1. CALL TO ORDER

2. ROLL CALL
   Bectel, Garrison, Horine, VanderMeulen, and Van Leeuwen-Vega

3. APPROVAL OF THE AGENDA

4. APPROVAL OF THE MINUTES – January 24, 2023 Meeting

5. CORRESPONDANCE

6. STATEMENTS OF CITIZENS – AGENDA ITEMS ONLY

7. NEW BUSINESS:
   A. Presentation – Meeting Process & Procedures

8. STATEMENTS OF CITIZENS – NON-AGENDA ITEMS ONLY

9. COMMENTS OF PLANNING COMMISSIONERS

10. STAFF REPORT

11. ADJOURNMENT

Cassandra Chaphalkar, Village of Spring Lake, (616) 604-6340

Next Meeting: March 28th, 2023
1. **CALL TO ORDER**
   Chair Garrison called the meeting to order at 7:00 p.m.

2. **ROLL CALL**
   Present: Garrison, Horine, Johnson, and VanderMeulen
   Absent: Van Leeuwen-Vega

3. **APPROVAL OF THE AGENDA**
   Motion by Johnson, second from VanderMeulen, to approve the agenda as presented. All in favor, motion carried.

   Yes: 4  No: 0

4. **APPROVAL OF THE MINUTES – December 15, 2022, Meeting**
   Motion by Johnson, second from VanderMeulen, to approve the minutes of the December 15, 2022, regular meeting. All in favor, motion carried.

   Yes: 4  No: 0

5. **CORRESPONDANCE – N/A**

6. **STATEMENTS OF CITIZENS – AGENDA ITEMS ONLY – None**

7. **New Business:**
   A. **Proposed Revisions – Planning Commission Rules of Procedure**
      Chaphalkar presented a proposed revision to the Planning Commission Rules of Procedure that would simplify and clarify the procedure for public hearings, going forward; and how this would change the existing documented procedure.

      Horine request a change in terminology from Township to Village in Article VI, Section 2, A. 1. C.

      Motion made by Johnson, second from Horine, to approve and adopt the amended Planning Commission bylaws.

      All in favor, motion carried.

      Yes: 4  No: 0

   B. **Staff Request – PC Interest in Allowing Limited Neon Signage**
      Chaphalkar discussed a new business owner's inquiry into purchasing a new neon sign for their business. As the Zoning Ordinance exists, now, new neon signs are not permitted within the Village. Chaphalkar questioned whether the Commissioners would be interested in staff looking further into the ordinance.

      The Commissioners discussed the benefits and detriments of neon vs. digital signage in the Village before confirming that they would like more research done into the sign ordinance.
C. Presentation – Review of Procedures

Chaphalkar presented a revisory PowerPoint detailing the Rules of Procedure for the Planning Commission.

The Commissioners reviewed the material and asked clarifying questions when necessary.

8. STATEMENTS OF CITIZENS – NON-AGENDA ITEMS ONLY – N/A

9. COMMENTS OF PLANNING COMMISSIONERS

The Commissioners inquired about the statuses of various approved developments around the Village.

10. STAFF REPORT

Chaphalkar updated the Commissioners on efforts being taken to elevate the Villages Redevelopment Ready Community Certification to a higher level.

VanderMeulen inquired about the Master Plan Update.

11. ADJOURNMENT

Motion by Johnson, second from VanderMeulen the meeting adjourned at 7:37 p.m. All in favor, motion carried.

Yes: 4  No: 0

_________________________________________________________________
Cassandra Chaphalkar, Associate Planner                        Jordan Schwing, Deputy Clerk
Planning Commission Meeting Process & Procedures
Procedural Items

• **CALL TO ORDER**
  • Should occur at the meeting time listed, but cannot be earlier than the stated time.
    • Starting a meeting prior to the listed start time is a violation of the Open Meetings Act.

• **ROLL CALL**
  • Staff will call for attendance.
  • A minimum of 4 Commissioners must be present for a quorum to exist.

Meeting Agenda

• Lists all items to be discussed at a meeting.
• Provides the order of actions for the meeting.
• May be amended, if necessary.
  • Revisions to add or remove agenda items are rare.
Meeting Minutes

- Minimum Requirements:
  - Attendance, date, time, place, and a summary of decisions that are made.
  - Commissioners should review proposed minutes to ensure accuracy.
  - Corrections to the minutes may be made through a motion.
  - Minutes for a given meeting are reviewed at the following meeting.

Correspondence

- Any written communication submitted to staff to be shared with Planning Commission.
  - Emails, letters, etc.
  - May be related to an agenda item or a separate concern.
Statements of Citizens

- Two comment periods – agenda items and non-agenda items.
- Reminder for all public comment periods – a Planning Commission meeting is a meeting in public, not a meeting with the public.
  - Avoid responding to comments.

<table>
<thead>
<tr>
<th>Statement of Citizens - Agenda Items</th>
<th>Statement of Citizens – Non-Agenda Items</th>
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<tbody>
<tr>
<td>• Heard prior to any agenda items.</td>
<td>• Heard after all agenda items.</td>
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<tr>
<td>• This should be for agenda items that do not have a separate public hearing, such as a site plan review or staff report.</td>
<td>• For comments not pertaining to any agenda items.</td>
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</tbody>
</table>

Public Hearing Process

- To open the meeting, the Chairperson does the following:
  - Reads the public notice.
  - Declares the public hearing open, noting the start time.
- Order of presentations:
  1. Staff will present the plan review report.
  2. Applicant will present their proposal.
  3. The floor will be opened to public comments.
Public Hearing Comment Period

- The Chair will open the floor to any public comments and notify the public of the time limitation (3 minutes).
- Anyone from the public may participate.
- Per the MZEA – every property owner and occupant within 300’ of the subject property will receive written notice of the hearing.

Public Hearing Deliberation

- Commissioners will discuss the application further and may ask staff or the applicant for further clarification on any questions.
- Make determinations on the applications compliance with the Zoning Ordinance.
- Will always end in Commissioners making a motion.
### Old Business vs. New Business

<table>
<thead>
<tr>
<th>Old Business</th>
<th>New Business</th>
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<tr>
<td>• An agenda item previously heard by the Planning Commission.</td>
<td>• An agenda item that is new to the Planning Commission.</td>
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<tr>
<td>• PUD Public Hearing, prior site plan review that was postponed, etc.</td>
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</tbody>
</table>

### Commissioner Comments

- Typically a time where Commissioners bring up any topics that were not discussed during the present meeting.
- Common time to ask about developments that have previously been discussed or Village procedures.
- Best practices are to avoid personal opinions on individuals or businesses.
- Remember – meetings are publicly accessible, don’t say something you would not want quoted in the paper.
• **Staff Report:**
  - Staff may provide updates on upcoming proposals or progress on previous agenda items.

• **Adjournment:**
  - Meeting is over!
  - Need a motion to adjourn, support, and approval.

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Procedures & Best Practices
Public Participation

• Be cognizant of what is being said in the meeting.
• The public may record the proceedings of a meeting.
• Per the OMA, the public does not have the right to address the commission during deliberations of a particular matter.
  • Participants are allowed to comment during the required Statements of Citizens periods and the Public Hearing comment period.

Commissioner Participation

• Chairperson facilitates the meeting.
  • Directs the conversation, and brings it back to the topic if it goes astray.
  • Questions go through the Chairperson.
• Every Commissioner participates in the meeting.
  • Commissioner may find it useful to call on Commissioners prior to a motion being made.
  • We value everyone’s viewpoints.
Possible Motions

- **Approve**
  - If no changes are needed.

- **Conditionally Approve**
  - If additional information is needed, which can be reviewed administratively.

- **Postpone**
  - If additional information is needed which requires PC review.

- **Deny**
  - If the proposal is not compliant with the Zoning Ordinance and Master Plan.

Making a Motion

- Upon request, staff may read the motion for the Planning Commission’s consideration.
  - Make sure any and all conditions are included at this point.
  - When making a motion, Commissioner states their name to assist with record keeping.
  - Most votes may be called by voice “All in favor, say aye.”
  - Chairperson should not make or support a motion, but should vote on the measure.
Roll Call Votes

- Required when:
  - When a vote is not unanimous.
  - When the Chairperson determine a roll call vote is desired.
  - Action on the Master Plan.
  - Chairperson votes last in a roll call vote.

Questions?
Sources

• State of Michigan – Open Meetings Act Handbook - [Open Meetings Act Handbook (michigan.gov)]