

VILLAGE OF DECATUR
PLANNING
COMMISSION
REGULAR MEETING
AGENDA

Thursday
May 19,
2022



VILLAGE OF DECATUR – PLANNING COMMISSION
REGULAR MEETING
Thursday, May 19, 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 May 19, 2022.

6. **APPROVAL OF MINUTES**

6A – Approval of the Minutes of the Regular Meeting of April 21, 2022.

7. **PUBLIC HEARING**

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

9A – 5-Year Review of Master Plan – (45 min)

9B – Zoning Ordinance Amendment – Stormwater Management Regulations – (15 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.
 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, April 21, 2022, at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045*

I. Muscovalley called the meeting to order at 1:02 p.m.

II. **Roll Call**

Trustee Mike Verran, Commission Member Janet Moelaart (excused), Cindy Pachner, Pat Muscovalley, Chairman Blaine Rex (excused), Village Manager Tapper, Shantel Pentland, Administrative Assistant, Megan Duncan Clerk/Treasurer, Village Planner Rebecca Harvey present.

III. **Public Comment**

Tom Creagan was in attendance, concerned about 4 block radius that might need to be rezoned as Residential under the 5-year Master Plan. Was instructed to file an application; the issue has already been added to the Work Plan.

IV. **Approval of Agenda**

Verran offered a motion with support from Pachner to approve the agenda for April 21, 2022, as presented, motion passed 3-0.

V. **Approval of Minutes**

Pachner offered a motion with support from Verran to approve the meeting minutes from March 17, 2022, as presented, motion passed 3-0.

VI. **Planning Commission Training Session – Functions & Responsibilities**

Village Planner, Rebecca Harvey, lead a discussion regarding the PC training session topics. Those topics included; Master Plan- Authority, Purpose, Content/Structure, Application, and Maintenance. A general discussion ensued regarding the discussion topics, mainly the maintenance of the Master Plan (Amendment process and 5-year review).

VII. Planning Commission Comments

General discussion on the future land use map and 5-year plan, in regards to Tom Creagan's concern about the zoning of his 4 block radius. Muscovalley, Verran and all shared their appreciation to Harvey and Tapper for scheduling and executing the training sessions.

VIII. Adjournment

Muscovalley offered a motion with support from Pachner to adjourn the meeting at 2:44 P.M. motion passed 3-0.



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MEMORANDUM

TO: Planning Commission
FROM: Rebecca Harvey, Village Planner
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 19, 2022

SUBJECT: 5-Year Review of Master Plan

Action Requested:

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.’

A review of the 2016 Decatur-Hamilton Area Joint Comprehensive Plan is required.

Background:

- The 2016 Decatur-Hamilton Area Master Plan was a joint effort by the Village of Decatur, Decatur Township and Hamilton Township . . . developed by a joint committee with representatives from the 3 communities, assisted by the SWMI Planning Commission.
- The Master Plan sets forth a ‘Continuous Planning’ strategy that ‘the Planning Commissions should review and update this plan on a regular basis’. (*pg 156*)

Points of Discussion:

- The first step in the review of a Master Plan is deciding how the review/update will be conducted. This is made slightly more complicated by the fact that the Master Plan for the Village is a Joint Comprehensive Plan . . . involving 3 separate communities.
- The discussion today will be focused on making this first decision.



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- The required review of the 2016 Joint Comprehensive Master Plan could be conducted separately by each community; . . by a re-established joint committee; or, . . by a third party.
 - A. If it is determined that an individual community review process is desired, the following general steps could be considered:
 - 1 – Village of Decatur Planning Commission advises the Planning Commissions of Decatur and Hamilton Townships that the 2016 Joint Comprehensive Plan is ripe for the required 5-year review.
 - 2 – Propose that each Planning Commission conduct a complete review of the Master Plan and submit written review comments/requested modifications.
 - 3 – Establish a deadline for the submission of written review comments/requested modifications.
 - 4 – Submit all review comments/requested modifications to SWMI Planning Commission for consult and to make all requested updates to the Master Plan.
 - 5 – Upon completion of the review/update, establish an adoption calendar to be applicable to all 3 communities.
 - B. If it is determined that the re-establishment of a joint committee with representatives from the 3 communities is desired to complete the review, the first step will be to obtain support for the approach from Decatur and Hamilton Townships . . with the second step being the establishment of the joint committee. The actual review/update process would then be driven by the joint committee. With the approval of the 3 communities, the joint committee could decide to use SWMI Planning Commission, or another consultant, as the project facilitator/coordinator.
 - C. A third option would be to seek approval from the Village of Decatur, Decatur Township and Hamilton Township to retain SWMI Planning Commission, or another consultant, to complete the required review, conduct individual interviews with the 3 community planning commissions for input, and, to make recommendations regarding necessary updates. The consultant could then facilitate the actual update of the document and coordinate the adoption process between the 3 communities.