

**Minutes, Paw Paw Planning Commission
Regular Meeting, January 23, 2008**

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| 1. The Planning Commission meeting of Wednesday, January 23, 2008 convened at 7:00 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Larcinese, Bogen, Rumsey, Greensly and Thomas (late 8:10PM). Excused Roger. Also present: Village Clerk Christopher Tapper, Lisa Winger, Village Planner Consultant and Village Manager Larry Nielsen. | Members Present |
| 3. Motion by Bogen, supported by Larcinese, to approve the agenda. All members present voting yes. The motion is approved. | Approval of Agenda |
| 4. Motion by Rumsey, supported by Bogen, to approve the corrected minutes of regular meeting, November 28, 2007. All members present voting yes. The motion is approved. | Approved Minutes |
| 5. Winger presented her finds with a memo, Proposed Ordinance Language Re. Storm Water Regulations. Winger recommend amending Article 14 – Development Regulations, 14.2 Site Plan Review and Approval, Section C Site Plan Requirement. Winger also recommended amending, section D Standards. | Ongoing Business
Stormwater
Detention |
| 6. Nielsen commented he was concerned about the language regarding a grading plan. | |
| 7. Bogen commented he would like changes regarding language with the definition of the standards. | |
| 8. Motion by Larcinese, supported by Bogen, to allow the Proposed Ordinance Language; “Storm Water Regulations” to be included in the Public Hearing process scheduled for February 11, 2008 at Village Hall, for the Review of the Codified Ordinance. All members present voting yes. The motion is approved. | Proposed Zoning
Ordinance Changes |
| 9. Nielsen presented comparison of fees in nearby communities and the State of Michigan as provided by Associated Government Services. Nielsen added AGS has not raised fees to the Village since the 1990’s. | Permit Fees |
| 10. The Commission thanked Nielsen for providing information. The current and proposed fees would need to be reviewed by the Village Council before changes are made. | |
| 11. The Commission was asked to review and score each of the following Master Plan proposal submission; LSL Planning, Inc., Fleis & VandenBrink, WadeTrim, Abonmarche and McKenna Associates, Inc. | New Business
Master Plan Review |
| 12. Commission member’s comments regarding Abonmarche proposal included; most expensive of the five and questions about administrative fees. | |
| 13. Commission member’s comments regarding Fleis & VandenBrink’s proposal included; hard to read and or interpret, old fashion and or traditional, heavy | Abonmarche |

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engineering, not heavy in ideas, good historical information and good information for preparing grants.

Fleis & VandenBrink

14. Commission member's comments regarding LSL Planning, Inc. proposal included; good graphics and design, low staff, same staff from start to finish, least expensive, good examples of citizen involvement and good list of references.

LSL Planning, Inc

15. Commission member's comments regarding WadeTrim's proposal included; onsite availability, build it and the will come, good examples of citizen involvement, public participation appeal and questions about additional cost.

WadeTrim

16. Commission member's comments regarding McKenna's proposal, not all Commission members were able to review McKenna. Comments included; different from the rest, heavy on planning and zoning, satisfaction guaranteed, no boiler plate, turn point technology and good examples of citizen involvement,

McKenna

17. Larson questioned number eleven from November 28, 2007 meeting minutes. Larson wanted to know if staff had an inspection schedule. Nielsen responded he was working on setting up a date and time.

**Commission
Comments Larson**

18. Larson questioned number five from the November 28, 2007 meeting minutes. Larson wanted an update from staff on Attorney Page's report on Portable Home Storage Units. Nielson responded he did not have an update.

19. Bogen commented on an accessory building in the 700 block of Michigan Ave. Bogen presented the history of the accessory building stating it was built at different times and different sections. Nielsen responded he and Tapper would research history on building to see if anything could be changed.

Bogen

20. Motion by Larcinese, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:32 p.m.

Respectfully submitted: Christopher Tapper

Adjournment

**Minutes, Paw Paw Planning Commission
Regular Meeting, February 27, 2008**

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| 1. The Planning Commission meeting of Wednesday, February 27, 2008 convened at 7:01 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Bogen, Rumsey, Greensly and Thomas. Excused Roger and Larcinese. Also present: Village Clerk Christopher Tapper, Lisa Wininger, Village Planner Consultant and Village Manager Larry Nielsen. | Members Present |
| 3. Motion by Thomas, supported by Bogen, to approve the agenda. All members present voting yes. The motion is approved. | Approval of Agenda |
| 4. Motion by Thomas, supported by Greensly, to approve the minutes of regular meeting, January 23, 2008. All members present voting yes. The motion is approved. | Approved Minutes |
| 5. Greg Dobson, AVB Construction and Todd Hurley, Hurley and Stewart Associates presented the proposed Walgreens Chicken Coop Preliminary Site Plan. Dobson explained he and Hurley Associates have developed several Walgreen's over the past years. Some examples are the corner of Milham and Westnedge in Kalamazoo. | New Business
Walgreen's Chicken
Coop Preliminary
Site Plan Review |
| 6. Dobson explained the importance of the two projects working together. Dobson commented he and Hurley would submit two site plans at the request of the Commission, but one site project led to another. | |
| 7. Dobson addressed the memo from Nielsen to the Planning Commission and provided answers to the concerns Nielsen had regarding the preliminary site plans. | Nielsen Memo
2/22/08 |
| 8. Dobson addressed the memo from WK Planning to the Planning Commission and provided answers to the concerns Wininger had regarding the preliminary site plans. | WK Planning Memo
2/24/08 |
| 9. The following are items Dobson and Hurley will resubmit to the Planning Commission: Separation of Sites for Village management ease, parking, loading and waste storage areas, utility Easements, S. Kalamazoo Street ingress and egress, luminary plan, landscape plan, Special Use Permit application submitted by Chicken Coop to operate a drive through restaurant on the SE corner of S. Gremps and Fadel Streets. | Commission requests
and concerns |
| 10. The consensus of the Commission; corrections 3/26/08 Hurley and Stewart Associates to will submit a Special Use Permit application for the by Chicken Coop to operate a drive through restaurant and advertise for the Public Hearing. The consensus of the Commission was also to hold a special meeting March 14, 2008 at 5:00 p.m at Paw Paw Township Hall for a Public Hearing and to review resubmitted site plans. | Public Hearing |
| 11. Larson addressed the Commission regarding the workshop session on the | Commission |

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Master Plan interviews. Larson stated the consensus of the Village Council and Planning Commission was to allow Nielsen to draft a proposal for LSL Planning.

Comments Larson

12. Larson asked Nielsen for an update regarding the 700 block of East Michigan referring to Bogen's question at the meeting January 23, 2008. Nielsen responded he contacted Bruce Dean, Associated Government Services to check history of permits pulled for the location in question.

13. Larson asked Nielsen for updated regarding Assisted Family Living residents in the Village. Nielsen responded the Village was waiting for an opportunity to inspect the location.

14. Motion by Thomas, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:10 p.m.

Adjournment

Respectfully submitted: Christopher Tapper

**Minutes, Paw Paw Planning Commission
Special Meeting, March 14, 2008**

1. The Planning Commission meeting of Friday, March 14, 2008 convened at 5:04 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. **Meeting Convened**
2. Present: Larson, Bogen, Rumsey, Greensly and Thomas. Excused Roger and Larcinese. Also present: Village Manager Larry Nielsen. **Members Present**
3. Motion by Thomas, supported by Greensly, to approve the agenda. All members present voting yes. The motion is approved. **Approval of Agenda**
4. Larson opened the floor for discussion on the consideration of the Special Use Permit application submitted by Chicken Coop to operate a drive through restaurant on the SE corner of S. Gremps and Fadel Streets. The request was filed and paid, notices were sent and the meeting was advertised. The request by Chicken Coop is required because they intend to move their restaurant from its current location to the new location on the corner of Gremps and Fadel. **Chicken Coop Special Use Permit Application**
5. Todd Hurley, project civil engineer, presented the Special Use Permit Application on behalf of Chicken Coop. Hurley noted the building will be set back at least 60 feet from property lines to comply with the Village of Paw Paw Zoning Ordinance. **Todd Hurley Hurley & Stewart Associates**
6. Let the record show there was no public comment.
7. Motion by Thomas, supported by Rumsey, to approve the Special Use Permit of Chicken Coop to operate a restaurant with a drive through window at the SE corner of South Gremps and Fadel Street. All members present voting yes. The motion is approved **Approve Special Use Permit Application**
8. Greg Dobson, AVB Construction and Todd Hurley, Hurly & Stewart Associates, presented revised site plans for the proposed Walgreen's site plan which would house a 13,650 square foot store. **Walgreen's Site Plan Review**
9. Larson asked Dobson and Hurley to go through the list of concerns and directions the Planning Commission arrived at during the last meeting on February 27, 2008. In no particular order they were:
 - A) Separation of Sites for Village management ease. Dobson and Hurley indicated that the combination site has been separated with individual plans for each finished site presented to the Village. Nielsen confirmed this had been done.
 - B) Parking. Dobson/Hurley indicated they revisited parking and eliminated three sites. As per Village zoning requirements they sought 7 more than the zoning code allows and requested Planning Commission approval for the extra seven spaces. They noted the resulting number of spaces was less than Walgreens preferred but that Walgreens has given their approval for such. Rumsey noted the request was not excessive.

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C) Loading and waste storage areas. The loading and waste storage areas have been revisited to allow for more room for loading and unloading of goods which make it safer for customers to drive around the South side of the building.

D) Utility Easements. Easement locations have been marked on the drawing and easements will be executed with the Village at a later date. Currently, while Village utilities cross the property, they do so without easements being in place.

E) S. Kalamazoo Street Ingress and Egress. Dobson and Hurley noted that changes to the drive were made following discussions with the Michigan Department of Transportation. These included aligning the drive more in line with the Pizza Hut drive on the east side of S. Kalamazoo Street, narrowing the drive 36 feet from the first proposed of 48 feet. The Traffic and Safety Engineer for the MDOT will be sending a letter indicating their approval.

F) Luminary plan. Additional details were provided which indicate lighting falls at property edge. Rumsey noted the plan meets Village zoning requirements.

G) Landscape Plan. The landscape plan was amended to meet Village requirements regarding the 30% required in the front of building and the number of trees (conifer and deciduous). Nielsen was to confirm the later. With regards to the landscape plan, additional landscaping was shown that is part of the east corners of their property and their neighbor's property. Dobson and Hurley indicated that they have reached agreement with both neighboring properties for such landscaping.

10. Motion by Rumsey, supported by Bogen, to approve the site plan as submitted pending receipt of the letter from the Michigan Department of Transportation regarding the drive on South Kalamazoo and pending confirmation the landscape plan meets Village of Paw Paw Zoning requirements. All members present voting yes. The motion is approved.

11. Dobson and Hurley presented revised site plans for a 1,722 square foot Chicken Coop restaurant, with drive through window and seating 48 people, on the SE corner of S. Gremps and Fadel Streets. Both went through the list of requests from the Planning Commissions February 27, 2008 meeting. Included the following:

A) Parking. The Chicken Coop owners request the same number of parking spaces as they currently have, 28. The Village zoning code indicates they may have 22 spaces. The same code also allows owners to make a request to exceed the parking requirements. During the discussion, it was noted sometimes restaurant parking spaces are established by the number of seating rather than square footage of the building. Regardless, the Village uses square footage of the total building rather than number of seats.

B) Luminary Plan. Additional information was provided. Rumsey noted the luminary plan meets Village zoning requirements as lighting falls at property lines as required.

**Recommendation to
Village Council
approval of
Walgreens Site Plan**

**Chicken Coop Site
Plan Review**

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C) Sidewalk. A sidewalk was included in the site plan for the west side of the property noting a bump out to go around a large oak tree.

D) Landscape plan. With the building set back changes, additional green space was allowed in the plan. The Village zoning requirements require more trees than presented in the drawing. Dobson and Hurley indicated such is possible.

E) Drainage basin on south side. Dobson and Hurley presented a draft of the drainage easement. They noted that they are on version number 4. They understand one will need to be in place prior to occupancy. Rumsey questioned what happens to overflow drainage. Hurley explained the overflow structure and noted the size which restricts the amount of flow as the new wording would allow.

12. Motion by Rumsey, supported by Thomas to approve the request for extra parking spaces as requested. Four members present voting yes and one opposite. The motion is approved.

13. Motion by Thomas, supported by Bogen, to approve the site plan as submitted pending filing an easement for the drainage storage basin and pending confirmation that the landscape plan meets Village of Paw Paw Zoning requirements. All members present voting yes. The motion is approved.

14. Larson indicated the recommendations would be forwarded to the Village Council. Nielsen commented the approvals would be on the agenda for the meeting on March 24, 2008.

15. Dobson and Hurley thanked the Planning Commission for their considerations. Dobson noted they would like to break ground May 1, 2008.

16. Motion by Rumsey, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 6:04 p.m.

Respectfully submitted: Larry Nielsen

**Parking approval
Chicken Coop site**

**Recommendation to
Village Council
approval of Chicken
Coop Site Plan**

Adjournment

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The meeting was called to order at 5:04 p.m. by Chairman, Kathy Larson. Present were Larson, Charles Rumsey, Mary Lou Greensly, David Bogen and Mike Thomas.

Also present were Larry Nielsen, Village Manager; Todd Hurley and Greg Dobson representing Walgreen's and Chicken Coop. Jane and Tom ___?___ Chicken Coop owners and Allan Waller.

The agenda was approved on a motion by Thomas with support of Greensly. Motion carried unanimously.

Chicken Coop Special Use Permit Application

The first item on the agenda was consideration of the Special Use Permit application submitted by Chicken Coop to operate a drive through restaurant on the SE corner of S. Gremps and Fadel Streets. The request was filed, notices were sent and the meeting was advertised. Chicken Coop's request is made because they intend to move their restaurant from its current location to the new location.

Todd Hurley, project civil engineer, spoke on behalf of Chicken Coop. Hurley noted the building has been set back at least 60 feet from property lines to comply with zoning code requirements.

Following Commission member discussion, Thomas made a motion, supported by Rumsey, to recommend the Village Council approve the Special Use Permit for Chicken Coop to operate a restaurant with a drive through window at the SE corner of S. Gremps and Fadel Streets.

Motion carried unanimously.

Walgreen's Site Plan

Greg Dobson and Todd Hurley presented revised site plans for the Walgreen's site plan which would house a 13,650 square foot store. Larson asked Dobson and Hurley to go through the list of concerns and directions the Planning Commission arrived at during the last meeting on February 27, 2008. In no particular order they were:

1. Separation of Sites for Village management ease. Dobson and Hurley indicated that the combination site has been separated with individual plans for each finished site presented to the Village. Nielsen confirmed this had been done.
2. Parking. Dobson/Hurley indicated they revisited parking and eliminated three sites. As per Village zoning requirements they sought 7 more than the zoning code allows and requested Planning Commission approval for the extra seven spaces. They noted the resulting number of spaces was less than Walgreen's

- preferred but that Walgreen's has given their approval for such. Rumsey noted the request was not excessive.
3. Loading and waste storage areas. The loading and waste storage areas have been revisited to allow for more room for loading and unloading of goods which make it safer for customers to drive around the South side of the building.
 4. Utility Easements. Easement locations have been marked on the drawing and easements will be executed with the Village at a later date. Currently, while Village utilities cross the property, they do so without easements being in place.
 5. S. Kalamazoo Street Ingress and Egress. Dobson and Hurley noted that changes to the drive were made following discussions with the Michigan Department of Transportation. These included aligning the drive more in line with the Pizza Hut drive on the east side of S. Kalamazoo Street. And narrowing the drive 36 feet from the first proposed of 48 feet. The Traffic and Safety Engineer for the MDOT will be sending a letter indicating their approval.
 6. Luminary plan. Additional details were provided which indicate lighting falls at property edge. Rumsey noted the plan meets Village zoning requirements.
 7. Landscape Plan. The landscape plan was amended to meet Village requirements regarding the 30% required in the front of building and the number of trees (conifer and deciduous). Nielsen was to confirm the later. With regards to the landscape plan, additional landscaping was shown that is part of the east corners of their property and their neighbors property. Dobson and Hurley indicated that they have reached agreement with both neighboring properties for such landscaping.

Following discussion, Thomas made a motion, with support from Bogen, to approve the extra spaces as requested. Motion carried unanimously.

Following discussion, Rumsey moved, with support from Bogen, to recommend the Village Council approve the site plan as submitted pending receipt of the letter from the Michigan Department of Transportation regarding the drive on S. Kalamazoo and pending confirmation that the landscape plan meets Village zoning requirements. Motion carried unanimously.

Chicken Coop Site Plan

Dobson and Hurley presented revised site plans for a 1,722 square foot Chicken Coop restaurant, with drive through window and seating 48 people, on the SE corner of S. Gremps and Fadel Streets. Both went through the list of requests from the Planning Commissions February 27, 2008 meeting. These, in no particular order, included the following:

1. Parking. The Chicken Coop owners request the same number of parking spaces as they currently have, 28. The Village zoning code indicates they may have 22 spaces. The same code also allows owners to make a request to exceed the parking requirements. During the discussion, it was noted sometimes restaurant parking spaces are established by the number of seating rather than square footage

- of the building. Regardless, the Village uses square footage of the total building rather than number of seats.
2. Luminary Plan. Additional information was provided. Rumsey noted the luminary plan meets Village zoning requirements as lighting falls at property lines as required.
 3. Sidewalk. A sidewalk was included in the site plan for the west side of the property noting a bump out to go around a large oak tree.
 4. Landscape plan. With the building set back changes, additional green space was allowed in the plan. The Village zoning requirements require more trees than presented in the drawing. Dobson and Hurley indicated such is possible. Jane and Tom ___?___ agreed.
 5. Drainage basin on south side. Dobson and Hurley presented a draft of the drainage easement. They noted that they are on version number 4. They understand one will need to be in place prior to occupancy. Rumsey questioned what happens to overflow drainage. Hurley explained sheet 5 shows the overflow structure and noted the size which restricts the amount of flow as the new wording would allow.

Following discussion, Rumsey made a motion, with support from Thomas, to approve the extra spaces as requested. Motion carried with one objection, 4-1.

Following discussion, Thomas moved, with support from Bogen, to recommend the Village Council approve the site plan as submitted pending filing an easement for the drainage storage basin and pending confirmation that the landscape plan meets Village zoning requirements. Motion carried unanimously.

Larson indicated the recommendations would go to the next Village Council meeting on March 24, 2008.

Dobson and Hurley thanked the Planning Commission for their considerations. Dobson noted they would like to break ground May 1, 2008.

There being no further business, Rumsey moved, with support from Bogen, to adjourn the meeting at 6:04 p.m.

Respectfully submitted: Larry Nielsen

**Minutes, Paw Paw Planning Commission
Regular Meeting, March 26, 2008**

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| 1. The Planning Commission meeting of Wednesday, March 26, 2008 convened at 7:01 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Bogen, Rumsey, Greensly and Larcinese (late 7:40). Excused Roger. Also present: Village Clerk, Christopher Tapper and Village Manager, Larry Nielsen (late 7:40). | Members Present |
| 3. Motion by Rumsey, supported by Bogen, to approve the agenda. All members present voting yes. The motion is approved. | Approval of Agenda |
| 4. Motion by Rumsey, supported by Greensly, to approve the corrected minutes of the regular meeting of February 27, 2008. All members present voting yes. The motion is approved. | Approval Minutes |
| 5. Motion by Rumsey, supported by Bogen, to approve the corrected minutes of the special meeting March 14, 2008. All members present voting yes. The motion is approved. | |
| 6. Tapper informed the Commission Nielsen and Larcinese would be arriving late due to a Finance and Administration Committee meeting. Tapper asked the Commission for history and discussion on resurfacing of parking lots. Tapper explained Nielsen was looking for direction from Commission on what decisions can be made at the administrative level and or the Planning Commission level. | Ongoing Business
Parking Lots |
| 7. Commission responded any improvements under \$40,000.00 could be done at the administrative level. Regarding storm water regulation the Commission responded John Small, Director of the Department of Public Services and Nielsen could use administrative means. | |
| 8. Larson asked Nielsen for update regarding 700 block of West Michigan. Nielsen responded he was waiting on AGS for history report on permits. | Commission
Comments Larson |
| 9. Larson asked Nielsen to try and give the Commission more time to review new site plans. Larson commented 14 business day has been past practice. | |
| 10. Motion by Rumsey, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:45 p.m. | Adjournment |

Respectfully submitted: Christopher Tapper

**Minutes, Paw Paw Planning Commission
Regular Meeting, May 28, 2008**

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| 1. The Planning Commission meeting of Wednesday, May 28, 2008 convened at 7:00 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Bogen, Rumsey, Greensly, Larcinese, Thomas and Roger. Also present: Village Manager, Larry Nielsen. | Members Present |
| 3. Motion by Thomas, supported by Roger, to approve the agenda. All members present voting yes. The motion is approved. | Approval of Agenda |
| 4. Motion by Rumsey, supported by Roger, to approve the minutes of the regular meeting of May 28, 2008. All members present voting yes. The motion is approved. | Approval Minutes |
| 5. Larson questioned Nielsen regarding code enforcement. Nielsen advised the Commission staff was moving forward with new and consented ways for enhanced code enforcement. | Larson |
| 6. John Tapper President, John Tapper Automotive, was in attendance to explain the changes to the approved site plan for the new automotive dealership. Tapper explained the changes included the elimination of a detention/retention basin and replacing with two catch basins. Also changes included a car wash structure and an additional freestanding sign. Nielsen stated he had reviewed the amended site plan noting all appeared to be in compliance with the Village of Paw Paw zoning requirements except for the second freestanding sign. | New Business
John Tapper
Automotive Site Plan
Amendment |
| 7. Nielsen discussed the request was brought to the Commission as part of the site plan approval because the Village of Paw Paw does not have a function Zoning Board of Appeals. The ZBA would normally hear variance request. Nielsen stated without a functioning ZBA the options were considered that would allow Tapper a timely review of his request. Nielsen concluded legal advice was considered and the recommendation was to consider the request with the amendments to the site plan. | Nielsen |
| 8. Greensly responded with an objection to the second freestanding sign. The consensus of the commission was to approve the request and because of the size of the parcel, the distance from the road to the main structure and the nature of the business the total signage would be 200 square feet less. The signs were unique enough to this request as not to create a precedent which would restrict the application of the regulations throughout the B-2 zoning classification. | Commission
Comments |
| 9. Motion by Rumsey, supported by Thomas to recommend the Village Council approve the amended site plan as requested with the excepting condition that without a functioning ZBA, the Village Council determine the approval of the second freestanding site. All members present voting yes, Greensly no. The motion is approved. | JHT Automotive Site
Plan Amendment
Approval |
| 10. Nielsen presented the commission with information regarding tonight's interviews. Nielsen commented he sought the first round of interview with those | Planning Consultant |

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who provide such services to neighboring communities.

11. Milliken, McKenna and Associates was the first interview. The commission and Nielsen discussed what the Village of Paw Paw is looking for in a Planning Consultant. Milliken commented on his years of service for McKenna and Associates and explained how he would be a good fit for the Village of Paw Paw.
12. Avantini and VanSteenhys, LSL Planning was the second interview. The commission and Nielsen discussed what the Village of Paw Paw is looking for in a Planning Consultant. Avantini and VanSteenhys comment on years of service for LSL Panning and explained how they would be a good fit for the Village of Paw Paw.
13. Larson thanked Milliken, Avantini and VanSteenhys for take time to interview for the vacancy as Village Planner. Larson comment Nielsen would follow up with all parties regarding an outcome.
14. Rumsey voiced displeasure at being in the position of needing another Village Planning Consultant. Rumsey indicated he thought the last two consultants had done a great job for the Village of Paw Paw and was disappointed the commission was back at square one.
15. Larson asked commission for a consensus of criteria for a planning consultant. Commission comments included; consultant would be able to review assigned tasks from Commission, Council and Village Manager, review and comment on site plans, advice on “leading edge” regulation, be able to easily communicate with audience, work on a flat fee rate and be independent.
16. The commission asked Nielsen to try and have more applicants for the June 2008 meeting.
17. Nielsen reported to the Commission, Strength Beyond had a contractor contact Department of Public Service Director, John Small regarding project. Small detailed changes needed to move forward with project.
18. Nielsen reported to the Commission, there is a POD located near Gracie’s Place that may no longer meet requirements.
19. Commented on sidewalks being overgrown, particularity along Kalamazoo Street. Property owners may be responsible, commission members asked about jail crew availability and possible helping work on overgrown areas. Nielsen responded he would inquire at the county level.
20. Motion by Rumsey, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 10:03 p.m.

**Interviews Greg
Milliken, McKenna
& Associates.
Carmine Avantini
and Steve
VanSteenhys, LSL
Planning**

**Commission
Comments Larson**

Rumsey

**Ongoing Business
Strength Beyond
Parking Lot**

Gracie Place

Sidewalks

Adjournment

Respectfully submitted:
Larry Nielsen, Village Manager

**Minutes, Paw Paw Planning Commission
Regular Meeting, May 28, 2008**

**Minutes from the Planning Commission Meeting
May 28, 2008**

The meeting was called to order at 7:00 p.m. by Chairman, Kathy Larson.

Present were Larson, Charles Rumsey, Mary Lou Greensly, Eleanor Roger, Eric Larcinese, David Bogen and Mike Thomas.

Also present were Larry Nielsen, Village Manager, John H. Tapper, Steve Van Steenhys, Carmine Avantini and Greg Milliken.

1. The agenda was approved on a motion by Thomas with support of Roger. Motion carried unanimously.
2. Larson asked Nielsen to update the Commission on the move for better code enforcement. Nielsen advised the Commission on such.
3. JHT Automotive Site Plan Amendment. Changes in the site plan included the elimination of a detention/retention basin, addition of two catch basins, the addition of a car washing structure and the addition of one freestanding sign. Mr. Tapper was present to discuss such with the Council. Nielsen reviewed the amended site plan noting all appeared in line with Village zoning requirements except for the second freestanding sign.

The sign request was brought to the Planning Commission as part of the Site Plan approval process because the Village currently does not have a functioning Zoning Board of Appeals (ZBA) which would normally hear variance requests. Without a functioning ZBA options were considered that would allow Tapper a timely review of his request. Nielsen indicated legal advice was to consider it with the site plan or pass it to the Village Council.

Planning Commission members were in agreement with the site plan amendment except for the additional sign where the general feeling was the Village Council, as authorized by the Planning Act of 2006, should be the preferred party to consider the request.

Commissioner Greensly stated her objection and others members stated their general approval of the request for a second freestanding sign. Individual members that would approve the request, if they had authority, thought such should be granted because the size of the parcel, the distance from the road of the main structure, the nature of the business (new and used car sales), the total signage would still be 200 square feet or less, and the smaller nature of the signs were unique enough to this request so as to not create a precedent which would restrict the application of the regulations throughout the B-2 zoning classification.

Following discussion, Rumsey moved and Thomas supported a motion to recommend the Village Council approve the amended site plan as requested with the excepting condition

that without a functioning ZBA, the Village Council determine the approval or non-approval of the second freestanding sign. Motion carried with one objection (Greensly) 6-1.

Planning Consultant Interviews. Nielsen explained he sought the first round of interviews with those that provide such services to neighboring communities.

First to be interviewed was Greg Milliken of McKenna and Associates of Kalamazoo. Second to be interviewed were Carmine Avantini and Steve Van Steenhys of LSL Planning. Each party was interviewed for approximately 20 minutes.

Following the interviews, Commissioners discussed the merits of the candidates. However, Rumsey discussed his displeasure at being in the position to need another planning consultant indicating he had liked the last two and didn't see a need for a change.

Larson asked the Commission what they might like to see in or have a planning consultant provide the Commission. Commissioners responding that they would want the consultant to be able to review assigned tasks, review and comment on site plans, advise on 'leading edge' regulations, be able to easily communicate with the audience, work on a flat fee and be independent. More thought may be given this at the next meeting.

Following further discussion, it was agreed that Nielsen should keep looking and bring others before the Commission as well. Nielsen was to try and have others for interview at the June meeting of the Commission.

In other matters...

- The Strength Beyond parking lot contractor had provided information to DPS Director Small detailing changes for their parking lot.
- There is a POD located near Gracie's Place that may no longer meet requirements.
- Sidewalks are overgrown, particularly along Kalamazoo Street. While property owners may be responsible, it was wondered if the jail crews may be able to trim these back. Nielsen will inquire about such.

There being no further business, Thomas moved, with support from Bogen, to adjourn the meeting at 10:03 p.m.

Respectfully submitted: Larry Nielsen

**Minutes, Paw Paw Planning Commission
Regular Meeting, July 23, 2008**

1. The Planning Commission meeting of Wednesday, July 23, 2008 convened at 7:00 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. **Meeting Convened**
2. Present: Larson, Bogen, Rumsey, Greensly and Thomas. Excused Roger and Larcinese. Also present: Village Manager, Larry Nielsen and Village Clerk, Christopher Tapper **Members Present**
3. Motion by Thomas, supported by Bogen, to approve the agenda. All members present voting yes. The motion is approved. **Approval of Agenda**
4. Motion by Thomas, supported by Rumsey, to approve the corrective minutes of the regular meeting of May 28, 2008. All members present voting yes. The motion is approved. **Approval Minutes**
5. Rebecca Harvey was in the audience to answer questions regarding the Village of Paw Paw vacancy for Village Planning Consultant. Harvey stated she currently severed correction 8/27/08 working as a planning consultant for Prairieville Township and Richland Township. Harvey commented she has been a planning consultant for 24 years. Harvey provided to the Commission several examples of Zoning Board of Appeals meetings and Planning Commission meetings she has been involved with. **Ongoing Business
Planning Consultant
Interview Rebecca
Harvey**
6. Larson thanked Harvey for attending and commented on the memo Nielsen provided to the Commission regarding the interview. Larson opened the floor for questions. **Larson**
7. Commission question included the following: Have you reviewed the Village of Paw Paw Code of Ordinances? Have you worked with Village, Townships on Master Plans updates? How long would a new zoning code of ordinance take to become filmier with? How do you see your role as the Planning Consultant to the Planning Commission? **Commission
Questions**
8. Harvey thanked the Commission for the opportunity to interview for the vacancy of Planning Consultant and responded to each question the Commission addressed. Harvey also answered and addressed questions from Nielsen. Harvey excused at 7:50 p.m.
9. Commission comments included the following: Larson commented on how detailed the reviews and minutes Harvey keep for the meeting she attended, Rumsey commented on how she was not a big firm consultant but an independent, Thomas commented on how well she answered questions pertaining to the Master Plan. Larson concluded with a question to the Commission if the consensus was to interview more applicants? **Commission
Comments**
10. Motion by Thomas, supported by Rumsey, to recommend to the Village Council the hiring of Rebecca Harvey as Village of Paw Paw Planning Consultant at a rate of \$50.00 per hour. Thomas noting in the recommendation the Commission interviewing three applicants and found Harvey to be the best candidate. All **Recommendation to
Village Council for
Rebecca Harvey**

**Minutes, Paw Paw Planning Commission
Regular Meeting, July 23, 2008**

members present voting yes, motion is approved.

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| 11. Rumsey commented on the new members of the Village of Paw Paw Zoning Board of Appeals and was glad to see the Council find three grand applicants to replace the three past members. | Commission
Comments Rumsey |
| 12. Nielsen commented to the Commission the new Village of Paw Paw Code of Ordinances are completed and the Commission would need to exchange code books. | Village Manager |
| 13. Motion by Thomas, supported by Larson to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:50 p.m. | Adjournment |

Respectfully submitted:
Christopher Tapper, Village Clerk

**Minutes, Paw Paw Planning Commission
Regular Meeting, August 27, 2008**

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|---|---|
| 1. The Planning Commission meeting of Wednesday, August 27, 2008 convened at 7:01 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Bogen, Rumsey, Greensly and Thomas. Excused Larcinese at 7:10pm. Also present: Village Manager, Larry Nielsen and Village Clerk, Christopher Tapper | Members Present |
| 3. Motion by Rumsey, supported by Bogen, to approve the agenda. All members present voting yes. The motion is approved. | Approval of Agenda |
| 4. Motion by Thomas, supported by Bogen, to approve the corrective minutes of the regular meeting of July 23, 2008. All members present voting yes. The motion is approved. | Approval Minutes |
| 5. Nielsen provided the Commission new meeting dates. Nielsen explained the reason for changing meeting dates would allow new Planning Consultant, Rebecca Harvey to attend meetings. | Ongoing Business
Changing Meeting
Date |
| 6. General discussion included; Tuesdays do not work for several Commission members. The consensus of the Commission was to change the meeting date for the Village of Paw Paw Planning Commission from the four Wednesday of the month to the first Thursday of the month, pending ok from Paw Paw Township. | |
| 7. Nielsen asked the Commission for historical data regarding built structures on Village of Paw Paw property. Nielsen stated there was a request to build a pavilion on Tyler Field near the new Kids Paradise Playground. Nielsen commented he could not find historical information regarding site plan approval for the Village of Paw Paw Restrooms located on East Michigan and other structures. Nielsen concluded stating he was looking for information to take back to Council. | Village Manger
Comments |
| 8. General comments included; under \$40,000.00 projects would be an administration ok, Village projects still fall under Associated Government Services permit process. The consensus of the Commission was to allow Harvey research and work with Nielsen on a solution. | Commission
Comments |
| 9. General comments; Is the Village of Paw Paw looking at building a skate board park now the Kids Paradise project is completed? How was the fence topic at Tyler Field being resolved? | |
| 10. Nielsen remarked, at the last Village Council meeting the idea of amending the Village of Paw Paw Sign Ordinance was discussed. Nielsen explained several Council members are concerned about the new alimented signs and the possible distraction they cause drivers. | Village Manger
Comments |
| 11. Nielsen discussed the Greater Paw Paw Chamber of Commerce's – Downtown Development Authority researching information regarding possible new signs and sign locations in and around the downtown area. Nielsen commented the | |

**Minutes, Paw Paw Planning Commission
Regular Meeting, August 27, 2008**

Chamber was also looking into a new sign at the Chamber-DDA office.

12. Motion by Thomas, supported by Bogen to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:04 p.m.

Adjournment

Respectfully submitted:
Christopher Tapper, Village Clerk

**Minutes, Paw Paw Planning Commission
Regular Meeting, October 2, 2008**

1. The Planning Commission meeting of Thursday, October 2, 2008 convened at 7:05 p.m. at 114 N. Gremps Street, Paw Paw, Michigan. Chairperson Kathy Larson presiding. **Meeting Convened**
2. Present: Larson, Rumsey, Greensly, Roger and Thomas. Excused Larcinese and Bogen. Also present: Village Planning Consultant, Rebecca Harvey and Village Clerk, Christopher Tapper **Members Present**
3. Motion by Thomas, supported by Rumsey, to approve the agenda. All members present voting yes. The motion is approved. **Approval of Agenda**
4. Motion by Rumsey, supported by Greensly, to approve the ~~corrective~~ correction 11-6-08 corrected minutes of the regular meeting of August 28, 2008. All members present voting yes. The motion is approved. **Approval Minutes**
5. ~~General discussion regarding memo~~ correction 11-6-08. The commission discussed a letter from the Village Manager regarding Public Buildings built on Village Property. ~~Comments included: the Village Council has final approval with all projects, why would Planning Commission need an opinion?~~ Correction 11-6-08. The discussion centered on the pros & cons of site plan review in and the general benefits of continued communication between groups. **Memo from Village Manager regarding Public Building**
6. ~~Motion by Rumsey, supported by Roger to continue the policy schools and governmental building projects, land use and site plan process with the Village of Paw Paw's practices and producers according to state standers. All members present voting yes. The motion is approved.~~ Correction 11-6-08. Motion by Rumsey, supported by Roger to recommend the Village Council continue the practices of subjecting Village owned properties to site plan review process and consistently applying the approach similar to, schools, Counties and Federal buildings in order to demonstrate a commitment to the Village Zoning Ordinance standards. All members present voting yes. The motion is approved. **Public Building on Village Property**
7. ~~General discussion regarding~~ correction 11-6-08. A general discussion ensued regarding the topic of renewable energy and the use of Wind Energy. ~~Comments included: different types of systems, different requirements for installation, what types of set backs and height restrictions would the Village enforce, what type of noise restrictions and would the Village want to develop a program to help residents construct.~~ Correction 11-6-08. Questions included: what are the different type of systems, how they are installed, what type of setbacks and height restriction are other municipalities enforcing. **Wind Energy**
8. Harvey commented she was working on a project similar to ~~this~~ correction 11-6-08. the topic and would provide more information to Commission members at next meeting.
9. ~~General discussion regarding~~ Correction 11-6-08. The Commission discussed the memo from Village Manager pertaining to Outdoor and Open Burning. ~~The question has been posed by several residents in the Village "what is the definition of open flam".~~ Correction 11-6-08. Several Village residents have **Memo regarding Outdoor Fire-wood**

**Minutes, Paw Paw Planning Commission
Regular Meeting, October 2, 2008**

asked the question, "What is the definition of an open flame?" Provided to Commission members was a list of several pictures of outdoor fire places, pits and pots.

burning

~~10. The consensus of the Commission was the content of the open burning was the key concern and should be address in the Village of Paw Paw Ordinances along with applicability and definitions.~~ Correction 11-6-08. The consensus of the Commission was that the major concern is the open burning fire and that is covered under ordinance.

11. ~~General discussion~~ Correction 11-6-08. A general discussion ensued regarding the Master Plan process. Larson commented on past meetings. Larson questioned if the Village was advertising enough to the residents. Harvey provided information regarding State of Michigan Planning Act and how the new regulations tie into a Master Plan Development. Harvey explained how planning and zoning are one of the keys to a successful Master Plan. Harvey ~~to~~ correction 11-6-08 will follow up with Steve VanSteenhyse, from LSL Planning regarding questions and comments Commission members had.

Master Plan Review

12. Motion by Thomas, supported by Rumsey to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:04 p.m.

Adjournment

Respectfully submitted:
Christopher Tapper, Village Clerk

**Minutes, Paw Paw Planning Commission
Regular Meeting, November 6, 2008**

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| 1. The regular Planning Commission meeting of Thursday, November 6, 2008, convened at 7:04 p.m. at 114 S. Gremps, Paw Paw, Michigan. Chairperson Kathy Larson presiding. | Meeting Convened |
| 2. Present: Larson, Larcinese, Bogen, Thomas, Roger, Greensly and Rumsey. Also present: Village Planning Consultant, Rebecca Harvey and Village Clerk, Christopher Tapper. | Members Present |
| 3. Motion by Thomas, supported by Roger, to approve the agenda. All members present voting yes. The motion carried. | Approval of Agenda |
| 4. Motion by Rumsey, supported by Greensly, to approve the corrected October 2, 2008 minutes of the regular meeting. All members present voting yes. The motion is carried. After a long discussion Larson asked Tapper to prepare drafted minutes and send to Chairperson for review and editing before distribution to Commission members. Tapper noted there may be timing concerns with this process but will try to comply. | Approval of Minutes |
| 5. Harvey provided to the Commission members a report outlining recommended guidelines for municipalities in the regulations of wind energy systems. Harvey added that sample ordinance from Texas Township and the City of Portage were also provided for reference. Harvey continued explaining larger or 'utility grid' wind turbines have more regulations because of size and overall system impact. | Ongoing Business
Wind Turbines
Report |
| 6. Harvey reported that wind turbines are treated differently in different communities based upon the municipalities' ordinances. Harvey noted Public Act 295 was authorizing the establishment of "Wind Energy Resource Zones" to be identified by the Public Service Commission. Harvey commented the Planning Commission could choose from several different options when addressing regulation of wind turbines. The Commission could; side step board review and allow administrative review, have applicants go through the special use process, hold public hearings and/or classify the turbines as communication towers in the zoning ordinance. | |
| 7. Larson thanked Harvey for the data and noted the Commission has some home work and will need to do more research. | |
| 8. Addressed to the Planning Commission from Village Manager, Larry Nielsen was a Master Plan comment opportunity worksheet. The worksheet asked several questions for individual and group feed back on the Village of Paw Paw. Some examples of questions included; three main strengths about Paw Paw, three main weaknesses about Paw Paw, and if you had a magic wand and could wave it to do only one thing for Paw Paw what would you wave it to. Harvey added she had bought correction 12-4-08 brought a meeting in a box from Nielsen to be completed by the Commission. | Master Plan
Activities |
| 9. The Commission member reviewed his/her comments regarding the worksheet | |

**Minutes, Paw Paw Planning Commission
Regular Meeting, November 6, 2008**

and began working with the meeting in a box concept. Some of the Commission comments referencing one word to describe the **correction 12-4-08** future Village of Paw Paw included; **correction 12-4-08**: charming, active, peaceful, full, owner occupied, youthful and well planned. Other activities included identifying zoning concerns or areas in the Village that could be identify and rezoned to accommodate more growth and development in the community.

10. Other items to be addressed with the Master Plan are the transportation concerns and issues such as truck routes, senior transportation and more walk and bike paths.
11. Harvey addressed the priority ranking sheet that was provided by Nielsen with the Master Plan comment worksheet. For this exercise Commission members were to rank time, people, money and expertise for key concerns listed on the worksheet provided. Some of the examples included; Re-route trucks away ~~from~~ **correction 12-4-08** from downtown, improve schools, increase downtown parking, promoting a positive impression of the community and more stringent blight, code enforcement. Harvey thanked all Commission members for the feed back and advised she would turn in the Meeting in a Box work to Nielsen at Village Hall.
12. Larcinese asked the Commission members for feed back regarding the proposed four lane to three lane change on North Kalamazoo, M-40. Larcinese stated comments and feed back need to be sent to Michigan Department of Transportation before the end of December. Larcinese commented the lane change would start from 51st Avenue (Power Plant Road) and continue to the Oak Street intersection.
13. Motion by Larcinese, supported by Thomas, to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:50 p.m.

**Commission
Comments Larcinese**

Adjournment

Respectfully submitted:
Christopher Tapper, Village Clerk

**Minutes, Paw Paw Planning Commission
Regular Meeting, December 4, 2008**

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| 1. | The regular Planning Commission meeting of Thursday, December 4, 2008 convened at 7:00 p.m. at 114 S. Gremps, Paw Paw, Michigan. Chairperson Larson presiding. | Meeting Convened |
| 2. | Present: Larson, Bogen, Roger, Rumsey, and Thomas. Also present: Village Planning Consultant, Rebecca Harvey. | Members Present |
| 3. | Motion by Rumsey, supported by Bogen, to approve the agenda. All members present voting yes. The motion carried. | Approval of Agenda |
| 4. | Motion by Thomas, supported by Roger, to approve additional corrections to the minutes of the regular Planning Commission meeting of October 2, 2008. All members present voting yes. The motion carried. | Approval of Minutes |
| 5. | Motion by Rumsey, supported by Roger, to approve the corrected minutes of the regular Planning Commission meeting of November 6, 2008. All members present voting yes. The motion carried. | Approval of Minutes |
| 6. | Larson noted no public hearing items were before the Commission at this time. | Public Hearings |
| 7. | No public comment regarding non-agenda items was offered. | Public Comment |
| 8. | Larson noted no new business was scheduled for consideration at this time. | New Business |
| 9. | Commission discussion continued from the November meeting regarding zoning consideration of wind energy systems. Recently adopted wind energy system ordinance regulations by Texas Township and the City of Portage were reviewed. Similarities and differences between the two (2) ordinances and their application to the land use patterns and circumstances of the Village of Paw Paw were noted. | Ongoing Business:
Wind Energy
Systems |
| 10. | Lengthy discussion ensued regarding the need to address wind energy systems at this time. It was noted that providing ordinance standards for same would establish a well-planned approach within the Village, which may serve as a draw to development. Further, the establishment of basic standards at this time would offer some control, which could then be amended as the industry progressed. The Commission recognized, however, a lack of general knowledge regarding the impacts of wind energy systems and concluded that, given the apparent time available to address the issue, the matter would be studied over the next year. Specifically, it was decided that the Commission would revisit the topic of wind energy systems in six (6) months, and that during that time the Village Planning | |

Consultant would keep the Commission informed regarding changes in legislation, the adoption of area ordinances, and movements/advancements in the industry.

11. In conjunction with the discussion of the regulation of wind energy systems, the Commission raised questions regarding the zoning enforcement program in the Village. It was noted that a joint meeting between the Village Council and the Planning Commission would facilitate communication between the boards and would be the appropriate forum for a discussion on zoning enforcement and the current role that the Planning Commission plays in identifying ordinance violations.
12. Larson updated the Commission on the activity of the Master Plan Steering Committee and the results of the November 25, 2008 Steering Committee Meeting. The written report developed by LSL for the meeting, as well as the Issues, Values, Goals, and Strategies noted therein, were specifically referenced. **Ongoing Business:
Master Plan Activity**
13. General discussion ensued regarding the planning process, the role of goals and strategies in the Master Plan, and the concept of an 'action plan' within the Master Plan. It was noted that the next Steering Committee meeting is scheduled for February, 2009. The Commission will review the November 25, 2008 document for continued discussion of the Plan's goals and strategies.
14. Harvey provided the Commission with an update on the activity of the Zoning Board of Appeals during September and November, 2008. **ZBA Report**
15. Rumsey noted the removal of a house on Berrien Street and the use of the residential lot for soil storage. Concern was noted for future use of the residential property for commercial access/storage/parking. **Member Comments**
16. Larson noted that the regular Planning Commission meeting for January, 2009 would be held on January 8, 2009, due to the holiday schedule.
17. There being no further business to come before the Commission, the meeting was adjourned at 8:58 p.m. **Adjournment**