

VILLAGE OF LAKE ODESSA
PLANNING COMMISSION

DRAFT

MINUTES
SPECIAL MEETING - WEDNESDAY, AUGUST 6, 2020

Page Memorial Building
Lake Odessa, Michigan

**THIS MEETING WAS HELD VIA VIDEOCONFERENCE DUE TO THE COVID-19 PANDEMIC AND
PURSUANT TO GOVERNOR WHITMER'S EXECUTIVE ORDER 2020-160**

Present: Karen Banks, Beth Barrone, Patrick Reagan, Meg Wheeler, Lisa Williams
Absent: Al Hamp, Daryl Hartzler
Staff: Jeanne VanderSloot, Zoning Administrator

Meeting called to order by Chair Williams at 7:14 p.m.

1. **PUBLIC COMMENT:** None.

2. **MINUTES:**
 - a) 10/28/19 Regular Meeting: There was no meeting due to lack of a quorum.

 - b) 7/22/19 Regular Meeting: Motion by Barrone, second by Reagan to approve minutes of 7/22/19 regular meeting. Ayes: Banks, Barrone, Reagan, Williams. No: None. Motion carried.

3. **INSTALLATION OF NEW BOARD MEMBER:** Banks administered the oath of office to Meg Wheeler.

4. **ACTION & DISCUSSION ITEMS:**
 - a) Nomination and Election of Planning Commission Officers:
 - (1) Chairperson: Motion by Reagan, support by Barrone, to appoint Williams as chair. All ayes; motion carried.
 - (2) Vice-Chairperson: Motion by Banks, support by Barrone, to appoint Reagan as vice-chair. All ayes; motion carried.
 - (3) Secretary: Motion by Reagan, support by Barrone, to appoint Banks as secretary. All ayes; motion carried.

 - b) Adoption of Planning Commission 2020 Meeting Schedule: Motion by Reagan, support by Banks, to approve the following meeting schedule for 2020:
 - Monday, September 28, 2020 - 6:30 p.m.
 - Monday, October 26, 2020 - 6:30 p.m.
 - Monday, November 23, 2020 - 6:30 p.m.All ayes; motion carried.

- c) Transmission of Planning Commission Meeting Packets to Members: Discussion was held as to whether members preferred to have their board packets delivered electronically or hard copies hand delivered. Consensus was to have packets sent via e-mail.
- d) Adoption of Planning Commission Bylaws: Discussion was held regarding the Planning Commission Bylaws that had been adopted in 2018. Banks made a comment that the bylaws needed to be re-adopted since the board has a new member. VanderSloot stated there were some typographical errors in the 2018 version; i.e., the word "township" needs to be changed to "village." Motion by Reagan to re-adopt, with corrections, the Planning Commission Bylaws, support by Williams. All ayes; motion carried.
- e) Discussion of Special Use for Lakeside Commercial District - Adding Single-Family Dwellings: Discussion was held regarding the history of the Lakeside Commercial District and the various re-zoning requests that have been reviewed by the Planning Commission throughout the years. Uses by right and special uses as enumerated in Ordinance Section 36-35(h) were reviewed. Discussion was also held regarding the lack of available off-street parking, making it difficult to meet zoning requirements for business uses. VanderSloot stated that adding single-family dwellings as a use by right would be reasonable, while still allowing the current listed businesses so long as they can meet zoning requirements.

Motion by Reagan, support by Barrone, to forward proposed text amendment (to add single-family dwellings as a use by right to the Lakeside Commercial District) to the Village Council so that they may direct the Planning Commission to hold a public hearing. All ayes; motion carried.

- f) Discussion - Appointed Officials Code of Ethics: Motion by Barrone, support by Reagan, to adopt the Code of Ethics as presented. All ayes; motion carried.

5. BOARD MEMBER COMMENTS:

Reagan commented that he looks forward to in-person meetings, but stated that Zoom meetings may continue for the foreseeable future. He asked board members to think of eligible candidates to fill the open seat recently vacated due to the resignation of Daryl Hartzler. VanderSloot provided guidance on the characteristics that should be sought in prospective board candidates.

6. ADJOURNMENT: Motion by Barrone, support by Reagan, to adjourn. All ayes; motion carried. Meeting concluded at 7:42 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary