REGULAR MEETING OF THE PLANNING COMMISSION  
Tuesday, March 26, 2019

Present: Steve Burch, Chair; Marty Straub, Vice-Chair; Tom Lewis, Secretary; Bill Gajewski; Bob Nester, and Kate Mehuron. Absent: With notice, Andy Reiser.

Also present: David Rohr, Director of Zoning and Planning; Harley Rider, Supervisor; Township Trustee’s Mike Compton and Mark Mesko; and Janis Miller, Recording Secretary.

1. Call to Order: Mr. Burch called the meeting to order at 7:00 PM.

2. Pledge of Allegiance: Mr. Burch led the Pledge of Allegiance.

   Mr. Burch introduced the new Township Director of Zoning and Planning David Rohr, as well as recognizing Township Supervisor Harley Rider and Township Trustee’s Mike Compton and Mark Mesko in attendance.

3. Conflict of Interest: None.

4. Approval of Agenda:
   Moved by Mr. Gajewski, [no second called], to change the agenda by switching Action Item A and Item B, and deal with B first, i.e. the Selection of Vice-Chair and PC rep to the Zoning Board of Appeals, before we go into the presentation.

   Moved by Mr. Lewis, [no second called], to place approval of the Planning Commission meeting minutes for December 27th, 2018 and January 22nd, 2019 ahead of the review of the Bylaws, that will facilitate approved minutes [containing Bylaw motions] for discussion of the Bylaws.

   Prior to the vote Bill Gajewski, Ex-officio Township Board representative, introduced Marty Straub, the Township Board’s appointment to the Planning Commission.

   Approval of the agenda as amended. Motion carried 6-0.

5. Public Comment: (non-agenda items) None.
6. Action Items:

**Item B:** Selection of Planning Commission Vice-Chair and recommendation to the Township Board of a Zoning Board of Appeals representative.

*Moved by Mr. Gajewski, second by Mr. Nester, that due to his experience, to appoint Marty Straub as PC rep to the ZBA as well as Vice-Chair of the Planning Commission.*

Mr. Burch noted that at the moment the selection was for a Vice-Chair only.

**Roll Call Vote:** Yeas – Gajewski, Mehuron, Nester, Lewis, Straub, Burch; Nays - None; Absent - Reiser.  *Motion carried 6-0.*

*Moved by Mr. Gajewski, second by Mr. Lewis, to appoint Marty Straub as Planning Commission representative to the Zoning Board of Appeals, if he accepts the appointment.*

Supervisor Rider noted that it was the Township Board that made the appointment and the motion should reflect that it be a recommendation to the Board.

Mr. Gajewski revised his motion to read: *to recommend to the Township Board the appointment of Marty Straub as Planning Commission representative to the Zoning Board of Appeals.*  *Mr. Lewis seconded.  Motion carried 6-0.*

**Item A:** Presentation on Master Plan Review
Kate Mehuron presentation as part of the Citizen Planner Course.

**Public Comment:**
Mike Compton noted that during the upcoming Master Plan review the Planning Commission needed to include input from the Broadband Committee.

Tim Zaleski, township resident, noted that it was an excellent presentation and should be made available to all the township residents.

Chairperson Burch asked Ms. Mehuron if she would be willing to do the presentation again when they started the Master Plan review.  Ms. Mehuron stated she would.

**New Action Item C:** Approval of Planning Commission Minutes

*Moved by Mr. Nester, seconded by Mr. Gajewski, to approve the meeting minutes of December 27, 2019, as amended.  Motion carried 6-0.*

*Moved by Mr. Gajewski, seconded by Mr. Nester, to approve the meeting minutes of January 22, 2019, as amended.  Motion carried 6-0.*

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Item D (previously C): Review of Planning Commission Bylaws

Article 2: Membership
Mr. Burch suggested that Article 2: E) Removal, the word “public meeting” should be “public hearing”. Adopted without objection.

Mr. Lewis noted that Article 2: D) should be “vacancy” instead of “vacation”. Executive change was made previously.

Article 3: Ethics & Code of Conduct
Mr. Lewis stated that Article 3: B) Ex-Parte Contact, 3) Share, the first sentence should be stricken. Per 11/13/2018 minutes, that should have been a strike through in the draft.

Noted for administrative adjustments:
Mr. Straub, Article 3: B) 3 change the word “as” (ex-parte contact at as public meeting) to the letter “a”.
Mr. Straub, Article 3: B) 6 needs a period after the word Staff.
Ms. Mehuron, Article 3: D) 2d should have a period after Leave the Table.

Article 4: Duties of All Members
Mr. Lewis questioned E) second sentence, and how to avoid a quorum.
Mr. Rider suggested a clarification that “not more than two Planning Commission members visit a site” at one time.
Moved by Mr. Burch, second by Mr. Lewis, that Article 4: E) Site Inspections, second sentence be revised to read “A Planning Commission member may go individually, or with no more than two other Planning Commission members, to visit a site, and may be accompanied by Planning Staff, but not exchange opinions outside a public hearing”.
Motion carried 6-0.

Article 5: Officers
Discussion of statutory requirement through the Open Meetings Act that meeting minutes be available within eight (8) day of the meeting.
Moved by Mr. Lewis, second by Ms. Mehuron, that Article 5: E) 3 Secretary’s Duties, strike the sentence “Copies of the proposed meeting minutes shall be distributed within fourteen days of the meeting to each Planning Commission member”.
Motion carried 6-0.

Article 6: Meetings
Moved by Ms. Mehuron, second by Mr. Nester, that Article 6: B) 3 Notice, last sentence state “In addition, notices shall comply with the Open Meetings Act”. Motion carried 6-0.

Moved by Ms. Mehuron, second by Mr. Gajewski, that Article 6: B) 4 Accommodations sentence will read “Special accommodations will be made for people with disabilities in accordance with the Township ADA (Americans with Disabilities Act) policy.”
Motion carried 6-0.

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Moved by Mr. Gajewski, second by Mr. Nester, that Article 6: L) 9 Work Plan Review, be deleted from the Bylaws. Motion carried 6-0.

Discussion of the Open Meetings Act that allows anyone their public speaking time, even if they want to read what they have delivered in writing.

Moved by Mr. Lewis, second by Mr. Straub, that Article 6: K) 4 Number of Times, delete the last sentence “To avoid redundancy, voice presentations shall preclude information contained in written materials furnished to the Commission by that person making public comment or their representative.” Motion carried 6-0.

Moved by Mr. Lewis, second by Mr. Gajewski, that Article 6: K) 5 Representation, delete the last sentence “A speaker to an agenda item shall not again be recognized until other speakers to that subject have spoken or a subsequent speaker yields to a previous speaker.” Motion carried 6-0.

Article 8: Committees
Moved by Mr. Gajewski, second by Ms. Mehuron, that Article 8: A) 2 Limited Power, strike “on housekeeping matters and budget”. Motion carried 6-0.

Article 12: Planning Responsibilities
Moved by Mr. Nester, second by Mr. Straub, that Article 12: A) Master Plan, strike “to commence the procedure”. Motion carried 6-0.

Article 13: Planning Commission Staff
Moved by Mr. Gajewski, second by Mr. Straub, that Article 13: A) Authorization, will read “The Planning Staff may consist of a Director of Zoning and Planning and with such other personnel as may be authorized by the Township Board; B) General Responsibility, will read “The Planning Staff may be charged with assisting the Planning Commission with its duties, including preparation of reports, distribution of materials, and such other work as authorized by the Township Board.”; C) Recording Secretary, will read “Planning Staff may include a Recording Secretary, who shall not be a Planning Commission member or a member of any of its committees.”; and C) Recording Secretary 1) & 2) the first word “The” will be changed to “A”. Motion carried 6-0.

Article 14: Adoption, Repeal, Amendments, & Miscellaneous
Moved by Mr. Straub, second by Mr. Lewis, that Article 14: B) Amendment, will read “These Bylaws may be amended at any regular or special meeting by the affirmative vote of five (5) members of the Planning Commission, provided copies of the proposed bylaws were promulgated to the Planning Commission at least ten (10) days before the meeting.” Motion carried 6-0.

Moved by Ms. Mehuron, second by Mr. Nester, to adopt the Bylaws, as amended this evening, effectively immediately. Motion carried 6-0.

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7. **Approval of Planning Commission Minutes:** Moved to Action Items C above.

8. **Election of Officers:** See Action Item B, selection of new Vice-Chairperson.

9. **Township Board of Trustees Update:**
   Bill Gajewski, Township Board Representative gave a report on the February 19th and March 19th regular Township Board Meetings.

10. **Concerns of Commission Members, Director of Planning and Zoning, Supervisor, and Recording Secretary:**
    Supervisor Rider noted that the new Director of Zoning and Planning, David Rohr, would start his job on Monday, April 15th.

11. **Review of Bylaws:** See Action Item C.

12. **Public Comment:**
    Tim Zaleski, township resident, congratulated the PC on competition of the Bylaws.
    
    Mike Compton, inquired where the minutes were public as he could not find them on the Township website.
    
    Supervisor Rider responded that the minutes were posted by calendar year and without current Zoning and Planning staff they were behind in posting the minutes, although anyone could call the Township and receive a copy either by email or they could pick-up a hard copy.

13. **Future Agenda Items: April 23, 2019**
    A) Rezoning of the Toledo Boys Club property.
    B) Site Plan review of Hanover Glen.

14. **Adjournment:** Mr. Burch declared meeting adjourned at 9:24 PM.

Respectfully submitted,

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Tom Lewis, Secretary            Janis Miller, Recording Secretary

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