

VILLAGE OF DECATUR  
PLANNING  
COMMISSION  
REGULAR MEETING  
AGENDA

Thursday  
July 21,  
2022



VILLAGE OF DECATUR – PLANNING COMMISSION

REGULAR MEETING

Thursday, July 21, 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 (Excused Absences, if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

5A - Approval of the Regular Meeting Agenda for July 21, 2022

6. **APPROVAL OF MINUTES**

6A - Approval of the Minutes of the Regular Meeting of May 19, 2022

7. **PUBLIC HEARING**

8. **UNFINISHED BUSINESS**

8A - Review of the Master Plan Update Proposal (15 minutes)

9. **NEW BUSINESS**

9A - Planning Commission Training Session #3- Special Land Uses (30 minutes)

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, May 19, 2022, at 1:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045*

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

II. **Roll Call**

Trustee Mike Verran, Commission Member Janet Moelaart, 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**

None

IV. **Approval of Agenda**

Verran offered a motion with support from Moelaart to approve the agenda for May 19, 2022, as presented, motion passed 4-0.

V. **Approval of Minutes**

Muscovalley offered a motion with support from Pachner to approve the meeting minutes from April 21, 2022, as presented, motion passed 4-0.

VI. **5-Year Review of Master Plan Options & Zoning Ordinance Amendment-Stormwater Management Regulations**

Village Planner, Rebecca Harvey, offered three possible ways the Village can proceed with reviewing and updating their Master Plan. Pachner offered a motion with support from Moelaart to choose Option C, with the contingency to add Rebecca Harvey as a consultant. Harvey led a discussion defining and explaining stormwater management, from both a residential standpoint as well as the Villages role in managing local stormwater.

**VII. Planning Commission Comments**

General discussion ensued on how to proceed with Option C, such as who to contact. Rebecca offered insight on consultants that may be of assistance, and all agreed to use SWMI Planning Commission. There was conversation regarding possible ways for the Village to manage stormwater in trouble areas.

**VIII. Adjournment**

Moelaart offered a motion with support from Pachner to adjourn the meeting at 2:34 P.M., motion passed 4-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

# Request for Proposal

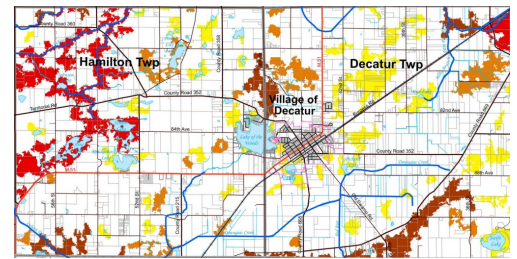


**Village of Decatur**  
**Decatur Township**  
**Hamilton Township**

## 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

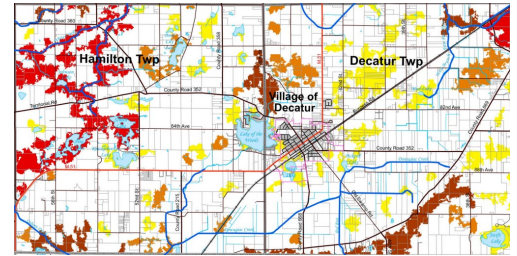
The Planning Commissions for the Village of Decatur, Decatur Township and Hamilton Township have determined to explore retaining SWMPC to accomplish the following tasks:

- 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 necessary updates
- Complete 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:

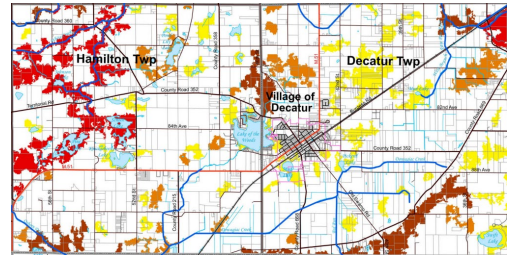
**Village of Decatur - Village Hall  
114 North Phelps  
Decatur, MI 49045**

**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 –**  
**CONSIDERATION BY EACH PLANNING COMMISSION - September**  
**CONSIDERATION BY EACH ELECTED BODY – September/October**  
**AWARD OF CONTRACT - October**

draft

# Training Session #3

*for*

## Village of Decatur Planning Commission

### Special Land Uses – Authority

- Michigan Zoning Enabling Act (MZEA)
- Article 7 – Zoning Ordinance

### Special Land Uses – What Are They?

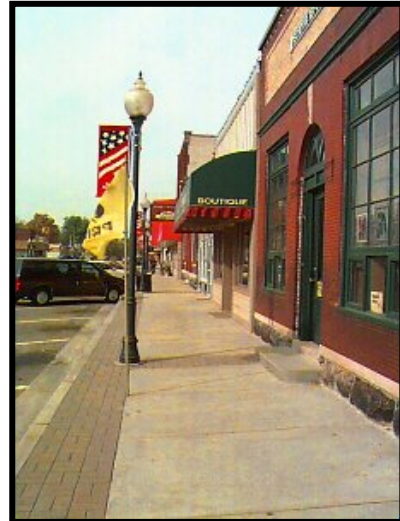
- SLUs vs Permitted Uses
- Identified by the Village
- Can Have Specific Use Regulations

### Special Land Uses – Approval Process

- Public Hearing Requirement
- Role of the Site Plan
- Review Criteria
- SLU Permit
- Conditions of Approval

### Special Land Uses – After the Approval

- Expiration of a SLU Permit
- Amendments
- Revocation



### Village Council

*President, Ali Elwaer  
President Pro-Tempore,  
Charlene Jackson  
Janice Benson  
Kim Gunther  
Robert Mead, Jr.  
Jessica Pelfrey  
Mike Verran*

### Planning Commission

*Chair, Blaine Rex  
Janet Moelaart  
Pat Muscovalley  
Cindy Pachner  
Council Liaison, Mike  
Verran*

Thursday, July 21, 2022 – 1:00 p.m.  
Decatur Village Hall

# Training Session #3

*for*

## Village of Decatur Planning Commission

### **Michigan Zoning Enabling Act (P.A. 110 of 2006)**

**125.3502.** Special land uses; review and approval; application; notice of request; public hearing; incorporation of decision in statement of findings and conclusions.

**Sec. 502.** (1) The legislative body may provide in a zoning ordinance for special land uses in a zoning district. A special land use shall be subject to the review and approval of the zoning commission, the planning commission, an official charged with administering the zoning ordinance, or the legislative body as required by the zoning ordinance. The zoning ordinance shall specify all of the following:

- (a) The special land uses and activities eligible for approval and the body or official responsible for reviewing and granting approval.
- (b) The requirements and standards for approving a request for a special land use.
- (c) The procedures and supporting materials required for the application, review, and approval of a special land use.

(2) Upon receipt of an application for a special land use which requires a discretionary decision, the local unit of government shall provide notice of the request as required under section 103. The notice shall indicate that a public hearing on the special land use request may be requested by any property owner or the occupant of any structure located within 300 feet of the property being considered for a special land use regardless of whether the property or occupant is located in the zoning jurisdiction.

(3) At the initiative of the body or official responsible for approving the special land use or upon the request of the applicant, a real property owner whose real property is assessed within 300 feet of the property, or the occupant of a structure located within 300 feet of the property, a public hearing shall be held before a discretionary decision is made on the special land use request.

(4) The body or official designated to review and approve special land uses may deny, approve, or approve with conditions a request for special land use approval. The decision on a special land use shall be incorporated in a statement of findings and conclusions relative to the special land use which specifies the basis for the decision and any conditions imposed.