



**Planning Commission  
Regular Meeting  
December 19, 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
  - November 21, 2023 Regular Meeting
6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
  - A. Thering updates from Board of Trustees
  - B. Buckley updates from ZBA
  - C. Community and Economic Development Monthly Report
  - D. Other Reports
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
  - A. Acceptance of the Annual Report of the Zoning Board of Appeals for 2023**
    - a. Introduction by staff
    - b. Planning Commission discussion
    - c. Planning Commission action (accept the report as presented or with direction or questions to the Board of Appeals, or postpone action)
  - B. Adoption of the Planning Commission's 2023 Annual Report to the Board of Trustees**
    - a. Introduction by staff
    - b. Planning Commission discussion
    - c. Planning Commission action (adopt the report as presented or with changes, or postpone action)
  - C. Proposed Zoning Ordinance Amendments**
    - a. Introduction by staff
    - b. Planning Commission discussion

**D. Proposal to suspend meetings of and appointments to the Sidewalk and Pathways Privatization Committee until called upon again by the Planning Commission, based on the extent of previously recommended sidewalk improvements that are anticipated to be developed by the Township in 2024 and 2025**

- a. Introduction by staff
- b. Planning Commission questions and discussion
- c. Planning Commission action

9. EXTENDED PUBLIC COMMENT: Restricted to (5) minutes regarding any issue

10. FINAL BOARD COMMENT

11. ADJOURNMENT

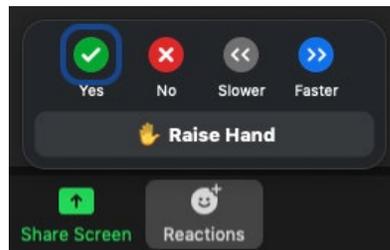
## Hybrid Meeting Instructions for the Charter Township of Union Planning Commission

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “839 8031 3172” Password enter “240465”). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter “839 8031 3172” and the “#” sign at the “Meeting ID” prompt, and then enter “240465” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments for items on the agenda will be taken at the Public Comment and any issue not on the agenda will be taken at the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press \*9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been made, at which time you will be unmuted by the meeting moderator.

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

## 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	2/15/2026
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	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
4 -	Vacant		12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Repesantive)	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
*Term begins 1/1/2024	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
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
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
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	12/31/2025
1-Union Township	Stan	Shingles	12/31/2026
2-Union Township	Allison	Chiodini	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

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

A regular meeting of the Charter Township of Union Planning Commission was held on November 21, 2023, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present:

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

Excused: Buckley, McDonald

**Others Present**

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Amy Peak, Building Services Clerk

**Approval of Agenda**

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

**Approval of Minutes**

**Gross** moved **Labelle** supported to approve the regular meeting minutes from October 17, 2023, as presented. **Vote: Ayes: 7. Nays: 0. Motion carried.**

**Correspondence / Reports/ Presentations**

- A. Board of Trustees updates by Thering – Gave updates from the regular September 27<sup>th</sup>, October 11<sup>th</sup> and October 25<sup>th</sup> Board of Trustees meetings.
- B. ZBA updates by Buckley – No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports – N/A

**Public Comment**

Open 7:12 p.m.

No comments were offered.

Closed 7:12 p.m.

**New Business**

- A. **PFINALSPR23-02 Final site plan application for Hal Banks proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Rd.**
  - a. Introduction by Staff
  - b. Updates from the applicant
  - c. Commission review of the revised landscape plan sheet
  - d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced the PFINALSPR23-02 Final sit plan application for a proposed building addition and site improvements for an indoor golf, archery range, office and related storage finding that the plan conforms to Section 14.2.P (Required Site Plan Information) and Section 14.2.S. (Standards for Site plan

Approval) for a final site plan. Staff recommends approval.

Mark Garber from Garber Contracting was available for questions. Deliberation by the commissioners.

**Lapp** moved **Gross** supported to approve the PFINALSPR23-02 final site plan dated October 13, 2023 for a 4,000 square-foot building addition for indoor golf, archery range, office, and related storage located at 2160 East Remus Road in the northwest quarter of Section 21 and in the B-5 (Highway Business District) zoning district, finding that it fully complies with applicable Zoning Ordinance requirements for final site plan approval, including Sections 12.5 (Nonconforming Sites), 14.2.P. (Required Site Plan information), and 14.2.S. (Standards for Site Plan Approval). **Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

**B. PRESR23-04 Preliminary site plan application for a proposed 6,000 square-foot building addition and associated site improvements for the Wal-Mart retail store located at 4730 Encore Blvd.**

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

Nanney introduced the PRESR23-04 Preliminary site plan for a proposed 6,672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site. Nanney noted that hazardous substance reporting form from EGLE permit checklist was not included in the application materials and would need to be completed for final site plan approval along with some outside agency approvals and additional details noted in the report. With exception to those details that can be addressed on the final site plan, the plan conforms to Section 14.2.P. (Required Site Plan Information) and Section 14.2.S. (Standards for Site Plan Approval) for a preliminary site plan. Staff recommends approval as presented.

**Labelle** moved **Lapp** supported approve the PRESR23-04 preliminary site plan dated October 10, 2023 for a 6.672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site located at 4730 Encore Blvd. in the southwest quarter of Section 26 and in the B-5 (Highway Business) 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). **Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

**C. PSPR22-04 Request for approval of a 365-calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling Station at 4972 E. Pickard Rd. (PID 14-014-20-041-01).**

Nanney introduced the PSPR22-04 Krist Oil Filling Station extension of final site plan approval for property 4972 E. Pickard Rd. (M-20). The applicant provided a letter dated November 2, 2023, requesting an extension. Nanney pointed out that the date 7/12/2024 listed in the letter is incorrect and if granted the 365-day extension the correct date would be 10/15/2024. Although the letter doesn't list any reasons for the extension, staff would recommend that the Planning Commission consider the M-20 reconstruction project when determining if there is or is not good cause for the extension.

**Albrecht** moved **Shingles** supported to approve a 365-calendar day extension to October 15, 2024, for the approved PSPR22-04 final site plan for the new Krist Oil Filling station at 4972 East Pickard Road (PID 14-014-20-041-01), finding that the provisions of Section 14.02.Q.3 for an extension have been satisfied. **Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, Shingles, Squattrito and Thering. Nays: 0. Motion carried.**

**Other Business**

**A. Continuation of a Process to Update the Master Plan** - Will pursue for the next meeting.

Community and Economic Development Director – Rodney Nanney gave updates on the Michigan Department of Agriculture Rural Development grant, Township Survey and Data book.

**Extended Public Comments**

Open: 7:43 p.m.

No comments were offered.

Closed 7:43 p.m.

**Final Board Comment**

Commissioner LaBelle inquired on the vacancies and expired terms of the Sidewalks and Pathways Committee.

Commissioner Lapp asked that the members of the Sidewalks and Pathways Committee be informed on the status of that committee.

Chair Squattrito wished all a Happy Thanksgiving.

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

**APPROVED BY:**

*(Recorded by Amy Peak)*

\_\_\_\_\_  
Doug LaBelle – Secretary

Tera Albrecht – Vice Secretary



## Department Monthly Report

**Department:** Community and Economic Development

**Month/Year:** **November 2023**

### Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

### Prior Month Activities

#### **Economic Development Activities (1.1, 1.2, 1.3, 1.6):**

- The Community and Economic Development Director served as the Chair for the November meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Community and Economic Development Director completed and distributed a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr.
- The Community and Economic Development Director attended the Fall meeting of the Michigan Economic Developers Association in Lansing, MI on 11/17/2023.
- The Community and Economic Development Director is working with State officials to take care of the administrative details for the \$45,000 Rural Readiness Grant to support pre-development activities to expand our Master Plan update project to include more detailed evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor.
- The Building Services Clerk supported the Community and Economic Development Director and EDA Board and served as contact person for East DDA District service contractors.

#### **Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):**

- During their regular November 21, 2023 meeting the EDA Board:
  - Reviewed bids and selected Johnny's Lawn Care LLC as the successful bidder for sidewalk snowplowing in the East and West DDA Districts for 2024 - 2026.
  - Approved participation in the 2024 Art Reach of Mid-Michigan Festival of Banners.

#### **Building Services (1.1, 1.2, 1.3, 1.4, 1.6):**

- The Building Official provided the following services during the month:
  - 50 Building Inspections (1.3)
  - 19 Permits issued (1.3)

- 10 Certificate of Occupancy (1.3, 1.4, 1.5)
- Follow up phone calls
- The Building Official met with multiple residents/contractors to answer potential project questions.
- The Building Services Clerk provided the following services during the month:
  - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
  - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
  - Administrative support for Rental Inspector
  - Prepared monthly Census and HBA reports for building permits

**Rental Inspection Services (1.1, 1.2, 1.3, 1.4):**

- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 320 units).
- Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- Expired certificate scheduling.
- Fielding questions about the rental program in the Township from the community, potential/current landlords, and tenants.
- Informing various departments of items that may be of concern or of note that have been observed throughout the Township (tall grass, construction without permits, site plan verifications, etc.).
- Contacts with local inspectors, enforcement, and fire personnel.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.

**Zoning Administration Activities (1.1, 1.2, 1.3, 1.4, 1.5, 1.6):**

- The Zoning Administrator provided the following services:
  - (7) Zoning review approval letters for building permit applications.
  - (2) Miss Dig notifications for various projects. Owners contacted for permits on projects.
  - Zoning Compliance letter for 4237 Corporate way.
  - Conducted final site plan inspection of Michael Engineering. All site plan issues from previous inspection were corrected and complied with the approved plan.
  - Completed final site plan site inspection for Sam’s fueling station. Site complied with the approved site plan.
- The Zoning Administrator met with an entrepreneur remotely via Zoom to discuss commercial recreation options for a site in the Township.

**Ordinance Enforcement Activities (1.1, 1.3):**

- 5683 E. Broadway Rd. - Complaint about multiple cars for sale in the front yard and public road right-of-way. The owner moved the cars off the property. This matter is now closed.
- 1805 Belmont Dr. and 5339 E. Broadway Rd. – Rental properties without required rental housing certification and special use permit for a short-term rental as advertised. The owners are working with staff to secure the necessary special use permit and rental certification.
- 2514 S. Isabella Road. (Liquor Central) - Complaint about removal of required barrier free parking and signage. Owner to be notified informing them that signage must be restored and space properly striped.
- 4373 E River Rd. - Following a scheduled rental inspection for the annual recertification, the Rental Inspector determined that the subject property was uninhabitable and in violation of minimum

International Property Maintenance Code (IPMC) health and safety standards. A notice of violation and order for the rental dwelling to be vacated was sent to the owner and copied to the tenant.

- Indian Hills Shopping Center - Owner and contractor were notified of a possible violation related to the approved minor site plan for sidewalk, pedestrian access, and parking lot improvements to the Indian Hills Shopping Center property. The owner stated that they will address the issues with management and follow up with the Zoning Administrator.
- 386 Bluegrass Road. - Excessively tall grass and junk in the yard. The owner was notified of the violations and has mowed the grass. The owner is working with Township staff to complete the removal of junk from the premises.
- 5401 S. Lincoln Rd. – Pole barn accessory building constructed without permits and in violation of maximum allowable height and floor area limitations. The ZBA approved a variance for the height violation with a plan to correct the total floor area violation. A building permit has been issued but the owner’s contractor has not yet completed the required modifications.

#### **Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):**

- During their regular November 21, 2023 meeting the Planning Commission:
  - Approved the PFINALSPR23-02 Final site plan for a building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road.
  - Approved the PRESR23-04 Preliminary site plan for a proposed 6,000 square-foot building addition and associated site improvements for the Wal-Mart retail store located at 4730 Encore Blvd.
  - Approved a 365 calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling station at 4972 E. Pickard Road (PID 14-014-20-041-01).

#### **Zoning Board of Appeals Activities (1.1):**

- During their regular November 1, 2023 meeting, the Zoning Board of Appeals:
  - Approved their annual report of ZBA activities to the Planning Commission
  - Adopted their regular meeting calendar for 2024.
  - Reviewed available training options.

#### **Sidewalks, Pathways, and Parks & Recreation Plan/Program Activities (1.1, 1.2, 1.3, 1.4):**

- No Sidewalks and Pathways Prioritization Committee activity in November.

#### **Other Activities:**

- Under the Community and Economic Development Director’s direction, the Building Services Clerk worked with the file scanning Graphic Sciences to complete the transfer of historical building permit/construction plan and EDA Board documents and files from the basement for scanning. (1.1)
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues. (1.1)
- The Community and Economic Development Department received and responded to two (2) Freedom of Information Act (FOIA) requests during the month. (1.2)

#### **Current Month Anticipated Activities**

#### **Economic Development Activities (1.1, 1.6):**

- The Community and Economic Development Director will continue business retention contacts.

- The Community and Economic Development Director and the Middle Michigan Development Corporation (MMDC) are working on setting up a business retention meeting with Jim Holton at Mountain Town Brewery and Summit Smokehouse.

**Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):**

- The regular December 19, 2023 EDA Board meeting is anticipated to include:
  - Review of qualifications from sign contractors to select finalists to invite to submit cost proposals for new Enterprise Industrial Park and community entrance signage in the East DDA District.
  - Ceremony for the grant award to Mid-Valley Structures for their completed sign replacement project in the East DDA District.

**Building Services (1.1, 1.3, 1.4, 1.6):**

- Inspections and follow up as needed for the new Isabella County Jail project. (1.1, 1.3)
- Follow up phone calls.
- Continue to do site visits, inspections, issue permits, plan reviews.
- Continued work on expired permit list.

**Rental Inspection Services (1.1, 1.2, 1.3, 1.4):**

- The Rental Inspector will:
  - Investigate and follow up on any rental complaints as needed.
  - Continue to collaborate with the Fire Department on hotel rental inspections.
  - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
  - Conduct follow-up inspections to verify correction of violations.
  - Work on expired certificate scheduling as needed.
  - Arrange for site visits as needed for compliance or informational.

**Zoning Administration Activities (1.1, 1.2, 1.3, 1.4, 1.5, 1.6):**

- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups
- Yard sales
- Tall weeds and grass enforcement
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners.

**Ordinance Enforcement Activities (1.1, 1.3):**

- The Community and Economic Development Director will follow up again with representatives from the Saginaw Chippewa Indian Tribe about building code and local ordinance enforcement questions related to the property at 5805 and 5935 E. Pickard Rd. recently acquired by the Tribe to become the new home of the Tribal College.

- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. – unlawful contractor’s storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a “grandfathered” status as a legal nonconforming use. This matter is under review by the Township Attorney.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. A contractor who is looking into options to help the owner resolve the violations.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

**Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):**

- The regular December 19, 2023 Planning Commission meeting is anticipated to include:
  - Review and acceptance of the Annual Report from the Zoning Board of Appeals
  - Review and approval of the Planning Commission’s Annual Report to the Board of Trustees
  - Consideration of suspending meetings of and appointments to the Sidewalk and Pathways Prioritization Committee until called upon again by the Planning Commission. Staff would then send thank you letters to the committee members with notice of the change.
  - Initial review and discussion of a proposed list of Zoning Ordinance text amendments.

**Zoning Board of Appeals Activities (1.1):**

- The Zoning Board of Appeals meeting for December was cancelled due to a lack of agenda items.

**Sidewalks, Pathways, and Parks & Recreation Plan/Program Activities (1.1, 1.2, 1.3, 1.4):**

- No Sidewalks and Pathways Prioritization Committee activity anticipated in December.
- The Community and Economic Development Director is working with the Township’s engineering consultant at Gourdie-Fraser to begin preliminary engineering work on new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to connect to the existing sidewalk near Ashland Dr., and along Bud St. north from E. Pickard Rd. to connect to Jameson Park.

**Other Activities:**

- The Rental Inspector is using his photography skills to capture scenes from around the Township for the purpose of updating the Township website’s photo gallery.

**Future Board of Trustee Meeting Agenda Items**

- Consideration for adoption of a resolution of support for an application by D Clare Services (north side of River Rd. west of US-127) to correct the Federal Emergency Management Agency (FEMA) flood hazard maps to match the accurate 100-year floodplain boundary on the subject lot.

**Significant Items of Interest Longer Term**

- Economic Development – The Community and Economic Development Director will expand information on the Township’s website related to development approval processes and pre-application meeting options to further assist the development community.
- Economic Development - The Community and Economic Development Director plans to follow up with Middle Michigan Development Corporation representatives for further discussion and evaluation of a potential opportunity to apply for future grant funding from the U.S. Economic Development Administration to help support implementation of expanded industrial/business park development along the US-127 corridor. Depending on eligibility, this grant opportunity would require collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.

- Zoning Administration - The Community and Economic Development Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06. (1.1)
- Zoning Administration - The Community and Economic Development Director and Zoning Administrator plan to propose some additional updates to the sign regulations of Zoning Ordinance 20-06 to improve consistency in application and to minimize regulatory conflicts. (1.1)
- Economic Development – The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.
- Other Activities - Consideration of a new 2023 - 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a public hearing. (1.1, 1.2, 1.3, 1.4, 1.5)
- Building Services - The Community and Economic Development Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations. (1.1, 1.2, 1.3, 1.6)
- Economic Development - Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district. (1.1, 1.6)
- Building Services – The Building Official continues to work in close coordination with the County’s plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards. (1.1, 1.3, 1.6)
- Rental Housing – The Rental Inspector will be working on creation of a Township flyer with graphical examples of code requirements and common violations (such as blocked egresses and disabled smoke detectors or carbon monoxide detectors). (1.2, 1.3, 1.6)
- PILOT Housing Projects - The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects. (1.1, 1.6)
- Other Activities - Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions. (1.1, 1.3)
- Other Activities - Repeal of the outdated and unenforceable Ordinance 2011-4 for marijuana dispensaries and growing operations (1.1)
- Other Activities – Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the City and the Township. (1.1, 1.3)
- Other Activities – Consideration of an updated Private Road Ordinance for adoption. (1.1, 1.3)
- Other Activities – Consider updates to the Township’s ordinance on open burning. (1.1, 1.3, 1.4)
- Other Activities - Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds. (1.1, 1.3, 1.5)
- Other Activities - Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state’s subdivision plat approval requirements. (1.1, 1.4, 1.6)
- Other Activities - Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process. (1.1, 1.6)
- Other Activities – Consider ways to maximize the usefulness, readability, and functionality of the Township website’s Announcements, Public Notices, and News features. (1.1, 1.2)
- Other Activities – The Community and Economic Development Director will continue to work with the County Community Development Director and the City Planner to create a unified “regional

planning/zoning” theme on the County’s FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.

## ZBA ANNUAL REPORT TO THE PLANNING COMMISSION FOR 2023

<b>TO:</b>	Planning Commission	<b>DATE:</b>	October 20, 2023
<b>FROM:</b>	Zoning Board of Appeals		
<b>PROJECT:</b>	Annual Report for 2023		
<b>ACTION REQUESTED:</b> To adopt the annual report to the Planning Commission of ZBA meetings held from December 2022 through November 2023 along with any recommendations regarding proposed changes to the Zoning Ordinance, as required by the ZBA Rules of Procedure.			

### Background Information

According to Rules of Procedure the ZBA will prepare, complete, and submit their written report by December 1<sup>st</sup> of each year. Beginning in December 2022 and through November 2023 the ZBA has met to conduct business on five occasions. These were December 2022, March 2023, May 2023, July 2023, and November 2023. The items of business that the ZBA acted upon are summarized below:

- December 7, 2022, meeting (PZBA22-0001, 2023 meeting schedule).** During the December meeting the ZBA adopted their meeting schedule for 2023. The ZBA also held a public hearing for a text interpretation requested by Thrive Community Church. The ZBA determined the following proposed uses from the list in the public hearing notice would be consistent with and are acceptable accessory uses under the definition of “religious institution” in section 2.2 (Definitions) of the Zoning ordinance, and that the Outdoor Recreation Facilities need to be further vetted by the Planning Commission:
  - Worship services in our worship center/assembly hall on a weekly basis.
  - Classrooms for weekly religious education.
  - Meeting rooms and church offices.
  - Kitchen and café.
  - Host weddings, baptisms, funerals, and other religious and secular ceremonies and celebrations.
  - Host Christian music artists.
- March 1, 2023, meeting (Election of Officers, Section 14.4 Amendment Ord 23-02, MTA Training).** The March ZBA meeting served as an organizational meeting to elect officers who would serve until March of 2024 when new elections would be held. The ZBA was given a copy of the recently adopted Ord 23-02 which amended Section 14.4 Variances and Appeals of the Zoning Ordinance. Township staff explained the need for the changes and how they would affect the ZBA. Members of the ZBA had recently attended online ZBA training provided by MTA. Members discussed questions they had related to the training, training topics that stood out to them as important, and any issues of concern.

3. **May 3, 2023, meeting (PVAR23-01)** During the September meeting the ZBA held a public hearing for a variance related to accessory building height from section 7.5.C.3 of the Zoning Ordinance. The request was for 8 inches. The accessory building was originally constructed without an approved building permit. The variance was granted, allowing the building to remain in place but had to be reduced in total size by 300 square feet.
4. **July 11, 2023, special meeting (PZA23-01 Administrative Appeal, PZBA23-0001 Zoning Ordinance Interpretation).** The ZBA held a public hearing for an Appeal of Zoning Administrator Peter Gallinat’s decision to deny a land division application. The denial was based on the Zoning Ordinances requirement for a parcel to have road frontage on a road right-of-way. The ZBA disagreed with this interpretation and reversed the Zoning Administrator’s decision. The applicant later withdrew the application PZBA23-0001 Zoning Ordinance Interpretation.
5. **November 1, 2023, meeting (Approval of annual report and 2024 meeting calendar).**

**Any Recommended Changes to the Zoning Ordinance**

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Respectfully submitted,

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***Liz Presnell, Chair***

*(Prepared by Peter Gallinat, Zoning Administrator)*

**PLANNING COMMISSION ANNUAL REPORT FOR 2023**

<b>TO:</b>	Board of Trustees	<b>DATE:</b>	December 19, 2023
<b>FROM:</b>	Planning Commission		
<b>PROJECT:</b>	Annual Report for 2023		
<b>ACTION REQUESTED:</b> To adopt the annual report to the Board of Trustees as required by the Michigan Zoning Enabling Act and the Planning Commission Bylaws.			

**2023 Meetings**

The Planning Commission met on the third Tuesday of each month in 2023. There were no canceled meetings or additional special meetings held.

**Site Plans**

1. **PSPR23-03 Final Site Plan application** for expansion of the Clint’s Autobody car repair shop at 5598 S. Mission Rd. A 3,200-square-foot addition to the rear of the existing auto shop. **(APPROVED)**
2. **PSPR23-02 Combined Preliminary and Final Site Plan application** for the Isabella County Cultural and Recreation Commission’s addition to the Isabella Sportsplex Morey Courts building for a new indoor gymnastics’ facility at 5175 E. Remus Road. A 12,673-square-foot addition to the east. **(APPROVED)**
3. **PMINORSPR23-03 Request for Temporary Relief from Sidewalk Construction** and Minor Site Plan approval – Garber Contracting Office Expansion, 2144 Independence Drive. A 360-square-foot addition to the west. **(APPROVED)**
4. **PRESPR 23-01 Preliminary Site Plan Isabella County Road Commission application** - Salt Storage Facility, 2100 E. Transportation Dr. Two 10,819 square-foot salt barns and a 2,400-square-foot Storage building north of Transportation Drive. **(APPROVED)**
5. **PFINALSPR23-01 Final Site Plan application** for the Isabella County Road Commission’s Salt Storage Facility at 2100 E. Transportation Dr. Two 10,819-square-foot salt barns and a 2,400-square-foot Storage building north of Transportation Drive. **(APPROVED)**
6. **PMINORSPR23-07 Minor Site Plan application** referred by the Zoning Administrator for Approval of Revisions to the Approved Landscape for the Dunkin Donuts/Marathon Gas Station located at 4962 E Broomfield Rd. A reduced landscaping plan that still meets the minimum requirements for landscaping. **(APPROVED)**
7. **PRESPR23-02 Preliminary Site Plan application** from Hal Banks for a Proposed Building Addition at 2160 E. Remus Rd. For Indoor Golf, Archery, Office Space and Related Storage.

- A 4,000-square-foot new building to the south. **(APPROVED)**
8. **PMINORSR23-11 Minor Site Plan application** for Michael Engineering, 5625 Venture Way – Revised “As-Built Landscaping Plan” sheet dated 8/15/2023. Revisions included parking, landscaping, and the addition of the proposed security fence. **(APPROVED)**
  9. **PFINALSR23-02 Final site plan application** for Hal Banks proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road. A 4,000-square-foot new building to the south. **(APPROVED)**
  10. **PRESR23-04 Preliminary site plan application** for a proposed 6,000-square-foot building addition and associated site improvements for the Wal-Mart retail store located at 4730 Encore Blvd. A 6,000-square-foot addition to the south of the building with parking lot changes to the south and east. **(APPROVED)**

### **Parks And Recreation Plan Update**

- The Planning Commission determined that the Parks and Recreation Plan 2011-2016 needed to be updated.
- The Planning Commission reviewed questions asked in the 2016 Township Resident Survey, identified priorities for an updated survey and approved a list of parks and recreation-related survey questions.

### **Township Master Plan Update**

- The Planning Commission was first tasked with deciding if the Township Master Plan needed to be updated. The Michigan Planning Enabling Act requires that “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.”
- The Planning Commission took economic development considerations into account when deciding if the Master Plan needed to be reviewed and updated or not. The Commission also considered how the review would be conducted if one was done. After careful thought and deliberation, the Planning Commission decided to undertake 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.
- The Planning Commission came up with the following when considering what they would like to see in the Township 10 – 20 years from now:
  - Wider, well-lit pathways.
  - Active Biking and walking.
  - Safe lit areas for work and play.

- Connecting pathways.
- Recreational hiking and/or walking.
- Focus highly on accessibility in the parks and trails.
- Charging stations.
- Relevant housing inventory.
- Ensuring that we have commercial and residential property that's appealing to people moving here.
- Explore renewable energy structures in residential areas.
- An area for pop up events, retail, food trucks.
- Take a conscious look at the character of our industrial zoning. Help to open opportunities for more advanced manufacturing.
- The Planning Commission identified the following problems they saw in the Township as well as desired outcomes for the Township:
  - Problems
    - Re-evaluation of the Township's stance on new industries such as cannabis shops.
    - More practical public transportation.
    - Telling developers that they cannot develop in a spot where there is no development.
  - Desired Outcomes
    - Remaining relevant and vibrant.
    - Position ourselves to be competitive in growth.
    - Provide more amenities to bring development in.
- The Planning Commission discussed initial steps for the update and a tentative scope of the update. There was a general consensus for the following list of priority area for the updated Maser Plan:
  - Introduction
  - Global Ends (general statements of desired outcomes)
  - Future Land Use and Growth Management Strategies
  - Plan for Economic Development
    - Industrial and Employment Center Plan
    - Commercial Development Plan
    - Bluegrass Center Area Plan
    - East/West DDA District Plans (reference to adopted Development Plans)
  - Plan for Housing
  - Plan for Agricultural and Preservation of Rural Character
  - Plan for Natural Resources and the Environment
  - Plan for Energy
  - Community Facilities and Infrastructure Plan
  - Transportation Plan
    - Plan for Roads and Streets

- Plan for Non-Motorized Transportation (including sidewalks and pathways)
  - Zoning Plan
  - Preparation of a separate data book of existing conditions.
  - Completion of the separate Parks and Recreation Master Plan update
- Beginning in May and continuing through August the Planning Commission carefully reviewed each policy statement from the 2018 Master Plan.
- In September the Planning Commission reviewed, and accepted the draft policy framework that would guide the Master Plan update.

### **Other items of Business**

- Appointed Ryan Buckley as liaison from the Planning Commission to the Zoning Board of Appeals.
- Elected Officers of the Planning Commission for the year 2023.
- Discussed ways to implement Township Master Plan policy recommendations.
- Discussed updating the Township Parks and Recreation Master Plan.
- Adopted 2024 Meeting Calendar.
- Granted an extension for PRSPR22-04 Request for approval of a 365-calendar day extension to October 15, 2024, for the approved PSPR22-04 final site plan for the new Krist Oil Filling Station at 4972 E. Pickard Rd. (PID 14-014-20-041-01).
- Approved PB230227 Grading Permit (Garber), 2160 E. Remus Rd. – Request to authorize incidental site clearing and grading per the approved PRESR23-02 preliminary site plan dated 8/29/2023 from Hal Banks for a 4,00-square-foot building addition for indoor golf, archery, range, office, and related storage.
- Agreed to participate by resolution in the State of Michigan Redevelopment Ready Communities Program.
- Met with members of the Sidewalk and Pathways Prioritization Committee to discuss sidewalk projects and future priorities.
- Adopted annual report for the Board of Trustees.

Respectfully submitted,

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***Phil Squatrito, Chair***

*(Prepared by Peter Gallinat, Zoning Administrator)*

**PROPOSED ZONING ORDINANCE AMENDMENTS**

<b>TO:</b>	Planning Commission	<b>DATE:</b>	December 11, 2023
<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 and discuss a summary list of proposed text amendments to Zoning Ordinance No. 20-06.		

**Background Information**

During the adoption process for Zoning Ordinance No. 20-06 (which went into effect 9/21/2020), our project consultant noted that with any comprehensive Zoning Ordinance update it is expected that some details may be identified for correction as the new ordinance is implemented. In 2021 and again in 2022, the Planning Commission considered some “punch list” ordinance amendments that were subsequently adopted by the Board of Trustees.

In addition, there is a need from time to time to update the ordinance in response to new or amended state laws or court decisions (case law) that require corresponding changes to the Zoning Ordinance. One very recent example of that is the Governor’s action on November 28, 2023 to sign into law Public Acts 233 & 234, which together significantly preempt local control over utility-scale solar and wind energy projects (see item “C” below).

The following is a summary list of proposed amendments identified by staff to address issues identified during the administration of the ordinance or to respond to recent changes in state law, and also to applicable federal court decisions related to signage (see item “I” below):

Section(s)		Proposed Zoning Ordinance Text Amendments
<b>A</b>	Sections 2.2 & 6.17	Update the “ <b>Boarding House</b> ” definition in Section 2.2 to eliminate any potential conflict with the associated regulations in Section 6.17.
<b>B</b>	Sections 2, 3 & 6	Consider adding “ <b>Dormitory Housing</b> ” and “ <b>Other State Licensed or Managed Residential Facilities</b> ” as an allowable special uses in multiple-family districts, with definitions and use standards.
<b>C</b>	Sections 5.4 & 6.39	<b>Update the standards for utility-scale solar energy and wind energy generation facilities</b> to exactly match the recently-adopted state laws which largely preempt local authority over these renewable energy projects, or delete these facilities as allowable uses and types of development entirely from the ordinance (which would place approval authority exclusively under state control through the Michigan Public Services Commission).

Section(s)		Proposed Zoning Ordinance Text Amendments
D	Section 6.5	Consider expanding allowance of <b>non-farm keeping of small farm animals</b> in the residential districts as an accessory use, subject to specific limitations.
E	Section 6.16	<b>Update Section 6.16 to ensure that the basic dwelling standards</b> apply consistently to both single-family and two-family (duplex) residential buildings.
F	Section 7.5	Add provisions for <b>multiple-family and non-residential accessory structures</b> – height and setback to match the zoning district standards.
G	Section 9	<b>Update off-street parking and loading requirements</b> to make it easier for developers to find the provisions allowing for Planning Commission approval of alternative standards under certain circumstances by consolidating them into a new “Modifications” section (currently found in parts of Sections 9.2.A., 9.5.B.2., and 9.5.B.7.)
H	Section 10	<b>Clarify provisions for berms and greenbelts</b> to confirm the specific circumstances under which these improvements may be required vs. allowed as a screening option.
		Consider revisions to <b>reduce the minimum front yard landscaping requirements for projects in the Industrial districts.</b>
		Consider revisions to <b>reduce overall the minimum density of shrub plantings</b> required for front yard landscaping (currently 8 per 40 linear feet).
I	Section 11	<b>Update the sign regulations</b> to be consistent with applicable federal court decisions related to signage and the First Amendment, to update provisions for billboards, to revise the ground sign and building-mounted signage regulations to improve visibility and consistency between uses and zoning districts, and to resolve regulatory conflicts identified by staff.
J	Section 12.5	Add an allowance for the Zoning Administrator to administer these provisions as related to <b>minor site plan applications for changes to nonconforming sites.</b>
K	Section 14.2	<b>Consider allowing a final site plan to be approved administratively</b> if is determined by staff to conform to all applicable Township ordinances and all Planning Commission conditions of approval. This change would have the effect of streamlining the approval process for projects that meet these standards.
		<b>Clarify the type of site plan required for short-term rental housing</b> to confirm that this special use is eligible for minor site plan approval.
		Set a maximum floor area <b>multiple-family and non-residential accessory buildings</b> eligible for minor site plan approval and add a provision for small accessory structures of this type to be approved under a zoning permit (exempt from site plan approval).

### **Objective for this Meeting**

Planning Commission review and discussion of the Zoning Ordinance text amendment summaries proposed by staff, along with any additional priorities for revision as may be identified by the Commission during the discussion.

Once the Commission is in agreement, the complete text of the proposed amendments would then be developed and brought back to the Planning Commission for review and consideration at a future meeting.

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