

August, 2026 Planning Commission Meeting Minutes

August 8 at 11am EST; Village Hall

Village of Michiana

Attendance: Commission Members: Chair, Julie Bonello, Kathleen Hogan Morrison, Ron Rossetto Maureen Shekleton, and Karen Szyg.

Absent: Mike Botelho

Meeting called to order by Julie Bonello at 11am EST

- 1.The minutes of the July 10 Planning Commission were approved.
- 2.Comments from Public Hearing reviewed and it was determined that no substantive changes to the Master Plan document were needed.
3. Resolution for Village Council to approve the 2026 Master Plan was reviewed. It was noted that the format and wording are from the Michigan Planning Enabling Act. Planning Commission Meeting (AppendixA).
4. It was moved by M. Shekleton and seconded by Ron Rossetto to approve and forward the resolution to the Village Council. There were no additional comments or concerns voiced by the commission members or members of the public in attendance.
5. A roll call vote was taken with all attending members voting in favor of approving the resolution and forwarding it to the Village Council. There were no abstentions to the vote.
6. There was no further business brought before the Commission. The chair thanked the members for their service and the members of the public for their participation in the process.

The meeting was adjourned at 11:05 am EST.

Appendix A Resolution

VILLAGE OF MICHIANA BERRIEN COUNTY, MICHIGAN

Planning Commission Resolution No. 2026-____

RESOLUTION TO APPROVE THE 2026 MASTER PLAN AND RECOMMEND ADOPTION TO THE VILLAGE COUNCIL

This resolution follows the procedure required by the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended (MCL 125.3843), and reflects the process by which the Village of Michiana Master Plan is finalized: the Planning Commission approves the Plan and recommends it to the Village Council, and the Village Council holds final authority to approve or reject it.

WHEREAS, the Michigan Planning Enabling Act (MCL 125.3801 et seq.) authorizes the Village of Michiana Planning Commission to prepare and recommend a Master Plan for the use, development, and preservation of all lands in the Village; and

WHEREAS, the Planning Commission, through its Master Planning Task Force and with the assistance of the

Southwest Michigan Planning Commission, prepared a proposed new 2026 Master Plan and submitted the proposed Plan to the Village Council for review and comment; and

WHEREAS, on ___ May 8, 2026_____, the Village Council received and reviewed the proposed 2026 Master Plan and authorized its distribution to the notice group of entities identified under MCL 125.3841, including neighboring units of government, the Berrien County Planning Commission, public utility companies, and other registered entities; and

WHEREAS, notice of the Village's intent to prepare and distribute the proposed Master Plan was provided to the notice group entities as required by the Michigan Planning Enabling Act; and

WHEREAS, the required comment period provided under MCL 125.3841 (63 days for a new plan) has expired; and

WHEREAS, notice of a public hearing was published in a newspaper of general circulation not less than 15 days before the hearing, and notice was submitted to each notice group entity, as required by MCL 125.3843; and

WHEREAS, the Planning Commission held a public hearing on ____ August 8, 2026 at 10 EST _____ to receive public comment on the proposed 2026 Master Plan; and

WHEREAS, the Planning Commission has considered all public comments and written comments received from notice group entities during the comment period; and

WHEREAS, the Planning Commission finds that the proposed 2026 Master Plan is desirable and proper and furthers the community's vision, goals, and priorities as identified through the Village's public engagement process, including the community survey and public workshop; and

WHEREAS, the Village Council has not asserted by resolution a reservation of the right to hold final approval or rejection authority separate from this recommendation, and the Village of Michiana's established practice is for the Planning Commission to approve and recommend the Master Plan to the Village Council for final adoption;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Planning Commission hereby approves the proposed 2026 Village of Michiana Master Plan, including all chapters, figures, maps, and tables contained therein, and this resolution expressly refers to and incorporates those maps and descriptive materials as part of the Master Plan.
2. The Planning Commission recommends adoption of the 2026 Master Plan to the Village Council for its final approval and adoption pursuant to MCL 125.3843.
3. The Secretary of the Planning Commission shall submit a copy of the approved Master Plan to the Village Council, together with a statement recording the Planning Commission's approval, signed by the Chairperson or Secretary, to be included on the inside of the front or back cover of the Master Plan and on the Future Land Use Map.
4. Upon final adoption by the Village Council, the Secretary of the Planning Commission shall submit copies of the adopted Master Plan to the same notice group entities to which the proposed Master Plan was originally submitted, as required by MCL 125.3843(5).
5. This resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Planning Commissioner __Julie Bonello____.

Seconded by Planning Commissioner _____.

Upon roll call vote, the following voted:

"Aye": _____

"Nay": _____

"Abstain": _____

"Absent": _____

The Chairperson declared the resolution adopted this _____ day of _____, 2026.

Julie Bonello, Planning Commission Chair

Statement of Planning Commission Approval

(For inclusion on the inside front or back cover of the Master Plan, and on the Future Land Use Map if issued as a separate document, per MCL 125.3843(2).)

This 2026 Village of Michiana Master Plan, including all chapters, figures, maps, and tables, was approved by the Village of Michiana Planning Commission on _____, 2026, by Resolution No. 2026-_____.

Chairperson / Secretary, Village of Michiana Planning Commission Date

Quick Reference — Statutory Steps Under the Michigan Planning Enabling Act
(MCL 125.3839 – 125.3843; applies to villages the same as townships, cities, and counties)

Step 1 — Notice of Intent to Plan

Before preparing the Plan, the Planning Commission notifies neighboring units of government, the county planning commission, public utilities/railroads, and any registered entities (e.g., school boards, road commissions) of its intent to plan. No statutory deadline applies.

Step 2 — Distribution of the Proposed Plan

The Village Council must authorize distribution of the Planning Commission's proposed draft to the same noticegroup entities before the comment period can begin (MCL 125.3841). The Planning Commission secretary certifies compliance to the county planning commission.

Step 3 — Comment Period

63 days for a new Master Plan (42 days for an amendment). Comments received, including from the county, are advisory only.

Step 4 — Public Hearing

Held only after the comment period closes. Requires published notice in a newspaper of general circulation at least 15 days beforehand, plus notice to every notice-group entity.

Step 5 — Planning Commission Approval

Approved by resolution (majority of the Planning Commission's total membership), expressly referencing the maps and materials forming the Plan. The resolution above is used for this step. Unless the Village Council has separately asserted final approval/rejection authority by its own resolution, Planning Commission approval is ordinarily the final step — but Michiana's stated practice (per the Plan's own Chapter 1 language) is for the Planning Commission to recommend the Plan to the Village Council for adoption.

Step 6 — Village Council Action

The Village Council reviews and adopts (or rejects with written objections) the Plan at a regular meeting. If rejected, the Planning Commission must revise the Plan to address the objections and repeat the hearing/approval steps.

Step 7 — Distribution of the Adopted Plan

Once finally adopted, copies go out again to the full notice-group list.

Source: Michigan Planning Enabling Act, PA 33 of 2008, as amended, MCL 125.3839–125.3843. Template resolution language adapted from the Michigan Townships Association's "Procedures to Adopt or Amend a Master Plan" guidance, which is built directly on these statutory provisions and applies equally to villages. This is provided for informational purposes only and is not legal advice — the Village Attorney should review before adoption.