

DRAFT

ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING MINUTES
December 19, 2011

Staff Present: Tim Johnson, MainStreet Planning

1. Meeting called to order at 7:30 p.m.

2. Roll call.

Underhill, Knoper, Smit, Schut, Rozema, Sinnott and Zickus

3. For information

Township Board minutes

4. Approve the minutes

Approve the November 21, 2011 meeting minutes.

Approve the December 7, 2011 meeting minutes.

Discussion on whether to send out supporting documents with the minutes to the planning commissioners, it was decided to just send out the minutes because the planning commissioners already have the supporting documents.

Motion by Smit to approve the November 21, 2011 meeting minutes. Seconded by Rozema. Motion approved.

Motion by Rozema to approve the December 7, 2011 meeting minutes. Seconded by Schut. Motion approved.

5. Approve the agenda.

Motion by Knoper to approve the agenda as submitted. Seconded by Rozema. Motion approved.

6. Receive public comments.

7. Public Hearings:

8. Site Plan review:

9. Old Business:

A. Review of portable sign amendments in ordinance form.

Review & discussion took place on the proposed portable sign ordinance. After the discussion the Planning Commission asked to send a copy to the Zoning Administrator, Chamber of Commerce, Township Board and legal counsel for their review and comments if any. The Public Hearing for the Portable Sign Ordinance changes will be set for January 16, 2011.

10. New Business:

A. Review 2012 meeting dates.

Motion by Smit to adopt the 2012 Planning Commission dates. Seconded by Rozema. Motion approved.

11. Township Board Report. (Ken)

Knoper stated after talking to legal counsel that any meeting posted or adopted, whether workshop or regular meeting, the commission is able to take action. The commission can adopt policy as to what takes place at what scheduled meetings.

Underhill suggested getting rid of the labeling of “workshop” meetings and just call them Planning Commission meetings, then adopt policy. Underhill suggested that Wednesday meetings be meetings where the Planning Commission works on ordinances, etc. and outside applications would be dealt with at the Monday night meetings.

Johnson stated that at the January 4th meeting he would like to meet in the small conference room. Johnson would like to put together a work program for the year for the Planning Commission and also put together a report of accomplishments the Commission fulfilled during the year.

12. Commissioner Comments.

13. Public Comment.

14. Meeting adjourned.