

**PUTNAM TOWNSHIP
PLANNING COMMISSION MEETING
March 14, 2018
MINUTES**

CALL TO ORDER

Chairperson Lomber called the meeting to order at 7:01 p.m. There were 8 citizens in attendance.

ROLL CALL

MEMBERS PRESENT: Porath, Lomber, Gannon, Ligon, Beemer, Hood and Klein.

MEMBERS ABSENT: None.

OTHERS PRESENT: Ken Damrel, Township Zoning Administrator, Brian Borden, LSL Planner, Phil Westmoreland, Township Engineer, Jennifer Koch, Township Fire Marshall and Pamela Kekes, Recording Secretary.

CALL TO THE PUBLIC

Opened at 7:02 p.m.

No Response.

Closed at 7:03 p.m.

APPROVAL OF AGENDA

Motion by Porath and supported by Lomber to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

Motion by Porath and supported by Lomber to approve the 2/14/18 minutes as presented. MOTION CARRIED.

CORRESPONDENCE – P.C. Appointments Spreadsheet is in Commissioners packets and letter from Lyndon Township regarding their Master Plan Public Hearing.

PLANNER'S REPORT – Nothing to report.

ZONING BOARD of APPEALS REPORT – Gannon reported that there is an upcoming variance review scheduled for March 26, 2018.

TOWNSHIP BOARD REPORT – Klein reported on the February 21, 2018, meeting.

LAND DIVISION REPORT – Nothing to report.

ZONING ADMINISTRATOR'S ORDINANCE ISSUE LIST – Damrel stated that his report is included in Commissioners' packets.

FIRE MARSHALL REPORT – Nothing to report.

ELECTION OF OFFICERS

Lomber and Ligon have completed three consecutive terms and are not eligible to be re-elected.

Motion by Gannon and supported by Lomber to elect Michael Porath as Chairperson. MOTION CARRIED.

Motion by Lomber and supported by Beemer to elect Jim Gannon as Vice Chair. MOTION CARRIED.

Motion by Porath and supported by Hood to elect Jeff Lomber as Secretary. MOTION CARRIED.

Motion by Hood and supported by Lomber to elect Jeff Beemer as Alternate Secretary. MOTION CARRIED.

Porath, as New Chair, took responsibility of presiding over the meeting.

PUBLIC HEARING

A. Solar Energy Systems Ordinance

1. Borden presented the proposed change to Township Ordinance 340-39 which incorporated both the existing Wind Energy Conversion Systems with the new Solar Energy Systems and changing name to Alternative Energy Systems.
2. **Motion by Ligon and supported by Beemer to open the Public Hearing at 7:17p.m. MOTION CARRIED.**
3. No response.
4. **Motion by Lomber and supported by Ligon to close the Public Hearing at 7:18p.m. MOTION CARRIED.**
5. **Motion by Lomber and supported by Porath to recommend approval to the Putnam Township Board Ordinance 340-39 Alternative Energy Systems. MOTION CARRIED.**

OLD BUSINESS

A. Day Go Red, LLC, 875 Patterson Lake Road, part of #4714-26-300-021

1. Site condominium final site plan review/motion.
 - Borden presented the revised plan (1/31/18) for a proposed 10-unit residential development on the vacant 14.3 acre property at 875 Patterson Lake Road. The main concern is that private roads are subject to review and approval under Section 340-33.
 - Westmoreland, Spicer Group, reviewed the revised plans and recommending consideration of approval.
 - Damrel presented memo dated March 6, 2018, which included the attorney's review of the Master Deed for Putnam Pass site condominiums.
2. **Motion by Ligon and supported by Beemer to recommend to the Putnam Township Board approval of the final site plan for Day Go Red, LLC, part of tax ID# 4714-26-300-021 subject to the following conditions: Incorporate comments made by Township Attorney and compliance with Road Ordinance, 340-33. MOTION CARRIED.**

NEW BUSINESS

- A. Discussion 340-33 Private Roads & Shared Driveways. There is some discussion about the length of a Shared Driveway (presently maximum 600 Feet) and the need to have private road agreements included when splits occur and registered with property deed. Borden will prepare a review for the next meeting and getting input from Fire Marshall and Township Engineer.
- B. Discussion of 340-85 Table of Uses – Retail Establishment Gross Floor Area. Commissioners are to review Table 32 Table of Uses, Commercial and Industrial Districts for next meeting.
- C. P.C. By-Laws Annual Review. **Motion by Ligon and supported by Porath to adopt the current By-Laws with no changes. MOTION CARRIED.**

D. Master Plan

1. Resolution No. 18-04 to recommend to the Planning Commission to re-open the Putnam Township Master Plan. Borden suggested that the Planning Commission set up a Special Meeting at 6:00p.m. prior to next scheduled Planning Commission meeting to review the 7 recommendations. The Resolution states that the Township Board approved Notice of Intent to Amend the Master Plan at its October 18, 2017, meeting and Commission would like to know process to ensure proper procedures going forward.

CALL TO THE PUBLIC

Opened at 8:35 p.m.

No response

Closed at 8:36 p.m.

ADJOURNMENT

Motion by Ligon and supported by Lomber to adjourn at 8:36 p.m. MOTION CARRIED.

Pamela Kekes

Recording Secretary