

## **Michiana Village Planning Commission Meeting**

**August 29, 2024, at 9:00 a.m. EST**

Commission Chair Julie Bonello called the meeting to order at 9:00 a.m.

Present: Michael Botelho, Kathleen Hogan Morrison, Renee Okonek, Karen Szyp

Excused: Ron Rossetto, Maureen Shekleton

There were no residents in attendance.

### **FOR REVIEW, DISCUSSION and APPROVAL**

1. Planning Commission Adoption of By-Laws (PA 33 of 2008, Michigan Planning Enabling Act – Confirmation of Michiana Planning Commission – Chapter 36 Michiana Village Ordinances. Responsibilities of Planning Commission members
  - Discussed and Planning Commission members confirmed
  - Planning Commission member terms still need to be identified; Julie/Mike to follow up with Anne
2. Finalize Master Planning Organization.
  - Approved need for Project Manager
  - Discussed and Approved: that all meeting coordination is to be centralized through Anne.
  - Approved that Julie will present Planning Commission update at every Village Council meeting as a Village Department report.
3. Master Plan Principles: Reviewed Principles – Discussed improving but not replacing the 2005 Master Plan, Keeping It Simple and using the structure from 2005, agreed that the Planning Commission leads and consultant supports, embed community engagement throughout the process with input from Village Departments and External Subject Matter experts, and support the 2005 Master Plan Policy, Issues, Goals and Objectives format
  - Discussed and Approved
4. Effective Meetings – Provided by Landplan, Inc. as reviewed during the 8/16/24 meeting. Document lists responsibilities of PC members for effective meetings.
  - Discussed and Approved

5. High level workplan –A high level workplan has been developed that is aligned with the Master Planning principles.

- Track short-term objectives, in scope for this MP. Discussed that the objective for the commission is to update and refresh the MP, not necessarily start from scratch.
- Track all long-term, strategic objectives/goals e.g. sewer installation along Lake Shore Drive, eliminating above-ground wiring.
- Discussed and Approved

6. Letter of Intent –

- Discussed and Approved the Landplan format.
- Will follow-up with Anne regarding list of neighborhoods/others to receive
- Will finalize on 9/13/24

7. Consultant RFP – Discussion and Next Steps.

- Agreed that Julie will merge both Landplan and Kathleen/Maureen's RFP format into an updated RFP that reflects decisions.
- Agreed to review and approve RFP, consultant list and consultant workshop process at 9/13 meeting. Tentative dates for consultant meetings are 9/24 (pm) and 9/25 (am).
- Potential Consultants: Abonmarche; Southwest Planning; Wightman; vonMaur Design, LLC; Landplan. Planning Commission members who have talked with these firms will forward summary information about the firms to PC members before 9/13 meeting where consultants will be discussed. The Planning Commission may have already received the Abonmarche information.

8. Administrative Issues – Current ZO Issues (#1) and Master Planning Vision (#2) – Discussion and Decision

- Approved – Need to discuss priority setting on any Zoning Ordinance updates during the Master Planning process with the Village Council.
- Approved – The Vision that was approved in 2023 will be revalidated with the new Master Planning process

9. Issues Tracker and Ordinance Tracker

- Approved: Zoning Ordinance Tracker
  - Zoning ordinances should align and map back to the Master Plan goals and objectives
  - Further discussion is required on how best to maintain a tracker
- Approved: MP Issues Tracker
  - Make sure the Master Plan includes all issues that are identified during the Master Planning process
- Some issues were identified during discussion – How best to enforce our ordinances. Discussed enforcement, e.g. dogs on the beach at all hours and not on leashes, short-term rentals.
- Discussed the need for the community survey and outreach sessions. Julie indicated at least two community sessions were held previously. She reiterated that as commission members, we are representatives for and on behalf of the community

#### 10. Adjournment and Next Steps

### **ACTION ITEMS**

- a. Distribute Draft RFP – Merge formats from multiple sources, ready for review at the next meeting - Julie
- b. Distribute Letter of Intent Draft - Julie
- c. Distribute Consultant Contact Info & Summary of Services – Kathleen, Karen, Mike
- d. Provide Tentative Meeting Dates to Anne & Tracey (website updates) – Julie
- e. Provide 2005 Survey and Results to the Commission – Anne
- f. Setup Document Sharing for the team – Renee
- g. Create Zoning Ordinance and Issues Tracking spreadsheets – Julie. Renee can maintain the updates for the commission.
- h. Review Membership Terms – Mike, Anne

Meeting Adjourned at 11:00 AM EST

Next Meeting: Friday, September 13, 2024, at 9 AM EST

Submitted by: Renee Okonek