



**Planning Commission  
Regular Meeting  
November 15, 2022  
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - October 18, 2022 Regular Meeting
6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
  - A. Thering updates from Board of Trustees
  - B. Buckley updates from ZBA
  - C. Shingles updates from Sidewalk and Pathways
  - D. Correspondence from Isabella County re: Isabella County Master Plan Public Hearing
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
  - A. PSPR22-19 Prestige Center Assisted Living and Memory Care Expansion – Combined Preliminary and Final Site Plan Application**
    - a. Introduction by staff
    - b. Updates from the applicant
    - c. Commission review of the site plan
    - d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)
  - B. Master Plan Discussion**
    - a. Introduction of the Redevelopment Ready Communities Program by Staff
    - b. Commission Discussion
  - C. Proposal for a Township-Initiated Rezoning**
    - a. Introduction by staff

- b. Questions from the Commissioners
  - c. Planning Commission discussion
9. OTHER BUSINESS
- A. **Zoning Ordinance Amendment – Punch List #2 Introduction**
    - a. Introduction by staff
    - b. Commission review and discussion
    - c. Consideration of setting a public hearing date
10. EXTENDED PUBLIC COMMENT: Restricted to (5) minutes regarding any issue
11. FINAL BOARD COMMENT
12. ADJOURNMENT

**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular Meeting Minutes**

A regular meeting of the Charter Township of Union Planning Commission was held on October 18, 2022, at 7:00 p.m. at the Union Township Hall.

**Meeting was called to order at 7:01 p.m.**

**Roll Call**

Present:

Buckley, Gross, LaBelle, Lapp, Shingles, Squattrito, Thering and Williams

Excused:

Albrecht

**Others Present**

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Tera Green, Administrative Assistant

**Approval of Agenda**

**Shingles** moved **Gross** supported to approve the agenda as presented. **Vote: Ayes: 8. Nays: 0. Motion Carried**

**Approval of Minutes**

**LaBelle** moved **Williams** supported to approve the regular meeting minutes from September 20, 2022 as presented. **Vote: Ayes: 8. Nays: 0. Motion carried.**

**Correspondence / Reports/ Presentations**

- A. Board of Trustees updates by Thering – gave an updated on the October 12<sup>th</sup> Board of Trustees meeting ARPA fund discussion and encourage the Commissioners to reach out to the Trustees with their ideas on projects they would like to see.
- B. ZBA updates by Buckley – No updates were given.
- C. Sidewalks and Pathway Prioritization Committee by Shingles – No updates were given.
- D. Correspondence form Jeremy McDonald re: Sidewalks and Pathways Prioritization Committee Reappointment – Nanney expressed appreciation for Jeremy MacDonald’s service to the community as Chair of the Sidewalks and Pathways Prioritization Committee.

**Public Comment**

Open 7:12 p.m.

No comments were offered.

Closed 7:13 p.m.

**New Business**

- A. **PSPR22-17 Sam’s Club Filling Station – Final Site Plan Amendment Application.**
  - a. Introduction by staff

- b. Updates from the applicant
- c. Commission review of the site plan
- d. Commission deliberation and action (approval, denial, approval with conditions or postpone action)

Nanney gave an introduction of the PREZ22-17 Final Site Plan Amendment Application of Sam's Club filling station underground storage tank location, 4850 Encore Drive stating that the amendments comply with the standard requirements. Nanney recommends approval subject to the applicant providing copies of required permits and approvals from the State of Michigan and Township's Public Works Department prior to issuance of a building permit.

Applicant, Dylan Dempsey from Carlson Consulting Engineers was available for questions. Deliberation by the Commissioners.

**Gross** moved **LaBelle** supported to approve the PSPR 22-17 final site plan amendment from Carlson Consulting Engineers for the construction of a new Sam's Club filling station with a relocated underground fuel storage and refueling area on parcel number 14-026-30-001-07, located on approximately 16.8 acres west and north of Encore Drive in the southwest quarter of Section 26 and in the B-5 (Highway Business) zoning district, finding that the September 20, 2022 amended final site plan can comply with applicable Zoning Ordinance requirements for final 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:

1. The applicant shall provide copies of required permits and approvals from the State of Michigan and the Township's Public Services Department to the Zoning Administrator prior to issuance of a building permit for this project.

**Roll Call Vote: Ayes: Buckley, Gross, LaBelle, Lapp, Shingles, Squattrito, Thering, and Williams. Nays: 0. Motion carried.**

**B. PSPR22-15 Mid-Michigan College Athletic Field – Final Site Plan Application**

- a. Introduction by Staff
- b. Updates from the applicant
- c. Commission review of the site plan
- d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced the PSPR22-15 Final Site Plan Approval Application dated September 21, 2022 for the Mid-Michigan College Mt. Pleasant Athletic Complex located at 2600 S. Summerton Road. Nanney was pleased to announce that the final site plan satisfies the minimum requirements and all required outside agency permits and approvals have been received. He recommends approval as presented.

Matt Miller, VP Student Services for Mid-Michigan College was available for questions. Deliberation by the Commissioners.

**Shingles** moved **Lapp** supported to approve the PSPR 22-15 final site plan dated September 21, 2022 for the Mid-Michigan College Mt. Pleasant Athletic Complex located at 2600 Summerton



Road in the southeast quarter of Section 13 and in the B-4 (General Business) zoning district, finding that the site plan fully complies with the applicable Zoning Ordinance requirements for final site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval). **Roll Call Vote: Ayes: Buckley, Gross, LaBelle, Lapp, Shingles, Squattrito, Thering, and Williams. Nays: 0. Motion carried.**

**C. Zoning Ordinance Amendment – Punch List #2 Introduction**

- a. Updates by Staff
- b. Commission review and discussion
- c. Consideration of setting a public hearing date

Nanney introduced the PTXT 22-01 set of proposed text amendments to the Zoning Ordinance No 20-06.

Discussion by the Commissioners. It was the consensus of the Commissioners to have further discussion at a later meeting. No action was taken.

**Extended Public Comments**

Open: 9:16 p.m.

No comments were offered.

Closed 9:17 p.m.

**Final Board Comment**

Squattrito – encourage those that are interested in the Sidewalk and Pathways Prioritization Committee to apply.

**Adjournment** – Chairman Squattrito adjourned the meeting at 9:17 p.m.

**APPROVED BY:**

*(Recorded by Tera Green)*

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Doug LaBelle – Secretary  
Tera Albrecht – Vice Secretary

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2025
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 -	Breanne	Moeggenberg	12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herren	12/31/2023
2	Joseph	Schafer	12/31/2023
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2026
7	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2022
2	vacant seat		
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 -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2024
2 - PC Representative	Stan	Shingles	2/15/2024
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1-City of Mt. Pleasant	John	Zang	12/31/2023
2-City of Mt. Pleasant	Judith	Wagley	12/31/2022
1-Union Township	Stan	Shingles	12/31/2023
2-Union Township	Allison	Chiodini	12/31/2022
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025



**COMMUNITY DEVELOPMENT**  
200 North Main, Mt. Pleasant, MI 48858

Phone: (989) 317-4061  
Fax: (989) 775-6681

October 24, 2022

UNION TOWNSHIP PLANNING COMMISSION  
2010 S LINCOLN RD  
MT PLEASANT, MI 48858

RE: Isabella County Master Plan Public Hearing

To Whom It May Concern:

As Per Michigan Planning Enabling Act requirements, this notice is being sent to advise you that the Isabella County Planning Commission will conduct a public hearing on proposed amendments to the Isabella County Master Plan. The hearing will be held November 10, 2022 at 7:00 p.m. at the Isabella County Building, 200 N. Main Street, Mt. Pleasant, MI 48858. The public is invited to attend and present its comments on the proposed amendments.

A copy of the public hearing notice can be found on the Isabella County website by clicking the below link.

<https://www.isabellacounty.org/wp-content/uploads/2022/09/November-Public-Hearing-Notice.pdf>

Once again, the Planning Commission appreciates your cooperation in this process and looks forward to receiving any comments that you may have on the proposed amendments. If you have any questions, please contact my office at (989) 317-4067 or by email at [rjohnson@isabellacounty.org](mailto:rjohnson@isabellacounty.org).

Sincerely,

Ray Johnson  
Isabella County Planner/Zoning Administrator

**Charter Township of Union**



**APPLICATION FOR SITE PLAN REVIEW**

Minor Site Plan       Preliminary Site Plan       Final Site Plan

A Completed Application will contain all the information required per the Zoning Ordinance, Section 14.2 (Site Plan Review).

Name of Proposed Development/Project		MCAP Mt. Pleasant PropCo, LLC	
Common Description of Property & Address (if issued)		5785 E. Broadway Road	
Applicant's Name(s)		MCAP Mt. Pleasant Propco, LLC	
Phone/Fax numbers	434-906-2882	Email	wjohnson@mcapfunds.com
Address	534 E. Main Street, Suite B	City:	Charlottesville      Zip: 22902

Legal Description:	<input type="checkbox"/> Attached	<input checked="" type="checkbox"/> Included on Site Plan	Tax Parcel ID Number(s):	14-013-20-043-02 & -08	
Existing Zoning:	PUD	Land Acreage:	7.22 acres	Existing Use(s):	Assisted Living Facility
<input checked="" type="checkbox"/> ATTACHED: Letter describing the project and how it conforms to Section 14.2.S. (Standards for Site Plan Approval)					

Firm(s) or Individuals(s) who prepared site plan(s)	1. Name: <u>Moore &amp; Bruggink, Inc.</u> Phone: <u>(616) 363-9889</u> Email: <u>jlong@mbce.com</u> 2. Address: <u>2020 Monroe Avenue NW</u> City: <u>Grand Rapids</u> State: _____ Zip: <u>49505</u> Contact Person: <u>Justin Lonstreth</u> Phone: <u>(616) 299-0654</u>
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: <u>MCAP Mt. Pleasant PropCo, LLC</u> Phone: <u>434-906-2882</u> Address: <u>534 E. Main Street, Suite B</u> City: <u>Charlottesville</u> State: <u>VA</u> Zip: <u>22902</u> Signature:  Interest in Property: <u>AGENT OF</u> 2. Name: <u>KEVIN W. WILKINS</u> Phone: <u>434-963-4917</u> Address: <u>534 EAST MAIN ST., SUITE B</u> City: <u>CHARLOTTESVILLE</u> State: <u>VA</u> Zip: <u>22902</u> Signature:  Interest in Property: <u>AGENT OF</u>

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all the owners of the property. False or inaccurate information placed upon this plan may be cause for revocation of any permits issued pursuant to site plan approval and/or removal of work installed. Approval of this plan shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

  
 \_\_\_\_\_  
 Signature of Applicant

10/20/22  
 \_\_\_\_\_  
 Date

**Office Use Only**

Application Received By: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Escrow Deposit Paid: \$ \_\_\_\_\_

## **PRESTIGE CENTRE COMBINED PRELIMINARY/FINAL SITE PLAN NARRATIVE**

The proposed project includes construction of a new building addition to the existing Prestige Centre assisted living facility. The new addition will increase the total assisted living unit count to 64 while providing a total of 76 beds.

The project also includes expansion of the existing parking area to provide sufficient parking for the increased unit count. In addition, storm water management for the entire site will be brought into compliance including construction of a storm sewer system and a storm water detention basin to manage the storm water runoff.

The project is providing improved pedestrian paths throughout the site with connections to a new sidewalk along E. Broadway Road. The improved pedestrian system will provide increased opportunities for residents of the Prestige Centre to enjoy the outdoor experience.

All outdoor open space areas will be maintained by the owner, MCAP Mt. Pleasant Propco LLC. This includes snow removal in the winter and lawn and landscape maintenance.

# PERMIT INFORMATION CHECKLIST FOR FINAL SITE PLANS

[Michigan.gov/EGLEpermits](http://Michigan.gov/EGLEpermits)

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has prepared a list of key questions to help identify what EGLE permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from EGLE, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: [Michigan.gov/EHSguide](http://Michigan.gov/EHSguide). Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the EGLE programs noted below. [insertions and edits by Union Township]

How Do I Know that I Need a State of Michigan, County or Local Permit or Approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1) Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)? Air Quality Permit to Install, Air Quality Division (AQD), <u>Permit Section</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
2) Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos. Asbestos Notification, AQD, <u>Asbestos Program</u> , 517-284-6777	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
3) Please consult the <u>Permitting at the Land and Water Interface Decision Tree</u> document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?). Land and Water Featured Programs (Water Resources Division - WRD) - <u>Joint Permit Application</u> , 517-284-5567:		
a. Does the project involve construction of a building or septic system in a designated Great Lakes high risk erosion area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
b. Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
c. Does the project propose any development, construction, silvicultural activities or contour alterations within a designated critical dune area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
d. Does the project involve construction of a dam, weir or other structure to impound flow?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
4) Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction) or does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? <b>Union Township and Isabella County</b>	<input checked="" type="checkbox"/>	N <input type="checkbox"/>
5) Does the project involve the construction or alteration of a water supply system? <b>Union Township Public Services Department</b> and <u>Drinking Water &amp; Environmental Health Division (DWEHD)</u> , 517-284-6524	<input checked="" type="checkbox"/>	N <input type="checkbox"/>
6) Does the project involve construction or alteration of any sewage collection or treatment facility? <b>Union Township Public Services Department</b> and <u>WRD, Part 41 Construction Permit Program (staff)</u> , 906-228-4527, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
7) Public Swimming Pool Construction (Spas/Hot Tubs) Permits: Will your business involve the construction or modification of a public swimming pool, spa or hot tub? <b>Union Township and Public Swimming Pool Program</b> , 517-284-6541, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
8) Does the project involve the construction or modification of a campground? <b>Union Township and DWEHD, Campgrounds program</b> , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

9) Does the project involve construction of a facility that landfills, transfers, or processes of any type of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto the ground? Materials Management Division (MMD), <u>Solid Waste</u> , 517-284-6588, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
10) Does the project involve the construction of an on-site treatment, storage, or disposal facility for hazardous waste? MMD, Hazardous Waste Section, <u>Treatment, Storage and Disposal</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>Who Regulates My Drinking (Potable) Water Supply?</b>		
11) I am buying water from the municipal water supply system Contact the <b>Union Township Public Services Dept.</b>	<input checked="" type="checkbox"/>	N <input type="checkbox"/>
12) I have a Non-Community Water Supply (Type II) <u>Guide</u> , <u>Contact (District or County) Local Health Department</u> , 517-485-0660	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
13) I am a community water supply (Type I) <u>Community Water Supply</u> , <u>DWEHD District Office Community Water Supply Program</u> , 517-284-6512	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
14) Do you desire to develop a <u>withdrawal of over 2,000,000 gallons of water per day</u> from any source including groundwater, inland surface water, or the Great Lakes and their connecting waterways? WRD, Great Lakes Shorelands Unit, Water Use Program, 517-284-5563	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>Who Regulates My Wastewater Discharge System?</b>		
15) NPDES: Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water? WRD, <u>EGLE District Office</u> , or <u>National Pollutant Discharge Elimination (NPDES) Permit Program</u> , 517-284-5568	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
16) Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? WRD, <u>Permits Section</u> , or <u>EGLE District Office</u> , 517-284-5588	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
17) Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)? WRD, <u>Groundwater Permits Program</u> , 517-290-2570	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
18) Does the project involve the drilling or deepening of wells for waste disposal? <u>Oil, Gas and Minerals Division (OGMD)</u> , 517-284-6841	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>What Operational Permits Are Relevant to My Operation and Air Emissions?</b>		
19) Renewable Operating Permit: Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant; or 25 tons per year or more of any combination of hazardous air pollutants? AQD, <u>Permit Section</u> , 517-284-6634	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
20) Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel? AQD, <u>Acid Rain Permit Program</u> , 517-780-7843	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>What Operational Permits Are Relevant to My Waste Management?</b>		
21) Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground? <u>MMD</u> , 517-284-6588 or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
22) Does the project involve the on-site treatment, storage, or disposal of hazardous waste? MMD, <u>Hazardous and Liquid Waste</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
23) Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? ( <u>Hazardous Waste Program Forms &amp; License Applications</u> ) MMD, <u>EGLE District Office</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>



24) Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form? MMD, <u>Radioactive Material and Standards Unit</u> , 517-284-6581	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
25) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? MMD <u>Radioactive Material and Standards Unit</u> , 517-284-6581	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
26) Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal? MMD, <u>Medical Waste Regulatory Program</u> , 517-284-6594	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>What Sector-Specific Permits May be Relevant to My Business?</b>		
<b>Transporters</b>		
27) Does the project involve the <i>transport</i> of some other facility's non-hazardous liquid waste? MMD, <u>Transporter Program</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
28) Does the project involve the <i>transport</i> of hazardous waste? MMD, <u>Transporter Program</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
29) Do you engage in the business of transporting bulk water for drinking or household purposes (except for your own household use)? DWEHD, <u>Water Hauler Information</u> , 517-284-6527	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
30) Does the project involve <i>transport</i> of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground? DWEHD, <u>Septage Program</u> , 517-284-6535	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
31) Do you store, haul, shred or process <i>scrap tires</i> ? MMD, <u>Scrap Tire Program</u> , 517-284-6586	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>Sectors</b>		
32) Is the project a <i>dry cleaning</i> establishment utilizing perchloroethylene or a flammable solvent in the cleaning process? AQD, <u>Dry Cleaning Program</u> , 517-284-6780	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
33) Does your <i>laboratory</i> test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act? <u>Laboratory Services Certifications</u> , 517-284-5424	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
34) Does the project involve the operation of a <i>public swimming pool</i> ? DWEHD, <u>Public Swimming Pools Program</u> , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
35) Does the project involve the operation of a <i>campground</i> ? <u>Union Township and DWEHD, Campgrounds</u> , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<b>What Permits Do I Need to Add Chemicals to Lakes and Streams?</b>		
36) Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc.) in a water body (i.e. lake, pond or river)? WRD, <u>Aquatic Nuisance Control</u> , 517-284-5593	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
37) Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)? WRD, <u>Surface Water Assessment Section</u> , 517-331-5228	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

Why would I be subject to Oil, Gas and Mineral Permitting?		
38) Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)? OGMD, <u>Petroleum Geology and Production Unit</u> , 517-284-6826	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
39) Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline? OGMD, Minerals and Mapping Unit, <u>Sand Dune Mining Program</u> , 517-284-6826	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
40) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? MMD, <u>Radioactive Protection Programs</u> , 517-284-6581	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
<u>Petroleum &amp; Mining</u> , OGMD, 517-284-6826		
41) Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
42) Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
43) Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
44) Does the project involve mining coal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
45) Does the project involve changing the status or plugging of a mineral well?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
46) Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

Contact **Union Township** and EGLE Permits & Bonding, OGMD, 517-284-6841



## Site Plan Review Process:

### Contact Information for Outside Agencies

#### Required Agency Contact Information

##### Mt. Pleasant Fire Department

Lt. Brad Doecker  
804 E. High St.  
Mt. Pleasant, MI 48858  
Office: 989-779-5122  
Cell Phone: 989-506-1442.  
Email: [bdoepker@mt-pleasant.org](mailto:bdoepker@mt-pleasant.org)

##### Isabella County Drain Office – Stormwater Management

Timothy A. Warner, Project Manager  
Rm 140, 200 N. Main Street  
Mt. Pleasant, MI 48858  
Ph# (989) 772-0911, ext. 222  
Fax# (989) 779-8785  
Email: [twarner@isabellacounty.org](mailto:twarner@isabellacounty.org)

##### Charter Township of Union Department of Public Services

Kim Smith, Public Works Department Director  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
Phone (989) 772-4600 ext. 224  
Fax (989) 773-1988  
[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

##### Isabella County Road Commission

Patrick J. Gaffney, PE, Engineer Superintendent  
2261 E. Remus Rd.  
Mt. Pleasant, MI 48858  
989-773-7131 x115  
989-772-2371 fax  
[pgaffney@isabellaroads.com](mailto:pgaffney@isabellaroads.com)

##### Isabella County Transportation Commission

Rick Collins, Executive Director  
2100 E. Transportation Dr.  
Mt. Pleasant, MI 48858  
Phone 989-773-6766  
Fax 989-773-1873  
[rcollins@ictcbus.com](mailto:rcollins@ictcbus.com)

#### Optional Agency Contact Information

##### Michigan Transportation Department (Only required when work done in M-20 ROW) \*

Ben Burrows  
Mt. Pleasant TSC  
1212 Corporate Drive  
Mount Pleasant, MI 48858  
989-775-6104 ext. 305  
[burrowsb@michigan.gov](mailto:burrowsb@michigan.gov)

##### City of Mt. Pleasant - Division of Public Works (Only required for Mt Pleasant city water/sewer) \*

Stacie Tewari, P.E., LEED® AP  
City Engineer  
1303 N. Franklin Avenue  
Mt. Pleasant, MI 48858  
Phone: 989.779.5404  
Fax: 989.772.6250  
[stewari@mt-pleasant.org](mailto:stewari@mt-pleasant.org)

##### Isabella County Soil Erosion & Sedimentation Control

200 N. Main St.  
Mt. Pleasant, MI 48858  
989-317-4061

##### Central Michigan District Health Department

2012 E. Preston  
Mt. Pleasant, MI 48858  
989-773-5921

##### DTE

111 E. Pickard St.  
Mt Pleasant, MI 48858  
989-772-9061

##### Miss Dig

1-800-482-7171

# CHARTER TOWNSHIP OF UNION

ISABELLE COUNTY, MICHIGAN

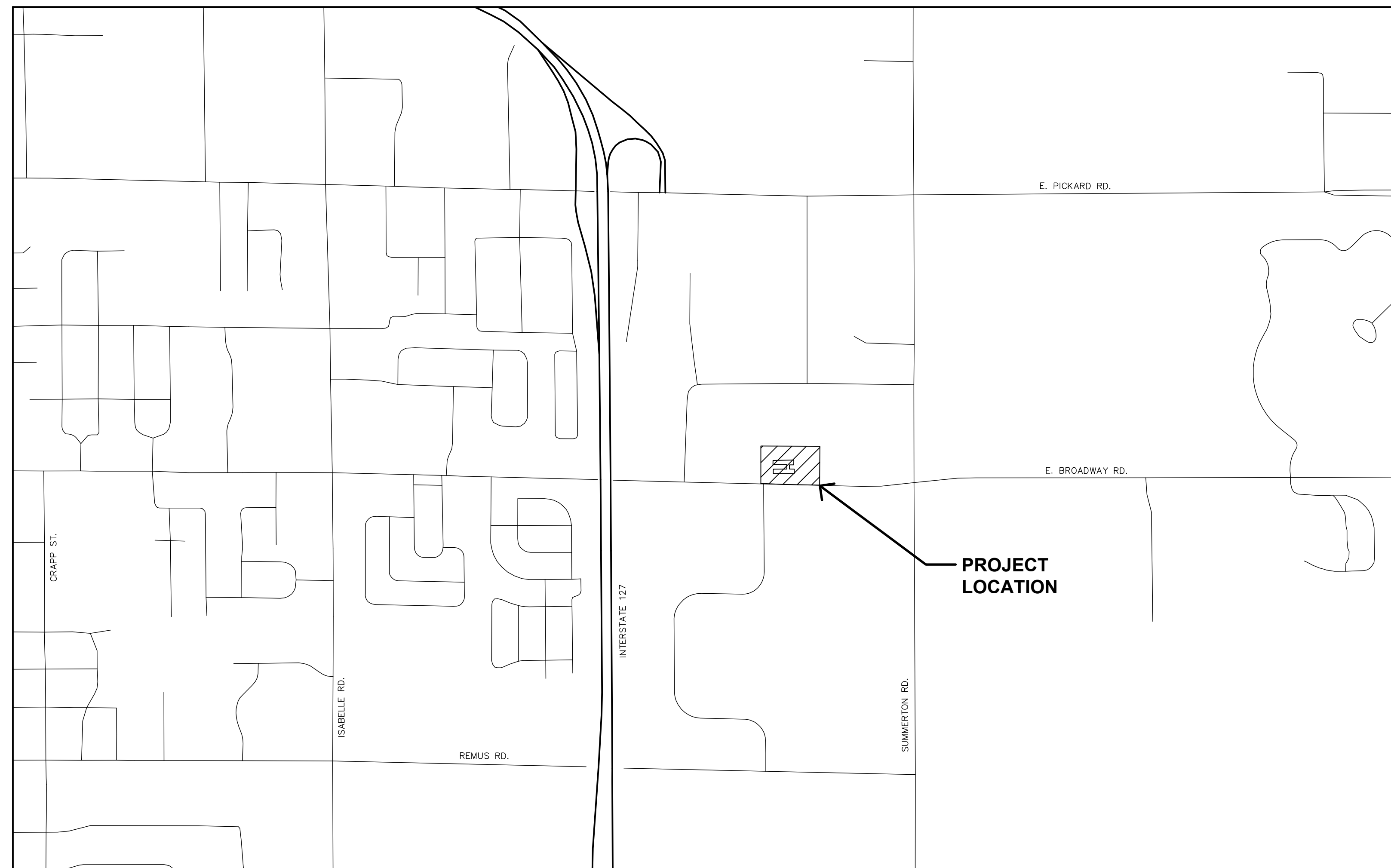
# WATER MAIN

IN

# PUBLIC EASEMENT

# (PRESTIGE CENTRE)


-2022-



PROJECT LOCATION MAP

PLAN INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	WATER MAIN SHEET

SURVEYED & DESIGNED BY:



**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801 mailbox@mbce.com

**CITY APPROVAL**

\_\_\_\_\_  
 BRYAN MIELKE, TWP. SUPERVISOR

DATE \_\_\_\_\_

PREPARED UNDER SUPERVISION OF  
 \_\_\_\_\_  
 JUSTIN F. LONGSTRETH  
 ENGINEER, P.E.  
 6201055281  
 REGISTRATION NO.

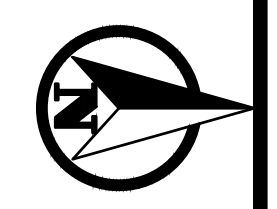
**Moore+Bruggink**  
 ORGANIZATION  
 2020 MONROE NW GRAND RAPIDS, MI 49505  
 ADDRESS

P:\210207\01 Prestige Centre-Mt. Pleasant\CAD\DWG\210207\01 COVER SHEET.dwg 10/12/2022 9:15:16 AM CHUCK F. BARTHOLOMEW



Know what's below.  
 Call before you dig.





PLAN SCALE: 1" = 20'  
 PROFILE SCALES:  
 HORIZ: 1" = 20'  
 VERT: 1" = 5'



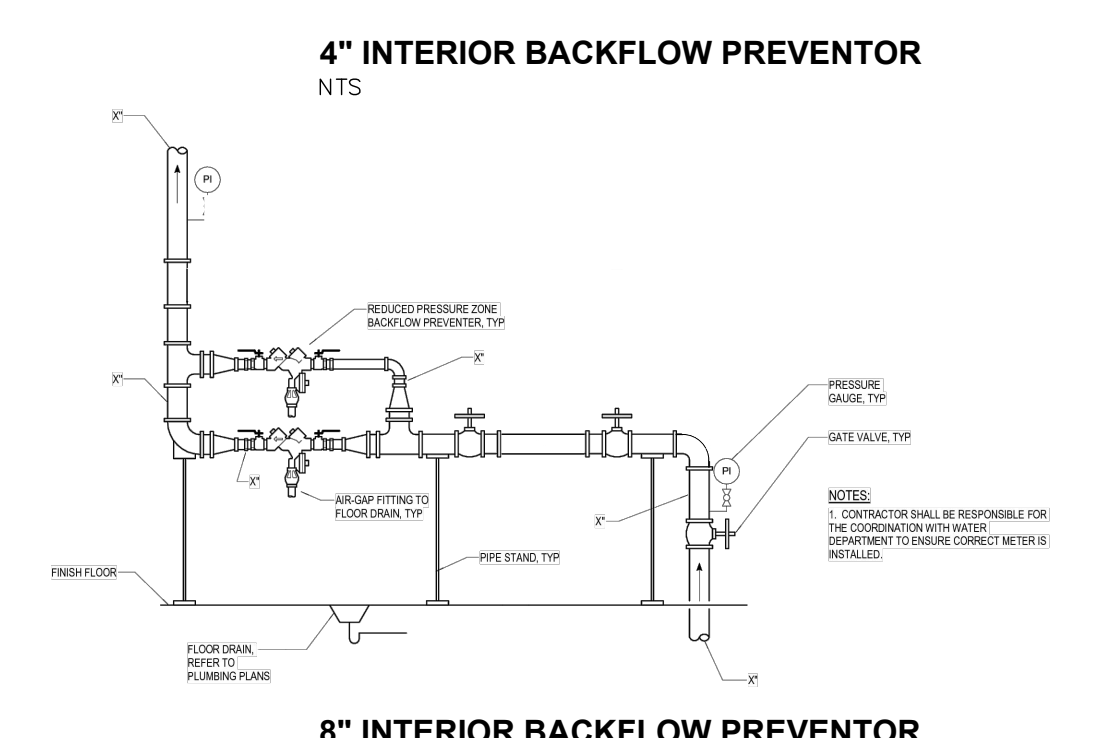
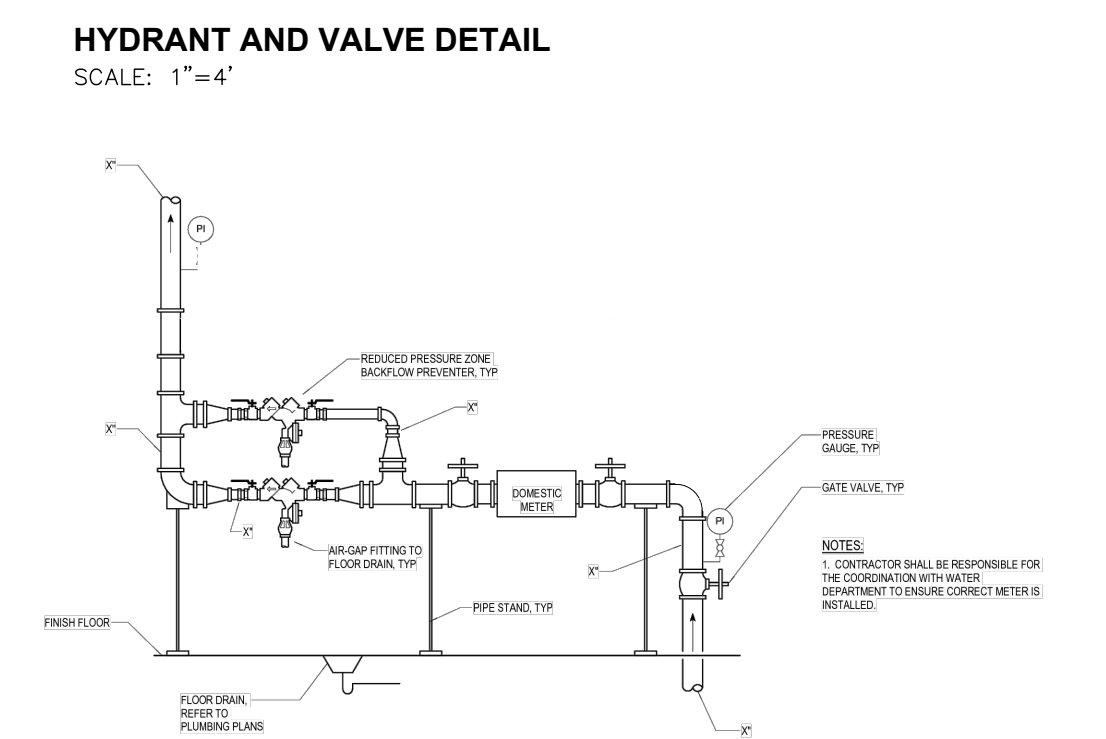
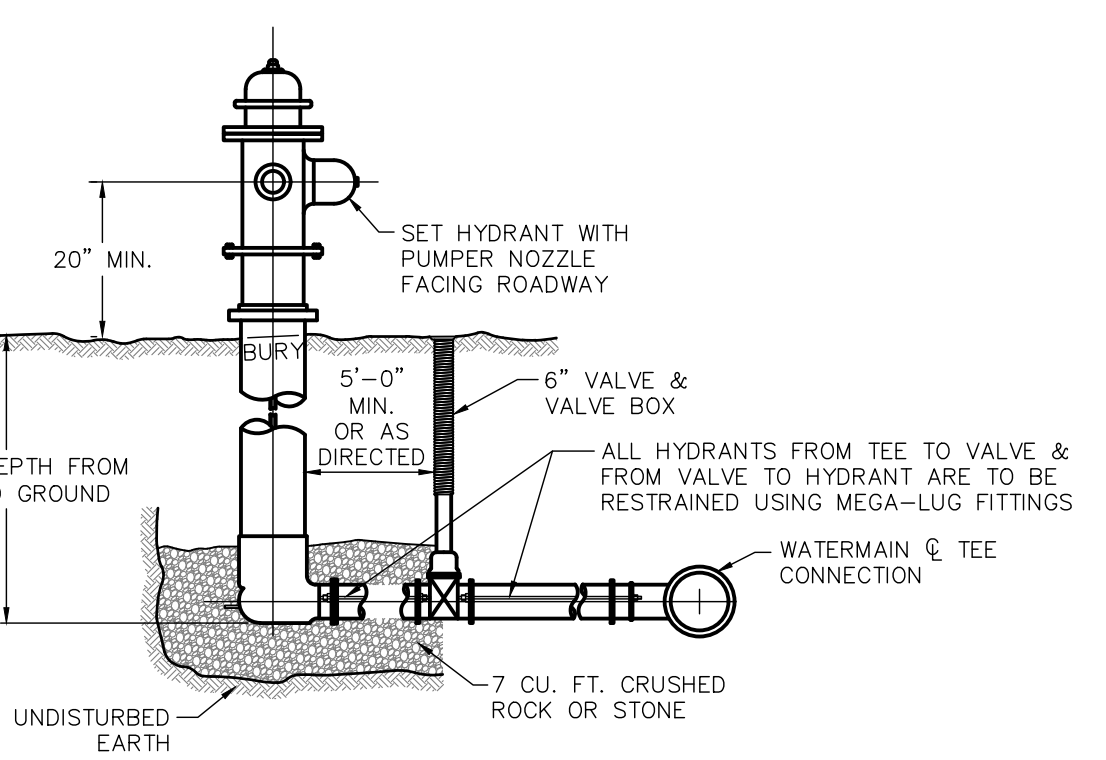
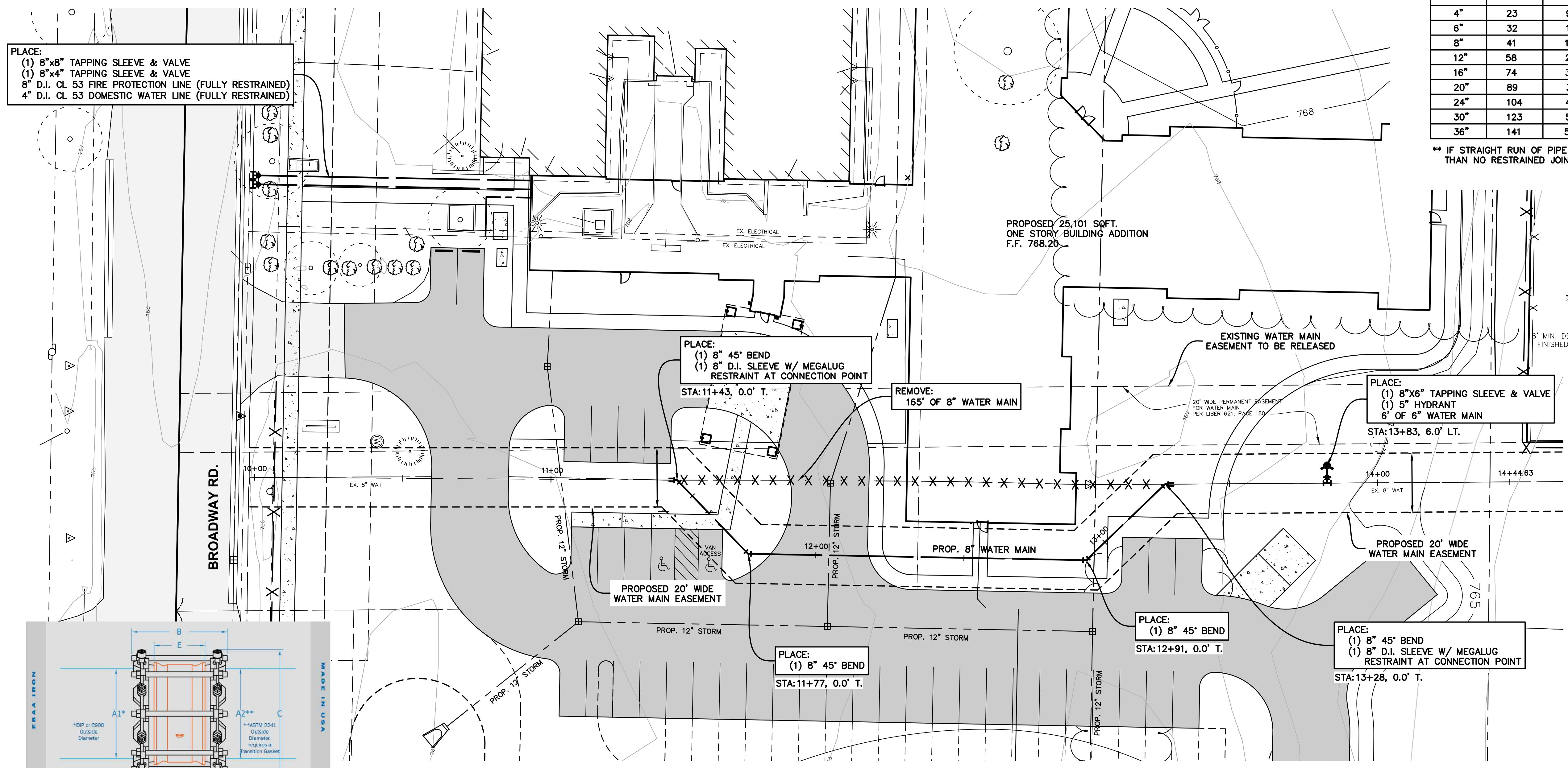
PLAN REVISIONS

PIPE RESTRAINT LENGTH REQUIRED, FEET

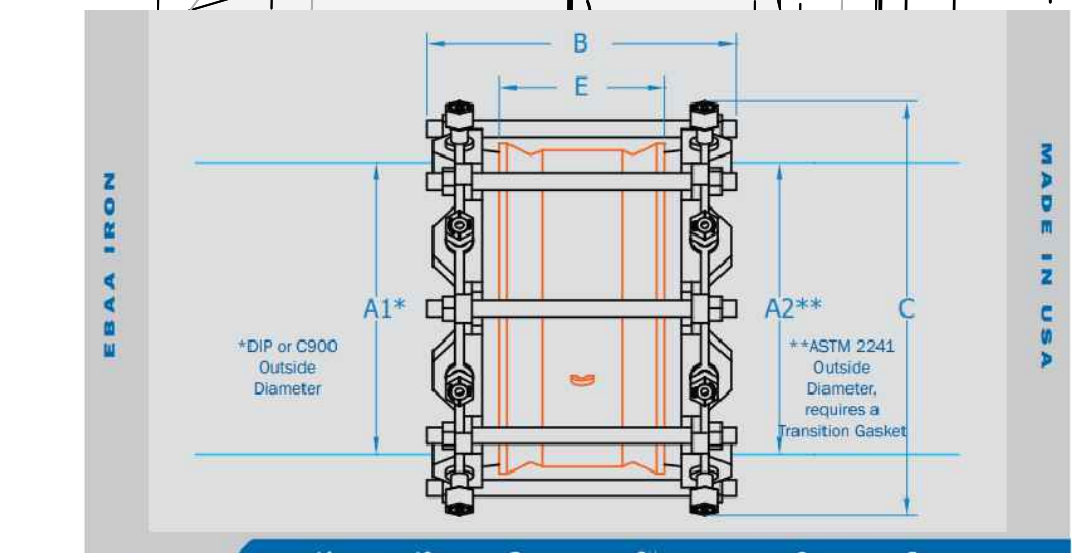
PIPE DIAMETER	TEES, 90° BENDS	45° BENDS	22½° BENDS	11½° BENDS	DEAD ENDS	REDUCERS (ONE SIZE)	**
4"	23	9	5	2	57		
6"	32	13	6	3	82	43	63
8"	41	17	8	4	104	43	55
12"	58	24	12	6	149	80	120
16"	74	31	15	7	192	82	110
20"	89	37	18	9	233	82	104
24"	104	43	21	10	272	82	99
30"	123	51	25	12	328	115	148
36"	141	58	28	14	379	115	140

\*\* IF STRAIGHT RUN OF PIPE ON SMALL SIDE OF REDUCER EXCEEDS THIS VALUE, THAN NO RESTRAINED JOINTS ARE NECESSARY

PLACE:  
 (1) 8"x8" TAPPING SLEEVE & VALVE  
 (1) 8"x4" TAPPING SLEEVE & VALVE  
 8" D.I. CL 53 FIRE PROTECTION LINE (FULLY RESTRAINED)  
 4" D.I. CL 53 DOMESTIC WATER LINE (FULLY RESTRAINED)

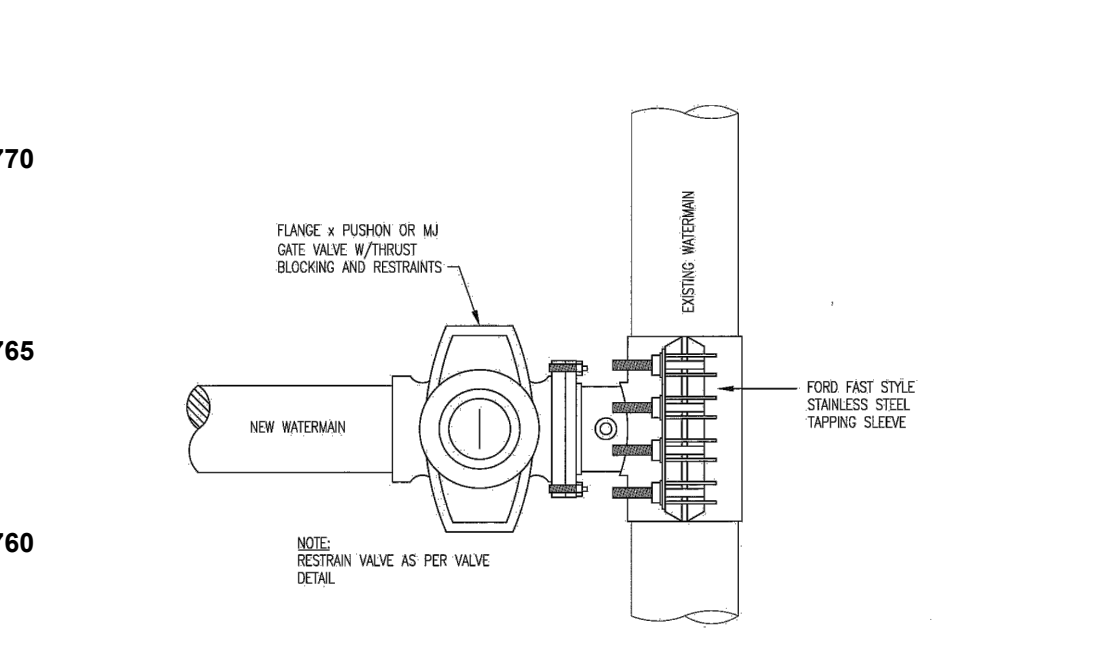
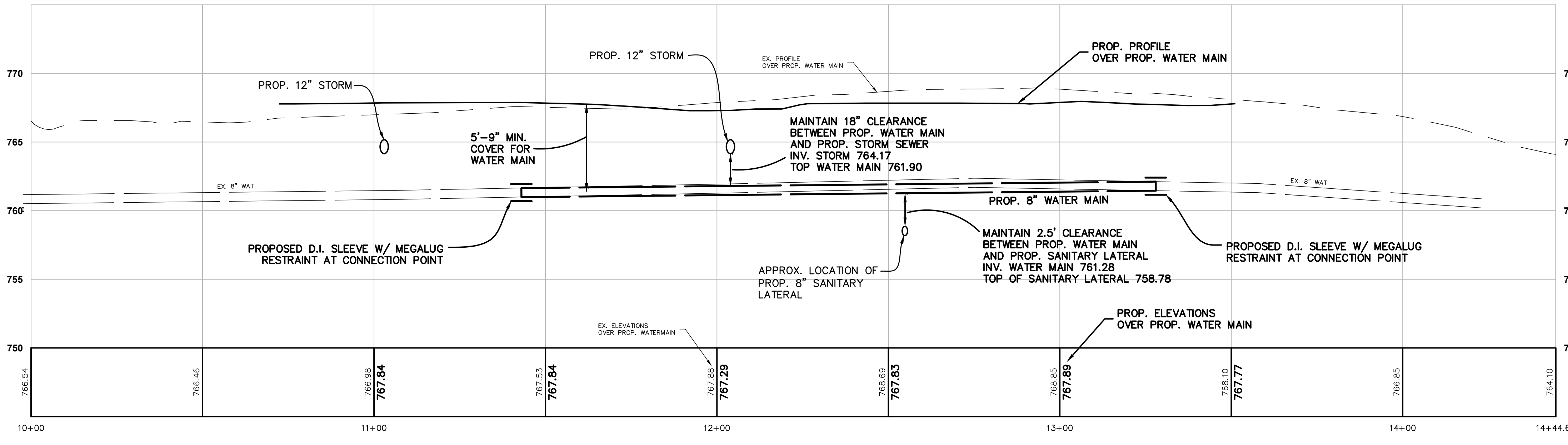


- SHEET TOTAL -  
 185' - 8" C-900 PVC WATER MAIN



Nominal Pipe Size	Series Number	Pipe O.D. (Maximum)	Pipe O.D. (Minimum)	Overall Length	Max. Restraint O.D. (Including Displacement)	Throat Bolt (Number/Spac)	Gasket (Type)	Maximum Deflection
4	3804XX	4.80	4.50	14.0	9.5	4 - 1/2 x 14	7.5	4"
6	3806XX	6.90	6.63	14.0	12.1	6 - 1/2 x 14	7.5	4"
8	3808XX	9.05	8.63	14.0	13.6	6 - 1/2 x 14	7.5	4"
10	3810XX	11.10	10.75	14.0	16.0	8 - 1/2 x 14	7.5	4"
12	3812XX	13.20	12.75	14.0	18.4	8 - 1/2 x 14	7.5	4"

Sample Specification  
 \*As installed with lead of pipe at 1/2\"/>



ALL WATER MAIN, SERVICE LINES, BUILDING LEADS, AND APPURTENANCES MUST BE DESIGNED, CONSTRUCTED AND TESTED IN ACCORDANCE WITH THE CHARTER TOWNSHIP OF UNION DESIGN SPECIFICATIONS AND ORDINANCES, TEN STATE STANDARDS, AND ALL STATE AND FEDERAL STANDARDS AND REGULATIONS

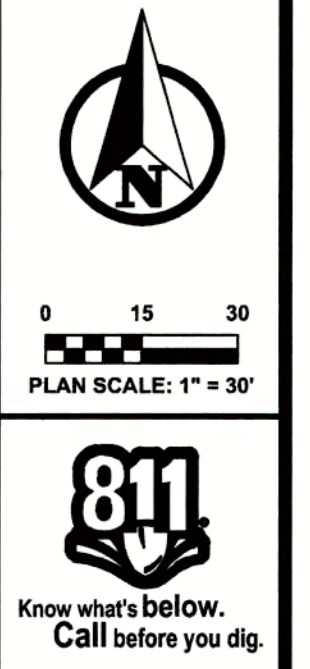
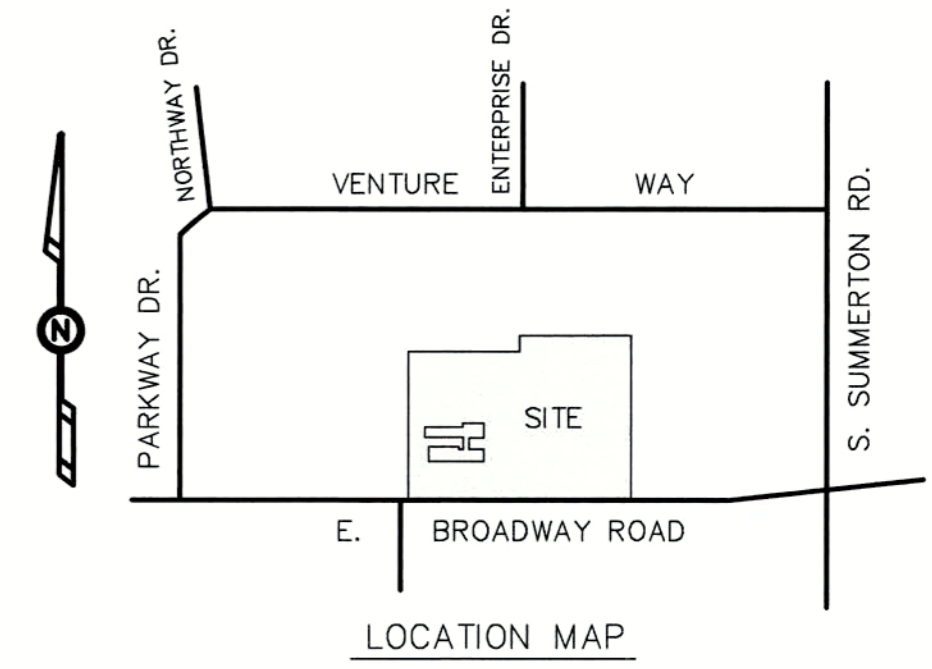
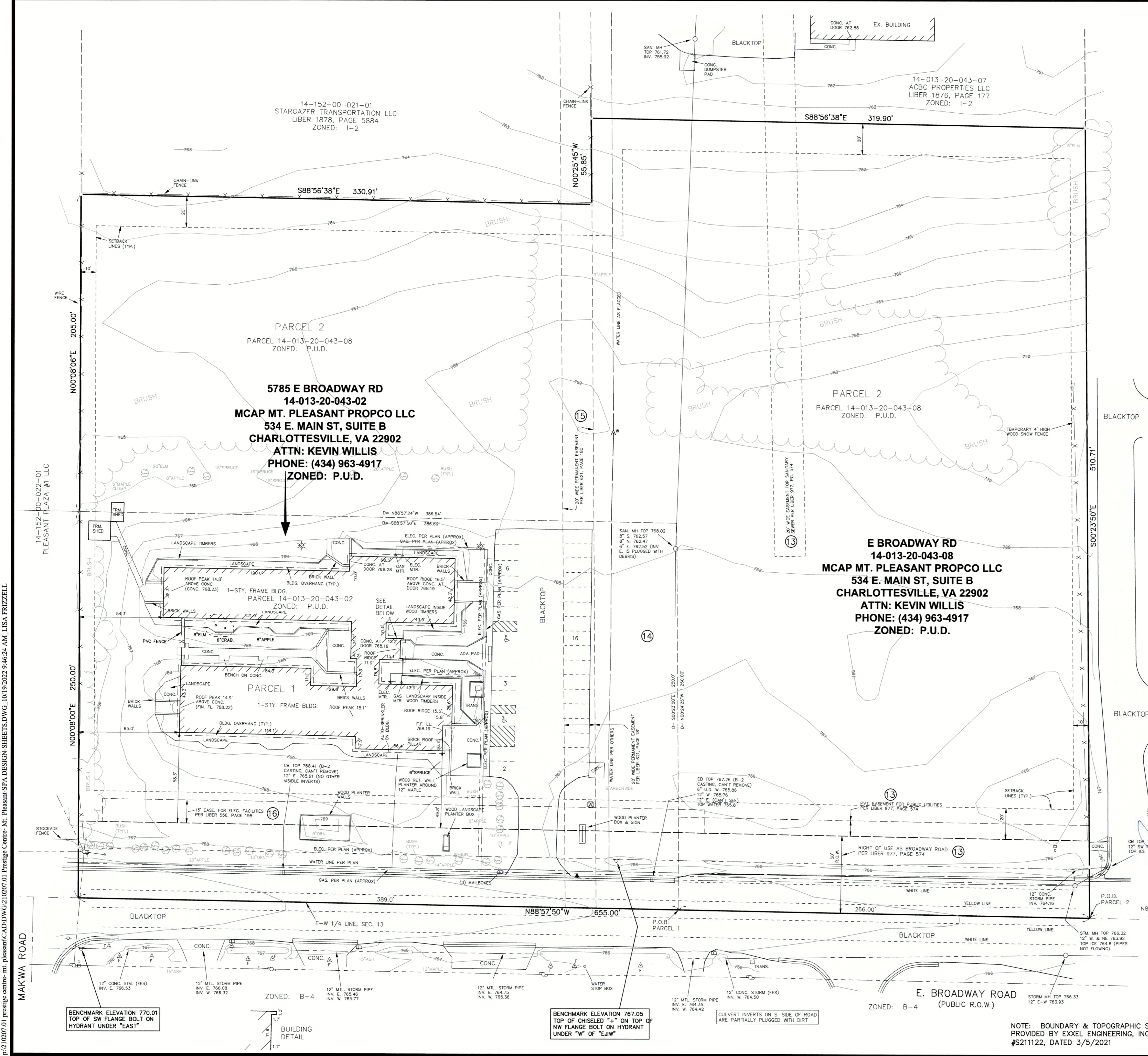
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**Moore+Bruggink**  
 Consulting Engineers  
 2020 Monroe Ave.  
 Grand Rapids, MI 49505  
 (616) 363-9801  
 mail@mbce.com

**WATER MAIN IN PUBLIC EASEMENT**  
 (PRESTIGE CENTRE)  
 UNION TWP., ISABELLA COUNTY, MICHIGAN

FIELD SURVEY / DATE: GMB  
 PROJECT NO.: 210207.01  
 DESIGN DRAWN BY: CFB  
 DESIGNED BY: JFL  
 CHECKED BY: JFL  
 PLAN DATE: 06/14/22  
 SHEET NUMBER: 2 OF 2





**Property Description** (from Commitment No.: 1900071447):  
 Land Situated in the Township of Union, County of Isabella, State of Michigan:  
**Parcel 1:**  
 Part of the South 1/2 of the Northeast 1/4 of Section 13, Town 14 North, Range 4 West, Union Township, Isabella County, Michigan, described as: Beginning at a point on the East and West 1/4 line which is North 88 degrees 57 minutes 50 seconds West 961.0 feet from the East 1/4 corner of said Section 13; thence North 88 degrees 57 minutes 50 seconds West 389.0 feet; thence North 0 degrees 08 minutes East 250.0 feet; thence South 88 degrees 57 minutes 50 seconds East 386.69 feet; thence South 0 degrees 23 minutes 50 seconds East 250.0 feet to the point of beginning.  
 Tax Parcel No: 14-013-20-043-02  
 and  
**Parcel 2:**  
 Part of the Northeast 1/4 of Section 13, Town 14 North, Range 4 West, Township of Union, Isabella County, Michigan, more particularly described as: Beginning at a point on the East-West 1/4 line of said Section 13 which is North 88 degrees 57 minutes 50 seconds West, 695.00 feet from the East 1/4 corner of said Section 13; thence continuing along said 1/4 line, North 88 degrees 57 minutes 50 seconds West 266.00 feet; thence North 00 degrees 24 minutes 25 seconds West 250.00 feet; thence North 88 degrees 57 minutes 24 seconds West 386.64 feet (previously North 88 degrees 57 minutes 50 seconds West 386.69 feet); thence North 00 degrees 08 minutes 06 seconds East 205.00 feet; thence South 88 degrees 56 minutes 38 seconds East 330.91 feet; thence North 00 degrees 25 minutes 45 seconds West 55.85 feet; thence South 88 degrees 56 minutes 38 seconds East 319.90 feet; thence South 00 degrees 23 minutes 50 seconds East 510.71 feet to the point of beginning.  
 Tax Parcel No: 14-013-20-043-08

- Notes:**
- Description of record and recorded easement information shown hereon is based on Stewart Title Guaranty Company, Commitment No. 1900071447, Revision Number 5, with a commitment date of February 18, 2020.
  - The bearings shown hereon are based on South line of the NE 1/4 of Section 13 as N88°57'50"W per furnished description. Distances shown hereon are ground distances. Michigan State Plane Coordinates for the East 1/4 Corner of Section 13 = 767060.85 N, 13027746.9 E. Bearings shown hereon can be rotated 00°13'50" clockwise to arrive at the Michigan State Plane bearing base.
  - This property contains 7.23 acres.
  - There were 29 striped parking spaces observed in the surveyed area, which includes 27 regular spaces and 2 disabled spaces.
  - No portion of this property lies within a Special Flood Hazard Area, as identified by the Federal Insurance Administration, Department of Homeland Security. This property lies within Zone X - Unshaded (areas determined to be outside of the 0.2% annual chance floodplain) as identified on Flood Insurance Rate Map, Panel 330 of 500, Map No. 28073C0330D, Map Revised February 5, 2014, published by the Federal Emergency Management Agency.
  - The dimensions of the structures shown hereon are based on exterior building measurements at ground level. Building heights shown hereon are relative to the finish floor of the buildings which the peak height was observed.
  - Utility structures visible on the ground surface have been located and shown per actual measurements. Underground utility lines have been shown per available records and should not be interpreted as the exact location or the only utilities in this area. Lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted.
  - This property is accessed by Broadway Road which is a public right of way.
  - Zoning report or letter has not been provided to the surveyor. Zoning setbacks shown hereon are based on a previous survey furnished by client. Previous survey was prepared by American Surveying & Mapping, Inc., drawing name: 1909667-24676 MT PLEASANT M.D.W.G
  - On the date of this survey there was no visible evidence of earth moving, building construction or building additions within recent months, changes in street R.O.W. lines or recent street or sidewalk construction.
  - To our knowledge, a field delineation of wetlands was not conducted by a qualified specialist. On the date of survey, no wetland flag markers were observed.
  - This site was covered with significant amounts of snow and ice on the day of this survey.

- Notes regarding Schedule B - Section II Exceptions (see Note 1 for title commitment information):  
 (Numbers correspond to specific exceptions listed)
- Exception 13 Terms, Conditions, Easements, Right of Ways and Provisions as set forth in the Warranty Deed recorded March 21, 2000 in Liber 977, Page 574. (shown hereon)
- Exception 14 Easement No. 21 between Accord Properties, a Partnership and Union Township, a Municipal Corporation, for the purposes therein contained, including the terms, conditions and provisions as set forth in said instrument as recorded in Liber 621, Page 181. (shown hereon)
- Exception 15 Easement No. 20 between Roger R. Card, a single man and Union Township, a Municipal Corporation, for the purposes therein contained, including the terms, conditions and provisions as set forth in said instrument as recorded in Liber 621, Page 180. (shown hereon)
- Exception 16 Easement for Electrical Facilities in favor of Consumers Power Company, for the purposes therein contained, including the terms, conditions as provisions as set forth in said instrument as recorded in Liber 556, Page 198. (shown hereon)
- Exception 17 Utility Easement set forth in Right of Way in favor of the Consumers Power Company, a Maine Corporation, for the purposes therein contained, including the terms, conditions and provisions as set forth in said instrument as recorded May 23, 1947 in Liber 225, Page 125. (permits a route "in a Northwesterly and Southeasterly direction" in the SE 1/4 of the NE 1/4 of Section 13 - route not observed on date of survey, possibly on a parcel adjacent to surveyed property)

**LEGEND**

- = IRON STAKE FOUND
- = UTILITY POLE & GUY WIRE
- ⊙ = LIGHT POLE
- = SIGN
- ⊕ = HYDRANT
- ⊕ = WATERMAIN VALVE
- ⊕ = WELL
- ⊕ = CATCH BASIN
- ⊕ = MANHOLE
- ⊕ = MAILBOX
- ⊕ = TELEPHONE BOX
- ⊕ = CABLE TV BOX
- ⊕ = BURIED FIBER OPTIC MARKER
- ⊕ = BURIED WATERMAIN MARKER
- x— = FENCE LINE
- = OVERHEAD WIRES

**SHEET SCHEDULE**

1	EXISTING SURVEY
2	SOIL SURVEY PLAN
3	REMOVAL PLAN
4	SITE PLAN
5	GRADING & SOIL EROSION CONTROL
6	UTILITY PLAN
7	LANDSCAPE PLAN
8	CONSTRUCTION DETAILS

P:210207.01 prestige-centre-mt-pleasant-spa-design-sheets.dwg, 10/19/2022 9:46:24 AM, LISA FRIZZELL

PLAN REVISIONS

Moore+Bruggink  
Consulting Engineers  
2020 Monroe Ave  
Lansing, MI 48206  
(616) 363-9801 mail@mbce.com

COMBINED PRELIMINARY/FINAL  
SITE PLAN  
FOR  
PRESTIGE CENTRE  
UNION TWP., ISABELLA COUNTY, MICHIGAN

FIELD SURVEY / DATE  
EXCEL-2021

PROJECT NO.:  
210207.01

DESIGN DRAWN BY:  
JFL

DESIGNED BY:  
JFL

CHECKED BY:  
JFL

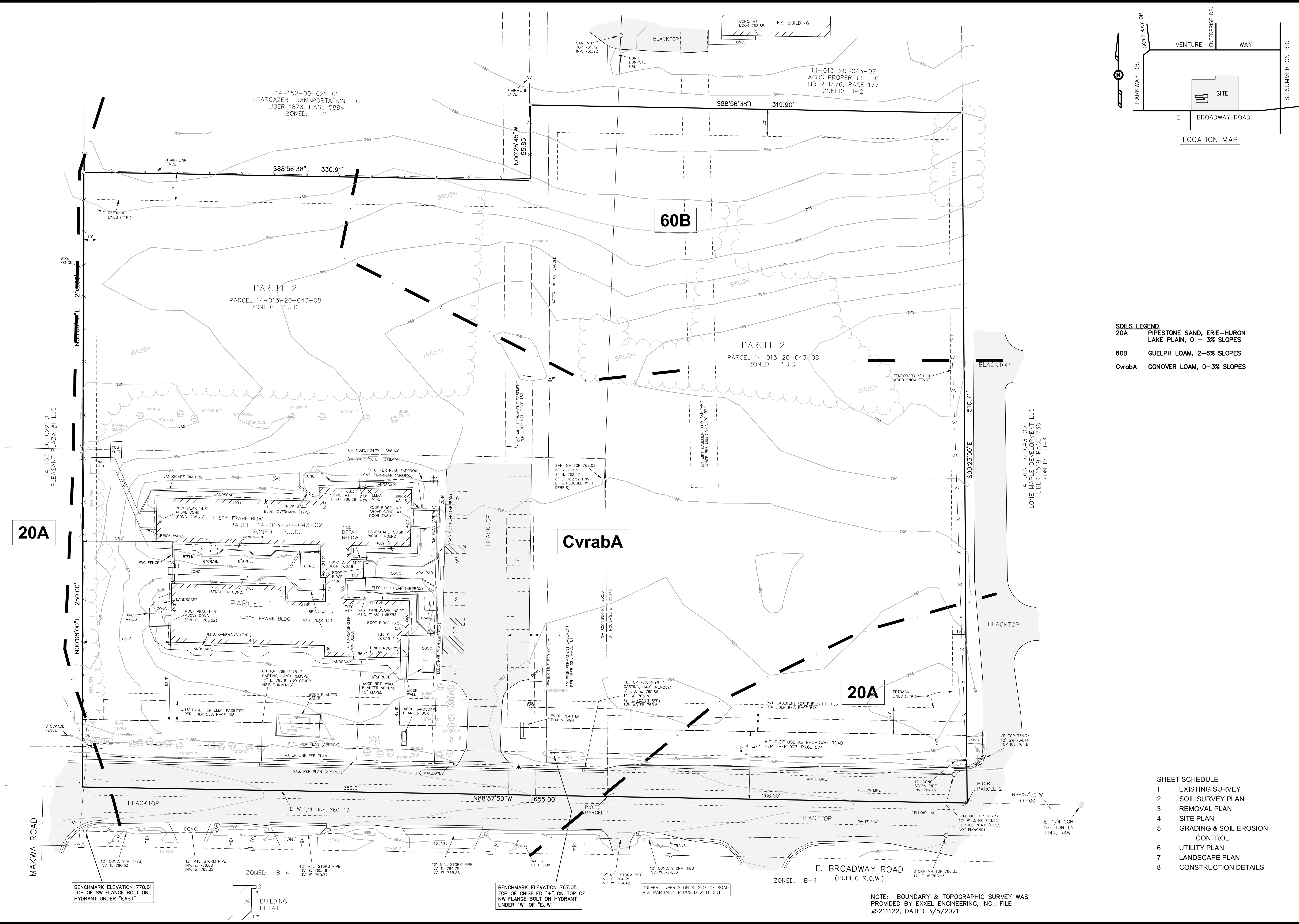
PLAN DATE:  
10-19-22

SHEET NUMBER  
**1 OF 8**

NOTE: BOUNDARY & TOPOGRAPHIC SURVEY WAS PROVIDED BY EXCEL ENGINEERING, INC., FILE #S211122, DATED 3/5/2021

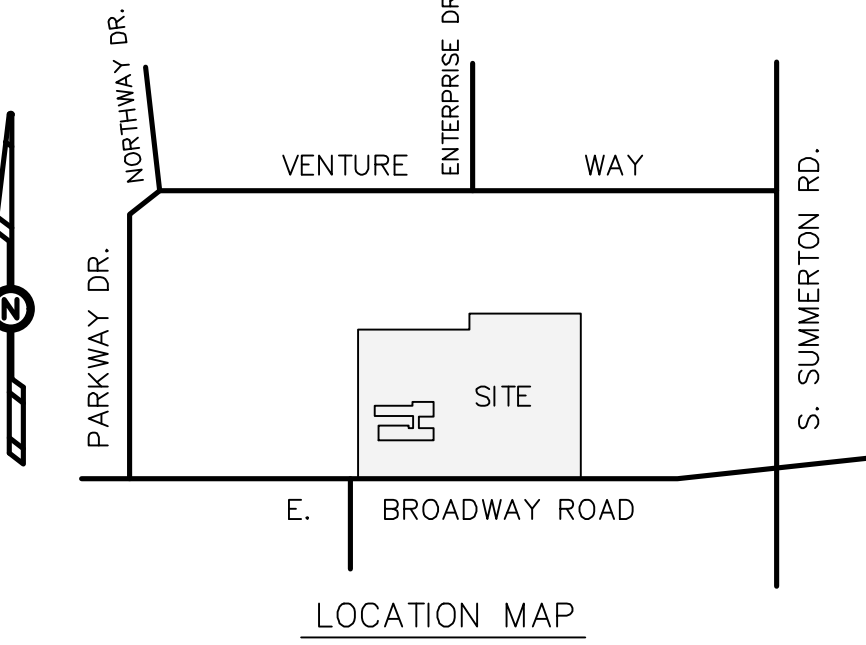


p:210207.01 prestige-centre-mt-pleasant-cad.dwg 210207.01 Prestige Centre-Mt. Pleasant-SPA DESIGN-SHEETS.DWG\_10/19/2022 9:46:32 AM\_LISA FRIZZELL



**SOILS LEGEND**

20A	PIPESTONE SAND, ERIE-HURON LAKE PLAIN, 0 - 3% SLOPES
60B	GUELPH LOAM, 2-6% SLOPES
CvrabA	CONOVER LOAM, 0-3% SLOPES



**PLAN REVISIONS**


**COMBINED PRELIMINARY/FINAL SITE PLAN FOR PRESTIGE CENTRE**

UNION TWP, ISABELLA COUNTY, MICHIGAN

**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801  
mailto:mailbox@mbce.com

**SHEET SCHEDULE**

1	EXISTING SURVEY
2	SOIL SURVEY PLAN
3	REMOVAL PLAN
4	SITE PLAN
5	GRADING & SOIL EROSION CONTROL
6	UTILITY PLAN
7	LANDSCAPE PLAN
8	CONSTRUCTION DETAILS

**FIELD SURVEY / DATE**  
EXCEL-2021

**PROJECT NO.:**  
210207.01

**DESIGN DRAWN BY:**  
JFL

**DESIGNED BY:**  
JFL

**CHECKED BY:**  
JFL

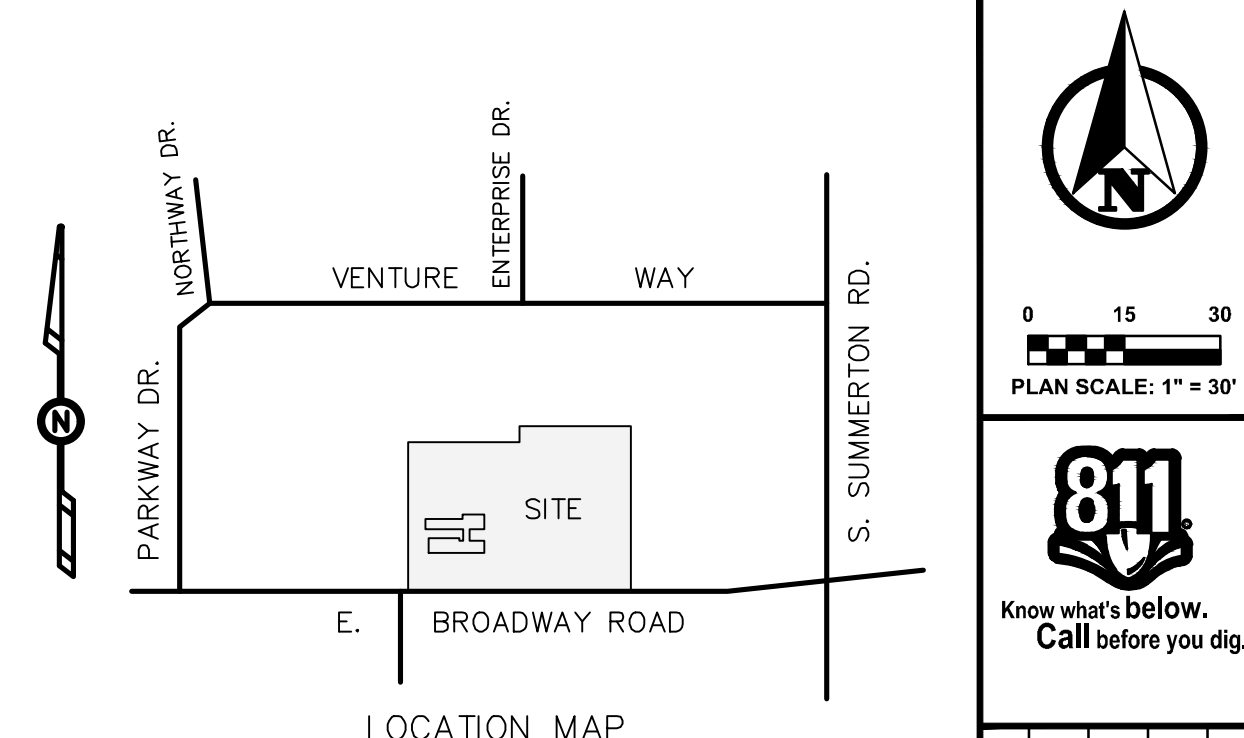
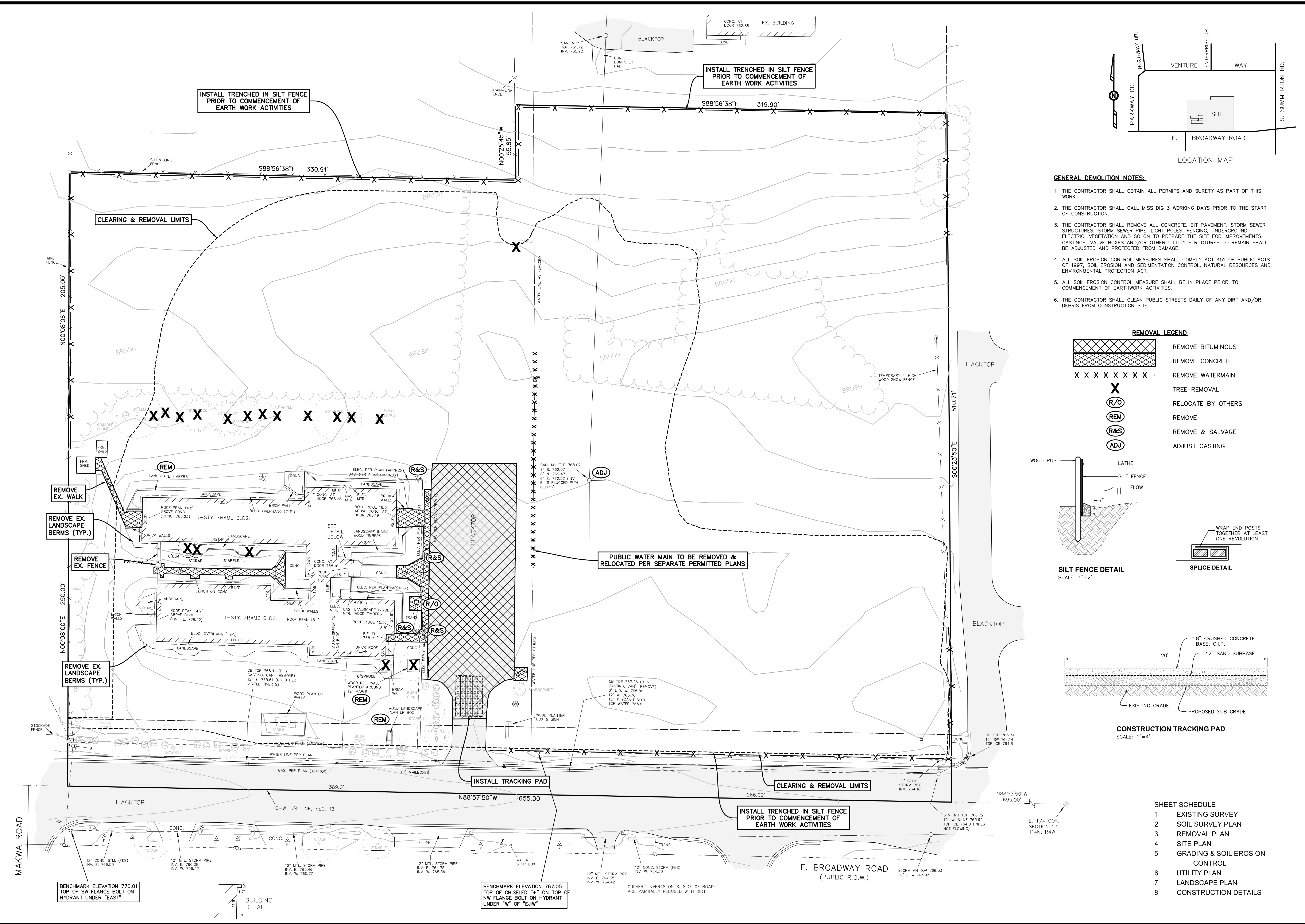
**PLAN DATE:**  
10-19-22

**SHEET NUMBER**  
**2 OF 8**

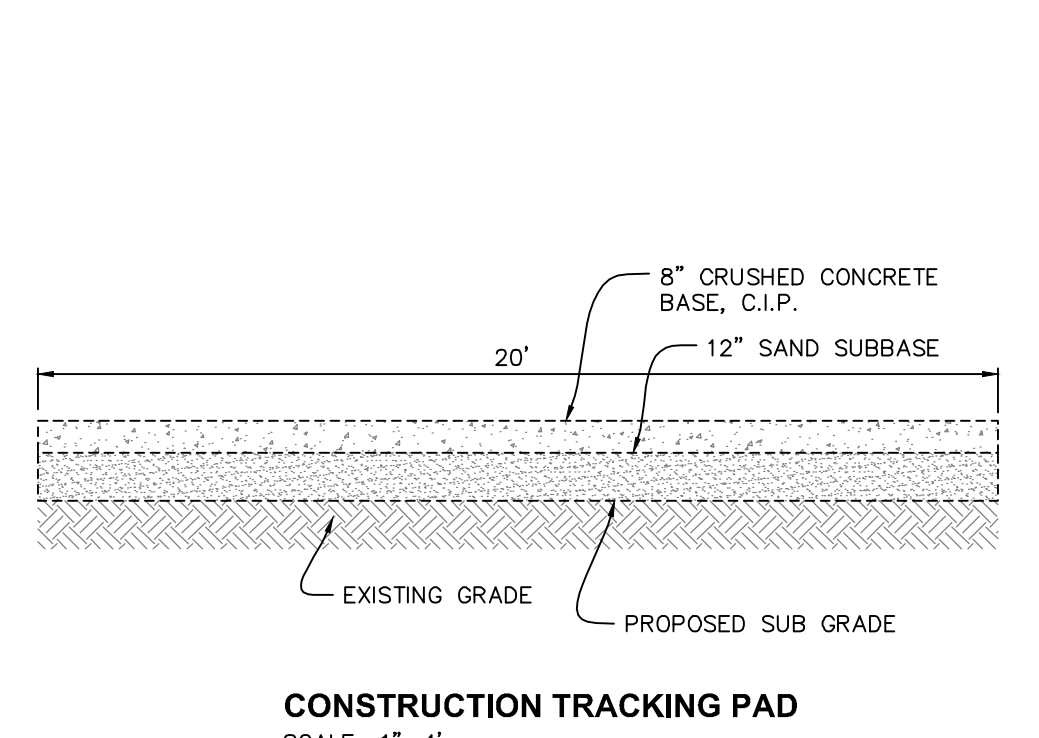
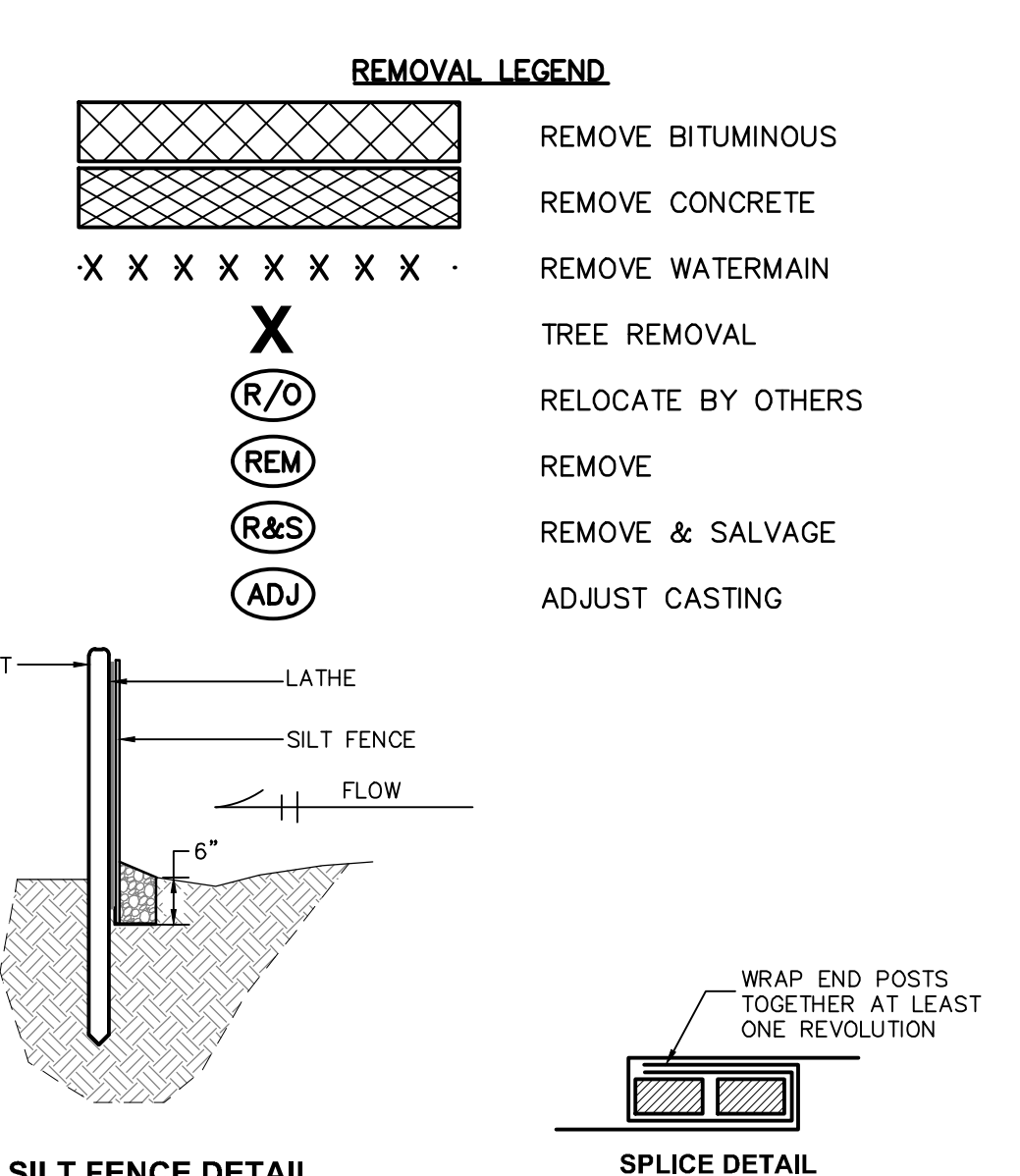
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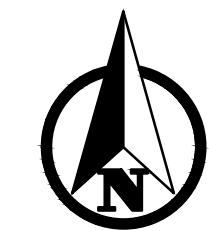


- GENERAL DEMOLITION NOTES:**
1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
  2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
  3. THE CONTRACTOR SHALL REMOVE ALL CONCRETE, BIT PAVEMENT, STORM SEWER STRUCTURES, STORM SEWER PIPE, LIGHT POLES, FENCING, UNDERGROUND ELECTRIC, VEGETATION AND SO ON TO PREPARE THE SITE FOR IMPROVEMENTS. CASTINGS, VALVE BOXES AND/OR OTHER UTILITY STRUCTURES TO REMAIN SHALL BE ADJUSTED AND PROTECTED FROM DAMAGE.
  4. ALL SOIL EROSION CONTROL MEASURES SHALL COMPLY ACT 451 OF PUBLIC ACTS OF 1997, SOIL EROSION AND SEDIMENTATION CONTROL, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT.
  5. ALL SOIL EROSION CONTROL MEASURE SHALL BE IN PLACE PRIOR TO COMMENCEMENT OF EARTHWORK ACTIVITIES.
  6. THE CONTRACTOR SHALL CLEAN PUBLIC STREETS DAILY OF ANY DIRT AND/OR DEBRIS FROM CONSTRUCTION SITE.




**SHEET SCHEDULE**

1	EXISTING SURVEY
2	SOIL SURVEY PLAN
3	REMOVAL PLAN
4	SITE PLAN
5	GRADING & SOIL EROSION CONTROL
6	UTILITY PLAN
7	LANDSCAPE PLAN
8	CONSTRUCTION DETAILS



0 15 30  
PLAN SCALE: 1" = 30'



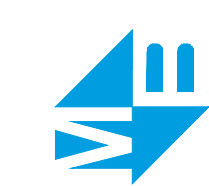
Know what's below.  
Call before you dig.

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PLAN REVISIONS

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**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801  
mailbox@mbce.com



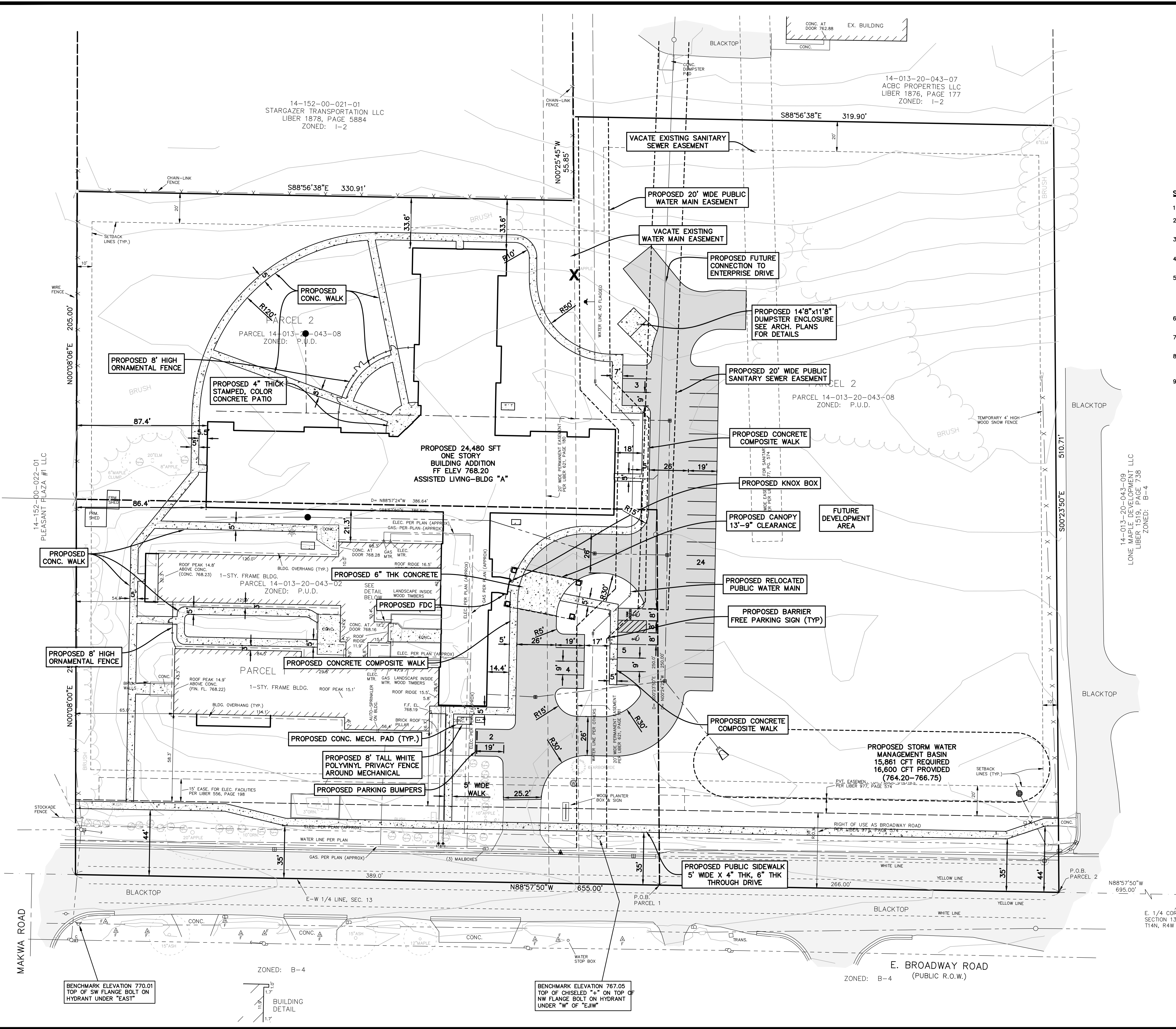
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COMBINED PRELIMINARY/FINAL SITE PLAN FOR PRESTIGE CENTRE UNION TWP, ISABELLA COUNTY, MICHIGAN

---

FIELD SURVEY / DATE	EXCEL-2021
PROJECT NO.:	210207.01
DESIGN DRAWN BY:	FEF
DESIGNED BY:	JFL
CHECKED BY:	JFL
PLAN DATE:	10-19-22
SHEET NUMBER	3 OF 8





**SITE PLAN GENERAL NOTES:**

1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
3. ALL STORM SEWER PIPE SHALL BE ADS N-12 PLASTIC PIPE UNLESS OTHERWISE SPECIFIED.
4. ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
5. PAVED AREAS SHALL BE CONSTRUCTED WITH:  
12" MDT CL-2 SAND SUBBASE (C.I.P)  
6" 21-AA GRAVEL BASE (C.I.P)  
2" 3C HMA LEVELING COURSE  
1 1/2" 5E3 HMA WEARING COURSE
6. THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM- 1557.
7. THIS SITE PLAN SHALL NOT BE USED TO STAKE THE LOCATION OF PROPOSED BUILDING COLUMN LINES. THE SURVEYORS ARE TO USE THE BUILDING FOUNDATION PLANS.
8. THE CONTRACTOR SHALL PLACE AND COMPACT FILL UNDER THE PROPOSED BUILDING AREA TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM-1557. ALL OTHER AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% MAXIMUM DRY DENSITY.
9. THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER COLLECTION SYSTEM.

**PARKING REQUIREMENTS:**  
75 AL BEDS x 0.39 SPACES PER BED = 30 SPACES REQUIRED  
30 SPACES REQUIRED  
38 SPACES PROVIDED

NO NON-RESIDENTIAL UNITS PROPOSED

**AREA CALCULATIONS:**  
AREA INCLUDING R.O.W.: 314,815 SQ.FT. (7.23 ACRES)  
OVERALL IMPERVIOUS SURFACE: 94,877 SFT. (2.18 ACRES)  
OVERALL BUILDING AREA: 40,778 SFT  
OVERALL PARKING & SIDEWALK AREA: 54,099 SFT  
OVERALL PERVIOUS SURFACE: 219,938 SFT (5.05 ACRES)

**EXISTING ZONING: "B4" GENERAL BUSINESS DISTRICT**  
MIN FRONT SETBACK: 20'  
MIN SIDE SETBACK: 10'  
MIN REAR SETBACK: 20'  
MIN LOT WIDTH: 80'  
MIN LOT AREA: 12,000 SFT  
MAX BLDG HEIGHT: 35'  
MAX LOT COVERAGE: 30%

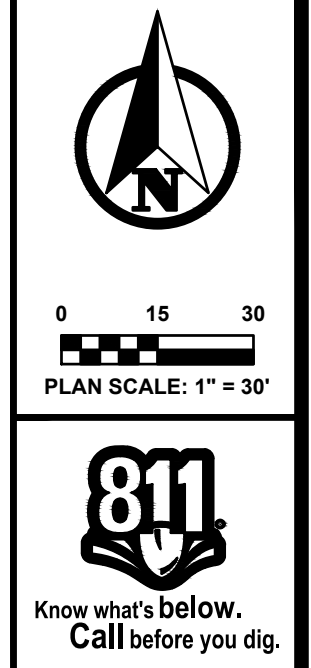
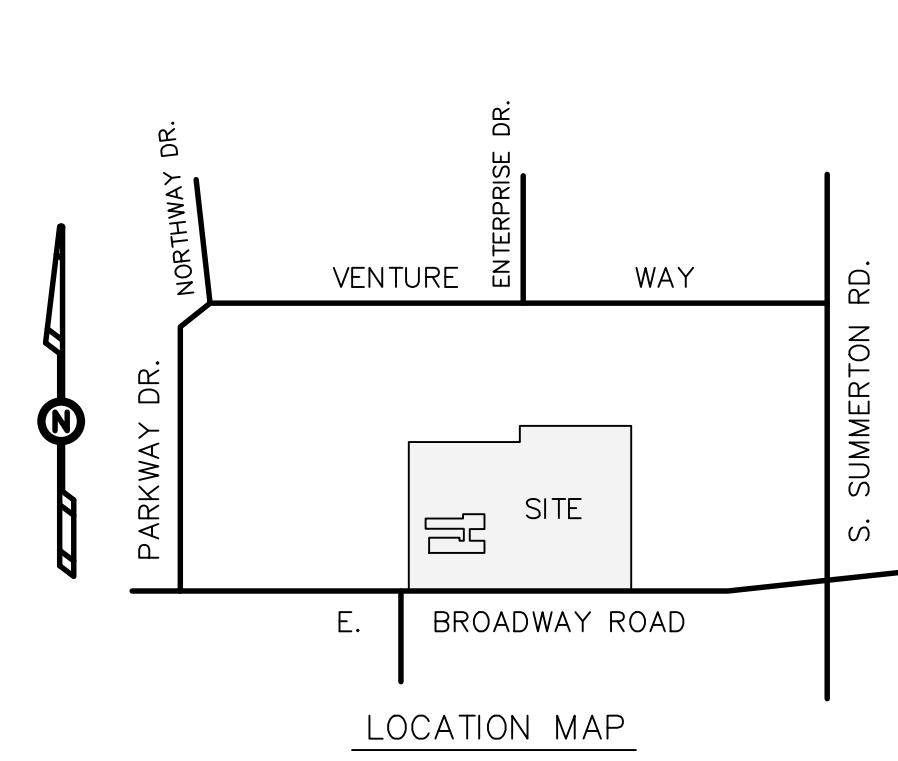
THERE ARE "0" NON RESIDENTIAL UNITS PROPOSED FOR THIS PROPERTY.

CONSTRUCTION SCHEDULE

ITEM	2023	2024
TEMP. EROSION CONTROL	J	F
TOPSOIL STRIPPING	J	F
SITE GRADING	J	F
SITE UTILITIES	J	F
DETENTION POND	J	F
BUILDING CONSTRUCTION	J	F
PERM. EROSION CONTROL	J	F
LANDSCAPING	J	F
PAVING LOT	J	F
REMOVE TEMP. EROSION CONTROL	J	F

SHEET SCHEDULE

1	EXISTING SURVEY
2	SOIL SURVEY PLAN
3	REMOVAL PLAN
4	SITE PLAN
5	GRADING & SOIL EROSION CONTROL
6	UTILITY PLAN
7	LANDSCAPE PLAN
8	CONSTRUCTION DETAILS



PLAN REVISIONS

NO.	DATE	DESCRIPTION

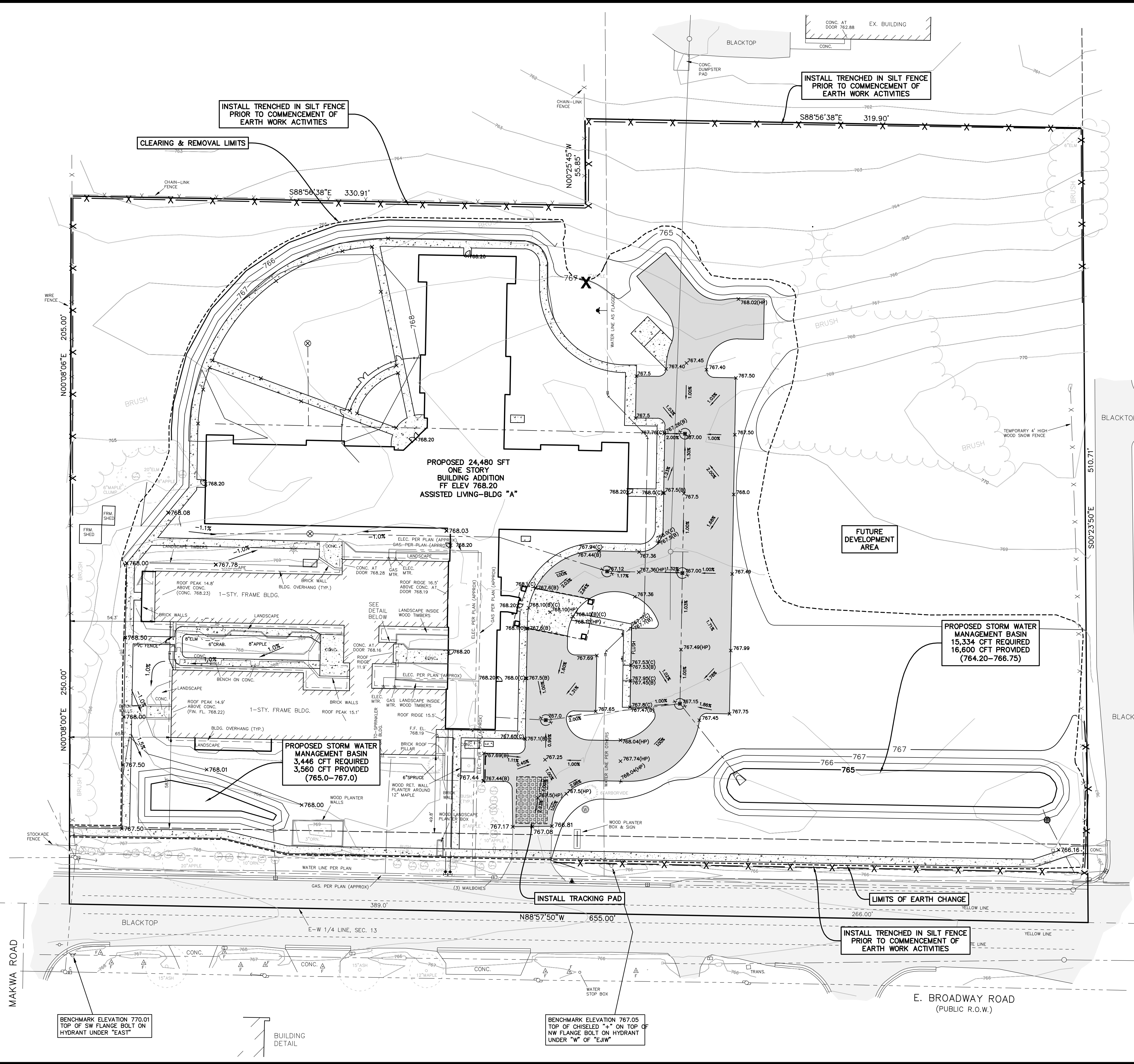
**Moore+Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801  
mailbox@mbce.com

COMBINED PRELIMINARY/FINAL SITE PLAN FOR PRESTIGE CENTRE UNION TWP. ISABELLA COUNTY, MICHIGAN

FIELD SURVEY / DATE: EXCEL-2021  
PROJECT NO.: 210207.01  
DESIGN DRAWN BY: FEF  
DESIGNED BY: JFL  
CHECKED BY: JFL  
PLAN DATE: 10-19-22  
SHEET NUMBER: 4 OF 8



p:21:0207.01 prestige centre- mt. pleasant CAD.DWG 210207.01 Prestige Centre- Mt. Pleasant-SPA DESIGN SHEETS.DWG\_10/19/2022 9:46:47 AM\_LISA FRIZZELL



- SOIL EROSION CONTROL NOTES:**
- THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
  - THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
  - THE CONTRACTOR SHALL REQUEST CONSTRUCTION STAKING BY EMAIL USING THE MOORE & BRUGGINK, INC. CONTRACTORS CONSTRUCTION STAKING REQUEST FORM. ONLY COMPLETED REQUESTS WILL BE SCHEDULED. NOTE THE PROJECT OWNER WILL PAY THE SURVEYOR TO PLACE STAKES ONLY ONCE. ALL LOST AND DAMAGED STAKES ARE THE CONTRACTORS RESPONSIBILITY.
  - THE CONTRACTOR SHALL REMOVE ALL CONCRETE, BIT PAVEMENT, STORM SEWER STRUCTURES, STORM SEWER PIPE, LIGHT POLES, FENCING, UNDERGROUND ELECTRIC, VEGETATION AND SO ON TO PREPARE THE SITE FOR IMPROVEMENTS. CASTINGS, VALVE BOXES AND/OR OTHER UTILITY STRUCTURES TO REMAIN SHALL BE ADJUSTED AND PROTECTED FROM DAMAGE.
  - NORTH AMERICAN GREEN DS-150 EROSION CONTROL BLANKET SHALL BE PLACED ON ALL SLOPES 1:3 OR GREATER. SECURE BLANKET TO SLOPE PER MANUFACTURERS SPECIFICATIONS.
  - ALL SILT FENCING SHALL BE TRENCHED IN PRIOR TO COMMENCEMENT OF EARTHWORK ACTIVITIES.
  - SILT FENCING IS REQUIRED ALONG ALL DOWNSTREAM EDGES OF THE GRADING LIMITS AND MUST REMAIN IN PLACE UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED.
  - ALL SOIL EROSION CONTROL MEASURES SHALL COMPLY WITH ACT 451 OF PUBLIC ACTS OF 1997, SOIL EROSION AND SEDIMENTATION CONTROL, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT.
  - NEW & EXISTING STORM SEWER INLET POINTS SHALL BE PROTECTED FROM SEDIMENT INFILTRATION WITH INLET FABRIC DROP (SILT SACK).
  - ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED AND MAINTAINED ON A DAILY BASIS, AND IMMEDIATELY FOLLOWING EVERY SIGNIFICANT RAINFALL EVENT.
  - ALL EXCESS SPOILS ARE TO BE REMOVED FROM THE SITE. OTHERWISE STOCKPILES MUST BE PROVIDED WITH TEMPORARY AND PERMANENT STABILIZATION MEASURES.
  - IF EXCESS DIRT IS TO BE PLACED ON SITE, THE LOCATION SHALL BE APPROVED BY THE PROPERTY OWNER & ENGINEER.
  - ALL TEMPORARY EROSION CONTROLS MUST REMAIN IN PLACE UNTIL VEGETATION IS UNIFORMLY RE-ESTABLISHED.
  - DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.
  - A TRACKING PAD MUST BE PROVIDED AT CONSTRUCTION ACCESS POINTS TO PREVENT SOILS FROM BEING TRACKED OFF-SITE, PER DETAIL THIS SHEET.
  - CONTRACTOR SHALL SWEEP PAVED AREAS EACH DAY (OR MORE AS NEEDED) BY MECHANICAL MEANS FOR ALL PAVED AREAS IN AND AROUND THE PERIMETER OF THE PROJECT AFFECTED BY TRUCKING OPERATIONS.
  - ALL DISTURBED AREAS SHALL BE RESTORED WITH 4" TOPSOIL (MIN), SEED, FERTILIZER AND MULCH UNLESS OTHERWISE NOTED.
  - CONSTRUCTION ENTRANCE SHALL BE PROVIDED FROM EAST BROADWAY ROAD.
  - EXISTING SOIL CONDITIONS: LOAM PER USDA SOIL SURVEY

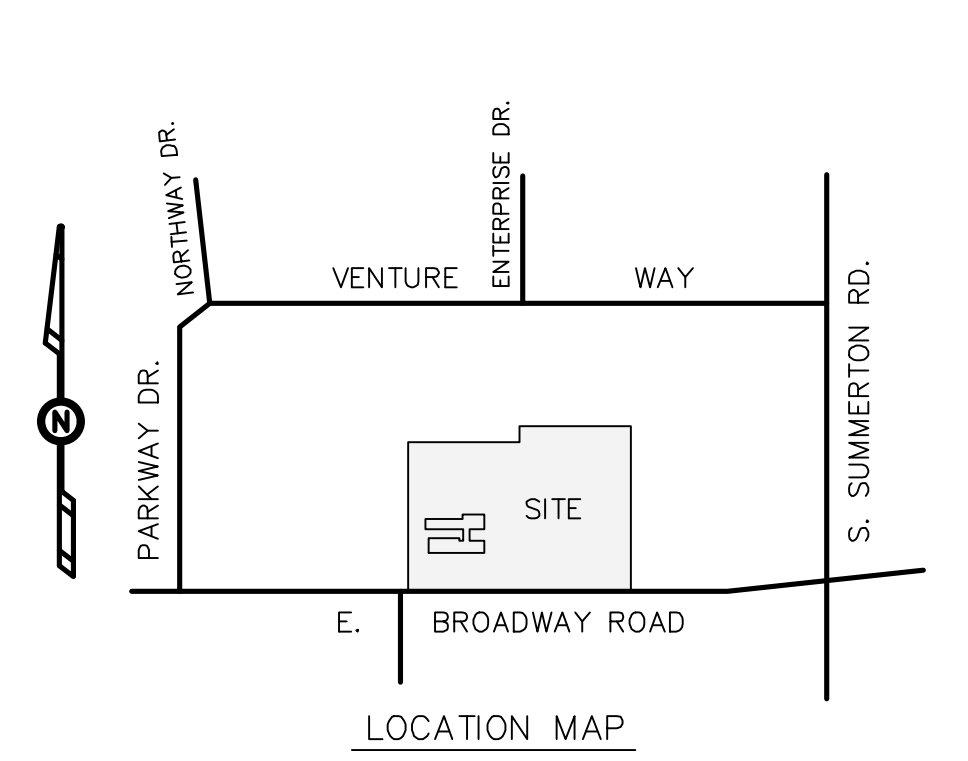
SOUTHEAST BASIN STORAGE STAGE/STORAGE TABLE

CONTOUR	VOLUME (CFT)
764.20	0
765.00	3905
766.00	10647
766.40	14230
766.75	16600
767.00	19352

SOUTHWEST BASIN STORAGE STAGE/STORAGE TABLE

CONTOUR	VOLUME (CFT)
765.00	0
766.00	1353
767.00	3560

- SHEET SCHEDULE**
- EXISTING SURVEY
  - SOIL SURVEY PLAN
  - REMOVAL PLAN
  - SITE PLAN
  - GRADING & SOIL EROSION CONTROL
  - UTILITY PLAN
  - LANDSCAPE PLAN
  - CONSTRUCTION DETAILS

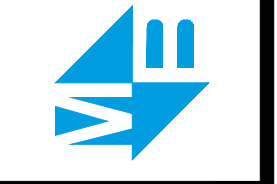


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PLAN REVISIONS

COMBINED PRELIMINARY/FINAL SITE PLAN FOR PRESTIGE CENTRE UNION TWP, ISABELLA COUNTY, MICHIGAN

**Moore + Bruggink**  
Consulting Engineers  
2020 Monroe Ave.  
Grand Rapids, MI 49505  
(616) 363-9801  
mailbox@mbce.com



FIELD SURVEY / DATE  
EXCEL-2021

PROJECT NO.:  
210207.01

DESIGN DRAWN BY:  
JFL

DESIGNED BY:  
JFL

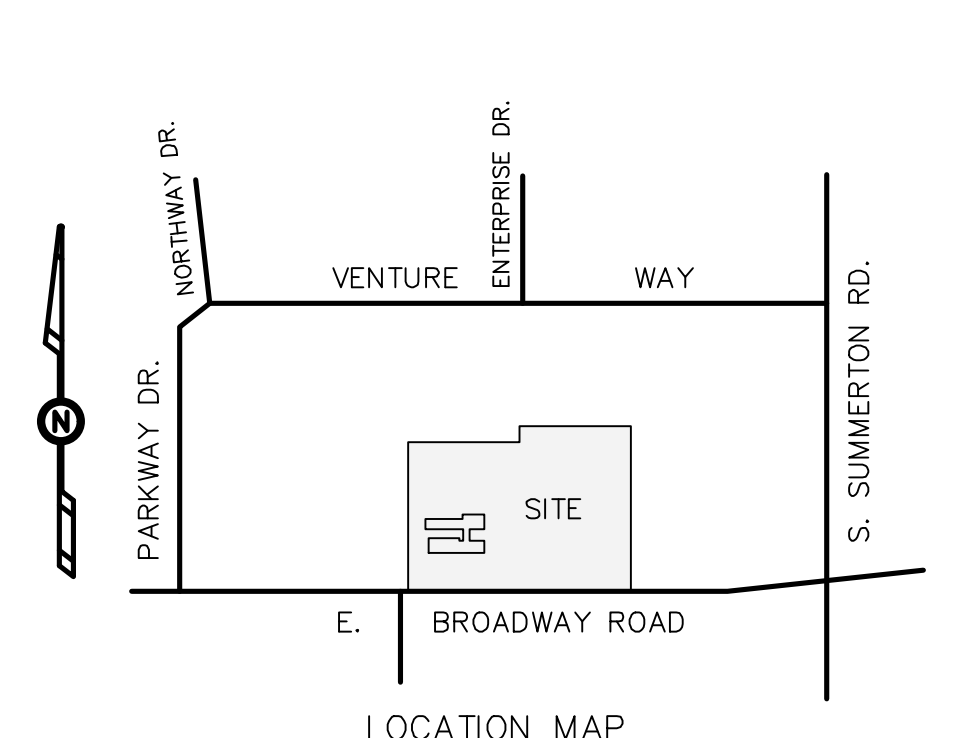
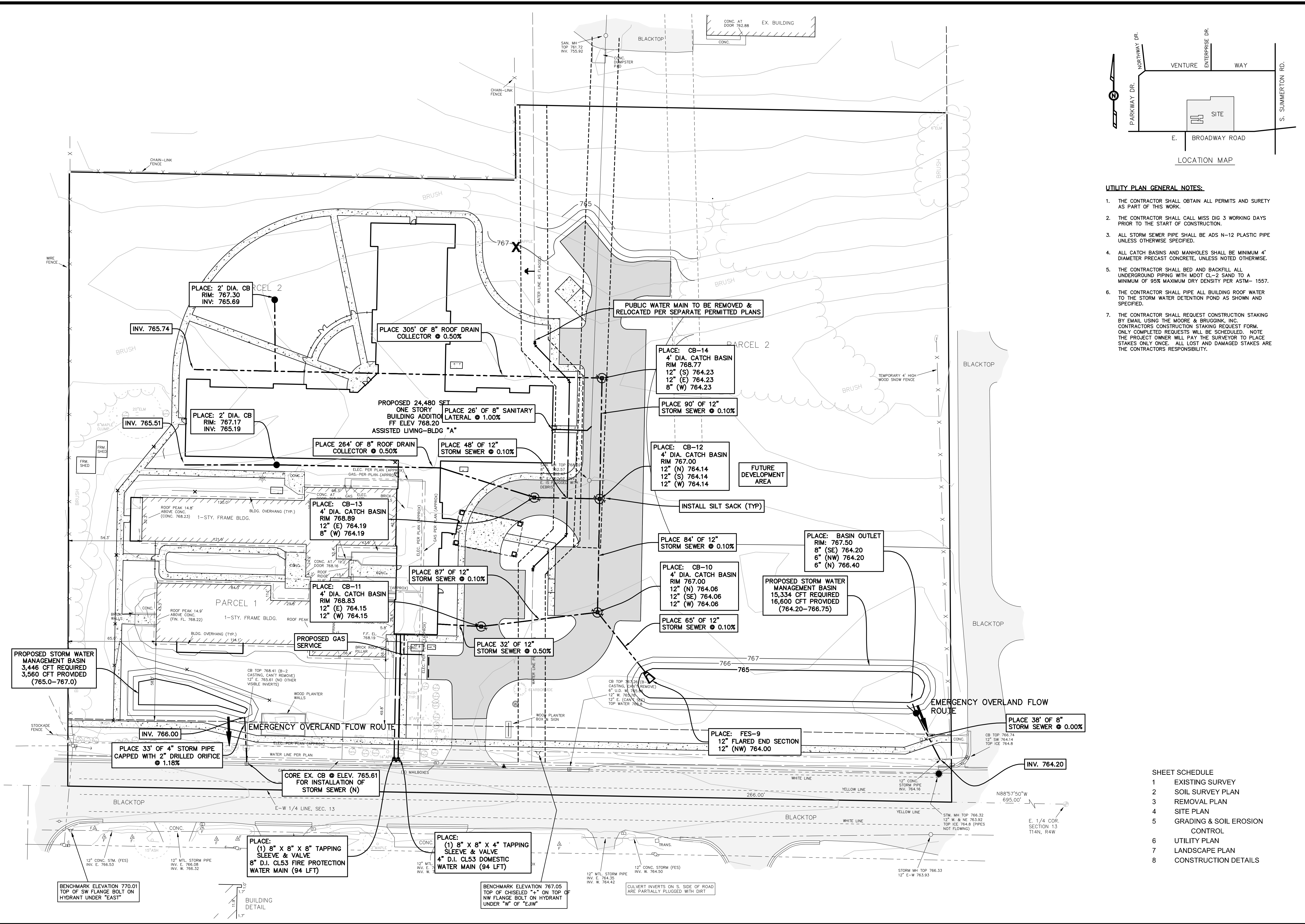
CHECKED BY:  
JFL

PLAN DATE:  
10-19-22

SHEET NUMBER  
**5 OF 8**

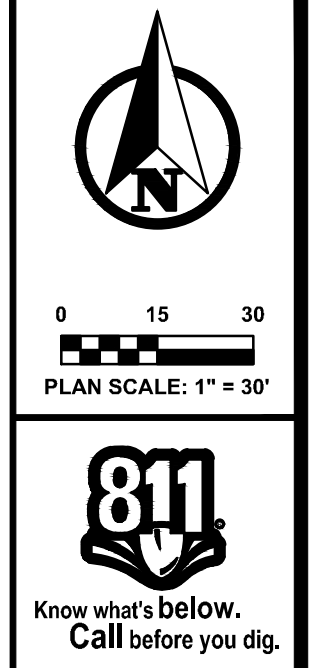


p:\210207\01 prestige-centre-mt-pleasant\SPA-DESIGN-SHEETS.DWG\_10/19/2022 9:46:52 AM\_LISA FRIZZELL



- UTILITY PLAN GENERAL NOTES:**
1. THE CONTRACTOR SHALL OBTAIN ALL PERMITS AND SURETY AS PART OF THIS WORK.
  2. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
  3. ALL STORM SEWER PIPE SHALL BE ADS N-12 PLASTIC PIPE UNLESS OTHERWISE SPECIFIED.
  4. ALL CATCH BASINS AND MANHOLES SHALL BE MINIMUM 4' DIAMETER PRECAST CONCRETE, UNLESS NOTED OTHERWISE.
  5. THE CONTRACTOR SHALL BED AND BACKFILL ALL UNDERGROUND PIPING WITH MDOT CL-2 SAND TO A MINIMUM OF 95% MAXIMUM DRY DENSITY PER ASTM- 1557.
  6. THE CONTRACTOR SHALL PIPE ALL BUILDING ROOF WATER TO THE STORM WATER DETENTION POND AS SHOWN AND SPECIFIED.
  7. THE CONTRACTOR SHALL REQUEST CONSTRUCTION STAKING BY EMAIL USING THE MOORE & BRUGGINK, INC. CONTRACTORS CONSTRUCTION STAKING REQUEST FORM. ONLY COMPLETED REQUESTS WILL BE SCHEDULED. NOTE THE PROJECT OWNER WILL PAY THE SURVEYOR TO PLACE STAKES ONLY ONCE. ALL LOST AND DAMAGED STAKES ARE THE CONTRACTORS RESPONSIBILITY.

PLAN REVISIONS



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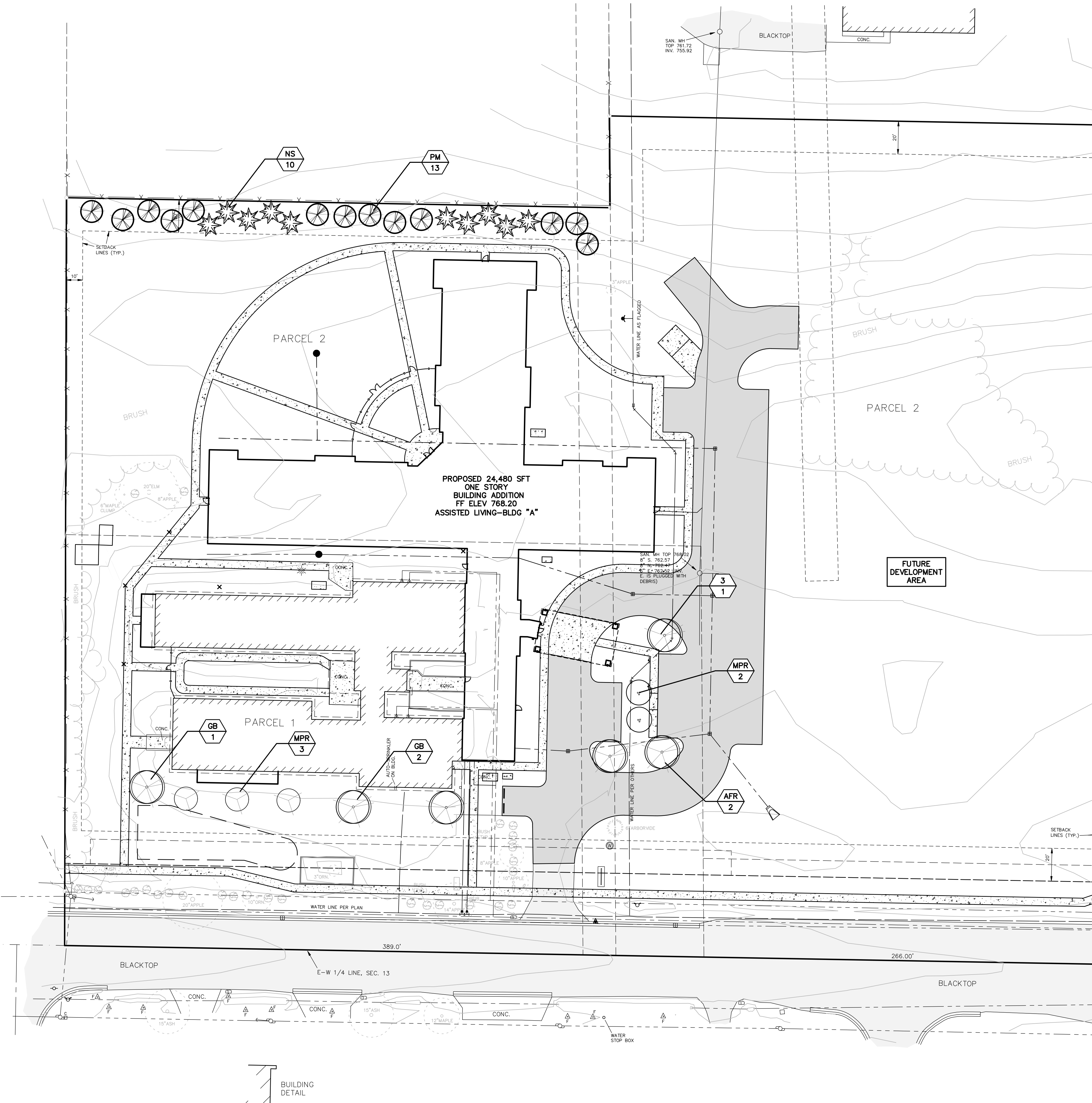
COMBINED PRELIMINARY/FINAL  
 SITE PLAN  
 FOR  
**PRESTIGE CENTRE**  
 UNION TWP, ISABELLA COUNTY, MICHIGAN

**SHEET SCHEDULE**

1	EXISTING SURVEY
2	SOIL SURVEY PLAN
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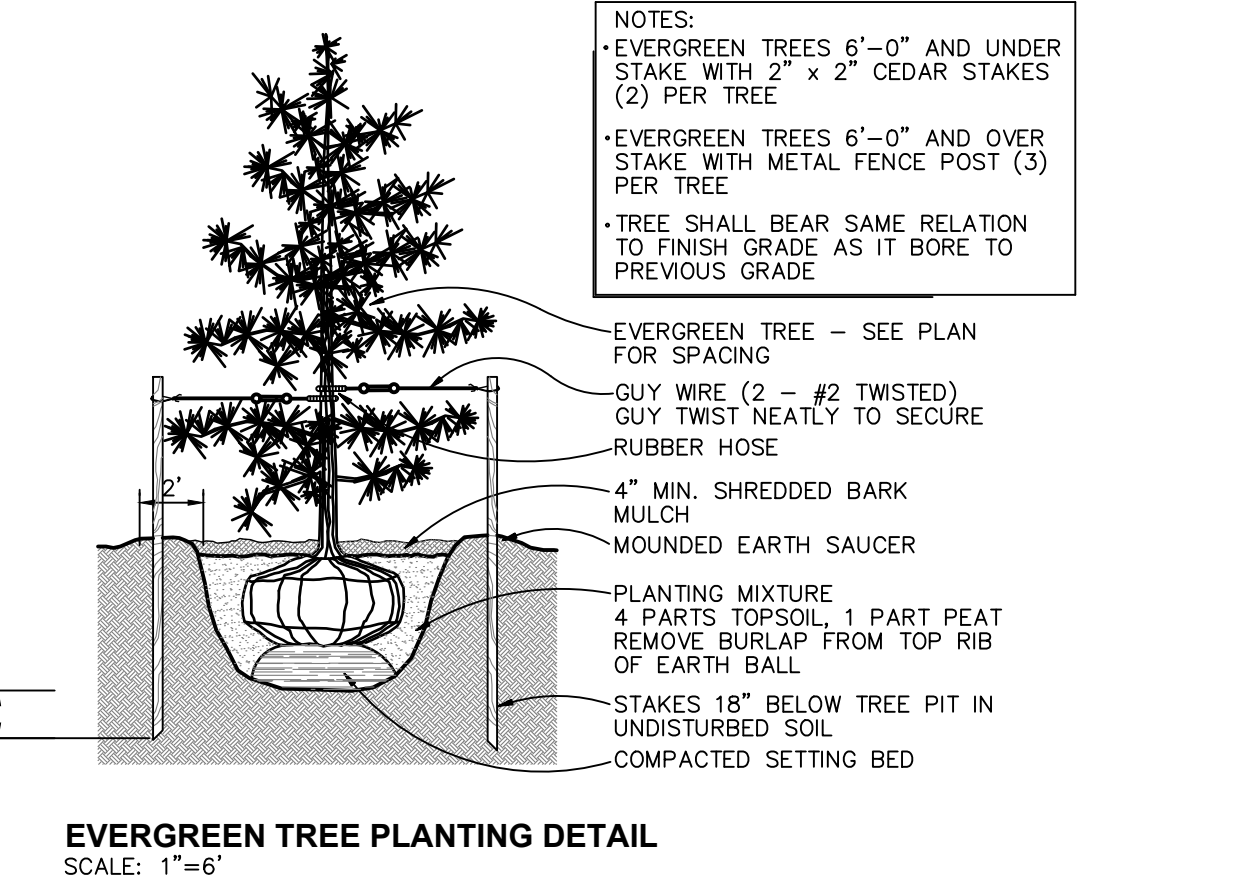
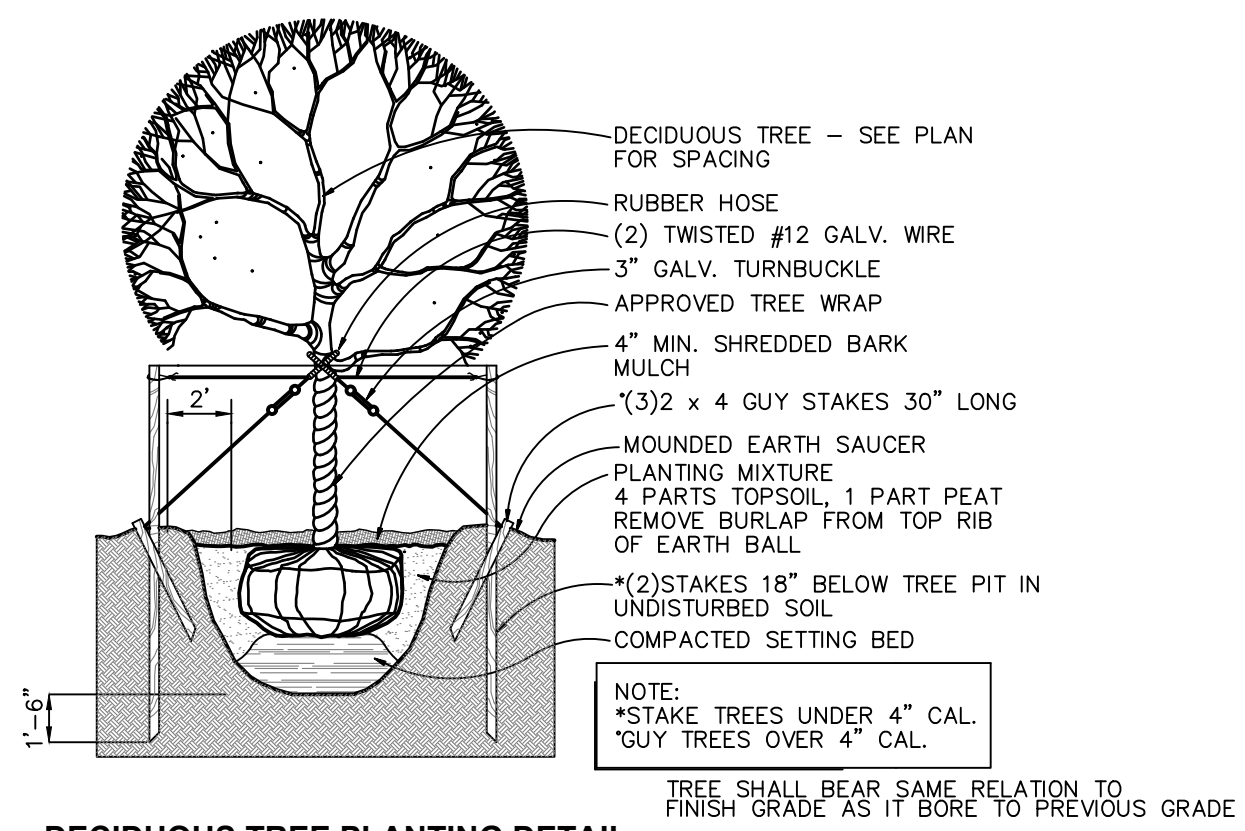
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PROJECT NO.:	210207.01
DESIGN DRAWN BY:	FEF
DESIGNED BY:	JFL
CHECKED BY:	JFL
PLAN DATE:	10-19-22
SHEET NUMBER	6 OF 8





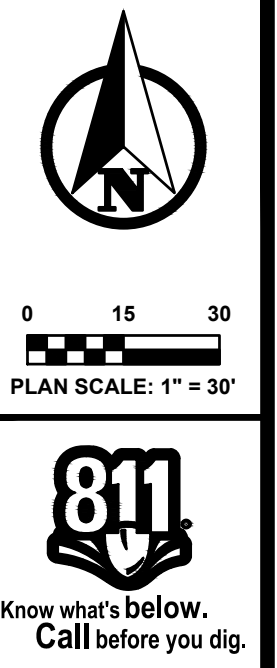
**LANDSCAPING GENERAL NOTES:**

1. ALL TREES TO HAVE CLAY OR CLAY LOAM BALLS, TREES WITH SAND BALLS WILL BE REJECTED.
2. ALL SINGLE STEM SHADE TREES TO HAVE STRAIGHT TRUNKS AND SYMMETRICAL CROWNS.
3. ALL SINGLE TRUNK SHADE TREES TO HAVE A CENTRAL LEADER; TREES WITH FORKED OR IRREGULAR TRUNKS WILL NOT BE ACCEPTED.
4. ALL MULTI-STEM TREES SHALL BE HEAVILY BRANCHED AND HAVE SYMMETRICAL CROWNS; ONE SIDED TREES OR THOSE WITH THIN OR OPEN CROWNS SHALL NOT BE ACCEPTED.
5. ALL EVERGREEN TREES SHALL BE HEAVILY BRANCHED AND FULL TO THE GROUND; SYMMETRICAL IN SHAPE AND NOT SHEARED FOR THE LAST FIVE GROWING SEASONS.
6. SHRUBS AND PERENNIALS SHALL BE FULL AND WELL ROOTED. INSTALLATION SHALL BE MARCH 1 - NOVEMBER 30, ANNUALLY.
7. ALL PLANT MATERIALS SHALL BE NORTHERN NURSERY GROWN, NO. 1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMAN STANDARDS.
8. ALL PROPOSED MULCH TO BE NATURAL COLOR, DOUBLE PROCESSED, SHREDDED HARDWOOD BARK, 4" THICK BARK MULCH FOR TREES IN A 4-FOOT DIAMETER CIRCLE WITH 3" PULLED AWAY FROM THE TRUCK, 3" THICK BARK FOR SHRUBS AND 2" THICK BARK FOR PERENNIALS, TYP.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANTINGS FOR A TIME PERIOD OF ONE YEAR AFTER FINAL ACCEPTANCE OF ALL WORK ITEMS. DURING THIS GUARANTEE PERIOD, THE CONTRACTOR SHALL IMMEDIATELY REPLACE ALL PLANT MATERIALS THAT DIE OR ARE DISEASED.
10. YARD AREAS ARE TO BE RESTORED WITH 4" OF TOPSOIL, CLASS A SEED AT 200#/ACRE, FERTILIZER & MULCH (MULCH BLANKET ON SLOPES 1:3 OR STEEPER).



**PLANT LIST**

CODE	QNTY.	BOTANICAL NAME	COMMON NAME	SIZE	DESCR.
<b>DECIDUOUS CANOPY TREES</b>					
AFR	3	Acer rubrum 'Franksred'	Red Sunset Maple	2.5"	B&B
GB	3	Ginkgo Biloba 'Autumn Gold'	Autumn Gold Ginkgo (male)	2.5"	B&B
<b>ORNAMENTAL TREES</b>					
MPR	5	Malus 'Prairifire'	Prairifire Crabapple	2"	B&B
<b>EVERGREEN TREES</b>					
NS	10	Picea abies	Norway Spruce	6'	B&B
PM	13	Pseudotsuga menziesii	Douglas Fir	6'	B&B



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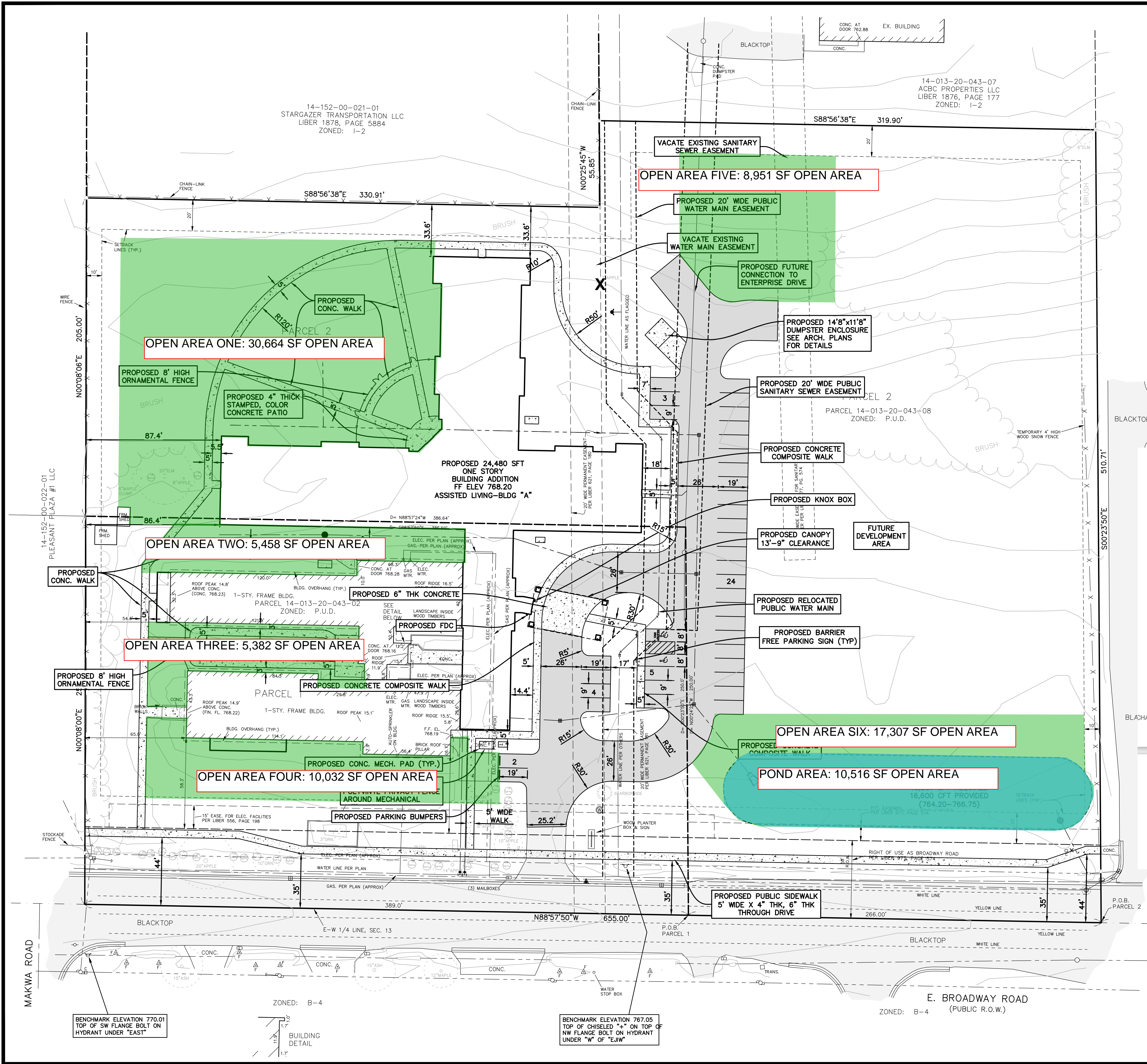
COMBINED PRELIMINARY/FINAL  
SITE PLAN  
FOR  
**PRESTIGE CENTRE**  
UNION TWP. ISABELLA COUNTY, MICHIGAN

FIELD SURVEY / DATE  
EXCEL-2021  
PROJECT NO.:  
210207.01  
DESIGN DRAWN BY:  
JFL  
DESIGNED BY:  
JFL  
CHECKED BY:  
JFL  
PLAN DATE:  
10-19-22  
SHEET NUMBER  
**7 OF 8**









**OPEN AREA CALCULATIONS:**

MIN. 20% OF GROSS AREA  
 7.23 ACRES (314,938.8 SF)  
 62,987.8 SF REQ'D

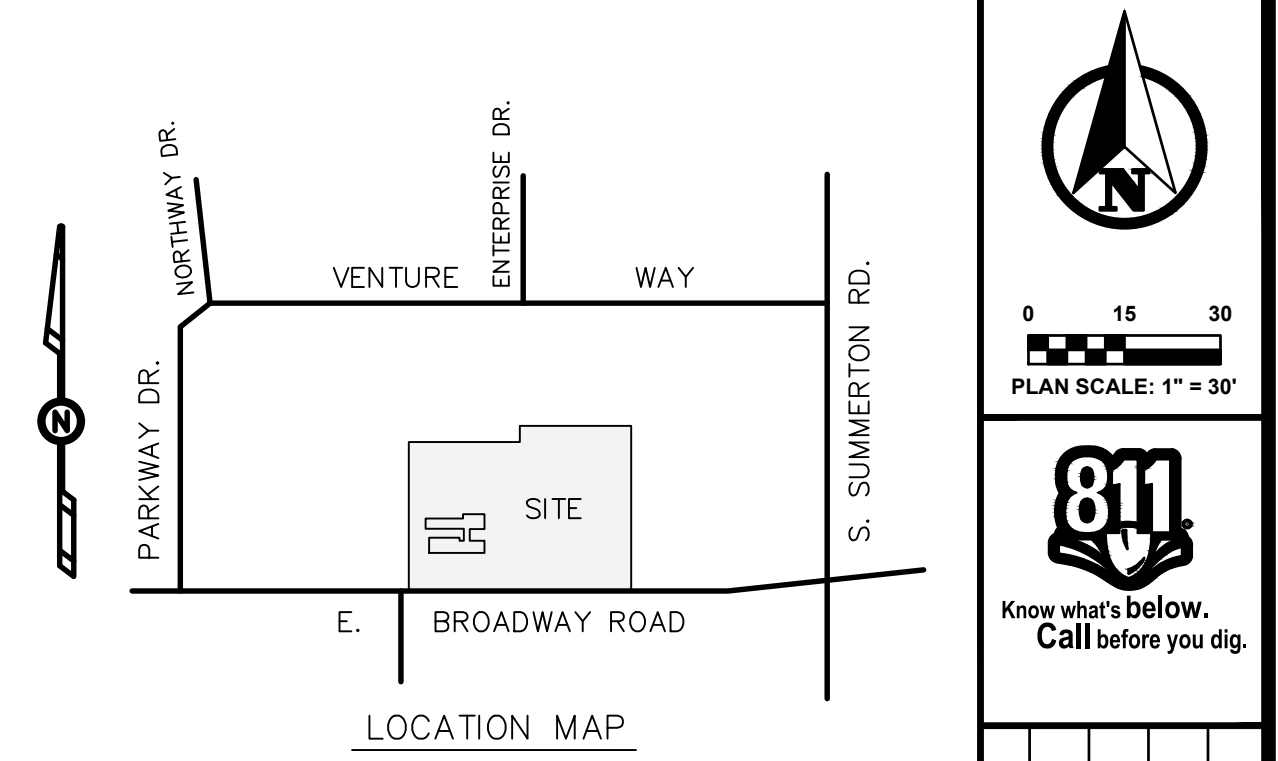
314,939 SF - 94,877 SF (IMPERVIOUS)  
 219,938 SF PERVIOUS

AREA ONE: 30,664 SF  
 AREA TWO: 5,458 SF  
 AREA THREE: 5,382 SF  
 AREA FOUR: 10,032 SF  
 AREA FIVE: 8,951 SF  
 AREA SIX: 17,307 SF  
**TOTAL OPEN AREA: 77,794 SF**

**WATER BASIN AREA WITHIN OPEN AREA:**  
 10,516 SF (within area six)  
 10,516 SF TOTAL WATER BASIN AREA  
 19,448 SF ALLOWABLE (77,794 \* 0.25)

6. **Open Space Requirements.** Planned developments containing a residential component shall provide and maintain usable open space that is accessible to all residents, which shall comply with the following requirements:
- A minimum of twenty (20) percent of the gross area of the site or portion thereof that is designated for residential use shall be set aside for such common open space.
  - Any pervious land area that is available for the common use of all residents may be included as required open space, except as follows:
    - No more than twenty five percent (25%) of the required usable open space shall include the area of any water bodies or wetlands which are covered only periodically with standing water (such as hardwood swamps or "wet" meadows). Required usable open space shall not include the area of any designated wetland that is covered by water or muck such that it is not a suitable environment for walking or similar passive leisure pursuits.
    - Required usable open space shall not include the area of any public or private road, the area of any easement providing access to the site, the area of any commercial recreation use (such as a golf course), or the area of any required setbacks.
  - The Township Board, upon receiving a recommendation from the Planning Commission, may require open space to be set aside by the developer through an irrevocable conveyance, such as deed restrictions or covenants that run with the land or through a conservation easement, whereby all rights to develop the land are conveyed to a land conservation organization or other public body, assuring that the open space will be developed according to the site plan. Such conveyance shall:
    - Indicate the proposed use(s) of the required open space.
    - Indicate how the leisure and recreation needs of all segments of the population residing in or using the planned development will be accommodated.
  - Provide for the privately-owned open space to be maintained by private property owners with an interest in the open space.
  - Provide maintenance standards and a maintenance schedule.
  - Provide notice of possible assessment to the private property owners by Union Township for the cost of maintenance of the open space in the event that it is inadequately maintained and becomes a public nuisance.

**OPEN AREA EXHIBIT**



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 Consulting Engineers  
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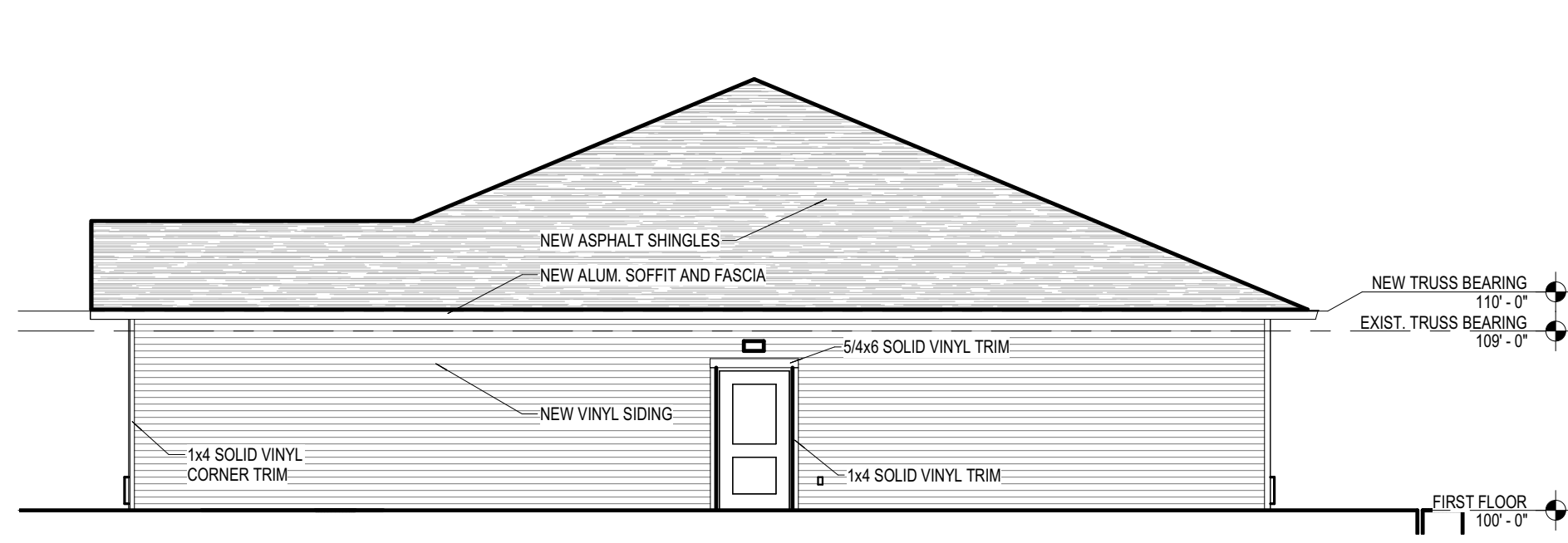
**COMBINED PRELIMINARY/FINAL SITE PLAN FOR PRESTIGE CENTRE**  
 UNION TWP. ISABELLA COUNTY, MICHIGAN

FIELD SURVEY / DATE	EXCEL-2021
PROJECT NO.:	210207.01
DESIGN DRAWN BY:	FEF
DESIGNED BY:	JFL
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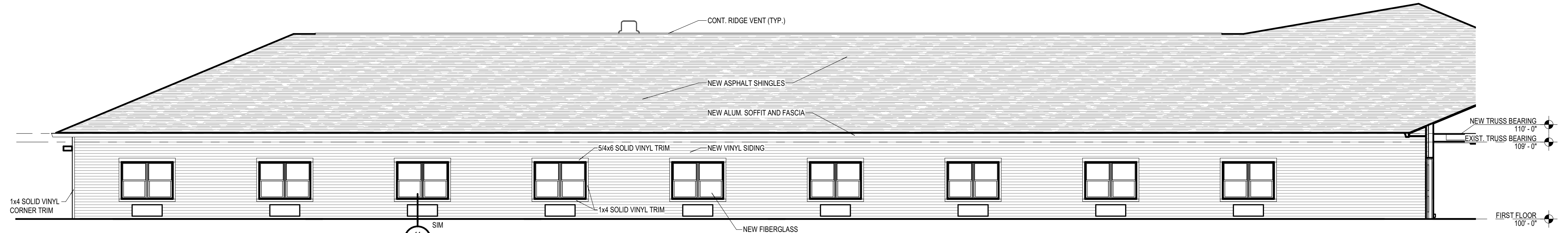


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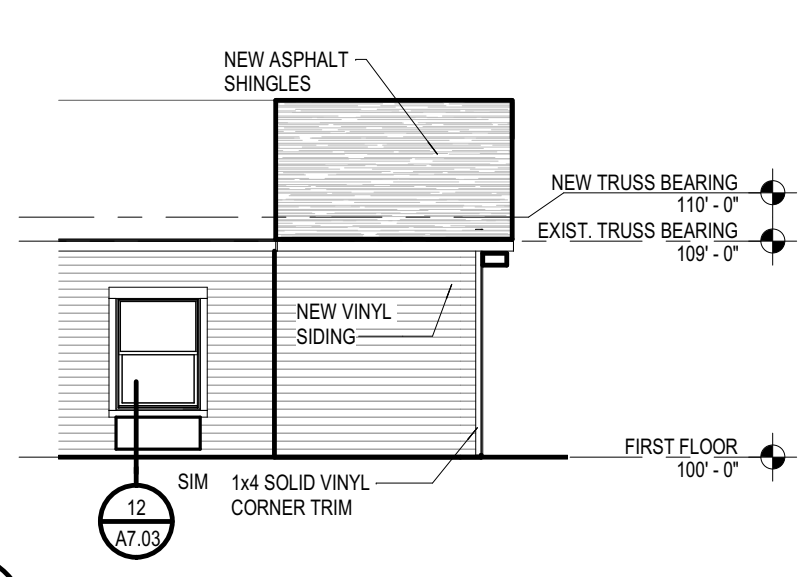
ADDITIONS AND RENOVATIONS  
PRESTIGE CENTRE  
MCAP MT PLEASANT  
MT PLEASANT, MICHIGAN



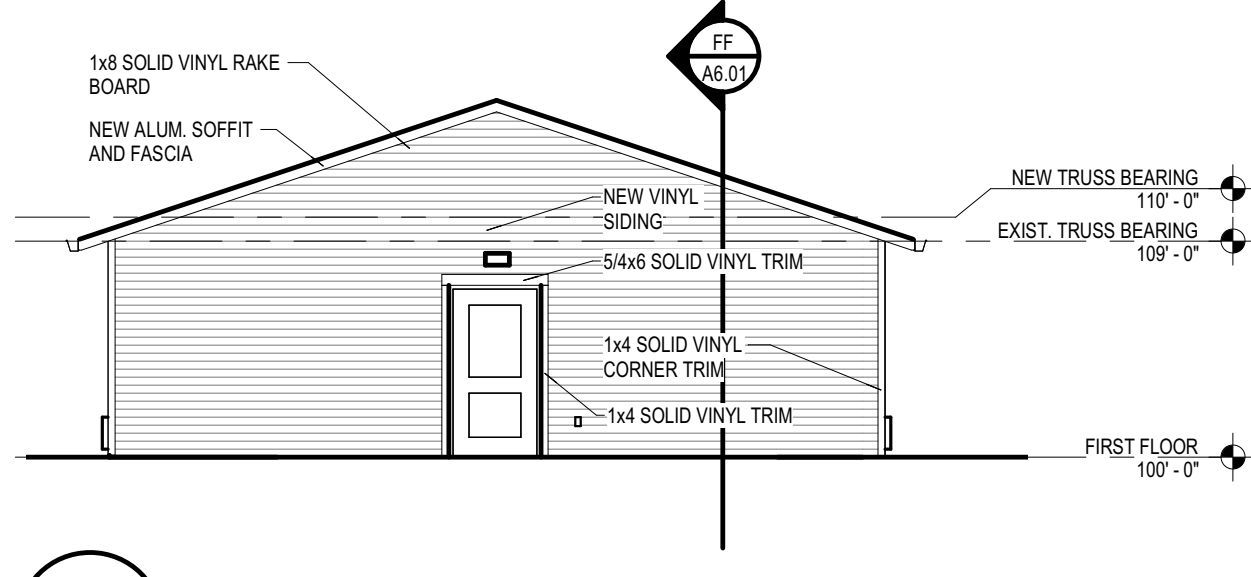
13 UNIT 'D' WEST WING WEST ELEVATION  
A4.01 1/8" = 1'-0"



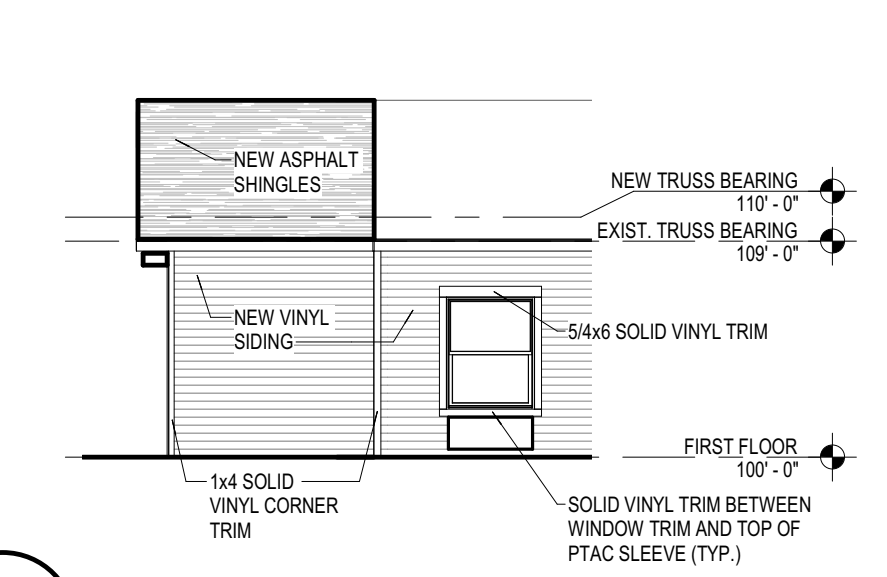
12 UNIT 'D' WEST WING SOUTH ELEVATION  
A4.01 1/8" = 1'-0"



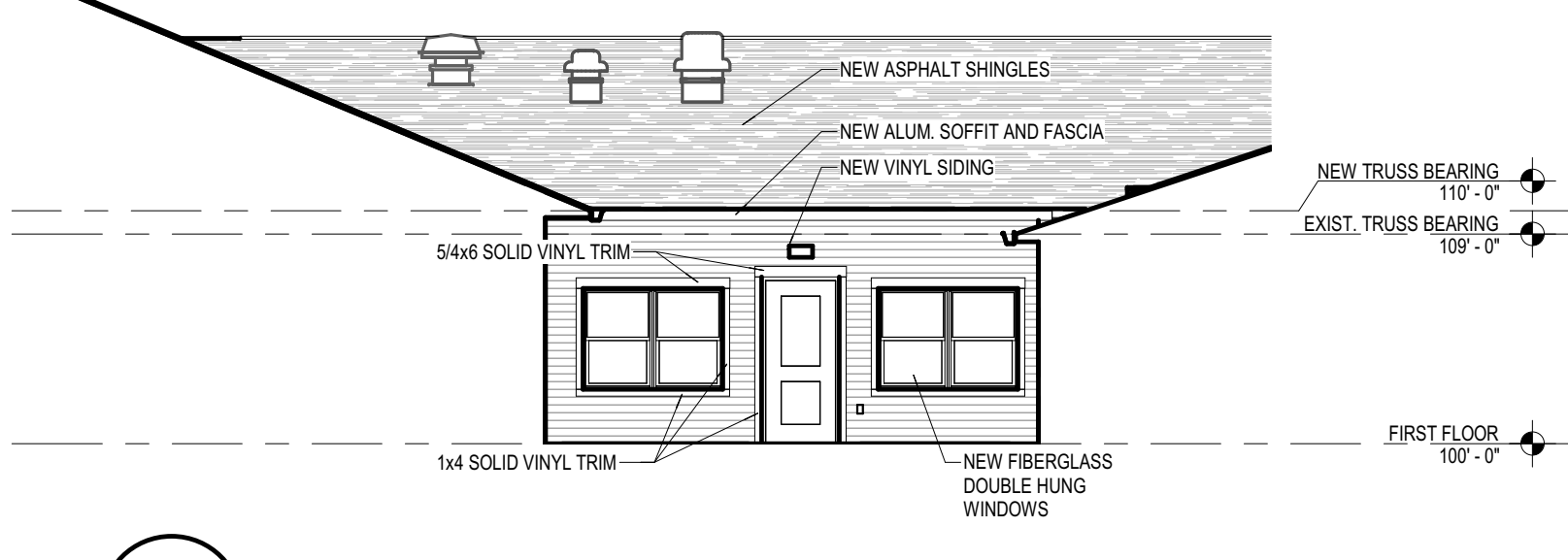
11 UNIT 'B' ADDITION NORTH ELEVATION  
A4.01 1/8" = 1'-0"



10 UNIT 'B' ADDITION WEST ELEVATION  
A4.01 1/8" = 1'-0"



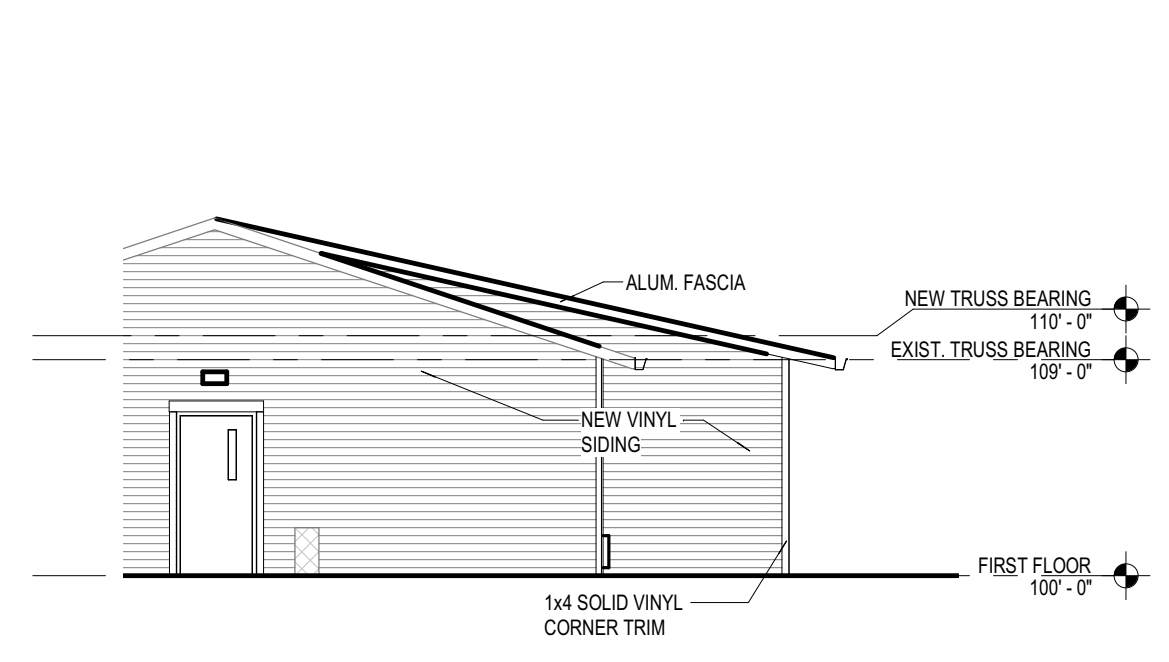
9 UNIT 'B' ADDITION SOUTH ELEVATION  
A4.01 1/8" = 1'-0"



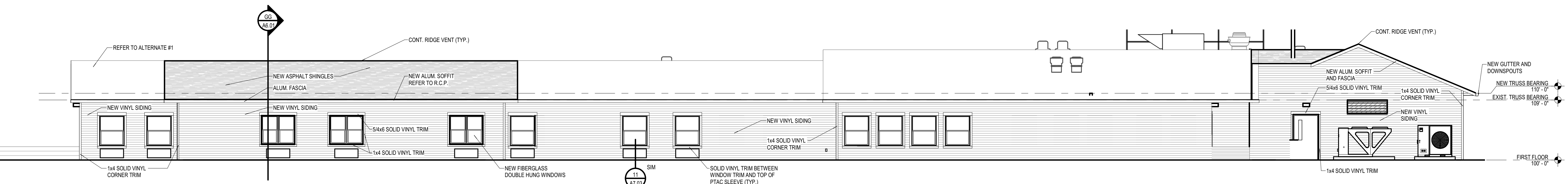
8 UNIT 'C' WEST ELEVATION - NORTH  
A4.01 1/8" = 1'-0"



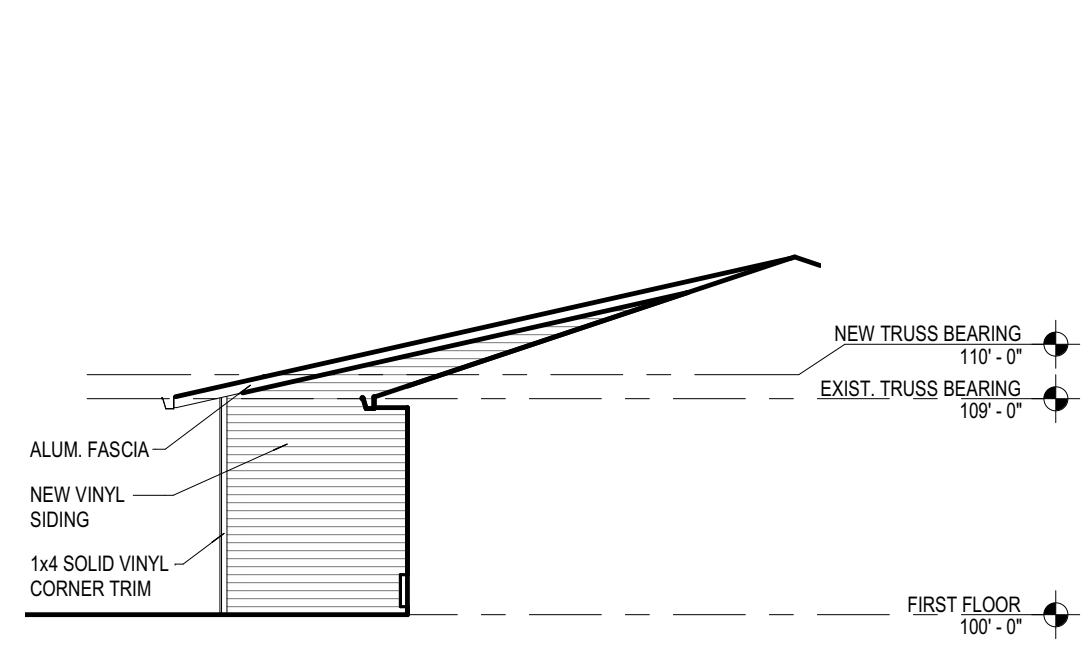
7 UNIT 'C' WEST ELEVATION - SOUTH  
A4.01 1/8" = 1'-0"



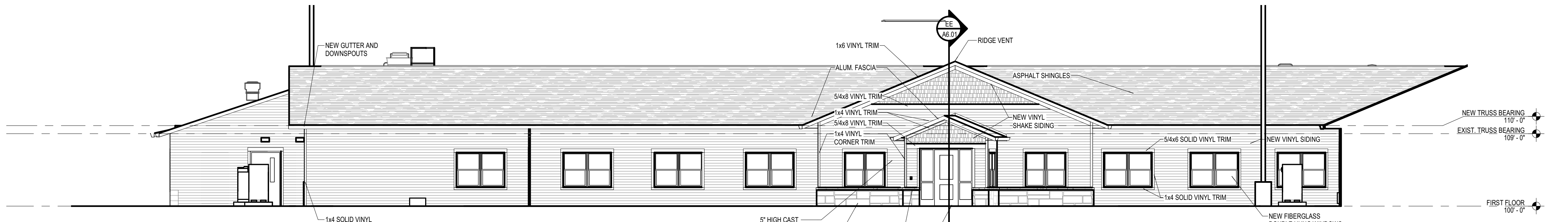
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A4.01 1/8" = 1'-0"



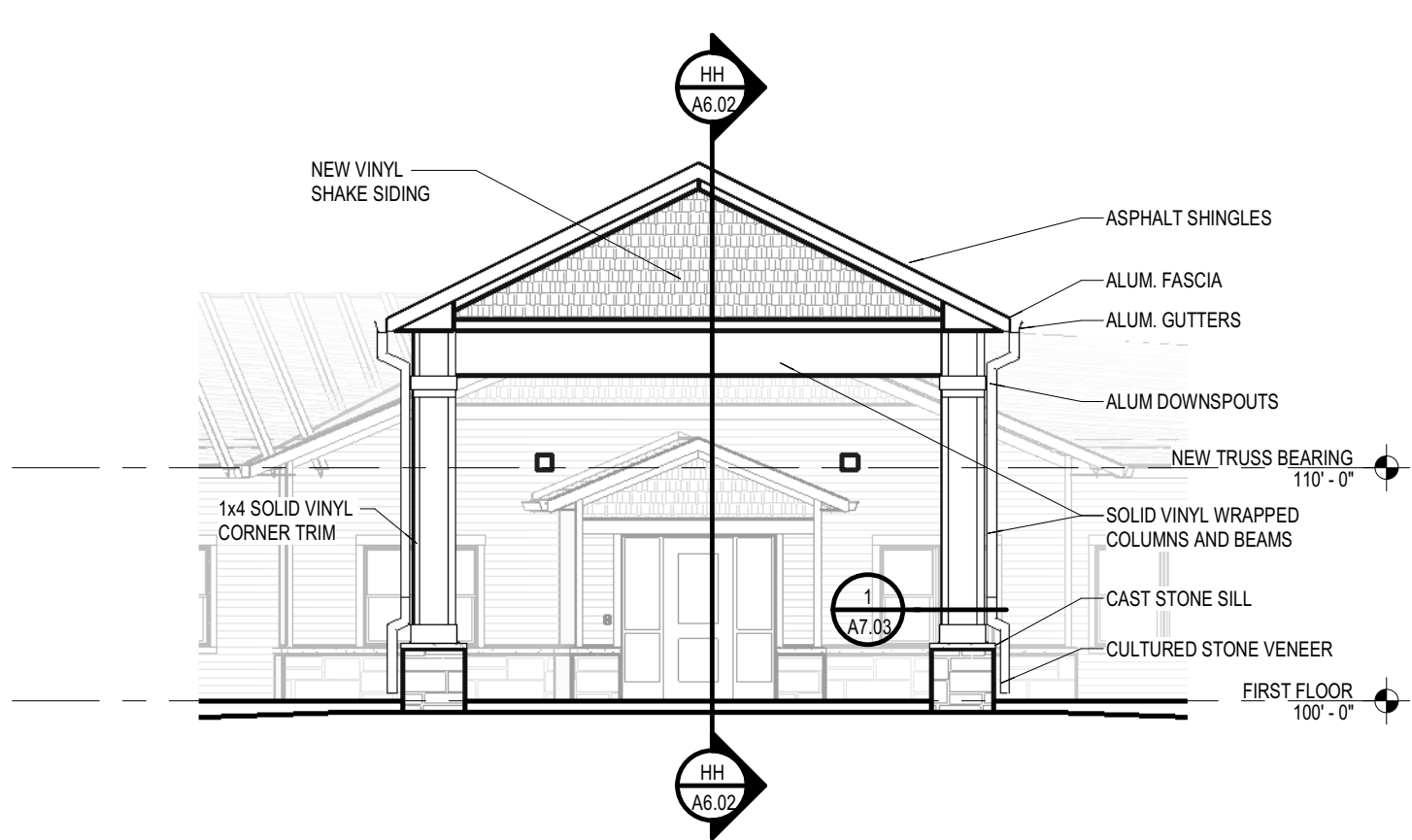
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A4.01 1/8" = 1'-0"



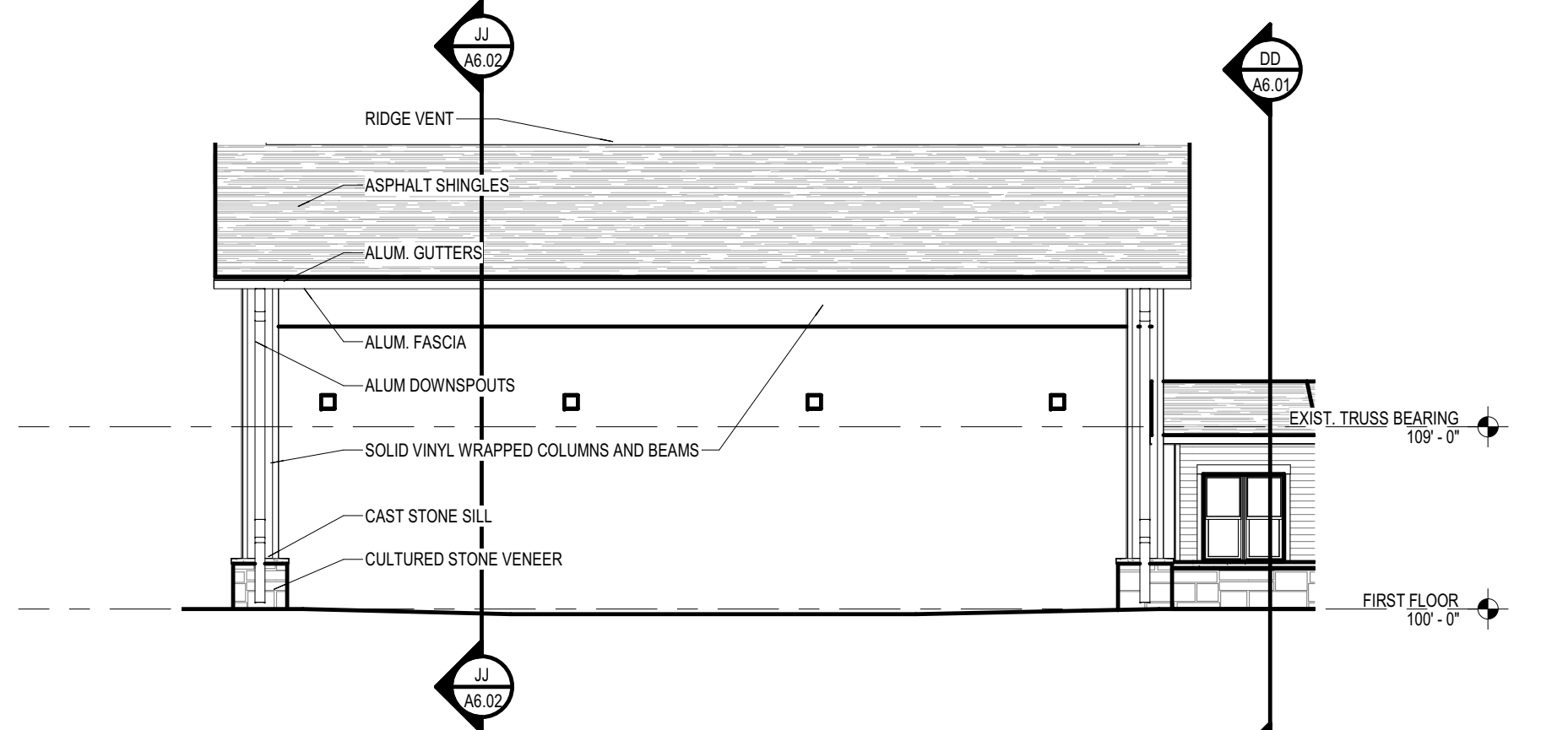
4 UNIT 'A' ADDITION EAST ELEVATION  
A4.01 1/8" = 1'-0"



3 UNIT 'C' EAST ELEVATION  
A4.01 1/8" = 1'-0"



2 PORTE COCHERE EAST ELEVATION  
A4.01 1/8" = 1'-0"



1 PORTE COCHERE NORTH ELEVATION  
A4.01 1/8" = 1'-0"

BM 36015-5355 MCAP Prestige Centre Additions & Renovations-3355A.rvt  
5/20/2022 9:10:04 AM

ISSUANCES  
05.20.2022 99% OWNER REVIEW

DRAWN DJH  
REVIEWED ADM

PROJECT NO. 5-5355

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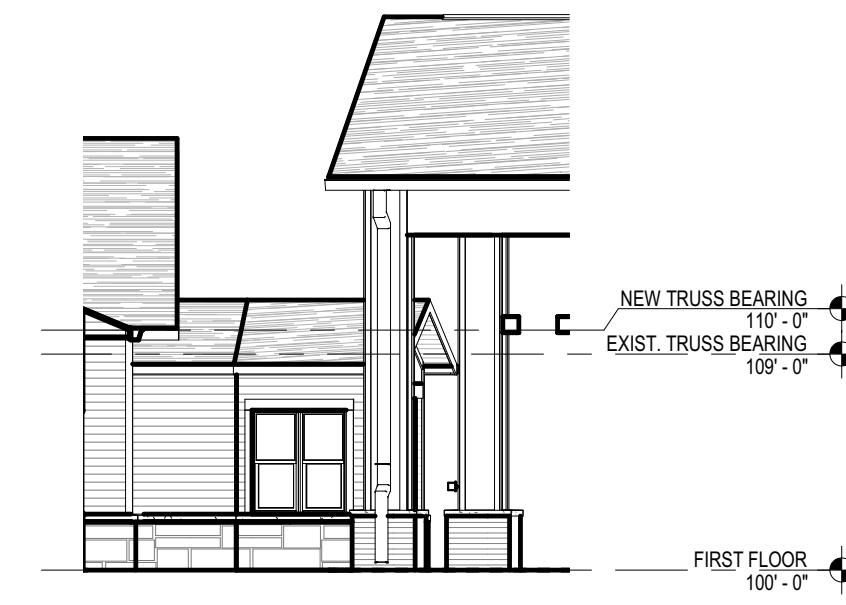
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EXTERIOR ELEVATIONS

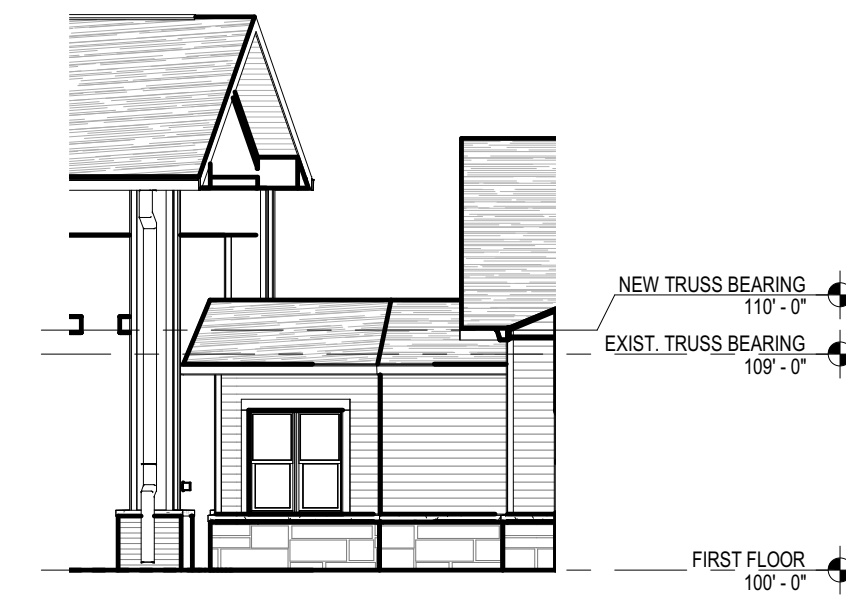
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PRELIMINARY  
NOT FOR CONSTRUCTION

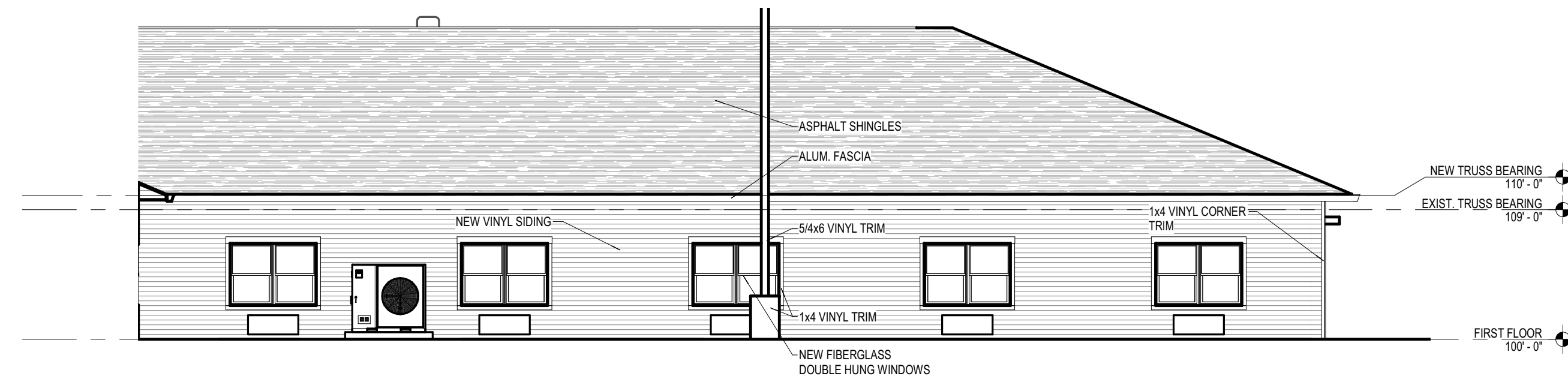
ADDITIONS AND RENOVATIONS  
PRESTIGE CENTRE  
MCAP MT PLEASANT  
MT PLEASANT, MICHIGAN



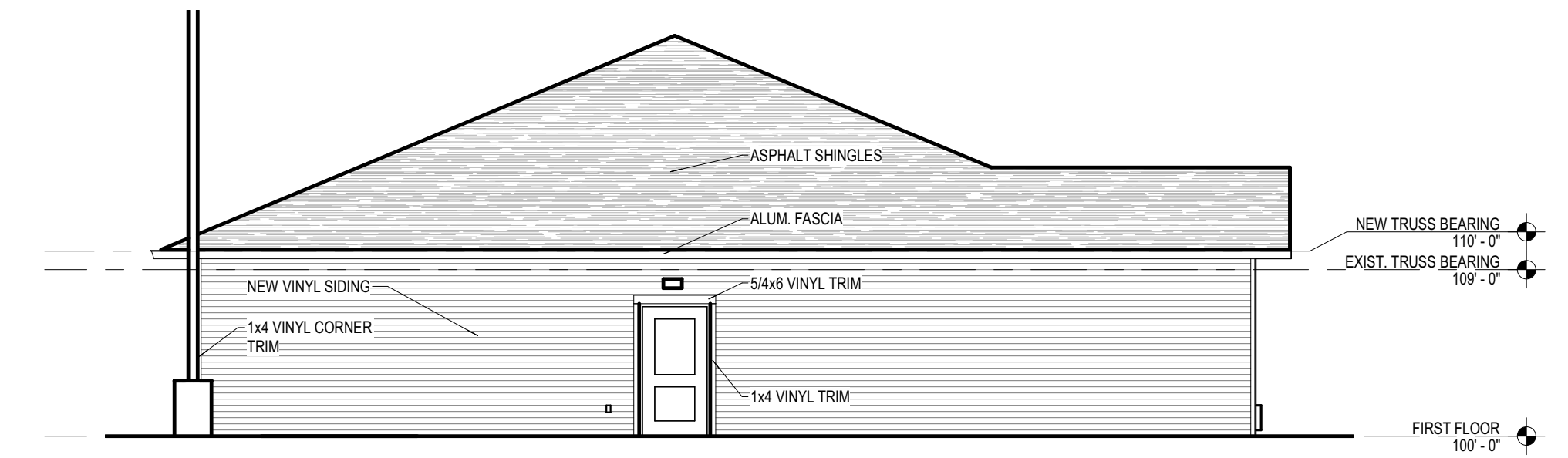
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9 VEST. C101 NORTH ELEVATION  
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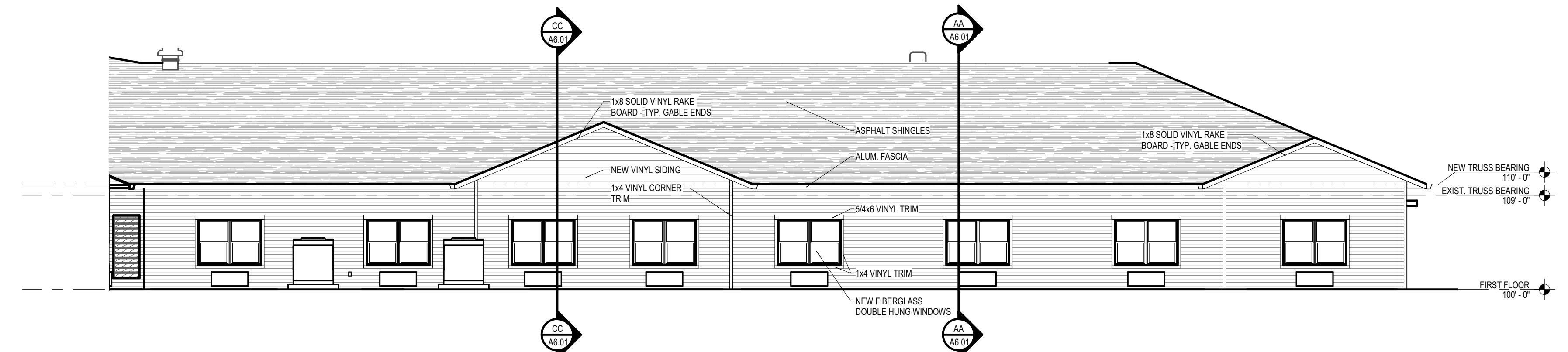
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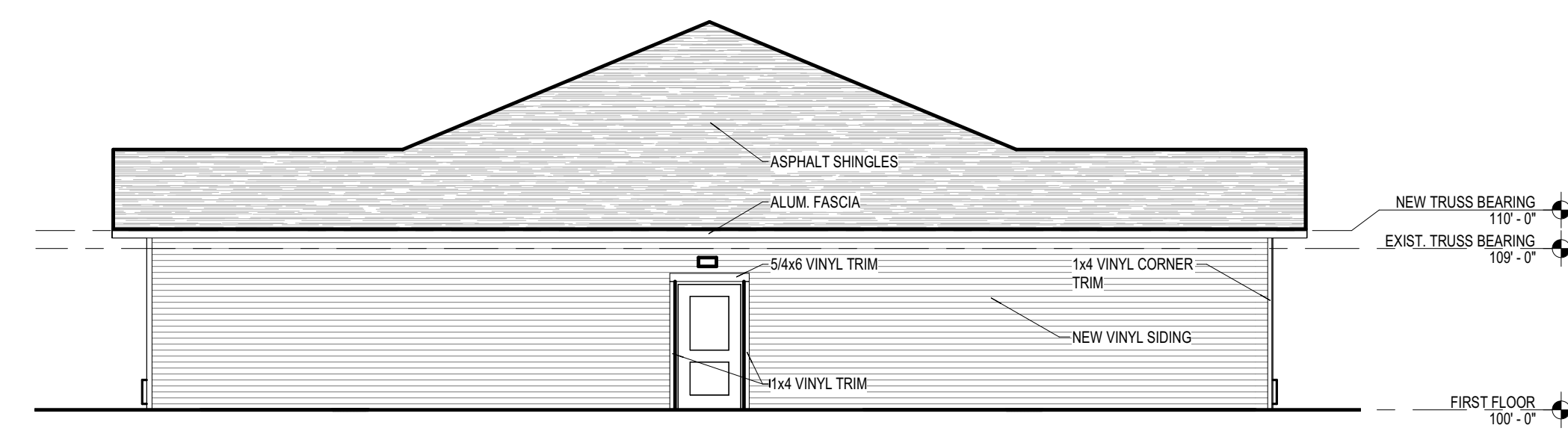
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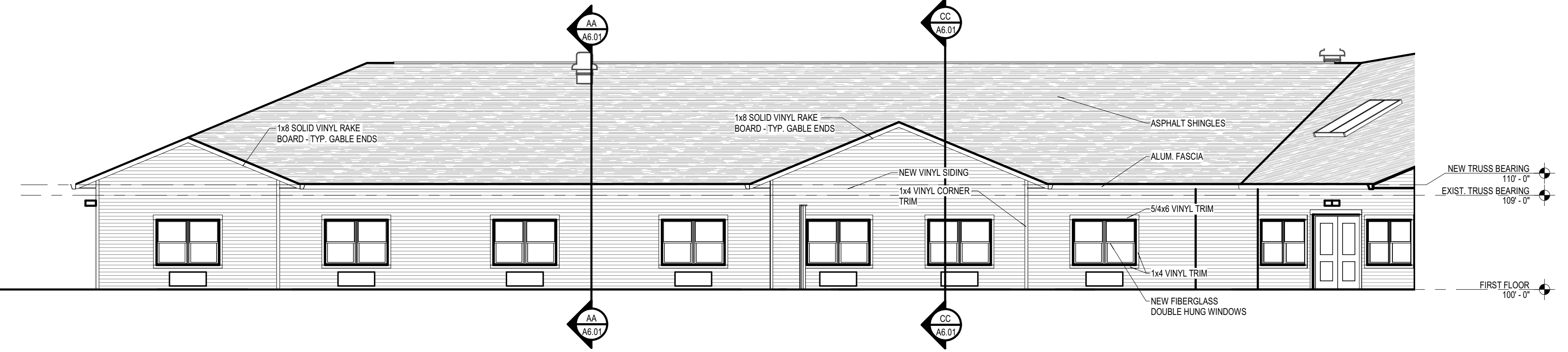
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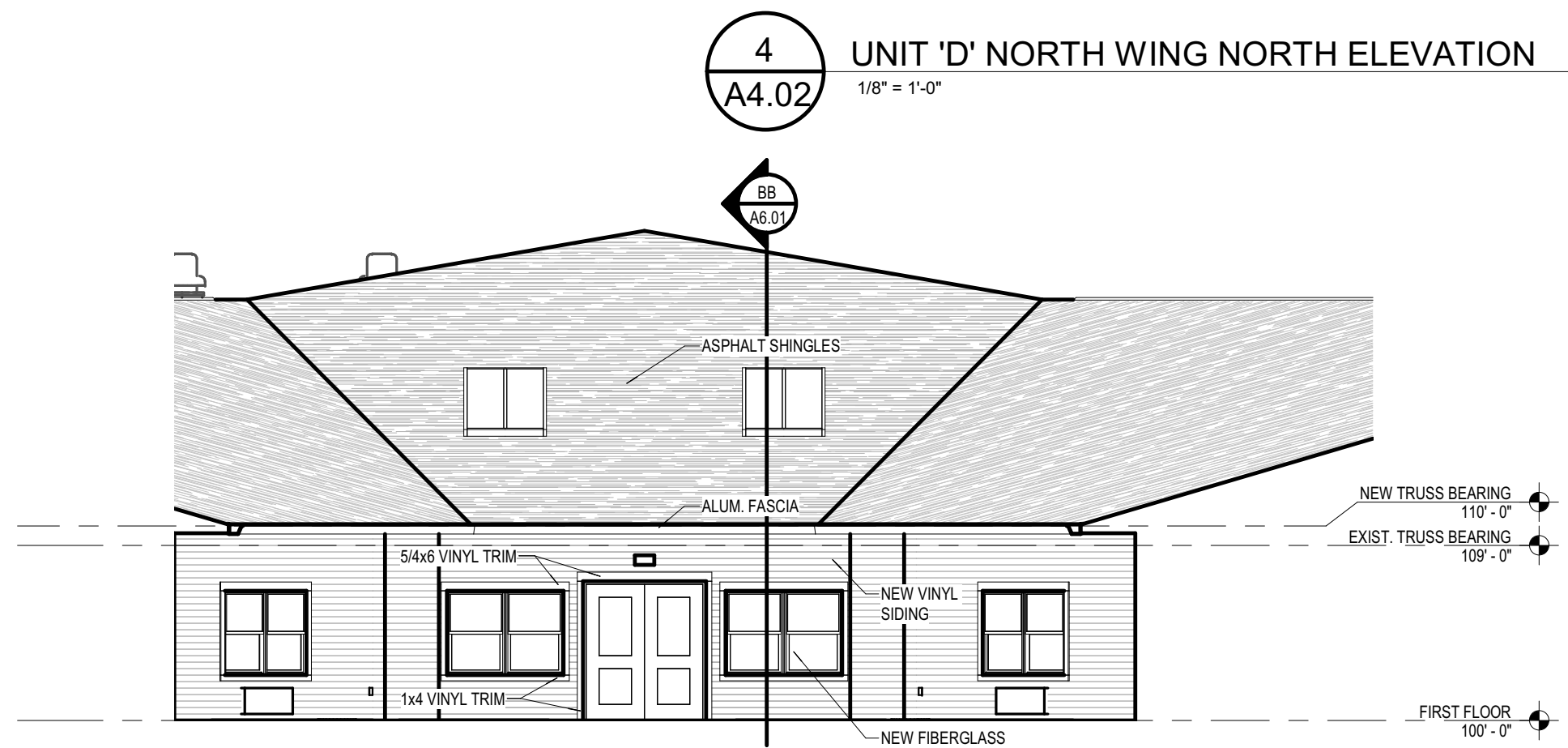
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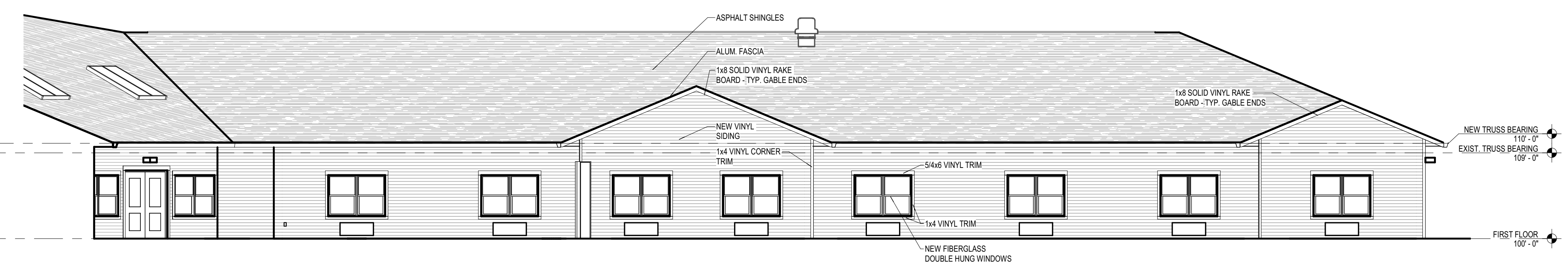
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1/8" = 1'-0"



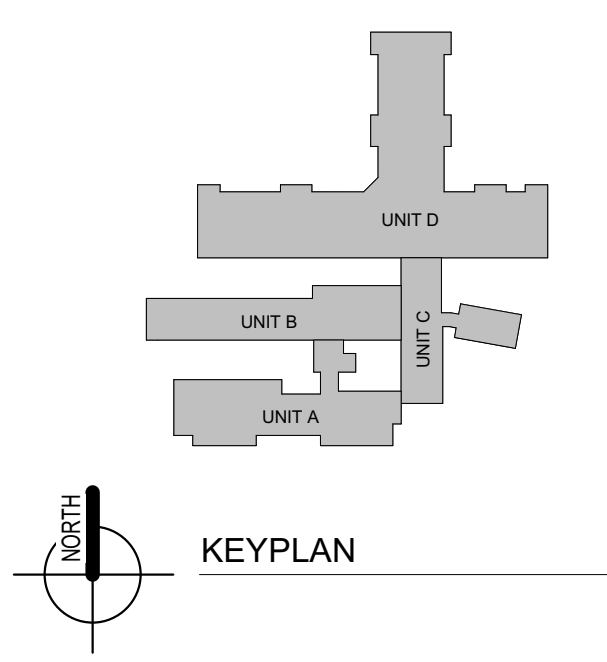
3 UNIT 'D' NORTH WING WEST ELEVATION  
1/8" = 1'-0"



2 UNIT 'D' WEST WING PATIO ELEVATION  
1/8" = 1'-0"



1 UNIT 'D' WEST WING NORTH ELEVATION  
1/8" = 1'-0"



ISSUANCES  
05.20.2022 99% OWNER REVIEW

DRAWN Author  
REVIEWED Approver

PROJECT NO. 5-5355

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EXTERIOR ELEVATIONS

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5/20/2022 9:10:22 AM



**COMBINED PRELIMINARY - FINAL SITE PLAN REPORT**

<b>TO:</b>	Planning Commission	<b>DATE:</b>	November 4, 2022
<b>FROM:</b>	Peter Gallinat, Zoning Administrator	<b>ZONING:</b>	PUD, Planned Unit Development
<b>PROJECT:</b>	PSPR22-19 Combined Preliminary - Final Site Plan Application – Prestige Centre		
<b>PARCEL(S):</b>	5785 E. Broadway Road, PID 14-013-20-043-02 & -043-08		
<b>OWNER(S):</b>	MCAP MT PLEASANT PROPCO LLC (Prestige Centre)		
<b>LOCATION:</b>	Approximately 7.23 acres on the north side of E. Broadway Rd. in the NE ¼ of Section 13		
<b>EXISTING USE:</b>	Assisted Living Facility	<b>ADJACENT ZONING:</b>	B-4, I-2
<b>FUTURE LAND USE DESIGNATION:</b> <u>Commercial/Light Industrial</u> . This district is intended for a blend of medium intensity commercial and small-scale light industrial uses. Light industrial uses include but are not limited to small-scale manufacturing, laboratories, R&D (research and development) firms, information technology firms, or other businesses that might be found in a technology park.			
<b>ACTION:</b> To review the PSPR22-19 combined preliminary and final site plan dated October 19, 2022 for the Prestige Centre Assisted Living and Memory Care Expansion located at 5785 E. Broadway Road in the NE 1/4 of Section 13 and in the PUD (Planned Unit Development) District.			

**Site Plan Approval Process**

Per Section 14.2.C. of the Zoning Ordinance, both preliminary site plan approval and final site plan approval are required for this project. Per Section 14.2.J., approval of a preliminary site plan by the Planning Commission “*shall indicate its general acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas.*” Planning Commission approval of a final site plan “*constitutes the final zoning approval for the project and allows for issuance of a building permit to begin site work or construction, provided all other construction and engineering requirements have been met*” (Section 14.2.L.). Documentation of applicable outside agency permits and approvals will be required as part of a final site plan application.

**Background Information**

In June of 2022, the Township Board of Trustees took action in accordance with the Planning Commission’s recommendation to rezone parcels 14-013-20-043-02 and -043-08 at 5785 E. Broadway Road from B-4 (General Business) District to the PUD (Planned Unit Development) District, and to approve the associated PUD Concept Plan for the expanded Prestige Centre Assisted Living and Memory Care Expansion. The applicant has decided to pursue a combined preliminary and final site plan review application, as allowed per Section 14.2.M. of the Zoning Ordinance. The scope of proposed uses and overall layout of the proposed development on the site plan are consistent with the approved PUD Concept Plan.

## **Land Combination Required.**

The two (2) separate parcels need to be combined into one singular parcel. This was a condition of the Planning Commission's approval of the rezoning from B-4 to PUD.

## **Combined Preliminary - Final Site Plan Review Comments**

The following comments are based on the standards for the preliminary site plan and final site plan approvals, and the specific elements of the proposed site plan:

1. **Section 14.2.P. (Required Site Plan Information).** The site plan substantially conforms to the minimum Section 14.2.P. information requirements for a preliminary site plan. However, as noted elsewhere in this report, significant details are missing from the site plan and clarifications to the information provided on the site plan are needed to verify compliance with applicable Zoning Ordinance requirements of Final site plan. The site plan as presented does not fully conform to the requirements for a final site plan.
  
2. **Section 8 (Environmental Performance Standards).** The hazardous substance reporting form and EGLE permit checklist form are included in the application materials. **CONFORMS**
  
3. **Section 9 (Off-Street Parking, Loading Requirements).** Proposed parking includes 38 spaces. This is eight (8) more than the minimum 30 required. The formula is 0.39 spaces per bed. The parking stalls are of sufficient size at 19 feet long and 9 feet wide. Barrier free parking meets applicable dimensional requirements. The drive aisle where labeled exceeds the minimum of 24 feet. However, the drive aisle width is not labeled between the barrier free parking and the parking to the east, where it appears to be narrower. A proposed 6-inch thick concrete pad shown on sheet 4 is presumed to provide a loading area, but it is not delineated on the plan as required. Bicycle parking facilities are also missing. The following details will need to be addressed on a revised final site plan:
  - Identify the drive aisle width near the barrier free parking.
  - Provide bicycle parking improvements at one or more locations convenient for employees and visitors and provide details of the proposed bicycle parking facilities. These can be covered or enclosed if preferred. Section 9.1C.5 requires the bicycle parking to be at least three (3) feet from building walls and drive aisles.
  - Identify a designated loading area, which must be at least 10 feet in width, 50 feet in length and have a 15-foot-high clearance. If an alternative loading area configuration is proposed per Section 9.5.B.2., then document the plan why the delineated loading area dimensions are sufficient for the type of loading activity at this facility.
  
4. **Section 7.10 (Sidewalks and Pathways).** The applicant has proposed to provide a 5-foot-wide sidewalk along E. Broadway Road as well as an interconnected sidewalk through the entire site that connects to the sidewalk on E. Broadway. **CONFORMS**

5. **Section 7.14 (Trash Removal and Collection).** A Dumpster enclosure is identified on sheet 4 with a note “See Arch. Plans for Details.” However, the required details are missing. The following details will need to be addressed on a revised final site plan:

- Demonstrate on the site plan with notes addressing if and how recycling will be included with trash collection.
- Add details of dumpster enclosure to confirm compliance with section 7.14.

6. **Section 10 (Landscaping and Screening).** Required open space areas are shown on sheet 9 consistent with Zoning Ordinance standards and the approved PUD Concept plan. It is presumed that the area near the entrance canopy and barrier free parking will be a grassed parking lot island that could meet the 30 square feet requirement of section 10.1.F. If so, it needs to be labeled as such.

The existing site already contains a great deal of plant life located primarily along E. Broadway Road. This is indicated on sheet 7 as apple, maple, elm, and ornamental trees. There are bushes as well. In addition, the applicant has provided 6 new deciduous trees, 5 ornamental trees, and 23 evergreen trees. However, when the two parcels are combined as they need to be, it will create 655 lineal feet of road frontage. Subtracting the approximately 25 feet of driveway width the applicant would need to install a minimum of 16 deciduous trees, 7 ornamental trees, and 128 shrubs.

With the presence of what is already on-site Township staff would recommend the applicant to propose an alternative landscaping design per Section 10.7 that takes into account existing trees to remain (which must be identified on the plan) as part of fulfilling the landscaping requirements for the entire road frontage. Otherwise, the plan must be modified to show the additional trees and shrubs as required. The following details will need to be addressed by the applicant on a revised plan:

- Revise plan to demonstrate 16 deciduous trees, 7 ornamental trees and 128 shrubs or propose an alternative landscaping design that addresses the requirements of Section 10.7.
- Label and demonstrate with dimensions that the 30 square feet of parking lot landscaping required per Section 10.1.F. has been provided for the area near the entrance canopy and barrier free parking.

7. **Section 8.2 (Exterior Lighting).** Exterior lighting details, including locations of all existing and proposed fixtures, manufacturer’s specifications and details (include photos or drawings of each fixture type), and a photometric plan) required for final site plan approval are missing from the site plan set. All proposed fixtures, including lighting under the canopy, must conform to Section 8.2 standards. The following details will need to be addressed on a revised final site plan:

- Add an exterior lighting plan sheet, including locations of all existing and proposed fixtures both in plan view and on the building elevations.
- Add a photometric plan.

- ❑ Include manufacturer’s specifications sheets and details (include photos or drawings of each fixture type) on the plan.

8. **Outside agency approvals.** At this time, the Township has received approvals for the project from the Township Public Services Department, Isabella County Transportation Commission, Isabella County Road Commission, Isabella County Drain Office and Mt. Pleasant Fire Department, as required. **CONFORMS**

### Objective

The Planning Commission shall review the application materials and site plan, together with any reports and recommendations. The Planning Commission shall identify and evaluate all relevant factors and shall then take action by motion to approve the site plan, to approve the site plan with conditions, to deny the site plan application, or to postpone further consideration of the site plan to a date certain in accordance with Section 14.2.H. of the Zoning Ordinance.

### Key Findings

1. The site plan substantially conforms to the minimum Section 14.2.P. information requirements for a preliminary site plan, but does not conform to all applicable final site plan information requirements.
2. Approvals from all outside agencies have been received.
3. For the site plan to be ready for final site plan approval, revisions and additional details are also needed for bicycle parking, drive aisle, dumpster enclosure, landscaping, loading area, and exterior lighting to verify compliance with applicable Zoning Ordinance requirements.
4. The application as presented is ready for Planning Commission review and action as a preliminary site plan, but is not ready for any final site plan approval.

### Recommendations

Based on the above findings, I would not recommend a combined preliminary - final site plan approval action as requested by the applicant, but would recommend that the Planning Commission consider taking action to grant preliminary site plan approval only for the PSPR 22-15 site plan dated 10/19/2022 for the Prestige Centre located at 5785 E. Broadway Road in the NE 1/4 of Section 13 and in the PUD (Planned Unit Development) District, subject to submittal of an updated final site plan application for Planning Commission review and approval.

Please contact me at (989) 772-4600 ext. 241, or via email at [pgallinat@uniontownshipmi.com](mailto:pgallinat@uniontownshipmi.com), with any questions about this information.

Respectfully submitted,

**Peter Gallinat, Zoning Administrator**

Community and Economic Development Department

**Draft Motions: PSPR 22-19 Prestige Centre Assisted Living and Memory Care Expansion  
Combined Preliminary - Final Site Plan Review Application**

**MOTION TO APPROVE THE COMBINED PRELIMINARY – FINAL SITE PLAN AS PRESENTED:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the PSPR22-19 combined preliminary and final site plan dated October 19, 2022 for the Prestige Centre Assisted Living and Memory Care Expansion located at 5785 E. Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district, finding that the site plan fully complies with the applicable Zoning Ordinance requirements for preliminary and final site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval).

**MOTION TO APPROVE ONLY THE PRELIMINARY SITE PLAN AS PRESENTED:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve only the PSPR22-19 preliminary site plan dated October 19, 2022 for the Prestige Centre Assisted Living and Memory Care Expansion located at 5785 E. Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district, finding that the site plan fully complies with the 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).

**MOTION TO APPROVE ONLY THE PRELIMINARY SITE PLAN WITH CONDITIONS:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve only the PSPR22-19 preliminary site plan dated October 19, 2022 for the Prestige Centre Assisted Living and Memory Care Expansion located at 5785 E. Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district, finding that the 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. Revise and update details for bicycle parking, drive aisle, dumpster enclosure, landscaping, loading area, and exterior lighting on an updated final site plan per applicable Zoning Ordinance standards.

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**MOTION TO POSTPONE ACTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to postpone action on the PSPR22-19 combined preliminary and final site plan for the Prestige Centre Assisted Living and Memory Care Expansion at 5785 E. Broadway Road until \_\_\_\_\_, 2022 for the following reasons:

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**Draft Motions: PSPR 22-19 Prestige Centre Assisted Living and Memory Care Expansion**  
**Combined Preliminary - Final Site Plan Review Application**

**MOTION TO DENY:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to deny the PSPR22-19 combined preliminary and final site plan dated October 19, 2022 for the Prestige Centre Assisted Living and Memory Care Expansion located at 5785 E. Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district, finding that the site plan does not comply with applicable Zoning Ordinance requirements, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval), for the following reasons:

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# BEST PRACTICES



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**BEST PRACTICES**

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## If your community plans for future investment, invites public input, and offers superior customer service, then Redevelopment Ready Communities certification® is for you!

The Michigan Economic Development Corporation's Redevelopment Ready Communities® (RRC) program works with Michigan communities seeking to streamline the development approval process by integrating transparency, predictability and efficiency into their daily development practices. RRC is a statewide program that certifies communities who actively engage stakeholders and plan for the future. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

Through RRC, communities commit to improving redevelopment readiness by agreeing to undergo a rigorous assessment, and work to achieve a set of criteria as described in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, document review and data analysis. After the evaluation, a community is presented with a baseline report that highlights successes and

outlines recommended actions for implementation of missing best practice criteria. The expectations listed with each evaluation criteria are what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To be awarded certification, a community must meet all RRC best practice criteria.

Redevelopment Ready Communities certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Once certified, RRC communities gain access to a series of additional benefits and tools, including a specialized Redevelopment Services Team, to assist with site marketing and development. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

In this document, parts of the best practices will have further explanation. If a word is in **orange**, hover your mouse over it and a yellow box will appear with more information. If a word is orange and **underlined**, it contains a hyperlink.

Contact the RRC team at [RRC@michigan.org](mailto:RRC@michigan.org) with questions or visit [www.miplace.org](http://www.miplace.org) for additional resources.

# Best Practice One: Community plans and public outreach

## 1.1—THE PLANS

Best Practice 1.1 evaluates community planning and how a community’s redevelopment vision is embedded in the master plan, capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community’s guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community.

The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations

for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community to achieve its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan, capital improvements plan, downtown plan and corridor plan is essential. It is important that planning documents incorporate recommendations for implementation, including goals, actions, timelines and responsible parties.

### EVALUATION CRITERIA 1.1.1

The governing body has adopted a **master plan** in the past five years.

#### EXPECTATIONS

- The master plan reflects the community’s desired direction for the future.
- The master plan identifies strategies for priority redevelopment areas.
- The master plan addresses land use and infrastructure, including **complete streets**.
- The master plan includes a **zoning plan**.
- The master plan incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- Progress on the master plan is **annually reported** to the governing body.
- The master plan is accessible online.

### EVALUATION CRITERIA 1.1.2

The governing body has adopted a **downtown plan**.

#### EXPECTATIONS

- The downtown plan identifies development area boundaries.
- The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.
- The downtown plan includes mixed-use and pedestrian oriented development elements.
- The downtown plan addresses transit oriented development, if applicable.
- The downtown plan is accessible online.

# Best Practice One: Community plans and public outreach

## 1.1—THE PLANS *continued*

### EVALUATION CRITERIA 1.1.3

The governing body has adopted a **corridor plan**.

#### EXPECTATIONS

- The **corridor plan** identifies development area boundaries.
- The corridor plan identifies projects, and includes estimated project costs and a timeline for completion.
- The corridor plan includes mixed-use and pedestrian oriented development elements.
- The corridor plan addresses transit oriented development, if applicable.
- The corridor plan is accessible online.

### EVALUATION CRITERIA 1.1.4

The governing body has adopted a capital improvements plan.

#### EXPECTATIONS

- The **capital improvements plan** details a minimum of six years of public structures and improvements and is updated annually.
- The capital improvements plan coordinates projects to minimize construction costs.
- The capital improvements plan coordinates with adopted community plans and the budget.
- The capital improvements plan is accessible online.

# Best Practice One: Community plans and public outreach

## 1.2—PUBLIC PARTICIPATION

Best Practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal

of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

### EVALUATION CRITERIA 1.2.1

The community has a documented **public participation strategy** for engaging a diverse set of community stakeholders.

#### EXPECTATIONS

- The strategy identifies **key stakeholders**, including those not normally at the visioning table.
- The strategy describes public participation methods and the appropriate venue to use each method.
- If a third party is consulted, they adhere to the public participation strategy.
- The community **assists the developer** in soliciting input on a proposal early in the site plan approval process.
- The community reviews and updates the strategy on a regular basis.

### EVALUATION CRITERIA 1.2.2

The community demonstrates that public participation efforts go beyond the basic methods.

#### EXPECTATIONS

- Basic practices:**
  - **Open Meetings Act**
  - Website posting
  - Postcard mailings
  - Local cable notification
  - Newspaper posting
  - Flier posting on community hall door
  - Attachments to water bills
  - Announcements at governing body meetings
- Proactive practices:**
  - Individual mailings
  - Community workshops
  - Social media platforms
  - One-on-one interviews
  - Charrettes
  - Canvassing
  - Focus groups
  - **Crowd-sourcing**

### EVALUATION CRITERIA 1.2.3

The community shares outcomes of public participation processes.

#### EXPECTATIONS

- The community tracks success of various outreach methods.
- The community participation results are communicated in a consistent and transparent manner.

# Best Practice Two: Zoning regulations

## 2.1—ZONING REGULATIONS

Best Practice 2.1 evaluates a community’s zoning ordinance and how it meets community goals, enables the form and type of development the community is seeking and includes modern, flexible approaches to zoning. Zoning is a key tool for plan implementation and inflexible or obsolete zoning regulations can discourage development and investment. Outdated regulations can

force developers to pursue rezoning or variance requests, extending project timelines, increasing costs and creating uncertainty. Communities should look to streamline requirements and regulate for the kind of development that is truly desired. Zoning should be used to shape inviting, walkable, vibrant communities, rather than inhibit them.

### EVALUATION CRITERIA 2.1.1

The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.

### EXPECTATIONS

- The community has evaluated the master plan’s recommendations to determine if changes to the zoning map or ordinance are needed.

### EVALUATION CRITERIA 2.1.2

The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.

### EXPECTATIONS

- The ordinance allows **mixed-use buildings** by right in designated areas of concentrated development.
- The ordinance requires one or more of the following **elements** in areas of concentrated development:
  - Build-to lines
  - Open store fronts
  - Outdoor dining
  - Minimum ground floor transparency
  - Streetscape elements (trees, seating, pedestrian-scale lighting and signage)
  - Front facing doorways
  - Parking located in the rear of building
- The ordinance addresses historic preservation.

### EVALUATION CRITERIA 2.1.3

The zoning ordinance includes flexible tools to encourage development and redevelopment.

### EXPECTATIONS

- The zoning ordinance includes at least two of the following flexible tools:
  - Density bonuses
  - Non-conforming regulations
  - Conditional rezoning
  - Overlay zones
  - **Form-based code**
  - Compatible **new-economy businesses** in commercial and industrial districts

# Best Practice Two: Zoning regulations

## 2.1—ZONING REGULATIONS *continued*

### EVALUATION CRITERIA 2.1.4

The zoning ordinance allows for a variety of housing options.

#### EXPECTATIONS

- The ordinance allows for three or more of the following housing types by right:
  - Accessory dwelling units
  - Townhouses/rowhouses
  - Stacked flats
  - Residential units above non-residential uses
  - Live/work
  - Co-housing
  - Cluster housing
  - Micro units

### EVALUATION CRITERIA 2.1.5

The zoning ordinance includes standards to improve non-motorized transportation.

#### EXPECTATIONS

- The ordinance includes standards for the following elements where appropriate:
  - Bicycle parking
  - Traffic calming
  - Sidewalk connectivity
  - Pedestrian-scale lighting
  - Public realm standards
  - Block size

### EVALUATION CRITERIA 2.1.6

The zoning ordinance includes flexible parking standards.

#### EXPECTATIONS

- The ordinance includes regulations for two or more of the following:
  - Reduction or elimination of required parking when on-street and public parking is available
  - Connections between parking lots
  - Shared parking agreements
  - Parking maximums
  - Elimination of parking minimums
  - Parking waivers
  - Electric vehicle charging stations
  - Bicycle parking
  - Payment in lieu of parking
  - Reduction of required parking for complementary mixed-uses

# Best Practice Two: Zoning regulations

## 2.1—ZONING REGULATIONS *continued*

### EVALUATION CRITERIA 2.1.7

The zoning ordinance includes standards for environmental preservation and green infrastructure.

### EXPECTATIONS

- The ordinance includes regulations for three or more of the following:
  - **Low impact development techniques** (rain gardens, bioswales, etc.)
  - Rain water collection (**blue roofs**, cisterns, water harvesting, stormwater vaults, etc.)
  - Green roofs
  - Pervious pavement
  - Steep slope protections
  - Street tree planting standards
  - Tree preservation or replacement standards
  - Parking lot landscaping standards
  - **Required native or low-maintenance plantings**
  - **Renewable energy**
  - Buffering standards around water bodies or other natural resources
  - Off-site stormwater regulations allowing site developers to participate in district-scale stormwater management plan

### EVALUATION CRITERIA 2.1.8

The zoning ordinance is **user-friendly**.

### EXPECTATIONS

- The ordinance portrays clear definitions and requirements using graphics, tables or charts as appropriate.
- The ordinance is available in an electronic format at no cost and hard copies are available for review at convenient locations.
- The ordinance is accessible online.

# Best Practice Three: Development review process

## 3.1—DEVELOPMENT REVIEW PROCEDURES

Best practice 3.1 evaluates the community’s development review policies and procedures, project tracking and internal/external communication.

The purpose of the development review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented development policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community’s development review team to also coordinate with permitting and inspections staff.

Unnecessary steps or unclear instructions increase time

and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

### EVALUATION CRITERIA 3.1.1

The zoning ordinance articulates a thorough site plan review process.

### EXPECTATIONS

- The responsibilities of the governing body, planning commission, zoning board of appeals, other reviewing bodies, and staff are clearly documented.

### EVALUATION CRITERIA 3.1.2

The community has a qualified intake professional.

### EXPECTATIONS

- The community identifies a project point person and trains staff to perform intake responsibilities including:
  - Receiving and processing applications and site plans
  - Documenting contact with the applicant
  - Explaining procedures and submittal requirements
  - Facilitating meetings
  - Processing applications after approval
  - Excellent customer service

### EVALUATION CRITERIA 3.1.3

The community defines and offers **conceptual site plan review** meetings for applicants.

### EXPECTATIONS

- The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.
- The community advertises online that conceptual site plan review meetings are available.



# Best Practice Three: Development review process

## 3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

### EVALUATION CRITERIA 3.1.4

The appropriate departments engage in **joint site plan reviews**.

### EXPECTATIONS

- The joint site plan review team consists of the following representatives, as appropriate:
  - Planning department
  - Public works department
  - Building department
  - Transportation department
  - Fire
  - Police
  - Assessor
  - Community manager or supervisor
  - Economic development
  - Historic District Commission
  - Consultant
  - Attorney
  - County soil erosion and sedimentation
  - County drain commissioner
  - County health department
  - County road commission
  - Outside agencies

### EVALUATION CRITERIA 3.1.5

The community has a clearly documented internal staff review process.

### EXPECTATIONS

- The internal review process articulates clear roles, responsibilities and timelines.
- Development review standards are clearly defined.

### EVALUATION CRITERIA 3.1.6

The community promptly acts on **development requests**.

### EXPECTATIONS

- Site plans for permitted uses are approved administratively or by the planning commission.
- The community follows its documented procedures and timelines.
- The community has easy to follow flowcharts of development processes that include timelines.
- Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process.

# Best Practice Three: Development review process

## 3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

### EVALUATION CRITERIA 3.1.7

The community has a method to track development projects.

#### EXPECTATIONS

- The community uses a **tracking mechanism** for projects during the development process.
- The community uses a tracking mechanism for projects during the permitting and inspections process.

### EVALUATION CRITERIA 3.1.8

The community annually reviews successes and challenges with the development review process.

#### EXPECTATIONS

- The community **obtains customer feedback** on the site plan approval and permitting and inspections process and integrates changes where applicable.
- The joint site plan review team, including permitting and inspections staff, meets to capture lessons learned and amends the process accordingly.

# Best Practice Three: Development review process

## 3.2—GUIDE TO DEVELOPMENT

Best Practice 3.2 evaluates the accessibility of a community’s planning and development information.

Development information and applications must be assembled to help citizens, developers and public officials gain a better understanding of how the development

process in the community works. Documents should be updated regularly and provide a general overview of development processes, steps necessary to obtain approvals and be readily available online.

### EVALUATION CRITERIA 3.2.1

The community maintains a guide to development that explains policies, procedures and steps to obtain approvals.

### EXPECTATIONS

- The guide includes:
  - Relevant **contact information**
  - Relevant meeting schedules
  - Easy-to-follow step-by-step **flowcharts** of development processes, including timelines
  - **Conceptual meeting** procedures
  - Relevant ordinances to review prior to site plan submission
  - Site plan **review requirements and application**
  - Clear explanation for site plans that can be approved administratively
  - **Rezoning request** process and application
  - **Variance request** process and application
  - **Special land use** request process and application
  - Fee schedule
  - Special meeting procedures
  - **Financial assistance tools**
  - Design guidelines and related processes
  - Building permit requirements and applications
- The guide to development is accessible online.

### EVALUATION CRITERIA 3.2.2

The community annually reviews the fee schedule.

### EXPECTATIONS

- The fee schedule is reviewed annually and updated as needed.
- The community accepts credit card payment for fees.

# Best Practice Four: Recruitment and education

## 4.1—RECRUITMENT AND ORIENTATION

Best practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making

decisions on development and financial incentives.

Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

### EVALUATION CRITERIA 4.1.1

The community sets expectations for board and commission positions.

#### EXPECTATIONS

- The community outlines expectations and **desired skill sets** for open seats.
- The community has clearly documented the process for board and commission appointments.
- Board and commission applications are available online.

### EVALUATION CRITERIA 4.1.2

The community provides orientation packets to all appointed and elected members of development related boards and commissions.

#### EXPECTATIONS

- The **orientation packet** includes all relevant planning, zoning and development information.

# Best Practice Four: Recruitment and education

## 4.2—EDUCATION AND TRAINING

Best practice 4.2 assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed development decisions when they receive

adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

### EVALUATION CRITERIA 4.2.1

The community has a dedicated source of funding for training.

### EXPECTATIONS

- The community has a training budget allocated for elected and appointed officials and staff.

### EVALUATION CRITERIA 4.2.2

The community identifies training needs and tracks attendance for elected and appointed officials and staff.

### EXPECTATIONS

- The community manages a simple [tracking mechanism](#) for logging individual training needs and attendance.
- The community identifies trainings that assist in accomplishing their stated goals and objectives.

### EVALUATION CRITERIA 4.2.3

The community encourages elected and appointed officials and staff to attend trainings.

### EXPECTATIONS

- The community has an established process to notify its elected and appointed officials and staff about training opportunities.

### EVALUATION CRITERIA 4.2.4

The community shares information between elected and appointed officials and staff.

### EXPECTATIONS

- The community holds collaborative work sessions, including joint trainings on development topics.
- Training participants share information with those not in attendance.
- The planning commission prepares an [annual report](#) for the governing body.

# Best Practice Five: Community prosperity

## 5.1—ECONOMIC DEVELOPMENT STRATEGY

Best practice 5.1 assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the

overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

### EVALUATION CRITERIA 5.1.1

The community has an approved **economic development strategy**.

#### EXPECTATIONS

- The economic development strategy is part of the master plan, annual budget or a separate document.
- The economic development strategy connects to the master plan and capital improvements plan.
- The economic development strategy identifies the economic opportunities and challenges of the community.
- The economic development strategy incorporates **recommendations for implementation**, including goals, actions, timelines and responsible parties.
- The **economic development strategy** coordinates with a regional economic development strategy.
- The economic development strategy is accessible online.

### EVALUATION CRITERIA 5.1.2

The community annually reviews the economic development strategy.

#### EXPECTATIONS

- Progress on the economic development strategy is reported annually to the governing body.

# Best Practice Five: Community prosperity

## 5.2—MARKETING AND PROMOTION

Best practice 5.2 assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community’s website.

Community marketing and promotion can take many forms. Communities must develop a positive, promotional strategy through marketing campaigns,

advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals.

Developing a brand to promote a consistent identity can position a community for future success. A community’s website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

### EVALUATION CRITERIA 5.2.1

The community has developed a [marketing strategy](#).

#### EXPECTATIONS

- The marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to the community.
- The marketing strategy strives to create or strengthen an image for the community.
- The marketing strategy identifies approaches to market priority development sites.
- The community coordinates marketing efforts with local, regional and state partners.

### EVALUATION CRITERIA 5.2.2

The community has an updated, [user-friendly municipal website](#).

#### EXPECTATIONS

- The community’s website is easy to navigate.
- The community’s planning, zoning and development information is grouped together with links to the following:
  - Master plan and amendments
  - Downtown plan
  - Corridor plan
  - Capital improvements plan
  - Zoning ordinance
  - Guide to development
  - Online payment option
  - Partner organizations
  - Board and commission applications
  - Property information packages
  - Economic development strategy

# Best Practice Six: Redevelopment Ready Sites®

## 6.1 — REDEVELOPMENT READY SITES®

Best practice 6.1 assesses how a community identifies, visions for and markets priority redevelopment sites. A redevelopment ready site is a site targeted by the community and ready for investment.

Identifying and marketing priority sites can assist a community to stimulate the real estate market for obsolete, vacant and underutilized property.

Communities that have engaged the public and determined desired outcomes for priority sites create a predictable environment for development projects. A community which takes steps to reduce the risk of

rejected development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. If a development proposal on a priority site is deemed controversial, additional public participation opportunities should be held to ensure community support. To encourage development, it is essential that communities actively package and market sites prioritized for redevelopment. Developers look to invest in places that have an overall vision for the community and priority sites.

### EVALUATION CRITERIA 6.1.1

The community identifies and prioritizes redevelopment sites.

### EXPECTATIONS

- The community maintains an updated list of at least three priority sites.

### EVALUATION CRITERIA 6.1.2

The community gathers basic information for three priority sites.

### EXPECTATIONS

- Required information to include:
  - Photo of the site and/or rendering
  - Desired development outcomes for the site
  - Owner contact information
  - Community contact information
  - Zoning
  - Lot size
  - Building size
  - State equalized value
  - Utility contact information
  - Utilities on site: Water, sewer, electricity, natural gas
  - Wired broadband infrastructure: DSL, cable, fiber

### EVALUATION CRITERIA 6.1.3

The community establishes a vision for three priority sites.

### EXPECTATIONS

- The vision includes desired development outcomes.
- Community champions for redevelopment of the site are identified.
- High controversy redevelopment sites may require additional public engagement as identified in the public engagement strategy.
- The master plan and zoning ordinance have been reviewed for any updates needed to support the site vision.



# Best Practice Six: Redevelopment Ready Sites®

## 6.1—REDEVELOPMENT READY SITES® *continued*

### EVALUATION CRITERIA 6.1.4

The community identifies potential resources and incentives for three priority sites.

### EXPECTATIONS

- The community identifies negotiable development tools, **financial incentives** and/or in-kind support, based on the project meeting the community's vision and desired development outcomes. Examples include:
  - Density bonuses
  - Local grants and loans
  - Abatements
  - Expedited approval process
  - Waived fees
  - State incentives

### EVALUATION CRITERIA 6.1.5

The community assembles a property information package for at least one priority site.

### EXPECTATIONS

- The property information package includes all basic information, site vision, financial incentives and the following as applicable:
  - Deed restrictions
  - Property tax assessment information
  - Property survey
  - Previous uses
  - Existing conditions report
  - Known environmental and/or contamination conditions
  - Soil conditions
  - Demographic data
  - Surrounding amenities
  - Planned infrastructure improvements as identified in CIP
  - GIS information including site location and street maps
  - Natural features map
  - Traffic studies
  - Target market analysis
  - Market feasibility studies
  - Special zone/district status
- The property information package is aesthetically pleasing and branded according to standards outlined in the marketing strategy.

### EVALUATION CRITERIA 6.1.6

Priority redevelopment sites are actively marketed in accordance with the marketing strategy.

### EXPECTATIONS

- The property information package(s) are accessible online.

# Conclusion

The Redevelopment Ready Communities® program looks to foster communities that creatively reuse space, embrace economic innovation and proactively plan for the future, making them more attractive for investments that create places where talent wants to

live, work and play. RRC certification signals to business owners, developers and investors that the community has removed barriers by building deliberate, fair and consistent processes.



Communities not formally engaged in the RRC program, but wanting to work toward certification are encouraged to compare their current policies and procedures to the best practice standards by completing RRC self-evaluations. The self-evaluations are available to assist any community interested in being more redevelopment ready. Completion of the self-evaluation documents does not replace the formal evaluation process conducted by the RRC team. In addition to the self-evaluations, guides have been developed to act as resources for communities working on RRC best practice components. Each guide is a tool describing recommended processes and sample language. Every community has different needs and capacities, so the process and document can be tailored to fit individual community requirements.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment, identifying assets and opportunities and focusing limited resources. Communities must create the types of places where talent and businesses want to locate, invest and expand.

Certified Redevelopment Ready Communities® signal that locating a new business or growing an existing one is straightforward. Certified communities have removed barriers to development including eliminating uncertainties surrounding project timelines and approvals by implementing and executing the RRC best practices.

[Contact the RRC team](mailto:rrc@michigan.org) at [rrc@michigan.org](mailto:rrc@michigan.org) or your [CA Team specialist](#) with questions.

**TOWNSHIP-INITIATED ZONING MAP AMENDMENT PROPOSAL**

**TO:** Planning Commission **DATE:** November 7, 2022  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director  
**PROPOSED ACTION:** To discuss a potential Township-initialed rezoning of land in the area east of S. Lincoln Rd. and south of E. Broomfield Rd. to address conflicts related to the existing development and land use pattern, re-use of existing office/warehouse buildings, and prior zoning-related approvals.

**Background Information**

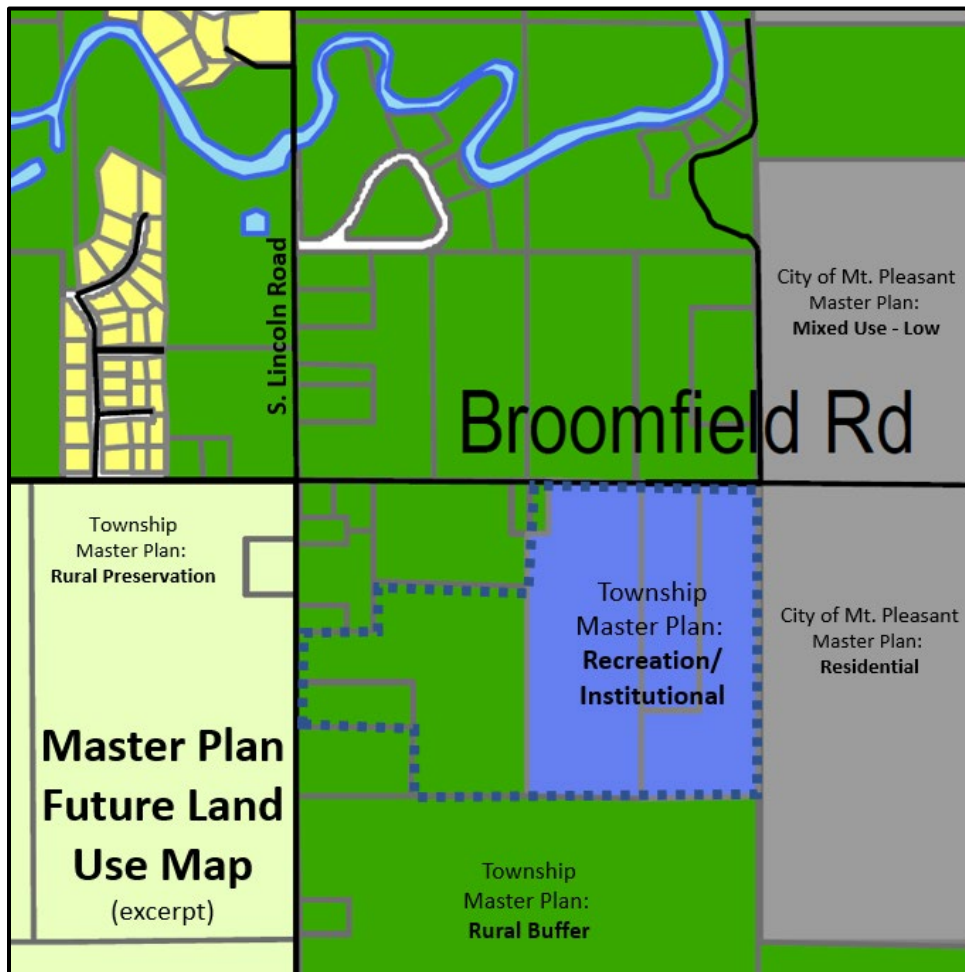
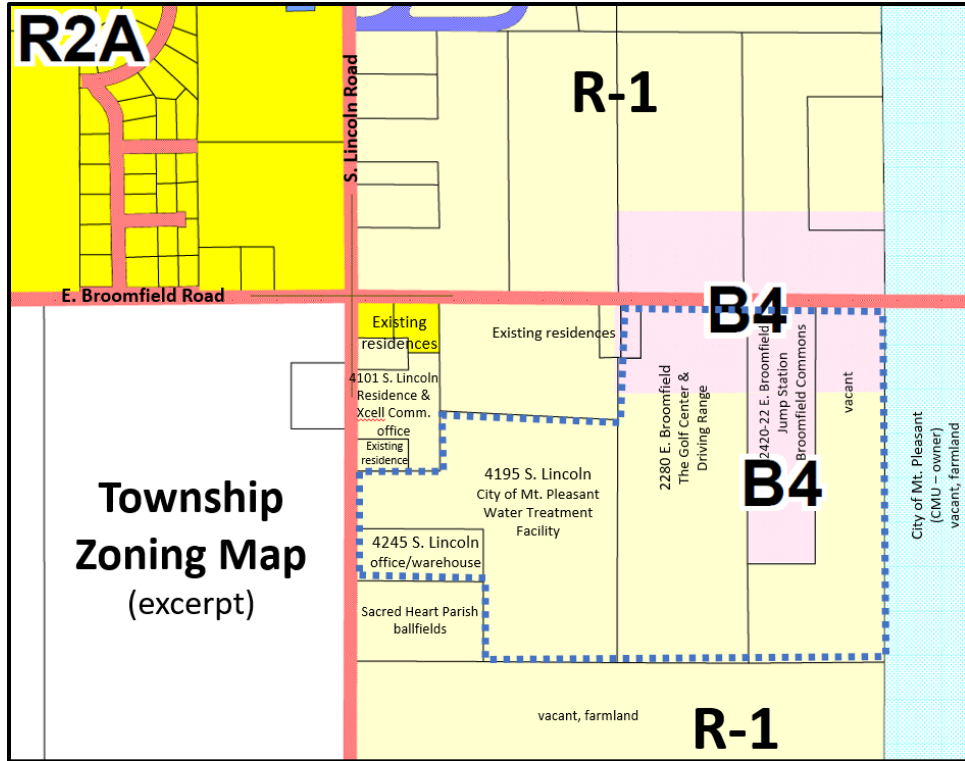
The listing of a lot and existing commercial/industrial building at 4245 S. Lincoln Road for sale earlier this summer resulted in questions about zoning and allowable land uses.

During this review, staff identified a broader need to consider potential adjustments to the zoning for a number of parcels on the east side of S. Lincoln Rd. south of E. Broomfield Rd., and also on the south side of E. Broomfield Rd. east of S. Lincoln Rd.

The proposed subject area is indicated on the aerial photo at right, and also on the zoning and future land use map excerpts that follow.

Additional background information on the various parcels is included after the maps.







### **4245 S. Lincoln Rd. (3.94 acres)**

The parcel at 4245 S. Lincoln Road is occupied by an existing office/warehouse building and parking lot, but is located in the R-1 (One-Family Residential) zoning district. Peter Gallinat, Zoning Administrator, reviewed the zoning/land use history of this property available in the Township's records (see attached) and compiled a more complete picture of the scope of lawful uses available for this lot and existing building, which is summarized as follows:

1. ***Uses allowed in the R-1 District.*** *The lot is in the R-1 zoning district, which would allow for establishment of any principal or accessory use allowed by right and any use allowed by special use permit approval in the R-1 District, as listed in Section 3.7 of the Zoning Ordinance No. 20-06, as amended.*
  
2. ***Private club or fraternal organization.*** *The building was apparently constructed in 1973 for use by the Knights of Columbus. There is sufficient documentation in the file to determine that a conditional approval was granted for this private club or fraternal organization to develop and conduct their activities on the site. The 1973 approval (by the Zoning Board of Appeals at the time) was the equivalent of a "special use permit" today, and continues to be valid. The property can be used for a private club or fraternal organization, provided it is done in a manner consistent with the 1973 approval.*
  
3. *. At some point prior to 2005, the Knights of Columbus ceased their activities at this location. Use of the site was subsequently changed to a banquet hall, which was determined by the Zoning Board of Appeals on 12/7/2005 to be a "legal nonconforming use." As part of this determination, the Board of Appeals also authorized a substitution from the banquet hall to a new legal nonconforming "fitness center" use of the building. Later, on 9/7/2016, the Board of Appeals was again asked to approve a substitution from the nonconforming fitness center use to the Lockey USA corporate office and accessory warehouse and distribution space (see #4 below).*  
  
*Please note that the 2005 and 2016 ZBA actions had the effect of removing any legal nonconforming status for the former banquet hall and fitness center activities. There are no options for these two activities to be resumed on the premises.*
  
4. ***Corporate office with an accessory warehouse and distribution area.*** *Per the ZBA's 2016 action, the property can continue to be used for a corporate office with an accessory warehouse and distribution area, provided that the new use is determined to be similar in character and intensity to the former Lockey USA operation, and provided that it is done in a manner consistent with the 2016 ZBA approval action. As a "legal nonconforming use," this activity could not be expanded and the ability to alter the building or arrangement of the office and warehouse/distribution areas would be restricted.*

*There is no broad authorization for general commercial or industrial activities on this property. Future use of this lot and building would need to conform to the current Zoning Ordinance standards for the R-1 zoning district, or would need to fit within the limited scope of the private club, fraternal organization, or corporate office activities as noted above.*

The lot at 4245 S. Lincoln Rd. is surrounded by farmland, private and commercial recreational facilities, and existing residences, and is not served by municipal water or sanitary sewer services. The Master Plan designates the site as part of the “Rural Buffer” area, which is describes as follows:

***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.*

**4195 S. Lincoln Rd. (26.33 acres)**

The parcel at 4195 S. Lincoln Rd. is located in the R-1 (One-Family Residential) zoning district. It is owned by the City of Mt. Pleasant and occupied by an existing water treatment facility. This facility is considered under the Township Zoning Ordinance to be an “essential service” activity that is allowed in any zoning district subject to site plan approval.

**4101 S. Lincoln Rd. (5.13 acres)**

The parcel at 4101 S. Lincoln Rd. is located in the R-1 (One-Family Residential) zoning district. It is occupied by an existing single-family dwelling (1,455 sq. ft.) and an existing office/warehouse building (3,872 sq. ft.), both constructed in 1984-1985. A detailed land use history of this site has not yet been completed, so it is not clear how the office/warehouse building was established on the property. However, if the parcel was in the AG (Agricultural) zoning district at the time, which is likely, the 1981 Township Zoning Ordinance allowed a wide variety of commercial uses, including filling stations and “neighborhood businesses,” as special uses in the AG District.

The office/warehouse building is advertised online as the location of Xsell (Xcell) Communications, an “an authorized DISH Satellite television Retailer specializing in Satellite television and Internet,” which would appear to potentially be an unlawful land use on the premises. However, the Twp. Assessor has included a note on the parcel record that, due to a “problem selling with light industrial building on the site, this is now being used as a hobby workshop by new owner.” Based on the Twp. Assessor’s comment, this parcel has not been included as part of the subject land area for zoning district evaluation.

**E. Broomfield Rd. land.**

Land within the subject area on the south side of E. Broomfield Rd. is split-zoned, with the road frontage to varying depths located in the B-4 (General Business) District and the balance of each parcel in the R-1 (One-Family Residential) zoning district. The parcels are occupied by The Golf Center (retail/service and commercial recreation) and the Jump Station and Broomfield Commons development (indoor commercial recreation and office/warehouse).

The Golf Center & Driving Range activities are fully consistent with the B-4 zoning. However, some of the existing land uses on these subject parcels appear to not be fully consistent with the B-4 and R-1 zoning districts.

The Master Plan designates the land within the subject area on the south side of E. Broomfield

Rd. is as part of the “Recreation/Institutional” area, which is describes as follows:

***Recreation / Institutional.** This category is designated primarily for indoor/outdoor recreation both private and publicly owned.*

### **Potential Options**

It is the opinion of staff that the existing zoning district arrangement within the subject area is inconsistent with the pattern of development in the area. In particular, the proximity of the City’s water treatment facility and the driving range appear to create significant conflicts for any future use of the R-1 zoned land in the subject area. This has created land use conflicts related to potential re-use of existing non-residential buildings constructed in the 1970s and 1980s.

Under the requirements of the Michigan Zoning Enabling Act, the Planning Commission can initiate a Zoning Map amendment to rezone land. Staff would recommend that the Planning Commission consider the following options:

- (A) **Narrow rezoning.** The existing conditions and land use/prior approval history of the parcel at 4245 S. Lincoln Rd. warrant consideration of a change in the zoning of the parcel. Along with the adjacent City of Mt. Pleasant parcel, staff would recommend that the Planning Commission consider initiating a rezoning of these parcels to either the I-1 (Light Industrial) or the B-5 (Highway Business) zoning districts.
- (B) **Broader subject area rezoning.** Consider a broader rezoning within the subject area to reduce conflicts with existing uses and development. This rezoning could include a rezoning of part of the subject land area to either the I-1 (Light Industrial) or the B-5 (Highway Business) zoning districts, as most compatible with existing uses.
- (C) **Start with a Master Plan amendment for this area, then consider zoning changes.** The existing zoning, any prior approvals, and existing land use restrictions and conflicts would continue to apply. Following development and approval of an amendment to the Master Plan and Future Land Use Map for this specific area (a process that would be expected to take 6 – 9 months to complete), any zoning changes could then be initiated consistent with the amended Master Plan.
- (D) **Do nothing now and re-evaluate the area as part of an overall Master Plan update.** The existing zoning, any prior approvals, and existing land use restrictions and conflicts would continue to apply. The Planning Commission will need to undertake the state Planning Act-mandated five-year review of the Master Plan in 2023, which could lead to a determination to update the Plan.

Following development and approval of an updated Master Plan and Future Land Use Map (a process that would be expected to take about a year to complete), any zoning changes could then be initiated consistent with the new Master Plan.

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

Respectfully submitted,

***Rodney C. Nanney, AICP, Director***

Community and Economic Development Department



**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting Agenda**

**Date: December 7, 2005**  
**Time: 7:00 p.m.**  
**Place: Union Township Hall**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Minutes of August 31, 2005 joint meeting**  
**Minutes of September 7, 2005 regular meeting**

**Correspondence**

**Approval of Agenda**

**Public Comment: restricted to three (3) minutes regarding issues not on this agenda**

**UNFINISHED BUSINESS**

- 1.) VSB 1117 - Maple Leaf Development LLC, Unaddressed property south of 2057 Independence Dr., A 20 foot variance for rear yard to allow for a 30 foot rear yard in an I-1 Light Industrial District

**NEW BUSINESS**

- 1.) USE 1157 – Clarence Tuma Trust 4245 S. Lincoln Rd., Request to allow change of use for Lincoln Hill Hall from Banquet and Meeting Hall to Fitness Gym per Section 9.2
  
- 2.) VRS 1160 – Bluegrass Investment Group, South Side of Bluegrass Road between Isabella Road and a point approximately 1500 feet East of Mission Road. Sign Variances for Union Commons Mall, Menard's, Walmart and Sam's Club. Rear Yard Variance for Kohl's to attached Mall Buildings

**Other Business**

- 1.) 2006 Budget
- 2.) 2006 Meeting Schedule

**Extended Public Comment**

**Adjournment**

**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Zoning Board of Appeals was held on December 7, 2005 at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Engler, McGuirk, Nelson, Partie, Veldhuis and Warner were present.

**Others Present**

Woody Woodruff

**Approval of Minutes**

**August 31, 2005 – joint meeting**

Engler moved McGuirk supported to approve the August 31, 2005 joint meeting minutes as presented. Ayes: all. Motion carried.

**September 7, 2005 – regular meeting**

Warner moved Engler supported to approve the September 7, 2005 regular meeting minutes as presented. Ayes: all. Motion carried.

**Correspondence**

No correspondence was submitted.

**Approval of Agenda**

Veldhuis moved Engler supported to approve the agenda as presented. Ayes: all. Motion carried.

**Public Comment**

No comments were offered.

**UNFINISHED BUSINESS**

- 1.) **VSB 1117 – Maple Leaf Development LLC, Unaddressed property south of 2057 Independence Drive. A 20 foot variance for rear yard to allow for a 30 foot rear yard in an I-1 Light Industrial District**

**Applicant**

Matt Showalter of Maple Leaf Development LLC 1414 W. High St. addressed the Board and stated that they would like to add on and this variance will conform with adjacent property.

**Public Hearing**

Opened at 7:06 p.m.

No comments were offered

Closed at 7:08 p.m.

ZBA

Engler moved McGuirk supported to approve VSB 1117 – Maple Leaf Development LLC, unaddressed property south of 2057 Independence Drive. A 20-foot variance for rear yard to allow for a 30 foot rear yard in an I-1 Light Industrial District because it does no harm to adjacent properties and will allow the applicant to expand. Ayes: all. Motion carried.

NEW BUSINESS

- 1.) USE 1157 – Clarence Tuma Trust 4245 S. Lincoln Rd., Request to allow change of Use for Lincoln Hill Hall from Banquet and Meeting Hall to Fitness Gym per Section 9.2

Applicant

Jason Pyles who is purchasing the property from the applicant addressed the Board and stated that he would like to convert the building from a banquet hall to a family fitness center.

Public Hearing

Opened at 7:11 p.m.

Woodruff stated that he received correspondence from adjoining property owner Gerald Konwinski and Malcom Fox from the City of Mt. Pleasant Waste Water Treatment Plant in support of the change in use.

Closed at 7:14 p.m.

ZBA

Engler moved Warner supported to approve USE 1157 – Clarence Tuma Trust 4245 S. Lincoln Rd., request to allow change of use for Lincoln Hill Hall from Banquet and Meeting Hall to Fitness Gym per section 9.2 because it is a less non-conforming use and will compliment the ball fields on this property. Ayes: all. Motion carried.

- 2.) VRS 1160 – Bluegrass Investment Group, South Side of Bluegrass Road between Isabella Road and a point approximately 1500 feet East of Mission Road. Sign Variances for Union Commons Mall, Menard’s Walmart and Sam’s Club. Rear Yard Var8iance for Kohl’s to attach to Mall Buildings

Veldhuis moved Warner supported to excuse McGuirk due to conflict of interest. Ayes: all. Motion carried.

Applicant

Jay Barnes of Encore Development addressed the Board and stated that these are standard sign packages and because the Mall is located off the main road (Mission), the stores feel that the extra signage is needed.

Public Hearing

Opened at 7:26 p.m.

No comments were offered.

Closed at 7:27 p.m.

ZBA

Engler moved Warner supported to approve the variance for a zero lot line for Kohl’s Department Store at the Union Commons Mall. Ayes: all. Motion carried.

Engler moved Veldhuis moved to approve the variance for the sign package (attached) for Menard’s Retail Store. Ayes: all. Motion carried.

Engler moved Warner supported to approve the variance request for the pylon signs for the Union Commons Mall, but keeping the maximum height at 35 feet. Ayes: all.

Motion carried.

Engler moved Veldhuis supported to approve the variance for Walmart and Sam's Club Sign package (attached). Ayes: all. Motion carried.

**Other Business**

1.) **2006 Budget**

Warner moved Engler supported to approve the 2006 budget as presented. Ayes: all.

Motion carried.

2.) **2006 Meeting Schedule**

Warner moved Engler supported to approve the 2006 meeting schedule as presented.

Ayes: all. Motion carried.

**Extended Public Comment**

No comments were offered.

**Adjournment**

Engler moved Veldhuis supported to adjourn the meeting at 8:19 p.m. Ayes: all. Motion carried.

APPROVED BY:

  
\_\_\_\_\_  
Tim Warner, Secretary

*(Recorded by Kathy Blizzard)*

**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting**

A regular meeting of the Charter Township of Zoning Board of Appeals was held on September 7, 2016 at 7:00 p.m. at Union Township Hall.

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

**Warner moved Woerle supported to name Darin as Secretary Pro Tem in the absence of Secretary McCracken for the September 7, 2016 Zoning Board of Appeals Meeting. Vote: Ayes: 5 Nays: 0. Motion carried.**

**Roll Call**

**Present: Mike Darin, Bill Hauck, Jake Hunter, Tim Warner, and Norm Woerle**  
**Excused: Bill McCracken**

**Others Present**

**Peter Gallinat, Mark Stuhldreher, Jennifer Loveberry, and alternate ZBA member Paul Gross**

**Approval of Minutes**

**B. Hauck moved Hunter supported the approval of the June 1, 2016 minutes as presented. Vote: Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

**Woerle gave updates from the Planning Commission.**

**Approval of Agenda**

**Darin moved B. Hauck supported to approve the agenda adding public hearing before Item A. Vote: Ayes: 5 Nays 0. Motion carried.**

**Board Agenda**

- A. Variance 2016-01 Lockey USA**  
**Location: 4245 S. Lincoln Rd.**

**Public Notice was read by Township Planner, Gallinat as well as a brief history of the property.**

**Tim Beebe, CMS&D on behalf of the applicant presented the request for the variance: 1) to correct change of use and 2) to allow for improvements to the existing structure (allow new office space to be added, giving the street site of the building a face lift, and converting existing interior office space into needed warehouse space. Option 2 was presented to the Zoning Board of Appeals, see attached exhibit A.**

**Public Hearing open 7:22 p.m.**

**Joe Fleming, Konwinski Construction, explained structural changes.**

**Scott Wojcik, Director of Sales at Lockey USA, explained the business of Lockey USA, explained need for space in the building.**

**Gallinat reported that he did not receive any comments from the public.**

Public Hearing closed 7:25 p.m.

Discussion was held by the board. Their objective is first to determine if the new non-conforming use (Corporate office distribution warehouse) would markedly decrease the degree of nonconformance and would enhance the desirability of adjacent conforming uses. Secondly, would be to determine if the building improvements would not increase or enlarge the degree or manner of nonconformance.

Woerle moved Hunter supported to approve the continued non conforming use as it is decreasing the degree and manner of non conformance. Vote: Ayes: 5 Nays 0. **Motion carried.**

Hunter moved B. Hauck supported to approve variance 2016-01 Lockey USA, option 2, as the expansion does not increase the degree and manner of non conformance in the area. Vote: Ayes: 3 Nays 2. **Motion carried.**

Chair Warner stated that there would be a 21 day appeal period before the decision is final.

**Public Comment: Restricted to (3) minutes regarding issues not on this Agenda**

Tim Beebe – Commented that this parcel should be looked at by the Planning Commission when they review the future land use map.

**EXTENDED PUBLIC COMMENT**

No comments

**ADJOURNMENT**

Chair Warner adjourned the meeting at 8:41 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
**Bill McCracken –Secretary**

*(Recorded by Jennifer Loveberry)*

# Charter Township of Union

## ZONING BOARD OF APPEALS

Regular Meeting  
September 7, 2016  
7:00p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES JUNE 1, 2016
5. CORRESPONDENCE / BOARD REPORTS
6. APPROVAL OF AGENDA
7. BOARD AGENDA
  - A. VARIANCE 2016-01 Lockey USA  
Location: 4245 S. Lincoln Rd.
8. PUBLIC COMMENT: Restricted to (3) minutes regarding issues not on this agenda
9. EXISTING BUISINESS
10. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
11. ADJOURNMENT

**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting**

A special meeting of the Charter Township of Zoning Board of Appeals was held on June 1, 2016 at 7:00 p.m. at Union Township Hall.

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

**Roll Call**

**Present:** Hauck, Hunter, McCracken, Warner, and Woerle

**Excused:** Darin

**Absent:** Gross

**Others Present**

**Peter Gallinat & Jennifer Loveberry**

**Approval of Minutes**

**Hauck moved Woerle supported the approval of the December 2, 2015 minutes as presented.**

**Ayes: 5 Nays 0. Motion carried.**

**Correspondence / Board Reports**

**Woerle gave updates from the Planning Commission.**

**Approval of Agenda**

**McCracken moved Hauck supported to approve the agenda as presented. Ayes: 5 Nays 0.**

**Motion carried.**

**Public Comment: Restricted to (3) minutes regarding issues not on this Agenda**

**Open 7:09 p.m. - No comments**

**EXTENDED PUBLIC COMMENT**

**Open 7:11 p.m. – No comments**

**ADJOURNMENT**

**Chair Warner adjourned the meeting at 7:11 p.m.**

**APPROVED BY:**

\_\_\_\_\_  
**Bill McCracken –Secretary**

*(Recorded by Jennifer Loveberry)*





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

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**TO:** Zoning Board of Appeals  
**FROM:** Township Planner  
**SUBJECT:** Variance 2016-01 Lockey USA

**Location:** 4245 S. Lincoln Rd. Mt Pleasant, MI 48858  
**Current Zoning:** R-1 One Family Residential District  
**Adjacent Zoning:** R-1 to the north, R-1 to the south, R-1 to the west, AG (agriculture) to the east across the road.  
**Future Land Use/Intent:** Agriculture A-3/ Buffer existing agricultural or undeveloped land from new development. Desired uses in this area follow the existing zoning.  
**Current Use:** non-conforming (distribution center, corporate office and warehousing)  
**Reason for Request:** Section 9.2 change of use.

**History:** 11 years ago the use of the existing building on the existing parcel was for a banquet hall. The ZBA held a variance hearing to change the use from the non-conforming banquet hall to the non-conforming use of a fitness center. The board granted the variance on December 7, 2005 finding the new non-conforming use would markedly decrease the degree of non conformance and would enhance the desirability of adjacent conforming uses. In 2012 the building use changed to the new non-conforming use of a corporate office and distribution center. I could find no record where the ZBA held a public hearing and found that this new non-conforming use would markedly decrease the degree of non conformance and would enhance the desirability of adjacent conforming uses.

**Objective of board:** First to determine if the new non-conforming use (Corporate office distribution warehouse) would markedly decrease the degree of nonconformance and would enhance the desirability of adjacent conforming uses. The second is to determine if the building improvements would not increase or enlarge the degree or manner of nonconformance.

**Recommendation:** When moving from one non-conforming use to another the board determines if the new use would markedly decrease the degree of non conformance and would enhance the desirability of adjacent conforming uses. The reason behind this is to gradually bring the use into conformance with what would be a permitted use for the district. As stated in Section 14.1 "This District is intended for rural residential homes and customary farming activities. The intent of this District is to maintain the rural residential atmosphere of the community with large lots and low-density uses. It is designed for a mix of low-density residential uses and agricultural areas" With a fitness center/gym you have a business open to the public which creates customers coming and going. What Lockey USA proposes is a business with no retail sales on the premise which eliminates customers coming and going. I would recommend approval of this new non-conforming use. I find this to be a markedly decrease in the degree of nonconformance and would enhance the desirability of adjacent conforming uses. On the question of building improvements I would not recommend approval. The building

Improvements call for the addition of 2,151.3 square feet for office space. These changes would also allow existing office space for needed warehouse space as the business has grown the last 4 years. This is an increase of nonconformance. We have to remember that the use as a corporate office with distribution and warehousing is not permitted in an R-1 District. Therefore any type increase or expansion of this use is an increase of nonconformance. Some may find this increase to be small but the size of the increase is not the issue. The issue is that there is an increase and it is an increase for a non-conforming use. I would vote to allow the new non-conforming use without any increase or enlargement.

Peter Gallinat

Twp Planner

## **ATTACHMENT**

Lockey USA of 4245 South Lincoln Road, Mt. Pleasant, Michigan purchased the approximately 4 acre site in June of 2012 and they have been running their Commercial Business from this location since.

The structure is and always has been a commercial business. Prior to 2005, a banquet hall was operated at the site. From 2005 to 2012, a fitness center was operated. The structure is not a residential dwelling that has been converted. It is a steel structure, built specifically for commercial activities. At the time the structure was built, the zoning classification was either Agricultural or Residential. The current zoning classification is R-1 (Single Family Residential). At no time has this property or structure been used as a residential dwelling.

The Lockey parcel is bounded on the North and East by the City of Mt. Pleasant, water treatment plant and lagoons. It is bounded on the South by Sacred Heart's Athletic fields, parking lot, stands and concisions. On the West boundary is Lincoln Road and an open farm field. The nearest residential use to the South is approximately 1000 feet away. The nearest residential use to the North is approximately 400 feet away. The residential use to the North (4141 South Lincoln) is bounded on the North, East and South by Commercial Use properties. Although the entire 55 acres that lies in the most Northwesterly corner of Section 28 is zoned as residential, 41.5 acres or 75 percent of this land has a form of commercial use on it.

There was no information available from Township Staff on the approvals given at the time of construction. However in 2005, a request was made to the ZBA to change the non-conforming banquet hall to a lesser non-conforming use as a fitness center. Based on Staff's research, there was no application made in 2012 for the less intensive use of a warehouse/storage and related office space.

This request is being made for the following reasons:

- 1) To correct an oversight of change in use in 2012 from a fitness center to warehouse and supporting office space.
- 2) To allow for improvements to the existing structure. To allow new office space to be added, giving the street side of the building a face lift and converting existing interior office space into needed warehouse space.

The proposed improvements would allow Lockey USA to meet the needs of their clients.

Thus, we are submitting to the Zoning Board of Appeals for a determination of reduction in non-conformity of 4245 South Lincoln Road from a Commercial Fitness Center to a Warehouse/Storage and Related Office Space, with the proposed building improvements.

The Application Form which is used to apply to the Zoning Board of Appeals does not work well for this type of request. The form is set up for variance requests and/or text-map interpretations. For this reason, we have noted in each of the 7 areas of the application, to refer to this "Attachment".

We have attached the existing site survey and the proposed building improvements for your reference. It is our belief that the Fitness Center, which was run, brought people and traffic to this location all through out the early morning, day and evening. The traffic and impact associated with a fitness center is far more intense than that of the Current Lockey USA facility. We believe that the proposed face lift to the building will be a welcomed improvement to the front view of the site and that this reduction in overall impact to the neighboring area from a Fitness Center will be a welcomed reduction.

Granting this reduction in overall impact will not grant any special privileges to the site. It will further restrict the property from its currently allowed use to a lesser impact use. If this application were to be denied and a strict enforcement of the ordinance were to be taken, the business, which has now operated for 4 years, would no longer be allowed and proposed facial improvements would not be allowed to be made.

As to special conditions and/or circumstances that are particular to this land and structure that are different from other lands and structures is that this is not a converted property from residential to commercial use. The location was originally built as commercial and has never been used as residential.

We hope that this "Attachment" has provided sufficient information for your discussion and determination of our request and we look forward to the opportunity to discuss this with you.

Respectfully Submitted,

On Behalf of Lockey, USA  
By Central Michigan Surveying & Development Co., Inc.

Timothy Bebee  
President

### Section 3.13 B-4, General Business District

**STATEMENT OF PURPOSE**

The intent of this district is to provide for commercial development that offers a broad range of goods and services to meet the convenience and comparison shopping needs of Township residents. Because of the variety of business types permitted in the B-4 District, special attention must be focused on site layout, building design, vehicular and pedestrian circulation, and coordination of site features between adjoining uses. General Business developments should be compatible in design with adjacent commercial development and buffered from or located away from residential areas.

**PRINCIPAL PERMITTED USES**

- Auction, Permanent
- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage if all operations are conducted in an enclosed building
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- Convenience Store
- Day Care Center, Child or Adult
- Distillery, Small
- Essential Services
- Financial Institutions
- Food Truck Court
- Gunsmith
- Health, Exercise Club, or Spa
- Home Improvement Store
- Hospitality Facility
- Hotels
- Indoor Commercial Recreation
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- Massage Therapist
- Medical, Osteopathic, Optical or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, Technical or Administrative
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- Restaurants, Carry-Out
- Restaurants, Standard
- Retail, General
- Shopping Centers and Big-Box Stores
- Supermarket
- Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

**SPECIAL USES**

- Amusement Parks
- Dealership, Vehicle, Automobile Dealership and Farm Equipment Sales
- Hospital
- Kennel, Boarding
- Miniature Golf and/or Driving Ranges
- Motor Vehicle Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- Plumbing, Heating, and Electrical Shops
- Self-storage Facilities (Mini-Warehouse, Mini-Storage)
- Sign Painting and Servicing Shops
- Wireless Communication Towers

**ACCESSORY USES**

- Accessory Use, Building or Structure
- Donation Bins
- Food Truck, Temporary Use
- Outdoor Seating Area
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Director Use

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

<b>REQUIRED DIMENSIONS</b>			
<b>Lot Standards</b>		<b>Minimum Setbacks (ft.)</b>	
Minimum Lot Width (ft.):	80	Front Yard :	20
Minimum Lot Area (sq. ft.):	12,000	Side Yard <sup>(i)</sup> :	10
Maximum Lot Coverage:	50%	Rear Yard <sup>(i)</sup> :	20
Minimum Floor Area Per Unit (sq. ft.):	--		
Maximum Building Height (ft.):	35		

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

<b>REFERENCES TO ADDITIONAL STANDARDS</b>		
<b>Site Plan Review</b> Section 14.2	<b>General Provisions</b> Section 7	<b>Environmental Performance Standards</b> Section 8
<b>Landscaping and Screening</b> Section 10	<b>Accessory Uses and Structures</b> Section 7.5	<b>Exterior Lighting</b> Section 8.2
<b>Signs</b> Section 11	<b>Nonconformities</b> Section 12	<b>Parking</b> Section 9

[as amended 11/10/21]

## Section 3.14 B-5, Highway Business District

### STATEMENT OF PURPOSE

The intent of this district is to provide areas along major roads and highways for commercial development that caters to the traveling public. Whether freestanding or in a planned shopping center, businesses should be designed to achieve a harmonious design along the corridor, with coordinated access, parking, sidewalks, landscaping and screening.

### PRINCIPAL PERMITTED USES

- Adult Regulated Uses
- Amusement Enterprises
- Auction, Permanent
- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage, if all operations are conducted in an enclosed building
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- Convenience Store
- Day Care Center, Child or Adult
- Dealership, Vehicle, Automobile Dealership, and Farm Equipment Sales
- Distillery, Small
- Essential Services
- Financial Institutions
- Food Truck Court
- Gunsmith
- Health, Exercise Club, or Spa
- Home Improvement Store
- Hospital
- Hospitality Facility
- Hotels
- Indoor Commercial Recreation
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- Massage Therapist
- Medical, Osteopathic, Optical or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, Technical or Administrative
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- Plumbing, Heating, and Electrical Shops
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- Restaurants, Bar/Lounge
- Restaurants, Carry-Out
- Restaurants, Standard
- Restaurants, Drive-in or Drive-Through
- Retail, General
- Shopping Centers and Big-Box Stores
- Sign Painting and Servicing Shops
- Supermarket
- Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

### SPECIAL USES

- Distribution Center
- Kennel, Boarding
- Motor Vehicle Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- Research Laboratories, Prototype Design and Development
- Self-storage Facilities (Mini-Warehouse, Mini-Storage)
- Warehousing and Wholesale Trade Establishments
- Wireless Communication Towers

### ACCESSORY USES

- Accessory Use, Building or Structure
- Donation Bins
- Food Truck, Temporary Use
- Outdoor Seating Area
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Direct Use

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail*

**REQUIRED DIMENSIONS**

<b>Lot Standards</b>		<b>Minimum Setbacks (ft.)</b>	
Minimum Lot Width (ft.):	100	Front Yard :	20
Minimum Lot Area (sq. ft.):	16,000	Side Yard <sup>(1)</sup> :	10
Maximum Lot Coverage:	50%	Rear Yard <sup>(1)</sup> :	20
Minimum Floor Area Per Unit (sq. ft.):	--		
Maximum Building Height (ft.):	45		

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

**REFERENCES TO ADDITIONAL STANDARDS**

<b>Site Plan Review</b> Section 14.2	<b>General Provisions</b> Section 7	<b>Environmental Performance Standards</b> Section 8
<b>Landscaping and Screening</b> Section 10	<b>Accessory Uses and Structures</b> Section 7.5	<b>Exterior Lighting</b> Section 8.2
<b>Signs</b> Section 11	<b>Nonconformities</b> Section 12	<b>Parking</b> Section 9



### Section 3.15 B-7, Retail and Service Highway Business District

#### STATEMENT OF PURPOSE

The intent of this district is to promote the high quality commercial and office development in the vicinity of M-20 and Pickard Road. Requirements and incentives are provided to promote vehicular and pedestrian safety, control traffic congestion, and improve the visual appearance of the district through proper landscaping, buffering and screening.

#### PRINCIPAL PERMITTED USES

- Adult Regulated Uses
- Auction, Permanent
- Beauty and Barber Shops
- Brewpub
- Bus, Train, and other Forms of Transportation Systems, Passenger Stations
- Business Schools, Colleges, and Private Schools Operated for Profit
- Convenience Store
- Distillery, Small
- Essential Services
- Financial Institutions
- Gunsmith
- Health, Exercise Club, or Spa
- Hospital
- Hospitality Facility
- Hotels
- Indoor Commercial Recreation
- Indoor Gun and Archery Ranges
- Instant Oil Change Shop
- Massage Therapist
- Medical, Osteopathic, Optical or Dental Offices
- Microbrewery
- Mixed Use Buildings
- Mortuary Establishments, Funeral Homes
- Office, Professional, Technical or Administrative
- Personal Fitness Center
- Personal Service Establishments
- Pet Grooming
- Pet Obedience School
- Pet Shop
- Pharmacy
- Plumbing, Heating, and Electrical Shops
- Private Clubs, Fraternal Organizations, and Lodge Halls
- Religious Institutions
- Restaurants, Bar/Lounge
- Restaurants, Carry-Out
- Restaurants, Standard
- Restaurants, With Drive-Through
- Retail, General
- Sign Painting and Servicing Shops
- Supermarket
- Tire and Battery Shops
- Veterinary Clinic
- Wine Maker, Small

#### SPECIAL USES

- Automobile Wash when Completely or Partially Enclosed in a Building
- Automobile repair shop or garage if all operations are conducted in an enclosed building
- Dealership, Vehicle, Automobile Dealership, and Farm Equipment Sales
- Distribution Center
- Kennel, Boarding
- Manufacturing, Light
- Mobile and Modular Home Sales
- Motor Vehicle Filling Station, Gas Station
- Nursing Home
- Open Air Businesses
- Research Laboratories, Prototype Design and Development
- Warehousing and Wholesale Trade Establishments
- Wireless Communication Towers

#### ACCESSORY USES

- Accessory Use, Building or Structure
- Donation Bins
- Food Truck, Temporary Use
- Outdoor Seating Area
- Outdoor Storage, General
- Outdoor Temporary Retail Sales
- Solar Energy Facility – Direct Use

The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.

#### REQUIRED DIMENSIONS

Lot Standards		Minimum Setbacks (ft.)	
Minimum Lot Width (ft.) <sup>(1)</sup> :	130	Front Yard:	20
Minimum Lot Area (sq. ft.):	20,000	Side Yard <sup>(1)</sup> :	10
Maximum Lot Coverage <sup>(1)</sup> :	50%	Rear Yard <sup>(1)</sup> :	20
Minimum Floor Area Per Unit (sq. ft.):	--		
Maximum Building Height (ft.):	45		

**Footnotes:** See Section 4.3.

The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.

<b>REFERENCES TO ADDITIONAL STANDARDS</b>		
<b>Site Plan Review</b> Section 14.2	<b>General Provisions</b> Section 7	<b>Environmental Performance Standards</b> Section 8
<b>Landscaping and Screening</b> Section 10	<b>Accessory Uses and Structures</b> Section 7.5	<b>Exterior Lighting</b> Section 8.2
<b>Signs</b> Section 11	<b>Nonconformities</b> Section 12	<b>Parking</b> Section 9

### Section 3.16 I-1, Light Industrial District

#### STATEMENT OF PURPOSE

It is the intent of this district to provide sufficient land area in appropriate locations to meet the Township’s expected needs for light industrial, wholesale, and warehousing activities. It is intended that the external physical effects from such operations be confined to the I-1 District, to avoid detrimental impact on adjoining lands. Industrial uses that are prone to fire, explosions, toxic hazards, offensive noise, vibrations, smoke, odors, or other nuisances are prohibited.

This district is intended for manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material. It is not intended for the processing of raw material for shipment in bulk form to be used in an industrial operation in another location.

Light Industrial Districts should be thoughtfully planned to separate industrial activities from less intensive land uses, make efficient use of the land, and conserve property values.

PRINCIPAL PERMITTED USES	SPECIAL USES
<ul style="list-style-type: none"> <li>• Agricultural Processing and Packaging</li> <li>• Auctions, Permanent</li> <li>• Automobile repair shop or garage if all operations are conducted in an enclosed building</li> <li>• Contractor’s Yard</li> <li>• Distiller</li> <li>• Distribution Center</li> <li>• Dry Cleaning Plant, Commercial Laundry</li> <li>• Essential Services</li> <li>• Kennel, Boarding</li> <li>• Landscape Contractor’s Operation</li> <li>• Major Repair and Maintenance Operations</li> <li>• Manufacturing, Light</li> <li>• Motor Freight Facility</li> <li>• Outdoor Storage, General</li> <li>• Recycling Center</li> <li>• Recycling Collection Station</li> <li>• Research Laboratories, Prototype Design and Development</li> <li>• Self-storage Facilities (Mini-Warehouse, Mini-Storage)</li> <li>• Trade or Industrial Schools</li> <li>• Truck Terminal</li> <li>• Warehousing and Wholesale Trade Establishments</li> <li>• Wine Maker</li> <li>• Wireless Communication Towers</li> </ul>	<ul style="list-style-type: none"> <li>• Automobile or Vehicle Storage</li> <li>• Manufacturing, General</li> <li>• Oil or Gas Processing Plant</li> <li>• Racetracks</li> <li>• Truck Stop</li> <li>• Vehicle Impoundment Lot</li> <li>• Wind Energy Conversion System – On-Site</li> </ul>
	ACCESSORY USES

*The above list is a summary of uses permitted in the district. Refer to Section 6 for requirements applicable to specific uses. In case of a conflict between Section 3.4 and the above list, Section 3.4 shall prevail.*

REQUIRED DIMENSIONS			
Lot Standards		Minimum Setbacks (ft.)	
Minimum Lot Width (ft.):	100	Front Yard <sup>(i)</sup> :	25
Minimum Lot Area (sq. ft.):	43,560	Side Yard <sup>(k)</sup> :	20
Maximum Lot Coverage:	60%	Rear Yard <sup>(k)</sup> :	30
Minimum Floor Area Per Unit (sq. ft.):	--		
Maximum Building Height (ft.):	60		

**Footnotes:** See Section 4.3.

*The above list of Required Dimensions is a summary. Refer to Section 4 for dimensions applicable in each district. In case of a conflict between Section 4 and the above list, Section 4 shall prevail.*

REFERENCES TO ADDITIONAL STANDARDS		
<b>Site Plan Review</b> Section 14.2	<b>General Provisions</b> Section 7	<b>Environmental Performance Standards</b> Section 8
<b>Landscaping and Screening</b> Section 10	<b>Accessory Uses and Structures</b> Section 7.5	<b>Exterior Lighting</b> Section 8.2
<b>Signs</b> Section 11	<b>Nonconformities</b> Section 12	<b>Parking</b> Section 9

## ZONING ORDINANCE AMENDMENT REPORT

<b>TO:</b>	Planning Commission	<b>DATE:</b>	October 31, 2022
<b>FROM:</b>	Rodney C. Nanney, AICP Community and Economic Development Director		
<b>PROJECT:</b>	PTXT 22-01 - Proposed Zoning Ordinance text amendments		
<b>ACTIONS REQUESTED:</b>	To introduce, discuss, and consider scheduling a public hearing for the PTXT 22-01 set of proposed text amendments to the Zoning Ordinance No. 20-06.		

### Background Information

During the adoption process for our current Zoning Ordinance No. 20-06 (which went into effect in September of 2020), 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. In November of last year, an initial set of “punch list” amendments were adopted by the Board of Trustees after a Planning Commission public hearing and recommendation for approval.

As staff has continued to administer the new Zoning Ordinance, some additional issues have arisen that are best resolved through consideration of amendments. In addition, new or amended state laws require corresponding changes to the Zoning Ordinance.

### Summary of Proposed Amendments

Additional background information is provided below to highlight various changes to the Zoning Ordinance included in this set of proposed amendments:

#### **Correcting Gaps in the Allowable Uses.**

The definition of “Public and Institutional Buildings and Uses” is proposed to be revised, and “Dwelling, Accessory,” “Bakeries,” “Printing, Copying, and Bookbinding Operations,” and various recreation facilities are proposed to be added to eliminate staff-identified gaps in our current list of allowable uses in various zoning districts.

Where needed, appropriate standards for these uses have been added or updated in Section 6.

#### **Correcting Errors and Regulatory Conflicts.**

Several typographical errors are proposed to be corrected, and outdated references in a number of sections to Township Board approval of special uses will be removed. Changes in state law require us to amend the licensed capacity limits for family and group day care homes, and to insert “qualified residential treatment programs for 10 or fewer individuals” as an allowable use in districts where single-family dwellings are allowed.

A regulatory conflict identified by the Zoning Administrator related to provisions for nonconforming single-family dwellings is proposed to be resolved by inserting a new Section 12.6 to more properly and completely address the concerns of mortgage companies and insurance companies related to replacement of a damaged or destroyed nonconforming dwelling.

The responsibilities of the Zoning Administrator (listed in Section 13.5.B.) are also proposed to be updated to remove inconsistencies between the provisions of this subsection and the established job description for this position.

### **Planned Unit Development (PUD) Updates**

The eligibility criteria and provisions for permitted uses in a PUD project are proposed to be updated to clarify and expand the criteria for consideration of a potential project for PUD review, to expand land use options that can be considered on a PUD Concept Plan, and to better integrate the Master Plan into the land use review component of the PUD review process. An additional amendment to the “regulatory flexibility” subsection is intended to allow proposed “limited deviations” to signage standards to also be considered as part of a PUD application.

### **Self-storage Buildings.**

To correct a regulatory conflict, self-storage buildings are proposed to be added back into the table in Section 3.4 (to match the reference in Section 3.13). To minimize impacts on a vibrant business district and to maximize the economic development potential of the limited amount of vacant industrial land in the Township, additional location and site arrangement standards are proposed to be added to Section 6.38 and these facilities are proposed to be moved to require special use permit approval in the Industrial Districts. The minimum parking standard is also proposed to be revised to eliminate the potential for excessive or unnecessary required parking.

### **Zoning Board of Appeals**

[The typo correction I referenced during our October meeting has been corrected.](#) Amendments are proposed to consolidate all Zoning Board of Appeals-related provisions into one section (these provisions are currently incomplete and divided between Sections 13.4 and 14.4), to correct inconsistencies in the current text with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to “substantial justice.”

As part of the updates, a clarification is also proposed to be made related to the timing of application or appeal. For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing subsequent to the conclusion of that administrative process.

## **Board of Trustees Goals Addressed**

Board of Trustees goals addressed from Policy 1.0: Global End, of the Board of Trustees’ Policy Governance document:

### **1. Community well-being and common good**

- 3. Safety
- 4. Health
- 6. Commerce

The proposed set of amendments will help to ensure that the Township’s Zoning Ordinance supports a sustainable community (1.0) and provides for fair and nondiscriminatory code enforcement (1.1.1.2). The updated provisions are intended in part to help ensure that all residents of all ages and abilities may enjoy a safe environment (1.3), have access to facilities that enable an active, healthy lifestyle (1.4), and can take pride in their community (1.1.1.3). The commerce-friendly changes proposed to the standards for the Business Districts and Industrial Districts are intended to support economic development and further encourage innovative and traditional commercial establishments to locate in the Township (1.6), while also providing for reasonable regulation of potentially undesirable businesses designed to minimize adverse impacts on neighboring properties and land uses (1.6.1).

### Objective

Planning Commission review of the proposed set of Zoning Ordinance text amendments in anticipation of setting a public hearing date for the amendments.

### Recommendation

The proposed set of Zoning Ordinance text amendments compiled by staff are ready for an introduction and initial review by the Planning Commission. If the Commission determines that the proposed amendments are ready for a public hearing, I would ask that the Planning Commission take action to set a public hearing date for the PTXT 22-01 proposed amendments to Sections 2 (Definitions), 3 (Zoning Districts and Maps), 5 (Supplemental Zoning District Standards), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 12 (Nonconformities), 13 (Administrative Organization), and 14 (Administrative Procedures) of the Zoning Ordinance No. 20-06.

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**

Community and Economic Development Director

CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

An ordinance to amend the Charter Township of Union Zoning Ordinance No. 20-06 by amending Sections 2 (Definitions), 3 (Zoning Districts and Maps), 5 (Supplemental Zoning District Standards), 6 (Standards Applicable to Specific Land Uses), 7 (General Provisions), 9 (Parking, Loading, and Access Management), 12 (Nonconformities), 13 (Administrative Organization), and 14 (Administrative Procedures) by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.); to provide for repeal; to provide for severability; to provide for publication; and to provide an effective date.

Proposed additions to the current text of the Zoning Ordinance are highlighted below in blue underlined text and proposed deletions are shown using ~~red strikethrough text~~. Where an entirely new section or sub-section is proposed, this is stated in the header, with the new text left unhighlighted for readability.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

**PART ONE – Title**

This Ordinance shall be known and may be referred to as the “Charter Township of Union Ordinance Number \_\_\_\_\_, Ordinance Amending the Charter Township of Union Zoning Ordinance.”

**PART TWO – Amendments to Section 2.2 (Definitions)**

Section 2.2 (Definitions) is hereby amended to Delete “Unit” from “Dwelling, Accessory;” to revise the definition; to delete the duplicative “Dwelling, Accessory Apartment” definition; to amend the “public and institutional buildings and uses” to include K-12 school buildings in the definition; and to amend the state-licensed capacities of family and group child day care homes consistent with recent changes to state law.

**Section 2.2 Definitions**

~~**Dwelling, Accessory Apartment:** A dwelling unit that is accessory to and contained within a principal single family dwelling, and which is occupied by either persons related to the occupant of the principal residence by blood, marriage, or legal adoption; domestic servants; or gratuitous guests. An ‘accessory apartment’ commonly has its own kitchen, bath, living area, sleeping area, and usually a separate entrance.~~

**Dwelling-Unit, Accessory:** A secondary ary dwelling unit that is accessory to and located on the same ~~property~~ premises as ~~a the~~ principal dwelling-unit, ~~included in the same deed, title, parcel/tax identification number as the principal dwelling unit,~~ and which cannot be sold ~~or leased~~ separately from the principal dwelling-unit, ~~and which does not contain a kitchen.~~

**Public and Institutional Buildings and Uses:** Principal structures dedicated to the use by the public or government operations. For the purposes of this Ordinance, Public and Institutional Buildings shall include libraries, museums, municipal offices, County, State, or Federal Offices, police and fire stations, K-12 schools, and other buildings used by the public or government. Exceptions: ~~K-12 Schools, Colleges, universities~~ ~~Institutions of Higher Education~~, and publicly-owned recreational facility buildings shall be defined as described in this section, and shall not be considered Public and Institutional Buildings.

**State-Licensed Residential Facility:** Any structure constructed for residential purposes and licensed by the State of Michigan pursuant to Michigan Public Act 116 of 1973 (the Child Care Licensing Act) or Michigan Public Act 218 of 1979 (the Adult Foster Care Facility Licensing Act), including **adult foster care facilities, foster family homes, foster family group homes, family day care homes, and group day care homes.**

- B. Child day care: The care and supervision for periods of less than 24 hours a day of minor children, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption.
  - (1) *Family child day care home:* A **private home** in which ~~one but fewer than~~ up to seven (7) minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.
  - (2) *Group child day care home:* A **private home** in which ~~more than six but not more than 12~~ up to 14 minor children are received for **child day care**, including a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.

**PART THREE – Amendments to Section 3.4 (Permitted Uses by District)**

Section 3.4 (Permitted Uses by District) is hereby amended to remove a regulatory conflict by specifying the zoning districts where “Dwelling, Accessory” would be an allowable use, to insert “qualified residential treatment programs” as an allowable use consistent with recent state law changes, to correct a typographical error by inserting “universities” into the table, to clarify and expand provisions for recreation facilities in certain zoning districts, and to add bakeries and printing, copying, and bookbinding facilities into the business and industrial districts, as follows:

**Key:** A=Accessory Use  
 P=Principal Permitted Use  
 S=Special Use  
 [blank]=Use Not Permitted

	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS		Use Standards
<b>Land Use</b>															
<b>Residential Uses</b>															
Child or Day Care, Family Home	P	P	P	P	P	P	P								<a href="#">Section 6.14</a>
<u>Dwelling, Accessory</u>	S	S	S	S											<a href="#">Section 6.56</a>



Land Use	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS	Use Standards	
<a href="#">Qualified residential treatment program for 10 or fewer individuals</a>	P	P	P	P										<a href="#">Section 6.42</a>	
<b>Public, Quasi-Public, and Recreational Uses</b>															
Airports, Public or Private	S													Section 6.3	
Amusement Parks								S						Section 6.4	
Amusement Enterprises									P						
Bus, Train, and other Forms of Transportation Systems, Passenger Stations								P	P	P					
Business Schools, Colleges, <a href="#">Universities</a> , and Private Schools Operated for Profit								P	P	P					
Campgrounds or Recreation Grounds	S													Section 6.10	
Cemeteries, Public or Private, including Mausoleums	P													Section 6.11	
Conservation Areas, Public or Private	S														
Country Clubs and Golf Courses	S	S	S	S	S	S								Section 6.12	
Health, Exercise Club, or Spa								P	P	P					
Indoor Commercial <a href="#">or Privately-Owned Recreation Facilities</a>								P	P	P			S		
<a href="#">Indoor Publicly-Owned Recreation Facilities</a>	S	S	P	P	P	P		P	P	P			S	<a href="#">Section 6.34</a>	
Indoor Gun and Archery Range	S							P	P	P					
Miniature Golf and/or Driving Ranges	S							S						Section 6.23	
Municipal Public Utility Uses, such as Water Treatment Plants and Reservoirs, Sewage Treatment Plants, including outdoor storage												P			
<a href="#">Outdoor Commercial or Privately Owned Recreation Facilities</a>	S							S							
<a href="#">Outdoor Publicly-Owned Recreation Facilities</a>	S	S	P	P	P	P							P		
Private Clubs, Fraternal Organizations, and Lodge Halls								P	P	P					
Public and Institutional Buildings and Uses	S	S	<del>S</del>	<del>P</del>	<del>S</del>	<del>P</del>	<del>S</del>	<del>P</del>					<del>S</del>	<del>P</del>	Section 6.34
Religious Institutions	S	S	P	P	P	P		P	P	P			P	Section 6.34	
Theaters, Assembly Halls, Concert Halls, and Similar Places of Assembly								P	P						
Trade or Industrial Schools											P	P			
<b>Commercial and Retail Uses</b>															
<a href="#">Bakeries</a>								P	P	P	P	P		<a href="#">Section 6.43</a>	
<a href="#">Printing, Copying, and Bookbinding Operations</a>								P	P	P	P	P		<a href="#">Section 6.43</a>	
<b>Other Uses</b>															
Self-storage Facilities (Mini-Warehouse, Mini-Storage)								S	S		<del>P</del>	<del>S</del>	<del>P</del>	<del>S</del>	Section 6.38

**PART FOUR – Amendments to Section 3.6 (AG, Agricultural District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.6 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the AG zoning district:
  - Qualified residential treatment programs for 10 or fewer individuals
- B. Add the following as allowable Special Uses in the AG zoning district:
  - Dwelling, Accessory
  - Indoor Publicly-Owned Recreation Facilities

**Draft Date: October 31, 2022**

- Outdoor Commercial or Privately-Owned Recreation Facilities
- Outdoor Publicly-Owned Recreation Facilities

**PART FIVE – Amendments to Section 3.7 (R-1, Rural Residential District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.7 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-1 zoning district:
  - Qualified residential treatment programs for 10 or fewer individuals
- B. Add the following as allowable Special Uses in the R-1 zoning district:
  - Dwelling, Accessory
  - Indoor Publicly-Owned Recreation Facilities
  - Outdoor Publicly-Owned Recreation Facilities

**PART SIX – Amendments to Section 3.8 (R-2A, One- and Two-Family, Low-Density Residential District) and to Section 3.9 (R-2B, One- and Two-Family, Medium-Density Residential District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.8 and Section 3.9 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-2A and R-2B zoning districts:
  - Qualified residential treatment programs for 10 or fewer individuals
  - Indoor Publicly-Owned Recreation Facilities
  - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the R-2A and R-2B zoning districts:
  - Dwelling, Accessory
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-2A and R-2B zoning districts.

**PART SEVEN – Amendments to Section 3.10 (R-3A, Multiple-Family Residential District) and Section 3.11 (R-3B, Medium-Density Multiple-Family Residential District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.10 and Section 3.11 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the R-3A and R-3B zoning districts:
  - Qualified residential treatment programs for 10 or fewer individuals
  - Indoor Publicly-Owned Recreation Facilities
  - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the R-3A and R-3B zoning districts:
  - Dwelling, Accessory

- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the R-3A and R-3B zoning districts.

**PART EIGHT – Amendments to Section 3.13 (B-4, General Business District), Section 3.14 (B-5, Highway Business District, and Section 3.15 (B-7, Retail and Service Highway Business District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.13, Section 3.14, and Section 3.15 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
  - Indoor Publicly-Owned Recreation Facilities
  - Bakeries
  - Printing, Copying, and Bookbinding Operations
- B. Add the following as allowable Special Uses only in the B-4 zoning district:
  - Outdoor Commercial or Privately-Owned Recreation Facilities
- C. Revise the titles of the following allowable Principal Permitted Uses in the B-4, B-5, and B-7 zoning districts:
  - Business Schools, Colleges, [Universities](#), and Private Schools Operated for Profit
  - Indoor Commercial [or Privately-Owned Recreation Facilities](#)

**PART NINE – Amendments to Section 3.16 (I-1, Light Industrial District), 3.17 (I-2, General Industrial District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.16 and Section 3.17 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the I-1 and I-2 zoning districts:
  - Bakeries
  - Printing, Copying, and Bookbinding Operations
- B. Move “Self-storage Facilities (Mini-Warehouse, Mini-Storage)” from the list of allowable Principal Permitted Uses to the list of Special Uses in the I-1 and I-2 zoning districts.

**PART TEN – Amendments to Section 3.18 (OS, Office Service District)**

The lists of Principal Permitted Uses and Special Uses in Section 3.18 are hereby amended, as follows:

- A. Add the following as allowable Principal Permitted Uses in the OS zoning district:
  - Outdoor Publicly-Owned Recreation Facilities
- B. Add the following as allowable Special Uses in the OS zoning district:
  - Indoor Commercial or Privately-Owned Recreation Facilities
  - Indoor Publicly-Owned Recreation Facilities
- C. Move “Public and Institutional Buildings and Uses” from the list of allowable Special Uses to the list of Principal Permitted Uses in the OS zoning district.

## **PART ELEVEN – Amendments to Section 3.19 (PUD, Planned Unit Development District)**

Section 3.19 (PUD, Planned Unit Development District) is hereby amended to update subsection “A.” (Eligibility Criteria) to clarify and expand the criteria for consideration of a potential project for PUD review, to update subsection “B.2.” to also allow limited sign-related deviations to be proposed on the PUD Concept Plan, and to update subsection “C.1.” (Permitted Uses) to expand land use options and replace references to underlying zoning and better integrate the Master Plan into the land use review process.

### **Section 3.19 PUD, Planned Unit Development District**

#### **A. Eligibility Criteria**

To be eligible for Planned Unit Development approval, the applicant must demonstrate that the following criteria will be met:

1. Sufficient land area for proposed uses. The proposed PUD site includes sufficient contiguous land area to comply with all applicable regulations of this Ordinance, to adequately serve the needs of all permitted uses in the PUD project, and to ensure compatibility between uses and the surrounding area. ~~Minimum Size.~~ The minimum size of a Planned Unit Development site shall be five (5) acres of contiguous land, unless the Planning Commission determines that at least one (1) of the following conditions exists:
  - a. The proposed PUD site is located in the East or the West Downtown Development Authority District or within the Mixed-Use Bluegrass Center area as described in the Master Plan, in which case the site size may be less than five (5) acres.
  - b. ~~Furthermore, in the interest of maximizing the use of Planned Unit Development as a tool to promote high quality planning and development, the Planning Commission may permit a smaller Planned Unit Development outside of the DDA or Bluegrass area if:~~ (a) The proposed project has unique characteristics and recognizable and material benefits (including historic and/or architectural value), and/or (b) that will be realized by the future users of the development and the Township as a whole, where such benefits would otherwise be unachievable under this Ordinance.
  - c. The parcel in question has unique characteristics that significantly impact development, such as significant blight, environmental contamination or obsolete buildings that would be fully resolved by the PUD project, unusual topography, or significant historical, cultural or archeological features ~~tree stands, wetlands, poor soil conditions on portions of the parcel, water courses, unusual shape or proportions, or utility easements which cross the parcel.~~

~~In such case, the applicant shall submit a letter to the Township requesting a waiver of the minimum Planned Unit Development size requirements. The request shall be submitted prior to submittal of a site plan and application for Planned Unit Development approval. The Planning Commission shall review the request and make the final decision concerning a request to waive the Planned Unit Development size requirements.~~

2. **Unified Control.** The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project, or assuring completion of the project, in conformity with this Ordinance. The property owner must have a physical street address. The applicant shall provide legal documentation of single ownership or control ~~in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans as part of the PUD application. These legal documents shall bind all development successors in title to any commitments made as a part of the documents.~~ This provision shall not prohibit a transfer of ownership or control, provided notice of such transfer is given to the ~~Township Clerk~~ Zoning Administrator.
3. **Consistent with the purpose for the PUD District.** The proposed PUD is consistent with the Statement of Purpose for the PUD District in Section 3.19.
4. **Compatibility with the Master Plan.** The intent and all of the proposed uses within the requested PUD zoning district are compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.
5. **Availability and capacity of services.** The proposed type and intensity of use will not exceed the existing or planned capacity of public or municipal services or infrastructure; including but not limited to roads, police and fire protection services, refuse disposal, municipal water or sewerage systems, other utilities, drainage facilities, and public or private wells. The proposed use will not create additional requirements at public cost for services or infrastructure that will be detrimental to the economic welfare of the community.

**B. Regulatory Flexibility**

2. Such deviations may include limited modifications to specific requirements found in Sections 4 through 10 11 of this Ordinance that apply to the PUD project, and to specific PUD project design standards found in this Section.

**C. Permitted Uses and Density**

1. **Permitted Uses.** The following uses shall be permitted in a Planned Unit Development, ~~unless a broader mixture of uses is called for on the land in question in the Master Plan~~ subject to Planning Commission recommendation and Township Board approval:
  - a. ~~If the underlying zoning is R-1, R-2A, R-2B, R-3A, or R-3B: any use allowed as principal permitted use or special use within the specified district.~~
  - b. ~~If the underlying zoning is B-4: any use allowed as principal permitted use or special use within the B-4 district, housing for the elderly, and shopping centers.~~
  - c. ~~If the underlying zoning is B-5: any use allowed as principal permitted use or special use within the B-5 district and shopping centers.~~

- ~~d. If the underlying zoning is B-7: any use allowed as principal permitted use within the B-7 district, one and two family dwellings, and multiple family dwellings.~~
- ~~e. If the underlying zoning is I-1 or I-2: any use allowed as principal permitted use within the specified district and industrial parks.~~
- ~~f. If the underlying zoning is OS: any use allowed as principal permitted use within the OS district.~~
- a. Uses in a PUD District shall be limited to those specific uses included in the listing of uses shown on the approved PUD Concept Plan, along with customary accessory uses and structures. All other uses shall be prohibited, unless otherwise permitted by this Ordinance.
- b. Uses in a PUD District shall be compatible with the goals, objectives, and policies of the Master Plan, including the future land use designation(s) for the site, unless the Planning Commission determines that conditions have changed significantly since the Plan was prepared or new information supports a change.
- c. Uses in a PUD District shall not be hazardous, detrimental or injurious to the environment or the public health, safety or general welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage, pollution or other adverse impacts.
- d. A residential area as designated on the approved PUD Concept Plan may contain one (1) or more types of dwelling units, provided that such combination of dwelling unit types and location and arrangement of the residential development will not interfere with orderly and reasonable planning, development, and use of an area.
- e. The Planning Commission may require that a variety of housing types be provided as part of a residential PUD project.
- f. Home occupations shall be permitted in single-family dwellings in a PUD District.
- g. To support the inclusion of a specified use in a PUD project, the applicant may be required to provide documentation, such as a professional market study, that a demand exists for the proposed use within the market area.

## **PART TWELVE – Amendments to Section 5.5 (Wireless Communication Facilities)**

Section 5.5 (Wireless Communication Facilities) is hereby amended to clarify approval procedures by deleting errant references to Township Board approvals from subsections “B,” “C,” and “G.”

### **Section 5.5 Wireless Communications Facilities**

#### **B. Approval Procedures.**

The following procedures have been established to achieve approval of a proposed wireless communications facility:

1. Standard A. Standard A Wireless communication equipment proposals require no zoning approval. However, plans for Standard A improvements shall be submitted to the Township.
2. Standard B. Standard B wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures in Section 14.3 and the following ~~special procedures~~ additional requirements:

Steps    Action

1. Applicant submits plan and \$1,000 fee.
2. Within 14 days Township administration determines if application is complete.
3. If application is incomplete, administration notifies applicant.
4. If application is complete, administration initiates SLU review by scheduling special use public hearing. Special use review must be complete (60) days after the application is considered complete.
- ~~5. Township Planner reviews plan, transmits letter to Planning Commission.~~
- ~~6. Planning Commission reviews plan, makes recommendation to Township Board.~~
- ~~7. Township Board approves or denies application.~~

3. Standard C. Standard C wireless communication equipment proposals require special use approval. Accordingly, such proposals are subject to the procedures outlined for Standard B, except that in Step 4 the special use review must be complete not more than ninety (90) days after the application is considered complete.

**C. Requirements.**

All applications for wireless communication facilities that require special use approval shall be reviewed in accordance with the following standards and conditions. If approved, such facilities shall be constructed and maintained in accordance with such standards and conditions and any additional conditions imposed by the Planning Commission ~~and Township Board.~~

**G. Summary of Review Requirements.**

The following chart summarizes review requirements for wireless communications facilities:

Type of Wireless Communications Facility	Required Review and Approval		
	Township Board Planning Commission	Zoning Administrator	Exempt
<b>ANTENNAE &amp; ANTENNA STRUCTURES</b>			
Installation of any amateur radio transmission or reception antenna or antenna structure, short wave facility, contractor’s business antenna structure, television reception	Exceeding 130.0 feet in height	•	

Type of Wireless Communications Facility		Required Review and Approval		
		Township Board Planning Commission	Zoning Administrator	Exempt
antenna, wireless Internet antenna, citizen's band base station antenna or similar antennae or antenna structure:	Up to 130.0 feet in height		•	
<b>SATELLITE DISH ANTENNAE</b>				
Installation of a satellite dish antenna with a diameter of:	1.5 meters or larger		•	
	Less than 1.5 meters			•
<b>OTHER ANTENNAE MOUNTED ON A STRUCTURE</b>				
Antenna(e) installation on an existing principal building or accessory structure that also includes use of an outside ground equipment enclosure area.		•		
Antenna(e) installation on an existing principal building or accessory structure where all accessory equipment is installed within the building or structure		•		
<b>OTHER WIRELESS COMMUNICATION FACILITIES</b>				
Construction of a new wireless communication facility not otherwise addressed in this table.		•		
Alteration or enlargement of an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. <b>Also see Sections 5.5(A) and (B)</b>	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Construction or expansion of equipment building(s) within an approved ground equipment enclosure			•	
Expansion of a previously approved ground equipment enclosure to a total area greater than 2,500 square feet. <b>Also see Sections 5.5 (A) and (B)</b>		•		
Collocation of new antennae on an existing tower that would conform to maximum height requirements:	With an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. <b>Also see Sections 5.5 (A) and (B)</b>	•		
	Without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater		•	
Expansion of a previously approved ground equipment enclosure area to a total area less than or equal to 2,500 square feet			•	
Installation of new ground equipment within an approved ground equipment building or enclosure			•	
<b>OTHER PROJECTS EXEMPT FROM TOWNSHIP REVIEW</b>				
Installation of municipal and other facilities subject to federal or state preemption of local authority				•
Repair, service or maintenance of an existing wireless communications facility, provided that all work conforms to approved plans and applicable codes				•

**PART THIRTEEN – Amendments to Section 6.13 (Group Day Care Home....)**

Section 6.13 (Group Day Care Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:



**Section 6.13 Group Day Care Home ~~(for 7 to 12 Children)~~**

**PART FOURTEEN – Amendments to Section 6.14 (Day Care, Family Home....)**

Section 6.14 (Day Care, Family Home....) is hereby amended to amend the section title to delete the reference to the number of children served consistent with recent changes in state law:

**Section 6.14 Day Care, Family Home ~~(for 1 to 6 Children)~~**

**PART FIFTEEN – Amendments to Section 6.28 (Extraction Operations)**

Section 6.28 (Extraction Operations) is hereby deleted and replaced in its entirety to amend the Section as follows:

**Section 6.28 Extraction Operations**

Extraction operations shall conform to all applicable federal, state, and county regulations and the requirements of the Township’s adopted Extraction Ordinance ~~No. 20-01~~.

**PART SIXTEEN – Amendments to Section 6.35 (Biofuel Production Facility)**

Section 6.35 (Biofuel Production Facility) is hereby amended to delete the errant references to the Township Board from subsection “E.6.” as follows:

**Section 6.35 Biofuel Production Facility**

- E. **Special Use Application Requirements.** An application for special use approval for a biofuel production facility shall include all of the following:
  - 6. Information Requested by the Planning Commission ~~or Township Board~~. Any additional information requested by the Planning Commission ~~or Township Board~~ that is necessary to make a determination on the special use application.

**PART SEVENTEEN – Amendments to Section 6.38 (Self-Storage Buildings)**

Section 6.38 (Self-Storage Buildings) is hereby amended to add new subsections “E.” entitled “Additional Standards for the Business Districts” and “F.” entitled “Additional Standards for the Industrial Districts” to establish additional requirements for new self-storage buildings designed to preserve the character, purpose, and function of these districts.

**Section 6.38 Self-Storage Buildings**

- E. **Additional Standards for the Business Districts.** In the B-4 and B-5 zoning districts, self-storage buildings shall be accessory to Principal Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s).
- F. **Additional Standards for the Industrial Districts.** Self-storage buildings shall only be allowed in the I-1 and I-2 zoning districts where they are either accessory to Principal

Permitted Use(s) as allowed in the zoning district and located to the rear of the lot or otherwise arranged in a manner clearly secondary to the Principal Permitted Use(s), or shall be limited to lots that the Planning Commission has determined to be unsuitable by size, location or configuration for development of Principal Permitted Use(s) as allowed in the zoning district.

**PART EIGHTEEN – Amendments to Section 6.39 (Solar Energy Systems)**

Section 6.39 (Solar Energy Systems) is hereby amended to correct a typographical error in subsection “G.6.d.” as follows:

**Section 6.39 Solar Energy Systems**

**G. Primary Use Solar Energy Facilities.**

**6. Decommissioning Plan.**

**d. Surety:**

- i. The owner(s) and/or operator of the SEFs shall post a surety in a form acceptable to the Township, such as security bond, irrevocable letter of credit, escrow, or other form deemed acceptable by the Township equal to one-hundred fifty (150) percent of the total estimated decommissioning and reclamation costs, prior to issuance of a building permit. The cost of decommissioning shall be reviewed between the operator and the Township ~~Board~~ Planner every five (5) years to ensure adequate funds are allocated for decommissioning; the surety shall be appropriately adjusted to reflect the current decommissioning estimate.

**PART NINETEEN – Add a New Section 6.42 (Qualified Residential Treatment Programs)**

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.42 entitled “Qualified Residential Treatment Programs” as follows:

**Section 6.42 Qualified Residential Treatment Programs**

Consistent with Section 206(1)(c) of the Michigan Zoning Enabling Act, A qualified residential treatment program that provides services for 10 or fewer individuals is a residential use of property for the purposes of zoning, to which all of the following apply:

1. The program has a trauma-informed treatment model, evidenced by the inclusion of trauma awareness, knowledge, and skills into the program’s culture, practices, and policies.
2. The program has registered or licensed nursing and other licensed clinical staff on-site or available 24 hours a day, seven days a week, who provide care in the scope of their practice as provided in Part 170 (Medicine), Part 172 (Nursing), Part 181 (Counseling), Part 182

(Psychology), Part 182A (Applied Behavior Analysis), and Part 185 (Social Work) of the Public Health Code.

3. The program integrates families into treatment, including maintaining sibling connections.
4. The program provides aftercare services for at least six months post discharge.
5. The program is accredited by an independent not-for-profit organization as described in 42 USC 672(k)(4)(G).
6. The program does not include a detention facility, forestry camp, training school, or other facility operated primarily for detaining minor children who are determined to be delinquent.

### **PART TWENTY – Add a New Section 6.43 (Bakeries)**

Section 6 (Standards Applicable to Specific Uses) is hereby amended to add a new Section 6.43 entitled “Bakeries” as follows:

#### **Section 6.43 Bakeries and Printing, Copying, and Bookbinding Operations**

Bakeries and Printing, Copying, and Bookbinding Operations shall be subject to the following standards by zoning district:

1. In the I-1 and I-2 zoning districts, the principal use of the premises shall be for the preparation and manufacturing of products to be distributed and sold at off-site locations. Any area(s) for sales of products prepared on the premises shall be limited to no more than twenty percent (20%) of the usable floor area occupied by the principal use.
2. In the B-4, B-5, and B-7 zoning districts, the principal use of the premises shall be the preparation and on-site sales of products. Distribution of products to off-site locations shall be permitted as an accessory use, provided that such activities remain incidental and subordinate to the principal use of the premises.

### **PART TWENTY-ONE – Amendments to Section 6.56 (Accessory Apartment)**

Section 6.56 (Accessory Apartment) is hereby deleted and replaced in its entirety with a new Section 6.56 entitled “Accessory Dwelling” to revise the title and change the references in the text to match defined terms, to revise the maximum floor area limitation, and to add a reference to the Township’s Housing Licensing Ordinance, as follows:

#### **Section 6.56 Accessory ~~Apartment~~ Dwelling**

An accessory ~~apartments~~ dwelling shall comply with the following regulations:

- ~~1. Accessory Apartment Defined. An accessory apartment is a dwelling unit that is accessory to and contained within a principal single family dwelling, and which is occupied by either persons related to the occupant of the principal residence by blood, marriage, or legal adoption; domestic servants; or gratuitous guests. An accessory apartment typically has its own kitchen, bath, living area, sleeping area, and usually a separate entrance.~~

1. **Residence an Incidental Use.** The accessory ~~apartment~~ dwelling shall be clearly incidental to the principal ~~residence~~ single-family dwelling on the site. Accordingly, the following conditions shall be met:
  - a. An accessory ~~apartments~~ dwelling shall be established in and attached to an owner-occupied ~~homes~~ single-family dwelling only by means of a fully enclosed, insulated and heated space.
  - b. Only one (1) such accessory ~~residence~~ dwelling shall be permitted on each parcel.
  - c. The ~~total~~ gross floor area of the accessory ~~apartment~~ dwelling shall not exceed ~~eight hundred (800)~~ square feet or fifty percent (50%) of the principal single-family dwelling's gross floor area, whichever is less.
2. **Setbacks and Placement on the Parcel.** Accessory ~~residences~~ dwellings shall comply with all setback requirements for the zoning district in which they are located.
3. **Compatibility with Surrounding Land Use.** The design of the accessory ~~residence~~ dwelling shall not detract from the single-family character and appearance of the principal ~~residence~~ dwelling on the lot, or the surrounding neighborhood. The accessory ~~residence~~ dwelling shall not have a front entrance visible from the front yard, other than the entrance that serves the principal ~~residence~~ dwelling on the lot. When viewed from the outside, it shall appear that only one (1) household occupies the site.
4. **Parking and Access.** In addition to the minimum required parking for the principal dwelling ~~residence~~, one (1) additional required parking space shall be provided for the accessory dwelling ~~residence~~.
5. **Termination.** An accessory ~~apartment~~ dwelling that is no longer needed for the purposes outlined herein shall be incorporated into and become a part of the principal single-family ~~home~~ dwelling to which it is attached.
6. **Rental Certification.** The accessory dwelling shall be subject to the applicable requirements of the Township's Housing Licensing Ordinance.

#### **PART TWENTY-TWO – Amendments to Section 7.14 (Trash Removal and Collection)**

Subsection “C” (Screening) of Section 7.14 (Trash Removal and Collection) is hereby amended to clarify that durable and opaque non-wood fence materials can be used for trash enclosure screening (subject to Planning Commission approval).

#### **Section 7.14 Trash Removal and Collection**

##### **C. Screening.**

Dumpsters shall be screened from view from adjoining property and public streets and thoroughfares. Dumpsters shall be screened on three sides with a permanent building, decorative masonry wall, or solid, durable, and opaque ~~wood~~ fencing, not less than six (6) feet in height or at least one foot above the height of the enclosed dumpster, whichever is taller. Durable, lockable and visually opaque gates of equivalent height shall be provided on the fourth side of the enclosure.

**PART TWENTY-THREE – Amendments to Section 9.2 (Schedule of Required Parking)**

Subsection “F.” (Schedule of Off-Street Parking by Use) of Section 9.2 (Schedule of Required Parking) is hereby amended to revise the parking standard for self-storage buildings, as follows:

**Section 9.2 (Schedule of Required Parking)**

**F. Schedule of Required Parking by Use**

Land Use	Minimum Required Off-Street Parking Standard
<b>Other Uses</b>	
Self-storage <del>Facilities-Buildings</del> (Mini-Warehouse, Mini-Storage)	<del>0.1 spaces per storage unit, plus R</del> required parking for any office or other uses <u>accessory to the facility</u> .

**PART TWENTY-FOUR – Amendments to Section 12.2 (General Requirements)**

Section 12.2 (General Requirements) is hereby amended to delete and replace the text of subsection “J.” as follows:

**Section 12.2 General Requirements**

- J. **Nonconforming Single-Family Uses.** ~~Notwithstanding the limitations outlined in Section 12, any structure used for single family residential purposes and maintained as a nonconforming use may be enlarged or replaced with a similar structure of a larger size, so long as the enlargement or replacement does not create new nonconformities or increase the extent of existing nonconformities with respect to such matters as setback and parking requirements~~ See Section 12.6 (Nonconforming Single-Family Dwellings).

**PART TWENTY-FIVE – Amendments to Section 12.4 (Modifications to Nonconforming Uses or Structures)**

Subsection “A.” (Applicability) of Section 12.4 (Modifications to Nonconforming Uses or Structures) is hereby amended to revise subsection “A.5.” for clarity, and to add new subsections “A.6.” to reference the new Section 12.6 and “A.7.” to reference the existing Section 11.14.

**Section 12.4 Modifications to Nonconforming Uses or Structures**

- A. **Applicability.** The following regulations shall apply to any nonconforming use or structure, including:
  1. Nonconforming uses of open land.
  2. Nonconforming use of buildings designed for a conforming use.
  3. Nonconforming use of buildings specifically designed for the type of use which occupies them but not suitable for a conforming use.
  4. Buildings designed and used for a conforming use but not in conformance with area and bulk, parking, loading, or landscaping requirements.
  5. Nonconforming buildings and structures, including accessory structures ~~such as fences and signs.~~
  6. Nonconforming single-family dwellings shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 12.6.

7. Nonconforming signs shall not be subject to regulation under this Section, but rather shall be subject to the requirements of Section 11.14.

**PART TWENTY-SIX – Add a New Section 12.6 (Nonconforming Single-Family Dwellings)**

Section 12 (Nonconformities) is hereby amended to add a new Section 12.6 entitled “Nonconforming Single-Family Dwellings” to eliminate regulatory conflicts in the existing regulations and to expand protections for nonconforming single-family dwellings, as follows:

**Section 12.6 Nonconforming Single-Family Dwellings.**

It is the intent of this Section to regulate the alteration and reconstruction of nonconforming single-family dwellings consistent with the intent and purposes of Section 12 and this Ordinance, and in a manner that avoids unnecessary hardship for homeowners seeking mortgage financing or homeowner’s insurance coverage for a nonconforming dwelling. Accordingly, the provisions of Section 12.4 (Modifications to Nonconforming Uses or Structures) shall not apply to nonconforming dwellings as regulated under this Section. Nonconforming single-family dwellings may be used, repaired, expanded, altered, or replaced if destroyed, subject to the following:

- A. **Dwelling as a Nonconforming Use.** A nonconforming single-family dwelling and nonconforming customary accessory structures located in a zoning district in which single-family dwellings are not an allowable use may be repaired, altered, or replaced if destroyed, provided that:
  - 1. Such work shall conform to all applicable standards of this Ordinance as if the property and use were located in the residential zoning district for which the lot area and lot width dimensional standards most closely align with that of the subject lot. Accessory structures shall conform to the requirements of Section 7.5 for the applicable residential zoning district.
  - 2. The use, dwelling, and accessory structures shall be maintained in conformance with all other applicable federal, state, and local laws, ordinances, regulations and rules.
- B. **Dwelling as a Nonconforming Structure.** Where a single-family dwelling is an allowable use in the zoning district but is nonconforming with respect to the zoning district’s dimensional standards or Section 6.16 (Residential Design Requirements) the following standards shall apply:
  - 1. Structural alterations to a nonconforming single-family dwelling that decrease or do not affect the degree of nonconformity shall be permitted. The dwelling may be expanded, provided that:
    - a. The addition shall conform to the dimensional standards and other requirements of the zoning district in which it is located.
    - b. The expanded dwelling shall not exceed the ground floor coverage and floor area ratio limits of the district in which it is located.

2. A nonconforming single-family dwelling may be repaired, reconstructed or replaced if damaged or destroyed, provided that:
  - a. All repairs and maintenance shall conform to the State Construction Code and all other applicable code requirements.
  - b. A damaged dwelling shall be adequately secured, and shall be protected against further damage from the elements.
  - c. Any replacement dwelling shall conform to the dimensional standards of the zoning district where it is located, except where, in the determination of the Zoning Administrator, existing site conditions would prevent reasonable conformance. In such cases, the dwelling may be reconstructed on the existing location.
  - d. Application for a building permit shall be made within 365 calendar days of the date of such damage, and all work shall be completed within the building permit approval period. Where pending insurance claims require an extension of time, the Zoning Administrator may grant one (1) extension of up to 365 calendar days, provided that the property owner submits a certification from the insurance company attesting to the delay.
3. A nonconforming dwelling moved within a lot or to another lot shall thereafter conform to the regulations of the district in which it is located.
4. If the dwelling became physically unsafe or unlawful due to a lack of repairs or unsecured exposure to the elements, or is declared to be unsafe or unlawful by reason of physical condition under the State Construction Code or applicable fire or property maintenance codes, it shall not thereafter be restored, repaired or rebuilt except in conformity with all Ordinance requirements.

**PART TWENTY-SEVEN – Amendments to Section 13.2 (Township Board of Trustees)**

Section 13.2 (Township Board of Trustees) is hereby amended to correct the references to required Township Board approvals, as follows:

**Section 13.2 Township Board of Trustees**

**B. Review and Approval of Plans.**

1. Township Board review and approval shall be required for all ~~Special Uses rezoning applications~~, in accordance with Section ~~14.5 (Amendments)~~-14-3.
2. Township Board review and approval shall be required for all Planned Unit Development ~~(PUD) applications~~, in accordance with Section ~~3.19 (PUD, Planned Unit Development District)~~-3-18.

**PART TWENTY-EIGHT – Amendments to Section 13.4 (Zoning Board of Appeals)**



Section 13.4 (Zoning Board of Appeals) is hereby amended to delete and consolidate all provisions for establishment, authority, and general rules in an updated Section 14.4.

### **Section 13.4 Zoning Board of Appeals**

The Township Zoning Board of Appeals (hereinafter referred to as "ZBA") is created pursuant to Michigan Public Act 110 of 2006, as amended.

~~A. **Membership and Operation.** The ZBA shall consist of five (5) members who shall be appointed in accordance with Section 601(3) of Michigan Public Act 110 of 2006, as amended, as follows:~~

- ~~1. The first member shall be a member of the Planning Commission.~~
- ~~2. The remaining members (including any alternate members) shall be electors of the Township residing outside of incorporated cities and villages and shall be representative of the population distribution and of the various interests present in the Township.~~
- ~~3. No employee or contractor of the Township may be a member or employee of the Board of Appeals. No elected officer of the Township may serve as chairperson of the Board of Appeals.~~
- ~~4. The qualifications of members, the term of each member, filling of vacancies, compensation of members, and operation of the ZBA shall be in accordance with Act 110. The ZBA shall not conduct business unless a majority of the members of the Board are present.~~
- ~~5. The Township Board may appoint up to 2 alternate members for the same term as regular members to the ZBA. An alternate member may be called to serve as a member of the ZBA in the absence of a regular member if the regular member will be unable to attend one (1) or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. The alternate member has the same voting rights as a regular member of the ZBA.~~

~~B. **Meetings.** Meetings of the ZBA shall be held in accordance with an adopted schedule, or at the call of the Chairperson, or at such other times as the ZBA may specify in its rules and procedures. The ZBA shall state the grounds of each determination, and shall maintain a record of its proceedings, which shall be filed in the office of the Township Clerk.~~

~~C. **Removal of Members.** A member of the ZBA may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.~~



~~D. Jurisdiction.~~ The ZBA shall have the authority outlined in Section 14.4 ([Zoning Board of Appeals](#))

## **PART TWENTY-NINE – Amendments to Section 13.5 (Enforcement Officials)**

Subsection “B.” (Responsibilities of the Zoning Administrator) of Section 13.5 (**Enforcement Officials**) is hereby amended to remove inconsistencies between the provisions of this subsection and the established job description for this position, as follows:

### **Section 13.5 Enforcement Officials**

- A. **Overview.** As specified throughout this Ordinance, certain actions necessary for the implementation of this Ordinance shall be administered by the Zoning Administrator, the Township Planner, and other Township administrative officials, or their duly authorized assistants or representatives. In carrying out their designated duties, all such enforcement officers shall administer the Ordinance precisely as it is written and shall not make changes or vary the terms of the Ordinance. The positions of Zoning Administrator and Township Planner may be filled by one person.
- B. **Responsibilities of the Zoning Administrator.** [The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator, under the direction of the Township Planner.](#) In addition to specific responsibilities outlined elsewhere in this Ordinance, the Zoning Administrator ~~or his/her duly authorized assistants~~ shall have the following responsibilities:
- [1. The Zoning Administrator shall administer and enforce this Ordinance precisely as written, and shall not modify, vary or ignore the terms of this Ordinance nor grant exceptions to the actual meaning of any clause, order or regulation.](#)
  - [2. The Zoning Administrator shall have the authority to interpret this Ordinance in such a way as to preserve and promote the character of the zoning district in question, and carry out the intent and purposes of this Ordinance and Township Master Plan. Such interpretations shall be subject to appeal to the Zoning Board of Appeals in accordance with Section 14.4 \(Zoning Board of Appeals\).](#)
  - ~~1.3.~~ [The Zoning Administrator shall provide](#) citizens and public officials with information relative to this Ordinance and related matters.
  - ~~2.4.~~ [The Zoning Administrator shall assist](#) applicants in determining and completing appropriate forms and procedures related to site plan review, special use, rezoning, and other zoning matters.
  - ~~3.5.~~ [The Zoning Administrator shall review](#) and investigate permit applications to determine compliance with the provisions of the Zoning Ordinance.
  - ~~4.6.~~ [The Zoning Administrator shall issue](#) zoning permits upon compliance with provisions of this Ordinance and other applicable ordinances.

- ~~5-7.~~ The Zoning Administrator shall perform inspections of buildings, structures, and premises to ensure proposed land use changes or improvements are and will remain in compliance with this Ordinance.
- ~~6-8.~~ The Zoning Administrator shall investigate alleged violations of this Ordinance and enforce appropriate corrective measures when required, including issuance of violation notices, issuance of orders to stop work, and revoking of permits.
9. The Zoning Administrator shall order the discontinuance of unlawful uses of land or structures, removal of unlawful structures or alterations, discontinuance of work performed in violation of this Ordinance, and shall take such action(s) authorized by this Ordinance to ensure compliance with this Ordinance.
- ~~7-10.~~ The Zoning Administrator shall perform other related duties required to administer this Ordinance.

### **PART THIRTY – Amendments to Section 14.3 (Special Use Permits)**

Section 14.3 (Special Use Permits) is hereby amended to correct a typographical error by removing “or Township Board” from subsection “J.3.” as follows:

#### **Section 14.3 Special Use Permits**

##### **J. Standards for Special Use Approval.**

1. The special use will be designed, constructed, operated, and maintained in a manner compatible with adjacent uses, the surrounding area, and the intent of the zoning district. Where determined necessary by the Planning Commission ~~or Township Board~~, the applicant has provided adequately for any restrictions on hours or days of operation, minimization of noise, and screening improvements or other land use buffers to ensure land use compatibility and minimize adverse impacts.

### **PART THIRTY-ONE – Amendments to Section 14.4 (Variances and Appeals)**

Section 14.4 (Variances and Appeals) is hereby deleted and replaced in its entirety with a new Section 14.4 entitled “Zoning Board of Appeals” to correct inconsistencies with sections 601, 603, and 604 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), to correct discrepancies in the application requirements, and to clarify and expand upon the variance criteria related to substantial justice, as follows:

#### **Section 14.4 Zoning Board of Appeals**

There is hereby established a Zoning Board of Appeals (ZBA), which shall perform its duties and exercise its powers as provided for in the Michigan Zoning Enabling Act and this Ordinance, in such a way that the objectives of this Ordinance are observed, public health and safety secured, and substantial justice done.

**A. Membership.**

The Zoning Board of Appeals shall consist of five (5) regular members, appointed by the Township Board. One (1) member of the ZBA shall also be a member of the Planning Commission. The remaining two (2) members shall be selected from the electors of the Township. One (1) member may also be a member of the Township Board. In the event a member is elected to the Township Board and such election increases the number of Township Board members serving on the ZBA to more than one (1), then such member's seat on the ZBA shall be deemed vacant.

The members selected shall be representative of the population distribution, and of the various interests present in the Township. Employees and contractors of the Township shall be prohibited from serving as ZBA members.

**B. Alternates.**

The Township Board may appoint not more than two (2) alternate ZBA members for the same term as regular members. An alternate may be called to serve as a regular member for the ZBA in the absence of a regular member if the regular member is absent from or will be unable to attend one (1) or more ZBA meetings. An alternate may also be called to serve as a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons described in subsection 14.4.D. (Abstaining). The alternate member appointed shall serve in the case until a final decision is made, and shall have the same voting rights as a regular ZBA member.

**C. Terms and Vacancies.**

The term of each member shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board where terms shall be limited to the time they are members of those bodies. If multiple members are appointed at the same time, the appointments may be for less than three (3) years to provide for staggered terms. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. Vacancies for unexpired terms shall be filled for the remainder of the term.

**D. Abstaining.**

A member shall abstain from participating in a public hearing or voting on any question in which he or she has a conflict of interest, subject to the following:

1. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the remaining members of the ZBA.
2. The member is disqualified from voting on the matter if:
  - a. A majority vote of the remaining members of the ZBA agree that a conflict exists; or if
  - b. A ZBA member who is also a member of the Township Board or Planning Commission previously voted on the same matter as a member of the Board or Commission. The member may consider and vote on other unrelated matters involving the same property.

3. The ZBA may define "conflict of interest" in its bylaws, or the Township Board may adopt a conflict of interest policy for the Township by resolution.
4. Failure of a member to disclose a potential conflict of interest or to abstain as required by this subsection shall constitute malfeasance in office.

**E. Removal From Office.**

The Township Board may remove a member from office for misfeasance, malfeasance or nonfeasance in office, upon written charges and following a public hearing held in accordance with Section 14.6 (Public Hearing Notice). Minutes of the meeting at which the hearing is held shall record the reasons for the hearing, any motions or resolutions, and the roll call vote of the Township Board.

**F. General Rules.**

The following general rules shall apply to the Zoning Board of Appeals:

1. **Officers.** The ZBA shall annually elect a Chair, Vice-Chair, Secretary, and Vice-Secretary from its membership. The Township Board Representative shall not serve as ZBA Chair. Such election shall be held at the first regular ZBA meeting of each calendar year, or at the first regular meeting of the ZBA following departure of an existing officer from the ZBA.
  - a. The Chair shall preside at and conduct ZBA meetings; and shall have the power to subpoena and require attendance of witnesses, administer oaths, compel testimony and production of books, papers, files, and other evidence pertinent to matters before the ZBA. The Chair shall also decide all points of order or procedure. In the absence of the Chair, the Vice-Chair shall exercise all powers and authority of the Chair.
  - b. The Secretary shall be responsible for ensuring that complete and accurate written records are kept of all ZBA proceedings.
2. **Meetings.** Meetings of the ZBA shall be held at the call of the Chair and at such other times as any ZBA bylaws may specify. All ZBA meetings shall be open to the public. Three (3) ZBA members shall constitute a quorum, without which the ZBA shall not conduct business other than to open and close the meeting. The concurring vote of a minimum of three (3) ZBA members shall be necessary for any decision.
3. **Timing of application or appeal.** For any land use, structure or other project that is subject by a provision of this Ordinance to review and action or interpretation by the Planning Commission or Zoning Administrator, an application to the Zoning Board of Appeals shall only be accepted for review and a public hearing subsequent to the conclusion of that administrative process.
4. **Stay of action.** An application or appeal stays all proceedings in the furtherance of the action subject to the application or appeal, unless the Zoning Administrator, Township Planner, Township Engineer, or Building Official certifies to the Zoning Board of Appeals that, in their opinion and by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings shall

not be stayed other than by a restraining order which may be granted by the Zoning Board of Appeals or by the Circuit Court upon due cause shown.

5. **Hearing.** After receipt of a complete and accurate application, a reasonable time and date for public hearing shall be established. Notice shall be given and the hearing shall be held per Section 14.6 (Public Hearing Notice). All hearings shall be open to the public.
6. **Representation.** An applicant may appear or be represented by an agent or attorney.
7. **Motions.** A motion for action on an application shall include specific findings of fact and conclusions made by the ZBA in the case. Approved motions, including findings of fact and conclusions, shall be incorporated into the written record for the case. A copy shall be provided to the applicant of the approved written record of the meeting, or a written decision signed by the Chair or acting Chair.
8. **Postponement and dismissal.** The ZBA may postpone consideration of an application until a later meeting upon request by the applicant, failure of the applicant to attend the meeting, or determination that the application is not sufficiently complete or accurate for action. Failure of the applicant to attend two (2) or more meetings where the application is on the agenda shall constitute grounds for dismissal of the application without further consideration.
9. **Record of Proceedings.** The Township administrative staff, under the supervision of the secretary of the ZBA, shall prepare and keep minutes of the ZBA proceedings, showing the findings, decisions, conditions, if any, and votes of each member in each case, including a member's absence or failure to vote. The minutes shall be within the ultimate authority, and shall be the responsibility, of the secretary of the ZBA, and shall be subject to approval of the ZBA.

To the extent that a written decision statement in a case is prepared and issued in accordance with Section 606(3)(a) of the Michigan Zoning Enabling Act, it shall include the date of the meeting when the decision was made, it shall include the full text of the adopted motion, the signature of the Chair or acting Chair, and the date the written decision statement was signed.

10. **Period of Validity.** A decision of the ZBA shall have immediate validity, subject to the provisions of subsection 14.4.M. (Appeals to Circuit Court).
  - a. Any decision of the ZBA favorable to the applicant shall remain valid only as long as the information and data relating to such decision are found to be correct, and the conditions upon which the decision was based are maintained.
  - b. Relief granted by the ZBA shall be valid for a period not longer than 365 calendar days, unless otherwise specified by the ZBA. Within such period of effectiveness any required permits must be secured and any actual on-site improvement of property in accordance with the approved plan and the relief granted must be commenced or the grant of relief shall be deemed void.
11. **Bylaws.** The ZBA may also adopt bylaws to govern its procedures.

**G. Powers and Duties of the ZBA.**

The Zoning Board of Appeals shall hear, decide, and rule on the following:

1. **Interpretations.** The ZBA shall hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of the text and the Official Zoning Map, subject to the provisions of subsection 14.4.I.
2. **Administrative appeals.** The ZBA shall hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of this Ordinance, subject to the provisions of subsection 14.4.J.
3. **Variances.** The ZBA shall hear and decide requests for variances for relief from the strict application of one (1) or more non-use provisions of this Ordinance, subject to the provisions of subsection 14.4.I.K.
4. **Other matters.** The ZBA shall have the authority to hear and decide on other matters referred to them upon which this Ordinance or Michigan Zoning Enabling Act specifically authorizes the ZBA to act.
5. **Prohibited actions.** The ZBA shall not alter or change the zoning district classification of any property, or make any change in the terms of this Ordinance, and shall not take any action that would result in making a legislative change. The ZBA shall not hear and shall have no authority regarding use variances or any issue involving a special use permit or planned unit development approval or denial.

**H. Applications.**

All applications to the ZBA shall be made by filing at least ten (10) paper copies and two (2) digital copies (in a format compatible with Township systems) of a complete and accurate application with the Zoning Administrator or designee, on forms provided by the Township, and shall be accompanied by the applicable fee and any required escrow deposit as established by Township Board resolution. In addition to the applicable fee and any required escrow deposit, a complete and accurate application shall at a minimum include the following:

1. Name, address, telephone and facsimile numbers, and other contact information for the applicant and owners of record, along with proof of ownership.
2. The applicant's interest in the property, and if the applicant is not the property owner of record, a signed authorization of the owner(s) for the application.
3. Address, location, legal description, and tax identification number of the parcel.
4. Zoning classification of the subject parcel(s) and all abutting parcels.
5. A letter from the applicant stating the reasons for the request, and addressing the applicable criteria specified in this Article for the type of request.
6. Copies of all plans, studies and other information and data to be relied upon by the applicant.



7. Any additional information required by this Article or deemed necessary by the ZBA to make a determination on the issue in question.
8. For variance requests, the following additional requirements shall apply:
  - a. The applicant shall submit a plot plan drawn to scale and including lot boundaries, easements, dimensions, setbacks, locations of septic systems and wells where applicable, significant natural features, and all existing and proposed structures and improvements.
  - b. The ZBA shall have the authority to require a certified survey prepared by a registered land surveyor when determined necessary to verify the accuracy of the plot plan.
  - c. For projects subject to site plan approval per Section 14.2, a complete site plan shall be provided.

**I. Interpretations.**

The ZBA shall have the power to hear and decide questions that arise in the interpretation of the text of the Zoning Ordinance in a manner consistent with the intents and purposes stated in the Ordinance, and in such a way as to preserve and promote the character of the zoning district in question. The ZBA shall also have the power to hear and decide questions that arise in the interpretation of the Official Zoning Map in such a way as to carry out the intents and purposes of this Ordinance and the Master Plan, subject to the standards of Section 10.105.E (Rules for Interpretation).

Applications for questions that arise from an interpretation of the text of the Zoning Ordinance or of the Official Zoning Map made by the Planning Commission, Zoning Administrator or other Township official shall be reviewed by the ZBA as an administrative appeal subject to subsection 14.4.J. (Administrative Appeals).

**J. Administrative Appeals.**

Consideration of administrative appeals shall be subject to the following:

1. **Standing to Appeal.** Appeals shall be taken to the ZBA through submittal of a complete and accurate application to the Township Clerk by a person, firm or corporation aggrieved by the order, requirement, decision or determination; or by an officer, department, board, commission or bureau of the Township, county, state, or federal governments. Such appeals shall be filed within 60 calendar days of the order, requirement, decision or determination in question.
  - a. The appellant shall submit a clear description of the order, requirement, decision, or determination from which the appeal is made and the grounds of the appeal. The appellant may be required by the ZBA to submit additional information to clarify the appeal.
  - b. The Township Clerk shall compile and transmit to the ZBA copies of all relevant papers constituting the record upon which the action appealed from was taken.

2. **Determinations.** The ZBA shall reverse an administrative decision only upon determining that the order, requirement, decision or determination:
  - a. Constituted an abuse of discretion;
  - b. Was arbitrary or capricious;
  - c. Was based upon an erroneous finding of a material fact; or
  - d. Was based upon an erroneous interpretation of the Zoning Ordinance.

After making such a determination, the ZBA may, reverse or affirm wholly or in part; modify the order, requirement, decision or determination; or make such order, requirement, decision, or determination as ought to be made, and may issue or direct the issuance of a permit. To that end, the ZBA shall have all of the powers of the official(s) from whom the appeal is taken.

**K. Variances.**

The ZBA shall have the authority to grant non-use variances where, owing to special conditions, strict enforcement of this Ordinance would result in unnecessary hardship or practical difficulty, subject to Michigan Zoning Enabling Act requirements and the following:

1. **Standards for Review.** A variance shall not be granted unless all of the following standards are met:
  - a. **Practical difficulties.** Strict compliance with the specified dimensional standard(s) will deprive the applicant of rights commonly enjoyed by other property owners in the same zoning district, create an unnecessary burden on the applicant, or unreasonably prevent the owner from using the property for a permitted purpose.
  - b. **Substantial justice.** The variance will give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
  - c. **Unique circumstances.** The need for the variance is due to unique circumstances peculiar to the land or structures involved, that are not applicable to other land or structures in the same district.
  - d. **Preservation of property rights.** The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property owners in the same zoning district.
  - e. **Public safety and welfare.** The requested variance can be granted in such fashion that the spirit of this Ordinance will be observed and public safety and welfare secured. In addition:
    - i. The granting of a variance will not increase the hazard of fire or otherwise endanger public safety.

- ii. The granting of a variance will not unreasonably diminish or impair the value of surrounding properties.
  - iii. The granting of a variance will not alter the essential character of the area or surrounding properties.
  - iv. The granting of a variance will not impair the adequate supply of light and air to any adjacent property.
  - f. **Not self-created.** The problem and resulting need for the variance has not been self-created by the applicant or the applicant’s predecessors.
  - g. **More than mere inconvenience.** The alleged hardship and practical difficulties that will result from a failure to grant the variance include substantially more than mere inconvenience or an inability to attain a higher financial return.
  - h. **Minimum necessary action.** The reasons set forth in the application justify the granting of the variance, and the variance is the minimum necessary relief to allow reasonable use of the land, building, or structure. The granting of a lesser variance will not give substantial relief and justice to the applicant, consistent with justice to other property owners in the same district.
- 2. **Use Variances Prohibited.** Under no circumstances shall the ZBA grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.
  - 3. **Reapplication for Variance.** No application for a variance that has been denied wholly or in part by the ZBA shall be resubmitted for a period of 365 calendar days from the date of denial, except on grounds of new evidence of changed conditions found by the ZBA to be valid.

**L. Conditions of Approval.**

The ZBA may impose conditions or limitations upon any affirmative decision, as it may deem reasonable and necessary in accordance with the purposes of this Ordinance and the Michigan Zoning Enabling Act. Such conditions shall be consistent with procedures, requirements, standards, and policies of the Township, where applicable. Violation of any condition imposed shall be deemed a violation of this Ordinance.

**M. Appeals to Circuit Court.**

Any person aggrieved by a decision of the ZBA in a particular case shall have the right to appeal to the Circuit Court as permitted by Section 606 of the Michigan Zoning Enabling Act [MCL125.3606(1)]. The appeal shall be filed within 30 calendar days after the Zoning Board of Appeals issues its written decision signed by the Chair or acting Chair, or within 21 calendar days after the Zoning Board of Appeals approves the minutes of its decision, whichever comes first.

**Draft Date: October 31, 2022**

**PART THIRTY-TWO – Repeal**

All ordinances or parts of ordinances in conflict with the provisions of this amendatory ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this amendatory ordinance full force and effect.

**PART THIRTY-THREE – Severability**

If any section, subsection, clause, phrase or portion of this amendatory ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

**PART THIRTY-FOUR – Publication**

The Clerk for the Charter Township of Union shall cause this amendatory ordinance to be published in the manner required by law.

**Draft Date: October 31, 2022**

**PART THIRTY-THREE – Effective Date**

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, 202\_\_, after initiation and a public hearing by the Planning Commission on \_\_\_\_\_, 202\_\_ as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Township Board on \_\_\_\_\_, 202\_\_ and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on \_\_\_\_\_, 202\_\_, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

**CERTIFICATION OF ADOPTION AND PUBLICATION OF TOWNSHIP ORDINANCE**

I, Lisa Cody, the duly elected Clerk of the Charter Township of Union, Isabella County, Michigan, hereby certify that the foregoing amendatory ordinance was adopted at a meeting of the Charter Township of Union Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, at which the following named members of the Charter Township of Union Board of Trustees were present and voted in person as follows:

- (a) Voting in favor of the Ordinance: \_\_\_\_\_
- (b) Voting against adoption of the Ordinance: \_\_\_\_\_
- (c) Absent: \_\_\_\_\_ (d) Abstain: \_\_\_\_\_

I further certify that a notice of adoption of this amendatory ordinance was published in the Morning Sun, a newspaper of general circulation within the Charter Township of Union on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ and that proof of same is filed in the Charter Township of Union Ordinance Book.

Certification Date: \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Lisa Cody, Clerk