

**Minutes, Paw Paw Planning Commission
Regular Meeting, March 5, 2020**

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| 1. | The Planning Commission meeting of Thursday, March 5, 2020 convened at 7:00 p.m. at 114 North Gremps, Paw Paw, Michigan. Chairperson Larson presiding. | Meeting Convened |
| 2. | Present: Larson, Jarvis, Palenick, and Pioch. Also present: Planning Consultant, Rebecca Harvey. | Members Present |
| 3. | Motion by Pioch, supported by Palenick, to approve the agenda as presented. All members present voting yes. The motion carried . | Approval of Agenda |
| 4. | Motion by Jarvis, supported by Pioch, to approve the minutes of the regular Planning Commission meeting of January 14, 2020 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 is the request by Don Stull, Paw Paw Township Supervisor, for Site Plan Review of a proposed 25-space parking lot adjacent to the Paw Paw Township Hall and Paw Paw Village Hall. The subject property is located at the northeast corner of West Michigan Avenue and North Gremps Street and is within the Downtown Overlay District (DOD). | New Business
SPR – Paw Paw
Township |

Don Stull and Fleis & Vandenbrink, project engineer, were present on behalf of the application. Supervisor Stull stated that the Township envisions the proposed parking area to function as a free public parking lot. The project engineer provided an overview of the parking lot design elements, noting site circulation; the storm water disposal design; use of the existing driveway location; and proposed perimeter landscaping/irrigation.

Following lengthy discussion of the parking lot proposal and a review of the applicable site/streetscape design standards of the Downtown Overlay District (DOD), **motion** was made by Pioch, **supported** by Palenick, to recommend approval of the Site Plan for a proposed 25-space parking lot on property adjacent to the Paw Paw Township Hall and located at the northeast corner of West Michigan Avenue and North Gremps Street, based upon the following findings:

- The proposed parking lot does not comply with the side/rear yard locational requirement. (Sec 42-254 (5) c.)
- The proposed parking lot does not comply with the 25% or 60 ft maximum frontage requirement. (Sec 42-254 (5) c.)

- However, the intent of the parking lot locational/frontage standards will be held to be met if required screening and streetscape elements are incorporated into the site design.
- The Township agrees to the submission of a revised site plan that incorporates required screening (Sec 42-254 (5) d.) and streetscape elements (Sec 42-258).
- Compliance with the Site Plan Review Criteria set forth in Sec 42-402.

Site Plan Approval is recommended subject to the following conditions:

1. Compliance with the parking lot screening requirement established by Sec 42-254 (5) d. Specifically, ‘where the parking lot is visible from a street, it shall be screened by a 3 ft tall screen wall located between the parking lot and the sidewalk.’
2. Compliance with the streetscape design requirements established by Sec 42-258. Specifically,
 - *Street trees.* One (1) canopy tree shall be provided for every 40 ft of street frontage.
 - *Street lights.* Pedestrian level street lighting meeting the specifications of Village light fixtures shall be installed along the sidewalk.
 - *Street furniture.* Benches and trash receptacles shall be provided in appropriate areas along the sidewalk.
 - *Bicycle facilities.* Parking lots shall include bike racks to allow the parking of one (1) bike for every 10 parking spaces.
3. Submission of a landscape plan that provides detail of the proposed 5-10 ft wide irrigated landscape strip along the street frontages.
4. Submission of an outdoor lighting plan demonstrating compliance with the lighting provisions of Sec 42-405. The provision of the required street lights along the sidewalk will be held to meet the outdoor lighting requirements for the site.
5. Village Fire Department review/approval.
6. Village Department of Public Works review/approval of the proposed method of storm water disposal.
7. Compliance with all Federal, State and Local codes/ordinances.

All members present voting yes. The **motion carried.**

7. Larson stated that the next item for consideration are the proposed

Public Hearing:

Open Air Business

amendments to the Zoning Ordinance related to ‘Open Air Businesses’. Specifically, amendments to the definitions of ‘junk or salvage yard’ and ‘open air business’; to the B-2, CBD, I-1, I-2 and PUD Districts to allow an ‘open air business’, ‘outdoor display of merchandise’, and/or an ‘indoor/outdoor commercial recreational facility’; and, to amend and/or establish use standards for an ‘open air business’ and an ‘indoor/outdoor commercial recreational facility’. Larson opened the public hearing.

Harvey provided an overview of the proposed amendments. Larson noted that the subject of ‘open air businesses’ and the draft text has received lengthy consideration at Planning Commission meetings since November, 2019.

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

Motion was made by Pioch, **supported** by Jarvis, to recommend Village Council approval of the proposed amendments to Sec 42-3 – Definitions; Sec 42-222/223 – B-2 District; Sec 42-242 – CBD District; Sec 42-302/303 – I-1 District; Sec 42-323 – I-2 District; Sec 42-343 – PUD District; and, Sec 42-367 – Special Use Site Design Standards as set forth in the March 5, 2020 Notice of Public Hearing. All members present voting yes. The **motion carried**.

8. Larson stated that the next item for consideration is the identification/selection of the Planning Commission’s next Work Plan item. Harvey referenced the 2019-2020 Planning Commission Work Plan – *updated 3.05.20*, and provided a status report on the prioritized work tasks. She noted that all prioritized work tasks have been completed and have either received or are pending Village Council action.

New Business: PC Work Plan

Planning Commission discussion of the Work Plan ensued, wherein the following was determined:

- Add a review of the existing definition of ‘family’ as a work task.
- Add discussion of the ‘short-term rental’ conversation in Michigan and a review of the existing regulatory approach in the Village as a work task.
- Re-prioritize the Work Plan as follows:

- #1 – Develop a ‘gateway zoning district’ (per the Master Plan)
- #2 – Incorporate streetscape standards into the Zoning Ordinance to implement adopted streetscape plans
- #3 - Review the existing regulatory approach to ‘short term rentals’ in the Village. Consider proposed legislation and optional

approaches employed by other communities in Michigan.
Develop a recommended action strategy for Village Council
Consideration.

- #4 - Review existing Zoning Ordinance definition of 'family';
update for legal consistency, if necessary.

It was noted that the Work Plan would be finalized at the April meeting per the Planning Commission Bylaws. Larson then distributed a draft of the 2019-2020 Planning Commission Annual Report for member review. She reminded that the Annual Report would also be considered for approval at the April meeting.

- 9. Larson stated that no *Ongoing Business* was scheduled for consideration. **Ongoing Business**
- 10. No member comments were offered. **Member Comments**
- 11. No staff comments were offered. **Village Manager/
Planning Consultant**
- 12. There being no further business to come before the Commission, the meeting was adjourned at 8:15 p.m. **Adjournment**