



Village of Three Oaks
Regular Planning Commission Meeting
Village Hall, 21 N. Elm Street
December 7, 2022, @ 7:00 PM
Minutes

1. **Call to Order & Roll Call:** *Svebakken called the meeting to order at 7:00 pm. Svebakken, Flint, Diller, and Olson – Present. Wojtczak-absent, excused. Lois Jones was in attendance as the unofficial Council Liaison.*
2. **Introduction of Members and Recognition of Visitors**
3. **Approval of Minutes –November 2, 2022 (Sept. 6, 2022-pending):** *Motion by Flint, supported by Diller, to approve the minutes as presented. All ayes, no nays, one absent. MOTION PASSED.*
4. **Approval of Agenda:** *Motion by Flint, supported by Diller to approve the agenda as presented. All ayes, no nays, one absent. MOTION PASSED.*
5. **Public Hearing for two (2) proposed amendments to the Three Oaks Village Zoning Ordinance. The first is by adding Section 4.108 to Chapter 4.1. The amendment provides for regulations and permitting procedures for clear-cutting of land within the Village. The second would add Section 6.206 to Chapter 6.2. The amendment will provide additional criteria used for site plan review and approval.** *Motion by Flint, supported by Olson, to closed the Regular meeting and open the Public Hearing. There was a brief discussion of both amendments, Section 4.108 and Section 6.206. Motion by Flint, supported by Diller to approve both amendments to the Zoning Ordinance. All ayes, no nays, one absent. MOTION PASSED. Motion by Flint, supported by Olson, to close the Public Hearing and resume the Regular meeting. All ayes, no nays, one absent. MOTION PASSED.*
6. **Correspondence/Communication:** *None.*
7. **Reports**
 - a. **Village Manager:** *The property owned by Schwark Drain Drainage District may have a sale pending. If sold, there may be the possibility of developing affordable housing.*
 - b. **Village Council:** *No report.*
 - c. **Zoning Board of Appeals:** *Did not meet.*
8. **Old Business**
 - a. **Approval and recommendation to Council of Section 4.108 Zoning Ordinance amendment:** *Approved at Public Hearing.*
 - b. **Approval and recommendation to Council of Section 6.206 Zoning Ordinance amendment:** *Approved at Public Hearing.*
 - c. **Report for Short Term Rental Group:** *Flint gave a presentation on Pros & Cons. Formal survey forthcoming.*
 - d. **Review of Housing Work Group Proposals:** *Reviewed changes to Zoning Ordinance, Chapter 2.4. Additional language to be added to Section 2.403, Accessory Dwelling Units. While everyone was in favor of the additional language provided from the Commissions\'s consultant, further discussion is required. Tabled for further discussion.*
9. **New Business**
 - a. **Formal review of Planning Commission By-Laws:** *Needs annual approval from Council. Adopted in Dec. 2018.*

Steve Diller (11-30-24)
Tina Olson (11-30-24)

Dyane Thomas Niemzyk (11-30-25) Gene Svebakken, Chair (11-30-23)
Tom Flint, Vice Chair (11-30-25) Dennis Wojtczak(11-30-23)
Lois Jones, Village Council Appointee

Planning Commission Mission Statement:

Through the development of a comprehensive land use master plan and supportive zoning regulations, the Planning Commission will guide the future growth and development of the Village of Three Oaks in a manner that is economically viable, environmentally sound, and socially responsible, while preserving the atmosphere and charm that makes the Village unique.



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- b. **Formal review of Parks and Recreation Master Plan:** *This is for informational purposes as Council will review.*
 - c. **Review of Berrien County Trails Master Plan:** *Courtesy only. Tabled until January meeting.*
 - d. **Orientation of new members:** *Tabled until January meeting.*

10. **Comments from the Public:** *None*

11. **Comments from the Members:** *None*

12. **Adjournment:** *Motion by Olson, supported by Flint, to adjourn at 8:15 pm*

Date of Next Meeting: *Jan. 3, 2023, at 7:00 pm.*

Respectfully submitted by: Lois Jones

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