

**VILLAGE OF LAKE ODESSA
PLANNING COMMISSION**

MINUTES

**REGULAR MEETING
MONDAY, SEPTEMBER 25, 2023 - 7:00 p.m.**
Page Memorial Building
Lake Odessa, Michigan

Present: Karen Banks, Ben Geiger, Al Hamp, Meg Wheeler, Martha Yoder
Absent: Beth Barrone, Ben DeJong
Staff: Zoning Administrator Jeanne VanderSloot

1. **CALL TO ORDER:** Meeting called to order by Chair Wheeler at 7:00 p.m.
2. **AGENDA:** Motion by Hamp, with support by Yoder, to approve agenda as presented. All ayes; motion carried 5-0.
3. **PUBLIC COMMENT:** Christopher Hall of 811 Second Avenue stated he had only been given three hours' notice of the meeting.
4. **MINUTES:** Motion by Geiger, with support by Yoder, to approve minutes of 8/23/23 special meeting. All ayes; motion carried 5-0.
5. **ACTION ITEMS:**
 - a. **Request for Proposal - Master Plan Update:** Draft Request for Proposals was reviewed. Motion by Banks, with support by Yoder, to approve and disseminate the draft RFP document with the following additions: Scope of work shall include a housing needs analysis and a market analysis. All ayes; motion carried 5-0. Discussion was held with regard to potentially conducting the public input portion in house as a cost saving measure.
 - b. **Applications for Special Use Permits - 811 Second Avenue and 1001 W. Tupper Lake Street:** VanderSloot explained reason for delay in bringing application re: 811 Second Avenue to the Planning Commission for consideration. Motion by Banks, support by Wheeler, to schedule both applications for public hearings on Monday, October 23, 2023 at 7:00 p.m. and to cancel the regular meeting scheduled for November 27, 2023. All ayes; motion carried 5-0.
6. **DISCUSSION ITEMS:** Consensus was that the same template that was used for consideration of the special use permit application from Stuart Ventures, LLC, 874 Third Avenue, be utilized for future applications for site plan review and special use permits.
7. **OTHER BUSINESS:** Richard Edwards of 1705 Jordan Lake Avenue, stated he has a lawncare and handyman business and stores equipment from his business in a detached accessory building. He inquired if the Planning Commission would consider an application for a special use permit at the special meeting on October 23, 2023. Consensus was that the Planning Commission would consider his request if he submitted a completed application on or before October 5, 2023.
8. **BOARD MEMBER COMMENTS:** None.

9. **ADJOURNMENT:** Motion by Geiger, with support by Banks, to adjourn. All ayes; motion carried 5-0. Meeting adjourned at 7:29 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary