

VILLAGE OF LAKE ODESSA
PLANNING COMMISSION

PROPOSED AGENDA

MONDAY, JANUARY 27, 2025 - 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 November 25, 2024
5. Action and Discussion items:
 - a. Election of Officers
 - b. 2025 Planning Commission Meeting Dates and Times
6. Miscellaneous Correspondence:
7. Board Member Comments
8. Adjournment

**VILLAGE OF LAKE ODESSA
PLANNING COMMISSION**

MINUTES

**REGULAR MEETING
MONDAY, NOVEMBER 25, 2024 - 7:00 p.m.**
Page Memorial Building
Lake Odessa, Michigan

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

1. **CALL TO ORDER:** Meeting called to order by Chair Wheeler at 7:03 p.m.
2. **AGENDA:** Motion by Banks, supported by DeJong, to approve agenda. All ayes; motion carried 5-0.
3. **PUBLIC COMMENT:** None
4. **MINUTES:** Motion by Banks, supported by Barrone, to approve minutes from the following meetings: Regular Planning Commission meeting of September 23, 2024. All ayes; motion carried 6-0.

5. **ACTION ITEMS:**

a. **McKenna Presentation – Master Plan 2025 Progress Update:**
Aayush Patel from McKenna presented the survey results. Summary packets were available to look at during his discussion.

b. **Visioning Session:**
Answered questions from the audience about the number of responses received. Discussed how to increase housing density. Neighboring communities are all facing this question. Language would have to be changed in zoning ordinances to help increase housing options. Our DDA is updating its plan currently in conjunction the Master Plan update.

Everyone gathered around the conference table for a visual presentation. Those present were able to help with a SWOT (Strengths, Weaknesses-Internal, Opportunities and Threats-External) Analysis. Looked at a land map and asked how everyone would like to see vacant land used.

Another opportunity for public participation may be planned if needed.

6. **MISCELLANEOUS CORRESPONDENCE:**
None

7. **BOARD MEMBER COMMENTS:**

Banks – None
Barrone – None
DeJong – None

Guetschow – None
Wheeler – None

8. **ADJOURNMENT:**
Without objection the meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Kathy Forman
Village Clerk / Treasurer

LAKE ODESSA PLANNING COMMISSION
2025 REGULAR MEETING SCHEDULE

DAY	DATE	TIME
Monday	January 27	7:00 p.m.
Monday	March 24	7:00 p.m.
Tuesday	May 20	7:00 p.m.
Monday	July 28	7:00 p.m.
Monday	September 22	7:00 p.m.
Monday	November 24	7:00 p.m.

**Bylaws
of the
Lake Odessa Planning Commission**
(Effective 7-23-2018)

The following rules of procedure are hereby adopted by the Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

SECTION 1: Officers

- A. Selection and Tenure.** At the first regular meeting each calendar year, the planning commission shall select from its membership a chairperson, secretary and vice-chairperson. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms.
- B. Chairperson.** The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. Vice Chairperson.** The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary.** The secretary shall execute documents in the name of the planning commission and shall perform such other duties as the planning commission may determine.

SECTION 2: Meetings

The business the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The planning commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings.** The planning commission shall hold not less than four regular meetings each year. Other meetings may be held as necessary. At its last meeting in a calendar year, the planning commission shall set a meeting schedule for the following calendar year. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the planning commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular planning commission meetings shall be posted at the Village office within 10 days following adoption, in accordance with the Open Meetings Act.

- B. Special Meetings.** Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the planning commission.

Notice of special meetings shall be given to the members of the planning commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Notice.** Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.
- D. Public Hearings.** All public hearings held by the planning commission must be held as part of a regular or special meeting of the planning commission.
- E. Agenda.** The chairperson shall be responsible for preparing a tentative agenda for planning commission meetings. The agenda may be modified by action of the commission.
- F. Quorum.** A majority of the members then appointed and serving shall constitute a quorum for the transaction of business. No official action of the commission may be taken without a quorum present.
- G. Voting.** An affirmative vote of the majority of the members of the planning commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any commission member or directed by the chairperson. Except in the case of voting on whether a conflict of interest, all planning commission members (excluding the member with potential conflicts of interest), including the chairperson and any ex officio member, shall vote on all matters.
- H. Public Records.** All meetings, minutes, records, documents, correspondence and other materials of the planning commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 3: Duties of the Planning Commission

The planning commission shall perform the following duties:

- A.** Prepare, review and update a master plan as a guide for development within the township's planning jurisdiction.
- B.** Take such action on petitions, staff proposals and Village Council requests for amendments to the zoning ordinance as required.
- C.** Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- D.** Prepare an annual written report to the township board of the planning commission's operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development.
- E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G.** Review subdivision proposals and recommend appropriate actions to the Village Council.
- H.** Perform other duties and responsibilities or respond as requested by the Village Council or as set forth by Village ordinance.

SECTION 4: Absences, Removals, Resignations and Vacancies

- A.** To be excused, members of the planning commission shall notify the planning commission chairperson or other planning commission member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the Village Council for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- C.** A member may resign from the planning commission by sending a letter of resignation to the Village Council.
- D.** Vacancies shall be filled by the Village President, with the approval of the Village Council. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: Conflict of Interest

Each member of the Planning Commission shall avoid conflicts of interest.

- 1. Definition.** A conflict of interest is any set of facts or circumstances which would impact a planning commission member's ability to act objectively and fairly and may, at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case, directly or indirectly, concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case, directly or indirectly, concerning work on land owned directly or indirectly by him or her or which is adjacent to land owned directly or indirectly by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is directly or indirectly a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a financial benefit, directly or indirectly, to him or her.
 - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, child, step-child, grandchild, parent, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law, or a member of his or her household.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (i) An applicant or agent for an applicant, or
 - (ii) Has a direct or indirect interest in the outcome.
- 2. Disclosure of Possible Conflict.** Each planning commissioner shall disclose a conflict of interest prior to the presentation of the applicable agenda item. In all cases, the planning commission shall deliberate on the disclosure and, by a majority vote of the remaining members present, shall determine whether a conflict of interest exists.
- 3. Conflict of Interest Exists.** When a conflict of interest is determined to exist, the affected member shall cease to participate in discussion or voting on the subject item.

4. **No Conflict of Interest Exists.** Where no conflict of interest is determined to exist, the affected member shall participate in discussion and shall vote on the agenda item. It is not permissible for a planning commissioner to abstain on any matter, except where it is determined a conflict of interest exists.
5. **Voting with Conflict of Interest.** Without disclosing a potential conflict of interest and knowingly voting on such matter shall constitute malfeasance of office.

SECTION 6: Amendments

These bylaws may be amended at any meeting by a vote of the majority of the membership of the planning commission.

Adopted by the Lake Odessa Planning Commission at a regular meeting held on July 23, 2018.