

THORNAPPLE TOWNSHIP PLANNING COMMISSION

Regular Meeting, Monday, April 22, 2019

1. The meeting was called to order by Chairperson Kilgore at 7:00 p.m. at the Township Hall.
2. Present: Bryan Finkbeiner, Jim French, Linda Gasper, Elizabeth Hansson (at 7:06 p.m.), Tom Kilgore, Sandra Rairigh and Craig Wandrie. Also present: Michael Bremer, Catherine Getty, Nathan Mehmed, and Stephanie Skidmore.
3. **MOTION** by Gasper, support by Rairigh to approve the Agenda. **MOTION CARRIED** with 7 yes voice votes.
4. **MOTION** by Rairigh, support by Gasper to approve the February 25, 2019 Minutes as amended. Gasper asked that 10.a include the word 'solar' prior to the word 'ordinance' within the first sentence. **MOTION CARRIED** with 7 yes voice votes.
5. Citizen Comments: None.
6. New Business:
 - A. **Master Plan Update – Williams and Works proposal:** Getty introduced Nathan Mehmed from Williams and Works to the Planning Commission and indicated that Mr. Mehmed will be facilitating the Master Plan Update process. Mr. Mehmed provided a high-level overview of the Master Plan Update process timetable and the steps involved in the update of the process. Mr. Mehmed distributed examples of Master Plans that Williams and Works developed for the Village of Spring Lake and Coldwater Township. Rairigh discussed whether the Township would rather have a detailed Master Plan similar to the previous version or would rather have a shortened version. French inquired whether updated charts would be included in the Master Plan update. Mehmed stated that if current data is available, it will be included in the Master Plan revision. Gasper asked whether the current Master Plan was the first version that the Township created. Getty stated that she believed that there is an older version and Gasper stated that her preference was to have a shorter version that was easier for the residents to read. Gasper wondered how the Strategic Planning Process would factor into the Master Plan. Getty stated that given the amount of work that went into the Strategic Plan, it needed to be included in the revised Master Plan. Gasper, Rairigh and Mehmed discussed the work that Williams and Works engaged in to help facilitate the Village of Spring Lake's and Coldwater Township's Master Plans. Rairigh asked Getty whether the Notice of Intent to Prepare Master Plan was sent to neighboring municipalities. Getty stated that it has not been sent yet. Getty, Mehmed and the Board discussed the possible revision process that they could engage in to complete the process. Rairigh

inquired whether a subcommittee should be created for this process, so the work does not fall entirely on Getty. The Board determined that this subcommittee will include Gasper, Rairigh and Getty. Finkbeiner and the Board discussed how sewer and other future plans may fit into the Master Plan Revisions.

7. Unfinished Business: None.
8. Committee Reports:
 - A. Ordinance Committee – set meeting date to discuss potential amendments. Getty forgot to add the solar ordinance public hearing to tonight’s agenda. In addition, Getty will send a meeting survey link to the committee members to determine a date to meet to discuss potential zoning amendments.
 - B. Site Plan Committee – No report.
 - C. Joint Planning Committee – Getty stated that an invite to the Joint Planning Open House will be distributed to all property owners within the Joint Planning Area. This Open House will be held May 14, 2019 from 4:00 - 7:00 p.m. at the Thornapple Township Hall. All Planning Commissioners are encouraged to attend for all or a portion of the Open House. Kilgore and Gasper can not attend due to previously scheduled commitments.
9. **Administrator’s Report:**
 - A. Zoning Activity Report: Report included in meeting packet.
 - B. Enforcement Report: Report included in meeting packet.
10. **Commissioner Comments:** Rairigh asked Getty when the Notice of Intent to Prepare Master Plan will be sent to neighboring municipalities. Getty stated that it will be sent shortly.
11. **Adjournment: MOTION** by Gasper, support by Finkbeiner to adjourn the meeting at 8:16 p.m. **MOTION CARRIED** with 7 yes voice votes.
12. Chairperson Kilgore adjourned the meeting at 8:16 p.m.

Sandra Rairigh, Secretary

Stephanie Skidmore, Recording Secretary

Approved 5/20/2019