

VILLAGE OF DECATUR
PLANNING
COMMISSION
REGULAR MEETING
AGENDA

Thursday
January 20
2022



VILLAGE OF DECATUR – PLANNING COMMISSION
REGULAR MEETING
Thursday, January 20, 2022 – 1:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

1:00 PM Planning Commission Meeting (Action to be taken by the Commission on the following agenda items)

Note: Please be courteous and turn cell phones off during the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL (Excused Absences if Any)

4. PUBLIC COMMENT

5. APPROVAL OF AGENDA

5A - Approval of the Regular Meeting Agenda for January 20, 2022.

6. APPROVAL OF MINUTES

6A – Approval of the Minutes of the Regular Meeting of December 18, 2021

7. PUBLIC HEARING

8. UNFINISHED BUSINESS – PLANNING COMMISSION TRAINING SESSION – PART I

8A – Planning Commission Functions & Responsibilities – (30 min)

9. NEW BUSINESS

9A.1 – Request to approve election of officers – (5 min)

9A.2 – Request to approve 2021 Planning Commission Annual Report – (5 min)

9A.3 – Request to approve 2022 Planning Commission Work Plan – (5 min)

9A.4 – Request to approve 2022 Planning Commission Meeting Schedule – (5 min)

10. PLANNING COMMISSION COMMENTS

11. ADJOURNMENT

PLEASE NOTE

AUDIENCE PARTICIPATION:

In addition to addressing the Planning Commission during public hearings and under "Public Comment," members of the audience may address the Chairperson, please limit your comments to three minutes or less per item. Please step up to the podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
 2. Verbal report provided by staff.
 3. Chairperson asks Commission members if they have any questions for staff to clarify the staff report.
 4. Motion is made by a Commission member and seconded by another Commission member.
 5. Chairperson calls on Commission members to discuss the motion if Commission members wish to discuss.
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*Village of Decatur
Planning Commission Regular Meeting Minutes
Thursday, December 16, 2021, at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045*

I. Chairman Rex called the meeting to order at 1:05 p.m.

II. **Roll Call**

Trustee Verran, Commission Member Janet Moelaart, Cindy Pachner, Pat Muscovalley, Chairman Blaine Rex, present, Village Manager Tapper, Village President, Ali Elwear, Village Planner Rebecca Harvey present.

III. **Public Comment**

Let the record show no public comment was offered.

IV. **Approval of Agenda**

Verran offered a motion with support from Moelaart to approve the agenda for December 16, 2021, as presented, motion passed 5-0.

V. **Approval of Minutes**

Moelaart offered a motion with support from Pachner to approve the meeting minutes from November 18, 2021, as presented, motion passed 5-0.

VI. **Public Hearing**

Chairman Rex opened the public hearing at 1:35 P.M. to receive public comments on the amendment to the Village of Decatur Zoning Map, as made part of the Village of Decatur Zoning Ordinance by Section 9 of the Article 4.

Other comments included concerns with changing the I -1 Industrial District to the B-1 Central Business District;

121 W. Sherwood Street	0.5 acres	80-43-040-379-00
125 W. Sherwood Street	0.2 acres	80-43-040-382-00
203 S. Williams Street	0.1 acres	80-43-040-381.00

Resident within 300 feet from parcels was in attendance and offer public comments regarding request for the change of zoning district.

Chairman Rex closed the public hearing at 1:51 P.M.

Pachner made a motion with the support from Muscovalley to postpone action on rezoning until January. Requesting hard copies of the Master Plan and Zoning in advance to the January meeting, motion passed 5-0.

VII. Unfinished Business

Rebecca Harvey provided updates on the RRC- Redevelopment Ready Communities to the Planning Commission.

Ms. Harvey informed the Planning Commission in January there will be Continue Training & Educational, study session opportunities.

VIII. New Business

Let the record show there was no New Business

IX. Planning Commission Comments

Let the record shoe no Planning Commission comment was offered.

X. Adjournment

Rex offered a motion with support from Muscovalley to adjourn the meeting at 2:22 P.M. motion passed 5-0.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Planning Commission
FROM: Christopher Tapper, Village Manager
REVIEWED BY: Rebecca Harvey, Village Planner
DATE: January 20, 2022

SUBJECT: Election of Planning Commission Officers 2022

Action Requested:

It is requested that the Planning Commission approve the following Officers for 2022.

Background:

Section III – Village of Decatur Planning Commission by-laws address Officers and Committees. The PC shall elect a Chairperson, Vice-Chairperson and Secretary at the first regular meeting of the new year. It should be noted the Village Council representative shall not be eligible to serve as Chairperson.

- 1) Request approval of – Chairperson
- 2) Request approval of – Vice Chairperson
- 3) Request approval of - Secretary

Attachment(s):



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Planning Commission
FROM: Christopher Tapper, Village Manager
REVIEWED BY: Rebecca Harvey, Village Planner
DATE: January 20, 2022

SUBJECT: Planning Commission Annual Report 2021 & 2022 Work Plan

Action Requested:

It is requested that the Planning Commission approve the annual report for 2021 and the 2022 Work Plan and sequentially submit the report to the Village Council.

Background:

The following template is provided to the PC for its review of 2021 and a look ahead for 2022.

2-19-2021 – Approved addition to add 413 W Delaware Street to CMF Overlay District
6-7-2021 – Election of officers 2021
6-7-2021 – Approved SLU MRTMA Facility Application – 413 W Delaware Street
9-20-2021 – Approved SLU MRTMA Facility Application – 400 E Sherwood Street
10-18-2021 – Introduction of new Village Planner, Rebecca Harvey
11-18-2021 – Approved Planning Commission Bylaws
11-18-2021 – Deny Application for Rezoning at 121 W. Sherwood Street

Attachment(s):

Annual Report Template



Village of Decatur Planning Commission

Month	Annual Responsibility	2021 Annual Report
JANUARY	Elect Officers Adopt Meeting Schedule Accept Annual Report & Work Plan	<ul style="list-style-type: none"> • ___ Planning Commission Meetings • ___ Applications Considered: <ul style="list-style-type: none"> - Rezoning Applications – ___ - Special Land Use Permit/Site Plan Review Applications - ___ • No Joint VC/PC Meeting Held • The Planning Commission did not establish a 2021 Work Plan, therefore this Report does not report on progress made on identified work items. • In 2021, strong movement was made in improving the organizational and operational structure of the Planning Commission. These actions included: <ul style="list-style-type: none"> - Retention of a professional planning consultant - Update/approval of Planning Commission Bylaws - Filling of vacant seats on the Planning Commission - Distribution of planning/zoning documents to Planning Commission members - Adoption of annual meeting schedule - Commitment to including education/training elements in monthly meetings • The Planning Commission further determined the following: <ul style="list-style-type: none"> - A Work Plan will be developed for 2022 - Education/training elements will be incorporated into meeting agendas
FEBRUARY	New Member Training CIP Review	
MARCH	Joint VC/PC/ZBA Meeting	
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER	MAP Annual Planning Conference	
NOVEMBER		
DECEMBER	Prepare Annual Report Develop Work Plan for Following Year VC Appointment of New Member(s)	



Village of Decatur
 Planning Commission

2022 Work Plan

Work Plan Item	Priority	Status	Schedule
Required 5-Year Review of Village Master Plan	1		
Zoning Ordinance Updates			
Zoning Amendments for Consistency w/ Master Plan			
Planning Commission Education/Training			
	1		January – Part 1
			March – Part 2
			June – Part 3
			September – Part 4



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Planning Commission
FROM: Christopher Tapper, Village Manager
REVIEWED BY: Rebecca Harvey, Village Planner
DATE: January 20, 2022

SUBJECT: Planning Commission meeting schedule 2022

Action Requested:

It is requested that the Planning Commission approve the meeting schedule for 2022.

Background:

The following meeting schedule was proposed at the October of 2021. The following meeting time and schedule has worked for the Planning Commission members.

The Village of Decatur Planning Commission schedules its meetings for the third Thursday of the month at 1:00 P.M at Village Hall, 114/116 N. Phelps Street, Decatur, MI 49045.

Attachment(s):

Meeting Schedule 2022



**VILLAGE OF DECATUR
NOTICE OF PUBLIC MEETINGS FOR 2022**

The Village of Decatur, Trustee's meet at 7:00PM for on the first Monday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 114/116 N. Phelps Street, Decatur, Michigan. The Village Council will also from time to time meet electronically allowable under PA 228 of 2020.

January 3, 2022	February 7, 2022	March 7, 2022	April 4, 2022	May 2, 2022
June 6, 2022	July 5, 2022 (Tuesday)	August 1, 2022	September 6, 2022 (Tuesday)	
October 3, 2022	November 7, 2022	December 5, 2022		

DOWNTOWN DEVELOPMENT AUTHORITY

The Decatur Village DDA meets at 1:00 PM on the second Wednesday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 116 N Phelps Street, Decatur, MI 49045.

PLANNING COMMISSION

The Decatur Village Planning Commission meets at 1:00 PM on the third Thursday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Hall, 116 N Phelps Street, Decatur, MI 49045.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals meets as needed. Meetings are held in the Council Chambers of the Decatur Village Hall, 116 N Phelps Street, Decatur, MI 49045

NOTE: All special meetings and changes will be posted in compliance with the Open Meetings Act.