


Village of Grass Lake
Planning Commission Annual Report

Covering activity from 01/01/2025 – 12/31/2025



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	10/10	9/1/1993	12/31/2027	Yes
Sabrina Edgar, Village Manager, Ex Officio	10/10	1/10/2022		No
Diane Deboe, Member	10/10	4/6/2023	12/31/2025	Yes
Susan Cobb-Sterrett, Member	8/10	10/20/2015	12/31/2025	Yes
Kevin Caldwell, Member	9/10	6/3/2021	12/31/2026	Yes
David Keener, Member – Council Liaison	9/10	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 meets at least quarterly; the commission met ten times this year. A summary of meeting activity is below:

Meeting Date	Summary
January 9	Public hearing and action on a conditional use permit.
February 6	Review of draft of Housing Action Plan.
March 13	Housing Action Plan forwarded to Village Council. Discussion of parking in the Central Business District.
April 3	Reviewed Short-Term Rentals Ordinance, PC information on website and onboarding, draft zoning amendments derived from housing study
May 1	Reviewed draft zoning amendments derived from housing study, set public hearing dates for master plan amendment and zoning amendments derived from that amendment.
June 6	Approved text of draft zoning amendments.
July 10	Conducted public hearings on the master plan amendment and zoning text amendments. Master plan amendment approved by resolution. Voted to

	recommend adoption of the zoning amendments to Village Council. Reviewed bylaws amendments.
September 4	Discussion of amendments to Planning Commission bylaws.
October 2	Discussion of pending reappointment
December 4	Planning Commission bylaws finalized; 2025 Annual Report and 2026 schedule of meetings approved; selection of officers for 2026; discussion of a possible rezoning.

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 completed work on and approved an amendment to the Master Plan addressing housing issues in the Village at our July meeting (<https://villagegrasslakemi.documents-on-demand.com/?l=68d499623050eb11a323000c29a59557&d=e6f5a882c27df011a468000c29a59557>). We continued reviewing suggested action items listed in the 2020 plan in 2025 via a subcommittee of the Commission including the Downtown Development Authority director.

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 considered text amendments that were derived from the Master Plan update and parking requirements in the Central Business District; the Commission recommended adoption of these amendments to the Village Council at our July meeting.

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 initiated by the Commission during 2025. The Commission received and approved one request for a conditional use permit; no rezoning requests from property owners were received.

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. Although several projects are pending, no site plans were received in 2025.

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. Commissioners Keener and Rabaler attended a zoning workshop sponsored jointly by the Village of Grass Lake and Grass Lake Township in October. Rabaler attended a webinar entitled "This Used to be Normal: Pattern Book Homes for 21st Century Michigan" in November.

In Closing

The Planning Commission had an active year in 2025, completing work on amending the Commission bylaws and onboarding procedures, an update (amendment) to the Master Plan, zoning amendments arising from that update and to parking regulations in our downtown area, as well as continuing work on the action items in the Master Plan.