



PLANNING COMMISSION

Wednesday, April 1, 2026 at 6:00 PM

City Hall, 2nd Floor Chambers

AGENDA

- 1. CALL TO ORDER.**
- 2. ROLL CALL.**
- 3. ADOPTION OF AGENDA, APRIL 1, 2026**
- 4. APPROVAL OF MINUTES.**
 - A. Minutes of February 5, 2026
- 5. PUBLIC COMMENTS AND COMMUNICATIONS (NON-AGENDA ITEMS)**
(3-Minute Limit)
- 6. CONSIDERATION OF APPLICATION**
 - A. A. Request for Conditional Use (Home Occupation) at 1500 S Jackson Street (Parcel # 4-148300000) for A Cottage Food Business.
- 7. UNFINISHED BUSINESS.**
 - A. Master Plan Update
- 8. NEW BUSINESS.**
- 9. PLANNER'S COMMENTS.**
 - A. A. Future Training — Dialog with Commissioners.
- 10. COMMISSIONER COMMENTS.**

11. NEXT MEETING REMINDER, MAY 6, 2026.

12. ADJOURNMENT.

MEETING MINUTES

Date: Wednesday, February 4, 2026

Location: City Hall – 2nd Floor Council Chambers

Time: 6:00 PM

1. CALL TO ORDER

- a. The meeting was called to order at approximately **6:00 PM**

2. ROLL CALL

- a. **Members Present:** David Hammontree, James Johnson, Clyde Mauldin (ZBA Liaison), Chelsea Poole
- b. **Ex officio members Present:** Jonathan Greene (City Manager), Conner Wood (Councilmember – Ward 4)
- c. **Absent:** Daniel Mahoney (Mayor, ex officio)
- d. **Staff Present:** R. John O’Connor (Planning Director / Zoning Administrator)

3. ADOPTION OF AGENDA

- a. **Motion:** To adopt the February 4, 2026 agenda as amended to move Election of Officers immediately following Roll Call. (Motion by Wood, Support: Greene).

Motion carried by unanimous voice vote.

4. ELECTION OF OFFICERS

- a. Director O’Connor presided over officer elections.
- b. **Chair**
 - i. Nomination for **James Johnson**. (Wood, support Mauldin)
 - ii. Nominations closed.
 - iii. **Johnson elected Chair, carried by unanimous voice vote.**
- c. **Vice Chair**
 - i. Nomination for **Chelsea Poole** (Hammontree, support Wood)
 - ii. Nominations closed.
 - iii. **Poole elected Vice Chair, carried by unanimous voice vote.**
- d. **Secretary**
 - i. Nomination for **David Hammontree** (Wood, support Greene)
 - ii. Nominations closed
 - iii. **Hammontree elected Secretary carried by unanimous voice vote.**

There was extended informal dialogue during elections about procedural norms (“cast unanimous ballot,” “close nominations”), with Director O’Connor and commissioners ensuring the correct parliamentary steps were followed.

5. **APPROVAL OF MINUTES (January 7, 2026)**

- a. Wood offered a motion to approve the January 7, 2026 minutes as presented. Motion supported by Greene.

Motion carried by unanimous voice vote.

6. **PUBLIC COMMENTS (NON-AGENDA ITEMS)**

- a. No public comments were offered.

7. **UNFINISHED BUSINESS**

a. **Recommendation to Approve Planning Next Proposal for the City's New Comprehensive (Master) Plan**

i. Director O'Connor summarized:

1. Three consultant groups were interviewed: **Planning Next, SmithGroup, and Beckett & Raeder.**
2. Planning Next scored highest in community engagement strategy, responsiveness, county alignment, and clarity of deliverables.
3. Grand Rapids officials spoke highly of Planning Next's process and implementation success.

ii. Commission discussion included:

1. Strong impressions from Grand Rapids' master plan ("everything I hope for our master plan").
2. Desire for a plan with clear deliverables and realistic implementation strategy.
3. Appreciation for Planning Next's fast communication during the RFP process.

iii. **Motion:** To approve the Planning Director's recommendation and forward a recommendation to City Council to award the Comprehensive Master Plan contract to **Planning Next.** (Greene, supported by Wood). **Motion carried by unanimous voice vote.**

b. **Planning Next Presentation & Q&A (Detailed)**

i. Representatives **Sarah Bongiorno (Director & Project Lead)** and **Josie Stiver (Planner)** from Planning Next were in attendance. Sarah Bongiorno introduced her team and outlined:

1. Their recent work on **Jackson County's Drive Jackson** 20-year vision plan
2. The differences between a **county strategic plan** and a **city-level, land-use governed master plan**
3. The importance of grounding the planning process in the Michigan Planning Enabling Act requirements
4. Commitment to a **12-month process**, with flexibility at adoption stage
5. The critical role of community engagement and diverse stakeholder representation

ii. Commissioners engaged in extended Q&A, including:

1. **Vice Chair Poole** asked how Planning Next would differentiate the City’s master plan from the recently completed county vision plan.
 - a. Bongiorno explained they had intentionally collected demographic and geographic input that allows them to “zoom in” on the City, tailoring land-use planning elements to City needs.
2. Commissioners discussed the **Steering Committee**, best practices, and the ideal size (approx. 20–25 members), with emphasis on representation across age, race, geography, and lived experience.
3. Discussion on an **Advisory Group** (larger than Steering Committee) that could serve in outreach, event awareness, and broader community input roles.
4. Director O’Connor stressed the need for the Steering Committee to represent the entire City and the value of open applications rather than purely appointed membership.
 - a. There was agreement to delay forming the Steering Committee until the Mayor and pending commissioner appointments could participate.

8. VII. NEW BUSINESS

a. Adoption of Planning Commission 2026 Calendar

- i. The Commission reviewed the meeting calendar (first Wednesday each month; no July meeting).

Motion to adopt calendar (Wood, support by Greene)

Supported and **passed by unanimous voice vote.**

9. PLANNING DIRECTOR’S COMMENTS

- a. Director O’Connor presented several updates:

i. Fee Schedule Review

1. Sharp increase in zoning verification letter workload
2. Third-party companies profiting while staff time is subsidized by taxpayers
3. Upcoming proposal to adjust fees accordingly

ii. Master Plan Steering Committee & Advisory Group

1. Will require Commission participation in determining membership
2. Open application process recommended
3. Branding and launch planning for the Master Plan to begin soon with Planning Next and City communications staff

iii. 2025 Annual Report

1. Distributed to Commissioners for review

2. **Motion made by Wood to enter the report into the record.**
Support by Hammontree. **Motion carries by unanimous voice vote.**
3. Report will be presented to City Council at its March meeting

10. COMMISSIONER COMMENTS

- a. Commissioners discussed:
 - i. The next steps pending City Council approval of the Planning Next contract
 - ii. Desire to wait for mayoral involvement before establishing the Steering Committee
 - iii. Interest in potential applicants for Commission vacancies
 - iv. Clarifications on applicant eligibility and residency requirements
 - v. General appreciation for the efficiency of the meeting and new leadership
 - vi. Chair Johnson thanked the Commission for confidence in his appointment.

11. NEXT MEETING

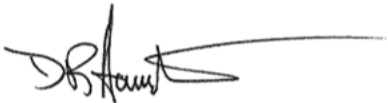
- a. **Wednesday, March 4, 2026 at 6:00 PM**

12. ADJOURNMENT

- a. Motion to adjourn was made (Wood) and supported (Hammontree).
Motion passed by voice vote.
Meeting adjourned at approximately **6:25 PM.**

Respectfully Submitted,

David R. Hammontree



Secretary, Planning Commission

**Conditional Use Permit
740 Washington Ave.
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant: Sharon Curry
(Beloved Sweets & Treats LLC)
1500 S Jackson Street, MI, 49203

Subject Location: 1500 S Jackson Street (Parcel # 4-148300000)

Received Date: February 27, 2026

Current Zoning: R-1, One Family Residential

Action Required: The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter. (Chapter 28)

SITE AND PROJECT DESCRIPTION

The applicant is seeking a conditional use permit for a home business/occupation cottage food business in the single-family residential structure at 1500 S Jackson Street. This business will operate as a bakery and artisanal confectioner utilizing the on-premises kitchen. The owner did provide hours of operation from 7am- 4pm and the pickup of goods may occur between these hours only.

The subject address is located between Randolph Street and Griswold Street on S Jackson on west side of the road. The property/lot is approximately 0.12 acres and contains a 704 square-foot single-family residential structure.

Home occupations are permitted as a conditional use in the R-1, One Family Residential zoning district.

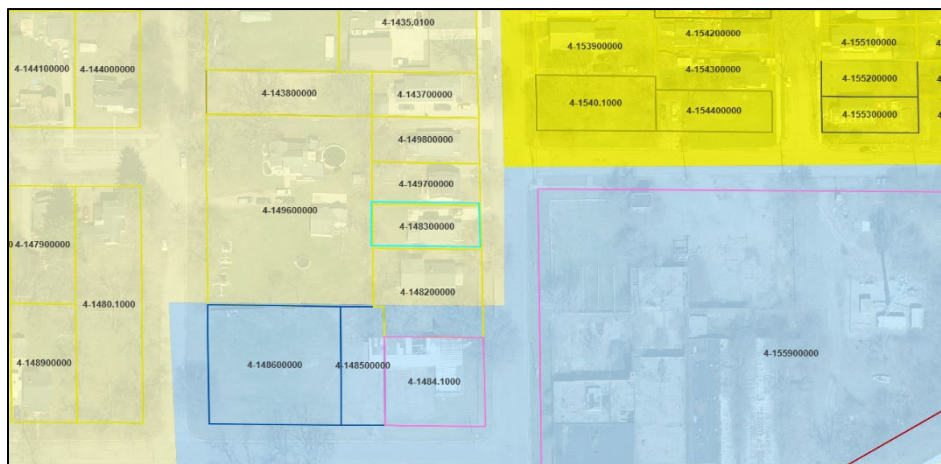




NEIGHBORING ZONING AND LAND USE

The table below identifies the surrounding zoning designations and current land uses.

	North	South	East	West
Current Zoning	R-1 Single Family	R-1 Single Family	I-1, Light Industrial	R-1 Single Family
Current Land Use	Residential	Residential	Vacant	Residential



CONDITIONAL USE STANDARDS FOR HOME OCCUPATION

Per Section 28-145(10) of the zoning ordinance, a home occupation is an incidental and secondary use of a dwelling unit for business purposes. The intent of this section is to ensure compatibility of home occupations with other permitted uses of residential districts and with the residential character of the neighborhood involved. It is further the intent of this provision to ensure that home occupations are clearly secondary and incidental uses of residential buildings. The following guidelines will be considered:

- a. A home occupation must be conducted in its entirety within a dwelling unit that is the primary residence of the person conducting the business.
Staff Comment: The applicant indicates that all business to be conducted at interior of home with the only exception for the pickup of sold goods.
 - b. Only persons residing at the residence may conduct a home occupation.
Staff Comment: A person residing at the residence will be conducting the home occupation proposed on the conditional use application.
 - c. All business activity and storage must take place within the interior of the dwelling.
Staff Comment: Applicant stated that all activity and storage will be interior of home.
 - d. There can be no alteration to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.
Staff Comment: There will be no alterations to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.
 - e. The home occupation must not generate a volume or character of pedestrian or vehicular traffic beyond that normally generated by homes in the residential neighborhood.
Staff Comment: Business will operate off site at farmer's markets mostly, with an occasional home pick up, and applicant stated she will operate from 7am- 4pm Monday through Friday.
 - f. Only off-street parking facilities that are normal for residential use and located on the premises may be used.
Staff Comment: Off-street parking is provided along with existing driveway (3 total spaces, 2 are required for Residential use).
 - g. No vehicles used in the conduct of the occupation may be parked, or otherwise kept at the premises, other than as are normal for use for domestic or household purposes.
Staff Comment: Only the applicant and immediate family will be parked at the subject address.
 - h. One (1) non-illuminated nameplate no larger than two (2) square feet may be permitted to identify the home occupation. The nameplate must be attached to the building. No other identification is permitted.
Staff Comment: There are no proposed signs at the subject property; however, if the applicant chooses to install signage, a separate application and review is required through the Community Development Department.
 - i. The sale, rental, or repair of goods is permitted to the extent that it is incidental to a service profession.
Staff Comment: Not applicable.
 - j. Internet based home occupations involving the sale, rental, or repair of goods is permitted, so long as there are no on-site person-to-person exchanges.
Staff Comment: Not applicable.
 - k. No highly explosive or combustible material can be used or stored on the premises.
Staff Comment: Not applicable.
 - l. No activity that interferes with radio or television transmission is permitted.
Staff Comment: Not applicable.
-

m. No offensive noise, vibration, smoke, dust, odor, heat, or glare noticeable at or beyond the property line is permitted.

Staff Comment: No perceived offensive nuisances for the cottage food business.

n. Not more than twenty (20) percent of the gross floor area, (or three hundred (300) square feet), whichever is greater, can be used for a home occupation.

Staff Comment: The applicant indicated that it would be confined to the kitchen area only (80 Square feet).

o. The conduct of the home occupation must not violate any of the city's ordinances concerning nuisance, fire or health, or any other city, county, state or other applicable laws or regulations.

Staff Comment: The applicant will not violate any of the city's ordinances concerning nuisance, fire, and health.

STANDARDS FOR CONDITIONAL USE APPROVAL

Per Section 28-145(b) *Standards on which decisions will be based*. The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

- (1) Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.
- (2) Compatibility with the existing and future land use patterns.
- (3) Effect on the health, safety, convenience, or general welfare of persons residing or working in the vicinity. To evaluate the use, the planning commission shall consider the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures.
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading.
 - c. The safeguards used to prevent noxious or offensive emissions such as noise, glare, dust and odor.
 - d. The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.
- (4) Ability of the use to be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- (5) Availability of essential public facilities and services, such as: streets, police and fire protection, drainage, refuse disposal. The persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.

FINDINGS/CONCLUSION

We are of the opinion the proposed home occupation/business will not present an appearance or create an atmosphere uncharacteristic of the surrounding properties and uses. However, prior to rendering a decision, the planning commission is to review and discuss Section 28-145(b) *Standards on which decisions will be based*. The planning commission is permitted to include additional, reasonable, conditions to the conditional use.

Respectfully,


R. John O'Connor
Planning Director, City of Jackson
cc: Applicant

Application for Conditional Use Permit (CUP)

Requires a public hearing before the Planning Commission

\$500.00 fee required with application submittal.

Instructions and additional information on Page 2 and Page 3

Nature of Conditional Use

- | | | |
|---|---|--|
| <input type="checkbox"/> Automobile Service Station | <input type="checkbox"/> Religious Institution | <input type="checkbox"/> Recycling Center |
| <input type="checkbox"/> Auto Wash | <input checked="" type="checkbox"/> Home Occupation | <input type="checkbox"/> Resource Center |
| <input type="checkbox"/> Billboard | <input type="checkbox"/> Off-Street Parking (R-3 & R-4 Only) | <input type="checkbox"/> School |
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Radio and Television Broadcasting Studio | <input type="checkbox"/> Self-Service Storage Facility |

APPLICANT

Name: Sharon Curry
Address: 1500 South Jackson Street
City: Jackson State: MI Zip: 49203
Phone: (517) 416-3843
Email: sharon@belovedsweetsandtreats.com

PROPERTY OWNER

Same as applicant

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____
Email: _____

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: 4-148300000
Address: 1500 South Jackson Street
City: Jackson State: MI Zip: 49203
Nearest Intersection: South Jackson Street & Douglas Street

Current Zoning Designation: R-1
Current Use: Residential Commercial
 Industrial Mixed

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): Home-based cottage food operation (Beloved Sweets & Treats LLC) conducted in compliance with Michigan Cottage Food Law. Preparation of non-potentially hazardous baked goods within the existing residential kitchen. No structural changes, exterior alterations, signage, or employees.

Limited customer pickup using existing driveway with minimal traffic impact. See attachment - Operational & Impact Statement
All applications must be accompanied by a site plan meeting the requirements of Section 28-135 and the specific use requirements in Section 28-145 (d). Applications submitted without a site plan will be deemed incomplete.

I hereby attest that I/we have read and understand the application form, that the information submitted is true and accurate, and agree to all the terms, conditions, and other City of Jackson Code requirements. Furthermore, I/we understand all conditional use permit applications are subject to review, standards, regulations, and procedures of Section 28-145 of the City of Jackson zoning ordinance.

Sharon Curry 2/27/26
Signature of Applicant Date Signature of Owner Date
(If different than applicant)

If the owner cannot sign this form, the applicant shall submit a letter of consent from the property owner with this application.

OFFICE USE ONLY	
CASE: <u>PCUP26-0001</u>	Application Accepted By: <u>AH on 2/27/26</u>
Materials Submitted with Application: <input type="checkbox"/> Plans <input checked="" type="checkbox"/> Other <u>Over the A View, Business Plan</u>	
Total Pages Submitted: <u>4</u>	Amount of Fee Paid: \$ <u> </u> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check Check #: <u>001</u>

Operational & Impact Statement

Beloved Sweets & Treats LLC
1500 South Jackson Street
Jackson, MI 49203

1. Description of Use

Beloved Sweets & Treats LLC is a home-based cottage food operation conducted in compliance with the Michigan Cottage Food Law. The business involves preparation of non-potentially hazardous baked goods and artisanal confections within the existing residential kitchen located on the main floor of the home.

No structural modifications, exterior alterations, or additions are proposed.

2. Hours of Operation

Food preparation activities will generally occur between: **7:00 a.m. – 4:00 p.m., Monday through Friday**

There will be no late-night operations.

3. Employees

The business is owner-operated only.

No employees will work on-site.

4. Parking & Traffic

Any limited customer pickup, if applicable, will utilize the existing residential driveway, which accommodates three (3) vehicles.

No additional parking areas are proposed.

No street parking will be designated for business use.

Traffic impact is expected to be minimal and comparable to normal residential activity. Sales will primarily occur off-site (e.g., farmers markets), further limiting vehicle traffic to the residence.

5. Deliveries

Deliveries will be limited to normal parcel carriers (e.g., USPS, UPS, FedEx), consistent with typical residential use. No commercial freight deliveries are anticipated.

6. Exterior Appearance & Neighborhood Impact

The home will retain its residential character at all times.

- No exterior signage is proposed.
- No outdoor operations will occur.
- No outdoor storage is proposed.
- No additional lighting is proposed.
- No noise beyond normal residential activity is anticipated.

The operation is small-scale and intended to serve the local community while maintaining full compliance with city zoning regulations and state cottage food requirements.

Submitted by:

Sharon Curry
Owner, Beloved Sweets & Treats LLC

Signature: 
Date: February 27, 2026



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN The City of Jackson Planning Commission will hold a public hearing to hear a request for conditional use permit application pursuant to Section 28-145 of the City of Jackson Zoning Ordinance.

Applicant:

Sharon Curry
(Beloved Sweets & Treats LLC)
1500 S Jackson Street
Jackson, MI, 49203

Subject property location:
1500 S Jackson
(Parcel #4-148300000)

Request:

The applicant is requesting conditional use permit for a Cottage Food business (located within the home) in the R-1 Zoning District (One Family Residential).



Effect of request:

Approval of the conditional use permit will allow the Applicant to operate a cottage food business from their home.

YOU ARE FURTHER NOTIFIED that the City of Jackson will hear all oral and written comments regarding the proposed conditional use permit request at:

**6:00PM on April 1, 2026, in
City Hall Council Chambers, 2nd Floor
161 W. Michigan Avenue
Jackson, MI 49201**

You received this notice because you own or occupy property within three hundred (300) feet of the property above outlined in yellow. **If you are not the applicant, you are not required to attend the public hearing or respond to this notice.**

Reasonable accommodations for individuals with disabilities will be made if notification is received ten (10) days prior to the public hearing.

If you are interested in this request you may attend the public hearing or contact John O'Connor at 517-768-6426 or joconnor@cityofjackson.org with comments. Written comments may be mail to 161 W. Michigan Avenue, Jackson, MI 49201, c/o John O'Connor. All comments and/or questions must be received no later than 12:00PM on April 1, 2026.

MLive Media Group
169 Monroe Ave NW Suite 200
Grand Rapids, MI 49503



Jackson Citizen Patriot

CITY OF JACKSON COMMUNITY DEVELOPMENT
DEPARTMENT
161 W MICHIGAN AVE
JACKSON, MI 49201

AD#: 0011076229

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Page 1 of 2

Date	Position	Description	P.O. Number	Ad Size	Costs
03/05/2026	Public Notices MI	CITY OF JACKSON PLANNING COMMISSION NOTICE OF PUBLIC	Planning Commission Meeting April 1	1 x 79 L	
				Affidavit Notary Fee - 03/05/2026	\$30.00
				Basic Ad Charge - 03/05/2026	\$187.06
				Total	\$217.06

FOR QUESTIONS CONCERNING THIS AFFIDAVIT, PLEASE CALL 616-254-2030 or 877-222-5423

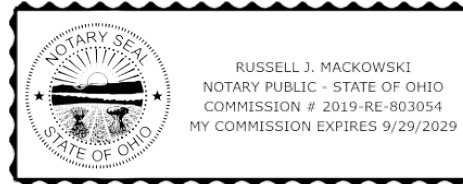


AD#: 0011076229

State of Ohio,) ss
County of Cuyahoga)

Joe Rosa being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Jackson Citizen Patriot is a public newspaper published in the city of Jackson, with general circulation in Jackson county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Jackson Citizen Patriot 03/05/2026



Principal Clerk of the Publisher

Sworn to and subscribed before me this 06th day of March 2026

Notary Public

**CITY OF JACKSON
PLANNING COMMISSION
NOTICE OF
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN
the City of Jackson Planning Commission will hold a public hearing to hear a request for conditional use permit application pursuant to Section 28-145 of the City of Jackson Zoning Ordinance

Applicant:
Sharon Curry
(Beloved Sweets & Treats LLC)
1500 S Jackson Street
Jackson, MI, 49203
Subject property location:
1500 S Jackson
(Parcel #4-148300000)

Request:
The applicant is requesting conditional use permit for a Cottage Food business (located within the home) in the R-1 Zoning District (One Family Residential).
Effect of request:
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