

**PLANNING COMMISSION**  
118 N. Center Street ~ 517 - 851 - 7435  
**November 06, 2025**  
**Unapproved Meeting Minutes**

**Call P.C. Meeting Was Called to order. At: 6:38 p.m.**

**Roll Call of Commissioners present :** P.C. Amy Good, P.C. James Johnson, P. C. Chair Daryl Anderson, P.C. Laura Loomis, P.C. Jennifer Conant,

**Also in attendance:** Village Manager Heather Armstrong, Maya Baker Associate planner from McKenna, P.C. Attorney John Gormley, Village President Jill Ogdon Township/Village : Zoning Administrator Katrina Griffith, MPC.

**Approval of November 06,2025 Agenda**

- Motion to approve the November 6, 2025, agenda, by Jennifer second by Laura , Discussion . Next meeting date is not November 6. Its December 04,2025.
- Motion to approved amended agenda by Jennifer Secon by Laura. |voice vote motion carried.

**Approval of September 04,2025 Minutes**

- Motion to approve the minutes of September 4th, by Jennifer second by Laura again. Discussion please. We do have some, so Jill Ogden is spelled wrong, O-G-D-E-N, right and then September is not spelled out okay thank you.
- Motion made by to approve the amended September 04,2025 minutes by Jennifer and seconded Laura . Voice vote motion carried .

**Public Comment: Rezoning of Former Church Property**

- Concern raised by (Michelle Anga, resident at 206 South Williams) regarding proposed change affecting the old church property near Williams and Elizabeth.
- Key issues:
  - Historic traffic overflow during church use: parking on both sides of Williams/Elizabeth, driveway blockages, yard parking.
  - Current quieter conditions after residential use; past cut-through traffic via parking lot mitigated with fencing/planters.
  - Camera-observed activity: 150–200+ interactions per season at the T intersection; safety concerns due to speeding and stop sign non-compliance.
  - Potential multifamily use could add vehicles (estimate: four units → ~8 cars), affecting driveway access and pedestrian safety (dogs, kids, walkers).
  - Lighting concerns: past spotlights and winter headlight glare; desire to preserve night environment.
  - Environmental concerns: possible tree removal impact.
  - Equity concerns: resident bears impacts without profit; questions about housing type and neighborhood fit.
- Process clarification:
  - Public hearing will be scheduled; board may question applicant; public may comment.

- Future Land Use Map indicates multifamily (orange); current zoning is single-family. Distinction between current zoning and advisory master plan noted.
- R3 standards currently require a minimum lot size of 3 acres for multifamily; rezoning feasibility may be constrained.
- Multifamily in the master plan intended to match neighborhood character and density; prior existing land use may have been misnoted.
- Next steps:
  - Application materials are preliminary; Zoning administrator and attorney review pending.
  - Public hearing publication required one time at least 15 days in advance.
  - Notice requirements to properties within 300 feet for map amendments to be verified against statute.
 Conclusion:
- No decision made; resident concerns recorded. Public hearing to be scheduled with statutory notice and administrative review.

## **Zoning Ordinance Review: Site Plan and Site Condominium Sections**

- Discussion resumed on Article 8 redline (pages ~35–38).
- Clarified that reviewed section pertains to site condominium requirements, distinct from standard site plan review.
- Commission previously developed a “site plan tier” system (Type 1/2/3 in Section 6-45) and notification requirements; intent to align current draft with that structure.
- Site condominium regulation:
  - Governed by the Michigan Condominium Act (Act 59); local adjustments are limited.
  - Include a clear local definition for “site condominium” in ordinance definitions (in addition to referencing the Act).
  - Site condos are an ownership structure: units are owned; land outside is common elements; can resemble single-family neighborhoods or attached units; minimum of two units constitutes a project.
  - Design standards: condominium developments should meet subdivision design and improvement standards; local density controls apply via zoning.
  - Development style must match zoning: apartment-style condos must meet R3 multifamily standards; site condos resembling single-family must meet R1 density; large multi-unit condo buildings are not permitted in single-family districts.
- Procedural alignment:
  - Ensure condo project approvals reference and align with broader rezoning and site plan conditions and findings (e.g., applicant written synopsis addressing ordinance criteria).
  - Simplify and clarify approval sections; cross-reference applicable standards (e.g., “6-30” conditions and reinstated “6-45” site plan processes).
 Conclusion:
- Staff to verify and add definitions, references, and alignment with existing criteria; no final adoption of text made.

## **Review of Administrative Types (Type 1/2/3) in Section 6-45**

- Daryl requested reinstating “Type 1, Type 2, Type 3” framework to reduce delays and enable administrative reviews.
- Current drafted system includes sketch plan and administrative review; team agreed to revert to the 6-45 framework with potential table formatting for clarity.

- Acknowledged prior effort over nine months; intent to minimize wordiness with tables while preserving content.  
Conclusion:
- Proceed to insert Section 6-45 with Type 1/2/3 framework, potentially using a table for clarity.

### **Article 8 and Article 6 Status; Black Line/Red Line Versions**

- Planning commission requested a black-line version of Article 8 for next review cycle; plan to revisit and recommend changes to council.
- Article 6: Discussion on cottage industries and home occupations (pages ~87–88) and criteria updates.
- Corrections:
  - Delete retail/repair of large-scale products (vehicles, boats, furniture) from cottage industry criteria.
  - Limit to “only one on-site employee.”
  - Prohibit vehicle repair within cottage industry.  
Conclusion:
- Article 6 black line with specified changes approved; Article 8 red line approved with recommended changes and definitions pending black line delivery.

### **Manufactured Home Park Requirements and On-Site Storage**

- Section numbering confusion discussed (e.g., references to 6-1.42(d) vs. 6-142); numbering may be out of order but still 142.
- Pending confirmation from Mario regarding on-site storage (boat trailers, horse trailers, etc.) in manufactured home parks.
- Legal requirement to provide zoning for manufactured home parks; potential placement in R3 if standards are met.
- Consideration that existing R3 areas may not fit manufactured home park requirements.  
Conclusion:
- No changes made; confirmation from Mario pending on storage rules; acknowledgment that MH parks must be accommodated by law.

### **Proposed Zoning Map and District Names**

- Proposed zoning map maintains existing parcel zoning; changes limited to district names and a historic district overlay.
- No rezoning proposed; color changes may make districts appear different but zoning remains the same.
- Future Land Use Map is advisory and one factor in rezoning decisions; does not mandate immediate rezoning.  
Conclusion:
- Zoning map re-approved as same as existing with naming updates and overlay; ordinance table renumbering also approved.

### **NEW BUSINESS:**

- Upcoming request to rezone 487 E. Elizabeth St. from R-1 to R-3

### **Next Chapter Focus—Article 3 (Districts and Uses)**

- Plan to move to Article 3 next meeting: table of permitted uses and dimensional standards.
- Request to receive red line versions in advance; black line not necessary.
- Discussion on R1: past debates on duplexes and fourplexes; accessory dwelling units (ADUs) previously voted not to be considered during this rewrite.
- Some disagreement on prior votes (mother-in-law housing/ADUs) noted; plan to verify minutes and adjust as needed.

Conclusion:

- Proceed to Article 3 review with red line materials; revisit permitted uses and dimensional standards; clarify past votes via minutes.

## **Parks and Recreation Plan Update and Grants**

- Intention to update Parks and Recreation Plan (and possibly sidewalks) to be eligible for DNR grants.
- Consider partnering with township and possibly McKenna; address multiple trails and departmental updates.
- State (DNR) likely to deny re-approval without substantive updates due to elapsed time.

Conclusion:

- Move forward on Parks and Recreation Plan update; coordination with stakeholders anticipated.

## **PUBLIC COMMENT:**

- None No public present

## **P.C. COMMENTS CONCERNS OR SUGGESTIONS**

- James thanked Daryl for his hard work which was much appreciated by Daryl.

## **ADJOURNMENT**

Motion to adjourn by Jennifer and second by Jim any further discussion all those in favor say aye any nay motion carries we're adjourned what time is it 7: 46 p.m.

## **NEXT MEETING**

- Next regular meeting will be December 04,2025.

## **Minutes prepared by**

**Daryl Anderson**  
**Chair Planning commission**  
**November 9, 2025**