

**CHARLESTON TOWNSHIP
PLANNING COMMISSION MEETING MINUTES
(March 2020)**

A regular meeting of the Planning Commission was held at the Township Hall on March 17, 2020.

CALL TO ORDER: Kramer called the meeting to order at 7:00 pm.

ROLL CALL OF MEMBERS: Roll was called and members present were: Tim Vosburg, Walt Kohnke, Sue Balkema, Don Kramer, Joan Orman and Brian Moravek. Member absent: Art Samson. Also present were Jeff Kidney, Anthony Rice, Matt Elliott, Andrea Elliott, Kelly Largent (AGS), Alex Phelan, Brendan Ragotzy, Todd Jones, Craig Rolfe (Township Attorney) and Jerry VanderRoest (Supervisor).

ADOPTION OF PROPOSED AGENDA: Balkema moved to approve the agenda. Orman seconded. Motion passed unanimously.

DISPOSITION OF FEBRUARY 18, 2019 MEETING MINUTES: Orman moved to approve the minutes. Kohnke seconded. Motion passed unanimously.

BARN THEATRE SPECIAL EXCEPTION USE: Alex Phelan, representing Barn Theater, provided an overview of the Barn Theater's plans and indicated that they had submitted an application for a Special Exception Use (SEU) permit for a Summer Stock Theatre. The approval of the SEU would allow for improvement/expansion of existing facilities to enhance operations.

AGS, Township Zoning Administrator, submitted the results of their review of the SEU application to the Planning Commission for consideration.

The Commission reviewed the application against each of the requirements address in Section 23.7.25 of the Township Zoning Ordinance. Considering AGS' review/recommendations and the Commissions review and deliberations, Kramer moved to forward the SEU application without modification, recommending approval to the Township Board. Seconded by Orman. Motion passed unanimously.

BARN THEATRE SITE PLAN REVIEW: Alex Phelan provided a summary of the Barn Theater's vision and an explanation of the site drawings that depict existing structures and planned future construction/improvements.

AGS submitted the results of their Site Plan Review using Articles 24.4, 25 and 26 of the Zoning Ordinance as the basis. The Commission discussed the application and focused on those subsection in 24.4 that AGS flagged as "condition not met" or "unable to determine".

Subsection:

4. The loading/unloading areas are consistent with current operations and are considered by the Planning Commission to be adequate.

8. The rubbish receptacle areas are consistent with current operations and are considered by the Planning Commission to be adequate.

21. The Barn Theater is not intending on changing its basic operation and therefore these improvements should have no material impact on traffic, noise, glare, pollution, fire or safety. The Planning Commission considers the plan to be adequate.

25. Planning Commission does not require any additional information from the Barn Theater.

The Planning Commission also reviewed and discussed the site plan using the criteria in 24.6.2 (a-j). Balkema moved to approve the site plan as submitted subject to the Township Board's approval of the SEU. Orman seconded. Motion passed unanimously.

RESOLUTION TO ADOPT THE 2020/2021 PC MEETING SCHEDULE: Balkema moved to approve the 2020/2021 Planning Commission meeting dates. Kohnke seconded. Roll call vote: Vosburg Y; Kohnke Y; Balkema Y; Kramer Y; Orman Y; and Moravek: Y. Motion carried.

ELECTION OF OFFICERS FOR 2020/2021: Orman moved to appoint Vosburg as Chair, Balkema as Vice Chair and Moravek as Secretary. Kohnke seconded. Motion passed unanimously.

CITIZENS' TIME: Todd Jones indicated that he was requesting clarification on whether his planned cabinet business would be a "Permitted Use" or a "Special Exception Use" in a Commercial District. After providing further explanation of his planned business, he was advised that it would likely require a Special Exception Use permit.

MEMBERS' TIME: No member comments.

ADJOURNMENT: The meeting was adjourned at 8: 50 pm upon motion by Vosburg. Seconded by Osborn. Motion passed unanimously.

Prepared 3/18/2020 by Brian Moravek, secretary