

VILLAGE OF PAW PAW PLANNING COMMISSION  
DRAFT MINUTES  
REGULAR MONTHLY MEETING  
THURSDAY, OCTOBER 5, 2023, 7:00 PM  
Prepared by: Commissioner Hickmott

The regular monthly meeting of the Village of Paw Paw Planning Commission was held at the Paw Paw Township Hall Chamber located at 114 N. Gremps Street, Paw Paw, Van Buren County, Michigan.

I. CALL TO ORDER:

The meeting was called to order by Chair Larson at 7:00 PM.

II. ROLL CALL:

Members Present: Kathleen Larson - Chair  
Emily Hickmott - Secretary  
Tom Palenick  
Michael Pioch  
Jeff Brown

Members Not Present: Ashley Nottingham - Village Trustee, excused  
David Bogen - excused

Others Present: Will Joseph, Village Manager

III. APPROVAL OF THE AGENDA: MOTION

Commissioner Palenick moved, with support from Commissioner Pioch, to approve the agenda as proposed for the October 5, 2023, regular Planning Commission Meeting.

Motion carried unanimously.

IV. SEPTEMBER 7, 2023 MINUTES: MOTION

Commissioner Palenick moved, with support from Commissioner Pioch, to leave the proposed minutes for the September 7, 2023, regular Planning Commission Meeting draft because they included some blanks.

Motion carried unanimously.

V. PUBLIC COMMENT

David McQueen of 833 N. Kalamazoo St. commented that he was attending the meeting to familiarize himself with the Planning Commission process.

VI. NEW BUSINESS

No new business on the agenda.

45 VII. OLD BUSINESS

46 A. SHORT-TERM RENTAL ORDINANCE

47 Chair Larson suggested the commission hold on discussing the Short-term  
48 Rental Ordinance because the Village Planner is absent.

49 A consensus was reached to place the Short-term Rental Ordinance on the  
50 agenda of the next regular Planning Commission Meeting.

51

52 B. FOOD TRUCK ORDINANCE

53 The Planning Commissioners reviewed and discussed the draft Food Truck  
54 Ordinance and associated comments from the Village Planner page-by-page.  
55 Commissioners expressed a preference for future reviews to be set up differently  
56 so that comments from the Village Planner appear on the same page as the text  
57 on which they are commenting for ease of review.

58

59 On Page 1 of 10 of the Draft Food Truck Ordinance Section 1, Chair Larson  
60 asked for an explanation of “A person or persons representing a business along  
61 any village street and who are promoting the business therein are exempt from  
62 this definition...” Commissioner Palenick offered that it may mean a business  
63 owner could represent themselves. Commissioner Pioch expressed that it may  
64 mean an already existing business. The Commissioners’ consensus was to ask  
65 the Village Planner for clarification.

66

67 On Page 2 of 10 of the Draft Food Truck Ordinance Section 1, Chair Larson  
68 began a discussion about the difference between the definitions of “Mobile Food  
69 Vendor” and “Mobile Food Vending Unit”. Commissioner Hickmott offered that  
70 the vendor refers to the business and the unit refers to the vehicle from which the  
71 business is conducted. Commissioners Palenick and Pioch shared they thought  
72 of the difference similarly.

73

74 On Page 3 of 10 of the Draft Food Truck Ordinance Section 3.A.3, Chair Larson  
75 noted that an example of a mobile food vendor that moves from place to place  
76 and is in the same general location for less than thirty (30) minutes at a time  
77 could be an ice-cream truck. Commissioner Pioch noted that another example  
78 could be a vendor that serves as a lunch truck.

79

80 On Page 3 of 10 of the Draft Food Truck Ordinance Section 3.B.1, Commissioner  
81 Hickmott noted that permittance in all zoning districts allows for mobile food  
82 vendors to be hired for at-home parties.

83

84 In Section 3.B.1.a.i, Commissioner Hickmott questioned if it was redundant to  
85 say dates approved for and night before and night after dates specified in the  
86 application. A discussion was held. Commissioner Pioch noted that this would  
87 accommodate for a setup and tear-down day for the vendor.

88

89 On Section 3.B.2, Commissioner Hickmott noted that it should read “Van Buren  
90 Cass District Health Department.”

91  
92 On Section 3.B.3, Commissioner Palenick questioned if there is a way to meet  
93 the goal of the fire department inspection while making the process time-efficient,  
94 as this could be a time-consuming process that may prohibit the timely  
95 processing of applications. Commissioner consensus was to ask the Village  
96 Planner for input. Other impacted sections of the draft ordinance include Sections  
97 3.D.3.a.

98  
99 On Page 4 of 10 of the Draft Food Truck Ordinance Section 3.D.1.d,  
100 Commissioner Pioch noted that when the commissioners discussed the Food  
101 Truck Ordinance at the August 6, 2023, regular, Planning Commission meeting,  
102 discussion was had about wanting the mobile food vendors to be able to submit  
103 one application for multiple locations. Chair Larson noted that this could require  
104 the coordination of multiple property owners for one application. Discussion was  
105 had. Commissioner consensus was to leave the text as presented.

106  
107 On Page 6 of 10 of the Draft Food Truck Ordinance Section 3.D.2.b,  
108 Commissioner consensus was to ask the Village Planner to comment on the  
109 reason for choosing three hundred (300) feet as the distance between existing  
110 restaurants and applying mobile food vendors. Commissioners discussed  
111 concern about the distance being too great to allow for mobile food vendors  
112 within the Village. Other impacted sections of the draft ordinance include  
113 Sections 3.E.1.b and Section 10.3.

114  
115 On Page 7 of 10 of the Draft Food Truck Ordinance Section 3.E.5, Commissioner  
116 Hickmott asked what “provides sufficient documentation for alternative  
117 arrangements” means. Commissioner Pioch inquired as to how that could be  
118 enforced. Commissioner consensus was to ask the Village Planner for  
119 clarification.

120  
121 On Page 8 of 10 of the Draft Food Truck Ordinance Section 10.4, Commissioner  
122 Palenick asked if “adequate” seating is too subjective to be enforceable.  
123 Commissioners Palenick and Pioch queried if this requirement could be  
124 removed. Commissioner consensus was to ask the Village Planner for input.

125  
126 On Page 9 of 10 of the Draft Food Truck Ordinance Section 1, Commissioners  
127 noted the in-text note from the Village Planner that the Zoning and Regulatory  
128 Ordinance does not have any references to special events. This should be  
129 discussed at the next juncture at which the Draft Food Truck Ordinance is  
130 discussed by the Planning Commission.

131  
132

133 VIII. PLANNING COMMISSION MEMBER COMMENTS  
134 Commissioner Brown asked if the Planning Commission will be working on the Master  
135 Plan. Chair Larson noted her understanding that the Planning Commission is waiting to  
136 proceed until the Village provides the Planning Commission with a budget to work within  
137 for Master Plan work.

138  
139 Commissioner Palenick shared Paw Paw Township's Short-term Rental Ordinance with  
140 Chair Larson and noted that the fees in the draft copy have changed since the draft was  
141 printed.

142  
143 Chair Larson invited the other commissioners to closely review the September 7, 2023,  
144 regular Planning Commission minutes.

145  
146 Commissioner Brown expressed appreciation for the level of detail in the minutes.

147  
148 IX. STAFF/CONSULTANT COMMENTS  
149 None.

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151 X. ADJOURNMENT  
152 8:11 PM

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Emilly Hickmott, Recording Secretary  
Approved - 11/2/2023