

VILLAGE OF DECATUR  
PLANNING  
COMMISSION  
REGULAR MEETING  
AGENDA

Thursday  
December 15,  
2022



VILLAGE OF DECATUR – PLANNING COMMISSION  
REGULAR MEETING  
Thursday, December 15, 2022 – 1:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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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 (Excuse Absences, if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

5A - Approval of the Regular Meeting Agenda for December 15, 2022

6. **APPROVAL OF MINUTES**

6A - Approval of the Minutes of the Regular Meeting of November 17, 2022

7. **UNFINISHED BUSINESS- Master Plan Update**

8A.1 - Review proposal draft for Master Plan update

8A.2 - Authorize submission of proposal to SWMPC

8. **NEW BUSINESS**

None

9. **PLANNING COMMISSION COMMENTS**

10. **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. The 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. The chairperson calls on Commission members to discuss the motion if Commission members wish to discuss.
  6. Chairperson calls for a vote on the item after discussion has occurred.
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Village of Decatur  
Planning Commission Regular Meeting Minutes  
Thursday, November 18, 2022, at 1:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

I. **Call to Order**

Rex called the meeting to order at 1:01 PM

II. **Pledge of Allegiance**

III. **Roll Call**

Trustee Cindy Pachner (arrival time 1:15 pm), Commission Member Janet Moelaart, Mike Verran, Chairman Blaine Rex, Village Manager Tapper, Village Clerk/Treasurer, Megan Duncan, Village Administrative Assistant, Shantel Pentland, and Village Planner Rebecca Harvey.

IV. **Public Comment**

No public comment given.

V. **Approval of Agenda**

Verran offered a motion with support from Moelaart to approve the agenda for November 17, 2022, as presented, motion passed 3-0.

VI. **Approval of Minutes**

Verran offered a motion with support from Moelaart to approve the meeting minutes from October 20, 2022, as presented, motion passed 3-0.

VII. **Public Hearing**

Verran offered a motion with support from Rex to close the regular session at 1:05 P.M and enter into a public hearing regarding Amendment to Article 4 – Special Use Permit, of the village Zoning Ordinance, to add land use standards for a ‘Child Care Facility’ (Family; Group; Center); and ‘Foster Care Facility’ (Small Group; Large Group). Village Planner Rebecca Harvey presented to Planning Commission that the current Zoning Ordinance is currently silent with the respect to ‘child day care homes’ and ‘foster care homes’, which are

required by the Michigan Zoning Enabling Act to be addressed. The Amendment to Article 2, definitions; 6 new definitions will be added:

- Child Care Facility
- Child Care Center
- Family Child Care Home
- Group Child Care Home
- Foster Care (Large Group) Facility
- Foster Care (Small Group) Facility

Amendment to Section 42-91 – Land Use and Base Zoning District Table to add the following:

- **‘Family Child Care Home’** as a Permitted Use in the R-1 and R-2 Districts
- **‘Group Child Care Home’** as a SLU in the R-1 and R-2 Districts
- **‘Child Care Center’** as a SLU in the R-2 District
- **‘Foster Care (Small Group) Facility’** as a Permitted Use in the R-1 and R-2 Districts
- **‘Foster Care (Large Group) Facility’** as a SLU in the R-2 District

Amendment to Article 4 – Special Use Permit to add the following special land use standards for ‘child care facilities’ and ‘foster care facilities’: Adds special standards to the special land uses for Child Care and Foster Care Facilities.

- Section 42-143 – Child Care Facilities
- Section 42-144 – Foster Care Facilities

Public comments:

- a. No public comment was given.

Rex offered a motion with support from Moelaart to close the public hearing at 1:24 pm and re-enter the regular, motion passed 4-0.

Verran offered a motion with support from Moelaart to approve the Amended Zoning Ordinance Article 2- Definitions, Amended Section 42-91, and Amended Article 4, motion carried 4-0.

## VIII. Unfinished Business

Village Manager Tapper reported to the Planning Commission that they will be

reviewing the Parking Ordinance along with Ordinance 184, along with the Sign Ordinance in the upcoming months.

IX. **New Business**

Review proposal draft for Master Plan Updates.

- a. Village Planner Rebecca Harvey informed the Planning Commission that the next step is to prepare a proposal with Southwest Michigan Planning with a new Master Plan. Proposal for Decembers Planning Commission meeting.

X. **Planning Commission Comments**

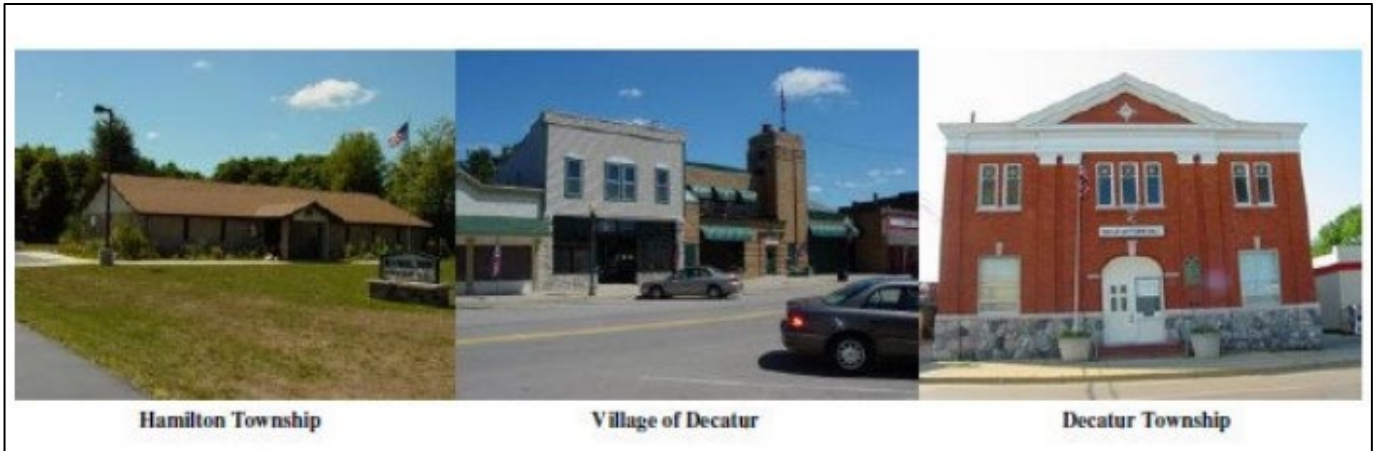
- a. No PC comments given.

XI. **Adjournment**

Verran offered a motion with support from Moelaart to adjourn the meeting at 1:52 p.m., motion passed 4-0.

Minutes submitted by: Megan Duncan, Clerk & Treasurer

# Request for Proposal



**Village of Decatur**

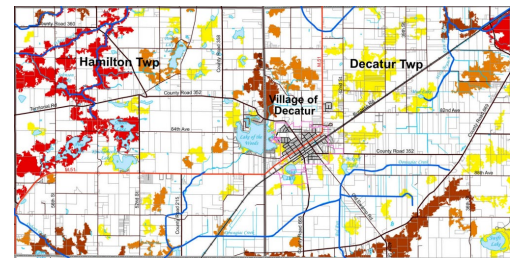
**Decatur Township**

**Hamilton Township**

## **Review & Update of the Joint Comprehensive Plan**

## ➔ Request

The Village of Decatur, Decatur Township and Hamilton Township respectfully request a proposal from the Southwest Michigan Planning Commission (SWMPC) for the review and update of the 2017 Decatur-Hamilton Area Joint Comprehensive Plan.



## ➔ Overview

The 2017 Decatur-Hamilton Area Joint Comprehensive Plan was developed by a joint planning committee consisting of representatives from the Village of Decatur, Decatur Township and Hamilton Township, with the assistance of the Southwest Michigan Planning Commission (SWMPC).

Pursuant to the Michigan Planning Enabling Act (MPEA), *'at least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan'*. Accordingly, a review of the 2017 Decatur-Hamilton Area Joint Comprehensive Plan is required.

## ➔ Scope of Work

The Planning Commissions for the Village of Decatur, Decatur Township and Hamilton Township have determined to explore retaining SWMPC to accomplish the following tasks:

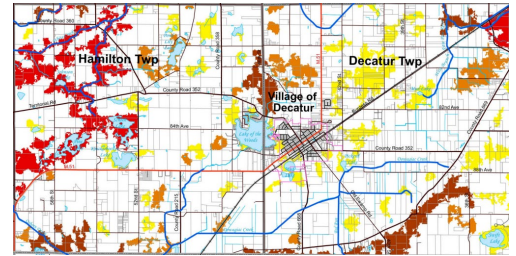
- Complete the required review of the Joint Comprehensive Plan
- Conduct individual interviews with the Village of Decatur, Decatur Township and Hamilton Township Planning Commissions for input
- Present recommendations regarding proposed updates
- Complete and present the update of the document
- Coordinate and provide assistance in the adoption process between the Village of Decatur, Decatur Township and Hamilton Township

## ➔ Staff

The Village of Decatur Planning Consultant will serve as the point of contact for the project and will be requested to provide input and facilitation during the project. The proposal can recognize and incorporate the assistance that will be available through the Planning Consultant in the overall project scope and cost estimate.



It is anticipated that the Village of Decatur, Decatur Township and Hamilton Township Planning Commissions will also play a role in the process by guiding and supporting the project through a series of updates and engagement opportunities.



## ➔ Proposal Requirements

- The proposal should include a project schedule and project budget, with all costs itemized to include an explanation of all fees/costs.
- The proposal should reflect anticipated or requested assistance from the Village Planning Consultant. Cost or time savings related to the assistance should be outlined in the proposal.
- The proposal should include a strategy for coordination of the project (e.g., engagement sessions, updates, document reviews, etc.) between the Village of Decatur, Decatur Township and Hamilton Township.
- A strategy for public engagement should be included as an 'Option' in the project schedule/budget.

## ➔ Inquiries

All requests for clarifications or interpretations can be directed to Rebecca Harvey, Village of Decatur Planning Consultant, at [rebeccaharveyaicp@gmail.com](mailto:rebeccaharveyaicp@gmail.com)

## ➔ Submittal and Schedule

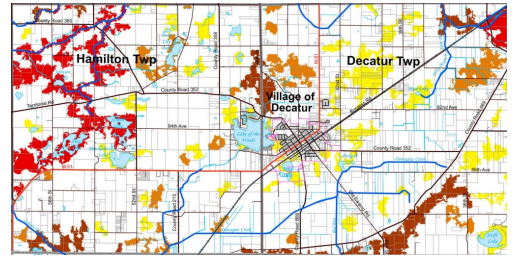
- Request that **10 copies** of the proposal be submitted to each community:

**Village of Decatur - Village Hall  
114 North Phelps  
Decatur, MI 49045**

**Decatur Township – Township Hall  
103 East Delaware Street  
Decatur, MI 49045**

**Hamilton Township – Township Hall  
P.O. Box 35  
Decatur, MI 49045**

An **electronic copy** of the proposal can also be submitted to Rebecca Harvey, Village Planning Consultant at rebeccaharveyaicp@gmail.com.



- The following preliminary schedule has been established:

**PROPOSAL SUBMITTAL DEADLINE – January \_\_, 2023**

**CONSIDERATION BY EACH PLANNING COMMISSION – January/February**

**CONSIDERATION BY EACH ELECTED BODY – February/March**

**AWARD OF CONTRACT - March**

draft