

Greenvale Township

Planning Commission Meeting

December 6, 2021

Official Minutes

Present: Bruce Paulson, Mark Legvold, Rich Fott, Eric Workman, Susan Jackson, Charles Anderson (Ex Officio)
Guests: Greg Langer, Linus Langer, Ken Malecha, Perry Collins, Mary Collins, Jane Dilley, Andy Anderson, Donita Anderson, Eric Ruud, Victor Volkert, and Tony Rowan

- Chairperson Paulson called the meeting to order at 7:00 pm.
- Pledge of Allegiance was said.
- Rich Fott made a motion to approve the agenda with changes, Susan Jackson seconded, all approved.
- Mark Legvold made a motion to approve the minutes of November 1, 2021, with changes requested by Supervisor Anderson and spelling correction by Mark Legvold, Rich Fott seconded, roll call vote; Bruce Paulson – yes, Mark Legvold – yes, Rich Fott – yes, Eric Workman – yes, Susan Jackson - yes.
- Christenson property split proposal.
 - The request to split the property was reviewed.
 - Bruce Paulson made a recommendation that the Christenson property split be approved as proposed, Rich Fott seconded, roll call vote; Bruce Paulson – yes, Mark Legvold – yes, Rich Fott – yes, Eric Workman – yes, Susan Jackson - yes.
- Tom Williams solar application status.
 - Per Linus Langer, the application was approved by the Board of Supervisors and the permit has been issued.
- Review of Greenvale Township solar – update.
 - The Township attorney will be attending a future meeting to provide advice regarding the adoption of a solar ordinance with conditions.
 - Mark Legvold questioned the intent of the Board of Supervisors in approving the Williams solar request prior to the adoption of a solar ordinance. Supervisor Anderson noted that the solar ordinance discussion will occur at a future meeting. There will be discussion regarding payment of the ordinance change by grant funding or through Township funds.
 - Mark Legvold expressed concern that as standards were not set prior to the issuance of the Williams solar permit, this lack of caution could result in future problems.
- Planning Commission draft policy and procedures manual review.
 - Eric Workman noted that the changes requested during the last Planning Commission meeting have been made.
 - A request was made to send “approved” minutes to the Board, as soon as they are available
 - A decision was made to keep the Public Works section of the policy. (Section 1, Ch.10)
 - In Section 3, Ch. 5
 - This section was reviewed and it was noted that Interim Use Permits should be included along with the Conditional Use Permits.
 - Section 4

- A discussion was held regarding the terms Clerk and Zoning Administrator and their respective duties.
 - Eric Workman will revise this section to define the duties of the separate positions of Clerk and Zoning Administrator.
 - A request was made to obtain a list of current permits from the Clerk prior to Planning Commission meetings. Clerk Linus indicated this could be done, but may miss recently granted but not entered into the electronic record.
 - A short discussion was held regarding the formatting of the agenda. It was determined that the current format would be included in the policy.
 - The question was asked regarding how audio recordings are used. Per Linus Langer, the audio recordings of the meetings are only for the purpose of preparing minutes. The recordings are not saved.
 - A discussion was held regarding public comments and the use of speaker cards.
 - It was determined that public comment cards should be added to the procedures policy.
 - It was determined that the length of public comment would be 5 minutes – with more or less time given by consensus of the Planning Commission.
- Under 6c.
 - It was determined that “performance standards” will be used in conjunction with conditions.
- Page 20 section B
 - Minutes will be taken by the Township Clerk or appointed recorder.
 - Item 2 – draft minutes will be provided to the Planning Commission within one week.
 - A recommendation was made that approved minutes be posted to the website.
- Chapter 4
 - A discussion was held regarding the conduct of the audience during public meetings. The need for comment cards and the timing for submission to be placed on the agenda was reviewed.
 - A suggestion was made by Mark Legvold that if unruly behavior occurs during a meeting, the audience member will be asked to leave.
 - Comment cards should include a brief outline and general items pertaining to the topic.
 - Bruce Paulson suggested adopting the “Waterford” comment card style and rules and adding this example to the appendixes.
 - Eric Workman noted that public comments should only pertain to items on the agenda.
 - A suggestion was made to keep comment length to five minute – more or less time as determined by the Planning Commission Chair.
 - A discussion was held and it was determined that the submission of comment cards will be 10 days prior to the meeting to be added to the agenda.
- Chapter 5
 - The procedure for requesting an attorney will be kept as written.

- Mark Legvold made a motion to table discussion of the appendixes to the next meeting, Rich Fott seconded, roll call vote; Bruce Paulson – yes, Mark Legvold – yes, Rich Fott – yes, Eric Workman – yes, Susan Jackson - yes.

- Next Meeting
 - The Greenvale Planning Commission meetings will move to monthly meetings.
 - Rich Fott made a motion to hold the Greenvale Planning Commission meetings on the second Tuesday of each month in 2022, Susan Jackson seconded, roll call vote; Bruce Paulson – yes, Mark Legvold – yes, Rich Fott – yes, Eric Workman – yes, Susan Jackson - yes.
 - The clerk or designated/approved scribe will take minutes for the Greenvale Planning Commission going forward.
 - Starting in January 2022, the Planning Commission Chair will transition to Eric Workman.

- Adjourn
 - Susan Jackson made a motion to adjourn the meeting, Eric Workman seconded, roll call vote; Bruce Paulson – yes, Mark Legvold – yes, Rich Fott – yes, Eric Workman – yes, Susan Jackson - yes.

Respectfully submitted by Frances Boehning