

**Minutes, Paw Paw Planning Commission
Regular Meeting, April 7, 2022**

- | | | |
|-----|--|--|
| 1. | The regular Planning Commission meeting of Thursday, April 7, 2022 convened at 7:00 p.m. at 114 N. Gremps, Paw Paw, Michigan. Chairperson Larson presiding. | Meeting Convened |
| 2. | Present: Larson, Bogen, Brown, and Palenick. Also present: Village Manager, Will Joseph and Village Planning Consultant, Rebecca Harvey. | Members Present |
| 3. | Motion by Bogen, supported by Palenick, to approve the agenda as presented. All members present voting yes. The motion carried . | Approval of Agenda |
| 4. | Motion by Brown, supported by Bogen, to approve the minutes of the regular Planning Commission meeting of March 3, 2022, with a correction on page 3, Item 11, second paragraph, to change ‘cannabis-infused wine’ to ‘cannabis-infused beverages’. All members present voting yes. The motion carried . | Approval of Minutes |
| 5. | No public comment regarding non-agenda items was offered. | Public Comment |
| 6. | Larson advised that the public hearing on the proposed amendment of the definition of ‘Family’ set forth in Section 42-3 – Definitions originally scheduled for this meeting did not get noticed as required and will be postponed to the May Planning Commission meeting. | Public Hearing Items |
| 7. | Motion by Palenick, supported by Bogen, to nominate and elect Kathy Larsen as Chair; Mike Pioch as Vice-Chair; and, Jeff Brown as Secretary. All members present voting yes. The motion carried . | New Business:
Election of Officers |
| 8. | The Planning Commission noted the accuracy and completeness of the 2021 Annual Report prepared by the Chair. It was agreed that the Annual Report would be finalized with the approval of the Work Plan. | New Business:
2021 PC Annual Report |
| 9. | Larson referenced the draft 2022-2023 Planning Commission Work Plan prepared pursuant to the Commission’s discussion of same in February. Motion by Palenick, supported by Brown, to approve the 2022-2023 Planning Commission Work Plan as presented. All members present voting yes. The motion carried . | New Business:
PC Work Plan |
| 10. | Motion by Bogen, supported by Palenick, to adopt by resolution the proposed 2022-2023 meeting schedule of the Planning Commission. All members present voting yes. The motion carried . | New Business:
Meeting Schedule |
| 11. | Larson stated that the next item for consideration was the request for amendment of the sign standards applicable within the VRA-PUD District. | New Business:
Text Amendment – |

Harvey stated that the sign proposal for the recently approved Fire Station within the VRA-PUD District is not allowed by current sign standards . . . namely, the sign is proposed to be a ground sign with an electronic changeable copy sign element and may exceed the sign size and/or height limitations. She noted that the applicant proposing the sign has requested an amendment of the VRA-PUD District sign standards such to allow the proposed signage.

Harvey provided an overview of the findings set forth in the PC Memo as foundation for the requested conversation about authorizing freestanding and electronic signage within the VRA-PUD District.

Matthew Hartman was present on behalf of the application. He stated that he is a junior at Paw Paw High School and is working with the Paw Paw Fire Department in the design/construction of signage for the new fire station as his Eagle Scout project.

He detailed his work with Village staff, the Fire Chief, and the architect/contractors for the fire station in the development of his sign proposal. He further explained his fundraising efforts to date and the required timeline for project completion.

In response to Planning Commission questions, Hartman provided details on the design and location of the proposed sign, noting its value and intended use for public messaging. He further explained how the sign will be installed given its proposed location on an active construction site.

Planning Commission discussion then ensued wherein the following was noted:

- The Master Plan and the corresponding VRA-PUD District envisioned the subject area to be a *'mixed-use, pedestrian-friendly development area with active streetscapes'* connected to the downtown by non-motorized routes.' Accordingly, the sign standards of the Downtown District were applied to the VRA-PUD District.
- The direction of development within the VRA-PUD District has altered slightly since the development of the District in 2017 . . . as it relates to the occupancy of existing buildings and a shift away from residential land use.
- There is merit in reviewing the sign standards of the VRA-PUD District to consider a broader approach to signage that offers more flexibility while remaining consistent with the vision of the District.

- There is interest in further consideration of the amendments to the VRA-PUD District that are set forth in Option 1 and Option 3 in the PC Memo.

Motion by Palenick, **supported** by Bogen, to schedule a public hearing on the proposed amendments to the VRA-PUD District detailed in Option 1 and Option 3 of the PC Memo for the May Planning Commission meeting. It was agreed that the public hearing notice should specify both options to allow the Planning Commission to consider the merits of both approaches. All members present voting yes. The **motion carried**.

12. Larson stated that the next item for consideration was the development of an agenda for the joint Village Council/Planning Commission/Zoning Board of Appeals meeting scheduled for April 25, 2022.

**Ongoing Business:
Joint Meeting**

There was general agreement on the following topics for the joint meeting agenda:

- Are there types of requests the ZBA receives frequently? . . and has this led the ZBA to feel there are any problem areas in the Zoning Ordinance?
- How can the Planning Commission help Village Council better understand new ordinance amendments recommended for approval? Is there a preferred way they should be introduced?
- Does Village Council have any issues ripe for Planning Commission consideration . . or any comments on the 2022-2023 Work Plan?
- Advise that the Planning Commission is working on a re-introduction strategy of the residential district amendments

It was agreed that the Village Manager would provide notice to all three boards of the upcoming joint meeting.

13. Larson stated that the next item for consideration is continued discussion of amending the Zoning Ordinance to address ‘short-term rentals’ in the Village.

**Ongoing Business:
STRs**

Due to the lateness of the hour, discussion was postponed to the May meeting.

14. No member comments were offered.
15. No staff comments were offered.

**Member Comments
Village Manager/
Planning Consultant**

13. There being no further business to come before the Commission, the meeting was adjourned at 8:55 p.m.

Adjournment