



12803 S. Wacousta Rd., Grand Ledge, MI 48837  
517-626-6593  
517-626-6405 (Fax)  
www.WatertownTownship.com

**PLANNING COMMISSION REGULAR MEETING MINUTES**  
**Wednesday, May 6, 2020 | 7:00 pm**

**CALL TO ORDER:** The electronic meeting was called to order at 7:02 pm by Chair Joe Davis.

**PLANNING COMMISSIONERS PRESENT:** Chair Joe Davis, Vice-Chair Rick Adams, Secretary John Wiesner, Zoning Board of Appeals Representative Charles Openlander, Beth Ball, Ron Overton, Andy Powers, Jessie Stipcak and Dan Zay.

**STAFF PRESENT:** Planning Director Andrea Polverento.

Polverento made announcements about protocols for the electronic meeting, and indicated that she would act as recording secretary for the purposes of the electronic meeting, provided there were no objections. The Planning Commission had no objections to the Planning Director acting as recording secretary.

**COMMUNICATIONS RECEIVED:** None.

**AGENDA APPROVAL:**

Motion by Overton, seconded by Ball, to approve the May 6, 2020, regular meeting agenda as presented.

Roll Call Vote:

Yes: Adams, Davis, Stipcak, Overton, Ball, Zay, Openlander, Wiesner, Powers.

No: None; Absent: None

Motion carried.

**PUBLIC COMMENT, NON-AGENDA ITEMS:**

Trustee Holly Madill stated that she was attending the meeting as a friendly member of the public to give the Commission practice communicating with the public via a virtual meeting.

Eaton County Community Development Director Claudine Williams stated that she was attending the meeting to observe, as Eaton County may be using this method to conduct their meetings in the future.

**APPROVAL OF MINUTES:**

**1. March 4, 2020 Regular Meeting**

Motion by Adams, seconded by Overton, to approve the regular meeting minutes of March 4, 2020, as presented.

Roll Call Vote:

Yes: Ball, Powers, Zay, Wiesner, Adams, Overton, Openlander, Davis, Stipcak

No: None; Absent: None

Motion carried.

**PUBLIC HEARING:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**1. Officer Elections**

Overton nominated Openlander to serve as ZBA Representative. Openlander accepted the nomination.

Motion by Zay, seconded by Ball, to recommend to the Board of Trustees that Charles Openlander be appointed as the Planning Commission's representative to the Zoning Board of Appeals for a one year term.

Roll Call Vote:

Yes: Powers, Zay, Stipcak, Davis, Openlander, Overton, Adams, Ball, Wiesner

No: None; Absent: None

Motion carried.

Overton suggested that given the complications of the pandemic and the need for virtual meetings for the time being, that it made sense to retain the same slate of officers that have been acting in those roles for the next year. There were no objections from the Commission to continue with the same officers.

Motion by Overton, seconded by Zay, that the Planning Commission retain the current officers in their respective roles, nominate said officers, and cast a unanimous ballot to elect the officers to a one-year term.

Roll Call Vote:

Yes: Overton, Ball, Adams, Powers, Openlander, Davis, Wiesner, Stipcak, Zay

No: None; Absent: None

Motion carried.

**COMMITTEE AND STAFF REPORTS:**

1. Executive Committee Report – None.
2. Ordinance Review Committee Report – None.
3. Site Plan Review Committee Report – None.
4. Board of Trustees Report – Overton provided the Board of Trustees report.
5. Zoning Board of Appeals Report – None.
6. Capital Improvements Committee Report – None.
7. Staff Reports: Assistant & Director's Reports – Polverento provided the staff reports.

**COMMENTS AND QUESTIONS FROM AUDIENCE, STAFF, AND COMMISSIONERS:** None.

**ADJOURNMENT:**

Motion by Zay, seconded by Overton, to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:26 pm.

Date approved: Aug. 5, 2020

\_\_\_\_\_  
Joe Davis, Chair

\_\_\_\_\_  
John Wiesner, Secretary