

**Greenvale Township Planning Commission
Meeting Minutes
Thursday, February 8, 2024**

Present: Ken Malecha (Chair); Commissioners Scott Norkunas, Joyce Moore, Victor Volkert, Steve Wickelgren and Jane Dilley, Town Clerk

Others Present: Gregory Langer, Linus Langer, Tony Rowan, Cindy Roehl, Mary Collins, Perry Collins, Andy Anderson, Charles Anderson, Stu Berg, Eddie Shimota, Josh Fisher and Eric Christianson

Chairman Malecha asked the audience to join in the Pledge of Allegiance at 7:00pm.

Opening Statement: Malecha stated the Planning Commission (“PC”) is an appointed body that makes recommendations on planning and zoning issues to the Town Board. These recommendations are advisory only. The elected Town Board members make the final decisions on matters brought before the PC. The PC will act tonight on matters received by the Zoning Administrator by noon ten (10) business days before the meeting tonight. Questions on submissions after the deadline can be addressed under New Business; they will be placed on the following month’s agenda. The audience was reminded this is a public meeting, not a Public Hearing. Meetings are open to the public to observe. Audience comments are limited to topics being discussed. Malecha reminded the audience to sign the attendance sheet and silence their electronic devices.

Guests: Malecha introduced Josh Fisher who is building a new home in Greenvale Township; Eddie Shimota is the builder.

Agenda: The agenda was reviewed and approved with no changes. Moore made a motion to approve the agenda, Wickelgren seconded. Motion carried 5– 0.

Minutes: The minutes from the January 11, 2024 Planning Commission Meeting were reviewed and approved via a motion by Norkunas, seconded by Volkert. Motion carried 5 – 0.

Citizen Comments: None.

Board Liaison Report: Tony Rowan reported that at its January meeting the Board of Supervisors approved moving forward with the Planning Commission addressing Nonconforming Residences in the township.

Building Permits: A permit request for new single family home was presented by Josh Fisher for PID 16-00400-51-021. Building plans, a survey and site map were supplied which show the location of the house, well and two septic options. Setbacks have been met. Right of Way permit request to expand an existing driveway has been submitted. Norkunas made a motion to approve the new home construction permit request and recommends approval by the Board of Supervisors. Malecha seconded the motion. Motion carried 5 – 0.

Zoning and Other Land Use: None.

Old Business: The new ordinance manual was approved by the Board of Supervisors at its January 18, 2024 meeting. Malecha thanked the Planning Commission for all their hard work. A summary ordinance was published in the Northfield News on January 24, 2024. The effective date of the ordinance is the publication date.

New Business: The new ordinance manual has been published on the township's website – thank you to Jess Bodnar.

An Over-the-Counter permit report for 4th quarter 2023 was provided for the Planning Commission's review.

The Township does not have a formal fee schedule. The Planning Commission reviewed a proposed fee structure developed through research of other townships and what makes sense for our township. Based on discussions a fee structure and schedule will be forwarded to the Board for their consideration. The fee structure will include the building and septic permit fees established with our new inspector. Planning Commission members were encouraged to forward to the Clerk any comments about the fee structure. These comments will be forwarded to the Board prior to its February 15, 2024 meeting. Once a fee schedule is approved by the Board, a Public Hearing must take place for the fee schedule to become effective.

The Board has asked the Planning Commission to address nonconforming residences in the township. Wickelgren will lead this project with Bolton & Menk and another member of the Planning Commission. Moore volunteered to work with Wickelgren. Malecha toured the township with Wickelgren looking at nonconforming residences. Malecha reported that we received an invoice from Bolton & Menk for \$1,400 for work done on the ordinance manual after the grant funds were used up.

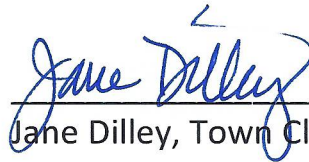
Moore made a motion to adjourn, Wickelgren seconded. Motion carried 5 – 0.

APPROVED – March 14, 2024

Prepared by:



Ken Malecha, Chair



Jane Dilley, Town Clerk