



**Planning Commission  
Regular Meeting  
September 17, 2024  
7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - August 20, 2024 Regular Meeting
6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
  - A. Thering updates from Board of Trustees
  - B. Community and Economic Development Monthly Report
  - C. Other Reports
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
  - A. Appointment of Vice Chair**
  - B. Appointment of new Planning Commission Representative to the Zoning Board of Appeals**
  - C. PTXT24-02 Proposed Zoning Ordinance amendments for administrative approval of final site plans that fully conform to applicable ordinance standards, and expansion of nonconforming site provisions to apply fully to minor site plans subject to administrative approval**
    - a. Introduction by staff
    - b. Public Hearing
    - c. Commission deliberation and action (recommendation to the Board of Trustees for approval, approval with additional recommend changes, or rejection; or postpone action for further discussion or request additional revisions)

**D. PRESPR24-01 Preliminary Site Plan for Isabella County Materials Recovery Facility Additions (4208 E. River Rd.)**

- a. Introduction of 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)

**DI. Discussion of the R-1 and I-1 Zoning district boundaries on the east side of S. Isabella Rd. North of E. River Rd.; consideration of initiating a proposed rezoning of one or more lots from I-1 to R-1**

- a. Introduction by staff
- b. Commission discussion and action

**DII. Discussion of accessory dwelling regulations in Zoning Ordinance No 20-06**

- a. Introduction by staff
- b. Commission discussion and action

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

10. FINAL BOARD COMMENT

11. ADJOURNMENT

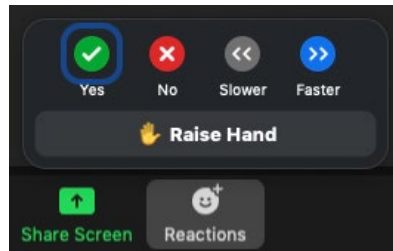
## Hybrid Meeting Instructions for the Charter Township of Union Planning Commission

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.

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

A regular meeting of the Charter Township of Union Planning Commission was held on August 20, 2024, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

Present: Buckley, Gross, Lapp, Olver, Squattrito, and Thering

Excused: Shingles

Absent: McDonald

**Others Present**

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

**Approval of Agenda**

**Thering** moved **Olver** supported to approve the agenda as presented. **Vote: Ayes: 6. Nays: 0. Motion Carried**

**Approval of Minutes**

**Olver** moved **Gross** supported to approve the July 16, 2024 regular meeting minutes with one amendment to fix a clerical error. **Vote: Ayes: 6. Nays: 0. Motion carried.**

**Correspondence / Reports/ Presentations**

- A. Board of Trustees updates by Thering – Updated the Commission of the Board of Trustees action to approve a participation agreement with the City of Mt. Pleasant to fund the Mission Creek Park Pathway.
- B. ZBA updates by Buckley – No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports

**Public Comment**

Open 7:12 p.m.

Sandy Halasz, 580 S. Shepherd Rd., Mt. Pleasant, commented on a family member living in an area zoned R1 (light industrial) and not able to own livestock. The family purchased chickens, ducks, and turkeys without knowing it was not allowed. She is requesting that the Township consider rezoning that area to R1 (Residential) and the benefits it would bring for the rest of the residents in that area.

Jessica Kandarlis Gallinger, 943 S. Isabella, commented on why she would like to see the area rezoned from I-1 to R-1.

Jared Gallinger, 943 S. Isabella, spoke passionately about how raising their chicken and ducks has strengthened their family bond.

Brendon Kandarlis, 943 S. Isabella, spoke positively about raising their ducks and chickens.

Jayden Kandarlis, 943 S. Isabella, is hopeful the township will rezone so they can keep their chickens and ducks.

Saria Kendaris, 943 S. Isabella, would like to be able to keep their chicken and ducks.

Closed 7:26 p.m.

**New Business**

- A. **PSUP24-01 Special Use Permit Application from Howling Hammer Builders, Inc. for an**



**accessory dwelling unit within a new single-family dwelling at 3057 Paddock Lane in the AG Zoning District**

- a. Introduction by staff and 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 PSUP24-01 Special Use Permit from Howling Hammer Builders, Inc for an accessory dwelling unit for a single-family home. Previously a building permit for a single family dwelling with a detached garage showing a living area above the garage was denied based on noncompliance with the Zoning Ordinance requirements for an accessory dwelling in the Township. The applicant worked to come up with a design that would conform with the Special Use Approval Standards. A Minor Site Plan and a Temporary Relief from Sidewalk Construction have also been submitted pending approval of the Special Use Permit.

Joanne Theunissen from Howling Hammer Builders, Inc discussed the challenges they have faced in obtaining a design approval that meets the Township's Zoning Ordinance. Both Joanne Theunissen and the landowner Kristen Telfor were available for questions.

**Public hearing**

Open: 7:52 p.m.

Kristen Telfor, 942 Deer Run, appreciates the questions from the commission, explaining the reason for the request for the accessory dwelling and spoke of the difficulty she experienced going through the process to build the space.

Closed: 7:56 p.m.

**Olver** moved **Gross** supported to approve the PSUP24-01 special use application for an accessory dwelling within the principal building for a new single-family dwelling at 3057 Paddock Lane (parcel number 14-034-30-009-01) in the southwest quarter of Section 34 and in the AG (Agricultural) zoning district, finding that it fully complies with Section 6.56 (Accessory Dwelling) and Section 14.3.J. (Standards for Special Use Approval), and to approve the associated request for temporary relief from sidewalk construction along the frontage of the subject parcel with a finding that it is consistent with Criteria #4 of the Township's 2018 Sidewalk Relief Policy. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito and Thering. Nays: 0. Motion carried.**

**B. PTXT24-01 Proposed Zoning Ordinance Amendments to Section 11.0 (Signs)**

- a. Introduction by staff
- b. Public hearing
- c. Commission deliberation and action (recommendation to the Board of Trustees for approval, approval with additional recommend changes, or rejection; or postpone action for further discussion or to request additional revisions)

Nanney gave an overview of the PTXT24-01 Proposed Zoning Ordinance Amendments to Section 11.0 (Signs) and Section 2.2 (Definitions). The key objectives are to increase flexibility regarding what is permissible for certain signs and allow for modernization and updating of older signs. Nanney highlighted that the proposed set of amendments will address challenges identified by staff.

**Public hearing**

Open: 8:23 p.m.

No comments were offered.  
Closed: 8:24 p.m.

Discussion by the Commission.

**Olver** moved **Lapp** supported to recommend to the Board of Trustees that the proposed amendments to Section 11 (Signs) and Section 2.2 (Definitions) of the Zoning Ordinance No. 20-06 be adopted as presented. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion carried.**

- C. PTXT24-02 Proposed Zoning Ordinance amendments to Section 14.2 (Site Plan Review) for administrative approval of final site plans that fully conform to applicable ordinance standards and to Section 12.5 (Nonconforming Sites) to clarify application of provisions to minor site plans subject only to administrative approval**
- a. Introduction by staff
  - b. Commission deliberation and action (postpone action for further discussion or to request additional revisions, or to set a public hearing date)

Nanney introduced the PTXT24-02 Zoning Ordinance proposed text amendments to Section 14.2 (Site Plan Review) and Section 12.5 (Nonconforming Sites) which include updating site plan review procedures and flowchart illustrations allowing administrative approval for final site plan in certain cases and permitting the Zoning Administrator to apply nonconforming sites provisions to minor site plans subject to administrative approval. Nanney requested that the commission review the proposed amendments and consider setting a public hearing.

Discussion by the Commission.

**Gross** moved **Olver** supported to set a public hearing for the proposed Zoning Ordinance Amendments to Section 14.2 (Site Plan Review) and to Section 12.5 (Nonconforming Sites) for September 17, 2024. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion carried.**

#### **Other Business**

- A. Sidewalk and Pathway Construction Policies Update**
- a. Updates from staff
  - b. Commission review of the site plan
  - c. Commission deliberations and action (recommendation to the Board of Trustees for approval, approval with additional recommended changes, or rejection)

Nanney presented the memo dated August 12, 2024 of the revised set of proposed Sidewalk and Pathway Construction Policies. The updates reflect the Planning Commission's requested changes to the language in Section 7. E. Introduction and 7.E.3 as discussed during last month's meeting and correction to a minor typographical error.

Discussion by the Commission.

**Gross** moved **Olver** supported to recommend to the Board of Trustees that the proposed Sidewalk and Pathway Construction Policy Resolution with a revision date of August 12, 2024 be adopted as presented. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, Olver, Squattrito, and Thering. Nays: 0. Motion carried.**

#### **Extended Public Comments**

Open: 8:44 p.m.

No comments were offered.

Closed 8:44 p.m.

**Final Board Comment**

Squatrito noted during the meeting that there was a consensus among the commissioners to include discussion items on the September meeting agenda regarding the Township’s accessory dwelling regulations and to consider the boundary between the rural residential and light industrial zoning districts on the east side of S. Isabella Rd. north of E. River Rd.

Thering – apologized for not bringing his notes from the Board of Trustees meeting and promised a more detailed update in September.

Lapp – Asked if there had been complaints regarding the chicken and ducks that were discussed during public comment.

Olver – inquired on how long it would take for a rezone if one was to happen.

**Adjournment** – Chair Squatrito adjourned the meeting at 8:52 p.m.

**APPROVED BY:**

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Jessica Lapp – Secretary  
Tom Olver – Vice Secretary

*(Recorded by Tera Green)*

DRAFT

## 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	Vacant		2/15/2025
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2025
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	Vacant		2/15/2025
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Vacant		12/31/2024
Alt #1	Vacant		12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	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		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Vacant		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



## **Department Monthly Report**

**Department:** Community and Economic Development

**Month/Year:** September 2024

### **Global Ends**

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

### **Prior Month Activities**

#### **Economic Development Activities (1.1, 1.2, 1.3, 1.5):**

- The Community and Economic Development Director served as Chair for the August meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Community and Economic Development Director and Township Engineer at Gourdie-Fraser Associates are continuing work on evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor per the state Rural Readiness Grant awarded to the Township for our Master Plan update project.
- The Community and Economic Development Director and Zoning Administrator met with an investor looking at both residential and commercial development projects in the Township.
- The Community and Economic Development Director met with Middle Michigan Development Corporation (MMDC) leadership and staff to improve coordination related to housing grant initiatives in the Township and to coordinate timing and preferred contacts for upcoming business retention visits.
- The Community and Economic Development Director met with the Executive Director of the Mt. Pleasant Area Convention and Visitors Bureau to discuss potential options for getting started with a potential regional wayfinding signage project, and to discuss the CVB's destination development grant funding program.
- The Community and Economic Development Director participated in a Fiscally Ready Communities webinar for professional development.
- 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, 1.3, 1.4, 1.5):**

- On August 20, 2024 the EDA Board meeting held the second of two (2) special informational meetings required by Public Act 57 of 2018, as amended, to go over the 2023 annual report and summarize projects for the current year and 2025.
- The regular August 20, 2024 EDA Board meeting immediately followed the special informational meeting. The agenda included an initial discussion of FY2025 budget priorities for the East and West DDA Funds.

**Building Services (1.1, 1.2, 1.3, 1.5):**

- The Building Official provided the following services during the month:
  - 44 Building Inspections (1.3)
  - 24 Permits issued (1.3)
  - 11 Certificate of Occupancy's Issued (1.3, 1.4, 1.5)
  - 7 FOIA Requests (1.1, 1.4, 1.6)
  - Issued MyMichigan Health MRI Room permit (1.1, 1.3, 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
- Building Services Clerk attended Administrative Support Professional Development Training with Mary & Lew Bender Aug 12th – 14th at the Comfort Inn. (1.1, 1.2, 1.4, 1.5)

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

- Eric Miller's last day of service as the Township's Rental Inspector was 8/2/2024.
- The job opening was advertised and posted, and closed on 8/8/2024. Review and scoring of applications and interviews for candidates selected to interview was completed and interviews held on September 4, 2024.

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

- The Zoning Administrator provided the following services:
  - (8) Zoning review approval letters for building permit applications.
  - Site plan enforcement completed for the Commission on Aging pavilion project regarding landscaping, lighting and stormwater.
  - Wall signage permit for Walmart. Replacing signage consistent with sign variance granted by Township ZBA in 2005.
- The Community and Economic Development Director and Zoning Administrator met with a local builder to answer questions about ordinance requirements for a proposed infill 2-family dwelling.
- The Community and Economic Development Director and Zoning Administrator met with a county official and the project engineer about the Isabella County Materials Recovery Facility Additions (4208 E. River Rd.) preliminary site plan application.
- The Zoning Administrator met with residents on Scully Drive about a potential land division application.
- The Community and Economic Development Director and Zoning Administrator met with residents at 943 S. Isabella Road about potential rezoning to resolve violation of chickens on property.
- The Community and Economic Development Director and Zoning Administrator met with Dr. Annu Mohan regarding proposed freestanding sign replacement.

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

- 4935 E. Valley Road. - Complaint about accessory buildings, junk and people living in camper. There was a similar complaint years ago that Township staff worked with the owner to resolve. During a site visit in response to the current complaint, no junk vehicles were visible from road and only

camper on-site was stored in rear yard and appeared closed and not in use. The number of existing accessory buildings that had once existed years ago have been greatly reduced; the remaining accessory buildings are legal nonconforming structures. Owner has continued to improve site the past few years. No current violation found, so this complaint has been closed.

- 943/975 S. Isabella Rd. – Complaint about chickens at two adjacent legal non-conforming residences on lots in an Industrial zoning district. Notices have been sent to both owners. The owner of 943 S. Isabella Rd. is considering a rezoning request. The owner of 975 S. Isabella Rd. has reduced the number of farm animals on the premises.
- 5105 E. Kay Street. – junk. The owner of the property is deceased. A family relative responded to notice of the violation. The site clean-up is substantially complete, except for a few items. Follow up communication and a final site visit are planned to verify completion.
- 1651 Airway Dr. – Complaint about chickens at a legal non-conforming residence on a small lot in an Industrial zoning district. The owner has responded to the notice of violation to confirm they are moving and chickens will be removed.
- 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 applicant’s agreed-upon timeline for completion of site improvements per the approved site plan has concluded with several key elements left incomplete. Failure to conform to an approved site plan is an ordinance violation. The owners have not responded to multiple notices. The next step will be issuance of civil infraction tickets.
- 386 Bluegrass Road. - Junk in the yard. Owner has continued to have junk removed when able to due to age. The owner has continued to have the lawn maintained. Township staff conduct site visits to discuss remaining items with the owner and continue to assist the owner in finding companies and organizations that can help. Owner to report back to Zoning Administrator with any progress made.
- 5401 S. Lincoln Rd. – An 1,800 square-foot detached accessory building constructed without a building permit and in violation of applicable maximum height and maximum 1,500 square-foot floor area requirements. The owner applied for and was granted a height variance in May 2023 contingent upon completion of alterations to reduce the building floor area by 300 square-feet. The owner’s contractor subsequently secured a building permit for the work, which expired on 1/17/2024 with no activity. Despite months to complete corrective actions, the owner has failed to do so. There has also been no activity on a potential purchase of additional land from the neighbor, which if done correctly to increase the total lot area to at least 2.5 acres would resolve the remaining violations. Following a new final notice of violation, civil infraction tickets will be issued for violation of the conditions of the approved height variance and failure to correct the Zoning Ordinance violation related to maximum floor area for this accessory building.
- 4941 E Valley Rd. – Dilapidated and potentially unsafe dwelling. The owner confirmed that he wants the roof completed but does not have the funds. The Building Official and a contractor are continuing to look into options to help the owner resolve the violations.
- 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 remains under review by the Township Attorney with additional follow up anticipated.

**Planning Commission Activities (1.1, 1.2, 1.3, 1.4, 1.5):**

- During their regular August 20, 2024 the Planning Commission:
  - Held a public hearing, deliberated, and adopted a motion to recommend the proposed PTXT24-01 Zoning Ordinance amendments to Section 11.0 (Signs) to the Board of Trustees for adoption.



- Held a public hearing on the PSUP24-01 Special Use Permit Application for an accessory dwelling within a new single-family dwelling located at 3057 Paddock Lane in the AG zoning district, deliberated, and adopted a motion to approve the requested special use permit
- Introduced and held an initial discussion of the PTXT24-02 proposed Zoning Ordinance amendments for administrative approval of final site plans that fully conform to applicable ordinance standards and expansion of nonconforming site provisions to apply fully to minor site plans subject to administrative approval. A public hearing is set for their September regular meeting.
- Completed their final review of the proposed Sidewalk and Pathway Construction Policy Resolution and adopted a motion to recommend to the Board of Trustees that the policy resolution be adopted as presented.

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

- No meeting scheduled.

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

- The Community and Economic Development Director held a pre-construction meeting with Malley Construction and the Township’s engineering consultants for the sidewalk construction project along the east side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park. (1.1, 1.3, 1.4)
- The Community and Economic Development Director is working with the Township’s engineering consultants to resolve final issues related to securing a county Road Commission permit for the sidewalk construction project along the east side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park. (1.1, 1.3, 1.4)

**Other Activities:**

- 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)

**Current Month Anticipated Activities**

**Economic Development Activities (1.1, 1.5):**

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

**Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.3, 1.4, 1.5):**

- The regular September 17, 2024 EDA Board meeting agenda is anticipated to include:
  - RFBA – Participation Agreement with the Board of Trustees to provide gap funding for the EGLE Drinking Water State Revolving Fund (DWSRF) ARPA Grant Division B Water Main Transmission and Extensions Project in the amount of \$500,000.00
  - Review and discussion of the report from the EDDA District irrigation design consultant.

**Building Services (1.1, 1.3, 1.5):**

- Inspections and follow up as needed for the new Isabella County Jail project. (1.1, 1.3)
- Continued progress on Krist Mini Mart Project (1.1, 1.3)
- Continued progress on Walmart Project (1.1, 1.3)
- Start of Valvoline (1.1, 1.3)
- Start of My Michigan Health MRI Room (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):**

- Interviews of candidates for the Rental Inspector position took place on September 4, 2024. Finalists will be invited to participate in a follow up interview. Following on-boarding and training of a new person in this position, 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):**

- The Community and Economic Development 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.
- Community and Economic Development 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):**

- Ordinance enforcement follow up on current matters and investigation of any new complaints.

**Planning Commission Activities (1.1, 1.2, 1.3, 1.4, 1.5):**

- The regular September 17, 2024 Planning Commission meeting is anticipated to include:
  - Appointment of a new Vice-Chair
  - Appointment of a new Planning Commission representative on the Zoning Board of Appeals
  - PTXT24-02 – Proposed Zoning Ordinance amendments for administrative approval of final site plans that fully conform to applicable ordinance standards, and expansion of nonconforming site provisions to apply fully to minor site plans subject to administrative approval; public hearing, deliberation, and recommendation to the Board of Trustees.
  - PRES24-01 Isabella County Materials Recovery Facility Additions (4208 E. River Rd.); review and action on the preliminary site plan
  - Discussion of the R-1 and I-1 zoning district boundaries on the east side of S. Isabella Rd. north of E. River Rd.; consideration of initiating a proposed rezoning of one or more lots from I-1 to R-1.
  - Discussion of the Township’s accessory dwelling regulations.

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

- The regular September meeting 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):**

- The Community and Economic Development Director is working on preparation of updated draft Parks & Recreation Plan elements for Planning Commission review. (1.1, 1.4)
- The Community and Economic Development Director and the Township's engineering consultant at Gourdie-Fraser are proceeding with attempting to secure easements needed for new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to the existing sidewalk near Ashland Dr.; the east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd.; and the west side of Bradley St. from E. Remus Rd. (M-20) north to connect to the Mt. Pleasant Middle School at the City-Township boundary.
- The Township's engineering consultant at Gourdie-Fraser has begun work for planning construction of a new sidewalk along the south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel to complete a connection to the Indian Pines Shopping Center.

### **Other Activities:**

- The Community and Economic Development Director and Mt. Pleasant City Planner periodically meet remotely via the Teams app to discuss coordination of City/Township projects of mutual interest.
- Under the Community and Economic Development Director's direction, the Building Services Clerk will continue to coordinate with the file scanning contractor Graphic Sciences to transfer historical documents and files from the basement for scanning. (1.1)

### **Future Board of Trustee Meeting Agenda Items**

- PTXT24-01 - Proposed Zoning Ordinance amendments to Section 11.0 (Signs).
- PTXT24-02 proposed Zoning Ordinance amendments for administrative approval of final site plans that fully conform to applicable ordinance standards and expansion of nonconforming site provisions to apply fully to minor site plans subject to administrative approval.

### **Significant Items of Interest Longer Term**

- Economic Development – The Community and Economic Development Director will complete and distribute 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.
- Other Activities – The Community and Economic Development Director will begin work to prepare a proposed scope of work and request for proposals from qualified consulting firms to prepare a detailed evaluation of housing needs and priorities in accordance with the approved MSHDA Housing Readiness Incentive Grant to expand the Township's Master Plan update project.
- 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)
- Other Activities - The Community and Economic Development Director and the Township Assessor will be working on developing policy proposals for Board of Trustees consideration to establish updated guidelines for consideration of requests for new or amended Industrial Development

Districts and Industrial Facility Tax Exemption (IFTE) applications under Michigan Public Act 198 of 1973, as amended. (1.5)

- 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. (1.2, 1.5)
- 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. (1.2, 1.5)
- 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)
- Building Services - When the county's office situation stabilizes, the Community and Economic Development Director will resume 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. (1.3, 1.5)
- 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, 1.5)
- 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, 1.5)
- 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, 1.2)
- 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 - The Community and Economic Development Director will work with the Township Attorney to prepare an updated Noxious Weeds Ordinance for Board of Trustees consideration that improves consistency in applicable regulations of tall grass and weeds. (1.1, 1.3, 1.4)
- Other Activities - The Community and Economic Development Director will work with the Township Attorney and Township Assessor to prepare an updated Land Division Ordinance for Board of Trustees consideration that clarifies application requirements and the division, combination, and boundary adjustment approval process. (1.1, 1.5)
- Other Activities – The Community and Economic Development Director will work with the Township Attorney and Public Services Director to prepare updates to the Township's ordinance establishing rules for our parks. (1.1, 1.3)
- Other Activities – Consider updates to the Township's ordinance on open burning. (1.1, 1.3)
- 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, 1.3, 1.5)
- 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 – When the county's office situation stabilizes, the Community and Economic Development Director, the County's Community Development Director, and the City Planner will resume work on creating 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.

## TEXT AMENDMENT REPORT

**TO:** Planning Commission **DATE:** September 9, 2024

**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director

**APPLICATION:** PTXT24-02 Zoning Text Amendment (Charter Township of Union)

**ACTION REQUESTED:** To hold a public hearing on proposed amendments to Section 14.2 (Site Plan Review) and Section 12.5 (Nonconforming Sites) to revise site plan review procedures, add an allowance for administrative approval of a final site plan under certain circumstances, and add an allowance for the Zoning Administrator to apply the nonconforming sites provisions to minor site plans; to review the proposed amendments and public comments from the hearing; and to deliberate and make any recommendations to the Board of Trustees for final action.

### Background Information

On December 20, 2022 the Planning Commission adopted a motion to support the Township’s participation in the [Redevelopment Ready Communities](#) (RRC) certification program run by the Michigan Economic Development Corporation (MEDC). On January 25, 2023, the Board of Trustees adopted a Resolution of Intent to participate in the RRC Program, to further incorporate RRC best practices into the Township’s development-related ordinances and planning documents, and to pursue a Redevelopment Ready Communities certification from the MEDC.

As a follow up, the Board of Trustees took the additional step to incorporate the [RRC Program’s Best Practices](#) into their “Global Ends” statement of their desired outcomes for the Township:

- 1.5. New and innovative commercial establishments and advance manufacturing, distribution, engineering, and research facilities are drawn to Union Township through commerce-friendly economic development policies consistent with MEDC Redevelopment Ready Communities program best practices.
  - 1.5.1 Controlled establishment of potentially undesirable businesses.
  - 1.5.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits
  - 1.5.3 Create mechanism to increase dialogue with business community to ensure quality services are provided

Many of the RRC Program’s Best Practices related to zoning and development review processes have been incorporated in the Township’s current Zoning Ordinance No. 20-06, as amended. Last month, MEDC staff completed a baseline evaluation of our ordinance, policies, and practices and found that the Township is currently or partially aligned with nearly all of the RRC Program’s expectations for both the RRC Essentials designation and the full RRC Certification.

The Community and Economic Development Department staff continue to use the RRC Program Best Practices as a guide for further improvement, including in the area of development-related policies and practices.

Streamlining the development review process is one of the topics emphasized in the RRC Best Practices, including in 3.5 (Approval Authority) below:

<p><b>3.5 Approval Authority</b> Approving permitted uses at the planning commission or staff level allows faster approval and respects the administrative nature of development review.</p> <p><b>CRITERIA:</b> The community streamlines the approval process by using administrative and planning commission approval authority.</p>
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This priority was addressed in 2020 as part of a comprehensive update to the site plan review procedures as incorporated into the new Zoning Ordinance No. 20-06. These changes including expanded options for administrative approval of certain site plans by adding a new “minor site plan” option for smaller projects.

More recently, it has been observed that Township staff’s proactive efforts to assist and guide applicants in preparation of complete and accurate site plans has resulted in a higher percentage of final site plan applications coming to the Planning Commission with staff reports indicating that the plan fully conforms to all applicable standards for final site plan approval. The Michigan Zoning Enabling Act and our Zoning Ordinance are clear in confirming that, where a final site plan is found to be in full compliance with all applicable standards for approval, the Planning Commission must approve the plan. There is no discretion to do otherwise under this circumstance.

**Zoning Administrator Approval of a Final Site Plan.**

With that in mind, and with the goal of further streamlining the development approval process for site plan approval applicants, staff has initiated this proposed Zoning Ordinance amendment to add an allowance for administrative approval of a final site plan that is determined to fully conform to Section 14.2.S. (Standards for Site Plan Approval). This change would further reduce the development approval process timeline in most cases and would create an additional incentive for developers to provide complete and accurate site plans for review. The change would also free up space on the Planning Commission meeting agendas. In conjunction with this change, the flowcharts and text of the site plan review provisions in Section 14.2 have been updated as needed.

**Zoning Administrator Authority to Apply the Nonconforming Sites Provisions to a Minor Site Plan.**

Section 12.5 (Nonconforming Sites) was added to the Zoning Ordinance No. 20-06, as amended in 2020 to make it easier for owners of properties developed years ago to be able to make improvements and upgrades without the burden of needing to bring the entire site up to the current site development standards that would apply to a new development on a vacant lot. Section 12.5 establishes a requirement for public safety deficiencies to be corrected as part of any site improvements for a project that is subject to site plan approval. Beyond that, this Section establishes a menu of ten (10) broad categories for potential improvements with the intent that the project address only three (3) of them at a minimum.

Section 12.5 has proven to be a very effective tool for encouraging improvements to older sites. However, the current provisions of Section 12.5 require a Planning Commission action, even for

minor site plans that would otherwise only need Zoning Administrator review and approval.

The proposed amendments would authorize the Zoning Administrator to apply Section 12.5 to minor site plan applications subject only to administrative approval. This change will support further redevelopment of older sites in the Township, especially where small additions or improvements are proposed for older commercial properties in our business districts.

**Project Timetable**

Under the requirements of the Michigan Zoning Enabling Act, this Zoning Ordinance amendment is subject to a Planning Commission public hearing and recommendation to the Board of Trustees along with review and comment from the Isabella County Planning Commission.

**Key Findings**

- 1. Allowing administrative approval of final site plans found to be in full compliance with all applicable standards for approval would further streamline the Township’s development review process, and would remove the need for “must approve” items to be included on the Planning Commission’s agenda.
- 2. Allowing the Zoning Administrator to apply the Section 12.5 (Nonconforming Sites) provisions to minor site plan applications would support further redevelopment of older sites in the Township, especially where small additions or improvements are proposed for older commercial properties in our business districts.

**Recommendations**

Under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, the Planning Commission has the responsibility to hold a public hearing on proposed amendments to the Zoning Ordinance or Official Zoning Map, and to make any recommendations for final action to the Board of Trustees. Following the public hearing, review, and deliberation, I recommend that the Planning Commission consider taking action by **motion to recommend to the Board of Trustees that the proposed amendments to Section 14.2 (Site Plan Review) and Section 12.5 (Nonconforming Sites) of the Zoning Ordinance No. 20-06 be adopted as presented** or be adopted with the following additional changes:

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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, Director**  
Community and Economic Development Department

CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN

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

An ordinance to delete and replace in their entirety subsections “D.” through “O.” of Section 14.2 (Site Plan Review) of the Charter Township of Union Zoning Ordinance No. 20-06 for the purpose of revising review procedures and flowchart illustrations for the types of site plan reviews; to amend Section 12.5 (Nonconforming Sites) to clarify authority for the Zoning Administrator to apply this section to minor site plans subject to administrative approval; and to provide for repeal, severability, publication, and an effective date; all by authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.).

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

**PART ONE – Title**

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

**PART TWO – Delete and Replace subsections “D.” through “O.” of Section 14.2 (Site Plan Review)**

The text and illustrations of subsections “D.” through “O.” of Section 14.2 (Site Plan Review) are hereby deleted and replaced in their entirety to revise the review procedures and flowchart illustrations for various types of site plan approvals, as follows:

**Section 14.02 Site Plan Review.**

**D. Fees and Escrow Deposits.**

Required fees and escrow deposits shall be paid to the Township at the time of the filing of the application. No action shall be taken on an application for which a required fee or escrow deposit has not been paid in full.

**E. Pre-Application Meetings.**

An applicant may request a pre-application meeting with the Township Planner and Zoning Administrator to discuss conceptual plans, ordinance requirements, and review procedures. Upon request, other Township staff or outside agency representatives may be invited to attend the pre-application meeting. Comments shall be advisory only. Any required fee shall be paid to the Township prior to the meeting.

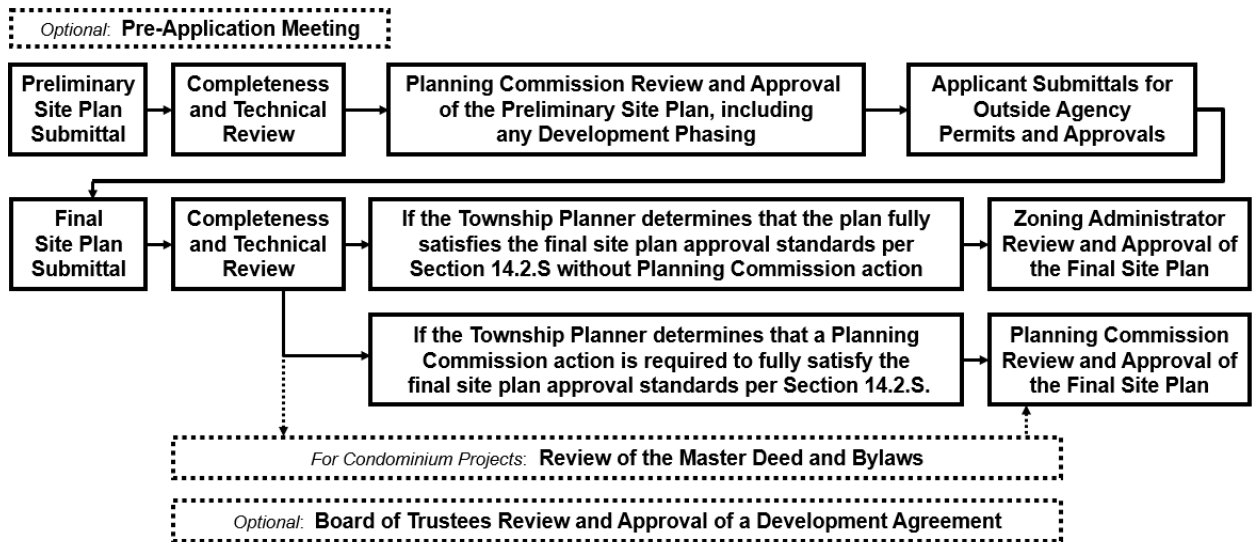
**F. Application Information.**

The following minimum information shall be required with any application for site plan approval:

1. The name, address, and contact information for the applicant, and the applicant's legal interest in the property. If the applicant is not the owner, the name, address, and contact information for the owner(s) and the signed consent of the owner(s) shall also be required.
2. Signature(s) of the applicant(s) and owner(s), certifying the accuracy of the information.
3. A legal description of the property, including street address(es) and tax code number(s).
4. A description of the proposed use.
5. A site plan meeting the minimum information requirements of Section 14.02.P. (Required Site Plan Information) for the type of site plan applicable to the project.



**G. Preliminary and Final Site Plan Approval Process.**



**Preliminary and Final Site Plan Approval Process**

**H. Filing of Preliminary Site Plan Application and Technical Review.**

Applications for preliminary site plan approval shall be submitted and reviewed as follows:

1. Submittal of a complete application. A preliminary site plan application shall be filed at the Township Hall at least 28 calendar days prior to a regularly scheduled Planning Commission meeting, unless a shorter timeframe policy for review has been set by the Township Planner. A complete preliminary site plan application shall include, at a minimum, one (1) completed and signed copy of the required application form, the required fee and any required escrow deposit, two (2) large (up to 24-inch by 36-inch maximum) printed site plan sets, eleven (11) reduced 11-inch by 17-inch printed site plan sets, and one (1) digital copy in .PDF format of the complete set of all application materials and plans.
2. Completeness and technical review. Prior to Planning Commission consideration, the application materials and site plan shall be distributed to the Township Planner and Zoning Administrator for review and comment. The Township Planner or Planning Commission Chair may also request comments from other Township departments, consultants or outside agencies with jurisdiction. Applications found to be incomplete or inaccurate shall be returned to the applicant without further consideration.

**I. Preliminary Site Plan Review and Action.**

The Planning Commission shall review the application materials and site plan, along with any reports and recommendations. The Planning Commission shall identify and evaluate all relevant factors, and shall then take action by motion to approve the site plan, to approve the site plan with conditions, to deny the site plan application, or to postpone further consideration of the site plan application to a date certain:

1. Approval. The Planning Commission shall approve the preliminary site plan upon determination that it fully satisfies all applicable standards of Section 14.2.S. (Standards for Site Plan Approval).
2. Approval with conditions. The Planning Commission may approve the preliminary site plan subject to any conditions necessary to address necessary modifications; ensure that public services and facilities can accommodate the proposed use; protect significant natural resources or site features; ensure compatibility with adjacent land uses; or otherwise meet the intent and purposes of this Ordinance.
3. Postponement. Upon determination that the site plan is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone until a date certain further consideration.
4. Denial. Upon determination that the preliminary site plan does not comply with applicable requirements and standards of this Ordinance and other Township ordinances, or would require extensive revisions to comply with such requirements, it shall be denied. Failure of the applicant or agent to attend two (2) or more meetings shall also be grounds for the Planning Commission to deny site plan approval. If the site plan is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for denial.

5. Recording of Planning Commission action. Planning Commission action on the preliminary site plan shall be recorded in the Planning Commission meeting minutes, stating the name and location of the project, most recent plan revision date, findings of fact and conclusions for the Planning Commission's action, and any conditions of approval. The Zoning Administrator shall promptly notify the applicant of the preliminary site plan action and update the Township's record for the application to include a copy of the approved meeting minutes.
6. Effect of preliminary site plan approval. Approval of a preliminary site plan by the Planning Commission shall indicate its general acceptance of the proposed layout of buildings, roads, drives, parking areas, and other facilities and areas in accordance with the standards for preliminary site plan approval specified in Section 14.2.S. The Planning Commission may, at its discretion and with appropriate conditions attached, authorize limited work to begin for soils exploration, incidental site clearing, and other preliminary site work as specified in the authorization. At a minimum, the required conditions for any authorization shall include compliance with all applicable Township and outside agency permitting requirements, measures to control erosion, exemption of the Township from any liability if a final site plan is not approved, and submittal of an acceptable performance guarantee for site restoration if work does not proceed to completion.

**J. Outside Agency Approvals.**

The applicant shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, prior to submittal of an application for final site plan approval. Documentation of necessary outside agency permits or approvals shall be submitted to the Zoning Administrator.

**K. Filing of Final Site Plan Application and Technical Review.**

Applications for final site plan approval shall be submitted and reviewed as follows:

1. Eligibility. With the exception of a combined preliminary and final site plan approval application as allowed per Section 14.2.M. (Combining Preliminary and Final Site Plans), a final site plan application shall not be accepted by the Township without valid prior approval of a preliminary site plan for the same project.
2. Submittal of a complete application. A final site plan application shall be filed at the Township Hall at least 28 calendar days prior to a regularly scheduled Planning Commission meeting, unless a shorter timeframe policy for review has been set by the Township Planner. A complete final site plan application shall include:
  - a. At a minimum, one (1) completed and signed copy of the required application form, the required fee and any required escrow deposit, documentation of all required outside agency permits or approvals, two (2) large (up to 24-inch by 36-inch maximum) printed site plan sets, three (3) reduced 11-inch by 17-inch printed site plan sets, and one (1) digital copy in .PDF format of the complete set of all application materials and plans.
  - b. If the Township Planner finds that a Planning Commission review and action is necessary (see Section 14.2.L.3.), then the applicant will need to submit to the Township Hall a sufficient number of additional reduced 11-inch by 17-inch printed site plan sets for all Planning Commission members.

**L. Final Site Plan Review and Action.**

Applications for final site plan approval shall be submitted and reviewed as follows:

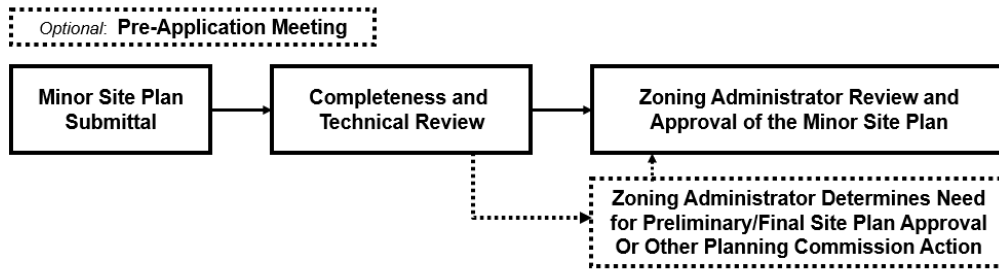
1. Completeness and technical review. Prior to final consideration and action, the application materials and site plan shall be distributed to the Township Planner and Zoning Administrator for review and comment. The Township Planner or Planning Commission Chair may also request comments from other Township departments, consultants or outside agencies with jurisdiction. Applications found to be incomplete or inaccurate shall be returned to the applicant without further consideration.
2. Limited authority for Zoning Administrator approval of a final site plan. If the Township Planner determines that the final site plan fully satisfies all applicable standards for final site plan approval as specified in Section 14.2.S. (Standards for Site Plan Approval), then the Zoning Administrator shall have authority to take final action to approve the site plan as presented.
  - a. The Zoning Administrator shall not have authority to approve a final site plan with conditions or to deny a final site plan approval.
  - b. The Zoning Administrator shall promptly notify the applicant of the final site plan approval action and update the Township's record for the application to note the approval.

3. Planning Commission authority for all other final site plan applications. If the Township Planner finds that a Planning Commission review and action is necessary before compliance with Section 14.2.S. (Standards for Site Plan Approval) could be determined, then the application materials and final site plan shall be forwarded to the Planning Commission for their review, along with any reports and recommendations. The Planning Commission shall identify and evaluate all relevant factors, and shall then take action by motion to approve the site plan, to approve the site plan with conditions, to deny the site plan application, or to postpone further consideration of the site plan application to a date certain:
  - a. Approval. The Planning Commission shall approve the final site plan upon determination that it fully satisfies all applicable standards of Section 14.2.S. (Standards for Site Plan Approval).
  - b. Approval with conditions. The Planning Commission may approve the final site plan subject to any conditions necessary to address necessary modifications; ensure that public services and facilities can accommodate the proposed use; protect significant natural resources or site features; ensure compatibility with adjacent land uses; or otherwise meet the intent and purposes of this Ordinance.
  - c. Postponement. Upon determination that the site plan is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone until a date certain further consideration.
  - d. Denial. Upon determination that the final site plan does not comply with applicable requirements and standards of this Ordinance and other Township ordinances, or would require extensive revisions to comply with such requirements, it shall be denied. Failure of the applicant or agent to attend two (2) or more meetings shall also be grounds for the Planning Commission to deny site plan approval. If the site plan is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for denial.
4. Recording of Planning Commission action. Planning Commission action on the final site plan shall be recorded in the Planning Commission meeting minutes, stating the name and location of the project, most recent plan revision date, findings of fact and conclusions for the Planning Commission's action, and any conditions of approval. The Zoning Administrator shall promptly notify the applicant of the final site plan approval action and update the Township's record for the application to include a copy of the approved meeting minutes.
5. Effect of Final Site Plan Action. Approval of a final site plan by the Zoning Administrator constitutes the final zoning approval for the project and allows for issuance of a building permit to begin site work or construction, provided all other construction and engineering requirements have been met [see also Section 19.10 (Development Agreement)].

**M. Combining Preliminary and Final Site Plans.**

An applicant may, at the applicant's discretion and risk and with approval of the Planning Commission, combine a preliminary site plan and a final site plan into one (1) consolidated application for approval. The applicant shall pay the required fees and escrow deposit for both preliminary and final site plan review. The Planning Commission shall have the authority to grant only a preliminary site plan approval or to require submittal of a preliminary site plan separate from a final site plan where, in its opinion, the completeness of the site plan or complexity or size of the proposed development so warrant. Preliminary and final site plan approval applications shall not be combined for any multi-phase development.

**N. Minor Site Plan Approval Process.**



**Minor Site Plan Approval Process**

**O. Minor Site Plan Applications, Review, and Action.**

Applications for minor site plan approval shall be submitted and reviewed as follows:

1. Submittal of a complete application. A minor site plan application shall be filed at the Township Hall a minimum of one (1) completed and signed copy of the required application form, the required fee, two (2) printed site plan sets, and one (1) digital copy in .PDF format of the complete set of all application materials and plans.
2. Completeness and technical review. Prior to final consideration and action, the Zoning Administrator shall review the application materials and site plan for completeness, accuracy, and compliance with all applicable requirements and standards of this Ordinance and other Township ordinances. Applications found to be incomplete or inaccurate shall be returned to the applicant without further consideration.
3. Referral of a minor site plan application to the Planning Commission. Upon determination that the proposed project scope warrants a more comprehensive review under the standards for preliminary and final site plan approval applications (see Section 14.2.G. (Preliminary and Final Site Plan Approval Process), the Zoning Administrator shall return the minor site plan application to the applicant with direction to submit a preliminary site plan approval application instead. Upon determination that an element of the site plan requires a Planning Commission action prior to final administrative approval of the minor site plan, the Zoning Administrator shall forward the application materials and site plan to the Planning Commission for their review and action.
4. Zoning Administrator review and action. The Zoning Administrator shall review the application materials and site plan, shall identify and evaluate all relevant factors, and shall then take action to approve the minor site plan, to approve the minor site plan with conditions, to deny the site plan application, or to postpone further consideration of the site plan application to a date certain, as follows:
  - a. Approval. The Zoning Administrator shall approve the minor site plan upon determination that it fully satisfies all applicable standards of Section 14.2.S. (Standards for Site Plan Approval).
  - b. Approval with conditions. The Zoning Administrator may approve the minor site plan subject to any conditions necessary to address necessary modifications; ensure that public services and facilities can accommodate the proposed use; protect significant natural resources or site features; ensure compatibility with adjacent land uses; or otherwise meet the intent and purposes of this Ordinance.
  - c. Postponement. Upon determination that the site plan is not sufficiently complete for approval or denial, or upon request by the applicant, the Zoning Administrator may postpone until a date certain further consideration with direction given to the applicant of the deadline date and any details or revisions needed prior to further review and action.
  - d. Denial. Upon determination that the minor site plan does not comply with applicable requirements and standards of this Ordinance and other Township ordinances, or would require extensive revisions to comply with such requirements, it shall be denied.
5. Recording of minor site plan action. The Zoning Administrator shall promptly notify the applicant of the final action on the minor site plan and update the Township’s record for the application. If the minor site plan is denied, a written record shall be provided to the applicant listing the findings of fact and conclusions or reasons for denial.

**PART THREE – Delete and Replace Section 12.5 (Nonconforming Sites)**

The text of Section 12.5 (Nonconforming Sites) is hereby deleted and replaced in its entirety to add authority for the Zoning Administrator to apply this section to minor site plans subject to administrative approval, as follows:

**Section 12.5 Nonconforming Sites**

The purpose of this Section is to encourage improvements to existing sites in the Township that were developed before the site design requirements of this Ordinance were established or amended. This Section establishes requirements for prioritizing improvements to existing nonconforming sites that are intended to gradually bring the site into compliance with current Ordinance requirements. Nonconforming sites may be improved or modified without a complete upgrade of all site elements, subject to the following conditions:

- A. A nonconforming site shall not be improved or modified in a manner that increases its nonconformity.
- B. The proposed site improvements shall address public health, safety, and welfare by resolving public safety deficiencies and pedestrian/vehicle conflicts and improving emergency access.
- C. The proposed site improvements shall include at least three (3) of the following, as accepted by the Planning Commission for preliminary and final site plan approval applications, or by the Zoning Administrator for minor site plan applications:
  - 1. Preservation of natural resources or historical site features.
  - 2. Pedestrian access improvements.
  - 3. Vehicular access and circulation improvements.
  - 4. Building design or exterior facade improvements.
  - 5. Off-street parking or loading improvements.
  - 6. Landscaping improvements.
  - 7. Screening and buffering improvements.
  - 8. Exterior lighting improvements.
  - 9. Drainage and stormwater management improvements.
- D. Clean up or restoration of a blighted site, removal of contaminated soil, or similar environmental improvements.
- E. The scope of any additional site improvements requested by the Planning Commission, or by the Zoning Administrator for minor site plan applications, shall be in reasonable proportion to the scale and construction cost of proposed building improvements, expansions, or other improvements.
- F. A reasonable timeline for completion of site improvements to an existing nonconforming site may be approved as part of any plan approval. Failure to complete improvements in accordance with an approved timeline shall be deemed a violation of this Ordinance.

**PART FOUR – Repeal**

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

**PART FIVE – Severability**

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

**Public Hearing Draft**

**PART SIX – Publication**

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

**PART SEVEN – Effective Date**

This amendatory ordinance was approved and adopted by the Charter Township of Union Board of Trustees, Isabella County, Michigan, on \_\_\_\_\_, 2024, after initiation and a public hearing by the Planning Commission on \_\_\_\_\_, 2024 as required pursuant to the Michigan Public Act 110 of 2006, as amended, and after introduction and a first reading by the Board of Trustees on \_\_\_\_\_, 2024 and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This amendatory ordinance shall be effective on \_\_\_\_\_, 2024, which date is more than seven days after publication of the ordinance as is required by Section 401(6) of Act 110 of 2006, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110 of 2006, as amended.

## Charter Township of Union

### APPLICATION FOR SITE PLAN REVIEW

 Minor Site Plan


 Preliminary Site Plan

 Final Site Plan

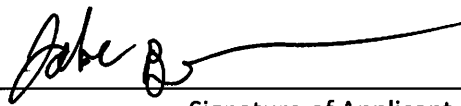
A Completed Application will contain all the information required per the Zoning Ordinance, Section 14.2 (Site Plan Review).

Name of Proposed Development/Project		Isabella County Material Recovery Facility	
Common Description of Property & Address (if issued)		4208 E. River Road, Mt. Pleasant, MI 48858	
Applicant's Name(s)		Isabella County, Jake Borton Director of Isabella County Material Recovery Facility	
Phone/Fax numbers	(989) 317-9147	Email	jborton@isabellacounty.org
Address		4208 E. River Road	City: Mt. Pleasant, MI Zip: 48858

Legal Description:	Attached	<input checked="" type="checkbox"/> Included on Site Plan	Tax Parcel ID Number(s):
Existing Zoning:	I-2	Land Acreage:	7.27 Existing Use(s): Material Recovery Facility
<b>ATTACHED: Letter describing the project and how it conforms to Section 14.2.S. (Standards for Site Plan Approval)</b>			

Firm(s) or Individuals(s) who prepared site plan(s)	1. Name: <u>Lorenz Surveying &amp; Engineering, Inc</u> Phone: <u>989-644-5953</u> Email: <u>pete@lorenzse.com</u> 2. Address: <u>3229 W. Beal City Road</u> City: <u>Weidman</u> State: <u>MI</u> Zip: <u>48893</u> Contact Person: <u>Pete Lorenz, P.E., P.S.</u> Phone: <u>989-644-5953</u>
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: <u>Isabella County</u> Phone: <u>989-317-9147</u> Address: <u>200 N. Main Street</u> City: <u>Mt. Pleasant</u> State: <u>MI</u> Zip: <u>48858</u> Signature:  Interest in Property: <u>Owner</u> 2. Name: <u>Jake Borton</u> Phone: <u>989-317-9147</u> Address: <u>4208 E. River Road</u> City: <u>Mt. Pleasant</u> State: <u>MI</u> Zip: <u>48858</u> Signature: _____ Interest in Property: <u>owner/lessee/other</u>

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



Signature of Applicant

8-1-24

Date

#### Office Use Only

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

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

# CHARTER TOWNSHIP OF UNION

## SITE PLAN REVIEW HAZARDOUS SUBSTANCES REPORTING FORM

This form must be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: Isabella County Material Recovery Facility

Name of business owner(s): Jake Borton, Director, Isabella County Material Recovery Facility

Street and mailing address: 4208 E. River Road  
Mt. Pleasant, MI 48858

Telephone: 989-317-9147

Fax: \_\_\_\_\_

Email: jborton@isabellacounty.org

**I affirm that the information submitted is accurate.**

Owner(s) signature and date:

\_\_\_\_\_  
\_\_\_\_\_

Information compiled by:

Pete Lorenz, P.E., P.S.

Lorenz Surveying & Engineering, Inc.



## Types and Quantities of Hazardous Substances and Polluting Materials Used, Stored or Generated On-Site

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on -site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

COMMON NAME	CHEMICAL NAME (components)	FORM	MAX QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE CONTAINERS
<p style="font-size: 2em; margin: 0;"><u>X</u> NONE</p> <p style="font-size: 2em; margin: 0;"><i>JB</i> 8-1-24</p>	<p><b>KEY:</b></p> <p>LIQ. = liquid</p> <p>P.LIQ = pressurized liquid</p> <p>S = solids</p> <p>G = gas</p> <p>PG = pressurized gas</p>			<p><b>KEY:</b></p> <p>AGT = above ground tank</p> <p>DM = drums</p> <p>UGT = underground tank</p> <p>Cy = cylinders</p> <p>CM = metal cylinders</p> <p>CW = wooden or composition container</p> <p>TP = portable tank</p>

# PERMIT INFORMATION CHECKLIST FOR FINAL SITE PLANS

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

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

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



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



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

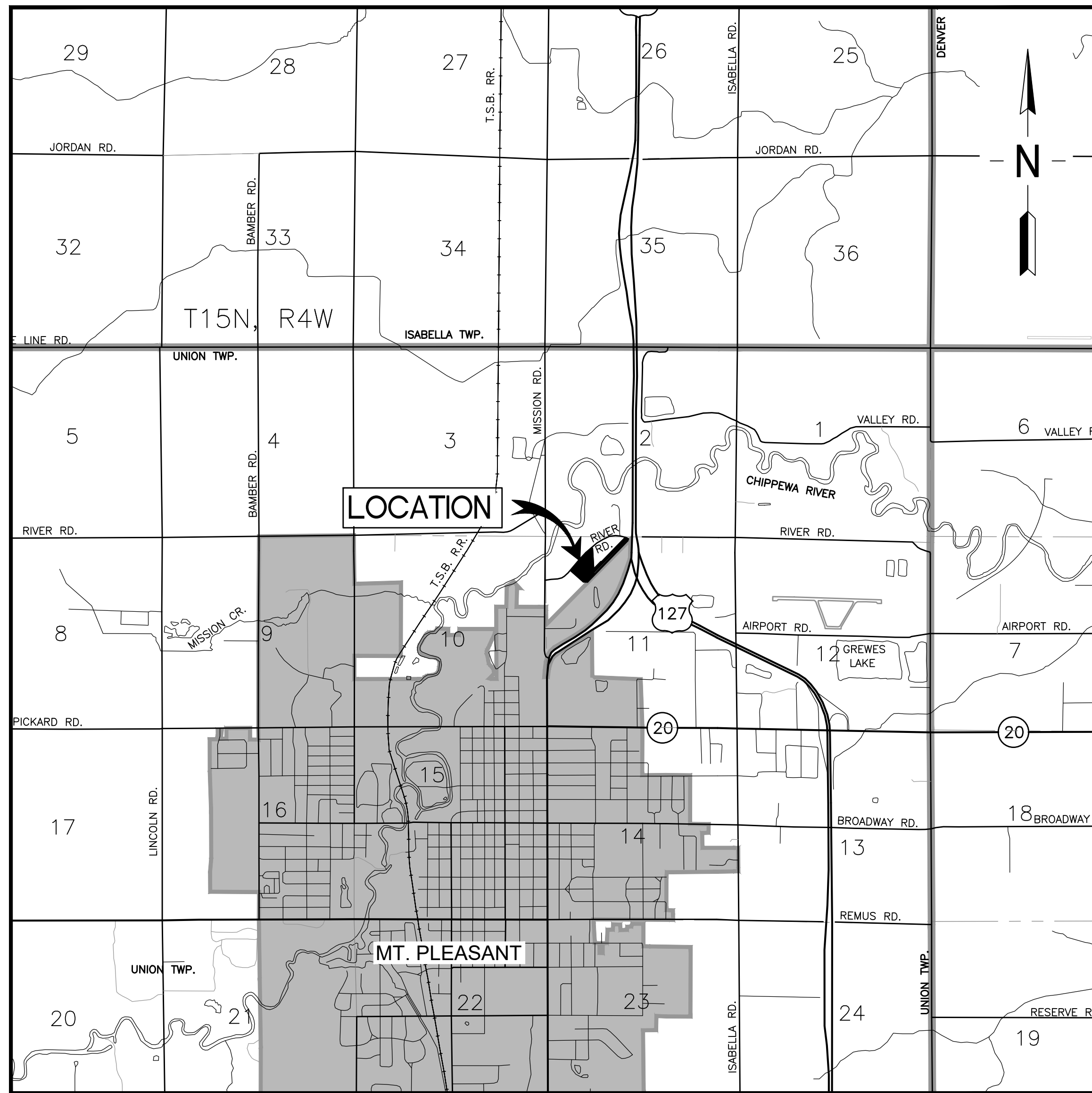
**Why would I be subject to Oil, Gas and Mineral Permitting?**

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

Contact **Union Township** and [EGLE Permits & Bonding](#), OGMD, 517-284-6841



**LOCATION MAP**  
NO SCALE



**OWNER/APPLICANT**

Isabella County Material Recovery Facility  
4208 E. River Road  
Mt. Pleasant, MI 48858  
Contract: Mr. Jake Borton, Director  
Phone: (989) 773-9631  
Email: jborton@isabellacounty.org

**PROPERTY ADDRESS**

4208 E. River Road  
Mt. Pleasant, MI 48858

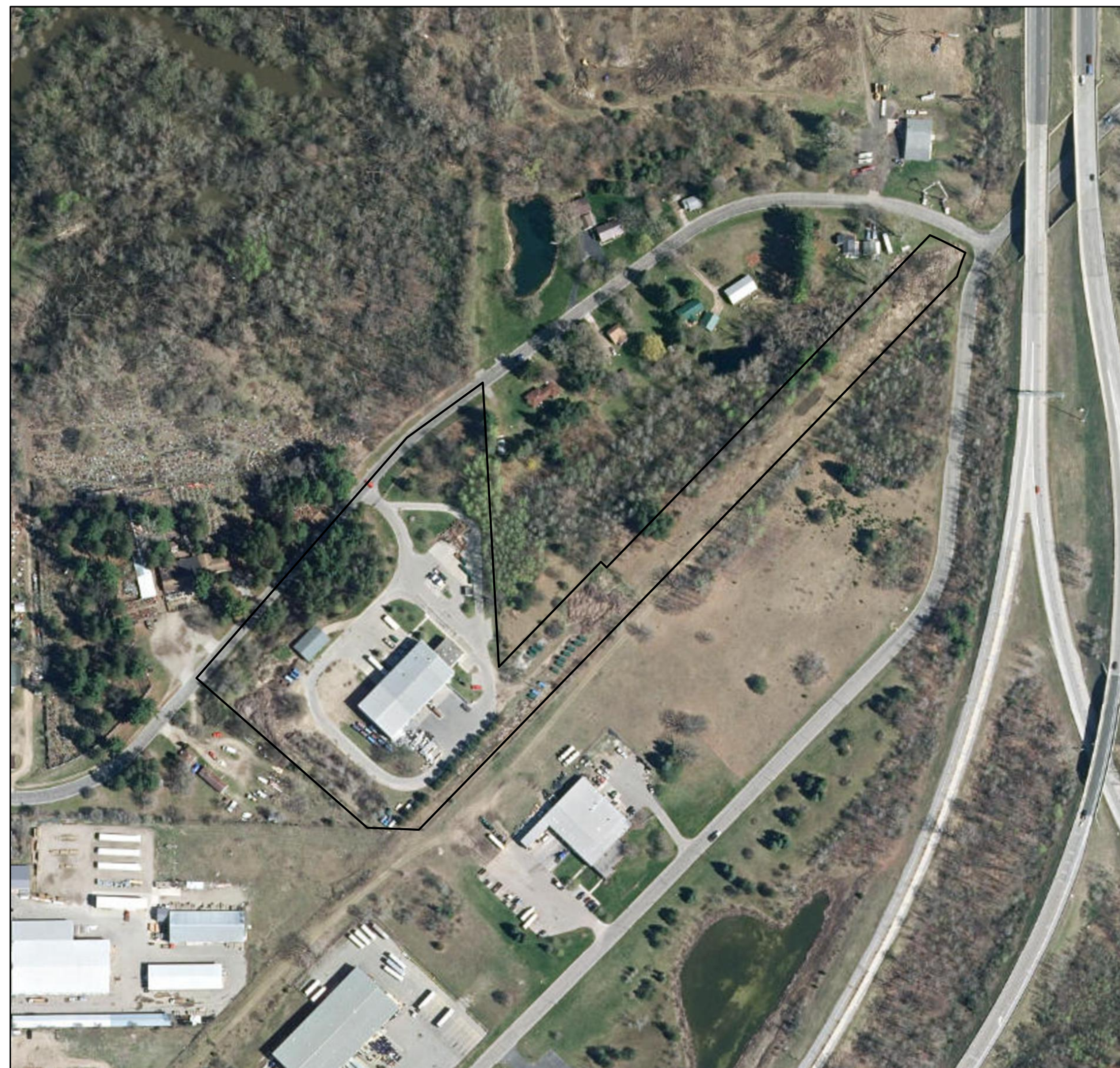
**PARCEL SIZE**

±10.6 ACRES

**PROPERTY DESCRIPTION**

All of Blocks 12 and 13 of the Village of Longwood and all that part of Lots 1, 2, 3, 5, 6, 7 and 8 of Block 6, Lots 4, 5, 6, 7 and 8 of Block 7, Lots 3, 4, 5, 6 and 7 of Block 11 of the Village of Longwood lying and being within the boundaries of the following described tract of land, and including the streets and alleys adjacent to said lots and blocks, viz: Commencing at a point that is 463.2 feet East, 33 feet North, and N 38 degrees 53' E along the center line of the public highway 333.2 feet from the SW corner of the NW ¼ of the NW ¼ of Section 11, T14N, R4W, running thence S 51 degrees 07' E 465.69 feet to the North 1/8 line of said Section 11, thence East along said 1/8 line 59.9 feet to the NWly right of way line of the Pere Marquette Railroad, thence NEly along said railroad right of way 300.0 feet to the East line of said NW ¼ of the NW ¼ of Section 11, thence North along the East line of said 40 acres to a point in the center of the public highway that is 392.8 feet South of the NE corner of said NW ¼ of the NW ¼ of Section 11, thence S 51 degrees 41' W 192.2 feet, thence S 38 degrees 53' W 655.4 feet to the point of beginning, Union Township, Isabella County, Michigan.  
AND  
A parcel of land in the NE ¼ of the NW ¼ of Section 11, T14N, R4W, Union Township, Isabella County, Michigan, described as commencing at the intersection of the West 1/8 line of said Section with the NW line of the right of way of Pere Marquette Railway Company, running thence North along said 1/8 line to a point in said 1/8 line which is 5 rods NW of said NW line of said right of way of Pere Marquette Railway Company as measured along a line perpendicular to said NW line; thence NEly 300 feet along a line parallel to said NW line and located 5 rods NW thereof, as measured along a line perpendicular thereto, thence SEly 1 rod along a line perpendicular to said NW line, thence NEly along a line parallel to said NW line and located 4 rods NW thereof as measured along a line perpendicular thereto, to the North line of said Section; thence Ely along the North line of said Section to said NW line of said right of way of Pere Marquette Railway Company, thence SWly along said NW line to place of beginning; EXCEPT that part of the NE ¼ of the NW ¼ of said Section 11 described as a strip of land 4 rods in width lying NWly of and adjacent to the Wly right of way line of the C & O Railroad which lies Ely of a line 91 feet Wly of, measured at right angles, and parallel to the survey reference line of Southbound Business Route of highway US-27. Survey reference line of Southbound Business Route of US-27 is described as: Beginning of the North line of said Section 11 at a point which is N 87 degrees 43' 40" W, 209.03 feet from the N ¼ corner of said Section 11; thence S 0 degrees 22' 20" W, 234.10 feet to the point of curve of a 2 degree 0' curve to the right (arc definition); thence along arc of said curve, 2851.32 feet to the point of tangent; thence S 57 degrees 23' 55" W, 1300 feet to the point of ending.  
ALSO the NWly ½ of that portion of the former CSX railroad strip (formerly the Pere Marquette Railway Company line) that lies SEly of, parallel with, and adjacent to the SEly line of the above described parcel of land, in the Nly and Sly lines of said parcel were extended to the center line of said railroad strip.  
AND  
The Westerly ½ of the former CSX railroad strip across the NW ¼ of the NW ¼ of Section 11, T14N, R4W, Isabella County, Michigan.

**OVERALL PROPERTY DRAWING**  
1"=200'



**SHEET INDEX**

Sheet Number	Sheet Title
C1	COVER SHEET
C2	TOPOGRAPHIC SURVEY
C3	DEMOLITION PLAN
C4	SITE PLAN
C5	GRADING PLAN
C6	STORMWATER MANAGEMENT PLAN
C7	SOIL EROSION CONTROL PLAN
C8	DETAILS
ELEV-1	BUILDING ELEVATION VIEWS
ELEV-2	BUILDING ELEVATION VIEWS

**ZONING REQUIREMENTS**

**ZONED:** I-2  
**SCHEDULE OF REGULATIONS**  
Minimum Lot Area (sq. ft.): 50,000  
Minimum Lot Width (ft.): 100  
Maximum Building Height (ft.): 60  
Maximum Lot Coverage by All Buildings: 60%  
**Minimum Setbacks (ft.)**  
Front Yard: 25 (j)  
Side Yard: 20 (k)  
Rear Yard: 30 (k)

**Applicable Footnotes\***  
i. Off-street parking shall be permitted to occupy a portion of the required front yard, subject to compliance with Section 10 (Landscaping and Screening) standards and provided that there shall be maintained a minimum setback of 20.0 feet between the nearest point of the off-street parking and the nearest road right-of-way line.  
k. An additional 30.0 feet of side and rear yard setback shall be provided when abutting the AG (Agricultural) District, any residential district, or an existing agricultural or residential use.

**MISS DIG/UNDERGROUND UTILITY NOTIFICATION**

FOR THE PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 174 OF 2013, THE CONTRACTOR SHALL CONTACT MISS DIG SYSTEM, INC. BY PHONE AT 811 OR 800-482-7171 OR VIA THE WEB AT EITHER ELOCATE.MISSDIG.ORG FOR SINGLE ADDRESS OR RTE.MISSDIG.ORG. A MINIMUM OF 3 BUSINESS DAYS PRIOR TO EXCAVATING, EXCLUDING WEEKENDS AND HOLIDAYS.



**LEGEND**

⊕	DRAINAGE MANHOLE	△ CP #1000	CONTROL POINT	●	BOLLARD
□	CATCH BASIN	△ BM #1	BENCHMARK	✉	MAILBOX
▽	CULVERT END SECTION	⚡	FLAG POLE	🌳	DECIDUOUS TREE
⊙	SANITARY SEWER MANHOLE	⚡	UTILITY POLE	🌲	CONIFEROUS TREE
⊙	SANITARY SEWER CLEANOUT	⚡	GUY ANCHOR	🌳	BUSH OR SHRUB
⊙	FORCE MAIN CLEANOUT	⚡	ELECTRICAL TRANSFORMER	🌳	STUMP
⚡	SIGN - SINGLE POST	⊕	ELECTRIC METER	— ST	STORM SEWER
⚡	SIGN - DOUBLE POST	⊕	ELECTRICAL MANHOLE	— SAN	SANITARY SEWER
🔥	FIRE HYDRANT	⊕	ELECTRICAL VAULT	— OW	OVERHEAD WIRE
⊕	WATER VALVE	⊕	PEDESTRIAN SIGNAL	— G	GAS LINE
⊕	CURB STOP	☆	LIGHT POLE	— E	ELECTRIC LINE
⊕	WATER METER	⚡	FLOOD LIGHT	— TV	CABLE TV LINE
⊕	WATER WELL	⊕	A.C. COMPRESSOR	— W	WATER LINE
⊕	WATER MANHOLE	⊕	ELECTRICAL PANEL	— X	FENCE LINE
⊕	YARD HYDRANT	⊕	MONITORING WELL	🌳	TREELINE
⊕	IRRIGATION VALVE	⊕	GAS VALVE	▒	EXISTING ASPHALT
⊕	IRRIGATION SPRINKLER HEAD	⊕	GAS METER	▒	EXISTING CONCRETE
⊕	GOVERNMENT CORNER	⊕	TELEPHONE VAULT	▒	EXISTING GRAVEL
●	FOUND PROPERTY CORNER	⊕	TELEPHONE MANHOLE	▒	EXISTING STONE GROUND COVER
▲	FOUND CONCRETE MONUMENT	+	PEDESTAL	▒	EXISTING RIPRAP
▲	FOUND PK OR MAG NAIL	⊕	CABLE VAULT	(M)	MEASURED
○	SET CAPPED IRON #46677	⊕	HANDHOLE	(R)	RECORDED
△	SET MAG NAIL	⊕	POST		

PLAN ISSUE: PRELIMINARY

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

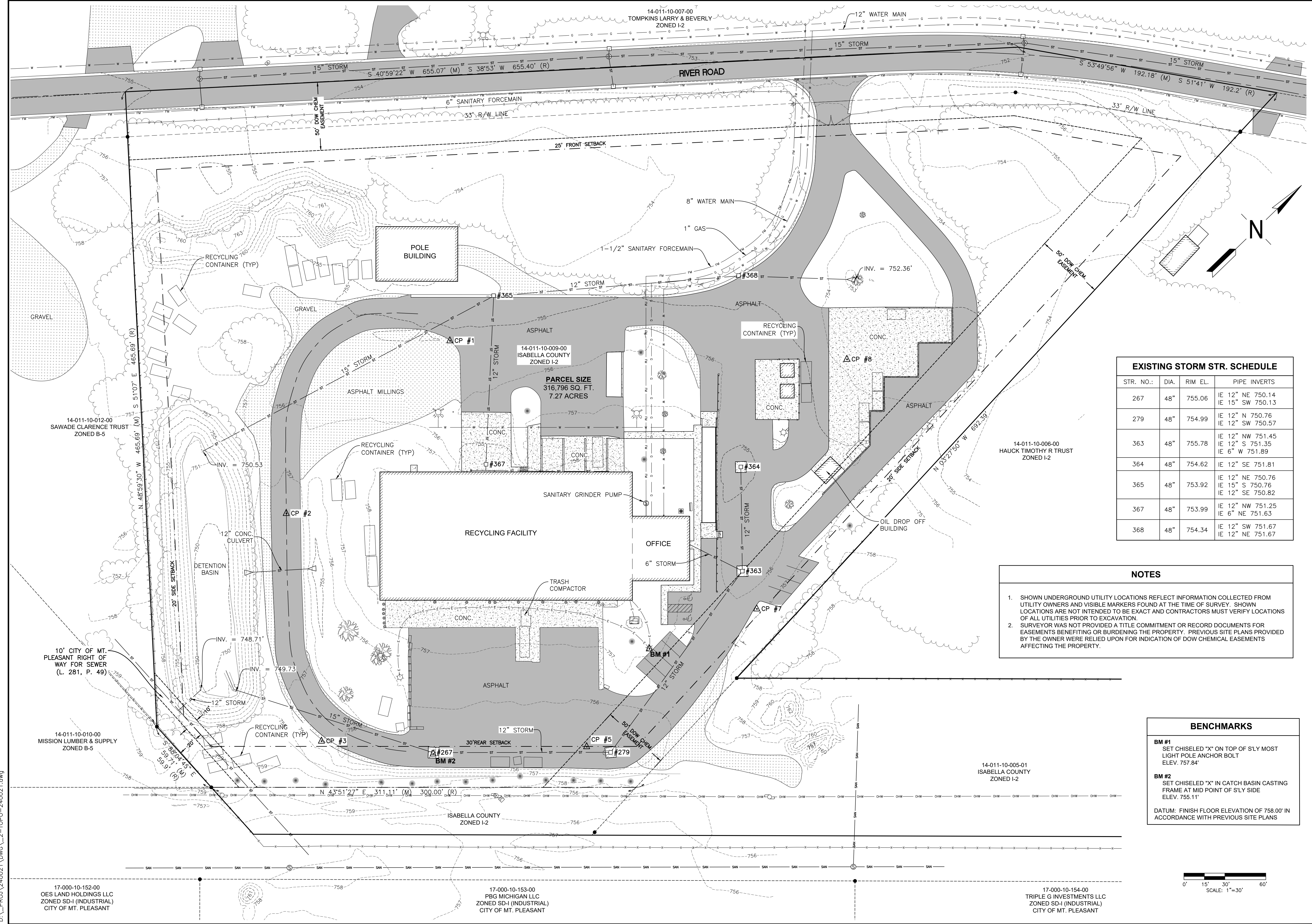
NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**COVER SHEET**  
ISABELLA COUNTY MATERIAL RECOVERY FACILITY  
Section 11, T14N., R4W, Union Township,  
Isabella County, Michigan

**LORENZ**  
SURVEYING & ENGINEERING, INC.  
3229 W. Beal City Road  
Weidman, Michigan 48893  
Phone: (989) 644-5953  
Fax: (989) 644-9659  
pate@lorenzse.com

JOB NO. 240021  
SCALE: N/A  
DRAWN BY: TPL  
DATE: July 29, 2024  
SHEET NO. **C1**





**EXISTING STORM STR. SCHEDULE**

STR. NO.:	DIA.	RIM EL.	PIPE INVERTS
267	48"	755.06	IE 12" NE 750.14 IE 15" SW 750.13
279	48"	754.99	IE 12" N 750.76 IE 12" SW 750.57
363	48"	755.78	IE 12" NW 751.45 IE 12" S 751.35 IE 6" W 751.89
364	48"	754.62	IE 12" SE 751.81
365	48"	753.92	IE 12" NE 750.76 IE 15" S 750.76 IE 12" SE 750.82
367	48"	753.99	IE 12" NW 751.25 IE 6" NE 751.63
368	48"	754.34	IE 12" SW 751.67 IE 12" NE 751.67

**NOTES**

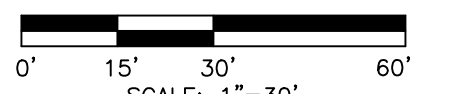
1. SHOWN UNDERGROUND UTILITY LOCATIONS REFLECT INFORMATION COLLECTED FROM UTILITY OWNERS AND VISIBLE MARKERS FOUND AT THE TIME OF SURVEY. SHOWN LOCATIONS ARE NOT INTENDED TO BE EXACT AND CONTRACTORS MUST VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO EXCAVATION.
2. SURVEYOR WAS NOT PROVIDED A TITLE COMMITMENT OR RECORD DOCUMENTS FOR EASEMENTS BENEFITING OR BURDENING THE PROPERTY. PREVIOUS SITE PLANS PROVIDED BY THE OWNER WERE RELIED UPON FOR INDICATION OF DOW CHEMICAL EASEMENTS AFFECTING THE PROPERTY.

**BENCHMARKS**

**BM #1**  
SET CHISELED "X" ON TOP OF S/LY MOST LIGHT POLE ANCHOR BOLT  
ELEV. 757.84'

**BM #2**  
SET CHISELED "X" IN CATCH BASIN CASTING FRAME AT MID POINT OF S/LY SIDE  
ELEV. 755.11'

DATUM: FINISH FLOOR ELEVATION OF 758.00' IN ACCORDANCE WITH PREVIOUS SITE PLANS



PLAN ISSUE: PRELIMINARY

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**TOPOGRAPHIC SURVEY**

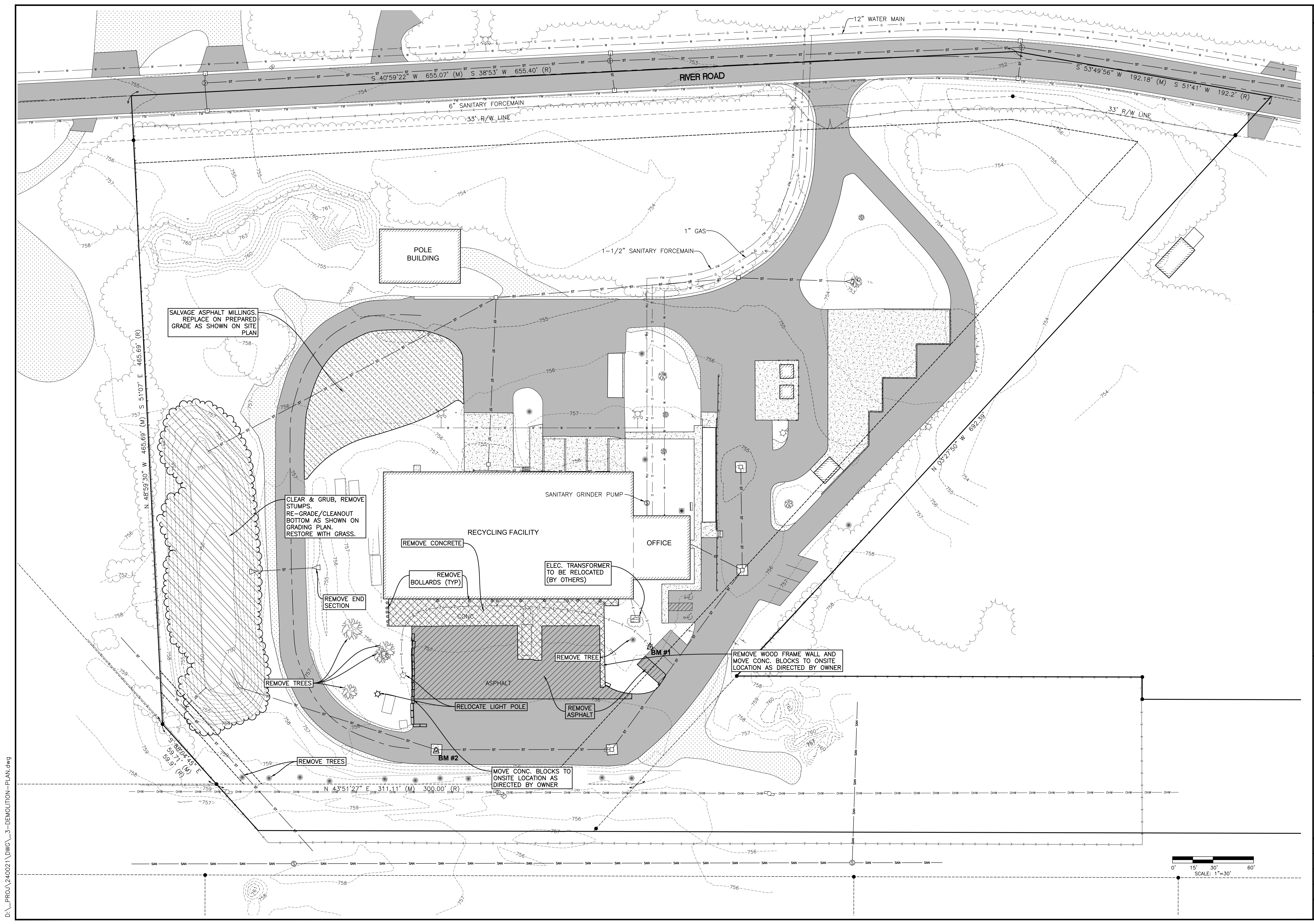
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
Section 11, T14N., R4W, Union Township,  
Isabella County, Michigan

**LORENZ**  
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JOB NO. 240021  
SCALE: 1" = 30'  
DRAWN BY: TPL  
DATE: July 29, 2024  
SHEET NO. **C2**

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PLAN ISSUE: PRELIMINARY

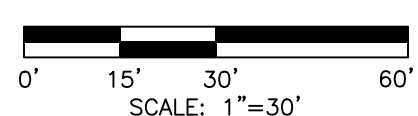
NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**REVISIONS**

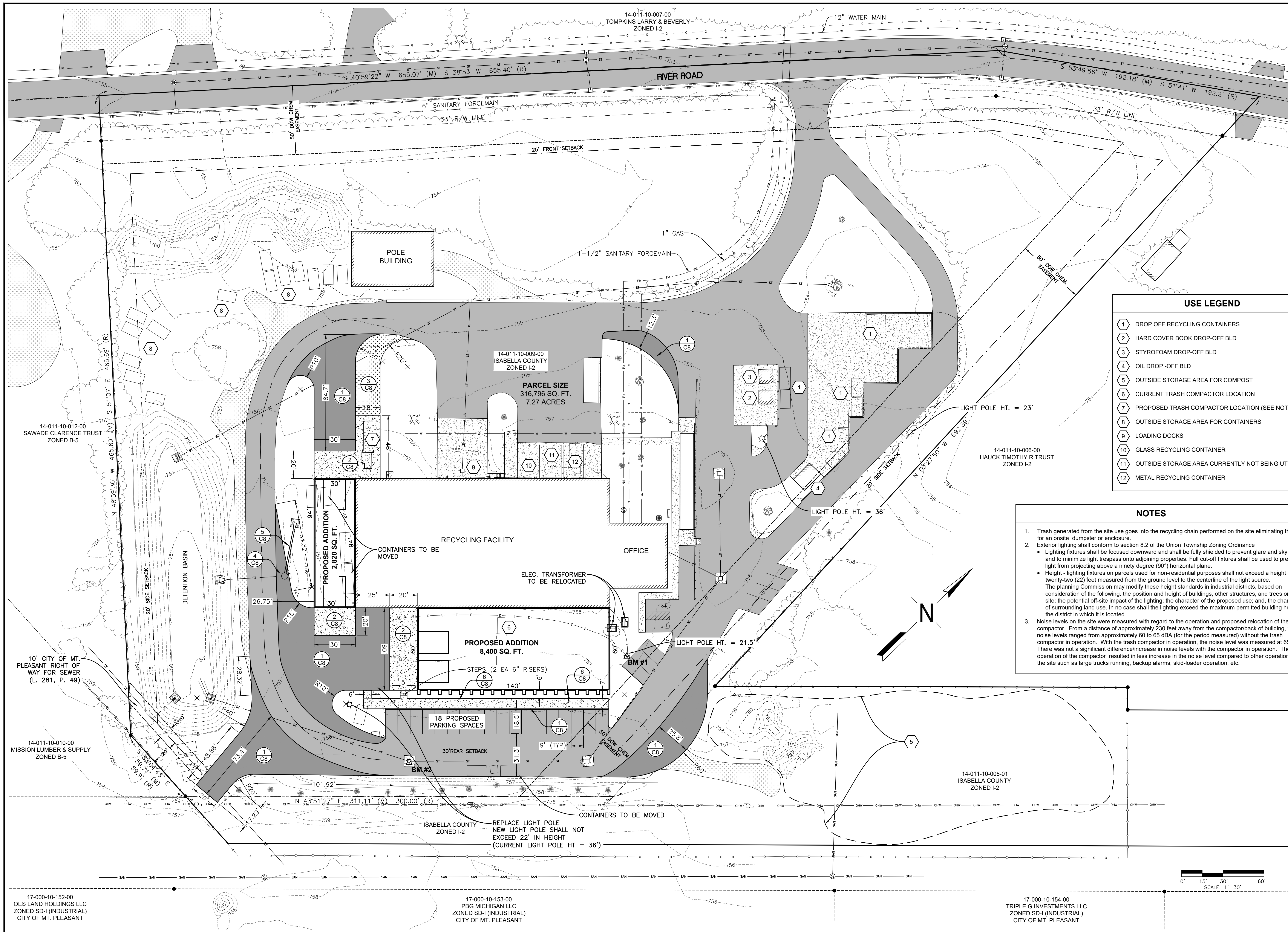
**DEMOLITION PLAN**  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
**Section 11, T14N., R4W, Union Township,**  
**Isabella County, Michigan**

**LORENZ**  
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JOB NO. 240021  
 SCALE: 1" = 30'  
 DRAWN BY: TPL  
 DATE: July 29, 2024  
 SHEET NO. **33**







USE LEGEND	
1	DROP OFF RECYCLING CONTAINERS
2	HARD COVER BOOK DROP-OFF BLD
3	STYROFOAM DROP-OFF BLD
4	OIL DROP -OFF BLD
5	OUTSIDE STORAGE AREA FOR COMPOST
6	CURRENT TRASH COMPACTOR LOCATION
7	PROPOSED TRASH COMPACTOR LOCATION (SEE NOTE BELOW)
8	OUTSIDE STORAGE AREA FOR CONTAINERS
9	LOADING DOCKS
10	GLASS RECYCLING CONTAINER
11	OUTSIDE STORAGE AREA CURRENTLY NOT BEING UTILIZED
12	METAL RECYCLING CONTAINER

**NOTES**

- Trash generated from the site use goes into the recycling chain performed on the site eliminating the need for an onsite dumpster or enclosure.
- Exterior lighting shall conform to section 8.2 of the Union Township Zoning Ordinance
  - Lighting fixtures shall be focused downward and shall be fully shielded to prevent glare and sky glow and to minimize light trespass onto adjoining properties. Full cut-off fixtures shall be used to prevent light from projecting above a ninety degree (90°) horizontal plane.
  - Height - lighting fixtures on parcels used for non-residential purposes shall not exceed a height of twenty-two (22) feet measured from the ground level to the centerline of the light source. The planning Commission may modify these height standards in industrial districts, based on consideration of the following: the position and height of buildings, other structures, and trees on the site; the potential off-site impact of the lighting; the character of the proposed use; and, the character of surrounding land use. In no case shall the lighting exceed the maximum permitted building height in the district in which it is located.
- Noise levels on the site were measured with regard to the operation and proposed relocation of the trash compactor. From a distance of approximately 230 feet away from the compactor/back of building, the noise levels ranged from approximately 60 to 65 dBA (for the period measured) without the trash compactor in operation. With the trash compactor in operation, the noise level was measured at 65 dBA. There was not a significant difference/increase in noise levels with the compactor in operation. The operation of the compactor resulted in less increase in the noise level compared to other operations on the site such as large trucks running, backup alarms, skid-loader operation, etc.

PLAN ISSUE: PRELIMINARY	
NO.	DESCRIPTION
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REVISIONS	
NO.	DATE
1	08/22/24
PROJECT NAME: <b>ISABELLA COUNTY MATERIAL RECOVERY FACILITY Section 11, T14N., R4W, Union Township, Isabella County, Michigan</b>	
JOB NO. 240021	
SCALE: 1" = 30'	
DRAWN BY: TPL	
DATE: July 29, 2024	
SHEET NO. <b>C4</b>	

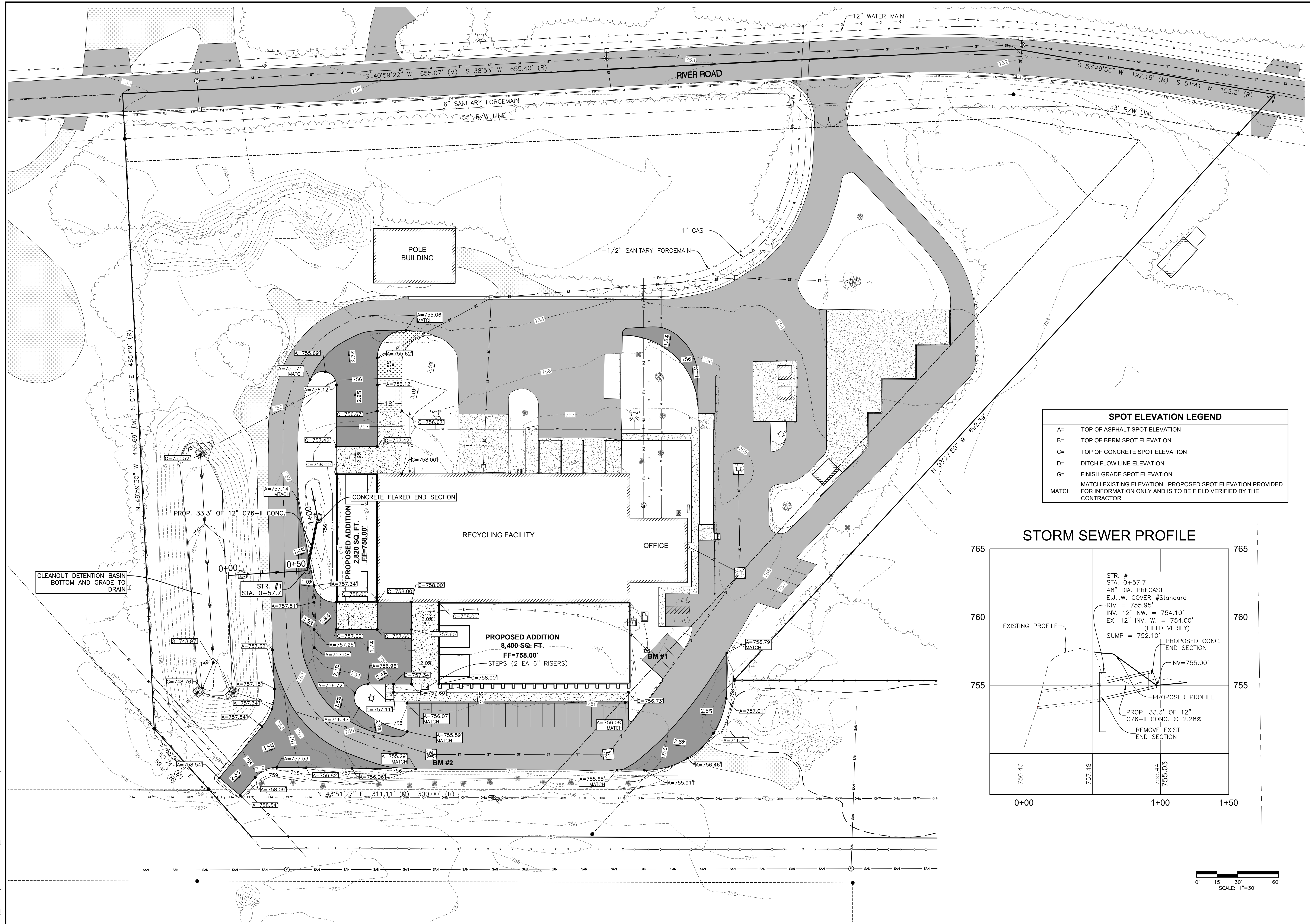
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17-000-10-152-00 OES LAND HOLDINGS LLC ZONED SD-1 (INDUSTRIAL) CITY OF MT. PLEASANT

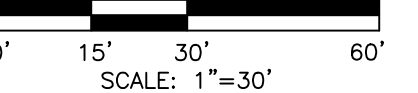
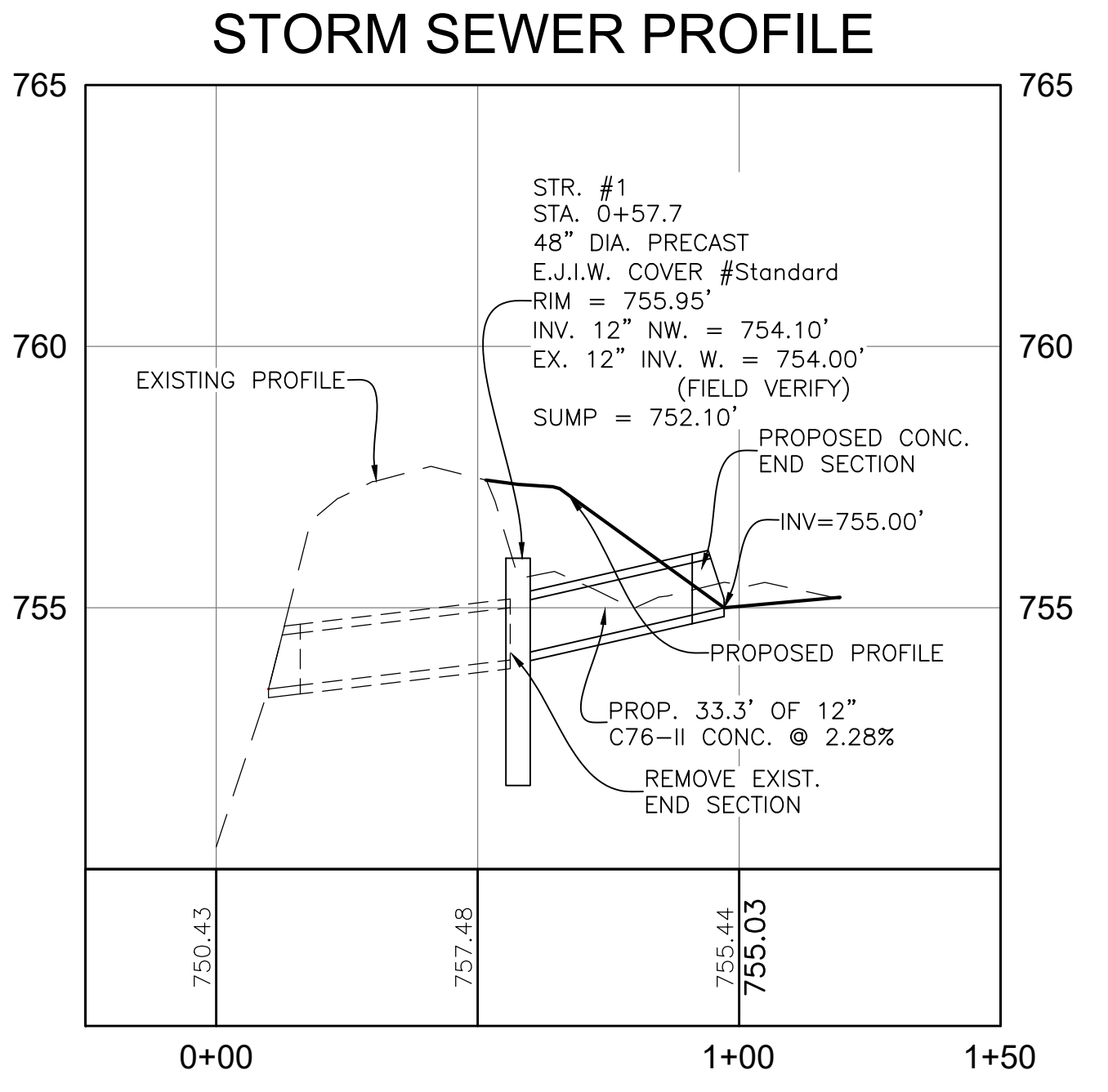
17-000-10-153-00 PBG MICHIGAN LLC ZONED SD-1 (INDUSTRIAL) CITY OF MT. PLEASANT

17-000-10-154-00 TRIPLE G INVESTMENTS LLC ZONED SD-1 (INDUSTRIAL) CITY OF MT. PLEASANT





SPOT ELEVATION LEGEND	
A=	TOP OF ASPHALT SPOT ELEVATION
B=	TOP OF BERM SPOT ELEVATION
C=	TOP OF CONCRETE SPOT ELEVATION
D=	DITCH FLOW LINE ELEVATION
G=	FINISH GRADE SPOT ELEVATION
MATCH	MATCH EXISTING ELEVATION. PROPOSED SPOT ELEVATION PROVIDED FOR INFORMATION ONLY AND IS TO BE FIELD VERIFIED BY THE CONTRACTOR



PLAN ISSUE: PRELIMINARY

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**GRADING PLAN**

PROJECT NAME:  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
**Section 11, T14N., R4W, Union Township,**  
**Isabella County, Michigan**

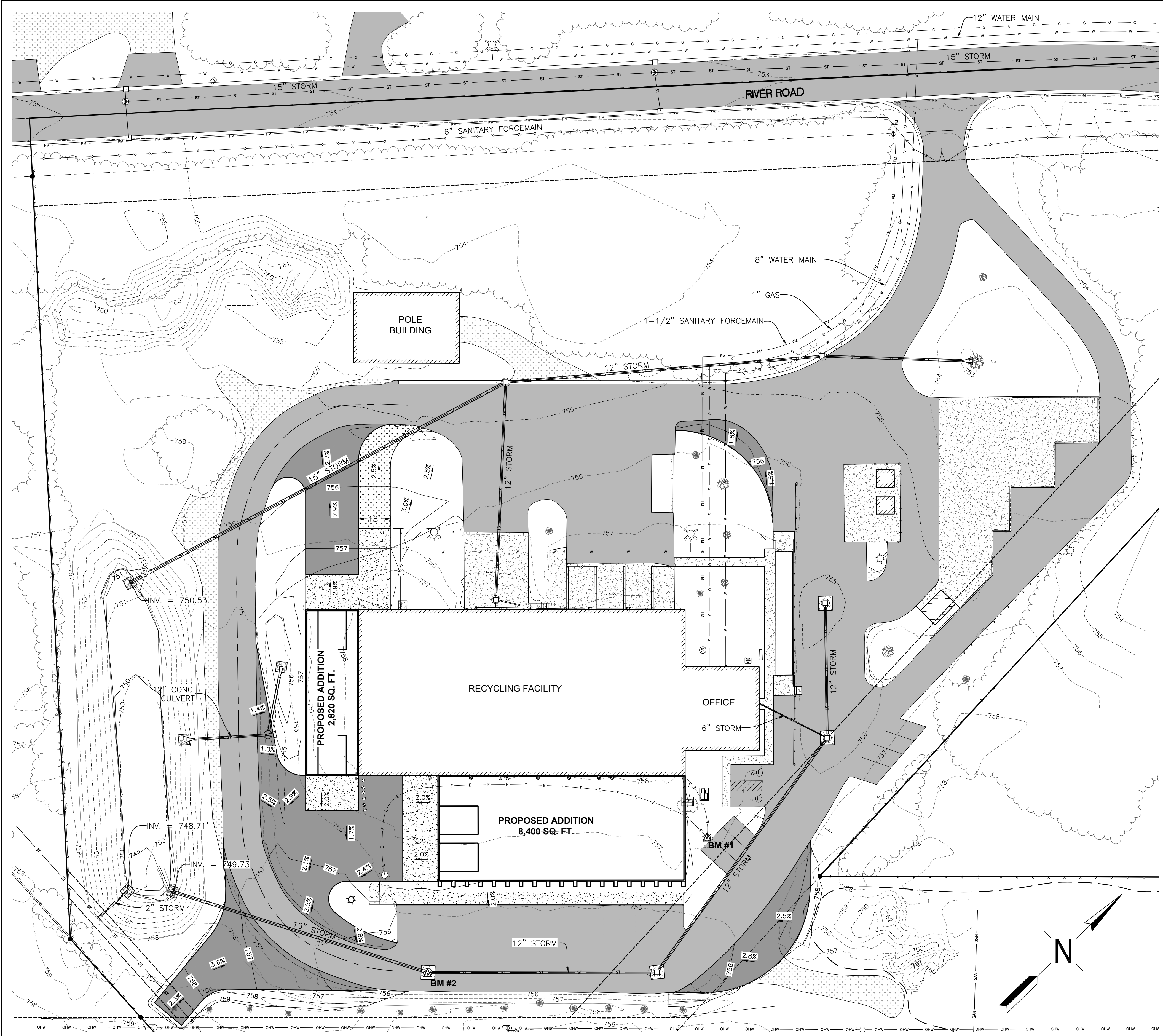
**LORENZ**  
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JOB NO. 240021  
 SCALE: 1" = 30'  
 DRAWN BY: TPL  
 DATE: July 29, 2024  
 SHEET NO. **C5**

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**COMPOSITE RUNOFF COEFFICIENT**

AREAS	AREA (SFT)	C	C x A
EXISTING ASPHALT	63356	0.90	57020
EXISTING CONCRETE	12793	0.90	11514
EXISTING BUILDING	23241	0.90	20917
EXISTING ASPHALT MILLINGS	2570	0.75	1928
PROPOSED ASPHALT MILLINGS	2683	0.75	2012
PROPOSED ASPHALT	13833	0.90	12450
PROPOSED BUILDING	11220	0.90	10098
PROPOSED CONCRETE	2400	0.90	2160
PERVIOUS	157240	0.20	31448
<b>TOTAL SFT</b>	<b>289336</b>		<b>149546</b>
<b>ACRES</b>	<b>6.64</b>		<b>0.52</b>

COMPOSITE COEFF (C) = 149546 / 289336  
 COMPOSITE COEFF (C) = 0.52

**REQUIRED DETENTION - RATIONAL METHOD**

AREA OF SITE: 6.64 ACRES  
 ALLOWABLE RELEASE: 0.66 CFS  
 COMPOSITE RUNOFF: 0.52

STORM DURATION (HOURS)	(MIN.)	INTENSITY FOR 25-YEAR STORM (IN/HR)	RUNOFF FLOW RATE (CFS)	ALLOWABLE OUTFLOW (CFS)	STORED RATE (CFS)	RESERVOIR SIZE (ACRE-FEET)	RESERVOIR SIZE (CFT)
0.08	5	7.14	24.50	0.66	23.84	0.16	7152
0.10	6	7.00	24.02	0.66	23.36	0.19	8409
0.12	7	6.77	23.23	0.66	22.57	0.22	9480
0.13	8	6.50	22.31	0.66	21.64	0.24	10389
0.15	9	6.23	21.38	0.66	20.72	0.26	11187
0.17	10	5.97	20.49	0.66	19.82	0.27	11895
0.18	11	5.73	19.67	0.66	19.00	0.29	12541
0.20	12	5.50	18.88	0.66	18.21	0.30	13112
0.22	13	5.29	18.16	0.66	17.49	0.31	13643
0.23	14	5.10	17.50	0.66	16.84	0.32	14145
0.25	15	4.92	16.89	0.66	16.22	0.34	14599
0.33	20	4.19	14.38	0.66	13.72	0.38	16459
0.42	25	3.66	12.56	0.66	11.90	0.41	17845
0.50	30	3.26	11.19	0.66	10.52	0.43	18944
0.67	40	2.69	9.23	0.66	8.57	0.47	20563
0.83	50	2.31	7.93	0.66	7.26	0.50	21791
1.00	60	2.03	6.97	0.66	6.30	0.52	22690
1.17	70	1.82	6.25	0.66	5.58	0.54	23445
1.33	80	1.65	5.66	0.66	5.00	0.55	23994
1.50	90	1.51	5.18	0.66	4.52	0.56	24399
1.67	100	1.40	4.80	0.66	4.14	0.57	24844
1.83	110	1.30	4.46	0.66	3.80	0.58	25064
2.00	120	1.22	4.19	0.66	3.52	0.58	25368
2.17	130	1.14	3.91	0.66	3.25	0.58	25338
2.33	140	1.08	3.71	0.66	3.04	0.59	25557
2.50	150	1.02	3.50	0.66	2.84	0.59	25529
2.67	160	0.97	3.33	0.66	2.66	0.59	25584
2.83	170	0.93	3.19	0.66	2.53	0.59	25783
3.00	180	0.89	3.05	0.66	2.39	0.59	25817
3.17	190	0.85	2.92	0.66	2.25	0.59	25686
3.33	200	0.82	2.81	0.66	2.15	0.59	25802
3.50	210	0.79	2.71	0.66	2.05	0.59	25795
3.67	220	0.76	2.61	0.66	1.94	0.59	25665
3.83	230	0.73	2.51	0.66	1.84	0.58	25410
4.00	240	0.71	2.44	0.66	1.77	0.59	25527
4.17	250	0.68	2.33	0.66	1.67	0.57	25046
4.33	260	0.66	2.27	0.66	1.60	0.57	24977
4.50	270	0.64	2.20	0.66	1.53	0.57	24826
4.67	280	0.63	2.16	0.66	1.50	0.58	25169
4.83	290	0.61	2.09	0.66	1.43	0.57	24873
5.00	300	0.59	2.02	0.66	1.36	0.56	24495
5.17	310	0.58	1.99	0.66	1.33	0.57	24674
5.33	320	0.56	1.92	0.66	1.26	0.55	24152
5.50	330	0.55	1.89	0.66	1.22	0.56	24227
5.67	340	0.54	1.85	0.66	1.19	0.56	24261
5.83	350	0.52	1.78	0.66	1.12	0.54	23533
6.00	360	0.51	1.75	0.66	1.09	0.54	23464
7.00	420	0.45	1.54	0.66	0.88	0.51	22186
8.00	480	0.40	1.37	0.66	0.71	0.47	20413
9.00	540	0.37	1.27	0.66	0.61	0.45	19629
10.00	600	0.34	1.17	0.66	0.50	0.42	18103
11.00	660	0.31	1.06	0.66	0.40	0.36	16836
12.00	720	0.29	1.00	0.66	0.33	0.33	14311
13.00	780	0.27	0.93	0.66	0.26	0.28	12291
14.00	840	0.25	0.86	0.66	0.19	0.22	9777
15.00	900	0.24	0.82	0.66	0.16	0.20	8622
16.00	960	0.23	0.79	0.66	0.13	0.17	7220
17.00	1020	0.22	0.76	0.66	0.09	0.13	5571
18.00	1080	0.21	0.72	0.66	0.06	0.08	3675
19.00	1140	0.20	0.69	0.66	0.02	0.04	1532
20.00	1200	0.19	0.65	0.66	-0.01	-0.02	-859
21.00	1260	0.18	0.62	0.66	-0.05	-0.08	-3496
22.00	1320	0.17	0.58	0.66	-0.08	-0.15	-5381
23.00	1380	0.17	0.58	0.66	-0.08	-0.15	-6671
24.00	1440	0.14	0.48	0.66	-0.18	-0.36	-15857

**REQUIRED STORAGE 0.59 25817**

**PROVIDED STORAGE VOLUME**

ELEV	AREA (sq. ft.)	DEPT H (ft)	AVG END INC. VOL. (cu. ft.)	AVG END TOTAL VOL. (cu. ft.)
749.00	345.48	N/A	N/A	0.00
749.50	1575.43	0.50	480	480
750.00	3107.51	0.50	1171	1651
750.50	4921.83	0.50	2007	3658
751.00	5663.46	0.50	2646	6305
751.50	6275.25	0.50	2985	9289
752.00	6886.26	0.50	3290	12580
752.50	7534.53	0.50	3605	16185
753.00	8201.90	0.50	3934	20119
753.50	8886.54	0.50	4272	24391
754.00	9590.28	0.50	4619	29010
754.50	10314.34	0.50	4976	33986
755.00	11058.75	0.50	5343	39330
755.50	11823.21	0.50	5720	45050
756.00	12607.24	0.50	6108	51158
756.50	13410.83	0.50	6505	57662

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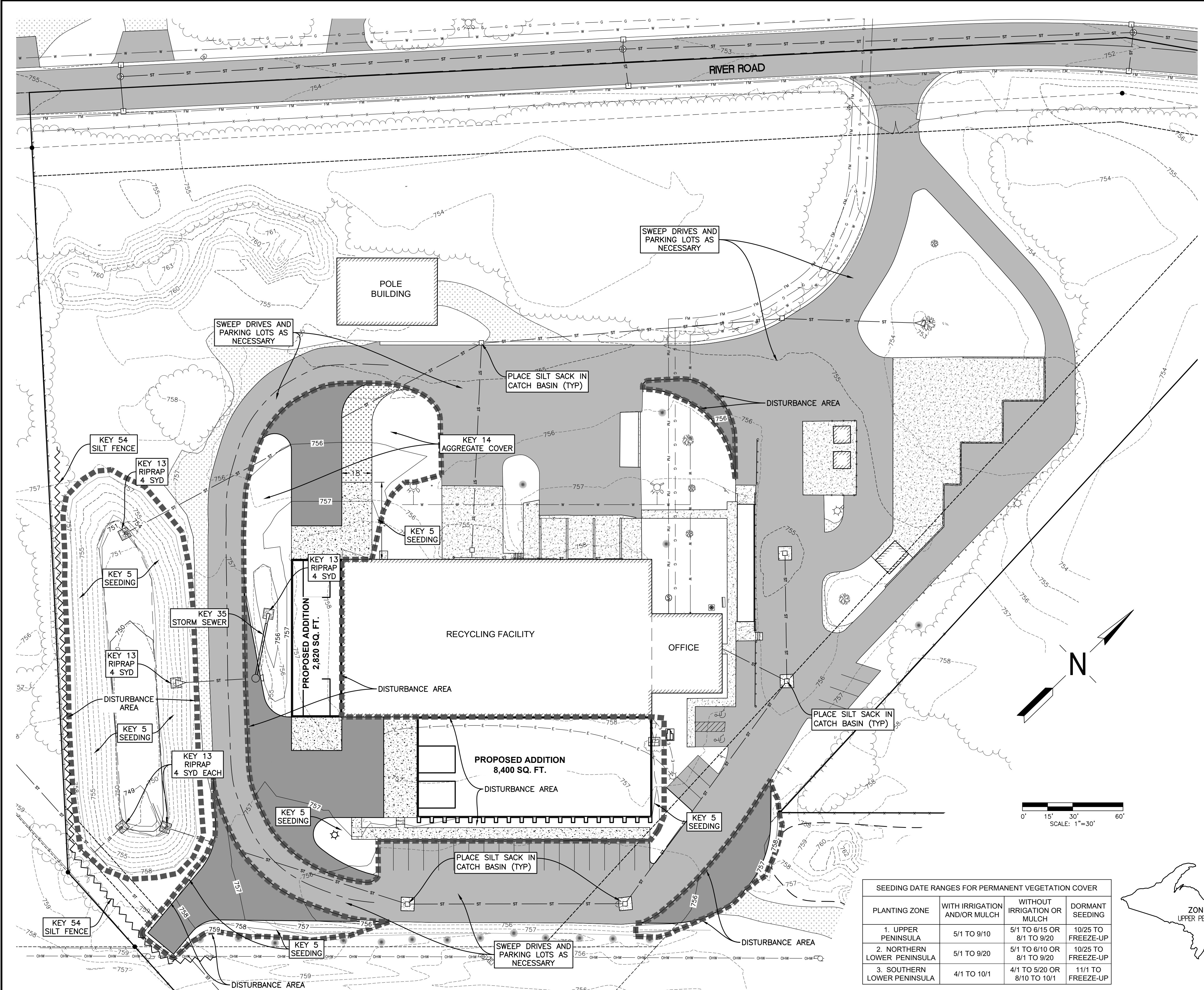
**STORMWATER MANAGEMENT PLAN**  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
 Section 11, T14N., R4W, Union Township,  
 Isabella County, Michigan

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JOB NO. 240021  
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 SHEET NO. **66**



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**DISTURBANCE AREA**

TOTAL DISTURBANCE AREA = 57,747 SQ. FT = 1.33 ACRES

LEGEND: ■■■■ INDICATES LIMITS FOR EARTH DISTURBANCE

SEEDING DATE RANGES FOR PERMANENT VEGETATION COVER

PLANTING ZONE	WITH IRRIGATION AND/OR MULCH	WITHOUT IRRIGATION OR MULCH	DORMANT SEEDING
1. UPPER PENINSULA	5/1 TO 9/10	5/1 TO 6/15 OR 8/1 TO 9/20	10/25 TO FREEZE-UP
2. NORTHERN LOWER PENINSULA	5/1 TO 9/20	5/1 TO 6/10 OR 8/1 TO 9/20	10/25 TO FREEZE-UP
3. SOUTHERN LOWER PENINSULA	4/1 TO 10/1	4/1 TO 5/20 OR 8/10 TO 10/1	11/1 TO FREEZE-UP

SEEDING FOR TEMPORARY VEGETATION COVER TYPES

PLAT TYPE	1. UPPER PENINSULA	2. NORTHERN LOWER PENINSULA	3. SOUTHERN LOWER PENINSULA	POUNDS PER 1,000 SQUARE FEET	POUNDS PER ACRE
BUCKWHEAT	6/15 TO 7/15	6/1 TO 7/15	6/1 TO 7/15	2	75
CEREAL RYE	8/1 TO 10/1	8/1 TO 10/10	8/1 TO 10/15	3	120
OATS	5/1 TO 8/1	4/15 TO 8/1	4/1 TO 9/15	2	96
PERENNIAL RYGRASS	8/1 TO 10/1	6/1 TO 8/1	8/1 TO 10/15	0.5	20
SUNDANGRASS	NOT RECOMMENDED	6/1 TO 7/15	6/1 TO 7/15	1	40
WHEAT	9/10 TO 10/1	9/10 TO 10/1	9/20 TO 10/15	3	120

**MICHIGAN UNIFIED KEYING SYSTEM**

KEY	DETAIL	CHARACTERISTICS
5	SEEDING	INEXPENSIVE AND VERY EFFECTIVE. STABILIZES SOIL, THUS MINIMIZING EROSION. PERMITS RUNOFF TO INFILTRATE SOIL, REDUCING RUNOFF VOLUME. SHOULD INCLUDE PREPARED TOPSOIL BED.
13	RIPRAP, RUBBLE, GABIONS	USED WHERE VEGETATION IS NOT EARLY ESTABLISHED. EFFECTIVE FOR HIGH VELOCITIES OR HIGH CONCENTRATIONS. PERMITS RUNOFF TO INFILTRATE SOIL. DISSIPATES ENERGY FLOW AT SYSTEM OUTLETS.
14	AGGREGATE COVER	STABILIZES SOIL SURFACE, THUS MINIMIZING EROSION. PERMITS CONSTRUCTION TRAFFIC IN ADVERSE WEATHER. MAY BE USED AS PART OF PERMANENT BASE CONSTRUCTION OF PAVED AREAS.
15	PAVING	PROTECTS AREAS WHICH CANNOT OTHERWISE BE PROTECTED, BUT INCREASES RUNOFF VOLUME AND VELOCITY. IRREGULAR SURFACE WILL HELP SLOW VELOCITY.
21	FILTER BERM	CONSTRUCTED OF GRAVEL OR STONE. INTERCEPTS AND DIVERTS RUNOFF TO STABILIZED AREAS OR PREPARED DRAINAGE SYSTEMS. SLOWS RUNOFF AND COLLECTS SEDIMENT.
35	STORM SEWER	SYSTEM REMOVES COLLECTED RUNOFF FROM SITE, PARTICULARLY FROM PAVED AREAS. CAN ACCEPT LARGE CONCENTRATIONS OF RUNOFF. CONDUCTS RUNOFF TO MUNICIPAL SEWER SYSTEM OR STABILIZED OUTFALL LOCATION. USE CATCH BASINS TO COLLECT SEDIMENT.
54	SILT FENCE	USES GEOTEXTILE FABRIC AND POSTS OR POLES. EASY TO CONSTRUCT AND LOCATE AS NECESSARY.

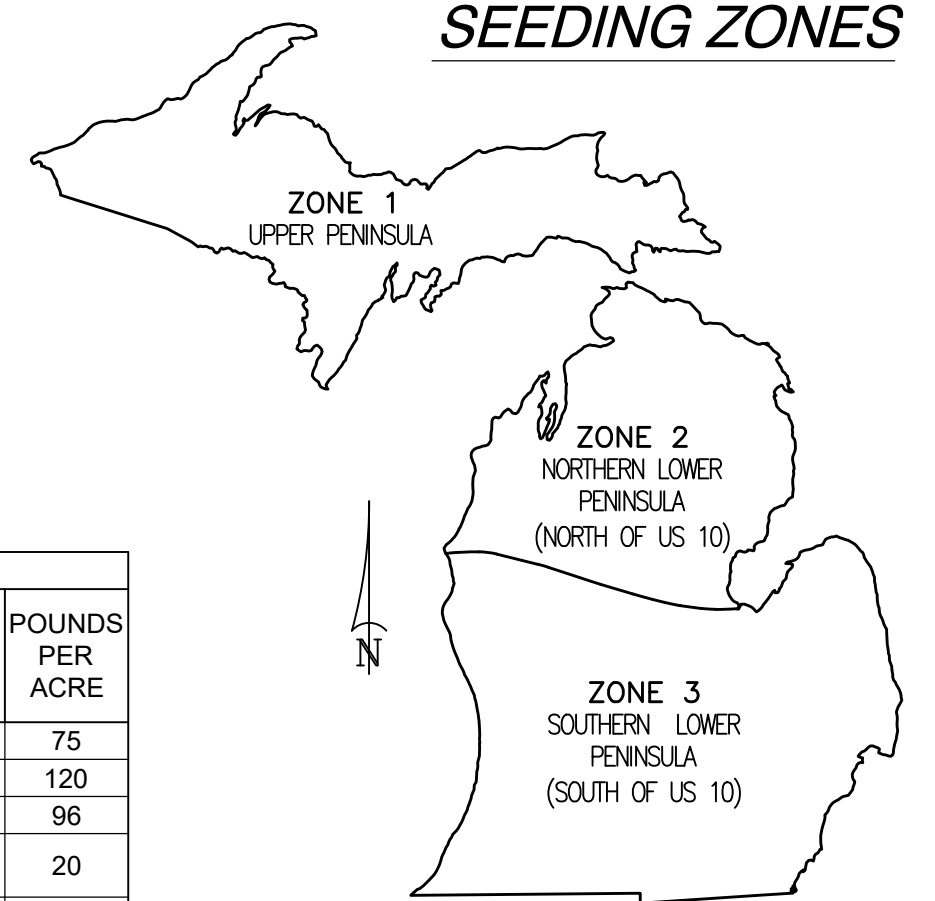
**CONSTRUCTION SCHEDULE**

- STAGE 1  
SITE STRIPPING FOR BUILDING CONSTRUCTION
  - PLACE GEOTEXTILE SILT FENCE (PRIOR TO COMMENCING ANY WORK)
  - SWEEP PARKING LOT/PAVEMENT AREAS AS REQUIRED
  - INSTALL SILT SACKS IN CATCH BASINS
- STAGE 2  
BUILDING CONSTRUCTION
  - MAINTAIN CONTROL MEASURES
  - SWEEP PARKING LOT/PAVEMENT AREAS AS REQUIRED
- STAGE 3  
PLACE ASPHALT PAVEMENT AND FINAL GRADE SWALES, BERMS, DETENTION BASIN & GRASS AREAS
  - MAINTAIN TEMPORARY CONTROL MEASURES
  - PLACE RIPRAP
  - PLACE TOPSOIL SURFACE IN DISTURBED AREAS AND PERMANENT SEEDING PRIOR TO OCT. 1.

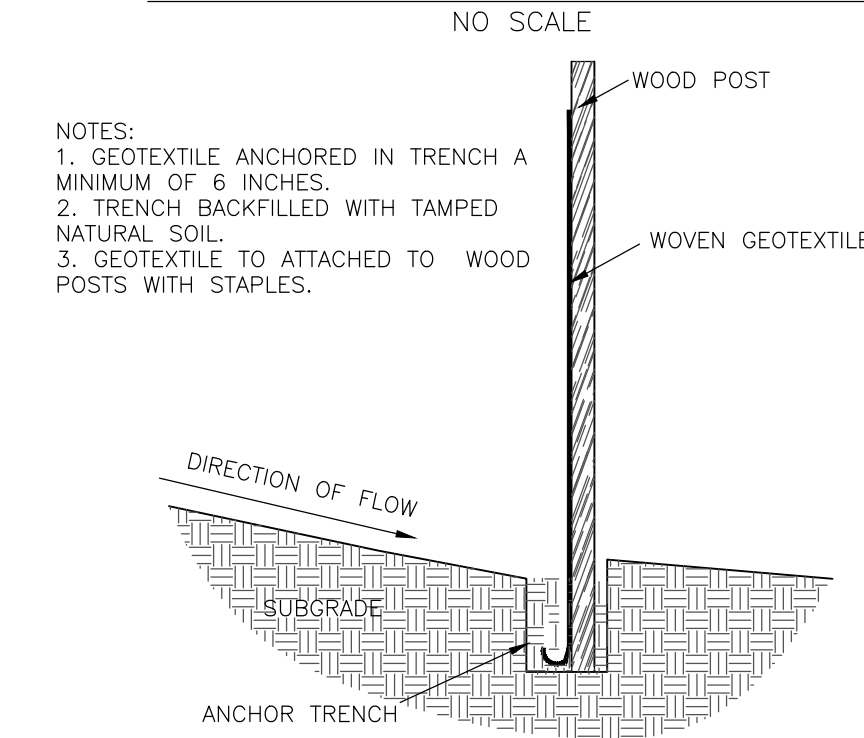
**GENERAL NOTES**

- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING TEMPORARY AND PERMANENT CONTROL MEASURES UNTIL VEGETATION HAS BEEN ESTABLISHED ON ALL DISTURBED AREAS. MAINTENANCE SHALL INCLUDE: PERIODIC INSPECTIONS, REMOVING ACCUMULATED SEDIMENT AND REPAIRING OR REPLACING DAMAGED CONTROL MEASURES. INSPECTIONS SHALL BE PERFORMED DAILY DURING THE CONSTRUCTION PROCESS. FOLLOWING CONSTRUCTION INSPECTIONS SHALL BE PERFORMED AT LEAST ON A WEEKLY BASIS AND AFTER EVERY SIGNIFICANT RAIN EVENT UNTIL VEGETATION HAS BEEN ESTABLISHED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF TEMPORARY CONTROL MEASURES AFTER ALL DISTURBED AREAS HAVE BEEN RESTORED AND VEGETATION HAS BEEN ESTABLISHED. ALL CATCH BASINS WITHIN THE CONSTRUCTION INFLUENCE AREA SHALL BE PROTECTED UNTIL PERMANENT MEASURES HAVE TAKEN EFFECT. INLETS SHALL BE PROTECTED WITH GEOTEXTILE SILT SACKS. INSTALL SILT FENCES PRIOR TO ANY SITE WORK.
- THE OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF PERMANENT CONTROL MEASURES AFTER THE ESTABLISHMENT OF VEGETATION ON DISTURBED AREAS. THE OWNER SHALL MAKE PERIODIC INSPECTIONS, AND REPLACE OR REPAIR DAMAGED PERMANENT CONTROL MEASURES AS REQUIRED.
- PERMANENT CONTROL MEASURES SHALL BE COMPLETED WITHIN 15 CALENDAR DAYS AFTER FINAL EARTH CHANGE IS COMPLETED.
- PERMANENT SEEDING SHALL BE PLACED BY OCTOBER 1. IF PERMANENT SEEDING CAN NOT BE PLACED BY OCTOBER 1, TEMPORARY SEEDING SHALL BE PLACED FOR WINTER STABILIZATION.

**SEEDING ZONES**



**SILT FENCE INSTALLATION**



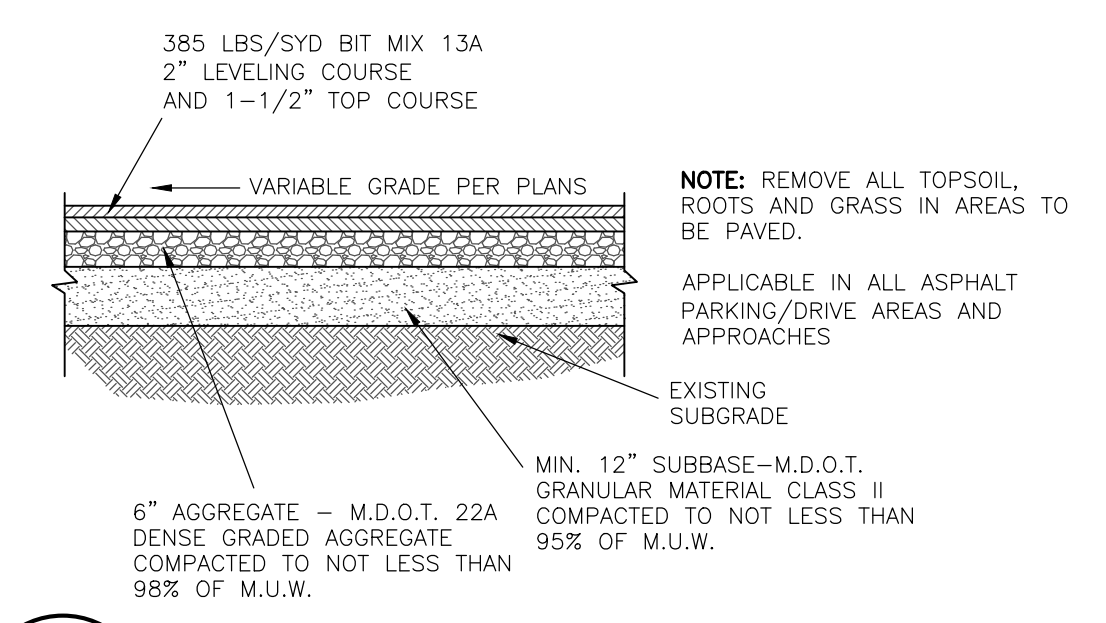
PLAN ISSUE: PRELIMINARY

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

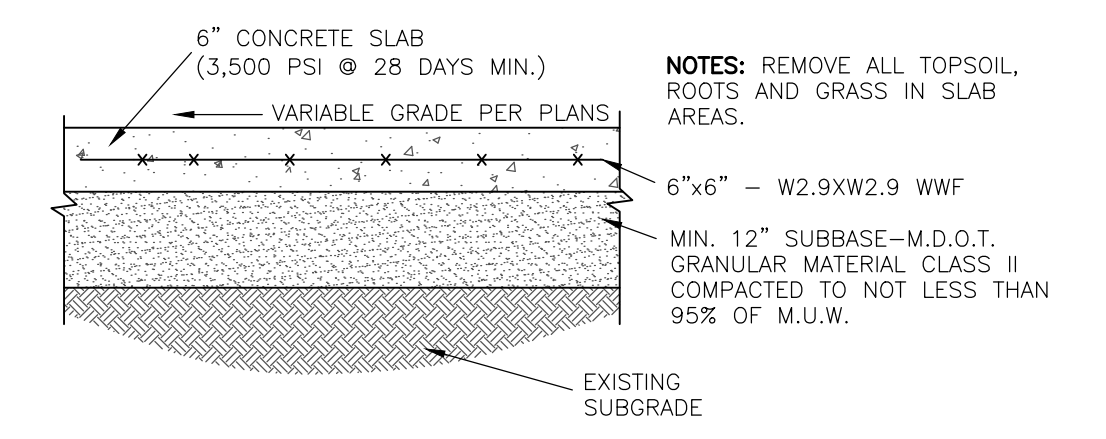
PROJECT NAME:  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
Section 11, T14N., R4W, Union Township,  
Isabella County, Michigan

JOB NO. 240021  
SCALE: 1" = 30'  
DRAWN BY: TPL  
DATE: July 29, 2024  
SHEET NO. **C7**

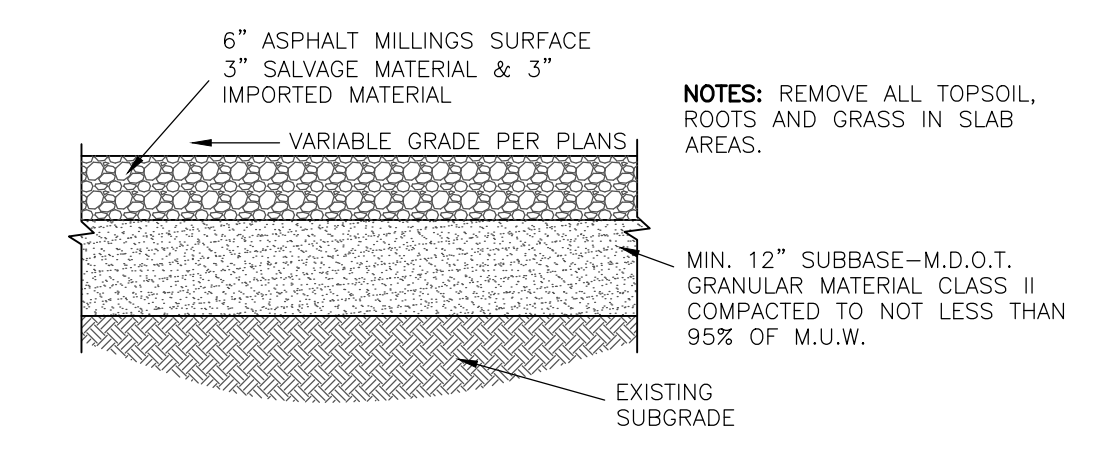
**LORENZ**  
SURVEYING & ENGINEERING, INC.  
3229 W. Beal City Road  
Weidman, Michigan 48893  
Phone: (989) 644-5953  
Fax: (989) 644-9659  
pate@lorenzse.com



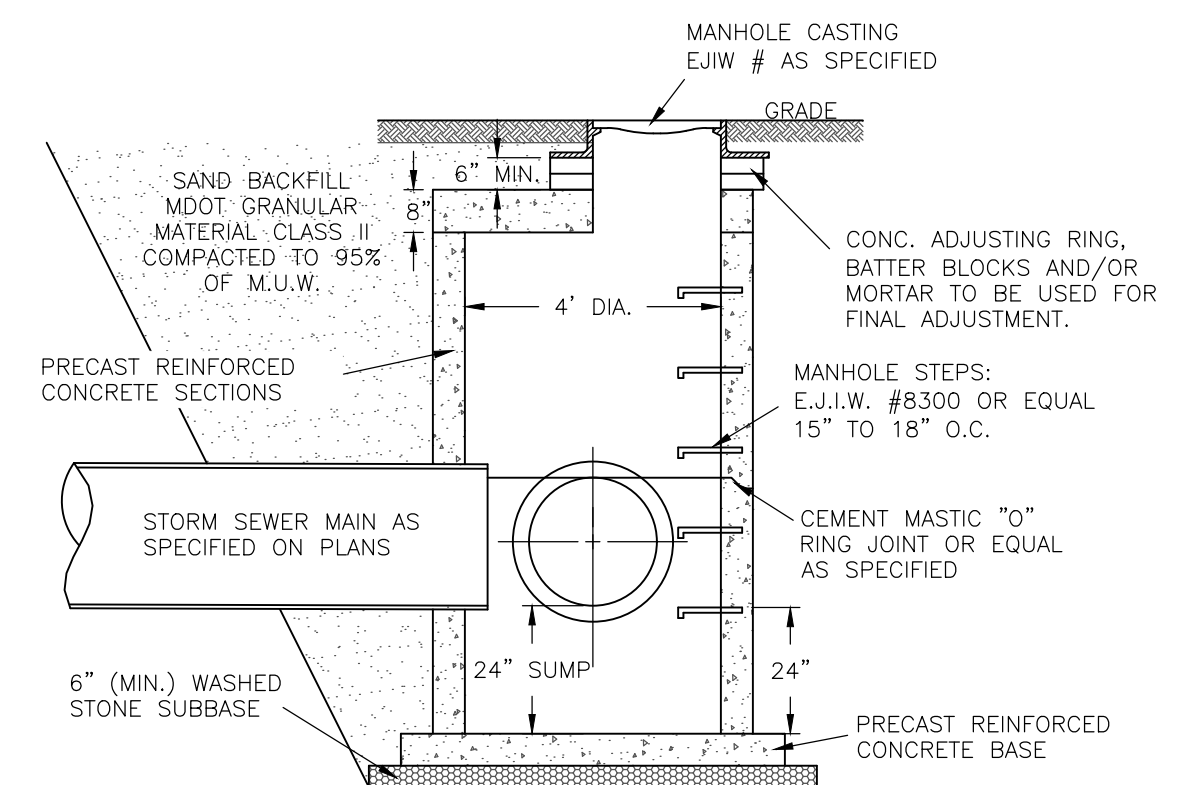
**1 HMA PAVEMENT SECTION**  
C8 NO SCALE



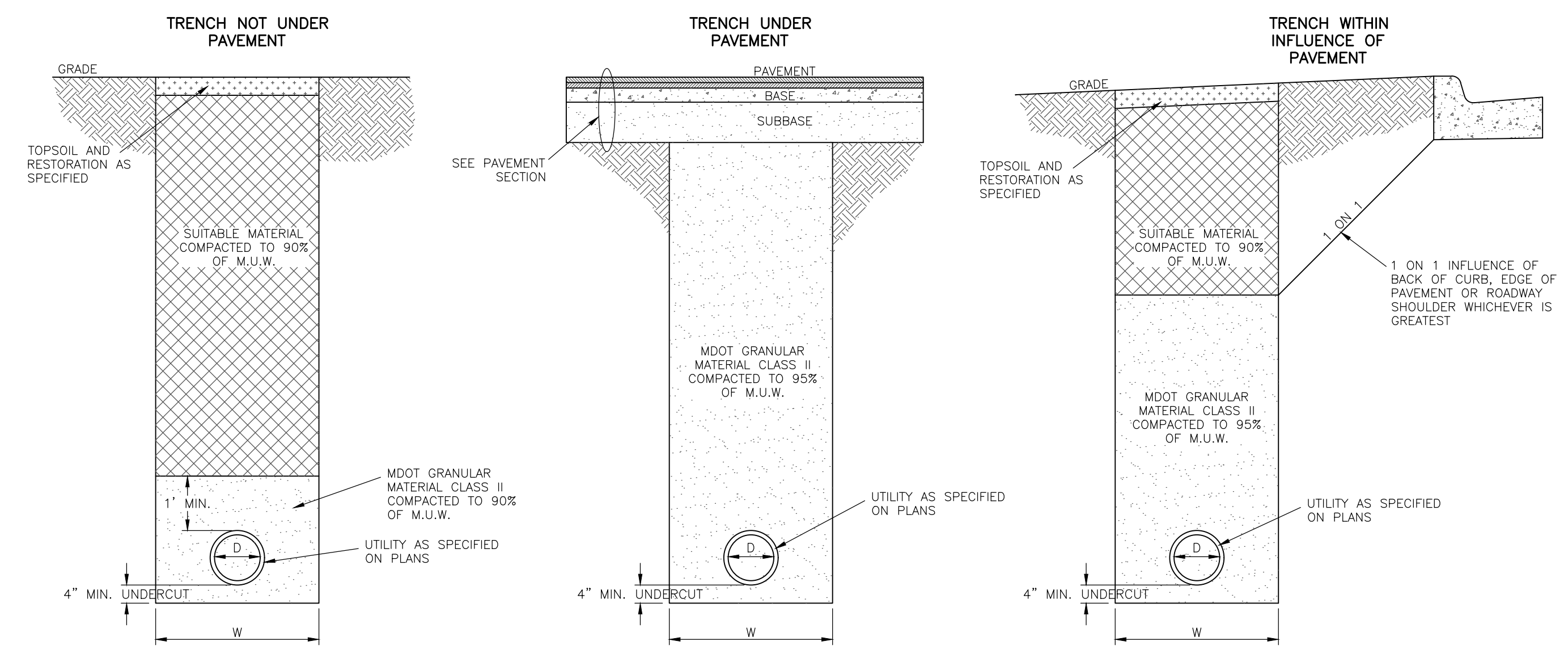
**2 CONCRETE PAVEMENT**  
C8 NO SCALE



**3 ASPHALT MILLINGS SECTION**  
C8 NO SCALE

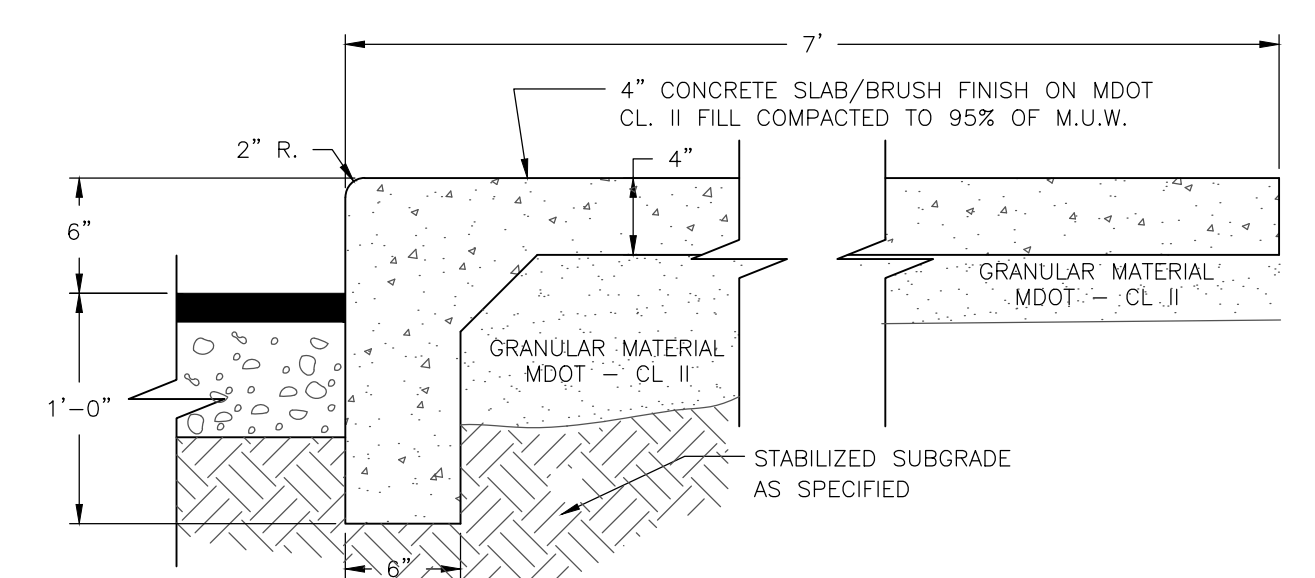


**4 4' DIA. CATCH BASIN**  
C8 NO SCALE



"D" PIPE DIA. INCHES	LESS THAN 18"	21	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	3.0
"W" TRENCH WIDTH FEET	3.0	3.5	4.0	5.0	6.0	7.0	8.0	9.5	10.0	10.5	11.0	11.5	12.0	12.5	13.0	13.5	14.0	3.0

**5 UTILITY TRENCHES**  
C8 NO SCALE



**6 THICKENED EDGE WALK DETAIL**  
C8 NO SCALE

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**DETAILS**

PROJECT NAME:  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
**Section 11, T14N., R4W, Union Township,**  
**Isabella County, Michigan**

**LORENZ**  
SURVEYING & ENGINEERING, INC.  
3229 W. Beal City Road  
Weidman, Michigan 48893  
Phone: (989) 644-5953  
Fax: (989) 644-9659  
pate@lorenzse.com

JOB NO. 240021  
SCALE: SHOWN  
DRAWN BY: TPL  
DATE: July 29, 2024  
SHEET NO. **C8**

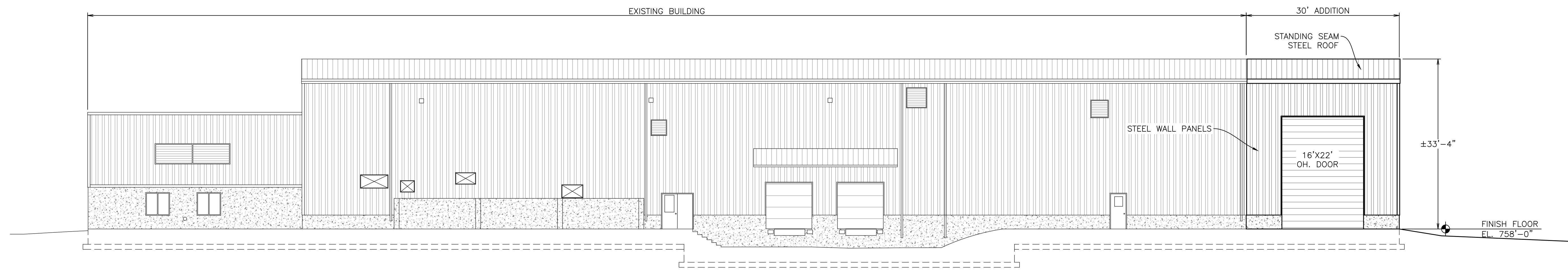
NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

NO.	DATE	DESCRIPTION

**BUILDING ELEVATION VIEWS**  
**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
**Section 11, T14N., R4W, Union Township,**  
**Isabella County, Michigan**

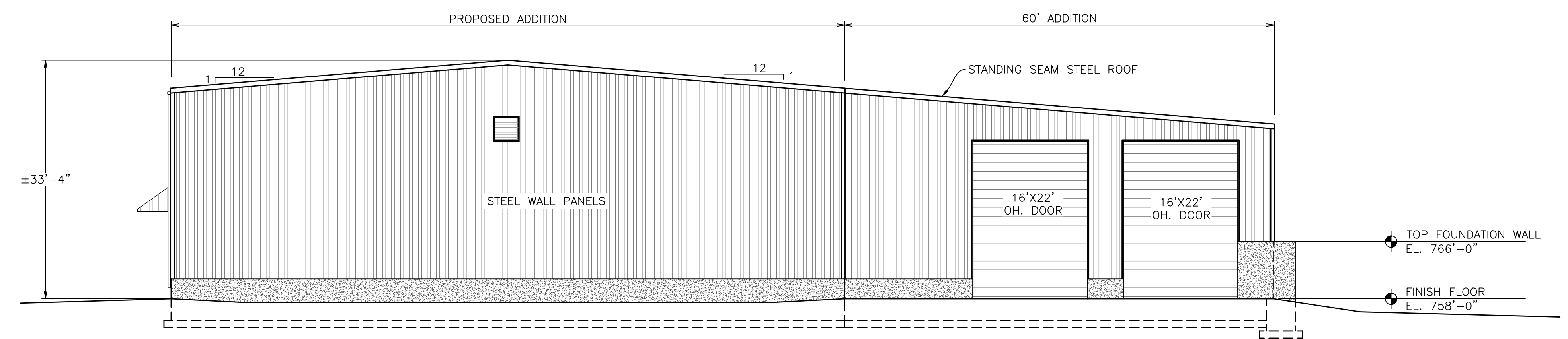
**LORENZ**  
**SURVEYING & ENGINEERING, INC.**  
 3229 W. Beal City Road  
 Weidman, Michigan 48893  
 Phone: (989) 644-5953  
 Fax: (989) 644-9659  
 pete@lorenzse.com

JOB NO. 240021  
 SCALE: 3/32" = 1'-0"  
 DRAWN BY: TPL  
 DATE: July 29, 2024  
 SHEET NO. **ELEV-1**



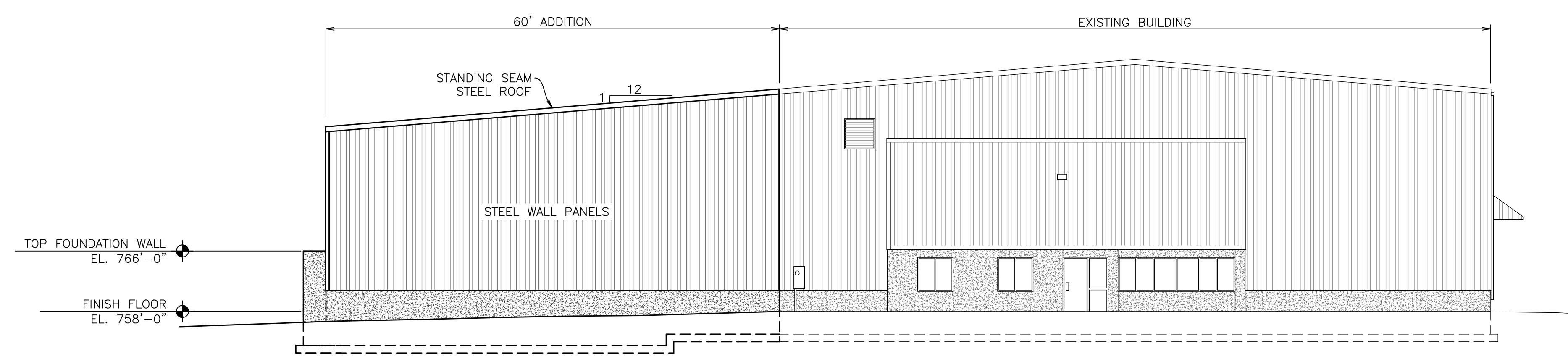
**NORTHWEST ELEVATION (FRONT)**

SCALE: 3/32" = 1'-0"



**SOUTHWEST ELEVATION (SIDE)**

SCALE: 3/32" = 1'-0"

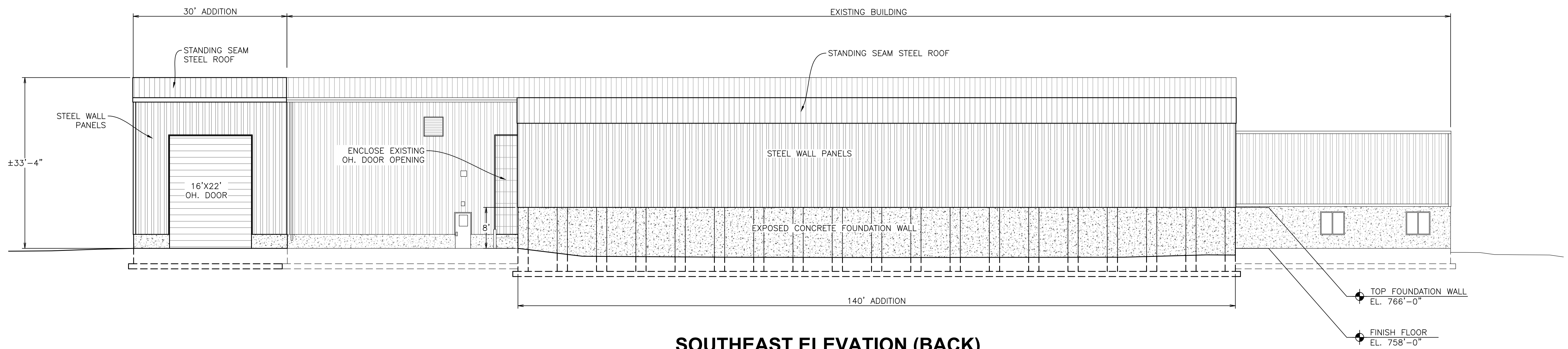


**NORTHEAST ELEVATION (SIDE)**

SCALE: 3/32" = 1'-0"

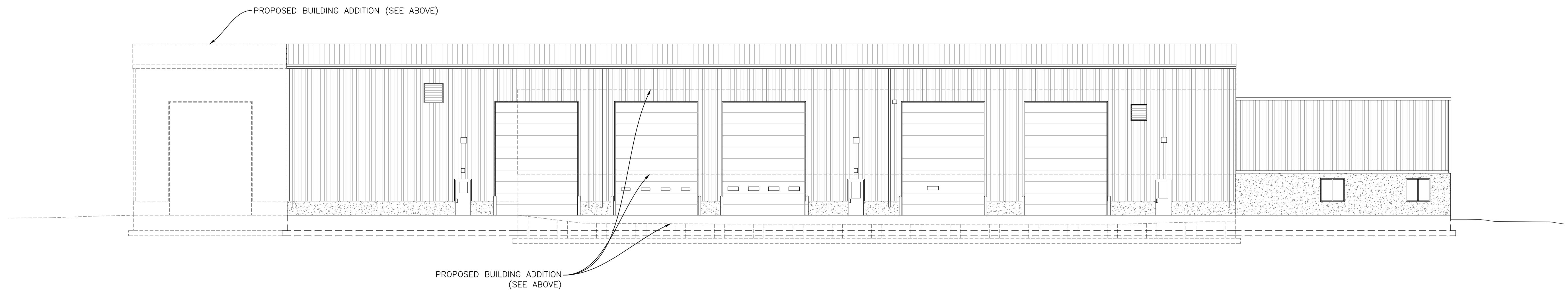
**NOTE**  
 ELEVATION VIEWS PREPARED FOR SITE PLAN APPROVAL PROCESS. BUILDING DESIGNER TO PROVIDE DETAILED ELEVATION VIEWS FOR CONSTRUCTION PLANS / STRUCTURAL DESIGN.





**SOUTHEAST ELEVATION (BACK)**

SCALE: 3/32" = 1'-0"



**SOUTHEAST ELEVATION (BACK)**  
(EXISTING ELEVATION VIEW)

SCALE: 3/32" = 1'-0"

**NOTE**

ELEVATION VIEWS PREPARED FOR SITE PLAN APPROVAL PROCESS. BUILDING DESIGNER TO PROVIDE DETAILED ELEVATION VIEWS FOR CONSTRUCTION PLANS / STRUCTURAL DESIGN.

PLAN ISSUE: PRELIMINARY

NO.	DATE	DESCRIPTION
1	08/22/24	Added parking spaces in back of building and made revisions based on meeting with Township

**BUILDING ELEVATION VIEWS**

**ISABELLA COUNTY MATERIAL RECOVERY FACILITY**  
Section 11, T14N., R4W, Union Township,  
Isabella County, Michigan

**LORENZ**  
SURVEYING & ENGINEERING, INC.  
3229 W. Beal City Road  
Weidman, Michigan 48893  
Phone: (989) 644-5953  
Fax: (989) 644-8659  
pate@lorenzse.com

JOB NO. 240021  
SCALE: 3/32"=1'-0"  
DRAWN BY: TPL  
DATE: July 29, 2024

SHEET NO. **ELEV-2**

D:\\_PROJ\240021\DWG\9--ELEVATION--VIEWS.dwg

**PRELIMINARY SITE PLAN REPORT**

<b>TO:</b>	Planning Commission	<b>DATE:</b>	September 6, 2024
<b>FROM:</b>	Peter Gallinat Zoning Administrator	<b>ZONING:</b>	I-2, General Industrial District
<b>PROJECT:</b>	PRESPR24-01 Preliminary Site Plan approval – 11,220-square-foot additions to the Isabella County Material Recovery Facility (MRF) at 4208 E. River Road.		
<b>PARCEL:</b>	PID 14-011-10-009-00		
<b>OWNER:</b>	Isabella County		
<b>LOCATION:</b>	Approx. 7.27 acres located at 4208 E. River Road. in the NW 1/4 of Section 11.		
<b>EXISTING USE:</b>	Existing County recycling operations	<b>ADJACENT ZONING:</b>	B-5, I-2
<b>FUTURE LAND USE DESIGNATION:</b>	<i>Commercial/Light Industrial:</i> This district is intended for a blend of medium intensity commercial and small-scale light industrial uses. Light industrial uses include but are not limited to small-scale manufacturing, laboratories, R&D (research and development) firms, information technology firms, or other businesses that might be found in a technology park.		
<b>ACTION:</b>	To approve the PRESPR24-01 preliminary site plan dated 08/22/2024 for the proposed 11,220- square-foot additions to the Isabella County Material Recovery Facility located at 4208 E. River Rd. in the NW 1/4 of Section 11 and in the I-2 (General Industrial) District.		

**Site Plan Approval Process**

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

**Background Information**

The existing Isabella County Material Recovery Facility has been serving residents of Union Township and the County since the 1990s. There have been several previous plans to expand the facility, but despite previously approved site plans no expansions were constructed. The most recent attempt dates to 2007. Earlier this spring, the County contacted the Township with a renewed interest in the need for an expanded facility to better serve the community. In August, the applicant met with Township staff for a pre-application meeting. Later in August, the applicant submitted plans for preliminary review.



## **Section 12.5 Nonconforming Sites**

The purpose of this Section 12.5 (Nonconforming Sites) is to encourage improvements to existing sites in the Township that were developed before the site design requirements of this Ordinance were established or amended. This Section establishes requirements for prioritizing improvements to existing nonconforming sites that are intended to gradually bring the site into compliance with current Ordinance requirements. Nonconforming sites may be improved or modified *without a complete upgrade of all site elements*, subject to the following conditions:

- A. *A nonconforming site shall not be improved or modified in a manner that increases its nonconformity.*
- B. *The proposed site improvements shall address public health, safety, and welfare by resolving public safety deficiencies and pedestrian/vehicle conflicts and improving emergency access.*
- C. *The proposed site improvements shall include at least three (3) of the following, as accepted by the Planning Commission:*
  - 1. *Preservation of natural resources or historical site features.*
  - 2. *Pedestrian access improvements.*
  - 3. *Vehicular access and circulation improvements.*
  - 4. *Building design or exterior facade improvements.*
  - 5. *Off-street parking or loading improvements.*
  - 6. *Landscaping improvements.*
  - 7. *Screening and buffering improvements.*
  - 8. *Exterior lighting improvements.*
  - 9. *Drainage and stormwater management improvements.*
  - 10. *Clean up or restoration of a blighted site, removal of contaminated soil, or similar environmental improvements.*
- D. *The scope of any additional site improvements requested by the Planning Commission shall be in reasonable proportion to the scale and construction cost of proposed building improvements, expansions, or other improvements.*
- E. *A reasonable timeline for completion of site improvements to an existing nonconforming site may be approved as part of any plan approval. Failure to complete improvements in accordance with an approved timeline shall be deemed a violation of this Ordinance.*

The applicant did not address on the site plan how the project is consistent with Section 12.5. During review of the plan, Township staff found the project scope to be consistent with Section 12.5.A. and noted proposed improvements on the plan that could satisfy the public safety-related standards in Section 12.5.B. Township staff also identified building and site improvements on the plans that could satisfy the following categories listed in Section 12.5.C.: (2.) Pedestrian access improvements, (4.) Building design or exterior façade improvements, (5.) Off-street parking or loading improvements, (8.) Exterior lighting improvements, and (9.) Drainage and stormwater management improvements.

When meeting with the applicant the issue of noise from the re-located trash compacter was brought up. Regarding Section 12.5.A. (no increase in nonconformity), the relocation of the trash compacter was a concern. The applicant notes on the plan that the dBA levels were measured both before and after, finding no significant increase and consistency with common industrial operation noise levels, such as large trucks running, back-up alarms, or a skid-loader in operation.

In terms of consistency with Section 12.5.C., the project can conform but the specifics need to be listed on the plan. The following should be addressed by the applicant on the final site plan:

- Add notes on the final site plan to indicate the specific categories of building or site improvements from Section 12.5.C. that are relevant to this project and summarize how they are satisfied by specific building or site improvements on the site plan.

### **Preliminary Site Plan Review Comments**

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

1. **Section 14.2.P. (Required Site Plan Information).** Except for details noted elsewhere in this report that could be addressed by the applicant on the final site plan for this project, the site plan can conform to the minimum Section 14.2.P. information requirements for a preliminary site plan. **CONFORMS.**
2. **Section 8 (Environmental Performance Standards).** The hazardous substance reporting form and EGLE permit checklist form are included in the application materials. Both have been completed. **CONFORMS.**
3. **Section 9 (Off-Street Parking, Loading Requirements).** The plan shows 18 new parking spaces that are 9-foot wide and 18.5-foot deep. There are currently 7 spaces and 2 barrier free spaces on the site. The current site plan does not indicate how or why the 18 spaces are proposed. The following details will need to be provided on the final site plan:
  - A recycling collection station requires one (1) space per employee based on the largest daily work shift, plus adequate off-street parking for visitors based on anticipated use. The final site plan will need to include this parking requirement printed on the site plan along with a statement of how many employees are present during the largest daily work shift.
4. **Section 7.10 (Sidewalks and Pathways).** The Township adopted by resolution a new sidewalk and pathways construction policy on August 28, 2024. The new policy replaces the former 2018 policy regarding temporary relief from sidewalk construction. The existing site does have some internal sidewalks as shown on the plan. A new 7-foot-wide sidewalk is shown in the rear of the property where new parking has been proposed. The following should be addressed by the applicant on the final site plan:
  - Show a 5-foot-wide sidewalk along E. River Road within the road right-of-way or within a proposed new easement, along with an internal sidewalk from E. River Road connecting to existing internal sidewalks. When formally requesting relief, the applicant will need to use **Section B. (Policy for Granting Temporary Relief from Sidewalk or Pathway Construction)** (See attached). This project could qualify under Section B.2. of the new policy, but the applicant will need to formally request the temporary relief from sidewalk construction and add the text of Section B.2. on the site plan as the reason and justification for requesting this relief: *“Less than 50% of the surveyed section(s) of the Township along the road(s) fronting the proposed development has sidewalks. ... Once*

*the threshold has been met the sidewalk or pathway shall be required to be constructed within 365 calendar days."*

- Additionally, **Section C. (Easements for Sidewalk or Pathway Construction)** of the updated policy resolution requires that *"In any case where temporary relief from sidewalk or pathway construction is granted for a project subject to site plan approval under the Township's Zoning Ordinance No. 20-06 as amended, such relief should be made contingent upon the landowner authorizing and recording any easements on the land at the County Register of Deeds Office needed to allow for future construction of the sidewalk or pathway as depicted on the site plan."* A note will need to be added to the final site plan under the temporary relief request to confirm that this will be completed with a copy of the as-recorded easement provided to the Zoning Administrator prior to submission of any building permit application for review.
- 5. **Section 7.14 (Trash Removal and Collection).** As noted on the plan, *"Trash generated from the site use goes into the recycling chain performed on the site eliminating the need for an onsite dumpster or enclosure."* Township staff found this alternative method to be acceptable as a means for refuse collection. **CONFORMS.**

### **Additional Comments - Looking Ahead to the Final Site Plan**

- 6. **Section 8.2 (Exterior Lighting).** The plan indicates an existing 36-foot-tall light pole that is to be removed and replaced with a 22-foot-tall conforming light pole. The following details will need to be provided on the final site plan:
  - Provide the manufacturing specs for the new light pole printed on the site plan as a page labeled "exterior lighting" along with a photometric plan demonstrating compliance with maximum allowed foot-candle levels.
- 7. **Containment and cleanup of debris.** Township staff understand the challenges of keeping a site clean of debris considering the nature of the operation and bulk of material the site recovers in a calendar year. The following detail needs to be addressed on the final site plan:
  - Add a note stating how debris on the site will be handled with a commitment to preventing debris from scattering across the site or encroaching on to nearby parcels or road rights-of-way.
- 8. **Land Combination or boundary adjustment.** The current operation appears to spill onto the neighboring parcel to the southeast, PID14-011-10-005-01. During the pre-application meeting, the idea of either a land combination or boundary adjustment was discussed so that the entire use remains on one parcel.
  - The specifics and timing of this land combination or boundary adjustment will need to be addressed on the final site plan.
  - The application to the Twp. Assessor for acceptance of this change should be submitted prior to issuance of a building permit for the project.
- 9. **Outside agency approvals.** The applicant is responsible for obtaining all necessary outside

agencies permits or approvals prior to submittal of a final site plan application, including from the Isabella County Transportation Commission, the Mt. Pleasant Fire Department, the Township Engineer (Gourdie-Fraser Associates) for stormwater management permit approval, the Township’s Public Services Department for necessary water/sewer approvals, and the Isabella Road Commission for any alterations within their road right-of-way.

### **Objective**

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

### **Key Findings**

- ❑ The proposed project is a nonconforming site that was established before the current Zoning Ordinance 20-06, as amended. The project can be consistent with the standards of Section 12.5 (Nonconforming Sites), provided that notes are added to the final site plan listing the applicable standards and improvement categories, along with summaries for how they are satisfied by specific building or site improvements on the site plan.
- ❑ With the exception of details and recommended changes that can be addressed by the applicant on the final site plan, the plan substantially 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.

### **Recommendations**

Based on the above findings, I recommend approval of the PRESR24-01 preliminary site plan application, subject to the following conditions:

1. Temporary relief from sidewalk construction is granted based on consistency with section B.2. of the Sidewalk and Pathways Construction Policy Resolution adopted by the Board of Trustees on August 28, 2024, provided that the request and reasons for granting temporary relief are added to the final site plan.
2. Resolve the remaining parking, sidewalk, exterior lighting, debris cleanup, and nonconforming site details on the final site plan.
3. Resolve the land combination or boundary adjustment application to bring all activities within the boundaries of one parcel prior to issuance of a building permit for this project.

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

Respectfully submitted,

***Peter Gallinat – Zoning Administrator***

**Draft Motions: PRESPR 24-01 Preliminary Site Plan Review Application  
Isabella County Material Recovery Facility Additions**

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

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the PRESPR24-01 preliminary site plan dated August 22, 2024 for 11,220-square-foot additions to the Isabella County Material Recovery Facility at 4208 E. River Road in the northwest quarter of Section 11 and in the I-2 (General Industrial) zoning district, finding that the site plan fully complies with the applicable Zoning Ordinance requirements for preliminary\_site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval).

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

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the PRESPR24-01 preliminary site plan dated August 22, 2024 for 11,220-square-foot additions to the Isabella County Material Recovery Facility at 4208 E. River Road in the northwest quarter of Section 11 and in the I-2 (General Industrial) zoning district, finding that the site plan can comply 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), subject to the following condition(s):

1. Temporary relief from sidewalk construction is granted based on consistency with section B.2. of the Sidewalk and Pathways Construction Policy Resolution adopted by the Board of Trustees on August 28, 2024, provided that the request and reasons for granting temporary relief are added to the final site plan.
2. Resolve the remaining parking, sidewalk, exterior lighting, debris cleanup, and nonconforming site details on the final site plan.
3. Resolve the land combination or boundary adjustment application to bring all activities within the boundaries of one parcel prior to issuance of a building permit for this project.

---

**MOTION TO POSTPONE ACTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to postpone action on the PRESPR24-01 preliminary site plan dated August 22, 2024 for additions to the Isabella County Material Recovery Facility at 4208 E. River Road until \_\_\_\_\_, 2024 for the following reasons: \_\_\_\_\_

**MOTION TO DENY:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to deny the PRESPR24-01 preliminary site plan dated August 22, 2024 for 11,220-square-foot additions to the Isabella County Material Recovery Facility at 4208 E. River Road in the northwest quarter of Section 11 and in the I-2 (General Industrial) zoning district, finding that the site plan does not comply with applicable Zoning Ordinance requirements, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval), for the following reasons:

---

<b>TO:</b> Planning Commission	<b>DATE:</b> September 10, 2024
<b>FROM:</b> Rodney C. Nanney, AICP, Community and Economic Development Director	
<b>SUBJECT:</b> Discussion of potentially initiating a proposed rezoning of one or more lots on the east side of S. Isabella Rd. north of E. River Rd. from I-1 to R-1.	

### Background Information

During your regular August meeting, the family living at 943 S. Isabella Rd. (0.53 acres; PID 14-001-30-004-01) spoke during public comment about their interest in being able to continue to raise chickens and other fowl on their lot, which is located in the I-1 (Light Industrial) zoning district and is occupied by a legal nonconforming single-family dwelling.

This property is currently part of an active ordinance enforcement action because the non-farm raising of chickens, ducks, etc., is not an allowable land use in the I-1 District. The use of the existing dwelling as a residence is protected as a legal nonconforming use per Section 12.6 (Nonconforming Single-Family Dwellings), but this protection does not extend to the keeping of farm animals.

The family asked the Planning Commission to consider initiating a rezoning action for their lot from the I-1 District to the R-1 ((Rural Residential) District where “customary agricultural operations” (including the keeping of chickens, ducks, and other farm animals) are allowed as a principal permitted use.

To help facilitate that discussion, staff has compiled some background materials on this topic for your review, including:

1. Copies provided by the family of the notes they prepared for their August public comments.
2. A copy of the Planning Commission meeting minutes from 2015 where a rezoning application for the immediate lot to the north at 931 S. Isabella Rd. (9.16 acres; PID 14-001-30-004-00) was considered and acted upon by the Commission.
3. Excerpts from the 1991 and current zoning maps showing the subject lots and I-1/R-1 zoning district boundaries.

### **Initiating a Rezoning (Section 14.5 – Amendments).**

Per Section 14.5.A. (Initiating Amendments) of the Zoning Ordinance, ***“Amendments to the Official Zoning Map may be initiated by the Township Board, Planning Commission, Township Planner or by application of one (1) or more Township property owners or persons acting on behalf of and with authorization from the property owner(s).”***

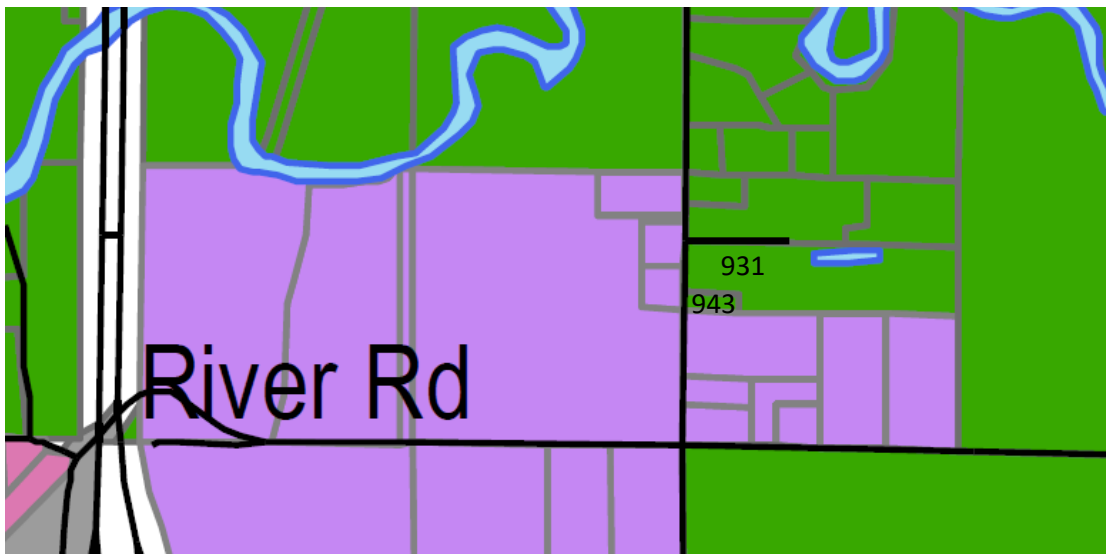
The most recent rezoning amendments initiated by the Planning Commission were the changes

to the various business districts adopted in 2021 in response to corresponding updates included in the new Zoning Ordinance No. 20-06, which eliminated the former B-6 District entirely.

**2018 Master Plan – Future Land Use Map.**

Below is an excerpt from the future land use map included in the adopted 2018 Township Master Plan, which shows the subject lot at 943 S. Isabella Rd. as being just north of the planned boundary of the area designated for “Industrial/Employment” land uses. The subject lot itself is within the area designated as “Rural Buffer.”

The R-1 (Rural Residential) zoning district classification would be consistent with this “Rural Buffer” future land use designation.



**Union Charter Township  
Future Land Use**

0 0.25 0.5 1 Miles

Sources: MCGI, Union Township, LSL Planning

Read more about Rural Preservation and Rural Buffer in Chapter 2: Growth Management

24 Land Use + Character

- Rural Preservation
- Rural Buffer
- Residential
- Residential- Attached
- Manufactured Housing
- Bluegrass Center Area
- Neighborhood Service
- Community Commercial
- Commercial/Industrial Mix
- Industrial/Employment
- Recreation/Institutional
- Tribal Trust Lands
- City of Mount Pleasant

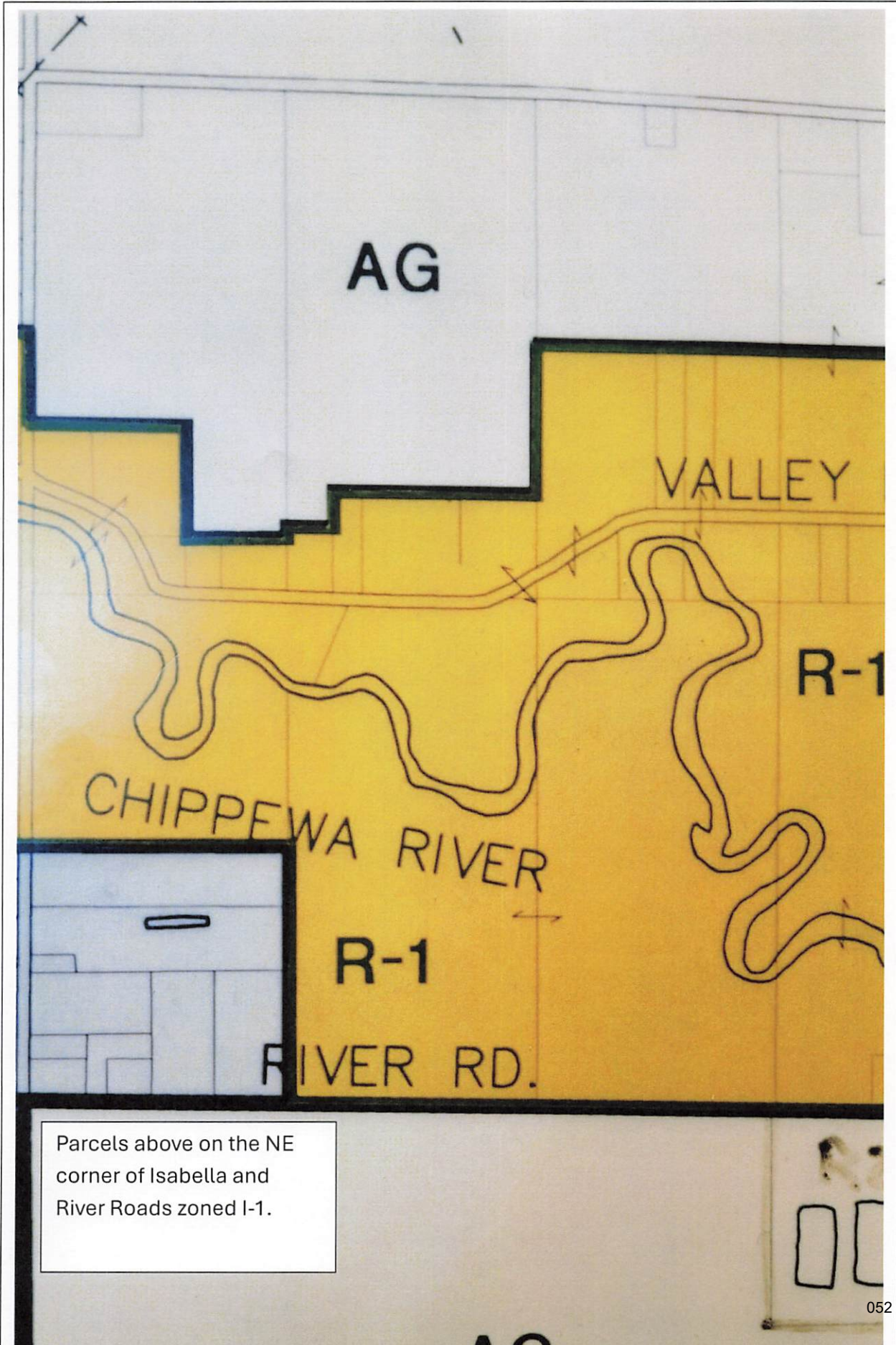
*Union Charter Township Master Plan*

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, Director**  
Community and Economic Development Department

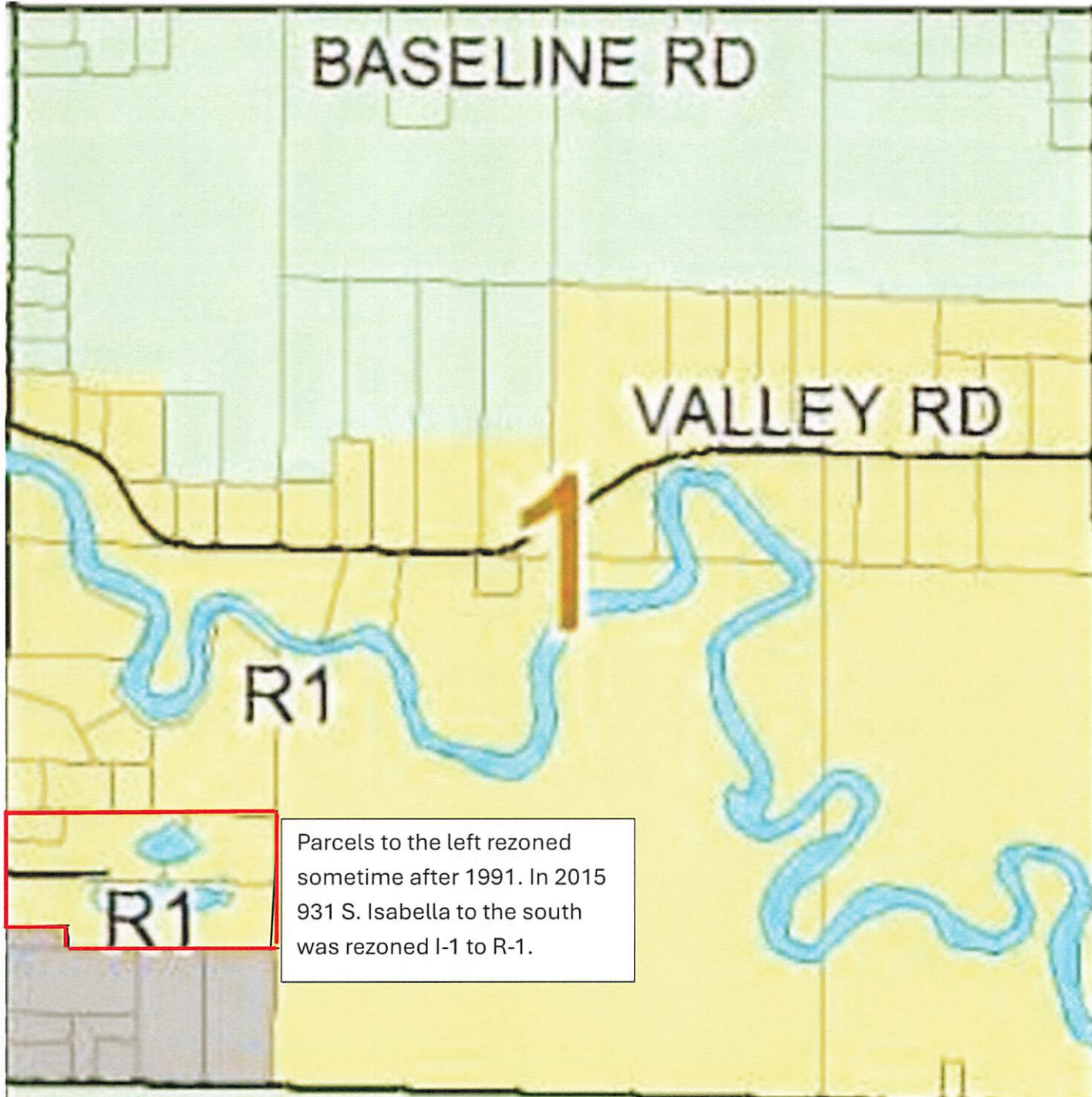




Parcels above on the NE corner of Isabella and River Roads zoned I-1.



UNION TOWNSHIP ZONING MAP 2022. SECTION ONE.



Wellhead protection with Township Utilities and any others that may be pertinent. **Jankens** motioned **Woerle supported** to amend the motion to add: waive sidewalks. **Vote: Ayes: All. Motion carried.**

E. **Robinette** motioned **Mielke** supported to recommend that the Board of Trustees approve REZ 2015-05: Rezoning of Property 931 S. Isabella Rd., currently zoned I1 requesting to be rezoned as R1. **Vote: Ayes: All. Motion carried.**

**Old Business**

- A. Master Plan  
Discussion by the Board. Add to the October Agenda

**Public Comment** - None

**Other Business** -

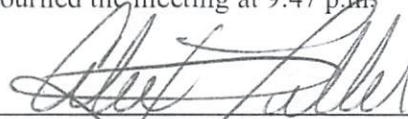
- A. Holiday Inn SUP/SPR, discussion by the Planning Commissioners regarding their current special use permit and site plan review.

**Extended Public Comment** - Open at 9:45 p.m.

Ben Jankens - Thanked everyone on the Planning Commission and the Township

**Adjournment** - Chairman Squattrito adjourned the meeting at 9:47 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Alex Fuller - Secretary

*(Recorded by Jennifer Loveberry)*

**Ladies and Gentlemen of the Planning Commission,**

**Thank you for giving me the chance to speak. I'd like to explain why we're requesting to rezone our property from Light Industrial District, I-1 to Rural Residential District, R-1.**

**Our family loves owning chickens and ducks. I've always loved ducks and enjoy learning about their different breeds. We also rely on them for meat and eggs, which adds a lot of value to our daily life.**

**One of the best parts about owning our birds is how our whole family gets involved. My husband, Jared, and I, along with our kids, have spent a lot of time building coops, setting up runs, and picking out our birds. It's been a great bonding experience and something we all cherish. It's also been wonderful to see the kids taking an interest in something outside their phones and video games.**

**We have owned our birds for a little over two years not realizing the zoning error and it hasn't caused any issues in the community.**

**Currently, our property is zoned I-1, but it doesn't really fit with how we use it or with the residential nature of our neighborhood. According to the zoning map, our property is just a tiny square on the edge of the I-1 district, and is surrounded by residential areas on two sides. It feels like a mistake to leave the property zoned as I-1 when it clearly doesn't align with the surrounding area. It makes much more sense for us to be in the R-1 district. Switching to R-1 would be a better match for our property's use and align with the community around us.**

**The reason this change makes sense is because rezoning to R-1 will more accurately reflect how we use the property and meet our family's needs. The change ensures that our property's use is compatible with its zoning.**

**In the future, if we decide to move, I believe the next homeowners would appreciate this updated zoning as it's a better fit for our community.**

**In summary, rezoning to R-1 will better reflect our property's use and fit with our residential neighborhood. We appreciate you hearing us out and hope you find it in your hearts to make this change for our family. Thank you for your time.**

**Jessica (Mom)**

Ladies and Gentlemen,

Thank you for taking the time to listen to our family's story and why we feel so passionate about keeping our chickens and ducks.

Our journey began with a simple idea: to raise a few birds to reduce the amount of organic waste going in our trash, with the added benefit of providing farm fresh eggs for our family. We started with just a hen and a rooster that our daughter hatched in class. As a family, we worked together to build the coop and and run, and we watched them grow. I still remember how excited we were to try the first egg we got.

At first, we only planned to have maybe six birds, but we quickly fell in love with raising them. Before we knew it, we had chickens, and ducks, and turkeys, and these cute little bald necked chickens called turkens. So we build more coops and made bigger runs. We've spent countless hours outside, working together to create a home for our birds. It's been a hands-on learning experience for our children, teaching them responsibility, the value of hard work, and a connection to nature that is increasingly rare in this digital age.

Our birds have done more than just give us a reason to get off our phones. They provide us with fresh eggs and meat that have nourished our friends and family. There's something deeply satisfying about giving a dozen fresh eggs to a neighbor or cooking a meal with ingredients we've raised ourselves. It's a way for us to show appreciation to our loved ones.

We understand the need for regulations, but we hope to find a solution that allows us to continue something that has brought our family closer together. Raising poultry isn't just about food for us; it's also about family, community, and connection.

Thank you for your time.

Jared (Dad)

Good evening,

I wanted to talk about something important to me and my family, our birds.

We have many chickens and ducks at home, and they make us happy, but right now the zoning rules say we might not be able to keep them. I'm hoping that after you hear us out, this will lead to a change so we can keep them.

We provide them with a nice place to live and love having them around. They don't cause any problems since we keep them contained in their pens.

Plus, taking care of them gives us something fun to do as a family. I've learned a lot about taking care of animals. I also enjoy having them because they are like pets.

My favorite chicken I named Butters because of the way she looks and runs. It's also fun to collect and have our own eggs and share them with family, friends, and neighbors.

Thank you for listening, and I hope we can get rezoned so we can keep our birds.

Brendon (oldest son)

Hi everyone,  
I really want to keep the birds because they're important to me.

I also think it's cool that they help keep bugs away and make our yard more lively.

Plus, having birds gives me something fun to do!  
I love watching the ducks swim around in their little pool—they're so unique and make funny noises that always make me smile.

It's also exciting to have our own fresh eggs! The Barred Rock chickens are my favorite because of their stripes they have in their feathers.

As a family, we promise to continue being responsible and take good care of the birds. We'll keep them in certain areas and make sure they don't cause any problems.

Thank you for listening. I really don't want to see the birds go as they make our place special!

Jayden (younger son)

Hi,  
I really want to keep my chickens and ducks.

It all started with Cuckoo and Popeye. I actually watched them hatch in my class, which was super exciting!

My favorite chicken is Oreo. We watched Oreo hatch at my house, and he's really special to me. Sometimes, when I go collect eggs, Oreo will come up to me and sit on my arm!

And there's my favorite duck, Banana. She's a runner duck, which means she's really fast. But she's also clumsy, which makes her even more adorable. Watching her waddle around is just funny.

These birds aren't just pets to me; they're family. They make me happy, and I've learned so much from taking care of them. It would break my heart if we had to get rid of them, and I don't want to lose them. So I hope I can keep them because they mean a lot to me.

Thank you for listening!

Saria (daughter)



Hello to the Members of the Planning Commission:

My niece – Jessica Kandaris-Gallinger – her husband Jared and 3 kids live on the property at 943 S. Isabella Rd. in Union Township. This property is shown on the pictures that I just handed out. Jessica has lived there since July, 2016.

In June, 2022, Jessica and her family decided to buy a few chickens...then a few ducks...then a few turkeys...and so on. The whole family LOVES these birds! They built small buildings and put up fences to protect and confine the birds. They get several benefits – besides being a fun hobby...they eat the eggs...and also process some of the birds for food. They have MANY different types of chickens and ducks! Some are very unique!

These birds teach the kids responsibility...the kids interact with the birds...AND...the birds ALSO get the kids away from SCREENS for a little while each day.

The issue for tonight: They had no idea they lived in an area that was not ZONED for chickens and ducks...until a few weeks ago when Peter stopped by. They were very disappointed and sad to find this out.

As you can see from the pictures – this property is zoned I-1 – Light Industrial. This property is the little piece that sticks out into the yellow R-1 Rural Residential area. We would like to see if it could be re-zoned into R-1 – so this family could keep all their “birds”.

Some of the facts:

1. This property has a residential house on it which this family resides in. There ARE and HAVE BEEN other residential houses to the south of their house for years – these houses are ALSO in the I-1 Light Industrial zone – they are ALL legal non-conforming houses. Because this property HAS residential and is being USED as residential – it seems like it should be ZONED “residential”. In fact – I don’t know if you want to change that whole little block into R-1...since it is already occupied with those residential houses anyway. BUT...we are just concerned with this ONE property for tonight.



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2. As for “availability of public services” – of course the utilities and public services for the residential houses are already there because the houses are already there. So Union Township should have no expense related to these items – if this property could be re-zoned.

3. Apparently things have changed since the Zoning Ordinance was adopted which resulted in these residential homes ending up on this I-1 Light Industrial zoned area. Hopefully at least Jessica and Jared’s little parcel can be re-zoned to R-1.

4. If this property was included in the R-1 zone – it would make more of a straight border between the two zones – rather than this one small parcel extending out from the larger I-1 zone. I don’t know if that makes a big difference to you or not.

Unfortunately, Jessica & Jared do not have the \$1,000 application fee PLUS the \$1,000 deposit for advertising that is required to apply to re-zone this property. We are HOPING this commission will possibly see valid reasons to re-zone this property from the points we are making tonight – both personal and factual. We would really appreciate it.

Thank you for your time.

Sandy Halasz (“Aunt Sandy”) 😊

<b>TO:</b> Planning Commission	<b>DATE:</b> September 10, 2024
<b>FROM:</b> Rodney C. Nanney, AICP, Community and Economic Development Director	
<b>SUBJECT:</b> Discussion of Accessory Dwelling Regulations	

### **Background Information**

During your regular August meeting following the public hearing and action on the PSUP24-01 Special Use Permit Application for an accessory dwelling within a new single-family dwelling located at 3057 Paddock Lane in the AG zoning district, there was a general consensus of the Commission to schedule further discussion of the current Zoning Ordinance standards for “accessory dwellings” for your September meeting.

To help facilitate that discussion, staff has compiled some background materials on this topic for your review, including:

1. **Section 3** (excerpt) of the Zoning Ordinance listing the zoning districts where accessory dwellings are currently allowed with a special use permit approval.
2. **Section 6.56** of the Zoning Ordinance, which establishes the specific standards and limitations that apply to all accessory dwellings in the Township.
3. **Quick Notes** memo from the [American Planning Association](#) on accessory dwelling units. There is much more information (fact sheets, case studies, etc.) available at the link.
4. **Accessory Apartments for Today’s Communities** – an older article from the [Planning Commissioner’s Journal](#) (see link for more from this resource) but still very relevant.
5. **ABCs of ADUs** – an excerpt from an advocacy booklet created by AARP. The full booklet and other publications on this topic can be found at the links listed in the publication.

### **Special use permit requirement for new accessory dwellings.**

Accessory dwellings were added as a new land use in 2020 when the current Zoning Ordinance No. 20-06 was adopted. As we discussed during the August meeting, a special use permit was included as a requirement primarily for the benefit of neighboring residents and property owners. The public hearing requirement for a special use permit application ensures that neighbors within 300 feet of the subject lot receive a notice of the date, time, place, and purpose of the hearing at least 15 days ahead. This provides an opportunity for them to look at the application, ask questions of staff, and to provide their input either in-person or in writing if they choose to do so. The hearing requirement is intended to help minimize “unknowns” and the associated rumors that can proliferate in a neighborhood over a potentially controversial issue.

One change that could be considered to our current zoning district standards would be to remove the requirement for a special use permit for accessory dwellings in the R-2A and R-2B zoning districts where two-family (duplex) dwellings are already allowed as a principal permitted use.

**Requirement that an accessory dwelling must be within or attached to the principal dwelling.**

Section 6.56.A.1. of the Zoning Ordinance currently requires that, *“An accessory dwelling shall be established in and attached to an owner-occupied single-family dwelling only by means of a fully enclosed, insulated and heated space.”* An accessory dwelling over a detached garage or in a separate building on the same lot is prohibited.

As we discussed briefly during the August meeting, this limitation is intended to reduce potential nuisances for neighbors. By restricting an accessory dwelling unit to being within the same building as the owner-occupied principal dwelling on the same lot, there is greater potential for the landowner to rein in or remove a loud or disruptive tenant before they become a nuisance for their neighbors.

It is certainly possible to expand options to allow an accessory dwelling in a separate building on the same lot if there is greater interest in this option in the future. However, if this option is considered, the specific limitations that would apply and zoning districts where this would be allowed would need to be carefully considered to minimize adverse impacts on neighbors.

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

Respectfully submitted,

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

Community and Economic Development Department

### Section 6.56 Accessory Dwelling

An accessory dwelling shall comply with the following regulations:

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

[as amended 2/8/23]

Section 3.4 Permitted Uses by District

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

Land Use	AG	R-1	R-2A	R-2B	R-3A	R-3B	R-4	B-4	B-5	B-7	I-1	I-2	OS	Use Standards
<b>Rural and Agricultural Uses</b>														
Agricultural Processing and Packaging											P	P		
Agricultural Service Establishments	S													
Agri-Tourism	S													Section 6.51
Auction, Permanent Agricultural	S													Section 6.45
Customary Agricultural Operations	P	P												
Farm Implement Sales and Repair	S													
Greenhouses	P											P		
Hunting Clubs or Gun Clubs, Outdoor Gun and Archery Ranges	S													Section 6.20
Kennels, Boarding	S							S	S	S	P	P		Section 6.8
Kennel, Breeding	P	S												Section 6.8
Kennel, Non-Commercial	P	S	S											Section 6.8
Nursery, Plant Material	P	S												
Private Off-Road Courses	A													Section 6.36
Roadside Farm Stands	P													
Stable, Private	P	P												
Stable, Public	S	S												
<b>Residential Uses</b>														
Adult Foster Care Family Home	P	P	P	P	P	P	P							Section 6.14
Adult Foster Care Small Group Home	S	S	S	S	S	S								
Adult Foster Care Large Group Home					S	S								
Child or Day Care, Family Home	P	P	P	P	P	P	P							
Child or Day Care, Group Home	S	S	S	S	S	S								Section 6.13
<b>Dwelling, Accessory</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>										<b>Section 6.56</b>
Dwellings, Multiple-Family (4-units or less)					P	P								
Dwellings, Multiple-Family (5-units or more)					P	P								Section 6.27
Dwelling, One Family or Single Family	P	P	P	P									S	Section 6.16
Dwelling, One Family on a Farm	P	P												Section 6.16
<b>Dwellings, Two Family (Duplex)</b>			<b>P</b>	<b>P</b>									S	
Foster Family Home	P	P	P	P	P	P								
Foster Family Group Home	S	S	S	S	S	S								
Home Based Limited Business	S	S	S	S										Section 6.19
Home Occupation	A	A	A	A										Section 6.19
Mobile Home Parks							P							Section 3.12
Qualified residential treatment for 10 or fewer individuals	P	P	P	P										Section 6.42
Second Living Quarters on a Farm	S													Section 6.37
<b>Lodging Uses</b>														
Bed and Breakfast	S	S	S											Section 6.9
Boarding House	S	S	S	S	S	S								Section 6.17
Dependent Living for Seniors		P			P	P								Section 6.59
Fraternity or Sorority					S	S								
Home for the Aged	S				S	S								
Hospitality Facility					S	S		P	P	P				
Hotels								P	P	P				
Independent Living for Seniors					P	P								
Nursing Home					S	S		S	S	S				Section 6.29

# QUICKNOTES

## Accessory Dwelling Units

Accessory dwelling units (ADUs) are small, self-contained living units that typically have their own kitchen, bedroom(s), and bathroom space. Often called granny flats, elder cottage housing opportunities (ECHO), mother-daughter residences, or secondary dwelling units, ADUs are apartments that can be located within the walls of an existing or newly constructed single-family home or can be an addition to an existing home. They can also be freestanding cottages on the same lot as the principal dwelling unit or a conversion of a garage or barn.

The benefits to the home owner and the ADU occupant are many. For the home owner, ADUs provide the opportunity to offer an affordable and independent housing option to the owner's grown son or daughter just starting out or to an elderly parent or two who might need a helping hand nearby. The unit could also be leased to unrelated individuals or newly established families, which would provide the dual benefit of providing affordable housing to the ADU occupant and supplemental rental income to the owner. Supplemental income could offset the high cost of a home mortgage, utilities, and real estate taxes. Finally, leasing an ADU to a young person or family can provide an elderly home owner with a sense of security and an opportunity to exchange needed work around the house and yard for a discount on rent.

Despite the benefits, some communities resist allowing ADUs, or allow them only after time-consuming and costly review procedures and requirements. Public resistance to ADUs usually takes the form of a perceived concern that they might transform the character of the neighborhood, increase density, add to traffic, make parking on the street more difficult, increase school enrollment, and put additional pressure on fire and police service, parks, or water and wastewater. However, communities that have allowed ADUs find that these perceived fears are mostly unfounded or overstated when ADUs are actually built.

ADUs are a particularly desirable option for many communities today considering the current economic climate, changes in household size, increasing numbers of aging baby boomers, and the shortage of affordable housing choices. They provide a low-impact way for a community to expand its range of housing choices.

### LOCALITIES AND STATES GET INTO THE ACT

Towns, cities, and counties across the country have done the right thing by proactively amending local zoning ordinances to allow ADUs. This is typically done either as a matter of right or as a special or conditional use. In either case, reasonable conditions may be imposed. Some states, including California, have enacted legislation that limits the ability of localities to zone out ADUs.

In 2001 AARP retained APA's Research Department to write a guidance report for citizens interested in convincing local and state officials of the benefits of allowing ADUs and showing them how to do it. *Entitled Accessory Dwelling Units: Model State Act and Model Local Ordinance*, the monograph provides alternative statute and ordinance language useful to implementing all forms of ADUs.

*The Model Local Ordinance* suggests recommendations for communities. Additionally, the intent of the ordinance describes the permitting process for eligibility and approval, and further outlines standards for ADU approval pertaining to lot size, occupancy, building standards, parking and traffic, public health, and how to deal with nonconforming ADUs. *The Model State Act* provides findings and policies encouraging the approval of ADUs and names local governments as the entities entitled to authorize

"Towns, cities, and  
counties across the  
country have done  
the right thing by  
proactively  
amending local  
zoning ordinances  
to allow ADUs."



American Planning Association

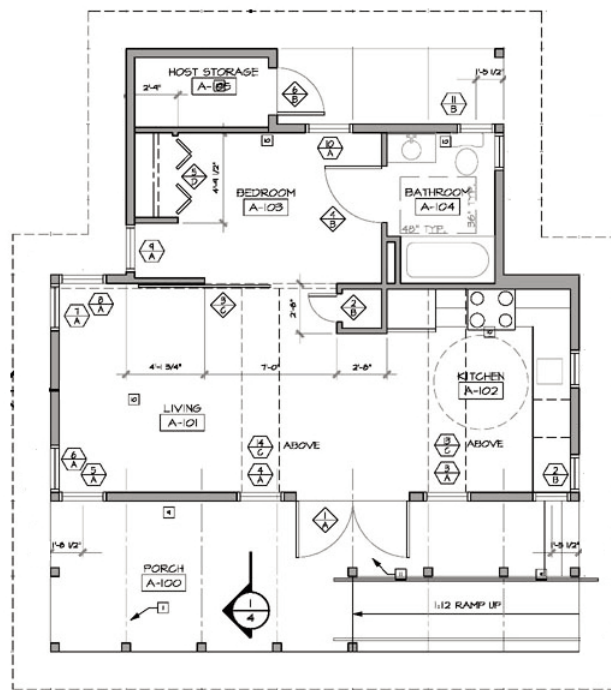
Making Great Communities Happen



adoption of an ADU statute. It specifies the limits to which local governments may prohibit ADUs and outlines default permitting provisions if a locality does not adopt an ADU ordinance. It details optional approaches for adopting ADU ordinances, certifying local ADU ordinances, gathering data on ADU efforts, preparing reports and recommendations, and forming a statewide board overseeing ADUs.

### WHAT ISSUES ARISE WHEN A PROPOSED ADU ORDINANCE IS CONSIDERED?

ADU ordinances offer a variety of benefits to local communities but the road to implementation may not be an easy process. While ADUs are more widely accepted now than in years past, skeptics still remain and some still oppose ADU zoning. The following describes some issues or decision points that communities must address in order to successfully navigate the perilous waters of public acceptance. The approach that is right for your city or town will be unique, based on local physical, political, social, and economic conditions.



Single story ADU floor plan.

**By-right Permitting.** Should permits for ADUs be issued as a matter of right (with clear standards built into the ordinance) or should they be allowed by discretion as a special or conditional use after a public hearing?

**Occupancy.** Should ordinance language allow an ADU only on the condition that the owner of the property lives in one of the units?

**Form of Ownership.** Should the ordinance prohibit converting the ADU unit into a condominium?

**Preexisting, nonconforming ADUs.** How should the ordinance treat grandfathered ADUs? How do you treat illegal apartments that want to apply for an ADU permit?

**Unit Size:** Should the ordinance limit the square footage of the ADU to assure that the unit is truly accessory to the principal dwelling on the property?

**Adequacy of Water and Sewer Services.** How do you guarantee there is enough capacity in sewer lines, pumping stations, and treatment facilities to accommodate ADUs?

These are not easy issues. However, communities would do well to seriously consider adopting an approach that: allows ADUs by right with clear written conditions; does not require owner occupancy; prohibits condominium ownership on the basis that a condo could not be considered accessory; provides a simple procedure for legalizing preexisting or formerly illegal apartments provided the unit is inspected; provides a generous size standard; and provides a water and sewer adequacy standard. □

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For a complete list of references visit <http://www.planning.org/pas/quicknotes/>

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For more information on this topic visit [www.planning.org](http://www.planning.org).



# Accessory Apartments For Today's Communities

by Patrick Hare

Among the intractable problems that planning commissioners face is affordable housing.

There is a form of affordable housing that requires no tax subsidy, is integrated into single family neighborhoods, and is accepted in a growing number of communities. It is not a panacea, but it deserves more attention than it gets. What I am referring to is the accessory apartment or unit. [📍]

A zoning amendment is often needed to permit accessory units, and, as I will discuss, the zoning process can be used to severely limit the installation of accessory units.

Interest in accessory units surfaced in the early 1980s, but they have almost been forgotten. This is probably because accessory units are installed one by one, providing little opportunity for ribbon cuttings.

How is it possible that accessory units can provide affordable housing with no subsidy?

Part of the answer lies in the fact that the baby boom has left behind an empty nester boom — families whose children have grown, and now find themselves with excess space in their homes. In addition, baby boomers generally have small families. As a result of these two facts, roughly one single family home in three has enough surplus space for a complete separate rental unit.

Accessory units do not require development of new land. In the case of accessory apartments, they don't even require much construction — and they cost only about one third that of conventional rental units to complete.

Accessory units provide older homeowners with added income, security, companionship, and, in the case of

the frail elderly, the ability to trade rent reductions for needed health and social services. This extra income can also be critical to a homeowner who has just retired, but must still pay high property taxes.

Accessory units can also provide first time homebuyers with rental income to help meet mortgage payments. They provide single parents, typically mothers, with rental income to help pay mortgages that assumed two incomes. They provide disabled homeowners or disabled adult children with privacy in close proximity to support.

My firm analyzed responses from forty-seven communities about their use of accessory units. We found that communities with zoning that does not put roadblocks in the way of homeowners seeking to install accessory units could expect to get about 1 accessory unit per 1,000 single family homes per year. [📍]

This should be reassuring to planning commissions and neighborhood associations. It is hard to argue that this kind of installation rate — or even an installation rate two or three times higher — will have a major impact on a neighborhood. Any remaining fears can be reduced by adopting zoning provisions that prevent the concentration of accessory units in any given area. For example, Boulder, Colorado's zoning ordinance prohibits new accessory apartments when more than 10% of the homes within 300' of the applicant's lot line already have accessory apartments. Moreover, as far as I know, no community that has permitted accessory units has later revised its zoning code to prohibit them.

Over the long term an installation rate of 1 unit per 1,000 single family homes per year would result in a signifi-

cant increase in the production of affordable rental housing. In a town of 20,000 homes, 20 units a year would be created. In five years time, this could mean about 100 units. Nationally, the annual production of rental housing could be increased by about 14%.

Studies have shown that accessory apartments typically rent for below HUD fair market rents. They are also frequently rented to relatives at what housing advocates would call "deep subsidies," often rent-free.

Accessory units also support the evolving concept of "sustainable communities." They can help make better use of existing housing resources, while making homeownership possible for more young households. They can also help recreate the extended family. Finally, they can turn a house into a flexible resource that can provide either income or living space, as required by the owner at the time.

## HELPING HOMEOWNERS WITH ACCESSORY UNITS

There is a need to help homeowners through the process of installing accessory units. Homeowners will typically need to deal with a wide range of concerns, only one of which is zoning approval. These concerns include: finding a remodeler or builder; making design decisions; finding financing; determining a rental rate; finding a tenant; managing the tenant; and dealing with tax and insurance issues. Put together, homeowners considering accessory units often see more problems than they can handle. [📍]

Finally, many homeowners in existing single family districts view any proposed zoning amendments — including those to allow accessory units — as a potential threat. Zoning is seen as protect-



## Glossary

Accessory apartments are complete, independent housing units created out of surplus space in single family homes. Accessory cottages are complete separate units installed on the same lot as a single family home. Together, the two housing types are known as accessory units. In California, they are known as *second units*, and in Hawaii, as *ohana* units.

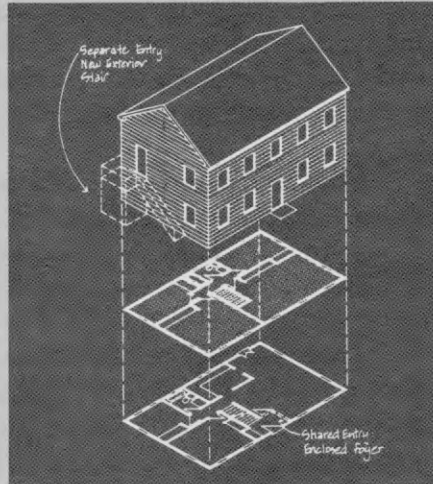
ing both the quality of families' lives and their largest financial asset. Amending single family zoning has to be done carefully, without the use of terms like "NIMBY." Homeowners' concerns can be quite legitimate, emotionally, even if they have little substance in fact or logic. They cannot be answered exclusively with a dispassionate presentation. Those who may directly benefit from accessory units should also be heard from: individual homeowners needing extra income to meet mortgage and tax payments; first-time homebuyers; single-parents; people with disabilities; and others.

Getting zoning amendments that permit accessory units should be possible in most communities. It is becoming harder to claim that accessory units will run down neighborhoods, when they are accepted in wealthier communities like Westport and Greenwich, Connecticut; Marin County, California; and Montgomery County, Maryland. In Westchester County, New York efforts to amend zoning to permit accessory units have been debated in twelve communities, and have been approved in eleven of them.

### SUMMING UP:

The success of many communities with accessory units over the last ten years makes it more difficult to argue against allowing accessory units in residential areas. Criticism will also be muted by the increasing evidence that accessory units help many homeowners and create affordable units with no taxpayer subsidy.

*Patrick Hare is a planner living in Washington, D.C. His firm, Patrick H. Hare Planning & Design, does consulting, conducts seminars, and produces publications related to accessory units.*



### Two Story House - Second Floor Conversion

*Conversion of a second floor is another approach to creating an accessory apartment. Entry may be through a shared foyer at the front door, or a new exterior stair may be provided. From Creating An Accessory Apartment (cited in Resources). Additional illustrations and floor plans are in the book.*



## Barriers to Conversion

The survey, "Installations of Accessory Units in Communities Where They Are Legal," found three different kinds of zoning "barriers" to significantly reduce the number of accessory units installed:

- (1) zoning that only permits accessory units where the homeowner or tenant is elderly or disabled;
- (2) lengthy permit processing times; and
- (3) high zoning or building permit fees.



## Pointing the Way

Planning commissioners can provide the leadership in bringing together the many groups that can help "package" the installation process for homeowners. These groups include remodelers, real estate agents, bankers, aging groups, single parent groups, hospital discharge planners, home health care agencies, new home builders, affordable housing groups, disabled groups, and others.



## Resources:

*Accessory Units: The State of the Art*, by Patrick H. Hare Planning and Design, 1991. A series of four reports:

- (1) summary and synthesis of community experience;
- (2) annotated bibliography and resource guide;
- (3) model zoning ordinance with discussion of provisions; and
- (4) survey of installation rates.

*Creating An Accessory Apartment*, by Patrick H. Hare and Jolene Ostler (McGraw-Hill 1986). Illustrations by Hattie H. Hartman. For ordering information, contact PHHPD, 1246 Monroe St. NE, Washington, DC 20017; (202) 269-9334.

"A Consumers Guide to Accessory Apartments (1987); "Echo [Accessory] Housing: A Review of Zoning Issues (1983);" and "Echo Housing: Recommended Construction and Installation Standards (1984)." All available at no charge from the American Ass'n. of Retired Persons, Publications, 601 E. St. NW, Washington, DC 20049; (202) 424-2277.





# The ABCs of ADUs

A guide to  
**Accessory Dwelling Units**  
and how they expand housing options  
for people of all ages



DETACHED ADU



BASEMENT ADU



GARAGE-CONVERSION ADU



ATTACHED ADU



SECOND-STORY ADU

[AARP.org/ADUs](https://www.aarp.org/ADUs)



**Websites:** [AARP.org](http://AARP.org) and [AARP.org/Livable](http://AARP.org/Livable)  
**Email:** [Livable@AARP.org](mailto:Livable@AARP.org)  
**Facebook:** /AARPLivableCommunities  
**Twitter:** @AARPLivable  
**Free Newsletter:** [AARP.org/LivableSubscribe](http://AARP.org/LivableSubscribe)

**AARP** is the nation’s largest nonprofit, nonpartisan organization dedicated to empowering people 50 or older to choose how they live as they age. With nearly 38 million members and offices in every state, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, AARP strengthens communities and advocates for what matters most to families: health security, financial stability and personal fulfillment. The AARP Livable Communities initiative works nationwide to support the efforts by neighborhoods, towns, cities, counties, rural areas and entire states to be livable for people of all ages.

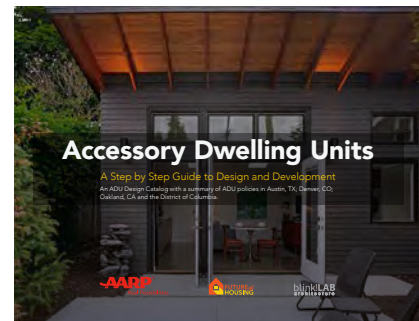
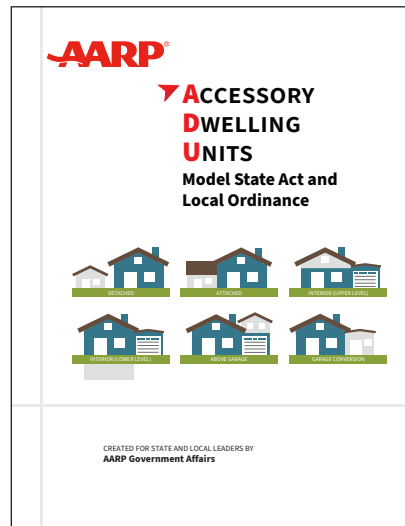
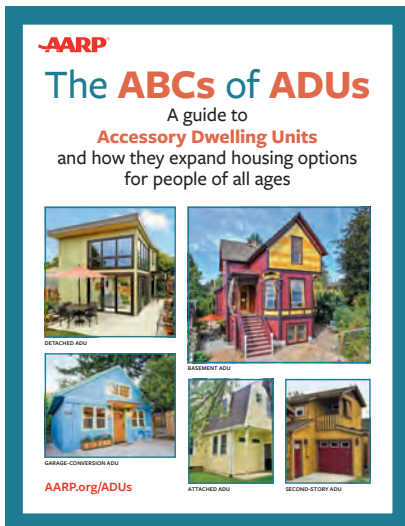


**Website:** [OrangeSplot.net](http://OrangeSplot.net)  
**Email:** [eli@OrangeSplot.net](mailto:eli@OrangeSplot.net)

Orange Splot LLC is a development, general contracting and consulting company with a mission to pioneer new models of community-oriented, affordable green housing developments. Orange Splot projects have been featured in the *New York Times*, *Sunset magazine* and on NBC’s *Today* show. (The detached ADUs on page 3 and the back cover are by Orange Splot.) Company founder Eli Spevak has managed the financing and construction of more than 300 units of affordable housing, was awarded a Loeb Fellowship by the Harvard University Graduate School of Design, cofounded the website [AccessoryDwellings.org](http://AccessoryDwellings.org) and serves as chair of Portland, Oregon’s Planning and Sustainability Commission.

## AARP and Accessory Dwelling Units

Visit [AARP.org/ADU](http://AARP.org/ADU) to order or download our free publications and find more resources about ADUs.



**AARP’s ADU Publications**  
 (from left): This introductory guide; guidance about creating an ADU model state act or local ordinance; a detailed guide to design and development.

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# Welcome! Come On In

## Accessory dwelling units are a needed housing option for people of all ages

We know from surveys by AARP and others that a majority of Americans prefer to live in walkable neighborhoods that offer a mix of housing and transportation options and are close to jobs, schools, shopping, entertainment and parks.

These preferences — coupled with the rapid aging of the United States' population overall, the decrease in households with children and the national housing shortage — will continue to boost the demand for smaller homes and affordable, quality rental housing.

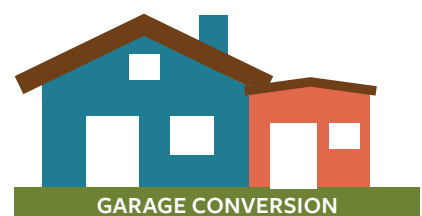
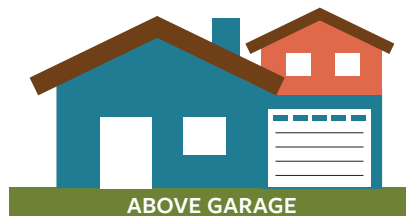
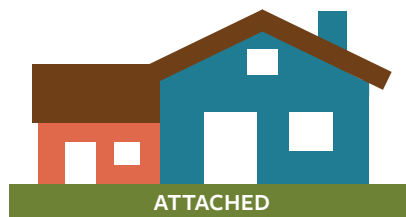
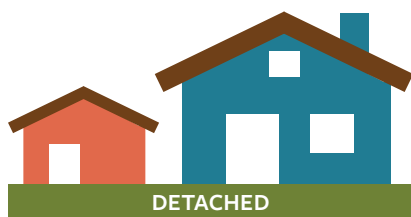
**As small houses or apartments that exist on the same property lot as a single-family residence, accessory dwelling units — or ADUs — play a major role in serving a national housing need.**

This traditional home type is reemerging as an affordable and flexible housing option that meets the needs of older adults and young families alike.

In fact, in the 2021 AARP Home and Community Preferences Survey, adults age 18 or older who would consider creating an ADU said they'd do so in order to:

- provide a home for a loved one in need of care (86%)
- provide housing for relatives or friends (86%)
- have a space for guests (82%)
- create a place for a caregiver to stay (74%)
- increase the value of their home (69%)
- feel safer by having someone living nearby (67%)
- earn extra income from renting to a tenant (63%)

Since ADUs make use of the existing infrastructure and housing stock, they're also environmentally friendly and respectful of a neighborhood's pace and style. An increasing number of towns, cities, counties and entire states have been adapting their zoning or housing laws to make it easier for homeowners to create ADUs. ■



▲ Accessory dwelling units (or ADUs) come in many shapes and styles.

**The ABCs of ADUs** is a primer for elected officials, policymakers, local leaders, homeowners, consumers and others to learn what accessory dwelling units are and how and why they are built. The guide also suggests best practices for how towns, cities, counties and states can support the creation of ADUs as a way to expand and diversify housing options.



# What ADUs Are — And What They Can Do

**ADUs are a family-friendly, community-creating type of housing the nation needs more of**

Although many people have never heard the term, accessory dwelling units have been around for centuries (see page 6) and are identified by many different names. To be clear about what’s being discussed:

- An ADU is a small residence that shares a single-family lot with a larger, primary dwelling
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and sleeping area
- An ADU can be located within, attached to or detached from the main residence
- An ADU can be converted from an existing structure (such as a garage) or built anew
- ADUs are found in cities, in suburbs and in rural areas, yet are often invisible from view because they’re positioned behind or are tucked within a larger home
- Because ADUs are built on single-family lots as a secondary dwelling, they typically cannot be partitioned off to be sold separately
- An ADU can enable family members (including family caregivers) to reside on the same property while having their own living spaces
- An ADU can provide housing for a hired caregiver
- An ADU can provide rental income to homeowners
- ADUs are a practical option for tenants seeking small, affordably priced rental housing
- For homeowners looking to downsize, an ADU can be a more appealing option than moving into an apartment or, if they’re older, an age-restricted community
- ADUs can help older residents remain independent and “age in place”
- As an adaptable form of housing, ADUs provide flexible solutions for changing needs. ■



▲ Accessory dwelling units show up in neighborhoods throughout the country — and even in pop culture. One example: In the sitcom *Happy Days*, Fonzie (right) rents an above-garage ADU from the Cunningham family in 1950s-era Milwaukee, Wisconsin.

CREATIVE COMMONS

## ADUs Are Also Known As ...

Although most local governments, zoning codes and planners in the United States use the term *accessory dwelling unit* or *ADU*, these small homes and apartments are known by dozens of other names. The different terms conjure



▲ Renting out this 350-square-foot garage-conversion ADU in Portland, Oregon, helps the property owner, who lives in the lot’s primary residence, pay her home mortgage.

up different images. (Who wouldn’t rather live in a “carriage house” than in an accessory or “ancillary” unit?) Even if you’ve never heard of accessory dwelling units or ADUs, you have likely heard of — and perhaps know the locations of — some of the home types noted in the list at right. ■

- accessory apartment
- backyard bungalow
- basement apartment
- casita
- carriage house
- coach house
- English basement
- garage apartment
- granny flat
- guest cottage
- guest house
- in-law suite
- laneway house
- multi-generational house
- ohana unit
- secondary dwelling unit

PHOTO AND LIST FROM ACCESSORYDWELLINGS.ORG

# ADUs Come in Many Shapes and Styles

Since ADUs are custom designed and created, they're able to fit discreetly into all sorts of locations, including suburban subdivisions, walkable towns, urban neighborhoods — and, of course, large lots and rural regions.



◀ A **DETACHED ADU** (aka DADU) is a stand-alone home on the same lot as a larger, primary dwelling. Examples include backyard bungalows and converted outbuildings.

Location: Portland, Oregon  
Photo by David Todd



▲ An **ATTACHED ADU** connects to an existing house, typically through the construction of an addition along the home's side or rear. Such units can have a separate or shared entrance. In this example, the owners built a connection between the house and what was a detached garage. The addition and the space above the garage contain the ADU, which has its own entrance (pictured at right).



Location: Anne Arundel County, Maryland  
Photo by Melissa Stanton, AARP



▲ A **GARAGE ADU** converts all or part of an attached or detached garage into a residence. Other options: adding an ADU above a garage or building a new unit for both people and cars.

Location: Cape May, New Jersey  
Photo by Melissa Stanton, AARP

▶ Access to an **UPPER-LEVEL ADU** can be provided through a stairway inside the main home or directly from an exterior staircase. This 500-square-foot ADU is part of a 1,900-square-foot primary dwelling.



Location: Portland, Oregon  
Photo by Eli Spevak,  
Orange Splot LLC



▲ A **LOWER-LEVEL ADU** is typically created through the conversion of a home's existing basement (provided that height and safety conditions can be met) during construction of the house or (above and on page 7) as part of a foundation replacement and house lift.

Location: Portland, Oregon | Photo by Chris Nascimento





ABOVE-GARAGE ADU



DETACHED-BEDROOM ADU



DETACHED ADU

- An accessory dwelling unit is a small residence that shares a single-family lot with a larger primary dwelling.
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and living/sleeping area. (Garage apartments and backyard cottages are each a type of ADU.)
- ADUs can enable homeowners to provide needed housing for their parents, adult children, grandchildren or other loved ones.
- An ADU can provide older adults a way to downsize on their own property while a tenant or family member resides in the larger house.
- Since homeowners can legally rent out an ADU house or apartment, ADUs are an often-essential income source.
- ADUs help to improve housing affordability and diversify a community's housing stock without changing the physical character of a neighborhood.
- ADUs are a beneficial — and needed — housing option for people of all ages.

Learn more about ADUs and  
order or download

## The ABCs of ADUs

by visiting  
[AARP.org/ADU](https://AARP.org/ADU)

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