

**CITY OF BRIDGMAN
PLANNING COMMISSION
REGULAR MEETING
FEBRUARY 16, 2017
7:00 PM**

The regular meeting of the Bridgman City Planning Commission was held on February 16, 2017 at City Hall, 9765 Maple St., Bridgman, Michigan and called to order by Chair Parsons at 7:00 p.m.

MEMBERS PRESENT: Steve Parsons, Richard Kading, Eugene Herrman, Kevin Nitz, Tom Woerdehoff, Mark Hurray, Dorothea Crocker

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Ganum, City Clerk Holm

Pledge of Allegiance was led by the board.

APPROVE/AMEND AGENDA:

Motion by Member Crocker, seconded by Member Woerdehoff to approve the agenda for February 16, 2017 as presented, **motion carried unanimously.**

APPROVE MINUTES:

Motion by Member Herrman, seconded by Member Nitz to approve the January 19, 2017 minutes with as presented, **motion carried unanimously.**

HEARING OF CITIZENS:

No one wished to be heard.

UNFINISHED BUSINESS:

Discussion of Planning Commission Bylaws

City Manager Ganum handed out copies of the drafted bylaws for the Planning Commission. Chair Parsons started writing them a month ago and after reviewing the draft, Ganum made a couple changes. The Planning Commission members went through the bylaws by each section.

- Duties of the Commission:
 - Discussion was held on taking out Planned Unit Development under #2. Decided that it would be left out as there is not a Planned Unit Development under the new Zoning Ordinance.
- Members:
 - Change one member of the Commission SHALL serve on the ZBA instead of the word MAY.
- Attendance:
 - City Manager Ganum will ask Attorney Senica for clarification on the highlighted area “after holding a public hearing on the matter”.
- Incompatibility of Office:
 - Talked about conflict of interest. It should be if you have financial gain, not just if you know someone making the request.

- 3(a) Change the wording to: “Declare a conflict exists at the beginning of the meeting which involves the issues in question”.
- Duties of all Members:
 - No changes made
- Officers:
 - Discussed the title of Secretary and what the job duties will include if that position is left in. Change the terms from April to January and make sure they are staggered terms. Have the officers’ positions be a one year term.
- Meetings:
 - 7. Parliamentary procedures – Have at the discretion of the Chairperson. Change the word SHALL to MAY be informal.
- Procedures:
 - The City Staff should make sure the information is presented to the Planning Commission with all the information needed.
- Disposition and Record:
 - Didn’t change anything.
- Committees:
 - City Manager Ganum added Ad Hoc Committees.
- Commission Absences:
 - After discussion, it was decided to take this section out.
- Miscellaneous:
 - Adoption of bylaws. To be amended by a 2/3rds vote.

Ganum will make all of the changes that have been stated above and bring back to the Planning Commission to adopt at their next meeting.

Zoning Ordinance Rewrite Update

Chair Parsons stated they will hold off discussing this until the next meeting. The comments made at the last Steering Committee meeting have been given to Lynee Wells to update. The City has not received the revised information yet. When Ganum receives it, he will send out a digital copy out to all members.

STAFF UPDATE:

Ganum explained how he would like to share the Google Drive with the Planning Commission members to access important city documents. Hoof to Hanger has just pulled their building permits yesterday or today. Monogram is moving forward. Patent Attorney building on the corner of Lake and Church Street is progressing slowly. Eric’s Bridgman Café is dramatically changing right now. The drone project with the CGA is completed and is a great tool for the CGA to market the community online.

ADJOURNMENT

Motion by Member Herrman, seconded by Member Woerdehoff, to adjourn the meeting at 8:34 p.m., **motion carried unanimously.**

Tom Woerdehoff, Secretary

Allyson Holm, City Clerk/Recording Secretary