

# Portland Township Planning Commission Special Meeting Minutes

## Wednesday, September 27, 2021

**Cindy Selden called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.**

**Roll was taken by Sue Van Lente:**

Present: Cindy Selden, Sue Vanlente, Tony Dixon, Evelyn Walkington-Jensen, Ross Schneider, Marcy Lay.  
Absent (Excused): Andrew Huhn.

**Approval of Minutes:** Motion by Marcy Lay, seconded by Ross Schneider to approve the minutes from the last meeting.. All were in favor.

**Public Comments:** None

**Old Business:** None

**Public Hearing was opened at 7:01 p.m.**

**Request for Lot Line Change at Grand Ridge Estates:** Mark and Dawn Thelen own two lots in Grand Ridge Estates and want to adjust the property line between the two lots. Letters of approval from the developer and the HOA were submitted, a survey has been done. There are no mortgages on the properties.

Motion by Marcy Lay, seconded by Tony Dixon to recommend that the Portland Township Board approve the request with the following conditions:

- HOA approval (Done, letter received. Note, the HOA letter requires approval from the Ionia County Zoning Board, which does not exist.)
- Developer approval (Done, letter received)
- The Thelen's will pay all expenses including fees charged by Attorney Jon Durell to write the amendment to the Master Deed and Map (and to provide all documents to him), plus the Register of Deeds filing fees.
- The Planning Commission agreed unanimously that it would not be necessary to involve our Township attorney. Mr. Durwell wrote the original Master Deed for the development and has handled three previous amendments.

Mr. Thelen will provide the Township Board with all required documentation as soon as he has it for their approval.

Once the amendment to the Master Deed is recorded, the boundary change will be done and legal.

Public Hearing was closed at 7:05 p.m.

**New Business:** None

**Planning Commission Member Comments** N/A

**Future Meetings:** The next regular meetings will be held December 1, at 7:00 p.m. at the Township Hall.

Motion was made by Ross Schneider, seconded by Tony Dixon to adjourn the meeting at 7:06 p.m. All were in favor.

***Respectfully submitted by Sue Van Lente, Secretary.***