



**City of Allegan  
Planning Commission Meeting  
Monday, January 21, 2019  
Griswold Auditorium  
401 Hubbard Street Allegan MI 49010**

**MINUTES**

1) Call to Order

The meeting was called to order at 6:05 pm.

2) Attendance

Present: Chair Brad Burke, Cindy Thiele, Tom Morton, Rachel McKenzie, Charles Tripp,  
Nancy Ingalsbee

Absent: Caitlin Wendt, Julie Emmons

Others Present: Jordan Meagher, Community Development Coordinator, Lori Castello of PCI,  
Joel Dye, City Manager, and Catherine Kaufman of Bauckham Sparks.

To begin the meeting, Community Development Coordinator Jordan Meagher explained that each municipal board for the City of Allegan has traditionally selected a new chair and vice chair to serve at the first meeting of each calendar year. These positions cannot be filled by sitting council members.

Rachel McKenzie nominated Brad Burke as Chair of the Planning Commission. Burke accepted. Rachel McKenzie, supported by Charles Tripp, made a motion to appoint Brad Burke as Chair of the Planning Commission. Motion passed 6-0.

Charles Tripp nominated Tom Morton to serve as Vice Chair as the Planning Commission. Morton accepted. Charles Tripp, supported by Rachel McKenzie, made a motion to appoint Tom Morton as Vice Chair of the Planning Commission. Motion passed 6-0.

3) Approval of Previous Meeting Minutes

Motion to approve the minutes from the November 19, 2018 meeting was made by Cindy Thiele, and supported by Tom Morton. Motion passed 6-0. Mike Manning abstained from the vote due to absence at the previous meeting.

4) Public Comment

No public comments were heard.

5) Public Hearings

6) Site Plan Reviews

No site plans were submitted for review.

7) Special Presentation

None were heard by the Commission.

8) Discussion

In preparation for updating the City's Master Plan, staff had brought in Catherine Kaufman, a current partner for the law firm Baukham Sparks and former city planner, to present a training on the roles and responsibilities of a Planning Commissioner. The training included information on the Michigan Zoning Enabling Act, Michigan Planning Enabling Act, the purpose of a City's Master Plan, and proper conduct for a Planning Commission meeting.

9) Staff/Commission Comments

Staff reminded the Commission that a special Planning Commission meeting would be held on February 4<sup>th</sup> at 6:00pm. This would replace February's regularly scheduled meeting, which was scheduled for February 18<sup>th</sup>.

10) Adjournment

Motion by Cindy Thiele, supported by Rachel McKenzie to adjourn the meeting. Motion passed 6-0.

Meeting was adjourned at 8:10 pm.

**Respectfully submitted by  
Jordan Meagher, Community Development Coordinator**