



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)
120 W. Michigan Avenue • Jackson, MI 49201
Phone (517) 788-4426 • Fax (517) 788-4635

MEETING NOTICE

FOR FURTHER INFORMATION CONTACT:	DATE: June 12, 2025
Kade Peck	TIME: 6:00 p.m.
R2PC Planner	PLACE: 5 th Floor Commission Chambers
(517) 416-0405	Jackson County Tower Building
kpeck@mijackson.org	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 May 8, 2025, meeting minutes [**ACTION**] 3
4. Approval of agenda
Approval of the June 5, 2025, meeting agenda [**ACTION**]
5. Request(s) for review, comment, and recommendation
 - a. Consideration of township zoning amendment(s) –
 - (1)CZ | #25-12 | Henrietta Township Rezoning [**ACTION**] 5
 - (2)CZ | #25-13 | Parma Township Rezoning [**ACTION**] 21
 - (3)CZ | #25-14 | Summit Township Rezoning [**ACTION**] 37
 - (4)CZ | #25-15 | Grass Lake Charter Township Rezoning [**ACTION**] 45
 - 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 – *None*
 - c. Notices - *None*
7. Public comment [**2 MINUTE LIMIT**]
8. Commissioner comment
9. Adjournment

The next scheduled meeting of the Jackson County Planning Commission is June 12, 2025

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Jackson County Planning Commission

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120 W. Michigan Avenue • Jackson, MI 49201

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

MEETING MINUTES

May 8, 2025

5th Floor Commission Chambers • Jackson County Tower Building • Jackson, Michigan

Members Present: Ms. Nancy Hawley, Chairperson; Mr. Kurt Cole, Environment; Ms. Mary Wolcott, At Large; Mr. Jim Minnick, Jr., Industrial and Economic Representative; Ms. Pat Gallagher, At Large; Mr. Ted Hilleary, Education Representative.

Members Absent: Mr. Corey Kennedy, Vice Chairperson, Jackson County Board of Commissioners

Staff Present: Mr. Kade Peck, Planner.

Others Present: None.

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. Hilleary made a motion, seconded by Comm. Wolcott, to approve the April 10, 2025, meeting minutes. *The motion was approved unanimously.*

Item 4. **Approval of the Agenda.** Comm. Cole made a motion to approve the agenda for April 10, 2025, seconded by Comm. Gallagher. *The motion was approved unanimously.*

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

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

(1) **CZ | #25-09 | Spring Arbor Township**

Staff referred to a report regarding a rezoning request for a parcel of 4.2 acres in Spring Arbor Township from Rural Non-Farm Residential (RNF-1) to Agricultural (AG-1). Staff recommended approval of the rezoning application.

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

(2) **CZ | #25-10 | Leoni Township**

Staff referred to a zoning text amendment change for Leoni Township for their site plan review and approval language of their ordinance. Staff recommended approval of the text amendment.

Comm. Cole made a motion to recommend **approval** of the zoning text amendment, supported by Comm. Minnick Jr. *Commissioners approved the motion unanimously*

(3) **CZ | #25-11 | Napoleon Township**

Staff referred to a report regarding a rezoning request for parcels totaling 8.5 acres in Napoleon Township from Residential (R-1) to Agricultural (AG-1). Staff recommended approval of the rezoning application.

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

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

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

Item 6. **Other Business.**

a. **Unfinished Business.** None.

b. **New Business.** None.

c. **Notices.** None.

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

Item 8. **Commissioner Comment.**

Commissioners discussed the need for updating master plans for the municipalities within Jackson County and asked staff how many municipalities within Jackson County are behind on their master plan updates.

Item 9. **Adjournment.**

Comm. Minnick Jr. made a motion to adjourn, supported by Comm. Hilleary *Commissioners approved the motion unanimously.*

The meeting adjourned at 6:24 p.m.

Respectfully submitted by:

Kade Peck, Recording Secretary



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426

COORDINATED ZONING REPORT | #25-12

To: County Planning Commissioners

From: Kade Peck, R2PC Planner

Date: June 5, 2025

Proposal: **Zoning text amendment for multiple parts of ordinance.**

Background Information

The township is proposing a doing a zoning text amendment for a variety of parts of their ordinance.

Analysis and Recommendation

Township Planning Commission Recommendation – The Henrietta Township Planning Commission approved the zoning text amendment at their May 2025 meeting. The zoning changes appear reasonable.

JCPC Staff Analysis and Advisement – Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Henrietta Township Board of the amendments.

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.)

1. The above described property has a proposed zoning change FROM _____ (_____)
ZONE TO _____ (_____) ZONE.
2. PURPOSE OF PROPOSED CHANGE: _____

B. ZONING ORDINANCE TEXT AMENDMENT:

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

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

Various sections of text updates are attached.

- C. **PUBLIC HEARING** on the above amendment was held on: month May day 27 year 2025
- D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month May day 2 year 2025
(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

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.

Nancy Hawley ☒ Chair or ☐ Secretary May 28, 2025 (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

NOTICE OF PUBLIC HEARING
Residents of Henrietta Township

A Public Hearing has been scheduled for Tuesday May 27, 2025 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. Article XII Site Plan text (various updates throughout), and add to ARTICLE II, Definitions, 201.123 Rare or Unique Habitats.
2. Campgrounds (AG District Conditional Use) Add text to Article XI Conditional Uses, Additional Development Requirements, Section 1110 (6) and add to ARTICLE II, Definitions 201.123 Campgrounds & 201.124 Tents.
3. Delete sentence reference in: Article IV, Agricultural District, Section

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.

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3. Delete sentence reference in: Article IV, Agricultural District, Section

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.

M. Krutsch, 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 27, 2025

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**)
3. PROPOSED TEXT AMENDMENT: At this time all interested parties will be heard on the following Amendment revision to the Ordinance pertaining to text in the following:

Rational: The following updates will bring Master Plan goals into zoning ordinance text ensuring that future development aligns with the community's vision and long-term goals. The zoning ordinance, which legally regulates land use, should be grounded in the Master Plan, a long-term guiding document for community development.

ITEM 1: Article XII Site Plan text (various updates throughout), and add to ARTICLE II, Definitions, 201.123 Rare or Unique Habitats.

ITEM 2: Campgrounds (AG District Conditional Use) Add text to Article XI Conditional Uses, Additional Development Requirements, Section 1110 (6) and add to ARTICLE II, Definitions 201.123 Campgrounds & 201.124 Tents.

Rational: The following deletion aims to protect agricultural land and preserve its rural character by limiting non-farm multi- residential development. This helps prevent conflicts between agricultural operations and residence, and ensures that agricultural areas remain focused on farming and related activities. According to the township's build-out analysis, current zoning would accommodate more than 90,000 residents, or 16 times the expected population.

ITEM 3. Delete (R-2) sentence from: ARTICLE IV, AGRICULTURAL DISTRICT (AG-1) SECTION 406 - LOT AREA AND OTHER REQUIREMENTS FOR "R-1" AND "R-2" USES ON LESS THAN FIVE (5) ACRES

4. Recommendation
5. Public Comment
6. Adjournment –

ITEM 1. Text Updates additions:

ARTICLE II Definitions, **201.123 Rare or Unique Habitats: Areas of hydric soils, fens, archeological sites, threatened or endangered plants and animals, as required by State & Federal laws.**

ARTICLE XII, SITE PLAN text additions:

SECTION 1200 - PURPOSE

It is recognized by this Ordinance that there is a value to the public in establishing safe and convenient traffic movement to higher density sites, both within the site and in relation to access streets; that there is value in encouraging a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses; further that there are benefits to the public in conserving natural resources. **Every parcel created should have enough area, exclusive of natural features on which to build and use the land.** Toward this end, this Ordinance requires site plan review by the Planning Commission for certain buildings and structures that can be expected to have a significant impact on natural resources, traffic patterns, and on adjacent land usage.

SECTION 1201 – BUILDINGS, STRUCTURES, AND USES REQUIRING SITE PLAN add
t. Large Renewable Energy Systems

SECTION 1204 – REQUIRED DATA FOR DETAILED SITE PLAN

11. The site plan shall show the proposed location, use, and size of open spaces; and the location of any landscaping, fences, or walls on the site. **Location of wetlands, waterways, drains, floodplains, steep slopes over 25%, rare and unique habitats on the site. A Baseline Environmental Assessment Study¹ may be required.** Any proposed alterations to topography and other natural features shall be indicated. The site plan shall further show any proposed location of connections to existing utilities and proposed extensions thereof.

SECTION 1205 – STANDARDS FOR SITE PLAN REVIEW

In reviewing the site plan, the Planning Commission shall ascertain whether the proposed site plan is consistent with all regulations of this Ordinance and state and federal statutes. Further, in consideration of each site plan, the Planning Commission shall find that provisions of Sections 1203 and 1204 of this Ordinance, **goals of the Henrietta Township Master Plan**, as well as the provisions of the zoning district in which said buildings, structures, and uses as indicated in the proposed site plan have been satisfactorily met by the applicant. **All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the planning commission shall review the plan for negative conditions such as, but not limited to: channeling excessive traffic onto local residential streets; adequate screening of parking or service areas; access of emergency vehicles; stormwater retention, and designed to be compatible with the physical characteristics of the site, and surrounding uses. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area.**

Decisions rejecting, approving, or conditionally approving a site plan shall be based upon requirements and standards contained in the zoning ordinance. A site plan shall be approved if it contains the information required in Section 1204 and is in compliance with the zoning ordinance, the conditions imposed pursuant to the ordinance, other applicable ordinances, and state and federal statutes.

5. The use shall not be hazardous to adjacent property, **generate ground-water and surface-water discharges or off-site stormwater flow**, or involve uses, activities, materials, or equipment which will be detrimental to the health, safety, or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes, glare, vibration, light, or dust.

1. A baseline survey provides the foundation to build a habitat management plan and help identify both positive and negative trends.

ITEM 2. Addition to Definitions:

201.123 Campgrounds: A parcel of land where campsites are offered for public or organizational use, for temporary living quarters like tents or recreational vehicles, either free or for a fee but excluding seasonal mobile parks licensed under the mobile home commission act, PA 96 of 1987, MCL 125,2301 to 125.2349.

201.124 Tent: Means a collapsible shelter or canvas or fabric structure and sustained by poles and used for camping outdoors.

Article XI Conditional Uses,

Section 1110 Additional Development Requirement for Certain Uses.

NEW text addition:

6. Campgrounds:

a. Intended to promote and preserve the current rural character of agricultural properties, and natural resources, and discourage nuisances; while providing areas appropriate, to host seasonal (no more than six months in a calendar year) camping. A campground shall not be used as an event or wedding venue.

b. All campgrounds shall be licensed by the Michigan Department of Health, Michigan DNR Campground Act 368 of 1978, Jackson County Health Department and other applicable permits.

c. The campground shall be situated on a lot of no less than twenty (20) acres¹, with direct access to an improved public road. All campsites will be setback one hundred fifty (150) feet² from property lines.

d. Each camp site shall contain a minimum of fifteen hundred (1,500) square feet. A common use area with a minimum of ten thousand (10,000) square feet shall be provided. No individual trailer, tent, or recreational vehicle shall remain at a campground for longer than forty (40) days³ during a calendar year. There shall be no off-season, or permanent storage of trailers, tents, recreational vehicles, or mobile home units in the campground development.

e. All sanitary, potable water facilities, and bathhouse (also serves as storm shelter) shall be designed and constructed in conformance with all applicable State and County Health regulations, and State building code safety standards.

f. No more than one permanent dwelling shall be allowed in a campground which shall only be occupied by the property owner, or onsite manager.

g. Parameter greenbelt landscaping shall comply with zoning ordinance Article XIV, and outdoor lighting shall comply with zoning ordinance Article XIV.1.

h. The campground shall have a severe weather, and fire safety plan; and campground insurance on file with the Henrietta Township Clerk.

6. The acreage is based on survey of existing regional campground parcel sizes.
7. The setback is to prevent increased nuisance to adjacent properties and based on survey of existing regional campground siting.
8. Camping limitation of days coordinates with the Henrietta Township Ordinance #30 Camping Ordinance – Temporary Land Use Ordinance.

ITEM 3. Delete the shaded sentence:

ARTICLE IV, AGRICULTURAL DISTRICT (AG-1) SECTION 406 - LOT AREA AND OTHER REQUIREMENTS FOR "R-1" AND "R-2" USES ON LESS THAN FIVE (5) ACRES: Any lot or parcel of land located in this District which is smaller than the required five (5) acres shall conform to the uses, yards, lot area and other more restrictive provisions as prescribed for "R-1" Districts if less than one half acre, **or for "R-2" Districts if more than one half acre but less than five (5) acres.**

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

MINUTES FROM 5/27/2024 PUBLIC HEARING
(By N. Hawley, Substitute Recording Secretary)

Members present: J. Duszynski; A. Faist; N. Hawley (Chair); T. Kinch; R. Troman; A. Wellington

AGENDA

1. Call to Order
 - Meeting officially called to order at 7:05p.m.
 - Pledge of Allegiance was recited.
2. Public Comment (Please state your name and address, and limit **comments to 3 minutes**)
None

PROPOSED TEXT AMENDMENT: At this time all interested parties will be heard on the following Amendment revision to the Ordinance pertaining to text in the following:

ITEM 1: Article XII Site Plan text (various updates throughout), and add to ARTICLE II, Definitions, 201.123 Rare or Unique Habitats.

ITEM 2: Campgrounds (AG District Conditional Use) Add text to Article XI Conditional Uses, Additional Development Requirements, Section 1110 (6) and add to ARTICLE II, Definitions 201.123 Campgrounds & 201.124 Tents.

ITEM 3. Delete (R-2) sentence from: ARTICLE IV, AGRICULTURAL DISTRICT (AG-1) SECTION 406 - LOT AREA AND OTHER REQUIREMENTS FOR "R-1" AND "R-2" USES ON LESS THAN FIVE (5) ACRES

3. Recommendation:
 - A motion to recommend all Text Amendments to the Township Board for approval was made by A. Wellington, seconded by J. Duszynski, and passed unanimously by remaining commission members.
 - Process: The recommended rezoning will now be submitted to the Jackson County Planning Commission for their recommendation before being brought forth to the Township Board.
4. Public Comment
None
5. Adjournment - A motion to adjourn meeting was made by A. Wellington, seconded by R. Troman, and passed unanimously by remaining members.
Meeting adjourned at 7:12p.m.



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426

COORDINATED ZONING REPORT | #25-13

To: County Planning Commissioners

From: Kade Peck, R2PC Planner

Date: June 5, 2025

Proposal: **Zoning text amendment for multiple parts of ordinance.**

Background Information

The township is proposing a doing a zoning text amendment for battery storage ordinances.

Analysis and Recommendation

Township Planning Commission Recommendation – The Parma Township Planning Commission approved the zoning text amendment at their April 2025 meeting. The zoning changes appear reasonable.

JCPC Staff Analysis and Advisement – Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Parma Township Board of the amendments.

Staff Report Attachment(s):

- *Background information provided by Parma 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 Parma 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 VI and VIII SECTION See Attached
The NEW SECTION reads as follows: (Attach additional sheets if more space is needed.)
See Attached - Battery Storage Ordinance

- C. PUBLIC HEARING on the above amendment was held on: month April day 3 year 2025
- D. NOTICE OF PUBLIC HEARING was published/mailed on the following date: month March day 14 year 2025
(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

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.

T. Bates ☒ Chair or ☐ Secretary 4 / 3 / 2025 (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

PARMA TOWNSHIP
JACKSON COUNTY, MICHIGAN

UTILITY-SCALE BATTERY ENERGY STORAGE SYSTEMS

ORDINANCE NO. _____

At a meeting of the Township Board of the Township of Parma, Jackson County, Michigan, held at the Parma Township Hall at 16407 Comdon Rd. Albion, MI 49224 on _____, 2025, at __:00 p.m., Township Board Member _____ moved to adopt the following ordinance amendment, which motion was seconded by Township Board Member _____:

An ordinance to amend the Parma Township Zoning Ordinance to regulate Utility-Scale Battery Energy Storage Systems.

THE TOWNSHIP OF PARMA ORDAINS:

Section 1. AMENDMENT TO DEFINITIONS, SECTION 2.1 OF THE ZONING ORDINANCE: The Parma Township Zoning Ordinance shall be amended to include the following definition within Section 2.1. The remaining definitions shall be re-numbered (and maintain the same) to accommodate the addition of the following land uses:

Utility-Scale Battery Energy Storage Systems: One or more devices, assembled together, capable of storing energy in order to supply electrical energy to off-site customers.

Section 2. AMENDMENT TO ARTICLE VIII OF THE ZONING ORDINANCE: A Section 8.23 (or appropriate additional section number) shall be added to the Parma Township Zoning Ordinance to contain the following supplemental regulations for Utility-Scale Battery Energy Storage Systems:

- A. General Provisions. All Utility-Scale Battery Energy Storage Systems are subject to the following requirements:
1. All Utility-Scale Battery Energy Storage Systems must conform to the provisions of this Ordinance and all county, state, and federal regulations and safety requirements, including applicable building codes, applicable industry standards, and NFPA 855 "Standard for the Installation of Stationary Energy Storage Systems."
 2. The Township may revoke any approvals for, and require the removal of, any Utility-Scale Battery Energy Storage System that does not comply with this Ordinance.
 3. Utility-Scale Battery Energy Storage Systems are permitted in the Township by conditional use permit in the AG-1 and I-1 Zoning Districts

B. Application Requirements. The applicant for a Utility-Scale Battery Energy Storage System must provide the Township with all the following:

1. Nonrefundable Application Fee up to \$30,000: In addition to the escrow deposit, upon application for its Conditional Use Permit for a Utility-Scale Battery Energy Storage System, the applicant shall pay to the Township a nonrefundable fee equal to \$1,000 per 5 megawatts. This Application fee may be changed by resolution of the Township Board.
2. Property Information: A list of all parcel numbers that will be used by the Utility-Scale Battery Energy Storage System; documentation establishing ownership of each parcel; and any lease agreements, easements, or purchase agreements for the subject parcels.
3. Operations Agreement: An operations agreement setting forth the operation's parameters, the name and contact information of the operator, the applicant's inspection protocol, emergency procedures, and general safety documentation.
4. Current Conditions: Current photographs of the subject property.
5. Site Plan: A site plan that includes all proposed structures and the location of all equipment, as well as all setbacks, the location of property lines, signage, fences, greenbelts and screening, drain tiles, easements, floodplains, bodies of water, proposed access routes, and road right of ways. The site plan must be drawn to scale and must indicate how the Utility-Scale Battery Energy Storage System will be connected to the power grid.
6. Power Purchase Agreement: A copy of the applicant's power purchase agreement or other written agreement with an electric utility showing approval of an interconnection with the proposed Utility-Scale Battery Energy Storage System.
7. Maintenance Plan: A written plan for maintaining the subject property, including a plan for maintaining and inspecting drain tiles and addressing stormwater management, which is subject to the Township's review and approval.
8. Decommissioning Plan: A decommissioning and land reclamation plan describing the actions to be taken following the abandonment or discontinuation of the Utility-Scale Battery Energy Storage System, including evidence of proposed commitments with property owners to ensure proper final reclamation, repairs to roads, and other steps necessary to fully remove the Utility-Scale Battery Energy Storage System and restore the subject parcels, which is subject to the Township's review and approval.
9. Financial Security: Financial security that meets the requirements of this Section, which is subject to the Township's review and approval.

10. Complaint Resolution Plan: A plan for resolving complaints from the public or other property owners concerning the construction and operation of the Utility-Scale Battery Energy Storage System, which is subject to the Township's review and approval.
11. Hazardous Waste Plan: A plan for managing any hazardous waste, which is subject to the Township's review and approval.
12. Fire Protection: A fire protection plan, which identifies the fire risks associated with the Utility-Scale Battery Energy Storage System; describes the fire suppression system that will be implemented; describes what measures will be used to reduce the risk of fires re-igniting (i.e., implementing a "fire watch"); identifies the water sources that will be available for the local fire department and how the project is designed to allow containment of any fire; identifies a system for continuous monitoring, early detection sensors, and appropriate venting; and explains all other measures that will be implemented to prevent, detect, control, and suppress fires and explosions. Such fire protection plan shall also include applicants proving a system, at their cost, for the Township to use to inform residents of any emergencies at the project such as a community-wide emergency text alert system.
13. Transportation Plan: A transportation plan for construction and operation phases, including any applicable agreements with the Jackson County Department of Transportation and Michigan Department of Transportation with financial securities to provide for repairs to damage of any roadways, which is subject to the Township's review and approval.
14. Agricultural Impacts Analysis: The applicant must demonstrate how project restoration and decommissioning plans enable project lands that were prime farmland or used for agricultural purposes to still be prime farmland or suitable for agricultural purposes. Applicants shall ensure that any facility sited on lands used for agricultural purposes or prime farmland can be maintained and returned to a state to continue to be used for agricultural purposes after project decommissioning and all costs associated with such maintenance and restoration of lands back to a state suitable to continue agricultural purposes or to still be considered prime farmland is included in any decommissioning security submitted to the Township.
15. Signal Impacts Analysis: Information on whether the Utility-Scale Battery Energy Storage System is reasonably expected to have an impact on television signals, microwave signals, global position systems, military defense radar, radio reception, or weather and doppler radio, a plan to minimize and mitigate that impact.
16. Indemnification Statement: An attestation that the applicant will indemnify and hold the Township harmless from any costs or liability arising from the approval, installation, construction, maintenance, use, repair, or removal of the Utility-Scale Battery Energy Storage System, which is subject to the Township's review and approval.

17. Environmental Impacts: Proof of environmental compliance, including compliance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act; (MCL 324.3101 et. seq.; Part 91, Soil Erosion and Sedimentation Control (MCL 324.9101 et. seq.) and any corresponding Ccunty ordinances; Part 301, Inland Lakes and Streams, (MCL 324.30101 et. seq.); Part 303, Wetlands (MCL 324.30301 et. seq.); Part 365, Endangered Species Protection (MCL 324.36501 et. seq.); and any other applicable laws, ordinances, and rules in force at the time the application is considered by the Township. An applicant shall also state the expected direct impacts of the Utility-Scale Battery Energy Storage System on the environment and natural resources and how the applicant intends to address and mitigate these impacts. This includes any impacts to water quality, water supply, or potential groundwater contamination and methods to avoid such impacts to water source.
18. Public Benefits: Information on the expected public benefits of the proposed energy storage facility.
19. Public Health and Safety: Information on the effects of the proposed Utility-Scale Energy Storage System on public health and safety.
20. Sound Study: A document indicating anticipated sound generated by the Utility-Scale Battery Energy Storage System and that demonstrates how the proposed project will meet sound requirements.
21. Community Impacts Analysis: A study that identifies the impacts of a Utility-Scale Battery Energy Storage System on community resources and services, including, but not limited to, roads, fire protection (including any necessary training or equipment), police protection, emergency medical services, and public drainage systems including culverts. Applicants shall demonstrate in an application for an energy storage facility, how they will ensure impacts from a proposed project on community resources and services will be addressed by the applicant and not be borne on the Township.
22. Continuing Escrow: An escrow account shall be funded by an applicant when an applicant applies for a conditional use permit for a Utility-Scale Battery Energy Storage System. The monetary amount placed by the applicant in escrow with the Township shall be estimated by the Township to cover all reasonable costs and expenses associated with the zoning review and approval process (including site plan review), which costs include, but are not limited to, reasonable fees of a Township attorney, planner, and/or engineer, as well as costs for any other outside consultants or reports or studies that the Township determines are reasonably related to the zoning review process for a particular application. Such escrow amount shall be in addition to any non-refundable application fees determined by the Township. At any point during the zoning review process, the Township may require that the applicant place additional monies in escrow with the Township should the existing escrow amount filed by the applicant be insufficient. If the escrow account needs replenishing and the applicant refuses to do so within 45 days, the zoning review and approval process shall cease

until and unless the applicant makes the required escrow deposit. Such application escrow shall be held by the Township Treasurer in a separate bank account, and upon completion of Township zoning review, all excess escrow funds must be returned to an applicant without interest.

23. Any additional information or documentation requested by the Planning Commission, Township Board, or other authorized Township representative.

24. All studies and costs shall be paid by the applicant.

C. System and Location Requirements.

1. Minimum Acreage. Utility-Scale Battery Energy Storage Systems must be located on parcels of land 10 acres in size or larger.
2. Lot Area Coverage. Utility-Scale Battery Energy Storage Systems shall be exempt from the lot area coverage requirements of this Zoning Ordinance.
3. Setbacks. Utility-Scale Battery Energy Storage Systems must be set back at least 300 feet from all lot lines / occupied community buildings and dwellings on nonparticipating properties / public road right of way. If a single Utility-Scale Battery Energy Storage System is located on more than one lot, then the lot-line setbacks of this subsection do not apply to the lot lines shared by those lots.
4. Screening. Greenbelt screening is required around any Utility-Scale Battery Energy Storage System and around any equipment associated with the system to obscure, to the greatest extent possible, the Utility-Scale Battery Energy Storage System from any adjacent residences. A visual screen shall be placed prior to construction.

The greenbelt screening must consist of shrubbery, trees, or other non-invasive plant species that provide a visual screen. In lieu of a planting greenbelt, a decorative fence that is at least 50% opaque and that meets the requirements of this Ordinance applicable to fences may be used if approved by the Planning Commission.

5. Lighting. Lighting of the Utility-Scale Battery Energy Storage System is limited to the minimum light necessary for safe operation. Illumination from any lighting must not extend beyond the perimeter of the lot(s) used for the Utility-Scale Battery Energy Storage System. The Utility-Scale Battery Energy Storage System must not produce any glare that is visible to neighboring lots or to persons traveling on public or private roads.
6. Security fencing must be installed around all electrical equipment related to the Utility-Scale Battery Energy Storage System. Appropriate warning signs must be posted at safe intervals at the entrance and around the perimeter of the Utility-Scale Battery Energy Storage System. Fencing shall comply with the latest version of the National

Electric Code or any applicable successor standard approved by the Planning Commission as reasonable and consistent with the purposes of this subsection. Areas that host Utility-Scale Battery Energy Storage System components shall be completely enclosed by a perimeter security fence to restrict unauthorized access. Such fencing perimeter and the fencing must be at least seven (7) feet high and be made of chain link or other design to prevent unauthorized access.

7. Noise. The noise generated by a Utility-Scale Battery Energy Storage System must not exceed 50 dBA Leq 10 minutes, as measured at the property line of any adjacent parcel / nearest outer wall of the nearest dwelling located on an adjacent nonparticipating property. Applicants must verify noise production from a project by completing a post-construction sound study after project construction.
8. Underground Transmission. All power transmission or other lines, wires, or conduits from a Utility-Scale Battery Energy Storage System to any building or other structure must be located underground at a depth that complies with current National Electrical Code standards, except for power switchyards or the area within a substation.
9. Drain Tile Inspections. The Utility-Scale Battery Energy Storage System must be maintained in always working condition while in operation. The applicant or operator must inspect all drain tile at least once every three years by means of robotic camera, with the first inspection occurring before the Utility-Scale Battery Energy Storage System is in operation. The applicant or operator must submit proof of the inspection to the Township. The owner or operator must repair any damage or failure of the drain tile within sixty (60) days after discovery and submit proof of the repair to the Township. The Township is entitled, but not required, to have a representative present at each inspection or to conduct an independent inspection.
10. Fire Protection.
 - a. Before any construction of the Utility-Scale Battery Energy Storage System begins, the Township's fire department (or fire department with which the Township contracts for fire service) will review the fire protection plan submitted with the application under this Ordinance. The fire chief will determine whether the fire protection plan adequately protects the Township's residents and property and whether there is sufficient water supply to comply with the fire protection plan and to respond to fire or explosion incidents. If the fire chief determines that the plan is adequate, then the fire chief will notify the Township Supervisor of that determination. If the fire chief determines that the plan is inadequate, then the fire chief may propose modifications to the plan, including requiring the applicant to purchase equipment or to provide training to the fire department at the applicant's cost, which the applicant or operator of the Utility-Scale Battery Energy Storage System must implement. The fire chief's decision may be appealed to the Township Board, and the Township Board will hear the appeal at an open meeting. The Township Board may affirm, reverse, or modify the fire

chief's determination. The Township Board's decision is final, subject to any appellate rights available under applicable law.

- b. The applicant or operator may amend the fire protection plan from time-to-time considering changing technology or other factors. Any proposed amendment must be submitted to the fire department and Township Board for review and approval.
 - c. The Utility-Scale Battery Energy Storage System must comply with the fire protection plan as approved by the fire chief (or as approved by the Township Board in the event of an appeal and applicant shall pay all necessary training costs).
11. Insurance. The applicant or operator will maintain property/casualty insurance and general commercial liability insurance in an amount of at least \$5 million per occurrence with the Township named as an additional insured.
12. Permits. All required county, state, and federal permits must be obtained before the Utility-Scale Battery Energy Storage System begins operating unless such permit does not need to be obtained before operation.
13. Decommissioning. If a Utility-Scale Battery Energy Storage System is abandoned or otherwise nonoperational for a period of one year, the property owner or the operator must notify the Township and must remove the system within six (6) months after the date of abandonment. Removal requires receipt of a demolition permit from the Building Official and full restoration of the site to the satisfaction of the Zoning Administrator. The site must be filled and covered with topsoil and restored to a state compatible with the surrounding vegetation. The requirements of this subsection also apply to a Utility-Scale Battery Energy Storage System that is never fully completed or operational if construction has been halted for a period of one (1) year.

Absent a notice of abandonment from operator, the Utility-Scale Battery Energy Storage System shall be considered abandoned when it remains nonfunctional or inoperative to the extent that it is not used to store/transmit electric energy for a continuous period of 18 months. If the owner/operator fails to remove the installation in accordance with the requirements of this section within 6 months of the date of abandonment, the Township is permitted to enter the property and physically remove the installation at the owner's expense.

14. Financial Security. To ensure proper decommissioning of a Utility Scale Battery Energy Storage System upon abandonment, the applicant must post financial security in the form of a security bond, escrow payment, or irrevocable letter of credit in an amount equal to 125% of the total estimated cost of decommissioning, code enforcement, and reclamation, which cost estimate must be approved by the Township. The operator and the Township will review the amount of the financial security every two (2) years to

ensure that the amount remains adequate. This financial security must be posted within fifteen (15) business days after approval of the special use application. Moreover, an applicant for an energy storage facility, prior to construction, must enter into a decommissioning agreement with the Township specifying the obligations of decommissioning and notes that: (1) such decommissioning must be assigned to any future owner or operator of the energy storage facility; and (2) the Township will have land rights to perform decommissioning itself with a posted financial assurance should it need to decommission a project. Applicants shall enter into a decommissioning agreement with the Township in a form acceptable to the Township Board to govern the use of the financial assurance. The decommissioning agreement must specify: (1) the anticipated life of the project before decommissioning; (2) how the Township will receive land access rights to decommission a project should it be required to decommission the project; and (3) periodic updates to the financial assurance in two year periods to increase the amount of the financial assurance.

15. Extraordinary Events. If the Utility-Scale Battery Energy Storage System experiences a failure, fire, leakage of hazardous materials, personal injury, or other extraordinary or catastrophic event, the applicant or operator must notify the Township within the same business day and/or no later than 12 hours from occurrence.
16. Annual Report. The applicant or operator must submit a report on or before January 1 of each year that includes all the following:
 - a. Current proof of insurance;
 - b. Verification of financial security; and
 - c. A summary of all complaints, complaint resolutions, and extraordinary events.
17. Inspections. The Township may inspect a Utility-Scale Battery Energy Storage System at any time by providing 24 hours advance notice to the applicant or operator.
18. Transferability. A conditional use permit for a Utility-Scale Battery Energy Storage System is transferable to a new owner. The new owner must register its name and business address with the Township and must comply with this Ordinance and all approvals and conditions issued by the Township. Applications are nontransferable.
19. Remedies. If an applicant or operator fails to comply with this Ordinance, the Township, in addition to any other remedy under this Ordinance, may revoke the conditional use permit and site plan approval after giving the applicant or operator notice and an opportunity to be heard. Additionally, the Township may pursue any legal or equitable action to abate a violation and recover all costs, including the Township's actual attorney fees and costs.

Section 3. AMENDMENT TO ARTICLE VI, SECTION 4.1 of ZONING ORDINANCE: Article IV, Section 4.1(C) of the Zoning Ordinance shall be amended to authorize Utility-Scale Battery Energy Storage Systems by conditional use permit in the AG-1, Agricultural Zoning District. The land use may be inserted in alphabetical order with all existing land uses currently authorized in the zoning district.

Section 4. AMENDMENT TO ARTICLE VI, SECTION 4.5 of ZONING ORDINANCE: Article IV, Section 4.5(C) of the Zoning Ordinance shall be amended to authorize Utility-Scale Battery Energy Storage Systems by conditional use permit in the I-1 Industrial Zoning District. The land use may be inserted in alphabetical order with all existing land uses currently authorized in the zoning district.

Section 5. SEVERABILITY: If any clause, sentence, word, section, or provision of this Ordinance is found to be invalid or unenforceable for any reason, the remaining portions of this Ordinance shall remain enforceable.

Section 6. SAVINGS CLAUSE: Except as expressly amended by this Zoning Ordinance Amendment, the balance of the Parma Township Zoning Ordinance, as amended, shall remain unchanged and in full force and effect.

Section 7. REPEAL AND FORM: All parts of this Ordinance in conflict with this Amendment are hereby repealed. Further, the Township may use the content of this Ordinance and compile/insert it into the existing Parma Township Zoning Ordinance document including making any technical provision numbering or clerical revisions as necessary for the compilation.

Section 8. EFFECTIVE DATE: This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Bobbie Norman, Parma Township Supervisor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an Ordinance adopted by the Parma Township Board at a duly scheduled and noticed meeting of that Township Board held on _____, 2025, pursuant to the required statutory procedures.
2. A summary of the above Ordinance was duly published in the _____ newspaper, a newspaper that circulates within Parma Township, on _____, 2025.
3. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted.
4. I filed an attested copy of the above Ordinance with the Jackson County Clerk on _____, 2025.

ATTESTED:

Sarah Stanham, Parma Township Clerk

PARMA TOWNSHIP
JACKSON COUNTY, MICHIGAN

NOTICE OF ZONING ORDINANCE AMENDMENT

ORDINANCE NO. __

On _____, 2025, the Parma Township Board adopted Ordinance No. __, which amends the Parma Township Zoning Ordinance to regulate Utility-Scale Battery Energy Storage Systems. Copies of the complete text of the Ordinance were and are available at the Parma Township Hall 16407 Comdon Rd. Albion, MI 49224.

The Ordinance has the following sections and catch lines: Section 1: Amendment to Definitions, Section 2.1 of the Zoning Ordinance; Section 2: Amendment to Article VIII of the Zoning Ordinance; Section 3: Amendment to Article IV, Section 4.1 of the Zoning Ordinance; Section 4: Amendment to Article IV, Section 4.5 of the Zoning Ordinance; Section 5: Severability; Section 6: Savings Clause; Section 7: Repeal and Form; Section 8: Effective Date, which is seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402.

Sarah Stanham
Parma Township Clerk
16407 Comdon Road
Albion, MI 49224
(517) 629-5277
Web: www.parmatwp.gov

Publication Date: _____, 2025

**PARMA TOWNSHIP
JACKSON COUNTY, MICHIGAN
PUBLIC HEARING NOTICE**

Pursuant to PA 267 of 1976 as amended; The Parma Township Planning Commission will hold a Public Hearing at 5:45 P.M., on April 3rd, 2025 at the Parma Township Hall, 16407 Comdon Rd. Albion, MI.

The Planning Commission's regularly scheduled meeting is rescheduled to follow the Public Hearing at 6:00 P.M. The purpose of the hearing is to review and discuss Utility-Scale Battery Energy Storage Systems. All questions and concerns will be heard at this time.

Written comments/ concerns can be mailed to Parma Township P.O. Box 51, Albion, MI 49224 or placed in the Township drop-box located at 16407 Comdon Road, North side of the Township Hall. Emails can be sent to clerk@parmatwp.net. In compliance with the American Disabilities Act, please notify us at least four business days in advance of the hearing if you require ADA aids or special assistance.

Sarah Stanham
Parma Township Clerk

03/14/25
2x4.5 = \$90

Parma Township Planning Commission
Public Hearing Meeting Minutes
Utility-Scale Battery Energy Storage Systems
April 3, 2025, 5:45pm

1. **Call to Order** – Meeting called to order at 5:45pm by Tammy Bates, Chair.
2. **Pledge of Allegiance**
3. **Roll Call** – Doug Harris, James Slone, Tammy Bates, Scott Penrod and Brian Boyer in attendance. Scott Martin absent.
4. **Open Public Hearing** – Tammy Bates opened the Public Hearing for the Utility-Scale Battery Energy Storage Systems.
5. **Public Comment**
None.
6. **Close Public Hearing** – Tammy Bates closed the Public Hearing.
7. **Discussion** – no further discussion.

Scott Penrod made a motion to approve and submit to Region 2 for their review and comment. Second by James Slone. Voted/approved.
8. **Adjournment** – Meeting adjourned at 5:47pm.

Respectfully Submitted by: Brian Boyer



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426

COORDINATED ZONING REPORT | #25-14

To: County Planning Commissioners

From: Kade Peck, R2PC Planner

Date: June 5, 2025

Proposal: **Zoning text amendment for multiple parts of ordinance.**

Background Information

The township is proposing a doing a zoning text amendment for mobile home and travel trailers.

Analysis and Recommendation

Township Planning Commission Recommendation – The Summit Township Planning Commission approved the zoning text amendment at their May 2025 meeting. The zoning changes appear reasonable.

JCPC Staff Analysis and Advisement – Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Summit Township Board of the amendments.

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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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 SECTION 150.167(C)

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 20 year 2025

D. **NOTICE OF PUBLIC HEARING** was published/mailed on the following date: month May day 1 year 2025

(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.

Natalie Anderson ☐ Chair or ☒ Secretary 5 / 28 / 2025 (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

SUMMIT TOWNSHIP ZONING APPLICATION

Print or Type

CASE # 25-04-0003

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 twenty-one (21) 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

- ☐ Rezoning **
☐ Site Plan Review
☐ Planned Developments
☐ Special Land Use
- ☐ Variance ◆
☐ Conditional Use **
☐ Home Occupation **
☐ Site Plan Change/Renewal
☐ Administrative Site Plan

Zoning Ordinance Amendment

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

Name(s) Summit Township Phone _____

Address 2121 Ferguson Rd, Jackson, MI 49203

OWNER INFORMATION

Name(s) _____ Phone _____

Address _____

PROPERTY INFORMATION

Address or Location _____

Permanent Parcel # _____

Zone District (Current) _____ Property Size _____

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

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

Amendment to Section 150.167(C) to allow mobile homes and travel trailers as temporary dwellings onsite for homes damaged by fire or other disaster.

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


Signature of Applicant

Allan Hooper, Zoning Administrator

Signature of Applicant

3/21/25
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 23, 2025

Application ☐

⑦ 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: JCRC ☐ JCDC ☐ JCHD ☐ DPW ☐ JCAP ☐ DEQ ☐ FIRE ☐

Application Fee _____ Publication\Mailing Fee _____

APPLICATION ACCEPTED BY: _____

Meeting Dates: PC 5/20/25

ZBA _____

CNTY _____

TWPBD _____

Publication Dates #1 _____

WEB _____

TXSystem _____

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.

White Copy - Township

Yellow Copy - Township

Pink Copy - Applicant

**SUMMIT TOWNSHIP
PLANNING COMMISSION**

Minutes
May 20, 2025

Members Present: Jack Shelby, Chairman; Doug Beiswanger; Tom Biela; Mike Way; Jason Covalle; Scott Blakemore; Mark Cesarz; George Gancsos, Jr.; Pamala Perlos.

Allan Hooper, Summit Township Zoning Administrator

Members Absent: None.

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

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

A motion was made by Pamala Perlos, and supported by Doug Beiswanger, to approve the minutes of the September 5, 2024 meeting. Motion carried.

Jack Shelby requested that all members of the commission briefly introduce themselves.

Jack Shelby opened discussion on Election of New Officers. Pamala Perlos was nominated as new secretary, Doug Beiswanger as Vice Chair, and Jack Shelby as Chairman. Motion was made by Tom Biela to approve the slate of new officers. Supported by George Gancsos Jr. Motion carried.

Jack Shelby reappointed himself as the Zoning Board of Appeals liaison, and Pamala Perlos was appointed as the Recreation Planning Committee liaison.

A motion was made by George Gancsos Jr. and supported by Doug Beiswanger to approve the adoption of the 2025-2026 meeting calendar. Motion carried.

Case #25-04-0002: Site Plan Review.

Presentation made by Brian Boyer of Jones Construction Solutions, followed with more in depth overview by Andrew Woloszyk of AR Engineering. Discussion followed with questions mainly about basic business purpose, water/flood control, easements, etc. Motion to approve site plan was made by Jack Shelby and supported by Tom Biela with the following conditions:

- a.) The applicants obtain Drain Commission's Approval
- b.) JDOT (Jackson Department of Transportation)'s Right of Way Permit

- c.) Letters from Public Works and Summit Township Fire Department with the understanding that the fire department will require a Knox Box

Motion passed unanimously.

Allan Hooper and Summit Township Supervisor, John Griffin, provided a presentation regarding a Battery Energy Storage System being considered in the Township. The presentation was followed by a discussion of the concept and how it would be addressed in the zoning ordinance.

Public Hearing Case #25-04-0003

Allan Hooper provided an introduction to the proposal—an ordinance that would permit property owners to construct temporary onsite dwellings during the reconstruction of their home post catastrophic damages. The board discussed lingering concerns, following which, a motion was made by Jack Shelby and supported by Tom Biela to approve the proposed ordinance under the condition that the ordinance's verbiage be adapted to include the following information:

- A.) Term of permit be 9 months with an additional 9 month extension available.
- B.) In order for a temporary dwelling permit to be issued, the property owner (and resident) would need to provide a reconstruction feasibility plan. This would entail the means with which they intend to pay for the construction, and the timeline of project.
- C.) The home owner would need to utilize electric power provided by Consumers not a personal generator.

Motion passed unanimously.

Other Business – None.

Public/Commission Member Comments – None.

Respectfully Submitted,

Pamala Perlos,

Recording Secretary, Summit Township Planning Commission

Summit Township Planning Commission Case #25-04-0003

Draft Ordinance Amendment to § 150.167 MOBILE HOME AND TRAVEL TRAILERS to Permit Temporary Onsite Dwellings During Reconstruction Following Catastrophic Damages to an Owner-Occupied Home

(C) A temporary dwelling (mobile home or travel trailer) will be permitted on a lot where a owner-occupied single-family dwelling or owner-occupied two-family dwelling has been destroyed or damaged by a natural or man-made event, such as fire, flood, windstorm, or tornado, to an extent that it is uninhabitable and where the dwelling is to be rebuilt or repaired, subject to the following:

(1) An administrative permit may be issued for a period not to exceed 9 months. This permit may be extended by the Zoning Administrator by up to an additional 9 months provided that the applicant continues to pursue rehabilitation and/or reconstruction activities diligently. The total duration of the temporary dwelling permits shall not exceed 18 months. Diligent activity will be determined based on the priority of rehabilitation focused on making the damaged or destroyed resident habitable as soon as possible.

(2) The damaged or destroyed dwelling is determined by the zoning ordinance to be a permitted use, conditional use or legal nonconforming use when the damage or destruction occurred.

(3) Occupancy of a temporary dwelling is allowed only if appropriate water and sanitary facilities are provided as approved by the Health Department and Summit Township Department of Public Works.

(4) The temporary dwelling must be served by electric service (permanent or temporary) from the electric utility or on-site renewable energy existing at the time of the damage or destruction. Electric service from a generator will not be permitted.

(5) The temporary dwelling unit shall only be occupied by the owner and owner's family. The permit is limited to one temporary dwelling unit during reconstruction unless it is demonstrated that additional units are needed to accommodate the owner/owner's family and then only where these additional units can be accommodated on the site, due principally to size of units and setbacks, without impacts on surrounding properties.

(6) A permit for a temporary dwelling shall not be transferable to any other owner or occupant.

(7) Occupancy of a temporary dwelling must terminate when the dwelling is determined to be habitable by qualifying for an occupancy permit or when the administrative permit expires, whichever occurs first. Upon termination of occupancy, the temporary dwelling must be removed within 30 days.

(8) Additional conditions and requirements may be imposed by the Zoning Administrator to mitigate any impacts of the temporary dwelling on surrounding properties including, but not limited to:

(a) The minimum or maximum size of the temporary dwelling units and their placement on the site with attention to complying with the zoning district setbacks to the extent possible, and

(b) The connection of the temporary dwelling, where deemed practical, to well or central water supply, and septic or central sanitary sewer.

(9) An application must include the following:

(a) Damage Report: A report indicating the principal dwelling is not habitable and a description of measures that need to be taken to make it habitable.

(b) Property Plan: A diagram showing the proposed location of the temporary dwelling on the site.

(c) Utility Services Plan: A description of the intended means to provide the temporary dwelling with potable water, bathroom facilities, sanitary sewage disposal, electric service, and (if applicable) natural gas or propane service.

(d) Rehabilitation Feasibility Plan: A plan focused on a priority of making the dwelling habitable and with evidence that insurance and other financial resources are sufficient to reach this state of habitability.

(10) Standards for Administrative Permit Approvals:

(a) The Township may inspect the property during reasonable hours.

(b) The Zoning Administrator may revoke the administrative permit at any time or deny the renewal of such permit if the owner fails to comply with all requirements of the law with respect to maintenance and conduct of the use and all conditions imposed in connection with the permit. Upon such revocation or renewal denial, the temporary dwelling must be removed within 30 days. The Zoning Administrator will issue a notice to the owner, by First Class mail with affidavit of mailing, setting forth the grounds upon which the permit was revoked or not renewed, the date and time the revocation or nonrenewal took effect and the appeal procedure.



Jackson County Planning Commission

Staffed by the Region 2 Planning Commission (R2PC)

120 W. Michigan Avenue • Jackson, MI 49201

Phone (517) 788-4426

COORDINATED ZONING REPORT | #25-15

To: County Planning Commissioners

From: Kade Peck, R2PC Planner

Date: June 5, 2025

Proposal: **Rezoning parcel 000-15-15-126-001-04, of 16.995 acres in to on Cedar Knoll Drive and Willis Road, Jackson County, Grass Lake Charter Township from Agricultural (AG) to Light Industrial (LI).**

Request

The subject property is proposed for rezoning to Light Industrial (LI) from Agricultural (AG).

Purpose

The Rezoning Worksheet Form states that the purpose of the proposed change is to allow for business condos.

Location and Size of the Property

The parcels proposed for rezoning is located in Section 17 of Napoleon Township. The subject parcel is 16.995 acres and is currently zoned Agricultural (AG).

Land Use and Zoning

Current Land Use – The property is currently farm land. The North is residential. The East is Farm Agricultural. The South is Highway I94. The West is Agricultural.

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

Current Zoning – The property is zoned Agricultural. The North is zoned Agricultural. The East is Agricultural/Light Industrial. The South is Light Industrial. The West is Agricultural/ Light Industrial.

Public Facilities and Environmental Constraints

Water and Sewer Availability – Municipal sewer is available to the parcel, municipal water is not available to the site.

Public Road/Street Access – Cedar Knoll Drive and Willis Road provides direct access to the subject parcel.

Environmental Constraints – None.

Analysis and Recommendation

Township Planning Commission Recommendation – The Grass Lake Charter Township Planning Commission approved the rezoning at their April 2025 meeting.

JCPC Staff Analysis and Advisement – The proposed rezoning is compatible with other zones and uses in the surrounding area. Many of the surrounding properties are light industrial, this zoning change makes sense. Based upon this analysis, staff advises the Planning Commission to recommend **APPROVAL** to the Grass Lake Charter Township Board of the proposed rezoning to 'Light Industrial (LI)'.

Staff Report Attachment(s):

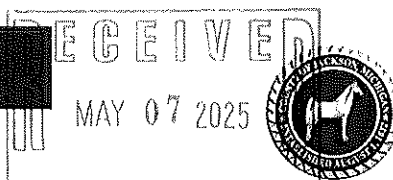
- *Background information provided by Napoleon Township*

Suggested Actions:

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

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: ERASS LAKE CHARTER Township Case #: _____
Township official we may contact: DAN CAMPBELL Phone #: (517) 522-8464
Applicant: MITT BURR - KIK PROPERTY SERVICES Phone #: () - X 130
Rezoning Request: From: AGRICULTURAL (AG) To: LIGHT INDUSTRIAL (LI)
Property Location: Section(s): 17 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"): 16.995 ACRES

Please attach location map ☒ Yes ☐ No

What is the existing use of the site? FARM LAND

What is the proposed use of the site? BUSINESS CONDO'S

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

North: RESIDENTIAL
East: FARM AG

South: HIGHWAY I94
West: AGRICULTURAL

What are the surrounding Zoning Districts?

North: AGRICULTURAL (AG)
East: AG/LT INDUSTRIAL ()

South: LIGHT INDUSTRIAL (LI)
West: AG/LT INDUSTRIAL ()

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

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? ON DEMAND

Does the site have access to a public street or road? ☒ Yes ☐ No If yes, name BOTH CEDAR KNOLL & WILLIS

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.

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

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: Light

From: AG Zoning District To: Industrial/Commercial Zoning District

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

see attached.

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

Cedar Knoll Dr + Mills Rd

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

Building storage units Buildings Business Complex

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

Applicant(s): Matthew Burr

Address: 1444 Sharda Dr, Chelsea, MI Telephone: 734-249-4034

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 MATT BURR 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.* VA-CANT LAND

SIGNATURE OF APPLICANT (S) [Signature]

3-18-25

DATE:

Fee Received: \$ 600.00 Township Clerk: S. Woodward (for Clerk) Date: 3/18/25

Date Application referred to Planning Commission	20
Public Hearing Notice Published: 1 st Date	20
2 nd Date	20
Public Hearing Notices Mailed: Date	20

Planning Commission Action: Recommends Adoption () Denial () _____

Chairman

Date Application referred to County Affairs Committee: _____ 20

Recommended: Approval () Disapproval ()

Township Board action: Adoption () Denial ()

Remarks: _____

Date: _____ Supervisor: _____
Signature

Clerk: _____
Signature

ONE (1) COPY EACH RETAINED BY THE CLERK, THE ZONING ADMINISTRATOR, THE PLANNING COMMISSION, THE TOWNSHIP BOARD AND THE APPLICANT.





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

April 10, 2025

Grass Lake Charter Township
373 Lakeside Drive
Grass Lake, MI 49240

Attention: Planning Commission

Re: Rezoning Request, AG District to LI District
Matthew Burr / Undeveloped Land on Cedar Knoll Drive and Willis Road
Wade Trim Job No.: GTP6001-25D, Task 100

Dear Commissioners:

The applicant, Matthew Burr, is requesting the rezoning of an approximately 17-acre property located at the northeast corner of Cedar Knoll Drive and Willis Road, and north of Interstate 94. The applicant is requesting the rezoning from the AG Agricultural to the LI, Light Industrial District. For your reference, below is a table summarizing the key facts pertaining to this request.

<i>Property Information</i>	
Property Address:	n/a (undeveloped land)
Property Owner/Applicant:	Matthew Burr
Property ID:	10-17-300-001-06
General Location:	North side of Cedar Knoll Drive, east side of Willis Road, north of Interstate 94
Property Size:	16.995 Acres
Property Frontage:	Approx. 940 feet along Willis Road; Approx. 410 feet along Cedar Knoll Road
Existing Zoning of Property:	AG, Agricultural
Proposed Zoning of Property:	LI, Light Industrial
Future Land Use Designation of Property:	Highway Commercial/Light Industrial
Current Use of Property:	Undeveloped/agricultural land
<i>Please refer to the enclosed Aerial Photo Exhibit</i>	

If rezoned, according to the application form, the property will be used for "business condos." Although the applicant has indicated that the proposed use of the property is for business condos, the Planning Commission should consider the merits of this request in consideration of all uses potentially allowed under the LI, Light Industrial District.

We have reviewed the proposed rezoning request in consideration of the existing land use pattern, established zoning pattern, proposed zoning, master plan recommendations, and sound planning principles. We are pleased to offer the following findings for your consideration.

Existing Land Use Conditions

The 16.995-acre subject site is currently used as farmland. The properties immediately to the north and east of the subject site are also used for agricultural activities. The small, corner property to the southwest of the subject site is a vacant lot with an unoccupied structure. To the west, across Willis Road, is the existing Michigan Whitetail Hall of Fame Museum and the Calderone Golf Club and golf course.

Additional existing land uses in the general vicinity include agricultural lands and scattered single family dwellings. The Tenneco Manufacturing facility is located to the south of the subject site, across Interstate 94.

Both Willis Road and Cedar Knoll Drive are designated as Local Paved roads by the Jackson County Road Commission. Interstate 94 runs just to the south of the subject site, parallel to Cedar Knoll Drive. According to the 2022 Grass Lake Township Master Plan, the subject site is currently served by both public water and public sewer.

Existing Zoning

The subject site is zoned AG, Agricultural District. The stated intent of the AG, Agricultural, as established in Section 5.01 of the Zoning Ordinance, is as follows:

This District is intended for large tracts used for farming, or farm lands which are idle, and single-family dwellings. Agricultural uses and other uses generally associated with agriculture, single-family residential development on larger lots, and related non-residential uses are provided within the district. The overall purpose of this District is to preserve larger tracts of land for agricultural use while allowing for residential development at appropriate densities

The properties to the west (across Willis Road), north and east of the subject site are also zoned AG District. The property to the south of the subject site, across Interstate 94, is zoned LI, Light Industrial District. Additional LI District zoning is found to the west of the subject site along Cedar Knoll Drive.

Proposed Zoning

The applicant is proposing to rezone the subject site from the AG, Agricultural District to the LI, Light Industrial District. The stated intent of the LI District, as listed in Section 12.01 of the Zoning Ordinance, is as follows:

This District is intended for Industrial uses generally limited to those areas that are or may be served by public utilities. Certain industrial uses may be permitted without utilities but will usually be restricted to those operations not requiring large scale waste disposal or water use, such as automobile repair businesses and small machine and fabricating shops.

Industrial properties will generally have the following characteristics:

- *Access to an appropriate roadway capable of accommodating the weights and/or volumes of trucks.*
- *Availability of public utilities.*
- *Sufficient property to accommodate generous setbacks for parking, loading, and other activity areas.*
- *Designed to limit any negative effects on existing homes or other uses.*

The intent of the district is also to provide opportunities for more intensive development that allows for economic and employment opportunity expansion within the township without detracting from the rural character of the rest of the community

Master Plan Recommendations

The adopted 2022 Grass Lake Township Master Plan has indicated that the subject site is future planned for Highway Commercial/Light Industrial use. In describing the Highway Commercial/Light Industrial future land use classification, Page 3-6 of the Master Plan indicates the following:

The purpose of the Commercial/Light Industrial classification is to allow for existing and new commercial/light industrial along the I-94 corridor within the Township. The future and use category accounts for approximately 5% of the municipality. The Commercial/Light Industrial properties are located in the vicinity of the Mt. Hope Road and Clear Lake Road interchanges with I-94.

As shown in the Future Land Use Map, the planned Highway Commercial/Light Industrial area encompasses nearly all properties along the north side of Interstate 94, between the Township's western border through and beyond the Mt Hope Road interchange. All of the properties immediately surrounding the subject site are located within this planned Highway Commercial/Light Industrial area.

We have also reviewed the Community Goals and Policies chapter of the Master Plan to identify any planning goals and policies which may be pertinent to this rezoning request. We note the following pertinent goals/policies:

- *Commercial and industrial uses will be located in areas that provide sufficient infrastructure and where they do not infringe on existing or planned residential areas. (Business and Industry Goal)*
- *The Township, in conjunction with surrounding communities and countywide organizations, will encourage new businesses in appropriate locations that will promote employment opportunities and economic stability. (Business and Industry Policy #1)*
- *New commercial and industrial uses along major roadways will utilize access management techniques to minimize traffic congestion and hazards. (Business and Industry Policy #2)*

Recommendation

Based on the above analysis, we offer the following findings:

1. The proposed rezoning is consistent with Township's currently adopted Master Plan, which has designated the subject site, along with adjacent properties, for future Highway Commercial/Light Industrial use. The proposed rezoning also would appear to meet several goals and policies of the Master Plan, as it would result land for business use that is supported by infrastructure systems and would not infringe on existing residential areas.
2. The subject site appears to conform to the location and site context standards outlined in the intent statement of the LI District (Section 12.01 of the Zoning Ordinance). The subject site has access to appropriate roadways and public utilities, is sufficiently sized to accommodate generous setbacks for parking, loading, and other activity areas, and is separated from any existing residential dwellings.
3. The rezoning of the subject property would generally be consistent with the overall land use character of the area, which features several nearby industrial uses intermixed with public uses and agricultural lands.

Grass Lake Charter Township
April 10, 2025
Page 4

At the time of site plan review and approval for any future development, the Planning Commission will have the opportunity to ensure adequate landscaping and proper site design is achieved to reflect the goals described in the 2022 Grass Lake Township Master Plan.

If you have any questions, please do not hesitate to contact me at 313.961.3650 or by e-mail at ayoung@wadetrim.com.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in black ink, appearing to read 'Adam C. Young', written over a circular stamp or seal.

Adam C. Young, AICP
Professional Planner

ACY:lkf
GTP 6001-25D, Task 100
20250410_Cedar Knoll and Willis Rezoning Review-Ltr.docx

Enclosure: Aerial Photo Exhibit



Dan Campbell

From: Matt <matthew.burr@gmail.com>
Sent: Friday, April 11, 2025 2:00 PM
To: Dan Campbell
Subject: Cedar Knoll Dr Summary
Attachments: New Set - 3.24.25.pdf

Dan

Here is what you requested. Let me know if you have any questions or need anything else. Sorry, it is late. It has been a long, crazy week.

Have a great weekend.
Matt

Zoning Request Project Summary

Proposed Use: Business Condominium Development with Optional Outdoor Storage
Location: Vacant land with access from Cedar Knoll Drive and Willis Road
Applicant: Matt Burr KIK Property Services

Project Overview:

The proposed project involves the construction of a **225-foot by 100-foot commercial building** intended to support small businesses and contractors. The facility will be divided into **ten (10) individual business condominium units**, each measuring **25 feet wide by 50 feet deep**. Each unit will include:

- A private office space
- Bathroom facilities
- Full utility access (water, sewer, electric, and heat)
- Insulation and climate control
- A personnel entrance door
- A large overhead garage-style door for vehicle access

In addition to the 10 business condos, the building will feature a dedicated **100-foot by 100-foot unit** to serve as the operational headquarters for my own contracting business.

Site Access and Utilities:

- Lot access will be available from **both Cedar Knoll Drive and Willis Road**.
- Sewer service is planned to connect via the **existing main along Cedar Knoll**.
- Adequate on-site **parking will be provided** for tenants and visitors.

Intended Use and Community Benefit:

While permitted uses may vary, the expected tenants are primarily **small businesses, independent contractors, and service providers** needing space to **store equipment, warehouse materials, and operate office functions.**

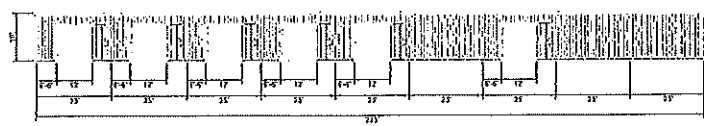
This development supports local economic growth by:

- Providing affordable commercial space for small businesses
- Creating jobs and encouraging entrepreneurship
- Expanding the local tax base
- Minimizing traffic and noise due to low-intensity commercial use

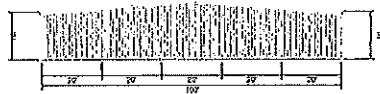
Additional Land Use:

At this time, there are no immediate plans for the remainder of the parcel beyond the potential installation of **fenced outdoor storage areas** for equipment, aligned with contractor and tenant needs.

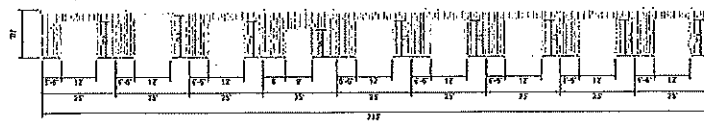
Matt Burr



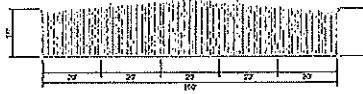
UNYAS



1245M



134



Unapproved Planning Commission Minutes
April 17, 2025 7:00 p.m.

Call to Order

Chairman Tim 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

Mathew Rentfrow – Present

Heather McDougall – Present

Dale Lucas – Absent

Jim Warbritton – Present

Also Present: Dan Campbell, Zoning Administrator, Matt Burr (KIK Property Services) and approximately 17 residents. Meeting was streamed on YouTube.

Approval of Agenda

A motion was made by Warbritton to add item to Old Business for Mining & Extraction Ordinance, seconded by Jewell.

Approval of March 20, 2025 Meeting Minutes

A motion to approve the minutes as written by Rentfrow, seconded by McDougall. All Ayes. Motion Carried

Citizens Wishing to Address the Commission

Three residents spoke to the commission pertaining to the Mining & Extraction Ordinance

New Business

Matt Burr (KIK Property Services) spoke to the Commission. Has contract to purchase this property. The proposed project involves the construction of a 225 ft by 100ft commercial building intended to support small businesses and contractors. The facility will be divided into ten individual business condominium units, each measuring 25 ft wide by 50 ft deep. Each unit will include:

A private office space, bathroom facilities, full utility access (water, sewer, electric and heat) . The lot access will be available from both Cedar Knoll Drive and Willis Rd. Sewer service is planned to connect the existing main along Cedar Knoll Dr.

Wants to change 16 acres to light industrial. Not opposed to fence it in and will follow all setbacks. A few residents spoke to the commission their concerns on rezoning it to light industrial.

A motion by Golding to approve rezoning of 16 acres from Agricultural to Light Industrial according to the Master Plan, seconded by McDougall.

See attached recommendation by Wade Trim

Roll Call Vote: Yeas: Rentfrow, McDougall, Jewell, Cuddie, Warbritton, Golding Nays: None Absent: Lucas. Motion Carried.

Old Business:

Mining Extraction Ordinance

Doug Miller, Heather McDougall and Jim Warbritton had a meeting and would like to go over it and vote on it once everyone can review it. There were different ideas on some things and Warbritton read his opinions on the ordinance.

Warbritton suggested to form a committee made up of the Zoning Administrator, (1) Board Member and (1) Resident that has the mining knowledge.

The township board would have to extend the moratorium at least two months or so. Not sure how long this process will take. No motion was made and the Mining Extraction Ordinance was tabled until next meeting.

Citizens Wishing to Address the Commission

Three residents spoke their concerns about the Mining Extraction Ordinance. Golding stated they are here to protect the community.

Proposed Business for Next Regular Meeting and Meeting Date 5/15/25

General Discussion

Rentfrow stated the Township meeting was a pleasant meeting. Talked about sewer report.

Adjournment:

It was moved by Jewell, seconded by Warbritton. All Ayes. Motion Carried. Meeting adjourned at 9:00 p.m.

Respectfully submitted,
Shirley Sherwood, Recording Secretary

Motion

For use by Planning Commission Members

MOTION:

I move that

See notes

Recommendation

Based on the above analysis, we offer the following findings:

1. The proposed rezoning is consistent with Township's currently adopted Master Plan, which has designated the subject site, along with adjacent properties, for future Highway Commercial/Light Industrial use. The proposed rezoning also would appear to meet several goals and policies of the Master Plan, as it would result land for business use that is supported by infrastructure systems and would not infringe on existing residential areas.
2. The subject site appears to conform to the location and site context standards outlined in the Intent statement of the LI District (Section 12.01 of the Zoning Ordinance). The subject site has access to appropriate roadways and public utilities, is sufficiently sized to accommodate generous setbacks for parking, loading, and other activity areas, and is separated from any existing residential dwellings.
3. The rezoning of the subject property would generally be consistent with the overall land use character of the area, which features several nearby industrial uses intermixed with public uses and agricultural lands.

MOVED BY:

Tim

SUPPORTED BY:

Heather

APPROVED?

YES

☒

NO

☐

TABLED

☐

ROLL VOTE

☐

YES

☐

NO

☐

MEETING DATE: