



AGENDA – PLANNING COMMISSION MEETING

September 4, 2024

6:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Adoption of September 4, 2024 Agenda**
- IV. Minutes of the August 7, 2024 Regular Meeting**
- V. Public Comments and Communications (Non-Agenda Items)**
- VI. Consideration of Applications**
 - A. Public Hearing for Zoning Ordinance Amendments**
 - 1. Article I. – In General, Section 28-5. – Definitions. Add “Resource center with group and/or family shelter.”
 - 2. Article III. – Zoning District Regulations, Section 28-71. – Permitted and conditional uses. Add “Resource center with group and/or family shelter” as a conditional use in the R-1 through R-4 and R-6 zoning districts.
 - 3. Article IV. – Site and Building Design Standards, Section 28-100. – Off-street parking, loading, and access design standards, Subsection (c) (1) General off-street parking requirements. Add parking standards for “Resource center with group and/or family shelter” to table.
 - 4. Article V. – Development Approval Procedures, Section 28-145. – Conditional uses, Subsection (d) Additional development requirements for certain conditional uses. Add (15) Resource center with group and/or family shelter.
- VII. New Business**
- VIII. Old Business**
 - A. 625 N. State St. – Conditional Use Permit – Home Occupation/Business**
- IX. Commissioner Comments**
- X. Next Meeting Reminder October 2, 2024 at 6:00 PM**
- XI. Adjournment**



MINUTES – PLANNING COMMISSION MEETING

August 7, 2024
6:00 PM

MEMBERS PRESENT: Chelsea Poole, Clyde Mauldin, Jonathan Greene, Dave Hammontree, and Connor Wood

MEMBERS EXCUSED: Daniel Mahoney, James Johnson, and Sarah Saucedo

STAFF ABSENT: Chris Atkin, Director of Planning

I. Call to Order

Acting Chairperson Poole called the meeting to order at 6:01 pm.

II. Roll Call

III. Adoption of the August 7, 2024 Agenda

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

Motion passed 5-0 by voice vote.

IV. Minutes of the May 1, 2024 Regular Meeting

Commissioner Greene motioned to approve the May 1, 2024 minutes as presented. Support from Commissioner Wood.

Motion passed 5-0 by voice vote.

V. Public Comment and Correspondence

No correspondence received by staff.

VI. Consideration of Applications

A. 604 and 612 Page Ave. – Zoning Map Amendment – C-4, General Commercial to R-4, One-Family Residential

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.

Acting Chairperson Poole opened the public hearing at 6:06 pm.

APPLICANT/PUBLIC COMMENTS

None.

Acting Chairperson Poole closed the public hearing at 6:06 pm.

COMMISSIONER COMMENTS

Commissioner Poole stated she was pleased with the potential of additional residential space.

Commissioner Hammontree asked if the applicant owns other property in the City.

Commissioner Mauldin stated the proposed zoning designation and use is consistent with the Masterplan and Future Land Use.

Commissioner Greene motioned to recommend to City Council approval of the zoning map amendment request to rezone 604 Page Ave. (Parcel # 6-07520) and 612 Page Ave. (Parcel # 6-07530) from C-4, General Commercial to R-4, One-Family Residential, based on the following findings:

- 1. The proposed zoning designation is consistent with the 2016 Master Plan;*
- 2. The proposed zoning designation is consistent with surrounding zoning designations;*
- 3. The proposed zoning designation will not be out of character with the surrounding area; and*
- 4. 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.*

Support from Commissioner Wood.

Motion passed 5-0 by roll call vote.

B. 625 N. State St. – Conditional Use Permit – Home Occupation/Business

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 5-0 by voice vote.

Acting Chairperson Poole opened the public hearing at 6:11 pm.

APPLICANT/PUBLIC COMMENTS

Janet Parker, pet grooming business owner in the City, in a commercial district, stated she was opposed to the conditional use permit request, it will put her at a financial disadvantage because of rent payments and overhead. She also stated that, at one time, she approached the City about the same type of home business/occupation and was told it would not be permitted and she would need to find commercial space.

Acting Chairperson Poole closed the public hearing at 6:12 pm.

COMMISSIONER COMMENTS

Commissioner Mauldin stated he was cautious to make a decision because he has questions and the applicant is not present to provide answers.

Commissioner Greene motioned to postpone the conditional use permit request for a home occupation/business to operate a pet grooming business at 625 N. State St. until September 4, 2024 for the following reason:

- 1. Absence of the applicant.*

Support from Commissioner Wood.

Motion passed 5-0 by roll call vote.

C. 1021 S. Milwaukee St. – Conditional Use Permit – Ministry Hub
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 Mauldin.

Motion passed 5-0 by voice vote.

Acting Chairperson Poole opened the public hearing at 6:20 pm.

APPLICANT/PUBLIC COMMENTS

Wilma Kelly (owner of 1014, 1100, 1104, and 1101 S. Milwaukee St.), Joseph Long (resident of 1100 S. Milwaukee St.), and Rocky Hester (1027 Martin St.) spoke in opposition to Jackson Free Methodist Church's (the Church) conditional use permit request. A summary of concerns mentioned most are as follows:

- Uncharacteristic with the neighborhood;
- Increased traffic volume;
- On-street parking;
- Possible conflicts;
- Noise; and
- General disruption.

Members of the public inquired about the following:

- Will Chalet Terrace continue operating their programs?
- Does the Church operate other hubs in the area?
- Did they look into other sites more suitable prior to purchasing 1021 S. Milwaukee St.?
- What are the Church's goals of the hub and activities offered?
- How with the goals of the hub and activities offered be different than other area programs?

The applicant, Brett Hall, and other representatives of the Church, spoke about the proposed use and the programs to be offered, how the property will be maintained and secured, the individuals whom will reside at the property, involvement with/at Chalet Terrace and organizations they are currently involved with, and goals of the ministry hub.

Angelica Fancher, 1010 S. Milwaukee, spoke in favor of the conditional use permit request, offered additional off-street parking for/during ministry hub events, possibly opening a women's center at her residence, and her employment with Chalet Terrace and involvement with the children's programs offered by the ministry hub.

Additional conversation and comments ensued.

Acting Chairperson Poole closed the public hearing at 6:43 pm.

COMMISSIONER COMMENTS

Commissioner Mauldin asked if the individuals whom will be living there are employees of the Church.

The applicant stated they will be there to supervise the activities and programs.

Commissioner Wood asked if current programs at Chalet Terrace would continue at Chalet Terrace; does the Church have similar hubs in the area; if forty (40) people attend an event at the site, has the load rating of the main floor be established; what is the legal relationship of the tenants to the Church; and if the Church has contacted the owner of the vacant lot to the south about purchasing?

The applicant stated the programs at Chalet Terrace will continue at Chalet Terrace with smaller programs at the hub; they offer mobile grocery services at Reed Manor and they currently have no stationary hubs; the tenants are volunteers, per se; and the owner of the vacant lot to the south is not interested in selling.

Commissioner Mauldin stated he is supportive of the programs and activities the Church is currently providing, however, the R-1 zoning district should be treated and preserved as single-family residential use.

Commissioner Poole agreed with Commissioner Mauldin's comment and noted the surrounding uses are single-family residential.

Commissioner Hammontree commented about the applicants failure of due diligence prior to purchasing the property for the proposed use but the type of proposed programs and activities at the site, and Chalet Terrace, are not characteristic of residential use.

Commissioner Greene agreed with Commissioner Mauldin's comment regarding the R-1 zoning district should be treated and preserved as single-family residential use, and the use does not fit.

Commissioner Mauldin motioned to deny the conditional use permit request to operate a Ministry Hub at 1021 S. Milwaukee St. based on the following based on the following findings:

- 1. Disruptive to the neighborhood;*
- 2. Negative impact to surrounding properties;*
- 3. Uncharacteristic of surrounding uses and neighborhood.*

Support from Commissioner Hammontree.

Motion passed 5-0 by roll call vote.

D. 522 Hupp Ave. – Conditional Use Permit – Automotive Recycling

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 5-0 by voice vote.

Acting Chairperson Poole opened the public hearing at 7:36 pm.

APPLICANT/PUBLIC COMMENTS

Joe Miller, owner of Air Hydraulics, stated he has concerns with the proposed use and is not in favor of the condition use permit request.

Gerald Smith, applicant, provided the members additional information, addressed Mr. Millers concerns, and stated he is/has been working toward cleaning up the property.

Acting Chairperson Poole closed the public hearing at 7:49 pm.

COMMISSIONER COMMENTS

Commissioner Poole the applicant when the property came to his control.

The applicant stated he is a co-leaser and is currently trying to have the business partner removed from the lease; the current tenant is removing items from the property.

Commission Mauldin asked what the maximum number of vehicles staged at one time on the property is/will be.

The applicant estimated 20 to 30 vehicles.

Commissioner Greene motioned to approve with conditions the conditional use permit request to operate an Automotive Recycling business in the southern section of the building and parking area at 522 Hupp Ave. with the following conditions:

1. *Installation of a new privacy style fencing at the perimeter of the parking/staging area.*

Support from Commissioner Wood.

Motion passed 5-0 by roll call vote.

VII. New Business

None.

VIII. Old Business

A. Review of Bylaws

B. Resource Center and Shelter Ordinance

*Commissioner Wood motioned to direct staff to set a public hearing for September 4, 2024.
Support from Commissioner Greene.*

Motion passed 5-0 by voice vote.

IX. Commissioner Comment

X. Next Meeting Reminder

Acting Chairperson Poole reminded members the next regular PC meeting is September 4, 2024.

XI. Adjournment

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

Motion passed 5-0 by voice vote.

Acting Chairperson Poole adjourned the meeting at 8:01 pm.

Respectfully,



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

Resource Center ~~and with group and/or family~~ Shelter **(RED LINE DRAFT)**

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 roomssleeping 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”

<u>Table of General Off-Street Parking Space Requirements</u>			
<u>Use</u>	<u>Range of Parking Spaces</u>		
	<u>Min.</u>	<u>Max.</u>	<u>Measurement</u>
<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.i.~~ 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

(CLEAN DRAFT)

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. 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.

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- 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.
 - 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.
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- j. Landscaping, meeting the requirements of Section 28-105 of this Chapter, 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.
 - 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.

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 consider a text amendments to Chapter 28 of the zoning ordinance.

Article I. – In General, Section 28-5. – Definitions. Add “Resource center with group and/or family shelter.”

Article III. – Zoning District Regulations, Section 28-71. – Permitted and conditional uses. Add “Resource center with group and/or family shelter” as a conditional use in the R-1 through R-4 and R-6 zoning districts.

Article IV. – Site and Building Design Standards, Section 28-100. – Off-street parking, loading, and access design standards, Subsection (c) (1) General off-street parking requirements. Add parking standards for “Resource center with group and/or family shelter” to table.

Article V. – Development Approval Procedures, Section 28-145. – Conditional uses, Subsection (d) Additional development requirements for certain conditional uses. Add (15) Resource center with group and/or family shelter.

YOU ARE FURTHER NOTIFIED that the City of Jackson will hear all oral and written objections and comments regarding the text amendment to Chapter 28 requests at:

**6:00PM on September 4, 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 September 4, 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

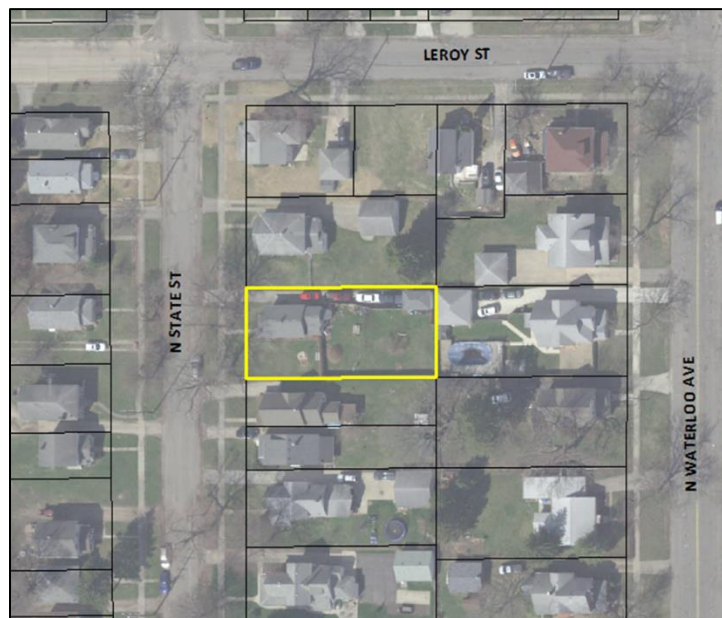
Applicant:	Michael Gilbert 625 N. State Street Jackson, MI 49202
Subject Location:	625 N. State St. (Parcel # 8-14520)
Received Date:	June 12, 2024
Current Zoning:	R-1, One Family Residential
Action Required:	The city planning commission shall hear and make determinations regarding applications for conditional 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.

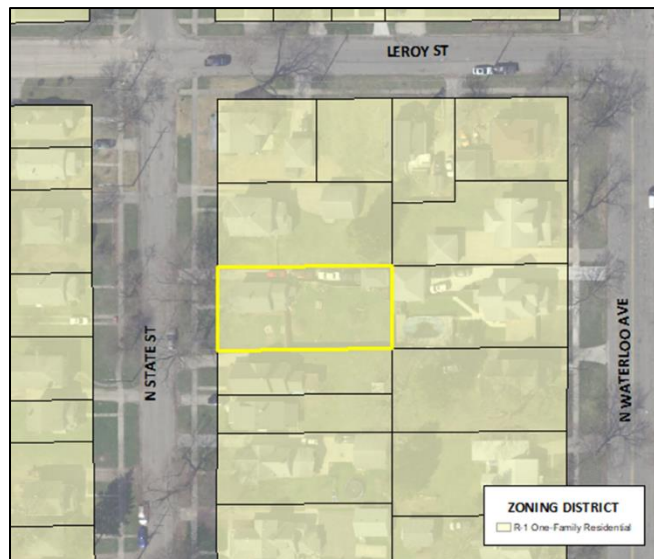




NEIGHBORING ZONING AND LAND USE

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

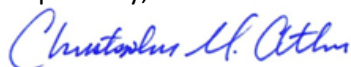
Per Section 28-145(b) *Standards on which decisions will be based*. The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

- (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.