



**Planning Commission
Regular Meeting
January 17, 2023
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - December 20, 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
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
 - A. Meet with members of the Sidewalks and Pathways Prioritization Committee**
 - a. Discussion of sidewalk projects and future priorities
 - B. Adoption of the Annual Report to the Board of Trustees**
 - a. Introduction by staff
 - b. Discussion
 - c. Action (adopt, adopt with revisions, or postpone action)
 - C. Five-Year Review of the adopted Master Plan**
 - a. Introduction by staff
 - b. Discussion
9. EXTENDED PUBLIC COMMENT: Restricted to (5) minutes regarding any issue
10. FINAL BOARD COMMENT
11. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Planning Commission was held on November 15, 2022, at 7:00 p.m. at the Union Township Hall.

Meeting was called to order at 7:04 p.m.

Roll Call

Present:

Albrecht, Gross, LaBelle, Lapp, Squatrito, Thering and Williams

Excused:

Buckley and Shingles

Others Present

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

Approval of Agenda

Williams moved **Gross** supported to approve the agenda as presented. **Vote: Ayes: 7. Nays: 0. Motion Carried**

Approval of Minutes

Gross moved **Lapp** supported to approve the regular meeting minutes from November 15, 2022. **Vote: Ayes: 7. Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- A. Board of Trustees updates by Thering – gave an update on the Board of Trustees approved budget.
- B. ZBA updates by Buckley – No updates were given.
- C. Sidewalks and Pathway Prioritization Committee by Shingles – No updates were given. Nanney reminded the Commissioners that the Sidewalk and Pathway Prioritization Committee members will be invited to the January 17th Planning Commission Meeting.

Public Comment

Open 7:13 p.m.

No comments were offered.

Closed 7:13 p.m.

New Business

None

Other Business

- A. **PSPR22-19 Prestige Center Assisted Living and Memory Care Expansion – Updated 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 gave an introduction of the PREZ22-19 Updated Final Site Plan Application for Prestige Centre located at 5785 E. Broadway Road. Nanney recommended approving the final site plan with conditions that the applicant revise the proposed sidewalk, the trash enclosure, modify the landscape plan to satisfy the minimum standards and complete the required land combination.

Applicant, Justin Lonstreth from Moore & Bruggink, Inc., confirmed that they had no concerns with adjusting the landscaping and sidewalk details to satisfy the conditions recommended by staff, and that the owners would complete the land combination prior to a building permit. He was available for questions. Deliberation by the Commissioners.

LaBelle moved **Lapp** supported to approve the PSPR 22-19 updated final site plan dated November 16, 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 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 findings and conditions:

1. Revise the eastern and western ends of the proposed sidewalk along the road frontage as needed for consistency with road rights-of-way and future connections.
2. Revise the trash enclosure to either a decorative masonry wall or a solid wood fence per Section 7.14 standards.
3. The alternative landscape design depicted on sheet 7 of 8 is not accepted, due to incomplete information and inconsistency with Section 10.7 (Modifications) criteria. Revise the landscape plan to satisfy the minimum standards of Section 10, with all proposed tree and shrub plantings to be located entirely outside of the road right-of-way, and to include provisions for pruning and maintenance of the existing landscaping along the road frontage to provide adequate visibility for pedestrians.
4. The required land combination shall be completed by the applicant and the revised final site plan and landscape plan shall be subject to review and acceptance by the Zoning Administrator prior to issuance of a building permit for the project.

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

B. PTXT22-01 Zoning Ordinance Text Amendments – Punch List #2

- a. Introduction by Staff
- b. Public hearing
- c. Questions from the Commissioners

- d. Commission deliberation and action (recommend to the Board of Trustees for approval or approval with additional changes, or postpone action)

Nanney introduced the PTXT22-01 Zoning Ordinance Text Amendments Punch List #2 for the purpose of correcting errors and regulatory conflicts, gaps in allowable uses, update Planned Unit Development and to consolidate all Zoning Board of Appeals-related provisions into one section. He also summarized the additional proposed amendments to update the definition of “religious institutions” and to add “Theaters, Concert Halls, and Other Places of Public Assembly” as a principal permitted use in the B-7 zoning district.

Public Hearing

Open: 7:55 p.m.

No public comments were offered during the hearing. One written comment was received by staff via email a few hours before the hearing and was distributed to the commissioners.

Closed: 8:02 p.m.

Discussion of revisions to the “religious institutions” definition, the expansion of protections for nonconforming single-family dwellings, and whether or not the Planning Commission should be able to require a market study or mandate that a mix of housing types be included as part of a planned unit development (PUD) proposal. Deliberation by the Commissioners.

Williams moved **Gross** supported to recommend to the Township Board of Trustees that 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 be adopted with the Additional Proposed Amendments to Sections 2 and 3 and the following additional changes to eliminate subsections “e.” and “g.” from Section 3.19.C.1.

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

C. Proposal resolution to participate in the State’s Redevelopment Ready Communities Program

- a. Introduction by Staff
- b. Commission review of the proposed resolution of intent
- c. Commission deliberation and action (recommend to the Board of Trustees for approval, or for approval with additional changes, or postpone action)

Nanney introduced the Michigan Economic Development Corporation’s updated statewide Redevelopment Ready Communities Program and proposed that the Commissioners recommend to the Board of Trustees that the proposed resolution of intent be adopted.

Discussion by the Commissioners.

Williams moved **Thering** supported the Township’s participation in the Michigan Economic Development Corporation’s updated statewide Redevelopment Ready Communities Program

and pursuit of a Redevelopment Ready Communities certification, and to recommend to the Board of Trustees that the proposed resolution of intent be adopted. **Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, Squatrito, Thering, and Williams. Nays: 0. Motion carried**

Extended Public Comments

Open: 8:50 p.m.

No comments were offered.

Closed 8:50 p.m.

Final Board Comment

Squatrito – Reminded those commissioners that have expiring term coming up to consider submitting a Board Application soon for reappointment.

Thering – gave additional updates to the changes in the Fee Schedule for the 2023 Budget.

LaBelle – Commented on the number of great things that are in the Zoning Ordinance and expressed his appreciation. Also commented that the Redevelopment Ready Program would be a great asset to assess redevelopment and hopes to see the flexibility and amenability that we could offer.

Squatrito – Commented on the upcoming year’s Master Plan review.

Adjournment – Chairman Squatrito adjourned the meeting at 9:01 p.m.

APPROVED BY:

(Recorded by Tera Green)

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 - | Richard | Barz | 12/31/2025 |
| 3 - | Liz | Presnell | 12/31/2025 |
| 4 - | Brandon | LaBelle | 12/31/2023 |
| 5 - | Eric | Loose | 12/31/2024 |
| Alt. #1 | David | Coyne | 12/31/2024 |
| Alt #2 (BOT Representative) | Jeff | Brown | 11/20/2024 |
| Board of Review (3 Members) 2 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Doug | LaBelle II | 12/31/2024 |
| 2 | Sarvjit | Chowdhary | 12/31/2024 |
| 3 | Bryan | Neyer | 12/31/2024 |
| Alt #1 | Randy | Golden | 12/31/2024 |
| 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 | 12/31/2024 |
| 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 | 1/13/2027 |
| 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 | 12/31/2025 |
| 2 | vacant seat | | |
| Cultural and Recreational Commission (1 seat from Township) 3 year term | | | |
| # | F Name | L Name | Expiration Date |
| 1 | Robert | Sommerville | 12/31/2025 |
| 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 | vacant seat | | 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 | 12/31/2025 |
| 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 |

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|-----------------|--|--------------|------------------|
| TO: | Planning Commission | DATE: | January 10, 2023 |
| FROM: | Rodney C. Nanney, AICP Community and Economic Development Director | | |
| SUBJECT: | Update on current and anticipated Township sidewalk projects | | |

List of Recently Completed Sidewalk and Pathway Projects

The following sidewalk and pathway projects in the Township were completed in 2022:

1. **Jameson Park.** The site and building improvements within Jameson Park are now complete, including a new public sidewalk across the Bud St. frontage of the property, and new internal sidewalks and improved barrier-free accessibility to the building. **(approx. 1,100 feet of new sidewalk)**
2. **E. Remus Road (M-20).** The Township’s West Downtown Development Authority (West DDA) project to install new six-foot wide sidewalks along both sides of E. Remus Rd. between Bradley St. and S. Lincoln Rd. is complete. **(approx. 4,000 feet of new sidewalk)**
3. **S. Lincoln Road.** The West DDA project to install new five-foot wide sidewalks along the west side of S. Lincoln Rd. from the Lux Funeral Home north to the Township Hall parking lot is also complete. **(approx. 1,100 feet of new sidewalk)**
4. **S. Broomfield Rd. and S. Isabella Rd. intersection.** The new Dunkin’ Donuts/Marathon Filling Station project includes recently completed public sidewalks along both road frontages, plus an internal sidewalk connector to the building. **(approx. 1,150 feet of new sidewalk)**

List of Anticipated Sidewalk and Pathway Projects

The following is a list of anticipated sidewalk and pathway projects in the Township:

5. **Township Hall – McDonald Park.** New sidewalks are planned across the remaining S. Lincoln Rd. frontage of the Township Hall property, with a connection to the Township Hall and a further extension of new sidewalks west along Pickard Rd. and into McDonald Park. The engineering work for preparation of construction plans is nearing completion, with bidding and construction planned for 2023.
6. **5243 Jonathan Lane.** A short connector sidewalk is planned across this Township-owned lot from E. Kay St./3rd St. to Jonathan Lane to connect two adjacent neighborhoods. The engineering work for preparation of construction plans is nearing completion, with bidding and construction planned for 2023.

7. **Pickard Rd. east of S. Lincoln Rd.** New sidewalks are planned along the north side of Pickard Rd. eastward from S. Lincoln Rd. to connect to the existing regional sidewalk network that currently ends near Ashland Dr. The engineering and necessary easement work for preparation of construction plans will begin in 2023.
8. **Bud St. from E. Pickard Rd. (M-20) north to Jameson Park.** The Township's Economic Development Authority (EDA) Board included funding for this project in their East Downtown Development Authority (East DDA) Fund budget for 2023.
9. **West side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.** The EDA Board included funding for this project in their East DDA Fund budget for 2023.
10. **Honey Bear Lane connector.** A short connector sidewalk is planned across a Township-owned lot to connect two adjacent neighborhoods. This lot was a planned but never built road connection that was acquired by the East DDA from the county Treasurer's office earlier this year. The EDA Board included funding for this project in their East DDA Fund budget for 2023.
11. **CMU – Deerfield Rd. Connector.** A connector pathway project by Central Michigan University with funding support from the Township is planned to connect from the student/workforce housing area in the Township along Deerfield Rd. east of Crawford Rd. north into the CMU campus. This would include a paved and lighted pathway with security cameras. The project is included in the FY2023 General Fund budget and is anticipated for construction to take place in 2023.
12. **Encore Blvd. (Sam's Club and Wal-Mart).** The long-planned development project to add a new filling station to the Sam's Club property on Encore Blvd. south of E. Bluegrass Rd. is now planned for construction in the Spring of 2023. This project will include construction of close to 1,900 feet of new public sidewalk across the entire Encore Blvd. frontage of both Wal-Mart and Sam's Club, along with completion of the internal sidewalk connection to Wal-Mart.
13. **S. Summerton Rd. (Mid Michigan College).** A project by the College to develop new athletic fields on their campus at E. Broadway Rd. and S. Summerton Rd. is anticipated to include construction of approximately 950 feet of new public sidewalk along the west side of S. Summerton Rd. south of E. Broadway Rd.
14. **Crawford Rd./N. Harris St.** A project by the City of Mt. Pleasant with the active support of the Township Board of Trustees to complete a new paved pathway from Pickard St north along the east side of Crawford Rd./N. Harris St. through Mission Creek Park to N. River Rd. is currently in the preliminary planning/engineering phase of development. The Township has committed to assist with the portions of this project located in the Township, with the City also seeking additional grant funding from various sources. This is part of the further extension of the regional pathway system planned to ultimately connect from Ithaca north through Mt. Pleasant to the Pere Marquette Rail Trail in Clare. Construction is currently anticipated to begin in 2024.
15. **E. Broomfield Rd. and E. Bluegrass Rd.** Funds have been included in the adopted FY2023 General Fund budget to continue efforts to complete missing links in the public

sidewalk networks along both of these roads in the areas of the Township between S. Mission Rd. and S. Isabella Rd. These projects have been in the works since at least 2015, but the narrow road rights-of-way and associated challenges with securing sidewalk easements have stymied the Township's efforts.

Other Pathway-Related Projects

The following are major road projects in the Township which include the addition of new paved shoulders, which provide significant safety benefits to bicyclists in particular by allowing for some additional separation from traffic lanes:

16. **S. Lincoln Rd. and E. Broomfield Rd.** The road improvement project centered around this intersection and extending north on S. Lincoln Rd. to the Chippewa River bridge and east on E. Broomfield Rd. to Crawford Rd. includes installation of paved shoulders on both sides of each road along the entire length of the project area. These improvements were funded by substantial Township contributions, both from the General Fund and the West DDA Fund. The project was completed by 11/15/2022.
17. **Mission Road.** The road improvement project on Mission Road north of the roundabout to the north Township boundary (and extending beyond towards Rosebush) also includes installation of paved shoulders on both sides of each road along the entire length of the project area. This project is currently in process.

PLANNING COMMISSION ANNUAL REPORT FOR 2022

| | | | |
|--------------------------|---|--------------|------------------|
| TO: | Board of Trustees | DATE: | January 10, 2023 |
| FROM: | Planning Commission | | |
| PROJECT: | Annual Report for 2022 | | |
| ACTION REQUESTED: | To adopt the annual report to the Board of Trustees as required by the Michigan Zoning Enabling Act and the Planning Commission Bylaws. | | |

2022 Meetings

The Planning Commission met on the 3rd Tuesday of each month in 2022 with only one exception in August when the meeting was rescheduled one week later from the 16th to the 23rd.

Special Use Permits

1. PSUP22-02 Self Storage Facility located in the B-4 District at 5252 S. Mission Road. A total of eleven storage facilities proposed. (APPROVED)
2. PSUP22-01 New Agri-Tourism business Heirloom Grove located at 5297 S. Whiteville Road. An Agri-tourism business that would allow patrons to pick flowers and other items grown on site. (APPROVED)
3. PSUP22-03 Wireless Communication Facility (cell tower) located at 5450 S. Mission Road. A proposed 195-foot cell tower located adjacent to existing cell tower. (APPROVED)

Site Plans

1. PSPR21-19 GrafX Central Addition Revised Final Site Plan. A proposed 6,000 SF addition to existing building. (APPROVED)
2. PSPR22-03 A proposed Self Storage Facility located in the B-4 District at 5252 S. Mission Road. Preliminary site plan A total of eleven storage facilities proposed (APPROVED)
3. PSPR22-04 Krist Oil Final Site Plan. A new Krist Oil Filling Station located on the corner of E. Pickard Road and S. Isabella Road. (APPROVED)
4. PSPR22-07 Wireless Communication facility (cell tower) Preliminary Site Plan. A 195-foot cell tower located adjacent to an existing cell tower (APPROVED)
5. PSPR22-05 Final Site Plan Self Storage Facility located at 5252 S. Mission Road. A total of eleven storage facilities proposed (APPROVED)
6. PSPR22-02 Heirloom Grove Combined Preliminary/Final Site Plan for Agri-tourism located at 5297 S. Whiteville Road. Preliminary approval was granted at first review. (APPROVED)

7. PSPR22-06 Combined Preliminary/Final Site Plan for Isabella Citizens for Health Expansion. Phase two of an existing medical facility was modified from a previous site plan approval. The Planning Commission granted both preliminary and final approval at first review. (APPROVED)
8. PSPR22-09 Final Site Plan approval Fullerton Engineering with Parallel/AT&T. A new Wireless Communication Tower (cell tower) located at 5450 S. Mission Road. (APPROVED)
9. PSPR22-10 Michael Engineering Preliminary site plan application for existing building expansion. Located at 5625 Venture Way. Improvements included an 11,760SF phase one addition and an 8,400SF phase 2 expansion. (APPROVED)
10. PSPR22-13 Heirloom Grove Agri-tourism Final Site Plan located at 5297 S. Whiteville Road. A Farmers Market with and orchard, berry fields and a perineal garden (APPROVED)
11. PSPR22-14 Michael Engineering Final Site Plan located at 5625 Venture Way. A two-phased expansion of 11,760SF and 8,400SF. (APPROVED)
12. PSPR22-11 Clint's Autobody expansion Preliminary Site Plan located at 5598 S. Mission Road. A 3,200SF addition to the rear of the existing auto shop. (APPROVED)
13. PSPR22-15 Mid-Michigan College Athletic Fields Combined Preliminary and Final Site Plan located at 2600 S. Summerton Road. For Construction of a new maintenance building and athletic fields for the College. Application was broken up and separately approved as a preliminary plan and then a final site plan. (APPROVED)
14. PSPR22-17 Sam's Club Filling Station Amendment to Final Site Plan. For the re-location of underground storage tanks. (APPROVED)
15. PSPR22-19 Prestige Center Combined Preliminary and Final Site Plan located at 5785 E. Broadway Road. An assisted living and memory care facility expansion. Plan was broken up into separate approvals for the preliminary plan and final site plan. (APPROVED)

Rezone Applications and Text Amendments

1. PREZ21-03 Rezone 5785 E. Broadway Road from B-4 to PUD and Concept Plan. The rezoning request would end up being for expansion of an existing assisted living facility. (RECOMMENDED APPROVAL)
2. PREZ22-01 Rezone property on E. Broomfield and Sweeny Roads from B-5 to PUD The rezoning request would end up being for the Broomfield Den mixed use residential/commercial buildings. (RECOMMENDED APPROVAL)
3. PREZ22-02 Rezone property located at 2600 S. Summerton Road from R-1 to B-4. The request was from Mid-Michigan College for the purpose of constructing a new maintenance building and athletic fields. (RECOMMENDED APPROVAL)
4. PTXT21-02 Zoning Ordinance Text Amendment. Amendments to increase total height of Solar Energy Facility from 20 feet to 25 feet and to adjust setback requirements. (RECOMMENDED APPROVAL)

5. **PTXT22-01 Zoning Ordinance Amendment Punchlist Amendment #2. Planning Commission deliberated and recommended approval to the Board of Trustees. (RECOMMENDED APPROVAL)**

Other items of Business

- Commissioners Gross, Albrecht, Lapp, Shingles, Williams, LaBelle, Squattrito, and Thering attended training sessions held over the course of the year. A video recording of trainings in 2022 were available to all Commissioners whether they were able to attend a training in person or not.
- Appointed Ryan Buckley as liaison from the Planning Commission to the Zoning Board of Appeals.
- Due to health concerns, the Commission utilized the Lincoln Reception Center located at 2300 S. Lincoln Road for Planning Commission meetings in the first half of 2022. Meeting were moved back to the Township Hall for the second half of 2022.
- Discussed ways to implement Township Master Plan policy recommendations.
- Discussed updating the Township Parks and Recreation Master Plan.
- Elected Officers of the Planning Commission for the year 2022.
- Reviewed and considered language for a Parks and Recreation Township Survey.
- Reviewed Parks and Recreation Master Plan.
- Adopted 2023 Meeting Calendar.
- Granted site plan extension for Sam’s Club Filling Site Plan that was set to expire prior to construction for a building permit.
- Discussed Township initiated rezoning proposal along S. Lincoln Road south of E Broomfield Road.
- Agreed to participate by resolution in the State of Michigan Redevelopment Ready Communities Program.

MASTER PLAN REVIEW

| | |
|--|-------------------------------|
| TO: Planning Commission | DATE: January 10, 2023 |
| FROM: Rodney C. Nanney, AICP, Community and Economic Development Director | |
| ACTION REQUESTED: To begin the five-year review of the adopted Master Plan as required by the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended). | |

Background Information

The Township’s current Master Plan was adopted in 2018. As noted in the Introduction section of the document:

The Master Plan is a policy document created by the Union Township Planning Commission to guide the future growth and development of the township. A sound master plan helps ensure that Union Township remains a highly desirable place to live, work, or visit.

The relevance and importance of the Master Plan to the work of the Planning Commission and Township Staff cannot be understated. The Master Plan is a foundational planning document for the Township’s adopted Zoning Ordinance and Official Zoning Map. The Master Plan’s Future Land Use Map has also strongly influenced the location and extent of the Township’s municipal water and municipal sanitary sewer service areas.

The Master Plan’s future land use designation for sites subject to a site plan, special use, or similar zoning approval application is always noted in the Township’s staff report for the project. In some cases, including the Dollar General, The Den on Broomfield mixed-use buildings, and the Prestige Center Assisted Living Facility Expansion projects, consideration of adopted Master Plan policies by the Planning Commission proved to be a key part of the decision-making process for the application.

State Act Requirements

Preparation and adoption of and any potential amendments to the Township’s Master Plan are governed by the requirements of the [Michigan Planning Enabling Act](#) (Public Act 33 of 2008, as amended). Section 45(2) of Act 33 includes the following requirement for periodic Planning Commission review of the document:

At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

This five-year review requirement was intended by the state legislature to ensure that local

master plans remain relevant and a part of local decision-making, and to provide a mechanism for local planning commissions to determine if their plan needs to be amended or if it is time to institute the process for a new master plan. At the end of the review process, the expectation would be for the Planning Commission to adopt a motion that either confirms that the 2018 Master Plan needs to be amended or updated, or is acceptable to remain in-place without change.

Although this review can be perfunctory, staff recommends that the Planning Commission take advantage of this opportunity to thoroughly review and discuss the document in detail over the course of several meetings.

Master Plan Review Considerations

There are a number of ways that the Planning Commission can approach this review process. Some commissions have simply reviewed the document individually, and then deliberated together during a public meeting on a “yes” or “no” question as to whether the plan needs to be updated. Other commissions have taken the step during a public meeting to review and discuss the document together, page-by-page, before making a determination about whether it needs to be updated.

Staff recommends that the Planning Commission consider taking a policy-driven approach to this review, which would start with an initial review of the overall plan goals and objectives (see page 7 of the Plan) and move to a thorough evaluation of the Plan’s policy statements and recommendations on various subjects based on Commissioner interests. As part of this evaluation, the following general questions may be helpful to consider:

- 1. Have there been major changes in the community not anticipated in the current Master Plan?**
- 2. Are there instances where the Township has departed from the Master Plan in land use or development-related decisions? Do the reasons for these departures demonstrate a need for an overall revision of the Master Plan?**
- 3. Are all of the Plan’s goals, objectives, and policies still relevant and important to the current Planning Commission?**
- 4. Are the Plan’s goals, objectives, and policies consistent with the current “Ends” (desired outcomes) identified by the elected Board of Trustees in Section 1 of their [Policy Governance document](#)?**
- 5. What is missing?**

Economic Development Considerations

Although the current Master Plan does contain some economic development policies (such as the Bluegrass Center Area), the document could be significantly more proactive and beneficial in this area. There is also a need, based on changing market conditions and national trends in development of new manufacturing/research/warehouse/distribution facilities, to consider potential changes in the Future Land Use Map for economic development purposes.

To help support the Planning Commission's review from an economic development perspective, a copy of a more specific review checklist from the Redevelopment Ready Communities (RRC) Program has also been included in the packet.

Staff also recommends that the Planning Commission consider inviting Jim McBryde from the Middle Michigan Development Corporation to attend a future meeting to provide more background on the topic of local economic development needs and to answer questions from the Commission on this topic.

Copies of the 2018 Master Plan for Review

Each planning commissioner should have a paper copy of the document. Please bring your copy to the upcoming meeting.

If you do not have a paper copy of the Master Plan and would like one, please contact the Township office. A digital (.PDF) copy is also posted on the Township's website [<http://www.uniontownshipmi.com/>] under Departments > Zoning and Planning Services, or by clicking on the following link:

http://www.uniontownshipmi.com/Portals/0/Planning%20and%20Zoning/UnionTownshipMP_Adopted_2018.pdf?ver=2020-09-22-111307-823

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

Section I: ENDS

1.0 POLICY TITLE: *GLOBAL END*

- 1.0 Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

The highest quality of life encompasses sustained or enhanced:

1. Community well-being and the common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
5. Natural environment
6. Commerce

- 1.1 Residents engage in a vibrant community life.

1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.

1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations, and economic status.

1.1.1.2 Fair and nondiscriminatory code enforcement

1.1.1.3 Residents take pride in their community, understand its past and engage in its future.

1.1.2 Residents look to the township as a key information source for community activities, quality public services and resources in the region.

1.1.2.1 Create more frequent opportunities for citizen/Board dialogue

- 1.2 All residents can thrive and achieve more than their basic needs.

1.2.1 Diverse and special communities are attracted by the community's creative and innovative spirit and high quality of life.

- 1.3 All residents may enjoy a safe environment including:

1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.

1.3.2 Code enforcement to original specifications for commercial, industrial, and residential properties.

1.3.3 Safety in parks and township property.

1.3.4 Safe, well maintained roads

1.3.4.1 Create bike lanes and cross walks on roads

1.3.5 Safe and secure schools through intergovernmental efforts

- 1.4 Residents of all ages shall have access to facilities that enable an active, healthy lifestyle.

1.4.1 An accessible, walkable and bikeable community using the Greater Mt. Pleasant Area Non-Motorized Plan and Sidewalk and Pathways Committee recommendations as a guide

1.4.2 Drinking Water that meets or exceeds Michigan standards for quality of water.

1.4.3 Wastewater system meets or exceeds Michigan standards.

1.4.4 Create facilities at parks that can be used to facilitate an active and healthy lifestyle

- 1.5 Residents can enjoy the natural resources and green space of the township.
 - 1.5.1 Air, water and soil meet or exceed Michigan's quality standards.
 - 1.5.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.
 - 1.5.3 Natural corridors optimized for enhanced commercial and residential districts.
 - 1.5.4 Increase use of alternative forms of energy within Township facilities and operations.

- 1.6. Commercial establishments, including new, innovative, and traditional, are drawn to Union Township through commerce –friendly economic development policies.
 - 1.6.1 Controlled establishment of potentially undesirable businesses.
 - 1.6.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits
 - 1.6.3 Create mechanism to increase dialogue with business community to ensure quality services are provided



INTRODUCTION

Redevelopment Ready Communities® Best Practice 1.1 evaluates community planning and how a community's development vision is embedded in the master plan and other related plans such as the capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. The RRC program, based on state legislation and best practices, requires that the master plan is up to date and reflects a community's desired direction for the future. Michigan law requires that an adopted plan be reviewed at least every five years. This guide was prepared to help communities determine whether a comprehensive plan needs to be updated based on MPEA and RRC requirements and how to review the plan for potential updates. In addition, the RRC best practices require an annual review to keep implementation moving forward. This review could include a report to the local legislative body on implementation progress and future goals and offers a chance to refresh officials and inform new members about the plan and its components.

UPDATE REVIEW TABLE

RRC Master Plan

Use the table below to help consider whether your plan needs an overhaul, a refresh, or to add or replace sections of the plan. A refresh is for those that just require minor changes throughout the plan. Section additions or replacements may include new chapters, subareas, the future land use map and/or text, implementation steps, and/or RRC components. The first section of the checklist can be used as a checklist for the annual review and report as described above.

| Annual | 5-year | CRITERIA | Yes | No | COMMENTS/DOCUMENTATION/LINKS |
|--------|--------|--|--------------------------|--------------------------|------------------------------|
| ✓ | ✓ | Have development patterns changed significantly since the plan was written and adopted? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Does the adopted zoning ordinance align with the goals of the plan? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Have there been any major changes, such as utility lines, major road improvements, large development approvals, etc? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Have there been instances when the planning commission or elected body has departed from the plan? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Are the goals and priorities of the plan in sync with the goals and priorities of appointed and elected officials? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Does the plan address the location and types of land uses frequently requested? | <input type="checkbox"/> | <input type="checkbox"/> | |
| ✓ | ✓ | Have there been other studies completed that change the relevancy of the plan? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Have community goals or vision changed since the plan was written? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Are recent best practices integrated? (i.e. Complete Streets, Placemaking, Sustainability, Missing Middle Housing, Local Food) | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Is the background data relevant and reference the most recent decennial census data and up-to-date local data? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Is it user-friendly with clear organization and graphics? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Does it reference goals and objectives for a downtown area? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Is there an implementation plan including a CIP plan? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Are a zoning plan and zoning objectives included? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Is a redevelopment strategy provided? | <input type="checkbox"/> | <input type="checkbox"/> | |

UPDATE REVIEW TABLE

RRC Master Plan

| Annual | 5-year | CRITERIA | Yes | No | COMMENTS/DOCUMENTATION/LINKS |
|--------|--------|---|--------------------------|--------------------------|------------------------------|
| | ✓ | Are priority sites for redevelopment and a strategy for implementation included? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Have there been changes along the community borders? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Is there upcoming major (re)development (corridor, transportation, university/hospital, utility, vacated sites, or industrial)? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Do policy and recommendations support a safe, efficient multi-modal transportation system? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ✓ | Do permitted uses support the job market and reflect the local talent pool? | <input type="checkbox"/> | <input type="checkbox"/> | |