



AGENDA – PLANNING COMMISSION MEETING

May 1, 2024

6:00 PM

- I. Call to Order** – To be conducted by Vice-Chairperson Johnson
- II. Roll Call**
- III. Adoption of May 1, 2024 Agenda**
- IV. Minutes of the April 3, 2024 Regular Meeting**
- V. Public Comments and Communications Concerning Non-Agenda Items**
- VI. Consideration of Applications**
 - A.** 324 E. High St. – Conditional Use Permit – Day Care Center
 - B.** 1100 Clinton Rd. – Zoning Amendment
 - C.** 971 N. West Ave. – Conditional Use Permit – Auto Wash Station
- VII. New Business**
 - A.** Resource Center and Shelter
- VIII. Old Business**
 - A.** Review of Bylaws
 - B.** Resource Center and Shelter Ordinance
- IX. Commissioner Comments**
- X. Next Meeting Reminder June 5, 2024 at 6:00 PM**
- XI. Adjournment**



MINUTES – PLANNING COMMISSION MEETING

April 3, 2024

6:00 PM

MEMBERS PRESENT: Connor Wood, Chelsea Poole, James Johnson, Dave Hammontree, and Sarah Saucedo

MEMBERS ABSENT: Jonathan Greene, Daniel Mahoney, and Clyde Mauldin

STAFF PRESENT: Chris Atkin, Director of Planning

I. Call to Order

Vice Chairperson Johnson called the meeting to order at 6:03 pm.

II. Roll Call

III. Adoption of April 3, 2024 Agenda

Commissioner Wood motioned to approve the agenda as presented. Support from Commissioner Saucedo.

Motion passed 5-0 by voice vote.

IV. Minutes of the January 3, 2024 Regular Meeting

Commissioner Hammontree motioned to approve the January 3, 2024 minutes as presented. Support from Commissioner Wood.

Motion passed 4-0 by voice vote. Commissioner Poole abstained.

V. Public Comment and Correspondence

No correspondence received by staff.

VI. Consideration of Applications

A. 754 Beverly Park Pl. – Conditional Use Permit – Home Occupation/Business

Planner Atkin summarized the request.

Commissioner Wood motioned to enter the report and recommendation into the record as if read in whole. Support from Commissioner Hammontree.

Motion passed 5-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:11 pm.

APPLICANT/PUBLIC COMMENTS

Mr. Johnson, the applicant, provided commission members with additional details of the proposed home business/occupation, background checks, and federal firearm license process.

Chairperson Johnson closed the public hearing at 6:16 pm.

COMMISSIONER COMMENTS

Commissioner Saucedo inquired about the applicant's involvement with the community regarding firearms safety.

The applicant stated he is a licensed firearms instructor.

Commissioner Wood motioned to approve the conditional use permit for a Home Occupation/Business at 754 Beverly Park Pl. Support from Commissioner Saucedo.

Motion passed 5-0 roll call vote.

VII. New Business

A. Review and discussion of zoning ordinance for Resource Center and Shelter.

VIII. Old Business

A. Election of Officers

Commissioner Wood motioned to elect Commissioner Johnson as the Planning Commission Chairperson. Support from Commissioner Saucedo.

Motion passed 5-0 by voice vote.

Commissioner Wood motioned to elect Commissioner Saucedo as the Planning Commission Vice-Chairperson. Support from Commissioner Poole.

Motion passed 5-0 by voice vote.

Commissioner Wood motioned to elect Commissioner Hammontree as the Planning Commission Secretary. Support from Commissioner Johnson.

Motion passed 5-0 by voice vote.

B. Review of Bylaws

Commissioner Johnson motioned to postpone review the by-laws until the regularly scheduled May 1, 2024 Planning Commission meeting. Support from Commissioner Saucedo.

Motion passed 5-0 by voice vote.

C. Review and Approval of 2024 Planning Commission Regular Meeting Calendar

Commissioner Wood motioned to approve the 2024 calendar as presented/amended. Support from Commissioner Poole.

Motion passed 5-0 by voice vote.

IX. Commissioner Comments

Commissioner Poole informed the members she will not be available for the December 4, 2024 meeting.

Commissioner Hammontree offered to be the liaison on the Environmental Commission.

Commissioner Johnson thank the members present for the vote of confidence by electing him as Chairperson.

X. Next Meeting Reminder

Chairperson Johnson reminded members the next regular PC meeting is May 1, 2024.

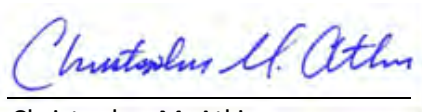
XI. Adjournment

Commissioner Wood motioned to adjourn the meeting. Support from Commissioner Saucedo.

Motion passed 5-0 by voice vote.

Chairperson Johnson adjourned the meeting at 6:49pm.

Respectfully,



Christopher M. Atkin
Planning Director/Zoning Administrator
City of Jackson

April 24, 2024

**Conditional Use Permit
324 E. High Street
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant: Kinderstar Academy of Dungytreeti, LLC
324 E. High St.
Jackson, MI 49203

Subject Location: 324 E. High St. (Parcel #5-11970)

Received Date: April 2, 2024

Current Zoning: R-3, Multiple-Family Residential

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

SITE/PROPERTY DESCRIPTION

The 0.273 acre site is located on the north side of E. High St., east of Heather Ln. and west of Eggleston St. Review of the City of Jackson assessing records show the site contains single story 1,488 square-foot structure. Historically, the structure/site was a church use, most recently, New Macedonia Baptist Church; the site has been unused for an unknown length of time.

The proposed child care center will be conducted in an existing 1,488 square-foot structure; the outdoor play area will be located in the rear/north yard area.

The applicant submitted a site plan demonstrating the off-street parking area and outdoor play area.

The proposed child care center would operate twenty-four (24) hours per day and provide capacity of up to fifteen children.

Per Section 28-71 of the zoning ordinance, child care centers are permitted as a conditional use in the R-3, Multiple-Family Residential zoning district.

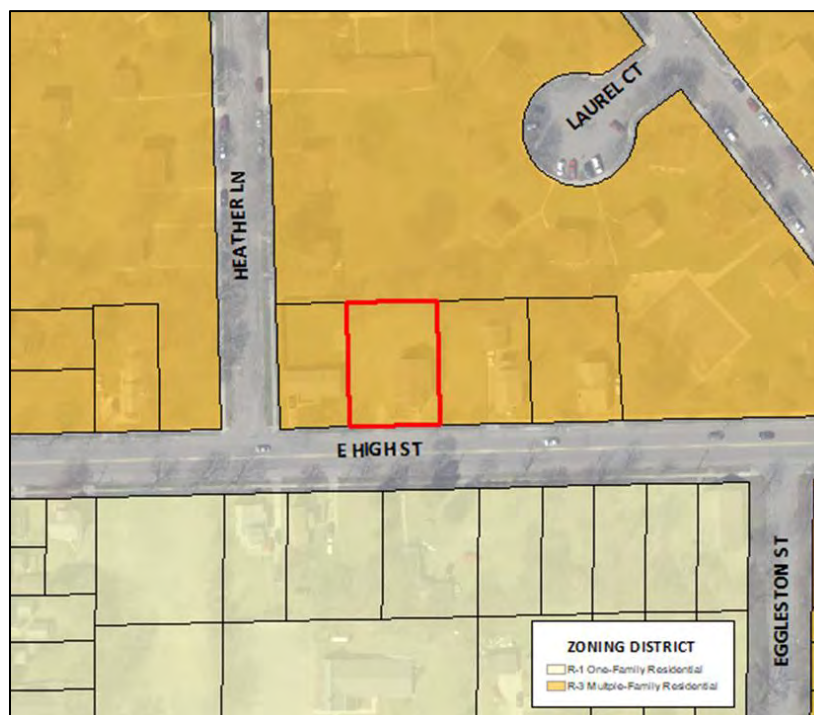




NEIGHBORING ZONING AND LAND USE

All subject property is currently zoned R-3, Multiple-Family Residential, the table below identifies the surrounding zoning designations and current land uses.

	North	South	East	West
Zoning	R-3, Multiple-Family Residential	R-1, One-Family Residential	R-3, Multiple-Family Residential	R-3, Multiple-Family Residential
Land Use	Residential	Residential	Residential	Residential



STANDARDS FOR CHILD CARE CENTERS

The following conditional use standards must be met for child care centers:

- (a) At least two hundred (200) square feet of defined play area shall be provided per child. This area shall be effectively screened.

Staff Comment: *The proposed child care center will be conducted in an existing 1,488 square-foot structure; the outdoor play area will be located in the rear/north yard area.*

There is existing, mature vegetation along the east and north property boundary of the proposed outdoor play area to serve as a screen. We recommend installation of a privacy at the north edge of the parking area to obscure sight from the street/right of way.

- (b) Buildings and activity areas shall not be less than fifty (50) feet away from any lot in a residential district.

Staff Comment: *The existing structure and outdoor play area are less than fifty (50) feet from the nearest residential property boundary. The applicant submitted an application for a dimensional variance.*

Items to Address: *Installation of a privacy at the north edge of the parking area to obscure sight from the street/right of way.*

CONDITIONAL USE STANDARDS

The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

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

- (6) *For legal nonconformities only.* When reviewing a conditional use permit application for a nonconforming building, structure, or use, the planning commission must also consider the following standards together with such relevant facts and circumstances identified during the public hearing:
- a. Whether restoration, reconstruction, substitution, and/or expansion would serve a useful purpose, or whether a useful purpose would be served by pursuing strict enforcement and application of the provisions and requirements of this article.
 - b. Whether the development and/or use of property in the surrounding area has materially changed in relation to the condition which existed when the use or structure was established, with the result that a continuation of the use or structure would be offensive to the area.

FINDINGS

Conditional upon dimensional variance approval, we recommend approval of the conditional use permit request for a child care center at 324 E. High Street with the following conditions:

1. Dimensional variance approval for building and outdoor play area;
2. Installation of a privacy at the north edge of the parking area to obscure sight from the street/right of way;
3. Final site plan approval; and
4. Building and site to meet all applicable current zoning ordinance standards and regulations, and all building code requirements.

Furthermore, the planning commission is permitted to include additional, reasonable, conditions to the conditional use.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

Application for Conditional Use Permit (CUP)

Requires a public hearing before the Planning Commission

\$500.00 fee required with application submittal.

Instructions and additional information on Page 2 and Page 3

Nature of Conditional Use

- | | | |
|---|---|--|
| ☐ Automobile Service Station | ☐ Religious Institution | ☐ Recycling Center |
| ☐ Auto Wash | ☐ Home Occupation | ☐ Resource Center |
| ☐ Billboard | ☐ Off-Street Parking (R-3 & R-4 Only) | ☐ School |
| ☒ Child Care Center | ☐ Radio and Television Broadcasting Studio | ☐ Self-Service Storage Facility |

APPLICANT

Name: Kinderstar Academy of Dungytreeti, LLC
Address: 324 E. High St.
City: Jackson State: MI Zip: 49203
Phone: (517) 240-3511
Email: kinderstaracademy@gmail.com

PROPERTY OWNER ☐ Same as applicant

Name: Dungytreeti Haritage Foundation
Address: 324 E. High St.
City: Jackson State: MI Zip: 49203
Phone: (517) 240-3511
Email: kinderstaracademy@gmail.com

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: 5-119700000
Address: 324 E. High St.
City: Jackson State: MI Zip: 49203
Nearest Intersection: Heather Ln.

Current Zoning Designation: R-3

Current Use: ☐ Residential ☒ Commercial
☐ Industrial ☐ Mixed

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): SEE ATTACHED

All applications must be accompanied by a site plan meeting the requirements of Section 28-135 and the specific use requirements in Section 28-145 (d). Applications submitted without a site plan will be deemed incomplete.

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

Alana L. Morgan
Signature of Applicant

04/02/2024
Date

Alana L. Morgan
Signature of Owner
(If different than applicant)

04/02/2024
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: PCUP 24-6003 Application Accepted By: S Foster

Materials Submitted with Application: ☒ Plans ☒ Other

Total Pages Submitted: 3 Amount of Fee Paid: \$ 500 ☐ Cash ☒ Check Check #: 1069

Conditional Use Permit Application for 324 E. High St., Jackson, MI 49203

Briefly explain function of the conditional use request:

The proposed use of the property at 324 E. High St. as a child care center seeks to provide essential childcare services to the community, operating 24 hours a day with a capacity to serve up to 15 children. This facility aims to offer a nurturing, safe, and educational environment for children of various ages, addressing a critical need for accessible, round-the-clock childcare services in the area.

The child care center will implement a curriculum that supports early childhood education and development, including indoor and outdoor activities designed to promote physical, cognitive, and social growth. The center's operation as a 24-hour facility is particularly designed to accommodate the schedules of parents with non-traditional working hours, providing a vital resource for families within the community.

In addition to educational and developmental activities, the center will prioritize safety and health through the design of its facilities and operational protocols. This includes the creation of a small off-street parking lot to ensure safe drop-off and pick-up procedures and to minimize impact on local traffic patterns.

All proposed modifications and operations of the child care center are designed to comply with the specific use requirements outlined in Section 28-145(d) of the City of Jackson's zoning ordinance. The application is accompanied by a detailed site plan that includes the layout of the building and outdoor play areas, parking lot design, landscaping, and other relevant details to ensure a comprehensive review of the proposed conditional use's impact on the surrounding area.

ZONING R-1

CL. HIGH ST.

Woodard & Associates, Architects, Inc.
1408 RUSSETT ST.
JACKSON, MICHIGAN 49205
917-789-7147
WOODARDARCHITECTS.COM/AL.NET



DATE	REVISION	APP'D BY

REMODELING OF
DUNGYTREE HERITAGE FOUNDATION
322 E. HIGH ST.
FOR
DUNGYTREE HERITAGE FOUNDATION
JACKSON, MICHIGAN
800 S. COOPER ST.,

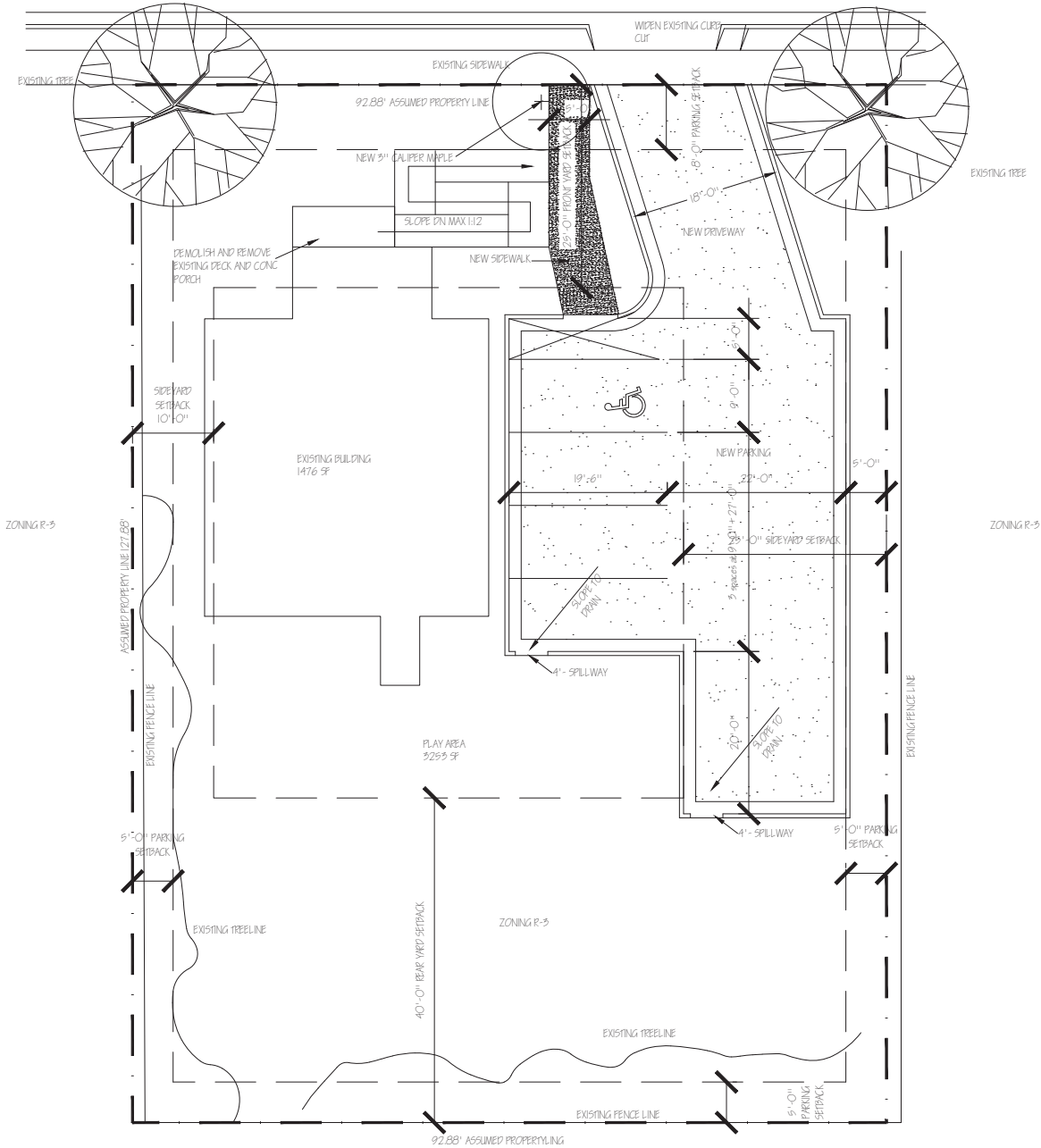
PROPOSED
SITE PLAN

PROJECT NO.
1748

DATE:

APP'D BY:

A-1



SITE PLAN
SCALE: 1"=10'-0"



CITY OF JACKSON

PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

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

Applicant:

Kinderstar Academy of Dungytreeti, LLC
324 E. High St.
Jackson, MI 49203

Subject property location:

324 E. High St.
(Parcel #5-11970)

Request:

The applicant is requesting conditional use permit for a child care center.

Effect of request:

Approval of the conditional use permit will allow the applicant to operate a child care center within the existing structure at 324 E. High St.

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

**6:00PM on May 1, 2024 in
City Hall Council Chambers, 2nd 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 Chris Atkin at 517-768-6433 or catkin@cityofjackson.org with comments; written comments should be mailed to 161 W. Michigan Avenue, Jackson, MI. All comments and/or questions must be received no later than 5:00PM on May 1, 2024.

April 24, 2024

Map Amendment Review (Rezone)
1100 Clinton Road
City of Jackson, Michigan

GENERAL INFORMATION

Applicant:	LS MA Jackson, LLC 38500 Woodward Ave., Ste. 200 Bloomfield Hills, MI 48304	True Community Credit Union 1100 Clinton Rd. Jackson, MI 49202
Subject Location:	1100 Clinton Rd. (Parcel #2-2005)	
Received Date:	April 9, 2024	
Current Zoning:	R-6, Residential and Low Density Office	
Proposed Zoning:	C-4, General Commercial	
Action Required:	<i>Procedure following public hearing.</i> After the public hearing on such amendment, supplement or change, the city planning commission shall make its report. Such report shall be by resolution of the city planning commission carried by the affirmative votes of the majority of members in attendance. Such amendment, supplement or change, with report, shall then be certified in writing to the city council and to the county register of deeds.	

SITE/PROPERTY DESCRIPTION

The applicant is requesting a zoning classification amendment (rezone) for forty (40) foot wide by three hundred and thirty (330) foot long portion of land from R-6, Residential and Low Density Office to C-4, General Commercial. The area of the subject strip of land is 0.30 acres

At the August 3, 2022 Planning Commission meeting, the adjacent property to the west, 971 N. West Avenue (Parcel #2-2005.1), was recommended for approval to rezone from R-1, One Family Residential to C-4, General Commercial. City Council approved the request on August 9, 2022.

If approved, the vacant is 0.30 acres of land will be combined with 971 N. West Avenue (Parcel #2-2005.1); the purpose of this request is to maintain a consistent zoning designation for the entire proposed combined property.

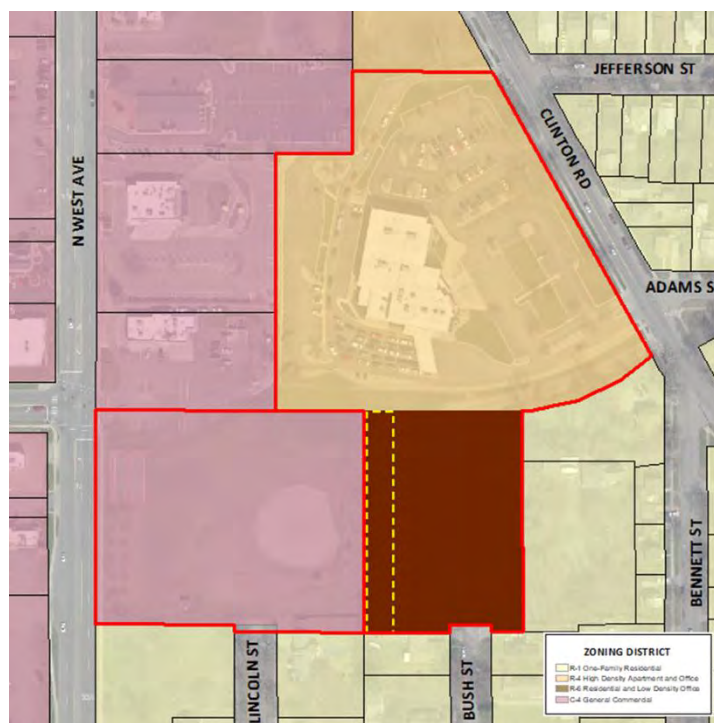
Furthermore, dividing the portion of property from 1100 Clinton Road (Parcel #2-2005) will not prohibit, reduce, or create a nonconformity to said property.



NEIGHBORING ZONING AND LAND USE

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

	North	South	East	West
Current Zoning	R-4, High Density Apartment and Office	R-1, One Family Residential	R-6, Residential and Low Density Office R-1, One Family Residential	C-4, General Commercial
Current Land Use	Bank	Residential	Vacant and Residential	Vacant



FUTURE LAND USE/MASTER PLAN

The Future Land Use map contained within the 2016 Master Plan demonstrates use designation of the subject properties "Regional Commercial".

As described in the 2016 Master Plan:

The regional commercial district is composed of land and structures used primarily to provide all types of "convenience goods," and limited types of "durable goods" such as household furnishings, hardware, and apparel. The district also permits land uses such as gasoline stations, branch banks, and high density residential development. This district is vehicular-oriented with a suburban character. The Jackson Crossings district is an example of this land use type and intensity.

The proposed zoning amendment classification is consistent with the Future Land Use map.

DEVELOPMENT POTENTIAL

As previously stated, if approved, the portion of land will be combined with 971 N. West Avenue (Parcel #2-2005.1) which is currently zoned C-4, General Commercial.

ESSENTIAL FACILITIES AND SERVICES

The subject property will have access to essential city facilities and services.

TRAFFIC IMPACT AND SITE ACCESS

All traffic impact and site access will be determined by development of 971 N. West Avenue (Parcel #2-2005.1).

CONCLUSION/FINDINGS

For the Planning Commissions consideration, provided below is a summary of findings as they apply to the proposed rezoning of a from forty (40) foot wide by three hundred and thirty (330) foot long portion of land from R-6, Residential and Low Density Office to C-4, General Commercial, currently part of 1100 Clinton Road (Parcel #2-2005).

- The proposed zoning designation is consistent 2016 Future Land Use Map;
- The proposed zoning designation and permitted uses are consistent with existing uses in the immediate area; and
- The zoning designation will be consistent with the current zoning of 971 N. West Avenue (Parcel #2-2005.1) if combined as intended.

We believe the request to amend the zoning map should be recommended for approval to City Council contingent upon proper land division and combination.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

Application for Map Amendment (Rezone)

Requires a public hearing before the Planning Commission and City Council Approval.

\$500.00 fee required with application submittal.

APPLICANT

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

PROPERTY OWNER

Same as applicant

Name: TRUE Community Credit Union
Address: 1100 Clinton Rd.
City: Jackson State: MI Zip: 49202
Phone: (517.841.4119) Email: csiders@trueccu.com

PROPERTY SUBJECT TO REZONING REQUEST

Property Identification #: 2-200500000
Address: 1100 Clinton Rd
City: Jackson State: MI Zip: _____
Nearest Intersection: North W. Ave and Argyle

ADJACENT PROPERTY ZONING AND USE

NORTH – R-4	Zoning	Bank	Use
SOUTH – R-1	Zoning	SF Residential	Use
EAST – R-5	Zoning	SF Residential	Use
WEST – C-4	Zoning	PR. Restaurant & Car wash	Use

Current Zoning Designation: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☒ R-5 ☐ R-6 ☐ C-1 ☐ C-2 ☐ C-3 ☐ C-4 ☐ I-1 ☐ I-2

Current Use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed ☐ vacant

Proposed Zoning Designation: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 ☐ R-6 ☐ C-1 ☐ C-2 ☐ C-3 ☒ C-4 ☐ I-1 ☐ I-2

Proposed Use: ☐ Residential ☒ Commercial ☐ Industrial ☐ Mixed

Reason for Request: Proposed Commercial projects adjacent needed additional 40' strip of property to meet site design requirements. 40' strip of property is being requested to be rezoned to C-4 to address property needs.

I hereby attest that I/we have read and understand the application form, that the information submitted is true and accurate, and agree to all the terms, conditions, and other City of Jackson Code requirements. Furthermore, I/we understand all map amendment applications are subject to the procedures of zoning ordinance Section 28-183.

Signature of Applicant

Date

Signature of Owner

(If different from applicant)

4.1.2024

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: PRZ 24-000L Application Accepted By: SFoster

Materials Submitted with Application: ☐ Plans ☐ Other

Total Pages Submitted: 12 Amount of Fee Paid: \$500 ☐ Cash ☒ Check Check #: 11909

Application for Map Amendment (Rezone)

Requires a public hearing before the Planning Commission and City Council Approval.

\$500.00 fee required with application submittal.

APPLICANT

Name: LS MA JACKSON LLC
Address: 38500 Woodward Ave #200
City: Bloomfield Hills State: MI Zip: 48304
Phone: (248) 737-4041
Email: cgb@Lormaxstern.com

PROPERTY OWNER

☐ Same as applicant

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

PROPERTY SUBJECT TO REZONING REQUEST

Property Identification #: 2-200500000
Address: 1100 Clinton Rd
City: Jackson State: MI Zip: _____
Nearest Intersection: North W. Ave and Argyle

ADJACENT PROPERTY ZONING AND USE

NORTH – <u>R-4</u>	Zoning	<u>Bank</u>	Use
SOUTH – <u>R-1</u>	Zoning	<u>SF Residential</u>	Use
EAST – <u>R-5</u>	Zoning	<u>SF Residential</u>	Use
WEST – <u>C-4</u>	Zoning	<u>PR. Restaurant & Car wash</u>	Use

Current Zoning Designation: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☒ R-5 ☐ R-6 ☐ C-1 ☐ C-2 ☐ C-3 ☐ C-4 ☐ I-1 ☐ I-2

Current Use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Mixed vacant

Proposed Zoning Designation: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 ☐ R-6 ☐ C-1 ☐ C-2 ☐ C-3 ☒ C-4 ☐ I-1 ☐ I-2

Proposed Use: ☐ Residential ☒ Commercial ☐ Industrial ☐ Mixed

Reason for Request: Proposed Commercial projects adjacent needed additional 40' strip of property to meet site design requirements. 40' strip of property is being requested to be rezoned to C-4 to address property needs.

I hereby attest that I/we have read and understand the application form, that the information submitted is true and accurate, and agree to all the terms, conditions, and other City of Jackson Code requirements. Furthermore, I/we understand all map amendment applications are subject to the procedures of zoning ordinance Section 28-183.

Signature of Applicant

Date

Signature of Owner

(If different from 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

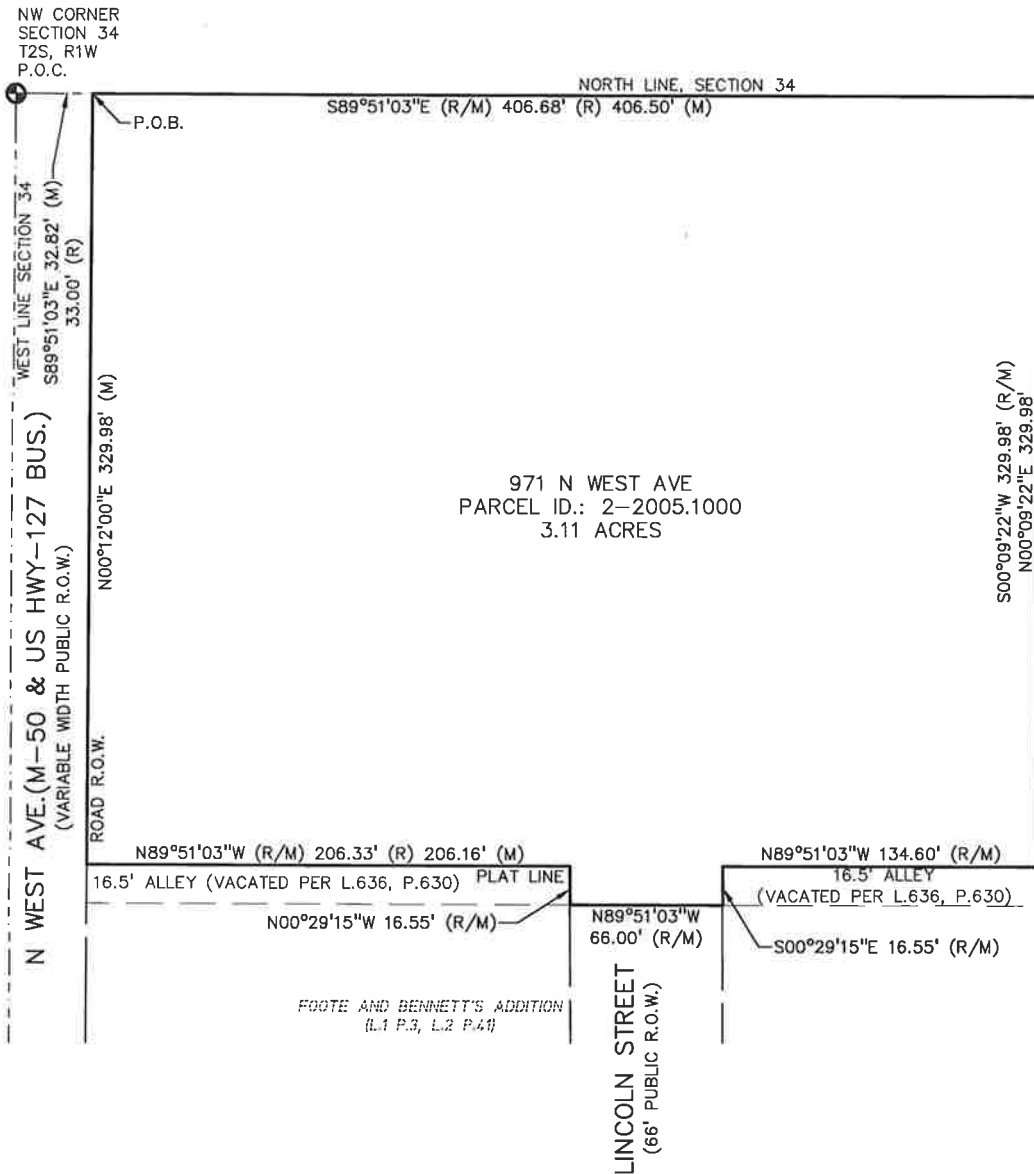
CASE: PZR424-003

Application Accepted By: S Foster

Materials Submitted with Application: ☐ Plans ☐ Other

Total Pages Submitted: 12 Amount of Fee Paid: \$ 500 ☐ Cash ☒ Check Check #: 11909

**EXISTING PARCEL
971 N. WEST STREET**



Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

0 30 60
SCALE: 1" = 60'



SHEET 1 OF 10
March XX, 2024
23-1081

**PEA
GROUP**

t: 844.813.2949
www.peagroup.com

**EXISTING PARCEL
971 N. WEST STREET**

LEGAL DESCRIPTION:

As Surveyed per First American Title Insurance Company

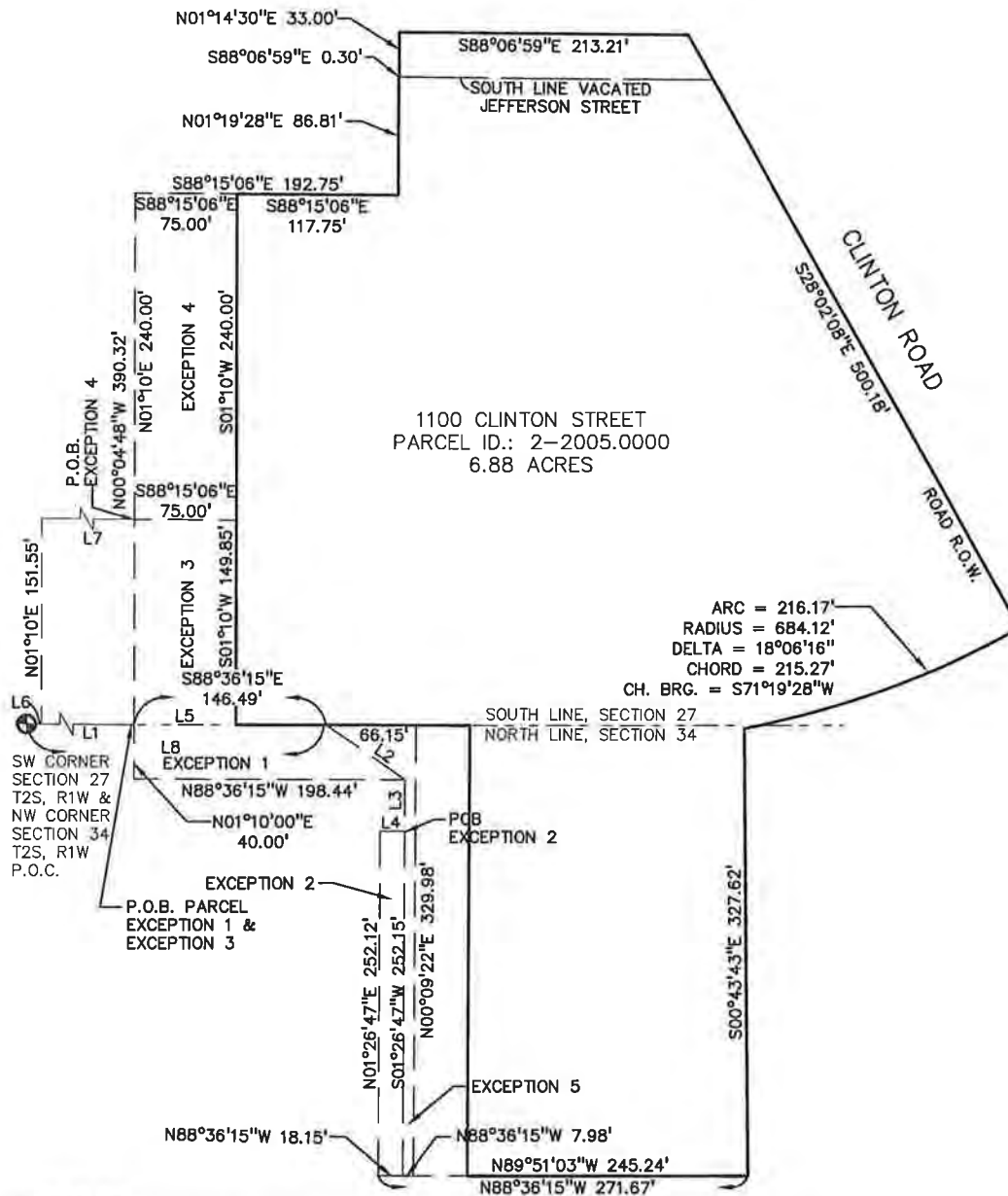
Commitment No.: TC13-109706

Revision No.: 5

Dated: August 28, 2023

A parcel of land in the Northwest 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, more particularly described as: Commencing at the Northwest corner of said Section 34; thence S89°51'03"E along the North line of section, 33.00 feet to the East line of N. West Avenue and the Point of Beginning of this description; thence continuing S89°51'03"E along said North line, 406.68 feet; thence S00°09'22"W 329.98 feet to the North line of Foote & Bennett's Addition (Liber 1, Page 3 and Liber 2, Page 41, Jackson County Records); thence N89°51'03"W along said plat, 134.60 feet to the East line of Lincoln Street extended; thence S00°29'15"E along extension, 16.55 feet to the Northwest corner of Lot 2, Block 4 of said plat; thence N89°51'03"W 66.00 feet to the Northeast corner of Lot 1, Block 5 of said plat; thence N00°29'15"W along extension of Lincoln Street, 16.55 feet; thence N89°51'03"W 206.33 feet to said East line of N. West Avenue; thence N00°12'00"E along said East line, 329.98 feet to the Point of Beginning.

EXISTING PARCEL
1100 CLINTON STREET



Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

SHEET 3 OF 10
March XX, 2024
23-1081

PEA
GROUP

t: 644 813 2949
www.peagroup.com

LEGAL DESCRIPTION: **EXISTING PARCEL**
1100 CLINTON STREET

As Survey per First American Title Insurance Company

Commitment No.: TC13-111949

Dated: February 11, 2024

The Land referred to herein below is situated in the County of Jackson, State of Michigan, and is described as follows:

Land situated in the City of Jackson, County of Jackson, State of Michigan, described as follows:

Commencing at the Southwest corner of Section 27, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan; thence South 88 degrees 36' 15" East 233.00 feet along the South line of said Section 27 to the place of beginning of this description; thence North 1 degree 10' East 390.32 feet parallel with the West line of Section 27 to the South line of deed recorded in Liber 892, Page 103, Jackson County Records, thence South 88 degrees 15' 06" East 192.75 feet along the South line of said deed recorded in Liber 892, Page 103, thence North 1 degree 19' 28" East 86.81 feet along the East line of said Deed recorded in Liber 892, page 103 to the South line of vacated Jefferson Street, thence South 88 degrees 06' 59" East 0.30 feet along the South line of vacated Jefferson Street, thence North 1 degree 14' 30" East 33.00 feet to the center line of vacated Jefferson Street, thence South 88 degrees 06' 59" East 213.21 feet along the center line of vacated Jefferson Street to the Westerly line of right of way of Clinton Road, thence South 28 degrees 02' 08" East 500.18 feet along the Westerly line of Clinton Road to a point 15.0 feet Southerly along Clinton Road from the center line of vacated Argyle Street, thence Westerly 216.17 feet along the arc of a 684.12 foot radius curve to the right, the chord of which bears South 71 degrees 19' 28" West 215.27 feet, central angle 18 degrees 06' 16" to a point 50.0 feet East of the East line of Bush Street extended, thence South 0 degrees 43' 43" West 327.62 feet parallel with and 50.0 feet East of the East line of Bush Street extended to a point 330.0 feet South of the North line of Section 34, thence North 88 degrees 36' 15" West 271.67 feet to a point 413.49 feet East of the West line of said Section 34, thence North 1 degree 26' 47" East 252.12 feet, thence South 88 degrees 36' 15" East 18.15 feet, thence North 1 degrees 26' 47" East 37.88 feet, thence North 88 degrees 36' 15" West 198.44 feet, thence North 1 degree 10' East 40.00 feet to the place of beginning of this description.

EXCEPT part of the Northwest 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, more particularly described as beginning at a point distant South 88 degrees 36' 15" East, 233.00 feet along the North line of said Section 34 from the Northwest corner of said Section 34 and proceeding thence South 88 degrees 36' 15" East, 140.49 feet along the North line of said Section 34; thence South 54 degrees 03' 54" East, 70.55 feet; thence North 88 degrees 36' 15" West, 198.44 feet; thence North 01 degree 10" East, 40.00 feet to the point of beginning.

ALSO EXCEPT: part of the Northwest 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, more particularly described as beginning at a point distant South 88 degrees 36' 15" East, 373.49 feet along the North line of said Section 34, and South 54 degrees 03' 54" East, 70.55 feet and South 01 degree 26' 47" West, 37.88 feet from the Northwest corner of said Section 34 for a place of beginning of this description; and proceeding thence South 01 degree 26' 47" West, 252.12 feet; thence North 88 degrees 36' 15" West, 18.15 feet; thence North 01 degree 26' 47" East, 252.12 feet; thence South 88 degrees 36' 15" East, 18.15 feet to the point of beginning. Bearings are based on the South 1/2 of the West line of Section 27, Town 2 South, Range 1 West, as being North 1 degree 10' East.

ALSO EXCEPT: Commencing at the Southwest corner of Section 27, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan; thence South 88 degrees 36' 15" East along the South line of Section 27, 233.0 feet to the place of beginning of this description; thence North 1 degree 10' East parallel with the West line of Section 27, 150.32 feet; thence South 88 degrees 15' 06" East 75 feet, thence South 1 degree 10' West 149.85 feet to the South line of Section 27; thence North 88 degrees 36' 15" West along the South line of Section 27, 75.00 feet to the place of beginning.

ALSO EXCEPT: Commencing at the Southwest corner of Section 27, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan; thence South 88 degrees 36' 15" East 33.00 feet along the South line of said Section 27, to the East line of West Avenue; thence North 1 degree 10' East 151.55 feet parallel with the West line of Section 27 and along the East line of West Avenue; thence South 88 degrees 15' 06" East 200.00 feet to the place of beginning of this description; thence North 1 degree 10' East 240.00 feet; thence South 88 degrees 15' 06" East 75.00 feet; thence South 1 degree 10' West 240.00 feet; thence North 88 degrees 15' 06" West 75.00 feet to the place of beginning.

ALSO EXCEPT: A parcel of land in the Northwest 1/4 of Section 34, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan, more particularly described as: Commencing at the Northwest corner of said Section 34, thence South 88 degrees 36' 15" East along the North line of said Section, 373.49 feet to the point of beginning of this description; thence South 88 degrees 36' 15" East along said North line, 66.15 feet; thence South 01 degrees 26' 47" West, 329.98 feet; thence North 88 degrees 36' 15" West 8.00 feet; thence North 01 degrees 26' 47" East along the West line of property described in Liber 1038, page 970, a distance of 289.98 feet; thence North 54 degrees 03' 54" West, continuing along the Westerly line of property described in Liber 1038, page 970, a distance of 70.55 feet to the point of beginning.

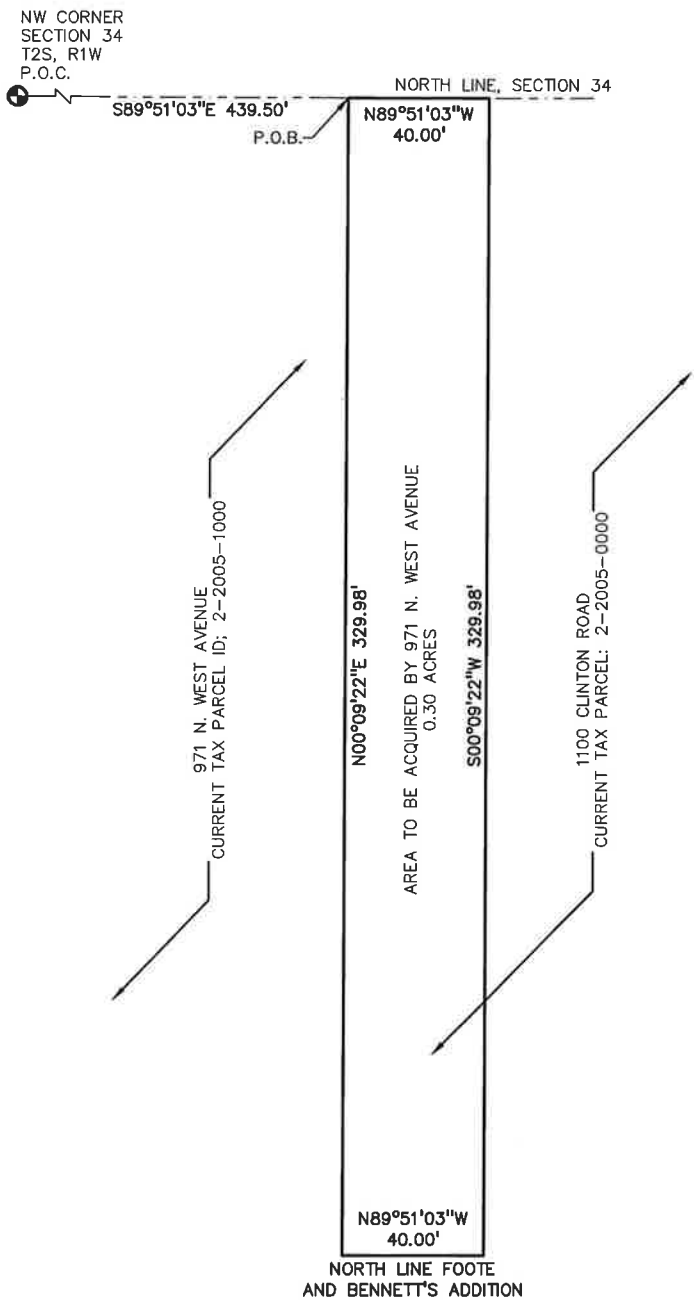
Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

SHEET 4 OF 10
March XX, 2024
23-1081

PEA
GROUP

T: 844.813.2949
www.peagroup.com

40' STRIP TO BE ACQUIRED BY
971 N. WEST STREET



Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

0 20 40
SCALE: 1" = 40'



SHEET 5 OF 10
March XX, 2024
23-1081

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T: 844.813.2949
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**40' STRIP TO BE ACQUIRED BY
971 N. WEST STREET**

A parcel of land being a part of the Northwest 1/4 of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan, being more particularly described as follows: COMMENCING at the Northwest corner of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan; thence South 89 degrees 51 minutes 03 seconds East, along the North line of Section 34, 439.50 feet to the POINT-OF-BEGINNING of the following described parcel; thence continuing South 89 degrees 51 minutes 03 seconds East, along the North line of said Section 34, 40.00 feet; thence South 00 degrees 09 minutes 22 seconds West, 329.98 feet to the North line of Foote & Bennett's Addition, as recorded in Liber 1, Page 3 and Liber 2, Page 41, Jackson County Records; thence North 89 degrees 51 minutes 03 seconds West, 40.00 feet along the North line of said Foote & Bennett's Addition; thence North 00 degrees 09 minutes 22 seconds East, 329.98 feet to the POINT-OF-BEGINNING. Containing 0.30 acres of land, more or less.

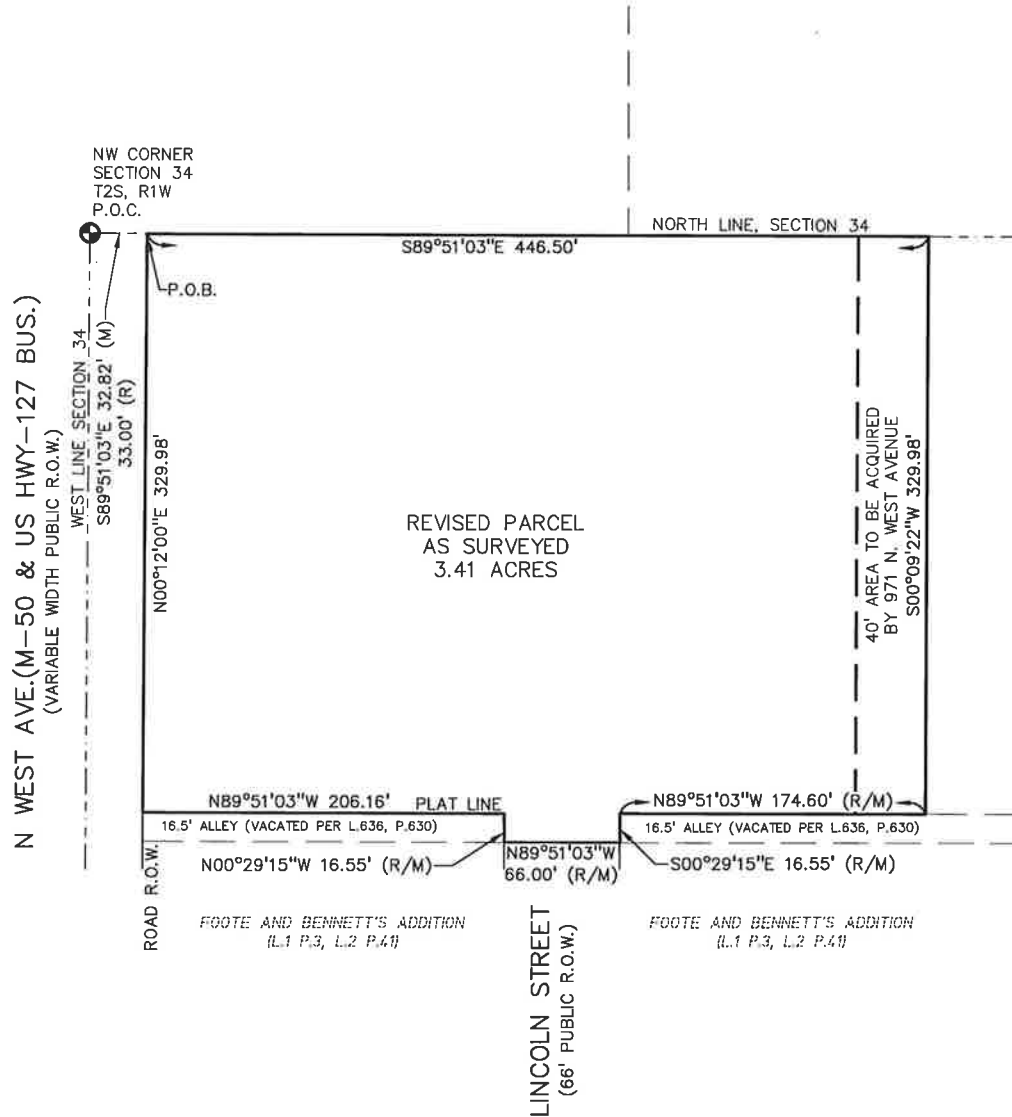
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SHEET 6 OF 10
March XX, 2024
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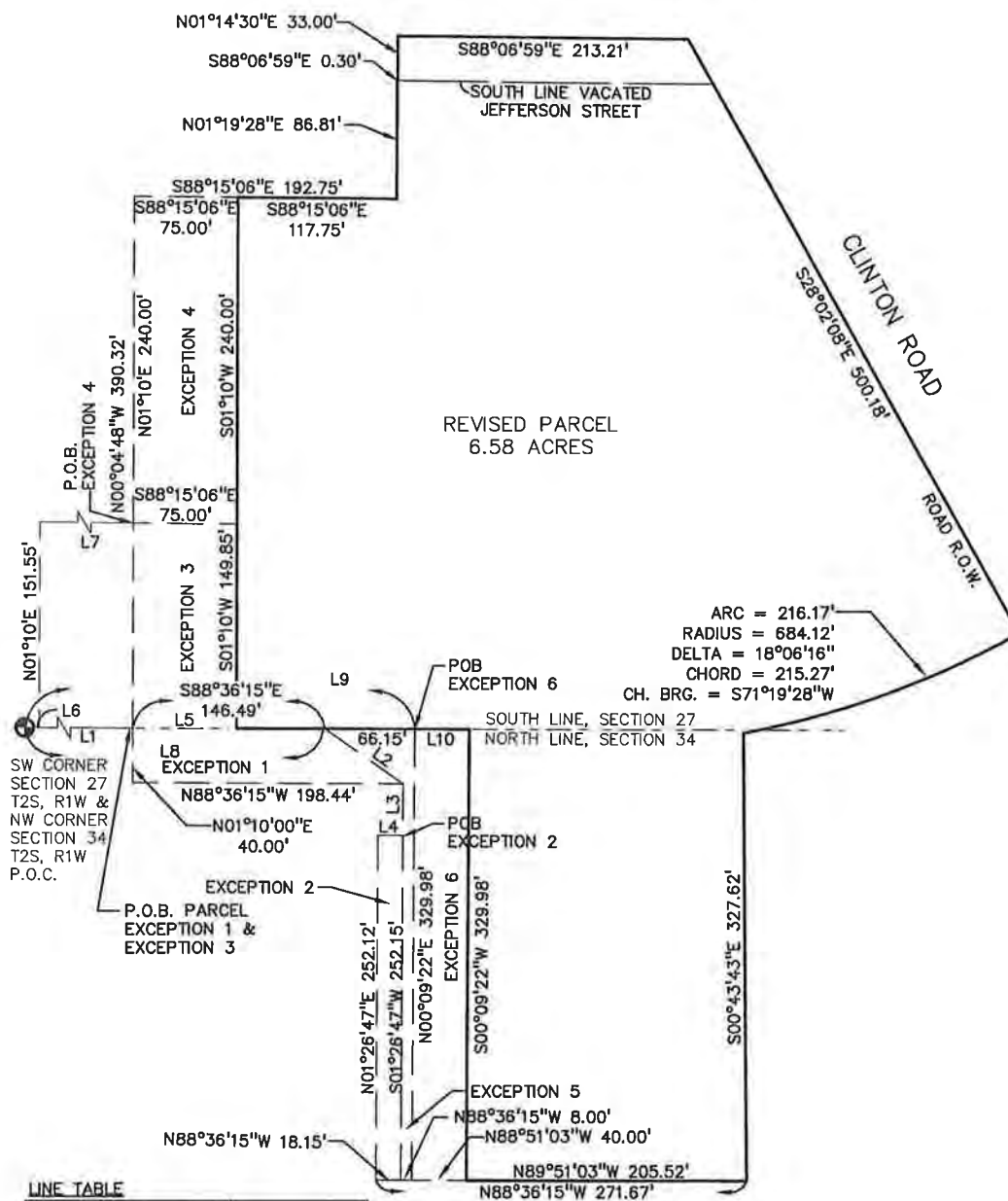
REVISED PARCEL
971 N. WEST STREET



**REVISED PARCEL
971 N. WEST STREET**

A parcel of land being a part of the Northwest 1/4 of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan, being more particularly described as follows: COMMENCING at the Northwest corner of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan; thence South 89 degrees 51 minutes 03 seconds East, along the North line of Section 34, 33.00 feet to the POINT-OF-BEGINNING of the following described parcel; thence continuing South 89 degrees 51 minutes 03 seconds East, along the North line of Section 34, 446.50 feet; thence South 00 degrees 09 minutes 22 seconds West, 329.98 feet to the North line of Foote & Bennett's Addition, as recorded in Liber 1, Page 3 and Liber 2, Page 41, Jackson County Records; thence North 89 degrees 51 minutes 03 seconds West, along the North line of said Foote & Bennett's Addition, 174.60 feet to the East line of Lincoln Street as extended; thence South 00 degrees 29 minutes 15 seconds East, along the East line of Lincoln Street as extended, 16.55 feet to the Northwest corner, Lot 2, Block 4 of said Foote & Bennett's Addition; thence North 89 degrees 51 minutes 03 seconds West, 66.00 feet to the Northeast corner, Lot 1, Block 5 of said Foote & Bennett's Addition; thence North 00 degrees 29 minutes 15 seconds West, along the West line of Lincoln Street as extended, 16.55 feet; thence North 89 degrees 51 minutes 03 seconds West, 206.16 feet along the North line of said Foote & Bennett's Addition; thence North 00 degrees 12 minutes 00 seconds East, 329.98 feet to the POINT-OF-BEGINNING. Containing 3.41 acres of land, more or less.

REVISED PARCEL
1100 CLINTON STREET



LINE TABLE

NUMBER	DIRECTION	DISTANCE
L1	S88°36'15"E	233.00'
L2	S54°03'54"E	70.55'
L3	N01°26'47"E	37.88'
L4	S88°36'15"E	18.15'
L5	N88°36'15"W	75.00'
L6	S88°36'15"E	33.00'
L7	S88°36'15"E	200.00'
L8	S88°36'15"E	373.49'
L9	S88°36'15"E	439.50"

Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

0 50 100

SCALE: 1" = 100'



SHEET 9 OF 10
March XX, 2024
23-1081

PEA
GROUP

T: 844 813 2949
www.peagroup.com

**EXISTING PARCEL
1100 CLINTON STREET**

The Land referred to herein below is situated in the County of Jackson, State of Michigan, and is described as follows:

Land situated in the City of Jackson, County of Jackson, State of Michigan, described as follows:

Commencing at the Southwest corner of Section 27, Town 2 South, Range 1 West, City of Jackson, Jackson County, Michigan; thence South 88 degrees 36' 15" East 233.00 feet along the South line of said Section 27 to the place of beginning of this description; thence North 1 degree 10' East 390.32 feet parallel with the West line of Section 27 to the South line of deed recorded in Liber 892, Page 103, Jackson County Records, thence South 88 degrees 15' 06" East 192.75 feet along the South line of said deed recorded in Liber 892, Page 103, thence North 1 degree 19' 28" East 86.81 feet along the East line of said Deed recorded in Liber 892, page 103 to the South line of vacated Jefferson Street, thence South 88 degrees 06' 59" East 0.30 feet along the South line of vacated Jefferson Street, thence North 1 degree 14' 30" East 33.00 feet to the center line of vacated Jefferson Street, thence South 88 degrees 06' 59" East 213.21 feet along the center line of vacated Jefferson Street to the Westerly line of right of way of Clinton Road, thence South 28 degrees 02' 08" East 500.18 feet along the Westerly line of Clinton Road to a point 15.0 feet Southerly along Clinton Road from the center line of vacated Argyle Street, thence Westerly 216.17 feet along the arc of a 684.12 foot radius curve to the right, the chord of which bears South 71 degrees 19' 28" West 215.27 feet, central angle 18 degrees 06' 16" to a point 50.0 feet East of the East line of Bush Street extended, thence South 0 degrees 43' 43" West 327.62 feet parallel with and 50.0 feet East of the East line of Bush Street extended to a point 330.0 feet South of the North line of Section 34, thence North 88 degrees 36' 15" West 271.67 feet to a point 413.49 feet East of the West line of said Section 34, thence North 1 degree 26' 47" East 252.12 feet, thence South 88 degrees 36' 15" East 18.15 feet, thence North 1 degrees 26' 47" East 37.88 feet, thence North 88 degrees 36' 15" West 198.44 feet, thence North 1 degree 10' East 40.00 feet to the place of beginning of this description.

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ALSO EXCEPT: A parcel of land being a part of the Northwest 1/4 of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan, being more particularly described as follows: COMMENCING at the Northwest corner of Section 34, T2S, R1W, City of Jackson, Jackson County, State of Michigan; thence South 89 degrees 51 minutes 03 seconds East, along the North line of Section 34, 439.50 feet to the POINT-OF-BEGINNING of the following described parcel; thence continuing South 89 degrees 51 minutes 03 seconds East, along the North line of said Section 34, 40.00 feet; thence South 00 degrees 09 minutes 22 seconds West, 329.98 feet to the North line of Foote & Bennett's Addition, as recorded in Liber 1, Page 3 and Liber 2, Page 41, Jackson County Records; thence North 89 degrees 51 minutes 03 seconds West, 40.00 feet along the North line of said Foote & Bennett's Addition; thence North 00 degrees 09 minutes 22 seconds East, 329.98 feet to the POINT-OF-BEGINNING. Containing 0.30 acres of land, more or less.

CITY OF JACKSON

PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN the City of Jackson Planning Commission will hold a public hearing to hear a zoning classification amendment request for the property listed below and pursuant to Section 28-183 of the City of Jackson Zoning Ordinance.

Applicant:

LS MA Jackson, LLC
38500 Woodward Ave., Ste. 200
Bloomfield Hills, MI 48304

Subject property location:

1100 Clinton Rd. (Parcel #2-2005)

Requested action:

The applicant is requesting a zoning classification amendment (rezone) for forty (40) foot wide by three hundred and thirty (330) foot long portion of land from R-6, Residential and Low Density Office to C-4, General Commercial.

Effect of request:

The zoning classification amendment for the subject property will allow permitted and conditional uses in the C-4, General Commercial. Furthermore, the portion of land will be combined with 971 N. West Avenue (Parcel #2-2005.10).

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

**6:00PM on May 1, 2024 in
City Hall Council Chambers, 2nd 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 Chris Atkin at 517-768-6433 or catkin@cityofjackson.org with comments; written comments should be mailed to 161 W. Michigan Avenue, Jackson, MI. All comments and/or questions must be received no later than 5:00PM on May 1, 2024.

April 25, 2024

**Conditional Use Permit
971 N. West Avenue
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant: LS MA Jackson, LLC
38500 Woodward Ave., Ste. 200
Bloomfield Hills, MI 48304

Subject Location: 971 N. West Avenue (Parcel #2-2005.1)

Received Date: April 9, 2024

Current Zoning: C-4, General Commercial

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

SITE/PROPERTY DESCRIPTION

The applicant is seeking conditional use approval to develop an automated auto wash on the southern 1.30 acres of the 3.41 acres of the vacant property at 971 N. West Avenue (Parcel #2-2005.1). The image below delineates the area with the red hashed line, the yellow hashed line is a forty (40) foot wide by three hundred and thirty (330) foot long (0.30 acres) strip of land the applicant intends to rezone from R-6, Residential and Low Density Office to C-4, General Commercial and acquire from 1100 Clinton Rd. (Parcel #2-2005). The area described for the conditional use permit, and total area of the vacant property, includes the 0.30 acres.

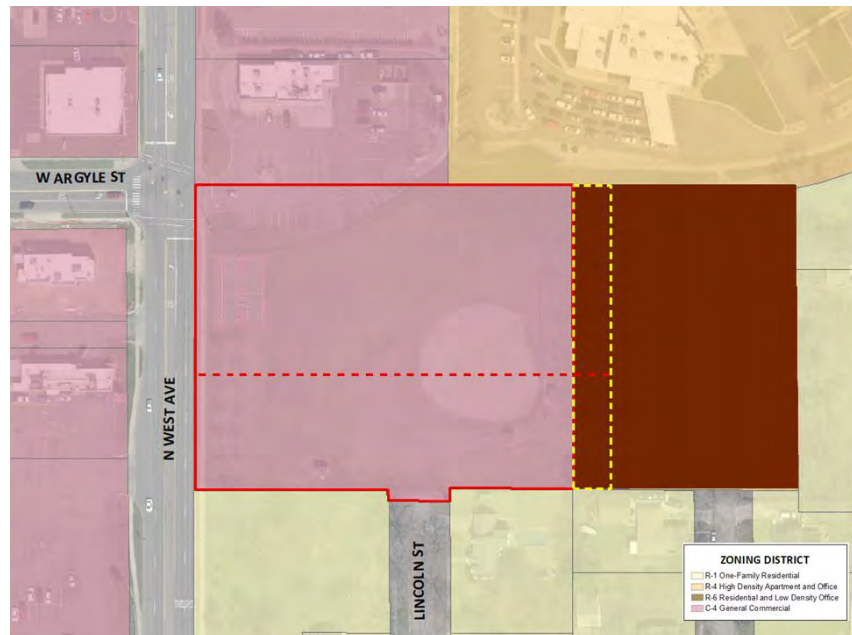
Per Section 28-71 of the zoning ordinance, auto washing stations are permitted as a conditional use in the C-4, General Commercial zoning district.



NEIGHBORING ZONING AND LAND USE

All subject property is currently zoned C-4, General Commercial, the table below identifies the surrounding zoning designations and current land uses.

	North	South	East	West
Current Zoning	C-4, General Commercial R-4, High Density Apartment and Office	R-1, One Family Residential	R-6, Residential and Low Density Office	C-4, General Commercial
Current Land Use	Vacant/Restaurant/Bank	Residential	Vacant	Vacant



STANDARDS FOR AUTO WASHING STATIONS

Per Section 28-145(11) the following conditional use standards must be met for auto washing stations:

Auto washing station. To mitigate the environmental impacts of traffic, wastewater, and noise, the following conditions are required:

- All operations shall be within an enclosed building not less than fifty (50) feet from any Residential (R) district

Staff Comment: Auto washing operations will be enclosed and meet or exceed the minimum fifty (50) distance from and residential district. Additionally, the vacuum area is not less than fifty (50) from the nearest residential district.

- All cars waiting for service shall be provided with off-street waiting lanes.

Staff Comment: Proposed off-street waiting lanes are on the south side of the structure.

- The requirements of Section 17-82 shall be met for any blowers installed in the auto washing station.

Section 17-82. – Blowers.

- The use and/or operation of a blower or power fan which creates or emits a sound, which at any one time is in excess of sixty-five (65) dBA as measured at the property lines on a sound level meter using the A-weighting network shall be a violation of this article.

- (b) This section shall not apply to the temporary use and/or operation of a blower or power fan where such use and/or operation involves the delivery of a governmental service upon public property by persons employed by a governmental entity.

Staff Comment: *The applicant acknowledges the blowers will meet the requirements of Section 17-82*

- d. The doors of a stall which face residentially zoned property must close automatically whenever the blower in that stall is engaged.

Staff Comment: *The proposed structure is cited in an east-west direction; per the applicant, blowers are contained within a vacuum building and doors are closed at all times except while being serviced.*

- e. Any fencing used for screening must meet the requirements of Section 28-105.

Staff Comment: *Fencing is not proposed; however, material for the dumpster enclosure and vacuum enclosures will be CMU block to match the primary structure.*

Per Section 28-110(3)e. Screening of trash storage areas. Any new or altered use which has an outdoor trash storage area containing a dumpster, must comply with the following requirements:

4., in part, In no instance may any such area be located in an addressed front yard.

The proposed dumpster enclosure is located in the addressed front yard, the applicant is to revise the site plan to show the dumpster enclosure east of the west (front) building line of the primary structure, no closer to N. West Avenue than the primary structure.

Furthermore, in addition to general landscape requirements, the applicant will install a buffer consisting of mostly evergreen/coniferous trees along the south property line between the commercial district and residential district.

- f. None of the wastewater generated by the auto washing station is allowed to flow into the city's stormwater sewer system or directly into a lake, stream, wetland, or other body of water.

Staff Comment: *Per the applicant, wastewater is cleaned the recirculated for reuse.*

- g. The wastewater generated by the auto washing station must be connected to the city's sanitary sewer to the satisfaction of the city engineer, the city's plumbing inspector, and in accordance with all sections of the City Code pertaining to the disposal of wastewater.

Staff Comment: *All utility connections, services, and building code requirements will be addressed at the time of departmental site plan review.*

- h. If the proposal is limited to hand-washing, the CUP (Conditional Use Permit) will only allow the hand-washing of vehicles.

Staff Comment: *n/a*

Items to Address: *Revise the site plan to show the dumpster enclosure relocated east of the west (front) building line of the primary structure, not to be closer to N. West Avenue than the primary structure.*

CONDITIONAL USE STANDARDS

The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

- (1) Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.
- (2) Compatibility with the existing and future land use patterns.

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

FINDINGS

Based upon our review of the preliminary site plan, we are of the opinion the proposed use meets the standards of Section 28-145(11); therefore, we recommend approval of the conditional use permit request for an auto washing station (automotive car wash) on the southern 1.30 acres of the 3.41 acres of the vacant property at 971 N. West Avenue (Parcel #2-2005.1) with the following conditions:

- Final approval by City Council to rezone the forty (40) foot wide by three hundred and thirty (330) foot long (0.30 acres) strip of land from R-6, Residential and Low Density Office to C-4, General Commercial at 1100 Clinton Rd. (Parcel #2-2005);
- Divide the forty (40) foot wide by three hundred and thirty (330) foot long (0.30 acres) strip of land at 1100 Clinton Rd. (Parcel #2-2005) and combine with 971 N. West Avenue (Parcel #2-2005.1);
- Revise the site plan to show the dumpster enclosure relocated east of the west (front) building line of the primary structure, not to be closer to N. West Avenue than the primary structure;
- Installation of a buffer consisting of mostly evergreen/coniferous trees along the south property line between the commercial district and residential district; and
- Final site plan approval.

Furthermore, the planning commission is permitted to include additional, reasonable, conditions to the conditional use.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

Application for Conditional Use Permit (CUP)

Requires a public hearing before the Planning Commission

\$500.00 fee required with application submittal.

Instructions and additional information on Page 2 and Page 3

Nature of Conditional Use

- | | | |
|---|---|--|
| ☐ Automobile Service Station | ☐ Religious Institution | ☐ Recycling Center |
| ☐ Auto Wash | ☐ Home Occupation | ☐ Resource Center |
| ☐ Billboard | ☐ Off-Street Parking (R-3 & R-4 Only) | ☐ School |
| ☐ Child Care Center | ☐ Radio and Television Broadcasting Studio | ☐ Self-Service Storage Facility |

APPLICANT

Name: LS MA JACKSON, LLC
Address: 38500 WOODWARD AVE, #200
City: BLOOMFIELD HILLS State: MI Zip: 48304
Phone: (248) 737 - 4041
Email: CGB@LORMAXSTERN.COM

PROPERTY OWNER

☐ Same as applicant

Name: TRUE COMMUNITY CREDIT UNION
Address: 1100 CLINTON RD
City: JACKSON State: MI Zip: 49202
Phone: (517) 841 - 4199
Email: CSIDERS@TRUECCU.COM

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: 2-005.1000
Address: 971 N West Ave
City: Jackson State: MI Zip: 49202
Nearest Intersection: _____

Current Zoning Designation: C-4
Current Use: ☐ Residential ☐ Commercial
☐ Industrial ☐ Mixed
VACANT

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): _____
We are requesting the conditional use for a proposed car wash.

All applications must be accompanied by a site plan meeting the requirements of Section 28-135 and the specific use requirements in Section 28-145 (d). Applications submitted without a site plan will be deemed incomplete.

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

Signature of Applicant

Date

4/18/24

Signature of Owner

(If different than applicant)

Date

4.8.2024

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 ☐ Other _____

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

Sec. 28-145. Conditional uses.

In addition to the "permitted" uses in each of the zoning districts, there are certain other compatible uses, as listed in this chapter that are "conditional" uses. Because of their actual or potential impact on natural resources, public utilities, traffic patterns and/or adjacent land use, there is a need to carefully regulate these uses. In these cases, a zoning compliance permit will not be issued until a conditional use permit is approved by the city planning commission. All conditional use permits are granted for a particular site and may not be transferred to a different location. A conditional use permit runs with the land, not with the applicant.

- (a) *Conditional uses authorized by the planning commission.* The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter.
- (1) *Procedures.* An application for a conditional use shall be submitted to the planning commission for consideration and public hearing. The application must include a site plan which meets the requirements of section 28-135. Notice of such public hearing shall be given as provided for in section 28-8.
 - (2) *Content of notices.* In addition, notice shall be published in a newspaper of general circulation in the city within the time period required in this subsection. The notices required herein shall:
 - a. Describe the nature of the conditional use request.
 - b. Indicate the property which is the subject of the conditional use request.
 - c. State when and where the public hearing on the conditional use request will be considered.
 - d. Indicate when and where written comments will be received concerning the request.
 - (3) *Adjournment of hearings.* Upon the day for the hearing of any application, the city planning commission may adjourn the hearing in order to permit the obtaining of additional information, or to cause such further notice as it deems proper to be served upon such other property owners. In the case of an adjourned hearing, persons previously notified and persons already heard need not be notified of the time of resumption of such hearing, unless the city planning commission so decides.
 - (4) *Conditions upon approval.* If the planning commission determines that the proposed conditional use is appropriate, the conditional use permit shall be approved. The conditions should ensure that the proposed use meets the standards of this chapter. The conditions shall:
 - a. Be designed to protect natural resources, as well as the health, safety, welfare, and social and economic well-being of those residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - b. Be related to the valid exercise of the police power in relation to the purposes of the proposed use or activity.
 - c. Be necessary to meet the intent and purpose of this chapter; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to ensure compliance with those standards.
 - d. To the extent applicable, ensure that public services and facilities affected by the proposed land use or activity will be capable of accommodating increased facility loads caused by the land use or activity.
 - (5) *Status of conditions.* Conditions imposed with respect to the approval of a land use or activity shall be made of record at the time of approval and shall remain unchanged except upon the mutual consent of the city planning commission and the owner of the land for which approval of a conditional use has been granted. The city planning commission shall maintain a record of any changes granted in conditions imposed.
 - (6) *Decisions of the city planning commission.* The city planning commission shall decide on all applications within thirty (30) days after the final hearing thereon. The decision shall be incorporated in a statement of findings and conclusions relative to the conditional use which specifies the basis for the decision and shall list any conditions imposed. A copy of the city planning commission's decision shall be transmitted to the applicant, the zoning official, and planning staff. The city planning commission shall have the final decision on all conditional uses.
 - (7) *Rehearing on applications for conditional uses.* Whenever an application for a conditional use is denied, such application shall not be resubmitted for at least one (1) year from the date of the denial, unless it is established to the satisfaction of the city planning commission that there has been a material change in circumstances.

-
- (8) *Violation.* A violation of any requirement, condition, or safeguard established in the conditional use permit shall be considered a violation of this chapter and shall be punished as prescribed in section 1-18 of this Code. In addition, any such violation shall constitute a prima facie basis for the planning commission to revoke the conditional use permit.
- (b) *Standards on which decisions will be based.* The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:
- (1) Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.
 - (2) Compatibility with the existing and future land use patterns.
 - (3) Effect on the health, safety, convenience, or general welfare of persons residing or working in the vicinity. To evaluate the use, the planning commission shall consider the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures.
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading.
 - c. The safeguards used to prevent noxious or offensive emissions such as noise, glare, dust and odor.
 - d. The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.
 - e. Any other pertinent factors.
 - (4) Ability of the use to be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
 - (5) Availability of essential public facilities and services, such as: streets, police and fire protection, drainage, refuse disposal. The persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.
 - (6) *For legal nonconformities only.* When reviewing a conditional use permit application for a nonconforming building, structure, or use, the planning commission must also consider the following standards together with such relevant facts and circumstances identified during the public hearing:
 - a. Whether restoration, reconstruction, substitution, and/or expansion would serve a useful purpose, or whether a useful purpose would be served by pursuing strict enforcement and application of the provisions and requirements of this article.
 - b. Whether the development and/or use of property in the surrounding area has materially changed in relation to the condition which existed when the use or structure was established, with the result that a continuation of the use or structure would be offensive to the area.
 - c. In considering the establishment of a condition for the approval of the substitution of a nonconforming use of lots, structures, or any combination of lots, structures, or uses of lots and structures, the planning commission must ensure that the nonconforming use of lots and structures is not expanded, and that the substituted use of lots and structures is not of greater nonconformity in terms of its impact upon the area and surrounding properties.
- (c) *Voiding of conditional use permit.*
- (1) Any conditional use permit granted under this chapter shall become null and void and fees forfeited unless:
 - a. Construction or alteration of new or modified facilities, as the case may be, is completed within three hundred sixty-five (365) days of the date of transmittal (by mail or otherwise) of the planning commission's decision to the applicant; or
 - b. The use is commenced within three hundred sixty-five (365) days of the date of transmittal (by mail or otherwise) of the planning commission's decision to the applicant, if new or modified facilities are not required.
 - (2) After the passage of three hundred sixty-five (365) days during which construction has not been commenced, or during which construction has ceased, or, during which the use has not been commenced, as the case may be, the applicant must apply for a new conditional use permit following all of the procedures outlined in this chapter.



Date: April 9, 2024

Petitioner: Mister Car Wash
222 E. 5th Ave., Tucson, Arizona, 85705

Applicant: Lormax Stern

RE: CONDITIONAL USE STANDARDS

Mister Car Wash has provided this narrative relating to the standards upon which the Conditional Use will be based.





- 1. Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.**
 - Property rezoned to C-4 General Commercial by the city
 - Future Land Use is intended to remain General Commercial
- 2. Compatibility with the existing and future land use patterns.**
 - Car wash is consistent with the existing and future land use patterns which are primarily commercial in this area along NW Avenue from North Avenue to I-94
- 3. Effect on the health, safety, convenience, or general welfare of persons residing or working in the vicinity. To evaluate the use, the planning commission shall consider the following:**
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures.**
 - The site has been thoughtfully designed to allow for greenspace and equipment on the north side of the site
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading.**
 - Cross access has been provided to Burger King and future commercial along the north / south access drive.
 - Northern access connects to traffic signal at Argyle Drive
 - New southern access drive allows for access from the north/south
 - c. The safeguards used to prevent noxious or offensive emissions such as noise, glare, dust and odor.**
 - Safeguards will be utilized to prevent noxious or offensive noise, glare, dust and odor.
 - Vacuum is housed within a building structure to minimize sound
 - d. The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.**
 - Site will meet or exceed all landscape, open space, parking, loading, lighting and signage requirements per the zoning code.
- 4. Ability of the use to be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.**
 - Auto spa has been designed to be harmonious with the uses in the area and will be operated, maintained, and managed to appropriate to the character of commercial district.
 -
- 5. Availability of essential public facilities and services, such as: streets, police and fire protection, drainage, refuse disposal. The persons or agencies**



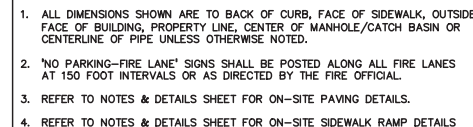
responsible for the establishment of the proposed use shall be able to adequately provide any such service.

- All required public facilities and services are available to the site.

ADHERENCE TO ZONING CODE 28-145 (d)(11)

Auto washing station. To mitigate the environmental impacts of traffic, wastewater, and noise, the following conditions are required:

- a. All operations shall be within an enclosed building not less than fifty (50) feet from any Residential (R) district.
 - All operations are within an enclosed structure
- b. All cars waiting for service shall be provided with off-street waiting lanes.
 - Adequate queuing has been provided
- c. The requirements of section 17-82 shall be met for any blowers installed in the auto washing station.
 - Blowers shall meet the requirements of Section 17-82
- d. The doors of a stall which face residentially zoned property must close automatically whenever the blower in that stall is engaged.
 - Blowers are contained within a vacuum building and doors are closed at all times except while being serviced
- e. Any fencing used for screening must meet the requirements of section 28-105.
 - No fencing is proposed.
 - Vacuum and dumpster enclosures are constructed of cmu to match the building facade
- f. None of the wastewater generated by the auto washing station is allowed to flow into the city's stormwater sewer system or directly into a lake, stream, wetland, or other body of water.
 - Wastewater is cleaned and recirculated for reuse
- g. The wastewater generated by the auto washing station must be connected to the city's sanitary sewer to the satisfaction of the city engineer, the city's plumbing inspector, and in accordance with all sections of the City Code pertaining to the disposal of wastewater.
 - Sanitary connections will be reviewed and approved by the city's engineer, inspector and within accordance of applicable codes



URBAN LAND—OSHTIMO COMPLEX
URBAN LAND—UDORTHTENTS COMPLEX

NOTE:
ALL WORK WITHIN THE NORTH WEST AVENUE ROAD
RIGHT-OF-WAY IS UNDER THE JURISDICTION OF
THE STATE OF MICHIGAN AND REQUIRES A PERMIT

\\BPO-FCTS\2023\23-1081 CFA JACKSON 05738\23-1081 03 MedicalConf\eth\JMWG\2 SIT PLAN\C-3 0JWM-23-1081 dan PI OT DATE: 4/9/2024 BY: Henson Zeddy

CITY OF JACKSON

PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

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

Applicant:

LS MA Jackson, LLC
38500 Woodward Ave., Ste. 200
Bloomfield Hills, MI 48304

Subject property location:

971 N. West Avenue (Parcel #2-2005.10)

Requested action:

The applicant is requesting conditional use permit for the southern one hundred and twenty-five (125) 971 N. West Avenue (Parcel #2-2005.10) including the east adjacent forty (40) foot wide portion of land.

Effect of request:

Approval of the conditional use permit will allow the applicant to develop and operate an auto wash facility on the southern one hundred and twenty-five (125) 971 N. West Avenue (Parcel #2-2005.10) including the east adjacent forty (40) foot wide portion of land.

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

**6:00PM on May 1, 2024 in
City Hall Council Chambers, 2nd 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 Chris Atkin at 517-768-6433 or catkin@cityofjackson.org with comments; written comments should be mailed to 161 W. Michigan Avenue, Jackson, MI. All comments and/or questions must be received no later than 5:00PM on May 1, 2024.

**PLANNING COMMISSION
OF
THE CITY OF JACKSON**

(Established under Michigan Planning Enabling Act Public Act 33 Of 2008, as amended)

ARTICLE I

Name, Registered Office and Agent

Name: The name of the Commission shall be the Planning Commission of The City of Jackson, hereinafter referred to as (the “Commission”).

Registered Office and Agent: The Commission shall maintain an office in the City of Jackson, State of Michigan, whose address is 161 West Michigan Avenue, Jackson, Michigan 49201.

ARTICLE II

Purpose and Powers of the Commission

Purpose: The purpose of the Planning Commission is to:

- A. Review, revise and approve plans and programs for the development of the City of Jackson.
- B. Regulate the development of the economic, social, physical, natural and cultural resources of the City of Jackson.
- C. Promote public health, safety and general welfare of the people residing in the City of Jackson.
- D. Prepare plans pursuant to the Michigan Planning Enabling Act Public Act 33 of 2008, as amended, for the purpose of guiding the physical development of the City of Jackson.
- E. Further cooperation between governmental units and between private agencies towards these ends.

Powers: Powers of the Commission are those set forth by the Michigan Planning Enabling Act Public Act 33 of 2008, as amended, MCL 125.3801 et seq., and the administration of Chapter 28 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with the Michigan Zoning Enabling Act Public Act 110 of 2006, as amended, MCL 125.3101 et seq.

ARTICLE III

Commission Duties

Based on the principle that Commissioners must act with honesty, diligence, and prudence, these duties include:

Avoidance of Conflict of Interest: Commissioners must declare their interest in any decision in which the city is involved.

Care and Skill: Commissioners must exercise caution and competence in all situations as reasonable persons would under the circumstances.

Confidentiality: Commissioners must not make improper use of the privileged information obtained as a Commission member.

Fairness: Commissioners must deal with other Commissioners and public without bias or favor.

Honor: Commissioners must not engage in any conduct that may bring disrepute to the city and/or other Commissioners.

Independence: Commissioners must not compromise on the right to exercise an independent judgment but, at the same time, must restrict their independence in good faith to favor a collective decision that will benefit the city.

Loyalty: Commissioners must act in good faith in the best interest of the city and whole heartedly assist the Chair of the Commission in achieving the city's success.

ARTICLE IV

Membership

Appointments: The planning commission shall consist of six (6) persons who shall be appointed by the mayor, subject to the approval by a majority vote of the city council. These six (6) members shall, insofar as possible, represent different professions or occupations. All but one (1) of these members shall be qualified electors of the City of Jackson. The planning commission shall also consist of the following ex officio members: The mayor; the city manager or his/her designee; and one (1) member of the city council selected by that body. All members of the planning commission shall serve as such without compensation. The clerk, assessor, and city attorney may not serve as

members of the planning commission. Only one (1) appointed member of the planning commission may be a member of the zoning board of appeals.

Term: The terms of ex officio members shall correspond to their respective official tenures, except that the terms of the mayor's substitute and the administrative official selected by the mayor shall terminate with the term of the mayor selecting them. The term of each appointed member shall be three (3) years or until the successor takes office.

ARTICLE V

Attendance, Replacement & Removal

Attendance: All Commission members are expected to attend all regularly scheduled meetings. If any member is absent for three (3) consecutive, regularly scheduled meetings, that member shall be considered delinquent, unless the Commission member provides prior oral or written notification. The Secretary shall keep attendance records and shall notify the Commission at a regularly scheduled meeting whenever any member's absences become "delinquent".

Replacement: Commission members shall be either reappointed or replaced at the expiration of each member's appointed term. If a vacancy is created by death or resignation, a successor shall be selected for appointment by the mayor with the approval of the city council within thirty (30) days, and will hold office for the remainder of the term of office vacated.

Removal: Any member of the city council may recommend the removal of any members of the planning commission for misfeasance, malfeasance, or nonfeasance. Any planning commission member whose removal is recommended must be given notice in writing of the charges and the right to request a hearing on such removal. The planning commission member's request for a public hearing must be in writing and filed with the clerk within ten (10) days after written notice of removal has been given to such member. A member of the planning commission may be removed by a majority vote of the city council after a hearing, if a hearing was requested by the member. If no hearing was requested by the member, a member may be removed by a majority vote of the city council upon the expiration of the ten (10) day period provided for above.

ARTICLE VI

Officers, Terms of Office & Duties

Officers: The officers of the Commission shall be elected by the Commission, and shall consist of a Chair, Vice-Chair and Secretary. An officer shall not execute, acknowledge or verify any document or instrument in more than one capacity.

Terms of Office: At the first regularly scheduled meeting held of each year, the Commission shall elect a Chair, Vice-Chair and Secretary for the term of one (1) year. Each officer elected shall hold office until a successor is elected, or upon resignation and/or removal from said office. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled at any meeting of the Commission for the duration of the unexpired term of office.

Duties of Officers:

CHAIR: The Chair shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. The Chair shall appoint all committees or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chair shall have a vote on all Commission actions. The Chair is empowered to authenticate any documents approved by the Commission.

VICE-CHAIR: In the event that the office of Chair becomes vacant by death, resignation or otherwise, the Vice-Chair shall serve as Chair until a new Chair is elected. In the event of the absence of the Chair, or his/her inability to discharge the duties of this office, such duties shall, for the time being, be fulfilled by the Vice-Chair.

SECRETARY: The Secretary shall kept minutes of each meeting and shall record into the minutes all findings, conditions of approval, facts, and other relevant factors and all of its official actions.

ARTICLE VII

Conflict of Interest, Behavior & Ethics

Conflict of Interest: A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the commissioner's judgment is likely to be compromised. A potential conflict of interest involves a

situation that may develop into an actual conflict of interest. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not a likelihood.

On all matters in which a Commission member has a direct financial interest and/or on matters involving property owned either in part or in total by a member, that member shall abstain from discussion and voting on the matter. Members abstaining shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention.

On other matters which could involve a conflict of interest, members shall disclose all pertinent facts relating to the potential conflict, except where it violates a confidence, which facts shall be included in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

If a question is raised under this section at any Commission meeting concerning the eligibility of a member of the Commission to vote on any matter, such questions shall be finally determined by the concurring vote of at least four members of the Commission, not including the member with the potential conflict.

Behavior & Ethics: A Commission member, when speaking to individuals, groups or organizations, shall indicate representation of the Commission. When speaking for personal purposes, the Commission member shall indicate that the stated opinions and beliefs are not necessarily the opinions and beliefs of the Commission as a whole.

Commission members shall conduct themselves at Commission meetings in a fair, courteous manner.

Commission members are encouraged to call the Planning Director and Commission Chair prior to any meeting at which they expect to be absent or tardy. The Planning Director shall keep attendance records and report to the Chair if an attendance problem appears to have developed.

Commission members shall not accept gifts or other favors from applicants, their representatives, or other persons and institutions concerned with matters which have been, are now, or which might come before the Commission.

ARTICLE VIII

Meetings, Public Hearing, & Agenda

Meetings: All meetings shall follow Roberts Rules of Order, as a guide, and shall be open to the public and advertised in accordance with the Michigan Open Meetings Act, Public Act 267 of 1978, as amended. Minutes of the meetings are to be made available for public inspection when requested.

Regular Meeting: Regularly scheduled meetings of the Commission shall be held on a Commission approved schedule, which shall define the date(s), time(s) and place(s) of the meeting(s).

Special Meeting: Special meetings shall be called at the behest of the Chair, or by two members of the Commission, and are to begin as soon as a quorum can be seated. The date, time and place of the meeting shall be posted a minimum of eighteen (18) hours before the meeting.

Public Hearing: Public Hearings conducted by the Commission shall be run in an orderly and timely fashion, in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. This shall be accomplished in the following manner:

Each person wishing to be heard during “Public Comment and Communications Concerning Items Not on the Agenda” or a “Public Hearing”, will be given an opportunity to speak. Individuals will be limited to three (3) minutes each and persons representing a group or organization will be allowed five (5) minutes each. Each person may speak one (1) time. The Chairperson, or the Commission by the request of two (2) Commissioners, may, allow additional time or allow additional comments from persons previously heard.

During Public Hearings, subject matter shall be limited to the topic under consideration. Commission response to the public's remarks shall be confined to clarification of the presented facts.

Agenda: Staff will be responsible for placing items on the agenda that are for routine business. A member of the Commission may request any additional item/s be placed on the agenda. The information must be submitted to the staff member responsible for assembling the agenda, in writing by the required submission deadline.

ARTICLE IX

Voting Rights and Privileges, Quorum, & Proxy

Voting Rights and Privileges: An affirmative vote of the majority of the members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote, provided that a roll call vote shall be required if requested by any Commission member or directed by the Chair. Ordinance amendments, conditional use permits, and recommendations to the city council shall require a roll call vote. All members of the Commission, including the Chairperson, shall vote on all matters. A member may be excused from voting only if that member has a bona fide conflict of interest, as recognized by the majority of the remaining members of the Commission. Any member abstaining from a vote shall not participate in discussion of that item. Members must be present to vote, and no proxy votes will be allowed.

Quorum: In order for the Commission to conduct business or take official action, a quorum consisting of four (4) members shall be present. When a quorum is not present, no official action, except for the closing of the meeting, may take place. The members of the Commission may discuss matters of interest, but can take no action until the next regular meeting or special meeting. All public hearings scheduled for a meeting for which a quorum is not present shall be rescheduled for the next regular meeting. Public notice shall conform to the Open Meetings Act.

Proxies: Commission members, when not able to attend a meeting, may, with regard to specific agenda items, elect to convey his/her opinion(s) through written communication. The written communication must be traceable back to the providing member.

ARTICLE X

Work Sessions

Work Session: Work sessions may be scheduled at any time, if called by four (4) members of the Commission upon written request to the Planning Director, who shall notify all members at least forty-eight (48) hours in advance. No approvals or recommendations shall be made and no public hearings shall be held at a work session.

ARTICLE XI

Order of Business

The order of business for regular meetings shall be:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Adoption of Agenda
- V.** Review of Draft Meeting Minutes
- VI.** Public Comment and Correspondence
- VII.** Consideration of Applications
- VIII.** Old Business
- IX.** New Business
- X.** Planners Comments
- XI.** Commissioner Comments
- XII.** Next Meeting Reminder
- XIII.** Adjournment

The order of business for special meetings shall be:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Adoption of Agenda
- V.** Public Comment and Correspondence
- VI.** Special Business
- VII.** Planners Comments
- VIII.** Commissioner Comments
- IX.** Next Meeting Reminder
- X.** Adjournment

The order of business for work session shall be:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Adoption of Agenda
- V. Public Comment and Correspondence
- VI. Work Session Items for Discussion
- VII. Planners Comments
- VIII. Commissioner Comments
- IX. Next Meeting Reminder
- X. Adjournment

ARTICLE XII

Advisory Committees

Advisory Committees: The Commission may authorize and appoint advisory committees whose members may consist of government officials and individuals whose experience, training and interest in the Commission's work qualifies them to provide valuable assistance and expertise to the Commission. The Commission may also appoint various committees of competent citizens to collect information and prepare reports to the Commission on the various phases of the master planning process for which the Commission is primarily responsible. In accordance with Public Act 33 of 2008, as amended, the Commission may also appoint advisory committees whose members are not members of the Commission.

ARTICLE XIII

Annual Report

Annual Report: The Commission shall present an annual report of its prior year activities to the City of Jackson City Council at the first City Council meeting of March.

ARTICLE XIV

Compensation

All members of the planning commission shall serve as such without compensation.

ARTICLE XV

Document Depository Designation

Document Depository Designation: The office of the Director of the City's Community Development Department shall keep all records and files of the Commission. All records will be open to the public under the Freedom of Information Act, as prescribed by law.

ARTICLE XVI

Amendments

Bylaw Adoption: These Bylaws shall become effective upon approval. Until such approval, these Bylaws shall be the acting Bylaws for the Commission.

Bylaw Amendment: These procedures, once adopted, may be altered, amended, added to or repealed, in whole or in part, by an affirmative vote of five (5) members of the Commission at any regular or special meeting, provided that notice of proposed alterations, amendment or repeal shall be submitted to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered.

I HEREBY CERTIFY the City of Jackson Planning Commission Bylaws were adopted on the _____ day of _____, 202_____.

_____, Secretary