

**CARROLLTON TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
Monday, March 16, 2015**

<b><u>Roll Call:</u></b>	Chairperson Sobek	Present
	Vice-Chair P Olvera	Absent - excused
	Secretary J Olvera	Present
	Township Board Member Douglas	Present
	Member Dallas	Present
	Member Frank	Present
	Member Gnatkowski	Present

There being a quorum present Chairperson Sobek called the meeting to order at 6:00 p.m.  
Also in attendance: Jessi Warzecha, Office Clerk.

**Approval of Agenda:**

It was moved by Douglas and supported by Dallas to accept the agenda. There being all ayes, the motion passed by unanimous voice vote.

**Approval of Minutes:**

It was moved by Douglas and supported by Frank to accept the minutes from the February 16, 2015 regular meeting with correction. There being all ayes, the motion carried with unanimous voice vote.

**New Business:**

Election of Commission Officers

Dallas made a motion to nominate Sobek as Chairperson seconded by J Olvera.

Roll Call Vote for Chairperson

Gnatkowski	Yes
Frank	Yes
Sobek	Yes
J. Olvera	Yes
Dallas	Yes
Douglas	Yes

There were no other nominations.

Motion carried by unanimous vote.

J Olvera made a motion to nominate P Olvera as Vice Chairperson seconded by Dallas.

Roll Call Vote for Vice Chairperson

Gnatkowski	Yes
Frank	Yes
Sobek	Yes
J. Olvera	Yes
Dallas	Yes
Douglas	Yes

There were no other nominations.

Motion carried by unanimous vote.

Gnatkowski made a motion to nominate J Olvera as Secretary seconded by Frank.

Roll Call Vote for Secretary

Gnatkowski	Yes
Frank	Yes
Sobek	Yes
J. Olvera	Yes
Dallas	Yes
Douglas	Yes

There were no other nominations.

Motion carried by unanimous vote.

Gnatkowski handed out paperwork for site plan review checklist, adding fact finding to the zoning ordinance and an ordinance for conditional rezoning (copy attached). Planning commission will read over and will have discussion next meeting.

Discussion was held on the buffer yards and landscaping, possibly moving into one chapter instead of two spots for easy referral.

### **Open discussion for Issues not on the Agenda**

#### **Planning Commission Members:**

The commission as a whole questioned when the meeting was taking place with Barney's Welding for the conditional rezone contract. Warzecha stated that the meeting has already taken place and the contract was signed and registered. The planning commission would like a copy of the signed contract.

Neil Frank discussed a handbook he printed online (he will email a copy to the office) on procedures and how to handle the public's questions. When asked if he had any training he said no but was interested in attending.

Gnatkowski discussed his walk thru of Yeager's property on Carrollton Rd with Electrical Inspector Barri Woods.

**Public Comment:**

Jerry Fritz discussed a letter he was forwarded from Andy Lamia (copy attached). Fritz questioned 2824 N Michigan and their business license and site plan. A business license was applied for but not paid for or issued because a site plan has never been turned in for review. The business has been sent many letters and tickets. Fritz also questioned 2801 N Michigan and possible activity still going on at the business. Gnatkowski stated it was court order to stop all business at the location on January 1, 2015 unless another site plan was turned in for review. Since one has not, Gnatkowski stated the police department should be changing the locks at the business.

It was the commission consensus that the zoning administrator should be at every meeting to field any questions that arise. Clerk Fritz instructed Chairperson Sobek to call Zoning Administrator Dan Sika and ask him to come to the meetings.

Andy Lamia questioned ABO tent's site plan and their recent parking lot expansion; he asked who was responsible for making sure a site plan is being upheld. Gnatkowski stated that it is the job of the code enforcement officer to make sure site plans are being upheld.

A question was asked how Heck's Bar's illegal sign was replaced with another illegal sign after an accident damaged it. Warzecha stated she was told it was grandfathered in. Discussion followed.

**Adjournment:**

It was moved by J Olvera and supported by Gnatkowski to adjourn. There being all ayes, the meeting adjourned at 7:01 p.m.

Respectfully Submitted,

John Olvera, Secretary

Public in Attendance:

Jerry Fritz- Twp. Clerk  
Andy Lamia  
Frank Sheridan

3363 Terry St  
2836 N Michigan  
2835 Eddy St