



AGENDA – PLANNING COMMISSION MEETING

December 4, 2024

6:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Adoption of December 4, 2024 Agenda**
- IV. Minutes of the September 4, 2024 Regular Meeting**
- V. Public Comments and Communications (Non-Agenda Items)**
- VI. Consideration of Applications**
 - A. Public Hearing for 127 W. Wesley St. – Conditional Use Permit – Child Care Center**
- VII. New Business**
 - A. Adoption of 2025 Meeting Calendar**
- VIII. Old Business**
- IX. Commissioner Comments**
- X. Next Meeting Reminder January 8, 2025 at 6:00 PM – Second Wednesday of the Month**
- XI. Adjournment**



MINUTES – PLANNING COMMISSION MEETING

September 4, 2024

6:00 PM

PRESENT: Chelsea Poole, Clyde Mauldin, James Johnson, Dave Hammontree, and Sarah Saucedo

EXCUSED: Jonathan Greene, Connor Wood, and Daniel Mahoney

STAFF: Chris Atkin

I. Call to Order

Chairperson Johnson called the meeting to order at 6:04 pm.

II. Roll Call

III. Adoption of Agenda

Commissioner Hammontree motioned to approve the agenda as presented. Support from Commissioner Mauldin.

Motion passed 5-0 by voice vote.

IV. Consideration of the August 7, 2024 Planning Commission Meeting Minutes

Commissioner Hammontree motioned to approve the minutes as presented. Support from Commissioner Maudlin.

Motion passed 5-0 by voice vote.

V. Public Comment and Correspondence

None

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.

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

Motion passed 5-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:07 pm.

APPLICANT/PUBLIC COMMENTS

No public comments.

Chairperson Johnson closed the public hearing at 6:07 pm.

COMMISSIONER COMMENTS

No commissioner comments.

Commissioner Saucedo motioned to recommend approval to City Council the proposed zoning ordinance text amendment(s) to 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; and 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. Support from Commissioner Hammontree.

Motion passed 5-0 by roll call vote.

VII. New Business

No new business.

VIII. Old Business

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

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

Motion passed 5-0 by voice vote.

Chairperson Johnson opened the public hearing at 6:14 pm.

APPLICANT/PUBLIC COMMENTS

No public comments.

Chairperson Johnson closed the public hearing at 6:14 pm.

COMMISSIONER COMMENTS

Commissioner Mauldin inquired about if/how the applicant was contacted for the August 7, 2024 planning commission meeting and if/how the applicant was contacted for the current (September 4, 2024) planning commission meeting.

Staff informed the members the applicant received the public hearing notice, the staff report, and agenda for the August 7, 2024 meeting. Additionally, on August 27, 2024, the applicant was sent an email, with an attached letter, informing them they, or a representative, are required to be present at the September 4, 2024 planning commission meeting. The applicant was mailed, via First-Class, same letter that was attached in the email.

Commissioner Poole commented a possibility that a reason the applicant has not appeared for two (2) public hearings may be due to a personal matter they encountered.

Staff stated there has not been any communication received from the applicant and the commission have the options of postponing the public hearing until October 2, 2024 or denying the application for failure to appear. However, if denied, zoning ordinance states when an application for a conditional use is denied, such application shall not be resubmitted for at least one (1) year from the date of the denial, unless it is established to the satisfaction of the city planning commission that there has been a material change in circumstances.

Commissioner Mauldin motioned to deny the conditional use permit request to operate a pet grooming business at 625 N. State St. (Parcel # 8-14520) due to the applicant's failure to appear for the August 7, 2024 public hearing and the September 4, 2024 public hearing. Support from Commissioner Hammontree.

Motion passed 5-0 by roll call vote.

IX. Commissioner Comments

Commissioner Poole inquired about building design standards for new development.

Commissioner Johnson apologized for not being able to attend the August 7, 2024 meeting and thanked Commissioner Poole for filling in as Acting Chairperson.

Commissioner Poole and Commissioner Saucedo informed the members they will not be available for the October 2, 2024 planning commission meeting.

X. Next Meeting Reminder

Chairperson Johnson reminded members the next regular PC meeting will be October 2, 2024.

XI. Adjournment

Commissioner Mauldin motioned to adjourn the meeting. Support from Commissioner Hammontree.

Motion passed 5-0 by voice vote.

Chairperson Johnson adjourned the meeting at 6:22 pm.

Respectfully,



Christopher M. Atkin
Planning Director/Zoning Administrator

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By fw

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 | ☐ Radio and Television Broadcasting Studio | ☐ Self-Service Storage Facility |

APPLICANT

Name: Megan Hunt, Jackson YMCA
Address: 127 W. Wesley St.
City: Jackson State: MI Zip: 49201
Phone: (517) 782-0537
Email: megan@jacksonymca.org

PROPERTY OWNER ☐ Same as applicant

Name: Scott McIntosh
Address: 1177 Lexington Blvd.
City: Jackson State: MI Zip: 49201
Phone: (517) 414-5623
Email: scott.mcintosh@cmsenergy.com

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: 4-P08D-1
Address: 127 West Wesley St.
City: Jackson State: MI Zip: 49201
Nearest Intersection: Wesley St. & Mechanic

Current Zoning Designation: 1-2 General Industrial /
Current Use: ☐ Residential ☒ Commercial C-3 Central
☐ Industrial ☐ Mixed Commercial

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): After completing the renovation project at the Jackson YMCA, we plan to expand our programming to include licensed child care for preschool & school-age children.

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.

Megan Hunt
Signature of Applicant

9/19/24
Date

[Signature]
Signature of Owner
(If different than applicant)

10/17/24
Date

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

OFFICE USE ONLY	
CASE: <u>FCUP 24-0007</u>	Application Accepted By: <u>RW</u>
Materials Submitted with Application: ☒ Plans ☐ Other	
Total Pages Submitted: <u>2</u> Amount of Fee Paid: \$ <u>500</u> ☐ Cash ☒ Check Check #: _____	

November 26, 2024

**Conditional Use Permit
127 W. Wesley Street
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant: Megan Hunt on behalf of Jackson YMCA
127 W. Wesley St.
Jackson, MI 49201

Subject Location: 127 W. Wesley St. (Parcel #4-0080.1)

Received Date: November 4, 2024

Current Zoning: C-3, Central Commercial (north) R-4, High Density Apartment and Office (south)

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

SITE/PROPERTY DESCRIPTION

The 1.32 acre site, current home of Jackson YMCA, is located between W. Wesley St. and W. Franklin St. The applicant is seeking a conditional use permit for a child care facility to be operated within the existing ±35,000 square-foot structure.

The proposed child care center will occupy approximately 1,200 square-feet of floor space; an indoor play area and off-street parking are provided.

The proposed child care center will accommodate pre-school and school age children.

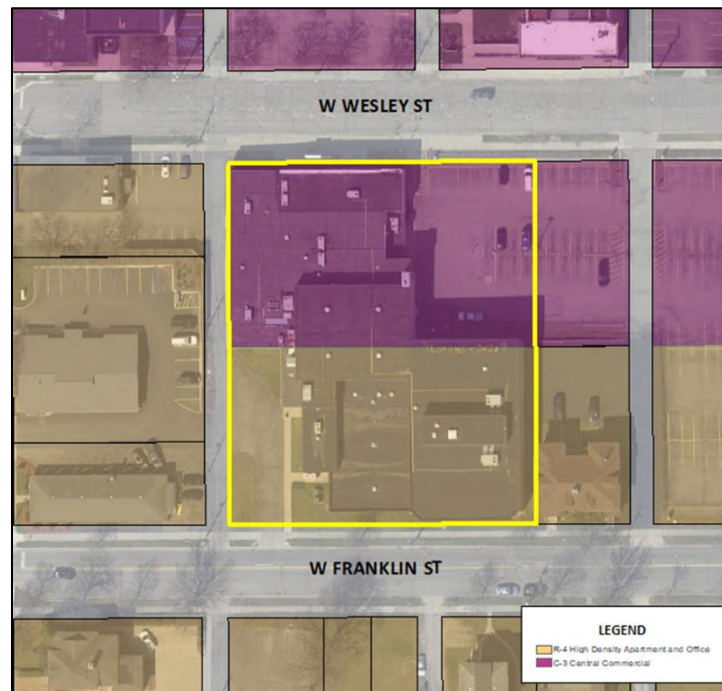
Per Section 28-71 of the zoning ordinance, child care centers are permitted as a conditional use in the C-3, Central Commercial and R-4, High Density Apartment and Office zoning districts.



NEIGHBORING ZONING AND LAND USE

All subject property is currently zoned C-3, Central Commercial (north) R-4, High Density Apartment and Office (south), the table below identifies the surrounding zoning designations and current land uses.

	North	South	East	West
Zoning	C-3, Central Commercial	R-4, High Density Apartment and Office	C-3, Central Commercial/ R-4, High Density Apartment and Office	C-3, Central Commercial/ R-4, High Density Apartment and Office
Land Use	Commercial/Parking	Residential/Office	Office	Parking



STANDARDS FOR CHILD CARE CENTERS

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

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

Staff Comment: *The proposed child care center will be conducted within the existing structure; an outdoor play area is not designated, however, indoor play area is provided.*

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

Staff Comment: *The proposed use is secondary to the primary use and within an existing large structure; the portion of the property/building with the R-4, High Density Apartment and Office zoning designation is greater than fifty (50) feet from the properties west and south. The properties west are owned by Jackson YMCA.*

Items to Address: *Applicant to confirm if an outdoor play area will be provided.*

CONDITIONAL USE STANDARDS

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

- (1) Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.
- (2) Compatibility with the existing and future land use patterns.
- (3) Effect on the health, safety, convenience, or general welfare of persons residing or working in the vicinity. To evaluate the use, the planning commission shall consider the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures.
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading.
 - c. The safeguards used to prevent noxious or offensive emissions such as noise, glare, dust and odor.
 - d. The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.
 - e. Any other pertinent factors.
- (4) Ability of the use to be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- (5) Availability of essential public facilities and services, such as: streets, police and fire protection, drainage, refuse disposal. The persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.
- (6) *For legal nonconformities only.* When reviewing a conditional use permit application for a nonconforming building, structure, or use, the planning commission must also consider the following standards together with such relevant facts and circumstances identified during the public hearing:
 - a. Whether restoration, reconstruction, substitution, and/or expansion would serve a useful purpose, or whether a useful purpose would be served by pursuing strict enforcement and application of the provisions and requirements of this article.
 - b. Whether the development and/or use of property in the surrounding area has materially changed in relation to the condition which existed when the use or structure was established, with the result that a continuation of the use or structure would be offensive to the area.

FINDINGS

We recommend approval of the conditional use permit request for a child care center at 127 W. Wesley Street with the following condition:

1. Applicant to confirm if an outdoor play area will be provided.

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

Respectfully,



Christopher M. Atkins
Planning Director, City of Jackson

cc: Applicant

From: [Samuel Tomlin](#)
To: [Chris Atkin](#)
Subject: 127 w wesley st. parcel#4-0080.1 / Permit for Child Care Center
Date: Tuesday, November 26, 2024 12:17:17 PM

Samuel Tomlin
109 W Franklin Street
Jackson MI 49201

517-257-7470

In response to the request for the permit for a child care center at the YMCA. It's my personal opinion that it will be heavily congested and cause a strain on already bad traffic that has been happening on Franklin street ever since the YMCA has started renovations.

Having a daycare at that location is a phenomenal idea. Traffic and Parking is gonna be an issue for the residents that already live there.

The YMCA parking lot looks Great. But their customers aren't going to park in it. They are gonna park on Franklin street and cross the street to use that entrance (because it's closer). I've already seen an uptick in accidents on Franklin and Mechanic, I've seen people walk right out in front of cars. When Franklin street is lined with on street parking, you can't see people walk out on the street, coming in between those cars.

Is the entrance on Franklin street going to be eliminated? Are there going to be speed bumps installed? Is the area going to have a crosswalk? Crossing lights? Crossing Guard?
What about metered parking? People have parking included in their gym membership but they will park on the street and walk over. (because it's closer). If they are gonna park there and break the law by staying parked far more than 2 hours, then why not feed the meter while they are doing it?

Child care is extremely expensive, are the residents that live in the surrounding vicinity going to benefit from this day care? Close residents should be able to receive free day care, or at the least receive day care at a discounted rate.

PLEASE DO SOMETHING ABOUT THE PARKING AND HOW FAST PEOPLE KEEP
FLYING DOWN FRANKLIN STREET. SOMEBODY IS GOING TO GET HURT

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:

Megan Hunt on behalf of YMCA
127 W. Wesley St.
Jackson, MI 49201

Subject property location:

127 W. Wesley St. (Parcel # 4-0080.1)

Requested action:

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

Effect of request:

Approval of the conditional use permit will allow the applicant to operate a child care center within the existing structure at the subject property.

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 December 04, 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 the Community Development Department at 517-788-4060 or catkin@cityofjackson.org with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI 49201, c/o Chris Atkin. All comments and/or questions must be received no later than 5:00PM on December 4, 2024.

CITY OF JACKSON PLANNING COMMISSION 2025 MEETING DATES & APPLICATION SUBMITTAL DEADLINES

The City of Jackson Planning Commission meets the first (1st) Wednesday of each month unless noted below. Meetings begin at 6:00pm and are conducted in the Council Chamber on the 2nd Floor at Jackson City Hall, 161 W. Michigan Avenue.

Meeting Date

January 8*
February 5
March 5
April 2
May 7
June 4
July 2
August 6
September 3
October 1
November 5
December 3
January 7, 2026

Application Deadline

December 4, 2024
January 2
February 5
March 5
April 2
May 7
June 4
July 2
August 6
September 3
October 1
November 5
December 3, 2025

*Second (2nd) Wednesday of January
