

**VILLAGE OF CAPAC
OFFICIAL MINUTES
REGULAR PLANNING COMMISSION MEETING
HELD AT THE AMERICAN LEGION HALL
115 N. MAIN ST., CAPAC, MI 48014
WEDNESDAY, JANUARY 3, 2024 AT 7:00 P.M.**

PRESENT: Chairperson, Sandra Cox, Vice-Chairperson, Patsy Beischer, Members: Janice Schoenherr, James Vargo, Tony Vigiletti, and Village Clerk, LeAnn Brewer.

ABSENT: Maria Baden and Neil Hargrave

PUBLIC: Ronald Beischer

CALL TO ORDER:

Chairperson, Sandra Cox called the meeting to order at 7:00 P.M.

APPROVAL OF AGENDA:

Vargo moved, Beisher seconded, to approve the Wednesday, January 3, 2024, agenda as presented.

All ayes. Motion carried.

APPROVAL OF NOVEMBER 1, 2023 MINUTES:

Vargo moved, Beischer seconded, tabling the approval of the December 6, 2023, Planning Commission Minutes until responses from the Village Council Representatives are transcribed in the minutes.

All ayes. Motion carried.

PUBLIC COMMENTS:

None

NEW BUSINESS- SIGN ORDINANCE:

Discussion and review of the proposed sign ordinance that would replace the existing sign ordinance found in Zoning Ordinance Chapter 30 Article VIII. Signs.

Newer and amended definitions can be found in Section 30-603 of the proposed sign ordinance. In addition to the definitions of signs in Section 30-603, the proposed sign ordinance's Section 30-605 includes a sign regulation table that is intended to replace the existing Ordinance's definitions and rules.

James Vargo, a member of the Planning Commission, suggested adding reference footnotes to the Sign Regulation Table that would make it easier to refer to each Sign Regulation Table and Section 30-605 as well as to each sub-section that contains provisions in the Ordinance.

Planning Commission members discussed the ordinance's provisions for LED signage, the appropriate maximum brightness, rules for resurfacing signs, and the addition of a clause waiving the need for a variance for proprietary or trademark signs.

The proposed Sign Ordinance will be examined by Planning Commission members, who will then present any changes at the following meeting.

UNFINISHED BUSINESS:

MASTER PLAN REVIEW & UPDATE:

To shape the future of Capac, members of the Planning Commission discussed updating the Village of Capac Master Plan. Some ideas included adding signage, reintroducing landscaping in the downtown south corridor, utilizing a landscape element like trees in the village right of way, expanding the number of pocket parks, and increasing outdoor municipal street lighting—all of which could be made possible by a DTE Energy Grant.

Timelines for finishing such a plan were discussed; two public hearings are necessary.

REVIEW & UPDATE ZONING ORDINANCE CHAPTER 30 SEC. 30-9 MOBILE HOME:

Planning Commission Members discussed creating a table akin to the sign ordinance that will have easier-to-read reference footnotes and prohibit mobile homes with a title or axles in the R1, R2, and R3 areas on platted land and to only permit modular dwellings without axles or titles.

UPDATE SITE PLAN REQUIREMENTS AND FEE SCHEDULES:

No discussion

CONTINUING EDUCATION:

James Vargo, a member of the planning commission, advised members that there are numerous instructional films for land use educators regarding planning and zoning on the Michigan Citizens Planner website.

Details on how to register for the educational programs offered by the Michigan Association of Planning were provided.

VILLAGE COUNCIL REPORT:

None

PLANNING COMMISSION CHAIRMAN REPORT:

None

PLANNING COMMISSION BUSINESS:

None

ADJOURNMENT:

Vargo moved, Beischer seconded, to adjourn the Planning Commission Meeting at 8:15 p.m.

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All ayes. Motion carries

LeAnn Brewer, Village of Capac Clerk