

**Planning Commission  
Minutes for December 28, 2021**

**A. Meeting Called to Order**

Twing called meeting to order at 6:00 p.m.

**B. Roll Call**

**Members Present:** Charlie Twing, Chad Fetterly, Lori Shears, Christine Tiernan, and Jamie Steffes.

**Members Absent:** None

**Staff Present:** John Wallace, Zoning Administrator

Regarding the November 23, 2021 Minutes Twing added John Wallace's last name to the minutes both under the attendance and public comment.

**Others Present:** Anthony Johnson (upcoming board member)

**C. Invocation and Pledge of Allegiance**

Led by Twing

**D. Set/Amend Agenda**

Approval of Regular Meeting Agenda for December 28, 2021.

Motion by Shears, Seconded by Steffes

**Ayes:** All      **Nays:** None      **Motion Carried**

**E. Public Comment**

Mayor Brian J. Miller addressed the planning commission on the subject of accessory dwelling units. He expressed concerns about the required roof pitch of accessory dwelling units, homestead exemption, and the fact that they are allowed on all residential lots.

**F. Approval of Minutes**

Regular minutes of November 23, 2021

Motion by Shears, Seconded by Twing to approve the November 23, 2021 minutes as written.

**Ayes:** All      **Nays:** None      **Motion Carried**

**G. New Business**

None

**H. Unfinished Business**

**1. Planning Commission Bylaws**

Wallace distributed a new draft of the Planning Commission bylaws. He indicated that he used the City of Grand Rapids Planning Commission bylaws as a model because they prepared their bylaws using the Michigan State guidelines. The new draft streamlined some sections and added a few sections such as "conflict of interest". The new draft represents a complete draft except for a few last paragraphs which tend to be boilerplate material. Wallace said we will have complete draft at the next meeting. No action required.

**2. Capital Improvement Plan**

The planning commission reviewed the draft format for the capital improvement plan (CIP). Wallace explained the planning commission's role in the preparation of the CIP. He explained that the planning commission in 2011 had been exempted from having the primary responsibility for preparing the CIP. He explained that it is typically the city manager and finance officer for the city who typically prepares a draft of the plan and that the planning commission reviews the CIP and makes comments. The principal focus of the planning commission is to make sure there are entries in the CIP that are aimed at implementing the city's plans. Wallace will be working with the city manager to complete a draft of the CIP which will likely be presented to the planning commission in February for review and comment. No action required.

I. **Public Comment**

None

J. **Correspondence**

1. Zoning Report December 21, 2021 was received as information.
2. Code Enforcement Report 12-27-2021 was received for information with some discussion.

K. **Adjournment**

Twing adjourned the meeting at 6:45 p.m.

Minutes recorded by: John Wallace, Zoning Administrator

  
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Chairperson

Approved on: 1/25/22