

NORWICH TOWNSHIP PLANNING COMMISSION MEETING
WEDNESDAY, February 4, 2026 7pm
7213 North Cypress Ave, Big Rapids, MI 49307

Meeting Minutes Approved

Call To Order: The meeting was called to order at 7:00 PM by Chair Angela Barnes

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call

Members Present: Angela Barnes, Jill Gregory, Ruth Scott, Ben Avery, Jennifer Kailing, Ezra Scott

Members Absent: Josh Cline

Others Present: Dan Wanink

Call To Order:

- Chair Angela Barnes introduced Ben Avery as a new member of the Planning Commission.
- December 3, 2025 meeting minutes: Motion by Jen Kailing to approve the December 3, 2025 Planning Commission meeting minutes. Second by Ezra Scott. Motion carried unanimously.
- Zoning Administrators Report: members discussed the availability and posting location of the Zoning Administrator's report and other administrative documents on the township website. Members noted difficulty locating reports online and discussed the need for clarification regarding where and when reports are posted. Ruth Scott will reach out for more information.

Unfinished Business: None

Public Comment: No comment

New Business:

Master Plan Review: The Planning Commission discussed initiating a comprehensive review and update of the Township Master Plan. The Commission agreed to conduct the review by dividing the Master Plan into sections and reviewing one section per meeting, with the intent to complete the update during the current calendar year.

Discussion included:

- Incorporating results of the recent Township survey into the Master Plan
- Reviewing demographic and census data
- Ensuring consistency between the Master Plan and current zoning ordinance
- Updating historical narrative language for clarity
- Reviewing and potentially updating maps and supporting documents

The Commission agreed to begin with the History section (approximately pages 1–24) at the next meeting. Members were asked to review this section and prepare suggested revisions and questions.

Ruth Scott will contact Ryan Coffey to request guidance regarding the scope and classification of the Master Plan update and to inquire about map resources.

Public Comment:

Adjournment: Motion by Ben Avery to adjourn the meeting. Second by Ezra Scott. Motion carried unanimously

Ruth Scott

Planning Commission Secretary

Approved by the Planning Commission on: April 1, 2026