

**PAW PAW TOWNSHIP
PLANNING COMMISSION MINUTES**

Regular Meeting (Rescheduled due to Training) – April 24, 2024

1. CALL TO ORDER AND ROLL CALL

Chairman Kerby called the Paw Paw Township Planning Commission meeting to order at 6:00 pm.

PRESENT: Chairman Kip Kerby, Phil Hover, Chuck Felcyn, Mark Root, Phillip Arbanas

ABSENT: Fran Sanders, Chad Learned

ALSO PRESENT: David Jirousek and Kyle Salay of Horizon Community Planning

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. APPROVAL OF THE AGENDA

A motion was offered by Mr. Root to approve the agenda as presented. The motion was supported by Mr. Felcyn.

- Chairman Kerby called for the vote, and the motion passed unanimously (5-0)
- Aye: Chairman Kerby, Root, Hover, Felcyn, Arbanas,
- Nay: none
- Abstain: none

4. APPROVAL OF MINUTES

A motion was offered by Mr. Arbanas to approve the minutes from the regular meeting held on March 27, 2024, as presented. The motion was supported by Mr. Hover.

- Chairman Kerby called for the vote, and the motion passed unanimously (5-0)
- Aye: Chairman Kerby, Root, Hover, Felcyn, Arbanas
- Nay: none
- Abstain: none

5. PUBLIC COMMENT ON NON-AGENDA ITEMS

- None

6. BUSINESS

a. Master Plan Review

Mr. Jirousek explained that the April 17 memo was provided as an outline to assist in explaining the processes and requirements for the five-year review of the Master Plan and the formal update process. Mr. Jirousek explained generally accepted guidelines for various opportunities to engage the community, meet with small groups of stakeholders, and gather feedback via in-person and electronic formats.

Chairman Kerby offered that he would like to see a significant amount of public comment and participation in person and via surveys to ensure that the public has the opportunity to provide feedback on the Master Plan update. Mr. Hover suggested focus group meetings/informational meetings and surveys to gather feedback.

Mr. Jirousek advised that there is a requirement for an “official public hearing,” which is a one-time meeting required by law, but there are other opportunities after that meeting to gather feedback.

Chairman Kerby offered that he would like to have several public meetings and also communicate with the Village of Paw Paw and perhaps the County to keep all parties up to date on the priorities of the Master Plan updates.

Mr. Jirousek generally reviewed a potential schedule for putting the public feedback together, suggesting several open houses, a survey, small group sessions, and stakeholder sessions leading to Planning Commission meetings to put the feedback all together for review and general approval.

During the next meeting the Planning Commission will review specific items to consider changing in the current master plan. Mr. Jirousek will work on the scope and strategy for public involvement for the next meeting.

7. ADDITIONAL PUBLIC COMMENT

None

8. ADDITIONAL DISCUSSION

- a. Multi-tenant Signs—The Planning Commission generally discussed multi-tenant signs and how to address an update. Mr. Jirousek will provide sign language to update the sign ordinance at the next meeting.
- b. Solar—The Planning Commission discussed that the main items that should be addressed are decommissioning and larger solar facilities. Mr. Jirousek will bring recommendations at future meetings.

- c. Short-Term Rentals- The Planning Commission generally discussed the overall updates, and currently the Board is working on the final ordinance. Mr. Hover expressed concerns that there is not enough public feedback and recommended that the lake associations have an opportunity to provide feedback. Mr. Hover offered that with the STR's in place, they change the flavor of the immediate areas, people that live in the neighborhoods should have the opportunity to give their input. Mr. Jirousek offered that currently, the ordinance is a "Police Power Ordinance," which is not under the purview of the Planning Commission unless assigned by the Township Board. Chairman Kerby would like to keep the STR's requirements simple, put a registry in place, and put limits in place for quantity in certain areas to limit the number of STR's. Mr. Felcyn agreed that the Board should get more feedback and involvement from the Planning Commission as well as the public.
- d. Mr. Felcyn recommended using funds from marijuana license fees to update the existing visual technology, such as seeing land maps, etc., on larger screens in the meeting room. This would help everyone see everything being discussed more effectively.

9. ADJOURNMENT

Mr. Felcyn made a motion to adjourn the meeting at 7:30pm. The motion was supported by Mr. Root.

- Chairman Kerby called for the vote, and the motion passed unanimously (5-0)
- Aye: Chairman Kerby, Root, Hover, Felcyn, Arbanas
- Nay: none
- Abstain: none

Prepared by: Kyle Salay on May 1, 2024

Approved: May 21, 2024