



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426 • Fax (517) 788-4635

ORGANIZATIONAL MEETING MINUTES

Thursday, May 9, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jonathan Williams, At Large; Jim Videto, Agriculture; Tommy Cameron, Education; Amy Torres, Industry and Economics; and Carl Rice Jr., Jackson County Board of Commissioners

Members Absent: Jack Ripstra, Environmental

Liaisons Present: Mike Overton, Jackson County Administrator/Controller, and Grant Bauman, R2PC Principal Planner

Others Present: Steven Duke, R2PC Executive Director, and Ted Hilleary

Item 1. **Call to order.** The meeting was called to order at 6:00 p.m. by Mr. Bauman, liaison and staff to the Commission.

Item 2. **Pledge of Allegiance.** Those in attendance rose for the Pledge of Allegiance.

Item 3. **Welcome and introductions.** Mr. Bauman welcomed the Commissioners and Liaison and thanked them for their service. Each Commissioner and Liaison then introduced themselves.

Item 4. **Appoint a chair.** Mr. Bauman requested that the Commission appoint a chairperson.

A motion was made by Commissioner Rice, and seconded by Commissioner Morris Coe, to appoint Commissioner Torres as Chair. *The motion was approved unanimously.*

Chair Torres presided over the meeting from that point on in the meeting.

Item 5. **Public comment.** No comments were made by the public.

Item 6. **Approval of the agenda.**

A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice, to approve the agenda as presented. *The motion was approved unanimously.*

Item 7. **Consideration of township zoning amendment(s).**

Mr. Bauman informed the Commission that one of its primary duties will be to review, comment upon, and make recommendations regarding proposed township zoning ordinance amendments (i.e., rezonings and text).

- a. **#13-06 — Leoni Township.** Commissioners reviewed the proposed rezoning of a $\frac{3}{4}$ acre parcel of land in Section 5 (T3S,R1E) of Leoni Township — on the west side of Sutton Road, just north of Page Avenue — from R-1 (one-family residential) to B-2 (community business). Mr. Bauman summarized the staff report, citing various factors for and against the proposal, and concluded by advising the Commission to recommend disapproval to the Leoni Township Board for the reasons cited in the report.

Commissioner Morris Coe asked if the Township Planning Commission considered a conditional rezoning of the property. Staff did not have that information. Commissioners Hawley and Videto also thought that a conditional rezoning would be appropriate. Commissioner Beals stated that the Commission needs to consider the Township's wishes and comment upon them. He was also disappointed that the Township's minutes did not contain comments from the public. Commissioner Rice indicated that he spoke with Township officials and there did not appear to be any opposition to the rezoning given that it is unlikely the property will be redeveloped for residential use. Commissioner Williams asked for clarification on the process.

A motion was made by Commissioner Rice, and seconded by Commissioner Williams, to recommend approval of the proposed rezoning with comments, encouraging a conditional rezoning if that option is available to the Township. *The motion was approved unanimously.*

Item 8. **Consideration of master plans.**

Mr. Bauman alerted the Commission that another of its primary duties will be to review, comment upon, and make recommendations regarding proposed master plans (i.e., township, village, city, county) within Jackson County and those local governments which about the County.

- a. **Henrietta Township.** Commissioners were informed that Henrietta had issued a 'notice of intent to prepare master plan updates,' the first step in that process per the requirements of the Michigan Planning Enabling Act.
- b. **Somerset Township.** Mr. Bauman told the Commission that Somerset Township (Hillsdale County) will hold a public hearing on its proposed master plan on May 14, 2013.

Item 9. **Other business**

- a. **Approval of the meeting and submission schedule.** Commissioners were asked to approve the following monthly meeting schedule and submittal deadline (as revised):

<u>JCPC Meeting Date:</u>	<u>Submittal Deadline:</u>
Thursday, June 13, 2013 @ 6:00 pm	Friday, May 31, 2013 @ noon
Thursday, July 11, 2013 @ 6:00 pm	Friday, June 28, 2013 @ noon
Thursday, August 8, 2013 @ 6:00 pm	Friday, July 26, 2013 @ noon
Thursday, September 12, 2013 @ 6:00 pm	Friday, August 30, 2013 @ noon
Thursday, October 10, 2013 @ 6:00 pm	Friday, September 27, 2013 @ noon
Thursday, November 14, 2013 @ 6:00 pm	Friday, November 1, 2013 @ noon
Thursday, December 12, 2013 @ 6:00 pm	Friday, November 29, 2013 @ noon
Thursday, January 9, 2014 @ 6:00 pm	Friday, December, 27, 2013 @ noon

Mr. Bauman indicated that he would send out a memo to the townships within Jackson County alerting them to the meeting dates of the County Planning Commission and the submittal deadline for getting proposed zoning amendments on a specific agenda. Commissioner Morris Coe requested that the memo be revised to: (1) stress the strictly advisory role of the County Planning Commission and (2) to include the submission of proposed master plans for all municipalities. Commissioner Beals requested that the meeting time be included in the memo.

A motion was made by Commissioner Beals, and seconded by Commissioner Videto, to approve the meeting and submittal deadline schedules. *The motion was approved unanimously.*

- b. **Appointment of a Planning Commissioner to the Parks and Recreation Commission.** Commissioners were advised that the Chair of the County Planning Commission, or another Commissioner designated by the Planning Commission, must serve on the Jackson County Parks

and Recreation Commission, per a requirement of PA 2610 of 1965.

A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice, to appoint the Chair of the County Planning Commission to the County Parks and Recreation Commission. *The motion was approved unanimously.*

- c. **Discussion regarding bylaws.** Mr. Bauman presented an edited version of the sample bylaws advocated by Michigan State University Extension and suggested that it be utilized as the template for creating the Commission's bylaws (required by the Michigan Planning Enabling Act and the Jackson County Planning Commission Ordinance). He indicated that the sample bylaws are extremely detailed and that document should be further simplified. Commissioner Beals stated that issues that are included in the Ordinance or the State Act should not be repeated in the bylaws. Commissioner Morris Coe suggested looking at the template created by the Michigan Association of Planning or the bylaws of other county planning commissions. The Commission directed staff to continue to refine the bylaws (as suggested above) and bring them back to a future meeting for further consideration.

Item 10 **Commissioner and liaison comment.** Commissioners requested that staff include a commissioner comment item on future agendas.

- a. Commissioner Hawley informed the Commission of a 'Citizen Planner' event regarding 'place-making' on June 13, 2013.
- b. Commissioner Rice assured the Commission that although he is passionate about District 3, he will serve the entire County in his role as a Planning Commissioner.

Item 11. **Public comment.** No comments were made by the public

Item 12. **Adjournment.** The meeting was adjourned at 7:10 pm.

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MEETING MINUTES

Thursday, June 13, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jonathan Williams, At Large; Jim Videto, Agriculture; Tommy Cameron, Education; Jack Ripstra, Environmental; Amy Torres, Industry and Economics; and Carl Rice Jr., Jackson County Board of Commissioners

Members Absent: No members were absent.

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: Ted Hilleary

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. by Chair Torres. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** Commissioners considered the minutes submitted for the May 9th meeting. Mr. Bauman noted that the meeting date for January of 2014 should be the 9th.

A motion was made by Commissioner Rice, and seconded by Commissioner Videto, to approve the minutes as amended. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.**

A motion was made by Commissioner Williams, and seconded by Commissioner Ripstra, to approve the agenda as presented. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).** No township zoning amendments were submitted.

b. **Consideration of Master Plan(s).** No master plans were submitted.

Item 6. Other business

a. **Unfinished Business.**

(1) **Consideration of Bylaws.** Mr. Bauman informed Commissioners that he had continued to refine the bylaws template developed by Michigan State University Extension (Alternative 1) and also revised model bylaws provided by the Michigan Association of Planning (Alternative 2). After discussing the merits of both alternatives, the Commission decided to further revise Alternative 2, utilizing some sections from Alternative 1. The Commission continued to discuss and revise the bylaws, as summarized below:

- **Duties of the Commission.** Subsection 103 (D) was amended (with further refinement by staff) to read as: "Participate in and encourage training sessions, conferences, or meetings needed to properly fulfill the duties of the Commission."

- **Compensation.** Subsection 104 (C) was added (with further refinement by staff) to read as: "Planning Commissioners may receive compensation, per Section 108 of the Ordinance, as determined by the County Board."
- **Officers.** The current text from Section 105 of Alternative 2 was deleted and replaced with the text from Section 103 of Alternative 1.
- **Meetings.** The current text from Section 106 of Alternative 2 was deleted and replaced with the text from Section 104 of Alternative 1. A second public comment period was added to the Order of Business (Subsections 106 (F)(1) and (I)(1)) and public comment was limited to three (3) minutes for the first period and two (2) minutes for the second period (Subsection 106 (F)(2)).
- **Conflict of Interest.** Subsection 107 (B) was amended to remove the requirement that a Commissioner with a conflict of interest must "absent himself/herself from the room in which the discussion takes place" and to allow a Commissioner who is a member of a municipal planning commission (see Subsection 107(A)(4)) that submitted a request to "answer questions directed by fellow Commissioners."
- **Absences.** Subsection 108(A) was amended (with further refinement by staff) to read as: "Absenteeism at twenty-five (25%) percent or more of all meetings in any one (1) fiscal year may be considered nonperformance of duty and cause for removal from the Commission."

A motion was made by Commissioner Williams, and seconded by Commissioner Videto, to adopt bylaws alternative 2 as amended, subject to approval of their final form during the July 11th meeting of the Commission. *The motion was approved unanimously.*

b. **New Business.**

- (1) **Zoning Amendment and Rezoning Worksheet Forms.** Mr. Bauman summarized the process for township zoning ordinance amendments and how the forms have been used to (1) provide staff with the information needed to advise the Commission, (2) document the approval process, and (3) facilitate text and map updates. He noted that the forms were modified to match the public hearing noticing requirements of the Michigan Zoning Enabling Act and for usage by the JCPC. He informed the Commission that letters had been sent out to all Townships, via their clerks, with copies of the forms, links to the website, and the submittal and meeting schedules approved last month. Commissioner Beals voiced his concerns regarding the forms as well as the jurisdiction/function of the JCPC regarding its review, commenting upon, and recommending of township zoning ordinance amendments.
- (2) **Website.** Mr. Bauman provided an overview of the new JCPC website:
www.co.jackson.mi.us/county_planning_commission

Item 7 **Commissioner Comment.** Commissioner Morris Coe recommended The Planning Commissioners Guide provided to each County Planning Commissioner.

Item 8. **Adjournment.** A motion was made by Commissioner Beals, and seconded by Commissioner Rice, to adjourn the meeting at 7:40 pm.



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MEETING MINUTES

Thursday, ~~June 13~~ July 11, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jim Videto, Agriculture; Tommy Cameron, Education; Jack Ripstra, Environmental; Amy Torres, Industry and Economics; and Carl Rice, Jr., Jackson County Board of Commissioners

Members Absent: Jonathan Williams, At Large

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: Roger Gaede, Columbia Township Planning Commission

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. by Chair Torres. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** Commissioners considered the minutes submitted for the June 13th meeting.

A motion was made by Commissioner Ripstra, and seconded by Commissioner Videto, to approve the minutes. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.**

A motion was made by Commissioner Rice, and seconded by Commissioner Morris Coe, to approve the agenda as presented. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).**

(1) #13-08 – Text Amendments (Columbia Township).

Staff summarized its report regarding the proposed text amendments to Columbia Township's Zoning Ordinance which would allow for retail sales "clearly incidental, customary, and secondary to the principal use" in the Agricultural (AG-1) District and concluded by advising the Commission to recommend approval of the amendments with comments (please see the staff report). Mr. Roger Gaede, Township Planning Commission Chair, also provided a synopsis of the text amendments and what prompted the proposal. Commissioner Beals commended the Township on the proposed amendment.

A motion was made by Commissioner Beals, and seconded by Commissioner Ripstra, to recommend approval of the proposed amendments without comment. *The motion was approved by a majority vote (6 to 2).*

b. **Consideration of Master Plan(s).** No master plans were submitted.

Item 6. Other business

a. **Unfinished Business.**

- (1) **Consideration of Bylaws.** Mr. Bauman summarized the various changes made to the draft Bylaws based upon the conversation regarding the document that ensued during the June 13th meeting of the Commission.

A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice, to approve the Bylaws as presented. *The motion was approved unanimously.*

b. **New Business.**

- (1) **County Planning: Its Legal Authority and Coordinated Planning.** Mr. Bauman noted that he included the document, which is part of the MSU Extension Land Use Series, because it contains guidance on the review of local zoning (please see the document). He also noted how those points related to the information requested on the zoning amendment and rezoning worksheet forms and contained in staff reports. Commissioner Beals advocated the approach promoted by the Michigan Township Association.
- (2) **Planning and Zoning Workshop.** Mr. Bauman informed Commissioners of an upcoming Planning and Zoning Workshop scheduled for September 18th from 6:00 pm to 9:00 pm. The Workshop is funded by Grass Lake Charter Township and will be held at the Napoleon Township Hall. The presentation will be provided by Region 2 Planning Commission staff. The event is an excellent opportunity to meet the training requirement included in the bylaws.

Item 7. **Public Comment.** Mr. Gaede thanked the Commission for its careful consideration of the proposed amendments.

Item 8. **Commissioner Comment.** Commissioner Hawley provided a written (attached) and verbal summary of the Placemaking Workshop provided by the Michigan Citizen Planner 2013 Advanced Academy. Commissioner Videto voiced his appreciation of staff efforts. Commissioner Beals noted that a recent Michigan Association of Townships training session he attended noted that right-to-farm and medical marijuana are current litigation “hot spots.” He also noted that the County Agricultural Council will meet at Steve’s Ranch on July 16th at 7:30 am.

Item 9. **Adjournment.** A motion was made by Commissioner Beals, and seconded by Commissioner Ripstra, to adjourn the meeting at 6:40 pm.



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MEETING MINUTES

Thursday, August 8, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jonathan Williams, At Large; Tommy Cameron, Education; Jack Ripstra, Environmental; and Carl Rice, Jr., Jackson County Board of Commissioners

Members Absent: Jim Videto, Agriculture, and Amy Torres, Industry and Economics

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: Dan Gough, Blackman Charter Township Zoning Administrator, and Bruce Pindzia, Waterloo Township [Zoning Administrator](#)

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. Those in attendance rose and joined in the Pledge of Allegiance.

Item 1½. **Election of a Secretary.** Staff requested that Commissioners elect a Secretary so that he or she could preside over the meeting in the absence of Chair Torres.

A motion was made by Commissioner Rice, and seconded by Commissioner Cameron, to nominate Commissioner Morris Coe as Secretary for the August 9th meeting. She graciously agreed to act in that capacity. *The motion was approved unanimously.*

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** Commissioners considered the minutes submitted for the July 11th meeting. It was noted that the date on the minutes should be July 11, 2013

A motion was made by Commissioner Beals, and seconded by Commissioner Cameron, to approve the minutes as amended. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.**

A motion was made by Commissioner Cameron, and seconded by Commissioner Rice, to approve the agenda as presented. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).**

(1) **#13-09 – Text Amendments (Parma Township).**

Staff summarized its report regarding the proposed text amendments to Parma Township's Zoning Ordinance which would allow for firearm and archery ranges in the Agricultural (AG-1) District, noted the for various corrections and the removal of conflicts, and concluded by advising the Commission to recommend disapproval of the amendments (please see the staff report). Commissioner Hawley suggested that hours of op-

eration should be established and that the “Sports Shooting Ranges” act (PA 269 of 1989, MCL 691.1541 *et. sec*) should be referenced.

A motion was made by Commissioner Beals, and seconded by Commissioner Rice, to recommend approval of the proposed amendments with staff’s comments and those of Commissioner Hawley. *The motion was approved unanimously.*

(2) #13-10 – Text Amendments (Norvell Township).

Staff summarized its report regarding the proposed text amendments to Norvell Township’s Zoning Ordinance which would prevent the acceleration of surface water runoff and the contamination of lakes, ponds, and streams. The changes would accomplish this by limiting the allowable ratio of buildings and structures and paved driveways, patios, and walkways on a property. Staff concluded by advising the Commission to recommend approval of the amendments with comments (please see the staff report), including references to impervious surfaces. Commissioners suggested that a definition for impervious surfaces to the Ordinance is also needed.

A motion was made by Commissioner Beals, and seconded by Commissioner Ripstra, to recommend approval of the proposed amendments with staff’s comments and those of the Commission. *The motion was approved unanimously.*

(3) #13-11 – Rezoning (Blackman Charter Township).

Staff summarized its report regarding the proposed rezoning of 2618 Seymour Road from Highway Commercial (C-3) to Multiple Family Residential (RM-1) in Blackman Township (noting that it provided the original staff report to the Township) and concluded by advising the Commission to recommend disapproval of the request (please see the staff report).

A motion was made by Commissioner Rice, and seconded by Commissioner Cameron, to recommend disapproval of the proposed rezoning. *The motion was approved unanimously.*

(4) #13-12 – Rezoning (Waterloo Township).

Commissioner Beals announced a conflict of interest given that he also serves on the Waterloo Township Planning Commission (see Section 107.A.4 of the Bylaws). He then provided a summary of the request to rezone portions of property located in Sections 1 and 12 (T2S-R2E) of Waterloo Township—and part of the Waterloo Recreation Area—from Public Conservation (PC) to Secondary Agriculture (A-2) in order to allow for the expansion of sand and gravel mining in the general area. Staff also summarized its report and advised the Commission to recommend approval of the rezoning (please see the staff report). Commissioner Morris Coe noted her concern that the Planning Commission did not act on the tandem conditional rezoning request.

A motion was made by Commissioner Williams, and seconded by Commissioner Rice, to recommend approval of the proposed rezoning provided that the conditional rezoning request is disapproved at the same time. *The motion was approved unanimously.*

b. Consideration of Master Plan(s). No master plans were submitted.

Item 6. Other business

a. **Unfinished Business.** There was no unfinished business before the Commission.

b. **New Business.** The election of an Acting Secretary for the meeting was moved to item 1½

Item 7. **Public Comment.** No comments were made by the public.

Item 8. **Commissioner Comment.** Commissioner Williams announced his support for the passage of the Bylaws last month. He also noted his concern over using a ratio as the basis for limitations on impervious surfaces.

Item 9. **Adjournment.** A motion was made by Commissioner Beals, and seconded by Commissioner Ripstra, to adjourn the meeting at 6:55 pm.

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MEETING MINUTES

Thursday, September 12, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jim Videto, Agriculture, Amy Torres, Industry and Economics and Carl Rice, Jr., Jackson County Board of Commissioners

Members Absent: Jonathan Williams, At Large; and Jack Ripstra, Environmental

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: Ryan Pennewill, applicant for CZC #13-13, and Theodore Hilleary

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** Commissioners considered the minutes submitted for the August 8th meeting. Commissioner Beals requested that Bruce Pindzia be identified as the Waterloo Township Zoning Administrator. He also asked that in the future, staff include a short synopsis of the request for each CZC case as well as the township planning commission's recommendation.

A motion was made by Commissioner Beals, and seconded by Commissioner Morris Coe, to **approve** the minutes as amended. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.** A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice, to approve the agenda. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).**

(1) **#13-13 - Rezoning (Blackman Township).** Staff summarized its report regarding the proposed rezoning of a 23.65 acre parcel of property along Ridge Road (Section 9) from Planned Residential (PR-1) to Suburban Residential (RS-1) which will allow the applicant to build a single-family home. The Blackman Township Planning Commission recommended approval of the rezoning. Staff noted that the rezoning would maintain the residential character of the area and allow for the property to be developed. He concluded by advising the Commission to recommend approval of the request (please see the staff report).

A motion was made by Commissioner Rice, and seconded by Commissioner Morris Coe, to recommend **approval** of the proposed rezoning. *The motion was approved unanimously.*

b. **Consideration of Master Plan(s).** No master plans were submitted for review.

Item 6. Other business

a. **Unfinished Business.** There was no unfinished business before the Commission.

b. **New Business.**

- (1) **The Resignation of Commissioner Cameron.** Staff informed the Commission of the resignation of Tommy Cameron as the education representative. He accepted a job with the Lenawee County Intermediate School District (ISD).

A motion was made by Commissioner Rice, and seconded by Commissioner Morris Coe, to recommend **accept** the resignation. *The motion was approved unanimously.*

Staff noted that the process for replacing Commissioner Cameron is underway.

- (2) **The Election of the JCPC Secretary.** Commissioner Beals asked Commissioner Morris Coe to consider assuming the role of Secretary and she agreed.

A motion was made by Commissioner Beals, and seconded by Commissioner Rice, to **appoint** Commissioner Morris Coe as the JCPC Secretary. *The motion was approved unanimously.*

- (3) **Proposed Amendments to the JCPC Ordinance.** Staff asked the Planning Commission to recommend approval of the following proposed JCPC Ordinance amendments to the Jackson County Board of Commissioners:

- **Section 102 (C)** — an incorrect cross-reference citation was changed from Section 102 (E)(5) to Section 102 (E)(4).
- **Section 102 (G)** — this subsection is not needed given that the only ex-officio member eligible to serve on the Commission is a single County Commissioner.
- **Section 105 (A) & (B)** — references to the “Jackson County Clerk” have been replaced with references to the “Office of the Jackson County Administrator/Controller” given that the Administrator’s office handles all other nominations for positions appointed by the County Board.
- **Sec. 105 (B)** — the number of required nominations for each office (i.e., seat) is reduced from two to one, given that many of the offices only received nominations for a single candidate when the Commission was initially appointed.
- **Sec. 109 (B)** — references to a “plan” were changed to a “county master plan” in order to clarify when the approval of two-thirds of the Commission is required.

A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice, to recommend the proposed **amendments** to the Jackson County Board of Commissioners. *The motion was approved unanimously.*

- (4) **Jackson County Master Plan.** Staff suggested that it was time to begin working on a new edition of the County’s master plan. Commissioners discussed the suggestions and requested that staff provide guidance on the various master planning options, to begin updating background materials, and to collect the various plans that will provide needed information. It was also suggested that the new edition of the Plan should take a more holistic view which reflects the changes occurring in Jackson County.

A motion was made by Commissioner Videto, and seconded by Commissioner Morris Coe, **directing staff** to begin work on the master plan and to send out the required notice of intent. *The motion was approved unanimously.*

- Item 7. **Public Comment.** Mr. Hilleary informed Commissioners of the recent activities of Jackson's Walkable Community Taskforce, including the eventual connection of the trail network linking the City of Jackson to the Village of Concord and the trail extending southwestward from the Village of Stockbridge and other destinations further to the east.
- Item 8. **Commissioner Comment.** Commissioner Videto reminded the Commission of the September 18th planning and zoning workshop in Napoleon. Commissioner Beals informed the Commission of a webinar on wildfire mitigation that he attended. Commissioner Hawley announced the Regional Prosperity Initiative Meeting for "Region 9" on September 19th.
- Item 9. **Adjournment.** A motion was made by Commissioner Morris Coe, and seconded by Commissioner Videto, to adjourn the meeting at 6:40 pm.

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MEETING MINUTES

Thursday, October 10, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jennifer Morris Coe, At Large; Jonathan Williams, At Large; Jim Videto, Agriculture; Jack Ripstra, Environmental; Amy Torres, Industry and Economics; and Carl Rice, Jr., Jackson County Board of Commissioners

Members Absent: N/A

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: David Vanderklok and two associates (Studio Intrigue), applicant representative for CZC #13-15; and Theodore Hilleary

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. by Chair Torres. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** A motion was made by Commissioner Morris Coe, and seconded by Commissioner Williams, to **approve** the minutes of the September 12th meeting as presented. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.** A motion was made by Commissioner Ripstra, and seconded by Commissioner Rice, to approve the agenda. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).**

- (1) **#13-14 – Rezoning (Spring Arbor Township).** Staff summarized his report regarding the proposed rezoning of a property along Broadway Street, on the southern edge of the unincorporated village of Spring Arbor (Section 21), from Rural Non-Farm Residential (RNF-1) to Suburban Residential (RS-1). The Spring Arbor Township Planning Commission recommended approval of the rezoning. Staff noted that the rezoning adheres to the criteria included in the Township's Zoning Plan. He concluded by advising the Commission to recommend approval of the request (please see the staff report).

A motion was made by Commissioner Williams, and seconded by Commissioner Ripstra, to concur with the staff report and recommend **approval** of the proposed rezoning to the Spring Arbor Township Board. *The motion was approved unanimously.*

- (2) **#13-15 – Rezoning (Blackman Township).** Staff summarized his report regarding the proposed rezoning of 1½ acres of land along the Laurence Avenue/Airport Road corridor, north of Wildwood Avenue (Section 32) from Urban Residential (RU-1) to Office (O-1) which will allow the applicant to build an office building. The Blackman Township Planning Commission recommended approval of the rezoning (based upon a report

generated by staff). Staff noted that the rezoning would address the issue of split zoning and that the rezoning adheres to the criteria included in the Township's Zoning Plan. He concluded by advising the Commission to recommend approval of the request (please see the staff report).

A motion was made by Commissioner Morris Coe, and seconded by Commissioner Rice to concur with the staff report and recommend **approval** of the proposed rezoning to the Spring Arbor Township Board. *The motion was approved unanimously.*

- b. **Consideration of Master Plan(s).** No master plans were submitted for review.

Item 6. Other business

- a. **Unfinished Business.**

- (1) **Jackson County Master Plan.** Staff provided a draft of the Notice of Intent to Plan required by the Michigan Planning Enabling Act and noted that he intended to place it on the next agenda of the County Board's Agencies and Affairs Committee. The Commissioners agreed and also suggested the inclusions of some additional utility and railroad companies to the submission list.

- b. **New Business.**

- (1) **Environmental Interests Commissioner.** Staff informed the Commission that Ted Hilleary submitted an application to the County and was endorsed by the Jackson County Superintendent's Association. The County Agencies and Affairs Committee also forwarded its recommendation for appointment to the full County Board.

Item 7. **Public Comment.** No comments were made by the public.

Item 8. **Commissioner Comment.** Commissioner Hawley informed the Commission of a recently passed law which allows for the operation of off-road vehicles (ORVs) along some county and state roads if permitted by a local governmental ordinance. Commissioner Rice stated that Hillsdale County is considering the adoption of such an ordinance.

Item 9. **Adjournment.** A motion was made by Commissioner Morris Coe, and seconded by Commissioner Williams, to adjourn the meeting at 6:20 pm.



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The November 14, 2013 meeting of the
Jackson County Planning Commission was cancelled.

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Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

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MEETING MINUTES

Thursday, December 12, 2013

Jackson County Tower Building • Jackson, Michigan

Members Present: Ted Beals, At Large; Nancy Hawley, At Large; Jonathan Williams, At Large; Ted Hilleary, Education; Amy Torres, Industry and Economics; and Carl Rice, Jr., Jackson County Board of Commissioners

Members Absent: Jennifer Morris Coe, At Large; Jim Videto, Agriculture; and Jack Ripstra, Environmental.

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: None.

Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. by Chair Torres. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** No comments were made by the public.

Item 3. **Approval of Minutes.** A motion was made by Commissioner Hawley, and seconded by Commissioner Beals, to **approve** the minutes of the October 10th meeting as presented. *The motion was approved unanimously.*

Note: *The November meeting of the JCPC was cancelled.*

Item 4. **Approval of the Agenda.** An error in the agenda was detected and corrected. A motion was made by Commissioner Rice, and seconded by Commissioner Hilleary, to approve the agenda as amended. *The motion was approved unanimously.*

Item 5. **Request(s) for Review, Comment, and Recommendation**

a. **Consideration of Township Zoning Amendment(s).**

(1) **#13-16 – Text Amendment (Grass Lake Township).** Staff summarized his report regarding the proposed text amendment which would allow for the raising of backyard chickens as an accessory use to single-family and two-family dwellings. The Grass Lake Township Planning Commission recommended approval of the text amendment. Staff suggested various changes primarily based upon MSU Extension Bulletin E-3136 (please see the staff report). He concluded by advising the Commission to recommend approval of the request with the suggested changes.

Commissioner Beals felt that staff was micromanaging the Township's proposal with the substantial proposed edits. Commissioner Rice thought that there was value in the suggested changes. Chair Torres asked staff to request feedback from the Township on the proffered changes.

A motion was made by Commissioner Williams, and seconded by Commissioner Rice, to concur with the staff report and recommend **approval with comments** of the proposed text amendment. *The motion was approved on a majority (5-1) vote.*

b. **Consideration of Master Plan(s).** No master plans were submitted for review.

Item 6. Other business

a. **Unfinished Business.** There was no unfinished business before the Commission.

b. **New Business.**

(1) **Annual Report.** Staff summarized the Annual Report drafted for submittal to the County Board, in conformance with the Commission's bylaws as well as the Michigan Planning Enabling Act (MPEA).

A motion was made by Commissioner Beals, and seconded by Commissioner Hilleary, to **approve and send** the Annual Report to the County Board of Commissioners. *The motion was approved unanimously.*

(2) **2014 Meeting Calendar.** Staff asked the Commission to approve the proposed meeting schedule for 2014.

A motion was made by Commissioner Rice, and seconded by Commissioner Beals, to **approve** the 2014 Meeting Calendar. *The motion was approved unanimously.*

Item 7. **Public Comment.** No comments were made by the public.

Item 8. **Commissioner Comment.** Commissioner Hilleary thanked staff for the Planning and Zoning Workshop he attended in Parma Township. He also informed Commissioners of the non-motorized facilities proposed for the Lansing Avenue I-94 overpass by the Walkable Communities Taskforce.

Item 9. **Adjournment.** The meeting was adjourned by Chair Torres at 6:30 pm.