


**Village of Grass Lake**  
**Planning Commission Annual Report**

*Covering activity from 01/01/2022 – 12/31/2022*



## Introduction

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. The Village of Grass Lake’s Planning Commission is established in local ordinance 30.02 and consists of 5 members. The Planning Commission is responsible for:

- Developing the community’s master plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving site plan requests
- Drafting a capital improvements plan.

This report contains a record of the Planning Commission’s activity over the past year

## Membership

Planning Commission members for this reporting period were:

Name	Meetings Attended	Member Since	Term Expires	Voting Member
Richard K. Rabeler, Chair	6/6	9/1/1993	12/31/2024	Yes
Sabrina Edgar, Village Manager, Ex Officio	6/6	1/10/2022		No
Estelle “Star” Mead, Member	6/6	2/18/2014	12/31/2022	Yes
Susan Cobb-Sterrett, Member	5/6	10/20/2015	12/31/2022	Yes
Kevin Caldwell, Member	3/6	6/3/2021	12/31/2023	Yes
Joe Deboe, Member – Council Liaison	3/6	12/2/2014	11/15/2022	Yes
David Keener, Member – Council Liaison	1/6	11/15/2022	11/15/2026	Yes

## Meetings

The MPEA requires that local Planning Commissions meet at least four times a year. The Village of Grass Lake Planning Commission usually meets at least quarterly; the commission met 6 times this year. A summary of meeting activity is below:

Meeting Date	Summary
May 5	Discussion of proposed text amendments and capital improvement plan
August 4	Site Plan review for 123 Watson St.; Discussion of proposed text amendments
September 8	Discussion of proposed text amendments
September 20	Public Hearing for deviation from 4.7.1.1.E per procedure in 4.7.1.1.J;
November 3	Discussion of proposed text amendments and 2021 Annual Report
December 1	Public hearing to consider text amendments; Discussion of additional amendments, capital improvement plan, approval of 2021 Annual Report; selection of officers for 2023

## **Master Plan Status**

The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community's needs. The community's current master plan <https://villagegrasslakemi.documents-on-demand.com/document/83fadedc-d076-eb11-a32d-000c29a59557/21.PDF> was adopted on 12/15/2020. The MPEA requires a formal review (and update or reaffirmation) occur at least every five years. The Commission will resume reviewing suggested action items in 2023.

## **Zoning Ordinance Amendments & Rezoning**

Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. The Planning Commission discussed seven amendments during 2022, with two of them finalized and recommended for adoption by the Village Council.

The Planning Commission is also responsible for making recommendations on rezoning requests. Such requests must align with the master plan's future land use map. There were no requests during 2022.

## **Site Plan Reviews & Variances**

Site plan review is a primary role of the Planning Commission and helps ensure that new development in the community aligns with the zoning ordinance requirements. Prior to Planning Commission review, staff conducts an internal review process as well. When needed, variances are considered by the Zoning Board of Appeals. One request for a site plan review was received by the Commission in 2022.

## **Training Update**

Redevelopment Ready Communities Best Practice 4.6 supports the creation of training plans for community officials. Training is essential to providing the community with the tools needed to achieve local goals. Chairman Rabeler attended a webinar entitled "Opening Doors to Attainable Housing on July 20, 2022.

## **In Closing**

The Planning Commission had a quiet year, in part due to the continuing effects of Covid-19 on both meeting options and the economy.