

**MINUTES  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION**

**Tuesday, January 10, 2023 --- 7:00 p.m.**

**Big Rapids Fire Hall, 14212 Northland Drive, Big Rapids, MI 49307**

**I. CALL TO ORDER:**

Township Supervisor Bill Stanek called the annual joint meeting with the Big Rapids Township Board of Trustees and the Big Rapids Township Planning Commission to order at the township fire hall on Tuesday, January 10, 2023 at 7:00 p.m.

**II. BOARD OF TRUSTEES ROLL CALL:**

Roll call of the Board of Trustees was conducted.

**III. PLANNING COMMISSION CALL TO ORDER:**

Planning Commission Chairperson Amanda Wethington called the Big Rapids Charter Township Planning Commission to order at the township fire hall on Tuesday, January 10, 2023 at 7:01 p.m.

**IV. PLANNING COMMISSION ROLL CALL:**

Present: Zach Cook, Gordon Oliver, Jeff Oosterhouse, Mark Sweppenheiser and Amanda Wethington. Carman Bean and Mary Davis were absent. The record shows there is a quorum. Also present: Timothy Kleinheksel, Big Rapids Township Zoning Administrator and Recording Secretary.

**V. PLEDGE OF ALLEGIANCE:**

Pledge of Allegiance was recited.

**VI. STATE OF THE TOWNSHIP ADDRESS:**

Mr. Stanek presented the 2023 State of the Township address.

**VII. PUBLIC COMMENT:**

There was no public comment.

**VIII. OATH OF OFFICES:**

Mr. Stanek gave the oath of office to returning Planning Commission members Zach Cook and Amanda Wethington, and returning Construction Board of Appeals member Chad Root.

**IX. RECESS OF PLANNING COMMISSION:**

Mrs. Wethington recessed the Planning Commission members at 7:32 p.m.

**X. ADJOURNMENT OF BOARD OF TRUSTEES:**

Mr. Stanek adjourned the Board of Trustees at 7:32 p.m.

**XI. PLANNING COMMISSION CALLED BACK TO ORDER:**

Planning Commission Chairperson Amanda Wethington called the Big Rapids Charter Township Planning Commission back to order at the township fire hall on Tuesday, January 10, 2023 at 7:40 p.m.

**XII. CONFLICTS OF INTEREST:**

Mrs. Wethington asked if any of the Commission members had known conflicts of interest with any of the items on the agenda for this meeting. No one indicated that a conflict of interest existed.

**XIII. MINUTES:**

Mrs. Wethington asked the Commission members to review the minutes of the November 8, 2022 meeting. Mr. Sweppenheiser made a motion to approve the November 8, 2022 minutes as submitted. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

**XIV. ELECTION OF OFFICES:**

Mrs. Wethington asked the Commission members to elect the 2023 Planning Commission offices. Mr. Cook made a motion to re-elect Mrs. Wethington as Chairperson stating that she has done an excellent job in this position in the past. Mr. Sweppenheiser supported the motion. There was no further discussion. The motion passed unanimously with five ayes. Mr. Oliver made a motion to re-elect Mr. Sweppenheiser as Vice-Chairperson. Mr. Cook supported the motion. There was no further discussion. The motion passed unanimously with five ayes. Mrs. Wethington made a motion to re-elect Mrs. Davis as Secretary. Mr. Sweppenheiser supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

**XV. ACTION ON 2022 PLANNING COMMISSION REPORT:**

Mrs. Wethington asked the Commission members to review the 2022 Planning Commission Report. Mr. Cook made a motion to approve the 2022 Planning Commission Report as submitted. Mrs. Wethington supported the motion. The motion passed unanimously with five ayes.

**XVI. SET MEETING DATES FOR 2023:**

Mrs. Wethington asked the Commission to review the meeting date schedule for 2023. Mr. Sweppenheiser made a motion to accept the Planning Commission meeting schedule for 2023. Mr. Oliver supported the motion. There was no further discussion. The motion passed unanimously with five ayes.

**XVII. ADJOURNMENT:**

Hearing no further business for the Planning Commission, Mrs. Wethington adjourned the meeting at 7:45 p.m.

**APPROVAL:** Action taken at the regular meeting of February 14, 2023: Motion to approve the Planning Commission minutes of January 10, 2023 by: Mr. Cook. Supported by: Mr. Oliver. Motion carried with five ayes.

*Timothy Kleinheksel*,  
Timothy Kleinheksel, Recording Secretary  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION

February 14, 2023  
Date Approved