



# 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

## MEMORANDUM

**To:** Municipal Planning Commissions and Zoning Officials, c/o Municipal Clerks  
**From:** Grant E. Bauman, JCPC Staff  
**Date:** November 13, 2019  
**Subject:** **2020 JCPC Meeting & Deadline Schedules & Zoning Amendment and Rezoning Worksheet Forms**

The Jackson County Planning Commission (JCPC) recently approved its meeting schedule for 2020 as well as the submittal deadline schedule for placing a zoning ordinance amendment request on a monthly agenda. A copy of those schedules, as well as the zoning amendment and zoning worksheet submittal forms, is attached for your use during 2020. The full package can also be downloaded from '[www.region2planning.com](http://www.region2planning.com)' by going to the '**Jackson County Planning Commission**' webpage (under '**Quick Links**'), clicking on the '**JCPC – Other Documents**' button, and then clicking on '**JCPC – 2020 Meeting & Submittal Deadline Schedule & Associated Documents**' button. *Please share this information with your Zoning Administrator and any other pertinent staff and officials.* A summary of the state requirement to submit proposed township zoning ordinance amendments to the JCPC follows for your information.

### JCPC Review of Township Zoning Ordinance Amendments

Once a township planning commission has held a public hearing and made a recommendation regarding a rezoning (i.e., district boundary change) or a zoning ordinance text amendment to its township board, the proposed amendment must be forwarded to the JCPC for its review, comment, and recommendation prior to the township board taking final action (see the excerpt of the **Michigan Zoning Enabling Act, MCL 125.3307**).

#### MICHIGAN ZONING ENABLING ACT (EXCERPT) PA 110 OF 2006

**125.3307 Review and recommendations after hearing; submission to township; submission to coordinating zoning committee; waiver of right to review.**

Sec. 307.

(1) Following the hearing required in section 306, a township shall submit for review and recommendation the proposed zoning ordinance, including any zoning maps, to the zoning commission of the county in which the township is situated if a county zoning commission has been appointed as provided under this act.

(2) If there is not a county zoning commission or county planning commission, the proposed zoning ordinance shall be submitted to the coordinating zoning committee. The coordinating zoning committee shall be composed of either 3 or 5 members appointed by the legislative body of the county for the purpose of coordinating the zoning ordinances proposed for adoption under this act with the zoning ordinances of a township, city, or village having a common boundary with the township.

(3) The county will have waived its right for review and recommendation of an ordinance if the recommendation of the county zoning commission, planning commission, or coordinating zoning committee has not been received by the township within 30 days from the date the proposed ordinance is received by the county.

(4) The legislative body of a county by resolution may waive its right to review township ordinances and amendments under this section.

(continued)

**Requested Forms and Information**

The JCPC developed the attached Zoning Amendment Form (for all amendments) and Rezoning Worksheet Form (for district boundary changes) which it requests be submitted with each amendment request. Please include the township planning commission meeting minutes and any reports or exhibits the commission used to make its recommendation with the submission of the form(s).

The forms are utilized by JCPC in the development of a staff report and its comments and recommendation to the township board. Jackson County GIS staff utilize the forms to update zoning maps. The forms are retained by R2PC staff and can be helpful in documenting a township's zoning ordinance amendments.



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## 2020 MEETING & SUBMITTAL DEADLINE SCHEDULES

The Jackson County Planning Commission generally meets on the second Thursday of each month unless otherwise indicated:

<b>2020 MEETING SCHEDULE</b>			
<b><u>ICPC Meeting Date</u></b>	<b><u>ICPC Meeting Date</u></b>	<b><u>ICPC Meeting Date</u></b>	<b><u>ICPC Meeting Date</u></b>
Thursday, January 9, 2020	Thursday, April 9, 2020	Thursday, July 9, 2020	Thursday, October 8, 2020
Thursday, February 13, 2020	Thursday, May 14, 2020	Thursday, August 13, 2020	Thursday, November 5, 2020*
Thursday, March 12, 2020	Thursday, June 11, 2020	Thursday, September 10, 2020	Thursday, December 10, 2020

*\*The first Thursday of November*

The monthly meeting of the Jackson County Planning Commission is scheduled for 6:00 pm in the 5th floor Commission Chambers of the Jackson County Tower Building (120 W. Michigan Avenue, Downtown Jackson).

In order for staff to review zoning proposals and prepare reports for County Planning Commissioners in a timely manner, requests must be submitted by 12:00 noon on the following dates in order to be considered by the Commission on the corresponding meeting date.

<b>2020 MEETING &amp; SUBMITTAL DEADLINE SCHEDULES</b>			
<b><u>ICPC Meeting Date</u></b>	<b><u>Submittal Date</u></b>	<b><u>ICPC Meeting Date</u></b>	<b><u>Submittal Date</u></b>
Thursday, January 9, 2020	Tuesday, December 31, 2019	Thursday, July 9, 2020	Wednesday, July 1, 2020
Thursday, February 13, 2020	Wednesday, February 5, 2020	Thursday, August 13, 2020	Wednesday, August 5, 2020
Thursday, March 12, 2020	Wednesday, March 4, 2020	Thursday, September 10, 2020	Wednesday, September 2, 2020
Thursday, April 9, 2020	Wednesday, April 1, 2020	Thursday, October 8, 2020	Wednesday, September 30, 2020
Thursday, May 14, 2020	Wednesday, May 6, 2020	Thursday, November 5, 2020	Wednesday, October 28, 2020
Thursday, June 11, 2020	Wednesday, June 3, 2020	Thursday, December 10, 2020	Wednesday, December 2, 2020

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**ZONING AMENDMENT FORM**



**JACKSON COUNTY PLANNING COMMISSION  
(COORDINATING ZONING)**

Return to: Jackson County Planning Commission • c/o Region 2 Planning Commission • 120 W. Michigan Avenue • Jackson, Michigan 49201

Please submit the Planning Commission meeting minutes and any reports/exhibits the Commission used to make its recommendation with this form. Use a separate form for each proposed zoning change. Please include a legal description/survey with rezoning requests in addition to the Parcel ID Number.

A copy of this form with the JCPC recommendation will be mailed back to the Clerk, who will return a copy to the JCPC with the Township Board Action.

THE \_\_\_\_\_ TOWNSHIP PLANNING COMMISSION submits the following proposed zoning change to the Jackson County Planning Commission for its review, comment, and recommendation:

**(ANSWER EITHER A or B)**

**A. DISTRICT BOUNDARY CHANGE (REZONING):**

(Provide the legal and popular property descriptions, the Parcel ID Number(s), the number of acres, and the section(s) in which the property is located. Attach additional sheets if more space is needed. Attach a map showing all changes and additions.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The above described property has a proposed zoning change FROM \_\_\_\_\_ ( \_\_\_\_\_ )  
ZONE TO \_\_\_\_\_ ( \_\_\_\_\_ ) ZONE.

2. PURPOSE OF PROPOSED CHANGE: \_\_\_\_\_  
\_\_\_\_\_

**B. ZONING ORDINANCE TEXT AMENDMENT:**

The following Article(s) and Section(s) is amended or altered: ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_  
The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.) \_\_\_\_\_  
\_\_\_\_\_

C. **PUBLIC HEARING** on the above amendment was held on: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_  
(Notice must be provided at least fifteen days prior to the public hearing.)

E. **THE NEWSPAPER** (having general circulation in Township) carrying the NOTICE: \_\_\_\_\_

The PROPOSED ZONING AMENDMENT described herein was duly considered by the Township Planning Commission and will be forwarded to the Township Board with a recommendation to  APPROVE or  DISAPPROVE.

\_\_\_\_\_,  Chair or  Secretary \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (enter date)

**JACKSON COUNTY PLANNING COMMISSION (JCPC) ACTION:**

1. Date of Meeting: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

2. The JCPC herewith certifies receipt of the proposed amendment on the above date and:

- Recommends APPROVAL of the zoning change
- Recommends DISAPPROVAL of the zoning change for the reasons stated in the attached letter.
- Recommends APPROVAL of the zoning change with comments, as stated in the attached letter.
- Takes NO ACTION.

\_\_\_\_\_, Recording Secretary \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (enter date)

**TOWNSHIP BOARD ACTION:**

1. Date of Meeting: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

2. The \_\_\_\_\_ Township Board herewith certifies that a legally constituted meeting held on the above date and that the proposed amendment  PASSED,  DID NOT PASS, or was  REFERRED ANEW to the Township Planning Commission.

\_\_\_\_\_  
Township Clerk

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**REZONING WORKSHEET FORM**



**JACKSON COUNTY PLANNING COMMISSION  
(COORDINATING ZONING)**

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Please submit with the "Zoning Amendment Form" for a district boundary change (rezoning), not a text amendment.

Township of: \_\_\_\_\_ Township Case #: \_\_\_\_\_

Township official we may contact: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Rezoning Request: From: \_\_\_\_\_ ( \_\_\_\_\_ ) To: \_\_\_\_\_ ( \_\_\_\_\_ )

Property Location: Section(s): \_\_\_\_\_ Quarter Section(s):  NW  NE  SW  SE

Legal Description and/or Survey Map/Tax Map (please attach)  Yes  No (Please do not use only the Parcel ID Number)

Parcel Size (if more than one parcel, label "A" - "Z"): \_\_\_\_\_

Please attach location map  Yes  No

What is the existing use of the site? \_\_\_\_\_

What is the proposed use of the site? \_\_\_\_\_

What are the surrounding uses (e.g.: agriculture, single-family residential, highway commercial, etc.)?

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

What are the surrounding Zoning Districts?

North: ( \_\_\_\_\_ ) \_\_\_\_\_ South: ( \_\_\_\_\_ ) \_\_\_\_\_

East: ( \_\_\_\_\_ ) \_\_\_\_\_ West: ( \_\_\_\_\_ ) \_\_\_\_\_

What is the suggested use of the site on the Township's Land Use Plan map? \_\_\_\_\_

Is municipal water currently available?  Yes  No Will it be made available?  Yes  No If yes, when? \_\_\_\_\_

Is municipal sewer currently available?  Yes  No Will it be made available?  Yes  No If yes, when? \_\_\_\_\_

Does the site have access to a public street or road?  Yes  No If yes, name \_\_\_\_\_

Are there any known environmental constraints on the site?  Yes  No

Wetland(s)  Floodplain(s)  Brownfield(s)  Soil(s)  Other (please specify) \_\_\_\_\_

Please attach the minutes of the Planning Commission.

Yes, the minutes are attached.  No, the minutes are not attached.

Please attach copies of any reports, exhibits or other documented provided to the Planning Commission.

Yes, copies of documentation are attached.  No, copies of documentation are not attached.

Please attach any public comments, letters, or petitions.

Yes, public comments are attached.  No, public comments are not attached.

Please include any additional information or comments as an attachment.

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