



**Calhoun County Planning Commission  
Minutes  
March 27, 2017**

**Present:** Tracy Bronson, Tammi Damerow, Sarah Kelly, Dan Livingston, Terance Lunger, and Vic Potter. Staff in attendance: Director, Jennifer Bomba; Community Development Educator, Ingrid Ault, and Program Assistant, Vera Prince. Quorum met.

**Excused:** Angela Kline and Kelli Scott

1. Meeting Called to Order by Terance Lunger, at 4:01 pm.
2. Roll Call by Program Assistant, Vera Prince.
3. Election of Officers: The meeting began with the nomination of Chair of the Calhoun County Planning Commission. Motion made by Dan Livingston to elect Terance Lunger as the Chair for the Calhoun County Planning Commission, supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

The second order of business was the nomination of Vice Chair. Chairman Lunger opened up the nominations for Vice Chair of the County Planning Commission. Two members were interested in the position: Tracy Bronson and Tammi Damerow. Commissioner Potter stated that he would be open to either candidate, additionally commenting that both would be an excellent choice. Terance asked if either candidate would be willing to step aside, or the committee would proceed with a vote. Tracy Bronson stated that she would yield, and Tammi Damerow received the official nomination for the Vice Chair position. Motion made by Vic Potter to elect Tammi Damerow as the Vice Chair of the Calhoun County Planning Commission, supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

The third order of business was the nomination of Secretary. Jennifer Bomba noted that the Secretary position was previously held by Tracy Bronson, and that the position may consist of assisting with approving meeting minutes. Motion made by Vic Potter to elect Tracy Bronson as the Secretary of the Calhoun County Planning Commission, supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

4. Chairman, Terance Lunger, stated that although he wanted to keep the meeting moving forward, he also wanted to ensure that each member take an opportunity to get to know each other and work to become more cohesive. He then called for an approval of the March 27, 2017, Agenda; moved by Tammi Damerow, supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

5. Public Comments.

Non-applicable; no public attendees.

6. Approval of November 28, 2016, Minutes.

Moved by Dan Livingston to approve the November 28, 2016, meeting minutes, as presented.  
Supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

7. Communication

A. Membership Subcommittee Report

Jennifer Bomba reported that the Subcommittee Members consists of Sarah Kelly, Kelli Scott, and Terance Lunger. Kelli is out of town this week; however, the two met and informed the commission that due to Blaine Van Sickle's passing, the position of Agriculture/Forestry/Land Use went back out as an open position. The County Farm Bureau provided the Committee with a possible candidate, John Sackrider, who has applied for the position. Jennifer provided supporting documentation and stated that the members would have an opportunity to take action later.

B. Other Communication for Commission.

None.

8. Old Business

None

9. New Business

A. Chairman, Terance Lunger, stated that the Chairperson of the County Planning Commission also holds membership on the County Parks and Recreation Commission, or a member designated by the County Planning Commission. Chairman Lunger indicated that he would not have the time to properly serve in the County Parks and Recreation role. Commissioner Lunger further shared that in the absence of the Chair, the Vice Chair position takes the lead. He suggested that the same model be applied in this case and recommended that the newly elected Vice Chair, Tammi Damerow, be designated as the Planning Commission member to hold a position on the Parks and Recreation Commission. Motion made by Dan Livingston to designate Tammi Damerow as the County Planning Commission member to hold membership on the County Parks and Recreation commission. Supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

B. Membership Appointments

Jennifer shared disseminated a new member application from John Sackrider. Mr. Sackrider would fill the agricultural/forestry/land use position that is currently vacant. Jennifer further noted that the appointment is for a three-year term, expiring on May 30, 2020. A favorable recommendation for his appointment to the County Planning commission will be forwarded to County Board of Commissioners for appointment. Motion made by Vic Potter to recommend appointment of John Sackrider to the County Planning Commission. Supported by Tammi Damerow.

On a voice vote, Motion CARRIED.

C. 2016 Annual Report

Jennifer distributed copies of the 2016 Calhoun County Planning Commission Annual Report that entails the Planning Commission's actions for 2016. She summarized that the County Planning Commission reviewed a numerous PA 116 applications in 2016; however, not a lot of township planning amendments were submitted for action. A Docket of Action items has been included as part of the annual report. This information is shared with the County Board of Commissioners, but no formal report is made. Motion made by Tracy Bronson to adopt the 2016 Annual Report with the correction of the date on the Annual Report of 2014 to 2016. Supported by Tammi Damerow.

On a voice vote, Motion CARRIED.

D. Other New Business

None.

10. Township Planning & Zoning Coordination

A. 03-17-01, Leroy Township: Zoning Ordinance Update

Jennifer distributed supporting documentation for the above-referenced zoning ordinance amendments, stating that she has reviewed the document in full, and added that a lot of the townships are combining all of the Board Ordinances into one document. Leroy Township has proposed a change in the zoning language, "Essential Service Buildings" from a conditional use to a permitted use, which is very common. Motion made by Dan Livingston to approve the proposed amendments to the Leroy Township Zoning Ordinance as presented. Supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

B. 03-17-02, Clarendon Township PA 116 Application

Jennifer distributed supporting documentation for the above reference PA 116 Application. She remarked that the application includes approximately 35 acres of tillable land in Section 9 of Clarendon Township with no buildings on the property. The property is classified as agriculture on the Township Zoning Map and the Township Future Land Use Plan. The subject property is also consistent with the County Future Land Use Plan Map. Motion made by Vic Potter to recommend approval of the PA 116 application submitted by Brian Dietz for property located in Clarendon Township. Supported by Sarah Kelly.

On a voice vote, Motion CARRIED.

## 11. Department Report

Jennifer reported that she has been preparing to revise the Calhoun County Master Plan, which is required by Statute to be reviewed every five years. The Plan was adopted in 2005, and amended in 2013, to incorporate the 2010 census data. With the newly-reorganized Community Development department, Ingrid Ault will be able to assist with meeting facilitation, and the GIS Manager, Brent Thelen, will be able to assist with updating maps within the document. She added that Calhoun County would like to reach out to the local communities, local planning commissioners, community leaders, etc., to determine if the county's goals and objectives are still relevant.

In 2005, the Planning Department established five neighborhoods within the county to conduct public meetings. These meetings allowed each group to extensively review the "neighborhood's" assets and develop a plan for development and well as a plan for preservation. Staff are preparing to present the current County Master Plan to the membership and provide an overview of the update process. The timeline is to have the revised document adopted by the end of October 2018.

Ingrid Ault reported that Community Development is in the process of hiring an intern student from MSU for the department. Three interviews have been scheduled for Wednesday. The intern's role will be to work on data analysis as it relates to the Master Plan (demographics, population projections, etc.).

Additionally, Jennifer reported that she is working with Tracy Bronson on the Hunter Access Program; they are working with the DNR to provide a presentation the first or second week in May.

## 12. Member Comments

Vic Potter inquired if Scott Fleming had been considered for the Recreation/Tourism Calhoun County Planning Commission; however, Jennifer informed him that he had been considered, along with Ashley, however, both have busy schedules. Vic stated that he would speak with Scott regarding the position, and fills he would be a good asset for the planning commission.

## 13. Public Comments

Non-applicable; no public attendees.

14. The next meeting, as scheduled, is Monday, April 24, 2017, at 4:00 p.m.

15. The meeting adjourned at 4:44 p.m.

