

  
**WEST LAKELAND TOWNSHIP**  
**PLANNING COMMISSION MEETING**  
June 15, 2023

Present: Mr. Mark Votava, Mr. Dave Sanocki, Ms. Rachel Dana, Mr. Sean Flaherty, Supervisor Philip Moosbrugger

**Call to Order:**

Chairman Mark Votava called the meeting to order at 7:11 PM, June 15, 2023

**Approval of the Minutes:**

Mr. Flaherty moved to approve the minutes of the May 18, 2023 meeting. Seconded by Mr. Sanocki, the motion carried.

**Building Permit Fee Schedule**

Mr. Duane Stensland and Mr. Isaac Stensland attended the meeting to assist with discussion regarding potential updating of the current building permit fee schedule. The current schedule includes a plan review fee in addition to the building permit fee. Additionally, they provided clarification regarding which types of projects are considered “flat fee” projects that do not pay a fee based on the building permit fee schedule. Mr. Votava presented a draft version of a new building permit fee schedule for discussion. It appears that most of the “flat fee” permit fees are too low to cover actual costs. It was decided to table the discussion until further information could be gathered from the township regarding what is being collected for permits, what is being paid for inspections and what is being paid for administrative fees in order to capture true costs before updating the published schedule.

**Township Fee Schedule**

There was further discussion and review of the proposed revisions to the township fee schedule. Discussion will continue at the July meeting.

**Adjourn**

The date for the next meeting was confirmed for July 20, 2023. Having no further business, Ms. Dana moved to adjourn the meeting. Seconded by Mr. Sanocki, the motion carried. Mr. Votava adjourned the meeting at 9:09 PM

Respectfully Submitted,

Sean Flaherty  
Planning Commission Member