

MINUTES
Plainwell Planning Commission
November 5, 2025

1. Chair Colingsworth called the regular meeting to order at 6:30pm in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Chair Rachel Colingsworth, Commissioners Stephen Bennett, Kevin Hammond, Dale Burnham, Elizabeth Raich, Jay Lawson, Lori Steele and City Manager Justin Lakamper,
Excused: None.
4. Approval of Minutes:
A motion by Lawson, seconded by Raich, to accept and place on file the Planning Commission Meeting Minutes of the 08/20/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.
5. Public Comment: None.
6. Chairperson's Report: None.
7. Recommendations and Reports:
 - A. Clerk Leonard discussed the current Planning Commission bylaws.
The Commission made the following revisions:
 1. Section 3: Meeting time updated from 7:30pm to 6:30pm
 2. Section 4: Annual meeting moved from 1st meeting in August to 1st meeting in November
 3. Section 4: the word Secretary was removed**A motion by Hammond, seconded by Steele, to approve and adopt the revised Planning Commission bylaws. On a voice vote, all voted in favor. Motion passed.**
 - B. Clerk Leonard discussed Section 4 of the bylaws concerning the election of a Planning Commission Chair and Vice Chair.
Steele nominated Hammond for Chair. Hammond accepted the nomination.
Bennett nominated Colingsworth for Chair. Colingsworth accepted the nomination.
Voice votes were cast as follows: Burnham voted for Hammond. Lawson voted for Hammond. Bennett voted for Colingsworth. Colingsworth voted for Colingsworth. Raich voted for Hammond. Hammond voted for Hammond. Steele voted for Hammond.
By a vote of 5 to 2, Hammond was elected Chair.
A motion by Raich nominating Colingsworth as Vice Chair. Colingsworth accepted the nomination.
On a voice vote, all voted for Colingsworth.
By a vote of 7 to 0, Colingsworth was elected Vice Chair.
 - C. City Manager Lakamper discussed the DRAFT Accessory Dwelling Unit Ordinance.
A motion by Burnham, seconded by Hammond, recommending the DRAFT Accessory Dwelling Unit Ordinance to City Council for consideration. On a voice vote, all voted in favor. Motion passed.
 - D. City Manager Lakamper discussed the DRAFT Zoning Compliance Permit Ordinance.
A motion by Burnham, seconded by Steele, recommending the DRAFT Zoning Compliance Permit Ordinance to City Council for consideration. On a roll call vote, all voted in favor. Motion passed.
8. Communications:
City Council Meeting Minutes from 8/25/2025, 9/08/2025, 9/22/2025, 10/08/2025, and 10/13/2025 were reviewed.
9. Public Comments: None.
10. Staff Comments:
City Manager Lakamper reported on a letter the City received from Weyerhaeuser discussing concerns about the development of the Mill property due to prior PFAS contamination. Their concerns are specific to the housing developments planned on the Mill site.
11. Commissioner Comments: None
12. Adjournment:
A motion by Burnham, seconded by Hammond, to adjourn the meeting at 7:43pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by:
JoAnn Leonard, City Clerk