

VILLAGE OF DECATUR  
PLANNING  
COMMISSION  
REGULAR MEETING  
AGENDA

Thursday  
March 17,  
2022



VILLAGE OF DECATUR – PLANNING COMMISSION  
REGULAR MEETING  
Thursday, March 17, 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 March 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 – CONTINUED**

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.
  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, 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

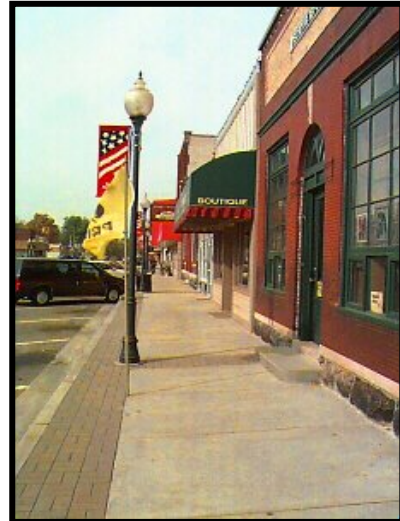
- Appeals
- Ordinance Interpretations
- Variances

### 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

# Training Session #2

*for*

## Village of Decatur Planning Commission

### Master Plan – Authority

- Michigan Planning Enabling Act (MPEA)
- Planning Commission/Village Council
- Adoption Process

### Master Plan - Purpose

- Community Vision
- Foundation of Zoning Ordinance

### Master Plan – Content/Structure

- Community Profile (Assets/Threats)
- Public Engagement
- Goals/Objectives
- Action Strategies
- Zoning Plan
- Future Land Use Map

### Master Plan - Application

- Zoning Standards
- Zoning Map
- DDA
- Parks & Rec Plan
- RRC Certification
- Infrastructure
- CIP

### Master Plan - Maintenance

- Required 5-Year Review
- Amendment Process



### Village Council

*President, Ali Elwaer  
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Charlene Jackson  
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Thursday, February 17, 2022 – 1:00 p.m.  
Decatur Village Hall

# Training Session #2

*for*

## Village of Decatur Planning Commission

### **Michigan Planning Enabling Act (P.A. 33 of 2008)**

125.3833 **Master plan**; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

(1) A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes.

(b) The general location, character, and extent of all of the following:

- i. All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.
- ii. Waterways and waterfront developments.
- iii. Sanitary sewers and water supply systems.
- iv. Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.
- v. Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation,

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# Training Session #2

*for*

## Village of Decatur Planning Commission

widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.