

**Notice of an Electronically Conducted
Regular Meeting of the Charter Township of Union
Planning Commission**

Notice is hereby given that the Charter Township of Union Planning Commission will conduct a regular meeting electronically on Tuesday, April 20, 2021 at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended)."

There will be no in-person attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Planning Commission members and Township staff may choose to participate from this location.

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" Passcode "038923"). The moderator will open public access to the electronic meeting space at 6:55 p.m.

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 meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

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 use the "Raise Your Hand" button at the bottom center of the screen. 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.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Planning Commission may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on the day of the meeting will be read aloud to the Planning Commission.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

**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 a regular meeting electronically on Tuesday, April 20, 2021 at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

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” Passcode “038923”).

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 have 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, if 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 Electronic Meeting. Instructions for access will be posted and available on website
(uniontownshipmi.com) home page
April 20, 2021
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
-March 30, 2021
5. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
 - A. Cody updates from Board of Trustees
 - B. Buckley updates from ZBA
 - C. Darin updates from Sidewalk and Pathways
6. APPROVAL OF AGENDA
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
 - A. **Application(s) for appointment to the Sidewalks and Pathways Prioritization Committee**
 - B. **Zoning Ordinance Amendments**
 - a. Introduction by staff
 - b. Planning Commission review and comment
9. OTHER BUSINESS
 - A. **Annual election of officers**
 - a. Vice-Secretary
 - B. **Annual Review of the Bylaws - Introduction**
 - a. Review of the updated draft bylaws
 - b. Deliberation and action (motion to adopt the updated bylaws, and to recommend the updated bylaws to the Board of Trustees for final approval)
 - C. **Master Plan implementation**

10. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
11. FINAL BOARD COMMENT
12. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular - Electronic Meeting Minutes

A regular-electric meeting of the Charter Township of Union Planning Commission was held on March 30, 2021 as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 7:02 p.m.

Roll Call

Present:

Albrecht (location: Union Township, Isabella County, Mt. Pleasant, MI)

Buckley (location: Union Township, Isabella County, Mt. Pleasant, MI)

Lapp (location: Union Township, Isabella County, Mt. Pleasant, MI)

Shingles (location: Union Township, Isabella County, Mt. Pleasant, MI)

Squatrito (location: Isabella County, Mt. Pleasant, MI)

Excused:

Darin, Fuller, and LaBelle

Late:

Clerk Cody (location: Union Township, Isabella County, Mt. Pleasant, MI) – technical difficulties

Others Present

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

Approval of Minutes

Shingles moved **Lapp** supported the approval of the March 16, 2021 regular meeting as amended. **Vote: Ayes: 5 Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

A. ZBA updates by Buckley

B. Sidewalks and Pathway Prioritization rescheduled for April 7, 2021 at 6:30 p.m.

Approval of Agenda

Albrecht moved **Buckley** supported to approve the Agenda as presented. **Vote: Ayes: 5 Nays: 0. Motion Carried.**

Public Comment

Open 7:09 p.m.

No comments were offered.

Closed 7:09 p.m.

New Business

A. Annual election of officers

a. Vice-Secretary

Lapp moved **Buckley** supported to postpone nominating a Vice- Secretary per the Planning Commission bylaws until the April 20, 2021 Planning Commission meeting. **Roll Call Vote: Ayes: Albrecht, Buckley, Lapp, Shingles, and Squatrito**

B. PREZ21-02 Application to rezone 2266 Northway Dr. (PID 14-152-00-005-02) on the west side of Northway Dr. north of Venture Way from B-7 to I-2

- a. Introduction
- b. Public hearing
- c. Updates from staff and the applicant
- d. Commission deliberation and action (recommend approval or denial to the Board of Trustees, or postpone action)

Introduction by Nanney, stating that the applicant is proposing to rezone the 1.92-acre parcel at 2266 Northway Dr (PID #14-152-00-005-02) located on the west side of Northway Drive from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District) per Section 14.5 (Amendments)

Public Hearing

Open: 7:16 pm

James McBryde, 2130 Flagstone – Union Township resident and President/CEO of Middle Michigan Development Corporation supports rezone
No written comments were offered or received by staff.

Closed: 7:20 pm

The applicant, Ryan Smith, mentioned his letter dated March 2, 2021 (Exhibit B) included in the packet states his reasoning for the rezone.

Cody arrived 7:25 pm

Buckley moved **Lapp** supported to recommend to the Township Board of Trustees that the PREZ21-02 Zoning Map Amendment to rezone the 1.92-acre parcel at 2266 Northway Drive (PID #14-152-00-005-02) from B-7 (Retail and Service Highway Business District) to I-2 (General Industrial District) be adopted based on the following findings and conclusions:

1. This site is located in the East Downtown Development Authority District and in Enterprise Park, an industrial park development.
2. There is no demand for the building at 2266 Northway Dr. to be used for retail, service or other commercial uses.
3. The design and historic use of the existing building for office, warehouse, and light manufacturing activities is far more consistent with the character of the I-2 District than the regional commercial character of the B-7 District.

4. There is a pressing need for “flex space” buildings suitable for office, warehouse, and light manufacturing business development, and for additional land zoned for industrial uses in locations with easy access to state highways.
5. It appears that the existing industrial building at 2266 Northway Dr. may have inadvertently been included in the B-7 rezoning to support use of the front portion of the Enterprise Park’s “lot 5” for the Home Depot’s stormwater management facilities. This commercial classification was later carried over into the updated Master Plan.
6. The proposed rezoning will not create any special privilege, result in unlawful exclusionary zoning, or set an inappropriate precedent.

Roll Call Vote: Ayes: Albrecht, Buckley, Cody, Lapp, Shingles, and Squatrito

C. PSPR21-04 McGuirk Mini Storage Inc., Phase 2 - Preliminary Site Plan application

- a. Introduction
- b. Updates from staff and the applicant
- c. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced PSPR21-04 Preliminary Site Plan dated February 23, 2021 for self-storage units located at Lexi Lane in the NE 1/4 of Section 20 and in the B-5 (Highway Business) zoning district stating that the applicant is looking for approval for phase 2 of self-storage buildings.

Tim Bebee, CMS & D, the applicants representative went through the site plan and was available for questions from the commissioners.

Buckley moved **Cody** supported to approve the PSPR 21-04 preliminary site plan from McGuirk Mini Storage Inc. for the phase 2 development of additional self-storage buildings located at the west end of Lexi Lane in the northeast quarter of Section 20 and in the B-5 (Highway Business) zoning district, finding that the February 23, 2021 site plan can comply with applicable Zoning Ordinance requirements for preliminary site plan approval, including Sections 14.2.P. (Required Site Plan information) and 14.2.S. (Standards for Site Plan Approval), subject to the following condition(s):

1. Provide the missing items of required application and site plan information noted in the staff report as part of the final site plan submittal and Section 14.2.P. (Required Site Plan Information).
2. Revise the landscaping, screening, and parking details noted in the staff report as part of the final site plan submittal.
3. All final site plan information shall be provided in a consolidated set without separate attachments or addendums, and with all sheets referenced on the cover sheet.

Roll Call Vote: Ayes: Albrecht, Buckley, Cody, Lapp, Shingles, and Squatrito

D. Annual Review of the Bylaws - Introduction

- a. Review and initial discussion of the agenda (section IV.E.)

b. Identification of any desired changes to the bylaws

Lapp moved **Shingles** supported to move Approval of the Agenda to item #4 (after roll call). **Roll Call Vote: Ayes: Albrecht, Buckley, Cody, Lapp, Shingles, and Squatrito**

There was discussion to correct a few typographical errors, amend wording, and add language to the bylaws; and add the amended bylaws to the April 20, 2021 Agenda.

E. Master Plan implementation

This topic was added as a recurring Agenda item since August 2020 and will continue to be reviewed. The commissioners have had some discussion regarding housing and sidewalks; however, they were all in agreement that the Census results will be beneficial as they continue discussing all topics.

Background:

At the 8/18/2020 and the 11/17/20 Planning Commission meetings there was some discussion, and a list of potential action plan items were identified:

1. Housing
2. Non-motorized plan
3. Access management plan
4. Water quality
5. Industrial districts
6. Code enforcement
7. Capital improvements program

Community and Economic Development Director Nanney shared an upcoming electronic meeting that will be hosted by the Homebuilders Association. The electronic meeting will be held on April 12, 2021 that will speak on housing concerns. He will send out an email to the commission for those who want to sign up for this webinar.

Extended Public Comment

Open –8:39 p.m.

No comments were offered.

Closed – 8:39 p.m.

Final Board Comment

Adjournment – Chairman Squatrito adjourned the meeting at 8:39 p.m.

APPROVED BY:

Doug LaBelle - Secretary
– Vice Secretary

(Recorded by Jennifer Loveberry)

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: John Dinse Date: 3-25-21
Address: 1206 E. High St.
Phone (home) 989 772-8927 (cell) 989 854-1306 (work) _____
Email: dinse1jh@cmich.edu
Occupation: Retired

Please State in order of preference, area(s) of interest:

- Zoning Board of Appeals Must be a Union Township Resident
- Board of Review Must be a Union Township Resident
- Planning Commission Must be a Union Township Resident
- EDA Must meet one of the following qualifications:
 - Property owner in East or West DDA
 - Property owner in East or West DDA
 - Resident in Union Township
- OTHER *Specify Board: Sidewalks and Pathways Committee

Please state reason(s) for interest in above board(s):
Had direct concern about Union Twp. sidewalks and pathways as a Trustee on the
Union Twp. Board 2008-2012.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):
Current member of Isabella County Parks and Recreation Commission. Past participant
in planning non motorized plan for Mt. Pleasant area.

Signature:  Date: 3-25-21

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: Phil Hertzler Date: 4/2/2021
Address: 2113 McDonald Drive
Phone (home) _____ (cell) 878-488-8540 (work) _____
Email: hertzlerpl@yahoo.com
Occupation: Professor, CMU

Please State in order of preference, area(s) of interest:

- | | | |
|----------|--------------------------------|--|
| _____ | Zoning Board of Appeals | Must be a Union Township Resident |
| _____ | Board of Review | Must be a Union Township Resident |
| _____ | Planning Commission | Must be a Union Township Resident |
| _____ | EDA | Must meet one of the following qualifications:
____ Property owner in East or West DDA
____ Property owner in East or West DDA
____ Resident in Union Township |
| <u>1</u> | OTHER *Specify Board: | <u>Sidewalks and Pathways Prioritization Committee</u> |

Please state reason(s) for interest in above board(s):

I'm a runner and bicyclist on Union township sidewalks, pathways, and roads. I'd like to complete "sidewalks to nowhere" to destinations such as township parks.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

I served as a founding member of this Committee, and helped draft the guiding document.

Signature:  Date: 4/2/2021

**APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION**

Name: Jeff Siler Date: 4/8/21

Address: 2013 Cobblestone Ct. Mt. Pleasant, MI 48858

Phone (home) _____ (cell) (616) 215-8053 (work) (989) 772-5243

Email: jeff.siler.private@meemic.com

Occupation: Business Owner - Jeff Siler Agency

Please State in order of preference, area(s) of interest:

- _____ Zoning Board of Appeals Must be a Union Township Resident
- _____ Board of Review Must be a Union Township Resident
- _____ Planning Commission Must be a Union Township Resident
- _____ EDA Must meet one of the following qualifications:
 - ___ Property owner in East or West DDA
 - ___ Property owner in East or West DDA
 - ___ Resident in Union Township

1 OTHER *Specify Board: Sidewalks and Pathway

Please state reason(s) for interest in above board(s):

Being new to this community, I would like to be involved and serve my new community

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Signature:  Date: 4/8/21

ZONING ORDINANCE AMENDMENT REPORT

TO:	Planning Commission	DATE:	April 12, 2021
FROM:	Rodney C. Nanney, AICP	Community and Economic Development Director	
PROJECT:	Summary of potential Zoning Ordinance amendments.		
ACTION REQUESTED:	To review and provide direction to staff regarding the list of potential text amendments to the Zoning Ordinance No. 20-06.		

Background Information

Following a Planning Commission public hearing and recommendation for approval on July 21, 2020, the new Zoning Ordinance No. 20-06 was adopted by the Board of Trustees on September 9, 2020 and went into effect on September 21, 2020. The Community and Economic Development Department immediately took steps to update application forms and Township website information, to update application review procedures, and to inform the development community about the new Ordinance. In December, the Board of Trustees took action to adopt a new fee schedule for development reviews and permit applications.

During the adoption process, our project consultant noted that with any comprehensive Zoning Ordinance update project, it is expected that some details may be identified for correction as the new ordinance is implemented. Over the past seven months, staff has noted a number of corrections and issues that have been compiled into the following “punch list” of potential amendments organized by section number based on the outline of the current Ordinance:

Proposed Amendments to Zoning Ordinance No. 20.06	
Section 2 (Definitions)	
Section 2.2	Delete Automobile Service Station from the definitions and replace the term Automobile Filling Station (Gas Station) with “Motor Vehicle Filling Station” to standardize the terminology.
Section 2.2	Add new definitions for “ Agricultural Service Establishment ” and “ Farm Implement Sales and Repair. ”
Section 3 (Zoning Districts and Maps)	
Section 3	Special Use Permit Requirements. Consider evaluating the list of allowable special uses in each zoning district with the intent of identifying specific uses for which the special use requirement could be eliminated. Examples include dwellings, multiple-family (5-units or more), cemeteries, conservation areas, gunsmiths, indoor gun and archery ranges, and contractor’s yard, warehousing, and general manufacturing in the I-1 District.

Proposed Amendments to Zoning Ordinance No. 20.06

Sections 3.4 & 3.6	Agricultural Service Establishments and Farm Implement Sales and Repair. Consider adding these agricultural support-related land uses to the list of special uses allowed in the AG (Agricultural) District.
Sections 3.4, 3.6, 3.13, 3.14 & 3.15	Automobile Filling Station/Gas Station/Service Center. Replace “Automobile Service Station” and “Filling Station, Gas Station” with “ Motor Vehicle Filling Station ” in Sections 3.4, 3.6, 3.13, and 3.15 to standardize the terminology; and add the missing reference allowing this as a special use in Section 3.14.
Sections 3.4, 3.13, 3.14 & 3.15	Bar, Grill, and Cocktail Lounge. Replace “Bar, Grill, and Cocktail Lounge” with “ Restaurants, Bar/Lounge ” in Sections 3.4, 3.13, 3.14, and 3.15 to standardize the terminology.
Sections 3.4, 3.6, 3.17 & 3.18	Agricultural Processing and Packaging. Consider adding these agricultural support-related land uses to the list of special uses allowed in the AG (Agricultural) District, and consider adding them to the list of allowable uses in the Industrial Districts.
Sections 3.4, 3.13, 3.14, 3.15 & 3.18	Hospital. Add this missing land use to the list of special uses allowed in the OS (Office Service) District, and consider it also for one or more Business Districts.
Sections 3.4, 3.6, 3.8 & 3.9	Mobile or Modular Dwellings, not in a Mobile Home Park. Delete all references to this land use from Section 3 – duplicative term.
Sections 3.4, 3.7	Nursery, Plant Material. Add the missing reference in Section 3.7 to “Nursery, Plant Material” as a special use in the R-1 (Rural Residential) District, and correct the reference to this land use in the Section 3.4 land use table from a principal permitted use to a special use.
Sections 3.4	Pharmacy, Optical or other Medical Sales. Revise the reference for “Pharmacy” under Medical Uses in the Section 3.4 land use table to “Pharmacy, Optical, or other Medical Sales,” and delete the duplicative line later in the same table.
Sections 3.4, 3.13, 3.14 & 3.15	Restaurants, With Drive-Through. Replace “Restaurants, With Drive-Through” with “Restaurants, Drive-in or Drive-through” in Sections 3.4, 3.13, 3.14, and 3.15 to standardize the terminology.
Section 4 (Schedule of Regulations)	
Section 4.2	Minimum Required Front Yard Setback in the Business Districts and OS District. Consider adjusting the minimum required front yard setback to a consistent 15 foot (current B-7 standard) or perhaps 20 foot minimum across all three Business Districts and the OS District to allow for more efficient use of land and more prominent placement of buildings on a lot.
Section 4.2	Minimum Required Front Yard Setback in the Industrial Districts. Consider adjusting the minimum required front yard setback to a consistent 25 to 30 foot minimum in the Industrial Districts to allow for more efficient use of land and more prominent placement of buildings on a lot.

Proposed Amendments to Zoning Ordinance No. 20.06

<p>Section 4.3 footnote l</p>	<p>Parking in the Required Front Yard. Revise footnote “i” to state: <i>“Off-street parking shall be allowed in the required front yard subject to compliance with Section 10 (Landscaping and Screening) standards.”</i> This will remove a conflict between the existing footnote and the Section 10 standards.</p>
<p>Section 4.3 footnotes j & k</p>	<p>Transition Buffer. Replace the expanded setbacks from a residential district with a new Section 4.7 entitled “Transition Buffer” with requirements for variable widths of additional setback and screening based on land use intensity differences between multiple-family and non-residential land uses and adjacent agricultural and residential districts and use. The width of the buffer would vary depending on the land use relationship, which will allow for more efficient use of land while providing for adequate protection of neighboring land uses.</p>
<p align="center">Section 6 (Standards Applicable to Specific Land Uses)</p>	
<p>Section 6.18</p>	<p>Filling Stations for the Sale of Gasoline, Oil, Propane, and Vehicle Accessories. Consider the following revisions to the filling station regulations:</p> <ol style="list-style-type: none"> 1. Revise subsection 6.18.C (Setbacks to state, <i>“Buildings, structures, driveways, parking facilities, loading areas, and fueling stations shall be setback a minimum of 50.0 feet from any residential or agricultural zoning district, and from the lot boundary of any lot occupied by an existing residential use,”</i> and delete subsection 6.18.E. (Parking) in its entirety. This will remove a setback conflict between the two subsections. 2. Correct the numbering of subsection 6.18.F. (Lighting) to “D.” and add a new subsection “E” to require that any filling station allowed in the AG (Agricultural) District shall be strictly limited to servicing farm equipment.
<p>Section 6.19</p>	<p>Home Occupations and Home-Based Businesses. Consider the following revisions to the home occupation and home-based limited business regulations:</p> <ol style="list-style-type: none"> 1. Correct the title of Section 6.19 to read <i>“...and Home-Based <u>Limited</u> Businesses.”</i> 2. Remove the requirement for a public hearing and Planning Commission approval of a home occupation and replace it with an administrative zoning permit requirement. Home occupations that follow the applicable ordinance standards are low intensity in character and have little to no impact on neighboring land uses. The more intensive “home-based limited businesses” would still require Planning Commission action. 3. Delete subsection 6.19.2. in its entirety so that, once approved, a home occupation permit would not need to be renewed annually. The Zoning Administrator already responds to any issues through the ordinance enforcement process. Removal of this annual renewal requirement would allow for more efficient use of staff time.
<p>Section 6.31</p>	<p>Outdoor Storage, General. Revise subsection 6.31.1. to replace the requirement for a 6 to 10 foot high solid wall or fence enclosure with: <i>“All outdoor storage areas shall be secured within a fence or wall that conforms to Section 7.6, and screened per Section 10 (Landscaping and Screening) requirements. Materials stored on the site shall not exceed the fence or wall height.”</i> This change would remove a conflict with Section 7.6 (Fences and Walls).</p>

Proposed Amendments to Zoning Ordinance No. 20.06

Section 6.34	Public and Institutional Uses. Delete subsections 6.34.C. (Ingress and Egress) and 6.34.D. (Parking) to eliminate conflicts with other Ordinance requirements related to vehicular access and parking.
Section 7 (General Provisions)	
Section 7.5.B.	Attached Accessory Structures. Delete the phrase “(such as an attached garage, breezeway, or workshop)” from the first sentence of subsection 7.05.B. to remove a conflict with the second sentence.
Section 7.5.C.	Detached Accessory Structures. Consider the following revisions to the detached accessory structure regulations: <ol style="list-style-type: none"> 1. To clarify the regulatory meaning, delete and replace the text of subsection 7.5.C.1. (Location) with the following: “Detached accessory buildings (for example, garages or sheds) shall be prohibited within any front yard area and within the minimum required side yard area for the zoning district, except as follows:” 2. Consider adding an allowance for waterfront lots to locate a detached shed or garage in the front yard (between the house and the road), subject to specific limitations. (see defined terms “Lot Lines: Waterfront Lot Line” and “Yard: Waterfront Yard” in Section 2.2). 3. Add a new subsection 7.5.C.2.f. that states, “<i>An accessory building location for any principal use subject to site plan approval per Section 14.2 shall not conflict with or encroach into parking or loading areas required per Section 9 or landscaping or screening required per Section 10.</i>”
Section 9 (Parking, Loading, and Access Management)	
Section 9.2	Replace the tables in Sections 9.2(D) – (I) with a new consolidated table of minimum parking and stacking space requirements by land use that: <ol style="list-style-type: none"> 1. More closely matches the layout and terminology in the Section 3.4 land use table; 2. Inserts allowable land uses for which no parking standards are currently set; and 3. Includes adjustments to excessive minimum standards.
Section 9.2(E)	Public/Institutional Buildings and Uses, Places of Assembly, and Religious Institutions. Correct the excessive minimum parking standard set for some of these land uses and eliminate the conflict with the federal Religious Land Uses and Institutionalized Persons Act (RLUIPA) by replacing the three separate standards with the following: “ <i>0.33 spaces per seat in the main assembly space or 1 space per 1,000 sq. ft. of GFA^a.</i> ”
Section 9.2(F)	Restaurants. Correct the excessive minimum parking standard set for the three types of restaurants listed in Section 9.2(F), add standards for drive-in and carry-out restaurants, and correct “Restaurant, Quality” to “Restaurant, Standard” to standardize the terminology.

Proposed Amendments to Zoning Ordinance No. 20.06

Section 9.6	<p>Access Management. Consider expanding the access management/driveway spacing provisions (which currently only apply to the M-20 state highway corridor), as follows:</p> <ol style="list-style-type: none"> 1. Add provisions to provide some flexibility in application of the standards to existing developed sites where modifications or site improvements are proposed. 2. Include parcels in the Business Districts located on county primary roads (S. Isabella Rd., E. Broadway Rd., E. Broomfield Rd., E. Bluegrass Rd., etc.). 3. Add a requirement for internal cross-access improvements to be incorporated into projects subject to final site plan approval.
Section 11 (Signs)	
Section 11.3	<p>Construction Sign Definition. (typo) Delete the extra “of” in the definition.</p>
Section 11.6	<p>Other Temporary Signs. (typo) Remove the bold text from “Noncommercial Message Signs” in the first sentence of subsection 11.6.B.3.</p>
Section 11.5.D.	<p>Nonconforming Signs. Expand provisions for alterations to existing nonconforming signage that improve functionality and appearance without increasing the nonconforming condition.</p>
Sections 11.11, 11.12 & 11.13	<p>Signs Permitted in Business and Industrial Districts and the Office Service District. Delete subsections 11.11.A.1., 11.12.A.1., and 11.13.A.1. (Number of Permanent Signs Permitted) in their entirety. The limitations on the number of allowable signs in the Business and the Industrial zoning districts conflict with the specific standards by type of sign in the subsection “B” tables that follow.</p>
Section 12 (Nonconformities)	
Section 12.3.C.	<p>Nonconforming Contiguous Lots Under the Same Ownership. Revise the second sentence in this subsection 12.3.C. to replace “lot width and area requirements” with “all zoning district dimensional standards” to clarify the intent.</p>
Section 14 (Administrative Procedures)	
Section 14.1.A.4.	<p>Exception (to a Zoning Permit Requirement). Delete subsection 14.1.A.4. in its entirety to remove a conflict with Section 7.5.E., which establishes the zoning permit requirements for detached accessory structures.</p>
Section 14.3.B.	<p>Authority to Grant (Special Use) Permits. Consider revising this Section to authorize the Planning Commission to have final authority to approve or deny a special use permit application. Currently these applications require final action by the Board of Trustees. This change would reduce the period of time required for approval of development projects that include activities subject to special use approval. Hearing requirements and standards for special use approval would continue to apply.</p>
Section 14.3.F.	<p>Review Procedures (for Special Use Permits). (typo) Correct the “Subsection 14.3(H)” reference to correctly refer to “subsection 14.3.J.”.</p>

Proposed Amendments to Zoning Ordinance No. 20.06

Additional Amendment Topics For Consideration

<p>Food Trucks</p>	<p>Consider adding provisions for allowing food trucks in certain zoning districts, both as a temporary land use and as a more permanent facility (with parking, bathrooms, outdoor seating, and other amenities) where multiple food trucks can be located.</p> <p>Food trucks can be a way for a new entrepreneur to get started in the food service business in an economical manner, and for an established restaurant owner to expand their reach beyond their “bricks and mortar” location. Food trucks can also fill a gap where there is a demand for carry-out breakfast, lunch or dinner-time options in locations with limited “traditional” food service facilities.</p> <p>Food trucks have typically been a temporary or special event use, where they may occupy an existing parking lot or roadside location for a short period of time.</p> <p>More recently, there has been growing interest in establishing a “Food Truck Court” facility similar to an established farmer’s market. Under this arrangement, permanent bathroom, outdoor seating, and parking facilities are provided along with individual food truck “stalls.” Any ordinance amendment should address both options.</p>
<p>Medical Marijuana Caregivers</p>	<p>In response to a 2020 decision by the Michigan Supreme Court that confirmed the authority of local governments to regulate medical marijuana caregivers as an allowable land use in the Zoning Ordinance, caregivers should be added as an allowable land use in one or more zoning districts. Options include:</p> <ul style="list-style-type: none"> ○ Allowing in the AG and/or residential districts subject to a home occupation permit and specific standards compatible with the Michigan Medical Marijuana Act; and/or ○ Allowing in one or more commercial districts subject to site plan approval
<p>Ponds</p>	<p>Consider adding specific standards for creation of non-agricultural ponds designed to protect surface water drainage patterns and water quality, and to establish safety standards for shoreline and underwater slopes.</p>

CHARTER TOWNSHIP OF UNION PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE
Draft Date: April 9, 2021

I. AUTHORITY

These rules of procedures are adopted by the Planning Commission of the Charter Township of Union, Isabella County, State of Michigan (hereinafter referred to as the Commission) in order to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

II. MEMBERSHIP

- A. Terms** – There shall be 9 members of the Planning Commission. One of the members shall be a representative from the Board of Trustees. The term of the Trustee serving on the Planning Commission shall coincide with their term of office on the Board of Trustees. The remaining 8 members shall serve 3 year terms. These terms will be staggered in a 3-3-2 format. When the term of ~~the~~ a member who is not the Trustee Representative has expired they shall hold office until re-appointed or a successor is appointed.
- B. Training** – Each member is expected to attend and complete at least one (1) professional training during each term served on the Planning Commission. Trainings must be sponsored by the Michigan Township Association, Michigan Association of Planning or other related professional planning and zoning organizations.

III. OFFICERS

- A. Selection and Tenure** – At the first regular meeting each March, the Commission shall select from its membership a Chairperson, Vice chairperson, Secretary, and Vice secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms for the same office. The officers shall take office immediately following their election.
- B. Chairperson** – The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. Vice Chairperson** – the vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of the chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary** – the secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine.
- E. Vice Secretary** – the vice secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine in the absence of the Secretary.

IV. MEETINGS

The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

CHARTER TOWNSHIP OF UNION PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE
Draft Date: April 9, 2021

- A. Regular Meetings** – the Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular Commission meetings shall be posted at the principal township office within 10 days after the Commission’s first meeting in each calendar year in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established.

- B. Special Meetings** – Special meetings may be called by the chairperson, Township Planner, or upon written request to the secretary by at least two members of the Commission.

Notice of special meetings shall be given to the members of the Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

- C. Notice** – Notice required for specific planning, zoning, or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.

- D. Public Hearings** – All public hearings held by the Commission must be held as part of a regular or special meeting of the Commission. Public hearings conducted by the Commission shall be run in an orderly and timely fashion.

- E. Agenda** – The Township Planner shall be responsible for preparing a tentative agenda for Commission meetings. The agenda may be modified by action of the Commission. The order of business shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
- ~~3.4.~~ Approval of Agenda
- ~~4.5.~~ Approval of Minutes
- ~~5.6.~~ Correspondence
- ~~6.~~ Approval of Agenda
7. Public Comments and Communications Concerning Items Not on the Agenda
8. New Business
9. Other Business
10. Extended Public Comment
11. Final Board Comment
12. Adjournment

- F. Quorum** – Five members of a nine-member Commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.

- G. Voting** – An affirmative vote of the majority of the Commission members present shall be required for the approval of any requested action or motion placed before the Commission. A vote ending in a tie shall be treated as a failed motion. Voting shall be by voice vote; a roll

CHARTER TOWNSHIP OF UNION PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE
Draft Date: April 9, 2021

call vote shall be required if requested by any Commission member or directed by the chairperson. Except in the case of conflict of interest, all Commission members, including the chairperson, shall vote on all matters. Any members who have recused themselves from a vote shall not participate in the discussion of that item. An affirmative vote of the majority of the members of the Commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws.

- H. Motions** – Motions ~~shall~~ may be restated by the chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- I. Public Records** – All meetings, minutes, records, documents, correspondence, and other materials of the Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- J. Rules of Order** – All meetings of the Commission shall be conducted, to the extent practicable, in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Orders.” However, application of “Robert’s Rules” shall not be utilized in order to stifle discussion or debate and may be implemented only to the extent required to maintain the orderliness of the meeting.
- K. Special Rules:**
1. Every member desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
 2. A motion to reconsider any action taken by the commission may be made only on the day such action was taken. It may be either made immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor. The question may then be debated.
 3. A commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the commission entered into the minutes. If the commission consents thereto, such statement shall be entered into the minutes.
 4. After a motion has been made by the commission, no person shall address the commission without first securing the permission of the commission to do so.
 5. No person other than the commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a commissioner, without the permission of the presiding officer. No question shall be asked a commissioner except through the presiding officer.
 6. While the Commission is in session the members shall preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

CHARTER TOWNSHIP OF UNION PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE
Draft Date: April 9, 2021

Option A 7. Planning Commission meetings should adjourn no later than 10:30p.m. New agenda items shall not be taken up after that time unless the Commission decides by majority vote to continue the meeting to complete one or more agenda items.

Option B 7. Once a Planning Commission meeting has exceeded three (3) hours in length, any Commission member may raise a point of order to note the time and request consideration of a motion to adjourn. The Chair may direct that the agenda item then under review be completed, and then invite a motion to adjourn. No new agenda items shall be taken up unless the Commission decides by majority vote to reject the subsequent motion to adjourn the meeting.

V. DUTIES OF THE PLANNING COMMISSION

The Commission shall perform the following duties:

- A.** Prepare, review, and update a master plan as a guide for development within the Township’s planning jurisdiction. The master plan must be reviewed every 5 years.
- B.** Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- C.** Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- D.** Prepare an annual written report to the township board of the Commission’s operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development. The annual written report must be completed and submitted by December 1st of each year.
- E.** Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F.** Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G.** Review subdivision proposals and recommend appropriate actions to the township board.
- H.** Review capital improvements program.
- I.** Perform other duties and responsibilities or respond as requested in writing by any township board or commission.

VI. ABSENCES, REMOVALS, RESIGNATIONS, AND VACANCIES

- A.** Members of the Commission who are absent for four (4) or more regularly scheduled Commission meetings in a twelve (12) month period shall be subject to review and possible removal by the Township Board of Trustees.
- B.** Members of the Commission shall notify the Township Planner or Chairperson when they intend to be absent from a meeting.
- C.** Members may be removed by the township board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- D.** A member may resign from the Commission by sending a letter of resignation to the township board.

**CHARTER TOWNSHIP OF UNION PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE
Draft Date: April 9, 2021**

- E. Vacancies shall be filled by the township supervisor, with the approval of the township board. Successors shall serve out the unexpired term of the member being replaced.

VII. CONFLICT OF INTEREST

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes a malfeasance in office. Before a member may be excused from casting a vote, a majority of the Commission must find by an affirmative vote that a conflict of interests exists.

Conflict of interest is defined as, and a Commission member shall declare a conflict of interest and abstain from participating in Commission deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the Commission is asked to make a decision. "Immediate family member" is defined as; the planning commission member's spouse, the member and member's spouses children (including adopted) and their spouses, step-children and their spouses, grandchildren, and their spouses parents, and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in the planning commission member's household.
2. The Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association.
3. The Commission member owns or has a financial interest in neighboring property being within 300 feet of the subject property.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Commission.

VIII. ADOPTION AND AMENDMENTS OF THESE BYLAWS

~~These bylaws may be amended at any meeting by a vote of the majority of the membership of the Commission.~~ These bylaws shall be adopted by a majority of the Planning Commission members present at a regular meeting, and shall be subject to final approval by the Township Board of Trustees prior to implementation. Amendments shall be adopted by the same process.

Adopted by the Union Township Planning Commission at a regular meeting on February 21, 2017.

Amended by the Planning Commission: _____

Final Approval by the Board of Trustees: _____

~~TOWNSHIP OF EXCELLENCE~~

~~The Commission is dedicated to pursuing the Michigan Townships Association recognition for being a "Township of Excellence."~~