



Planning Commission  
Regular Meeting  
May 20, 2025  
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES

-April 15, 2025 Regular Meeting

6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
  - A. Thering updates from Board of Trustees
  - B. McDonald updates from ZBA
  - C. Community and Economic Development Monthly Report
  - D. Other Reports
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
  - A. **Review and discussion of priorities for a Township response to the proposed updates to the City of Mt. Pleasant Master Plan**
    - a. Introduction by staff
    - b. Planning Commission questions and discussion
    - c. Planning Commission deliberation and action (recommendations to the City of Mt. Pleasant Commission, or postpone action to the June 17, 2025 meeting)
9. OTHER BUSINESS
  - A. **Proposal to amend the Zoning Ordinance to move Gunsmith from a special use to a permitted use in the AG, R-1, R-2A, and R-2B zoning districts, while remaining subject to the standards of Section 6.19 (Home Occupations and Home-Based Limited Businesses)**
    - a. Updates by staff
    - b. Planning Commission discussion
10. EXTENDED PUBLIC COMMENT: Restricted to (5) minutes regarding any issue
11. FINAL BOARD COMMENT
12. ADJOURNMENT

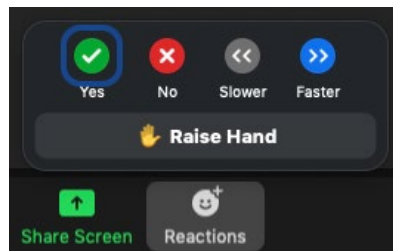
## Hybrid Meeting Instructions for the Charter Township of Union Planning Commission

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 April 15, 2025, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

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

**Others Present**

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

**Approval of Agenda**

**Olver** moved **Hayes** supported to approve the agenda as presented. **Vote: Ayes: 9. Nays: 0. Motion Carried**

**Approval of Minutes**

**Olver** moved **Bradshaw** supported to approve the March 18, 2025, regular meeting minutes as amended. **Vote: Ayes: 9. Nays: 0. Motion carried.**

**Correspondence / Reports/ Presentations**

- A. Presentation by Amanda Brake – Proposed Maslow’s Village Tiny Homes as Transitional Housing Support for the Homeless
- B. Board of Trustees updates by Thering – Gave updates on the March 26<sup>th</sup> and April 9<sup>th</sup> Board of Trustees Meetings. He also shared positive feedback the Trustees received from Central Christian Academy, expressing appreciation for Mr. Nanney and his staff’s helpfulness during their meeting to discuss a new location for a school.
- C. ZBA Update by McDonald – No updates were given.
- D. Community and Economic Development Monthly Report
- E. Other Reports

**Public Comment**

Open: 7:45 p.m.

No comments were offered.

Closed: 7:45 p.m.

**New Business**

- A. PSUP 25-02 Special Use Permit application for short-term rental housing located at 1220**

**S. Eli’s Way**

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

Gallinat introduced the special use permit application for a property located at 1220 S. Eli's Way submitted for the purpose of operating a short-term rental housing unit. He reported that he met on multiple occasions with the applicants to review the procedural steps and applicable standards for obtaining a special use permit and site plan approval under the Zoning Ordinance.

Gallinat noted that staff had reviewed the application and determined it meets the requirements and is consistent with all applicable standards for short-term rental housing and special use permit approval as outlined in Section 6.58 (Short-Term Rental Housing) and 14.3.J. (Standards for Special Use Approval) of the Zoning Ordinance.

#### Public Hearing

Open: 7:58 p.m.

Applicant Dan Siedlecki, spoke on the history of the property. No additional comments were offered.

Closed: 8:02 p.m.

The applicants, Dan and Randy Siedlecki, provided additional details of the proposed rental unit and were available for questions from the Commissioners. It was noted that the applicants had a particular great experience working with Zoning Administrator, Peter Gallinat and Community and Economic Development Director, Rodney Nanney.

During deliberation, Commissioner Browne raised concerns about how to regulate the number of short-term rentals that are allowed within the Township.

**Oliver** moved **Lapp** supported to approve the PSUP25-02 special use permit application for a short-term rental located at 1220 S. Eli's Way (parcel 14-007-10-002-05) in the northwest quarter of Section 7 and in the AG (Agricultural) zoning district, finding that it fully complies with Section 6.58 (Short-Term Rental Housing) and Section 14.3.J. (Standards for Special Use Approval). **Roll Call Vote: Ayes: Bradshaw, Hayes, Lapp, Oliver, McDonald, Shingles, Squattrito, and Thering. Nays: 0. Abstain: Browne. Motion Carried.**

#### **B. Discussion of special use permit and public hearing requirements for federally regulated gunsmiths**

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

Nanney began a conversation to seek the opinion of the Planning Commission relating to special use permits and local gunsmiths operating from home. Under the current Zoning Ordinance, this type of activity requires a Special Use Permit, which in turn requires a public hearing. Nanney noted that this presents unique challenges, particularly related to the safety of the gunsmith and their residence, given the nature of the business involving firearms.

He asked the Commission to consider whether it may be appropriate to remove the Special Use Permit requirement for this specific type of home-based activity, and instead consider regulating it under Home Occupation.

During the discussion, Commissioners raised several questions regarding what types of uses are currently permitted under Home Occupation. Nanney suggested to add "gunsmith" to the list of



allowable Home Occupations, with the conditions that the applicant submit their ATF certificate or federal firearms license to the Township.

Concerns were raised regarding neighborhood safety and the general awareness of firearms-related businesses operating within residential neighborhoods.

Nanney emphasized the that any changes to the ordinance would need to be enforceable.

It was the consensus of the commission to continue the discussion at the May 20<sup>th</sup> meeting.

### **Pending Business**

#### **A. Master Plan Update**

- a. Introduction by staff
- b. Questions and discussion

Nanney presented a Master Plan update – US-127 Industrial Corridor Study. He noted that the final report was excellent and provides valuable guidance on where to prioritize the allocation of additional industrial land within the corridor.

Mr. Nanney further stated that with the completion of this study, the overall Master plan update process will move forward at a quicker pace.

Discussion by the Commissioners.

#### **B. Reminder about the Annual Joint Boards and Commissions meeting scheduled for tomorrow evening (4/16/2025), 6:00 p.m. at Jameson Hall (5142 S. Bud St.)**

### **Extended Public Comments**

Open: 9:04 p.m.

No comments were offered.

Closed: 9:05 p.m.

### **Final Board Comment**

Commissioner Olver –noted that it was nice to hear positive feedback from the public.

**Adjournment** – Chair Squattrito adjourned the meeting at 9:05 p.m.

**APPROVED BY:**

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Jessica Lapp – Secretary  
Tom Olver – Vice Secretary

*(Recorded by Tera Green)*

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
2-Chair	Phil	Squattrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2028
7	Everett	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
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	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Jacob	Trudell-Lozano	12/31/2026
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	12/31/2026
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	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Vacant		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	Miranda	Ley	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
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028



## **Department Monthly Report**

**Department:** Community and Economic Development

**Month/Year:** May 2025

### **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 met again with the Indian Hills Shopping Center ownership team remotely via Zoom to answer questions about applicable Township ordinance standards and potential development options for underutilized land.
- The Township Manager and Community and Economic Development Director met with a group of regional economic development leaders and MDOT Mt. Pleasant TSC staff to discuss possibilities for improvements to the US-127 Business Loop and south interchange area with US-127.
- The Community and Economic Development Director served as Chair for the April meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- The Community and Economic Development Director met with the manager of the Baymont Inn (5858 E. Pickard Rd.) in the East DDA District to answer questions about application requirements and details for a possible beautification site improvements grant request.
- The Building Services Clerk and Community and Economic Development Director prepared and advertised an Invitation to Bid for rehabilitation of the East DDA District benches and trash receptacles.
- The Community and Economic Development Director met with the Chamber of Commerce President to talk about coordinating business retention visits. (1.5)
- 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):**

- During their regular April 15, 2025 meeting the EDA Board:
  - Reviewed and acted upon financial reports for both DDA Districts.
  - Discussed proposed East DDA District irrigation reinstallation plans.
  - Reviewed the 2024 Annual Synopsis of Activities.
- The EDA Board Chair also attended the annual Joint Boards and Commissions meeting on April 16, 2025 at Jameson Hall.

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

- The Building Official provided the following services during the month:
  - 40 Building Inspections
  - 25 Permits issued
  - 2 Final Certificate of Occupancy Issued
  - Follow up phone calls
- The Building Official attended the Code Officials Conference of Michigan (COCM) Spring Conference Event 4/28 – 4/30 for professional development
- Building Official also participated in training with the Mt. Pleasant Fire Department for mobile/temporary cooking facilities (food trucks, etc.) safety inspections and review.
- Building Services Clerk attended a State of Michigan webinar on Digital Records Management for professional development, and also completed 4 hours of continuing education to maintain good standing with the State Tax Commission's MCAT assessing technician certification.
- The Building Official and Building Services Clerk continued coordination of Township support services and activities with the leagues that use our McDonald Park ballfields, and with the Fire Department, County Community Development Dept., and other relevant outside entities.
- 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 & Building Official working on the expired permit list.

**Rental Inspection Services (1.1, 1.2, 1.3, 1.5):**

- Site visits with inspections, re-inspections, issue investigation, etc. for apartment complexes, hotels, as well as duplex and single-family units (85 units inspected-22 apartments, 5 single-family units, 16 hotel rooms and 42 duplex units).
- Educated licensed builder on egress requirements on replacement windows at an apartment in Union Township.
- Complaint by tenant led to getting the rental into the system, paying the rental fee by landlord and getting list of corrections to bring up to rental code.
- Complaint by tenant having bed bug issue, received letters from exterminators hired by the leasing agents at the complex stating that the apartment has been treated and is currently bug free.
- Expired and re-inspection certificate scheduling.
- Fielding questions about the rental program in the Township from the community, potential and current landlords, and tenants.
- Sharing with contacts about our updated [Rental Housing Information webpage](#), as well as sharing the need to contact the office for items that may need other department insight or approvals.
- Continuing to distribute copies of a flyer designed to answer questions about common issues that can become rental violations, which has been well-received and appreciated by managers of the various apartment complexes.
- Now scheduling the June inspections of some of the apartment complexes.
- Attended monthly meeting with local inspectors, enforcement, and fire personnel.
- Follow up reminder contacts with apartment complexes and other landlords with unpaid invoices prior to deadlines to avoid late fees.

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

- The Zoning Administrator provided the following services during the month:
  - Five (5) Zoning approvals related to building permits.
  - One (1) yard sale permit 3145 S. Concourse Drive.
  - Two (2) Temporary zoning permits for food truck sales located at Merchandise Outlet.
  - One (1) Temporary zoning permit for outdoor vendor sales at Menards
  - One (1) Temporary zoning permit for an outdoor event at 2060 E. Remus Road.
  - Met with a Township resident to answer zoning-related questions about a gazebo project.
- The Community and Economic Development Director and Zoning Administrator met with:
  - Development team representatives again regarding next steps and questions about development approval options for a potential private school in the Township.
  - A Township resident considering a gunsmith home occupation to answer questions about the Township's zoning-related special use permit approval process.
  - A Township resident regarding requirements for a "barndiminum" style residence.
  - The owner of 5450 S. Mission Rd. on-site with the Fire Lieutenant and Building Official regarding ordinance and code requirements for a new business that recently opened on the premises.
  - The owner of 4720 E. Pickard Rd. to answer questions about the special use permit approval process for a potential new open air business to the rear of and on the same site with an existing automobile dealership.
  - Representatives from PlazaCorp regarding potential future development options for the remaining Encore Blvd. vacant lots.
  - Met with a Township landowner to answer questions about potential development of a Primary Solar Energy Facility on land near the north side of the Township.
- The Zoning Administrator participated in an online EGLE seminar about floodplain regulation for professional development, and then provided an update and summary of key topics to Community and Economic Development Dept. staff.

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

- 5500 E. Pickard Rd. (Quality Inn). – Unlawful storage of a shipping container on the site in violation of the approved site plan and zoning district standards. The owner responded to the violation notice by removing the shipping container from the premises. This matter is now closed.
- 5683 E Broadway Rd. - construction of two (2) buildings within an existing, legal nonconforming towing yard adjacent to the Enterprise Industrial Park without required building/zoning permits and inspections. The owner failed to respond to the initial notice of violation. A follow up final notice is in process.
- 885 E. Remus Road - Complaint of trash and inoperable vehicle in front yard. The owner responded to an initial informal notice and committed to removing the trash. The owner also provided confirmation that the vehicle is operable and therefore not a violation. Follow up site visits are planned to verify clean-up of the site.
- 5196 Berkshire - Complaint of collection of items on lawn. Owner contacted about possible yard sale? Owner responded that they are currently out-of-town with a medical emergency but are working on cleaning out the garage. Staff has worked with the owner in the past and will continue to work with them now to bring the site back into conformity. Additional follow up is planned.
- 2946 S. Meadowlark Dr. - Fence erected without a permit. Owner notified and given permit application to be completed and returned. No response from owner. Enforcement ongoing.
- 5117 Kay St. - Complaint of trash in the yard. The home is abandoned and owner deceased. Staff visited the site and found no trash visible in the yard or elsewhere. Additional follow up planned.

- 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 failed to completed the required modifications, despite multiple notices and civil infraction tickets. This matter is now in Circuit Court. The owner (James Recker) has been served with the Township’s complaint and has until 5/12/2025 to respond to the Court.
- Zalud Extraction Operation Site NE corner of S. Lincoln Rd. & E. Millbrook Rd.) — The Community and Economic Development Director met remotely with James and Jeremy Zalud to go over details of the consent agreement and approved Extraction Permit plans that need to be addressed prior to start-up of any extraction of sand and gravel on the site in the Spring. The Director noted that the required berms and screening by the adjacent residences had been installed per the approved plans, but that other required elements (including setback markers, active cell perimeter berms, and security gates) remain to be completed. The Director also noted a typographical error in the as-submitted performance bond. An updated bond has been provided and the other corrective measures are in process.
- Indian Hills Shopping Center - Violations 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 concluded with several key elements left incomplete. Failure to conform to an approved site plan is an ordinance violation. After multiple notices, a civil infraction ticket was issued. During a recent follow up meeting, the owner confirmed that the remaining parking lot repairs and restriping will be completed “this Spring.”
- 386 Bluegrass Road. - Junk in the yard. Owner has continued to have junk removed when able to due to age. 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.
- 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 property is currently in tax foreclosure.
- 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 April 15, 2025 meeting, the Planning Commission:
  - Received a presentation by Amanda Brake about the proposal for Maslow’s Village Tiny Homes as Transitional Housing Support for the Homeless, for which a future Planned Unit Development (PUD) rezoning and concept plan approval application is anticipated.
  - Held a public hearing for the PSUP25-02 special use permit application for short-term rental housing located at 1220 S. Eli’s Way. Following the hearing and deliberations, the Commission approved the special use permit as presented.
  - Discussion of special use permit and public notice requirements for federally regulated gunsmiths.
  - Master Plan Update – distribution of the completed US-127 Corridor Study for Industrial Development.
- Individual Commission members also attended the annual Joint Boards and Commissions meeting on April 16, 2025 at Jameson Hall.

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

- No meeting scheduled in April. Individual board members attended the annual Joint Boards and Commissions meeting on April 16, 2025 at Jameson Hall.

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

- The Community and Economic Development Director participated in the quarterly Sports Committee gathering hosted by the Mt. Pleasant Area Convention and Visitors Bureau to coordinate community needs related to tournaments and events.
- The Community and Economic Development Director and Building Services Clerk worked with the Little League and Public Services Department staff to coordinate opening day preparation of McDonald Park fields and facilities.

**Other Activities:**

- Community and Economic Development Dept. staff continued to work with Tera Green to complete the final work needed to prepare the new Township website to go live in May. (1.1, 1.2, 1.3, 1.5)
- Building Services Clerk assisted the Clerk's office with support needed in preparation for the May election. (1.1, 1.2)
- The Community and Economic Development Director met with the Mt. Pleasant City Planner to discuss planning and development related topics of mutual interest. (1.1, 1.2)
- The Community and Economic Development Director is working with the Twp. Clerk and the Clarke Historical Library at CMU to compile information for a Township-related historical display for the upcoming 5/31/2025 Isabella County Historical Society event at the Commission on Aging. (1.1, 1.2)
- The Community and Economic Development Director participated in a State of Michigan Fiscally Ready Communities webinar on capital improvements planning for professional development. (1.1)
- The Township Manager and Community and Economic Development Director met via telephone with the Michigan Townships Association lobbyist to answer questions and provide guidance related to proposed bills in the state legislature that would pre-empt local zoning control of "wedding barns." (1.1, 1.3, 1.5)
- The Community and Economic Development Director participated in a three-hour parliamentary procedures training hosted by the City of Mt. Pleasant in support for his role as the Chair of the Mt. Pleasant Airport Joint Operations and Management Board. (1.1, 1.2)
- The Building Services Clerk responded to a total of five (5) Freedom of Information Act (FOIA) requests for departmental records during the month. (1.2)
- 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 and Executive Director of the Mt. Pleasant Area Convention and Visitors Bureau completed planning, design, printing, and installation work for special seasonal gateway banners for the US-127 interchange to welcome the Special Olympics Athletes (and their families) to the annual Michigan Summer Games Competition at CMU. The new banners will remain on display to mid-June.
- 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.

- The Community and Economic Development Director will serve as Chair for the May meeting of the Mt. Pleasant Airport Joint Operations and Management Board.
- 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 May 20, 2025 EDA Board meeting agenda is anticipated to include.
  - Annual election of officers (Chair, Vice-Chair)
  - Annual audit presentations by Yeo & Yeo for the East and West DDA Districts
  - RFBA – Baymont Inn (5858 E. Pickard Rd.): Consideration of a beautification site improvements grant application.
  - Closed Session to consider purchase of real property

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

- Completion of the Krist Mini Mart and Valvoline Oil Change projects (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):**

- 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.
  - Investigate rentals with blight/grass/neighbor/parent concern issue complaints for resolution or referral to the Zoning Administrator.
  - Continue to observe and report back to the Director about potential ordinance or code violations or other issues that may be of concern or may warrant further Township action.

**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.
- 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 for activity in the Township needing zoning approval.
- Enforcement follow ups
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners.

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

- The Community and Economic Development Director is working with the Twp. Attorney to prepare a new Blight and Junk Ordinance for Board of Trustees consideration.

- 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 May 20, 2025 Planning Commission meeting is anticipated to include:
  - PFINALSPR25-02 Final Site Plan review application Thrive Community Church on Bud Street and S. Isabella Rd.
  - Review and discussion of priorities for a Township response to the [proposed updates](#) to the [City of Mt. Pleasant Master Plan](#)
  - Progress on the Township Master Plan and Parks & Recreation Plan updates
  - Continued discussion of notification requirements for gunsmith use

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

- The regular May Zoning Board of Appeals 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 the Township's engineering consultant at Gourdie-Fraser completed the work needed to send out an Invitation for bids to construct new sidewalk along the south side of E. Bluegrass Rd. from S. Mission Rd. east across the frontage of the Red Lobster parcel along with a 300 foot connection to the east lot line of the Indian Pines Shopping Center. Once bids have been received and the successful bidder has been selected by the Board of Trustees, this work is anticipated to be completed during the 2025 construction season.
- 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 is working with the Township Attorney and Public Services Director to prepare updates to the Township's ordinance establishing rules for our parks. (1.1, 1.2, 1.3, 1.4)

#### **Other Activities:**

- The Community and Economic Development Director is working with the Township's engineering consultant to compile a proposed scope of work for a housing-related feasibility study to evaluate water/sewer infrastructure needs to support expanded higher-density residential or mixed residential-commercial development within the Bluegrass Center Area as defined in the Township's Master Plan. This proposed scope of work will be provided to the Michigan State Housing Development Authority (MSHDA) as part of a request to repurpose a previously-approved MSHDA Housing Readiness Incentive Grant as part of the Township's Master Plan update project.
- The Community and Economic Development Director is participating in the Rollie Denison Leadership Institute's Capstone sponsored by the Chamber of Commerce.
- The Community and Economic Development Director and Mt. Pleasant City Planner periodically meet 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**

- RFBA to consider a proposed amendment to the Private Road Ordinance No. 24-01 to expand turnaround area design options for smaller private roads serving up to eight (8) lots. (1.1, 1.3, 1.5)
- RFBA to consider a proposed amendment to the Zoning Ordinance No. 20-06 to revise and extend a limited allowance for additional building height above the maximum otherwise allowed in the zoning district for Public and Institutional Uses and Religious Institutions to also include Business

- Schools, Colleges, Universities, and Indoor Publicly-Owned Recreation Facilities, subject to expanded setback area requirements and other specific conditions and limitations. (1.1, 1.2, 1.5)
- RFBA to select the successful bidder for the proposed 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 and to complete a connection to the east lot line of the Indian Pines Shopping Center. (1.1, 1.3, 1.5)
  - RFBA on response to Road Commission-related right-of-way challenges impacting completion of 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)
  - RFBA to consider a proposed new Blight and Junk Ordinance (1.1, 1.2, 1.3, 1.4).
  - RFBA to consider a proposed update to the Township's ordinance establishing the rules for behavior in and use of the Township's public parks (1.1, 1.2, 1.3, 1.4).

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

- Other Activities – 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.
- 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)
- Other Activities - Consideration of a new 2025 - 2029 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)
- 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)
- Building Services - 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)
- 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 – 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 – 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.

## CITY MASTER PLAN REVIEW MEMO

**TO:** Planning Commission**DATE:** May 13, 2025**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director**REQUESTED ACTION:** To review the proposed updates to the City of Mount Pleasant Master Plan and to consider any response or recommendations for changes for the City Planning Commission's consideration.

### Background Information

The City of Mount Pleasant has been working through a process to amend their adopted City Master Plan, which received final adoption approval by the City Commission on November 9, 2020. The project has reached a point where a draft set of the proposed amendments have been reviewed by the Planning Commission and the elected City Commission, which determined that they were ready for public review and comments. Under the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), the draft plan amendments have been distributed to the Township, Isabella County, and other jurisdictions for review and comment. Per the timing deadlines set by the state Act, any responses or recommendations by the Township Planning Commission will need to be finalized no later than your June 17, 2025 regular meeting.

A 4/1/2025 memo from the City's planning consultant summarizing the proposed plan amendments is attached. The current (2020) City Master Plan and the full scope of proposed updates can be found on the [City's website](https://www.mt-pleasant.org/departments/planning_and_community_development/master_plan_2050.php) at the following link:

[https://www.mt-pleasant.org/departments/planning\\_and\\_community\\_development/master\\_plan\\_2050.php](https://www.mt-pleasant.org/departments/planning_and_community_development/master_plan_2050.php)

### Recommended Priorities for Planning Commission Review

As noted in the 4/1/2025 summary memo, the proposed scope of amendments include changes to all parts of the adopted 2020 City Master Plan. However, the primary scope of amendments that would impact the Township can be found in the proposed City transportation plan element, entitled [Book 2: Connected Mobility Systems](#). For the Planning Commission's reference, a copy of this section has also been included in the meeting packet. We recommend that the primary focus of the Commission's review be on this element, taking into account consideration of the following planning policy issues along with any additional identified by the Commission:

#### **A. Blue Grass Roundabout (pg. 6)**

The future of the Mission St. Corridor within the City limits is at the core of proposed updates to the City's adopted Master Plan. Planning policy updates for this predominantly commercial corridor are included in [Book 1: Sustainable Land Use](#) and [Book 3: Focused Redevelopment](#) of

the draft plan. [Book 2: Connected Mobility Systems](#) adds an additional element to the Mission St. Corridor plan by proposing to reconfigure the Mission St./E. Bluegrass Rd./W. Campus Dr. intersection at the southern border of the City into a new roundabout design. This is the recommended design change offered by Michigan Department of Transportation (MDOT) engineers to address traffic safety at this very busy intersection. However, Township staff have observed the following safety issues of concern related to this proposal at this location:

**1. No consideration of pedestrian and non-motorized traffic.**

- a. The proposed change to a roundabout design fails to consider the substantial movement of pedestrians, bicyclists, and other non-motorized traffic that regularly takes place through this intersection, despite the excessive road widths and minimal existing provisions for pedestrian safety in the existing road design.
- b. The proposed roundabout design includes no provision for pedestrian safety beyond providing small “islands” between travel lanes that would allow pedestrians to transit one travel lane at a time.
- c. The unsignalized intersection design does not take into account the needs of less-abled individuals, including senior citizens, children, and those in wheelchairs who may struggle to cross even one travel lane in the face of oncoming traffic within the roundabout.
- d. The roundabout design also fails to accommodate the needs of the blind or deaf who rely on intersection signalization to safely cross major roadways. This is an issue that generated substantial litigation in Oakland County some years ago related to a similar major route roundabout design project.

**2. An unsignalized roundabout design at this intersection would exacerbate traffic safety concerns with left-hand-turning movements in the Township along E. Bluegrass Rd.**

Currently, drivers seeking to turn left out of the Target plaza or the Indian Hills Shopping Center rely on the signalized intersection at S. Mission Rd. to safely make these turns. With a roundabout design, the signalized gaps in traffic flow would no longer occur, making these turns more dangerous than they currently can be during peak periods.

Proposed policy alternative: The City’s draft transportation plan indicates this roundabout is intended to serve as a “gateway” feature for the Mission St. corridor, as well as functioning as a traffic calming device and providing a “clear sense of arrival.” Staff has previously provided informal direction to City staff to consider relocating this roundabout about 800 feet further south on the US-127 Business Loop to align with the intersection of the US-127BL with the continuation of S. Mission Road. This location, combined with adjustments to the road design north of this point would provide the desired “sense of arrival” and traffic calming.

This relocated roundabout, combined with an updated but signalized intersection design at E. Bluegrass Rd. optimized for pedestrians and non-motorized traffic safety, would establish the City’s desired gateway design in a manner that works best for all users of these roadways. Staff recommends that the Planning Commission consider this option as part of any response to the City Planning Commission.

## **B. Broomfield US-127 Ramps (pg. 7)**

This section refers to the E. Broomfield Rd. crossing of US-127, where there once was a tentative concept proposal for creation of a “rural” interchange. However, the focus of the proposed update is on expanding the south interchange (exit 139) of US-127 with the US-127BL/Mission St. into a full service interchange. Currently only northbound US-127 traffic can exit here. The updated City plan indicates that this change is intended to *“support better commercial vehicle access to businesses throughout the Mission Street Corridor”* and improve access to the *“many services and commercial establishments that sit along this mixed-use corridor.”*

The Township Administration has participated in a very preliminary discussion with local MDOT TSC staff and representatives from the City and Central Michigan University (CMU) about this proposal. CMU officials are very interested in pursuing this change to support improved access and future development of the CMU SmartZone area. The proposal would also be beneficial for the Township’s business district along E. Bluegrass Rd. and improved access to the S. Isabella Rd. corridor.

However, it is the opinion of staff that the City’s proposal is incomplete without a provision to extend the US-127BL fully across US-127 right-of-way eastward to end at S. Summerton Rd. This would complete a significant gap in the regional traffic circulation system around Mt. Pleasant and Union Township. Staff recommends that the Planning Commission consider including this additional connection as part of any response to the City Planning Commission.

## **C. Re-Routing M-20 (pg. 9)**

For many years in previous planning documents, there had been a long-range proposal to develop a complete “Ring Road” bypass loop around the City of Mt. Pleasant, whereby regional traffic could travel around the urban area of the City using S. Isabella Rd., E. Broomfield Rd. (or E. Bluegrass Rd. and W. Campus Dr.), S. Lincoln Rd., and E. Pickard Rd. With the exception of this proposal to re-route the M-20 state highway away from Mission St. and High St/E. Remus Rd., this Ring Road bypass loop concept had been almost completely removed from local transportation planning documents.

The only remaining piece of this old Ring Road concept, which is re-emphasized again in the proposed [Book 2](#) updates, is a City proposal re-route M-20 west on E. Pickard Rd. to S. Lincoln Rd. by the Township Hall and McDonald Park, and then south on S. Lincoln Rd. to E. Remus Rd.

It is the opinion of staff that this proposed route is flawed and fails to take into account conditions that have changed since the original Ring Road concept was first floated:

1. **Railroad crossing.** It is rare today to find an urban/suburban state highway with an at-grade railroad crossing. For state highways that are also regional truck routes, this is even more rare. The proposed re-route would require the state highway to cross the existing railroad tracks, or would require a substantial infrastructure investment (and disruption to local businesses) to lower the roadway for the purpose of establishing a new grade separation railroad bridge over the road similar to the existing grade separation on E. Remus Rd. The cost of this new grade separation would be made substantially higher by environmental issues associated with a project so close to the Chippewa River.

2. **Abandonment of road right-of-way.** At some point in the past, E. Pickard Rd. west of Mission St. was under the state highway department's jurisdiction and included a typical state highway right-of-way cross-section. However, at some point after this section of E. Pickard Rd. was turned over to County control, the Isabella County Road Commission chose to abandon this additional right-of-way width and return the land area to the adjacent property owners.

For example, the Township has found that there is not sufficient space to safely locate a new sidewalk along the north side of E. Pickard Rd. within the existing (reduced width) right-of-way from S. Lincoln Rd. east to connect to an existing sidewalk near Ashland Dr. Nearly all the existing section of sidewalk west of Ashland Dr. is actually located outside of the right-of-way (presumably within a separate easement). So far, the Township has not been able to secure necessary sidewalk easements from all landowners along this corridor to be able to complete this project.

3. **Safety at the S. Lincoln Rd. intersections with E. Pickard Rd. and E. Remus Rd.** It has become somewhat routine to hear the screeching of brakes and sometimes the sounds of collision at the Township Hall. The E. Pickard Rd. – S. Lincoln Rd. intersection would require significant safety-related vehicular and pedestrian circulation improvements before it would be suitable for the much higher traffic volumes and heavy truck traffic associated with the M-20 state highway. This same situation exists at the S. Lincoln Rd. – E. Remus Rd. intersection, where the S. Lincoln Rd. legs of this intersection are misaligned creating visibility issues in particular for left-turning traffic off of S. Lincoln Rd.

These changes in conditions do not appear to be part of the City's analysis related to this M-20 re-route proposal, but the safety and functionality deficiencies associated with the proposed route remain significant and burdensome. We recommend that the Planning Commission consider opposing this proposed re-route of M-20 in its entirety for the reasons identified above.

#### **D. Non-Motorized Network/Mt. Pleasant Circle Loop (pg. 16)**

The draft plan shows a "Mt. Pleasant Circle Loop" of paved bicycle/pedestrian pathways looping around the east side of the City and the Township, including a new pedestrian bridge crossing over US-127 at E. Remus Rd. This route is unchanged from that shown in a regional non-motorized plan created back in 2011. However, conditions have changed since that plan was created. The most important change is the County's decision to locate their new Jail facility on E. Remus Rd. This choice reduces the desirability of routing a regional trail network here.

More importantly, the existing route provides fewer benefits to area residents, as it bypasses existing neighborhoods to the north entirely. It is the recommendation of staff that the Commission consider including a recommendation to re-route this regional pathway north along S. Isabella Rd. and east along E. Broadway Rd. to cross over US-127. This route would improve access for residents in the area and would potentially take advantage of the existing bridge infrastructure at this crossing point to reduce costs.

Staff also recommends that the proposed route near the Soaring Eagle Casino and the Mt. Pleasant Regional Airport be adjusted to eliminate the unsignalized crossing of M-20 and the dangerous crossing point at the S. Isabella Rd. - E. Airport Rd. intersection.



# Memo

**To:** Mt. Pleasant Planning Commission

**From:** Jason Ball, AICP - Senior Planner

**Date:** April 1, 2025

**Re:** Update to City of Mt. Pleasant Master Plan

The impetus for the update to the City of Mt. Pleasant's Master Plan was the Mission Street Improvement Plan and the community engagement conducted during that effort. However, because the plan was being updated, the City took advantage of opportunities to update other portions of the plan to reflect progress on goals and other changes since the plan was adopted in 2020. This memorandum summarizes significant changes to the Master Plan document included in the proposed update the Planning Commission is considering. Any changes to the plan not identified in this memorandum were minor in nature and did not substantively affect the plan.

## Formatting and Consistency Edits

- The Acknowledgement page in each Book was updated to reflect current officials and staff.
- Table of Contents and Figure and Table references were updated to ensure consistent numbering throughout the document.

## Book 0

- New letter from the City Manager.
- Updates to *Frequent Updates with Public Input, Parks and Recreation Plan* and *Mission Street Corridor* in the *Purpose of a Master Plan* section.
- Updates to the *2020 Master Plan* to include information about the *2025 Update*.
- Changes to Objective 2.3 and addition of Objective 1.9 to reflect the Mission Street Improvement Plan.
- Updates to Objectives 3.4; 3.8, 5.1 and 5.5 to clarify and simplify language.

## Book 1

- Updated Table 1.1 to reflect the addition of the Mixed-Use Regional Corridor Future Land Use Classification.
- New Mixed-Use Regional Corridor Future Land Use Classification description.
- Updated Future Land Use Map to reflect the new Mixed-Use Regional Corridor designation for southern Mission Street.
- Update to Table 1.2 to reflect Mixed-Use Regional Corridor Future Land Use designation.
- Remove reference to zoning restrictions under "*Residential Buildings*" and treat items as design considerations
- Updated "Walkable Housing" section to make it broader in scope and add clear zoning objectives.
- New section titled "*Amend the CD-4 District to Provide Greater Development Potential*".
- New section titled "*Create a CD-6 Regional Corridor Mixed Use District*".
- Edits to *Frontage Area* on page 27 to reflect Mission Street Improvement Plan recommendations.

## Book 2

- Updated the following sections to reflect the Mission Street Improvement Plan:
  - Citywide Circulation to replace multiple roundabouts with the Blue Grass Roundabout and update to the Broomfield US-127 Ramps;

- Future Transportation Plan Map;
  - Roadway and Intersection typologies ;
  - New Non-Motorized Framework Map (page 17).
- Moved the *Access Management* section so it comes before *Connected and Autonomous Vehicles*.

### Book 3

- Updated the Pedestrian Shed map to reflect new Future Land Use Map and accurate buffer distances.
- Replaced *Mission Street* Section with content from the *Mission in Motion* summary report from the Mission Street Improvement Plan (pages 4 – 16).
- Updated *Town Center Vision Plan* to reflect recent improvements and introduce concept for strengthening the connection between Downtown and Island Park.
- Updated *Town and Gown* section to reflect recent improvements and introduce redevelopment concept for strengthening the connection between Downtown and CMU at Bellows St.
- Updated *Economic Development Action Plan* to include strategies that align with new findings from the updated *Demographics* chapter (Book 5), such as the increase in long-term residents and high increases in rent prices.

### Book 4

- Updates to tables and figures throughout the Book to reflect new dates and a 5-year plan for parks and recreation effective in 2025.

### Book 5

- Updates were made to the following objectives. The overall summary objective text was not changed for most, rather, bullet points and descriptions were updated to reflect the Mission Street Improvement Plan, projects completed since 2020, and to clarify intent.
  - 1.4: Property maintenance code was adopted.
  - 1.7: PILOT Program was adopted and overnight parking on city streets are allowed.
  - 1.9: New objective per Mission Street Improvement Plan.
  - 2.3: Objective re-written to reflect the Mission Street Improvement Plan.
  - 2.4: New bullet added to advance trail project connecting Nelson Park to the Dog Park.
  - 2.5: Removed bullet regarding bicycle route signage.
  - 2.6: New bullet added to expand scope of public transit to include passenger rail.
  - 2.8: New bullet added to enable creation of private parking garages.
  - 3.4: New bullet added to engage property owners along Mission Street to redevelop or repurpose vacant property.
  - 3.7: Edit bullet regarding connections between downtown and island park for clarity.
  - 3.8: Edit bullet to include “south” to encourage incremental development throughout the city.
  - 5.1: Updated objective to include a marketing plan and establishing a marketing budget.
  - 5.2: Updated objective to include development of a city-wide economic development plan.
  - 5.3: Edited for clarity.
  - 5.5: Edited for clarity and a new bullet added to fund neighborhood-based projects.
  - 5.7: Removed town center bullet to reflect project completeness.
- New Section added summarizing 2025 Park and Recreation Engagement (page 46)
- New *Demographics* Section with new data and charts, with the exception of the *Housing Target Market Analysis Summary*, which remains unchanged.



BOOK 2

# CONNECTED MOBILITY SYSTEMS

MT. PLEASANT MASTER PLAN 2050

# Acknowledgments

## CITY ADMINISTRATION

Nancy Ridley — *City Manager*  
Jacob Kain — *City Planner*  
William Mrdeza — *Director of Community Services  
and Economic Development*  
Chris Bundy — *Director of Parks & Public Spaces*  
Ryan Longoria — *Director of Recreation and Sports*

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Nancy Ridley  
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Kathy Rise

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Amy Perschbacher — *Vice Mayor*  
Mary Alsager  
Lori Gillis  
Kristin LaLonde  
George Ronan  
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Wendy Caldwell  
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Michael Campbell — *Campbell Planning and Design*

*The City of Mt. Pleasant offers a special thanks to all residents and participants who took time to provide feedback or attend the charrette or another public meeting for Mt. Pleasant 2050.*

# Table of Contents

**FUTURE TRANSPORTATION PLAN** ..... **5**

**CITYWIDE CIRCULATION** ..... **6**

Mission Street Roundabouts ..... 6

Broomfield US-127 Ramps ..... 7

Re-Routing M-20 ..... 9

**TYPES** ..... **12**

**INNOVATIVE MOBILITY STRATEGIES** ..... **16**

Innovative Mobility Policies ..... 17

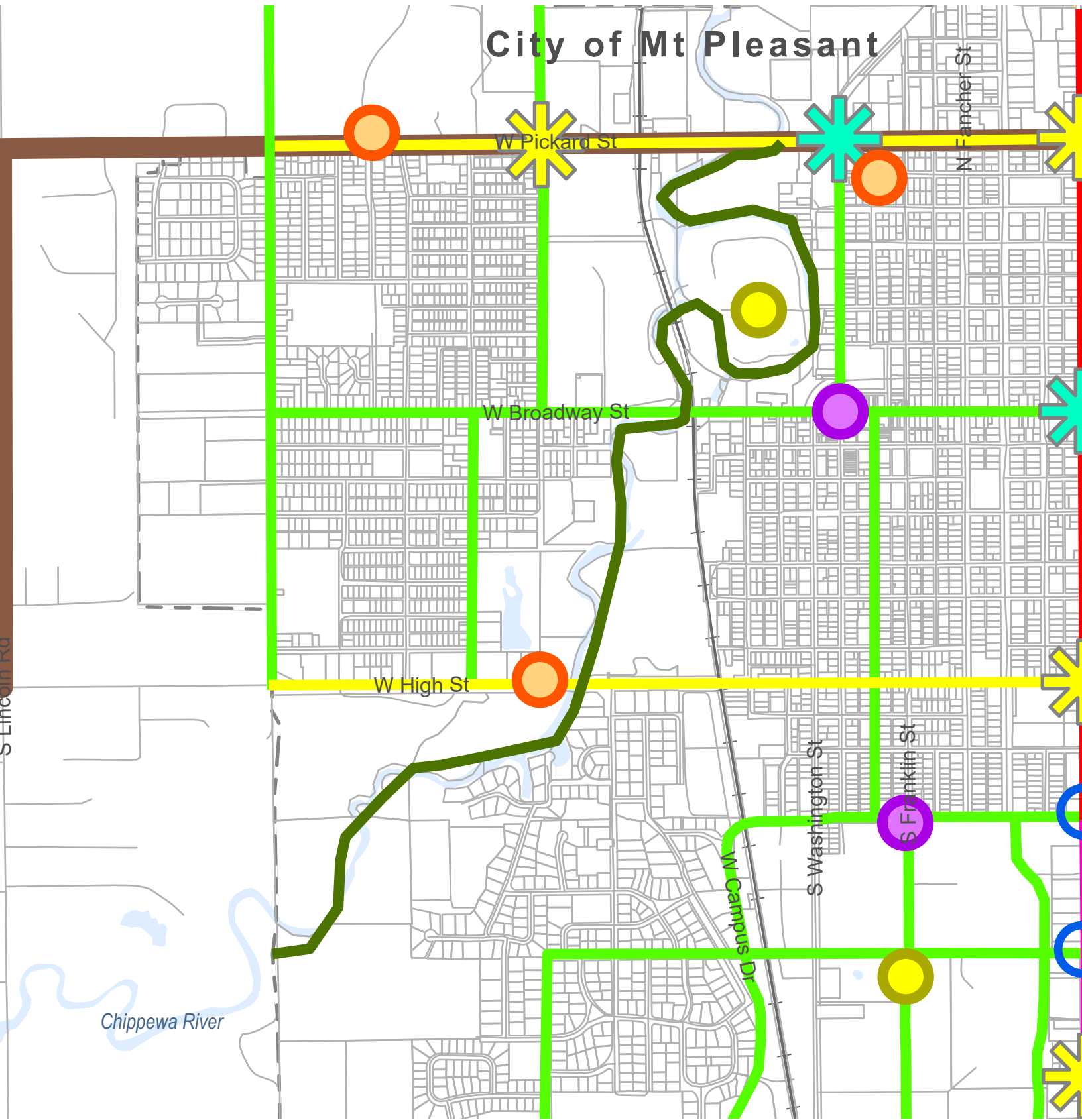
Non-Motorized Network ..... 18

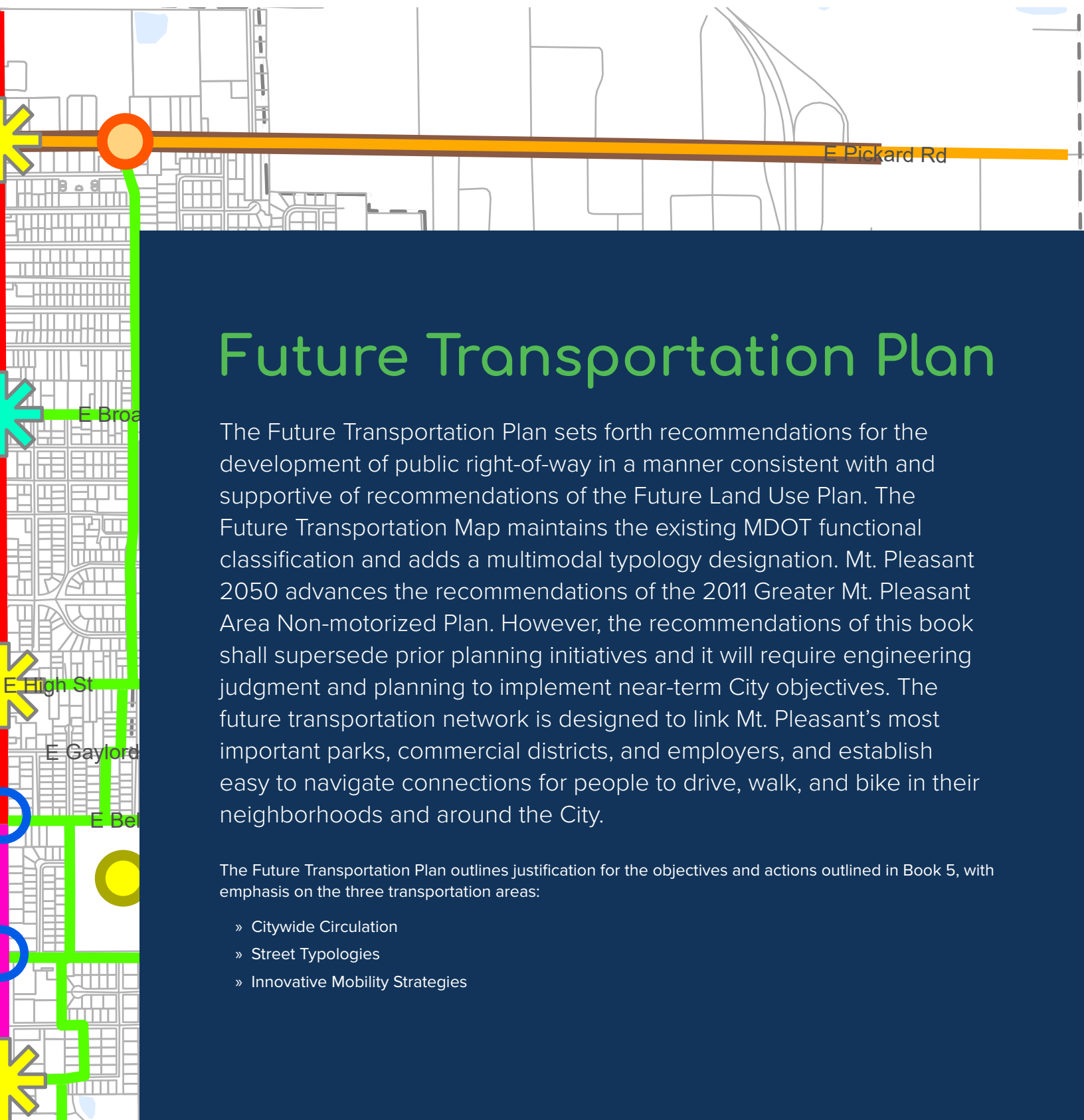
Connected and Autonomous Vehicles ..... 19

Access Management ..... 19

**LIST OF MAPS**

Map 1.1: Future Transportation Map ..... 10





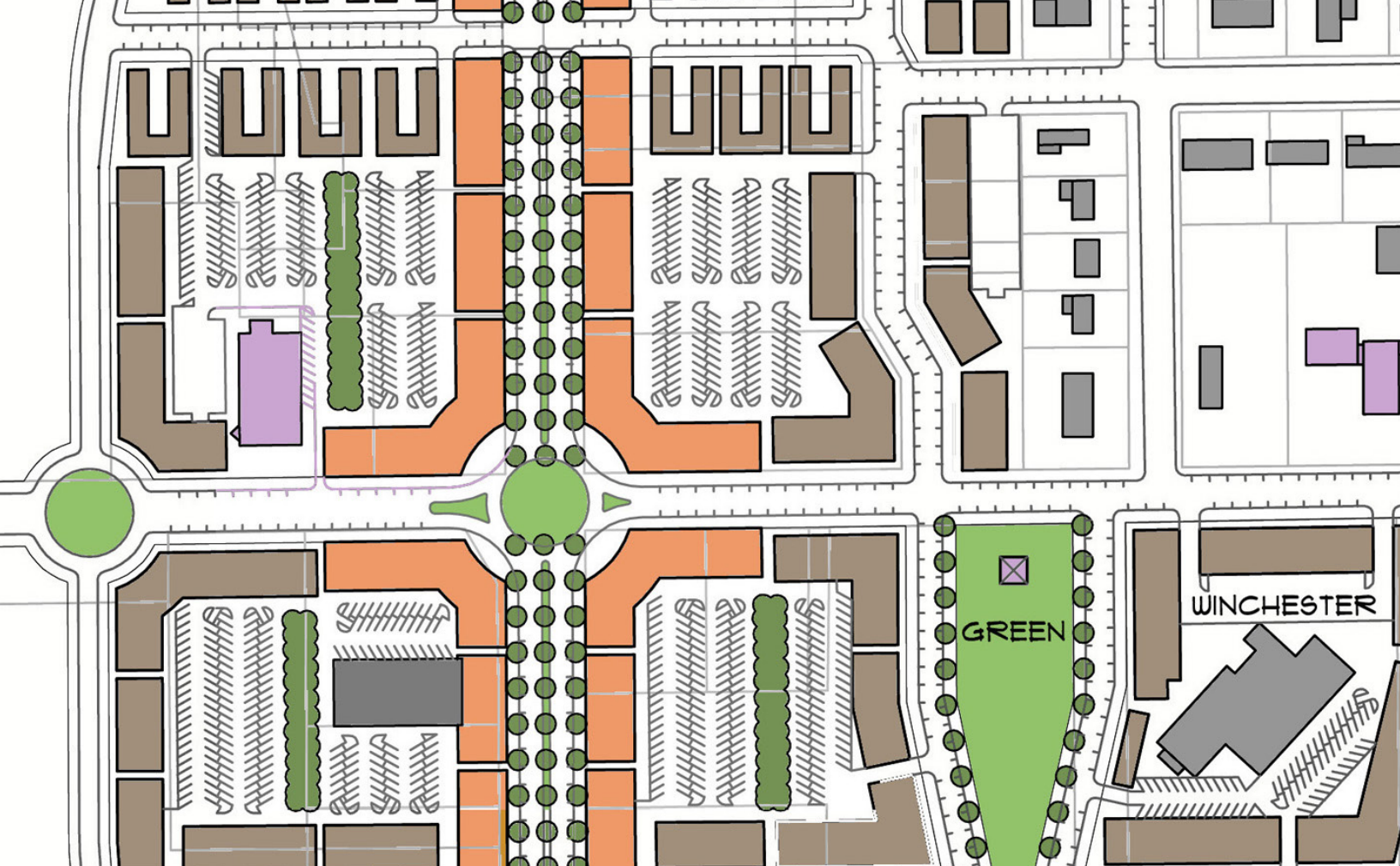
# Future Transportation Plan

The Future Transportation Plan sets forth recommendations for the development of public right-of-way in a manner consistent with and supportive of recommendations of the Future Land Use Plan. The Future Transportation Map maintains the existing MDOT functional classification and adds a multimodal typology designation. Mt. Pleasant 2050 advances the recommendations of the 2011 Greater Mt. Pleasant Area Non-motorized Plan. However, the recommendations of this book shall supersede prior planning initiatives and it will require engineering judgment and planning to implement near-term City objectives. The future transportation network is designed to link Mt. Pleasant's most important parks, commercial districts, and employers, and establish easy to navigate connections for people to drive, walk, and bike in their neighborhoods and around the City.

The Future Transportation Plan outlines justification for the objectives and actions outlined in Book 5, with emphasis on the three transportation areas:

- » Citywide Circulation
- » Street Typologies
- » Innovative Mobility Strategies





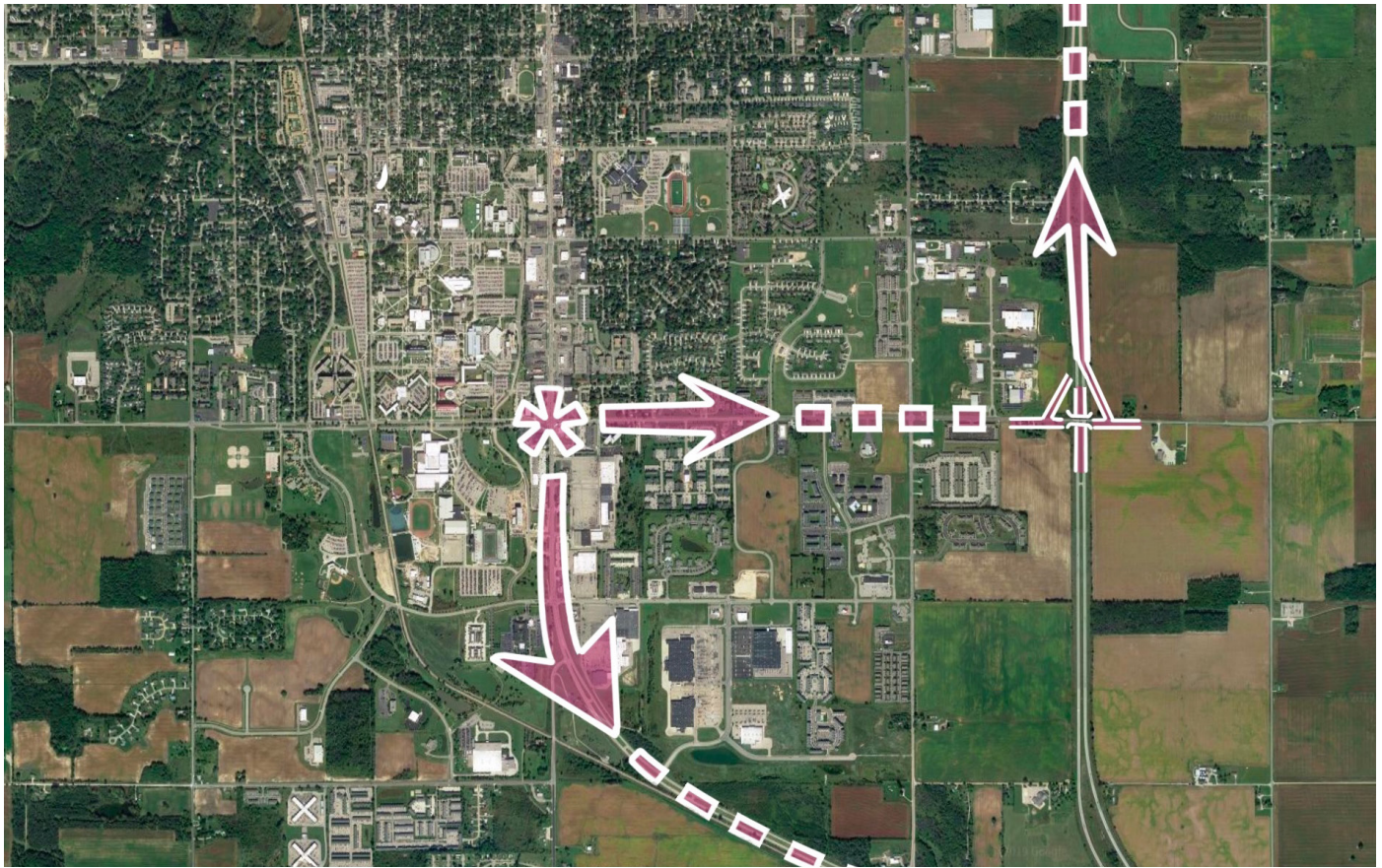
# Citywide Circulation

## Mission Street Roundabouts

A series of roundabouts for Mission Street has been proposed for the intersections at West Campus Drive/Blue Grass Road, and Broomfield, Preston, and Bellows Streets. The roundabout concept for Mission Street was initially proposed for the Mission/Broomfield intersection by transportation engineer Ian Lockwood during a consultation visit to the city in 2009. Mr. Lockwood recommended that the roundabout solution would accommodate existing traffic volumes while providing increased safety for motorists and pedestrians, a positive aesthetic impact on the corridor, and minimal right-of-way acquisition. The roundabout at Mission and Broomfield was later included in the 2013 Central Michigan University Campus Master Plan, along with others on the parallel East Campus Drive.

In reimagining the Mission Street corridor as a vibrant, mixed-use district acting as a front door to the University and the city, the roundabouts would establish a sense of arrival and of place to the district. Working in tandem, roundabouts along Mission Street and East Campus Drive would moderate vehicular speeds, improving traffic flow and maintaining visibility for Mission Street businesses. Roundabouts must be designed to prioritize walking and biking by utilizing the minimum acceptable design diameter. A feasibility analysis that examines alternatives, in partnership with MDOT, is recommended as a near-term objective. Other multimodal intersection design solutions that improve pedestrian safety and land access may be considered during design development.





*The creation of additional exit ramps at Broomfield and U.S. 127 will support the City's goals to retrofit Mission Street as a place to go "to" rather than "through."*

## Broomfield US-127 Ramps

If access to northbound and from southbound US-127 were provided at Broomfield Street, northbound traffic leaving Mt. Pleasant directly from the university area, and traffic destined for the university area originating from the north, would no longer be required to traverse the entire Mission Street corridor. Eliminating this through traffic would allow Mission Street and East Campus Drive to work as a system with the two streets linked together by the grid of connecting streets as proposed in the 2012 Transportation Network Plan. This would allow the design of Mission Street to safely accommodate a more local function. This modified design should include on-street parking, to further enhance the pedestrian comfort along the street.

Mission Street has been the 'Business Route' through Mt. Pleasant for over 50 years, dating from when the US-27 (now US-127) freeway bypass of Mt. Pleasant opened in 1961-62. As discussed elsewhere in this Plan, Mt. Pleasant was sited at the center of a one-square-mile section of the Northwest Survey. Mission Street is the eastern boundary of this section, and became the main north-south road through the region by the early 20th Century. Mission was, until the mid-20th Century, the far eastern boundary of Mt. Pleasant's urbanized area, and was a natural magnet for auto-oriented businesses passing through Mt. Pleasant, avoiding the traditional downtown.

This somewhat unique situation caused the Mission Street Business Route to serve as a "bypass to a bypass": it neither serves Mt. Pleasant's downtown nor does it facilitate easy through travel. It is a conduit for those passing into and out of Mt. Pleasant, but is not a destination in and of itself. Mt. Pleasant has grown around Mission Street since the 1950s, and Mission deserves to be reinvented.

## WHAT IS A BUSINESS LOOP?

As modern freeways began to bypass smaller cities and towns in the 1950s, local business interests became alarmed that the diversion of through traffic away from main streets would negatively impact local economies. California began experimenting with signing “Business Routes” through cities and towns bypassed by freeways beginning in the 1950s. In 1964, the American Association of State Highway Officials (AASHO), a coordinating body of state highway departments, codified California’s practice in policy HO1, stating in part:

“[A ‘Business Route’ is] a route principally within the corporate limits of a city which provides the traveling public an opportunity to travel through that city, passing through the business part of the city, while the regular number is used to obviate passing through the congested part of the city. This ‘Business Route’ connects with the regular numbered route at the opposite side of the city limits...”

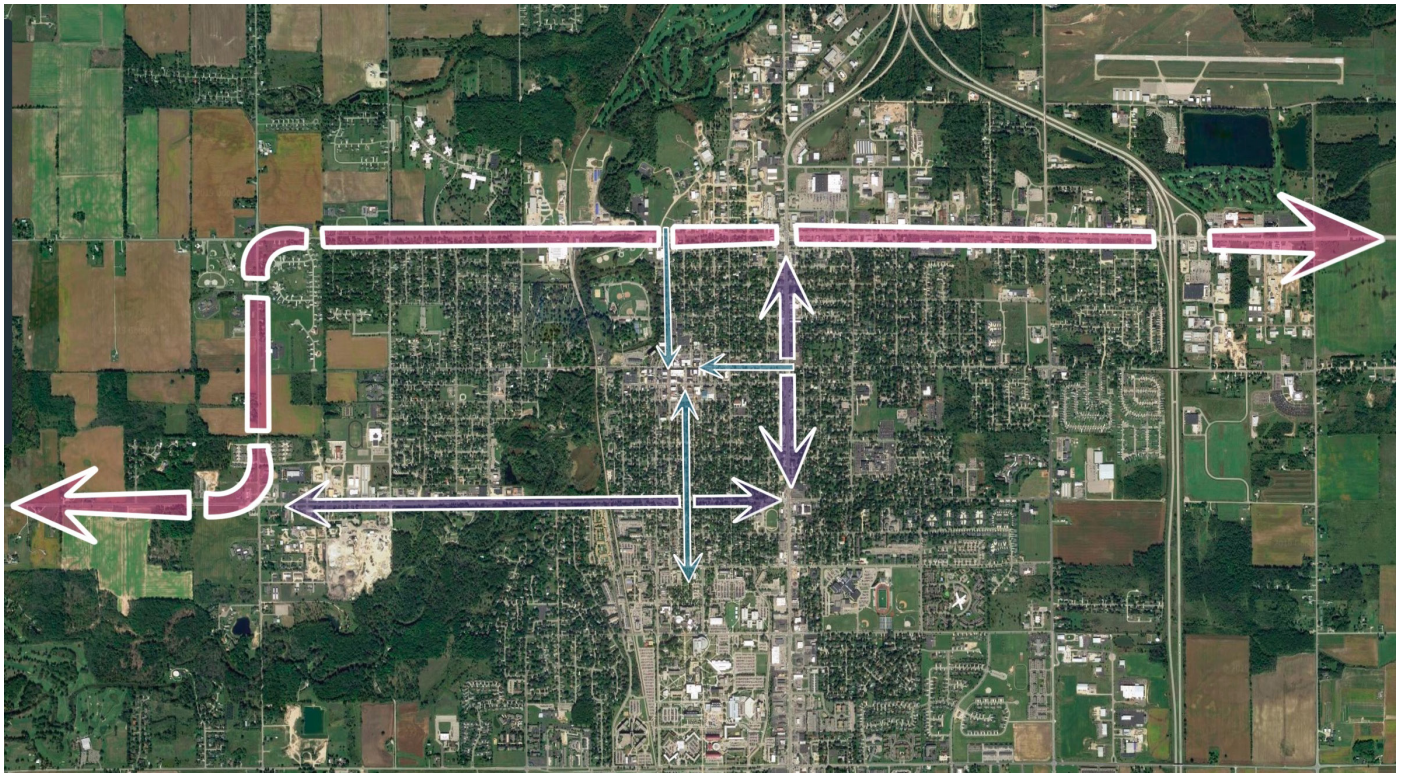
By 1964, the practice of designating Business Routes had spread from California to many other states, including Michigan. When the US-27 freeway bypass of Mt. Pleasant was completed during 1961-62, the Michigan State Department of Highways (MSDH) designated Mission Street through Mt. Pleasant as ‘Business US-27’ (now Business US-127).

Stemming from the history Mt. Pleasant’s siting, Mission Street was never Mt. Pleasant’s ‘Main Street’, and had always acted as a bypass to the downtown area from its earliest days as a numbered route. Indeed, auto-oriented businesses, including the Pixie Drive-In and Vic’s Supermarket, were locating on Mission Street by the 1950s. Mission Street’s function, therefore, was always that of a through-corridor for cars rather than a principal mixed-use city street.

MSHD (later MDOT) policy was to develop business routes to the highest standard possible for arterial streets in a given community, as part of an overall statewide philosophy of creating a limited network of high-capacity State Trunklines. Similar examples of business routes acting like arterial highways (as opposed to traditional main streets) can be found throughout Michigan, notably in Pontiac, Battle Creek, Kalamazoo, and Jackson.

Due to Michigan’s philosophy for business routes, combined with 50 years of auto-oriented land-use policies, Mission Street has been designed less as a street for local traffic, and instead as a “bypass to a bypass”. It is not itself a destination in Mt. Pleasant, rather, it is a conduit to allow large volumes of traffic to flow to the Central Michigan University campus, downtown Mt. Pleasant, and otherwise through the city for trips originating and/or ending elsewhere. This is the primary challenge addressed in the corridor revision exercise.





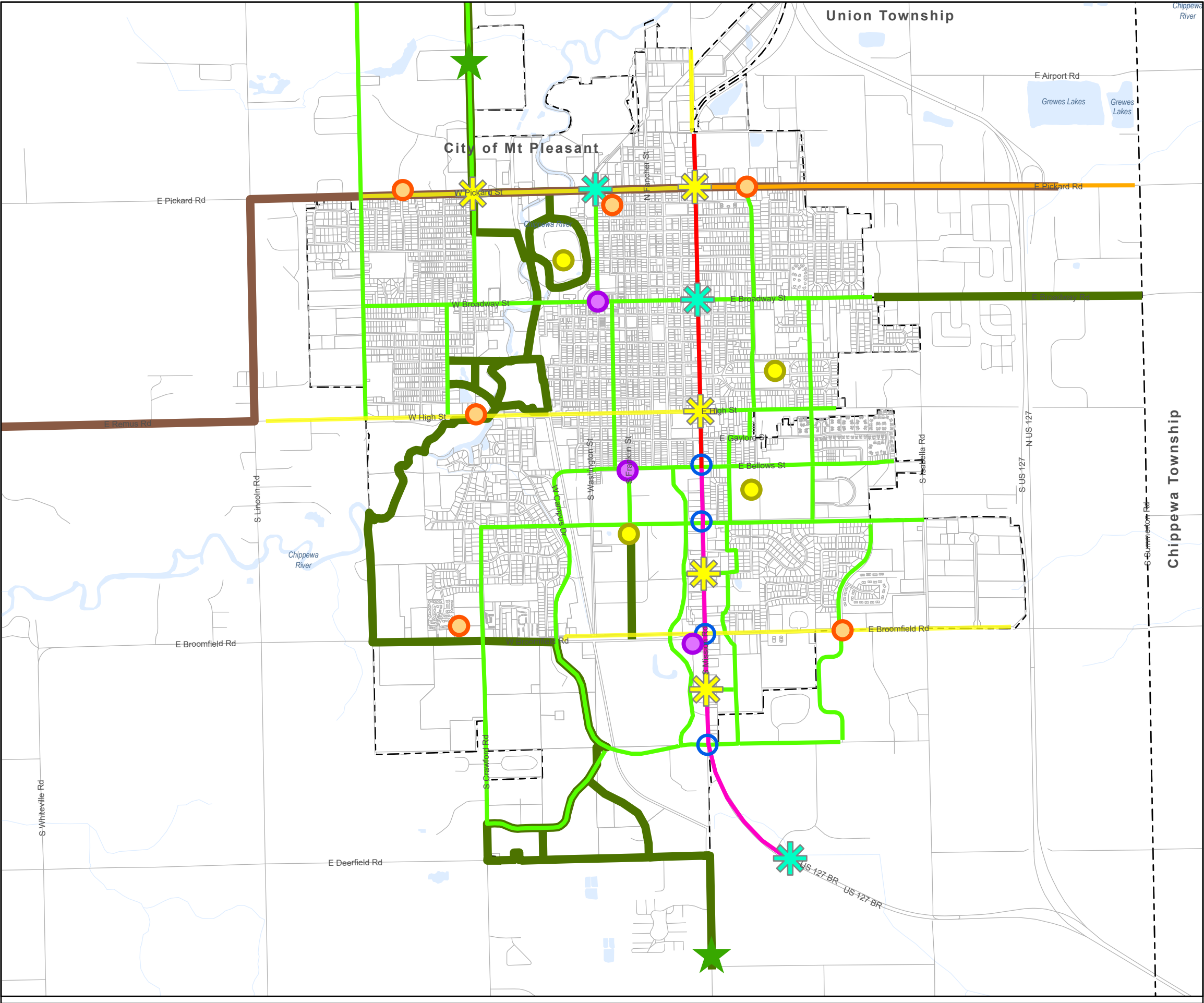
*The future transportation plan supports re-routing M-20 on west of the City north to Pickard Street. This serves two overall objectives: 1) restoring the residential character of High Street, and 2) supporting the retrofit of Mission Street as a destination for business and local services.*

## Re-Routing M-20

Over 50 years, Mt. Pleasant's citizens and stakeholders have clearly stated through every Master Plan their desire to see the re-routing of M-20 from High Street. From its inception in 1919 until 1933, M-20 used Broadway through Mt. Pleasant, and served the downtown district. In 1933, a new bridge over the Chippewa River was completed, connecting High Street to Remus Road, and M-20 was then routed south of the downtown to follow High, Mission Street, and Pickard Street to the east. In 1933, High Street was effectively the southern boundary of Mt. Pleasant's urbanized area. Similar to Mission, Mt. Pleasant has grown around High Street over the intervening 75 years. Unlike the case of Mission Street, however, High Street has served a residential function in the community. The presence of long-distance, east-west through traffic on High Street has created negative externalities on area residents including noise, reduced air quality, and safety of roadway users. It also creates a major barrier through a vital neighborhood, disconnecting downtown Mt. Pleasant from CMU.

This Plan proposes, once again, decommissioning M-20 from High Street, and rerouting M-20 north on Lincoln Road to Pickard Street, and then east on Pickard Street to Mission Street, at which point M-20 continues eastward on Pickard. This arrangement would require responsibility for one mile of roadway to be exchanged between the City and MDOT (High Street from South Bradley Street east to Mission Street in exchange for Pickard Street from North Bradley Street east to Mission Street). It would further require one-half mile of Remus Road (from Lincoln Road east to South Bradley Street) be returned from MDOT to Isabella County in exchange for 1.5 miles of County-maintained roads (Lincoln Road from Remus Road north to Pickard Street, and Pickard Street east from that point to North Bradley Street). In total, MDOT would assume one mile of additional roadway into the state trunkline system, Isabella County would relinquish a total of two miles of County-maintained roads to MDOT, and the City of Mt. Pleasant would assume no net road mileage into their system.

The resulting shift of High Street to City control would allow greater design flexibility to this corridor. High Street would continue to serve as a residential street, and begin to function as more of a 'seam' between the historic downtown neighborhoods to its north, and the university-serving residential district to its south.



# Future Transportation Plan

City of Mt. Pleasant, MI

January 30, 2020

## LEGEND

### Neighborhood Center Typologies

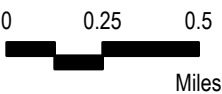
- Civic Centers
- Mixed Use
- Public Space

### Intersection Typologies

- Multimodal Intersection
- Multimodal Gateway
- Roundabout
- Regional Trail Gateway

### Street Typology

- Modern Boulevard
- Thoroughfare Retrofit
- Multimodal Thoroughfare
- Multimodal Avenue
- Connector
- Reroute M-20
- Trail
- Rivers, streams, and lakes



**SOURCES**  
Basemap Source: Michigan Center for Geographic Information, Version 17a.  
Data Source: City of Mt. Pleasant, 2019.



# Typologies

The future transportation plan establishes three intersection typologies (Multimodal Intersection, Multimodal Gateway, and Roundabout), three neighborhood center typologies (Civic Center, Mixed Use, and Public Spaces), and five multimodal street typologies (Modern Boulevard, Thoroughfare Retrofit, Multimodal Thoroughfare, Multimodal Avenue, and Connector) for creating walkable places and designing and retrofitting roadway improvements.

## INTERSECTION TYPOLOGIES

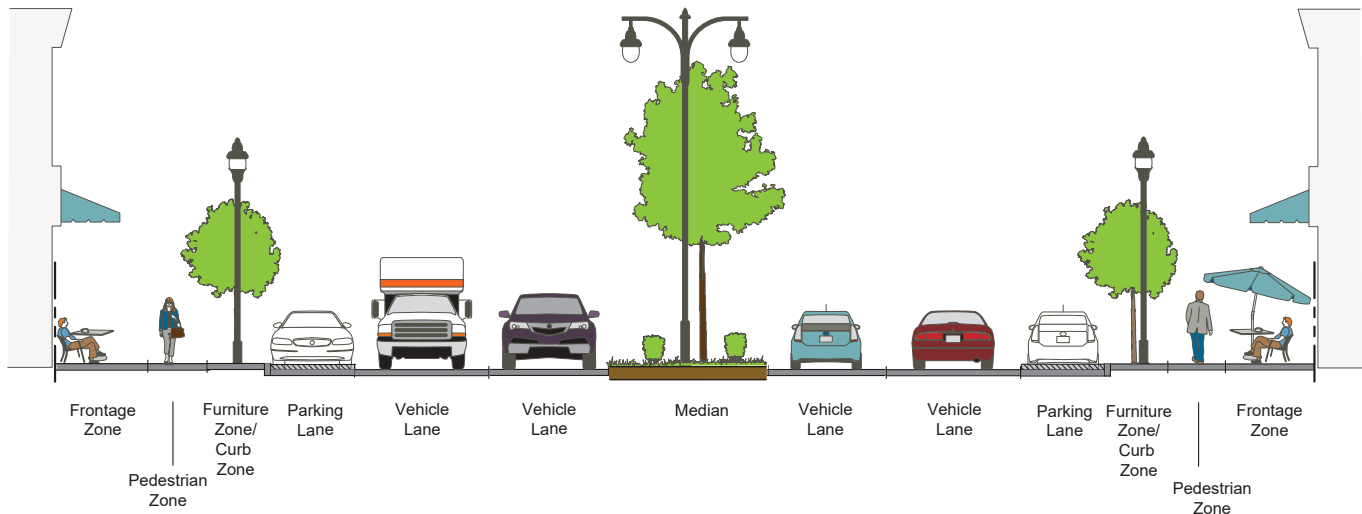
The following intersection typologies are noted on the future transportation plan to provide guidance in the design of wayfinding and crossings. These intersections are priorities for completing intersection design studies:

- » **Multimodal Intersections:** Opportunities to provide enhanced pedestrian and bicycle signs and crossings
- » **Multimodal Gateways:** Located at community entrances or key wayfinding locations to signify routes to and from downtown.
- » **Roundabouts:** Key locations for system retrofit to enhance pedestrian, bicycle, and vehicle circulation

## NEIGHBORHOOD CENTER TYPOLOGIES

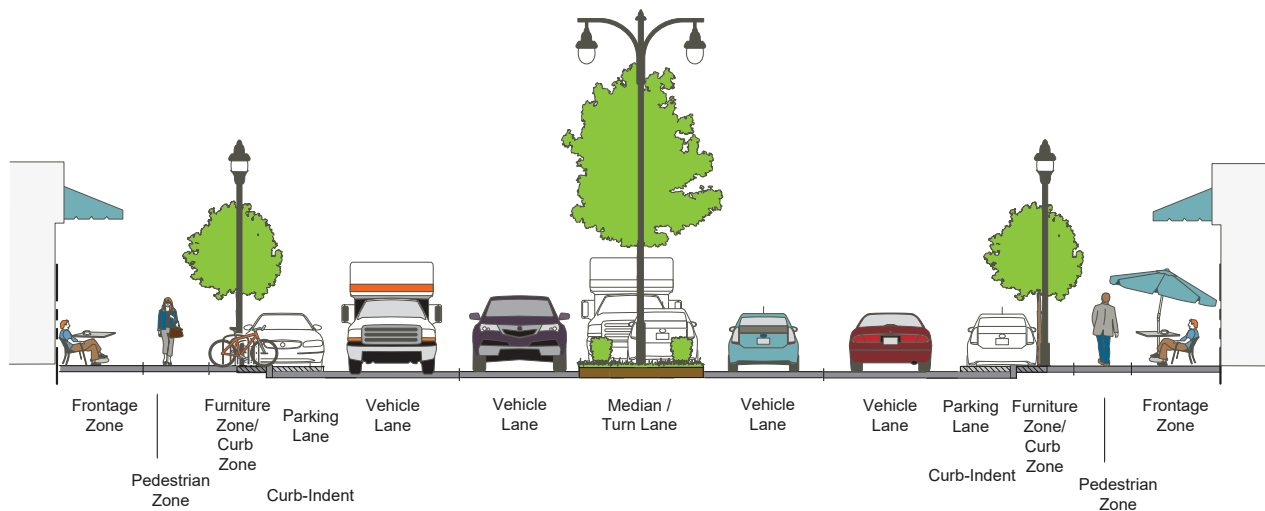
The following neighborhood center typologies are noted on the future transportation plan to provide guidance in creating walkable places. Neighborhood centers are places that would benefit from visioning sessions and other subarea planning activities, like those included in Book 3, Focused Redevelopment:

- » **Civic Center:** Areas of citywide civic importance. Town Center and Mission Street are discussed in Book 3. The third location identified is the intersection of University and Bellows. The Town & Gown relationship and importance of the University Avenue connection is also discussed in Book 3. Additional study at the south end of University Avenue, in partnership with CMU, is warranted.
- » **Mixed Use:** Opportunities for neighborhood service centers, mixed use nodal development and missing middle housing. The City Zoning Ordinance supports walkable development. These locations should be prioritized or creating access to attractive new developments and adaptive reuse.
- » **Public Spaces:** These locations correspond to existing parks or public spaces, including CMU's campus where a typology node is located close to Preston and Franklin. The Future Transportation Plan identifies these locations to show how future improvements, when designed with citywide connectivity in mind, can fill in network gaps to create a more accessible and walkable city.



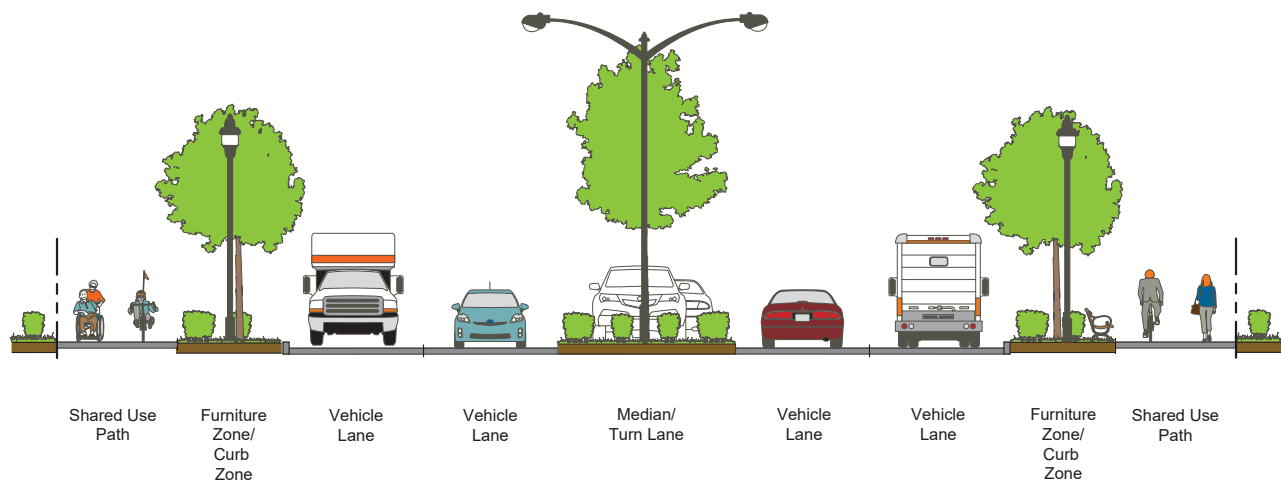
## MODERN BOULEVARD

A modern boulevard treatment is proposed on Mission Street south of Bellows. The modern boulevard is a street designed to permit vehicle travel but with slower speeds to optimize land access and encourage placemaking in the Mission Street center area. On-street parking is required to support the zoning requirements and vision for the district with buildings at the lot line. On-street parking in front of businesses is an essential component for a successful retail environment. The roadway should be designed with landscaped medians to reduce left turn movements and manage access at regular block intervals. Vehicles can also use roundabouts to circulate through the district and find parking. The multimodal roundabouts in this area must be designed to promote bicycle and pedestrian crossings at the minimum allowable diameter and utilize mountable curbs for vehicles with wider turning radii. The presence of landscaping, as well as ample separation from vehicle ways, will make the modern boulevards a desirable pedestrian corridor.



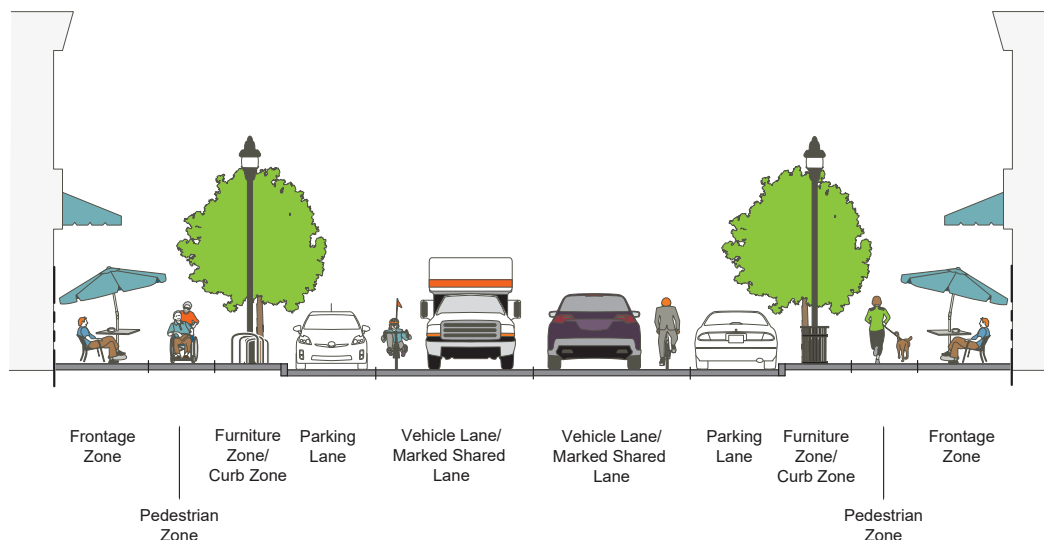
## THOROUGHFARE RETROFIT

A thoroughfare retrofit is proposed north of Bellows. Mission Street takes on a different character in this section of the corridor. Many of the buildings in this area are already situated at the lot line or can be remodeled to do so with a building addition. The thoroughfare retrofit should focus on iterative improvements. Retrofit improvements include adding periodic 40 to 50-foot-long landscape medians to slow traffic and beautify the corridor—an approach that balances the need for many parcels to preserve a center turn lane for access. Another example is retrofitting on-street parking with “bump-ins” where building orientation and land use would be supported by short-term parking and drop-off areas. These on-street parking inlets can be spaced with improved furnishing zones or tree lawn areas.



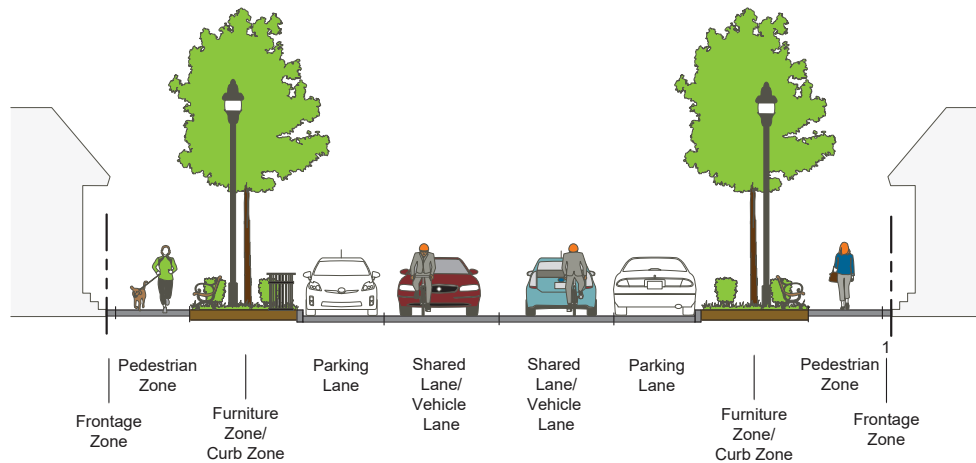
## MULTIMODAL THOROUGHFARE

The multimodal thoroughfare is proposed on Pickard Street east of Mission. The multimodal thoroughfare street designed for higher vehicle capacity and moderate speed, traversing an urbanized area. This typology is a good candidate for a shared-use path. Design should include crossing analysis to safely traverse driveways and intersections. Tree rows and landscape medians can be incorporated to improve aesthetic and buffer sidewalks or shared use paths.

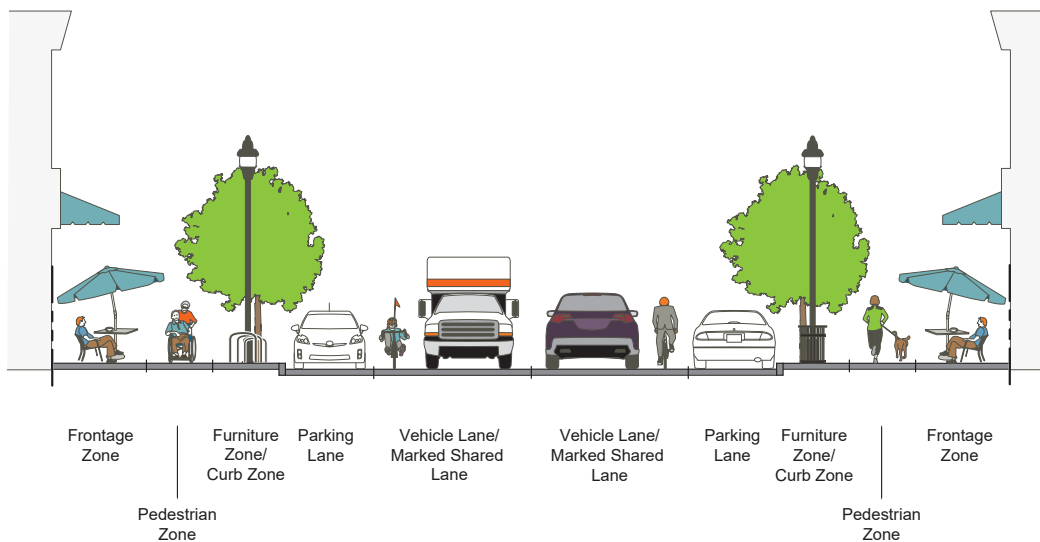


## MULTIMODAL AVENUE

Multimodal avenues are proposed to improve east-west connectivity in the City along Pickard (west of Mission), High Street (west of Mission), and Broomfield. An avenue is a street of moderate to high vehicular capacity and low to moderate speed, acting as a connector between urban centers. Avenues often are corridors that can support the development of neighborhood centers to implement citywide Pedestrian Sheds; as such, pedestrian facilities are required and on-street parking is encouraged in development nodes. Avenues may be equipped with landscaped medians and should include bike lanes or marked shared lanes, especially if they are planned links in a bikeway network.



Example: Residential Connector



Example: Commercial Connector

## CONNECTOR

Connectors are recommended to help prioritize local connections between prominent Mt. Pleasant neighborhood center locations. Connectors serve primarily local connections. They can make connections along commercial corridors but often serve residential areas. Street character may vary in response to the adjacent commercial or residential area. Mt. Pleasant connectors, in both contexts, should have raised curbs, drainage inlets, wide sidewalks, space for parallel parking, lighting, and trees in individual or continuous planters. Signed bike routes using shared lanes and bike boulevards are appropriate treatments for streets; bike lanes and shared lane markings should be considered on streets with heavier traffic. The alignment of the recommended connectors should be considered when updating the 2011 Greater Mt. Pleasant Transit non-motorized plan.





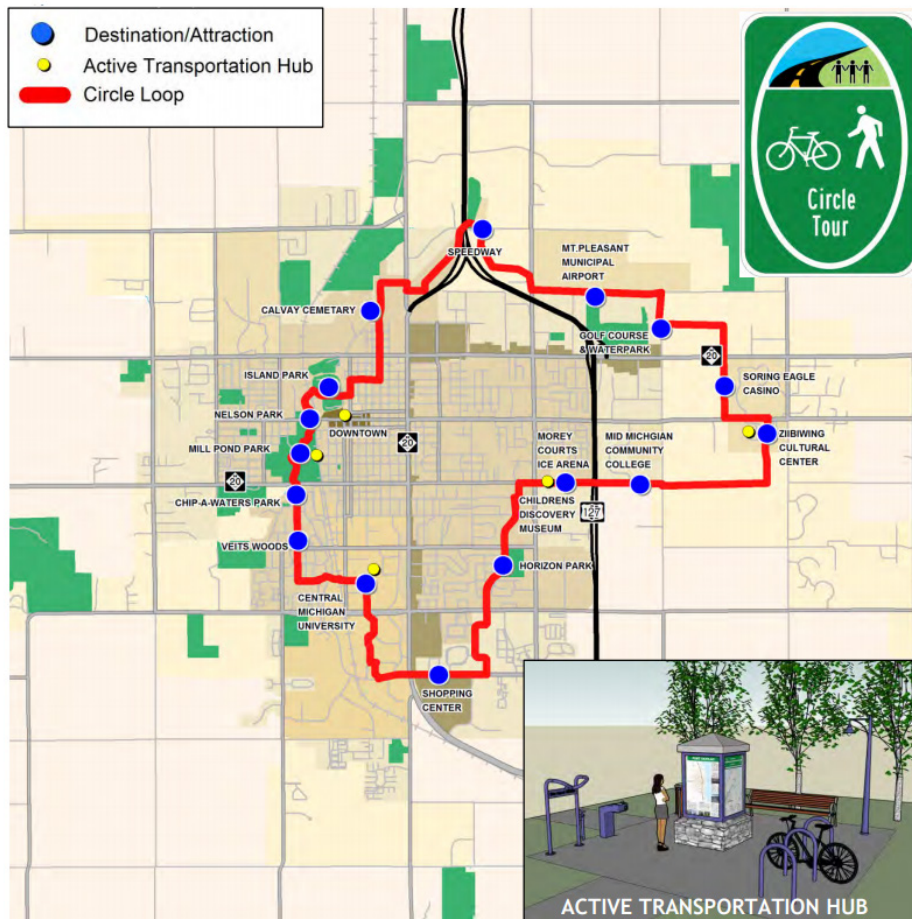
## Innovative Mobility Strategies

Mt. Pleasant 2050 advances the City's transportation network with innovative mobility strategies for connecting residents locally and regionally. The single occupant vehicle travel pattern characterized by door-to-door private vehicle trips increasingly can be supplemented by mixed-mode behaviors. Whether it's sharing a ride to a meeting with a colleague, walking to lunch, or riding your bike to the trail the one mode transportation day is in the past. Mt. Pleasant 2050 adopts a policy embracing innovative mobility to guide future transportation policy in the City of Mt. Pleasant.

# Innovative Mobility Policies

- » **Multimodal Land Use Strategy:** Encourage place-based system design that increases travel choices linking to multimodal transit hubs.
- » **Walkable and Ridable Densities:** Encourage walkable and ridable housing infill and adaptive reuse within mixed development centers around Pedestrian Sheds. Housing densities above 16 dwelling units per acre are considered to be transit supportive. Pedestrian priority should be given within mixed development centers minimally ½ mile from Pedestrian Sheds.
- » **Safe and Convenient Bike Accommodations:** Bikeways and bike sharing systems should continue to be a priority for system implementation as guided by the non-motorized plan. Facilities within 2 to 4 miles of the hubs should be prioritized with a high priority given to intersection treatments that connect neighborhoods. The Mt. Pleasant “Circle Loop” includes near-term connections to neighborhoods and destinations as well as priority crossing retrofits.
- » **Transportation Network Companies:** Encourage ride hailing services provided by transportation network companies, like Uber and Lyft, to operate in the City. Facilitate service by creating priority curbside drop-off locations and designated places to wait for fares.
- » **Connected and Automated Vehicles (CAV):** Become an early adopter of connected and automated vehicle technology through policy and leading by example with fleet management and facility design. Review and update zoning and engineering standards accordingly.
  - **CAV land form impact areas:**
    - Access management
    - Building disposition
    - Auto-oriented land uses
    - Parking requirements
    - Building massing
  - **CAV roadway function impact areas**
    - Turning radii
    - Target speed
    - Lane width
    - Clearance
    - Engineering judgment
- » **Corridor Planning:** Implement system improvements through strategic corridor planning and segment improvements. Near-term corridors projects:
  - Mission Street
  - University Avenue
  - Pickard Avenue / M-20





*The 2011 Greater Mt. Pleasant Non-Motorized presented a vision for walking and biking – The Circle Loop was envisioned as a near-term link between many of the City's priority destinations.*

*Map excerpt from 2011 plan. Spelling errors are reprinted from original document.*

## Non-Motorized Network

The Greater Mt. Pleasant Non-Motorized Plan was completed in 2011 and contains many viable recommendations for retrofitting the City's transportation network to support walking and biking. In adopting the Mt. Pleasant 2050 Master Plan, the City recognizes the need to update the comprehensive vision for non-motorized facilities in the greater Mt. Pleasant area while also recognizing the ongoing value of the recommendations and analysis included in the 2011 plan. Some of the highlights of the plan include:

- » The Mt. Pleasant Circle Loop
- » 16 Miles of Proposed Neighborhood Connector Pathways
- » 5.5 Miles of Bike Lanes proposed on Primary Roads
  - W. Pickard Street
  - S. Isabella Road
  - E. Broomfield Road
  - E. Blue Grass Road
- » 13 Miles of Sidewalk Gap Connections
- » 16 unique neighborhood crossing recommendations

While some of this work has been initiated, like the midblock crossing on Mission Street, there is room to improve or envision "phase two" efforts to support the Mission Street redevelopment and the implementation of the Future Transportation Plan. Other recommendations, like designs to safely facilitate pedestrian crossing and biking on Pickard Street, continue to be non-motorized objectives.





## Connected and Autonomous Vehicles

Mt. Pleasant 2050 supports advancing the City's transportation network with a robust and sustainable vision for future development. The vision realizes the full potential of CAV's and Transportation Network Companies (TNC's) and changing mobility preferences and employment patterns. This technology offers the potential for shorter travel distances, slower traffic speeds, and more transportation options, pick-up and drop-off zones.

The early adoption of CAV's and TNC's technology offers Mt. Pleasant many benefits, including continuing the City's efforts to reduce parking requirements, the re-purposing of excess parking lots, shared/flexible vehicle lane usage, the inclusion of other modes on the street, reduction of vehicle lane dimensions, the setting of safe target speeds, the design of safe intersections and crosswalks, and pedestrian-priority streets. Excess right-of-way capacity resulting from CAV capacity improvements should be given to bicycles and transit.

Mt. Pleasant 2050 recognizes that to realize the benefits of CAV and TNC technologies, strategies must be deployed in conjunction with transit and non-motorized systems. Particularly when integrated into a leg of a non-motorized travel day.

Mt. Pleasant's Future Transportation Plan promotes land use policy that encourages population density and bicycle facilities near mixed development centers, allowing individuals the opportunity to walk or bike to destinations rather than rely upon CAV's and TNC's for short trips.

## Access Management

Access management strategies can improve pedestrian and vehicle circulation. Access management reduces the number of points of access to the street from adjacent properties. The City and DDA installed several street connectors between Mission Street and East Campus Drive. Access management benefits pedestrians by reducing the number of points along a sidewalk where they may encounter a vehicle, and it benefits traffic by reducing the number of points for other vehicles to enter the street. Cross access and rear alleys between developments helps to limit total number of driveways as sites are redeveloped.



**TO:** Planning Commission **DATE:** May 12, 2025

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

**SUBJECT:** Proposal to amend the Zoning Ordinance to move Gunsmith from a special use to a permitted use in the AG, R-1, R-2A, and R-2B zoning districts, while remaining subject to the standards of Section 6.19 (Home Occupations and Home-Based Limited Businesses)

### Background Information

As we discussed during your April regular meeting, it has come to the attention of staff that the current public hearing/special use permit approval requirement for a gunsmith, where allowed as a type of home occupation in the AG, R-1, R-2A, and R-2B zoning districts, present some unique challenges for those interested in this land use. Given the nature of a business involving firearms, the public hearing notice requirements for a special use permit application may have unintended but adverse potentially impacts on the safety of the gunsmith and their residence.

To assist with the Planning Commission's consideration of this issue, staff has prepared the following scope for what a Zoning Ordinance amendment would look like to eliminate the public hearing/special use permit approval requirement for a gunsmith – home occupation. If this proposed amendment were to be adopted, the gunsmith-home occupation would remain subject to all federal firearms licensing requirements and to all requirements of Section 6.19 (Home Occupations...).

### Proposed Scope of Amendments

For reference, the entire text of Section 6.19 is included below. Proposed deletions from the current Ordinance are shown in ~~red strikethrough~~ text with proposed additions to the text shown in blue underlined text:

### **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>Commercial and Retail Uses</b>														
Gunsmith	<del>S</del> <u>A</u>	<del>S</del> <u>A</u>	<del>S</del> <u>A</u>	<del>S</del> <u>A</u>				P	P	P				Section 6.19

## Section 6.19 Home Occupations and Home-Based Limited Businesses

### A. Approval and Permit Requirements.

1. **Approval of a Home-Based Limited Business.** Home-based limited businesses, as defined in Section 2.2, are subject to Special Use Permit approval in accordance with the requirements of this Section and Section 14.3 of this Ordinance.
2. **Approval of a Home Occupation.** Home occupations, as defined in Section 2.2, are subject to an administrative Zoning Permit approval by the Zoning Administrator in accordance with the requirements of this Section and Section 14.1 of this Ordinance. An approved zoning permit shall remain valid until the home occupation activity is discontinued, provided that the home occupation remains in compliance with this Section and Ordinance, and any conditions of permit approval.
3. **Other Permits.** The holder of the permit shall be responsible to carry adequate insurance and apply for any other licenses or permits as may be required by any other local, state or federal agency.
4. **Transferability of Permit.** A permit is not transferable to another location.
5. **Expansion.** Any expansion of a home occupation or home-based limited business shall require a new permit.
6. **Revocation of Permit.** Failure to comply with the requirements in this Section or Ordinance, or with any conditions of permit approval, shall be grounds for revocation of the permit in accordance with the applicable provisions of this Ordinance.
7. **Compliance with Zoning District Requirements.** The dwelling unit and home occupation or home-based limited business shall comply with all applicable zoning district requirements.

### B. Application. The application for a home occupation or home-based business shall contain the following information:

1. Identification of who will be working in the home occupation or home-based business.
2. Thorough description of the home occupation or home-based business and any materials required.
3. Hours of operation, which must be harmonious with the neighborhood.
4. Provisions for parking.
5. Storage requirements.
6. A floor plan, drawn to scale, which identifies areas to be occupied by the home occupation or home-based business.
7. A site plan, drawn to scale, which illustrates all buildings, structures, paved areas, and other site features, and identifies areas to be occupied by the home occupation or home-based business.

### C. General Requirements.

1. Home Occupation or Home-Based Business an Incidental Use. Any business activity must be clearly incidental to the use of the dwelling as a residence.
2. Exterior Appearance. The exterior appearance of any structure shall not be altered due to the business activity.

3. Maintain Residential Character. No business activity shall be conducted in such a manner so as to cause the premises to differ from a residential character, whether by the use of colors, materials, construction, lighting, signs (except as permitted in this Section), or the emission of sounds or vibrations.
4. Delivery and Pickup. The delivery and pickup of goods and materials used and/or produced in the operation of a home occupation shall be limited to the customary activity of the United States Postal Service and/or alternative private package services common to residential property in the area.
5. Vehicular and Parking Increase. A home occupation or home-based business may increase vehicular traffic flow and parking demand by no more than two (2) additional vehicles at a time. No more than ten (10) customers or clients shall visit the dwelling unit for services or products during any one day. Any demand for parking generated by a home occupation or home-based business, including one (1) space for each non-resident employee of a home-based business, shall be met off the street and behind the required front setback line.
6. No Outdoor Activity. The entire home occupation or home-based business shall be fully contained within a principal or accessory structure. No outdoor display and/or storage of materials, goods, supplies, or equipment used in the home occupation shall be allowed on the premises in any zoning district.
7. Allowable Uses. The following uses shall be permitted as home occupations and home-based limited businesses:
  - a. Home offices for such professionals as architects, doctors, brokers, engineers, insurance agents, lawyers, accountants, writers, salespersons, and similar occupations.
  - b. Personal services, including beauty and barbershops (one-chair operations only) and animal grooming (provided there is no overnight keeping of animals).
  - c. Home office for a massage therapist.
  - d. Music, dance, arts and crafts classes, and private tutoring and instruction for a maximum of five (5) pupils at any given time.
  - e. Studios and workshops for artists, sculptors, musicians, and photographers; and for weaving, lapidary jewelry making, cabinetry, woodworking, sewing, tailoring and similar crafts.
  - f. Repair services, limited to watches and clocks, small appliances, computers, electronic devices, and similar small devices.
  - g. Gunsmith shall be permitted as a home occupation, subject to compliance with federal firearms licensing requirements.
  - g-h. A lemonade stand or similar incidental sales activity operated under adult supervision by one (1) or more minor residents of the premises shall be permitted as a temporary home occupation, provided that; signage is limited to temporary signs permitted in the zoning district.



~~h.i.~~ Any use not specifically listed may be approved with a special use permit as a home-based limited business, subject to the requirements of this Section and Section 14.3.

8. Prohibited Use. The following uses are expressly prohibited as a home occupation or home-based limited business.
  - a. General repair and servicing of motor vehicles or recreational vehicles, body and paint shops, welding shops, and storage or dismantling yards.
  - b. Kennels and veterinary clinics.
  - c. Medical or dental clinics.
  - d. Retail stores and eating or drinking establishments.
  - e. Adult regulated uses and sexually oriented businesses.
  - f. Any use or process that creates noise, vibration, glare, fumes, odor, electrical interference, or similar nuisances to persons off the premises; creates or exacerbates any hazard of fire, explosion, or radioactivity; or causes visual or audible interference or fluctuations in line voltages off the premises.
  - g. Any use involving outdoor display, parking or storage of materials, goods, supplies, vehicles or equipment; or the use of machinery, equipment or facilities not commonly incidental or accessory to a residential dwelling.

#### **D. Requirements for Home Occupations.**

1. Residents Only. Any person who is not a resident occupant of the dwelling unit shall not be employed in a home occupation located there.
2. Sign. One non-illuminated nameplate, not more than two square feet in area, shall be allowed per residence to identify a home occupation. The permitted sign shall not be located in any road right-of-way and shall not obstruct the clear vision of drivers. No other sign shall be used on the premises to advertise a home occupation.
3. Accessory Building Use. One (1) detached accessory building may be occupied by a home occupation, provided that there is no external evidence of the business activity. Any accessory building used for a home occupation shall be in full compliance with the standards for accessory buildings, as provided in Section 7.5 of this Ordinance.
4. Total Area of Home Occupation. The total area within the principal dwelling devoted to a home occupation shall not exceed forty percent (40%) of the residential floor area of one (1) story of the dwelling unit. If the home occupation occupies a detached accessory building, then it shall not exceed ten percent (10%) of the residential floor area of one (1) story of the dwelling unit.
5. Craft or Fine Art Instruction. Pursuant to Section 204 of Michigan Public Act 110 of 2006, as amended (MCL 125.3204), individual instruction in a craft or fine art within a residence is a permitted home occupation.

**E. Requirements for Home-Based Businesses.**

1. One per Residence. No more than one home-based business shall be permitted per residence.
2. Employees. A home-based business shall be conducted solely by the resident occupants of the dwelling unit, plus not more than one (1) full-time equivalent non-resident employee or independent contractor per residence.
3. Sign. One non-illuminated, freestanding or wall sign, not to exceed four (4) square feet in area, shall be permitted for a home-based business. The sign shall not be located in the road right-of-way and shall not obstruct the clear vision of drivers. A freestanding sign associated with a home-based business shall not exceed five (5) feet in height.
4. Total Area of the Home-Based Business. The total area within the principal dwelling devoted to a home occupation shall not exceed fifty (50%) percent of the residential floor area of one (1) story of the dwelling unit.
5. Accessory Buildings. Accessory buildings may be occupied by a home-based business, provided that there is no external evidence of the business activity and the total area of accessory buildings devoted to a home-based business does not exceed 4,000 square feet per residence. Any accessory building used for a home-based business shall be in full compliance with the standards for accessory buildings, as provided in Section 7.5 of this Ordinance.

**F. Additional Requirements for Medical Marijuana Caregiver Home Occupation**

1. **Medical Marihuana Caregiver Home Occupation.** The cultivation of medical marihuana by a primary care giver as defined and in compliance with the Michigan Medical Marihuana Act, being MCL §333.26421, et. seq. and associated state rules and regulations shall be allowed as a home occupation in the AG (Agricultural) zoning district, subject to the applicable requirements of this Section 6.19 and the additional requirements of Section 6.54 (Medical Marihuana Caregivers). A medical marihuana caregiver shall be prohibited as a home-based limited business.

[as amended 11/10/21]



February 18, 2016

**BY ELECTRONIC DELIVERY**

Krissy Carlson  
Division Chief  
Firearms and Explosives Industry Division  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
U.S. Department of Justice  
244 Needy Road  
Martinsburg, WV 25405

**Re: Request for Advisory Opinion on Licensing for Certain Gun Show Sellers**

Dear Ms. Carlson:

On behalf of my client the National Associations of Arms Shows ("NAAS"), we would like to request an advisory opinion on licensing for persons who wish to sell firearms at gun shows. Specifically, we respectfully request guidance on licensing for persons engaged in a limited practice of selling firearms only at in-state firearms shows. As you may remember, we discussed this matter with representatives of the Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") during a meeting at the January 2016 SHOT Show.

At that meeting, ATF noted that ATF E-Form 7, *Application for Federal Firearms License*, will soon be amended by removing the hitherto confusing Question 18a: "Do You Intend to Sell Firearms **Only** at Gun Shows?" In light of recent Executive actions and this change to ATF Form 7, ATF also promised to provide a formal, written advisory opinion on a specific scenario should we so request. In furtherance of that promise, what follows is the scenario we envisioned during our previous discussions, and on which we would like to obtain ATF's written opinion.

As you know, 18 U.S.C. § 923(d)(1)(E) requires a license applicant to have a physical business premises and 18 U.S.C. § 923(d)(1)(F) requires the applicant to certify that his business is permitted by state and local law and will be run in compliance with state and local law. As you are aware, many jurisdictions limit the ability of persons to run businesses out of their homes, whether under zoning restrictions or by other means. However, some such jurisdictions do not object to in-home businesses where no members of the public are received at the home business location. The licensing scenario for which we would like written guidance involves an individual

who lives in one of these jurisdictions where the applicable state and local law would allow him to obtain a business license and run the business out of his home, provided the home business was not open to the reception of members of the public. While a Form 7 applicant must of course include business hours on the application, these business hours would only be included for purposes of ATF inspections, not for receiving members of the public.

While this potential FFL would not receive members of the public at its licensed premises, it would conduct its limited business at gun shows pursuant to 18 U.S.C. § 923(j), selling to buyers from a temporary in-state location in accordance with federal and state law. This would enable the FFL to further the President's stated goal of capturing additional transactions in the FBI's NICS background check process and lawfully conduct firearms sales at the federal level, while remaining in compliance with state and local law. All recordkeeping will of course be maintained at the licensed premises, available for inspection as required by the Gun Control Act and its promulgating regulations.

Based on this scenario, we respectfully request clarification from ATF regarding whether this proposed FFL business model is acceptable and whether ATF would indeed grant a dealer license for such a business. If you have any questions regarding this request, or if you require more information to respond to this request, please do not hesitate to contact me at [REDACTED]

Sincerely,



Mark Barnes  
Outside Counsel to  
National Association of Arms Shows

CC: Mr. Andy Graham  
Mr. Marvin Richardson  
[REDACTED]

MB:mab





U.S. Department of Justice

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

*EPS - Firearms Industry Programs Branch*

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Washington, DC 20226

[www.atf.gov](http://www.atf.gov)

February 17, 2017

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Mark Barnes, Esq.  
Outside Counsel to National Association of Arms Shows



Re: Request for Advisory Opinion on Licensing for Certain Gun Show Sellers

Dear Mr. Barnes:

This responds to your February 18, 2016 letter sent electronically to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and our recent discussions at this year's 2017 SHOT Show. In your letter and during our discussion, you requested additional guidance on licensing for persons engaged in selling firearms at in-state gun shows.

In January 2016, ATF published written guidance entitled "Do I Need A License To Buy And Sell Firearms?" The intent was to describe, generally, the facts and circumstances that ATF considers in determining whether someone is sufficiently engaged in the business of dealing in firearms to require a Federal firearms license. Among other key points, the guidance made clear that the buying and selling of firearms can rise to a level requiring a license even if the transactions are consummated only at gun shows or over the internet.

Since publication of the guidance, ATF has fielded a variety of questions seeking further clarification, especially about the extent to which persons who regularly buy and sell firearms at gun shows – but not from a fixed commercial location – are allowed and/or required to obtain a Federal firearms license. This letter is intended to provide you with additional clarification.

Anyone who is engaged in the business of buying and selling firearms, regardless of the location(s) at which those transactions occur is required to have a Federal firearms license. ATF will issue a license to persons who intend to conduct their business primarily at gun shows, over the internet, or by mail order, so long as they otherwise meet the eligibility criteria established by law. This includes the requirement that they maintain a business premises at which ATF can inspect their records and inventory, and that otherwise complies with local zoning restrictions.

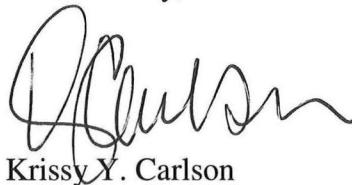
Mark Barnes, Esq.

License issuance decisions will continue to be made at the Field Division that geographically encompasses the prospective licensee's premises.

To avoid future confusion, ATF has recently been engaged in revising ATF form 7, Application for Federal Firearms License (ATF Form 5310.12) to amend language concerning when applicants who intend to sell firearms at gun shows are required to obtain a license. ATF anticipates that the revision process will be done soon, and that the revised form 7 will be available in the Spring of 2017. However, persons who intend to conduct their business primarily at gun shows, over the internet, or by mail order are free to submit the current form 7 in the interim, and it will be processed in accordance with the above-stated criteria.

We trust the foregoing is responsive to your request. If you should have any further questions, please contact the Firearms Industry Programs Branch (FIPB) at (202) 648-7190 or [fipb@atf.gov](mailto:fipb@atf.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Krissy Y. Carlson', is positioned above the printed name.

Krissy Y. Carlson

Chief, Firearms and Explosives Industry Division