

**Greenvale Township Planning Commission
Meeting Minutes
Thursday, March 14, 2024**

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

Absent: Steve Wickelgren

Others Present: Donita Anderson, Charles Anderson, Dave Roehl, Gregory Langer, Andy Anderson, Mary Langer, Linus Langer, Bruce Paulson, Patti Schilling, Brad Schilling, Cindy Roehl, Mary Collins, Perry Collins 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: None

Agenda: The agenda was reviewed and approved with no changes. Malecha made a motion to approve the agenda, Norkunas seconded. Motion carried 4– 0.

Minutes: The minutes from the February 8, 2024 Planning Commission Meeting were reviewed and approved via a motion by Norkunas, seconded by Moore. Motion carried 4 – 0.

Citizen Comments: Patti Schilling addressed the Planning Commission expressing concern about the building entitlement at 28800 Holyoke Ave. She provided an historical perspective and asked to see the documentation that led to the decision to grant a development right. Malecha gave a brief summary and suggested a thorough review of materials would best be handled by setting up an appointment.

Board Liaison Report: Liaison Tony Rowan was unable to attend the meeting.

Building Permits: Tom Williams, on behalf of Above Grade Properties, submitted a permit request for a new two stall detached garage at 30932 Guam Ave for PID 16-021000-01-012. Design plans, a survey and site map were supplied. Setbacks have been met. Malecha made a motion to approve the permit request for a new garage and recommends approval by the Board of Supervisors. Norkunas seconded the motion. Motion carried 4 – 0.

Zoning and Other Land Use: None.

Old Business: The Planning Commission will schedule a Public Hearing on April 11, 2024 at 6:00pm to receive comments on the proposed township fee schedule. The township does not currently have a fee schedule. Volkert made a motion that a letter be sent to all residents and landowners. Malecha seconded. Motion carried 4 – 0. The Planning Commission will hold its regular meeting starting at 7:00pm to discuss comments received and make a recommendation to the Board of Supervisors.

Malecha reported on progress with the nonconforming residences project. He and Wickelgren have been in touch with Jenni Faulkner of Bolton & Menk. Planner T.J. Hofer is assigned to the project. Hofer has 15 years of experience as a planner. Initial discussions have taken place. Plan to have something to share with the PC in a few months.

New Business: There will be an opening on the Planning Commission when Norkunas is sworn in as a Township Supervisor. Norkunas' term as a PC member ends April 30. PC member Moore is also completing her term. Moore may reapply for a second term. The two open positions are for a three year term.

The mailing about the Public Hearing will also information about the two positions on the PC coming up and how interested candidates can apply. Information will also be posted on the message board and the website.

Norkunas made a statement of thanks to the PC members. A lot was accomplished working together as a team. He's very appreciative of the guidance and resources the PC members received.

Moore made a motion to adjourn, Norkunas seconded. Motion carried 4 – 0.

APPROVED – April 11, 2024

Prepared by:



Ken Malecha, Chair



Jane Dilley, Town Clerk