

Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Planning Commission

The Charter Township of Union Planning Commission will conduct their regularly scheduled May 19, 2020 meeting electronically at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location:

<https://us02web.zoom.us/j/89751444718> (Meeting ID: “897 5144 4718”).

To participate via telephone conference call, please call (312) 626-6799. Enter “897 5144 4718” and the “#” sign at the “Meeting ID” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

The moderator will open public access to the electronic meeting space at 6:55 p.m.

Raise Your Hand for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Planning Commission, please **click on the “Raise Your Hand” icon** near the bottom of your screen.



Click “Lower Hand” to lower it if needed. The host will be notified that you’ve raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

To raise your hand for telephone dial-in participants, press “star” and then the number “nine” (*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

Do I need to download the Zoom app to access the meeting? No. Use of the Zoom app is recommended, but you will have options to “download & run Zoom” or “join from your browser” when you click on the link to join the meeting.

Can I Use Bluetooth Headset? Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom? While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment, and view the webcam video of other participants.

Leaving the Meeting: Click the “Leave Meeting” link at the bottom right corner of the screen at any time to leave the meeting.



Planning Commission
Regular Meeting
May 19, 2020
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
- February 18, 2020
5. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
 - A. **Rotary Club letter about service opportunities**
 - B. **Update from staff about recent training workshops**
6. APPROVAL OF AGENDA
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
 - A. **Annual Election of Officers**
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
9. OTHER BUSINESS
 - A. **HOP 20-01 Roy & Gerrie Hoyt, 2305 E Millbrook Rd., Section 33, parcel #14-033-30-002-02**
 - a. Updates from the Applicant and Staff
 - b. Deliberation
 - c. Action (approval, denial, approval with conditions)
 - B. **PSUP20-01 Robert & Lauren Welch, 4175 E. Wing Rd., Section 35, parcel #14-035-10-00304**
 - a. Updates from the Applicant and Staff
 - b. Deliberation
 - c. Action (recommendation to the Township Board)

C. PTXT20-02 Zoning Ordinance Update

- a. Updates from Staff
 - b. Review and discussion of the updated draft Zoning Ordinance document
 - c. Discussion of tentative schedule for review and action
 - d. Consideration of scheduling a special meeting for the Zoning Ordinance review
10. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
11. FINAL BOARD COMMENT
12. ADJOURNMENT



Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	James	Thering Jr.	2/15/2021
9	Doug	LaBelle II	2/15/2022
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		12/31/2018
4-BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Denise	Webster	8/15/2020
3-Township Resident	Sherrie	Teall	8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on February 18, 2020 at the Township Hall.

Meeting was called to order at 7:00 p.m.

Roll Call

Present: Buckley, Clerk Cody, Darin, Fuller, LaBelle, Shingles, Squatrito, Thering, and Webster

Others Present

Mark Stuhldreher, Township Manager; Rodney Nanney, Community and Economic Development Director; Zoning Administrator, Peter Gallinat and Administrative Assistant, Jennifer Loveberry

Approval of Minutes

Webster moved **Cody** supported the approval of the January 21, 2020 regular meeting as presented. **Vote: Ayes: 9 Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- Board of Trustees – updates from Clerk Cody - Re-appointment of **Fuller** with term expiring 2/15/2023, Re-appointment of **Squatrito** with term expiring 2/15/2023, per state statute, **THE MICHIGAN PLANNING ENABLING ACT Act 33 of 2008 states:** *“If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.”*; therefore, **Webster**, term expired 2/15/2020, remains on the Planning Commission until replaced.

Approval of Agenda

LaBelle moved **Shingles** supported to postpone HOP 20-01 Roy & Gerrie Hoyt, 2305 E. Millbrook Rd., Section 22, parcel #14-033-30-002-02. **Vote: Ayes: 9 Nays: 0. Motion Carried.**

Applicant emailed request to withdraw application for text amendment TXT 20-01 (Public Hearing) BSP Enterprises LLC – Navita S. Patel, President Amend Section 30.4 AB (Special Use Permits – Multi Use), Section 23.3.B (Special Uses – Multi-Use Structures), no action needed.

Webster moved **LaBelle** supported to approve the agenda as amended. Deleting item B. and item C. **Vote: Ayes: 9 Nays 0. Motion carried.**

New Business

A. PSUP20-01 Robert & Lauren Welch, 4175 E. Wing Rd., Section 35, parcel #14-035-10-003-04

Introduction by Community and Economic Development Director, Rodney Nanney. The applicant has requested to operate a group day-care home and is applying for a special use permit.

Public Hearing Open 7:13 p.m.

No comments were offered.

No written comments were received.

Public Hearing Closed 7:13 p.m.

Applicants representative, Kelly Klein – presented the proposed Special Use Permit.

Discussion was held by the Planning Commission.

LaBelle moved **Webster** supported to postpone action on the PSUP20-01 group day care home special use permit application from Robert and Lauren Welch until March 18, 2020, with a request that the applicant provide the following additional details needed to confirm compliance with Section 30.4.J. (Group Day Care Home) of the Zoning Ordinance:

1. A plan for how pickup and drop off activities will be handled during peak periods to maximize safety for children and parents, allow for ease of turning movements in the driveway, and provide for safe ingress/egress of vehicles without parking or driving on the lawn.
2. A plan for short-term and employee parking on the site, including the location, extent, and timing of any parking space or driveway improvements (gravel or paving) needed to conform to Section 30.4.J. requirements.
3. A plan for where and when a fence will be installed on the property, along with details of the proposed fence type and height.
4. The plans for any required parking, access, and fence improvements should include a specific date by which each improvement will be completed.

Vote: Ayes: 9 Nays: 0 Motion carried.

B. Zoning Ordinance Update

The Director updated the Planning Commissioners that a draft should be available in early March for their review. Also shared that the Annual Joint Meeting of all Township Boards has been changed to April 29, 2020, 5:00 p.m. at the Commission on Aging, to coincide with the proposed open house for the zoning ordinance rewrite.

Other Business

Extended Public Comment

Open – 7:43 p.m.

No comments were offered.

Closed – 7:43 p.m.

Final Board Comment

Webster – Thanked the Community and Economic Development Director for including draft motions for approval, approval with conditions, to deny, and to postpone included in the packet.

Adjournment – Chairman Squattrito adjourned the meeting at 7:46 p.m.

APPROVED BY:

Alex Fuller - Secretary
Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)

DRAFT

February 29, 2020

Dear Mt Pleasant Community Leader,

OK, let's be honest. The Mt Pleasant Rotary Club would like to pick your brain for a couple of minutes.

While many service clubs are languishing in membership, our local Rotary Club is growing and becoming a bigger force in the community with impressive vibrancy. We are searching for new activities in our community and would like your input.

Sometimes service club projects really don't target the real needs in the community. We want to sponsor projects that have a true impact on our community. That is why we are asking you for suggestions.

There are several areas that we are discussing and would appreciate any ideas you can give us.

1. SERVICE PROJECTS

The social safety-net we have developed in Mt Pleasant is impressive. Although are there needs that you see in the community that are not being addressed adequately? That could be a stand-alone project? We also could partner with an existing group to enhance their event? What true needs from your perspective do you see in the community that the Rotary Club might assist with?

2. BEAUTIFICATION PROJECTS

What needs do you see here? Perhaps cleaning up Millpond Park, or assisting the Nature Conservancy? Or creating new beautification projects that you see a need in?

3. COMMUNITY EVENTS

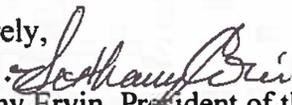
Bringing the community together is one of our priorities. What ideas do you have in this regard? Perhaps sponsoring events at the amphitheater in Island Park, or partnering with Max & Emily's to bring in one more street concert, or with Art Reach to enlarge one of their projects?

4. FUNDRAISERS

The Club is also interested in one more fundraiser to support our community projects. In your travels, have you heard of any unique fundraisers that could fit here. Ideally, the fundraiser could be combined with a new community event like we suggested above.

The Mt Pleasant Rotary Club would truly appreciate your thoughts because we value your advice. I look forward to your response by email, phone, or even text. I'd also love to hear your ideas in person. Thank you in advance for your ideas. We would be delighted to have you attend one of our meetings on Mondays 11:45-1 at Mountain Station. If you would like to give a presentation on your activities, we would welcome to put you on our agenda.

Sincerely,



Bethany Ervin, President of the Mt Pleasant Rotary Club 2019/2020

bethanyjervin@yahoo.com

989-621-2965



*any thoughts on how/if
the rotary could help
the township?
HDS 3/25/20*



Peter Gallinat, Zoning Administrator
pgallinat@uniontownshipmi.com
2010 South Lincoln
Mt. Pleasant, MI 48858
Phone 989-772-4600 Ext. 241
Fax 989-773-1988

TO: Planning Commission Meeting 05/19/2020

FROM: Township Zoning Administrator

CORRESPONDANCE: Update from staff about recent training workshops

RE: Community Engagement and On-Line meetings Best Practices

During the current pandemic it is important to be honest, blunt and patient with the public. There are five (5) key components to increasing the level of public engagement.

- Inform
- Consult
- Involve
- Collaborate
- Empower

It is important to keep the public informed with balanced objective information that will assist them with understanding proposals and applications before the Commission. For larger projects it is important to inform the public how community feedback influenced the project. Fact sheets, use of websites, public comment during meetings are techniques to achieve the five key components for public engagement.

During the pandemic public meetings may take place virtually through applications such as ZOOM. During these meetings it is important to allow two-way conversation and have a plan to manage interruption at these meetings. Before the public meeting it is important to have an informal test to break the ice with the new technology. During the public meeting be sure that people can view what is being posted and all participants know how to communicate. A poll could be used at the end of the meeting to gather feedback on how successful the meeting went.

After the meeting make sure that minutes, presentations, and any other recordings are available online. Be sure to follow up with any questions from the meeting.

Virtual Meetings and Avoiding Zoombombing

Posted on April 2, 2020 by Matt Bach

In response to Michigan Municipal League webinars (here and here) on communities conducting remote-access meetings, several of our members have decided to use the Zoom platform. We wanted to share some information regarding the “zoombombing” that’s been happening.

Zoombombing is when someone (who may or may not be a resident of your community) joins a Zoom meeting/chat session and causes disorder by saying offensive things in chat, during public comment, or hijacking the meeting by screen sharing content on their computer. This can be disruptive and even a little uncomfortable when it occurs.

There are some things you can protect yourselves from and still stay within the confines of the virtual meetings executive order (EO 2020-15). Regardless of what platform you chose to host your meetings, double check these settings:

- Check that file sharing is turned off – that way you’re not allowing a participant to send potential profane/virus infected documents to other attendees.
- Check that screen sharing for attendees is disabled. This will prevent a hijack and potential visibility of profane/unwanted content displayed in your meeting.
- Check your mute/unmute settings. In the regular version of Zoom, you can turn off the capability of people unmuting themselves until you’re ready for them to do so.
- Turn off video sharing in the meeting for participants. This is difficult to do in the regular version of Zoom (as a user can override it), but this is made easier in Zoom Webinars, which is a purchase add-on. You have more control over what a participant does – when they can talk, and if their video is shown or not.
- Don’t allow participants to join the meeting before you, the host. No one should be allowed entry unless the meeting has begun. This includes board members to ensure they are not present without the public.
- Turn off the annotation and whiteboard features (if any).
- Either turn off chat functionality completely, or change your chat to only allow chat to presenters/hosts/panelists for technical issues and warn against clicking links. *As of 4/1/2020 passing hacked links in Zoom chat (when clicked) can cause a leak of Windows passwords.
- Set a meeting password, but it must be posted with the notice (WebEx requires a password by default). I know that I recommended you not do this due to complexity issues, but as of 4/1/2020, folks across the world are taking advantage of increased Zoom use and scanning for open meetings to disrupt.
- Ensure that you have the latest software release from the service provider installed on your computer. Zoom updated their software in January to prevent the scanning of opening

meetings which is currently helping to spread the Zoombombing attacks.

- Ensure in your settings that participants who have been removed for disruptive behavior aren't allowed to return to the meeting.

Unfortunately, these settings won't fully protect you from participants that are intent on causing disorder during the public commenting period. If a participant's comment results in disruptive behavior (exceeding per-person time limit for comments; intentionally interfering with the conduct of the meeting), the executive order does allow for a person to be excluded from the meeting "for a breach of the peace actually committed during the meeting." Before such removal, the public body should provide clear warning the person that their behavior must cease or they will be removed from the meeting.

The League hopes this helps you navigate the murky waters of virtual public meetings and the disruption this recent spate of Zoombombings can cause. As always, if you have questions on Zoombombing or virtual meetings, please contact the League.

SHARE THIS:



This entry was posted in **Uncategorized** and tagged **michigan municipal league, remote access meetings, virtual meetings, zoom, zoombombing** by **Matt Bach**. Bookmark the **permalink** [<http://blogs.mml.org/wp/inside208/2020/04/02/virtual-meetings-and-avoiding-zoombombing/>].



Peter Gallinat, Zoning Administrator
pgallinat@uniontownshipmi.com
2010 South Lincoln
Mt. Pleasant, MI 48858
Phone 989-772-4600 Ext. 241

TO: Planning Commission
FROM: Zoning Administrator

Meeting 05/19/2020

OLD BUSINESS

SUBJECT: A) HOP 20-01 Auto Repair Shop in Accessory Building. Located at 2305 E MILLBROOK RD MOUNT PLEASANT, MI 48858 PID 14-033-30-002-02 Owner: HOYT ROY E & GERRIE L

Applicant: HOYT ROY E & GERRIE L

Owner: HOYT ROY E & GERRIE L

Location: 2305 E MILLBROOK RD. MOUNT PLEASANT MI 48858-0000

Current Zoning: AG

Adjacent Zoning: AG, AG -1 Restrictive Agricultural (Lincoln Township)

Future Land Use/Intent: *Rural Preservation:* Rural Preservation Areas outside of the growth boundary should be maintained at a low intensity rural character of development that will not adversely impact natural features and agricultural uses. Agriculture should be promoted and future rezoning requests for residential should be prohibited to prevent leapfrog development.

Current Use: Existing one-family dwelling

Reason for Request: Applicant has applied to utilize a new accessory building as a repair shop for oil changes and other minor auto repairs.

History: The applicant applied for and was given approval to construct an accessory building in December 2019. Although the owner indicated to use the building for personal use, they also inquired about using the building for minor auto repairs as it relates to "About Time Taxi" company. Applicant was informed that this would not be possible without first being granted a Home Occupation Permit.

On January 21, 2020, the Planning Commission held a public hearing for HOP 20-01. The item was postponed to next month for the applicant and Township staff to work on clarifying questions the Commission had for the application. On Thursday January 23, 2020 the applicant met with the Township Zoning Administrator and the Director of Community Economic and Development. Applicant indicated they would still like to use the accessory building for taxi auto repairs.

On February 3, 2020, the applicant submitted a letter stating that the taxi service will no longer be operated at 2305 E. Millbrook Rd. The accessory structure would be used only for taxi auto repairs and as an accessory building to the home on site.

Objective of board: Next, review section 8.19.A-F (Home Occupations) and determine if applicant's Home Occupation Permit should be approved. There is no approval required from the Board of Trustees for a Home Occupation Permit. Final approval is with the Planning Commission. For your consideration please review my "key findings" followed by option(s) for recommendation.

Key Findings:

- ✓ The entire occupation must be conducted wholly within a principal or accessory structure by the residents of the dwelling on the premises. This does not allow for the occupation to take place outdoors. Any vehicles serviced for the occupation must be done inside the accessory structure. Outdoor parking or storage of vehicles to be serviced is prohibited.
- ✓ The applicant has not proposed retail sales on the property and would not be permitted retail sale of any product unless produced and sold by the residents of the home.
- ✓ The home occupation must not require further parking on or off premises than already allowed for the residential structure.
- ✓ The proposed accessory structure that will be utilized for the home occupation meets all the AG districts requirements (section 8.1 Accessory Buildings).
- ✓ The use of mechanical equipment is common with auto repairs by if the operation is indoors and the hours of operation are from 8am to 8pm then I see no health hazard or nuisance occurring for adjacent landowners.
- ✓ Given the occupation must be wholly conducted indoors I do not see the need for any type of screening (trees, shrubs, fence, wall).
- ✓ Please see attached floor plans and property sketch.
- ✓ The Taxi service will not be located at 2305 E. Millbrook Rd.

Recommendation from Township Planner

At this time, I would recommend approval of Home Occupation Permit HOP 20-01 subject to the following condition:

- All vehicle repair services and activities for the taxi service must take place entirely within in the accessory building.
- Parking, storage or servicing of taxi service vehicles outside of the accessory building is prohibited.
- The taxi service office cannot be operated on-site with residents that do not reside at the home.

Planning and Zoning Administrator
Peter Gallinat

HOME OCCUPATION PERMIT APPLICATION
Charter Township of Union



1. Give your Name and address of where Home Occupation is to be conducted. Also give a mailing address if you are not receiving mail there yet.
Roy E Hoyt
2305 E MILLER ROAD
MT PLEASANT MI 48859 989-773-2494
2. What is the zoning of the property? RESIDENTIAL
3. List the Residents of your home who will be associated with the conduct of the home occupation ROYE HOYT, GERRIE LOU HOYT
4. Do all the above live at the residence? YES (If the answer is "No" the permit may not be granted.)
5. Do you intend to hire employees to work at the location? NO
(This would not apply to services provided to your occupation that are conducted off the premises)
6. Briefly describe the nature of the operation (Such as Beauty Shop, Accounting office, legal office, etc.) REPAIR SHOP FOR OIL CHANGES, MINOR REPAIR
7. What hours do you plan to conduct the operation? 8AM TO 8PM
8. Are any products to be sold at the home? NO (Answer "no" for sales by demonstration, catalogs, multi-level, etc if products are sold off premises)
9. List any mechanical operations (such as sawing, welding, etc.) AIR COMPRESSOR, SOLDER TORCH CUTTING, WELDING
10. Provide a sketch (you may do this yourself) showing the floor plan of the home or accessory building, indicating areas that are for the public and areas that are not. You need to show the square footage of the entire building, and the square footage of the areas being used for the occupation.
11. Provide a sketch of your land, the home, and indicate what is on the lots around you. Provide dimensions of your lot, setbacks from the lot lines and roads. Also indicate any storage areas, parking, and natural features, such as shrubs, that would screen your home from the neighbors.

Office use:
Fee paid ? _____
Date to be reviewed _____
Date of mailing to residents _____

EXCERPTS FROM UNION TOWNSHIP ZONING ORDINANCE 1991-05
PERTAINING TO HOME OCCUPATIONS

8.19 HOME OCCUPATIONS (A-F Added, 1997-12 Ordinance)

A. Home occupations may be permitted in AG, R-1, R-2A, and R-2B Districts, provided the following conditions are met and a permit is first obtained from the Zoning Official, and approved by the Planning Commission. Property owners within 300' shall be notified by mail of the Planning Commission meeting which will rule on the request. A fee for the permit shall be charged upon approval per section 6.

- 1. The entire occupation is conducted wholly within a principal or accessory structure by the residents thereof.**
- 2. There is not involved the keeping of a stock in trade and no article is sold or offered for sale, or rent, at the residence except as such as may be produced by and sold by the residents of the home. Sale of goods off the premises by means such as in home demonstration or mail order may be permitted. Display of items for sale on the property outside of the home is prohibited.**
- 3. Home occupations shall not be carried on to an extent so as to require parking on or off the premises in excess of that allowed for the residential structure in which it is located.**
- 4. The dwelling or residence complies with all the zoned district requirements in which it is located.**
- 5. Home occupations shall not utilize more than forty (40) percent of the floor living area of one(1) story of the dwelling, or 100 percent of an accessory building and 10 percent of the living area of one (1) story.**
- 6. No mechanical or electrical equipment and/or process or practice that will create a nuisance or health hazard to the adjacent landowners and neighborhood is permitted.**
- 7. Home occupation activities shall be physically screened from the public view as required by the Zoning Official or Planning Commission.**
- 8. Provide a plan of use indicating:**
 - a. Who in your residence will be participating in the operation.**
 - b. What is the nature of the operation and any materials required.**
 - c. Set hours of operation (which must be harmonious to the neighborhood).**
 - d. Parking provisions.**
 - e. Storage requirements if any.**
 - f. A sketch of your home and/or accessory buildings (floor plan).**
 - g. A sketch of your property and the lots on all four (4) sides.**

B. See 3.36.

C. No provision of this section shall allow non-conformity of the ordinance as a whole. (See section 11 for sign permits)

This permit shall be probational for a period of one (1) year, and shall be renewed every three (3) years thereafter.

- D. This permit is not transferable as to location nor owner.
- E. Failure to comply to any item shall be grounds to revoke the home occupation permit. The holder of this permit shall be responsible to carry adequate insurance and apply for any other licenses, permits or fees as may be required by any other local, state or federal agency.
- f. Any expansion of the home occupation shall require a new permit.

3.36 HOME OCCUPATION (Addition, 1997-12 Ordinance)

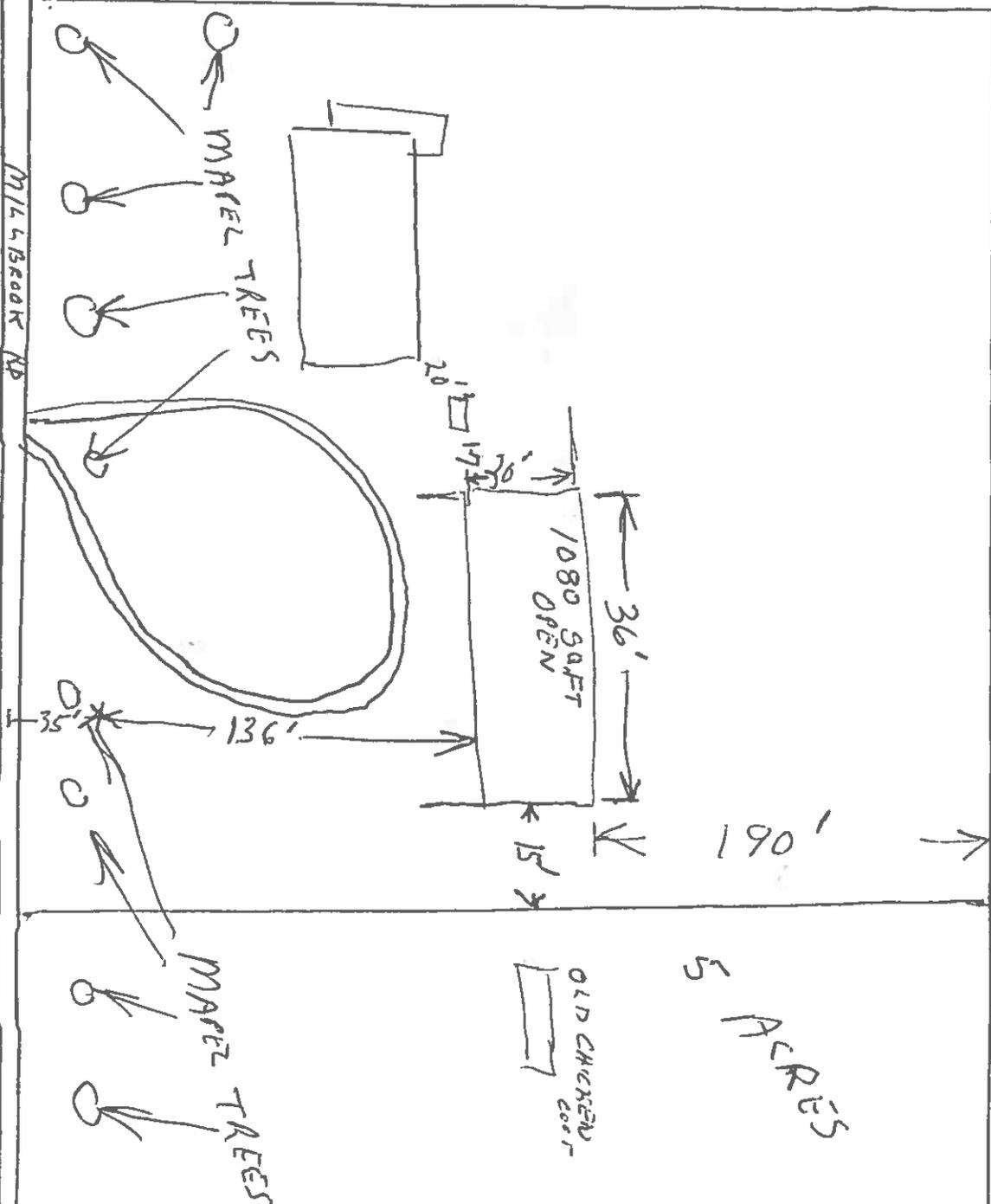
Any primary or subordinate occupation conducted within a principal or accessory structure by the family residents thereof that is clearly secondary and incidental to the use of the dwelling for living purposes and does not change the character thereof.

House

FARM

LAND

M/L BRACK RD



1080 SQ FT
OPEN

36'

190'

136'

5
ACRES

OLD CHICKEN
COOP

MAPLE
TREES

MAPLE
TREES



Design #: 322151812030

Estimate #: 53055

Estimated price: \$11,001.00 *

*Today's estimated price. future pricing may go up or down. Tax, labor, and delivery not included.

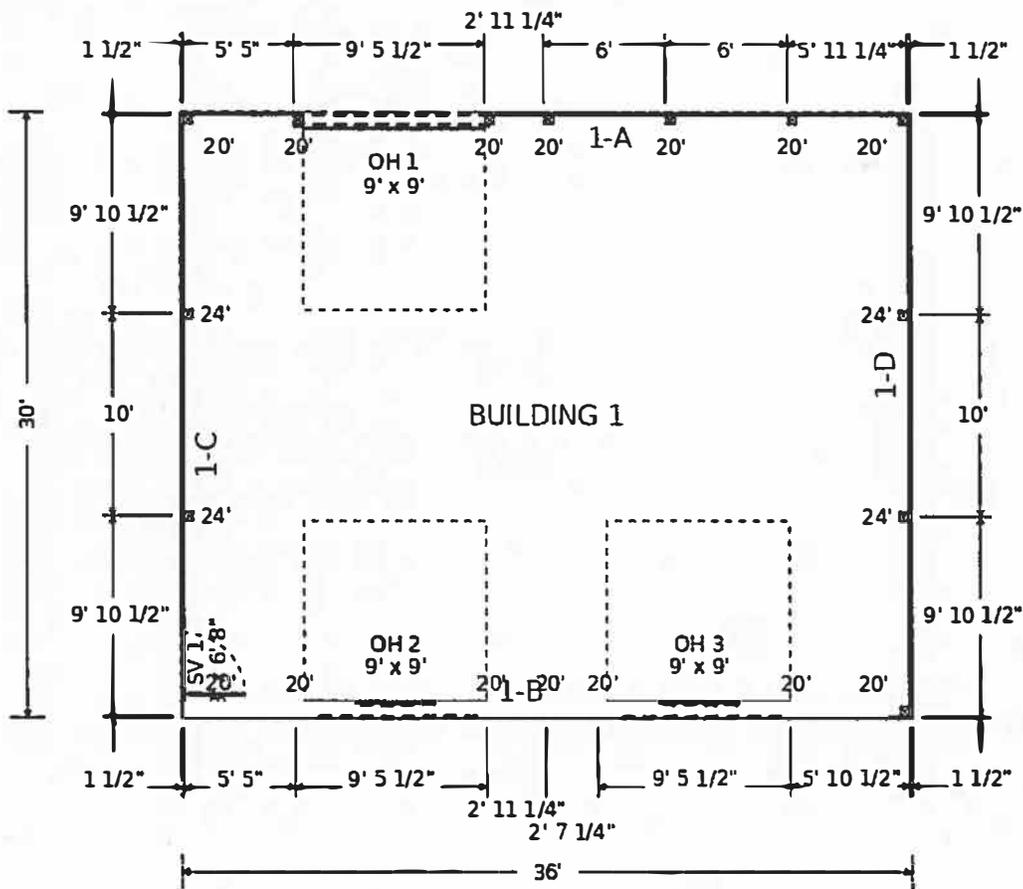
How to purchase at the store

1. Have a building materials team member enter the estimate number into System V to print SOC's.
2. Take the SOC to the register and pay.

How to recall and purchase a saved design at home

1. Go to Menards.com.
2. Log into your account.
3. Go to Saved Designs under the Welcome Login menu.
4. Select the saved design to load back into the estimator.
5. Add your building to the cart and purchase.

FLOOR PLAN



UNION TOWNSHIP – NOTICE OF HOME OCCUPATION APPLICATION

NOTICE is hereby given that an application for a Home Occupation Permit shall be considered on Tuesday, January 21, 2020, at 7:00 p.m. at the Union Township Hall located at 2010 South Lincoln Road, Mt. Pleasant, Michigan, before the Union Township Planning Commission for the purpose of hearing any interested persons in the following request for a Home Occupation Permit, as allowed by the Union Township Zoning Ordinance 1991-5 as amended.

Requested by **Roy E. Hoyt**, a Home Occupation Permit in an AG District for a repair shop in an accessory building.

Legal Description of property: T14N R4W, SEC 33, W 193 FT OF E 780 FT OF S 390.92 FT OF W 70 A OF E 1/2

This property is located at: 2305 E MILBROOK RD Mount Pleasant, MI 48858

All interested person may submit their views in person, in writing, or by signed proxy prior to the public hearing or at the public hearing.

All materials concerning this request may be seen at the Union Township Hall, located at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Phone (989) 772 4600 extension 241.

Peter Gallinat,
Township Planner



The parcel outlined in **RED** is the subject of the home occupation permit request. The **YELLOW** border around the parcel represents a 300ft radius. Anyone within this 300ft radius is sent notice of the public hearing(s).



BELLINGER MARVIN & SALLY
6415 S LINCOLN RD
MT PLEASANT, MI 48858

BASSETT KENNETH JR & SHELLY
2310 E MILLBROOK RD
MT PLEASANT, MI 48858

RECKER JAMES SR & PHYLLIS TRUST
5620 S LINCOLN RD
MT PLEASANT, MI 48858

RECKER RAYMOND & ANNA
5089 S LINCOLN RD
MT PLEASANT, MI 48858

HOYT RICKY ALAN
329 KENSINGTON RD
LANSING, MI 48910

HOYT ROY E & GERRIE L
2305 E MILLBROOK
MT PLEASANT, MI 48858

RICHARDS DENISE A TRUST
2283 E MILLBROOK RD
MT PLEASANT, MI 48858

AFFIDAVIT OF PUBLICATION

2125 Butterfield Dr, Suite 102N • Troy MI 48084

CHARTER TOWNSHIP OF UNION
2010 S Lincoln

Mount Pleasant, MI 48858
Attention: KIM SMITH

STATE OF MICHIGAN,
COUNTY OF ISABELLA

The undersigned Cyndy Slater Cyndy Slater, being duly sworn the he/she is the principal clerk of Morning Sun, morningstarpublishing.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

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Peter Gallinat,
Township Planner

Published January 6, 2020

CHARTER TOWNSHIP OF UNION

Published in the following edition(s):

Morning Sun	01/06/20
morningstarpublishing.com	01/06/20



Sworn to the subscribed before me this 6th January 2020

Tina M Crown

Notary Public, State of Michigan
Acting in Oakland County

Advertisement Information

Client Id: 531226 Ad Id: 1936650 PO: Sales Person: 200308



FEB 2, 2020

TO WHOM IT CONCERNS

WE BEING ABOUT TIME HAVE LEASED
A PLACE TO DO BUSINESS WE
WILL NO LONGER HAVE CABS
AT 2305 E ~~MILLBROOK~~ MILLBROOK
RD MT. PLEASANT MI ALSO THE
POLE BARN WILL BE FOR THE
HOUSE WOULD STILL LIKE TO
BE ABLE TO SERVICE OUR
VEHICLES ONE AT A TIME IN
THEIR SHOP

THANKS

4049 NORTHWINDS ST
SUITE B
MT PLEASANT MI
48858

BRUCE E HOYT
231-760-7504

Draft Motions: Home Occupation Permit Application

MOTION TO APPROVE:

Motion by _____, supported by _____, to approve the HOP 20-01 home occupation permit application from Roy and Gerrie Hoyt for an auto repair shop home occupation in a detached accessory building at 2305 East Millbrook Road (parcel number 14-033-30-002-02) in the AG District, finding that it fully complies with all applicable Zoning Ordinance requirements, including Section 8.19 (Home Occupations).

MOTION TO APPROVE WITH CONDITIONS:

Motion by _____, supported by _____, to approve the HOP 20-01 home occupation permit application from Roy and Gerrie Hoyt for an auto repair shop home occupation in a detached accessory building at 2305 East Millbrook Road (parcel number 14-033-30-002-02) in the AG District, finding that it can comply with applicable Zoning Ordinance requirements, including Section 8.19 (Home Occupations), subject to the following conditions:

1. All vehicle repair services and activities for the taxi service must take place entirely within in the accessory building.
2. Parking, storage or servicing of taxi service vehicles outside of the accessory building is prohibited.
3. The taxi service office cannot be operated on-site with residents that do not reside at the home.
4. _____

5. _____

MOTION TO DENY:

Motion by _____, supported by _____, to deny the HOP 20-01 home occupation permit application from Roy and Gerrie Hoyt for an auto repair shop home occupation in a detached accessory building at 2305 East Millbrook Road (parcel number 14-033-30-002-02) in the AG District, finding that it does not comply with applicable Zoning Ordinance requirements, including Section 8.19 (Home Occupations), for the following reasons:

1. The activity would result in parking of vehicles on the premises in excess of that allowed for the dwelling.
2. Noise from mechanical processes associated with the activity would create a nuisance to adjacent landowners.
3. _____

MOTION TO POSTPONE ACTION:

Motion by _____, supported by _____, to postpone action on the HOP 20-01 home occupation permit application from Roy and Gerrie Hoyt until April 21, 2020 for the following reasons: _____



Peter Gallinat, Zoning Administrator
pgallinat@uniontownshipmi.com
2010 South Lincoln
Mt. Pleasant, MI 48858
Phone 989-772-4600 Ext. 241

TO: Planning Commission Meeting 05/19/2020
FROM: Township Zoning Administrator

OTHER BUSINESS

SUBJECT: B) PSUP 20-01 A Special Use Permit for a Group-Day Care home located at 4175 E WING RD MOUNT PLEASANT, MI 14-035-10-003-04 48858 Owner: WELCH ROBERT & LAUREN

Applicant: WELCH ROBERT & LAUREN

Owner: WELCH ROBERT & LAUREN

Location: 4175 E WING RD. MOUNT PLEASANT MI 48858

Current Zoning: AG (Agricultural)

Adjacent Zoning: AG (Agricultural)

Future Land Use/Intent: *Rural Buffer:* Rural Buffer areas generally do not have sewer and water, but are appropriate for agricultural, low density residential, and other uses allowed by zoning. Typically, this buffer is located on the fringe between rural and more urbanized areas. Rezoning requests for more intensive uses should be limited, especially those requiring extended utility service.

Current Use: One-Family Dwelling

Reason for Request: To operate a Group Day-Care home.

History: Home was built in 2019. The Planning Commission held a public hearing for this application in February of this year. Application was postponed until applicant could submit further documentation.

Objective of board: Determine from section 30.4.J Group Day-Care Homes if the following requirements have been met:

1. Group day-care homes are only located within AG, R-1, R-2A, R-2B, and R-3 Districts.

2. The home shall not be located closer than one thousand five hundred (1,500) feet to any of the following:

- a) Another licensed group day-care home.
- b) Another adult foster care small group home or large group home licensed under the Adult Foster Care Facility Licensing Act, Act 218 of the Public Acts of 1979.
- c) A facility offering substance abuse treatment and rehabilitation service to seven (7) or more people licensed under Article 6 of the Public Health Code, Act 368 of the Public Acts of 1978.
- d) A community correction center, resident home, halfway house, or other similar facility that houses an inmate population under the jurisdiction of the Department of Corrections.

3. Group day-care homes must have appropriate fencing for the safety of the children in the group day-care home as determined by the Township Zoning Administrator. Group day-care homes must maintain the property consistent with the visible characteristics of the neighborhood as determined by the Zoning Administrator.

4. Group day-care homes do not exceed sixteen (16) hours of operation during a twenty- four (24) hour period.

5. One (1) off-street parking space shall be provided for each employee not residing in the residential home.

6. One (1) sign announcing the service shall be permitted as regulated in Section 11.7. and make a recommendation to the Township Board.

Key Findings:

- ✓ Property is zoned AG (Agricultural)
- ✓ Property is not within 1,500 feet of another licensed group day-care home, adult foster care small group home or large group home, a facility offering substance abuse treatment or a community correction center, halfway house or similar facility.
- ✓ Currently no fence is on site. A four-foot-high fence for the safety of the children has been proposed in the rear yard (24' x 38')
- ✓ Group -Day Care home will operate from 6am to 6pm Monday through Friday.
- ✓ Any employee outside of the home will require (1) one parking space. This space has been identified inside the garage.
- ✓ Parking on the road is prohibited. Driveway is long enough to park multiple vehicles in two lanes. Longer term parking will be on the right and closer to the house. Short term pickup and drop off will be located in the left lane with a 20' x 30' turn around area to the west.
- ✓ Applicant has demonstrated in writing that no parking will be permitted for the group day care home on the lawn or within the road right-of-way.
- ✓ A pickup and drop off plan has been submitted.
- ✓ Deadline for fencing (rear yard) and turn around (parking) to be completed is July 31, 2020
- ✓ With these improvements made this project will comply will all necessary requirements.

Recommendation from the Zoning Administrator

At this time, I would recommend approval of this application to the Board of Trustees with the following condition:

- Applicant obtains State License and submits copy to the Township Zoning Administrator.

Zoning Administrator
Peter Gallinat

Picking up and Dropping off policy:

*Drive way that was built is very wide and can fit two rows of cars.

* Absolutely no parking in the roadway

* See attached parking map for designated assistant parking spot.

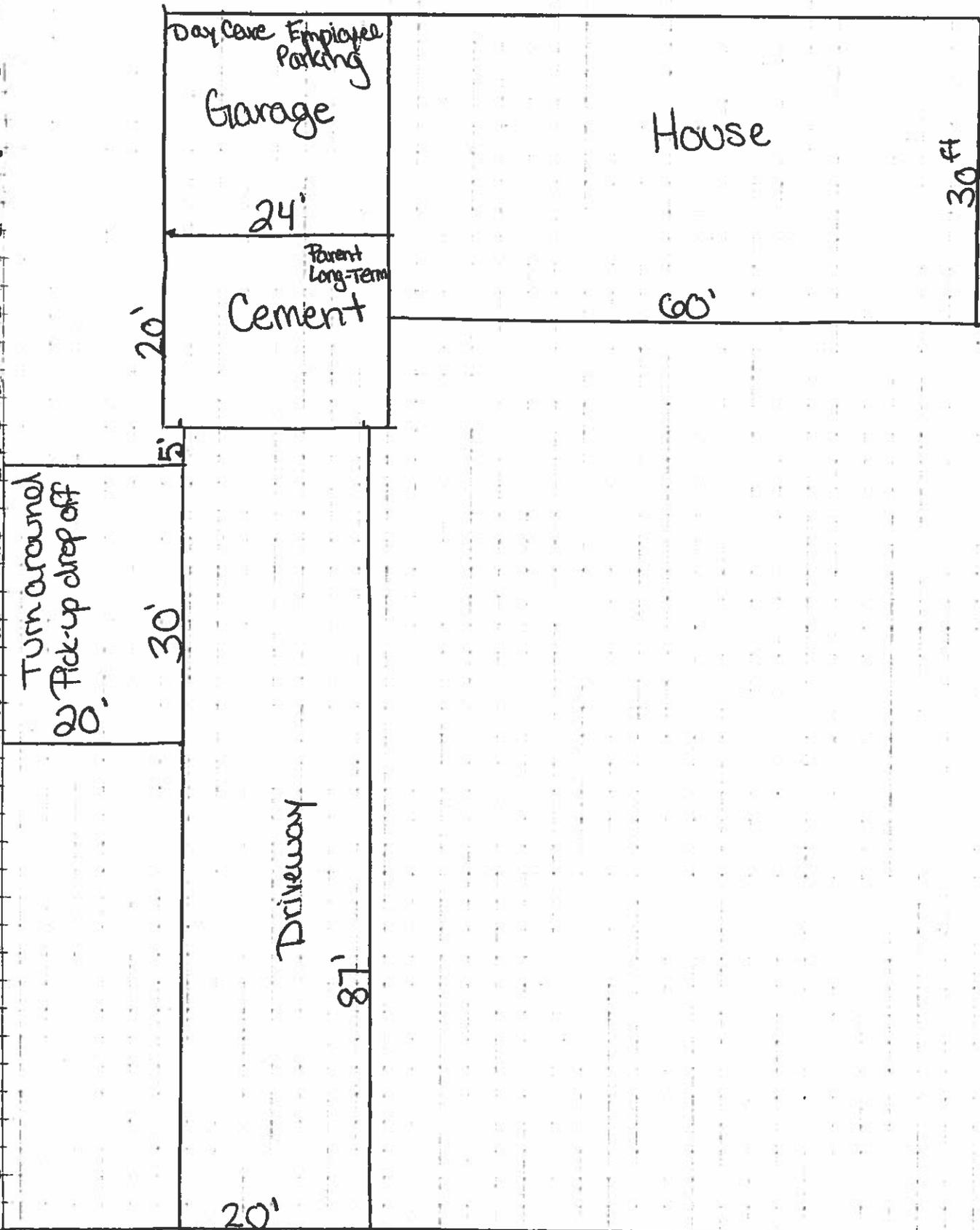
1. All parents/ designated guardian dropping or picking up are required to park in the driveway. There will be no cars allowed to park in the road or right of way.
2. If multiple parents/designated guardians are dropping off or picking up at the same time they are to park in as close to the house as possible. Leaving minimal space between cars to allow for as many cars as possible to park in driveway.
3. Parents/ designated guardians are to drop off and pick up in a prompt manner as to not cause longer than necessary waits for other children to be dropped off or picked up.
4. If parents/ designated guardians plan to stay and discuss concerns/ questions with daycare providers they are to park in the designated parking spot to do so. (see attached parking map)

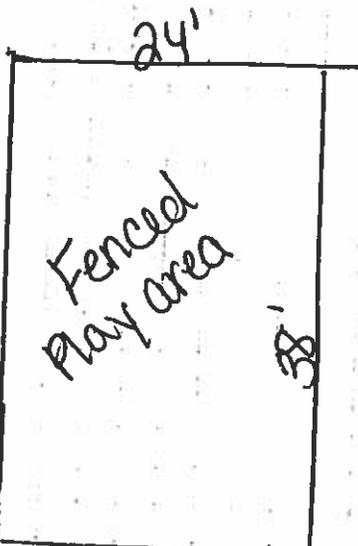
Solutions to picking up and dropping off Parking:

- It is not expected to have multiple people picking up or dropping off at the same time.
- Potential clients are coming from varied places of employment and schedules. This lessens the chances of having multiple people needing to park at the same time.
- Parents also hold the potential of having more than one child in the daycare. So while we will be able to have up to twelve children in the daycare more than likely there won't be a need for twelve different people picking up or dropping off at the same time.
- In my personal experience over the last 5 plus years of having children in daycare there have only been 2-3 times where I have met another parent at the same time I was at the daycare either picking up for dropping off.
- If a worst case scenario were to happen and 2-3 people were picking up or dropping off at the same time we have planned to build a 3 person turnaround.
- Assistant caregiver to have designated parking spot in the garage as my husband leaves very early and arrives home later in the evening.
- Long term parent parking is to be designated on the cement on the right side.
- Please see maps for parking spots, future fenced in play area, and projected turn around.

DEADLINE FOR FENCING AND TURN AROUND TO BE COMPLETED:

JULY 31, 2020





fence
6' height
Chain link fence
912 sqft space

60'

24'

Garage

24'

House

30'

20'

Cement

Peter Gallinat

From: Lauren Recker <laurenrecker_3@live.com>
Sent: Monday, March 2, 2020 4:13 PM
To: Peter Gallinat
Subject: Quick thing

Hey!

I totally did my math wrong. It would be a four foot fence. Would that be ok?

Lauren

Sent from my iPhone



APPLICATION FOR A SPECIAL USE PERMIT

I (we) Lauren Welch/Robert Welch OWNERS OF PROPERTY AT 4175 E. Wing Rd. LEGAL DESCRIPTION AS FOLLOWS:

3 bedroom, two bath 1,800 sq ft home. See attached property plans for exact property specifications.

Respectfully request that a determination be made by the Township Board on the following request:

- I. Special Use For In home daycare license 7-12 children
- II. Junk Yard Permit

Note: Use one of the sections below as appropriate. If space provided is inadequate, use a separate sheet.

I. Special Use Permit is requested for in home daycare license application.

Give reason why you feel permit should be granted: location meets required restrictions of state guidelines for approval of daycare use.

II. Junk Yard Permit requirements are:

Location of property to be used _____

Zoning of the area involved is agricultural

Zoning of the abutting areas agricultural

Fees \$ 350.00

Signature of Applicant

Lauren Welch

989-444-1991

Date 1-20-2020

ZONING APPROVAL FOR GROUP CHILD CARE HOMES

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Licensee Name: Welch, Lauren

Licensee Address: 4175 E. Wing Rd

Mount Pleasant, MI 48858

License Type: DG – Group Child Care Home (capacity 7-12 children)

Zoning Authority:

According to the Michigan Zoning Enabling Act, 2006 PA 110, a group child care home located in a county or township shall be issued a special use permit, conditional use permit, or other similar permit if the group child care home meet specific standards. A group child care home located in a city or village may be issued a special use permit, conditional use permit, or other similar permit.

Please complete the lower portion of this form and return this completed form to the licensee/applicant.

If you have any questions or concerns, please contact the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, at 517 -373-8300.

Thank you.

-
- Location is APPROVED by the local zoning authority.
 - Location is DISAPPROVED by the local zoning authority.

Signature of Zoning Authority

Date

Telephone Number

Printed Name of Zoning Authority

Jurisdiction (City, Township)

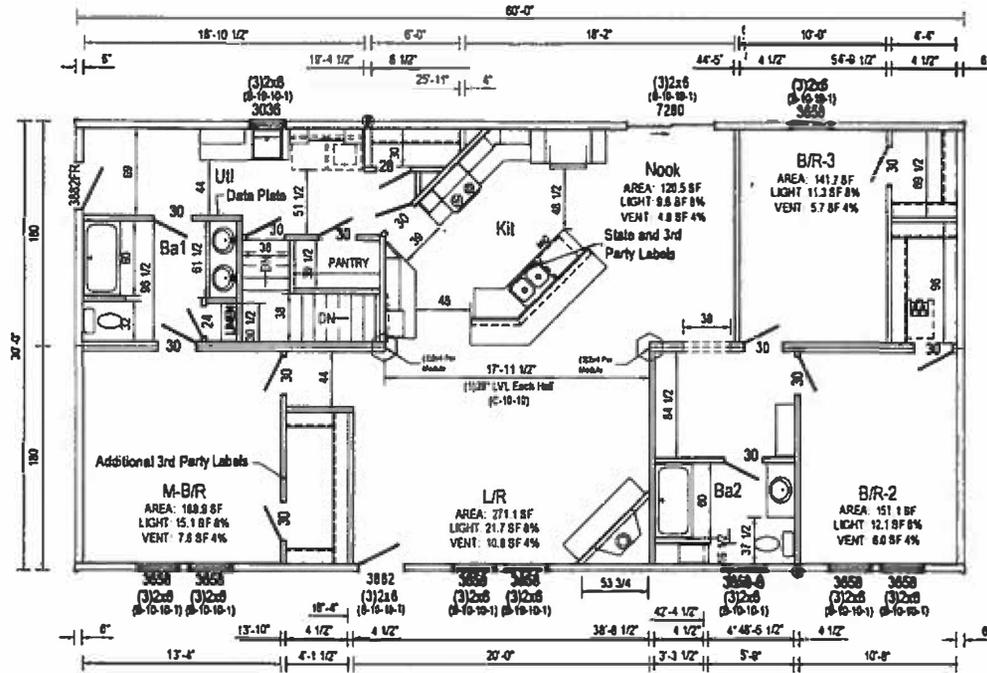
AUTHORITY:1973 PA 116

COMPLETION:Required

PENALTY: Applicant cannot be licensed/registered

LARA is an equal opportunity employer/program.

Note: Window fall protection must be provided on-site in accordance with applicable section of the IRC as required.



See Schedules and General Notes Page

○ = Column Support Location

AA = Attic Access

Notes:

1. Exterior opening headers and jack studs are SPF #2 unless otherwise noted.
2. Sidewall headers may use alternate construction per section 8-10 of Systems Manual.
3. LVL's where specified to be minimum of 1 1/2" wide, M.O.E. = 2.0 and fb = 2900 PSI.

Labels shall be located as follows:

- State and third party labels shall be mounted on the wall below the sink.
- All additional third party labels shall be located in a secondary bedroom closet.
- Data plate shall be attached to the electrical panel box.

Commodore Homes of Indiana

Floor Plan

Calculated 3290	Revisions Date / Number	Scale 1/8" = 1'-0"	Date 12/22/2017	Client CLARK MFG. HOMES	Model/Eng. No. RX838-A196
		Drawn by NK	Revised RX838-A193	SA 15848	FP

Draft Motions: Group Day Care Home Special Use Permit Application

MOTION TO RECOMMEND APPROVAL:

Motion by _____, supported by _____, to recommend to the Township Board of Trustees to approve the PSUP20-01 special use permit application from Robert and Lauren Welch for a group day care home at 4175 E. Wing Road (parcel number 14-035-10-003-04) in the AG District, finding that it fully complies with all applicable Zoning Ordinance requirements, including Section 30.4.J. (Group Day Care Home).

MOTION TO RECOMMEND APPROVAL WITH CONDITIONS:

Motion by _____, supported by _____, to recommend to the Township Board of Trustees to approve the PSUP20-01 special use permit application from Robert and Lauren Welch for a group day care home at 4175 E. Wing Road (parcel number 14-035-10-003-04) in the AG District, finding that it can comply with applicable Zoning Ordinance requirements, including Section 30.4.J. (Group Day Care Home), subject to the following conditions:

1. The applicant shall obtain a state license for the facility, and shall submit a copy of the approved license to the Township Zoning Administrator for the Township's records.
2. _____

3. _____

MOTION TO RECOMMEND DENIAL:

Motion by _____, supported by _____, to recommend to the Township Board of Trustees to deny the PSUP20-01 special use permit application from Robert and Lauren Welch for a group day care home at 4175 E. Wing Road (parcel number 14-035-10-003-04) in the AG District, finding that it does not comply with applicable Zoning Ordinance requirements, including Section 30.4.J. (Group Day Care Home), for the following reasons:

1. The activity would result in parking of vehicles on the lawn during peak pick-up and drop-off periods in a manner not consistent with the visible characteristics of the neighborhood.
2. _____

MOTION TO POSTPONE ACTION:

Motion by _____, supported by _____, to postpone action on the PSUP20-01 group day care home special use permit application from Robert and Lauren Welch until April 21, 2020 for the following reasons: _____

ZONING ORDINANCE UPDATE REPORT

TO: Planning Commission **DATE:** Original March 9, 2020; Updated May 12, 2020

FROM: Rodney C. Nanney, AICP, Community and Economic Development Director

APPLICATION: PTXT20-02 Zoning Ordinance Update (Charter Township of Union)

ACTION REQUESTED: To review the proposed Zoning Ordinance document during your March and April regular meetings, with the goals of identifying any final “punch list” items or details that would need to be addressed in the final as-approved document, and of making a determination as to whether the document is ready for a public hearing.

Background Information

Christopher J. Doozan, AICP, our McKenna Associates, Inc. consultant for the Zoning Ordinance update project, has prepared an updated draft Zoning Ordinance for Planning Commission review, in anticipation of setting a public hearing date later this Spring to start the formal adoption process. The updated document is complete, in that it includes the Table of Contents, all required elements per the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), and an Index at the back of the document for reference.

Mr. Doozan has incorporated into the updated document the Planning Commission’s requested changes from your initial review of various sections. In addition, Mr. Doozan worked closely with Community and Economic Development Department staff to resolve a number of additional details and issues of concern identified during the staff review process, which have also been addressed in the updated document.

Review Process Recommendations

I recommend that you take time individually before the upcoming March and April meetings to review and become familiar with the updated draft Zoning Ordinance document. As you review the document, please note any final “punch list” items or details that should be addressed in the final as-approved document. To assist the Planning Commission with this review process, staff has compiled the following list of key sections to focus on based on the scope of proposed changes from earlier drafts and other factors:

	<u>Page</u>
Section 3 Zoning Districts and Map.....	3-3
Please review carefully Section 3.4 (Permitted Uses by District), which lists all of the allowable land uses and zoning districts, with references as needed in the right-hand column to where additional standards for specific land uses can be found. This table is the heart of the Zoning Ordinance, and has been updated as needed from earlier drafts in response to direction from the Planning Commission and staff.	

Section 3.19 PUD, Planned Unit Development (PUD) District..... 3-26

This section has been comprehensively updated from the previous draft, based on staff comments and direction. The PUD option is intended in part as a tool to help implement the policies of the Master Plan, and in particular the plans for the DDA districts and the Bluegrass Area of the Township. The minimum lot size requirements under Section 3.19A. (Eligibility Criteria) and the list of allowable land uses in Section 3.19C.1. have been updated to be consistent with this purpose.

A new Section 3.19B. (Regulatory Flexibility) has also been added to allow the developer to propose limited deviations from certain Zoning Ordinance requirements that would “result in a high quality of development than would be possible without the granting of the deviations.” These deviations would be subject to Planning Commission review and recommendation, and Board of Trustees approval. Earlier drafts suggested but did not explicitly state that this option was available, and did not set any standards for consideration.

Section 6.24 Mixed-Use Buildings..... 6-15

This section has been comprehensively updated from the previous draft, based on staff comments and direction. Changes include specific standards for residential and non-residential uses designed to ensure compatibility between uses in the building, and replacement of the minimum floor area per dwelling unit requirement in the current Zoning Ordinance with the criteria listed in Section 6.24D.3. & D.4.

Site plan approval will be required for mixed-use buildings that conform to these requirements, but the special use permit requirement has been removed from the updated draft.

Section 6.36 Racetracks and Private Off-Road Courses 6-21

This is a new section intended to establish regulations for private off-road courses that are typically created in rural areas of the Township, as well as to update requirements that apply to larger racetrack facilities.

Section 6.58 Short-Term Rental Housing 6-35

This is a new section intended to allow for but strictly regulate “AirBNB” activities and similar types of short-term rental housing. These provisions replace an earlier draft which allowed “vacation rentals” in several residential zoning districts as an allowable use “by right” (meaning no special use permit), and not subject to any standards.

The intent of this section is to allow for limited short-term rental activities in certain residential zoning districts, subject to special use permit approval and strict compliance with Section 6.58 requirements and limitations. In addition to the Zoning Ordinance requirements, any short-term rental would be subject to safety and code inspections under the Township’s rental inspection program.

Section 7.5 Accessory Uses, Buildings, and Structures 7-1

This section has been updated from the previous draft, based on staff comments and direction. I would recommend that you review carefully the updated “Size, Height, and Number” table in Section 7.5C.3., which is new to the document.

Section 7.6 Fences and Walls..... 7-4

The fence/wall requirements included in an earlier draft were oriented more towards an urban or city environment, and included significant conflicts with Section 10 (Landscaping and Screening) and other incompatibilities related to zoning district relationships and the Township’s land use patterns identified by staff.

I would recommend that you review carefully the proposed fence regulations,

which have been updated from current Ordinance requirements to include maintenance standards and a zoning permit requirement for new non-agricultural fences.

Section 7.11 Allowable and Prohibited Uses..... 7-6

Please note that the “medical marijuana” related land uses included in the current Zoning Ordinance have been removed from the updated draft. This has been done because the Township’s Marihuana...Licenses Ordinance 2011-04 is out-of-date and not consistent with the medical marijuana licensing laws adopted by the state legislature in 2016. No marihuana facilities exist in the Township under Ord. No. 2011-04, and no new facilities can be approved under this ordinance. If the Board of Trustees decides in the future to adopt local licensing ordinances as authorized under the current state acts, we can amend the Zoning Ordinance at that time.

Section 8.2 Exterior Lighting..... 8-3

This section has been comprehensively updated from the previous draft. The requirements have been refocused on establishing maximum illumination levels within a development site subject to these requirements. The illustrations have been updated to present more decorative fixture styles similar to the EDA streetlighting along Pickard Rd. Guidelines for minimum illumination levels have been removed, as they are impractical and onerous to enforce. Requirements for most exterior lighting to be fully shielded remain the same as in the earlier draft.

Section 10 Landscaping and Screening..... 10-1

A number of new illustrations have been added to this Section.

Section 11 Signs 11-1

This section has been updated from the previous draft per staff comments and direction to ensure that the proposed regulations are content neutral, enforceable, and fully consistent with established case law related to sign regulations. For this purpose, the separate temporary sign requirements for political signs, real estate signs, etc. in the current Zoning Ordinance have been replaced with a single category of “Other Temporary Signs” under Section 11.6B.3. Staff will be able to assist political campaigns, residents, and business owners with questions or concerns as needed.

The regulations for the business, industrial, and office service districts have been updated and organized in chart format where possible. Some illustrations have also been updated or added to this Section for clarity.

Provisions have been added to encourage use of monument-style ground signs in business and office service districts (see Section 11.11A.7. & Section 11.13A.7.), recognizing that monument-style signs are generally considered more aesthetically pleasing than freestanding pole signs.

Section 12.5 Nonconforming Sites..... 12-4

This is a new section. It is intended to provide the Township with an additional tool to work collaboratively with owners of older sites developed before the current Zoning Ordinance requirements were established. The provisions of this section prioritize public safety improvements, and establish a menu approach to securing certain additional improvements to a nonconforming site that is subject to site plan approval, while allowing the Planning Commission to approve a site plan that may include retention of some nonconforming elements.

Section 14.2 Site Plan Review..... 14-2

This section has been comprehensively updated from the previous draft. I would recommend that you review carefully Sections 14.02B and 14.02C, which detail the

various types of projects subject to site plan approval and the type of review required. Planning Commission action has been divided into “preliminary” and “final” site plan approvals, and a separate administrative “minor site plan” approval has been added for certain projects.

The preliminary site plan provision is intended to allow an applicant to receive direction from the Planning Commission at an earlier stage in the development process. The final site plan requirements are intended to ensure that the Planning Commission receives for review a detailed and fully engineered site plan that reflects exactly with what the developer plans to construct on the site.

A minor site plan application would be subject to administrative approval by Township staff, and is intended for smaller projects, such as building additions, parking lot modifications, and other projects of limited scope and impact.

Section 14.3 Special Land Use Review 14-15

This section has been comprehensively updated from the previous draft. I would recommend that you review carefully the updated “Standards for Special Use Approval” in Section 14.03J, and note the process for rescinding approval of a special use permit, which has been added as Section 14.03M.

Section 14.5 Amendments 14-22

This section has been comprehensively updated from the previous draft. I would recommend that you review carefully the new “Findings of Fact Required” provisions in Section 14.05G, which are intended to guide evaluation of rezoning applications.

Section 14.7 Conditional Rezoning 14-27

This section has been comprehensively updated from the previous draft. At my request, Mr. Doozan replaced the previous provisions allowing for a “conditional rezoning” application with a statement that conditional rezoning is prohibited in the Township. This is a zoning tool authorized by the Michigan Zoning Enabling Act, but it not the best approach for the Township in my professional opinion. The updated and more flexible Planned Unit Development (PUD) option in Section 3.19 offers a far more equitable and collaborative approach to encouraging creative and innovative development consistent with the Master Plan.

Section 15.8 Show Cause Hearing..... 15-1

I understand that the Planning Commission had requested that this section, which is part of the current Zoning Ordinance, be deleted from the draft Ordinance. However, based on staff and ZBA experience, this provision has proven to be a worthwhile and effective ordinance enforcement tool. For this reason, I asked Mr. Doozan to include it in the updated draft document.

Review and Adoption Timetable

Under the requirements of the Michigan Zoning Enabling Act, the proposed Zoning Ordinance is subject to a Planning Commission public hearing and recommendation to the Board of Trustees along with review and comment from the Isabella County Planning Commission. The following tentative schedule is proposed for the review and adoption process:

Date and Time	Event	Purpose
March 10, 2020	Paper copies of the updated draft Zoning Ordinance available	Paper copies of the Ordinance were available for review until the Township Hall closed due to the COVID19 virus pandemic on 3/24/2020.

Date and Time	Event	Purpose
March 16, 2020	Zoning Ordinance website established for online review and comment	McKenna Associates has established a dedicated website where the updated draft Zoning Ordinance is available for review, along with an online comment option. A link to the following site is also posted on the Township's website: https://www.uniontownshipzoning.com
May and June, 2020	Planning Commission Meetings	<ol style="list-style-type: none"> 1. Review of the updated draft Zoning Ordinance 2. Determination of readiness for a hearing 3. Determination of readiness to sent to the county for their review and comment
June 2020	Open House	Open House event for the public to follow the joint meeting. Anticipated to be held as a remote meeting hosted by McKenna Associates. Rescheduled date pending.
July or August, 2020	Planning Commission Public Hearing	Public hearing for the proposed Zoning Ordinance scheduled by the Planning Commission
Following the Public Hearing	Isabella County Planning Commission	Review and comment as required per the Michigan Zoning Enabling Act.
Following County Review	Board of Trustees	Introduction and First Reading of the proposed Zoning Ordinance, including consideration of any final revisions as recommended by the Planning Commission. The Board of Trustees may choose to hold a second public hearing.
	Board of Trustees	Second Reading and consideration of the proposed Zoning Ordinance and any final revisions as recommended by the Planning Commission for adoption. The Board of Trustees may make additional changes to the document.
	Publication and posting of all required notices	The updated Zoning Ordinance becomes effective consistent with the requirements of state law.

Please contact me at (989) 772-4600 ext. 232, or via email at RNanney@uniontownshipmi.com, with any questions about this information.

Respectfully submitted,

Rodney C. Nanney, AICP, Director

Community and Economic Development Department