

Planning Commission Meeting
April 4, 2023

The meeting was called to order by Chairman Hanson at 7:00 pm at the Village Office.

Present: Bryant, Burk, Coughlin, Hackett and Hanson

Absent: none

Present: Tim Wolff, Zoning Administrator

Motion by Hackett, second by Bryant to approve the agenda for this evening's meeting. Motion carried 5-0.

Motion by Bryant, second by Burk to approve minutes of the March 7, 2023, Planning Commission Meeting. Motion carried 5-0.

At this time, the Zoning Administrator presented a site plan approval form containing any conditions required by the Planning Commission for approval. The form would require the signatures of the applicant, the Zoning Administrator and the Chair of the Planning Commission. This approval form was used for site plan applications 2023-01 and 2023-02 that were approved by the Planning Commission at the March 7th meeting.

Existing business: the Zoning Administrator was requested to review the language in Section 154.092 of the zoning code dealing with accessory buildings placed on residential corner lots at the March 7th meeting. The Zoning Administrator stated that 154.092B and 154.092F were contradictory to each other since B states that accessory buildings on residential lots can only be placed in required rear yards while F implies that accessory buildings on corner lots may be placed in a yard referred to as a side yard, which is the yard along one of the street frontages, as long as the accessory building does not project into the required front yard set back of the adjacent lot to the rear of said corner lot. Commissioner Coughlin then presented a copy of a draft of proposed replacement language for 154.092F. The ZA agreed to review the proposed replacement language and discuss the matter further with the Planning Commission at the next meeting.

New Business: The ZA then presented a draft of a 2022 Planning and Zoning Report for the PC's consideration. Motion by Burk, second by Bryant to accept the report and recommend that the Village Council accept the report as well. Motion carried 5-0.

Motion by Burk, second by Hackett to nominate Bryant as Vice Chair of the Planning Commission. Motion carried 5-0.

The PC then discussed sample by laws from the three communities provided by the ZA. The PC will work with the ZA to draft bylaws to be adopted by the commission. The bylaws will address election and duties of members, defining and handling conflicts of interest, procedures for transacting business,

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calling special meetings and other requirements that the PC must follow per the Michigan Planning Enabling Act (public act 33 of 2008, as amended). The ZA and the PC will continue to work together to create a streamlined set of bylaws that will work well for the Village of Shepherd.

Motion by Bryant, second by Hackett to adjourn the meeting at 8:05pm. Motion carried 4-0.

Lee Coughlin

Respectfully submitted by:

Lee Coughlin, PC Secretary