

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

A regular meeting of the Charter Township of Union Planning Commission was held on March 18, 2025, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present: Bradshaw, Browne, Hayes, Lapp, Olver, Shingles, Squattrito, and Thering

Absent: McDonald

**Others Present**

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator

**Approval of Agenda**

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

**Approval of Minutes**

Olver moved Browne supported to approve the February 18, 2025, regular meeting minutes as amended. **Vote: Ayes: 8. Nays: 0. Motion carried.**

**Correspondence / Reports / Presentations**

- A. Board of Trustees updates by Thering – Gave updates on the February 26<sup>th</sup> and March 12<sup>th</sup> Board of Trustees Meetings.
- B. ZBA Update – No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports – Mr. Nanney answered questions about the documentation included in the packet about introduction of new state legislation related to “the freedom to raise and keep backyard chickens.”

**Public Comment**

Open: 7:21 p.m.

No comments were offered.

Closed: 7:21 p.m.

**New Business**

**A. Annual Election of Officers**

**a. Chair**

**Shingles** moved **Hayes** supported to appoint Commissioner Squattrito as Chair per the Planning Commission bylaws. No other nominations were made for this position. **Roll Call Vote: Ayes: Bradshaw, Browne, Hayes, Lapp, Olver, and Thering. Nays: 0. Abstain: Shingles and Squattrito. Motion Carried.**

**b. Vice-Chair**

**Browne** moved **Bradshaw** supported to appoint Commissioner **Shingles** as Vice-Chair per the Planning Commission bylaws. No other nominations were made for this position. **Roll Call Vote: Ayes: Squattrito, Bradshaw, Browne, Hayes, Lapp, Olver, and Thering. Nays: 0. Abstain: Shingles. Motion Carried.**

**c. Secretary**

**Olver** moved **Thering** supported to appoint Commissioner **Lapp** as Secretary per the Planning Commission bylaws. No other nominations were made for this position: **Roll Call Vote: Ayes: Squattrito, Bradshaw, Browne, Hayes, Olver, Shingles, and Thering. Nays: 0. Abstain: Lapp. Motion Carried.**

**d. Vice-Secretary**

**Lapp** moved **Hayes** supported to appoint Commissioner **Olver** as Vice-Secretary per the Planning Commission bylaws. No other nominations were made for this position. **Roll Call Vote: Ayes: Squattrito, Bradshaw, Browne, Hayes, Lapp, Shingles, and Thering. Nays: 0. Abstain: Olver. Motion Carried.**

**B. PTXT25-01 Planning Commission-initiated Zoning Ordinance Text Amendment to revise and extend limited allowance for additional building height for Business Schools, Colleges, Universities, and Indoor Publicly Owned, Recreation Facilities**

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

Nanney introduced the PTXT25-01 Planning Commission-initiated Zoning Ordinance Text Amendment to expand the types of buildings/land uses that would be eligible under Section 6.34 for approval of a limited exception from the maximum height standards of the zoning district for Public and Institutional Uses, Religious Institutions, Business Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities.

This amendment follows a discussion at the February 18<sup>th</sup> Planning Commission meeting regarding the Mid-Michigan Event Center, which exceeds the maximum height limit. Based on direction from the Planning Commission, staff initiated a proposed text amendment.

The text amendment would include clarifying language to Section 6.34 on how the exception would apply, including adding a provision to ensure adequate light and air by means of an expanded minimum setback, inserting a requirement for prior written confirmation from the Fire Department that available emergency response equipment is sufficient, and expanding requirements for conformity with the character of the adjacent neighborhood.

**Public Hearing**

Open: 7:33 p.m.

Tim Bebee, 2257 E Broomfield Rd., concerned that the language in the text amendment, which includes publicly owned recreational facility buildings, may cause issues for private or parochial schools that could potentially move into the Township.

Closed: 7:44 p.m.

Following the public hearing, Mr. Nanney confirmed that "Public and Institutional Buildings," as defined in the Zoning Ordinance, includes all types of "K-12 schools," and that the type of parochial school described by Mr. Bebee during the hearing may also be linked with the term "religious institution" as defined in the ordinance.

Commission deliberation.

**Olver** moved **Browne** supported to recommend to the Board of Trustees that the proposed amendments to Section 3.4 (Permitted Uses by District) and Section 6.34 (Public and Institutional Uses) of the Zoning Ordinance No 20-06 be adopted as presented. **Roll Call Vote: Ayes: Bradshaw, Browne, Hayes, Lapp, Olver, Shingles, Squattrito, and Thering. Nays: 0. Motion Carried.**

**C. PSUP25-01 Special Use Permit Application by OHB Old Hickory Buildings for an open-air business to sell accessory buildings located at 4694 E Pickard Road.**

- a. Introduction by staff and the applicant
- b. Public hearing
- c. Commission review of the application
- d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced the PSUP25-01 Special Use Permit application for OHB, Old Hickory Buildings to operate an open-air business selling accessory buildings at 4694 E. Pickard Road.

This lot was previously the site of a used car dealership. After reviewing available Township records, no documentation was found indicating any prior special use permit approvals for the former dealership. As a result, the change of use requires a public hearing and approval of a special use permit for the proposed open air business.

Staff finds the proposal to be in good order and meets requirements for a Special Use Permit. Staff identified a few minor details they would like to see addressed on the final site plan, including hours of operation, parking, and setbacks. Based on these findings, staff recommends approval contingent upon these details being incorporated into the Final Site Plan.

Tim Bebee, CMD&S, asked for clarification on setbacks, which was provided by Mr. Nanney to Mr. Bebee's satisfaction. Mr. Bebee was available for questions.

**Public Hearing**

Open: 7:54 p.m.

No comments were offered.

Closed: 7:55 p.m.

Commission deliberation.

**Lapp** moved **Olver** supported to approve the PSUP25-01 Special Use Permit for OHB Old Hickory Buildings to operate an open-air business selling accessory buildings at 4694 E. Pickard Road (PID 14-014-20-030-00) in the northeast quarter of Section 14 and in the B-7 (Retail and Highway Service

Business) District, finding that their application can comply with Section 14.3.J. (Standards for Special Use Approval, subject to the following condition:

1. Add notes for hours of operation and justification of the alternative parking standard on the final site plan.

**Roll Call Vote: Ayes: Bradshaw, Browne, Hayes, Lapp, Olver, Shingles, Squattrito, and Thering. Nays: 0. Motion Carried.**

**D. PRES25-02 Preliminary Site Plan Approval Application for OHB Old Hickory Buildings for the open-air business use to sell accessory buildings located at 4694 E. Pickard Road**

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

Nanney presented the PRES25-02 preliminary site plan for the proposed OHB, Old Hickory Buildings open-air business selling accessory buildings at 4694 E. Pickard Road. Nanney highlighted that the property is in a dilapidated condition and is considered under the Zoning Ordinance to be a “nonconforming site” subject to the provisions of Section 12.5 (Nonconforming Sites). Under Section 12.5, improvements can be proposed to a nonconforming site without the need to bring all elements of the site up to satisfying current site development standards. Section 12.5 sets standards for site improvements, including any public safety deficiencies, which the proposal meets. Additionally, the ordinance requires that the scope of site improvements meet a minimum of three of the ten listed categories, and the applicant has more than satisfied these requirements.

Several details were identified that need to be addressed, but these can be handled on the final site plan. Staff recommends approval of the preliminary site plan and is comfortable with recommending approval as presented, as the outstanding details are already required by the Zoning Ordinance to be included in the final site plan.

Tim Bebee, CMS&D, described the change to the display area due to the setbacks.

Commission deliberation.

**Olver moved Hayes supported to approve the PRES25-02 preliminary site plan for the proposed OHB Old Hickory Buildings open-air business selling accessory building at 4694 E. Pickard Road (PID 14-014-20-030-00) in the northeast quarter of Section 14 and in the B-7 (Retail and Highway Service Business) District, finding that the site plan dated February 28, 2025 fully complies with applicable Zoning Ordinance requirements for preliminary site plan approval, including Sections 14.2P. (Required Site Plan information) and 14.2.S (Standards for Site Plan Approval). Roll Call Vote: Ayes: Bradshaw, Browne, Hayes, Lapp, Olver, Shingles, Squattrito, and Thering. Nays: 0. Motion Carried.**

**Extended Public Comments**

Open: 8:19 p.m.

No comments were offered.


Closed: 8:19 p.m.

**Final Board Comment**

Chair Squattrito – commented that this is the last meeting before the official start of Spring, reminded Commissioners of training opportunities and that the Annual Boards and Commissions Joint meeting will be held at 6:00pm on April 16<sup>th</sup> at Jameson Hall.

**Adjournment** – Chair Squattrito adjourned the meeting at 8:20 p.m.

**APPROVED BY:**

  
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Jessica Lapp – Secretary  
Tom Olver – Vice Secretary

*(Recorded by Tera Green)*