

VILLAGE OF LAKE ODESSA
PLANNING COMMISSION

PROPOSED AGENDA

MONDAY, SEPTEMBER 23, 2024 - 7:00 P.M.
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MI 48849

1. Call to Order / Roll Call
2. Approval of Agenda
3. Public Comment
Under the Open Meetings Act, any citizen may come forward at this time and make comment on items that appear on the agenda. Comments will be limited to three minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.
4. Minutes: To approve the meeting minutes from the following Planning Commission meetings:
 - a. Minutes from the regular Planning Commission meeting of May 21, 2024
5. Action and Discussion items:
 - a. McKenna Presentation – Master Plan Update 2025
6. Miscellaneous Correspondence:
 - a. MSU Extension Land Use Planning & Zoning Certificate Courses
7. Board Member Comments
8. Adjournment

**VILLAGE OF LAKE ODESSA
PLANNING COMMISSION**

MINUTES

**REGULAR MEETING
TUESDAY, MAY 21, 2024 - 7:00 p.m.**
Page Memorial Building
Lake Odessa, Michigan

Present: Karen Banks, Beth Barrone, Ben DeJong, Gregg Guetschow, Meg Wheeler, Martha Yoder
Absent: None
Staff: Kathy Forman, Jeanne Vandersloot

1. **CALL TO ORDER:** Meeting called to order by Chair Wheeler at 7:00 p.m.
2. **AGENDA:** Motion by Guetschow, supported by Barrone, to approve agenda as amended. All ayes; motion carried 6-0.
3. **PUBLIC COMMENT:** None
4. **MINUTES:** Motion by Banks, supported by Barrone, to approve minutes from the following meetings:
Regular Planning Commission meeting of March 25, 2024
Special Planning Commission meeting of April 16, 2024
All ayes; motion carried 6-0.
5. **ACTION ITEMS:**

a. **Amendment to Stuart Ventures Phase 1 Site Plan:**

A request to replace the Crimson Maple trees with Dogwood trees was received. This will require an amendment to the site plan.

Motion by Guetschow, with support of Yoder to amend the Stuart Venture Phase 1 Site Plan allowing Dogwood trees in place of the Crimson Maple trees. All ayes; motion carried 6-0.

b. **Stuart Ventures, LLC Project – Phase 2**

Discussed the Planning Commission Checklist provided by Jeanne VanderSloot which summarized Phase 2. Several questions were heard from commission members that were answered.

Motion by Guetschow, supported by Banks to approve the site plan as presented for Phase 2A and 2B with the following conditions:

1. Approval of the DPW for the proposed driveway widths/specifications/permit requirements where this driveway will provide access to buildings 2 and 3 and will intersect with Third Avenue and Second Avenue.
2. Approval of the Ionia County Drain Commission for the stormwater management plan.

3. Submit floor plans showing that square footage of each unit meets minimum size requirements.
4. The waiver of the perimeter landscaping buffer is approved.
5. Plans must incorporate the irrigation equipment building.

All ayes; motion carried 6-0.

c. Discuss samples of zoning language provided

Village Manager Guetschow does not think that a hole exists in our ordinance. The correct language is there. The ordinance language needs clarification, not to be rewritten.

6. **BOARD MEMBER COMMENTS:**

Banks – None
Barrone – None
DeJong – None
Guetschow – None
Wheeler – None
Yoder – None

7. **ADJOURNMENT:** Motion by Banks, supported by Barrone, to adjourn. All ayes; motion carried 6-0. Meeting adjourned at 7:43 p.m.

Respectfully submitted,

Kathy Forman
Village Clerk / Treasurer



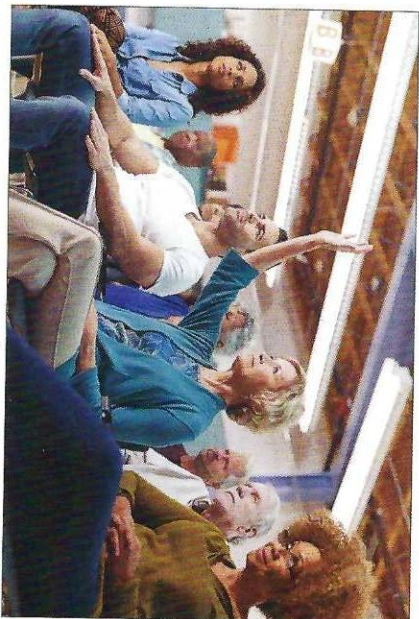
Meeting Agenda

Lake Odessa Master Plan update 2025

Monday, September 23, 2024.

McKenna is thrilled to commence the Master Plan Update process with the Village of Lake Odessa. This memo serves as both the agenda for our kickoff meeting and a list of topics for our discussion on September 23rd, 2024. Your participation is crucial as we embark on this journey to shape the future of the community. Below, you will find the key points we will address during the meeting

- I. INTRODUCTIONS**
- II. DEMOGRAPHIC AND ECONOMIC PROFILE**
 - a. Review Results And Findings
- III. INITIAL OBSERVATIONS**
 - a. Existing Land-Uses
 - b. Roads and Mobility
 - c. Reviewing Current Goals and Objectives
- IV. COMMUNITY SURVEY REVIEW**
 - a. Survey Questionnaire List Reviewing
- V. NEXT STEPS**

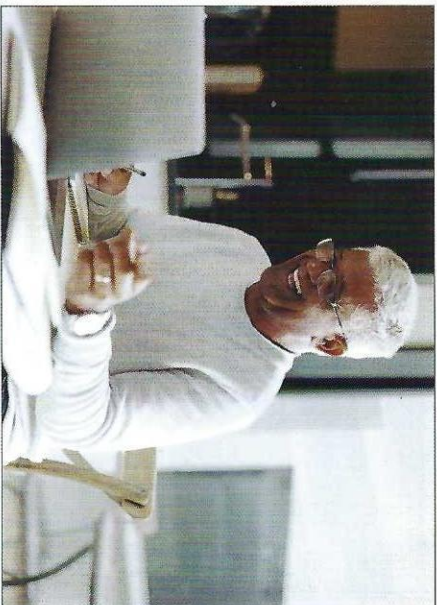


Land Use Planning & Zoning Certificate Courses

MSU Extension offers a variety of land use certificate courses for appointed and elected planning and zoning officials, government staff, and interested community members.

In-person, self-paced online, and hybrid courses are available.





Citizen Planner Program

In Person

This course on zoning and planning roles, responsibilities, and best practices is suitable for new and experienced planning officials and interested community members. It is hosted several times a year across the state. Sessions meet once a week for six weeks. The three-hour sessions include lectures and hands-on learning exercises that cover:

- » **Understanding the planning and zoning context:** Learn the legal sources and limitations of local planning and zoning authority and explore your understanding of ethical decision-making.
- » **Planning for the future of your community:** Recognize the function and importance of a master plan, know the process for developing one, and its relationship to zoning.
- » **Implementing the plan with zoning:** Discover the importance of zoning, learn how zoning

is administered, and gain confidence in your zoning reviews, including site plans.

- » **Making zoning decisions:** Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals, and learn about basic property development methods.
- » **Using innovative planning and zoning:** Strategize about placemaking and design-based solutions to address new challenges our communities face.
- » **Successfully fulfilling your role:** Strengthen your ethical decision-making skills, develop your public engagement toolkit, and gain insights on when to ask for help.

Participants who complete Citizen Planner have the option to earn the Master Citizen Planner credential.

Citizen Planner Online Course

Self-Paced

This online, self-paced version of Citizen Planner is designed for people who cannot attend an in-person program or who prefer to learn at their own pace.

The course is highly interactive, with engaging stories, videos, and activities. Most participants complete the course in about 15 hours.

Zoning Board of Appeals

Online Certificate Course

Self-Paced

This course covers the roles and responsibilities of the zoning board of appeals (ZBA),

effective decision-making, and due process. The curriculum features ZBA-specific content, engaging activities, case studies, and the latest Michigan case law.

The self-paced course is designed for local government ZBA members, local government staff, managers, municipal attorneys, and interested community members. The course includes six modules that can be accessed in any order:

- » Understanding basic ZBA roles and responsibilities
- » Effective decisions and ordinance interpretations
- » Hearing appeals of administrative decisions
- » Issuing variances from ordinance standards
- » Nonconformities and other responsibilities
- » Circuit court review and standards

Most participants complete the coursework in about seven hours.

Equipment Needs

Participants in courses with online components will need an internet connection and a computer or internet-enabled mobile device. Larger screens will provide a better viewing experience.

Certificates of Completion

To earn a course certificate, participants must attend and complete all modules.



Zoning Administrator Certificate Program

Hybrid

This comprehensive program is designed to reduce legal risk for zoning administrators and communities. It is essential training for new and experienced zoning administrators, planners, consultants, code enforcement officials, and related administrative staff.

Participants must complete the Citizen Planner Program, or be recognized by the American Institute of Certified Planners (AICP), before starting this course.

The program covers the following topics:

- » Job descriptions, responsibilities, and ethics
- » Legal issues
- » Application forms and review processes
- » Reviewing site plans
- » Inspections and violations
- » Preparing files, reports, and record keeping



- » Interactions with other professionals and agencies and performing departmental duties
- » Customer service and counter behavior

The program includes a webinar; self-paced online learning modules; and in-person lectures, learning activities, and networking opportunities. Total instruction time is about 18 hours. To earn the Zoning Administrator Certificate, participants must complete the entire program and pass an open-book exam.

Find Out More

Ongoing training is essential for planning and zoning officials to help minimize legal risk and plan for a community's future! To learn more about or register for the courses described here, or to discuss hosting an in-person course in your community, contact:

Program Coordinator

Phone: 517-353-6472

Email: cpplanner@msu.edu

Web: <https://extension.msu.edu/planning>



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