

VILLAGE OF DECATUR
PLANNING
COMMISSION
REGULAR MEETING
AGENDA

Thursday
August 17, 2023



VILLAGE OF DECATUR – PLANNING COMMISSION
REGULAR MEETING
Thursday, August 17, 2023 – 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 (Excuse Absences, if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

5A.1 - Approval of the Regular Meeting Agenda for August 17, 2023

6. **APPROVAL OF MINUTES**

6A.1 - Approval of the Minutes of the Regular Meeting of July 20, 2023

7. **UNFINISHED BUSINESS**

7A.1 – Continued education: Master Plan Basics

7A.2 – Discussion regarding how the Master Plan update will proceed

8. **NEW BUSINESS**

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.

Village of Decatur
Planning Commission Regular Meeting Minutes
Thursday, July 20, 2023 at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. **Call to Order**

Chairman Rex called the meeting to order at 1:00 PM

II. **Pledge of Allegiance**

III. **Roll Call**

Chairman Blaine Rex, Janet Moelaart, Cindy Pachner (excused), Victoria Coe, Michele Gateley, Christopher Tapper (Village Manager), Rebecca Harvey (Village Planner- Harvey Consulting LLC), Shantel Pentland (Administrative Assistant)

IV. **Public Comment**

None

V. **Approval of Agenda**

Moelaart offered a motion with support from Gateley to approve the agenda for July 20, 2023, as presented, motion passed 4-0.

VI. **Approval of Minutes**

Moelaart offered a motion with support from Coe to approve the meeting minutes from June 15, 2023, with an amendment being made to change the header date from March 16, 2022 to July 20, 2023, motion passed 4-0.

VII. **Unfinished Business**

7A.1- Harvey provided the Planning Commission with a broad overview of board roles and responsibilities. Key responsibilities include Master Plan development and updates, ensuring the Zoning Ordinance is lawful and relevant with the Master Plan, as well as developing as amending the document as necessary. The administrative aspect of the board was also discussed, in respect to applying standards to land use proposals and applications.

VIII. **New Business**

8A.1/8A.2- Introductions and short bios for each present member ensued. Coe and Gateley were appointed to the Planning Commission by Council during a Special Meeting held July 19, 2023 at 5:00 pm.

IX. **Planning Commission Comments**

Gateley asked for clarification on the process of how zoning applications should be received and processed. Tapper provided the explanation that an application must be submitted to staff, along with the application fee. The completed application will then be shared with Harvey, and a Public Hearing will be scheduled according to noticing requirements. The Planning Commission will act on the application request at the conclusion of the Public Hearing.

X. **Adjournment**

Moelaart offered a motion with support from Coe to adjourn the meeting at 2:16 PM, motion carried unanimously 4-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant