

Village of Lawton
REGULAR PLANNING COMMISSION
125 S. MAIN, LAWTON MI 49065 269.624.6407
Tuesday, October 5, 2021

AGENDA

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Approval of Agenda:** Motion to approve the Planning Commission Agenda for October 5, 2021 as presented (or as amended with additions/changes/deletions).
- 4. Approval of Minutes:** Motion to approve the Planning Commission Minutes of September 7, 2021 as presented (or as amended with additions/changes/deletions)
- 5. Public Comment / Communications:** (related to agenda items only - limit 3 min/person)
- 6. Unfinished Business:**
 - A. Planning Commission Bylaws.....Final Approval & Adoption
 - B. Review of Master Plan Goals/Interviews.....Discussion
- 7. New Business:**
- 8. Public Comment/Hear from the Audience:** (Limit of 3 min/person)
- 9. Planning Commissioner Comments:**
- 10. Adjournment:**

Village of Lawton
REGULAR PLANNING COMMISSION MEETING
TUESDAY, September 7, 2021
MINUTES

- A. Call to Order:** The meeting was called to order at 7:04 pm.
- B. Roll Call:** Present: Judy Peterson, PJ Chmiel, Mike Dudek, Connie Knapp, Blaine Allen and Kevin Hellman. Absent: Josh Doster.
- C. Approval of Agenda:** Knapp supported by Hellman made a motion to approve the Planning Commission Agenda for September 7, 2021, as presented. Motion approved by unanimous voice vote.
- D. Approval of Minutes:** Peterson, supported by Chmiel, made a motion to approve the Planning Commission Minutes of August 3, 2021, with correction of the approval of minutes support (Dudek not Doster). Motion approved by unanimous voice vote.
- E. Public Comment / Communications:** None.
- F. Unfinished Business:**
 - A. Planning Commission By-Laws:** The final draft of the Planning Commission Bylaws were reviewed and Commissioners had several comments that Imus took note of. A final version will be distributed before the October meeting for review and approval at the October meeting.
- G. New Business:**
 - A. Review of Master Plan Request for Proposals (RFP):** Imus reviewed the RFP and reviewed the interview / approval schedule with the Planning Commission members. The RFP will be sent to 12 consultants and advertised on the Michigan Association Planning website.
- H. Public Comment/ Hear from the Audience:** None.
- I. Planning Commissioner Comments:** Chmiel noted that Village President Paul Knudstrup recently passed away and that his leadership would be a great loss to the Village and the Council. Peterson also expressed her sorrow and agreed that the passing of President Knudstrup was a loss to the entire community.
- J. Adjournment:** Chmiel, supported by Knapp, made a motion to adjourn the meeting at 7:40. Motion approved by acclamation.

**BYLAWS
VILLAGE OF LAWTON, MICHIGAN
PLANNING COMMISSION**

ARTICLE I. Bylaws of the Village Planning Commission of the Village of Lawton, Michigan.

This document shall be known as the Bylaws of the Village Planning Commission of the Village of Lawton.

ARTICLE II. Purpose

The purpose of the Lawton Village Planning Commission shall be to oversee the orderly growth of the Village, and to perform the functions of a planning commission as set forth in Public Act No. 33 of 2008 and Public Act 110 of 2006, as amended, to perform other duties assigned to it by the Village Council from time to time. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act."

ARTICLE III. Membership

Section 3.1 Membership: The Planning Commission shall consist of seven (7) members. An appointment by the Village President shall be subject to approval of the Village Council by majority vote. Six (6) members shall be selected to serve by resolution of the Village Council and one (1) shall be a member of the Village Council to serve on the Planning Commission as an ex officio member. All ex officio members appointed under this subsection shall have full voting rights.

An appointed member shall not hold another municipal office, except that one (1) appointed member may be a member of the zoning board of appeals. The term of the ex officio member shall be determined by the Village Council and shall be stated in the appointment selecting the ex officio member, but the terms shall not exceed the member's term of office as a member of the Village Council. The term of each appointed member shall be three (3) years or until his or her successor takes office.

After a public hearing, a member may be removed by the Village Council for inefficiency, neglect of duty, or malfeasance in office.

Section 3.2 Compensation. There shall be compensation paid to each for a member of the planning commission. Reasonable expenses may also be allowed in case of necessity with prior approval of the Village council.

ARTICLE IV. Officers

Section 4.1 Selection. At the regular meeting in November of each year, the Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. If the

Secretary's office becomes vacant, the Commission shall appoint another member as Secretary. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording secretary.

- Section 4.2 Tenure. The Chair, Vice-Chair and Secretary shall take office January 1 following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- Section 4.3 The Chair shall preside at all meetings of the Planning Commission and shall appoint all committees.
- Section 4.4 The Vice-Chair shall assume the duties and authority of the Chair in his absence or incapacity. If the Chair resigns or is removed from the Planning Commission, the Vice-Chair shall assume the position of the Chair for the remainder of the Chair's term of office.
- Section 4.5 The Secretary shall keep the minutes and records, conduct correspondence and perform such other duties as may be assigned by the Chair.

ARTICLE V. Meetings

- Section 5.1 The Planning Commission shall hold its regular monthly meetings in the Village Council Chambers, located at 125 S Main St., Lawton, Michigan on the first Tuesday of each month. All meetings shall begin at 7:00 p.m. Additional meetings may be scheduled on the Village's annual calendar to reflect additional planning needs or conflicts with holidays and other meetings. The Planning Commission shall meet a minimum of four times per year. Notice of all meetings shall be posted at City Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.
- Section 5.2 Special meetings may be called by the Chair or by 2 other members of the Planning Commission. The Secretary or designated staff person shall post written notice of a special meeting of the Planning Commission members not less than 18 hours in advance of the meeting.
- Section 5.3 An agenda for each meeting shall be prepared at the direction of the Chair or his/her designee and sent to each Commissioner to be delivered in a predetermined format not later than four (4) days before the meeting. This agenda shall indicate any parcels of land for which any action of the Commission is contemplated.
- Section 5.4 A quorum of four (4) Commissioners must be present to officially transact business at any regular or Special Meetings of the Commission.
- Section 5.5 Commissioner's attendance records shall be reviewed as needed with no less than one review completed in each calendar year. The Chair or his/her designees shall prepare a report, said report to be submitted to the Village Council and Commissioners. Action may be taken in accordance with state statute if attendance or duty becomes an issue of concern for the Chair or the Village Council.
- Section 5.6 Parliamentary procedure at all meetings of the Commission shall generally be in accordance with the Robert's Rules of Order.

Section 5.7 Order of Business. The secretary or his designate shall prepare an agenda for each meeting and the order of business therein shall be as follows:

- A. Call to order.
- B. Roll call.
- C. Approval of agenda.
- D. Approval of minutes from previous meeting.
- E. Election of officers, if necessary.
- F. Public comments (not related to an agenda item).
- G. Public hearings
- H. Site plan reviews.
- I. Unfinished Business
- J. New Business
- K. Public Comments (general)
- L. Commissioner comments.
- M. Adjournment.

ARTICLE VI. General Provisions

Section 6.1 Ethical Principles for Planning Commission: The following statement of ethics applies to the practices of the Lawton Planning Commission.

1. Serve the Public Interest. The primary obligation of planners and Planning Commission members is to serve the public interest.
2. Support Citizen Participation in Planning. Because the definition of the public interest is continuously modified, the planning staff and Commission members must recognize the right of citizens to influence planning decisions that affect their wellbeing. They should advocate a forum for meaningful citizen participation and expression in the planning process and assist in the clarification of community goals, objectives, and policies in plan-making.
3. Recognize the Master plan and Long-range Nature of Planning Decisions. The planning staff and Commission members must recognize and have special concern for the comprehensive and long-range nature of planning decisions. The staff and Commission must balance and integrate physical (including historical, cultural, and natural), economic, and social characteristics of the community or area affected by those decisions. The staff and Commission must continuously gather and consider all relevant facts, alternatives, and means of accomplishing them. The staff and Commission should also explicitly evaluate all consequences before making a recommendation or decision.
4. Expand Choice and Opportunity for All Persons. The planning staff and Planning Commission members must strive to expand choice and opportunity for all persons, recognize a special responsibility to plan for the needs of disadvantaged people, and urge changing policies, institutions, and decisions that restrict their choices and opportunities.
5. Facilitate Coordination Through the Planning Process. The planning staff and Planning Commission members must facilitate coordination. The planning

process should enable all those concerned with an issue to learn what other participants are doing, thus permitting coordination of activities and efforts and accommodation of interest. The planner and official must ensure that individuals and public and private agencies possibly affected by a prospective planning decision receive adequate information far enough in advance of the decision.

6. Avoid Conflict of Interest and Incompatibility of Office. To avoid conflict of interest and even the appearance of impropriety, a Planning Commission member who may receive some private benefit from a public planning decision must not participate in that decision. The private benefit may be direct or indirect, create a material personal gain, or provide an advantage to relations, friends, groups, or associations that hold a significant share of the official's loyalty. An official with a conflict of interest must make that interest public, abstain from voting on the matter, and leave any chamber in which such deliberations are to take place. The Planning Commission member must not discuss the matter privately with any other Planning Commission member voting on the matter.
7. Render Thorough and Diligent Planning Service. The planning staff and Planning Commission members must render thorough and diligent planning service. Should the planner or official believe s/he can no longer render such service in a thorough and diligent manner, s/he should resign from the position. If the official has not sufficiently reviewed relevant facts and advice affecting a public planning decision, the official must not participate in that decision.
8. Not Seek or Offer Favors. The planning staff and Planning Commission members must seek no favor. The planner and official must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be of their duties or was intended as a reward for any recommendation or decision on their part.
9. Not Disclose or Improperly Use Confidential Information for Financial Gain. The planning staff and Planning Commission members must not disclose or improperly use confidential information for financial gain. The planner and official must not disclose to others confidential information acquired in the course of their duties or use it to further a personal interest. Exceptions to this requirement of non-disclosure may be made only when (a) required by process of law, or (b) required to prevent a clear violation of law, or (c) required to prevent substantial injury to the public. Disclosure pursuant to (b) and (c) must not be made until after the planner or official has verified the facts and issues involved, has exhausted efforts to obtain reconsideration of the matter and has sought separate opinions on the issue from other planners or officials.
10. Ensure Access to Public Planning Reports and Studies on an Equal Basis. The planning staff and Planning Commission must ensure that reports and records of the public planning body are open equally to all members of the public. All non-confidential information available to the official must be made available in the same form to the public in a timely manner at reasonable or no cost.
11. Ensure Full Disclosure at Public Hearings. The Planning Commission must ensure that the presentation of information on behalf of any party to a planning question occurs only at the scheduled public hearing on the question, not in private, unofficially, or with other interested parties absent. The Planning

Commission members must make partisan information regarding the question received in the mail or by telephone or other communication part of the public record.

- 12. Maintain Public Confidence. The planning staff and Planning Commission members must conduct himself/herself publicly so as to maintain public confidence in the public planning body, the official's unit of government, and the official's performance of the public trust.
- 13. Respect Professional Codes of Ethics and Conduct. planning staff and Planning Commission must respect the professional codes of ethics and conduct established by the American Institute of Certified Planners (AICP) Commission and by several professions related to the practice of planning. Professional codes commonly establish standards of professional conduct and include provisions that protect the integrity of professional judgment and describe and professional's responsibility to the public, clients, employers, and colleagues.

Section 6.2 Annual Report. The Commission shall, before the 31st day of March of each year, submit to the City Council, a written report of its activities covering the previous year, indicating the status of planning activities including recommendations regarding actions by the City Council related to planning and zoning.

ARTICLE VII. Adoption and Amendments

Section 7.1 These Bylaws are to be adopted by a simple majority of a quorum of the Commission at a regularly scheduled meeting of the Commission. The proposed Bylaws must be presented to the full membership at least four (4) days prior to the meeting when adoption is scheduled on the agenda. Amendments of the original Bylaws may take place at the meeting(s) of their original adoption; thereafter amendments must follow the procedures outlined in Section 7.2 herein.

Section 7.2 These Bylaws must be amended by a majority affirmative vote of the quorum of Commissioners present at a regular or special meeting of the Commission. Proposed amendments must be mailed to all Commission members to be delivered at their address not later than four (4) days before the meeting of the Commission.

Adopted: _____

A Master Plan establishes a community vision through public engagement and identifies how to implement that vision. The plan is an essential document that guides future development throughout the community, adding predictability and community support to the development process.

What Makes a Good Plan?

- A good plan communicates a sense of place and an understanding of what is special about your community and region.
- It tells a story!
- What was the community like in the past, and what is it like today?
- How is the community changing, and what will the community be like in the future if present trends continue?
- What are the qualities that give the community a sense of place and that people value?
- What are the forces of change acting on the community?
- A good plan describes alternative futures and the likely consequences of alternative courses of action.
- It reminds citizens and local officials that no outcome is preordained or inevitable; the choices communities make do make a difference.
- It expresses a compelling vision of what residents desire the community to be like in the future.
- It expresses a community's deepest-held aspirations.
- It inspires and offers hope.
- It presents essential data – but not too much.
- It is not padded with data that is not directly pertinent to the substance of the plan and therefore is not so heavy that people are discouraged from taking it with them to community meetings.
- All figures, charts, tables, and maps contained in the plan are included for a reason, because they shed a light on important issues addressed in the plan. (Tables, charts, and graphs presenting interesting but non-essential data are placed in a separate appendix, rather than in the main body of the plan.)
- It puts forward goals and objectives that are capable of being translated into specific policies and actions.
- It avoids goal statements so general that they cannot be meaningfully interpreted or applied in practice.
- It identifies indicators for measuring progress toward meeting specific goals.
- It is realistic. It does not attempt the impossible. It does not put forward goals and objectives without
- identifying how those goals and objectives might be achieved.
- It results from the process that was used in preparing the plan.
- It is fair and equitable and attempts to balance competing interests.
- It strives to balance development needs against the need to conserve and protect environmental
- resources. Its aim is to achieve a pattern of land use and development that is sustainable.
- It lets developers know the type of development the community wants – not just what the community does not want – and encourages development in areas most suitable for development.

The future is not completely beyond our control. It is the work of our own hands.

-Robert F. Kennedy

- It encourages people to think about what is best for the whole community – not just for their neighborhood or for them individually – and about the interests of future residents as well as those of current residents.
- It is packaged and presented in a way that encourages citizens to want to read it. People care about the places where they live and work. They want to know what is happening (and likely to happen) to their community. Do not discourage them from seeking this information by producing a dull or dry plan.

The Basic Characteristics of a Master Plan

- It's physical.
- It's long-range.
- It's comprehensive.
- It's a guide to decision making.
- It's a statement of public policy.

Primary Purpose of a Master Plan Is

- ✓ to envision the best and most appropriate future development of your community
- ✓ to aid your planning commission in designing ordinances
- ✓ to guide your planning commission in performance of its duties, to achieve principles of smart growth, sound planning, and wise resource management
- ✓ to establish statements of land use and development principles
- ✓ to establish legal standing for implementation ordinances and other measures of your planning commission

Select criteria for choosing a consulting firm

In the RFP, we listed the following as our selection criteria:

1. Specialized experience of firm and related experience on projects of similar scope.
2. Qualifications, references, and capability of key staff members.
3. Project approach including team organization, structure, and schedule
4. Understanding of project objectives
5. Quality and completeness of proposal
6. Demonstrated experience and creativity conducting a public engagement strategy to produce positive outcomes.
7. Reasonableness of project cost, as well as proven track record of projects staying within original budget

When considering these factors, please keep the following in mind:

- ✓ **Professional Qualifications.** Consultants have varying levels of available staff and expertise. The names and titles and years of experience of staff members, including any sub-consultants assigned by

the primary consultant to perform various planning services. TIP: Your community should reserve the right to approve all subconsultants if subs will be used

- ✓ **Past Experience.** Criteria may include but is not limited to: land use planning, comprehensive plan preparation, public participation strategies, marketing and public relation activities, real estate, historic preservation, geographic information system (GIS) capacity, rural design and architecture, recreation planning, transportation planning, plan implementation, land use controls and zoning code preparation. TIP: Accessibility of the consultant's lead principal planner or project manager is critical. If accessibility is an issue, it may indicate that the consultant has too many projects for your community to receive appropriate attention.
- ✓ **Proposed Work Plan.** Your community should review the consultants' proposals for the project work plan, timeline, and approaches. Capacity to accomplish the work in the required time is often a critical issue for communities. TIP: Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules is critical.
- ✓ **Address Community Needs.** Does the consultant and the proposal effectively respond to your community's unique needs and concerns?
- ✓ **Innovation.** Does the consultant have a proven track record in shaping the project and can they provide new ideas that supplement the experience and expertise of the community and its staff and officials.
- ✓ **Knowledge of Applicable Michigan Statutes.** Overall knowledge of Michigan's Planning Enabling Act and its statutory requirements is critical, as well as familiarity and knowledge of MEDC's Redevelopment Ready Community (RRC) process.