

## **Bengal Township Planning Commission Meeting Minutes August 5, 2020**

Meeting called to order at 7:02PM by Lori Pung

Members Present: Lori Pung, Nick McDonald, Tom Miller, Kurt Koenigsknecht, Brenda Zlotek

Public Present: Sharon Bassette, Dr Mark Holley, Tom McComb

Additions to agenda: Approval of June BTPC minutes and ZBA update by Chairperson Lori Pung

Motion to approve minutes from June 3, 2020 by Lori Pung, second by Nick McDonald, motion passed.

The commission members agreed to sign up for representation at the township board meetings as follows: 8/12/2020 Lori Pung; 9/9/2020 Nick McDonald; 10/7/2020 Nick McDonald; 11/11/2020 Lori Pung, 12/9/2020 Lori Pung, 1/13/2021 Kurt Koenigsknecht; 2/10/2021 Kurt Koenigsknecht; 3/10/2021 Tom Miller; 4/14/2021 Tom Miller; 5/12/2021 Brenda Zlotek; 6/9/2021 Brenda Zlotek; 7/9/2021 Brenda Zlotek.

The Planning commission with Sharon Bassette- Bengal Township Clerk, Mark Holley- Bengal Township Assessor, and Tom McComb- Bengal Township Inspector discussed the processes for ensuring that all zoning paperwork goes through the proper channels and notifications. It will be requested that McKenna – Bengal Township Zoning Administrator for all applications, in the approval or denial letter to the resident, will instruct the resident on the next course of action in the process and copy Tom McComb. Land Division applications when approved will be sent from McKenna to the Township Clerk with a copy to the Township Assessor. It was further determined that the Township Assessor is already notified by the county for new buildings via the building permit issued by the county. The township Assessor requires all new Approved Land Splits to become effective by 12/31 of the calendar year for taxation purposes. It was determined the inspection form filled out by Tom McComb will go to the township Clerk with a copy to the homeowner.

Discussion on the Process for Zoning Violations and Complaints will involve a letter from McKenna to the homeowner outlining the complaint and the section of the ordinance in violation. Tom McComb will do a visual of the complaint if appropriate.

An ordinance amendment will be reviewed with Chris Khorey from McKenna at the September meeting.

Lori Pung will post FAQ's (frequently asked questions) to the township website upon approval.

ZBA report from Kurt Koenigsknecht, the ZBA had two reviews, one for Solar Array Variance and one for Lot Boundary adjustment. Both were approved with a certified survey requested prior to the Solar Array variance approval.

Meeting adjourned by Lori Pung at 9:42 PM

Respectfully Submitted by Brenda Zlotek Bengal Township Planning Commission Secretary

Pending approval

Approved 10/07/2020

