

**Exeter Township
Planning Commission Minutes
January 2, 2024**

Exeter Township Planning Commission secretary Roger Bezek called the meeting to order at 7:25 pm. The meeting opened with the Pledge of Allegiance.

Roll Call: Present: Roger Bezek, Phillip Bruck, Tim DeBorde, Julie Murphy
Excused: David Mathewson, Anthony Trasher
Guests:
Note: There were 5 township residents in attendance.

Introduction of Planning Commission Members:

Current members and newly appointed planning commission members introduced themselves and gave a brief description of where they lived and their profession.

Correction / Approval of Agenda:

- ❖ **Motion:** Philip Bruck, 2nd Julie Murphy: To remove the Planning Commission "Nomination and Election of Planning Commission Officers" from the agenda and reschedule the nomination and election of officers for the upcoming February Planning Commission meeting. The balance of the agenda is adopted as presented.

Motion carried.

Approval of Minutes:

The December 5, 2023 Planning Commission meeting minutes were read and presented. Additional language is needed (to be added) to Old Business, paragraph 1 A to indicate that this proposed new ordinance language applied only to animals kept for educational purposes. ADD after *...livestock permitted on small acreage parcels* for education projects such as 4-H, FFA or other such school assignments.

- ❖ **Motion:** Philip Bruck, 2nd Julie Murphy: To approve the December 5, 2023 Planning Commission minutes as corrected.

Motion Carried.

First Public Comment:

None

Old Business:

1). Planning Commission secretary went over the following rules, practices and procedures for the newly appointed members.

- A). Reviewed the Exeter Township Planning Commission By-Laws (as adopted 4/4/2017) including
 - Duties and responsibilities of the Planning Commission officers and members. Requesting excused absences from scheduled meetings. Who can appoint members and length of appointments?
 - Scheduling of monthly meetings
 - Quorum needed and procedure for cancelling or re-scheduling of monthly meetings.
- B). Conducting a Planning Commission meeting / Public hearing
 - Set format of agenda, changes to proposed meeting agenda.
 - Set format of (previous) meeting minutes and procedure to correct meeting minutes (include as part of approving meeting minutes)
 - Allowing presentations and set time for public (residents) comment and inquiries
 - Roll of Township planner
 - Roll of Exeter Township Board member (assigned / appointed) as a liaison between the planning commission and township board
- C). Purpose of a township planning commission
 - Any actions approved by the planning commission is considered a recommendation to the Exeter Township Board to enact at their regularly scheduled meeting. Planning Commission recommendation can be adopted, rejected or changed by the Township board
 - Current Exeter Township policy is to respond to residents' concerns or complaints (mainly in the case of "Stand-Alone" ordinances) and not to "seek out" possible violations
 - To bring basic rules of living conditions between neighbors and the benefit of the township resident at large.
 - To receive and maintain their copy of the Exeter Township Zoning Handbook
 - Purpose, review process, and use of the Exeter Township Master Plan

- D). Types of township ordinances
 - Brief explanation of terms used in zoning
 - Brief explanation of layout of Township Zoning handbook
 - General ordinances and “Stand-Alone” ordinances
 - How each are created and can be amended
- E). Public Hearing process, scheduling and procedures
 - Brief explanation of terms used, permitted uses, fees collected, and documents requested from petitioner
 - Special Land Use Requests as allowed in General Ordinances
 - Re-zoning request for property/parcels
- F), Time for questions from planning commission members / public

2). Planning Commission secretary Roger Bezek gave a brief presentation and explanation of the current township ordinance that is under discussion. Revisions to Exeter Township Zoning Ordinances were reviewed from the “Proposed Zoning Ordinance Amendment” document dated 11/13/2023. No further action was taken on the proposed ordinance amendments as there will be some additional changes to be incorporated from the December 5, 2023 planning commission meeting.

New Business:

None

Second Public Comment:

1). The next scheduled meeting of the Exeter Township Planning Commission will be held on February 6, 2024 beginning at 7:00 pm at the Exeter Township Hall.

❖ **Motion: Philip Bruck, 2nd Julie Murphy:** To adjourn the meeting. **Motion carried.**
The meeting was adjourned at 9:00 pm.

Respectfully submitted, _____
Roger Bezek, Secretary
Exeter Township Planning Commission