Chairman Kerby called the Paw Paw Township Planning Commission meeting to order at 6:00 P.M. on January 23, 2020 at the Township Hall.

PRESENT: Kip Kerby, Fran Sanders, Phillip Arbanas, Tom Palenick, Ivan Olsen, and Chad Learned.

ABSENT: James Tapper.

ALSO PRESENT: Kelly Largent (Zoning Administrator).

APPROVAL OF THE AGENDA:

Motion by Olsen, supported by Arbanas to approve the agenda as submitted. The motion was unanimously approved.

APPROVAL OF MINUTES:

November 21, 2019: Motion by Arbanas, supported by Olsen to approve the November 21, 2019 minutes as submitted. The motion was unanimously approved.

January 2, 2020: Sanders provided Ms. Largent with a copy of the minutes with missing words and clerical errors circled on pages 3, 4, 10, 13, and 14. There were no other noted items. Motion by Learned, supported by Palenick to approve the January 2, 2020 minutes as amended. The motion was unanimously approved.

PUBLIC COMMENT: None.

NEW BUSINESS:

Elections:

The Planning Commission discussed who the current elected officials were. Kerby stated that he was the Chairman and that Tapper was the Secretary. Ms. Largent stated that the Planning Commission only had 3 elected officials and they were the Chairman, Vice Chairman, and Secretary. Ms. Largent was asked to research who the Vice Chairman is.

Motion by Arbanas, supported by Sanders to retain the current Chairman and Secretary. The motion was unanimously approved.
After further discussion the Planning Commission decided to nominate and elect a new Vice Chairman.

Motion by Kerby, supported by Olsen to nominate Palenick as Vice Chairman. The motion was unanimously approved.

Motion by Kerby, supported by Olsen to elect Palenick as Vice Chairman. The motion was unanimously approved.

Site Plan/Special Land Use Applications:

Ms. Largent addressed the Planning Commission about the Site Plan application. She stated that a new application was necessary since the new Zoning Ordinance update changes the information required on the application. Ms. Largent stated that she obtained the information on the new application from Section 11.02(E)(1). Learned noted that there was no address for the proposed use. Ms. Largent stated that the common description of property was the address location. Learned asked that address be added in parentheses. Ms. Largent noted the change. Learned also asked that a received date, check number, and amount be added for office use only. Ms. Largent noted the requested change.

Ms. Largent addressed the Planning Commission about the Special Land Use (SLU) application. She stated that Article 7 of the Zoning Ordinance does not contain requirements for the application. She noted that a special land use is one of the items listed that require a site plan review. She stated under the previous Zoning Ordinance the applicant for a Special Land Use would fill out 2 applications (one for the SLU and one for the site plan). The old SLU application was basically a signature with no other information. Ms. Largent explained she didn’t see a need for the applicant to fill out 2 applications and so the SLU application is identical to the site plan application with just a name change at the top of the form.

Learned asked if the applications could be made available on-line at the Township Website. Sanders stated yes. Learned asked Ms. Largent if she had the capability to create a PDF file that could be filled in on-line. Ms. Largent stated no. Learned stated he does and requested Ms. Largent email the updated applications to him. Kerby added that the applicant fields should also be mandatory fill so the application couldn’t be submitted until all the information was provided.

Motion by Kerby, supported by Learned to approve the applications as amended. The motion was unanimously approved.

Public Comment Rules:

The Chairman addressed the Planning Commission regarding rules for public comment. He stated that the Township Board had adopted these rules and that Ms. Largent had changed the references to the Township Board to the Planning Commission. Learned stated he has concerns about the request to have the public state their address as this is not a requirement under the open meetings law. Sanders stated that the rules adopted by the Township Board were reviewed by the Township Attorney. Ms. Largent also stated that the email she was cc’d in stated that the
Planning Commission could make a motion and that a resolution was not needed. She recommended that the top portion of the draft rules she provided remove this statement.

Motion by Learned, supported by Palenick to approve the rules with the following changes:

1. Address be removed from item 1(a).
2. The resolution statement at the top of the document be removed.

The motion was unanimously approved.

OLD BUSINESS:

Accessory Family Dwelling Unit:

Sanders stated that the Township Board agreed to Ms. Harvey’s submitted contract proposal on January 21st. The proposal indicates Ms. Harvey will complete the task in 3 meetings. The first meeting she will present the draft text amendment for comment by the Planning Commission. The second meeting will be the revised text review by the Planning Commission. The last meeting will be the public hearing for recommendation to the Township Board by the Planning Commission.

Ms. Largent stated that she had talked to Ms. Harvey earlier today. Ms. Harvey was attempting to prepare the first document for the Planning Commission at that time. Ms. Harvey stated she had some other documents that she would like the Planning Commission to have for their review to have a complete packet. Ms. Largent at the request of Ms. Harvey presented the information to the Planning Commission and recommended that this item be tabled. Ms. Harvey is committed to providing the proposed text amendment to be included in the packets for the February Planning Commission meeting.

The Chairman asked the Planning Commission if they saw any issues with this. He stated that he believes that the Planning Commission wanted to move quickly on this matter. The Chairman asked Ms. Largent to keep this item on the agenda for next month.

OTHER BUSINESS:

Learned asked if Ms. Harvey was on retainer for the Township. The Chairman stated no, and this was something the Township is working on.

Sanders stated that she has provided a copy of “Elements of Effective Decisions” to all the Planning Commission members. She received this at one of the training sessions she attended and noted that it provides a guideline for motions.

The Chairman noted that they have received a training pamphlet from MAP. If anyone is interested in attending, he asked that they talk to the Township Clerk. Sanders noted that the March 4 session in Grand Rapids looked interesting and that the Clerk would need information
by February 6th for this session. The Chairman was asked who pays for this training and he stated the Township does.

Next meeting is on Feb 27.

ADDITIONAL COMMENT: None.

ADJOURNMENT:

Motion by Olsen supported by Kerby to adjourn the meeting at 6:54 PM. The motion was unanimously approved.

Respectfully submitted,
Kelly Largent
Zoning Administrator