

PLANNING COMMISSION
118 N. Center Street ~ 517 - 851 - 7435
September 04, 2025
Unapproved Meeting Minutes

Call P.C. Meeting Was Called to order. At: 6:30 p.m.

Roll Call of Commissioners present : P.C. Amy Good, P.C. James Johnson, P. C. Chair Daryl Anderson.

Commissioner Absent: Laura Loomis, Jennifer Conant, Township/Village : Zoning Administrator Katrina Griffith, MPC

Also in attendance: and Village Manager Heather Armstrong, Mario A. Ortega, AICP- from McKenna, John Gormley. Village President Jill Ogdon

Approval of Septer 04,2025 Agenda

• Amy made a motion to approve the September 04,2025 , agenda during the Planning Commission meeting held at 6:30 p.m. , and the motion was seconded by James, The chair confirmed the motion and second. Voice vote carried unanimously.

Approval of Minutes

1. Motion made to approve the minutes of August 07,2025 was made by James and seconded by Amy during the meeting on 2025-08-07. The motion was approved unanimously with all in favor and no opposition.

1. **Discussion**

▪ No discussion was recorded regarding the motion; it was put to an immediate unanimous vote.

○ **Voting Results**

○ Voice vote carried unanimously.

PUBLIC COMMENT

- The Chair opened meeting to the Public (No Public present)
- The chair closed public comment.

UNFINISHED BUSINESS

- First Redline draft of Article 8 – Administration and Enforcement.

Text Interpretation proposed by John Gormley: Add a 'Text Interpretation' application type to the Zoning Approval Process Table. The zoning administrator would make a determination, which could then be appealed to the Zoning Board of Appeals (ZBA).

Enforcement proposed by John Gormley: Add an 'Enforcement' application type to the Zoning Approval Process Table. The zoning administrator would issue a letter of enforcement, and the recipient would have the right to appeal the decision to the ZBA.

Zoning Permit Submission Process proposed by John Gormley : Applications for zoning permits should be submitted to the village, which then transmits them to the zoning administrator for processing to ensure a record is kept.

Zoning Administrator's Review Process proposed by John Gormley : The zoning administrator shall review applications for completeness and may require the applicant to submit additional information before a full review.

Old Business

Main Motions

1. **Final Motion** A motion was made to amend Article 8 of the zoning ordinance. The key changes discussed and agreed upon were: 1. The responsibility for enforcing the provisions of the zoning ordinance is to be explicitly assigned to the Zoning Administrator, maintaining the current structure of a strong zoning administrator. 2. The authority to set all fees for permits and applications will be retained by the Village Council, with fees to be set by resolution. The proposed language allowing an administrator to set fees in the absence of council action will be removed. 3. The duties of the Zoning Administrator will be defined using the existing language from section 6-43 of the current ordinance, as it is more comprehensive than the brief description in the proposed draft.

- **Existing 6-43 Text in Municipal code**
- **Sec. 6-43. - Duties.**

The zoning administrator shall:

- (a) Review and rule upon the meaning and interpretation of all sections of the zoning ordinance.
- (b) Receive and review for completeness all applications for site plan review and special use permits which the planning commission are required to decide under this chapter and refer such applications to the planning commission and village council for determination.
- (c) Receive and review for completeness all applications for appeals, variances, or other matters which the zoning board of appeals is required to decide under this chapter and refer such applications to the zoning board of appeals for determination.
- (d) Receive and review for completeness all applications for amendments to this chapter and refer such applications to the planning commission and village council for determination.
- (e) Make periodic site inspections of the village to determine chapter compliance, and answer complaints on zoning ordinance violations.
- (f) Implement the decisions of the planning commission and village council.
- (g) Utilize the ASPR process wherever possible: To review and approve specific types of site plan applications and drawings, authorize minor changes, authorize specific change of permitted use, emergency changes, that prevent a hazard, issue certificates of zoning compliance, as is listed in [section 6-45](#) in addition to any other ordinance required duties.

(Ord. No. 2018.10-1, 10-1-2018; Ord. No. 2022-12-05.002, § 2, 12-5-2022)

1. Discussion

- The group reviewed the red-lined version of Article 8, with new language highlighted in blue.
- A key point of discussion was the designation of the Village Manager as the enforcer of the ordinance. The members expressed a preference for retaining the Zoning Administrator in this role, as is the current practice, to ensure continuity and maintain a strong administrative review process. They decided to verify this against the city charter.
- The proposal to allow a village administrator to set fees when the Village Council has not was rejected. The attorney advised that fees must be set by the council, preferably by resolution. The group agreed to amend the language to ensure the Village Council is the sole body authorized to set fees.
- The members found the proposed description of the Zoning Administrator's duties in paragraph D to be insufficient. They compared it to the existing ordinance, section 6-43, and concluded that the current, more detailed language should be retained.

Unfinished Business

1.

1. Unfinished Business: Review of Red Lined Document (John): A summary of the pending question, unfinished business.

- Corrections were made to page 88 of the document.
- In section 6-2, paragraph 1, line B, 'vehicles and boats' were removed from the cottage industry definition.
- In section 7-2, paragraph 2, line G, the number of employees was corrected to one.
- In section 6-1.42 D, the on-site storage of trailers is pending confirmation from Mario.

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1. Proposed text amendment to zoning ordinance (Speaker: Unidentified): Discussion on proposed amendments to the zoning ordinance, including the zoning approval process, the role of the zoning administrator, and the creation of a zoning approval process table.

- The group discussed subsection G of 801, related to the ASPR process, and agreed it needs to be tweaked.
- A suggestion was made to add a section on enforcement, clarifying the zoning administrator's role in issuing tickets for zoning violations.
- The distinction between the zoning administrator and a code enforcement officer was discussed, with the consensus to stick with the term 'zoning administrator' as it's common in zoning law.
- The powers of the Zoning Board of Appeals (ZBA), including interpretation and variances, were mentioned to be detailed in a separate section.
- An example was provided illustrating the correct procedural flow for a zoning interpretation issue: the zoning administrator makes an initial decision, which can then be appealed to the ZBA.
- The group reviewed the 'Zoning Approval Process Table,' which outlines application types and their corresponding approving authorities.
- There was a discussion on reformatting the table to make the steps clearer, possibly using arrows.

- Two new application types were proposed for the table: 'Text Interpretation' and 'Enforcement'. For both, the process would be a decision by the zoning administrator, with a right to appeal to the ZBA.
- The group discussed the process for submitting zoning permit applications, agreeing that applications should be submitted to the village clerk, who then transmits them to the zoning administrator. This ensures the village retains an original copy.
- It was proposed to add a step allowing the zoning administrator to request additional information from an applicant after an initial review.
- A clarification was suggested for the appeals section to specify that an appeal is regarding the zoning administrator's 'determination on a zoning permit'.

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1. Site Plan Review Ordinance (Heather): A summary of the pending question, unfinished business.
 - The group discussed proposed changes to the site plan review ordinance, focusing on the application process and requirements.
 - A key point of discussion was the role of the zoning administrator in providing a checklist of required information for an application. The consensus was that the ordinance should state the zoning administrator 'shall provide an application that may include a checklist.'
 - It was agreed to extend the deadline for the village manager to provide a list of deficiencies on an incomplete application from 14 days to 30 days.
 - The members clarified the number of copies required for a submittal: six copies of the site plan and one copy of the application form.
 - There was a discussion about the list of required information on the application, with an agreement to review the existing ordinance to ensure the list is complete. The idea of adding a clause for 'other information as deemed necessary by the Zoning Administrator' was also supported.
 - The group noted that there are four different types of site plan reviews and that specific requirements, such as topography, should only apply to the relevant types (e.g., Type 4).
 - A math problem was identified regarding the number of final approved site plan copies to be maintained by the village versus returned to the applicant.
 - The discussion was tabled at page 37, to be continued at the next meeting.

Announcements

- The next DDA meeting will feature Red Bear Bikes.

Adjournment

The meeting concluded without a formal motion to adjourn.

Secretary Signature

[Secretary Signature]

Date of Approval