Chairman Peat called the Paw Paw Township Planning Commission meeting to order at 6:00 P.M. on May 25, 2017 at the Township Hall.

PRESENT: Randall Peat, Ivan Olsen, James Tapper, Bill Johnson, Kip Kerby, Fran Sanders, and Phillip Arbanas.

ABSENT: None.

ALSO PRESENT: Rebecca Harvey, Bert Gale (Zoning Administrator), and Kelly Largent (Zoning Administrator).

APPROVAL OF THE AGENDA:

Motion by Kerby, supported by Olsen to approve the agenda. The motion was unanimously approved.

APPROVAL OF MINUTES:

March 23, 2017: Motion by Olsen, supported by Kerby to approve the March 23, 2017 minutes as submitted. The motion was unanimously approved.

PUBLIC COMMENT: None.

NEW BUSINESS:

Olsen commented that the technical review document was nicely prepared by Ms. Harvey.

Ms. Harvey presented the technical review to the Planning Commission. She stated she drew on the Township’s Master Plan and the Zoning Ordinances in the surrounding area. Ms. Harvey noted the following highlights of the technical review document:

- Poignant when related to the Village of Paw Paw.
- She didn’t tap into the Township ZBA decisions for this review.
- The current Zoning Ordinance was adopted in 2007.
There have been numerous changes to State Law in the last 5 years which have impacted Zoning Ordinances.

Recommend adding the following to the Zoning Ordinance
- A user guide
- Definitions for uses
- Use photos or graphics, for example – for signage
- Remove redundancy
- Review some of the existing language with the Township Attorney

Zoning Districts
- Uses ordinance construction style
- Update to current language for use categories
  - Permitted
  - Special Land Use
- Accessory uses: identify as one statement in the permitted use category. It does not need to be an independent category.
- Put dimensional standards in a table that lists all the zoning districts instead of listing them in each zoning district. This makes it easier for residents to find this information and for the zoning administrator to hand out the information to residents.
- Review the metrics for the dimensional standards to ensure they are relevant.

Wireless Communication Towers: There are new laws pertaining to this. Recommend making a text amendment to address this.

Wind/Solar: Add this for residential areas also.

State licensed residential facility: Must allow this in residential districts. Ensure zoning ordinance is in compliance with the current State law and it is listed where it must be.

Minor and Major Home Occupations: Ms. Harvey stated she really liked how the Township separated these and made the distinction. She recommended minor home occupation should be in all residential districts and major home occupations should always be a special land use.

The new text provided by AGS was included in this review.

Hospitals are currently allowed in all residential districts: may want to reconsider this since hospitals are typically high impact facilities, especially in the low and medium density residential zoning districts.
- Medical Marijuana is not affected by this nor is the current care giver operations.

The Master Plan indicates mixed use around the Village of Paw Paw. Recommend combining the medium and high density residential districts with the Highway Service Commercial.

Recommend reworking the Convenience Commercial to a neighborhood commercial zoning district.
Recommend reworking the General Commercial to a gateway commercial zoning district.

Recommend reworking the Heavy Commercial Industrial to have 5 standards and add design standards.

Site Plan and Special Land Use: Planning Commission should be the only body handling these. The Planning Commission focuses on land use and that is its only focus. This is not the case for the legislative body of the Township (Township Board), they have many items. The Planning Commission members are the experts in land use and receive training in this area. It is also frustrating from a user perspective, when they have to work through and get an agreement with the Planning Commission only to go back to square one and go through the whole process again with the Township Board. Also, to be a Redevelopment Ready Community (RRC) certified community there must be one approval body only for site plan and special land uses.

PUD district is treated as a use in the zoning districts, but the section in the ordinance dealing with PUDs is constructed as a zoning district.

- Zoning Ordinance indicates the Planning Commission has identified it as a use.
- The section for PUDs needs to be reworked from a zoning district structure to a use.

Mixed open space development with PUD. They are 2 different things. The current zoning ordinance used the PUD structure to create open space developments.

Nonconforming use/building section: Recommend sorting this section out for each provision. Currently, they are intermingled.

Signage: This section needs to be restructured for content neutral signage. State Law has recently changed regarding this issue.

Site Plan Review: Recommend text be crafted to involve staff in the review process.

- Use staff for preliminary plan review meeting instead of Planning Commission. This will help shorten the Site Plan Review process since the applicant will not have to meet with the Planning Commission for a preliminary review and then return the following month with a final site plan review.
- The technical review includes suggestions on how to incorporate some or all of the waterfront overly items.

The Chairman had 3 comments.

1. He is definitely interested in a proposal on CR671 and how to rezone this area.
2. RRC: would like to let the Township Board know what it is and they may want to pursue it.
3. Where do we go from here? The Planning Commission would like to read the entire review. The Chairman asked if Ms. Harvey would come back in June to answer any of their questions. Ms. Harvey stated she would. The next meeting will be June 22, 2017.

Motion by Kerby and supported by Arbanas to recommend to the Township Board that there be a contract to continue with Ms. Harvey for the Zoning Ordinance. The motion was unanimously approved.

Johnson noted that the businesses around the Teapot Dome area seem to be on one side and not on the other. He believes businesses should be located on both sides of the road.

OLD BUSINESS:

Building Height: put on for next month.

OTHER BUSINESS: None.

ADDITIONAL PUBLIC COMMENT:

Ms. Harvey commented on Arlington Township’s Master Plan review.

ADJOURNMENT:

Motion by Kerby, supported by Olsen to adjourn the meeting at 7:10 PM. The motion was unanimously approved.

Respectfully submitted,
Kelly Largent
Zoning Administrator