

# Watertown Charter Township

12803 S. Wacousta Road, Grand Ledge MI 48837 | (517) 626-6593

December 7, 2011 Planning Commission Regular Meeting Minutes - DRAFT

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**CALL TO ORDER:** The meeting was called to order at 7:00pm by Chair Keri Kittmann with the Pledge of Allegiance.

**PLANNING COMMISSIONERS PRESENT:** Chair Keri Kittmann, Secretary Richard Turcotte, ZBA Representative Ronald Overton, Donald Hartwick, John Maahs, Charles Openlander and Jessie Stipcak. Absent was Vice-Chair Beth Ball.

**STAFF PRESENT:** Planning Director Andrea Polverento

**COMMUNICATIONS RECEIVED:** Polverento reviewed the communications received.

**AGENDA APPROVAL:**

Motion by Overton, seconded by Maahs, to approve the agenda as presented. Motion carried.

**PUBLIC COMMENT, NON-AGENDA ITEMS:** None

**APPROVAL OF MINUTES:**

**November 2, 2011 Regular Meeting**

Motion by Maahs, seconded by Overton, to approve the minutes of November 2, 2011, as amended. Motion carried.

**PUBLIC HEARING:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**A. 2011 Annual Report**

Motion by Overton, seconded by Maahs, to accept the draft of the 2011 Annual Report and forward it to the Board of Trustees for further action.

**B. Bylaw Review**

No action taken.

**C. Resolution No. 12-07-2011-01 – Resolution to adopt 2012 Planning Commission Meeting Dates**

Motion by Maahs, seconded by Overton, to waive the reading of Resolution No. 12-07-2011-01. Motion carried.

Motion by Maahs, seconded by Overton, to adopt Resolution No. 12-07-2011-01, a resolution to adopt 2012 Planning Commission meeting dates.

Roll Call Vote:

Yes: Maahs, Hartwick, Stipcak, Overton, Kittmann, Openlander, Turcotte

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No: None

Absent: Ball

Motion carried.

## COMMITTEE AND STAFF REPORTS:

- A. Executive Committee Report – None
- B. Ordinance Review Committee Report – None
- C. Site Plan Review Committee Report – None
- D. Board of Trustees Report – Maahs provided the Board of Trustees report.
- E. Zoning Board of Appeals Report – None.
- F. Capital Improvements Committee Report – None
- G. Staff Reports: Assistant & Director's Reports, November 2011 – Polverento provided the staff reports.

**COMMENTS AND QUESTIONS FROM AUDIENCE, STAFF AND COMMISSIONERS:** None.

## ADJOURNMENT:

Motion by Maahs, seconded by Openlander to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:34 pm.

Date approved: February 1, 2012

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Keri Kittmann, Chair

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Richard Turcotte, Secretary