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:**
   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

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Cassandra Chaphalkar, Associate Planner   Jordan Schwing, Deputy Clerk