



**PARK TOWNSHIP
JOINT TRAINING MEETING
BOARD OF TRUSTEES
PLANNING COMMISSION
ZONINE BOARD OF APPEALS**

April 8, 2019
6:30 pm

1. Call to Order

Township Supervisor Jerry Hunsburger called to order the joint training session at 6:30 pm, Monday, April 8, 2019, at the Park Township Office, 52 – 152nd Avenue.

Present were:

BOARD OF TRUSTEES: Supervisor Jerry Hunsburger, Clerk Skip Keeter, Treasurer Jan Steggerda, and Trustees, Jim Gerard (ZBA Liaison), George Jacob, Denise Nestel (Planning Commission Liaison) and Steve Spoelhof.

PLANNING COMMISSION: Chair Jeff Pfost, Vice Chair Rosemary Irvine, and Commissioners Dennis Eade, Terry DeHaan, Dave Kleinjans, and Diana Darlinghouse.

ZONING BOARD OF APPEALS: Chair Doug Dreyer and Commissioners John Foster and Sally Pollack.

Also in attendance were Township Manager Howard Fink, Attorney Dan Martin and Planner Greg Ransford.

2. Training Topics

Attorney Martin and Planner Ransford moderated the following training topics:

- a. Leadership and Process
 - i. Roles and responsibilities
 - 1) Chairperson/Supervisor
 - a) Consultation with attorney, planner, engineer
 - 2) Membership
 - a) Land use review is a deliberate process
 - b) Opposing views and votes are not necessarily conflict
 - 3) Manager/Consultants
 - a) Serve at the pleasure of the Board
 - b) Recommendations
 - i) Site plans and special uses
 - ii) Rezoning and Planned Unit Developments
 - ii. Open Meetings Act and Ex Parte Communication
 - b. Planning Commission
 - i. Legislative authority and requirements

ii. Ordinance authority and review standards

- 1) Site Plans (use-by-right)
- 2) Special Uses
- 3) Rezonings
- 4) Planned Unit Developments
 - a) Discretionary authority vs statutory authority
 - b) Why are they so difficult

III. Use of Master Plan

c. Zoning Board of Appeals

- i. Legislative authority
- ii. Ordinance authority
 - 1) Administrative applications
 - 2) Appeal of administrative decision
 - 3) Interpretation request
 - 4) Dimensional variances
 - 5) Use variances

3. Public Comments

Hunsburger opened public comment period at 9pm

4 people spoke at the public comment period

Hunsburger closed the public comment period at 9:10pm

4. Supervisor's Comments

Hunsburger thanked the presenters and attendees for participation in this important training session.

5. Adjourn

Meeting adjourned at 9:20 pm.