



## **ZONING BOARD OF APPEALS**

**Thursday, May 28, 2026 at 5:30 PM**

**City Hall, 2nd Floor City Council Chambers**

### **AGENDA**

**1. CALL TO ORDER.**

**2. PLEDGE OF ALLEGIANCE.**

**3. ROLL CALL.**

**4. ADOPTION OF AGENDA, MAY 28, 2026.**

**5. APPROVAL OF MINUTES.**

A. Minutes of March 26, 2026

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

(3-Minute Limit)

**7. PUBLIC HEARINGS.**

A. 1502 Carlton BLVD. (Parcel #3-093800000) Dimensional Variance requested for encroachment of a third accessory structure eight (8) feet in the addressed front yard and the placement of a pool at the five (5) foot setback from the side yard property line.

B. 1514 N. West Ave. (parcel#2-2470-1000) Dimensional variance requests for landscaping/greenbelt reduction and parking space reduction.

- C. 222-234 W Michigan Ave (parcel # 1-008100000) Dimensional, Supplemental, and Use variance requests.

**8. NEW BUSINESS.**

- A. Fee structures and costs associated with applications and, with public notices price increases.

**9. BOARD MEMBER ANNOUNCEMENTS.**

**10. NEXT MEETING REMINDER, JUNE 25, 2026**

**11. ADJOURNMENT.**

## MINUTES – ZONING BOARD OF APPEALS MEETING

5:30 PM March 26, 2026

### I. Call to Order

Chairman Grieve called the March 26, 2026, Zoning Board of Appeals meeting to order at 5:30 pm.

### II. Roll Call

| PC Member      | Present | Absent | Excused |
|----------------|---------|--------|---------|
| Clyde Mauldin  | X       |        |         |
| Karl Grieve    | X       |        |         |
| Bob VanSumeren | X       |        |         |
| Wanda Billops  | X       |        |         |
| Peter Mulhearn | x       |        |         |

**Staff Present:** O'Connor

### III. Pledge of Allegiance

### IV. Adoption of Agenda

Board Member Grieve moved, with support from Board Member VanSumeren to approve March 26, 2026, Zoning Board of Appeals Meeting Agenda.

**Motion passed by voice vote.**

### V. Review and Approval of Zoning Board of Appeals Meeting Minutes

#### A. Zoning Board of Appeals Meeting Minutes

Board Member Mauldin moved, with support from Board Member Billops to approve January 22, 2026, Zoning Board of Appeals Meeting Minutes.

### VI. Public Comment and Correspondence –

#### A. None

### VII. Public Hearings

#### A. Consideration of Use Variance request for 323 S Cooper (Parcel # 5-0305.6100)

Board Member Grieve moved, with support from Board Member Mulhearn, to enter the Staff Report into the record as if read in whole.

**Motion passed by voice vote.**

Staff summarized the property use been commercial use for many years as a restaurant Wendy's and Doll-N-Burgers) since early 2000's.

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Public Hearing Opened at 5:36 pm

**APPLICANT/PUBLIC COMMENT**

Two Members of the public spoke in favor of the variance.

Board Member VanSumeren moved, with support from Board Member Mulhearn to close public hearing.

Approved by voice vote

Public Hearing Closed at 5:37 pm

**BOARD COMMENTS**

Multiple Board members, noted that the current use at the location as a restaurant without any concerns for changes of intensity to parking, noise, or any other factors associated with the proposed use as dental office.

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Board Member Grieve moved, with support from Board Member Mulhearn, to approve Use Variance request at 323 S Cooper (Parcel # 5-0305.6100).

| PC Member      | Yea | Nay | Abstained |
|----------------|-----|-----|-----------|
| Clyde Mauldin  | X   |     |           |
| Karl Grieve    | X   |     |           |
| Bob VanSumeren | X   |     |           |
| Peter Mulhearn | X   |     |           |
| Wanda Billops  | X   |     |           |

**Motion passed 5-0 by roll call vote.**

**VIII. New Business**

City Planner updated the Borad of updated fee structures based on research done of surrounding townships, villages, and cities.

**IX. Board Comments- None**

**X. Next Meeting Reminder**

Chairman Grieve reminded the Board that the next regular ZBA meeting is scheduled for April 23, 2026, at 5:30 pm.



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## 10. Adjournment

Board Member VanSumeren moved, with support from Board Member Mulhearn, to adjourn the meeting at 6:07 pm.

**Motion passed by voice vote**

Respectfully,

A handwritten signature in black ink, appearing to read 'R. John O'Connor', with a long horizontal flourish extending to the right.

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

**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

*The \$500.00 variance fee must be submitted with the application.*

Instructions and additional information on Page 2 and Page 3

Nature of Variance: ☐ Dimensional ☐ Supplemental ☐ Use

**APPLICANT**

Name: Jason + Erin Butterfield  
Address: 1502 Carlton Blvd  
City: Jackson State: MI Zip: 49203  
Phone: (517) 812-2507  
Email: jason.butterfield@jvbc.com

**PROPERTY OWNER**

☐ Same as applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: \_\_\_\_\_  
Address: 1502 Carlton Blvd  
City: Jackson State: MI Zip: 49203  
Nearest Intersection: Highway

Current Zoning Designation: \_\_\_\_\_  
Current Use: ☒ Residential ☐ Commercial  
☐ Industrial ☐ Mixed ☐ Vacant

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

- List Code Section number(s) from which a variance is requested from: \_\_\_\_\_
- Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):

We have a small back/side yard space. We would like to add a pergola but the setback rules + our space limit our options for doing so. We would also like to add a pool but we will run into setback rule limitations as well. We think by adding both of these elements will really enhance the property and be a great addition for our family.

Is/will an attorney be representing your variance request: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☐ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

J Butterfield  
Signature of Applicant

4/02/2020  
Date

\_\_\_\_\_  
Signature of Owner  
(If different than applicant)

\_\_\_\_\_  
Date

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>PZ BA 26-0002</u>                                                                                                                | Application Accepted By: <u>Att</u>                                                                                            |
| Materials Submitted with Application: <input type="checkbox"/> Plans <input type="checkbox"/> Letter <input type="checkbox"/> Other _____ |                                                                                                                                |
| Total Pages Submitted: <u>7</u>                                                                                                           | Amount of Fee Paid: \$ <u>500</u> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check Check #: <u>8060</u> |

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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE – Provide responses for subsections 1 through 7.**

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. Our back/side yard is a unique and limited space. I believe the backyard renovations we are proposing will be a great use of a small space & enhance the property.
2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. We are the home-owners and are trying to create a great outdoor space for our family to enjoy.
3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. The size of our yard limits us in what we can do.
4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. It will compliment adjacent properties. It will not be visible to any neighbors.
5. The variance is the minimum variance possible for reasonable use of the property. We would like to upgrade our back/side yard space. For the pergola we are asking for a 5FT setback from our property line. For the pool we are asking for a 5FT setback on side property line toward Brown St.
6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. The pergola will mostly be hidden by primary fence. Pool will not be visible. Our neighbors have been very positive about our project.
7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. Pergola structure will be used as a dining area. Pool will be used as a family pool. There will be no change to the use of our property.

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**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Lot Survey

Part of Lots, 11, 15, & 16, Block 22

Shoemaker's Addition

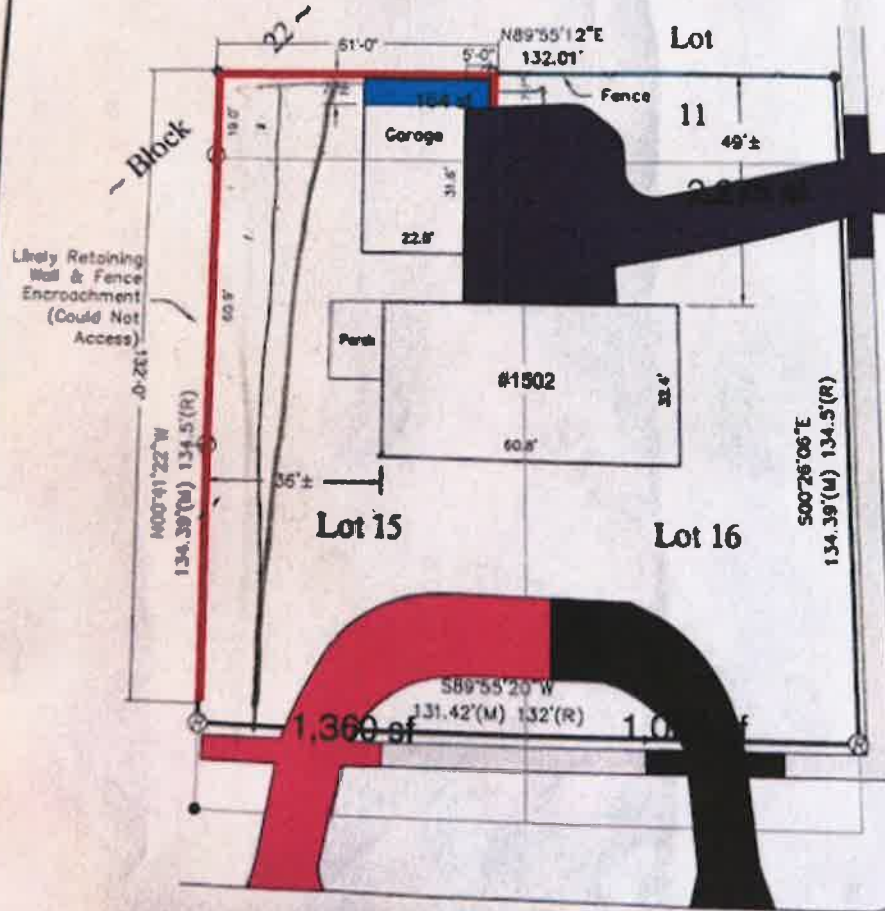
NE 1/4 Sec. 4, T3S, R1W

City of Jackson, Jackson County, MI

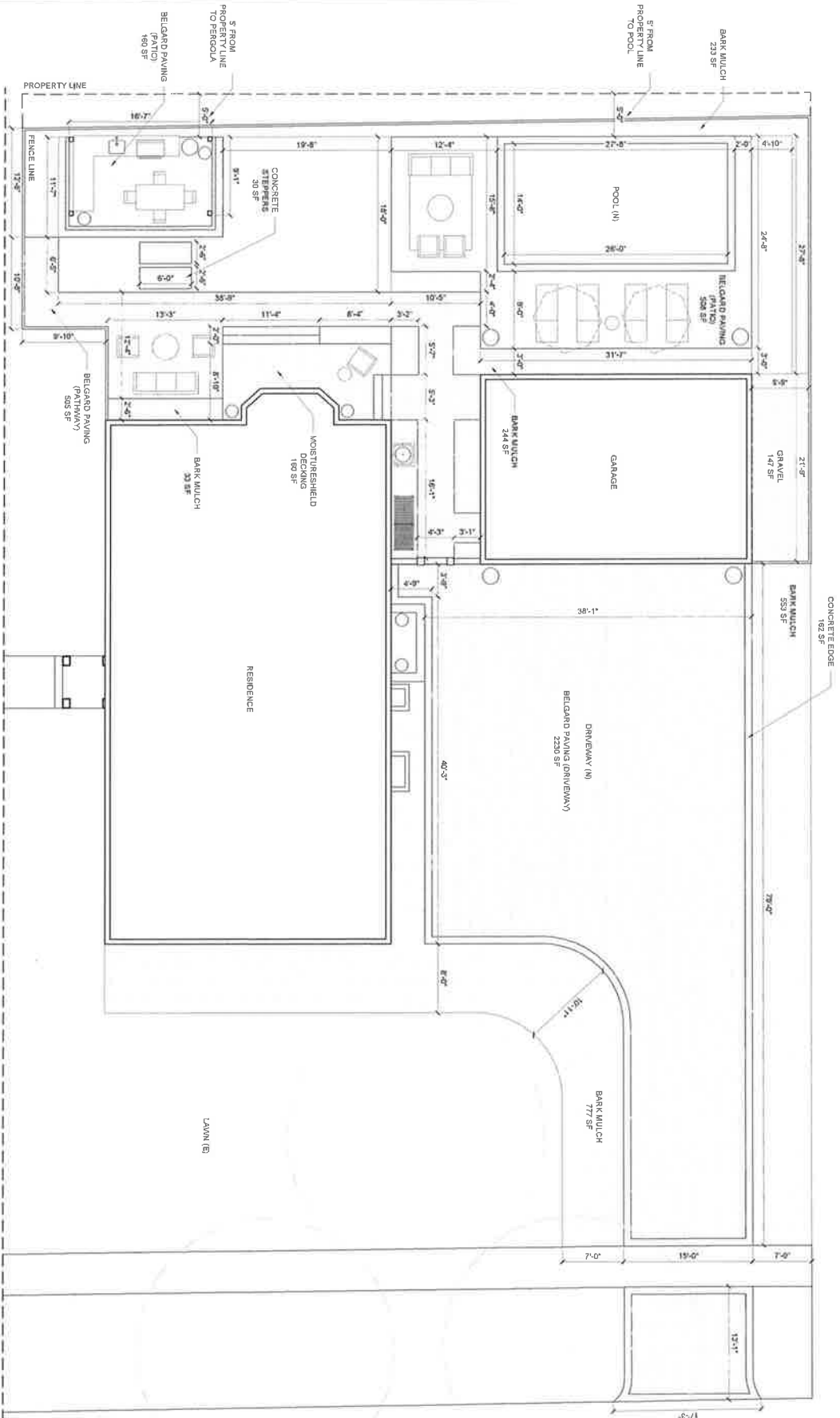
For  
Jason Butterfield  
1502 Carlton Boulevard  
Jackson, MI 49203

Scale

1" = 30'







**Attention Contractor:**

- Please verify all dimensions, setbacks, and materials with the homeowner before construction.
- The materials shown on this plan are for informational purposes only. The actual materials used may vary.
- The materials shown on this plan are for informational purposes only. The actual materials used may vary.
- The materials shown on this plan are for informational purposes only. The actual materials used may vary.

**Attention Homeowner:**

- If you are having a hard time understanding this plan, please contact Yardzen at 1-800-442-0000.

**DIMENSIONS + MATERIALS PLAN**

DATE: 03/29/2026

SCALE: 3/16" = 1'-0"

© 2021 Yardzen

NORTH

0 4' 8' 16'

Butterfield Residence  
1502 Carlton Blvd Jackson, MI, 49203





















I am writing this addendum to correctly describe the specific variances we are asking for. We are also seeking a dimensional variance for the pergola to exist in the non-addressed front yard. We are requesting that the pergola sit 8 feet past the front of the house in the non-addressed front yard area.

We are also requesting an additional accessory structure since we did not have that on our original application.

One item to note on the pergola, if approved, we will be planting large plants as shown on attached picture to further hide any view from Carlton Blvd street view. Please let me know if you need any more information.

Regards,

Jason Butterfield



## Dimensional Variance 1502 Carton BLVD. City of Jackson, Michigan

### GENERAL INFORMATION

**Applicant:**

Jason and Erin Butterfield  
1502 Carleton Blvd  
Jackson, MI 49203

**Subject Location:** 1502 Carlton BLVD. (Parcel #3-093800000)

**Received Date:** April 04, 2025

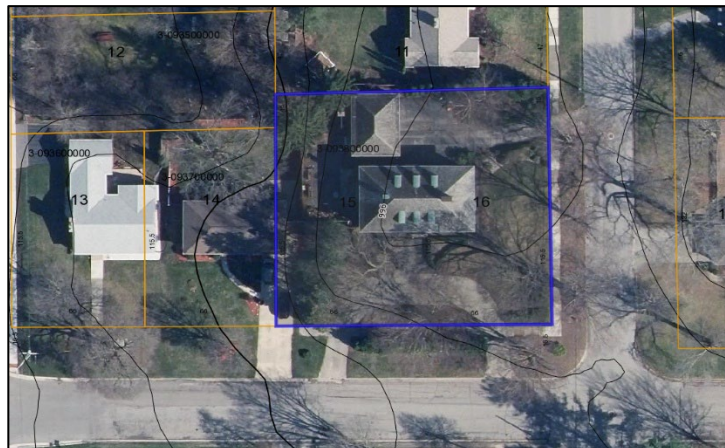
**Current Zoning:** R-1 One Family Residential

**Action Required:** The zoning board of appeals shall hear and decide only such matters as the board is specifically authorized to pass on as provided in this chapter (Chapter 28). The board has the power to grant variances, decide appeals on administrative decisions and to interpret the boundary lines of the zoning map. The board shall not have the power to alter or change the zoning district classification of any property; nor to make any changes in the terms of this article (Article VIII).

### SITE/PROPERTY DESCRIPTION

The .41-acre parcel is located at the northwest corner of the intersection of Carlton and S. Higby Street. The parcel only has .07 acres of side/rear yard area for the family's enjoyment and makes any type of site improvements challenging from both the standpoint of planning and building.

The Applicant/Owner has submitted applications for a dimensional variance for both a pool at the five (5)-foot setback in side yard and pergola to be placed eight (8) foot encroachment into the addressed front yard.



### NEIGHBORING ZONING AND LAND USE

The property is currently zoned R-1, One Family Residential and the table lists that all contiguous lots are also zoned R-1.



|                 | North                      | South                      | East                       | West                       |
|-----------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Zoning</b>   | R-1 One Family Residential | R-1 One Family Residential | R-1 One Family Residential | R-1 One Family Residential |
| <b>Land Use</b> | Residential                | Residential                | Residential                | Residential                |

#### VARIANCE REQUESTS

Dimensional variance for the erecting of a third accessory structure in the addressed front yard. The encroachment will be eight (8) Feet. Dimensional variance for the Pool located at the five (5) foot setback from the neighboring property to the west. Section 28-120, (2), (a), (5) Shall not occupy any portion of the required front nor be located closer to the road right-of-way than the established front building line; and 28-120, (2), (c) *Swimming pools*. Swimming pools may be erected exclusively for use of residents of the property and their guest, provided that no such portion shall be located within the portion of the prescribed front yard. Side and rear yard setback of at least eight (8) feet in depth must be maintained. Fencing must be provided in advance of utilizing the pool and designed/built as required by the most current edition of the International Building Code.

#### Effect of request:

Approval will permit the applicant to obtain a building and zoning permits for the erecting of pool at five (5) Feet setback, pergola encroaching into the addressed front yard eight (8) Feet, and patio space in the side yard and addressed front yard.



#### DIMENSIONAL VARIANCE STANDARDS

Per Section 28-238(c) in authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

- (1) There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district.

**Staff Comment:** *The property is unique in that the size of the lot is .41 acres and when the home was built the placement was such that the property has only .07 acres of rear/side yard space.*

- (2) The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property.

**Staff Comment:** *The need results from the Owner/Applicants wish for private enjoyment for their family activities.*

- (3) Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter.

**Staff Comment:** *Strict compliance would not allow the owner to make modifications to the site plan based on how little space is available in the rear/side yard.*

- (4) The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.

**Staff Comment:** *The improvements will not cause an imbalance to the harmonious enjoyment of the neighboring properties.*

- (5) The variance is the minimum variance possible for reasonable use of the property.

**Staff Comment:** *Staff is of the opinion that the dimensional variances requested are minimal and reasonable.*

- (6) The variance will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.

**Staff Comment:** *The dimensional variance requests will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.*

(7) Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter.

**Staff Comment:** *The dimensional variance requests will not allow, or give the appearance of, a change in use.*

#### RECOMMENDATION

Based on the following findings of fact, staff recommend approval of the dimensional variances requested, as presented, at 1502 Carlton BLVD. (Parcel #3-093800000)

1. *The site is located at 1502 Carlton BLVD. with all surrounding properties having the same zoning designation, R-1 One Family residential*
2. *The uniqueness of the property is due to the property location on a corner lot and the limited size of parcel at .07 acres of rear/side yard space on the .41 acre lot.*
3. *Authorizing the dimensional variances will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.*
4. *The dimensional variances requested will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.*

Respectfully,



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

cc: Applicant

# **CITY OF JACKSON**

## **ZONING BOARD OF APPEALS**

### **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for two (2) dimensional variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Jason and Erin Butterfield  
1502 Carleton Blvd  
Jackson, MI 49203

**Subject property:**

1502 Carleton BLVD. (Parcel #3-093800000)

**Variance Request:**

Dimensional variance for the erecting of a third accessory structure in the non-addressed front yard. The encroachment will be eight (8) Feet. Dimensional variance for the Pool located at the five (5) foot setback from the neighboring property to the west. Section 28-120, (2), (a), (5) Shall not occupy any portion of the required front nor be located closer to the road right-of-way than the established front building line; and 28-120, (2), (c) *Swimming pools*. Swimming pools may be erected exclusively for use of residents of the property and their guest, provided that no such portion shall be located within the portion of the prescribed front yard. Side and rear yard setback of at least eight (8) feet in depth must be maintained. Fencing must be provided in advance of utilizing the pool and designed/built as required by the most current edition of the International Building Code.

**Effect of request:**

Approval will permit the applicant to obtain a building and zoning permits for the erecting of pool at five (5) Feet setback, pergola encroaching into the non-addressed front yard eight (8) Feet, and patio space in the side yard and non-addressed front yard.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

Reasonable accommodation 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 R. John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org) with comments. Written comments



may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for two (2) dimensional variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Jason and Erin  
Butterfield  
1502 Carlton Blvd  
Jackson, MI 49203

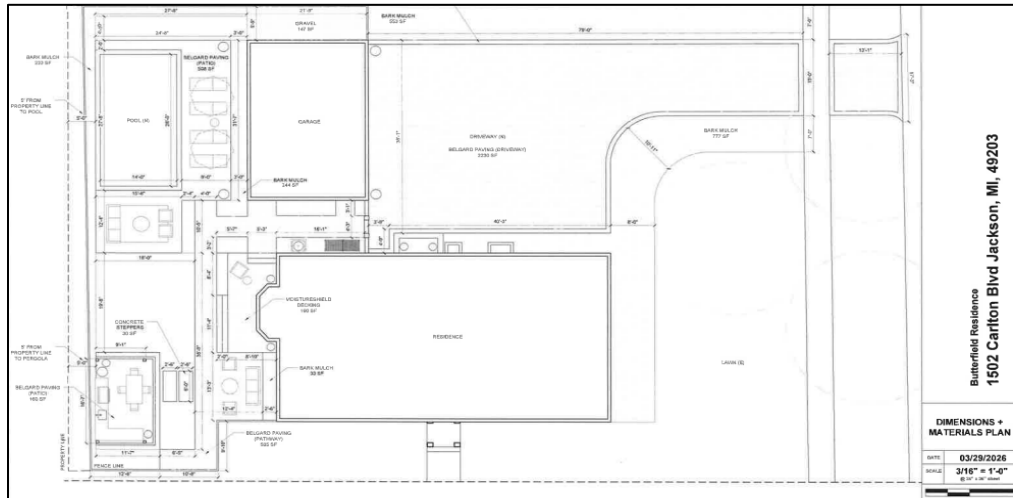
**Subject property:**

1502 Carlton  
BLVD. (Parcel #3-  
093800000)

**Variance**

**Request:**

Dimensional  
variance for the



erecting of a third accessory structure in the non-addressed front yard. The encroachment will be eight (8) Feet. Dimensional variance for the Pool located at the five (5) foot setback from the neighboring property to the west. Section 28-120, (2), (a), (5) Shall not occupy any portion of the required front nor be located closer to the road right-of-way than the established front building line; and 28-120, (2), (c) *Swimming pools*. Swimming pools may be erected exclusively for use of residents of the property and their guest, provided that no such portion shall be located within the portion of the prescribed front yard. Side and rear yard setback of at least eight (8) feet in depth must be maintained. Fencing must be provided in advance of utilizing the pool and designed/built as required by the most current edition of the International Building Code.

**Effect of request:**

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

You are invited to attend the public hearing to be held:

**5:30PM on May 28, 2025, in  
City Hall Council Chambers, 2<sup>nd</sup> 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 accommodation for individuals with disabilities will be made if notification is received ten (10) days prior to the public hearing.

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If you are interested in this request, you may attend the public hearing or contact R. John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org) with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.

**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

*The variance fee of \$500.00 must be submitted with the application.*

Instructions and additional information on Page 2 and Page 3

Type/Nature of Appeal: ☐ Dimensional ☒ Supplemental ☐ Use ☐ Interpretation of Code/Map

**APPLICANT**

Name: Cody Newman - Driven Design  
Address: 117 W. Michigan Ave.  
City: Battle Creek State: MI Zip: 49017  
Phone: ( 269 ) 753-8040  
Email: cody@drivendesignstudio.com

**PROPERTY OWNER**

☐ Same as applicant

Name: Steve Cobb Blue Ox Credit Union, a division of Ignite Credit Union  
Address: 115 Riverside Dr.  
City: Battle Creek State: MI Zip: 49015  
Phone: ( 269 ) 425-6284  
Email: stevecobb@ignitecreditunion.com

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: 2-2470-1000  
Address: 1514 N W Ave  
City: Jackson State: MI Zip: 49202  
Nearest Intersection: N W Ave & St. Clair Ave

Current Zoning Designation: C-4 General Commercial

Current Use: ☐ Residential ☒ Commercial  
☐ Industrial ☐ Mixed

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

- List Code Section number(s) from which a variance is requested from: Sec. 28-105
- Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):  
Required landscaping cannot be met on this site due to existing site constraints.  
Impervious area on site to be reduced and landscaping added between building and  
right-of-way. Per Sec. 28-105, the required landscaping is 10 trees and 11 shrubs  
(see calculation on sheet C2.0).

Is/will an attorney be representing your variance appeal: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☒ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Owner Steve Cobb 4/21/26  
(If different than applicant) Date

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: _____                                                                                                                                          | Application Accepted By: <u>Mr</u> |
| Materials Submitted with Application: <input checked="" type="checkbox"/> Plans <input type="checkbox"/> Letter <input type="checkbox"/> Other _____ |                                    |
| Total Pages Submitted: _____ Amount of Fee Paid: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Check #: _____                |                                    |

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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE** – Provide responses for subsections 1 through 7.

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. The exception to this property is that the owner is redeveloping an existing site that does not allow for additional landscaping. The owner is reducing the building footprint to accommodate the site capacity and removing pavement in front of the building for additional landscaping.
2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. The exception to this property is not based on any persons with current interest, it is due to existing site constraints and the desire to redevelop an abandoned property.
3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. Strict compliance with this chapter would unreasonably prevent the applicant from using this property as there is limited space for site circulation already and removing pavement for additional landscaping would prevent customers from accessing the building.
4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. Authorizing this variance will not be of substantial detriment to the adjacent properties as it will provide better site vision to the neighboring businesses.
5. The variance is the minimum variance possible for reasonable use of the property. Due to existing site constraints, the maximum landscaping that can fit on the site has been shown, minimizing the variance requested.
6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. The variance will not impair the supply of light and air, or increase congestion as the reduced landscaping will provide better site vision to the neighboring businesses.
7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. This variance will not allow a change of use but allow this existing property to be used again without adjusting for current City standards of landscaping.



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**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

*The variance fee of \$500.00 must be submitted with the application.*

Instructions and additional information on Page 2 and Page 3

Type/Nature of Appeal: ☐ Dimensional ☒ Supplemental ☐ Use ☐ Interpretation of Code/Map

**APPLICANT**

Name: Cody Newman - Driven Design

Address: 117 W. Michigan Ave.

City: Battle Creek State: MI Zip: 49017

Phone: ( 269 ) 753-8040

Email: cody@drivendesignstudio.com

**PROPERTY OWNER** ☐ Same as applicant

Name: Steve Cobb- BlueOx Credit Union, a division of Ignite Credit Union

Address: 115 Riverside Dr

City: Battle Creek State: MI Zip: 49015

Phone: ( 269 ) 425-6284

Email: stevecobb@ignitecreditunion.com

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: 2-2470-1000

Address: 1514 N W Ave

City: Jackson State: MI Zip: 49202

Nearest Intersection: N W Ave & St. Clair Ave

Current Zoning Designation: C-4 General Commercial

Current Use: ☐ Residential ☒ Commercial

☐ Industrial ☐ Mixed

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

1. List Code Section number(s) from which a variance is requested from: Sec. 28-100

2. Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):

Proposed uses are an 1,800 sft (1,300 sft ufa) Credit Union and 3,600 (2,600 sft ufa)  
retail. Per Sec. 28-100, 23 parking spaces are required for the Credit Union and 7  
are required for the retail space. Due to existing site constraints, we are proposing  
13 parking spaces as shown on sheet C2.0.

Is/will an attorney be representing your variance appeal: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☒ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

Signature of Applicant

Date

Steve Cobb

Signature of Owner

(If different than applicant)

4/21/26

Date

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: \_\_\_\_\_ Application Accepted By: MM

Materials Submitted with Application: ☒ Plans ☐ Letter ☐ Other \_\_\_\_\_

Total Pages Submitted: \_\_\_\_\_ Amount of Fee Paid: \$ \_\_\_\_\_ ☐ Cash ☐ Check Check #: \_\_\_\_\_

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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE** – Provide responses for subsections 1 through 7.

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. The exception to this property is that the owner is redeveloping an existing site that currently has 15 parking space. The owner is reducing the building footprint to accommodate the addition of the drive-thru lanes and there is no room for additional parking.
  2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. The exception to this property is not based on any persons with current interest, it is due to existing site constraints and the desire to redevelop an abandoned property.
  3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. Strict compliance with this chapter would unreasonably prevent the applicant from using this property as the proposed uses do not warrant as much parking as required. If needed, customers have the ability to utilize the parking from the surrounding businesses.
  4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. Authorizing this variance will not be of substantial detriment to the adjacent properties as it will encourage users to visit neighboring sites.
  5. The variance is the minimum variance possible for reasonable use of the property. Due to existing site constraints, the maximum parking that can fit on the site has been shown, minimizing the variance requested.
  6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. The variance will not impair the supply of light and air, or increase congestion as the minimum parking spaces will encourage users to continue on to adjacent businesses. Pavement will be reduced in front of the building for additional landscaping.
  7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. This variance will not allow a change of use but allow this existing property to be used again without adjusting for current City standards of parking.
-

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**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. \_\_\_\_\_

\_\_\_\_\_

2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.

\_\_\_\_\_

\_\_\_\_\_

3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_

\_\_\_\_\_

4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Dimensional Variance  
1514 N. West Avenue  
City of Jackson, Michigan**

## GENERAL INFORMATION

**Applicant:**

Cody Newman/ Driven Design  
117 W. Michigan Ave.  
Battle Creek MI, 49017

**Subject Location:** 1514 North West Ave. (Parcel # 2-2470-1000)

**Received Date:** April 21, 2026

**Current Zoning:** C-4 General Commercial

**Action Required:** The zoning board of appeals shall hear and decide only such matters as the board is specifically authorized to pass on as provided in this chapter (Chapter 28). The board has the power to grant variances, decide appeals on administrative decisions and to interpret the boundary lines of the zoning map. The board shall not have the power to alter or change the zoning district classification of any property; nor to make any changes in the terms of this article (Article VIII).

## SITE/PROPERTY DESCRIPTION

The .58-acre parcel is located to the west of the intersection of the 1500 block of N. West Ave. and St. Clair Street. The commercial building's current size is 7,768 Square feet. The current site conditions contain all impermeable surfaces in poor condition with a mix degraded asphalt covering concrete that is exposed due to degradation. The property is not currently compliant with Zoning regulations in a multitude of sub-sections.





## NEIGHBORING ZONING AND LAND USE

The property is currently zoned C-4, General Commercial and the table below lists all contiguous lots zoning and land use.



|                 | North                     | South                     | East                      | West                      |
|-----------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Zoning</b>   | PB Planned Building Group | C-4<br>General Commercial | C-4<br>General Commercial | PB Planned Building Group |
| <b>Land Use</b> | Commercial                | Commercial                | Commercial                | Commercial                |

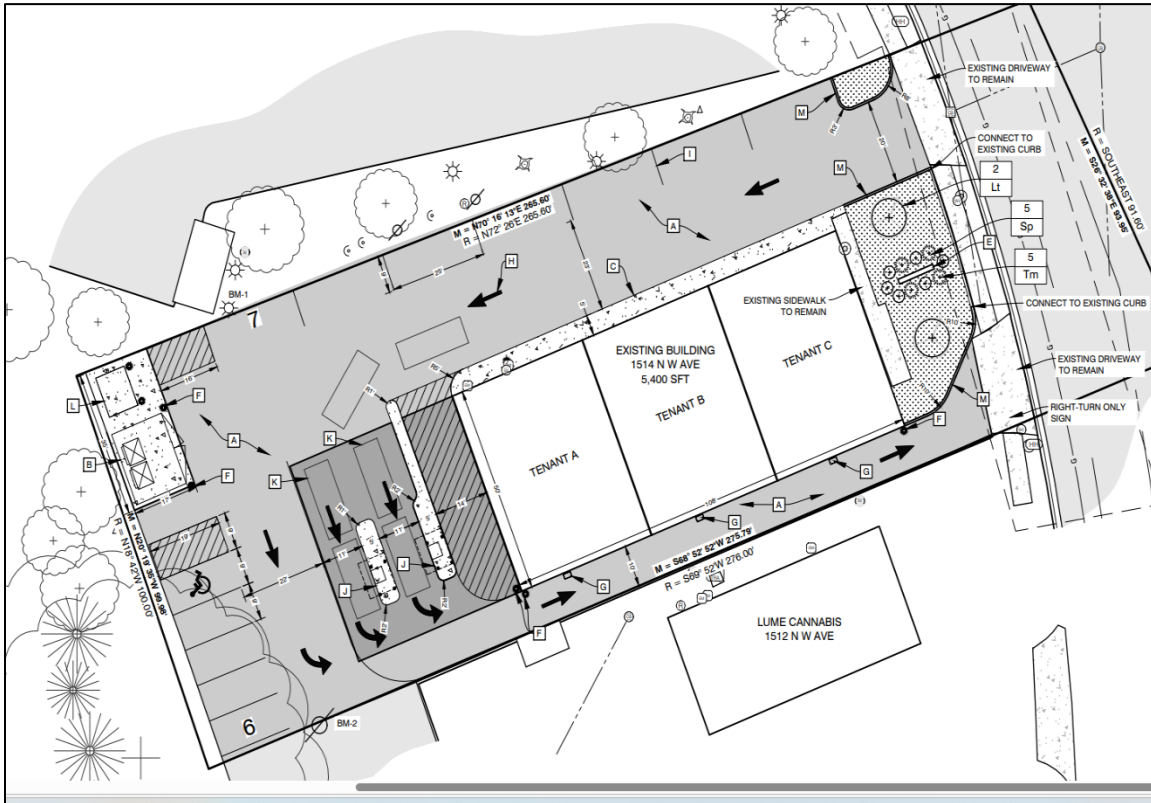
## VARIANCE REQUESTS

Dimensional variance from Section 28-105, Required landscaping cannot be met on this site due to existing site constraints. Impervious areas on the site to be reduced and landscaping added between building and right of way. Per section 28-105, the required landscaping is 10 trees and 11 shrubs, See calculations on sheet.

Dimensional variance from section 28-100, proposed use are an 1,800 Square foot (1300 SFT Usable floor area) Credit Union and 3,600 square foot (2,600 SFT UFA) retail space. Per section 28-100 23 Parking spaces are required for the credit union, and 7 spaces are required for the retail spaces. Due to existing constraints, we are proposing 13 Parking spaces as shown on sheet.

**Effect of request:**

Approval will permit the applicant to obtain a permit and allow the demolition of the west section of the commercial building and allow for drive-through lanes to be constructed, with a reduction to the landscaping and the required parking spaces for the credit union and other retail uses to be determined.



#### DIMENSIONAL VARIANCE STANDARDS

Per Section 28-238(c) in authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

- (1) There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district.

**Staff Comment:** *The property is unique in that the size of the lot is .58 acres and when the commercial building was placed the entire rest of site was impermeable.*

- (2) The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property.

**Staff Comment:** *The need results from the Owner/Applicants wish to redevelop a vacant commercial building and by doing so will bring the property closer to zoning compliance and they will bring the building in compliance with state building codes. The conditions of the site are not the actions of the applicant.*

- (3) Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter.

**Staff Comment:** *Strict compliance would not allow the owner to make modifications to the site plan or redevelop the commercial building. The parcel would remain vacant for the unforeseeable future.*

- (4) The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.

**Staff Comment:** *The improvements will not alter the essential character or impair any adjoining properties of the use of their commercial parcel.*

(5) The variance is the minimum variance possible for reasonable use of the property.

**Staff Comment:** *Staff is of the opinion that the dimensional variances requested are minimal and reasonable.*

(6) The variance will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.

**Staff Comment:** *The dimensional variance requests will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.*

(7) Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter.

**Staff Comment:** *The dimensional variance requests will not allow, or give the appearance of, a change in use.*

#### RECOMMENDATION

Based on the following findings of fact, staff recommend approval of the dimensional variances requested, as presented, at 1514 North West Ave. (Parcel # 2-2470-1000))

1. *The site is located at 1514 North West Ave. (Parcel # 2-2470-1000). with all surrounding parcels commercial in land use.*
2. *The uniqueness of the property is due to the impermeable surface area and current lack of green space.*
3. *Authorizing the dimensional variances will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. Furthermore the variance will allow the developer to decrease the impermeable areas, remove non-compliant signs, and add landscaping in areas to help absorb water runoff and improve the site overall.*
4. *The dimensional variances requested will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.*

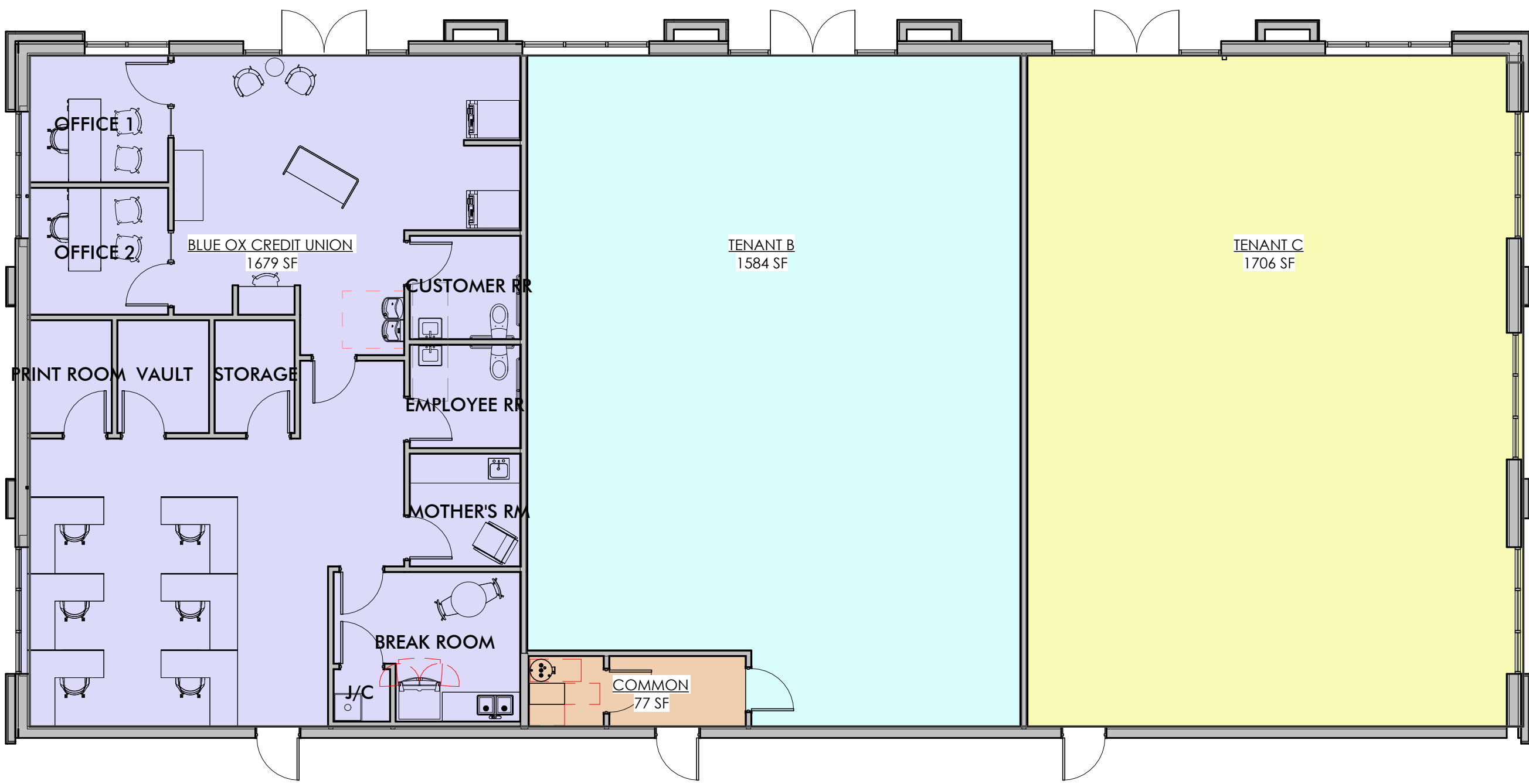
Respectfully,



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

cc: Applicant

NOT FOR  
CONSTRUCTION



 1 FIRST FLOOR AREA PLAN  
1005 1/8" = 1'-0"





**OWNER**  
Owner Name  
Owner Address  
Owner City  
Owner Phone Number  
Owner Email

**CONSTRUCTION MANAGER/GC**  
GC Name  
GC Address  
GC City  
GC Phone Number  
GC Email

**ENGINEER**  
 Engineer Name  
 Engineer Address  
 Engineer City  
 Engineer Phone Number  
 Engineer Email

**ENGINEER**  
 Engineer Name  
 Engineer Address  
 Engineer City  
 Engineer Phone Number  
 Engineer Email

**ENGINEER**

Engineer Name

Engineer City

Engineer Address

Engineer Phone Number

Engineer Email

THIS DOCUMENT IS THE EXCLUSIVE PROPERTY OF DRIVEN DESIGN. THE DOCUMENT & THE INFORMATION IT CONTAINS MAY NOT BE REPRODUCED OR USED FOR OTHER THAN THE SPECIFIC PROJECT FOR WHICH IT WAS PREPARED WITHOUT THE EXPLICIT CONSENT OF DRIVEN DESIGN.

NOT FOR  
CONSTRUCTION

PROJECT NAME  
JACKSON BLUEOX

PROJECT ADDRESS  
1514 N W AVE, JACKSON, MI

ISSUE/REVISION

ISSUE 1 - Date

|          |                        |
|----------|------------------------|
| DRAWN BY | CMN                    |
| DATE     | 2026-04-24 11:40:51 AM |
| SCALE    | 1/8" = 1'-0"           |
| STAMP    |                        |

PROJECT NUMBER  
2026.031

## EXTERIOR ELEVATIONS

# A500

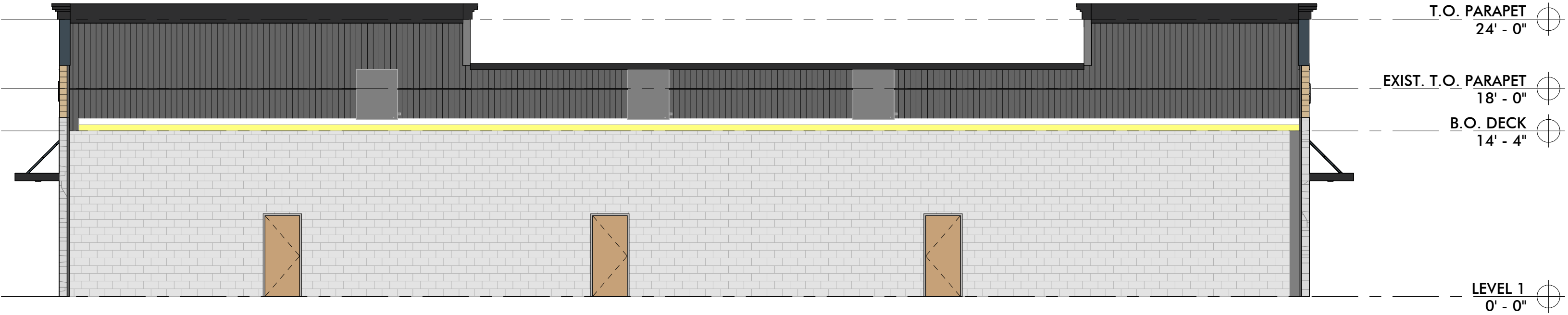
1. REFER TO MATERIAL LEGEND FOR EXTERIOR FINISH PANEL TYPES AND COLOR.
2. REFER TO MATERIAL LEGEND FOR ROOF TYPES AND COLOR.
3. ALL GLAZING SHALL BE LOW-E GLASS, TINT TO BE RECOMMENDED BY MANUFACTURER.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER AND ARCHITECT PRIOR TO CONSTRUCTION. ALL SUBSTITUTIONS NEED TO BE APPROVED IN WRITING.

| EXTERIOR FINISH KEY |          |              |       |       |       |
|---------------------|----------|--------------|-------|-------|-------|
| CODE                | MATERIAL | MANUFACTURER | STYLE | COLOR | NOTES |
| EF-1                |          |              |       |       |       |
| EF-2                |          |              |       |       |       |
| EF-3                |          |              |       |       |       |

1 NORTH ELEVATION  
A500 1/8" = 1'-0"



**2 SOUTH ELEVATION**  
A500  $1/8" = 1'-0"$



**EAST ELEVATION**  
1/8" = 1'-0"



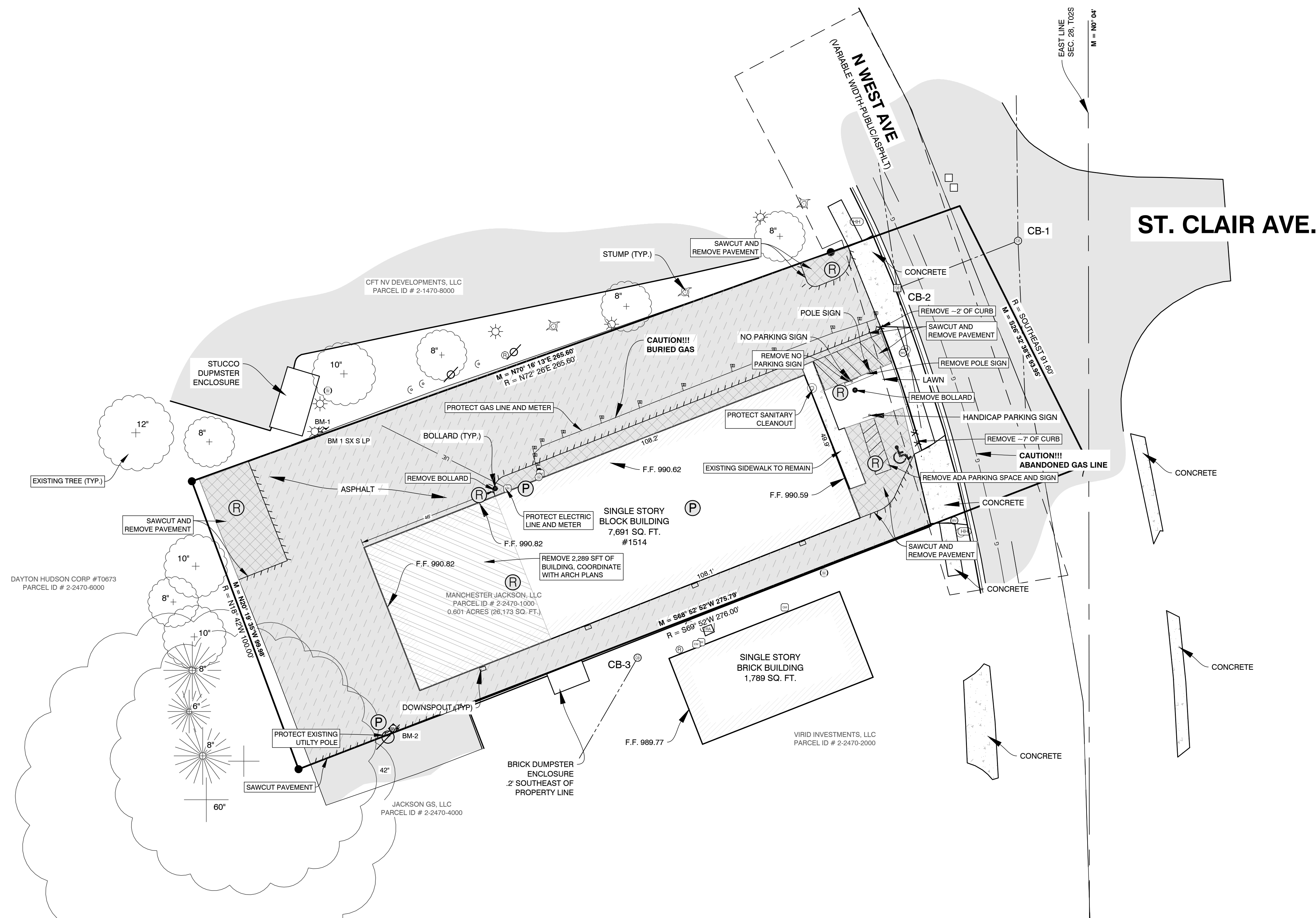
4 WEST ELEVATION  
A500 1/8" = 1'-0"





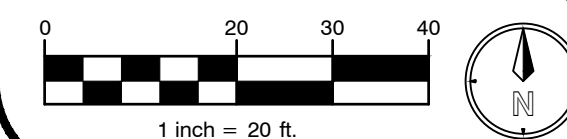
1. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT TIME OF CONSTRUCTION.
2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS, PERMIT COSTS, TAP FEES, METER DEPOSITS, PERMANENT UTILITY APPLICATIONS, BONDS, AND OTHER FEES REQUIRED FOR PROPOSED WORK. THIS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO THOSE REQUIRED BY THE CITY OF JACKSON, MISSISSIPPI AND JACKSON COUNTY.
10. CONTACT MISS DIG "811" FOR LOCATION OF UNDERGROUND UTILITIES A MINIMUM OF 48 HOURS BEFORE COMMENCING EXCAVATION WORK. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO ARE NOT PART OF THE "MISS DIG" ALERT SYSTEM. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS IN A MANNER AS TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.
11. DEMOLISH & REMOVE ALL EXISTING SITE FEATURES AS REQUIRED.
12. ALL SOIL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO DEMOLITION.
13. ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE TECHNICAL SPECIFICATIONS AND GEOTECHNICAL REPORT FOR THIS SITE.
14. ALL EXISTING ELEVATIONS ARE TO BE VERIFIED AND ACCEPTED AS SHOWN PRIOR TO COMMENCEMENT OF WORK.
15. CONTRACTOR SHALL TAKE PRECAUTIONS TO AVOID TRACKING SOIL ONTO ADJACENT ROADWAYS. CONTRACTOR SHALL SWEEP IMMEDIATELY IF OCCURS.
16. ANY DISTURBED AREA WHICH WILL BE LEFT UNWORKED 15 DAYS OR LONGER MUST BE SEEDDED TO ESTABLISH VEGETATION FOR TEMPORARY STABILIZATION. BASINS TO BE SEEDDED AND MULCH BLANKETS APPLIED IMMEDIATELY TO PROVIDE A STABLE BASE AND AVOID EXCESSIVE EROSION.
17. REVIEW ALL THE REMOVALS AND PROTECTION WITH OWNER PRIOR TO COMMENCING CONSTRUCTION. INSTALL TEMPORARY SNOW FENCE AROUND ALL TREES REQUIRING PROTECTION. SNOW FENCE SHALL BE PLACED AT EDGE OF DRIVE LINE.
18. SAWCUT ALL CURB, SIDEWALK, AND PAVEMENTS PRIOR TO REMOVAL. ADDITIONAL SAWCUT MAY BE NECESSARY PRIOR TO REPLACEMENT TO ENSURE CLEAN EDGE.
19. ALL REMOVALS SHALL BE TAKEN OFF-SITE AND DISPOSED OF PROPERLY. NO STOCKPILE OR BURNING OF DEBRIS IS ALLOWED.
20. ALL REMOVALS SHALL BE TO THE LIMITS INDICATED ABOVE UNLESS OTHERWISE DIRECTED BY THE ENGINEER. UNAUTHORIZED REMOVALS AND SUBSEQUENT REPLACEMENT SHALL BE AT THE CONTRACTOR'S EXPENSE.
21. REMOVE, STORE, AND RESET ANY EXISTING SIGNS AS DIRECTED BY THE ENGINEER/OWNER.
22. REMOVE ALL TREES TO THE CLEARING LIMITS AS SHOWN. REMOVE ALL EXISTING TREES, STUMPS AND BRUSH FROM THE SITE AS NECESSARY TO CONSTRUCT THE IMPROVEMENTS.
23. THE CONTRACTOR SHALL DEMOLISH AND REMOVE ANY ITEMS REMAINING FROM THE EXISTING BUILDING, IN ITS ENTIRETY, INCLUDING WALLS, FOUNDATIONS AND FOOTINGS. ALL BUILDING DRAINS AND UTILITY LEADS SHALL BE LOCATED AND PROPERLY PLUGGED. UTILITY LEAD WORK SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.
24. BACKFILL EXCAVATED AREAS WITH CLEAN GRANULAR FILL COMPACTED TO 95% OF THE MATERIAL UNIT WEIGHT BY MODIFIED PROCTOR.
25. CONTROL SHALL BE MAINTAINED OVER THE SITE AND OPERATION TO ELIMINATE HAZARDS TO THE PUBLIC. NAILS OR OTHER TRIP PUNCTURING ITEMS SHALL NOT BE DROPPED ON STREETS, ALLEYS AND ADJACENT PROPERTY. PUBLIC STREETS, CURBS AND SIDEWALKS SHALL BE PROTECTED FROM DAMAGE. THE PERSON ENGAGED IN THE DEMOLITION WORK SHALL BE LIABLE FOR ANY AND ALL DAMAGE TO CURBS, STREETS, SIDEWALKS AND OTHER PUBLIC OR PRIVATE PROPERTY AND FOR ANY BODILY INJURY OCCURRING AS A RESULT OF THE DEMOLITION WORK.

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
|  | PAVEMENT REMOVAL       |
|  | BUILDING REMOVAL       |
|  | SAWCUT                 |
|  | REMOVE                 |
|  | PROTECT                |
|  | LIMITS OF CONSTRUCTION |
|  | CURB & GUTTER REMOVAL  |
|  | EXISTING ASPHALT       |
|  | EXISTING CONCRETE      |
|  | 2" ASPHALT MILL        |



**811** Know what's below.  
Call before you dig.

ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA. FIELD WORK PERFORMED BY: AR ENGINEERING & SURVEYING



**BM-1: ELEV: 992.59**  
SET "X" IN SOUTH SIDE OF LIGHT POLE BASE  
LOCATED  $\pm 218'$  WEST OF CENTERLINE OF N WEST  
AVENUE AND  $\pm 40'$  NORTH OF NORTHWEST  
BUILDING CORNER.

**BM-2: ELEV: 991.92**  
SMAG IN NORTH SIDE OF UTILITY POLE LOCATED  
 $\pm 227'$  WEST OF CENTERLINE OF N WEST AVENUE  
AND  $\pm 18'$  SOUTHWEST OF SOUTHWEST BUILDING  
CORNER.



**AR ENGINEERING & SURVEYING**  
CIVIL ENGINEERING & SURVEYING

MICHIGAN | INDIANA | ILLINOIS | OHIO  
269.250.5991 PHONE | 866.569.0604 FAX  
[www.arengineeringllc.com](http://www.arengineeringllc.com)

|          |     |
|----------|-----|
| DRAWN:   | CVK |
| CHECKED: | TC  |

| No. | ISSUED FOR:        | DATE       | BY  |
|-----|--------------------|------------|-----|
| 0   | VARIANCE SUBMITTAL | 04/28/2026 | CVK |
| 1   | .                  | .          | .   |
| 2   | .                  | .          | .   |
| 3   | .                  | .          | .   |
| 4   | .                  | .          | .   |

EXISTING CONDITIONS & DEMO PLAN  
RIVERTOWN CU JACKSON  
DRIVEN DESIGN  
151 N W AVE  
SECTION 28 T02S R01W

PROJECT:  
CLIENT:  
SITE ADDRESS:  
SITE SECTION:

JOB NUMBER  
26103012

DATE  
04/28/2026

SHEET NUMBER

## C1.0



## SITE DATA

1. PROPERTY INFORMATION:  
PARCEL #: 2-2470-1000  
SITE AREA: 26,173 SF (0.60 AC)  
OWNER: MANCHESTER JACKSON LLC  
45511 MARKET ST  
SHELBY, MI 48315
2. ZONING:  
PROPERTY CURRENTLY ZONED:  
C-4 GENERAL COMMERCIAL  
ABUTTING PROPERTY CURRENTLY ZONED:  
NORTH: PB PLANNED BUILDING GROUP SHOPPING CENTER  
SOUTH: C-4 GENERAL COMMERCIAL  
EAST: C-4 GENERAL COMMERCIAL  
WEST: C-4 GENERAL COMMERCIAL  
PROPOSED LAND USE = CREDIT UNION/RETAIL  
\*PERMITTED USE IN GENERAL COMMERCIAL
3. SETBACKS  
FRONT = 15'  
SIDES = N/A (NOT ADJACENT TO RESIDENTIAL)  
REAR = 10'
4. PARKING:  
REQUIRED = CREDIT UNION: (1) PARKING SPACE PER (200) SFT OF UFA + 4 PER EMPLOYEE  
RETAIL (GENERAL): (1) PARKING SPACE PER 1,000 SFT UFA + 1 SPACE PER EMPLOYEE
- CREDIT UNION:  
1,300 SF/200 = 6.5 = 7  
4 EMPLOYEES \* 4 = 16  
RETAIL:  
2,600 SF/1,000 = 2.6 = 3  
4 EMPLOYEES \* 1 = 4  
TOTAL REQUIRED PARKING = 30  
PROVIDED = STANDARD 9'X18' SPACES = 5  
PARALLEL 9'X25' = 7  
BARRIER FREE SPACES = 1  
TOTAL PROVIDED = 13
5. BUILDING:  
SINGLE-STORY (EXISTING)  
MAXIMUM HEIGHT: 40'  
TOTAL AREA OF 5,400 SFT. (SEE FLOOR PLAN AND ELEVATIONS FOR MORE DETAIL.)  
PROPOSED BUILDING COVERAGE: 21%  
MAXIMUM BUILDING COVERAGE: N/A
6. LOT:  
MINIMUM LOT SIZE: N/A  
MINIMUM LOT WIDTH: N/A  
LOT SIZE: 26,173 SFT / 0.60 ACRES  
LOT DIMENSIONS: IRREGULAR
7. LANDSCAPING:  
SHALL BE IN ACCORDANCE WITH LANDSCAPING PLAN.
8. STORM WATER DETENTION REQUIRED:  
STORM WATER MANAGEMENT SHALL REMAIN AS IS.

## SITE PLAN NOTES

- [A] BITUMINOUS PAVEMENT (SEE DETAIL SHEET).  
[B] CONCRETE DUMPSTER PAD. AREA FOR (2) STD DUMPSTERS (SEE DETAIL SHEET).  
[C] AT-GRADE SIDEWALK (SEE DETAIL SHEET).  
[D] AT-GRADE RAMP (SEE GRADING PLAN).  
[E] PROPOSED MONUMENT SIGN (SEE ARCH PLANS).  
[F] BOLLARDS (SEE DETAIL SHEET).  
[G] EXISTING DOWNSPOUT (TYP.).  
[H] PAINT/STRIPING (SEE DETAIL SHEET).  
[I] 4" PAINTED PARKING LOT MARKING/STRIPING (TYP.).  
[J] ITM ISLAND (SEE ARCH PLANS).  
[K] VEHICLE STACKING.  
[L] PROPOSED 8'X10' GENERATOR WITH CONCRETE PAD.  
[M] MDOT E2 CURB (SEE DETAIL SHEET).

## GENERAL NOTES

1. DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.  
2. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.  
3. ALL CURB RADII AND DIMENSIONS ARE TO FACE OF CURB. CURB TO BE PROVIDED WHERE SHOWN AND INTEGRAL WITH SIDEWALK AT PAVING EDGE.  
4. SLOPE GRADES UNIFORMLY BETWEEN ELEVATIONS SHOWN. NOMINAL GRADING, SLOPE SIDEWALKS AWAY FROM BUILDING AT 1/4" PER FOOT ON ENTRY WALK.

## LEGEND

- 2" ASPHALT MILL AND OVERLAY  
(SEE DETAIL SHEET)
- EXISTING ASPHALT
- EXISTING CONCRETE
- CONCRETE PAVEMENT AND SIDEWALK  
(SEE DETAIL SHEET)
- FULL-DEPTH ASPHALT PAVEMENT  
(SEE DETAIL SHEET)
- SUN AND SHADE HYDROSEED WITH IRRIGATION ON 4" TOPSOIL

## LANDSCAPING NOTES

1. INSTALL CONSTRUCTION FENCE AROUND DRIP LINES OF EXISTING TREES TO REMAIN. NO COMPACTION OR INCREASED DEPTH OF SOIL OVER THE ROOT SYSTEM AREA PRIOR TO AND DURING CONSTRUCTION.  
2. ALL LAWN AREAS SHALL BE SEEDED AND MULCHED WITH THE FOLLOWING MIXTURE: 20% IMPROVED PERENNIAL RYEGRASS, 40% FINE FESCUE, AND 40% KENTUCKY BLUEGRASS AT A RATE OF 3-4 LBS/1000 SFT.  
3. ALL EDGING SHALL BE STANDARD COMMERCIAL-STEEL EDGING 3/4" X 4", ROLLED EDGE, FABRICATED IN SECTIONS OF STANDARD LENGTHS, WITH LOOPS STAMPED FROM OR WELDED TO FACE OF SECTIONS TO RECEIVE STAKES IN STANDARD FINISH OF GREEN PAINT.  
4. PROVIDE QUALITY, SIZE, GENUS, SPECIES, AND VARIETY OF EXTERIOR PLANTS INDICATED, COMPLYING WITH APPLICABLE REQUIREMENTS IN ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK." MEASURE ACCORDING TO ANSI Z60.1 STANDARDS.  
5. MAINTAIN AND ESTABLISH LAWN BY WATERING, FERTILIZING, WEEDING, MOWING, TRIMMING, REPLANTING, AND OTHER OPERATIONS. ROLL, REGRADE, AND REPLANT BARE OR ERODED AREAS AND REMULCH TO PRODUCE A UNIFORMLY SMOOTH LAWN.  
6. BEGIN LAWN MAINTENANCE IMMEDIATELY AFTER EACH AREA IS PLANTED AND CONTINUE UNTIL ACCEPTABLE LAWN IS ESTABLISHED: A MINIMUM OF 60 DAYS AFTER SUBSTANTIAL COMPLETION.  
7. PROTECT ADJACENT AND ADJOINING STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND PLANTINGS FROM HYDROSEEDING OVER-SPRAY AND DAMAGE CAUSED BY PLANTING OPERATIONS.  
8. REMOVE STONES LARGER THAN 1" IN ANY DIMENSION AND STICK, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER FROM SITE.  
9. MAINTAIN LAWN UNTIL A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED, FREE OF WEEDS AND SURFACE IRREGULARITIES, WITH COVERAGE EXCEEDING 90% OVER ANY 10 SFT AND BARE SPOTS DO NOT EXCEED 5 BY 5 INCHES.  
10. MAINTAIN TREES AND SHRUBS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION BY PRUNING, CULTIVATING, WATERING, WEEDING, FERTILIZING, RESTORING PLANTING SAUCERS, TIGHTENING AND REPAIRING STAKES AND GUY SUPPORTS, AND RESETTling TO PROPER GRADES OR VERTICAL POSITION, AS REQUIRED TO ESTABLISH HEALTHY VIABLE PLANTINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE.  
11. REMOVE AND REPLACE DEAD PLANTS IMMEDIATELY. REPLACE PLANTS THAT ARE MORE THAN 25% DEAD OR IN AN UNHEALTHY CONDITION AT END OF WARRANTY PERIOD. A LIMIT OF ONE REPLACEMENT OF EACH PLANT WILL BE REQUIRED, EXCEPT FOR LOSSES OR REPLACEMENTS DUE TO FAILURE TO COMPLY WITH REQUIREMENTS.  
12. TREES AND SHRUBS SHALL BE WARRANTED FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM INCIDENTS THAT ARE BEYOND CONTRACTOR'S CONTROL.

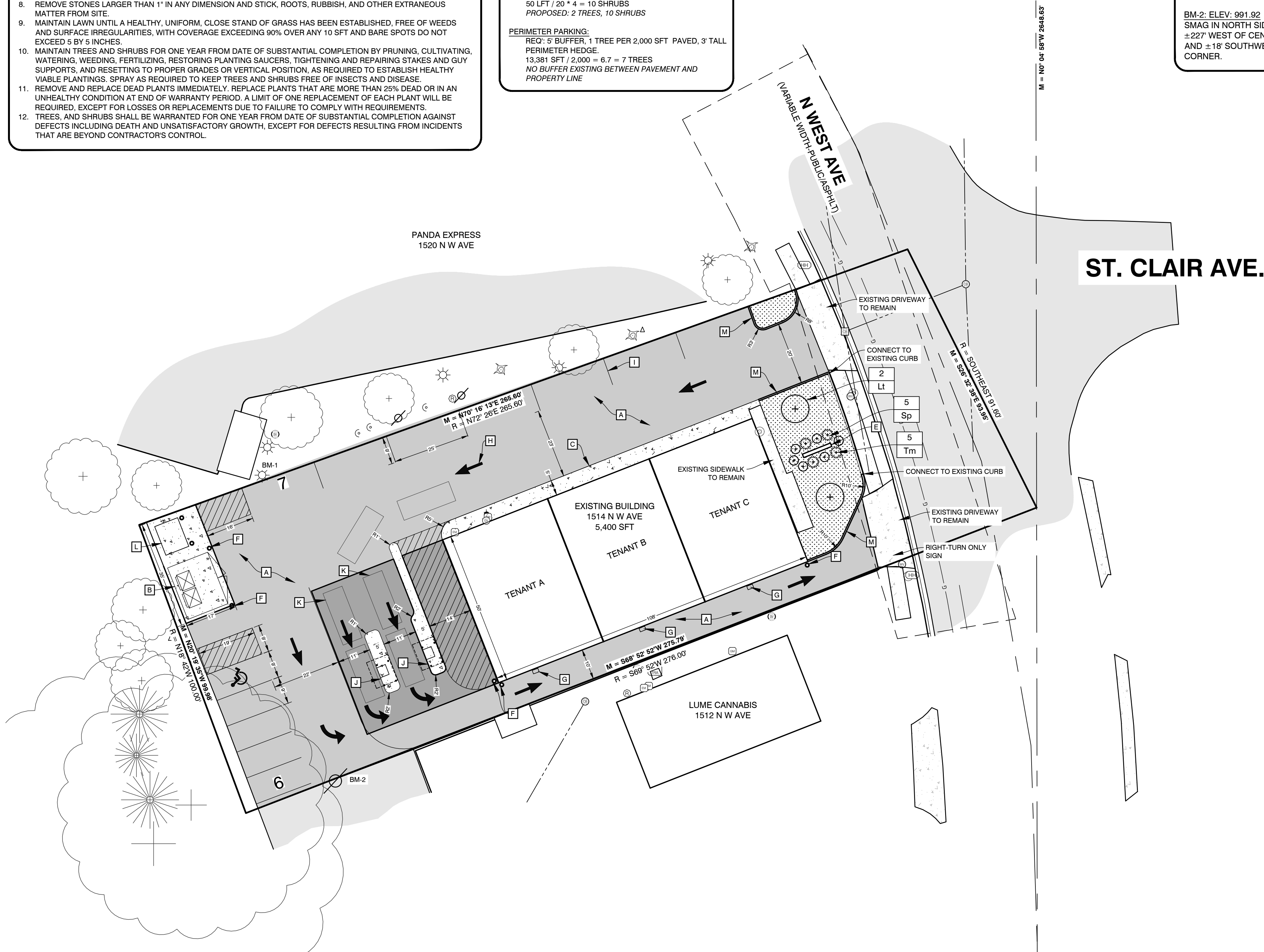
## LANDSCAPING CALCULATIONS

BETWEEN SIDEWALK AND CURB:  
REQ: 1 CANOPY TREE PER 30 LFT OF FRONTAGE  
40 LFT FRONTAGE / 30 = 1 TREE  
EXISTING SIDEWALK < 4' FROM CURB, DOES NOT PROVIDE ROOM FOR TREE, WOULD BLOCK VISUAL ACCESS. SIDEWALK TO REMAIN AS IS.

ENTIRE PROPERTY:  
REQ: 1 TREE PER 1,200 SFT OF REMAINING OPEN AREAS, 1 SHRUB PER 500 SFT.  
353 SFT / 1,200 = 0 TREES  
353 SFT / 500 = 1 SHRUB

BETWEEN PRINCIPAL STRUCTURE AND SIDEWALK:  
REQ: 1 TREE PER 30 LFT OF FRONTAGE, 4 SHRUBS PER 20 LFT.  
50 LFT / 30 = 2 TREES  
50 LFT / 20 \* 4 = 10 SHRUBS  
PROPOSED: 2 TREES, 10 SHRUBS

PERIMETER PARKING:  
REQ: 5 BUFFER, 1 TREE PER 2,000 SFT PAVED, 3' TALL PERIMETER HEDGE.  
13,381 SFT / 2,000 = 6.7 = 7 TREES  
NO BUFFER EXISTING BETWEEN PAVEMENT AND PROPERTY LINE



## Tree Planting Schedule

| Symbol | Latin Name              | Common Name | Size    | Container Type | Comments |
|--------|-------------------------|-------------|---------|----------------|----------|
| Lt     | Liriodendron tulipifera | Tulip tree  | 2" Cal. | B&B            |          |

## Shrub Planting Schedule

| Symbol | Latin Name                    | Common Name      | Size       | Container Type   | Comments |
|--------|-------------------------------|------------------|------------|------------------|----------|
| Sp     | Spiraea x bumalda 'Goldflame' | Goldflame Spirea | 24" Ht.    | 3-5 gallon cont. | 3' O.C.  |
| Tm     | Taxus x media 'Everlow'       | Everlow Yew      | 24" spread | B&B or Cont.     | 3' O.C.  |



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA. FIELD WORK PERFORMED BY: AR ENGINEERING & SURVEYING

PLANS PREPARED BY:



DRAWN: CVK  
CHECKED: TC

## BENCHMARK INFORMATION

BM-1: ELEV: 992.59  
SET 7' IN SOUTH SIDE OF LIGHT POLE BASE  
LOCATED ±218' WEST OF CENTERLINE OF N WEST AVENUE AND ±40' NORTH OF NORTHWEST BUILDING CORNER.

BM-2: ELEV: 991.92  
SMAG IN NORTH SIDE OF UTILITY POLE LOCATED ±227' WEST OF CENTERLINE OF N WEST AVENUE AND ±18' SOUTHWEST OF SOUTHWEST BUILDING CORNER.

| No. | ISSUED FOR:        | DATE       | BY  |
|-----|--------------------|------------|-----|
| 0   | VARIANCE SUBMITTAL | 04/28/2026 | CVK |
| 1   |                    |            |     |
| 2   |                    |            |     |
| 3   |                    |            |     |
| 4   |                    |            |     |

SITE LAYOUT  
RIVERTOWN CU JACKSON  
DRIVEN DESIGN  
151 N W AVE  
SECTION 28, T02S, R01W.

PROJECT:  
CLIENT:  
SITE ADDRESS:  
SITE SECTION:

JOB NUMBER

26103012

DATE

04/28/2026

SHEET NUMBER

C2.0

# **CITY OF JACKSON**

## **ZONING BOARD OF APPEALS**

### **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for two (2) dimensional variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Cody Newman/ Driven Design  
117 W. Michigan Ave.  
Battle Creek MI, 49017

**Subject property:**

1514 North West Ave. (Parcel # 2-2470-1000)

**Variance Request:**

Dimensional variance from Section 28-105, Required landscaping cannot be met on this site due to existing site constraints. Impervious areas on the site to be reduced and landscaping added between building and right of way. Per section 28-105, the required landscaping is 10 trees and 11 shrubs, See calculations on sheet.

Dimensional variance from section 28-100, proposed use are an 1,800 Square foot (1300 SFT Usable floor area) Credit Union and 3,600 square foot (2,600 SFT UFA) retail space. Per section 28-100 23 Parking spaces are required for the credit union, and 7 spaces are required for the retail spaces. Due to existing constraints, we are proposing 13 Parking spaces as shown on sheet.

**Effect of request:**

Approval will permit the applicant to obtain a permit and allow the demolition of the west section of the commercial building and allow for drive-through lanes to be constructed, with a reduction to the landscaping and the required parking spaces for the credit union and other retail uses to be determined.

Approval will permit the applicant to obtain a permit and allow the erection of a garage with loft at height of 23 feet 6 inches.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

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 R. John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org) with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.



**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for two (2) dimensional variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

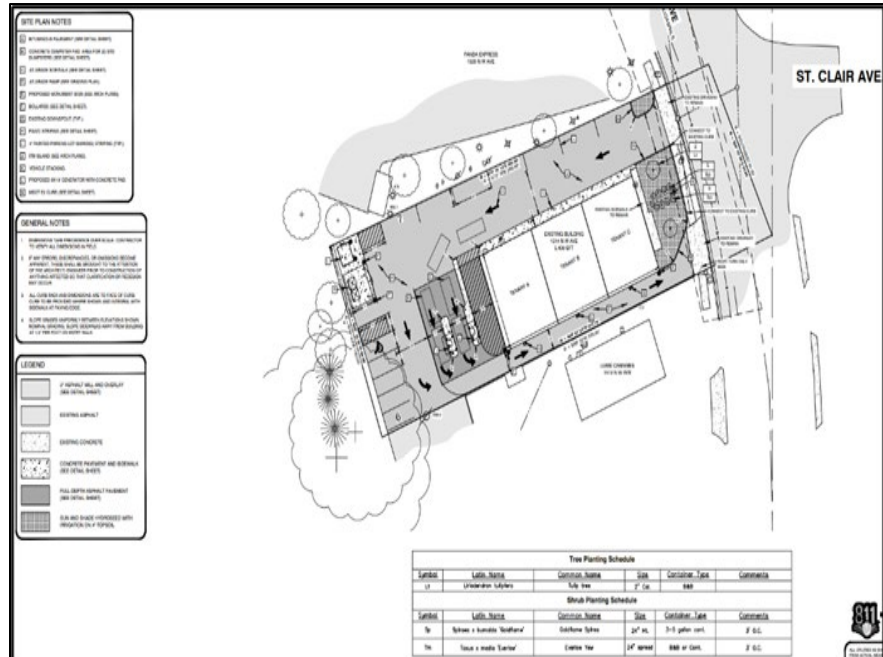
Cody Newman Driven Design  
117 W Michigan Ave  
Battle Creek MI, 49017

**Subject property:**

1514 North West Ave. (Parcel  
# 2-2470-1000)

**Variance Request:**

Dimensional variance from Section 28-105, Required landscaping cannot be met on this site due to existing site constraints. Impervious areas on the site to be reduced and landscaping added between building and right of way. Per section 28-105, the required landscaping is 10 trees and 11 shrubs, See calculations on sheet.



Dimensional variance from section 28-100, proposed use are an 1,800 Square foot (1300 SFT Usable floor area) Credit Union and 3,600 square foot (2,600 SFT UFA) retail space. Per section 28-100 23 Parking spaces are required for the credit union, and 7 spaces are required for the retail spaces. Due to existing constraints, we are proposing 13 Parking spaces as shown on sheet.

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**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

You are invited to attend the public hearing to be held:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> 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 R. John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org) with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.

**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

*The variance fee of \$500.00 must be submitted with the application.*

Instructions and additional information on Page 2 and Page 3

Type/Nature of Appeal: ☐ Dimensional ☒ Supplemental ☐ Use ☐ Interpretation of Code/Map (\$250.00)

**APPLICANT**

Name: Scott Gibson  
Address: 315 E 6th Street  
City: Dayton State: OH Zip: 45402  
Phone: ( 918 ) 260-9395  
Email: scott@colliergibson.com

**PROPERTY OWNER**

☒ Same as applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: \_\_\_\_\_  
Address: 226-234 West Michigan Avenue  
City: Jackson State: MI Zip: 49201  
Nearest Intersection: Hayes Ct.

Current Zoning Designation: C-3

Current Use: ☐ Residential ☐ Commercial  
☐ Industrial ☒ Mixed ☐ Vacant

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

- List Code Section number(s) from which a variance is requested from: Sec. 28-115. - Building design standards
- Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):

Variance requested to provide an insulated light-weight decorative metal enclosure for an elevator shaft extension that will provide freight and gurney-sized accessible access to upper level residential floors.

Is/will an attorney be representing your variance appeal: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☐ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

  
Signature of Applicant

04/28/2026  
Date

\_\_\_\_\_  
Signature of Owner  
(If different than applicant)

\_\_\_\_\_  
Date

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: _____                                                                                                                               | Application Accepted By: <u>MM</u>                                                                                             |
| Materials Submitted with Application: <input type="checkbox"/> Plans <input type="checkbox"/> Letter <input type="checkbox"/> Other _____ |                                                                                                                                |
| Total Pages Submitted: _____                                                                                                              | Amount of Fee Paid: \$ <u>500</u> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check Check #: <u>6084</u> |

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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE – Provide responses for subsections 1 through 7.**

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. \_\_\_\_\_  
Freight/gurney-sized elevator access at the subject building is not provided to residential floors of a 10-story high-rise building.
  2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. \_\_\_\_\_  
The existing elevator shaft and footing was constructed under previous building ownership to support 4 floors of masonry walls.
  3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. \_\_\_\_\_  
Providing residential floors of high-rise buildings with freight/gurney-sized emergency elevator access is essential to the success of the property and improves safety for the residents.
  4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. \_\_\_\_\_  
The proposed exterior materials are located well above street-level view on the north side of the building that is used for building services, deliveries, refuse holding and collection, and parking.
  5. The variance is the minimum variance possible for reasonable use of the property. As a listed historical building, \_\_\_\_\_  
necessary additions must be distinctly different. Modern, maintenance-free flush metal panels meets this requirement.
  6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. \_\_\_\_\_  
The elevator shaft extension will not impair the use of adjacent properties, and will instead enhance fire, life, and safety for the occupants of the building.
  7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. \_\_\_\_\_  
The elevator shaft extension is not intended to facilitate or support a change of use.
-

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**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. \_\_\_\_\_

\_\_\_\_\_

2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.

\_\_\_\_\_

\_\_\_\_\_

3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_

\_\_\_\_\_

4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

*The variance fee of \$500.00 must be submitted with the application.*

Instructions and additional information on Page 2 and Page 3

Type/Nature of Appeal: ☐ Dimensional ☐ Supplemental ☐ Use ☐ Interpretation of Code/Map (\$250.00)

**APPLICANT**

Name: Scott Gibson  
Address: 315 E 6th Street  
City: Dayton State: OH Zip: 45402  
Phone: ( 918 ) 260-9395  
Email: scott@colliergibson.com

**PROPERTY OWNER**

☒ Same as applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: \_\_\_\_\_  
Address: 226-234 West Michigan Avenue  
City: Jackson State: MI Zip: 49201  
Nearest Intersection: Hayes Ct.

Current Zoning Designation: C-3

Current Use: ☐ Residential ☐ Commercial  
☐ Industrial ☒ Mixed ☐ Vacant

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

- List Code Section number(s) from which a variance is requested from: Sec. 28-105. - Landscape standards
- Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):

Variance requested to reduce green space adjacent to and existing parking lot.

Is/will an attorney be representing your variance appeal: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☐ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

  
Digitally signed by Winfield Gibson  
DN: cn=Winfield Gibson, o=US, ou=228 Michigan  
Ave, LLC, email=scott@colliergibson.com  
Date: 2026.04.28 16:49:07 -0400  
Signature of Applicant

04/28/2026  
Date

Signature of Owner  
(If different than applicant)

Date

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: \_\_\_\_\_ Application Accepted By: 

Materials Submitted with Application: ☐ Plans ☐ Letter ☐ Other \_\_\_\_\_

Total Pages Submitted: \_\_\_\_\_ Amount of Fee Paid: \$ 500 ☐ Cash ☒ Check Check #: 6084

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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE – Provide responses for subsections 1 through 7.**

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. \_\_\_\_\_  
The width of parking lot on the north side of the subject building prevents adequate drive and parking space without a decrease in the width of required green space buffer.
2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. The condition is an existing feature of the property, and currently has no buffer.
3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. \_\_\_\_\_  
Site access for necessary building services, refuse collection, and drives will reduce parking to less than is currently provided.
4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. \_\_\_\_\_  
Adjacent property will not be detrimentally affected by this variance.
5. The variance is the minimum variance possible for reasonable use of the property. \_\_\_\_\_  
The proposed site plan increases the buffer surrounding the parking lot, and while not in full compliance with this Chapter is the minimum variance needed to provide necessary parking and drive dimensions.
6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. \_\_\_\_\_  
The variance will not cause a change of light and air to adjacent property. The addition of a curbed perimeter will eliminate the need for the existing highway-style guardrails.
7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. \_\_\_\_\_  
The variance is not required for a change of use.

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**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. \_\_\_\_\_

---

---

2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.

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---

3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_

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4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_

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**Application for Variance**

*Requires a public hearing before Zoning Board of Appeals.*

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Instructions and additional information on Page 2 and Page 3

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**PROPERTY OWNER**

☒ Same as applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**ADDRESS SUBJECT TO VARIANCE REQUEST**

Property Identification #: \_\_\_\_\_  
Address: 226-234 West Michigan Avenue  
City: Jackson State: MI Zip: 49201  
Nearest Intersection: Hayes Ct.

Current Zoning Designation: C-3  
Current Use: ☐ Residential ☐ Commercial  
☐ Industrial ☒ Mixed ☐ Vacant

**VARIANCE INFORMATION** (Attach additional pages as needed, use separate form for each code section being appealed)

- List Code Section number(s) from which a variance is requested from: Sec. 28-44 and Sec. 28-71 - Permitted and conditional uses
- Explain reason/purpose for variance (paraphrasing code language, attach additional pages if necessary):

Variance is requested to permit residential use at ground level in C-3 District.

Is/will an attorney be representing your variance appeal: ☐ YES ☒ NO

If yes will the attorney be present at the ZBA meeting: ☐ YES ☐ NO

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. I also give permission to the ZBA members and staff reviewers to enter my property to review aspects of the variance appeals request on the site.

  
Digitally signed by Winfield Gibson  
DN: cn=Winfield Gibson, o=US, ou=228 Michigan  
Ave, LLC, email=scott@colliergibson.com  
Date: 2022.04.28.16:27:43 -0400  
Signature of Applicant

04/28/2026  
Date

Signature of Owner  
(If different than applicant)

Date

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: _____                                                                                                                               | Application Accepted By: <u>MM</u>                                                                                             |
| Materials Submitted with Application: <input type="checkbox"/> Plans <input type="checkbox"/> Letter <input type="checkbox"/> Other _____ |                                                                                                                                |
| Total Pages Submitted: _____                                                                                                              | Amount of Fee Paid: \$ <u>500</u> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check Check #: <u>6084</u> |



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**A. INSTRUCTIONS TO APPLICANTS FOR VARIANCE OR APPEALS.**

1. Separate application forms and added fees shall be submitted for each individual, unrelated type of variance.
2. For dimensional, supplemental, or use variance requests, the applicant shall submit an 8.5" x 11" sketch plan showing: dimensions from street/property lines, sidewalks, buildings on site and on adjoining property, utility easements, and other existing facilities and structures.
3. If the owner cannot sign this form, the applicant must submit a letter from the owner, requesting the variance.

**B. THE FOLLOWING ITEMS MUST BE ADDRESSED.**

Your application will be considered incomplete and will not go before the Zoning Board of Appeals until Section C and/or Section D is complete; attach additional pages if necessary.

**C. FOR DIMENSIONAL OR SUPPLEMENTAL VARIANCE – Provide responses for subsections 1 through 7.**

In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

1. There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. The variance is the minimum variance possible for reasonable use of the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



---

**D. FOR USE VARIANCE** – Provide responses for subsections 1 through 4.

The zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

1. The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate. This variance provides flexibility of use to improve viable street-level occupancy within the Central Commercial District, and help to address a stated need for housing. It does not preclude the residential spaces from being used for other permitted uses.
2. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance. The property is unique as an historic mixed-use building that responds to residential, restaurant, commercial, and office uses. It fronts on three streets, with the nearest properties containing housing, library, offices, church, commercial properties, and city park with pavilion. Restricting the street level to commercial uses increases the likelihood of vacancy due to market conditions.
3. The problem and resulting need for the variance has not been self-created by the applicant. \_\_\_\_\_  
The need for a variance is a latent issue borne out of market conditions.
4. The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered. \_\_\_\_\_  
This variance will not alter the character of the area as the desired storefronts are maintained in their historic configuration, and the property will continue to operate as a mixed-use building.

**Dimensional, Supplemental, and Use Variance**  
**222-234 W. Michigan Avenue.**  
**City of Jackson, Michigan**

## GENERAL INFORMATION

### Applicant

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject Location:** 222-234 W. Michigan Avenue (Parcel #1-008100000)

**Received Date:** April 28, 2026

**Current Zoning:** C-3 Central Commercial

**Action Required:** The zoning board of appeals shall hear and decide only such matters as the board is specifically authorized to pass on as provided in this chapter (Chapter 28). The board has the power to grant variances, decide appeals on administrative decisions and to interpret the boundary lines of the zoning map. The board shall not have the power to alter or change the zoning district classification of any property; nor to make any changes in the terms of this article (Article VIII).

## SITE/PROPERTY DESCRIPTION

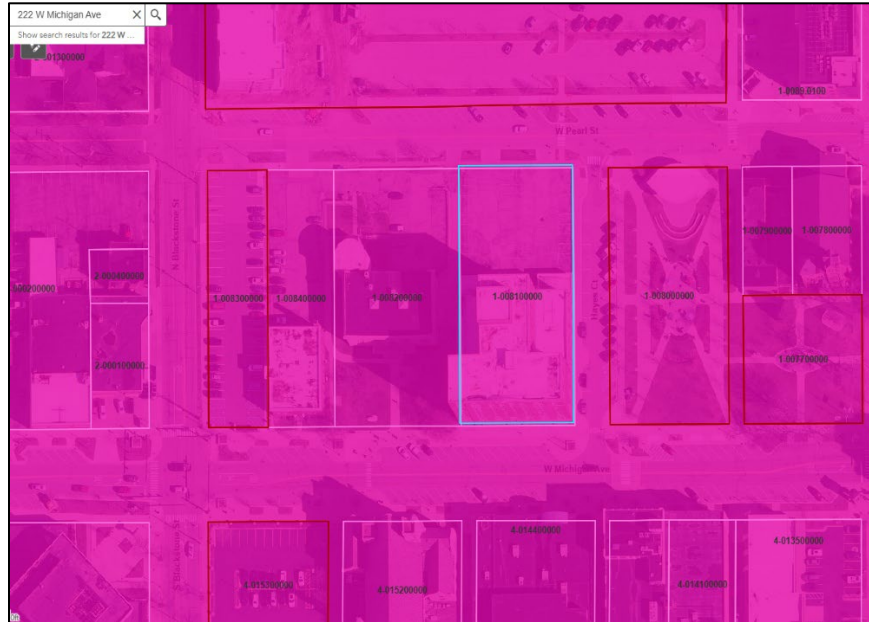
The .76-acre parcel with a 122,709 square feet commercial building (formerly known as the Hayes Hotel) located in downtown Jackson, West of Horace Blackman Park, 200 block of W. Michigan Ave.

The Applicant/Owner has submitted applications for site plan review, HDC application for permission, and Variances listed. The developer has received support from the State of Michigan and many supporting agency including MEDC.



## NEIGHBORING ZONING AND LAND USE

The property is currently zoned C-3, Central Commercial; the table and map below identify the surrounding zoning designations.



|                 | North                     | South                     | East                      | West                      |
|-----------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Zoning</b>   | C-3<br>Central Commercial | C-3<br>Central Commercial | C-3<br>Central Commercial | C-3<br>Central Commercial |
| <b>Land Use</b> | Commercial                | Commercial                | Commercial                | Commercial                |

## VARIANCE REQUESTS

**Use** variance from Section 28-71, permitted and conditional uses and 28-44, C-3 Central Commercial District. Applicant requests for residential use on the first floor, in the C-3 Zoning District.

**Supplemental** variance from Section 28-115, Building design Standards. Applicants wish to use insulated light weight decorative metal enclosure for the elevator shaft.

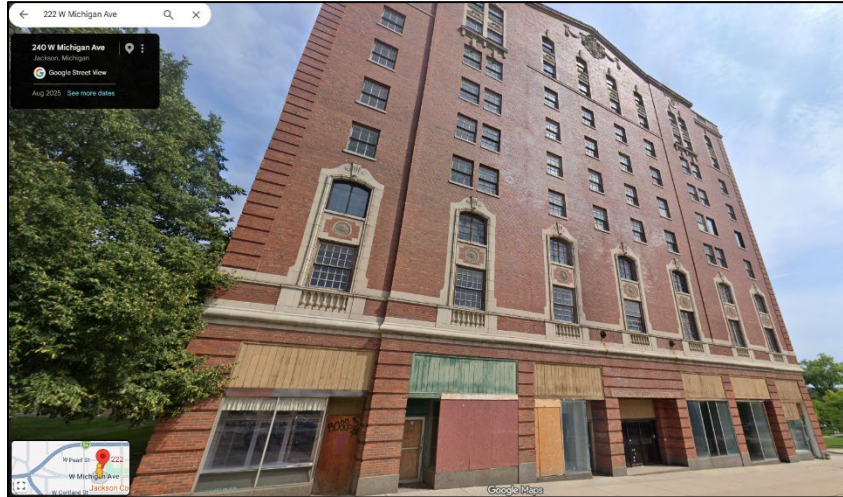
**Dimensional** variance from Section 28-105, Landscape standards. Applicant wishes to reduce the green space adjacent to and at existing parking lot.

### Effects of request:

Approval will permit the applicant residential **use** on the first floor, in the C-3 Zoning District.

Approval will permit the applicant to use the **Supplemental** insulated metal enclosure at the elevator shaft.

Approval will permit the applicant the **dimensional** reduction to the green belt at the parking area and green space adjacent to the building.



#### DIMENSIONAL AND SUPPLEMENTAL VARIANCE STANDARDS

Per Section 28-238(c) in authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

- (1) There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district.

**Staff Comment:** *The property is unique in that the size of the lot is .76 acres and the 122,709 square foot building has been designated as a nationally historic location with marker. The former Hayes hotel has been*

- (2) The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property.

**Staff Comment:** *The need results from the Owner/Applicants wish to redevelop this historical location.*

- (3) Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter.

**Staff Comment:** *Strict compliance would not allow the redevelopment project to move forward and would cost both the developer and the city of Jackson's taxpayers a great deal of money and future revenues.*

- (4) The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.

**Staff Comment:** *The development will not alter the character of the neighborhood and will complement the downtown business district.*

- (5) The variance is the minimum variance possible for reasonable use of the property.

**Staff Comment:** *Staff is of the opinion that the dimensional and supplemental variance requests are minimal and reasonable.*

- (6) The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.



**Staff Comment:** *The dimensional variance requests will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.*

- (7) Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter.

**Staff Comment:** *The dimensional and supplemental variance requests will not allow, or give the appearance of, a change in use.*

## RECOMMENDATION

Based on the following findings of fact, staff recommends approval of the dimensional and supplemental variance requests, as presented, at 222-234 W. Michigan Avenue (Parcel #1-008100000)

1. *The site is located at 222-234 W. Michigan Avenue with all surrounding properties having the same zoning designation C-3, Central Commercial.*
2. *The uniqueness of the property is due to the Historic nature of the property and the site layout that has not been zoning compliant since the zoning ordinance was first adopted.*
3. *Authorizing the dimensional and supplemental variances will not be a detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.*
4. *The dimensional variance requests will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area. The property Owner will be granted the legal rights to redevelop a high priority previously vacant historical structure in the City of Jackson's downtown.*

## ESSENTIAL FACILITIES AND SERVICES

The subject property is currently served, or has access to, essential city facilities and services.

## TRAFFIC IMPACT AND SITE ACCESS

Traffic volume will not increase if a use variance is approved for the subject property. The city has an abundance of municipal parking surrounding this location. Site access will not be affected.

## USE VARIANCE STANDARDS

Per Section 28-238(d) the zoning board of appeals may grant a use variance only upon finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of the following:

- (1) The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate;

**Staff Comment:** *The proposed use is the highest and best use of the subject property. The location has been used as a commercial location, formerly the Hayes Hotel, Built in 1926. Community Development feels this is a viable project and is in full support of the developer's team and their ability to complete the adaptive reuse of the historic structure.*



- (2) The need for variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must demonstrate that there are certain features that make it impossible to earn a reasonable return without some adjustment. In those situations where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance;

**Staff Comment:** *the current zoning designation is consistent with the City of Jackson's future land use map. The planned mixed-use building will fit nicely into the City's C-3 zoning district, and the building has previously been the historical nucleus to Jackson's downtown.*

- (3) The problem and resulting need for the variance has not been self-created by the applicant;

**Staff Comment:** *The problem and resulting need for the variance has not been self-created by the applicant. The property has been vacant and non-compliant for many years; the applicant and owner did not contribute to the non-compliance.*

- (4) The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered.

**Staff Comment:** *Approval of the requested use variance will not alter the essential character of the area.*

## RECOMMENDATIONS

Based on the findings of fact, staff recommend approval of the requested use variance property at 222-234 W. Michigan Avenue (Parcel #1-008100000) to allow the applicant to use the first floor for residential use.

- 1. The current use is the highest and best use of the subject property.*
- 2. The problem and resulting need for the variance has not been self-created by the applicant.*
- 3. Approval of the requested use variance will not alter the essential character of the area.*

Furthermore, if approved, we recommend the following condition(s):

- 1. Property to meet all applicable zoning ordinances and building code regulations.*
- 2. All residential units at grade level must appear from the exterior to be commercial in nature.*

Respectfully,

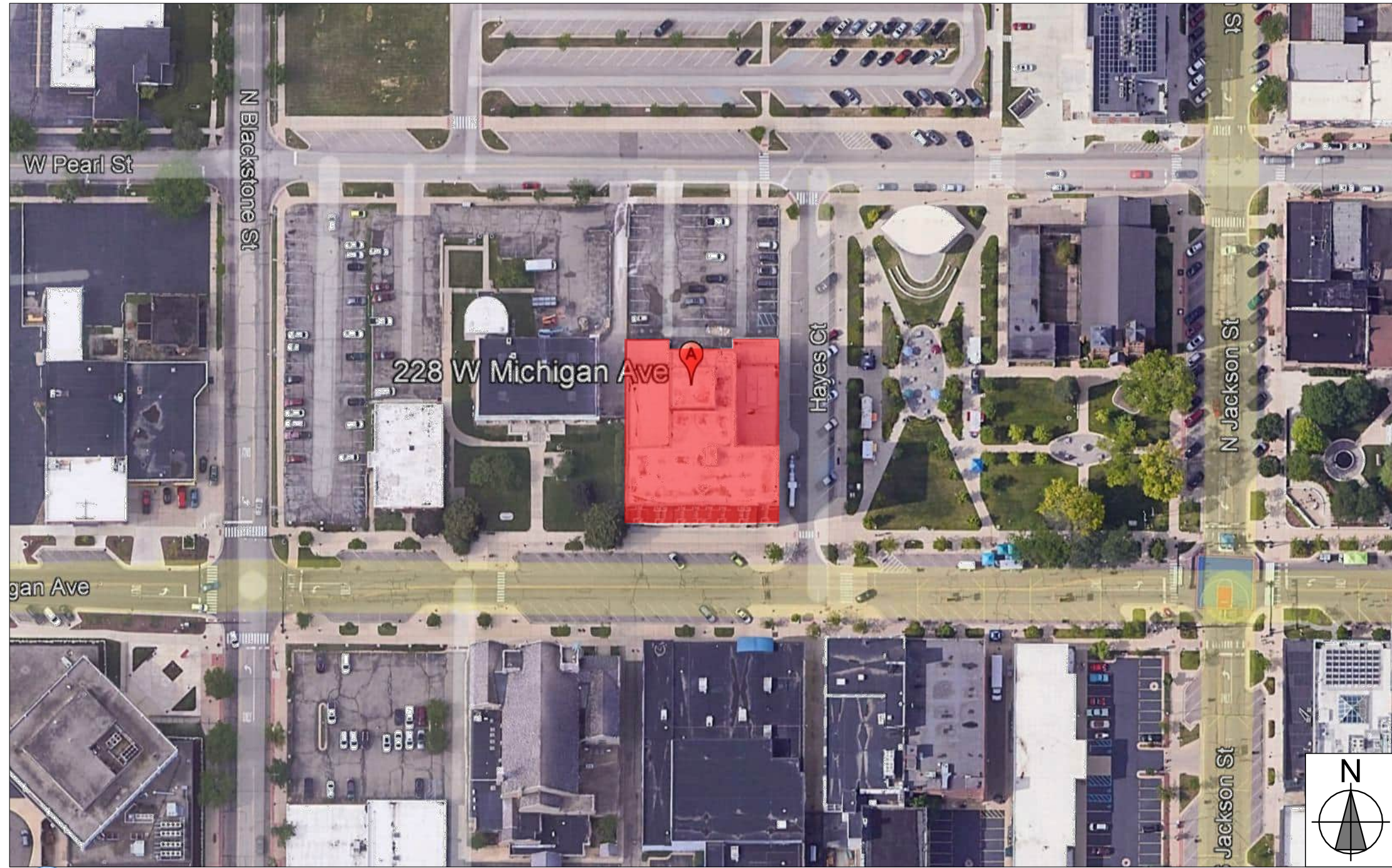


R. John O'Connor  
Planning Director, City of Jackson

cc: Applicant

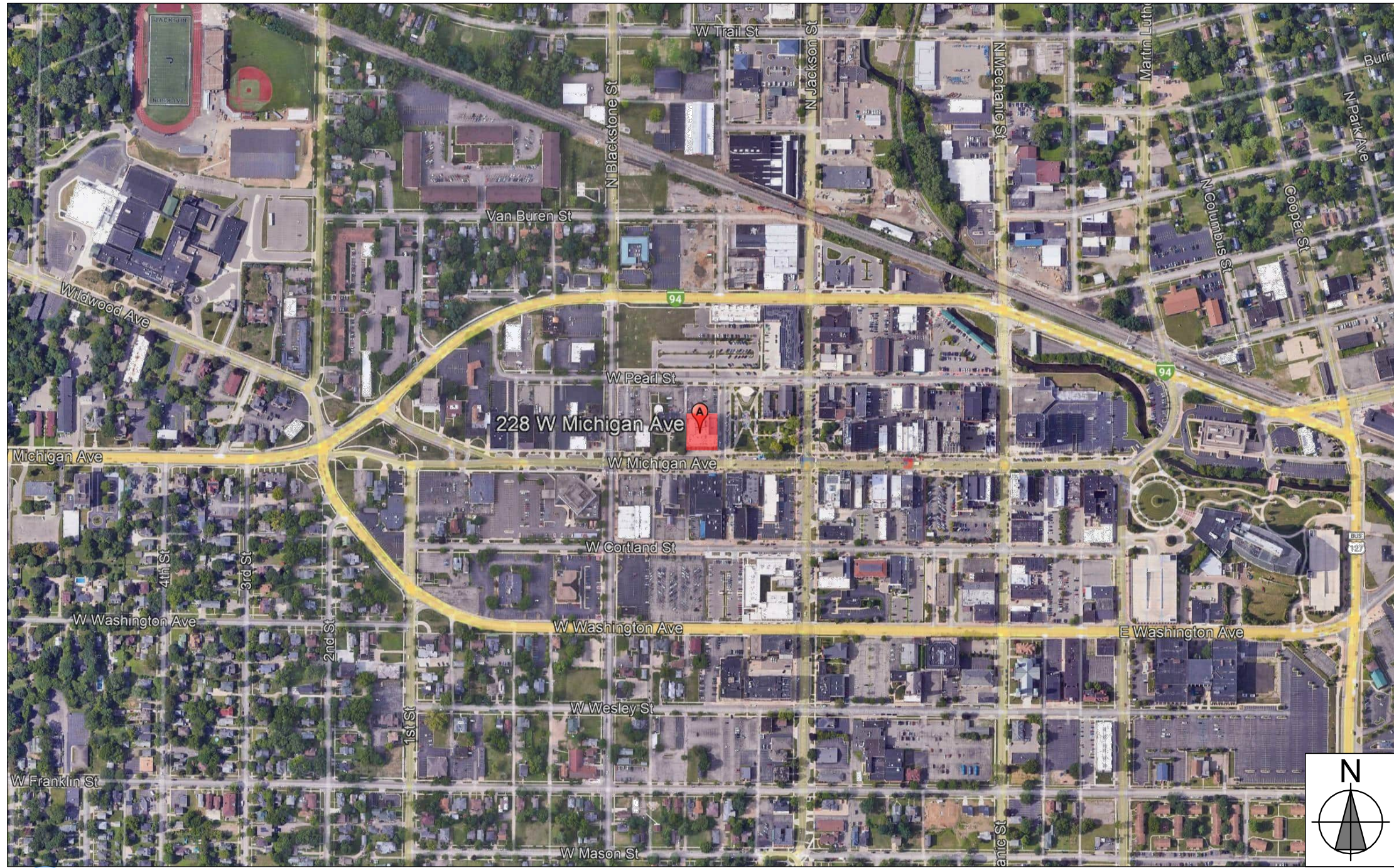


VICINITY MAP



AERIAL MAP  
SCALE: 1" = 100'

AERIAL MAP



VICINITY MAP  
SCALE: 1" = 500'



# HAYES HOTEL

228 W. Michigan Avenue Jackson, Michigan 49201

## HAYES HOTEL VARIANCE APPLICATIONS

228 W. Michigan Avenue  
Jackson, Michigan 49201

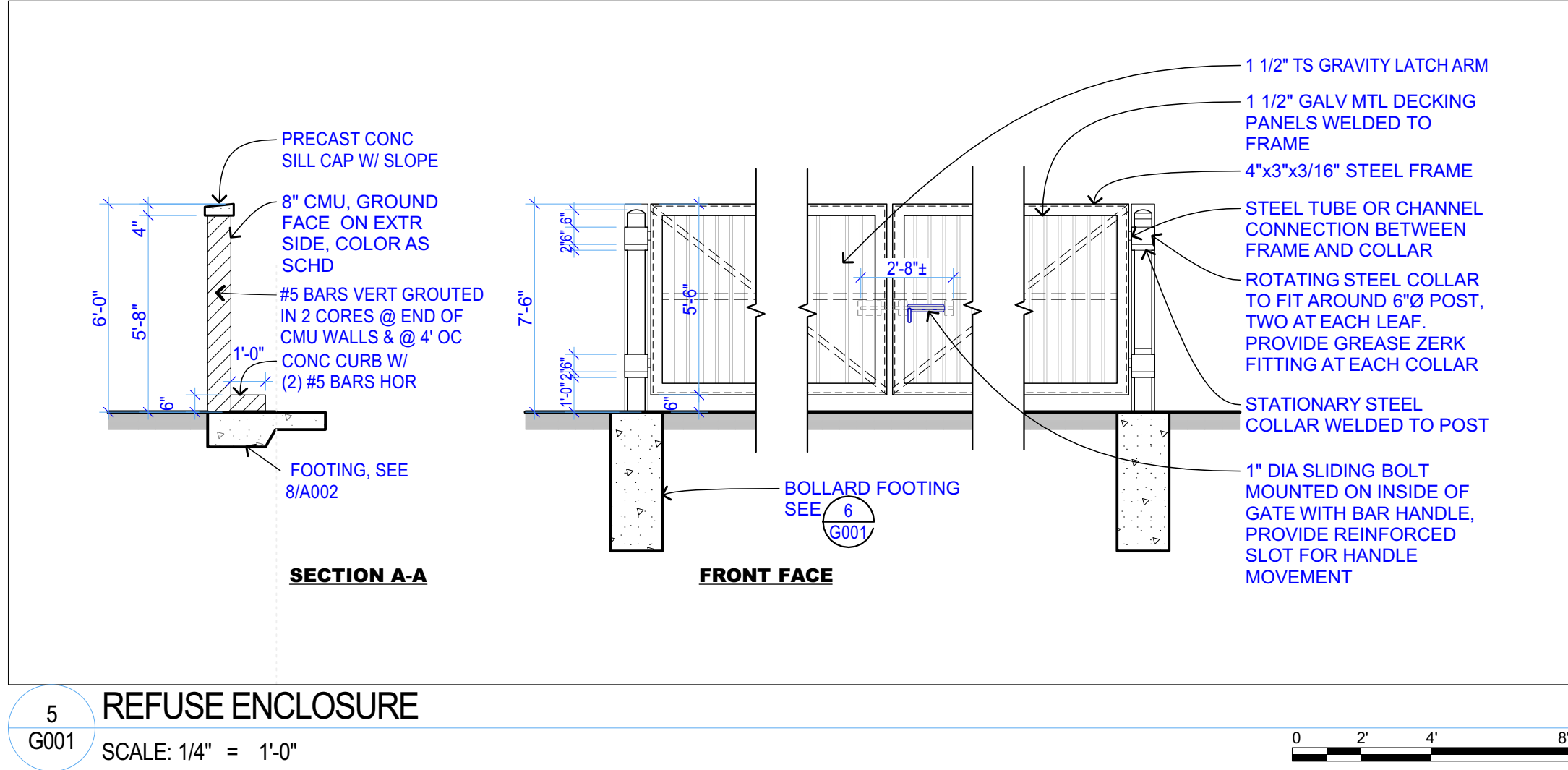
OWNER

228 MICHIGAN AVE, LLC  
315 E 6th Street  
Dayton, Ohio 45402  
CONTACT: SCOTT GIBSON  
PHONE: Gibson 918-260-9395,  
SCOTT@COLLIERGIBSON.COM

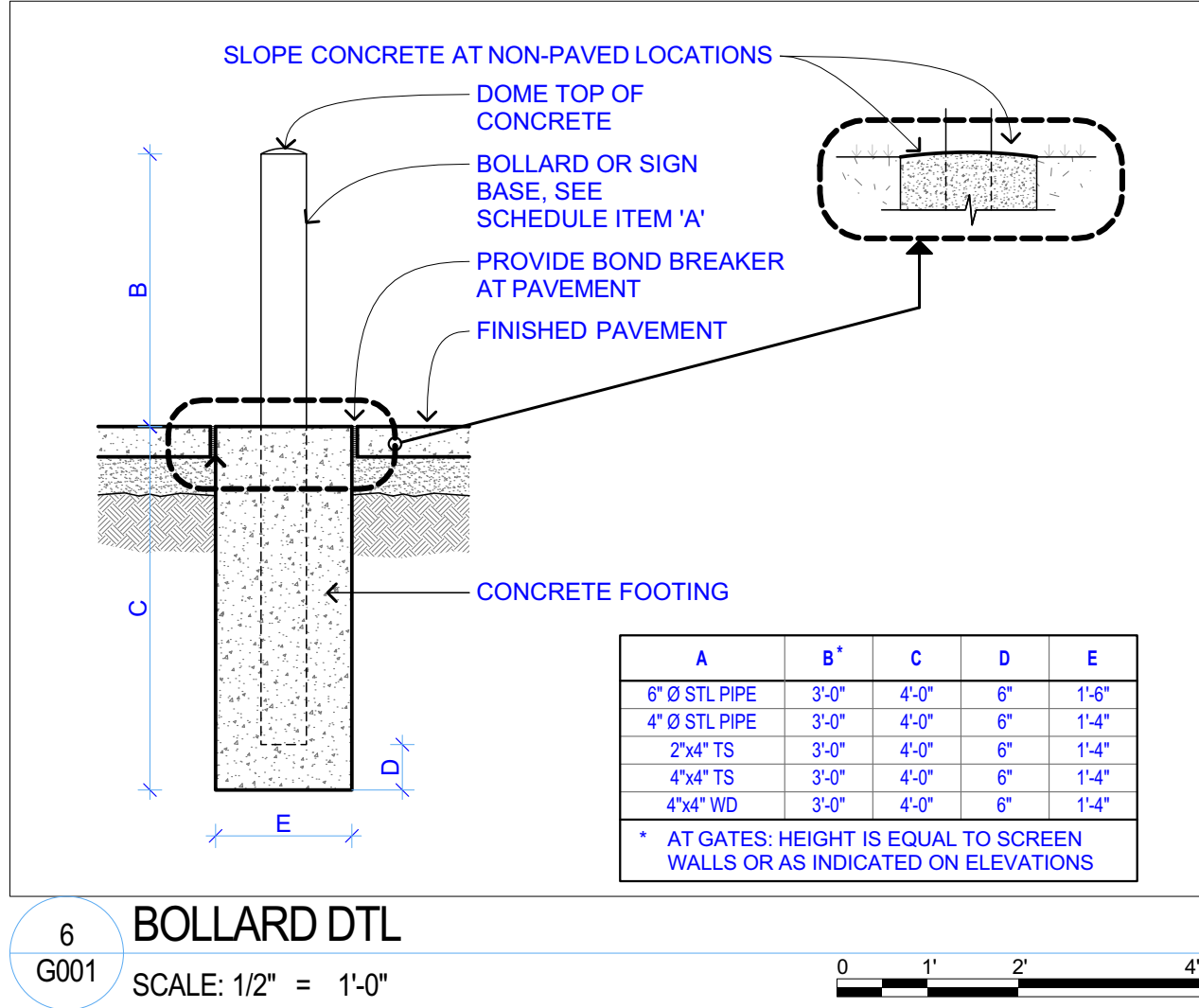
ARCHITECTURAL

DISTYLE DESIGN ARCHITECTS, P.C.  
620 Mendelssohn Ave. N, Suite 118  
Minneapolis, Minnesota 55427  
CONTACT: MICHAEL KNESELY  
PHONE: 763-591-0996  
MKNESELY@DISTYLEDESIGN.COM

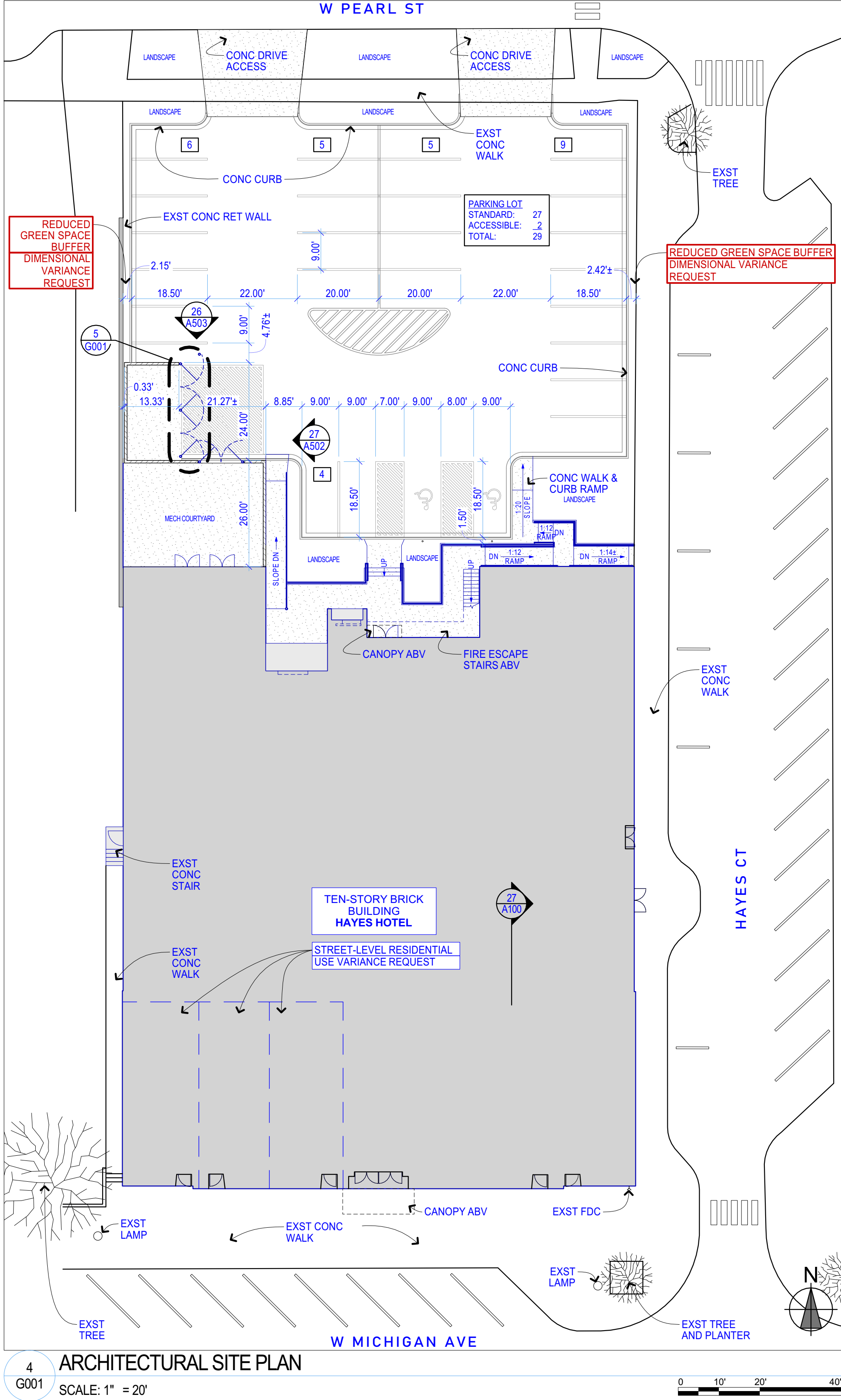
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|---------------------|--------------------------------------|--------|-----------|
| ID                  | NAME                                 | REV ID | DATE      |
| G001                | COVER SHEET, ARCHITECTURAL SITE PLAN | -      | 4/28/2026 |
| A001                | EXISTING SITE PLAN                   | -      | 4/28/2026 |
| A501                | SOUTH EXTERIOR ELEVATION             | -      | 4/28/2026 |
| A502                | EAST EXTERIOR ELEVATION              | -      | 4/28/2026 |
| A503                | NORTH EXTERIOR ELEVATION             | -      | 4/28/2026 |
| A504                | WEST EXTERIOR ELEVATION              | -      | 4/28/2026 |



5  
G001  
REFUSE ENCLOSURE  
SCALE: 1/4" = 1'-0"

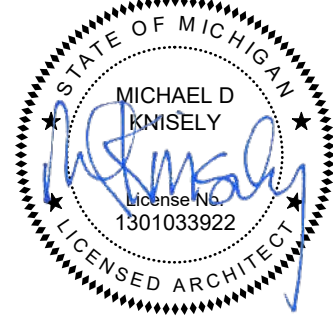


6  
G001  
BOLLARD DTL  
SCALE: 1/2" = 1'-0"



4  
G001  
ARCHITECTURAL SITE PLAN  
SCALE: 1" = 20'

NOT FOR CONSTRUCTION



| No. | Description | Date |
|-----|-------------|------|
|     |             |      |

## COVER SHEET, ARCHITECTURAL SITE PLAN

|                       |           |
|-----------------------|-----------|
| DRAWING INFORMATION   |           |
| PROJECT NO:           | 25.82.01  |
| DRAWN BY:             | JPC       |
| CHECKED BY:           | MDK       |
| CAD/BIM PUBLISH DATE: | 4/27/2026 |

G001

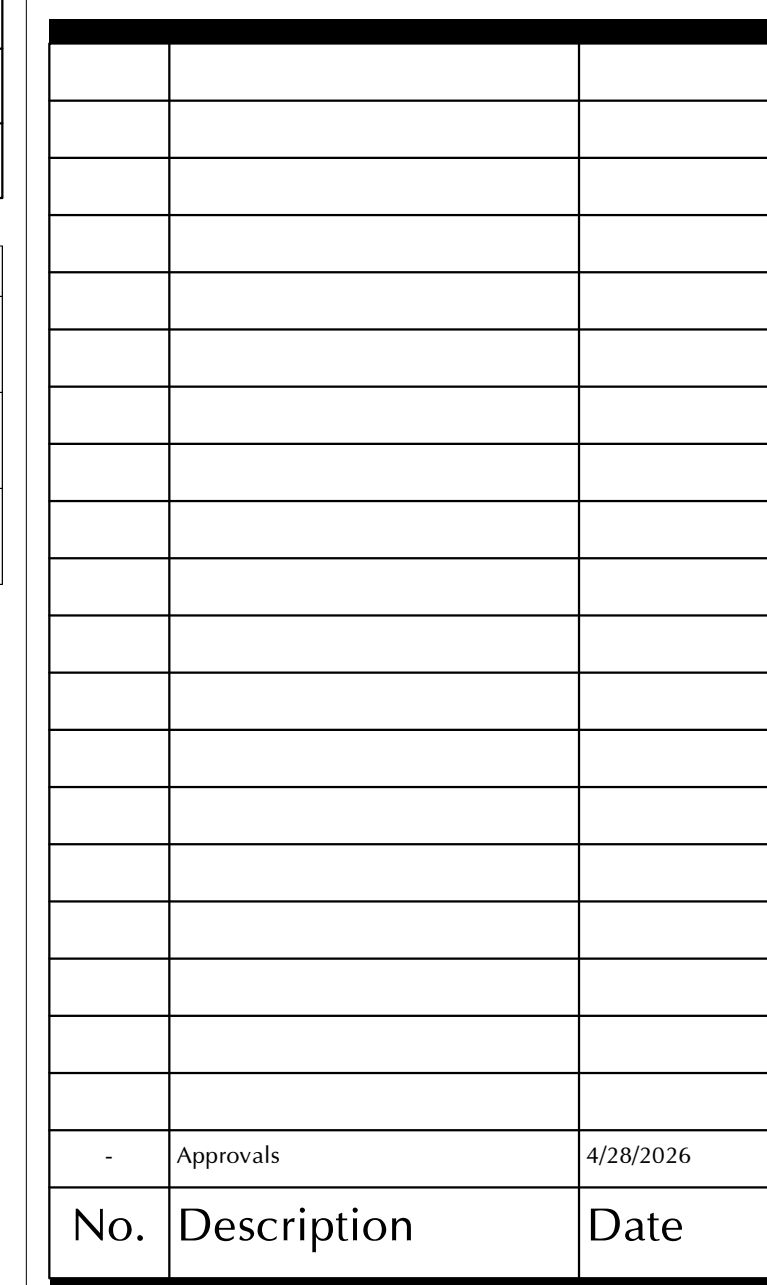




228 W. Michigan Avenue  
Jackson, Michigan 49201

228 W. Michigan Avenue  
Jackson, Michigan 49201

NOT FOR CONSTRUCTION



DRAWING TITLE

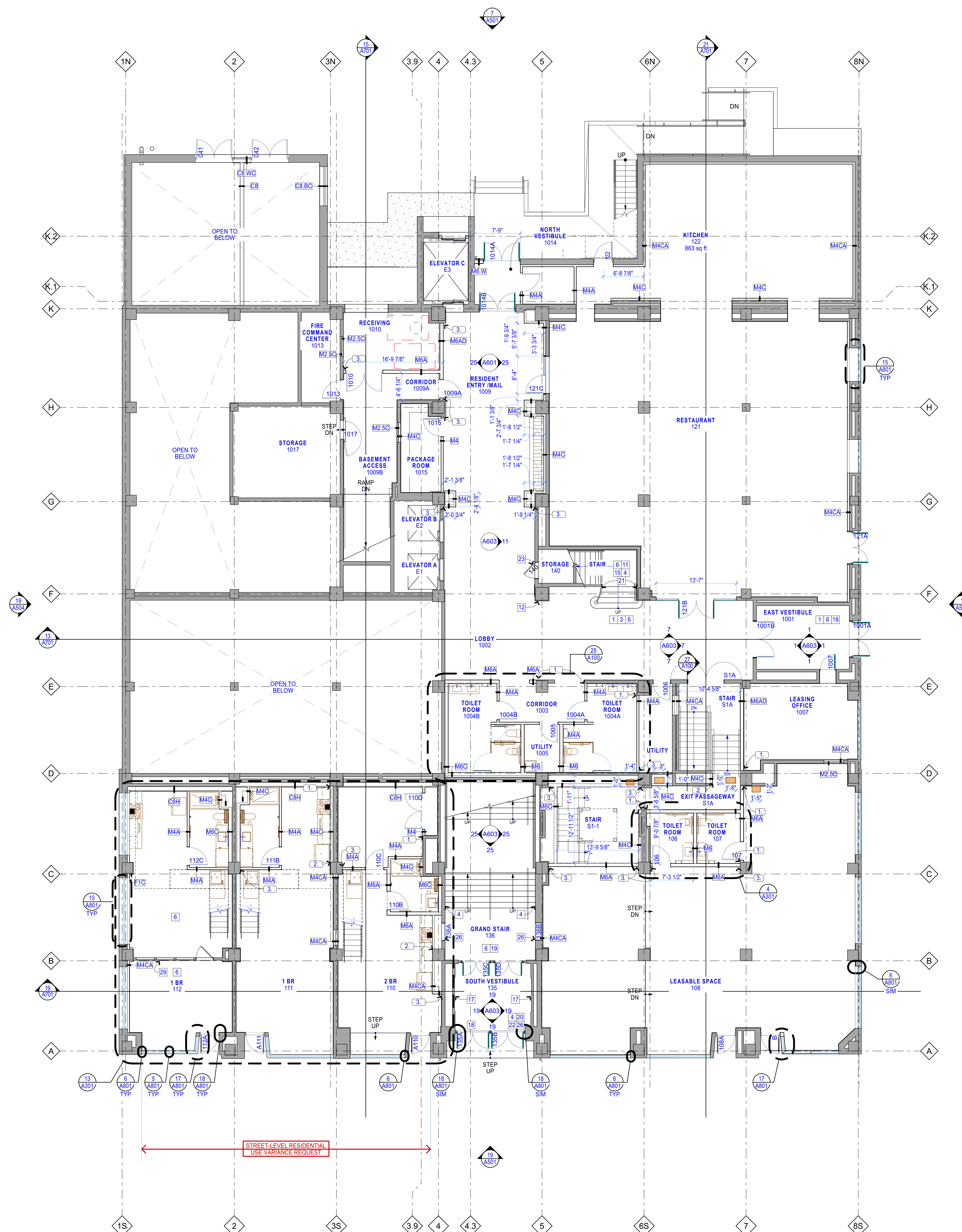
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| DRAWN BY:             | JPC       |
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| CAD/BIM PUBLISH DATE: | 4/27/2026 |

A101

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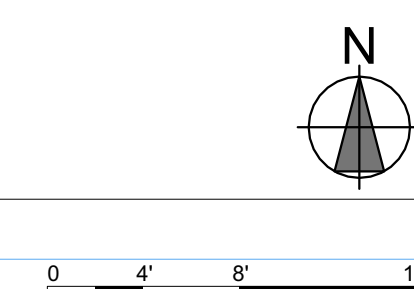
Page 62 of 76



26  
A101

**FIRST FLOOR PLAN**

SCALE: 1/8" = 1'-0"







## HAYES HOTEL

### VARIANCE APPLICATIONS

228 W. Michigan Avenue  
Jackson, Michigan 49201

NOT FOR CONSTRUCTION



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| -   | Approvals   | 4/28/2026 |
| No. | Description | Date      |

DRAWING TITLE

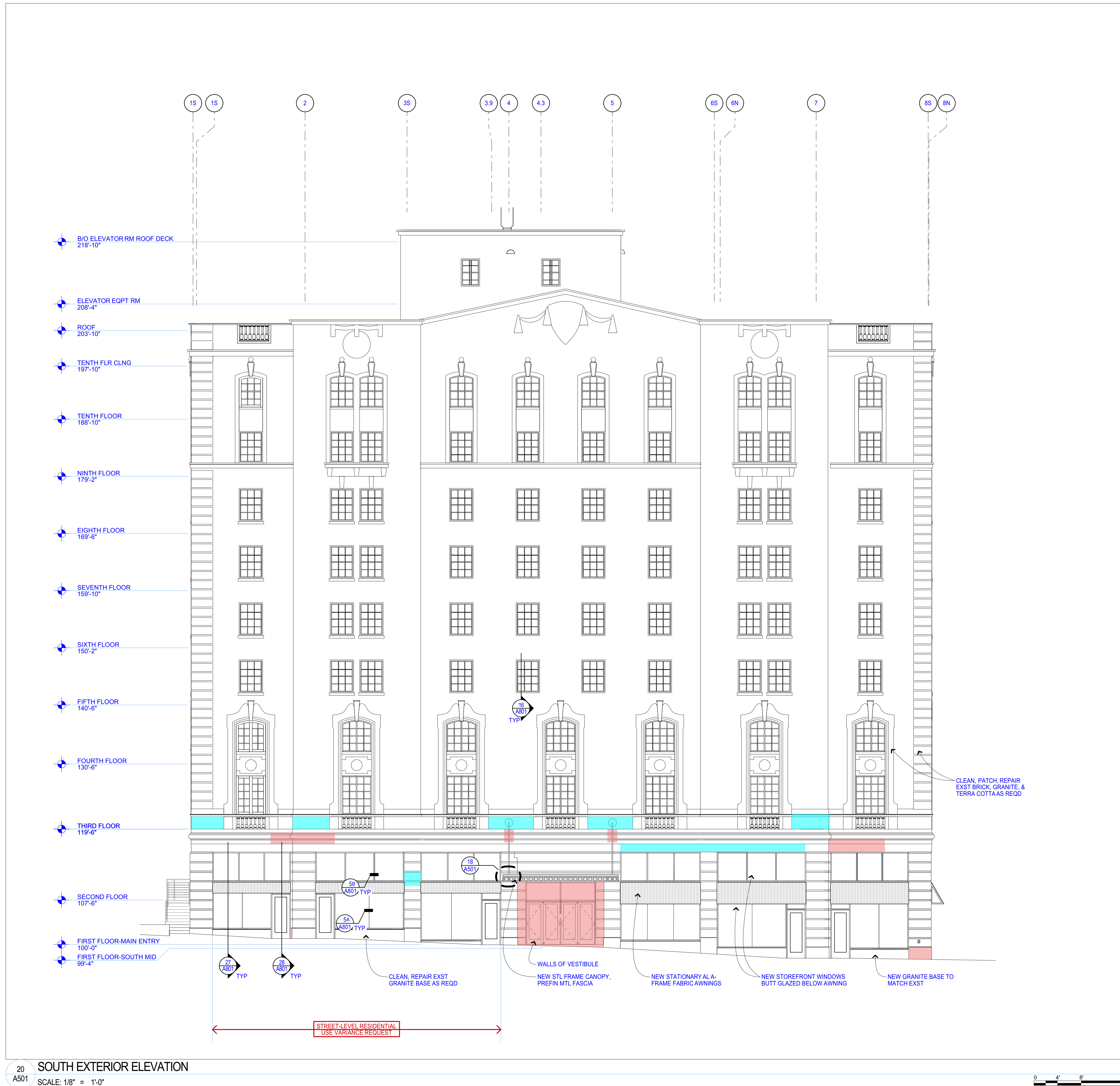
SOUTH EXTERIOR  
ELEVATION

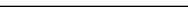
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| CHECKED BY:           | MD        |
| CAD/BIM PUBLISH DATE: | 4/27/2025 |

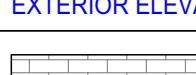
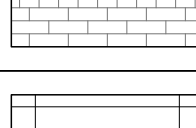
A501

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Page 63 of 76

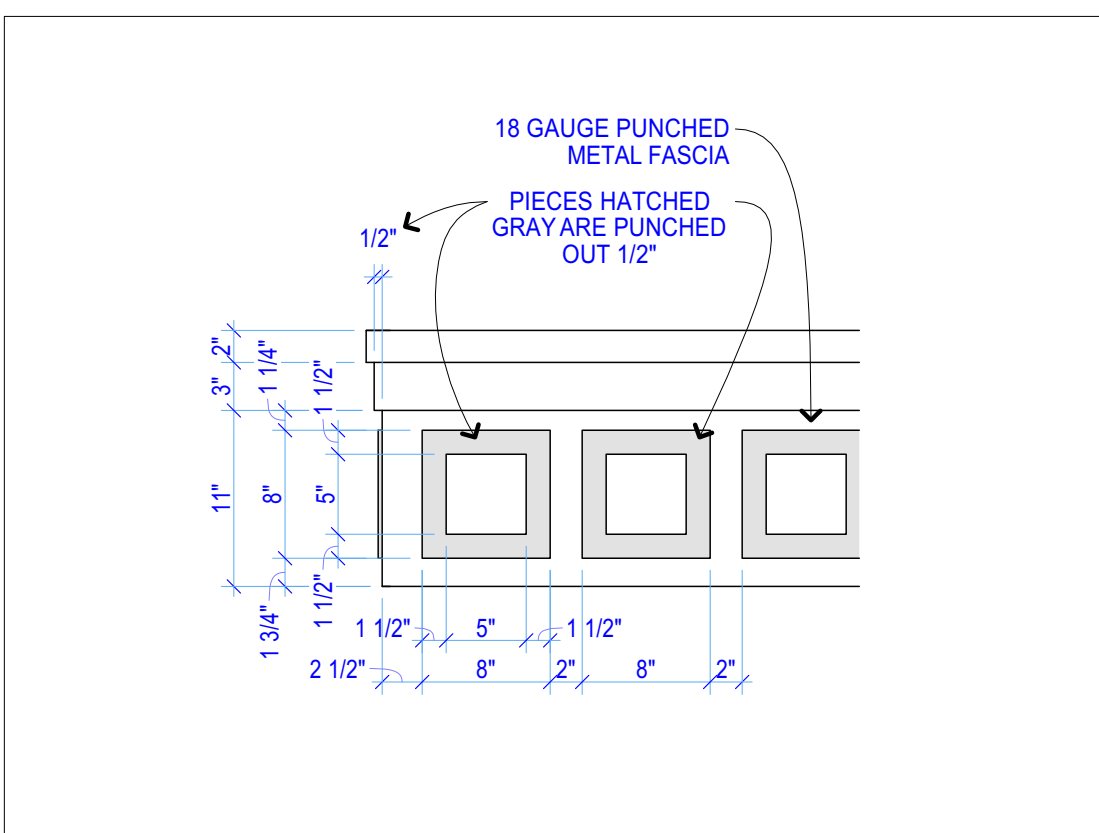
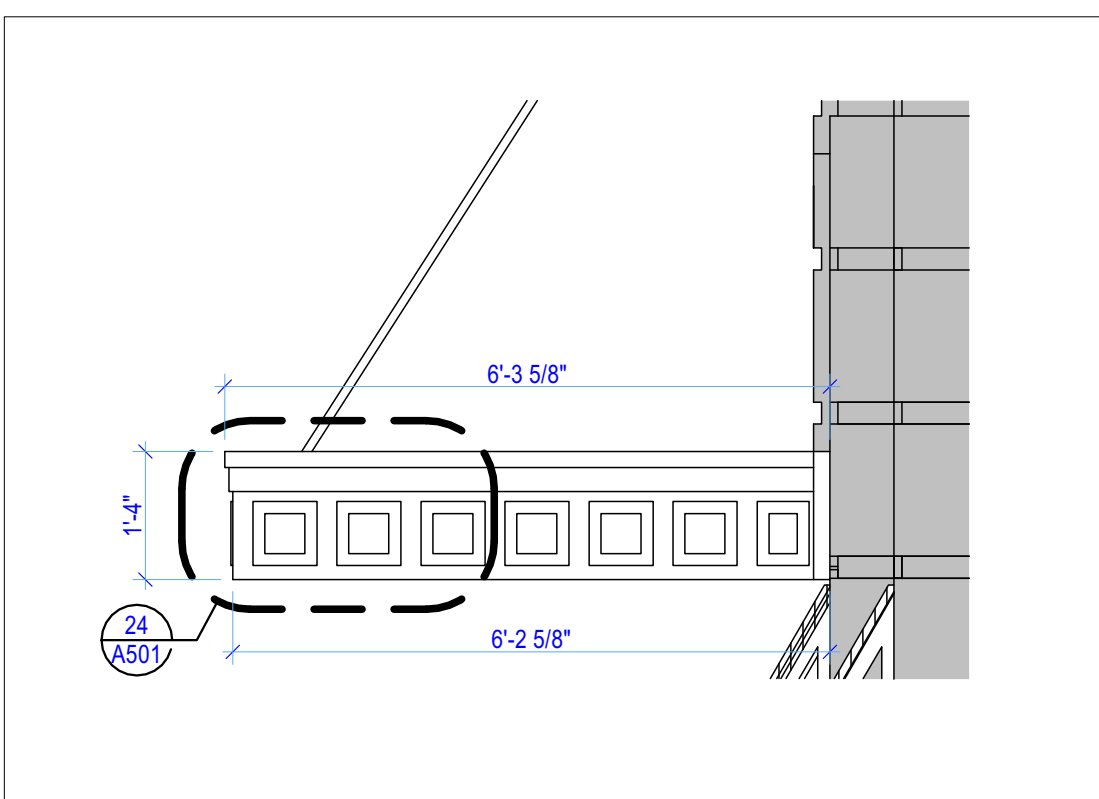


| FACADE RESTORATION KEY                                                              |                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------|
|    | NO WORK                                   |
|    | AREAS OF BRICK AND MORTAR DEGRADATION     |
|   | AREAS OF STAINING OR PAINTING             |
|  | DAMAGED TERRACOTTA DETAILS                |
|  | AREAS OF CONCRETE DEGRADATION OR SPALLING |

|                                                                                     |                                                                                 |                                                                                     |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>EXTERIOR ELEVATION KEY</p> <p>EXST BRICK, PNT</p>                            |                                                                                     |
|  | <p>MTL PANEL 1<br/>PRODUCT: CENTRIA VERSAWALL H+ 2"<br/>PANEL SIZE: 36"X66"</p> |  |
|  | <p>NEW CMU</p>                                                                  |                                                                                     |

EP-1: SERWIN WILLIAMS, SW2735 ROCKWEED  
EP-2: SERWIN WILLIAMS, SW7598 SIERRA REDWOOD  
EP-3: SERWIN WILLIAMS, SW7511 BUNGALOW BEIGE  
SG: SPANDREL GLASS, COLOR: MATCH WINDOW FRAMES

| EXTERIOR FINISH KEY                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>APPLICATION: METAL PANELS<br/>           PRODUCT: CENTRIA FLAT FRAME H+ Z"<br/>           PANEL SIZE: 36"X121"<br/>           FINISH: SMOOTH, FLAT<br/>           COLOR: SIENNA</p> <p>APPLICATION: NEW AND EXISTING RAILINGS<br/>           FINISH: FLAT<br/>           COLOR: SW2735 ROCKWEED (EP-1)</p>                                                                                                                   |
|                                                                                     | <p>APPLICATION: EXISTING BRICK PAINT FIRE ESCAPE<br/>           PRODUCT: SVI LOXON XP WATERPROOFING MASONRY COATING, PAINT<br/>           FINISH: FLAT<br/>           COLOR: SW7598 SIERRA REDWOOD (EP-2)</p> <p>APPLICATION: REFUSE AND MECH COURTYARD GATE<br/>           FINISH: FLAT<br/>           COLOR: SW7511 BUNGALOW BEIGE (EP-3)</p>                                                                                 |
|  | <p>APPLICATION: NEW CMU SCREEN WALLS<br/>           PRODUCT: FENDT GROUND FACE ARCHITECTURAL CMU<br/>           FINISH: BURNISHED<br/>           COLOR: #430 E</p>                                                                                                                                                                                                                                                              |
|                                                                                     | <p>APPLICATION: NEW WINDOWS<br/>           PRODUCT: MARVIN AL-CLAD HD WINDOWS<br/>           FINISH: SMOOTH, FLAT<br/>           COLOR: PEBBLE GRAY</p> <p>APPLICATION: NEW STOREFRONTS<br/>           PRODUCT: FACE-GLAZED AL FRAMES &amp; BUTT GLAZED INSUL GLASS<br/>           FINISH: SMOOTH, FLAT HIGH PERFORMANCE THERMOPLASTIC<br/>           FLUOROPOLYMER<br/>           COLOR: MATCH MARVIN WINDOWS PERFI F GRAY</p> |











## HAYES HOTEL VARIANCE APPLICATIONS

228 W. Michigan Avenue  
Jackson, Michigan 49201

NOT FOR CONSTRUCTION



| -   | Approvals   | 4/28/2026 |
|-----|-------------|-----------|
| No. | Description | Date      |

DRAWING TITLE

NORTH EXTERIOR  
ELEVATION

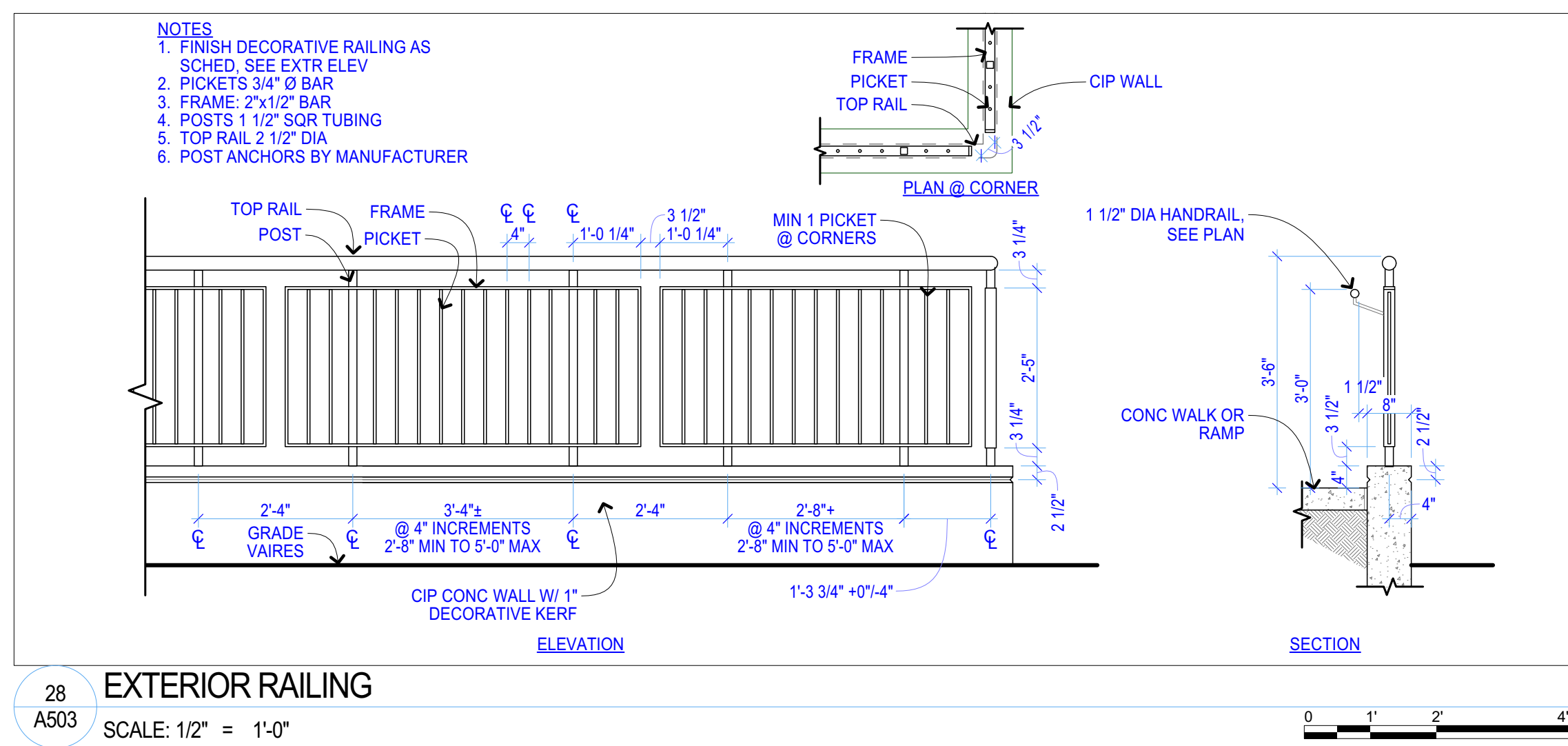
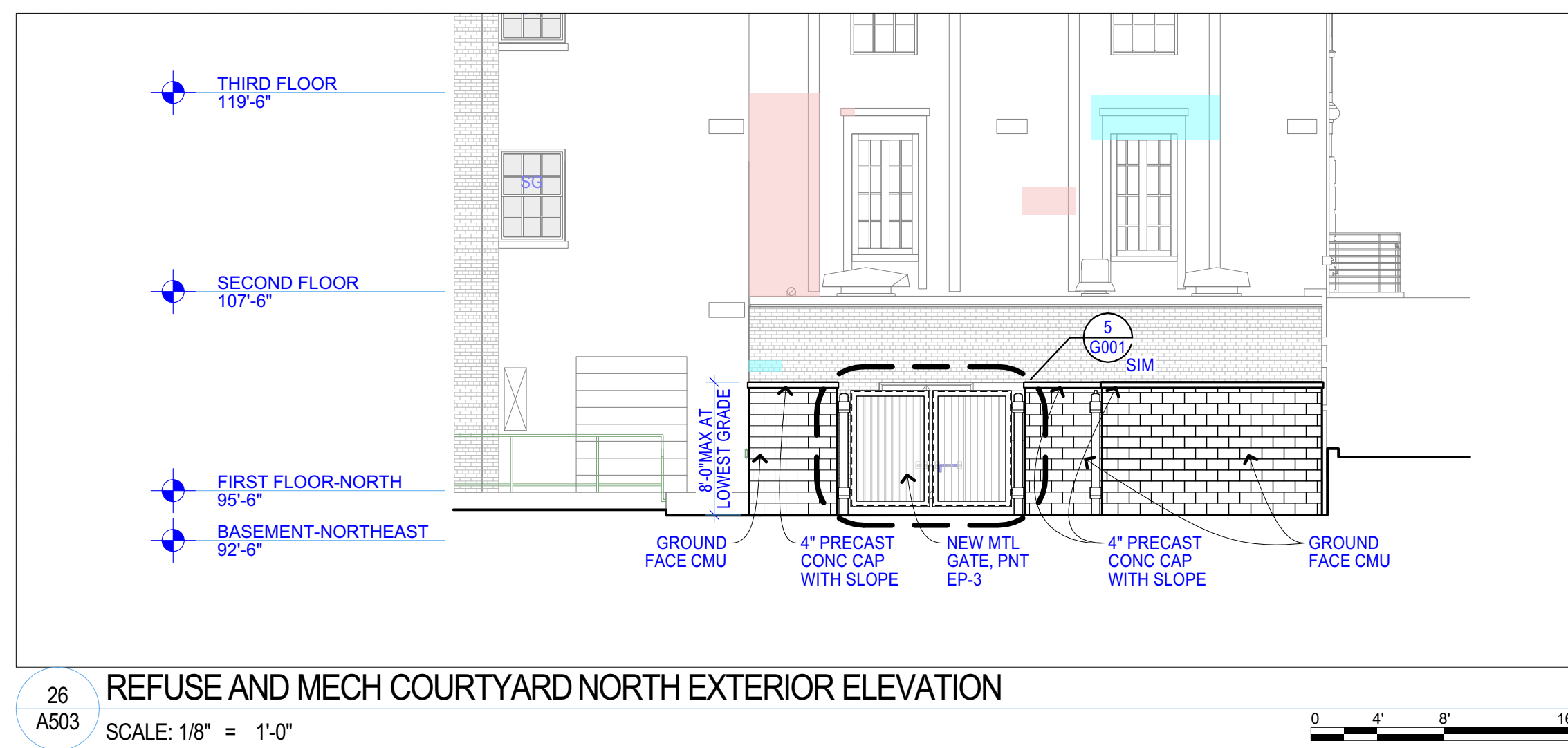
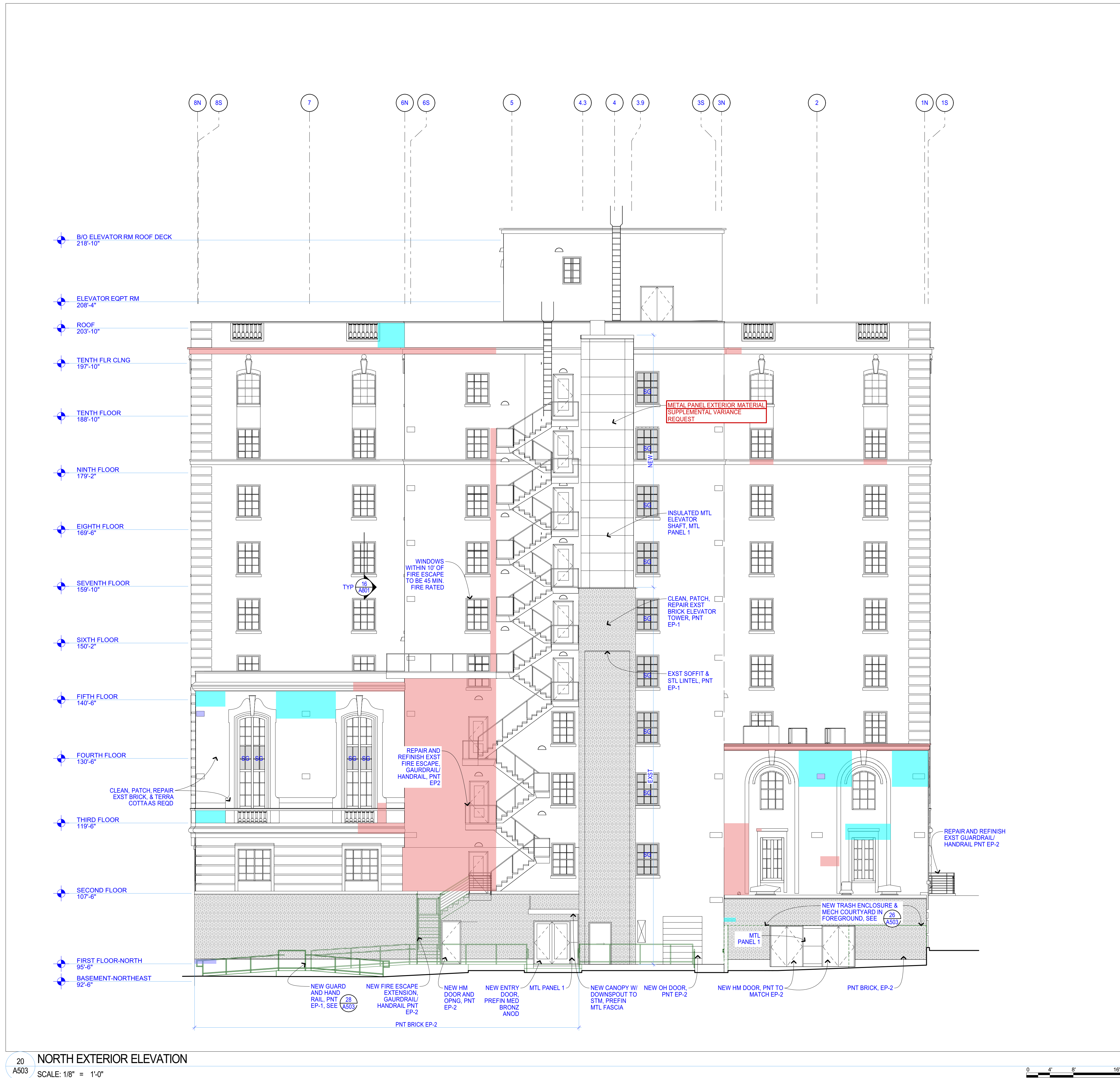
DRAWING INFORMATION

|                       |           |
|-----------------------|-----------|
| PROJECT NO:           | 25.82.0   |
| DRAWN BY:             | JF        |
| CHECKED BY:           | MD        |
| CAD/BIM PUBLISH DATE: | 4/27/2023 |

A503

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Page 65 of 76







## HAYES HOTEL VARIANCE APPLICATIONS

228 W. Michigan Avenue  
Jackson, Michigan 49201

NOT FOR CONSTRUCTION



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| -   | Approvals   | 4/28/2026 |
| No. | Description | Date      |

DRAWING TITLE

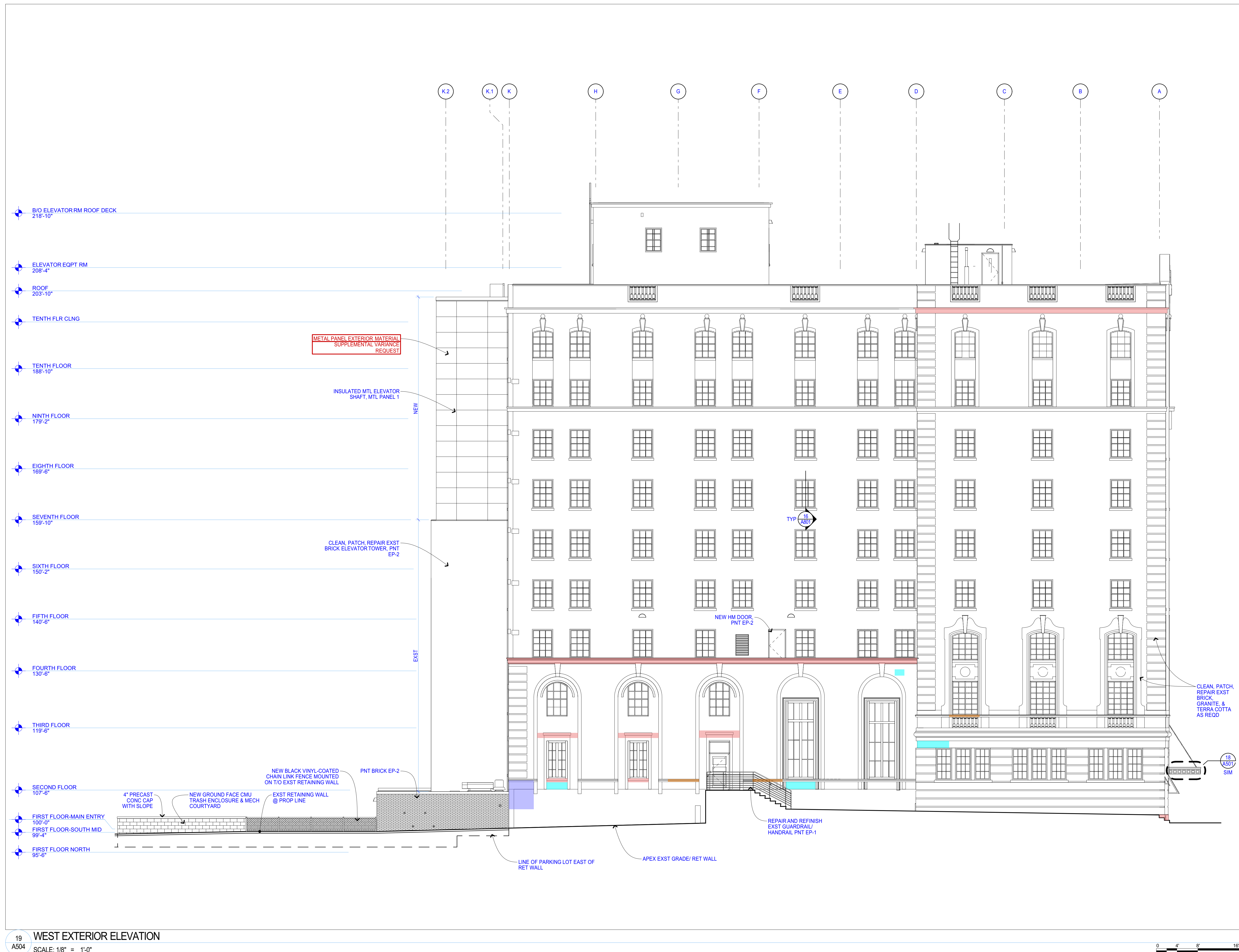
WEST EXTERIOR  
ELEVATION

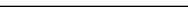
DRAWING INFORMATION  
PROJECT NO: 25.82.01  
DRAWN BY: JPC  
CHECKED BY: MDK  
CAD/BIM PUBLISH DATE: 4/27/2026

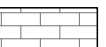
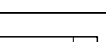
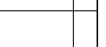
A504

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Page 66 of 76



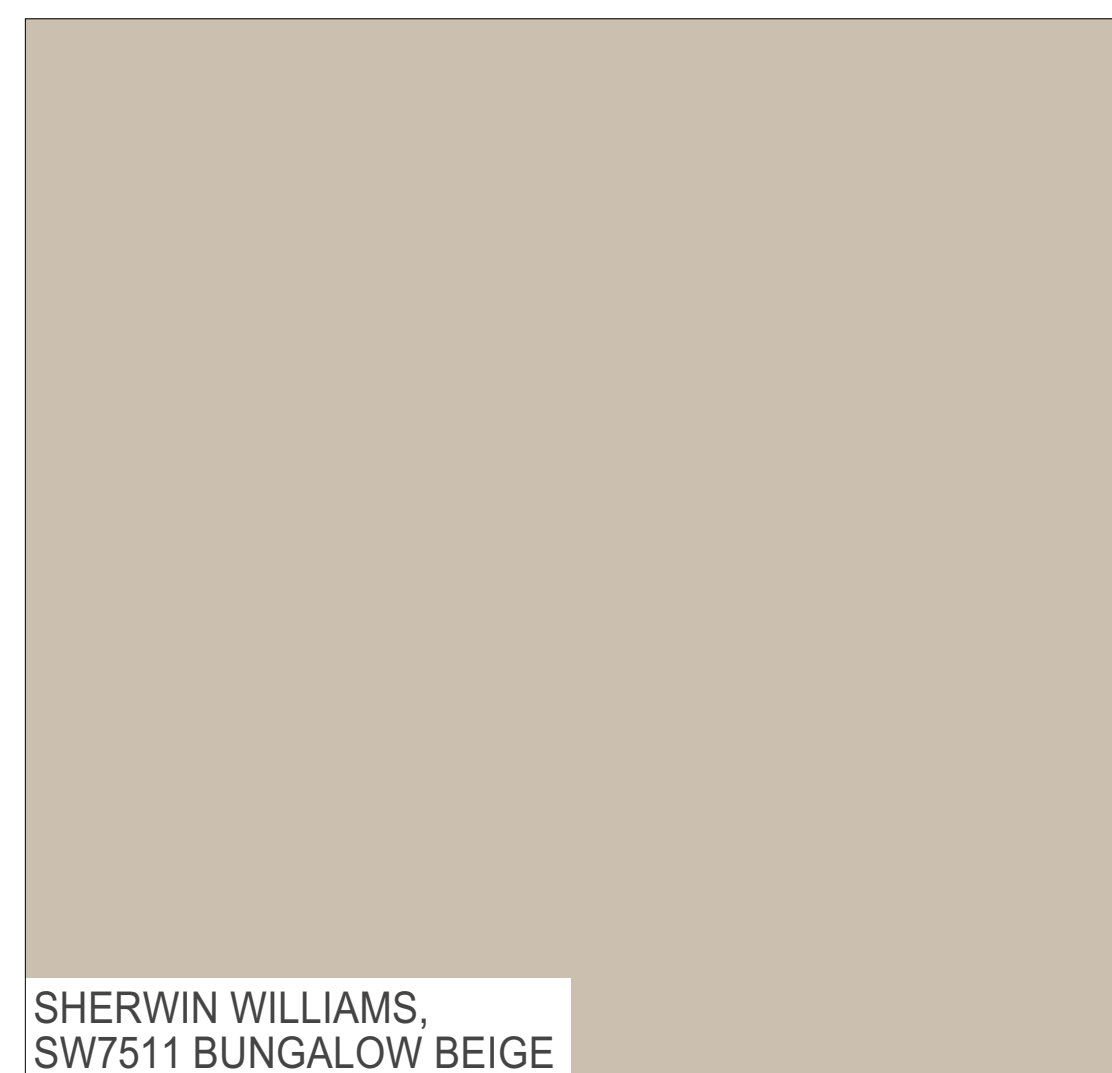
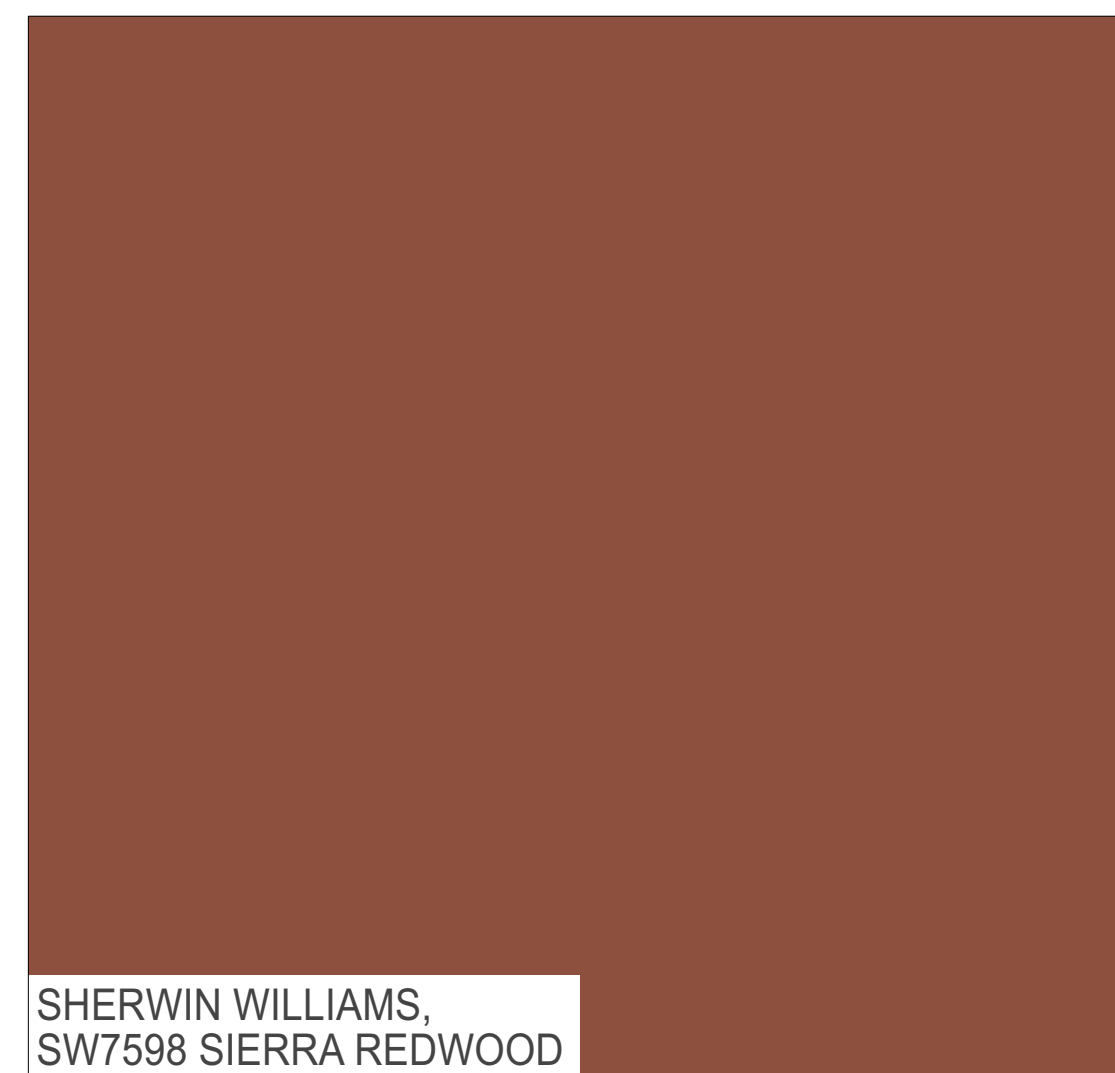
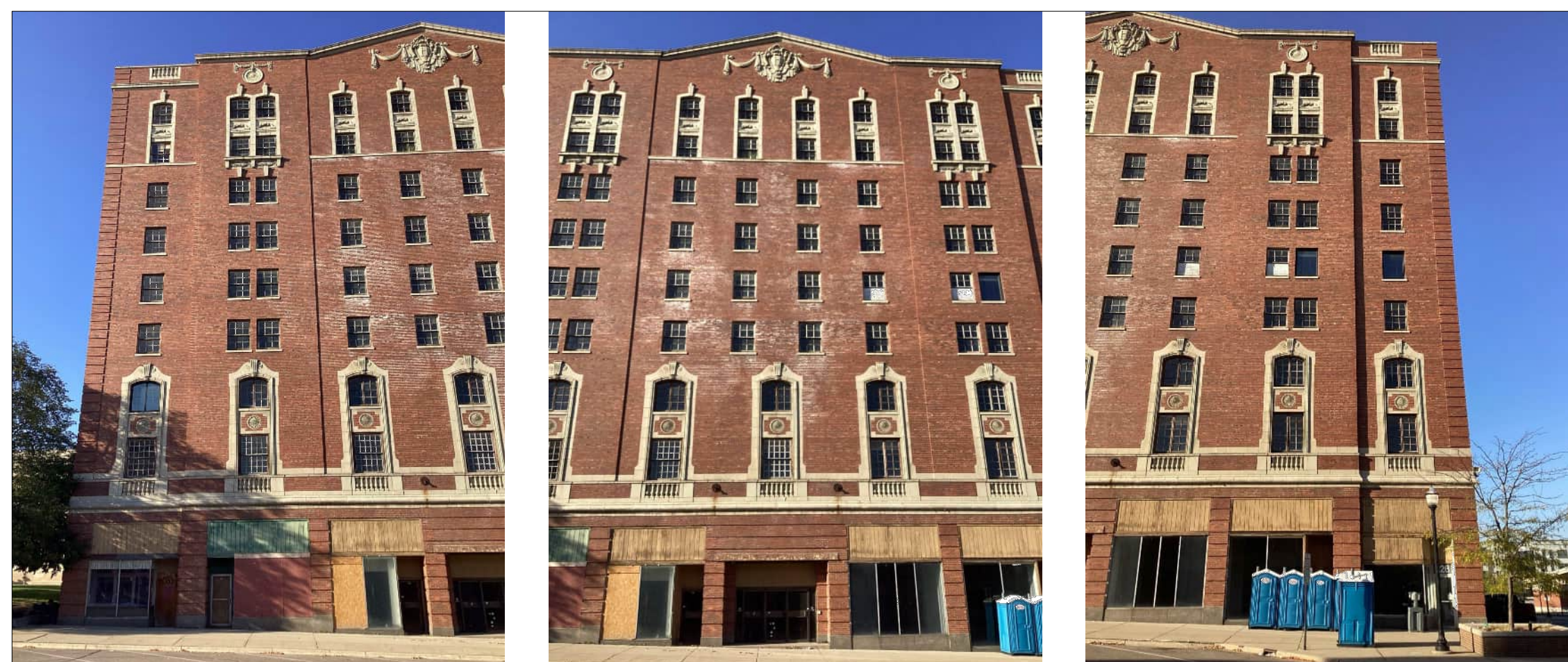
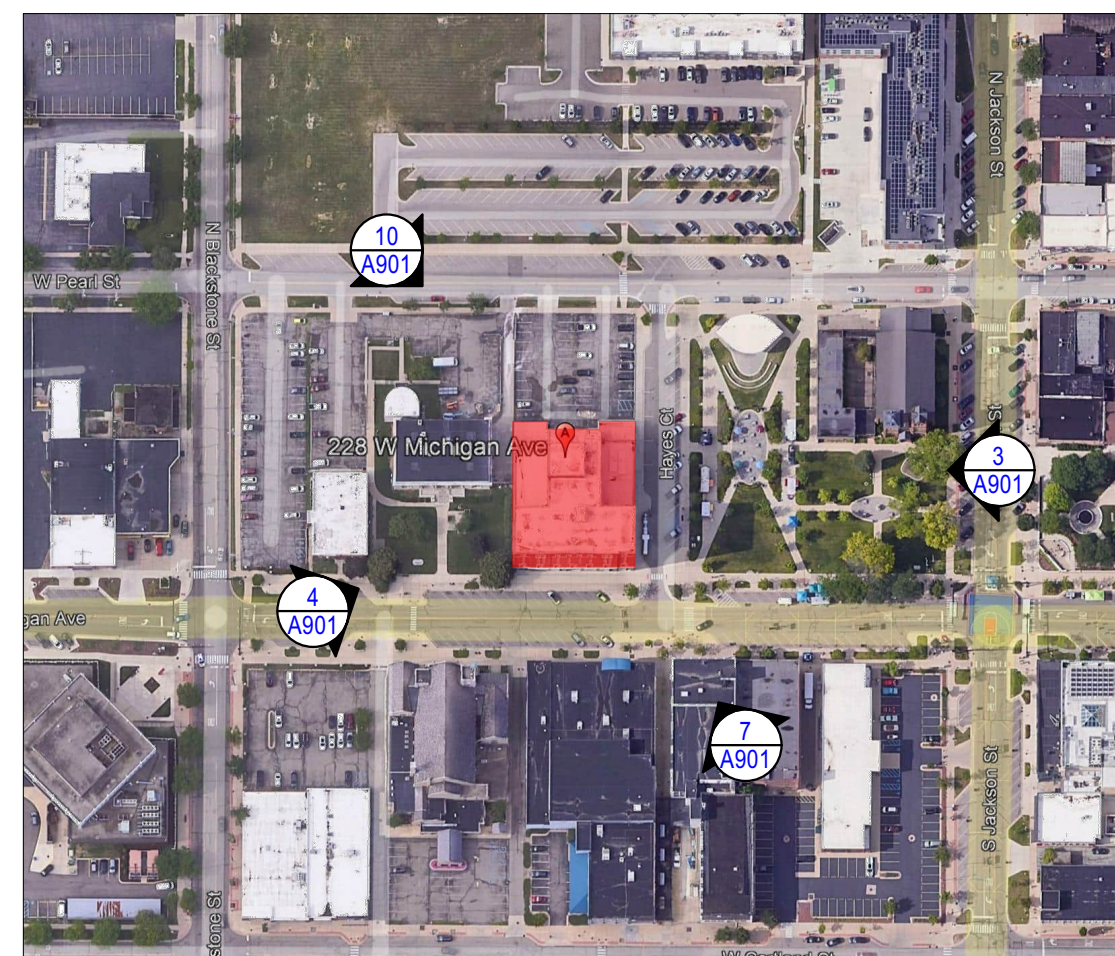
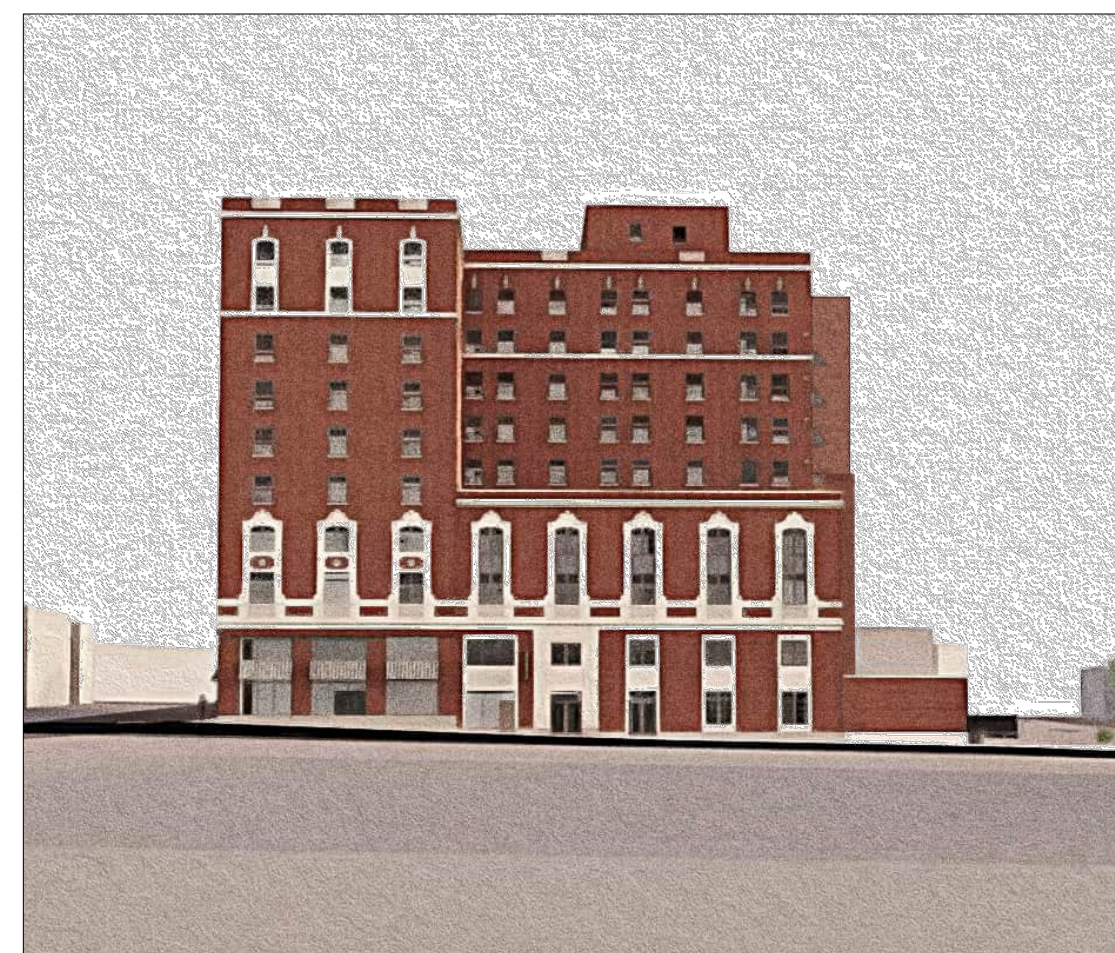
| FACADE RESTORATION KEY                                                              |                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------|
|    | NO WORK                                   |
|    | AREAS OF BRICK AND MORTAR DEGRADATION     |
|   | AREAS OF STAINING OR PAINTING             |
|  | DAMAGED TERRACOTTA DETAILS                |
|  | AREAS OF CONCRETE DEGRADATION OR SPALLING |

|                               |                                                                                     |                        |                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------|
| <p>EXTERIOR ELEVATION KEY</p> |  | <p>EXST BRICK, PNT</p> |                                                                                     |
|                               |  | <p>MTL PANEL 1</p>     | <p>PRODUCT: CENTRIA VERSAWALL H+ 2"</p>                                             |
|                               |  | <p>NEW CMU</p>         |  |

EP-1: SERWIN WILLIAMS, SW2735 ROCKWEED  
EP-2: SERWIN WILLIAMS, SW7598 SIERRA REDWOOD  
EP-3: SERWIN WILLIAMS, SW7511 BUNGALOW BEIGE  
SG: SPANDREL GLASS, COLOR: MATCH WINDOW FRAMES

| EXTERIOR FINISH KEY                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>APPLICATION: METAL PANELS<br/>           PRODUCT: CENTRIA FLATWALL H+ Z"<br/>           PANEL SIZE: 36"X12'<br/>           FINISH: SMOOTH, FLAT<br/>           COLOR: SIENNA</p> <p>APPLICATION: NEW AND EXISTING RAILINGS<br/>           FINISH: FLAT<br/>           COLOR: SW2735 ROCKWEED (EP-1)</p>                                                                                                                      |
|                                                                                     | <p>APPLICATION: EXISTING BRICK PAINT FIRE ESCAPE<br/>           PRODUCT: SV LIXON XP WATERPROOFING MASONRY COATING, PAINT<br/>           FINISH: FLAT<br/>           COLOR: SW7598 SIERRA REDWOOD (EP-2)</p> <p>APPLICATION: REFUSE AND MECH COURTYARD GATE<br/>           FINISH: FLAT<br/>           COLOR: SW7511 BUNGALOW BEIGE (EP-3)</p>                                                                                  |
|  | <p>APPLICATION: NEW CMU SCREEN WALLS<br/>           PRODUCT: FENDT GROUND FACE ARCHITECTURAL CMU<br/>           FINISH: BURNISHED<br/>           COLOR: #430 E</p>                                                                                                                                                                                                                                                              |
|                                                                                     | <p>APPLICATION: NEW WINDOWS<br/>           PRODUCT: MARVIN AL-CLAD HD WINDOWS<br/>           FINISH: SMOOTH, FLAT<br/>           COLOR: PEBBLE GRAY</p> <p>APPLICATION: NEW STOREFRONTS<br/>           PRODUCT: FACE-GLAZED AL FRAMES &amp; BUTT GLAZED INSUL GLASS<br/>           FINISH: SMOOTH, FLAT HIGH PERFORMANCE THERMOPLASTIC<br/>           FLUOROPOLYMER<br/>           COLOR: MATCH MARVIN WINDOWS PERFI F GRAY</p> |

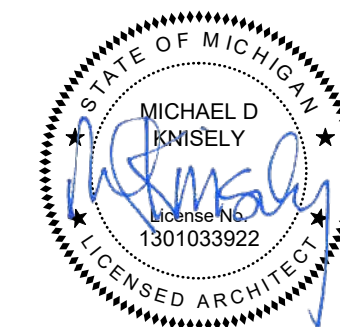




**DISTYLE**  
**DESIGN**  
**ARCHITECTS**  
620 Mendelssohn Ave. N, Suite 118  
Minneapolis, Minnesota  
[763] 591.0996

228 W. Michigan Avenue  
Jackson, Michigan 49201

NOT FOR CONSTRUCTION



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| -   | Approvals   | 4/28/2026 |
| No. | Description | Date      |

DRAWING TITLE

## EXTERIOR VIEWS & FINISHES

DRAWING INFORMATION  
PROJECT NO: 25.82.0  
DRAWN BY:  
CHECKED BY:  
CAD/BIM PUBLISH DATE: 4/27/202

A901





# **CITY OF JACKSON**

## **ZONING BOARD OF APPEALS**

### **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for one (1) dimensional variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject property:**

222-234 W. Michigan Avenue (Parcel #1-008100000)

**Variance Request:**

Dimensional variance from Section 28-105, Landscape standards. Applicant wishes to reduce the green space adjacent to and at existing parking lot.

**Effect of request:**

Approval will permit the applicant to reduce the green belt at the parking area and green space adjacent to the building.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

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 R. John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org) with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.



# **CITY OF JACKSON ZONING BOARD OF APPEALS NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for one (1) supplemental variance pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject property:**

222-234 W. Michigan Avenue (Parcel #1-008100000)

**Variance Request:**

Supplemental variance from Section 28-115, Building design Standards. Applicants wish to use insulated light weight decorative metal enclosure for the elevator shaft.

**Effect of request:**

Approval will permit the applicant to use the insulated metal enclosure at the elevator shaft.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

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# **CITY OF JACKSON**

## **ZONING BOARD OF APPEALS**

### **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Jackson Zoning Board of Appeals will hold a public hearing to hear a request for one (1) use variances pursuant to Section 28-244 of the City of Jackson Zoning Ordinance and as detailed below.

**Applicant:**

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject property:**

222-234 W. Michigan Avenue (Parcel #1-008100000)

**Variance Request:**

Use variance from Section 28-71, permitted and conditional uses and 28-44, C-3 Central Commercial District. Applicant requests for residential use on the first floor, in the C-3 Zoning District.

**Effect of request:**

Approval will permit the applicant residential use on the first floor, in the C-3 Zoning District.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

**5:30PM on May 28, 2026, in  
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**NOTICE OF PUBLIC HEARING**

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**Applicant:**

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject property:**

222-234 W. Michigan  
Avenue (Parcel #1-  
008100000)

**Variance Request:**

Use variance from Section 28-71, permitted and conditional uses and 28-44, C-3 Central Commercial District. Applicant requests for residential use on the first floor, in the C-3 Zoning District.



**Effect of request:**

Approval will permit the applicant residential use on the first floor, in the C-3 Zoning District.

**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written objections and comments regarding the dimensional variance requests at:

You are invited to attend the public hearing to be held:

**5:30PM on May 28, 2026, in  
City Hall Council Chambers, 2<sup>nd</sup> 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 R. John O'Connor at 517-768-6426 or joconnor@cityofjackson.org with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o R. John O'Connor. All comments and/or questions must be received no later than 5:00PM on May 28, 2026.

**NOTICE OF PUBLIC HEARING**

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**Applicant:**

Scott Gibson  
315 E 6<sup>th</sup> Street  
Dayton OH, 45402

**Subject property:**

222-234 W. Michigan  
Avenue (Parcel #1-  
008100000)

**Variance Request:**

Supplemental variance from Section 28-115, Building design Standards. Applicants wish to use insulated light weight decorative metal enclosure for the elevator shaft.

**Effect of request:**

Approval will permit the applicant to use the insulated metal enclosure at the elevator shaft.

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## ZONING FEE COMPARISON 2025

| TOWNSHIP        | REZONING               | CONDITIONAL<br>USE/ HOME OCC | VARIANCE | SITE PLAN                                                                                                | MAIL/PUB.               | SIGNS                                                                                                        | FENCE        | ADMIN.                                                       | SPECIAL                                    |
|-----------------|------------------------|------------------------------|----------|----------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------|--------------------------------------------|
| BLACKMAN        | \$400                  | \$400<br>\$300 Home Occ      | \$350    | \$500/\$300/\$175<br>Planned Units/All<br>others/Admin.                                                  | Inc.                    | Temp<br>\$35<br>Perm \$50                                                                                    | 0            | \$23                                                         | \$250<br>special mtg<br>fee and reg<br>fee |
| COLUMBIA        | \$800                  | \$600                        | \$500    | \$800                                                                                                    | Inc.                    | \$25.00                                                                                                      | \$60 - \$200 | \$25.00                                                      | \$500+<br>Costs for<br>specific<br>action  |
| GRASSLAKE       | \$600                  | \$600                        | \$600    | \$600+<br>Fees vary depending<br>upon type of project                                                    | \$1.00fax/.<br>.25 copy | \$95                                                                                                         |              | \$45                                                         | NA                                         |
| LEONI           | \$550                  | \$550<br>\$550 Home Occ      | \$450    | \$550<br>Commercial                                                                                      | Inc.                    | Bldg. Fee                                                                                                    | \$40.00      | \$20.00                                                      | \$450                                      |
| LIBERTY         | \$475                  | \$475                        | \$275    | \$250.00                                                                                                 | Fofl only               | Bldg. Fee                                                                                                    | 0            | \$6.00                                                       |                                            |
| NAPOLÉON        | \$350.00               | \$300.00                     | \$275.00 | \$400.00                                                                                                 | Inc.                    | Bldg. Fee                                                                                                    | 0            | \$20.00                                                      | NA                                         |
| NORVELL         | \$700.00               | \$700.00                     | \$400.00 | \$700.00+<br>Fees vary depending<br>upon type of project<br>Public hearing<br>\$400.00, homes<br>\$60.00 |                         | 0                                                                                                            | 0            | \$50.00<br>Bldg.<br>\$25.00<br>Elect,<br>Mech. &<br>Plumbing |                                            |
| HENRIETTA       | \$550+<br>\$550 Escrow | \$925+<br>\$500 Escrow       | \$350    | \$330 +<br>Varying Escrow                                                                                | \$5.00 fax, .25<br>copy | Bldg. Fee                                                                                                    |              | \$15.00                                                      | Special<br>meeting<br>\$350.00             |
| SPRING<br>ARBOR | \$400                  | \$350                        | \$250    | \$400.00+<br>\$1,000 Cash Bond                                                                           | Inc.                    | Bldg. Fee                                                                                                    |              | \$10.00                                                      | NA                                         |
| SUMMIT          | \$350.00               | \$300.00                     | \$300.00 | 500/350/200<br>Fees vary depending<br>upon type of project                                               | Actual Cost             | Bldg. Fee<br>Temp.<br>Signs<br>\$40.00 one<br>time<br>\$120.00<br>annual up to<br>four times +<br>Admin. Fee | \$25.00      | \$25.00                                                      | \$250.00 +<br>application<br>fees          |

| TOWNSHIP/CITY ZONING FEE COMPARISON 2026 |                                           |                                |                          |                                                   |                  |                                                       |              |        |                                   |                                                |                                          |
|------------------------------------------|-------------------------------------------|--------------------------------|--------------------------|---------------------------------------------------|------------------|-------------------------------------------------------|--------------|--------|-----------------------------------|------------------------------------------------|------------------------------------------|
| Township                                 | Rezoning                                  | Conditional Use/Home OCC       | Variance                 | Site Plan                                         | Mail/PUB         | Signs                                                 | Fence        | Admin. | Special                           | Zoning Permit Verifiacton Certification Letter | Alley Vacation                           |
| JACKSON                                  | \$500                                     | \$500                          | \$500                    | \$100 NON-REFUNDABLE \$100 PER STAFF HOUR         | INC              | \$15 min \$10 FIRST \$1000 \$5 EACH ADDITIONAL \$1000 | \$75         | INC    | SAME AS MEETING TYPE COST         | \$30                                           | ? We should charge for staff review time |
| ADRIAN                                   | \$500 But they are revising fee schedules | \$250 Zoning Exception Permits | \$150 Appeals or Reviews | \$500 for ADM \$600 for PC                        | INC              | \$25 temp \$50-\$200 Based on Size                    | \$50         | INC    | \$400                             | \$50                                           | \$500                                    |
| BATTLE CREEK                             | \$750                                     | \$750                          | \$200                    | \$300-\$400                                       | INC              | \$150-\$12,000                                        | \$80         | \$250  |                                   | \$100                                          | \$300                                    |
| BLACKMAN                                 | \$400                                     | \$400 \$300 Home Occ           | \$350                    | \$500 Planned Units/\$300 All Others/\$175 Admin. | INC              | Temp \$35 Perm \$50                                   | 0            | \$23   | \$250 Special MTG Fee and Reg Fee | \$40                                           |                                          |
| COLUMBIA                                 | \$800 + \$1000 Escrow                     | \$600+ \$1000 Escrow           | \$500 + \$1000 Escrow    | \$800 + \$1000 Escrow                             | \$15             | \$60                                                  | \$60 - \$200 | \$25   | \$500 + Costs for Specific Action | \$25 Min Residential \$200 Commercial          |                                          |
| GRASSLAKE                                | \$600                                     | \$600                          | \$600                    | \$600 + Fee vary depending upon type of project   | \$1.00/ .25 copy | \$95                                                  |              | \$45   | NA                                | NC                                             |                                          |
| LEONI                                    | \$550                                     | \$550 \$550 Home Occ           | \$450                    | \$550 Commercial                                  | INC              | Bldg. Fee                                             | \$40         | \$20   | \$450                             | Revising Soon                                  |                                          |
| LIBERTY                                  | \$475                                     | \$475                          | \$275                    | \$250                                             | Fofl only        | Bldg. Fee                                             | 0            | \$6    |                                   | \$75                                           |                                          |
| NAPOLEON                                 | \$350                                     | \$300                          | \$275                    | \$400                                             | INC              | Bldg. Fee                                             | 0            | \$20   | NA                                | \$25                                           |                                          |



|              |                     |                     |       |                                                                                  |                   |                                                                                                     |      |                                         |                         |  |  |
|--------------|---------------------|---------------------|-------|----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------|------|-----------------------------------------|-------------------------|--|--|
| NORVELL      | \$700               | \$700               | \$400 | \$700+ Fees vary depending upon type of project. Public hearing \$400 Homes \$60 |                   | 0                                                                                                   | 0    | \$50 Bldg. \$25 Elect, Mech, & Plumbing |                         |  |  |
| HENRIETTA    | \$550+ \$550 Escrow | \$925+ \$500 Escrow | \$350 | \$330 + Varying Escrow                                                           | \$5 fax, .25 Copy | Bldg. Fee                                                                                           |      | \$15                                    | Special Meeting \$350   |  |  |
| SPRING ARBOR | \$400               | \$350               | \$250 | \$400+ \$1000 Cash Bond                                                          | INC               | Bldg. Fee                                                                                           |      | \$10                                    | NA                      |  |  |
| SUMMIT       | \$350               | \$300               | \$300 | 500/350/200 Fees vary depending upon type of project                             | Actual Cost       | Bldg. Fee<br>Temp. Signs<br>\$40.00 one time<br>\$120.00 annual<br>up to four times<br>+ Admin. Fee | \$25 | \$25                                    | \$250+ Application Fees |  |  |

PAGE 1