

VILLAGE OF LAKE ODESSA  
PLANNING COMMISSION

**DRAFT**

MINUTES  
**July 28, 2021 SPECIAL MEETING**  
Page Memorial Building  
Lake Odessa, Michigan

Present: Karen Banks, Beth Barrone, Al Hamp, Meg Wheeler, Patrick Reagan  
Absent: None  
Staff: Zoning Administrator Jeanne Vandersloot  
Visitors: None

Meeting called to order by Village Manager/ Clerk Reagan at 6:31 p.m.

**1. NOMINATION AND ELECTION OF OFFICERS**

- a. Chairperson – Reagan asked for nominations for Planning Commission Chairperson. Member Wheeler nominated Beth Barrone. Reagan nominated Member Wheeler. Nominations were closed. Member Barrone made the motion to elect Member Wheeler as Chairperson and was supported by Member Banks. Wheeler was elected Chairperson unanimously by voice vote, 5-0.
- b. Vice Chairperson – Chairperson Wheeler asked for nominations for the position of Vice Chairperson. Reagan nominated Beth Barrone for Vice Chairperson. Hearing no other nominations, Wheeler closed nominations. A motion was made by Reagan, supported by Banks, to elect Barrone as Vice Chairperson. Barrone was elected Vice Chairperson unanimously, 5-0.

**2. PUBLIC COMMENT** – No public comment was heard.

**3. MINUTES:** Motion by Banks, supported by Barrone, to accept the minutes from the March 22, 2021 meeting, with the change of removing former member Williams from “absent.” Minutes approved with change by voice vote, 5-0.

**4. ACTION & DISCUSSION ITEMS:**

- a) Discussion: Lakeside Commercial District – bulk regulations for single family dwellings

The Commission discussed the proposed ordinance. Vandersloot stated that, under “Permitted Uses,” “Home Occupation Type One” should be added. Vandersloot also stated that “Home Occupation Type Two” should be added to the proposed ordinance under “Special Uses.” Banks made a motion, supported by Barrone, to make the additions proposed by Vandersloot and to set a public hearing for the next Planning Commission meeting on Monday, September 27, 2021. Discussion took place. Reagan asked Vandersloot if the standard 300’ foot letters are necessary to be sent out to residents.

Vandersloot stated that this would not be necessary as it is a text amendment, but letters should be sent to property owners in the Lakeside Commercial District, notifying them of the proposed changes. Motion passed unanimously by voice vote, 5-0.

b) Discussion: Zoning Ordinance and Mobile Homes in the Village – review of proposed amendments

The Commission discussed the proposed ordinance. Vandersloot stated that this needs to be submitted to the State of Michigan for approval before it can be set for a public hearing and adoption by the local unit. Discussion took place. Under Section 36-35 (a)(2), “Manufactured Home Development pursuant to Section 36-93” should be removed. Also, under proposed “Section 36-93 (3)(a), the number “10” should be added for the number of copies of preliminary plans should be submitted. A motion was made by Reagan, supported by Banks, to accept this proposed resolution and to have Vandersloot submit it to the State of Michigan for review. Discussion took place. Motion passed unanimously by voice vote, 5-0.

c) Discussion: Planning Commission Meeting Schedule

Reagan asked to have a discussion of the annual meeting schedule of the Planning Commission. Reagan stated that he believed that it might be better for the Planning Commission to meet either monthly or every-other-month instead of only the required four times per year. Discussion took place. The Planning Commission agreed to table this until the November 2021 meeting.

d) Discussion: Noise Ordinance

The Planning Commission reviewed the sample Noise Ordinance from other communities provided by Reagan. Reagan stated that the Village currently does not have a “stand alone” noise ordinance. The Planning Commission tabled this until the next meeting in order to give more time for review of the materials presented.

e) Discussion: Short-Term Rentals

Discussion took place on short term rentals in the Village. Banks provided a memo, outlining the actions that a local municipality can take to regulate short-term rentals in a community. The group discussed how they felt these rentals in the community were impacting Lake Odessa. More have been popping up and parking is becoming an issue, especially closer to Jordan Lake. More discussion will take place at the next meeting.

5. **BOARD MEMBER COMMENTS:** Barrone – stated that the Fair did another great job in 2021. However, she has concerns that their campground is not following the special use permit that they received in 2019 as the trees that they were required to plant, to act as a buffer between the campground and the residential areas are not nearly large enough. Reagan will take a look at the approved special use permit and the area and report back.

6. **ADJOURNMENT:** Motion by Barrone, support by Banks, to adjourn. All ayes; motion carried. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

Patrick Reagan, Village Manager/ Clerk