Adjourned at 8:28 p.m.
Submitted by Shari M. Jones, Recording Secretary