



AGENDA – PLANNING COMMISSION MEETING

August 7, 2024

6:00 PM

- I. Call to Order** – To be conducted by Vice-Chairperson Johnson
- II. Roll Call**
- III. Adoption of August 7, 2024 Agenda**
- IV. Minutes of the May 1, 2024 Regular Meeting**
- V. Public Comments and Communications Concerning Non-Agenda Items**
- VI. Consideration of Applications**
 - A.** 604 and 612 Page Ave. – Zoning Map Amendment – C-4, General Commercial to R-4, One-Family Residential
 - B.** 625 N. State St. – Conditional Use Permit – Home Occupation/Business
 - C.** 1021 S. Milwaukee St. – Conditional Use Permit – Ministry Hub
 - D.** 522 Hupp Ave. – Conditional Use Permit – Automotive Recycling
- VII. New Business**
- VIII. Old Business**
 - A.** Review of Bylaws
 - B.** Resource Center and Shelter Ordinance
- IX. Commissioner Comments**
- X. Next Meeting Reminder September 4, 2024 at 6:00 PM**
- XI. Adjournment**



MINUTES – PLANNING COMMISSION MEETING

May 1, 2024
6:00 PM

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

MEMBERS ABSENT: Daniel Mahoney and Clyde Mauldin

STAFF ABSENT: Chris Atkin, Director of Planning

I. Call to Order

Chairperson Johnson called the meeting to order at 6:00 pm.

II. Roll Call

III. Adoption of the May 1, 2024 Agenda

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

Motion passed 6-0 by voice vote.

IV. Minutes of the April 3, 2024 Regular Meeting

Commissioner Wood motioned to approve the April 3, 2024 minutes as presented. Support from Commissioner Saucedo.

Motion passed 6-0 by voice vote.

V. Public Comment and Correspondence

No correspondence received by staff.

VI. Consideration of Applications

A. 324 E. High St. – Conditional Use Permit – Day Care Center

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 6-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:03 pm.

APPLICANT/PUBLIC COMMENTS

Dena Morgan, applicant, provided the members additional information about the proposed business, her background, and the need for a daycare facility in the area.

Staff informed the members of three (3) letters of support received from neighboring property owners. Letters were entered into record.

Chairperson Johnson closed the public hearing at 6:05 pm.

COMMISSIONER COMMENTS

Commissioner Saucedo inquired about the dimensional variance request granted at by the Zoning Board of Appeals at their April 25, 2024 meeting.

Commissioner Wood asked for clarification regarding the rules of conditional use permits.

Commissioner Poole stated she is pleased to the building will be put to use.

Commissioner Greene motioned to approve with conditions the conditional use permit for a Day Care Center at 324 E. High Street. Support from Commissioner Hammontree.

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.

Motion passed 6-0 by roll call vote.

B. 1100 Clinton Rd. – Zoning Amendment

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 Greene.

Motion passed 6-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:12 pm.

APPLICANT/PUBLIC COMMENTS

Karl Zarbo, Construction Manager for the applicant, provided additional information about the site, the process to-date, and the rezoning request for the specified strip of land.

Chairperson Johnson closed the public hearing at 6:19 pm.

COMMISSIONER COMMENTS

Commissioner Poole inquired about the potential use/development.

Commissioner Johnson inquired about the use of local contractors.

Commissioner Wood motioned to make a recommendation to City Council to approve the zoning amendment request to rezone a forty (40) foot wide by three hundred and thirty (330) foot long (0.30 acres) strip of land at 1100 Clinton Road (Parcel #2-2005) from R-6, Residential and Low Density Office to C-4, General Commercial with the condition the said portion of land be combined with 971 N. West Avenue (Parcel #2-2005.1). Support from Commissioner Saucedo.

Motion passed 6-0 by roll call vote.

C. 971 N. West Ave. – Conditional Use Permit – Auto Wash Station

Planner Atkin summarized the request.

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

Motion passed 6-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:24 pm.

APPLICANT/PUBLIC COMMENTS

Karl Zarbo, Construction Manager for the applicant, provided additional detail for the development and the various site plan layout designs to maximize the space and maximum distance from the neighboring residential uses.

Chairperson Johnson closed the public hearing at 6:26 pm.

COMMISSIONER COMMENTS

Commissioner Greene expressed his pleasure for working with the developers and pending project.

Commissioner Johnson asked access to the site will be provided from Clinton Road.

Commissioner Wood motioned to approve with conditions the conditional use permit request to operate an Auto Wash Station on the south portion of the property at 971 N. West Avenue (Parcel #2-2005.1). Support from Commissioner Greene.

Motion passed 6-0 by roll call vote.

VII. New Business

None.

VIII. Old Business

A. Review of Bylaws

Commissioner Greene motioned to direct staff to provide the proposed bylaws to the City Attorney for review. Support from Commissioner Wood.

Motion passed 6-0 by voice vote.

B. Resource Center and Shelter Ordinance

Staff informed the members the ordinance is in draft stage.

IX. Commissioner Comment

None.

X. Next Meeting Reminder

Vice Chairperson Johnson reminded members the next regular PC meeting is June 5, 2024.

XI. Adjournment

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

Motion passed 6-0 by voice vote.

Chairperson Johnson adjourned the meeting at 6:35 pm.

Respectfully,

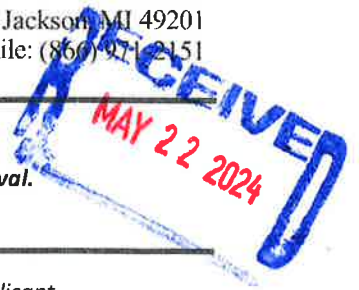


Christopher M. Atkin
Planning Director/Zoning Administrator
City of Jackson

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: Reign Bryant / Dwell Cell LLC
Address: 1653 7th St # 70
City: Santa Monica State: CA Zip: 90401
Phone: (310) 936-2540
Email: Reign + Dwell Cell . com

PROPERTY OWNER

☒ Same as applicant

Name: Reign Bryant / Dwell Cell LLC
Address: 1653 7th St # 70
City: Santa Monica State: CA Zip: 90401
Phone: (310) 936-2540
Email: Reign + Dwell Cell . com

PROPERTY SUBJECT TO REZONING REQUEST

Property Identification #: _____
Address: 612 Page Ave
City: Jackson State: MI Zip: 49203
Nearest Intersection: _____

ADJACENT PROPERTY ZONING AND USE

NORTH – _____	Zoning _____	Use _____
SOUTH – _____	Zoning _____	Use _____
EAST – _____	Zoning _____	Use _____
WEST – _____	Zoning _____	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

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: Perceived best use for affordable housing

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.

<u>[Signature]</u>	<u>Dwell Cell LLC</u>	<u>5/22/24</u>	<u>[Signature]</u>	<u>Dwell Cell LLC</u>	<u>5/22/24</u>
Signature of Applicant		Date	Signature of Owner		Date
			(If different from applicant)		

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

OFFICE USE ONLY	
CASE: <u>PR 224-0002</u>	Application Accepted By: <u>S. Foster</u>
Materials Submitted with Application: ☐ Plans ☐ Other _____	
Total Pages Submitted: <u>1</u>	Amount of Fee Paid: \$ <u>500</u> ☐ Cash ☐ Check ☒ C.C.



July 30, 2024

Map Amendment Review (Rezone)
604 Page Avenue (Parcel #6-07520)
612 Page Avenue (Parcel #6-07530)
City of Jackson, Michigan

GENERAL INFORMATION

Applicant:	Reign Bryant on behalf of Dwell Cell, LLC 1653 7 th St. #78 Santa Monica, CA 90401
Subject Location:	604 Page Avenue (Parcel #6-07520) 612 Page Avenue (Parcel #6-07530)
Received Date:	May 22, 2024
Current Zoning:	C-4, General Commercial
Proposed Zoning:	R-4, High Density Apartment and Office
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 AND PROJECT DESCRIPTION

The applicant is requesting zoning map amendments for 604 Page Avenue (Parcel #6-07520), a 0.20 acre improved lot containing a two-story structure with a building footprint of approximately 1,200 sq/ft, and 612 Page Avenue (Parcel #6-07530), a 0.42 acre improved lot containing a two-story structure with a building footprint of approximately 900 sq/ft. The applicant is the owner of record of the subject properties.

The total area owned by the applicant is approximately 0.62 acres.

It is the applicant's intent to provide residential use on the first/ground floor while maintaining an option for office space. Additionally, the applicant may divide 612 Page Avenue (Parcel #6-07530) for future residential development.

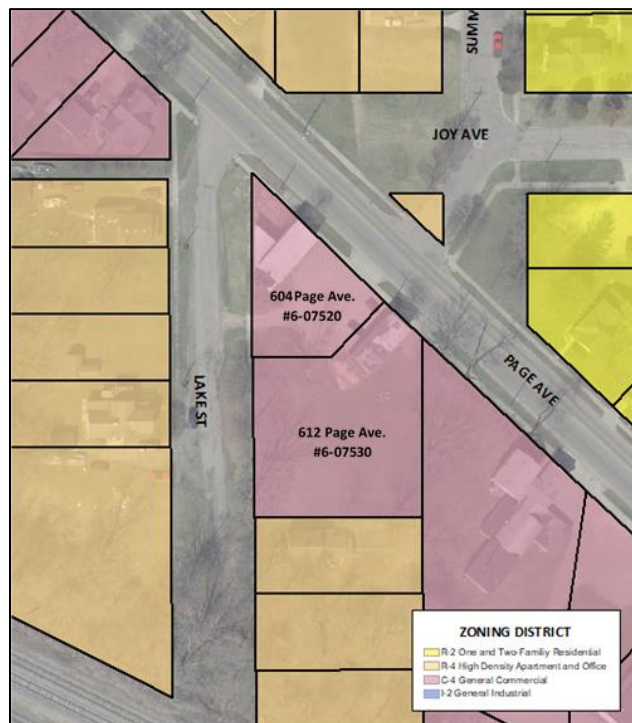
All uses, listed by the applicant or otherwise, are subject to review and approval by the City of Jackson. The process of rezoning does not grant any specific use; all new use is subject to the appropriate review process of the City of Jackson and requires a separate application.



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-4, High Density Apartment and Office	C-4, General Commercial	R-4, High Density Apartment and Office
Current Land Use	Residential/Vacant	Vacant	Commercial	Residential/Vacant

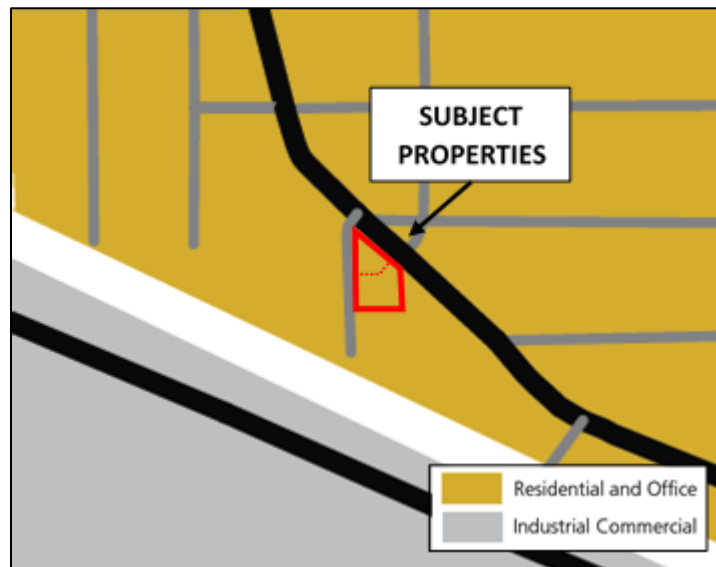


FUTURE LAND USE/MASTER PLAN

The 2016 Future Land Use map demonstrates the use designation of the subject properties as “Residential and Office”.

The purpose of the “Residential and Office” classification is described as:

Surrounding the city’s downtown core are several areas that have a more dense and active character than those which consist purely of detached residential dwellings, but which have no significant concentrations of commercial or industrial uses. These medium (scalable) residential neighborhoods provide a variety of housing types including apartments, townhouses, and conversions of single-family dwellings into multiple units based on a form-based approach to create unique and flexible residential living. This category is designed to protect and promote a more intensive residential character than the single family neighborhoods, within a walkable environment. It also offers professional office areas adjacent to the downtown and along select corridors where properties formerly used as residential homes are converted for small offices. Other select uses such as bed and breakfasts should be conditionally permitted.



The proposed zoning classification is consistent with the 2016 Master Plan and Future Land Use map.

DEVELOPMENT POTENTIAL

Suggested “Residential and Office” uses include residential, office, institutional, parks.

The Planning Commission should consider all permitted and conditional uses in the R-4, High Density Apartment and Office zoning district. The following is a list of those uses:

PERMITTED AND CONDITIONAL USES IN THE R-4 ZONING DISTRICT	
Banks, loan and finance offices including drive through facilities	P
Barbershops, beauty shops, tanning salons and other similar personal grooming services	P
Bed and breakfast, tourist homes	P
Churches, synagogues, temples and associated buildings, but not including elementary or secondary school buildings	C
Clinic—Dental or medical	P
Family day care home	P

Group day care home (must be located in a single-family dwelling with a minimum lot size of 7,500 square feet	P
Child care center	C
One-family detached	P
Two-family	P
Multiple-family	P
Conversion of one- and/or two-family residences into multiple-family dwelling units, provided these conform with the lot area and yard requirements prescribed for multiple-family dwellings in this chapter	P
Fraternity or sorority house and college-owned dormitories	P
Funeral home	C
Headquarters for religious, philanthropic and charitable organizations	P
Helicopter landing pad	C
Home occupations, provided all the conditions in the supplemental regulations are met	C
Hospitals, sanitariums and other institutions for human care	C
Institution for children or the aged, but not including penal or correctional institution	C
Laboratory, dental or medical	C
Library, public	C
Registered primary caregiver in accordance with MMMA and Chapter 16.	P
Museum, public	C
Office - Designed to attract and serve customers on the premises	P
Park and/or playground, public	C
Parking lots and/or structures either public or privately owned or operated	C
Pet grooming services	P
Pharmacy, as an accessory use located in the same structure as a medical or dental office or clinic	C
Planned unit residential development	P
Rehabilitation center for handicapped persons	C
Resource centers providing services for the betterment of family relationships, neighborhood quality, occupational skills and educational development and similar uses, but excluding alcohol and drug therapy or counseling centers, crime rehabilitation or counseling centers, halfway houses and similar uses	C
Rooming house, boarding house	P
Schools (elementary, secondary and college levels for academic instruction)	C
Studio, school or similar facility for professional work or instruction of any form of fine arts, ceramics, crafts, music, drama, dance and other similar activities. The incidental provision of such instruction in a single family residence will be considered a home occupation.	C
Travel agencies	P
Any residential accessory use or structure clearly incidental and customary to the operation of the uses by right (such as a garage) when located on the same property	P
Legal nonconformities	C

ESSENTIAL FACILITIES AND SERVICES

The subject properties are currently served, or have access to, essential city facilities and services.

TRAFFIC IMPACT AND SITE ACCESS

There will be little impact or change to the current traffic volume; site access to be determined at the time of site plan review.

CONCLUSION/FINDINGS

For the planning commissions consideration, provided below is a summary of findings as they apply to the proposed rezoning of 604 Page Avenue (Parcel #6-07520) and 612 Page Avenue (Parcel #6-07530) from C-4, General Commercial to R-4, High Density Apartment and Office.

- The proposed zoning designation is consistent with the 2016 Master Plan; and
- The proposed zoning designation is consistent with surrounding zoning designations.
- The proposed zoning designation will not be out of character with the surrounding area.
- Permitted and conditional uses in the R-4, High Density Apartment and Office zoning district are less intensive than those in the C-4, General Commercial zoning district.

Based on the above findings, staff is of the opinion that the Planning Commission recommends approval to City Council for the zoning map amendment requests.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

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:

Reign Bryant on behalf of Dwell Cell, LLC
1653 7th St. #78
Santa Monica, CA 90401

Subject property location:

604 Page Avenue (Parcel #6-07520)
612 Page Avenue (Parcel #6-07530)

Requested action:

The applicant is requesting the zoning classification amendment for two (2) properties currently zoned C-4, General Commercial to zoning classification R-4, High Density Apartment and Office.

Effect of request:

The zoning classification amendment for the subject property will allow permitted and conditional uses in the R-4, High Density Apartment and Office.

YOU ARE FURTHER NOTIFIED that the City of Jackson Planning Commission will hear all oral and written comments regarding the proposed zoning classification amendment request at:

**6:00PM on August 7, 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 August 7, 2024.

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: Michael T. Gilbert
Address: 625 N. State
City: JACKSON State: MI Zip: 49202
Phone: (517) 250-7080
Email: tz22ster670comcast.net

PROPERTY OWNER

☒ Same as applicant

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

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: _____
Address: 625 N. State
City: Jackson State: MI Zip: _____
Nearest Intersection: Levy / N. State

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

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): Pet grooming on a single client at a time basis. Client drops off pet and uses private driveway as parking. Averages 3-6 clients per day.

Noise and debris are kept within structure. Doesn't operate outside of noise ordinance hours.
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.

Michael T. Gilbert

Signature of Applicant

Date

June 12th 2024

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: PCUP 24-0001

Application Accepted By: A. Strauss / S. Foster

Materials Submitted with Application: ☐ Plans ☐ Other

Total Pages Submitted: 1 Amount of Fee Paid: \$500 ☒ Cash ☐ Check Check #: _____

**Conditional Use Permit
625 N. State Street
City of Jackson, Michigan**

GENERAL INFORMATION

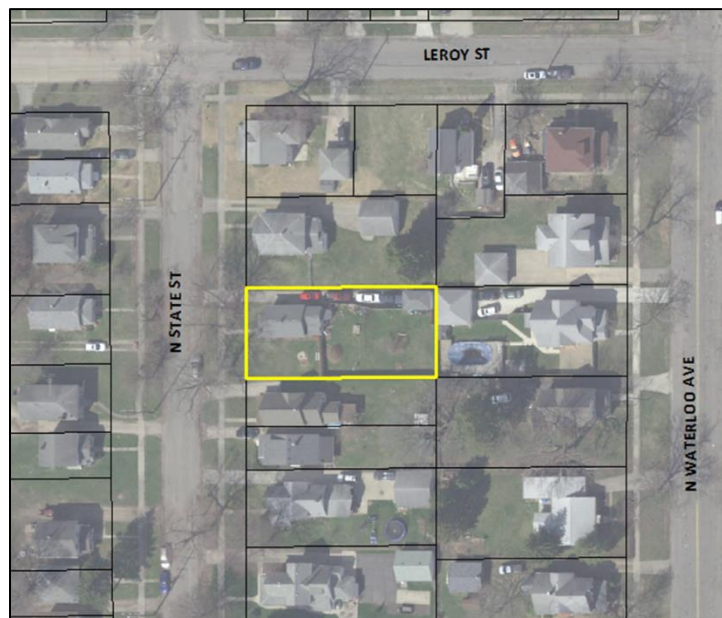
Applicant:	Michael Gilbert 625 N. State Street Jackson, MI 49202
Subject Location:	625 N. State St. (Parcel # 8-14520)
Received Date:	June 12, 2024
Current Zoning:	R-1, One Family Residential
Action Required:	The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter. (Chapter 28)

SITE AND PROJECT DESCRIPTION

The applicant is seeking a conditional use permit for a home business/occupation a pet grooming business in the single-family residential structure at 625 N. State Street. This business operates by appointment only, one client at a time, and averages three (3) to six (6) clients per day.

The subject address is located on the east side of N. State St. and south of Leroy St. The property/lot is approximately 0.21 acres and contains a 730 square-foot single-family residential structure with a 216 square-foot detached accessory structure (garage).

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

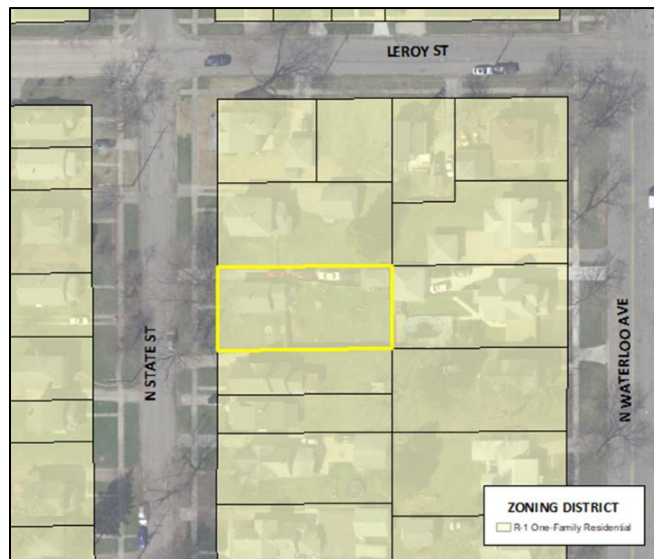




NEIGHBORING ZONING AND LAND USE

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

	North	South	East	West
Current Zoning	R-1, One Family Res.	R-1, One Family Res.	R-1, One Family Res.	R-1, One Family Res.
Current Land Use	Residential	Residential	Residential	Residential



CONDITIONAL USE STANDARDS FOR HOME OCCUPATION

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

- a. A home occupation must be conducted in its entirety within a dwelling unit that is the primary residence of the person conducting the business.

Staff Comment: The home occupation will be conducted within the single-family residential structure.

- b. Only persons residing at the residence may conduct a home occupation.

Staff Comment: A persons residing at the residence will be conducting the home occupation proposed on the conditional use application.

- c. All business activity and storage must take place within the interior of the dwelling.

Staff Comment: All activity will be conducted within the structure/dwelling, no on-site storage involved.

- d. There can be no alteration to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.

Staff Comment: There will be no alterations to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.

- e. The home occupation must not generate a volume or character of pedestrian or vehicular traffic beyond that normally generated by homes in the residential neighborhood.

Staff Comment: As previously stated, business will operate by appointment only, one client at a time, and averages three (3) to six (6) clients per day.

- f. Only off-street parking facilities that are normal for residential use and located on the premises may be used.

Staff Comment: Off-street parking is provided by an existing driveway.

- g. No vehicles used in the conduct of the occupation may be parked, or otherwise kept at the premises, other than as are normal for use for domestic or household purposes.

Staff Comment: Only the applicant and immediate family will be parked at the subject address.

- h. One (1) non-illuminated nameplate no larger than two (2) square feet may be permitted to identify the home occupation. The nameplate must be attached to the building. No other identification is permitted.

Staff Comment: There are no proposed signs at the subject property; however, if the applicant chooses to install signage, a separate application and review is required through the Community Development Department.

- i. The sale, rental, or repair of goods is permitted to the extent that it is incidental to a service profession.

Staff Comment: Not applicable.

- j. Internet based home occupations involving the sale, rental, or repair of goods is permitted, so long as there are no on-site person-to-person exchanges.

Staff Comment: Not applicable.

- k. No highly explosive or combustible material can be used or stored on the premises.

Staff Comment: Not applicable.

- l. No activity that interferes with radio or television transmission is permitted.

Staff Comment: Not applicable.

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

Staff Comment: There will be no offensive noise, vibration, smoke, dust, odor, heat, or glare noticeable at or beyond the property line.

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

Staff Comment: The applicant will not use more than twenty (20) percent of the gross floor area.

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

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

STANDARDS FOR CONDITIONAL USE APPROVAL

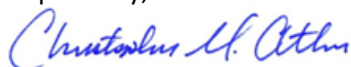
Per Section 28-145(b) *Standards on which decisions will be based*. The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

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

FINDINGS/CONCLUSION

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

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

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:

Michael Gilbert
625 N. State Street
Jackson, MI 49202

Subject property location:

625 N. State St. (Parcel # 8-14520)

Requested actions:

The applicant is requesting conditional use permit for a home business/occupation at the subject property.

Effect of request:

Approval of the conditional use permit will allow the applicant to operate a pet grooming business as a home business/occupation at 625 N. State St.

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

**6:00PM on August 7, 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 August 7, 2024.

CITY OF

JACKSON

Community Development Department

161 W. Michigan Ave. • Jackson, MI 49201

Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

Founded 1829

RECEIVED
JUL 02 2024**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: Jackson Free Methodist Church
 Address: 2829 Park Drive
 City: Jackson State: MI Zip: 49203
 Phone: (517) 784-3133
 Email: bhall@jfmchurch.org

PROPERTY OWNER☒ Same as applicant

Name: _____
 Address: 1021 S Milwaukee St
 City: Jackson State: MI Zip: 49201
 Phone: () _____
 Email: _____

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: S-0974
 Address: 1021 S Milwaukee St
 City: Jackson State: MI Zip: 49201
 Nearest Intersection: Milwaukee/Moore

Current Zoning Designation: R1
 Current Use: ☒ Residential ☐ Commercial
☐ Industrial ☐ Mixed

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary):
Location for ministry hub to support the adjacent community members.

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.

B. Hall
 Signature of Applicant

6/26/24
 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: PCUP 24-0005 Application Accepted By: S. Foster
 Materials Submitted with Application: ☐ Plans ☐ Other _____
 Total Pages Submitted: 1 Amount of Fee Paid: \$500 ☐ Cash ☒ Check Check #: 20854

**Conditional Use Permit
1021 S. Milwaukee St.
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant:	Brent Hall on behalf of Jackson Free Methodist Church 2829 Park Drive Jackson, MI 49203
Subject Location:	1021 S. Milwaukee St. (Parcel # 5-09740)
Received Date:	July 02, 2024
Current Zoning:	R-1, One-family residential
Action Required:	The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter. (Chapter 28)

SITE AND PROJECT DESCRIPTION

The applicant is seeking a conditional use permit for ministry hub at 1021 S. Milwaukee Street. Per zoning ordinance Section 28-71, churches, synagogues, temples and associated buildings require a conditional use permit in the R-1, One-family residential zoning district. The intent of the proposed use is not to function as a traditional church; i.e. services, wedding ceremonies, etc. but to offer a location for teens, families, and men and ladies groups from the surrounding community to participate in Bible Studies, shared meals, skill development, and youth programming.

The subject address is located on the east side of S. Milwaukee Street, south of Mitchell Street and east of the termination of Moore Street. The property/lot is approximately 0.20 acres and contains a two-story residential structure with a building footprint of 800 square-feet (1,400 square-feet of total floor area).





Below is additional information provided by the applicant; the proposed use will involve the following functions:

- **Hours:**
Flexible - ministry times will be based on schedule of individual facilitating and attending events. Activities would begin no earlier than 9 am and conclude no later than 9 pm. Programing will be scheduled and home will be available during this programing time.
 - **Utilization:**
Meeting space for teens, families, and men and ladies groups from the surrounding community. This could include Bible Studies, shared meals, skill development, and youth programing.
 - **Traveling Guests:**
-

It would not be used for visiting/traveling members of Jackson Free Methodist Church.

- **Activities for Youth:**

It would be a location for activities for neighbor youth.

- **Occupants:**

There would be 2 full-time occupants at the home. Activities could be as small as 2-3 people and as big as 40 people for large group activity.

- **Off-Street Parking:**

There is currently 6 off-street parking spaces. We do not plan to expand parking. Most large groups will walk to ministry location.

- **House Modifications:**

We have remodeled and updated home but have not modified the structure.

- **Signage:**

We do not plan to add signage.

- **Overnight Occupancy:**

2 “house partners” will live at location. No further sleeping accommodation is planned.

- **Overnight Accommodations:**

See above.

- **Outside Activities:**

Some activities will use the outdoor yard but no permanent structure will be added.

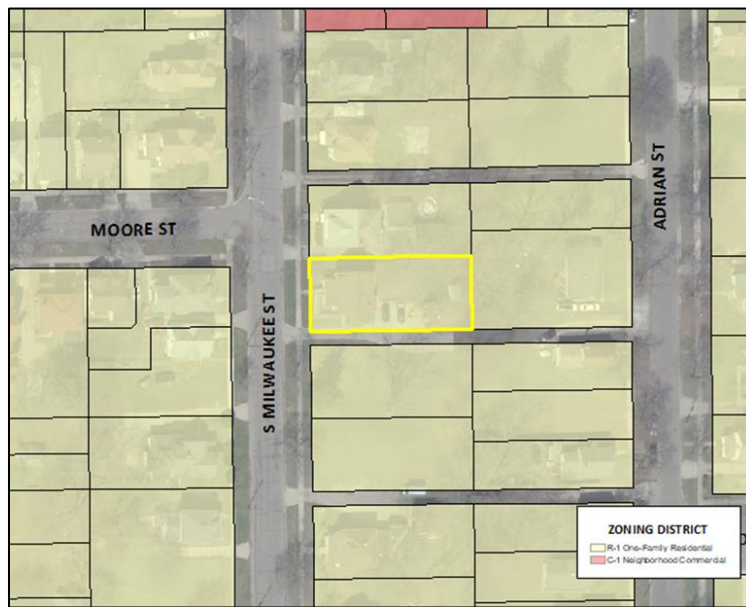
Staff Comment(s): The use of the property will maintain the appearance of a residential structure, maintain residential use and, generally, will not generate a traffic volume uncharacteristic to the immediate area. However, there is concern with the number of occupants (up to 40) for large group parties as it relates to the size of the existing structure, lot size and available outdoor area, and possible impact to the neighboring properties. The load rating for the floor unknown or if structurally sound; furthermore, a high number of occupants presents potential for encroachment onto neighboring properties and increased vehicle congestions.

Item to address: We recommend the Planning Commission establish a “not to exceed” number of occupants for any activities not related to standard residential use.

NEIGHBORING ZONING AND LAND USE

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

	North	South	East	West
Zoning	R-1, One-family residential	R-1, One-family residential	R-1, One-family residential	R-1, One-family residential
Land Use	Residential	Vacant	Residential	Residential



CONDITIONAL USE STANDARDS FOR CHURCHES, SYNAGOGUES AND TEMPLES

Note: The intent of the zoning ordinance section below is directed toward traditional churches, synagogues and temple establishments and associated uses. However, in the spirit of ordinance, these standards will be applied to the proposed ministry hub; not all conditions apply.

Per Section 28-145(3) of the zoning ordinance, the following guidelines will be considered for churches, synagogues and temples as conditional uses:

- a. Buildings must be at least fifty (50) feet from any residential lot line.

Staff Comment: As previously mentioned, intent of the proposed use is not to function as a traditional church; therefore, the impact to neighboring properties should be minimal.

- b. All other front, side and rear yard setback requirements of the zoning district must be met.

Staff Comment: The siting of the existing structure meets all applicable front, side and rear yard setback requirements of the zoning district. The front yard setback is equal to other structures in the immediate area.

- c. The height limits of each district must be maintained. To exceed the maximum height, the front, side and rear yard setbacks must be increased one (1) foot for each foot of building height that exceeds the maximum height. Height limitations do not apply to church spires.

Staff Comment: Not applicable

- d. All church buildings shall front on a major street as classified on the current Act 51, P.A. 251, as amended, Michigan Department of Transportation (MDOT) map for the City of Jackson. Access to church buildings shall only be provided via major streets.

Staff Comment: Not applicable

- e. Off-street parking shall be provided. The parking lot shall be screened and maintained in accordance with section 28-105.

Staff Comment: An existing, solid surface, off-street parking area is available at the rear of the structure and provides up to six (6) parking stalls. Additionally, there is existing vegetation to provide a buffer on the north side of said parking area.

- f. All parking lots in residential zoning districts shall meet the requirements of section 28-145(d)(12) and section 28-100.

Staff Comment: Not applicable

- g. A site plan shall be submitted as part of the application for a conditional use permit. The site plan shall show setbacks, access, parking lots, screening and landscaping.

Staff Comment: Not applicable

STANDARDS FOR CONDITIONAL USE APPROVAL

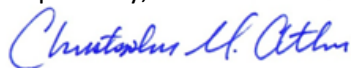
Per Section 28-145(b) *Standards on which decisions will be based*. The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

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

FINDINGS/CONCLUSION

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

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

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:

Jackson Free Methodist Church
2829 Park Drive
Jackson, MI 49203

Subject property location:

1021 S. Milwaukee St. (Parcel # 5-09740)

Requested actions:

Per zoning ordinance Section 28-71, Churches, synagogues, temples and associated buildings require a conditional use permit in the R-1, One-family residential zoning district.

Effect of request:

Approval of the conditional use permit will allow the applicant to operate ministry hub at 1021 S. Milwaukee St.

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

**6:00PM on August 7, 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 August 7, 2024.



CITY OF

JACKSON

Founded 1829

Community Development Department

161 W. Michigan Ave. • Jackson, MI 49201

Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

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 | ☐ Community Garden | ☐ Self-Service Storage Facility |

APPLICANT

Name: Gerald Smith
Address: 4820 Clark LK
City: Jackson State: MI Zip: 49201
Phone: (313) 768-4963
Email: gsmith20191983@gmail

PROPERTY OWNER☐ Same as applicant

Name: Plaster Inc. / Elena W. Rim
Address: 45429 Tournament Dr.
City: Northville State: MI Zip: 48168
Phone: (248) 763-0261
Email: elenawrim@gmail.com

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: 6-6145
Address: 522 Hupp
City: Jackson State: MI Zip: 49203
Nearest Intersection: E. Washington

Current Zoning Designation: I-2

Current Use: ☐ Residential ☐ Commercial
☒ Industrial ☐ Mixed

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): We use property for vehicle staging/storage area.

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]
Signature of Applicant

7-16-24
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 ONLYCASE: PCUP 24-0006 Application Accepted By: S FosterMaterials Submitted with Application: ☐ Plans ☐ OtherTotal Pages Submitted: 1 Amount of Fee Paid: \$ 500 ☐ Cash ☐ Check Check # C.C.

**Conditional Use Permit
522 Hupp Avenue
City of Jackson, Michigan**

GENERAL INFORMATION

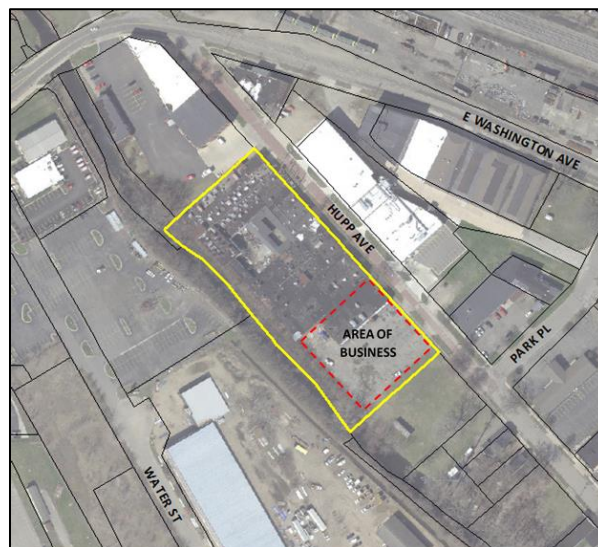
Applicant:	Gerald Smith 4820 Clark Lake Road Jackson, MI 49201
Subject Location:	522 Hupp Avenue (Parcel # 6-01450)
Received Date:	July 16, 2024
Current Zoning:	I-2, General Industrial
Action Required:	The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter. (Chapter 28)

SITE AND PROJECT DESCRIPTION

The applicant is seeking a conditional use permit for an automotive recycling business in a portion of the structure located at 522 Hupp Avenue.

The subject address is located on the southwest side of Hupp Avenue, southeast of E. Washington Avenue. The property/lot is approximately 2.9 acres and contains a 69,500 square-foot industrial structure, to the southeast of the structure is a 0.60 acre solid surface parking surface with a perimeter fence. This end of the structure and fenced area will be used for the business.

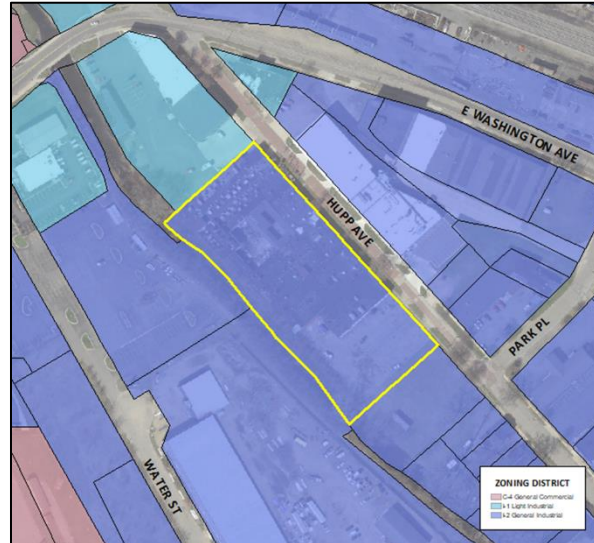
It is important to note, with the exception of removing catalytic converters, there will be no dismantling, draining of fluids, salvaging, or similar performed to any of the automobiles at the site. Automobiles purchased by the applicant or delivered to the site will remain at the site for up to fourteen (14) days until they are transported to an offsite metal recycling facility.



NEIGHBORING ZONING AND LAND USE

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

	North	South	East	West
Current Zoning	I-1, Light Industrial	I-2, General Industrial	I-2, General Industrial	I-2, General Industrial
Current Land Use	Commercial Business	Vacant	Industrial	Public Utilities/Parking



CONDITIONAL USE STANDARDS FOR RECYCLING COLLECTION CENTERS

Note: The intent of the zoning ordinance section below is directed toward traditional recycling collection centers for household items; i.e. cardboard, metals, paper, etc. However, in the spirit of ordinance, these standards will be applied to the proposed automotive recycling business. Furthermore, this site will not be open to the public for the purpose of drop-offs, salvaging of automotive parts, or the like.

Per Section 28-145(5) of the zoning ordinance, recycling collection centers is a conditional use in any commercial or industrial zoning district. The following guidelines will be considered:

- A site plan shall be submitted showing how the lighting, landscaping, and fencing requirements of this chapter shall be met.

Staff Comment: As previously mentioned, the site will not be open to the public for the purpose of drop-offs, salvaging of automotive parts, or the like; the staging of the vehicles in the existing parking area will be maintained in an orderly fashion. Furthermore, the applicant agrees to install new privacy style fencing at the perimeter of the parking/staging area.

- No materials shall be stored or deposited on the premises in such form or manner that they may be transferred off the premises by natural causes or forces. No storage of materials shall be allowed outside of the semitrailers, bins, barrels or other appropriate container.

Staff Comment: There will be no materials present that may potentially be transferred off the premises by natural causes or forces; considering the scale and nature of the proposed business, no semitrailers, bins, barrels or other containers will be utilized.

- The site shall be kept clean and free of litter and debris. Weeds shall be controlled.

Staff Comment: The applicant acknowledges the site shall be kept clean and free of litter and debris, and weeds shall be controlled.

- d. Rodents and other pests shall be controlled.

Staff Comment: The applicant acknowledges rodents and other pests shall be controlled.

- e. Activity on the site shall be at least one hundred (100) feet from any residentially zoned lot.

Staff Comment: The site is not within one hundred (100) feet of any residentially zoned lot.

- f. No burning, melting or other reclamation shall be permitted.

Staff Comment: There will be no burning, melting or other reclamation performed as part of the proposed business.

STANDARDS FOR CONDITIONAL USE APPROVAL

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

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

FINDINGS/CONCLUSION

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

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

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:

Gerald Smith
4820 Clark Lake Road
Jackson, MI 49201

Subject property location:

522 Hupp Avenue (Parcel # 6-01450)

Requested actions:

The applicant is requesting conditional use permit for recycling center in the I-2, General Industrial zoning district at the subject property.

Effect of request:

Approval of the conditional use permit will allow the applicant to operate an auto recycling business at 522 Hupp Avenue.

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

**6:00PM on August 7, 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 August 7, 2024.

Resource Center ~~and with group and/or family~~ Shelter

DRAFT – March 28, 2024
REVISIONS – May 13, 2024

Section 28-5. - Definitions.

Resource center ~~and with group and/or family~~ shelter means a building with co-located ~~where~~ supportive services such as, but not limited to, employment counseling, educational instruction, vocational training, temporary ~~habitable rooms~~sleeping units, bathing, eating, laundry facilities, and housing case management is provided to individuals, domestic family, or functional equivalent of a domestic family. A resource center with group and/or family shelter does not include alcohol and drug therapy or counseling centers, crime rehabilitation or counseling centers, halfway houses and similar uses.

Family shelter means a single family dwelling that shelters a family who are persons related by blood, marriage or adoption, or no more than four individuals occupying a dwelling unit who are committed to living together as a single housekeeping unit.

Group shelter means a structure or portion of a structure shelters multiple people of the same gender who are unrelated. In a women's shelter, this could also include a single mother with children. Group shelters are supervised at all hours that the residents are present.

Habitable(s) room means any room that meets adopted building code requirements for a habitable room, including minimum room proportions, minimum egress requirements, and minimum standards for lighting, ventilation, electricity, and public safety requirements.

Section 28-71. - Permitted and conditional uses.

Use	Zoning Districts											
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
Resource center and with group and/or family shelter	C	C	C	C		C						

Section 28-100. - Off-street parking, loading, and access design standards.

Amendment to table section titled “Dwellings and other residential uses”

Table of General Off-Street Parking Space Requirements			
Use	Range of Parking Spaces		
	Min.	Max.	Measurement
<u>Dwellings and other residential uses</u>			
<u>Resource center with group and/or family shelter</u>	<u>1.00</u>	<u>1.00</u>	<u>space for each 6 beds; plus</u>
	<u>1.00</u>	<u>1.00</u>	<u>Space per employee on maximum shift</u>

Section 28-145. - Conditional uses.

(d) *Additional development requirements for certain conditional uses.*

(15) *Resource Center ~~and with Group and/or Family~~ Shelter.* To mitigate impacts in the vicinity of residential neighborhoods, the following conditions shall be met:

a. A minimum distance of 1,000 feet shall be maintained between all resource centers with group and/or family shelters as permitted and approved by this chapter.

b. A resource center with group and/or family shelter shall not be less than 500 feet from any

religious institution, public or private school, or child daycare facility.

~~a-c.~~ Area of lot/parcel shall not be less than 0.75 acres (32,670 square-feet).

d. Building footprint of existing or new buildings shall not be less than 7,500 square-feet.

e. Site shall be within a reasonable walking distance of a public transportation (bus) stop.

~~b-f.~~ Accessory structure shall meet the standards and requirements of Section 28-120.

~~e-g.~~ A security and operations plan shall be submitted with the conditional use permit application. A security and operations plan shall include:

1. A complaint response program that identifies specific strategies and methods designed to maintain the premises in a clean and orderly condition, minimize potential conflicts with the owners/operators and uses of neighboring property, and prohibit unlawful behavior by occupants of the resource center ~~and~~ with group and/or family shelter on the site or adjacent public right of way. The community relations and complaint response program shall include at least the following elements:

i. Identify a representative of the resource center and shelter, including the representative's name, telephone number, and email, who will meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center; and

ii. A dedicated twenty-four (24) hour telephone line for the purpose of receiving complaints; ;

2. A provision requiring a representative of the resource center and shelter to meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center; ;

3. All resource centers with group and/or family shelter(s) shall require residents participate in wrap-around services which involve individual case management;

4. A plan to maintain noise levels in compliance with Chapter 17, Article IV. of this code;

5. Design requirements that ensure any areas for queuing take place within the footprint of the principal building and will not occur on any public street or sidewalk;

6. Designation of a location for smoking tobacco outdoors in conformance with state laws;

7. A provision stating that any trash strewn on the premises be collected and deposited in a trash receptacle by six o'clock (6:00) A.M. the following day, including any smoking and parking lot areas; and

~~2-8.~~ A provision stating that portable trash receptacles on the premise be emptied daily and that other receptacles be emptied at a minimum of once per week or as needed.

~~d-h.~~ The building includes windows and doors in sufficient quantities and locations that allow people inside the building to see all exterior areas of the site.

~~e-i.~~ Lighting, meeting the requirements of Section 28-109 of this Chapter, ~~is shall be~~ sufficient to illuminate building site, entrances, and access points from public streets and sidewalks to the building.

~~f-j.~~ Landscaping, meeting the requirements of Section 28-105 of this Chapter, ~~is shall be~~

arranged on the site in a manner that does not create hidden spaces or block sight lines between the building, public spaces, parking areas and landscaped areas.

~~g.k.~~ If the zoning district does not require a landscape buffer, the planning commission may establish a reasonable and appropriate landscape buffering requirements as a condition of approval.

~~h.l.~~ Parking area(s) are secured outside of daylight hours.

m. Maintenance

~~i.1.~~ The building and site are maintained free from graffiti, litter, garbage, and other items that constitute a nuisance.

~~j.2.~~ The building is maintained in good repair and all property damage is repaired in a timely manner.

~~k.3.~~ All fencing, walls, paving, walkways and other site features are maintained in good repair, and free from obstruction.

~~l.n.~~ A resource center and with group and/or family shelter, and attached or detached accessory structures, shall comply with all applicable building code and zoning ordinance regulations.

Resource Center with a Group and/or Family Shelter

DRAFT – March 28, 2024
REVISIONS – May 13, 2024

Section 28-5. - Definitions.

Resource center with group and/or family shelter means a building with co-located supportive services such as, but not limited to, employment counseling, educational instruction, vocational training, temporary habitable rooms, bathing, eating, laundry facilities, and housing case management is provided to individuals, domestic family, or functional equivalent of a domestic family. A resource center with group and/or family shelter does not include alcohol and drug therapy or counseling centers, crime rehabilitation or counseling centers, halfway houses and similar uses.

Family shelter means a single family dwelling that shelters a family who are persons related by blood, marriage or adoption, or no more than four individuals occupying a dwelling unit who are committed to living together as a single housekeeping unit.

Group shelter means a structure or portion of a structure shelters multiple people of the same gender who are unrelated. In a women's shelter, this could also include a single mother with children. Group shelters are supervised at all hours that the residents are present.

Habitable(s) room means any room that meets adopted building code requirements for a habitable room, including minimum room proportions, minimum egress requirements, and minimum standards for lighting, ventilation, electricity, and public safety requirements.

Section 28-71. - Permitted and conditional uses.

Use	Zoning Districts											
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
Resource center with group and/or family shelter	C	C	C	C		C						

Section 28-100. - Off-street parking, loading, and access design standards.

Amendment to table section titled “Dwellings and other residential uses”

Table of General Off-Street Parking Space Requirements			
Use	Range of Parking Spaces		
	Min.	Max.	Measurement
<i>Dwellings and other residential uses</i>			
Resource center with group and/or family shelter	1.00	1.00	space for each 6 beds; plus
	1.00	1.00	Space per employee on maximum shift

Section 28-145. - Conditional uses.

(d) *Additional development requirements for certain conditional uses.*

(15) *Resource Center with Group and/or Family Shelter.* To mitigate impacts in the vicinity of residential neighborhoods, the following conditions shall be met:

- A minimum distance of 1,000 feet shall be maintained between all resource centers with group and/or family shelters as permitted and approved by this chapter.
- A resource center with group and/or family shelter shall not be less than 500 feet from any

-
- religious institution, public or private school, or child daycare facility.
- c. Area of lot/parcel shall not be less than 0.75 acres (32,670 square-feet).
 - d. Building footprint of existing or new buildings shall not be less than 7,500 square-feet.
 - e. Site shall be within a reasonable walking distance of a public transportation (bus) stop.
 - f. Accessory structure shall meet the standards and requirements of Section 28-120.
 - g. A security and operations plan shall be submitted with the conditional use permit application. A security and operations plan shall include:
 - 1. A complaint response program that identifies specific strategies and methods designed to maintain the premises in a clean and orderly condition, minimize potential conflicts with the owners/operators and uses of neighboring property, and prohibit unlawful behavior by occupants of the resource center with group and/or family shelter on the site or adjacent public right of way. The community relations and complaint response program shall include at least the following elements:
 - i. Identify a representative of the resource center and shelter, including the representative's name, telephone number, and email, who will meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center; and
 - ii. A dedicated twenty-four (24) hour telephone line for the purpose of receiving complaints.
 - 2. A provision requiring a representative of the resource center and shelter to meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center;
 - 3. All resource centers with group and/or family shelter(s) shall require residents participate in wrap-around services which involve individual case management;
 - 4. A plan to maintain noise levels in compliance with Chapter 17, Article IV. of this code;
 - 5. Design requirements that ensure any areas for queuing take place within the footprint of the principal building and will not occur on any public street or sidewalk;
 - 6. Designation of a location for smoking tobacco outdoors in conformance with state laws;
 - 7. A provision stating that any trash strewn on the premises be collected and deposited in a trash receptacle by six o'clock (6:00) A.M. the following day, including any smoking and parking lot areas; and
 - 8. A provision stating that portable trash receptacles on the premise be emptied daily and that other receptacles be emptied at a minimum of once per week or as needed.
 - h. The building includes windows and doors in sufficient quantities and locations that allow people inside the building to see all exterior areas of the site.
 - i. Lighting, meeting the requirements of Section 28-109 of this Chapter, shall be sufficient to illuminate building site, entrances, and access points from public streets and sidewalks to the building.
 - j. Landscaping, meeting the requirements of Section 28-105 of this Chapter, shall be
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arranged on the site in a manner that does not create hidden spaces or block sight lines between the building, public spaces, parking areas and landscaped areas.

- k. If the zoning district does not require a landscape buffer, the planning commission may establish a reasonable and appropriate landscape buffering requirements as a condition of approval.
- l. Parking area(s) are secured outside of daylight hours.
- m. Maintenance
 - 1. The building and site are maintained free from graffiti, litter, garbage, and other items that constitute a nuisance.
 - 2. The building is maintained in good repair and all property damage is repaired in a timely manner.
 - 3. All fencing, walls, paving, walkways and other site features are maintained in good repair, and free from obstruction.
- n. A resource center with group and/or family shelter, and attached or detached accessory structures, shall comply with all applicable building code and zoning ordinance regulations.