

VILLAGE OF DECATUR
PLANNING
COMMISSION
REGULAR MEETING
AGENDA

Thursday
February 17,
2022



VILLAGE OF DECATUR – PLANNING COMMISSION
REGULAR MEETING
Thursday, February 17, 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 February 17, 2022.

6. **APPROVAL OF MINUTES**

6A – Approval of the Minutes of the Regular Meeting of January 20, 2022.

7. **PUBLIC HEARING**

8. **UNFINISHED BUSINESS – PLANNING COMMISSION TRAINING SESSION – PART 2**

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

9. **NEW BUSINESS**

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, January 20, 2022, at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045*

I. Vice Chairperson Moelaart called the meeting to order at 1:10 p.m.

II. **Roll Call**

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

III. **Public Comment**

Tom Creagan was in attendance. Tom asked the Commission to continue the discussion regarding the Master Plan amendments regarding the future land use zoning designation.

IV. **Approval of Agenda**

Muscovalley offered a motion with support from Verran to approve the agenda for January 20, 2022, as presented, motion passed 3-0.

V. **Approval of Minutes**

Muscovalley offered a motion with support from Moelaart to approve the corrected meeting minutes from December 18, 2021, as presented, motion passed 3-0.

VI. **Planning Commission Training Session – Part One**

Village Planner, Rebecca Harvey, lead a discussion regarding the PC training session topics. Those topics included; introduction to planning & zoning teams, powers, functions and responsibilities of the Village Council, along with the powers, functions and responsibilities of the Zoning Board of Appeals.

A general discussion ensued regarding the discussion topics. A continued training session will take place with February 17, 2022, meeting.

VII. New Business – Election of Officers

Moelaart offered a motion with support from Verran to approve the election of Planning Commission Officers for 2022, Chairperson, Blaine Rex, Vice Chairperson, Janet Moelaart and Patricia Muscovalley, Secretary motion passed 3-0.

VIII. New Business – 2021 Planning Commission Annual Report

Moelaart offered a motion with support from Muscovalley to approve the 2021 Planning Commission annual report to be submitted to the Village Council motion passed 3-0.

IX. New Business – 2022 Planning Commission Work Plan

Verran offered a motion with support from Moelaart to approve the 2022 Planning Commission work Plan motion passed 3-0.

X. New Business – 2022 Planning Commission Meeting Schedule

Moelaart offered a motion with support from Verran to approve the 2022 Planning Commission meeting schedule, it should be noted that the PC meeting schedule was approved by the Village Council also, for the third Thursday every month at 1:00 P.M. at Village Hall 114/116 N Phelps Street, Decatur, MI 49045, motion passed 3-0.

XI. Planning Commission Comments

Moelaart, Muscovalley, Verran all shared their appreciation to Harvey and Tapper for scheduling and executing the training sessions.

XII. Adjournment

Moelaart offered a motion with support from Muscovalley to adjourn the meeting at 2:52 P.M. motion passed 5-0.

Training Session #1

for

Village of Decatur Planning Commission

Introduction to the Planning and Zoning Team

- Village Council
- Planning Commission
- Zoning Board of Appeals

Powers, Functions, and Responsibilities of the Village Council

- Functional Responsibilities
- Coordination with other Boards / Commissions

Powers, Functions, and Responsibilities of the Zoning Board of Appeals

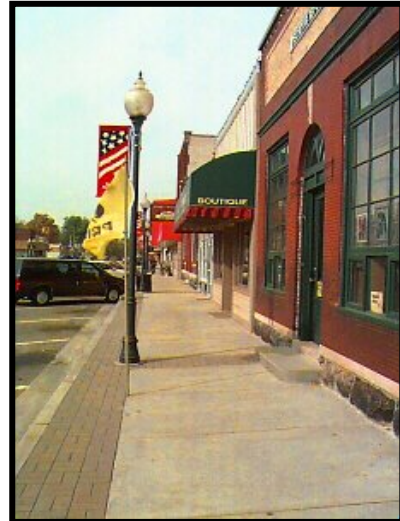
- Appeals
- Ordinance Interpretations
- Variances

Powers, Functions, and Responsibilities of the Planning Commission

- Master Plan
- Zoning Ordinance/Map
- Zoning Amendments
- Special Land Uses
- Site Plan Review

Planning and Zoning Tools

- Master Plan
- Zoning Ordinance



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, January 20, 2022 – 1:00 p.m.
Decatur Village Hall



Village of Decatur Planning Commission

Month	Annual Responsibility	2021 Annual Report
JANUARY	<p>Elect Officers</p> <p>Adopt Meeting Schedule</p> <p>Accept Annual Report & Work Plan</p>	<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	<p>New Member Training</p> <p>CIP Review</p>	
MARCH	<p>Joint VC/PC/ZBA Meeting</p>	
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER	<p>MAP Annual Planning Conference</p>	
NOVEMBER		
DECEMBER	<p>Prepare Annual Report</p> <p>Develop Work Plan for Following Year</p> <p>VC Appointment of New Member(s)</p>	



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