

**Minutes, Paw Paw Planning Commission
Regular Meeting, June 2, 2022**

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| 1. | The regular Planning Commission meeting of Thursday, June 2, 2022 convened at 7:00 p.m. at 114 N. Gremps, Paw Paw, Michigan. Chairperson Larson presiding. | Meeting Convened |
| 2. | Present: Larson, Bogen, Brown, Hickmott, Palenick and Pioch. Also present: Village Manager, Will Joseph and Village Planning Consultant, Rebecca Harvey. | Members Present |
| 3. | Motion by Brown, supported by Pioch, to approve the agenda as presented. All members present voting yes. The motion carried . | Approval of Agenda |
| 4. | Motion by Palenick, supported by Bogen, to approve the minutes of the regular Planning Commission meeting of April 7, 2022, as presented. 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 stated that the next item for consideration was the public hearing on the proposed amendment of the sign standards applicable within the VRA-PUD District. | Public Hearing:
Text Amendment –
VRA-PUD District |

Larson opened the public hearing.

Harvey summarized the request by Matthew Hartman to amend the VRA-PUD District sign standards to support his work with the Paw Paw Fire Department in the design/construction of signage for the new fire station as his Eagle Scout project.

She reminded that the proposed sign design for the Fire Station 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 will exceed the sign size and/or height limitations.

Harvey then summarized the Planning Commission’s points of consensus that had been reached in the April discussion of the request, and the decision to consider at public hearing the amendments to the VRA-PUD District set forth as Options 1 and 3 in the PC Memo.

Specifically, Option 1 proposes to amend Section 42-349 so as to give the Planning Commission the flexibility to modify any VRA-PUD District standard . . . while Option 3 proposes to amend Section 42-348 so as to add a ground sign exception for new buildings that do not meet the 0-ft front setback requirement; increase the maximum sign height allowed from

5 ft to 10 ft; and, allow a manual or electronic changeable copy sign, with the approval of the Planning Commission, within the VRA-PUD District.

Lengthy Planning Commission discussion ensued on the amendments presented as Options 1 and 3. The following was noted:

- Option 1 offers the opportunity to consider varied sign designs that can be argued to be in keeping with the vision and purpose of the district.
- However, that flexibility may be too broad, making it too easy to lose the pedestrian-friendly focus of the District and its consistency and connection to the downtown.
- Accepting both Option 1 and Option 3 may be desirable . . . with the changes of Option 3 resulting effectively reducing the need to use the modification option offered by Option 1.
- Electronic signs were initially considered to be inconsistent with the purpose of the District, but the proposed amendment allowing the Planning Commission the option to consider an electronic changeable copy sign proposal would offer desired flexibility in considering the specifics of the electronic sign's design and location.

Fire Chief DeGroff stated that the electronic changeable copy sign is an important piece of the sign proposal and that he appreciates all that the Village has done to help the project design work for the site. The Fire Department desires the Fire Station and its design features to be an asset for the PUD.

Joy Hartman expressed her appreciation for the work of the Planning Commission on the requested amendment. She noted that the project must be completed by August in order to qualify as her son's Eagle Scout project and so they are hopeful the amendment can move forward.

No further public comment was offered and the public comment portion of the public hearing was closed.

Motion was then made by Pioch, **supported** by Hickmott, to recommend approval of an amendment to the sign regulations applicable within the VRA-PUD District (Section 42-348) to add a ground sign exception for new buildings that do not meet 0-ft front setback requirement; increase the maximum sign height allowed from 5 ft to 10 ft; and, authorize the Planning Commission to allow a manual or electronic changeable copy

sign as regulated by Section 42-438. (Option 3) All members present voting yes. The **motion carried**.

7. Larson stated that no New Business is scheduled for consideration.
8. Larson reported on the success of the Joint Village Council/Planning Commission/Zoning Board of Appeals meeting held on April 25, 2022, noting it was well attended and participation was robust and productive. Noted highlights included:
 - The successful identification and direction of Ordinance issues by the ZBA to the Planning Commission.
 - Interest by the Village Council in the Planning Commission’s work and discussion on improving communications between the boards. (e.g., distribution of agenda/minutes; liaison reporting; presenting background information in connection with recommendations)
 - The ordinance enforcement process.

New Business

**Ongoing Business:
Joint Meeting**

9. Larson stated that the next item for consideration is confirmation of a re-introduction strategy for the residential zoning district amendments, especially in light of the joint meeting.

**Ongoing Business:
Residential District
Amendments**

Discussion ensued first regarding a general and desired process for forwarding Planning Commission recommendations and/or work products to the Village Council, including documents to include and presence at the Village Council meeting.

It was then agreed that the 3 residential zoning district amendments (ADUs; Cottage Development; and Walkable Overlay District) would be introduced separately to the Council, beginning with ADUs. Harvey and Joseph would determine the schedule and format for the ADU introduction.

10. Larson stated that the next item for consideration is confirmation of the status of the recommended amendments to establish residential accessory building design standards and clarify waterfront lot requirements.

**Ongoing Business:
Accessory Buildings/
Waterfront Lots**

Harvey noted that the Planning Commission held the public hearing on the proposed amendments on 12.03.20, and recommended approval. In review of the proposed amendments, the Village Council requested clarification of waterfront setback requirements. On 2.04.21, the Planning Commission modified the recommended amendments in response to the Council’s questions. To date, Village Council action on the 2.04.21 amended recommendation by the Commission cannot be documented.

Joseph stated that he will work to confirm the status of the recommendation. If action remains pending, the recommendation can be placed on the schedule

to be re-introduced.

- 11. 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 July meeting. Brown requested that the matter be given some sense of priority at the next meeting, expressing concern with the lack of local standards and the operation of STRs in the Village.

Harvey was requested to reissue the 11.03.21 PC Memo on STRs for the Planning Commission’s easy reference.

- 12. No member comments were offered.
- 13. Joseph advised on efforts currently in progress to address recent public hearing notice scheduling constraints.
- 13. There being no further business to come before the Commission, the meeting was adjourned at 9:15 p.m.

Member Comments
**Village Manager/
Planning Consultant**
Adjournment