



# Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)  
120 W. Michigan Avenue • Jackson, MI 49201  
Phone (517) 788-4426

## MEETING NOTICE

### FOR FURTHER INFORMATION CONTACT:

Alissa Starling  
R2PC Planner  
(517) 788-4426  
[astarling@mijackson.org](mailto:astarling@mijackson.org)

DATE: June 13, 2024

TIME: 6:00 p.m.

PLACE: 5<sup>th</sup> Floor Commission Chambers  
Jackson County Tower Building  
120 W. Michigan Avenue  
Jackson, Michigan 49201

## MEETING AGENDA

1. Call to order and pledge of allegiance
2. Public comment [**3 MINUTE LIMIT**]
3. Approval of minutes  
Approval of the April 11, 2024 meeting minutes [**ACTION**] ..... 3
4. Approval of agenda  
Approval of the June 13, 2024 meeting agenda [**ACTION**]
5. Request(s) for review, comment, and recommendation
  - a. Consideration of township zoning amendment(s) –
    - (1) CZ | #24-12 | Waterloo Township text amendment [**ACTION**] .....7
    - (2) CZ | #24-13 | Grass Lake Township text amendment [**ACTION**] .....27
    - (3) CZ | #24-14 | Summit Township rezoning [**ACTION**] .....39
    - (4) CZ | #24-15 | Summit Township text amendment [**ACTION**] .....55
    - (5) CZ | #24-16 | Henrietta Township text amendment [**ACTION**] .....67
    - (6) CZ | #24-17 | Napoleon Township text amendment [**ACTION**] .....79
    - (7) CZ | #24-18 | Grass Lake Township rezoning [**ACTION**] .....95
  - b. Consideration of master plan(s) – *None*
  - c. Farmland and Open Space Preservation Program (PA 116) application(s) – *None*
6. Other business
  - a. Unfinished business – *None*
  - b. New business
    - i. Possible updates to submission form for text amendments
  - c. Notices
    - i. Grass Lake Village Update of Master Plan .....107
    - ii. Henrietta Township Update of Master Plan .....108
7. Public comment [**2 MINUTE LIMIT**]
8. Commissioner comment
9. Adjournment

*The next scheduled meeting of the Jackson County Planning Commission is July 11, 2024*

[www.region2planning.com/jackson-county-planning-commission](http://www.region2planning.com/jackson-county-planning-commission)

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# Jackson County Planning Commission

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## MEETING MINUTES

April 11, 2024

5<sup>th</sup> Floor Commission Chambers • Jackson County Tower Building • Jackson, Michigan

**Members Present:** Ms. Nancy Hawley, Chairperson; Mr. Corey Kennedy, Vice Chairperson, Jackson County Board of Commissioners; Mr. Kurt Cole; Ms. Mary Wolcott; Mr. Jim Minnick, Jr.; Ms. Jennifer Biddinger; Mr. Jim Videto; Mr. Ted Hilleary; Ms. Pat Gallagher

**Members Absent:** None

**Staff Present:** Mr. Zack Smith, R2PC.

**Others Present:** Mr. Chris Kudner

Item 1. **Call to Order and Pledge of Allegiance.** Chair Hawley called the meeting to order at 6:01 p.m. Those in attendance rose and joined in the Pledge of Allegiance.

Item 2. **Public Comment.** None

Item 3. **Approval of Minutes.** Comm. Wolcott made a motion, seconded by Comm. Biddinger, to **approve** the March 14, 2024, meeting minutes. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.** Comm. Kennedy made a motion to **approve the agenda** for March 14, 2024 seconded by Comm. Hilleary. *The motion was approved unanimously.*

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

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

(1) **CZ | #24-10 | Columbia Township**

Staff referred to a report regarding a rezoning request for 1 parcel of 8.9 acres in Columbia Township from Agricultural (AG) to Residential Suburban (RS). Staff recommended approval of the rezoning application.

Discussion: Comm. Cole said that it fits future land use and it is near lots of other residential property.

Comm. Kennedy made a motion to recommend **approval** of the rezoning, supported by Comm. Cole. *Commissioners approved the motion unanimously.*

- (2) **CZ | #24-11 | Columbia Township** Staff referred to a report regarding a rezoning request for 2 parcels of 10.6 acres in Columbia Township from Residential Suburban (RS) to Residential Rural (RR).

Discussion: Comm. Videto expressed concern that both parcels did not have the same owner. Mr. Kudner said that both parcels are in a revocable trust that is controlled by his wife and himself, and that it appears the paperwork cut off the full name. Comm. Videto said that he just wanted to make sure they have the same owner so the rezoning holds. Mr. Kudner said he intends to combine the two parcels into one.

Comm. Videto made a motion to recommend **approval** of the rezoning, but noted concern about ownership titles, supported by Comm. Cole. *Commissioners approved the motion unanimously.*

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

- c. **Farmland & Open Space Preservation Program (PA 116) application(s).**

Staff referred to report, #24-02 on PA 116s for Waterloo Township, MI, recommending approval.

Comm. Videto made a motion to confirm staff recommendations and **approve** PA 116 application #23-02. Supported by Comm. Minnick. *Commissioners approved the motion unanimously.*

Item 6. **Other Business.**

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

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

Item 8. **Commissioner Comment.**

Comm. Biddinger asked about the best place to learn about the different zoning options. The board responded that the best place is to read the local zoning ordinances.

Chair Hawley gave an update on the MPSC meetings on the new renewable energy citing act. She said they have made a flow chart which is currently out for comments. The MPSC has made a decision that the county does not have to have a CREO if local unit of government does, but the county would still get grant money. If there is no CREO the money goes to the MPSC. All three elements – wind solar, and batter, are still needed either as



separate ordinances or one with all three together. The MPSC recommend a planner and lawyer to look over new ordinance.

Comm. Wolcott noted that NextEra withdrew their application for a solar farm in Grass Lake.

Comm. Kennedy said that he anticipates the Jackson County Commission to pass a resolution expressing their dissatisfaction with the new renewable energy citing law.

Comm. Videto said that no one had been able to turn a profit on a solar farm without subsidies.

Item 9.     **Adjournment.** Comm. Kennedy made a motion to adjourn, supported by Comm. Wolcott. *Commissioners approved the motion unanimously.*

The meeting adjourned at 6:27 p.m.

Respectfully submitted by:

Zack Smith, R2PC

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## COORDINATED ZONING REPORT | #24-12

### A Text Amendment Request to the Waterloo Township Zoning Ordinance

The Waterloo Township Planning Commission requests to amend Sections 20.25, 21.02, 9.2, 9.03, 9.05 and 11.26 regarding Solar Energy System.

#### Background Information

The Waterloo Township Planning Commission submitted amendments to Sections 20.25, 21.02, 9.2, 9.03, 9.05 and 11.26 of its Zoning District Regulations to the JCPC for review. The Waterloo Township Planning Commission seeks the following changes:

- **See Attached**

This is an extensive addition to the Waterloo Township Zoning Ordinance, covering both residential and commercial solar installations. It lists specific requirements for each application and sets forth clear and extensive guidelines for solar installation.

#### Analysis and Recommendation

**Township Planning Commission Recommendation** – The Waterloo Township Planning Commission approved the amendment at their April 16, 2024 meeting.

**JCPC Staff Analysis and Advisement** – The proposed amendment is long and thorough and does include regulation for a Battery Energy Solar System (BESS). However, it does have some shortcomings and we believe that parts conflict with Michigan's new citing laws, Public Acts 233 and 234 of 2023.

The early parts of Section 20.25 for onsite solar energy systems are unclear as to whether they are referring to solar energy systems or battery storage or both not exceeding 40 kWh. The sections seeking to regulate large solar installations of 11.26 likely do not comply with the state of Michigan's new citing law in that they place too many requirements on the entity seeking to build a commercial solar energy system, including some provisions that are wholly unnecessary. And in 9.2 and 9.03 they fully rule out wind power from being installed at all in the township. Based upon this analysis, staff advises the Planning Commission to recommend **DISAPPROVAL** to the Waterloo Township Board of the amended Sections 20.25, 21.02, 9.2, 9.03, 9.05 and 11.26 regarding Solar Energy System to the Waterloo Township Zoning Ordinance.

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

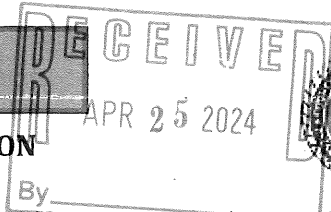
*Staff Report Attachment(s):*

- *Background information provided by Waterloo Township*

[www.co.jackson.mi.us/county\\_planning\\_commission](http://www.co.jackson.mi.us/county_planning_commission)

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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 WATERLOO 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 SEE ATTACHED PUBLIC HEARING NOTICE SECTION \_\_\_\_\_

The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.)  
SEE ATTACHED SHEETS

- C. **PUBLIC HEARING** on the above amendment was held on: month APRIL day 16 year 2024
- D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month MARCH day 30 year 2024  
(Notice must be provided at least fifteen days prior to the public hearing.)
- E. **THE NEWSPAPER** (having general circulation in Township) carrying the NOTICE: STOCKBRIDGE COMMUNITY NEWS

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.

RAULPH SCHUMACHER ☐ Chair or ☒ Secretary 04 / 16 / 2024 (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

# Waterloo Township Planning Commission

## Draft Meeting Minutes

### April 16, 2024

Meeting called to order at 7:00 pm.

#### Pledge of Allegiance

**Roll Call:** R. Schumacher, C. Richardson, J. Beck, G. Siegrist, M. Zweifler, W. Schulz and B. Steere.  
All Present.

Acceptance of April 16, 2024 meeting agenda: Moved by R. Schumacher, supported by B Steere to accept agenda as modified (added two commercial businesses on one parcel). **Motion carried.**

**Public Comment:** B. Richardson presented materials for guidelines for Right of Ways for Public Utilities.

Acceptance of March 19, 2024 Planning Commission Meeting Minutes: Moved by G. Siegrist, supported by C. Richardson to accept minutes as presented. **Motion carried.**

#### Meetings: Open/Public/Regular/Closing

- W. Schulz closed regular meeting and opened public hearing on Master Plan and Zoning Ordinance proposed text changes at 7:08pm.
- Public Hearing: No individuals attended the Public Hearing. No further input from any Planning Commission members.
- W. Schulz closed the Public Hearing and re-opened the Regular meeting at 7:12pm.
- Motion to accept text changes to Master Plan and Zoning Ordinance. Moved by R. Schumacher, supported by B. Steere to recommend that The Waterloo Township Board approve The Proposed Text Changes to The Township Master Plan (chapter 2, Farmland Resources), and to the Township Zoning Ordinance (Section 20.25-Onsite Solar Energy Systems) and Section 21.02 (Definitions) and Section 11.26 (Commercial/Utility Photovoltaic Solar Energy Systems). **Motion Carried.**

**New Business:** Discussed whether two commercial businesses would be allowed on one commercial property. Advised Marta and Marck Zdun to proceed with Special Land Use request.

#### Unfinished Business:

1. **Outdoor Special Events Ordinance:** Discussed how complicated this has become. The Planning Commission will draft a revised Police Power Ordinance that includes the New Permit Application Form and follow in general The Zoning Ordinance Section 20.23 as a format.
2. **Rules and Procedures for Utility Right of Ways:** will research for any existing documentation to use as a guideline.
3. **Zoning Ordinance Amendment Request Procedures:** Discussed and reviewed the draft procedure with minor changes. Moved by B. Steere, supported by J. Beck to forward to The Township Board for their consideration and approval of the Revised Procedures and Forms. **Motion Carried.**

**Additional Items:** None

**Public Comment:** None

**Adjournment:** Moved by R. Schumacher, supported by B. Steere to adjourn at 9:10 pm. **Motion Carried.**

**Ralph Schumacher Planning Commission Secretary: 4/17/24**



**Waterloo Township**

**Located at: 9773 Mt. Hope Rd. Munith, MI 49259**

**517-596-8200 office/517-596-8600 fax**

**Hours: 9:00 AM - 1:00 PM Monday, Tuesday &**

**Thursday Wednesday 1:00 - 5:00PM**

**[www.waterlootwpmi.gov](http://www.waterlootwpmi.gov)**

**- Public Hearing Notice -  
Waterloo Township  
Tuesday, April 16, 2024 at 7:00pm**

The Waterloo Township Planning Commission will hold a Public Hearing on Tuesday, April 16, 2024 at 7:00pm at the Waterloo Township Offices located at 9773 Mt. Hope Road, Munith, MI 49259. The purpose of the Public Hearing is to receive public comment on proposed text updates to The Township Master Plan, Chapter 2, Farmland Resources and to The Township Zoning Ordinance section 20.25, Onsite Solar Energy Systems, section 21.02, Definitions and section 11.26, Commercial/Utility Photovoltaic Solar Energy Systems. A copy of the proposed text updates may be viewed at The Township Offices during normal business hours.

Written comments should be mailed to: Waterloo Township Offices, 9773 Mt. Hope Rd, Munith, MI 49259 or dropped off at the offices during regular business hours prior to April 15, 2024.

Individuals with special needs requiring auxiliary aids or services should contact the Waterloo Township Board by writing or calling the Clerk's Office, 9773 Mt. Hope Rd, Munith, MI 49259. Phone: 517-596-8400.

Ralph Schumacher  
Planning Commission Secretary

## **Master for Renewable Energy Systems**

### **Approved text to add to Master Plan Chapter Two, Farmland Resources March 2024 updates**

#### **Adding paragraph 3 to the opening statements.**

Advances in technology, changes in infrastructure, and governmental incentives have altered the potential land use impact of solar electrical energy systems. There is an increase in interest in these clean energy systems for commercial and personal use. Generally private/onsite systems have minimal impact on the neighborhood and adjacent land use patterns. In contrast commercial solar energy systems can have significant impacts. Large parcels that have access to roads and the electrical network may be suitable for commercial energy system developments. Distance from residential use could minimize potential quality of life issues with these commercial projects. The Township's Community Residential Areas are not suitable sites for these commercial solar systems. These commercial projects are not suitable for high density areas such as commercial or industrial areas. There may be some agricultural parcels in the Township that would be attractive to commercial solar energy development.

#### **Adding to the list of Objectives (on page 12)**

7) The potential use of Waterloo farmland space for commercial alternative energy production such as solar electrical energy production continues to grow. Since the lease income from such developments may provide Waterloo agricultural landowners with better financial returns than more conventional agricultural production on the same land, and particularly since the township does wish to encourage the continuation of farming, some alternative electrical energy agricultural land uses could be accommodated given proper local oversight.

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## **Draft Amendments to the Waterloo Township Zoning Ordinance**

***Amend by adding to Article 20 GENERAL PROVISIONS; a new subsection:***

### **Section 20.25 Onsite Solar Energy Systems**

Onsite solar energy systems including battery storage not to exceed 40 kWh shall be permitted as an Accessory Use to an existing principal structure or planned in conjunction with a proposed Principal Use and located on a lot or parcel of land in any Zoning District.

These Onsite Solar Energy Systems are designed and constructed to provide and are limited to the primary or supplemental energy needs of a home, farm, commercial or industrial business and public or semi-public use located on a lot or parcel of land.

#### **A. Applications, Permit, and Conditions**

1. Township Zoning Compliance Permit and Building Permit are not required for the installation of any On Site solar energy system less than 2000 square feet in area or with battery storage not to exceed 40 kWh.
2. For solar panels exceeding 2000 square feet or with battery storage exceeding 40 kWh, the property owner shall submit a site plan to the Zoning Administrator. The site plan shall include setbacks, the location of any panels, noting their sizes, and the capacity, type, size and location of any energy storage capability and the location of property lines, buildings, fences and road right of ways. The site plan must be drawn to scale.
3. Construction plans for the installation of roof and wall mounted solar panels occupying more than 2000 square feet shall be presented as an amendment to an existing site development or as part of a proposed site plan development.
4. Solar panels installed on ground level shall not exceed twenty (20) feet above ground when oriented to maximum tilt.
5. Solar panels may be attached to the roof or walls of a building provided they are attached directly to the contour of the roof or wall of the building. Solar Panels shall not extend more than three (3) feet above the roof line of the building upon which they are located. If the solar panel is mounted on a building in an area other than the roof, no part shall extend beyond the area of the wall on which it is mounted.
6. All solar panels shall be located on the ground or on a building, so that the reflection/glare from any solar panel will be directed away from or is properly buffered from adjoining property.
7. All structural elements of the Onsite Solar Energy System shall meet all of the applicable requirements of the Zoning District in which they are located.
8. Ground or roof mounted solar energy systems and any adjunct battery storage systems shall conform to applicable County, State and Federal Regulations and safety requirements including but not limited to Michigan Building Codes and any applicable National Fire Protection Association (NFPA) & International Fire Consultants (IFC) codes.
9. All power transmission lines, wires or conduits from a ground mounted solar system to any building or other structure shall be located underground. If batteries are used as part of the ground mounted system, they must be placed in a secured container or enclosure. Signage will

be provided with disconnection procedures for emergency first responders in case of fire or other emergency.

10. The Applicant shall inform the Utility Company supplying electric power to the site upon which the Solar Energy System is to be located and furnish the Township with written evidence of the Applicant's submittal to the Utility Company of this information and the Utility Company's written response to the Applicant's proposed Solar Energy System.
11. Should the Applicant be a non-owner of the property, an agreement between the owner and non-owner to permit the installation of the Onsite Solar Energy System shall be submitted as a part of the Applicant's requested installation of a Solar Energy System on the site.
12. Net metering or its successors: All energy generated by an Onsite Solar Energy System on the lot or parcel upon which it is located shall be utilized only by the developments located on the lot or parcel, and shall not be extended to adjacent lot and parcel uses and developments, except that any surplus electric power energy produced on a lot or parcel may, by mutual written agreement between the owner of the lot or parcel producing the surplus electric power energy and the public utility company providing electric power to the area in which their lot or parcel is located may be transferred and/ or sold only to that public utility company.
13. The manufacturer or installer's identification and appropriate warning signage shall be posted on or near the solar panels in a clearly visible manner.

***Amend Subsection 21.02 Definitions by adding six new terms, inserted into the alphabetical sequence:***

**Commercial/Utility Photovoltaic Solar Energy Systems:** A solar energy system where the principal design, purpose or use of such system is to provide energy to off-site uses or the wholesale or retail sale of electricity to a person or entity, by the conversion of solar energy through photovoltaic technology to electricity.

**Habitable Structure:** Any existing structure useable for living or non-agricultural commercial purposes, which includes but is not limited to working, sleeping, eating, cooking, recreation, office, office storage, or any combination thereof. An area used only for storage incidental to a residential use, including agricultural barns, is not included in this definition. If it is not clear by these definitions, the Office of Zoning Administration shall make a determination of any structure regarding whether or not it is habitable.

**Parcel Tract:** More than one parcel that are adjoining and have identical ownership. The parcels are considered adjoining even if they are located on opposite sides of a road or Section Line.

**Participating Site:** A property within a parcel or tract that participates in a lease or easement agreement or other contractual agreement, with an entity submitting a Special Land Use Permit application for the purpose of developing a Commercial/Utility Photovoltaic Solar Energy System.

**Solar Array:** Includes the aggregate solar panels and their structural supports.

**Solar Facility:** The legally defined property including the solar array, accessory structures and ancillary equipment such as transformers, control systems or battery storage systems, buffers and access drives. The solar facility will be identified on the approved site plan. The solar facility could be an entire parcel, more than one adjoining parcel, or portions of a parcel or adjoining parcels. If the legally defined property is located within a larger parcel, it is not required that the leased property obtain an approved land division under the Waterloo Township's Land Division, Combination, and Parcel/Lot Boundary Adjustment Ordinance.

***Amend Article 9 ZONING DISTRICTS, REGULATIONS, and MAP; by Modifying Table 9.2 by inserting four new rows (marked in red) in the category Other Uses Not Listed Above including the permitted categories under each Zoning Districts***

**Table 9-2**

**Permitted Principal Uses in Conservation and Residential Zoning Districts**

	PRINCIPAL USES	ZONING DISTRICTS							
		BR = Use Permitted by Right, S = Special Land Use, and – = Prohibited Use							
		PC	A-1	A-2	RN F	R-1	R-2	R-3	R-4
	<b>Other Uses Not Listed Above</b>								
1	Public assembly facilities such as, but not limited to, cemeteries, parks, schools, libraries, religious facilities, and museums.	S	S	S	S	S	S	S	–
2	Public facilities not otherwise included in (1) above such as, but not limited to, fire stations, police stations, substations, jails, and public parking lots.	S	S	S	S	S	S	S	–
3	Clubs, lodges, and similar social centered organizations.	S	S	S	S	S	S	S	–
4	Outdoor Wood Fired Boilers (Amended 12/7/09 Ord #09-112-15-2)	–	S	S	S	–	–	–	–
5	Onsite wind energy system	BR	BR	BR	BR	BR	BR	BR	BR
6	Commercial/utility wind energy system	-	-	-	-	-	-	-	-
7	Onsite solar energy system	BR	BR	BR	BR	BR	BR	BR	BR
8	Commercial/Utility Photovoltaic Solar Energy Systems	S	S	S	-	-	-	-	-

And modifying Article 9.03 continued by adding four more rows:

**Permitted Principal Uses in Commercial and Industrial Zoning Districts**

	PRINCIPAL USES	ZONING DISTRICTS <sup>1</sup>		
		BR = Use Permitted by Right S= Special Land Use <sup>1</sup> – = Prohibited Use		
		C-1	C-2	I-1
	Other Uses Not Listed Above			
1	Public assembly facilities such as, but not limited to, cemeteries, parks, schools, libraries, religious facilities, and museums.	S	–	–
2	Public facilities not otherwise included in (1) above such as, but not limited to, fire stations, police stations, substations, jails, and public parking lots.	S	S	S
3	Clubs, lodges, and similar social centered organizations.	S	S	–
4	Onsite wind energy system	BR	BR	BR
5	Commercial/utility wind energy system	-	-	-
6	Onsite solar energy system	BR	BR	BR
7	Commercial/Utility Photovoltaic Solar Energy Systems	S	S	S

~~~~~

**Amend Article 9 Subsection, Permitted Uses in Zoning Districts. By inserting after the text in 9.05 C.**

Private solar energy systems are permitted as an accessory use in all Zoning Districts.

**Amend Article 9 Subsection 9.05 B. 2 Special Land Uses by adding:**

Commercial/Utility Solar Energy Systems are permitted in the Public Conservation and Agricultural Zones as a Special Land Use provided that they are approved according to the provisions of Article 11.02 and 11.26.

***Further amend Article 11 STANDARDS for SPECIAL LAND USES: by adding a new Section 11.26 at the end.***

**Section 11.26 Commercial/Utility Photovoltaic Solar Energy Systems**

Commercial/Utility Photovoltaic Solar Energy Systems are only permitted in the Pubic Conservation and Agricultural Zones as a Special Land Use provided that they are approved according to the general provisions of Article 11.02 and the specific provisions of this Section, 11.26.

The purpose and intent of this ordinance is to establish a process for a Special Use Permit for Commercial/Utility Photovoltaic Solar Energy Systems development in Waterloo Township, for the review and permitting of such facilities, to protect the health, welfare, safety and quality of life of the general public and to ensure compatible land uses in the vicinity of the areas affected by such facilities. If, in the opinion of the Waterloo Township Planning Commission or Board of Trustees, the applicant meets the general intent of this ordinance, but would like a variance on any of the provisions of this ordinance, the Township may waive certain requirements or have the applicant use the Zoning Board of Appeals process to address any possible variance requests.

**Commercial Solar Energy Systems - General Requirements**

All solar commercial energy systems are subject to the following general requirements:

1. All Solar Energy Systems must conform to all applicable federal, state, county and township requirements, as well as any applicable industry standards, and any applicable NFPA & IFC codes.
2. No signage will be allowed except for public and employee safety, instructions for emergency response personnel and that required by federal, state, county, and township regulations.
3. No Solar Energy System shall be installed until evidence has been given to the Zoning Administrator that the electric utility company has approved the developer's intent to install an interconnected customer-owned generator to the grid. "On Site" systems shall be exempt from this requirement.
4. Any on-site electrical storage, Battery Energy Storage Systems (BESS) must conform to industry standards and applicable federal, state and local regulations, including but not limited to any applicable NFPA & IFC codes.
5. No Solar Energy System shall produce electromagnetic interference that adversely affects normal operation of radio, television, Internet, or cellular telephone service or exceeds any applicable standards established by federal or state regulations. Such interference is grounds for the Township to restrict the operation of the Solar Energy System until it is resolved.
6. Concentrating solar thermal devices or any other various experimental solar technologies are not allowed in any zoning district.
7. All power transmission lines from a ground-mounted Solar Energy System to any building or other structure shall be located underground, and comply with the National Electrical Code (NEC). The Planning Commission may modify this requirement if, in its sole discretion, it determines that it would be impractical to install, place or maintain such transmission lines underground.
8. Drainage, including stormwater, soil erosion and sediment control, and snowmelt runoff shall be managed in a manner consistent with all applicable federal, state, and local regulations. All drainage

infrastructures on-site, including drain tile and ditches, shall be maintained during the operation of the Solar Energy System, and shall not impact setback/buffer areas or neighboring properties.

9. No Solar Energy System shall produce glare that would constitute a nuisance to occupants of neighboring properties or to persons traveling neighboring roads. Upon written notice to the owners of the Solar Energy System from the Complaint Resolution Committee or Township Supervisor, that glare from the Solar Energy System is causing a nuisance to neighboring residents, or to persons traveling neighboring roads, the owner of the Solar Energy System shall have a reasonable time (not to exceed sixty (60) days) from the date of such notice to remediate such glare.

10. An applicant for a Solar Energy Facility Zoning or Special Land Use Permit (SUP) shall remit an application fee in the amount specified in the fee schedule. The fee schedule may be amended by resolution of the Township Board.

11. The Photovoltaic Panels and all other components of the commercial photovoltaic system shall meet all applicable national standards, such as UL (Underwriters Laboratories) standards and IEC 61215, in effect at the time of construction. The applicant shall provide written specifications, material safety data sheets (MSDS), and countries of origin of the panels used.

12. Applicant must provide updated specifications as panels and other major electrical components are replaced, including energy storage.

13. In the instance that an unavoidable Act of God inhibits, damages, or destroys part of, or the majority of the Solar Energy Facility, the owner or operator shall provide a Rehabilitation Plan to remedy the damage and said plan shall be submitted to the Waterloo Township Renewable Energy Committee, and approved by the Township Board. Said plan will outline the necessary protocol and time schedule for returning the Solar Energy System to energy production and must be submitted to the Township within sixty (60) days of the date the damage was incurred or a time determined reasonable by the Township Board.

14. No operating Solar Energy System shall produce noise that exceeds Forty-Five (45) dBA, as measured at the property line of any neighboring lot. Adequate setbacks and screening shall be provided to comply with this requirement.

15. Whenever any provisions of this Ordinance imposes more stringent requirements, regulations, restrictions or limitations than are imposed or required by the provisions of any other law or ordinance, the provisions of this Ordinance shall govern.

16. No more than 10% of the Waterloo Township agricultural zoned acreage may be made up of Commercial/Utility Photovoltaic Solar Energy Systems

**A. Definitions:**

1. **Commercial/Utility Photovoltaic Solar Energy Systems:** A solar energy system where the principal design, purpose or use of such system is to provide energy to off-site uses or the wholesale or retail sale of electricity to a person or entity, by the conversion of solar energy through photovoltaic technology to electricity. Such a system will include multiple components such as solar photovoltaic cells, system controllers, voltage regulators, electrical converters, and wiring and connection systems. Such a system may also include a battery energy storage system and appropriate controls and connection system.

2. **Habitable Structure:** Any existing structure useable for living or non-agricultural commercial purposes, which includes but is not limited to working, sleeping, eating, cooking, recreation, office, office storage, or any combination thereof. An area used only for storage incidental to a residential use, including agricultural barns, is not included in this definition. If it is not clear by these definitions, the Office of Zoning Administration shall make a determination of any structure regarding whether or not it is habitable.
3. **Parcel Tract:** More than one parcel that are adjoining and have identical ownership. The parcels are considered adjoining even if they are located on opposite sides of a road or Section Line.
4. **Participating Site:** A property within a parcel or tract that participates in a lease or easement agreement or other contractual agreement, with an entity submitting a Special Lane Use Permit application for the purpose of developing a Commercial/Utility Photovoltaic Solar Energy System.
5. **Solar Array:** Includes the aggregate solar panels and their structural supports.
6. **Battery Energy Storage System** – One or more batteries (cells which store energy electrochemically) assembled together, capable of storing energy in order to supply electrical energy at a future time.
7. **Commercial/Utility Photovoltaic Solar Energy Facility:** The legally defined property including the solar array, Energy Storage Systems, accessory structures and ancillary equipment, buffers and access drives. The solar facility will be identified on the approved site plan. The commercial/utility photovoltaic solar facility could be an entire parcel, more than one adjoining parcel, or portions of a parcel or adjoining parcels. If the legally defined property is located within a larger parcel, it is not required that the leased property obtain an approved land division under the Waterloo Township's Land Division, Combination, and Parcel/Lot Boundary Adjustment Ordinance.
8. **Waterloo Township Renewable Energy Committee** – this committee shall be responsible for the initial permit application review and will make a recommendation to the Waterloo Township Planning Commission. In subsequent annual renewal applications for a given facility, this committee shall review the material and status and make recommendations to the Waterloo Township Board for renewal. The committee shall consist of the following members: one township board member, one township planning commission member, one SAESA member, two citizen members (appointed by the township supervisor), representation from the township attorney, and the township engineering firm. No single member can fill multiple rolls described above. This committee shall agree upon a Chair and a Vice-Chair at their first meeting. Terms of the Chair and Vice-Chair shall be determined yearly. The very first Chair shall be appointed by the Township Supervisor before the first meeting.

**B. Application for Special Land Use Permit requirements for a Commercial/Utility Photovoltaic Solar Energy Systems:**

1. If portion of the parcel is to be leased by the owner for use as a commercial/utility photovoltaic solar facility all property within the participating site must be included in some type of recorded legal agreement specifying the applicable uses for the duration of the project. The proposed lease or other legal agreement(s) between the owner of the parcel and the developer of the



participating site must be included in the application for Special Land Use. Any language related to compensation may be redacted.

2. After zoning has been approved, no Commercial/Utility Photovoltaics Solar Energy System shall be installed until written evidence has been submitted to the Township of an energy purchaser.
3. A Commercial/Utility Photovoltaics Solar Energy System special land use permit application must include a complete description of the project including all buildings and accessory structures. Any substations or new transmission lines shall be included in the site plan. The intended route for connecting to the power grid and the alternative locations for any substation must be described.
4. Site plans shall identify all parcels on which the Commercial/Utility Photovoltaic Solar Energy System will be developed, existing and proposed buildings, accessory structures, utilities, transmission lines, solar panels, drainage ways, grades, topographical conditions, regulated wetlands, wetlands existing before construction, storm water runoff patterns, regulated floodplains, and regulated lakes, streams or ponds. The plans shall include required setbacks, access routes to the participating site that are a part of the proposed facilities, proposed road improvements, any parcels within three hundred (300) feet of the facility, proposed transmission lines to and from Power Switchyards and/or between adjoining properties, proposed signage; and proposed mitigation procedures for dust and erosion control, including any stormwater collection facilities that may be required for erosion control.
5. The application shall include the time period to construct, phasing of construction and anticipated useful life of the facility.
6. The application shall include a detailed restoration plan in compliance with section 11.26.F of this ordinance including how the site may be used at the end of the project's useful life.
7. All property taxes shall be paid in full before the Township Board considers the application.
8. Plans for training local emergency responders must be included with the application. This plan must be acceptable to the Waterloo Township Board and SAESA (Stockbridge Area Emergency Services Authority).
9. A detailed description of the Energy Storage Systems that will be used on the facility must be included with the application, along with details on how these systems connect to both the solar array and the local power service.

**C. The following site and development standards shall apply:**

1. Setbacks: Any component of the Commercial/Utility Photovoltaic Solar Energy System, including but not limited to the solar array, energy storage system, or any accessory buildings or ancillary equipment shall be located at least fifty (50) feet from any adjacent parcel property lines and three hundred (300) feet from any habitable structures on the project site or any adjacent parcels.
2. The maximum height of solar panels is 25 feet. This takes into account the rotation of panels to maximize exposure to sunlight throughout the day. The height of the 'power switchyard'—the structure needed to connect the solar energy facility to electric transmission lines—is limited to

- the height needed to tie into the electric transmission lines. All other buildings/accessory structures must meet the height requirements of the underlying zoning district.
3. Seven (7) foot fencing is required around the entire facility. Additional fencing is required around the Power Switchyard and shall be at least twelve (12) feet in height.
  4. Knox boxes and keys shall be provided at locked entrances for emergency personnel access. Appropriate warning signage shall be placed at the entrance and perimeter of the Commercial/Utility Photovoltaic Solar Energy Systems. The facility operator's emergency contact information and appropriate warning sign shall be posted on or near the panels in a clearly visible manner.
  5. Screening:
    - a. All Commercial/Utility Photovoltaic Solar Energy Systems shall have a minimum landscape buffer of 20 feet around accessory mechanical buildings and substations that are not included within the footprint of the solar array. The buffer shall contain evergreen trees or bushes planted no more than 8 feet apart and be at least 4 feet tall at time of planting. The buffer trees shall be expected to grow to a height of 10 feet within 3 growing seasons. The trees may be trimmed but no lower than a height of 10 feet. Additional visual screening may be required to protect adjacent residential property.
    - b. All Commercial/Utility Photovoltaic Solar Energy Systems shall have two rows of trees, staggered in such a manner as to block the view of the facility from any public road. These trees must be at least 6' tall at planting and shall be expected to grow to a height of 10 feet within 3 years. Trees must also be of a type to have a mature height at least as tall as the highest point of the solar panels, and shall be deer resistant. Trees shall be replaced within 90 days if they should happen to die and no longer provide the screening they were intended to provide.
    - c. Access: A minimum of 33 feet unobstructed access shall be provided around the entire commercial/utility photovoltaic solar facility and located internal to any fencing.
  6. Glare: All Commercial/Utility Photovoltaic Solar Energy Systems shall be designed such that they do not produce glare that would constitute a nuisance to occupants of neighboring properties or to persons traveling neighboring roads.
  7. Connection to utility grid: The intended route for connecting to the power grid and the alternative locations of any necessary substation shall be disclosed with the application for Commercial/Utility Photovoltaic Solar Energy Systems.
  8. Lighting: Lighting of the large solar energy facility shall be limited to the minimum necessary, supplied with down lighting, and in no case shall any illumination from such lighting extend beyond the perimeter of the solar energy facility. Any lighting on the solar facility shall be turned off unless there is a need for light in an emergency or during maintenance or repairs. Lighting should be sufficient for emergency responders to properly address any emergency situations to which they are called.
  9. In addition to the requirements of this Section, the Township Board may impose additional reasonable conditions on the approval of a Commercial/Utility Photovoltaic Solar Energy Systems as a Special Land Use.
  10. All Commercial/Utility Photovoltaic Solar Energy Facilities shall be required to obtain and supply in the application all necessary permits from the Michigan Department of Environment, Great Lakes and Energy; and any applicable township, county and Federal permits.
  11. All necessary legal agreements between the owner of the commercial/utility photovoltaic solar facility and property owners must be in place prior to commencing construction.
  12. All medium voltage cable within the solar facility must be buried, with the exception of the power switchyard or within a substation.

13. The construction and maintenance of the commercial/utility photovoltaic solar facility shall not adversely affect the natural and existing drainage of the site or adjacent properties. Stormwater collection systems shall be installed as necessary to prevent erosion and any and all runoff onto neighboring parcels. Any erosion or flooding of property as a result of the construction or operations of a solar facility is the responsibility of the developer/owner of the structures.
14. If the site includes wetlands or flood plains, the applicant shall provide documentation of compliance with all federal state and local regulations. Wetlands existing before construction shall not be filled by any stormwater runoff resulting from the solar facility.
15. Training shall be provided and paid for by the applicant for local emergency response teams. Training must be completed before commercial operation begins. Annual training refreshers and training for new hires of SAESA shall be conducted by SAESA as necessary. Training costs shall be re-imbursed through the applicable escrow account. Training shall include, but not be limited to:
  - a. Access to the site
  - b. How to access and turn on the necessary lighting
  - c. Procedures for handling any energy storage system issues such as fire
16. Hours of Operation for construction shall be between the hours of 6:00 a.m. through 9:00 p.m. Monday through Friday and 6:30 a.m. through 5:00 p.m. on Saturdays. No construction activity shall take place on Sundays.
17. Water quality monitoring wells must be installed every 200 yards along the perimeter of the facility. These wells must be of sufficient depth to test water samples at least once per year by a certified lab to test for potential contaminants. Specific contaminant list shall be defined by the Township engineer and the Renewable Energy Committee at the time of the original application process. A datum test must be conducted from each well before commercial operation of the facility begins.
18. Annual permit renewal required
  - a. The original SUP, if approved, shall be good for one year at a time.
  - b. This permit shall be renewed each year after the first year of operation with the operator submitting a renewal application report to the Township Clerk at least 90 days before the permit expiration. This renewal application report shall contain at least the following information:
    - i. Any issues and/or safety incidents experienced over the past year and what was done to resolve said issues.
    - ii. Results of the well water testing, along with any historical data, both in table and graphical format.
    - iii. Changes in or withdrawal of any permit required by other jurisdictions, boards, or commissions within the State of Michigan.
    - iv. Any known or projected changes or modifications from any information previously submitted to the Township Board as required by this Ordinance.
    - v. Any expected changes to the Restoration Plan.
    - vi. A list of any system components replaced during the past year.
    - vii. Any updates to the specifications of any system components.
  - c. Once the renewal application report has been received by the township, the township engineer shall have 30 days to conduct a site review and provide a report to the township.
  - d. The Waterloo Township Renewable Energy Committee Chair will call a meeting to review renewal application and the engineering report once the engineering report has been received by the township. The committee shall meet within 30 days of

receipt of both the renewal application and the engineering report. The committee will review at least the following before making a recommendation:

- i. Inspection of all panels for any damage
- ii. Inspect all electrical connections for integrity
- iii. Inspection of all emergency lighting systems including but not limited to bulbs and switches use to power the emergency lighting system.
- iv. Assess existing fire prevention plans
- v. assess condition of screening and fencing
- vi. assess any erosion issues
- vii. review water testing results and compare to historical trends
- viii. Any updates to NFPA or IFC codes that need to be discussed
- ix. Any residential complaints
- x. Maintenance of the escrow fund
- xi. reassessment of the bond requirement

19. Complaint Resolution – the operator of the solar facility must provide solar operator contact information to the Waterloo Township Clerk to use in the case of resident complaints. Also, the operator must install a sign containing the phone number to the Waterloo Township offices that is visible from the road for residents to use to call in case of a complaint or an emergency. The Township will field these calls and contact the solar operator as necessary.

- D. Application Escrow Account:** An escrow account shall be set up when the applicant applies for a Special Use Permit for a solar facility. The monetary amount filed by the applicant with the Township shall be in accordance with the fee schedule set by the Township Board. These funds are used to cover all reasonable costs and expenses associated with the special use permit and site plan review and approval process, which costs can include, but are not limited to, fees of the Township Attorney and Township Engineer, any reports or studies which the Township anticipates it may be done related to the zoning review process for the particular application, training for local emergency services, and funding to test neighboring wells if there is such a request. At any point during the zoning review process, the Township may require that the applicant place additional monies into escrow with the Township should the existing escrow amount filed by the applicant prove insufficient. If the escrow account needs replenishing and applicant refuses to do so within fourteen (14) days after receiving notice, the zoning review and approval process shall cease until and unless the applicant makes the required escrow deposit. Any escrow amounts which are in excess of actual costs shall be returned to the applicant.
- E. Surety Bond:** If a Special Land Use Permit is approved pursuant to this section, the Township shall require security in the form of a surety bond acceptable to the Township, which will be furnished to the Township in order to ensure full compliance with this section and all conditions of approval. When determining the amount of each required security, the Township may also require an annual escalator or increase based on the Consumer Price Index (or the equivalent or its successor). The security amount may also be adjusted as necessary as a result of yearly reviews and permit renewals by the Waterloo Township Renewable Energy Committee. Such financial guarantee shall be deposited or filed with the Township Clerk after a Special Land Use Permit has been approved but before construction commences on the solar facility. At a minimum, the financial security shall be in an amount determined by the Township to be reasonably sufficient to restore the property to its previous condition prior to construction and operation of the solar facility. Such financial security shall be kept in full force and effect during the entire time that the solar facility exists or is in place, and such financial security shall be irrevocable and non-cancelable.

- F. Restoration Plan:** A restoration plan is required and shall describe the decommissioning of the commercial/utility photovoltaic solar facility and final restoration conditions of the land within twelve (12) months of abandonment or end of project useful life, including evidence of proposed commitments to the owners of leased lots. The plan shall be filed at the time of application. The restoration plan shall be prepared by a professional engineer or registered landscape architect. All restoration operations shall be performed in accordance with the restoration plan. The restoration plan must be approved by the Waterloo Township Board as part of the permit approval process. The restoration plan shall be totally completed within 12 months of the termination of the solar operation.

The restoration plan shall provide the following information:

1. Boundary lines of the property and dimensions and bearings of the property lines correlated with the legal description.
  2. Location and extent of all natural features to be retained throughout and after operations, including but not limited to wetlands, streams, wooded areas, and topsoil.
  3. Proposed completed topography at contour intervals of not more than ten (10) feet.
  4. A description of the methods and materials to be utilized in restoring the site.
  5. Names, addresses and phone numbers of the applicant, property owner, operator and professional engineer who prepared the restoration plan.
    - i. An estimate of restoration costs along with the calculations showing how the costs are computed.
- G. Forfeiture of Decommissioning Escrow Account:** The bond is forfeited in the event the operator does not comply with their restoration plan within twelve (12) months of one of the following three conditions:
- a. Termination of the lease
  - b. Failure to complete the project
  - c. Inactivity for twelve (12) months
- H. Liability Insurance:** The applicant shall provide and maintain a liability insurance policy to cover property damage for surface and/or subsurface occurrences and bodily injury in an amount not less than Four Million (\$4,000,000.00) Dollars per occurrence, in any combination of primary and umbrella coverage, naming Waterloo Township, its elected officials and appointed officials as additional named insureds and provide a copy of this policy to the Township Clerk prior to starting construction. Said insurance shall provide an endorsement which provides that the general aggregate limit of the operator's commercial and general liability applies to the site. Waterloo Township must be sent a notice of intent to cancel the insurance not less than twenty (20) days before the cancellation thereof. The policy is subject to the review of the Township's attorney prior to acceptance. Failure of the operator, or any persons, firm or corporation named in the policy to maintain the insurance shall be cause for termination of the permit.
- I. Immunity:** The applicant is required to agree in writing, subject to the acceptance of the Waterloo Township Attorney, to defend, indemnify, and hold harmless the Waterloo Township Board of Trustees, and its officers, agents, and employees, against any claims, demands, damages, lawsuits, judgments, costs, liens, losses, expenses, and attorney fees resulting from the installation, construction, repair, replacement, operation, or maintenance of the proposed solar energy facility to the extent caused by the applicant, its contractors, its subcontractors, and the officers, employees, or agents of any of those.

**J. Alteration of approved plans:** Before deviating from approved plans, the applicant shall submit to the Township an application to amend or change the approved plans. The application must contain sufficient information to apprise the Township of the reason and nature of the requested change(s). When the Township receives an application for a change or modification of an existing plan, the Township Board shall approve or reject the application according to whether or not the application meets the requirements of the Zoning Ordinance. If an application is rejected, the Board shall give the reasons for the rejection in writing.



# 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

## COORDINATED ZONING REPORT | #24-13

### A Text Amendment Request to the Grass Lake Charter Township Zoning Ordinance

The Grass Lake Charter Township Planning Commission requests to amend Sections 6.03, 7.03, and 14.07 regarding agricultural tourism.

#### Background Information

The Grass Lake Charter Township Planning Commission submitted amendments to Sections 6.03, 7.03, and 14.07 of its Zoning District Regulations to the JCPC for review. The Grass Lake Charter Township Planning Commission seeks the following changes:

- **See Attached**

This proposed amendment allows for those zoned R-1 and R-2 to host agricultural tourism and lays out the necessary requirements to be granted permission to do so.

#### Analysis and Recommendation

**Township Planning Commission Recommendation** – The Grass Lake Charter Township Planning Commission approved the amendment at their April 25, 2024 meeting.

**JCPC Staff Analysis and Advisement** – Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Grass Lake Charter Township Board of the addition of the agricultural tourism amendments to Sections 6.03, 7.03, and 14.07 of the Grass Lake Charter Township Zoning Ordinance.

*Staff Report Attachment(s):*

- *Background information provided by Grass Lake Charter Township*

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

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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 Grass Lake Charter 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 \_\_\_\_\_ ( ONE )  
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 2.03  
The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.) ORDINANCE TO ALLOW & REGULATE AGRICULTURAL TOURISM ESTABLISHMENTS AS A SPECIAL LAND USE WITHIN THE R-1 AND R-2 SINGLE-FAMILY RESIDENTIAL DISTRICTS

- C. **PUBLIC HEARING** on the above amendment was held on: month 4 day 25 year 2024
- D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month 4 day 9 year 2024  
(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 Exponent

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.

Tim Golding ☒ Chair or ☐ Secretary 4 / 25 / 24 (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.

Unapproved Planning Commission Minutes  
April 25, 2024 7:00 P.M.

**Call to Order**

Chairman Golding called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

Chairman Tim Golding – Present

Marc Cuddie – Present

Mark Jewell – Present

Tom Brennan – Present

Heather McDougall – Absent

Dale Lucas – Present

Jim Warbritton – Absent

Also Present: Dan Campbell Zoning Administrator, Board Member Scott Bray. Also attending are approximately 25 residents. No Zoom

**Approval of Agenda**

A motion to approve as written by Brennan, seconded by Jewell. All Ayes. Motion Carried

**Approval of March 21, 2024 Meeting Minutes**

A motion to approve as written by Lucas, seconded by Jewell. All Ayes. Motion Carried

**Citizens Wishing to Address the Commission**

A few residents addressed the Commission their concerns pertaining to the vote for Target Trucking's SUP. Advising to table it.

**Old Business**

Vote on Special Use Permit filed by Applicant Target Trucking on the expansion of the 9.9 acre lake to 33 acres for mining extraction

Chairman Tim Golding read the changes that were made on the SUP. The bond will be raised to \$500,000 once acclimated.

A motion to approve by Jewell, supported by Brennan the SUP for Target Trucking. Roll Call Vote: Yeas – Brennan, Jewell, Lucas, Cuddie, Golding. Nays – None. Absent: McDougall, Warbritton. Motion Carried

#### **New Business**

- Site Plan Review for Cody Lester 15 acres on Wolf Lake Rd. 22 lot Housing Development. Cody Lester spoke to the Commission that this will be ½ acre lots – 3 bedroom houses. The perk test has been done. The houses will be similar to the ones on Burgett Lane.

A motion to move forward to the next phase by Lucas, supported by Jewell. Roll Call vote: Yeas – Brennan, Jewell, Lucas, Cuddie, Golding. Nays – None. Absent: McDougall, Warbritton. Motion Carried

- Agricultural Tourism Zoning Amendments added to the R1 & R2 Districts
- You pick orchard
- Minimum of 10 acres
- SUP

A motion to recommend Agricultural Tourism (R1 & R2) of 10 acres or more, seconded by Lucas. Roll Call Vote: Yeas – Brennan, Jewell, Lucas, Cuddie, Golding. Nays – None. Absent: McDougall, Warbritton. Motion Carried.

#### **Citizens Wishing to Address the Commission**

A few residents spoke to the Commission pertaining to the gravel pit that the berms are going to come down and also the smell of diesel fumes when the wind is blowing.

#### **Proposed Business for Next Regular Meeting and Meeting Date May 16, 2024**

There is nothing on the books at this time subject to change.

**General Discussion** – None

#### **Adjournment**

It was moved by Brennan, seconded by Jewell. All Ayes. Motion Carried. Meeting adjourned at 7:57 p.m.

Respectfully submitted

Shirley Sherwood, Recording Secretary



Wade Trim Associates, Inc.  
500 Griswold Street, Suite 2500 • Detroit, MI 48226  
313.961.3650 • www.wadetrim.com

**To:** Dan Campbell, Grass Lake Township Zoning Administrator

**From:** Adam Young, AICP

**Date:** February 2, 2024

**Subject:** Agricultural Tourism Zoning Ordinance Amendments

Based on our recent discussions, you have asked us to prepare potential amendment language to the Grass Lake Township Zoning Ordinance to allow and regulate agricultural tourism establishments as a special land use within the R-1 and R-2 Single-Family Residential Districts. This is stemming from a recent property owner inquiry about a U-pick operation on property zoned R-2 District. We are pleased to respond to this request.

Presently, "agricultural tourism" is defined within Section 2.03 of the Zoning Ordinance. The definition encompasses seasonal, community-oriented activities for education and enjoyment that involve participation or involvement in the farming activities of a farm operation. Numerous examples of agricultural tourism establishments are provided, including seasonal U-Pick operations, outdoor straw bale or corn mazes, and agricultural festivals. Accessory activities in connection with these activities are allowed, so long as they relate to agriculture and the income from such accessory activities is less than 50% of the gross receipts of the farm. Example accessory activities include education tours, sale of goods grown on-site, playgrounds, petting farms, education classes, agricultural exhibits, and nature trails.

It is important to note the distinction between agricultural tourism and an "agricultural business," which is also defined in Section 2.03. An agricultural business is a seasonal activity for entertainment or commercial activities involving an agricultural setting, but which is not focused primarily on farming activities of a farm operation. Examples are listed and include fun houses/haunted houses, the use of barns for meetings, weddings, parties, etc., and any of the accessory activities listed in the agricultural tourism definition where such activities generate 50% or more of the gross receipts of the farm.

Presently, agricultural tourism is only allowed in the AG, Agricultural District as a principal permitted use. (An agricultural business is also allowed in the AG District, but only after special land use review and approval. Agricultural businesses are further subject to the special land use requirements of Section 14.07, SS.)

Agricultural tourism is presently not allowed in the R-1 and R-2 Districts. However, both the R-1 and R-2 Districts do allow for farming operations. Presently, almost the entirety of the western half of the Township is either zoned R-1 or R-2 District. This includes a significant number of properties that are actively engaged in agricultural use. Because of this, we feel that it is reasonable to consider allowing agricultural tourism within the R-1 and R-2 Districts, given that such facilities contribute to the overall agricultural character of the Township and provide supplemental income to farmers. To ensure that agricultural tourism is appropriately located and does not significantly impact nearby land uses, the Township should consider allowing it as a special land use with specific use standards that must be met. Outlined below is potential zoning ordinance amendment language that would accomplish this:

|                                                                            |
|----------------------------------------------------------------------------|
| <p><u>Key:</u><br/>Existing text to remain<br/><i>Text to be added</i></p> |
|----------------------------------------------------------------------------|

CHAPTER 6  
R-1 SINGLE FAMILY RESIDENTIAL DISTRICT

SECTION 6.03 SPECIAL LAND USES

Land and/or buildings in the R-1 District may be used for the following purposes following approval by the Planning Commission as a Special Land Use as regulated by Chapter 14, including consideration of the Specific Special Land Use Requirements of Section 14.07:

- A. Country clubs, golf courses, private athletic grounds and parks, and other similar uses, including related uses, such as snack bars, small retail shops selling goods directly related to the primary use.
- B. Bed and breakfast establishments.
- C. Cemeteries, private.
- D. Churches.
- E. Commercial greenhouses and nurseries, when operated primarily as wholesaling operations and limited retail sales.
- F. Group day care homes.
- G. Home Based Business.
- H. Open Space Preservation Developments.
- I. Private, elementary, middle, and high schools, and colleges.
- J. Private campgrounds.
- K. Removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources.
- L. Roadside stands for sale of produce grown on the premises,
- M. *Agricultural tourism.*

CHAPTER 7  
R-2 SINGLE FAMILY RESIDENTIAL DISTRICT

SECTION 7.03 SPECIAL LAND USES

Land and/or buildings in the R-2 District may be used for the following purposes following approval by the Planning Commission as a Special Land Use as regulated by Chapter 14, including consideration of the Specific Special Land Use Requirements of Section 14.07:

- A. Country clubs, golf courses, private athletic grounds and parks, and other similar uses, including related uses, such as snack bars, small retail shops selling goods directly related to the primary use.
- B. Bed and breakfast establishments.
- C. Churches.
- D. Commercial greenhouses and nurseries, when operated primarily as wholesaling operations and limited retail sales.
- E. Group day care homes.
- F. Home Based Business.
- G. Open Space Preservation Developments.
- H. Private, elementary, middle, and high schools, and colleges.
- I. Private campgrounds.
- J. Roadside stands for sale of produce grown on the premises.
- K. *Agricultural tourism.*

CHAPTER 14  
SPECIAL LAND USES

SECTION 14.07 SPECIAL LAND USE SPECIFIC REQUIREMENTS

The general standards of Section 14.06 are basic to all special land uses. The specific and detailed requirements set forth in this Section relate to particular uses and are requirements that must be met by those uses in addition to the foregoing general standards and requirements.

*[Insert Agricultural Tourism in the list of special land uses as a new subsection V V]*

**V V. Agricultural Tourism**

1. *Intent. The Intent of this section is to promote the preservation and viable use of existing property and structures of recognized agricultural heritage in a manner that is harmonious with neighboring properties while maintaining peace and quiet of the area.*
2. *Standards for Agricultural Tourism within the R-1 and R-2 Districts. Where allowed within the R-1 and R-2 Districts through Special Land Use Permit, agricultural tourism establishments shall be subject to the following requirements:*
  - a. *Agricultural tourism establishments shall not be allowed on property less than ten (10) acres in size.*
  - b. *Ingress and egress shall be provided as far as practicable from two (2) intersecting streets and shall be at least one hundred (100) feet from the nearest part of any street intersection.*

- c. On-site vehicle parking shall be provided on the property (outside of the street right-of-way) in an amount sufficient to accommodate the reasonably anticipated number of agricultural tourism patrons and/or employees. The on-site parking shall be arranged so as to avoid the accumulation of parked cars on nearby streets. Parking and driveway surfaces may be vegetative, pervious surface or hard surface.*
- d. The application shall include a site plan, drawn to scale, showing all components of the proposed use, including the area and location to be used, the amount and location of off-street parking, and setbacks from street right-of-way lines, property lines and any existing buildings on the site. The applicant shall also provide a written narrative describing the use in detail, including the proposed hours of operation, the measures to be taken to assure that the operation of the use will take place only in a safe and convenient manner, and any other information describing the use as required by the Planning Commission.*
- e. Agricultural tourism establishments shall comply with all applicable Health Department regulations regarding sanitation and general health conditions.*
- f. The Planning Commission shall solicit comments on the proposed use from the Fire Marshall and Building Official related to compliance with applicable safety and building codes, and may further approve a regular inspection process to ensure that the applicable safety and building codes are adhered to.*

If the Township desires to proceed with the adoption of this language, the Planning Commission must first hold a legally noticed public hearing to solicit comments from the general public. After the public hearing, the Planning Commission may forward the proposed amendment language to the Township Board for their adoption.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or [ayoung@wadetrim.com](mailto:ayoung@wadetrim.com).

ACY:lkf  
GPT 6001-24, Task2  
20240202\_Agricultural Tourism Amendments-Memo.docx

Dan Campbell

OK'd TO Adam 12/13/23

From: Young, Adam <AYOUNG@WadeTrim.com>  
Sent: Monday, December 11, 2023 11:25 AM  
To: Dan Campbell  
Subject: RE: Ordinance change

PREPARE AMENDMENT LANGUAGE

Dan,  
I think it makes sense to amend the zoning ordinance to allow for agricultural tourism within the R-2 District. Since you are looking at allowing agricultural tourism in the R-2 District, I think you should also consider the same in the R-1 District. So you would be looking at amending Section 6.03 (R-1 District special land uses) and Section 7.03 (R-2 District special land uses).

Yes, I would agree that you will want to create basic standards for agricultural tourism where allowed as a special land use in the R-1 and R-2 Districts. This would be an amendment to Section 14.07 by adding a new subsection for "Agricultural Tourism" at the back. I would suggest including provisions related to the following:

- Minimum parcel size – suggest at least 10 acres
- On-site parking must be provided to sufficiently serve the use; but clarify that on-site parking may consist of vegetative surface.
- Minimum information that should be included on a site plan submitted for special land use review
- Require review of the site by the Fire Marshall and Building Official for safety/code compliance

The process would be to get proposed amendment language in front of the Planning Commission. Then, if the PC likes the language, they can schedule a public hearing. The public hearing would require a newspaper notification; however, because the amendment language does not apply to a specific piece of property, the 300' letters would not be required. After the public hearing, the PC could recommend adoption to the Township Board. Then the Township Board would have final say on adoption.

Let me know if you'd like me to prepare the specific amendment language for the Planning Commission's review

Adam

From: Dan Campbell <danc@grasslakect.com>  
Sent: Thursday, December 7, 2023 10:20 AM  
To: Young, Adam <AYOUNG@WadeTrim.com>  
Subject: Ordinance change

This message originated from outside of Wade Trim

Good Morning Adam,

I think we talked about this in the past, but no sure.

Brent Koors turned in an application to initiate a zoning amendment.

He lives out next to the Solar farms that that now is in the hands of Region II Planning Commission.

He has 38 acres and wants to open up a U-Pick Orchard Business on his property.

He is currently zoned R-2, he wanted to change it to agriculture.

John and I have talked him out of it because of all the contentious culture around that area, and we didn't want to spot zone.

We are wanting to add agricultural Tourism to our R-2 district. We allow Roadside stands for sale of produce grown on the premise in R-2.



**Agricultural Tourism.\*** Seasonal, community-oriented activities for education and enjoyment that involve participation or involvement in the farming activities of a farm operations, including the following:

1. Seasonal U-Pick fruit and vegetable operations;

2. Seasonal outdoor mazes of agricultural origin such as straw bales or corn;
3. Agricultural festivals;
4. Accessory activities connected to the above operations, so long as these activities preserve the general agricultural character of the farm and the income from such activities represents less than 50 percent of the gross receipts from the farm. Such activities are limited to the following:
  - a. Value-added agricultural products of activities such as education tours, processing facilities, etc.;
  - b. Bakeries selling baked goods containing produce at least 50% of which is grown on-site;
  - c. Playgrounds or equipment typical of a school playground, such as slides, swings, etc., but not including motorized vehicles or rides;
  - d. Petting farms, animal displays, and pony rides;
  - e. Wagon, sleigh, and hayrides;
  - f. Nature trails;
  - g. Open air or covered picnic areas with restrooms;
  - h. Education classes, lectures, and seminars;
  - i. Historical agricultural exhibits;
  - j. Kitchen facilities, processing or cooking items for sale;
  - k. Gift shops for the sale of agricultural products and/or products related to agriculture;
  - l. Gift shops for the sales of non-agriculturally related products such as antiques or crafts, with up to 25 percent of gross sales resulting from the sale of such products.

\*(Amendment 6-12-2018)



# 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

## COORDINATED ZONING REPORT | #24-14

**To:** County Planning Commissioners

**From:** Zack Smith, R2PC Planner

**Date:** February 27, 2024

**Proposal:** Rezoning a section of 1 parcel of 5.65 acres at 3535 Francis St, Jackson, Summit Township from Suburban Residential (R-2) to Highway Commercial (C-3)

### Request

The subject property is proposed for rezoning to Highway Commercial (C-3) from Suburban Residential (RS-2).

### Purpose

The Rezoning Worksheet Form states that the purpose of the proposed change is to allow for the construction of a storage warehouse.

### Location and Size of the Property

The parcel (000-13-14-326-093-00) proposed for rezoning is located in the south west quarter of Section 14 on the east side of Francis St. The subject parcel is 5.65 acres and is currently zoned Suburban Residential (R-2).

### Land Use and Zoning

**Current Land Use** – The property is currently vacant. The parcels to the north, south, and west are commercial. The parcel east is vacant.

**Future Land Use Plan** – The suggested future land use of the subject parcel, as depicted on the Township's Land Use Map, is commercial.

**Current Zoning** – The subject parcel is currently zoned Suburban Residential (RS-2). Properties to the north, west and south are currently zoned commercial (C-3). The property to the east is currently zoned Suburban Residential (RS-2).

### Public Facilities and Environmental Constraints

**Water and Sewer Availability** – Municipal water and sewer is available to the subject parcel.

**Public Road/Street Access** – Francis St. provides direct access to the subject parcel.

**Environmental Constraints** – There is a flood plain at the south end of the parcel.

**Analysis and Recommendation**

**Township Planning Commission Recommendation** – The Summit Township Planning Commission approved the rezoning at their May 21, 2024 meeting.

**JCPC Staff Analysis and Advisement** – The proposed rezoning is compatible with other zones and uses in the surrounding area. Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Summit Township Board of the proposed rezoning to 'Highway Commercial (C-3)'.

*Staff Report Attachment(s):*

- *Background information provided by Summit Township*

**Suggested Actions:**

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL  
WITH COMMENTS**
- (4) Take **NO ACTION**

# **SUMMIT TOWNSHIP PLANNING COMMISSION**

## **May 21, 2024- 6:00 P.M.**

1. Approval of the Agenda
2. Minutes –April 16, 2024
3. Case#2424-04-0005-Rezoning- 3535 Francis St.-Vacant Land 0.84 Acres- From Suburban Residential (RS-2) to Highway Commercial (C-3)-Storage-Revera Group LLC/Craig Arver.
4. Case#24-04-0006-Amendment to Zoning Ordinance-Asphalt Plants-Section 150.006 Definitions, 150.145 Permitted and Conditional Uses,150-257 Section (F) Asphalt Plants
5. Other Business
6. Public/Commission Members-Comments
7. Adjourn

Attachments:

## Summit Township Planning Commission

May 21, 2024

Members Present: Jack Shelby, Chairman; Doug Beiswanger; Tom Biela; John Griffin; Allan Hooper, Vice Chairman; Mark Cesarz; George Gancsos, Jr.; Pam Perlos; John Worden, Summit Township Zoning Administrator

Members Absent: Laurie Cunningham, Secretary

Meeting called to order by Jack Shelby at 6:00.

A motion was made by Allan Hooper, and supported by George Gancsos, to appoint Pam Perlos as Secretary for this meeting. Motion carried unanimously.

A motion was made by Doug Beiswanger, and supported by George Gancsos, to approve the agenda as presented. Motion carried unanimously.

A motion was made by Allan Hooper, and supported by George Gancsos, to approve the minutes of the April 16, 2024, meeting. Jack Shelby recused himself from the vote. Motion carried unanimously.

### **Case #24-04-0005 – 3535 Francis Street, vacant land .84 acres – Rezoning from Suburban Residential (RS-2) to Highway Commercial (C-3) - Storage Warehouse– Revera Group LLC, Craig Arver owner/applicant**

Craig Arver was present at the meeting and informed the Commission he plans to put up a storage building for warehouse use for his golf cart business. The building will be approximately 50' x 120'. Doug Beiswanger requested he add a wetland delineation to his site plan.

No public comment.

A motion was made by Tom Biela, and supported by John Griffin, to approve the rezoning of .84 acres of vacant land at 3535 Francis Street from Suburban Residential (RS-2) to Highway Commercial (C-3). Motion carried unanimously.

### **Case #24-04-0006 – Amendment to Zoning Ordinance, Asphalt Plants, Section 150.006 Definitions, 150.145 Permitted and Conditional Uses, and 150-257 Section (F) Asphalt Plants**

Jack Shelby recused himself from case #24-04-0006.

Allan Hooper presented the Recommended Ordinance Amendments for Asphalt Plants along with the edits suggested by the attorney.

Public comment opened.

Timmy Snook, Meridian Road, complained that 100 feet is too close for stockpiles.

Hoyt Skinner, Summit Township, felt that 100 feet for stockpiles is too close to adjacent property lines. He recommended permits should be approved by EGLE before going to Summit Township.

Cheryl Globensky, Shelling Drive, recommended adding that the ordinance reflects minimum standards necessary for approval of an asphalt plant and that other factors will also be considered if an application is received.

Public comment closed.

Allan Hooper stated that he thought the board had done its due diligence. Doug Beiswenger stated that he agreed with all the attorneys suggested edits to the ordinance amendments.

A motion was made by John Griffin, and supported by Doug Beiswenger, to approve the Zoning Ordinance Amendments for Asphalt Plants, Section 150.006 Definitions, 150.145 Permitted and Conditional Uses, and 150-257 Section (F) Asphalt Plants as amended. A roll call was held. Motion carried unanimously.

**Case #24-05-0007 – Site Plan Review for Existing Concrete Crushing Operation – 2415 Brooklyn Road – WTM Real Estate LLC, Stephen Willbee, owner/applicant**

Jack Shelby recused himself from case #24-05-0007. Jack informed the Commission the EGLE Air Quality Permit was received on May 13 for 2415 Brooklyn Road.

Allan Hooper presented a Crushing Operation Site Plan Review covering permitted uses, the two meeting process (second meeting is scheduled for May 28, 2024 at 6:00pm), a Site Plan Checklist, an Environmental Checklist, performance standards, vegetative screening, factors indicating noise can be mitigated, a site plan summary and the site plan. Hooper added that no complaints of noise have been made in the past ten years.

Public comment opened.

Timmy Snook, Meridian Road, would like a fence on the property and would like hours to be set by the Township. He is concerned about the dust.

Hoyt Skinner, Summit Township, would like the property to be completely fenced in with a locked gate. He voiced his concern about the 2000-6000 gallons of water per day that will be required to be used, by EGLE, to keep the concrete wet. He believes the water will run into the wetlands and the Grand River causing contamination.

Karen Barnes, Nelson Drive, stated that noise and dust complaints were made at the June 20, 2023, meeting. Hooper and John Worden stated that no official, formal complaints had been received in the last ten years.

Rhonda Applegate questioned why Willbee has operated without a permit for the last ten years. Worden stated that it was known they did not have a permit and no complaints had been received. He stated the responsibility is on EGLE and that EGLE would monitor the permit.

Amanda Howard, Nelson Drive, asked the Commission to do their due diligence in reviewing the property to ensure it is safe.

Hoyt Skinner asked about OSHA regulations.

Public comment closed.

A motion was made by Pam Perlos, and supported by George Gancsos, to move final site plan review for the existing concrete crushing operation to next week, May 28, 2024. Motion carried unanimously.

No other business.

Meeting adjourned: 7:02pm

Respectfully Submitted,

Pam Perlos  
Acting Secretary, Summit Township Planning Commission



# SUMMIT TOWNSHIP ZONING APPLICATION

Print or Type

CASE # 24-04-0005

This application will not be processed if incomplete. \*\*All required materials must be submitted at least thirty (30) days prior to the next Planning Commission meeting. Site Plans with all documentation thirty (30) days prior to the next Planning Commission meeting. Special Use Site Plans forty-five (45) days prior to the next Planning Commission meeting.

◆ All required materials must be submitted at least thirty (30) days prior to the next Zoning Board of Appeals meeting.

## APPLICATION FOR

☐ Variance ◆

☐ Rezoning \*\*

☐ Conditional Use \*\*

☐ Site Plan Review

☐ Home Occupation \*\*

☐ Planned Developments

☐ Site Plan Change/Renewal

☐ Special Land Use

☐ Administrative Site Plan

☐ Admendments

☐ Other

## APPLICANT INFORMATION (If different than owner, a letter of authorization from the owner must be attached)

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## OWNER INFORMATION

Name(s) Craig Arver / Revra Group LLC Phone 517-937-8966

Address 8358 S Jackson Rd  
Clark lake mi: 49234

## PROPERTY INFORMATION

Address or Location 3535 Francis st

Permanent Parcel # 000-13-14-326-091-00

Zone District (Current) \_\_\_\_\_ Property Size 5.65 Ac

Attach legal description-also a survey, site drawing and pictures may be required.

## NARRATIVE DESCRIPTION OF PROPOSED USE/REQUEST (attach additional pages as needed)

Want to put up Pole Barn / Building  
Approx 50 x 100

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant

Signature of Applicant

Date

⑥ I hereby grant permission for members of the Summit Township (Planning Commission) (Zoning Board of Appeals) (Township Board) to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application. (Note to Applicant: This is optional and will not affect any decision on your application.)

Signature of Applicant

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

Date Received April 14, 2024 Application ☒

Submitted Materials: Site plan ☐ # of copies 24 x 36 ☐ 11 x 17 ☐ CD/PDF ☐

Site plan checklist ☐ Environmental checklist ☐ Pictures\ Video ☐

Survey: Stake ☐ Mortgage ☐

Letters: JCDOT ☐ JCDC ☐ JCHD ☐ DPW ☐ JCAP ☐ EGLE ☐ FIRE ☐

Application Fee 350.00 Publication/Mailing Fee \_\_\_\_\_

APPLICATION ACCEPTED BY: John Warden

NOTE: Please attach all documents as required for each type of request and as listed on the attached sheets.

Publication and postage cost charged accordingly over and above filing fees.

Meeting Dates: PC 5/21/24

ZBA NK

CNTY 6/13/24

TWPBD 7/9/24

Publication Dates 5/5/24

WEB 5/5/24

pub 5/5/24

## 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 Summit 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.)

000-13-14-326-091-00 -5.65 acres- section 14 - Note: approx 36,600 sq. ft. to be rezoned to add to  
000-13-14-326-093-00 (3535 Francis St)-

legal description for the rezoned area attached.

1. The above described property has a proposed zoning change FROM Suburban Residential ( RS-2 )  
ZONE TO Highway Commercial ( C-3 ) ZONE.
2. PURPOSE OF PROPOSED CHANGE: Construct storage warehouse for the business at 3535 Francis St.

**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 May day 21 year 2024

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month May day 5 year 2024

(Notice must be provided at least fifteen days prior to the public hearing.)

E. **THE NEWSPAPER** (having general circulation in Township) carrying the NOTICE: Jackson Citizen Patriot

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.

Samela Bellos ☐ Chair or ☒ Secretary 5 / 21 / 24 (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

## REZONING WORKSHEET 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 with the "Zoning Amendment Form" for a district boundary change (rezoning), not a text amendment.

Township of: Summit Township Case #: 24-04-0005  
Township official we may contact: John Worden Phone #: ( 517 ) 788 - 4113  
Applicant: Craig Arver/Revra Group LLC Phone #: ( 517 ) 937 - 8966  
Rezoning Request: From: Suburban Residential ( RS-2 ) To: Highway Commercial ( C-3 )  
Property Location: Section(s): 14 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"): 2.837 A-current C-3, 0.84 A or 36,600 sq. ft. of 5.65 A -RS-2

Please attach location map ☒ Yes ☐ No  
What is the existing use of the site? vacant -RS-2 ,

What is the proposed use of the site? Warehouse for adjacent building at 3535 Francis St.

What are the surrounding uses (e.g.: agriculture, single-family residential, highway commercial, etc.)?  
North: Commercial South: Commercial  
East: Vacant Land West: Commercaill Suburban Residential

What are the surrounding Zoning Districts?  
North: ( C-3 ) Highway Commercial South: ( C-3 ) Highway Commercial  
East: ( RS-2 ) Vacant Land West: ( C-2 ) General Commercial

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

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 Francis St.

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

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

Flood Plain south end of project -no building proposed in the area

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.

## NOTICE

The Summit Township Planning Commission will hold a public hearing May 21, 2024 at 6:00 p.m. in the Township Hall, 2121 Ferguson Road.

At this time all interested parties will be heard on the request of Craig Arver/Revera Group LLC to rezone from Suburban Residential (RS-2) 0.84 acres of vacant land to Highway Commercial (C-3) to allow construction of a storage building for the business located at 3535 Francis St.

The property and request are more particularly described and on display at the Township Offices.

Current Zoning for the property is Suburban Residential (RS-2) .

Summit Township Office is open M-Th from 7:00 a.m. to 5:30 p.m. during which time the Zoning Ordinance/Zoning Map may be examined. Written comments regarding the above may be directed to the Township, or by calling (517) 788-4113 Extension 240. Summit Township will provide any necessary or reasonable auxiliary aids at the meeting for persons with disabilities, upon ten – (10) days written notice to the Township, 2121 Ferguson Rd., Jackson, MI 49203.

John Worden  
Zoning Administrator

Jackson Citizen Patriot  
Insertion Date: May 5, 2024

Affidavit requested. Please call C. Brown at 788-4113 Ext. 221 with cost

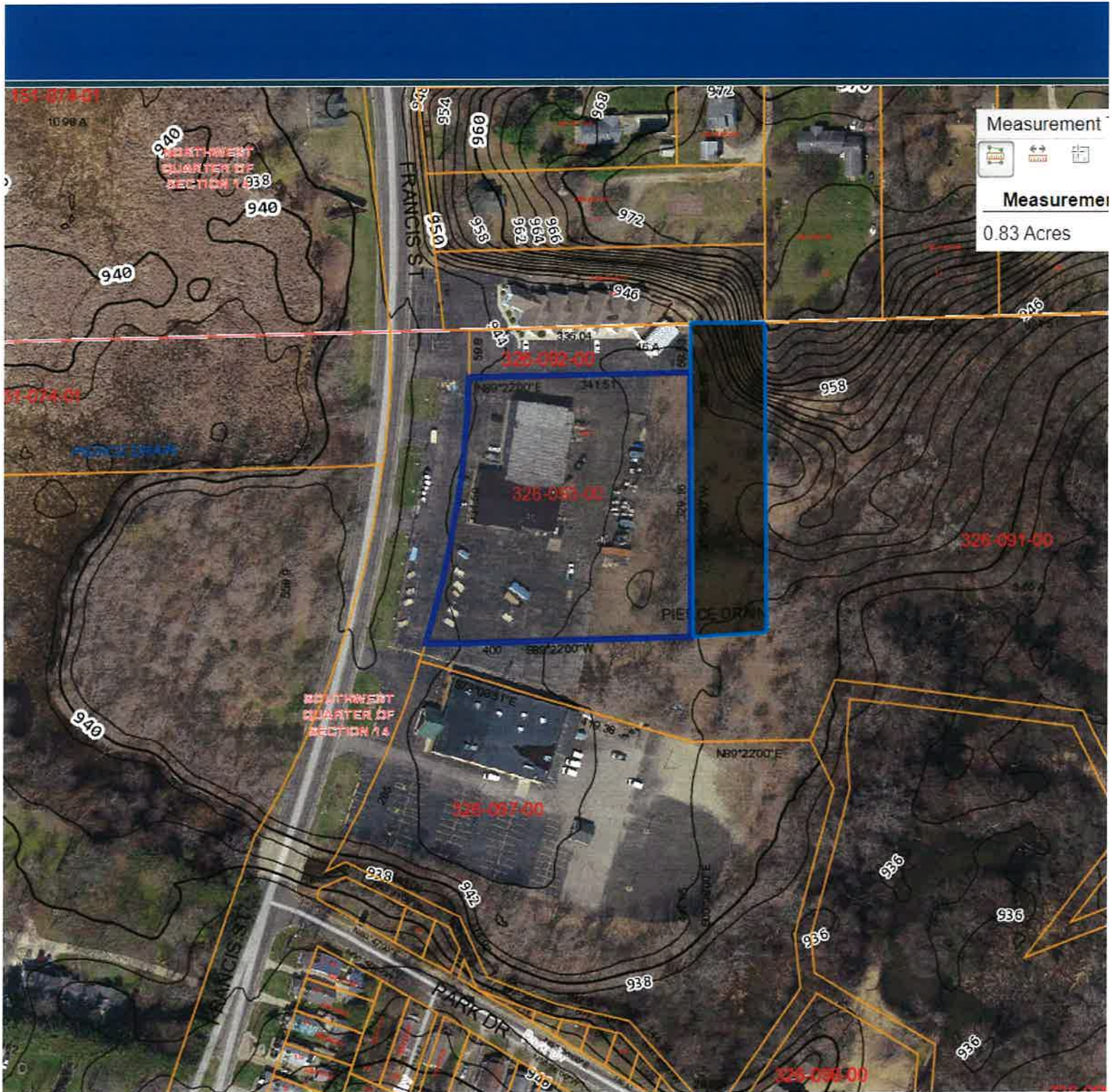
Copy to Meghan Dobben, Clerk



Case#24-04-0005-Rezoning-3535 Francis St.  
From RS-2 to C-3 Add 100ft East of Current C-3







Commencing at the center of Section 14, Town 3 South, Range 1 West, Summit Township, Jackson County, Michigan; thence South 89 degrees 22' West along the East and West  $\frac{1}{4}$  line 824.51 feet to the point of beginning of this description; thence South 0 degrees 38' East 388.69 feet; thence North 89 degrees 22' East parallel with the East and West  $\frac{1}{4}$  line of Section 14 a distant of 100 feet; thence North 0 degrees 38' East 388.69 to the East and West  $\frac{1}{4}$  line; thence West along the East and West  $\frac{1}{4}$  line of Section 14, 100 feet to the point of beginning.





# Parcel Report - Parcel ID: 000-13-14-326-093-00

4/11/2024



|                 |                                      |                                                                                                                                                                                                                                                                                                                                                   |           |           |
|-----------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Owner Name      | THE REVRA GROUP LLC                  | 2021                                                                                                                                                                                                                                                                                                                                              | 2022      | 2023      |
| Owner Address   | 3535 FRANCIS ST<br>JACKSON, MI 49203 | Taxable Value                                                                                                                                                                                                                                                                                                                                     | \$125,900 | \$130,054 |
| Homestead       | 0                                    | Assessed Value                                                                                                                                                                                                                                                                                                                                    | \$125,900 | \$135,200 |
| Parcel Address  | 3535 FRANCIS ST<br>JACKSON, MI 49203 | <b>Tax Description:</b><br>COM AT THE CEN OF SEC 14 TH W 824.51 FT ALG E&W 1/4 LN TH S00°38'E 59.53 FT FOR POB TH S00°38'E 329.16 FT TH S89°22'W 400 FT TO THE ELY LN OF FRANCIS ST TH NELY 334.59 FT ON THE ARC OF A 2340 FT RADIUS CURVE TO THE LEFT (THE CHORD OF WH BEARS N09°26'34"E 334.29 FT) TH N89°22'E 341.51 FT TO BEG. SEC 14 T3S R1W |           |           |
| Property Class  | 201 - COMMERCIAL                     |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| Status          | Active                               |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| Acreage         | 2.837                                |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| Gov't Unit      | Summit                               |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| Tax Unit        | Summit                               |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| School District | JACKSON PUBLIC SCHOOL                |                                                                                                                                                                                                                                                                                                                                                   |           |           |
| Liber/Page      | 2142-813                             |                                                                                                                                                                                                                                                                                                                                                   |           |           |



WARNING: Displayed boundaries are NOT SURVEY GRADE and may not reflect legal property description. The intent of this map is to allow easy access and visual display of government information and services. Every reasonable effort is made to ensure the accuracy of this map and data; nevertheless, errors may occur.





# Untitled Map

Write a description for your map.

## Legend

- 3535 Francis St
- Cloud 9 Therapeutic Massage & Chiropractic
- Feature 1
- Gene Davis & Sons Catering



Google Earth

Image Landsat / Copernicus

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# 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

## COORDINATED ZONING REPORT | #24-15

### A Text Amendment Request to the Summit Township Zoning Ordinance

The Summit Township Planning Commission requests to amend Sections 150.006, 150.145, and 150.257 regarding Asphalt Plants.

#### Background Information

The Summit Township Planning Commission submitted amendments to Sections 150.006, 150.145, and 150.257 of its Zoning District Regulations to the JCPC for review. The Summit Township Planning Commission seeks the following additions:

- **See Attached**

This is an addition to the Summit Township Zoning Ordinance, covering operating requirements for permanent or temporary asphalt pavement plants.

#### Analysis and Recommendation

**Township Planning Commission Recommendation** – The Summit Township Planning Commission approved the amendment at their May 21, 2024 meeting.

**JCPC Staff Analysis and Advisement** – The proposed amendment is reasonable, allows the creation of plants and protects residents. Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Summit Township Board of the amended Sections 150.006, 150.145, and 150.257.

*Staff Report Attachment(s):*

- *Background information provided by Summit Township*

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

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# **SUMMIT TOWNSHIP PLANNING COMMISSION May 21, 2024- 6:00 P.M.**

1. Approval of the Agenda
2. Minutes –April 16, 2024
3. Case#~~24~~24-04-0005-Rezoning- 3535 Francis St.-Vacant Land 0.84 Acres- From Suburban Residential (RS-2) to Highway Commercial (C-3)-Storage-Revera Group LLC/Craig Arver.
4. Case#24-04-0006-Amendment to Zoning Ordinance-Asphalt Plants-Section 150.006 Definitions, 150.145 Permitted and Conditional Uses,150-257 Section (F) Asphalt Plants
5. Case#24-05-007-Site Plan Review for Existing Concrete Crushing Operation- 2415 Brooklyn Rd.-WTM Real Estate LLC Owner-Stephen Willbee Applicant
6. Other Business
7. Public/Commission Members-Comments
8. Adjourn

Attachments:

## Summit Township Planning Commission

May 21, 2024

Members Present: Jack Shelby, Chairman; Doug Beiswanger; Tom Biela; John Griffin; Allan Hooper, Vice Chairman; Mark Cesarz; George Gancsos, Jr.; Pam Perlos; John Worden, Summit Township Zoning Administrator

Members Absent: Laurie Cunningham, Secretary

Meeting called to order by Jack Shelby at 6:00.

A motion was made by Allan Hooper, and supported by George Gancsos, to appoint Pam Perlos as Secretary for this meeting. Motion carried unanimously.

A motion was made by Doug Beiswanger, and supported by George Gancsos, to approve the agenda as presented. Motion carried unanimously.

A motion was made by Allan Hooper, and supported by George Gancsos, to approve the minutes of the April 16, 2024, meeting. Jack Shelby recused himself from the vote. Motion carried unanimously.

### **Case #24-04-0005 – 3535 Francis Street, vacant land .84 acres – Rezoning from Suburban Residential (RS-2) to Highway Commercial (C-3) - Storage Warehouse– Revera Group LLC, Craig Arver owner/applicant**

Craig Arver was present at the meeting and informed the Commission he plans to put up a storage building for warehouse use for his golf cart business. The building will be approximately 50' x 120'. Doug Beiswenger requested he add a wetland delineation to his site plan.

No public comment.

A motion was made by Tom Biela, and supported by John Griffin, to approve the rezoning of .84 acres of vacant land at 3535 Francis Street from Suburban Residential (RS-2) to Highway Commercial (C-3). Motion carried unanimously.

### **Case #24-04-0006 – Amendment to Zoning Ordinance, Asphalt Plants, Section 150.006 Definitions, 150.145 Permitted and Conditional Uses, and 150-257 Section (F) Asphalt Plants**

Jack Shelby recused himself from case #24-04-0006.

Allan Hooper presented the Recommended Ordinance Amendments for Asphalt Plants along with the edits suggested by the attorney.

Public comment opened.

Timmy Snook, Meridian Road, complained that 100 feet is too close for stockpiles.

Hoyt Skinner, Summit Township, felt that 100 feet for stockpiles is too close to adjacent property lines. He recommended permits should be approved by EGLE before going to Summit Township. Cheryl Globensky, Shelling Drive, recommended adding that the ordinance reflects minimum standards necessary for approval of an asphalt plant and that other factors will also be considered if an application is received.

Public comment closed.

Allan Hooper stated that he thought the board had done its due diligence. Doug Beiswenger stated that he agreed with all the attorneys suggested edits to the ordinance amendments.

A motion was made by John Griffin, and supported by Doug Beiswenger, to approve the Zoning Ordinance Amendments for Asphalt Plants, Section 150.006 Definitions, 150.145 Permitted and Conditional Uses, and 150-257 Section (F) Asphalt Plants as amended. A roll call was held. Motion carried unanimously.

**Case #24-05-0007 – Site Plan Review for Existing Concrete Crushing Operation – 2415 Brooklyn Road – WTM Real Estate LLC, Stephen Willbee, owner/applicant**

Jack Shelby recused himself from case #24-05-0007. Jack informed the Commission the EGLE Air Quality Permit was received on May 13 for 2415 Brooklyn Road.

Allan Hooper presented a Crushing Operation Site Plan Review covering permitted uses, the two meeting process (second meeting is scheduled for May 28, 024 at 6:00pm), a Site Plan Checklist, an Environmental Checklist, performance standards, vegetative screening, factors indicating noise can be mitigated, a site plan summary and the site plan. Hooper added that no complaints of noise have been made in the past ten years.

Public comment opened.

Timmy Snook, Meridian Road, would like a fence on the property and would like hours to be set by the Township. He is concerned about the dust.

Hoyt Skinner, Summit Township, would like the property to be completely fenced in with a locked gate. He voiced his concern about the 2000-6000 gallons of water per day that will be required to be used, by EGLE, to keep the concrete wet. He believes the water will run into the wetlands and the Grand River causing contamination.

Karen Barnes, Nelson Drive, stated that noise and dust complaints were made at the June 20, 2023, meeting. Hooper and John Worden stated that no official, formal complaints had been received in the last ten years.

Rhonda Applegate questioned why Willbee has operated without a permit for the last ten years. Worden stated that it was known they did not have a permit and no complaints had been received. He stated the responsibility is on EGLE and that EGLE would monitor the permit.

Amanda Howard, Nelson Drive, asked the Commission to do their due diligence in reviewing the property to ensure it is safe.

Hoyt Skinner asked about OSHA regulations.

Public comment closed.

A motion was made by Pam Perlos, and supported by George Gancsos, to move final site plan review for the existing concrete crushing operation to next week, May 28, 2024. Motion carried unanimously.

No other business.

Meeting adjourned: 7:02pm

Respectfully Submitted,

Pam Perlos  
Acting Secretary, Summit Township Planning Commission



## 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 Summit 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 150.006, 150.145, 150.257 SECTION 150.257 (F)

The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.) see attached

C. **PUBLIC HEARING** on the above amendment was held on: month May day 21 year 2024

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month May day 5 year 2024

(Notice must be provided at least fifteen days prior to the public hearing.)

E. **THE NEWSPAPER** (having general circulation in Township) carrying the NOTICE: Jackson Citizen Patriot

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.

James Berles ☐ Chair or ☒ Secretary 5 / 21 / 24 (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

**Recommended Ordinance Amendments for Asphalt Plants 5/21/24**

**§ 150.006 DEFINITIONS. (add definition for asphalt pavement plant)**

**ASPHALT PAVEMENT PLANT** -- An industrial facility (permanent or temporary) that produces asphalt pavement for road, driveway, parking lot, pathway surfacing and other construction applications by combining aggregate, bitumen and other additives to produce asphalt paving mixes.

**§ 150.145 PERMITTED AND CONDITIONAL USES. (Insert new row 15)**

|    |                                                  | Ag-<br>1 | RNF<br>-1 | RS-<br>1 | RS-<br>2 | RU-<br>1 | RU-<br>2 | RM<br>-1 | RM<br>-2 | MH<br>-1 | MH<br>-2 | O-1 | C-1 | C-2 | C-3 | I-1 | I-2 |    |
|----|--------------------------------------------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|-----|-----|-----|-----|-----|----|
| 15 | Asphalt pavement plants, permanent and temporary | -        | -         | -        | -        | -        | -        | -        | -        | -        | -        | -   | -   | -   | -   | -   | C   | 15 |

**§ 150.257 (add new section (F))**

**(F) Asphalt Plants.** An asphalt pavement plant (permanent or temporary) shall be subject to the following conditions.

- 1) The equipment and machinery that are fixed in location including aggregate feed bins (hoppers), conveyors, aggregate dryers, mix drums and towers, silos for hot asphalt storage and the storage tanks for heating fuel and asphalt additives shall be located no closer than:
  - a. 100 feet to any public or private road right-of-way line,
  - b. 100 feet to any adjacent property lines,
  - c. 750 feet to the boundary of residential zoning districts as referenced in § 150.065(A) and § 150.131.
  - d. 750 feet to the property line of any residence not located in a Residential District, as referenced in § 150.065(A) and § 150.131, unless such residence is on a lot or parcel of property of two acres or more, than no closer than 750 feet to the residence itself.
- 2) Aggregate stockpiles shall be no higher than fifteen feet or properly screened to meet the objectives of § 150.257(4) and located no closer than 100 feet to any adjacent property line or any public or private road right-of-way line.
- 3) All private access roads, truck storage and staging areas shall be treated so as to create a dust-free surface. The access drive from the site shall be paved with a surface of asphalt or concrete for a distance of at least one hundred (100) feet from the right-of-way of a public or private road.
- 4) Plant equipment and stockpiles shall be effectively screened from abutting residences and residential zoning districts with a maintained evergreen vegetative screening buffer using approved species planted no less than 10 ft on center that are not less than six feet in height at the time of planting and having an expectation of a height of 15 feet in five years. An alternate screening method may be considered for approval by the Planning Commission provided it has a substantially similar obscuring effect.

- 5) All required county, state and federal environmental permits must be obtained and complied with including those that address toxic air contaminants, volatile and non-volatile organic compounds, particulate matter, dust and odors from production processes and material handling including loading, unloading, storage, transfer or hauling, as defined by EGLE or other applicable government agencies.
- 6) Operation of the facility shall comply with all applicable Zoning Ordinance Standards including Performance Standards as outlined in chapter § 150.315 to address nuisance conditions.
- 7) The hours of operation shall be proposed by the applicant, subject to review and approval by the Planning Commission after consideration of the surrounding land uses, and the traffic patterns of roads.



State of Michigan,) ss

County of Jackson)

Nancy Bloch being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Jackson Citizen Patriot is a public newspaper published in the city of Jackson, with general circulation in Jackson county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Jackson Citizen Patriot 05/05/2024

*Nancy Bloch*

Principal Clerk of the Publisher

Sworn to and subscribed before me this 6th day of May 2024

*Teasha R Payne*

Notary Public

TEASHA R. PAYNE  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF MECOSTA  
COMMISSION EXP FEB 24 2026  
ACTING IN COUNTY OF Kent

#### NOTICE

The Summit Township Planning Commission will hold a public hearing May 21, 2024 at 6:00 p.m. in the Township Hall Meeting Room at 2121 Ferguson Road

At this time all interested parties will be heard on the proposed amendment (s) to the Summit Township Zoning Ordinance.

Chapter 150 Zoning Code, Subchapter 150.006 - Asphalt Pavement Plant definition, 150.145 - Permitted and Conditional Uses add Asphalt pavement plant, permanent and temporary as a Conditional Use in Industrial I-2. Subchapter 150.257 add (F) Asphalt Plants, 1) area encompassing equipment and machinery setbacks- 2) aggregate stock piles height and setbacks to any property, 3) private access roads treated to create dust free surface, 4) equipment and stockpiles screening, 5) required permits must be obtained and complied with, 6) operation to comply with 150.315 Performance Standards, 7) hours of operations set by Planning Commission.

Summit Township Office is open weekdays from 7:00 a.m. to 5:30 p.m. during which time the Zoning Ordinance/Zoning Map may be examined. Written comments regarding the above may be directed to the Township, or by calling (517) 788-4113 Extension 240. Summit Township will provide any necessary or reasonable auxiliary aids at the meeting for persons with disabilities, upon ten (10) days written notice to the Township, 2121 Ferguson Rd., Jackson, MI 49203.

John Worden  
Zoning Administrator

Summit Township Planning Commission

April 16, 2024

**Members Present:** Jack Shelby, Chairman, Allan Hooper; Vice Chairman, Laurie Cunningham; Secretary, George Gancsos Jr., Pam Perlos, Tom Biela, Doug Beiswanger, John Worden; Summit Township Zoning Administrator, Gerry Deluca,

**Members Absent:** John Griffin; Board Liaison, Mark Cesarz

---

The meeting was called to order by Jack Shelby, on April 16, 2024 at 6:00 p.m. in the Township Hall 2121 Ferguson Rd.

A motion was made by Doug Beiswanger, supported by George Gancsos Jr. to approve the agenda. Motion carried unanimously.

A motion was made by George Gancsos Jr., supported by Tom Biela, to approve the minutes of the March 19, 2024 meeting. Motion carried unanimously.

---

**Study Session – Asphalt Plant Zoning Ordinance Proposal**

Jack Shelby asked Alan Hooper to present his proposal for an update to the Asphalt Plant Zoning Ordinance. Mr. Hooper explained how the proposal works and the stages beginning with a recommendation by this Commission and then further action by the County Planning Commission and the Summit Twp Board of Trustees.

Mr. Hooper explained that his proposal is intended to be applicable to Summit Twp as a whole and is not specifically meant to address the recent issue of a proposed asphalt plant at 2400 Brooklyn Rd. Mr. Hooper recapped the history of the issue since June 2023 and the proposed future schedule. Mr. Hooper then discussed the key issues the Planning Commission had considered including environmental and nuisance concerns along with a public conception that there is to be a “no asphalt plant” policy in the Township.

Mr. Hooper then went through the proposed amendment and the reasoning behind the provisions contained in it.

Meeting opened for public comment:

Amanda Howard thanked Mr. Hooper, the Planning Commission and the members of the citizens group for their efforts in this matter.

Rhonda Applegate also thanked the Commission and the citizens group for their work and asked for some clarification on the 2 acre parcel provision in the proposal.

Hoyt Skinner questioned whether the issue of debris being tracked by truck tires was addressed and stated that other ordinances required tires to be washed. He also stated his concerns that retention ponds to control run off were not included nor was dust from aggregate and other materials being moved around a plant were not being adequately addressed. He was also still concerned that the proposed distances from lot lines and residences were not adequate.

Nadine Manchester asked for clarification on when and if the public gets any vote on this matter. Mr. Shelby explained that the public always has the right to request the issue be presented on a future ballot based on current rules and processes in place by the State of Michigan.

Public comment closed.

Tom Biela inquired about the tire washing issue brought up by Mr. Skinner. Discussion was that this matter is one for the Jackson County Dept. of Transportation.

A motion was made by George Gancsos Jr. that the Asphalt Plant Zoning Ordinance as presented be recommended for approval to the Summit Twp. Board of Trustees. Support by Tom Biela. A roll call vote was taken, and the motion carried with Jack Shelby recusing due to previously stated conflicts of interest.

No other business.

Meeting open for public comment relating to other issues:

Amanda Howard inquired about the status of issues relating to the concrete crushing operation at the Willbee Transit Mix site. There was no update available.

Katlyn Wyckoff inquired about the member makeup of the Planning Commission and if all were required to be Summit Twp. residents.

Karen Barnes asked if further review and updating of zoning ordinances had begun. Mr. Shelby stated that the asphalt plant issue had taken a significant amount of time but that a general review of current ordinances was still on his agenda for the future.

Peter Bormuth stated his continuing concerns that the Commission had still not addressed concerns relating to the impacts on both public health and the environment by asphalt plants being allowed in the community.

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Meeting adjourned at 6:47 p.m. by Jack Shelby

Respectfully Submitted,

 For Secretary

Laurie Cunningham, Secretary Summit Township Planning Commission



# 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

## COORDINATED ZONING REPORT | #24-16

### A Text Amendment Request to the Henrietta Township Zoning Ordinance

The Henrietta Township Planning Commission requests to amend Sections 503, 201.120, 105, and 122 regarding lot size, restoration, and cargo containers.

#### Background Information

The Henrietta Township Planning Commission requests to amend Sections 503, 201.120, 105, and 122 of its Zoning District Regulations to the JCPC for review. The Henrietta Planning Commission seeks the following changes:

- **See Attached**

This proposed amendments seek to define lot size, clarify issues around restoration, and define use for cargo containers.

#### Analysis and Recommendation

**Township Planning Commission Recommendation** – The Henrietta Township Planning Commission approved the amendment at their June 4, 2024 meeting.

**JCPC Staff Analysis and Advisement** – The amendments cover a few topics, but each is a clear and actionable change. Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Henrietta Township Board of the addition of amendments to Sections 503, 201.120, 105, and 122 of the Henrietta Township Zoning Ordinance.

*Staff Report Attachment(s):*

- *Background information provided by Henrietta Township*

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

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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 HENRIETTA 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.)

N/A

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

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

**B. ZONING ORDINANCE TEXT AMENDMENT:**

The following Article(s) and Section(s) is amended or altered: ARTICLE VARIOUS SECTION VARIOUS

The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.) **TEXT AMENDMENTS ATTACHED** \_\_\_\_\_

C. **PUBLIC HEARING** on the above amendment was held on: month MAY day 28 year 2024

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month MAY day 5 year 2024  
(Notice must be provided at least fifteen days prior to the public hearing.)

E. **THE NEWSPAPER** (having general circulation in Township) carrying the NOTICE: Morning Star (formally the Salesman)

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.

[Signature] ☒ Chair ☐ or Secretary 5 / 28 / 2024 (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

Sunday, May 5, 2024

**FREE**

"Like Us"



# Morning Star

Published by Wilcox Newspapers • 102 N. Main St., Concord MI.

## NOTICE OF PUBLIC HEARING Residents of Henrietta Township

A Public Hearing has been scheduled for Tuesday May 28, 2024 at 7:00 pm at Henrietta Township Offices, 11732 Bunkerhill Road, Pleasant Lake, MI.

At this time all interested parties will be heard on Proposed Amendments to the Henrietta Township Zoning Ordinance pertaining to:

1. Text clarification: RESIDENTIAL DISTRICT (R-1), ARTICLE V, SECTION 503 - SIZE OF PREMISES
2. Add draft: ARTICLE II, DEFINITIONS 201.120 SETBACK
3. Add update: ARTICLE I, GENERAL PROVISIONS; SECTION 105 - RES-TORATION AND USES OF DAMAGED NONCONFORMING BUILDINGS AND STRUCTURES
4. Add draft: ARTICLE II, DEFINITIONS, SECTION 201.121, CARGO CONTAINER
5. Add draft: ARTICLE II, DEFINITIONS, SECTION 201.121 PORTABLE STORAGE CONTAINER
6. Add draft: ARTICLE 1, SECTION 122 CARGO CONTAINERS and PORTABLE STORAGE CONTAINERS

If you cannot attend this meeting and would like your views known, please mail comments to the Henrietta Township Planning Commission, 11732 Bunkerhill Road, Pleasant Lake, MI. 49272

Henrietta Township will provide any necessary or reasonable auxiliary aids at the meeting for persons with disabilities, upon (10) days written notice to the Township.

Sally J. Keene, Clerk  
Henrietta Township

HENRIETTA TOWNSHIP PLANNING COMMISSION  
11732 Bunkerhill Road, Pleasant Lake, MI 49272  
Phone: 517-769-6925  
Website: henriettatownshipmi.gov

**PUBLIC HEARING**  
7:00 PM  
May 28, 2024

**AGENDA**

1. Call to Order
  - **Note:** A Public Hearing serves as an opportunity for people to express their opinions about the zoning text amendment & planning process.
2. Public Comment (Please state your name and address, and limit **comments to 3 minutes**)

TEXT AMENDMENT REVIEW: At this time all interested parties will be heard on the following amendments revisions to the Ordinance pertaining to text in the following:

Please reference proposed text amendments concerning various text changes are below.

**Revision to clarify sections, define words, and add regulation text:**

1. Text clarification: RESIDENTIAL DISTRICT (R -1), ARTICLE V, SECTION 503 - SIZE OF PREMISES  
**PC Recommended approval as written.**
2. Add draft: ARTICLE II, DEFINITIONS 201.120 SETBACK  
**PC Recommended approval as written.**
3. Add update: ARTICLE I, GENERAL PROVISIONS; SECTION 105 – RESTORATION AND USES OF DAMAGED NONCONFORMING BUILDINGS AND STRUCTURES  
**PC Recommended approval as written.**
4. Add draft: ARTICLE II, DEFINITIONS, SECTION 201.121, CARGO CONTAINER  
**PC Recommended approval as written.**
5. Add draft: ARTICLE II, DEFINITIONS, SECTION 201.121 PORTABLE STORAGE CONTAINER  
**PC Recommended approval as written.**
6. Add draft: ARTICLE 1, SECTION 122 CARGO CONTAINERS and PORTABLE STORAGE CONTAINERS  
**PC Recommended approval with several changes.**
3. Recommendation
4. Public Comment
5. Adjournment - This portion of the meeting adjourned at: **7:48pm**

**May 2024 Various draft text changes are shaded below.**

**Revision to clarify text:**

**RESIDENTIAL DISTRICT (R -1), SECTION 503 - SIZE OF PREMISES**

1. Every parcel of land upon which a dwelling is hereafter erected or altered shall contain not less than twelve thousand (12,000) square feet of area, exclusive of any part lying within the boundaries of a public highway. Such parcel shall be not less than eighty (80) feet in width for a depth of one hundred fifty (150) feet from the front boundary line, or the highway right-of-way line upon which it fronts. Each parcel of land shall have been duly surveyed and the description thereof recorded at the office of the Jackson County Register of Deeds.

2. A **platted** lot occurring in a subdivision **and recorded before this Ordinance** shall be **considered conforming for single-family residential purposes provided that the overall lot shall not be less than eight thousand (8,000) square feet in area, and the width shall not be less than eighty (80) feet.**

(a.) **If a lot diminishes in width throughout its length, it shall not be less than eighty (80) feet wide at a distance of forty (40) feet measured from the front road right-of-way.**

(b.) **Prior approval must be obtained from the Jackson County Health Department for on-site water, and sewage disposal before a building permit is issued for any lot that is less than twelve thousand (12,000) square feet in area. <sup>1</sup>**

(c.) **All structures shall adhere to setbacks, height, and percentage of land coverage requirements of the zoning district.**

(d.) **If two or more lots or combination of lots with contiguous frontage are or have been under single ownership and are recorded at the time of adoption or amendment of this Ordinance, and if all or part of the individual lots do not meet the requirements established for lot width and area, the land involved shall be considered to be an individual parcel in this Ordinance.**

**This standard intends to ensure that development will not overbuild the lots; meet health department well & septic standards; not diminish emergency access, movement of light and air, and viewshed; and will be per recommendations of the Township Master Plan.**

(e.) Not more than one (1) dwelling shall be erected on any parcel of land.

**3.** Except for accessory uses, the minimum area, and dimensions of land.....

1. Land Division Act 288 of 1967, Section 560.109(a) & Section 560.105 (g)

**Add draft:**

Definitions 201.120

**Setback** - The minimum distance by which any specified building, structure, or use must be separated from a lot line or other specified features. Setbacks have aesthetic and functional benefits that provide access for emergency vehicles, maintenance for utilities, sewers, snow removal; distance from noise, artificial lighting, riparian drainage areas, and steep slope erosion areas.

**Add update:**

General Provisions:

**SECTION 105 – RESTORATION AND USES OF DAMAGED NONCONFORMING BUILDINGS AND STRUCTURES**

Nothing in this Ordinance shall prevent the reconstruction, repair or restoration and resumption of use of any nonconforming building or structure damaged by fire, collapse, acts of God, or acts of the public enemy following the effective date of this Ordinance, wherein the expense of such reconstruction, repair or restoration does not exceed **original footprint one hundred (100) percent of the building's or structure's pre-catastrophe total square footage fair market valuation** as determined by the Township Board of Appeals, and that such construction, repair or restoration is completed within one **year** ~~hundred eighty (180) days~~ following the granting of the **Building Permit** ~~Certificate of Approval~~ for such reconstruction, repair or restoration as required by this Ordinance and that resumption of uses takes place within thirty (30) days after the Certificate of Compliance has been issued.

## **Below are original texts, and research excerpts:**

### **○ Original text: RESIDENTIAL-1 DISTRICT, SECTION 503 - SIZE OF PREMISES**

1. Every parcel of land upon which a dwelling is hereafter erected or altered shall contain not less than twelve thousand (12,000) square feet of area, exclusive of any part lying within the boundaries of a public highway. Such parcel shall be not less than eighty (80) contiguous feet in width for a depth of one hundred fifty (150) feet from the front boundary line, or the highway right-of-way line upon which it fronts. Each parcel of land shall have been duly surveyed and the description thereof recorded at the office of the Jackson County Register of Deeds. ~~A lot occurring in a recorded subdivision shall be deemed to have met this requirement, provided, however, that these requirements shall not apply to a single unit on public record, or platted and identified as a single unit on a plat officially approved and recorded prior to the enactment of this Ordinance, and owned by an individual who has no other land contiguous thereto, from which these requirements can be met; provided, further, that no such unit shall be less than eight thousand (8,000) square in area, nor less than eighty (80) contiguous feet in width.~~ Not more than one (1) dwelling shall be erected on any parcel of land.

~~2.~~ Except for accessory uses, the minimum area and dimensions of land required for other permitted or approved uses shall be determined by the Board of Appeals upon written application of the owner to the Board as may be reasonable for such use, and in conformity with Section 101.

**Research for Revision: SECTION 503 – SIZE OF PREMISES, 1. Footnote reference.**

### **Land Division Act (excerpt) Act 288 of 1969**

#### **Section 560.109a Parcel less than 1 acre.**

Sec. 109a. (1) If a parcel resulting from a division is less than 1 acre in size, a building permit shall not be issued for the parcel unless the parcel has all of the following:

- (a) Public water or city, county, or district health department approval for the suitability of an on-site water supply under the same standards as set forth for lots under rules described in section 105(g).
- (b) Public sewer or city, county, or district health department approval for on-site sewage disposal under the health department standards as set forth for lots under rules described in section 105(g).

**Section 560.105 (g)** The rules of the department of environmental quality relating to suitability of groundwater for on-site water supply for subdivisions not served by public water or to suitability of soils for subdivisions not served by public sewers. The department of environmental quality may authorize a city, county, or district health department to carry out the provisions of this act and rules promulgated under this act relating to suitability of groundwater for subdivisions not served by public water or relating to suitability of soils for subdivisions not served by public sewers. The department of environmental quality may require percolation tests and boring tests to determine suitability of soils. When such tests are required, they shall be conducted under the supervision of a registered engineer, registered land surveyor, or registered sanitarian in accordance with uniform procedures established by the department of environmental quality.

- **Excerpt:** Source: blog.landcentral.com 2018 Property Setback: What Are They and Why Do They Matter?

Property setbacks have many benefits both aesthetically and functionally. Setbacks help with:

- **Better services** – having space between houses and streets, etc., ensures that in the case of a fire or other emergencies, a first responder vehicle can get to you in a pinch. This is also true of maintenance vehicles like sewer, [utilities](#), and cable.
- **Better ventilation** – Bet you never thought about it, but not having your house squished up against another house or roadways gives you cleaner air. That means you and your home won't be breathing in toxic exhaust or your neighbor's smoking habit.
- **Better lighting** – A no brainer, but property setbacks ensure that you have plenty of space around your dwelling to bring in natural light and better visual access. What good is a window if it's touching your neighbor's fence?
- **Better sound insulation** – If you've ever lived right next to a hwy. or train station, then you know how intrusive sound can be. Property setbacks help ensure we get better sound insulation by building away from busy intersections and other noisy environments.
- **Better landscape** – Even on big city buildings, you'll see a green space with some shrubbery or even a fountain in front of your doctor's office. This is to make the space more inviting and give a sense of ease. So the next time you admire the beautiful landscape in front of that office building, thank a property setback for that.
- Property setbacks help ensure buildings don't fall over each other in the case of a natural disaster, like an earthquake or fire. They encourage outdoor activities in public areas, and help keep the sanity of society by giving people enough room to roam.

- **Original text: General Provisions, Section 105 text, Restoration and Uses of Damaged Nonconforming Buildings and Structures**

Nothing in this Ordinance shall prevent the reconstruction, repair or restoration and resumption of use

of any nonconforming building or structure damaged by fire, collapse, acts of God, or acts of the

public enemy following the effective date of this Ordinance, wherein the expense of such reconstruction, repair or restoration does not exceed ~~fifty (50) percent of the fair valuation of such building or structure as determined by the Township Board of Appeals~~, and that such construction, repair or restoration is completed within one ~~hundred eighty (180) days~~ following the granting of the Certificate of Approval for such reconstruction, repair or restoration as required by this Ordinance and that resumption of uses takes place within thirty (30) days after the Certificate of Compliance has been issued.

**May 2024 Recommended Draft:**

AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO DEFINE AND  
REGULATE CARGO CONTAINERS

The Township of Henrietta ordains:

Addition of Definitions to Article 2 of the Township Zoning Ordinance The following definitions are added to Article 2 of the Township Zoning Ordinance:

**Section 201.120 Cargo Container.** Any metal or primarily metal container designed or constructed to ship, store, or handle bulk goods or items, or which appears substantially similar to such containers in appearance. Such containers include reusable steel boxes, freight containers, and bulk shipping containers; originally, a standardized reusable vessel that was designed for and used in the parking, shipping, movement, transportation, or storage of freight, articles of goods, or commodities; generally capable of being mounted or moved on a rail car, loaded on a ship, or semi-truck trailers.

**Section 201.121 Portable Storage Container.** A portable or moveable, weather-resistant receptacle designed and used for the storage or shipment of household goods, wares, valuables, and merchandise (i.e. PODS or MODS), and which is typically leased on a short-term basis for temporary storage purposes.

**Addition to Article 1 of New Section 122 entitled “Cargo Containers and Portable Storage Containers.”**

**Intent. A cargo container is a non-traditional industrial designed storage structure that may be considered an “eyesore (detracts from the aesthetic compatibility of adjacent land uses<sup>1</sup>), enjoyment of the community) in some locations. Screening this accessory use from roadways and adjacent residential property may be required in the site plan.**

**A. Cargo Containers.** Cargo containers are permitted as an accessory use **incidental to an existing dwelling** or structure, on lots of **five (5) acres or more** ~~than two (2) acres? or one (1) acre~~ in the Agricultural, ~~Residential~~, Commercial, and Industrial zoning districts subject to the requirements of this Section. Cargo containers placed on the property for storage purposes upon issuance of a site plan review and applicable permit from the Zoning Administrator or designated township official.

The following regulations apply to all cargo container use:

1. Well-maintained cargo containers shall not be located in the front yard. **The** setback shall be located twenty (20) feet or more from the rear lot line, and setback twenty (20) feet or more from the side lot lines. Height maximum shall be ten (10) feet. Other applicable regulations within the district may apply.
2. Cargo containers shall be located in the rear yard with the exception that cargo containers may be allowed in the side yard but not **exceed the frontline of the structure or building**. No



accessory structure shall be, located in, or on any utility, or private road easement, or functional septic tank drainfield.

3. A **secured** solid foundation **as required by the Michigan Building Code** for permanent storage use.

~~Site plan examples: road base material, gravel, RR ties/treated timbers on base material, or better, and tie downs)~~

~~4. Accessory cargo containers in Residential Districts, and Commercial Districts may require must be screening so as to not be visible from the street or nearby buildings, drives, and roads.~~

**4.5.** Cargo containers shall not be used to store hazardous materials, as defined by the Michigan Fire Prevention Code, 1941 PA 207, MCL 29.1 et seq.

**5.6.** No cargo container shall be placed in a location that may cause hazardous conditions or constitute a threat to public safety.

**6.7.** Any structural modifications of a cargo container shall be certified by a structural engineer.

**7.8.** No cargo container may be used as living quarters.

**8.9.** Cargo containers may not be placed on a vacant lot unless the lot is associated with an approved building construction project.

**B. Portable Storage Containers.** Portable storage containers are permitted as a temporary use in all zoning districts upon issuance of a site plan review and applicable temporary permit from the Zoning Administrator, or designated township official, and shall adhere to the same restrictions found under "A. Cargo Containers". Exception: driveway placement allowed, **with** ~~and~~ the following restrictions:

**Time Limits:**

a. Portable storage containers shall be removed from the property within 180 calendar days from the date of initial placement. Property owners are allowed one additional period of up to 180 days.

b. Portable storage containers associated with an approved building construction project shall be permitted to remain on-site until the earlier occurrence of approval of the project's final building inspection or the expiration of the building permit.

**C. Referral to Planning Commission.** At any time after receipt of an application for a cargo container or portable storage container pursuant to this Section, the Zoning Administrator of designated Township official may elect to refer the application for review and approval by the Planning Commission at no additional cost to the applicant.

**D. Section Validity and Severability.** If any portion of this Ordinance is found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.  
Section

**E. Repeal.** All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

**F. Effective Date.** This Ordinance takes effect seven days after publication as provided by law.

1. Michigan Zoning Enabling Act 110 of 2006



# 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

## COORDINATED ZONING REPORT | #24-17

### A Text Amendment Request to the Napoleon Township Zoning Ordinance

The Napoleon Township Planning Commission requests to amend Section 9.11.14 regarding short term rentals.

#### Background Information

The Napoleon Township Planning Commission requests to amend Section 9.11.14 of its Zoning District Regulations to the JCPC for review. The Napoleon Planning Commission seeks the following changes:

- See Attached

This proposed amendments seek to more clearly define the regulations for a Bed and Breakfast.

#### Analysis and Recommendation

**Township Planning Commission Recommendation** – The Napoleon Township Planning Commission approved the amendment at their June 4, 2024 meeting.

**JCPC Staff Analysis and Advisement** – The amendments clearly lay out what constitute a B&B and address issues of rooms size and signage, all of which are clear and concise. Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Napoleon Township Board of the addition of amendments to Section 9.11.14 of the Napoleon Township Zoning Ordinance.

*Staff Report Attachment(s):*

- Background information provided by Napoleon Township

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

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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 Napoleon 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: see attached

**B. ZONING ORDINANCE TEXT AMENDMENT:**

The following Article(s) and Section(s) is amended or altered: ARTICLE 9 SECTION 9.11.14

The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.)

see attached

C. **PUBLIC HEARING** on the above amendment was held on: month June day 4 year 2024

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month May day 21 year 2024

(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 Exponent

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.

Mindy Rice, Recording Secretary June / 4 / 2024 (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.

\_\_\_\_\_ ( ) Chair or ( ) 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

Napoleon Township Planning Commission  
Minutes- June 4, 2024

**Call to Order:** 6:01 p.m.

**Commission Members Present:** Scott Miles, chair; Jeff Kirkpatrick, vice chair; John Hummer, Mark LaRocque, Mindy Rice, substitute secretary; Pam McCown

**Commission Members Absent:** Heidi Richardson

MOTION to make Mindy Rice substitute secretary for the evening by J. Kirkpatrick, seconded by J. Hummer. All Ayes, motion passed.

**Approval of Agenda:** MOTION by J. Kirkpatrick, seconded by P. McCown, to approve the agenda. All Ayes, motion passed.

**Approval of Minutes from May 23, 2024:** MOTION by J. Kirkpatrick, seconded by P. McCown, to approve the minutes from May 23, 2024. All Ayes. Motion passed.

**Public Hearing Short Term Rentals Amendment to the Zoning Ordinance:** No public comment.

The Napoleon Planning Commission is in agreeance to recommend approval of the Short-Term Rentals Amendment to the Zoning Ordinance as listed below:

#### **9.11.14 Short-term Rentals (including Bed & Breakfasts)**

All township ordinances and state statutes apply to this section. The fire chief, police chief, and building inspector, or other designees of these officials may impose additional requirements specific to each property.

##### **A. Short-term Rentals**

- I. A permit shall be obtained from the township before listing or placing a property in use as a short-term rental. Permit fees and inspection fees shall be determined by the township board.
1. No permit shall be issued for any property unless that owner is current on the payment of all real property taxes, utility bills, and any other charges, fees, special assessments, or other amounts due the township on all properties in Napoleon Township belonging to that owner. Delinquencies on any such payments to the township, regardless of whether they relate to the rental property for which a permit is being requested, shall result in denial of the permit. An approved permit may also be revoked if such delinquencies arise after it has been issued.
2. The proposed use shall not cause a nuisance to adjacent properties, including but not limited to noise, odor, dust, debris, lighting, or traffic and must comply with local ordinances and state statutes.
3. A burning permit is required for all fires except as specified in the township outdoor burning ordinance.
4. Short-term rental properties shall comply with Michigan building code.
5. Short-term rental occupants shall not stay more than thirty (30) consecutive days and not more than sixty (60) days in one (1) calendar year at the same property.
6. Every sleeping-area, bedroom, and areas adjacent to each of these shall contain a functioning smoke detector. A carbon monoxide detector shall be located on each floor. An approved fire extinguisher, minimum rating of 2A10BC, shall be located on each floor.
7. The township shall determine permitted parking location(s) to protect the public health and safety. Parking shall comply with all local ordinances. All parking must be on the permitted premises. No on-street parking is allowed.
8. The owner of each property shall prominently display or install in/on the property:
  - a) The short-term rental permit to include maximum allowed number of occupants.

- b) The local agent who manages the property including their name and a primary and secondary 24-hour telephone number.
- c) The property floor plan and diagram of permitted parking location(s).
- d) Street address including township name.
- e) Emergency evacuation plan in each sleeping-area and bedroom.
- f) An address sign clearly legible at night from the road.
- g) Knox-Box for emergencies if a structure is located on the property.

10. The owner shall maintain a registry of all rental occupants, both current and previous. The registry shall be kept on property and shall be submitted upon demand to any township or law enforcement official. The registry shall include the following:

- a) Full name.
- b) Home address and phone number.
- c) Vehicle information (make, model, and registration/plate number).

11. Not less than once every other calendar year and/or upon written complaint, the township's ordinance enforcement officer may inspect the property to ensure continuing compliance with the short-term rental permit and township ordinances. In addition, the enforcement officer may impose reasonable conditions on a permit issued under this section which are necessary to ensure compliance.

12. Every area utilized for sleeping purposes shall contain at least sixty (60) square feet of floor space for one occupant and thirty (30) square feet of floor space for each additional occupant. The final maximum permitted number of occupants shall be determined by the fire chief, police chief, and building inspector, or other designees of these officials.

13. Property owner is responsible for behavior of rental occupants and their guests. The township has authority to revoke the permit for three (3) or more repeated violations in a consecutive 6-month period.

## **B. Bed and Breakfasts**

In addition to 1-11 in Section A the following shall apply to each bed and breakfast unit:

- 1. Each premise shall be occupied and operated by its owner or the caretaker of the property.
- 2. There shall be no separate cooking facilities used for bed and breakfast stay.
- 3. Bed and breakfast bedrooms shall contain at least one hundred twenty (120) square feet for the first two (2) occupants and thirty (30) square feet for each additional occupant.
- 4. One (1) bathroom for every three sleeping rooms shall be provided, with a minimum of two (2) bathrooms.
- 5. One (1) identification sign shall be permitted subject to the approval by the Planning Commission.

### **Other discussion:**

J. Kirkpatrick shared that he would like the commission to consider ordinances #8.01, #52.01, #69.01 as he would like to see them streamlined. The commission was given an example policy to review and when the commission convenes again, discussion can take place surrounding updating these policies.

J. Kirkpatrick states he talked to the drain commissioner, Jeff Snyder. Mr. Snyder recommends when a site plan is approved, the builder is required to sign off certifying that it meets the original plans.

MOTION by J. Kirkpatrick, seconded by P. McCown, recommends making an amendment to zoning ordinance 8.10.4 adding an "E" which would state the following: "Prior to the Township's issuance of a **"Occupancy Permit"**, this Office shall receive sealed certification from the project engineer that the project was constructed consistent with: the referenced site plan; these requirements were either met or exceeded, and the post construction permit requirements of the SE&SC Permit were installed. All Ayes, motion passed.

Meeting adjourned 6:39 p.m.



# **NAPOLEON TOWNSHIP PLANNING COMMISSION**

## **Special Meeting**

**June 4, 2024 - 6:00 P.M.**

Please Note: The Chairman may ask for public comment before a formal vote of the Planning Commission is taken. All comments are directed to the Planning Commission. Public comments are limited to a maximum of 3 minutes per person. After being recognized by the Chairman, please state your full name and residence address for the record before giving your public comment.

### **Pledge of Allegiance**

1. Approval of the Agenda
2. Minutes of May 23, 2024 Meeting
3. Case#24-05-0006- Public Hearing Short Term Rentals Amendment to the Zoning Ordinance
4. Adjourn

Attachments:



Napoleon Township Planning Commission  
Minutes- June 4, 2024

**Call to Order:** 6:01 p.m.

**Commission Members Present:** Scott Miles, chair; Jeff Kirkpatrick, vice chair; John Hummer, Mark LaRocque, Mindy Rice, substitute secretary; Pam McCown

**Commission Members Absent:** Heidi Richardson

MOTION to make Mindy Rice substitute secretary for the evening by J. Kirkpatrick, seconded by J. Hummer. All Ayes, motion passed.

**Approval of Agenda:** MOTION by J. Kirkpatrick, seconded by P. McCown, to approve the agenda. All Ayes, motion passed.

**Approval of Minutes from May 23, 2024:** MOTION by J. Kirkpatrick, seconded by P. McCown, to approve the minutes from May 23, 2024. All Ayes. Motion passed.

**Public Hearing Short Term Rentals Amendment to the Zoning Ordinance:** No public comment.

The Napoleon Planning Commission is in agreeance to recommend approval of the Short-Term Rentals Amendment to the Zoning Ordinance as listed below:

#### **9.11.14 Short-term Rentals (including Bed & Breakfasts)**

All township ordinances and state statutes apply to this section. The fire chief, police chief, and building inspector, or other designees of these officials may impose additional requirements specific to each property.

##### **A. Short-term Rentals**

- I. A permit shall be obtained from the township before listing or placing a property in use as a short-term rental. Permit fees and inspection fees shall be determined by the township board.
  1. No permit shall be issued for any property unless that owner is current on the payment of all real property taxes, utility bills, and any other charges, fees, special assessments, or other amounts due the township on all properties in Napoleon Township belonging to that owner. Delinquencies on any such payments to the township, regardless of whether they relate to the rental property for which a permit is being requested, shall result in denial of the permit. An approved permit may also be revoked if such delinquencies arise after it has been issued.
  2. The proposed use shall not cause a nuisance to adjacent properties, including but not limited to noise, odor, dust, debris, lighting, or traffic and must comply with local ordinances and state statutes.
  3. A burning permit is required for all fires except as specified in the township outdoor burning ordinance.
  4. Short-term rental properties shall comply with Michigan building code.
  5. Short-term rental occupants shall not stay more than thirty (30) consecutive days and not more than sixty (60) days in one (1) calendar year at the same property.
  6. Every sleeping-area, bedroom, and areas adjacent to each of these shall contain a functioning smoke detector. A carbon monoxide detector shall be located on each floor. An approved fire extinguisher, minimum rating of 2A10BC, shall be located on each floor.
  7. The township shall determine permitted parking location(s) to protect the public health and safety. Parking shall comply with all local ordinances. All parking must be on the permitted premises. No on-street parking is allowed.
  8. The owner of each property shall prominently display or install in/on the property:
    - a) The short-term rental permit to include maximum allowed number of occupants.



- b) The local agent who manages the property including their name and a primary and secondary 24-hour telephone number.
- c) The property floor plan and diagram of permitted parking location(s).
- d) Street address including township name.
- e) Emergency evacuation plan in each sleeping-area and bedroom.
- f) An address sign clearly legible at night from the road.
- g) Knox-Box for emergencies if a structure is located on the property.

10. The owner shall maintain a registry of all rental occupants, both current and previous. The registry shall be kept on property and shall be submitted upon demand to any township or law enforcement official. The registry shall include the following:

- a) Full name.
- b) Home address and phone number.
- c) Vehicle information (make, model, and registration/plate number).

11. Not less than once every other calendar year and/or upon written complaint, the township's ordinance enforcement officer may inspect the property to ensure continuing compliance with the short-term rental permit and township ordinances. In addition, the enforcement officer may impose reasonable conditions on a permit issued under this section which are necessary to ensure compliance.

12. Every area utilized for sleeping purposes shall contain at least sixty (60) square feet of floor space for one occupant and thirty (30) square feet of floor space for each additional occupant. The final maximum permitted number of occupants shall be determined by the fire chief, police chief, and building inspector, or other designees of these officials.

13. Property owner is responsible for behavior of rental occupants and their guests. The township has authority to revoke the permit for three (3) or more repeated violations in a consecutive 6-month period.

## **B. Bed and Breakfasts**

In addition to 1-11 in Section A the following shall apply to each bed and breakfast unit:

- 1. Each premise shall be occupied and operated by its owner or the caretaker of the property.
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- 3. Bed and breakfast bedrooms shall contain at least one hundred twenty (120) square feet for the first two (2) occupants and thirty (30) square feet for each additional occupant.
- 4. One (1) bathroom for every three sleeping rooms shall be provided, with a minimum of two (2) bathrooms.
- 5. One (1) identification sign shall be permitted subject to the approval by the Planning Commission.

### **Other discussion:**

J. Kirkpatrick shared that he would like the commission to consider ordinances #8.01, #52.01, #69.01 as he would like to see them streamlined. The commission was given an example policy to review and when the commission convenes again, discussion can take place surrounding updating these policies.

J. Kirkpatrick states he talked to the drain commissioner, Jeff Snyder. Mr. Snyder recommends when a site plan is approved, the builder is required to sign off certifying that it meets the original plans.

MOTION by J. Kirkpatrick, seconded by P. McCown, recommends making an amendment to zoning ordinance 8.10.4 adding an "E" which would state the following: "Prior to the Township's issuance of a "Occupancy Permit", this Office shall receive sealed certification from the project engineer that the project was constructed consistent with: the referenced site plan; these requirements were either met or exceeded, and the post construction permit requirements of the SE&SC Permit were installed. All Ayes, motion passed.

Meeting adjourned 6:39 p.m.



Napoleon Township Planning Commission  
Minutes – May 23, 2024

**Call to Order:** 6:10 p.m.

**Commission Members Present:** Scott Miles, chair; Jeff Kirkpatrick, vice chair; John Hummer, recording secretary; Mark LaRocque, Mindy Rice, Pam McCown

**Commission Members Absent:** Heidi Richardson

**Also Present:** John Worden, Napoleon Township zoning administrator; Dan Wymer, deputy supervisor/trustee, Napoleon Township board

**Approval of Agenda:** MOTION by P. McCown, seconded by M. Rice, to approve the agenda. All Ayes, motion passed.

**Approval of Minutes from April 25, 2024:** MOTION by J. Hummer, seconded by P. McCown, to approve the minutes from April 25, 2024. All Ayes. Motion passed.

**Study Session – Short-Term Rentals Proposed Amendment to Zoning Ordinance:** The commission continued its work on ordinance language to regulate short-term rentals. The committee updated the ordinance language as follows after discussion and input from commission members and D. Wymer. At the conclusion of the meeting, commission members were in consensus that this draft represents a final draft of the ordinance language.

#### **9.11.14 Short-term Rentals (including Bed & Breakfasts)**

All township ordinances and state statutes apply to this section. The fire chief, police chief, and building inspector, or other designees of these officials may impose additional requirements specific to each property.

##### **A. Short-term Rentals**

1. A permit shall be obtained from the township before listing or placing a property in use as a short-term rental. Permit fees and inspection fees shall be determined by the township board.
2. No permit shall be issued for any property unless that owner is current on the payment of all real property taxes, utility bills, and any other charges, fees, special assessments, or other amounts due the township on all properties in Napoleon Township belonging to that owner. Delinquencies on any such payments to the township, regardless of whether they relate to the rental property for which a permit is being requested, shall result in denial of the permit. An approved permit may also be revoked if such delinquencies arise after it has been issued.
3. The proposed use shall not cause a nuisance to adjacent properties, including but not limited to noise, odor, dust, debris, lighting, or traffic and must comply with local ordinances and state statutes.
4. A burning permit is required for all fires except as specified in the township outdoor burning ordinance.
5. Short-term rental properties shall comply with Michigan building code.
6. Short-term rental occupants shall not stay more than thirty (30) consecutive days and not more than sixty (60) days in one (1) calendar year at the same property.
7. Every sleeping-area, bedroom, and areas adjacent to each of these shall contain a functioning smoke detector. A carbon monoxide detector shall be located on each floor. An approved fire extinguisher, minimum rating of 2A10BC, shall be located on each floor.
8. The township shall determine permitted parking location(s) to protect the public health and safety. Parking shall comply with all local ordinances. All parking must be on the permitted premises. No on-street parking is allowed.
9. The owner of each property shall prominently display or install in/on the property:
  - a) The short-term rental permit to include maximum allowed number of occupants.



- b) The local agent who manages the property including their name and a primary and secondary 24-hour telephone number.
- c) The property floor plan and diagram of permitted parking location(s).
- d) Street address including township name.
- e) Emergency evacuation plan in each sleeping-area and bedroom.
- f) An address sign clearly legible at night from the road.
- g) Knox-Box for emergencies if a structure is located on the property.

10. The owner shall maintain a registry of all rental occupants, both current and previous. The registry shall be kept on property and shall be submitted upon demand to any township or law enforcement official. The registry shall include the following:

- a) Full name.
- b) Home address and phone number.
- c) Vehicle information (make, model, and registration/plate number).

11. Not less than once every other calendar year and/or upon written complaint, the township's ordinance enforcement officer may inspect the property to ensure continuing compliance with the short-term rental permit and township ordinances. In addition, the enforcement officer may impose reasonable conditions on a permit issued under this section which are necessary to ensure compliance.

12. Every area utilized for sleeping purposes shall contain at least sixty (60) square feet of floor space for one occupant and thirty (30) square feet of floor space for each additional occupant. The final maximum permitted number of occupants shall be determined by the fire chief, police chief, and building inspector, or other designees of these officials.

13. Property owner is responsible for behavior of rental occupants and their guests. The township has authority to revoke the permit for three (3) or more repeated violations in a consecutive 6-month period.

## **B. Bed and Breakfasts**

In addition to 1-11 in Section A the following shall apply to each bed and breakfast unit:

- 1. Each premise shall be occupied and operated by its owner or the caretaker of the property.
- 2. There shall be no separate cooking facilities used for bed and breakfast stay.
- 3. Bed and breakfast bedrooms shall contain at least one hundred twenty (120) square feet for the first two (2) occupants and thirty (30) square feet for each additional occupant.
- 4. One (1) bathroom for every three sleeping rooms shall be provided, with a minimum of two (2) bathrooms.
- 5. One (1) identification sign shall be permitted subject to the approval by the Planning Commission.

**Special Meeting June 4, 2024 Public Hearing Short Term Rentals Amendment to Zoning Ordinance:** J. Kirkpatrick noted that once the public hearing on short-rentals/B&Bs is completed on June 4, the planning commission's recommendation on the ordinance language goes to the Jackson County Planning Commission. Once they weigh in on the language, it comes before the township board for approval.

J. Kirkpatrick also shared that there other ordinances that need to be considered for updates that he will bring up at the next meeting.

Meeting adjourned 7:25 p.m.

John Hummer, Recording Secretary



#### **9.11.14 Short-term Rentals (including Bed & Breakfasts)**

All township ordinances and state statutes apply to this section. The fire chief, police chief, and building inspector, or other designees of these officials may impose additional requirements specific to each property.

##### **A. Short-term Rentals**

1. A permit shall be obtained from the township before listing or placing a property in use as a short-term rental. Permit fees and inspection fees shall be determined by the township board.
2. No permit shall be issued for any property unless that owner is current on the payment of all real property taxes, utility bills, and any other charges, fees, special assessments, or other amounts due the township on all properties in Napoleon Township belonging to that owner. Delinquencies on any such payments to the township, regardless of whether they relate to the rental property for which a permit is being requested, shall result in denial of the permit. An approved permit may also be revoked if such delinquencies arise after it has been issued.
3. The proposed use shall not cause a nuisance to adjacent properties, including but not limited to noise, odor, dust, debris, lighting, or traffic and must comply with local ordinances and state statutes.
4. A burning permit is required for all fires except as specified in the township outdoor burning ordinance.
5. Short-term rental properties shall comply with Michigan building code.



6. Short-term rental occupants shall not stay more than thirty (30) consecutive days and not more than sixty (60) days in one (1) calendar year at the same property.

7. Every sleeping-area, bedroom, and areas adjacent to each of these shall contain a functioning smoke detector. A carbon monoxide detector shall be located on each floor. An approved fire extinguisher, minimum rating of 2A10BC, shall be located on each floor.

8. The township shall determine permitted parking location(s) to protect the public health and safety. Parking shall comply with all local ordinances. All parking must be on the permitted premises. No on-street parking is allowed.

9. The owner of each property shall prominently display or install in/on the property:

a) The short-term rental permit to include maximum allowed number of occupants.

b) The local agent who manages the property including their name and a primary and secondary 24-hour telephone number.

c) The property floor plan and diagram of permitted parking location(s).

d) Street address including township name.

e) Emergency evacuation plan in each sleeping-area and bedroom.

f) An address sign clearly legible at night from the road.

g) Knox-Box for emergencies if a structure is located on the property.

10. The owner shall maintain a registry of all rental occupants, both current and previous. The registry shall be kept on property

and shall be submitted upon demand to any township or law enforcement official. The registry shall include the following:

- a) Full name.
- b) Home address and phone number.
- c) Vehicle information (make, model, and registration/plate number).

11. Not less than once every other calendar year and/or upon written complaint, the township's ordinance enforcement officer may inspect the property to ensure continuing compliance with the short-term rental permit and township ordinances. In addition, the enforcement officer may impose reasonable conditions on a permit issued under this section which are necessary to ensure compliance.

12. Every area utilized for sleeping purposes shall contain at least sixty (60) square feet of floor space for one occupant and thirty (30) square feet of floor space for each additional occupant. The final maximum permitted number of occupants shall be determined by the fire chief, police chief, and building inspector, or other designees of these officials.

13. Property owner is responsible for behavior of rental occupants and their guests. The township has authority to revoke the permit for three (3) or more repeated violations in a consecutive 6-month period.

## **B. Bed and Breakfasts**

In addition to 1-11 in Section A the following shall apply to each bed and breakfast unit:

1. Each premise shall be occupied and operated by its owner or the caretaker of the property.



2. There shall be no separate cooking facilities used for bed and breakfast stay.
3. Bed and breakfast bedrooms shall contain at least one hundred twenty (120) square feet for the first two (2) occupants and thirty (30) square feet for each additional occupant.
4. One (1) bathroom for every three sleeping rooms shall be provided, with a minimum of two (2) bathrooms.
5. One (1) identification sign shall be permitted subject to the approval by the Planning Commission.

#### 9.11.14 Bed and Breakfast

- A. Each premise must be occupied and operated by its owner or the caretaker of the property.
- B. The proposed use shall not cause a nuisance to adjoining residences due to noise, odor, dust, lighting, or traffic.
- C. No bed and breakfast sleeping room shall be permitted that does not comply with the construction code.
- D. There shall be no separate cooking facilities used for bed and breakfast stay.
- E. Bed and breakfast bedrooms shall be a minimum of one hundred twenty (120) square feet for the first two (2) occupants and an additional thirty (30) square feet for each additional occupant.
- F. The stay of bed and breakfast occupants shall be no more than thirty (30) consecutive days and not more than sixty (60) days in any one (1) calendar year.
- G. One (1) bathroom for every three sleeping rooms shall be provided, with a minimum of two (2) bathrooms.
- H. Every bed and breakfast bedroom shall contain a functioning smoke detector. An approved fire extinguisher shall be located on each floor on which such sleeping room is located.
- I. One (1) identification sign shall be permitted subject to the approval by the Planning Commission.
- J. One (1) off-street parking space shall be provided within the interior side yard or rear yard area for each bed and breakfast bedroom. The Planning Commission may increase or decrease required parking in order to meet the purposes of this Section and protect the public health and safety.

## NOTICE

The Napoleon Township Planning Commission will hold a public hearing June 4, 2024 at 6:00 p.m. in the Township Hall, 6775 Brooklyn Road, Napoleon, MI 49261.

At this time all interested parties will be heard on the request of the Napoleon Township Planning Commission, 6775 Brooklyn Road, Napoleon, MI 49261 to amend Section 9.11.14 Short-term Rentals including Bed & Breakfasts A. Short Term Rentals 1. Obtain Permit 2. No Permit if property taxes utility bills other charges are delinquent 3. use does not cause a nuisance to adjacent properties 4. burning permit required for outdoor fires 5. Compliance with Michigan building code, 6. Occupants not more than 30 consecutive days and 60 days in a calendar year 7. Smoke detectors and extinguisher required 8. Off-street parking 9. Owner is required to display or install various documents and equipment 10. Maintain a registry 11. Inspection of property for compliance 12. Minimum area for sleeping 13. Property owner responsibilities. B. Bed and Breakfasts-In addition to items 1-11 1. Premise shall comply with current regulations for Bed and Breakfasts in the Zoning Ordinance.

The requests are more particularly described and on exhibit at the Township Office. Napoleon Township Office is open Monday - Thursday from 7:00 a.m. to 5:00 p.m. during which time the Zoning Ordinance/Zoning Map may be examined. John Worden, Zoning Administrator

The Exponent  
Insertion Date: May 21, 2024

Copy to John Hummer, Clerk





# 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

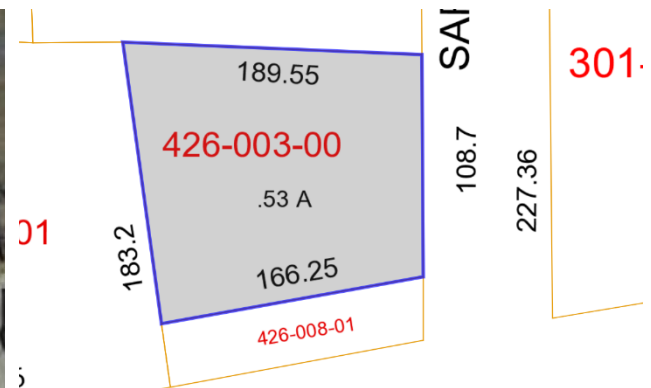
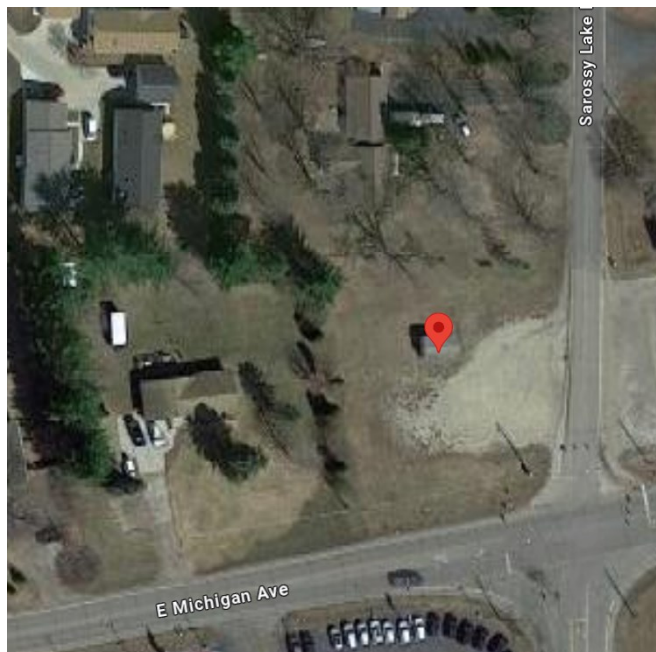
## COORDINATED ZONING REPORT | #24-18

### PETITION TO REZONE PROPERTY AT 11900 E MICHIGAN AVE GRASS LAKE TOWNSHIP

#### BACKGROUND INFORMATION

The Grass Lake Charter Township Planning Commission submitted a petition for rezoning a parcel in the Village of Grass Lake from R2, Residential to GC, General Commercial. The property is located at 11900 E Michigan Ave, northwest corner of Sarossy Lake Road and East Michigan Avenue. The site has been used for parking historically, and has no natural features located on site.

Aerial Image of Property and Parcel Features below:



## ANALYSIS AND RECOMMENDATION

**Township Planning Commission Recommendation.** The Grass Lake Charter Township Planning Commission approved the rezoning at their April 25, 2024 meeting.

**JCPC Staff Analysis and Advisement.** Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Grass Lake Charter Township Planning Commission to rezone 11900 East Michigan Save from R2, Residential to GC, General Commercial.

### STAFF REPORT ATTACHMENT(S):

*Petition Packet provided by Village of Grass Lake*

#### Suggested Actions:

- (1) Recommend **APPROVAL**
- (2) Recommend **DISAPPROVAL**
- (3) Recommend **APPROVAL WITH COMMENTS**
- (4) Take **NO ACTION**

## REZONING WORKSHEET 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 with the "Zoning Amendment Form" for a district boundary change (rezoning), not a text amendment.

Township of: Grass Lake Charter Township Case #: 24-05-0002

Township official we may contact: Dan Campbell Phone #: ( 517 ) 522 - 8464 ex130

Applicant: Melissa Shelhart Phone #: ( 517 ) 937 - 7879

Rezoning Request: From: Residential ( R2 ) To: General Commerical ( GC )

Property Location: Section(s): 33 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"): A- 000-10-33-426-003-00 = 0.61 acres  
B- 000-10-33-426-008-01 = 0.252 acres

Please attach location map ☒ Yes ☐ No

What is the existing use of the site? Parking Lot for Village Inn on NE Corner

What is the proposed use of the site? Continue as used

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

North: General Commerical/Multi-Family South: General Commerical

East: General Commerical West: General Commerical/Multi-Family

What are the surrounding Zoning Districts?

North: Residential ( R2 ) South: General Commerical ( GC/R-3 )

East: General Commerical ( GC/R-3 ) West: Residential ( R2 )

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

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 Sarossy Lake Rd

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.



Planning Commission,

This one seems pretty easy.

An application was requested by Melissa Shelhart for 11900 East Michigan Avenue.

Her request was to make her property's 000-10-33-426-003-00 & 000-10-33-426-008-01

Rezoned from R2 to General Commercial.

This property is on the NW corner of Michigan Avenue and Sarossy Lake rd. This property has always been a parking lot since I moved here in 1964 for the Village Inn (Restaurant/Bar) located on the NE corner of Michigan Ave and Sarossy Lake Rd.

I was surprised it was not already zoned General Commercial. It does abut our General Commercial district.

When bringing this to the Planning Commission, they all also thought this was already General Commercial and voted unanimously to approve the change.

If you have any additional questions, please give me a call at 517-522-8464 x130 or email me.

Thank you,

Dan Campbell

Zoning Administrator.



Unapproved Planning Commission Minutes  
May 16, 2024 7:00 p.m.

**Call to Order**

Chairman Golding called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

Chairman Tim Golding – Present

Marc Cuddie – Present

Mark Jewell – Present

Tom Brennan – Present

Heather McDougall – Present

Dale Lucas – Present

Jim Warbritton – Present

Also Present: Dan Campbell Zoning Administrator, Aaron Sanchez and approximately 10 residents. No Zoom or YouTube

**Approval of Agenda**

A motion to approve as written by Jewell, seconded by Brennan. All Ayes. Motion Carried

**Approval of April 25, 2024 Meeting Minutes**

A motion to approve as written by Brennan, seconded by Jewell. All Ayes. Motion Carried

**Citizens Wishing to Address the Commission**

A few residents addressed the Commission their concerns pertaining to the Micro Brewery & Tasting Room as a home business. Stating to open a business in the downtown area verses in the home. It could cause issues with traffic, parking and just noise in general.

**Old Business**

Nothing before the Planning Commission

**New Business**

- Special Use Permit applied for by Aaron Sanchez for Micro Brewery & Tasting Room in home business. Aaron Sanchez spoke to the Commission that he understands the concerns of the residents. He has already been brewing at his residence and does not want people at his home. The Tasting Permit is required for Retail Sales. It's stated that the wall of the garage has to be closed off with no access to the home.

A motion by Warbritton, seconded by Brennan to Table this discussion to allow Aaron Sanchez the opportunity to do some research and bring in plans to the next meeting in June 20th. He will also meet with Dan Campbell to go over the definition of a dwelling unit. Roll Call Vote: Yeas – Brennan, Jewell, Lucas, Cuddie, Golding, McDougall, Warbritton. Nays – None. Motion Carried.

- Re-Zoning application for Zoning Amendment by Melissa Shelhart for 11900 East Michigan Ave. (NW corner of Michigan Ave & Sarossy Lake Rd.) Would like to Re-Zone from R-2 to General Commercial

A motion by Jewell, supported by Lucas to Re-Zone from R-2 to Commercial. Roll Call Vote: Yeas – Brennan, McDougall, Jewell, Cuddie, Lucas, Golding, Warbritton. Nays – None. Motion Carried.

**Citizens Wishing to Address the Commission – None**

#### **Proposed Business for Next Regular Meeting and Meeting Date June 20, 2024**

Aaron Sanchez Micro Brewery & Tasting Room in home business

#### **General Discussion:**

Allie Mallad , The Township Board approved 59 acres Commercial, Housing on remaining acres. Requirement needs to be surveyed.

#### **Adjournment**

It was moved by Brennan, seconded by Cuddie. All Ayes. Motion Carried. Meeting adjourned at 8:10 p.m.

Respectfully submitted

Shirley Sherwood, Recording Secretary

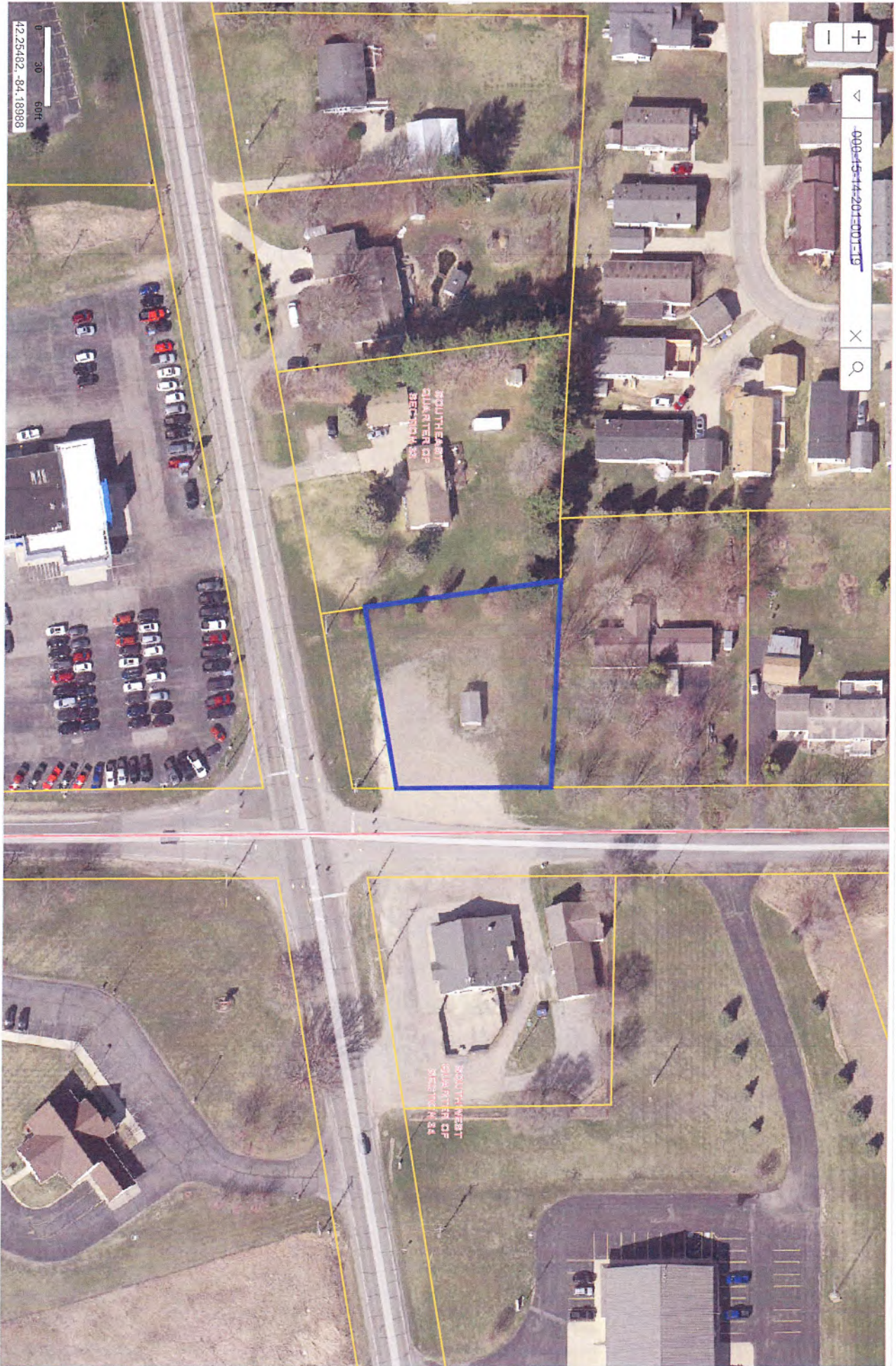




JACKSON COUNTY, MI  
PARCEL VIEWER

0.61 Acres

Misty Sheehan





MELISSA SHELHART 0.252 Acres



JACKSON COUNTY, MI  
PARCEL VIEWER





# J-33

## SOUTHEAST



## GRASS LAKE CHARTER TOWNSHIP

T2S R2E

### MAP LEGEND

- Jurisdictional Boundary
- Quarter Section
- Parcel Boundary
- Road
- Utility
- Private Ingress-Egress
- Condominium
- Subdivision

0 100 200 400 600 Feet



Disclaimer: Maps are drawn as accurately as possible. They are intended to be a visual aid in legal descriptions and are used for assessing purposes. They are not intended as legal surveys.

28 DEC 2020  
DATE  
GENERATED BY  
MAP INDEX

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

05/21/2024 10:28 AM

|                          |                                              |                           |                                    |
|--------------------------|----------------------------------------------|---------------------------|------------------------------------|
| <b>Parcel:</b>           | 000-10-33-426-003-00                         | <b>Current Class:</b>     | 201.COMMERCIAL-IMPROVED            |
| <b>Owner's Name:</b>     | VILLAGE INN OF GRASS LAKE LLC                | <b>Previous Class:</b>    | 201.COMMERCIAL-IMPROVED            |
| <b>Property Address:</b> | 11900 E MICHIGAN AVE<br>GRASS LAKE, MI 49240 | <b>Taxable Status</b>     | TAXABLE                            |
| <b>Liber/Page:</b>       | L2208/P 0618                                 | <b>Prev. Taxable Stat</b> | TAXABLE                            |
| <b>Split:</b>            | / /                                          | <b>Gov. Unit:</b>         | 04 GRASS LAKE CHARTER TWP          |
| <b>Public Impr.:</b>     | Paved Road, Electric, Gas                    | <b>MAP #</b>              |                                    |
| <b>Topography:</b>       | Level                                        | <b>School:</b>            | 38050 GRASS LAKE COMMUNITY SCHOOLS |
|                          |                                              | <b>Neighborhood:</b>      | 2000 2000 CML GENERAL              |

## Mailing Address:

VILLAGE INN OF GRASS LAKE LLC  
9650 CEDAR KNOLL DR  
GRASS LAKE MI 49240

## Description:

BEG AT E 1/4 POST OF SEC 33 TH S ALG E LN OF SD SEC 742.75 FT TO N LN OF FORMER MU RR R/W FOR PL OF BEG OF THIS DESCN TH S 810W ALG SD R/W LN 166.25 FT TH N 150.2 FT TH E 189.55 FT TO E LN OF SD SEC TH S ALG E SEC LN 108.7 FT TO BEG. SEC 33 T2S R2E .53A

## Most Recent Sale Information

Sold on 11/12/2021 for 0 by SWART FAMILY LIMITED PARTNERSHIP.

**Terms of Sale:** 20-MULTI PARCEL SALE REF

**Liber/Page:** L2208/P 0618

## Most Recent Permit Information

None Found

## Physical Property Characteristics

|                     |         |                          |        |                        |       |
|---------------------|---------|--------------------------|--------|------------------------|-------|
| <b>2025 S.E.V.:</b> | 13,600  | <b>2025 Taxable:</b>     | 13,600 | <b>Lot Dimensions:</b> |       |
| <b>2024 S.E.V.:</b> | 13,600  | <b>2024 Taxable:</b>     | 13,600 | <b>Acreage:</b>        | 0.61  |
| <b>Zoning:</b>      | R2- SIN | <b>Land Value:</b>       | 21,227 | <b>Frontage:</b>       | 108.7 |
| <b>PRE:</b>         | 0.000   | <b>Land Impr. Value:</b> | 5,921  | <b>Average Depth:</b>  | 212.4 |

## Improvement Data

None

## Image



SHED NO LONGER ON THIS PROPERTY



Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\* 05/21/2024 10:28 AM

|                   |                                          |                    |                                    |
|-------------------|------------------------------------------|--------------------|------------------------------------|
| Parcel:           | 000-10-33-426-008-01                     | Current Class:     | 202.COMMERCIAL-VACANT              |
| Owner's Name:     | VILLAGE INN OF GRASS LAKE LLC            | Previous Class:    | 202.COMMERCIAL-VACANT              |
| Property Address: | E E MICHIGAN AVE<br>GRASS LAKE, MI 49240 | Taxable Status     | TAXABLE                            |
| Liber/Page:       | L2208/P 618                              | Prev. Taxable Stat | TAXABLE                            |
| Split:            | / /                                      | Gov. Unit:         | 04 GRASS LAKE CHARTER TWP          |
| Public Impr.:     | None                                     | MAP #              |                                    |
| Topography:       | None                                     | School:            | 38050 GRASS LAKE COMMUNITY SCHOOLS |
|                   |                                          | Neighborhood:      | 2000 2000 CML GENERAL              |

|                                                                             |                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mailing Address:                                                            | Description:                                                                                                                                                                                                                                                                                       |
| VILLAGE INN OF GRASS LAKE LLC<br>9650 CEDAR KNOLL DR<br>GRASS LAKE MI 49240 | BEG AT THE E 1/4 POST OF SEC 33 TH S ALG E SEC LN TO THE S LN OF THE FORMER MU RR R/W LN SD PT ALSO BEING 33.4 FT N OF THE CEN LN OF MICHIGAN AVE TH S81°W 166.25 FT TH N 33 FT TH E 166.25 FT TO E SEC LN TH S 33 FT TO BEG. SEC 33 T2S R2E .126A<br>SPLIT FROM 000-10-33426-008-00 ON 12/06/2012 |

Most Recent Sale Information

Sold on 11/12/2021 for 0 by SWART FAMILY LIMITED PARTNERSHIP.

|                |                          |             |             |
|----------------|--------------------------|-------------|-------------|
| Terms of Sale: | 20-MULTI PARCEL SALE REF | Liber/Page: | L2208/P 618 |
|----------------|--------------------------|-------------|-------------|

Most Recent Permit Information

None Found

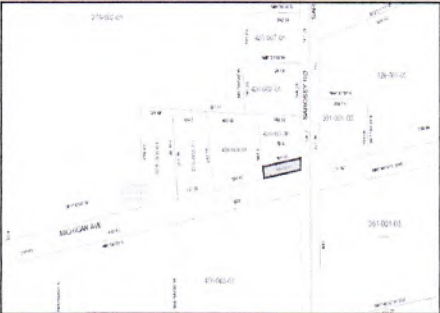
Physical Property Characteristics

|              |         |                   |       |                 |           |
|--------------|---------|-------------------|-------|-----------------|-----------|
| 2025 S.E.V.: | 2,800   | 2025 Taxable:     | 2,800 | Lot Dimensions: | ESTIMATED |
| 2024 S.E.V.: | 2,800   | 2024 Taxable:     | 2,800 | Acreage:        | 0.13      |
| Zoning:      | R2- SIN | Land Value:       | 5,670 | Frontage:       | 134.6     |
| PRE:         | 0.000   | Land Impr. Value: | 0     | Average Depth:  | 40.8      |

Improvement Data

None

Image





GRASS LAKE TOWNSHIP, JACKSON COUNTY, MICHIGAN  
APPLICATION TO INITIATE A ZONING AMENDMENT

# 600.00  
fee

APPLICATION NO. \_\_\_\_\_

PLEASE PRINT OR TYPE (use back of application if more space is needed)

Application is hereby made to amend the Map of the Zoning Ordinance by re-zoning the property described below to another zoning classification. The proposed zoning change is:

From: R2 Zoning District To: Commercial Zoning District

1.) Give a legal description of the property (lot, block, tract, and/or metes and bounds):

2.) The property is situated (give street address, indicating alleys, cross roads, etc.):

11900 East Michigan Ave

3.) Give reasons for requesting zoning change, including intended use of buildings, structures and land:

Commercial

4.) Submit map, drawn to scale, in sufficient detail to adequately describe the proposed changes in the zoning district boundaries.

Applicant(s): MELISSA SHEEHART

Address: 9650 Cedar Knoll Dr. Telephone: 517 937 7879

The applicant(s) is/are:

- ☒ the owner(s) of the property involved.  
☐ acting on behalf of the owner(s) of the property involved.

I/We \_\_\_\_\_ do hereby swear that the above information is true and correct to the best of my/our knowledge.

Applicant(s): [Signature] Signature

Signature

Optional: I/We hereby grant permission for members of the Grass Lake Charter Township Planning Commission and Zoning Administrator to enter the above described property for the purposes of gathering information related to this application. This permission is optional and failure to grant such permission will not affect any decision on your application.

[Signature]  
SIGNATURE OF APPLICANT (S)

4-30-24  
DATE:

Fee Received: \$ 600.00 (L#1821) Township Clerk: [Signature] Date: 4/30/24

|                                                       |             |              |
|-------------------------------------------------------|-------------|--------------|
| Date Application referred to Planning Commission      | <u>5/25</u> | <u>20 24</u> |
| Public Hearing Notice Published: 1 <sup>st</sup> Date | <u>5/17</u> | <u>20 24</u> |
| 2 <sup>nd</sup> Date                                  |             | <u>20 24</u> |
| Public Hearing Notices Mailed: Date                   | <u>5/16</u> | <u>20 24</u> |

Planning Commission Action: Recommends Adoption ☒ Denial ☐ TIM GOLDING

# Village of Grass Lake

119 N. Lake Street, P. O. Box 737  
Grass Lake, Michigan 49240  
517-522-4450



May 6, 2024

Jackson County Planning Commission  
120 W. Michigan Avenue, 9<sup>th</sup> Floor  
Jackson, MI 49201

Dear Sirs and Madams:

Pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act, this letter is to notify you that the Village of Grass Lake, Jackson County, Michigan, is preparing an update to its Master Plan focused on housing.

The village is asking for your cooperation and assistance in this process. Specifically, we welcome any inputs or comments you may have which would allow us to work more cooperatively in land use planning for our region. Such inputs may be shared at the regular meetings of our Planning Commission, held at the Grass Lake Village Hall, located at 119 N. Lake Street, Grass Lake, MI, 49240.

Such inputs may also be shared via United States Postal Service (USPS) to the Village Hall address noted above, attention Village Clerk. Further, we plan to submit all information required under the Act to you electronically, to be posted on the village's website. If you prefer, we will submit such information by United States Postal Service as provided in the Act, upon your written request.

For further information concerning the Master Plan update, including upcoming meeting dates and times, please contact me at (517) 522-4550 ext. 1.

Sincerely yours;

Jennifer Keener, Village Clerk  
On Behalf of the Village of Grass Lake Planning Commission

*From the Desk of the Village Clerk*





## Notice of Intent to Update the Henrietta Township Master Plan for Future Land Use

FROM: Henrietta Township Planning Commission

DATE: May 2, 2024

TO: Rives Twp., Waterloo Twp., Leoni Twp., Bunkerhill Twp., Michigan Dept. of Transportation, Jackson Co. Dept. of Transportation, Consumers Energy, Region 2 Planning Commission, Jackson Co. Planning Commission, Ingham Co. Planning Commission, A.T. & T. Corporate Office & Headquarters, Comcast Cable, WOW Internet-Cable, and Frontier Communications Corp.

To whom this may concern:

In accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended (Act 33), this is to notify you that Henrietta Township has initiated a process to comprehensively update the Township's adopted Master Plan. We would ask for your cooperation and assistance in this process. Specifically, we would like to know if you have any thoughts, concerns, or issues you feel should be addressed in this effort that would allow us to work more cooperatively with you in land use planning for our area, especially along border areas.

Later, we will be posting a draft copy of the updated Master Plan for your review and comment, as required by Act 33. At that time, we would appreciate your comments regarding the update and how our proposed plan may affect planning efforts in your community. Please note that we intend, where possible, to make such submittals via electronic mail with links to digital documents posted on our Township website ([www.henriettatownshipmi.gov](http://www.henriettatownshipmi.gov)). If you have any objections to receiving submittals via electronic mail a paper copy will be available for viewing at the Township Offices.

Please direct any correspondence to:

**Henrietta Township Planning Commission**  
**11732 Bunkerhill Road**  
**Pleasant Lake, MI 49272**

Please contact me at (517) 769-6925, or via email at: [planning@henriettatownshipmi.gov](mailto:planning@henriettatownshipmi.gov) with any questions about this information.

Respectfully submitted,

*Nancy Hawley*

Henrietta Township Planning Commission Chairperson