



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

MEETING MINUTES

January 14, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At-Large; Nancy Hawley, At Large; Jennifer Morris, At Large; Jared Vickers, At Large; Ted Hilleary, Education; Amy Torres, Industry and Economics; and Carl Rice, Jr., Jackson Co. Board of Commissioners
- Members Absent:** Jim Videto, Agriculture
- Liaisons Present:** Grant Bauman, R2PC Principal Planner, and Aaron Dawson, R2PC Senior 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** None.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Hilleary, and seconded by Commissioner Rice, to **approve** the minutes of the December 10, 2015 meeting as presented. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** Chairperson Torres notified the Commission that the election of officers needed to be added to the agenda under new business. A motion was made by Commissioner Morris, and seconded by Commissioner Hilleary, to **approve** the January 14, 2016, agenda as amended. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- a. **Consideration of Township Zoning Amendment(s).** None.
 - b. **Consideration of Master Plan(s).** None.
 - c. **Farmland and Open Space Preservation Program (PA 116) application(s)**
FA #16-01 – Section 27 of Parma Township (T2S, R3W). Staff summarized its report regarding the proposed PA 116 Agreement for 20.39 acres of land located on the north side of Michigan Avenue and the east side of Callahan Road. The proposed term for the agreement is 10 years. The countywide future land use map places the property in an area recommended for “Agricultural Preservation”. However, there were several inconsistencies in the application (see staff report comments). A motion was made by Commissioner Morris, and seconded by Commissioner Burns, to recommend **approval** of the proposed PA 116 Application with staff comments. *The motion was approved unanimously.*

Item 6. **Other Business**

a. **Unfinished Business.** None.

b. **New Business**

Election of Officers

Chairperson Torres called for the nomination of officers. A motion was made by Commissioner Rice, seconded by Commissioner Hilleary, to **retain the current slate of officers** (i.e., Ms. Torres as Chairperson and Ms. Morris as Secretary). There were no other nominations. *The motion passed unanimously.*

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.** Chairperson Torres accepted Commissioner Ripstra's resignation with regret. Staff was asked to begin the process for replacing the environmental representative on the Commission. Several environmental groups were suggested (i.e., Legacy Land Conservancy, Dahlem Center, Jackson County Conservation District, and Grand River Environmental Action Team (GREAT)).

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:20 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

February 11, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At-Large; Nancy Hawley, At Large; Jared Vickers, At Large; Ted Hilleary, Education; Amy Torres, Industry and Economics; and Carl Rice, Jr., Jackson Co. Board of Commissioners
- Members Absent:** Jennifer Morris, At Large, and Jim Videto, Agriculture
- 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** None.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Hilleary, and seconded by Commissioner Rice, to **approve** the minutes of the January 14, 2016, meeting as presented. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Rice, and seconded by Commissioner Hilleary, to **approve** the February 11, 2016, agenda. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- a. **Consideration of Township Zoning Amendment(s).**
- Chairperson Torres noted that the two cases before the Commission were recommended for disapproval in December due to insufficient public notice. Comments about the difficulty of getting notices in weekly newspapers and the expense associated with such notices were made by Commissioners Hilleary and Hawley.
- (1) **CZ #16-01 – Text Amendment, Sandstone Township**
- A motion was made by Commissioner Vickers, and seconded by Commissioner Burns, to recommend **approval with comments** of the proposed amendments, as advised by staff (see the staff report). *The motion was approved unanimously.*
- (2) **CZ #16-02 – Rezoning in Section 35 of Sandstone Township**
- A motion was made by Commissioner Rice, and seconded by Commissioner Hilleary, to recommend **approval** of the proposed rezoning, as advised by staff (see the staff report). *The motion was approved unanimously.*

- b. **Consideration of Master Plan(s).** None.
- c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6. **Other Business**

- a. **Unfinished Business.** None.
- b. **New Business**

PZN #2 – Zoning Ordinance Public Hearing & Public Noticing Requirements

Staff requested approval of the second issue of *Planning & Zoning Notes*, which addresses the Michigan Zoning Enabling Act (MZEA) requirements regarding the holding of public hearings prior to considering various zoning requests and their public notice. Chairperson Torres suggested various changes which clarify certain issues regarding hearings and notices and staff agreed to make them.

A motion was made by Commissioner Hawley, and seconded by Commissioner Vickers, to **approve** the proposed issue as amended. *The motion passed unanimously.*

Given that *Planning & Zoning Notes* is co-branded with the Lenawee County Planning Commission, the proposed issue will be considered by that Commission at its February 18, 2016 meeting.

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.**

- a. Commissioner Hawley informed the Commission that the Jackson County Conservation District is taking orders for seedlings (e.g., trees, grasses, native shrubs) and marking flags on its website.
- b. Chairperson Torres summarized a conversation she had with Commissioner Videto regarding his absences due to family obligations. He wishes to remain on the Commission as long as that is acceptable to his fellow Commissioners. It was the common consent of the Commission for Commissioner Videto to remain on the Commission as long as he continues to notify staff of absences per Sec. 108(A) of the Bylaws.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:32 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

March 10, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At Large; Nancy Hawley, At Large; Jared Vickers, At Large; Jim Videto, Agriculture; and Amy Torres, Industry and Economics
- Members Absent:** Jennifer Morris, At Large; Ted Hilleary, Education; and Carl Rice, Jr., Jackson County Board of Commissioners
- 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** None.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Hawley, and seconded by Commissioner Burns, to **approve** the minutes of the February 11, 2016, meeting as presented. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** Staff informed Commissioners that Item 5a(3) concerns a text amendment to the zoning ordinance of Concord Township rather than Henrietta Township. A motion was made by Commissioner Hawley, and seconded by Commissioner Burns, to **approve as amended** the March 10, 2016, agenda. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- a. **Consideration of Township Zoning Amendment(s).**
- (1) **Conditional Rezoning in Section 35 of Sandstone Township**
- Staff summarized its report regarding the proposed rezoning of a property from Agricultural (AG-1) to Limited Industrial (LI), noting the change to a conditional rezoning which will only allow "Agricultural Sales, Service, Lawn Equipment and Contractor Use" on the property. Staff commented that the Sandstone Township Board should verify that the provisions of Section 14.6 (Conditional Rezoning of Land) of the *Sandstone Township Zoning Ordinance* are followed. Commissioners and staff also discussed the complexities of conditional rezonings.
- A motion was made by Commissioner Vickers, and seconded by Commissioner Hawley, to recommend **approval with comments** of the conditional rezoning, as advised by staff (see the staff report). *The motion was approved unanimously.*

(2) **CZ #16-04 – Text Amendment, Henrietta Township**

Commissioner Hawley provided an overview and history of the proposed addition of Section 120 (Medical Marijuana Home Occupations) to the *Henrietta Township Zoning Ordinance*. Staff then summarized its report regarding the proposed amendment. Staff also commented on discrepancies among the various subsections of the amendment that should be resolved prior to final approval by the Township Board.

A motion was made by Commissioner Burns, and seconded by Commissioner Videto, to recommend **approval with comments** of the proposed amendment, as advised by staff (see the staff report). *The motion was approved unanimously, with Commissioner Hawley abstaining.*

(3) **CZ #16-05 – Text Amendment, Concord Township**

Staff summarized its report regarding the proposed replacement of the standards contained in Article 17 (Fences and Walls) of the *Concord Township Zoning Ordinance*. Staff noted that it assisted the Concord Township Planning Commission in the drafting of the proposed amendment.

A motion was made by Commissioner Videto, and seconded by Commissioner Burns, to recommend **approval** of the proposed amendment, as advised by staff (see the staff report). *The motion was approved unanimously.*

b. **Consideration of Master Plan(s).** None.

c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6.

Other Business

a. **Unfinished Business.**

PZN #2 – Zoning Ordinance Public Hearing & Public Noticing Requirements

The second issue of *Planning & Zoning Notes*, which addresses the Michigan Zoning Enabling Act (MZEa) requirements regarding the holding of public hearings prior to considering various zoning requests and their public notice, was presented to the Planning Commissions of Jackson and Lenawee Counties in February of 2016. Both Commissions suggested a few changes which further clarify points made in the document. Staff included a copy of the final version of the issue in the agenda packet.

b. **New Business**

2015 Annual Report

Staff presented the proposed *2015 JCPC Annual Report* to the Commission for its review and approval prior to its submittal to the County Agency and Affairs Committee of the Jackson County Board of Commissioners.

A motion was made by Commissioner Hawley, and seconded by Commissioner Burns, to **approve** the proposed Annual Report as presented. *The motion passed unanimously.*

Item 7.

Public Comment. None.

Item 8. **Commissioner Comment.**

- a. Commissioner Hawley reminded the Commission that the Jackson County Conservation District is taking orders for seedlings (e.g., trees, grasses, native shrubs, etc.) and marking flags on its website.
- b. Chairperson Torres informed the Commission that the Enterprise Group is busy implementing its People and Places program which was presented to the Commission last fall. That includes partnering with Jackson County GIS and the Region 2 Planning Commission and utilizing the information and mapping services they provide. The Jackson County Planning Commission will likely be involved in drafting suggested standards to be considered by municipalities in Jackson County.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:50 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

April 14, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Nancy Hawley, At Large; Jennifer Morris, At Large; Jared Vickers, At Large; Jim Videto, Agriculture; Ted Hilleary, Education; Roger Gaede, Environment; and Amy Torres, Industry and Economics
- Members Absent:** Timothy Burns, At Large, and Carl Rice, Jr., Jackson County Board of Commissioners
- 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 6:02 p.m. by Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.

Roger Gaede was welcomed to the Planning Commission by Chair Torres. Commissioner Gaede introduced himself and explained his interest in representing the environment on the JCPC. The other Commissioners also introduced themselves to Mr. Gaede.

- Item 2. **Public Comment.** None.

- Item 3. **Approval of Minutes.** A motion was made by Commissioner Videto, and seconded by Commissioner Hilleary, to **approve** the minutes of the March 10, 2016, meeting as presented. *The motion was approved unanimously.*

- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Morris, and seconded by Commissioner Hilleary, to **approve** the April 14, 2016, 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) **CZ #16-06 – Rezoning in Section 13 of Liberty Township**

Staff summarized its report regarding the proposed rezoning of a portion of a property from Light Industrial (I-1) to Commercial (C-1), advising County Planning Commissioners to recommend disapproval of the rezoning to C-1 as well as a couple of alternatives:

1. *Amend the text of the ordinance to allow 'indoor retail sales establishments' as a permitted or conditional use in the 'Light Industrial District (I-1)'.*
2. *Consider rezoning the entire parent property and the properties directly to*

the north—which are assessed ‘commercial vacant’ and ‘commercial’, respectively—for ‘commercial’ uses and place those in a commercial future land use category when the Township’s master plan is updated.

Commissioner Hawley spoke about the possibility of allowing for mixed commercial and industrial uses in that part of the Township. Commissioner Gaede informed the JCPC that there will be some zoning changes along Meridian Road (US-127) in Columbia Township; he also asked some clarifying questions of staff.

A motion was made by Commissioner Morris, and seconded by Commissioner Vickers, to recommend **disapproval with comments** (see above) of the rezoning, as advised by staff (see the staff report). *The motion was approved unanimously.*

(2) CZ #16-07 – Rezoning in Section 1 of Liberty Township

Staff summarized its report regarding the proposed rezoning of a property from Agricultural (AG-1) to Light Industrial (I-1), advising County Planning Commission to recommend approval of the rezoning I-1 with a single comment: *The Township should consider extending the ‘industrial’ land use category on its future land use map northward to Loomis Road.*

Commissioner Gaede asked some clarifying questions of staff. Commissioner Morris noted that a 6-ft fence would be more effective than the 4-ft fence proposed by the applicant and requested that the observation be noted in the cover letter.

A motion was made by Commissioner Morris, and seconded by Commissioner Vickers, to recommend **approval with comments** of the proposed rezoning, as advised by staff (see the staff report). *The motion was approved unanimously.*

b. **Consideration of Master Plan(s).** None.

c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6. **Other Business**

a. **Unfinished Business.** None.

b. **New Business.** None.

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.**

a. Commissioner Videto welcomed Commissioner Gaede to the JCPC.

b. Commissioner Gaede made some concluding comments..

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:43 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

May 12, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At Large, Roger Gaede, Environment; Nancy Hawley, At Large; Ted Hilleary, Education; Amy Torres, Industry and Economics; and Jared Vickers, At Large
- Members Absent:** Jennifer Morris, At Large; Carl Rice, Jr., Jackson County Board of Commissioners; and Jim Videto, Agriculture;
- Liaisons Present:** Grant Bauman, R2PC Principal Planner
- Others Present:** David and Flo Jodis

- Item 1. **Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m. by Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** Public comments were not requested.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Hilleary, and seconded by Commissioner Vickers, to **approve** the minutes of the April 14, 2016, meeting as presented. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Hilleary, and seconded by Commissioner Hawley, to **approve** the May 12, 2016, agenda as presented. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- Consideration of Township Zoning Amendment(s).**
 - CZ #16-08 – Rezoning in Section 19 of Napoleon Township**

Staff summarized its report regarding the proposed rezoning of a property from Rural Residential (RR) to Single-Family Residential (R-1), advising County Planning Commissioners to recommend approval of the rezoning to R-1. Commissioner Gaede voiced his concern regarding the proposed subdivision of the property.

A motion was made by Commissioner Hawley, and seconded by Commissioner Burns, to recommend **approval** of the rezoning, as advised by staff (see the staff report). *The motion was approved unanimously.*
 - Consideration of Master Plan(s).** None.
 - Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6. **Other Business**

a. **Unfinished Business.** None.

b. **New Business.**

Staff summarized the proposed 2016 Amendment to the *Jackson County Solid Waste Management Plan*. More information can be found online: at:

http://www.co.jackson.mi.us/county_commissioners/county_boards_committees_commissions/county_planning_commission/solid_waste_planning_committee.asp

Chair Torres requested that the link to the summary be sent to the Commissioners

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.** None.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 7:00 p.m.

Respectfully submitted by:

Grant Bauman, Recording Secretary



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MEETING MINUTES

June 9, 2016

Jackson County Tower Building • Jackson, Michigan

Members Present: Timothy Burns, At Large; Roger Gaede, Environment; Nancy Hawley, At Large; Jennifer Morris, At Large; Amy Torres, Industry and Economics; Carl Rice, Jr., Jackson County Board of Commissioners; Jared Vickers, At Large; and Jim Videto, Agriculture

Members Absent: Ted Hilleary, Education

Liaisons Present: Grant Bauman, R2PC Principal Planner

Others Present: Andrew Fassett; Brad Geranek; Karen Glass; Chris Lehman; Charles (Bob) Richardson; and Witney Ricks

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

Item 2. **Public Comment.** Public comments were not requested.

Item 3. **Approval of Minutes.** A motion was made by Commissioner Rice, and seconded by Commissioner Morris, to **approve** the minutes of the May 12, 2016, meeting as presented. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.** A motion was made by Commissioner Videto, and seconded by Commissioner Morris, to **approve** the June 9, 2016, 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) **CZ #16-09 – Rezoning in Section 35 of Napoleon Township**

Staff summarized its report regarding the proposed rezoning of a property from Local Commercial (LC) to Multiple-Family Residential (RM), advising County Planning Commissioners to recommend approval of the rezoning to RM. There were questions from the Commissioners about the proposed rezoning and some scrivener's errors made by staff were resolved. Commissioner Morris stated that the master plan was updated recently and should be followed. Commissioner Hawley felt that RM fits into the area.

Charles (Bob) Richardson, the seller, spoke in favor of the request. Several people from the neighborhood spoke against the proposed rezoning. Karen Glass spoke about the size of the apartment, the number of parking spaces that will be needed, and that there is no place to locate trash at the rear of the properties. Andrew Fassett cited the condition of other multiple-family developments in the general area. Chris Lehman was concerned about incoming traffic and that the 4 units will expand to six. She also stated that she likes the 8:00 am to 5:00 pm nature of the offices.

Brad Geranek was concerned about riff-raff moving into the area and that everything will be located in the front yard.

Commissioner Torres pointed out that any commercial uses will be allowed on the site if the LC zoning remains. Commissioner Rice said that the decision should be based on factual information rather than innuendo (i.e., riff-raff).

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

(2) **CZ #16-10 – Rezoning in Section 20 of Napoleon Township**

Staff summarized its report regarding the proposed rezoning of a portion of a property from Agricultural (AG) to Rural Residential (R-1), advising County Planning Commissioners to recommend approval of the rezoning to R-1. Commissioner Morris voiced her concern over the creation of a 66-foot right-of-way into the interior of the parent property.

A motion was made by Commissioner Hawley, and seconded by Commissioner Burns, to recommend **approval** of the rezoning, as advised by staff (see the staff report). *The motion was approved 7-1 (Gaede).*

(3) **CZ #16-11 – Rezoning in Section 16 of Henrietta Township**

Staff summarized its report regarding the proposed rezoning of a property from Agricultural (AG) to Commercial (C-1), advising County Planning Commissioners to recommend approval of the rezoning to C-1. Commissioner Rice asked what the proposed use of the property is. Witney Ricks stated general retail.

A motion was made by Commissioner Morris, and seconded by Commissioner Rice, to recommend **approval** of the rezoning, as advised by staff (see the staff report). *The motion was approved unanimously, with Commissioner Hawley abstaining.*

b. **Consideration of Master Plan(s).** None.

c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6. **Other Business**

a. **Unfinished Business.** None.

b. **New Business.** None.

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.** Commissioner Gaede stated that he voted against Case #16-10 because the motion could have been altered. Commissioner Videto stated that the Commission needs to “stay on track” and thanked Commissioner Rice for his comments. Commissioner Gaede voiced his concern that nobody represented the Townships.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 7:15 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

July 14, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Roger Gaede, Environment; Nancy Hawley, At Large; Amy Torres, Industry and Economics; Carl Rice, Jr., Jackson County Board of Commissioners; Jared Vickers, At Large; and Jim Videto, Agriculture
- Members Absent:** Timothy Burns, At Large; Ted Hilleary, Education; and Jennifer Morris, At Large
- 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** There were no public comments.
- Item 3. **Approval of Minutes.** Chairperson Torres pointed out that the June 9th agenda was approved rather than the May 12th agenda. A motion was made by Commissioner Videto, and seconded by Commissioner Hawley, to **approve** the minutes of the June 9, 2016, meeting as corrected. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Videto, and seconded by Commissioner Gaede, to **approve** the July 14, 2016, agenda as presented. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- a. **Consideration of Township Zoning Amendment(s).**
CZ #16-12 – Rezoning in Section 12 of Summit Township
Staff summarized its report regarding the proposed rezoning of 2 properties from RS-2 (Suburban Residential) to Local Commercial (C-1) advising County Planning Commissioners to recommend approval of the rezoning to C-1. Chairperson Torres noted that the rezoning will put the property back on the tax rolls.
A motion was made by Commissioner Hawley and seconded by Commissioner Vickers, to recommend **approval** of the rezoning to C-1. *The motion was approved unanimously.*
 - b. **Consideration of Master Plan(s).** None.
 - c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.
- Item 6. **Other Business**
- a. **Unfinished Business.** None.
 - b. **New Business.** None.
- Item 7. **Public Comment.** None.

- Item 8. **Commissioner Comment.** Commissioner Hawley asked staff about the master plan currently under development for the Grand River Water Trail. Staff provided an update. Commissioner Rice mentioned the kayak trip staff will participate in as part of the planning of a related kayak and canoe livery in Michigan Center.
- Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:22 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

September 8, 2016

Jackson County Tower Building • Jackson, Michigan

Members Present: Timothy Burns, At Large; Roger Gaede, Environment; Nancy Hawley, At Large; Ted Hilleary, Education; Jennifer Morris, At Large; Carl Rice, Jr., Jackson County Board of Commissioners; Amy Torres, Industry and Economics; Jared Vickers, At Large; and Jim Videto, Agriculture

Members Absent: None

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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** There were no public comments.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Morris, and seconded by Commissioner Rice, to **approve** the minutes of the July 14, 2016, meeting as corrected. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Morris, and seconded by Commissioner Hilleary, to **approve** the September 8, 2016, 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. **CZ #16-13 – Rezoning in Section 36 of Napoleon Township**

Staff summarized its report regarding the proposed rezoning of a portion of a property from Agricultural (AG) to Single-Family Residential (R-1), advising County Planning Commissioners to recommend approval of the rezoning to R-1.

A motion was made by Commissioner Hawley and seconded by Commissioner Hilleary, to recommend **approval** of the rezoning to R-1. *The motion was approved unanimously.*
 2. **CZ #16-14 – Henrietta Township Zoning Ordinance Text Amendment**

Staff summarized its report regarding the proposed text amendment regarding lake-front accessory structures, advising approval. Commissioner Morris informed the Commission that she has a family friend who lives in the area noticed about the request. Commissioner Torres had a few questions regarding impervious surfaces, the high water mark, and second story decks. Commissioner Hawley provided some

background regarding the request, noting that the proposed amendments address variances which have typically been granted by the Zoning Board of Appeals.

A motion was made by Commissioner Morris and seconded by Commissioner Rice, to recommend **approval** of the text amendments with staff comments. *The motion was approved unanimously with Commissioner Hawley abstaining.*

b. **Consideration of Master Plan(s).**

MP #16-01 – Summit Township Master Plan

Staff summarized its report regarding the proposed Master Plan for Summit Township, advising the Commission to state that, in its opinion, the proposed Summit Township Master Plan is consistent with:

- The available master plans of adjacent municipalities and
- The Jackson Community Comprehensive Plan

A motion was made by Commissioner Vickers, and Seconded by Commissioner Hilleary to concur with the staff advisement. *The motion was approved unanimously.*

c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

Item 6. **Other Business**

a. **Unfinished Business.** None.

b. **New Business.** None.

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.** Commissioner Hawley announced a meeting at the Norvell Township Hall on September 28th regarding the new Watkins Lake State Park.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:40 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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MEETING MINUTES

October 13, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At Large; Roger Gaede, Environment; Nancy Hawley, At Large; Ted Hilleary, Education; Carl Rice, Jr., Jackson County Board of Commissioners; Amy Torres, Industry and Economics; and Jared Vickers, At Large
- Members Absent:** Jennifer Morris, At Large, and Jim Videto, Agriculture
- 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** There were no public comments.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Hilleary, and seconded by Commissioner Burns, to **approve** the minutes of the September 8, 2016, meeting as presented. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Rice, and seconded by Commissioner Hilleary, to **approve** the October 13, 2016, 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. **CZ #16-15 – Rezoning in Section 36 (T3N,R1E) of Napoleon Township**

Staff summarized its report regarding the proposed rezoning of a portion of a property from Agricultural (AG) to Single-Family Residential (R-1), advising County Planning Commissioners to recommend approval of the rezoning to R-1.

A motion was made by Commissioner Rice, and seconded by Commissioner Hilleary, to recommend **approval** of the rezoning to R-1. *The motion was approved unanimously.*
 - b. **Consideration of Master Plan(s).**
 1. **MP #16-02 – Manchester Community Joint Master Plan**

Staff summarized its report regarding the proposed Master Plan for the Village of Manchester and Manchester Township, advising the Commission to state that, in its opinion, the proposed Manchester Community Joint Master Plan is consistent with:

 - The Norvell Township Master Plan (the only adjacent municipality in Jackson County)

- The Jackson Community Comprehensive Plan

A motion was made by Commissioner Hawley, and seconded by Commissioner Hil-leary to concur with the staff advisement. *The motion was approved unanimously.*

2. **MP #16-03 – Grass Lake Township Master Plan**

Staff summarized its report regarding the proposed Master Plan for Grass Lake Township, advising the Commission to state that, in its opinion, the proposed Summit Township Master Plan is consistent with:

- The master plans of adjacent municipalities in Jackson County and
- The Jackson Community Comprehensive Plan

Staff also informed the Commission that it assisted Grass Lake Township in the development of the document.

A motion was made by Commissioner Vickers, and Seconded by Commissioner Hil-leary, to concur with the staff advisement. *The motion was approved unanimously.*

c. **Farmland & Open Space Preservation Program (PA 116) application(s).** None.

1. **FA #16-02 – Leoni Township**

Staff summarized its report regarding the application, noting the presence of a couple of residences and other buildings and recommended that they be removed from the application.

A motion was made by Commissioner Rice, and Seconded by Commissioner Hawley to concur with the staff advisement. *The motion was approved unanimously.*

Commissioner Torres noted that the removal of the land associated with the buildings would bring the total area under 40 acres, which would require the answering of question #17 (annual average gross income per acre). Commissioner Gaede noted that the PA 116 Program is different than the Farmland Preservation Program which protects enrolled farmland in perpetuity.

Item 6. **Other Business**

- a. **Unfinished Business.** None.
- b. **New Business.** None.

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.** None.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:30 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary



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

December 8, 2016

Jackson County Tower Building • Jackson, Michigan

- Members Present:** Timothy Burns, At Large; Roger Gaede, Environment; Nancy Hawley, At Large; Ted Hilleary, Education; John Polaczyk, Jackson County Board of Commissioners; Amy Torres, Industry and Economics; Jared Vickers, At Large; and Jim Videto, Agriculture
- Members Absent:** Jennifer Morris, At Large
- 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 Chairperson Torres. Those in attendance rose and joined in the Pledge of Allegiance.
- Item 2. **Public Comment.** There were no public comments.
- Item 3. **Approval of Minutes.** A motion was made by Commissioner Gaede, and seconded by Commissioner Burns, to **approve** the minutes of the October 13, 2016, meeting with one correction. *The motion was approved unanimously.*
- Item 4. **Approval of the Agenda.** A motion was made by Commissioner Vickers, and seconded by Commissioner Videto, to **approve** the December 8, 2016, agenda as presented. *The motion was approved unanimously.*
- Item 5. **Request(s) for Review, Comment, and Recommendation**
- Consideration of Township Zoning Amendment(s).** None.
 - Consideration of Master Plan(s).**
 - Staff shared Liberty Township's "Notice of Intent to Prepare a Master Plan."
 - Farmland & Open Space Preservation Program (PA 116) application(s).**
 - FA #16-03 – Pulaski Township**

Staff summarized its report regarding the application, noting several corrections to the application which should be made prior to submission the Michigan Department of Agriculture (see the staff report).

A motion was made by Commissioner Gaede, and seconded by Commissioner Vickers, to approve with staff comments. *The motion was approved unanimously.*

Chairperson Torres introduced John Polaczyk, Jackson County Commissioner, as the newest member of the Jackson County Planning Commission. He represents the Jackson County Board of Commissioners.

(2) FA #16-04 – Tompkins Township

Staff summarized its report regarding the application, noting several corrections to the application which should be made prior to submission the Michigan Department of Agriculture (see the staff report).

A motion was made by Commissioner Videto, and seconded by Commissioner Polaczyk, to approve with staff comments. *The motion was approved unanimously.*

Item 6. **Other Business**

- a. **Unfinished Business.** None.
- b. **New Business.**

(1) 2017 Meeting & Submittal Deadline Schedules

Staff presented the proposed meeting schedule for 2017 and the submittal deadline schedule for ensuring that a request is placed on a particular meeting agenda.

A motion was made by Commissioner Polaczyk, and seconded by Commissioner Gaede, to approve the 2017 meeting and submittal deadline schedules. *The motion was approved unanimously.*

Item 7. **Public Comment.** None.

Item 8. **Commissioner Comment.**

- (1) Commissioner Gaede thanked staff for providing him a color copy of the agenda.
- (2) Commissioner Hawley shared an article advocating that derelict structures be deconstructed and salvaged rather than simply demolished and disposed of in a landfill.

Item 9. **Adjournment.** The meeting was adjourned by Commissioner Torres at 6:30 p.m.

Respectfully submitted by:
Grant Bauman, Recording Secretary