



## **PLANNING COMMISSION**

**Wednesday, October 1, 2025 at 6:00 PM**

**City Hall, 10th Floor Conference Room**

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ADOPTION OF AGENDA OCTOBER 1, 2025**

**4. APPROVAL OF MINUTES**

A. **Minutes of August 6, 2025, Regular Meeting**

**5. CITIZEN COMMENTS (NON-AGENDA ITEMS)**

(3-Minute Limit)

**6. CONSIDERATION OF APPLICATION**

A. A. Conditional use permit for a home occupation business is located at 740 W Washington Ave (parcel # 3-026800000).

**7. NEW BUSINESS**

A. A. Recommendation from the Commission with support to start the Master Planning process.

**8. OLD BUSINESS**

**9. COMMISSIONER COMMENTS**

**10. NEXT MEETING REMINDER NOVEMBER 5, 2025, AT 6:00 PM**

## 11. ADJOURNMENT

## MINUTES – PLANNING COMMISSION MEETING

August 6, 2025

6:00 PM

MEMBERS PRESENT: Conner Wood, James Johnson, Dave Hammontree, Clyde Mauldin, Jonathan Greene, and Chealse Poole

MEMBERS EXCUSED: Daniel Mahoney, Sarah Saucedo

STAFF PRESENT: John O'Connor, Cory Mays

**I. Call to Order**

*Chairperson Johnson called the meeting to order at 6:02pm.*

**II. Roll Call**

**III. Adoption of Agenda**

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

**Motion passed by voice vote.**

**IV. Consideration of April 21, 2025, Planning Commission Meeting Minutes**

Commissioner Wood motioned to approve the minutes as presented. Support from Commissioner Mauldin.

**Motion passed by voice vote. Commissioner Poole Abstained.**

**V. Public Comment and Correspondence**

**None**

**VI. Consideration of Applications**

**A.** A request for Conditional use permit to operate a resource center and family shelter located at 305 W. Wesley St. and 414 S Blackstone St

Staff provided information regarding the conditional use permit, at the request of Chairperson Johnson. Staff recommended to approve

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

**Motion passed by voice vote.**

Chairperson opened the public hearing at 6:06 pm.

***APPLICANT/PUBLIC COMMENTS***

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1. Covell: 2-story, 8,500 SQ ft A. Jason per floor, 52 beds. Spoke in support of the project.
  2. Steve Castle Thanks for the support, 50<sup>th</sup> anniversary this year, currently at 76 beds.

Commission Hammontree made motion to close public hearing, supported by Commissioner Wood.

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

**COMMISSIONER COMMENTS**

Commissioners made comments

**Motion to approve the conditional use permit**

Commissioner Wood motioned to approve conditional use permit for Family shelter and resource center located at 305 W Wesley Street and 414 S Blackstone Street, with 2 staff recommendations. Support from Commissioner Hammontree.

PC Member	Yes	No	Abstain
Conner Wood	x		
Chelsea Poole	x		
Clyde Mauldin	x		
James Johnson	x		
Jonathan Greene	x		
David Hammontree	x		

**Motion passed unanimously by voice vote.**

**B. Request for conditional use permit for a community garden located at 1127 Plymouth Street**

Staff provided information regarding the conditional use permit for community garden, at the request of Chairperson Johnson. Staff recommended approving the conditional use permit.

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

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**COMMISSIONER COMMENTS**

Commissioner Poole questioned if all community gardens throughout the community are being held to the same standards based on ordinance. Commissioner Wood asked if chain-link fence would be allowed. Staff provided options regarding fencing.

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

Chairperson opened the public hearing at 6:26 pm.

*Chairperson opened the public hearing at 6:06 pm.*

**APPLICANT/PUBLIC COMMENTS**

1. Pastor James Hines described the evolution of the garden, His work, youth volunteers, and reasons for fencing garden and support of community garden
2. Freddy Dancy requested a conditional use allowance of chain-link fencing at the location of community garden.

Commission Wood made motion to close public hearing, supported by Commissioner Hammontree.

Chairperson Johnson closed the public hearing at 6:35 pm.

**Motion to approve the conditional use permit**

Commissioner Wood made motion to approve conditional use permit, with conditions listed in staff report, supported by Commissioner Hammontree.

<b>PC Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Conner Wood	x		
Chelsea Poole	x		
Clyde Mauldin	x		
James Johnson	x		
Jonathan Greene	x		
David Hammontree	x		

**Motion passed unanimously by voice vote.**

**C.** Map Amendment Rezone: 223 W Biddle

**D.** Map Amendment Rezone: 225 W Biddle

**E.** Map Amendment Rezone: 229 W Biddle

Staff provided information regarding the rezoning of contiguous parcels. Desire to make all parcels C-2 Zoning

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Commissioner Wood motioned to enter all 3 staff reports and recommendations into record as if read in whole, support by Commissioner Hammontree.

Chairperson opened the public hearing at 6:49 pm.

*Commissioner Wood made amotion to recommend to City Council, the staff recommendation regarding the map amendmets of 223, 225, 229 W Biddle to be rezoned as C-2 Community Commercial.*

PC Member	Yes	No	Abstain
Conner Wood	x		
Chelsea Poole	x		
Clyde Mauldin	x		
James Johnson	x		
Jonathan Greene	x		
David Hammontree	x		

**Motion passed unanimously by voice vote.**

**VII. New Business**

**A.** Master Plan starter discussion and introduction by Cory Mays. Question and comments from the Planning Commission.

**VIII. Old Business**

None

**IX. Commissioner Comments**

Commissioner Green: excited to engage in the master planning process and looks forward to engaging with the community.

Commissioner Hammontree: Thanks for a good meeting.

Commissioner Wood: Will be absent from the next meeting.

Commissioner Mauldin: No comments.

Chairman Johnson: was excited to see shelter expansion, excited to see the robust Lilly Baptist Garden.

Commissioner Poole: Appreciated the conversation surrounding Community Gardens.

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**X. Next Meeting Reminder**

Chairperson Johnson reminded members of the next regular PC meeting which is September 3, 2025.

**XI. Adjournment**

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

**Motion passed 5-0 by voice vote.**

*Chairperson Johnson adjourned the meeting at 6:47 pm.*

Respectfully,

R. John O'Connor

Planning Director/Zoning Administrator



## Conditional Use Permit 740 Washington Ave. City of Jackson, Michigan

### GENERAL INFORMATION

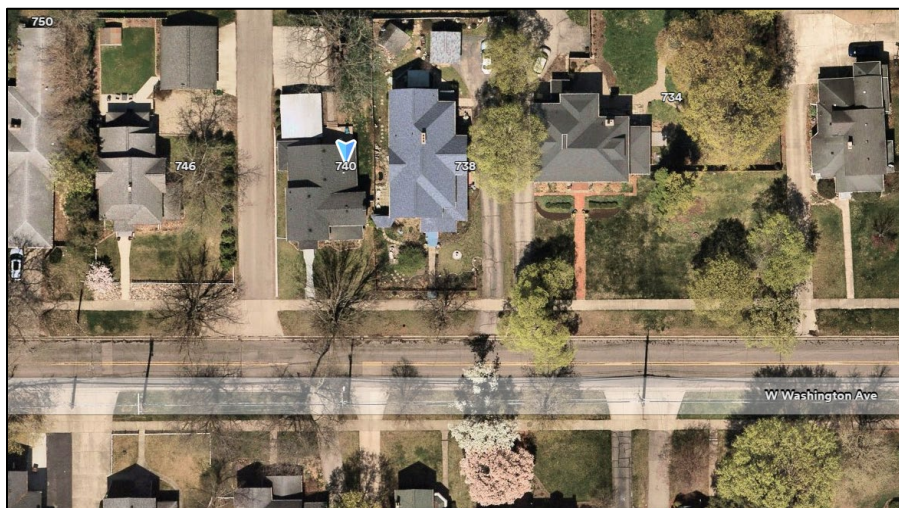
<b>Applicant:</b>	Lucky Dog Pet Care/ Karmen Bernard 740 W Washington Ave Jackson, MI 49201
<b>Subject Location:</b>	740 W Washington Ave (Parcel # 3-026800000)
<b>Received Date:</b>	September 3, 2025
<b>Current Zoning:</b>	R-2, One and Two Family Residential
<b>Action Required:</b>	The city planning 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 740 W Washington Ave. This business operates by appointment only. Owner did provide hours of operation of 9am- 5pm and the number of clients/dogs per week at 20 grooming's.

The subject address is located on the North side of W. Washington Ave. and West of Fourth St. The property/lot is approximately 0.14 acres and contains a 1721 square-foot single-family residential structure with an approximately 400 square-foot detached accessory structure (carport).

Home occupations are permitted as a conditional use in the R-2, One and Two-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
<b>Current Zoning</b>	R-4, Higg Density Apartments and Office	R-2, One and Two Family Res.	R-2, One and Two Family Res.	R-4, Higg Density Apartments and Office
<b>Current Land Use</b>	Religious	Residential	Residential	Religious



**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 applicant indicates a pet relief area in rear yard (drawing provided by applicant).

- 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:** Applicant stated that the only exterior use would be in pet relief area.

- 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 applicant stated she will operate from 9am- 5pm with approximately 20 dogs groomed per week.

- 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 and carport (4.5 spaces) are available.

- 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 may be offensive odor (based on the noted outdoor pet relief area), noticeable at or beyond the property line. Applicants stated that they have hired the company Dog Log for feces removal. The removal occurs every Thursday. Based on the Applicants statement of 20 dogs per week I believe the removal of feces should happen much more frequently.

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- 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 indicated that her laundry room is being utilized and is 180 Square feet.

- 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,

  
R. John O'Connor  
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:**

Lucky Dog Pet Care/ Karmen Benard  
740 W. Washington Ave.  
Jackson, MI 49201

**Subject property location:**

740 W. Washington Ave.  
(Parcel #3-026800000)

**Request:**

The applicant is requesting conditional use permit for a pet grooming business.

**Effect of request:**

Approval of the conditional use permit will allow the applicant to operate a pet grooming business at 740 W. Washington Ave.

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

**6:00PM on October 1, 2025 in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

Reasonable accommodations for individuals with disabilities will be made if notification is received ten (10) days prior to the public hearing.

If you are interested in this request you may attend the public hearing or contact John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@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 October 1, 2025.

**NOTICE OF PUBLIC HEARING**

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**Applicant:**

Lucky Dog Pet Care  
740 W Washington Ave.  
Jackson, MI 49201

**Subject property location:**

740 W Washington Ave.  
(Parcel #3-026800000)

**Request:**

The applicant is requesting conditional use permit for a pet grooming business in the R-2 Zoning District (One and Two Family Residential).



**Effect of request:**

Approval of the conditional use permit will allow the applicant to operate a pet grooming business at 740 W Washington Ave.

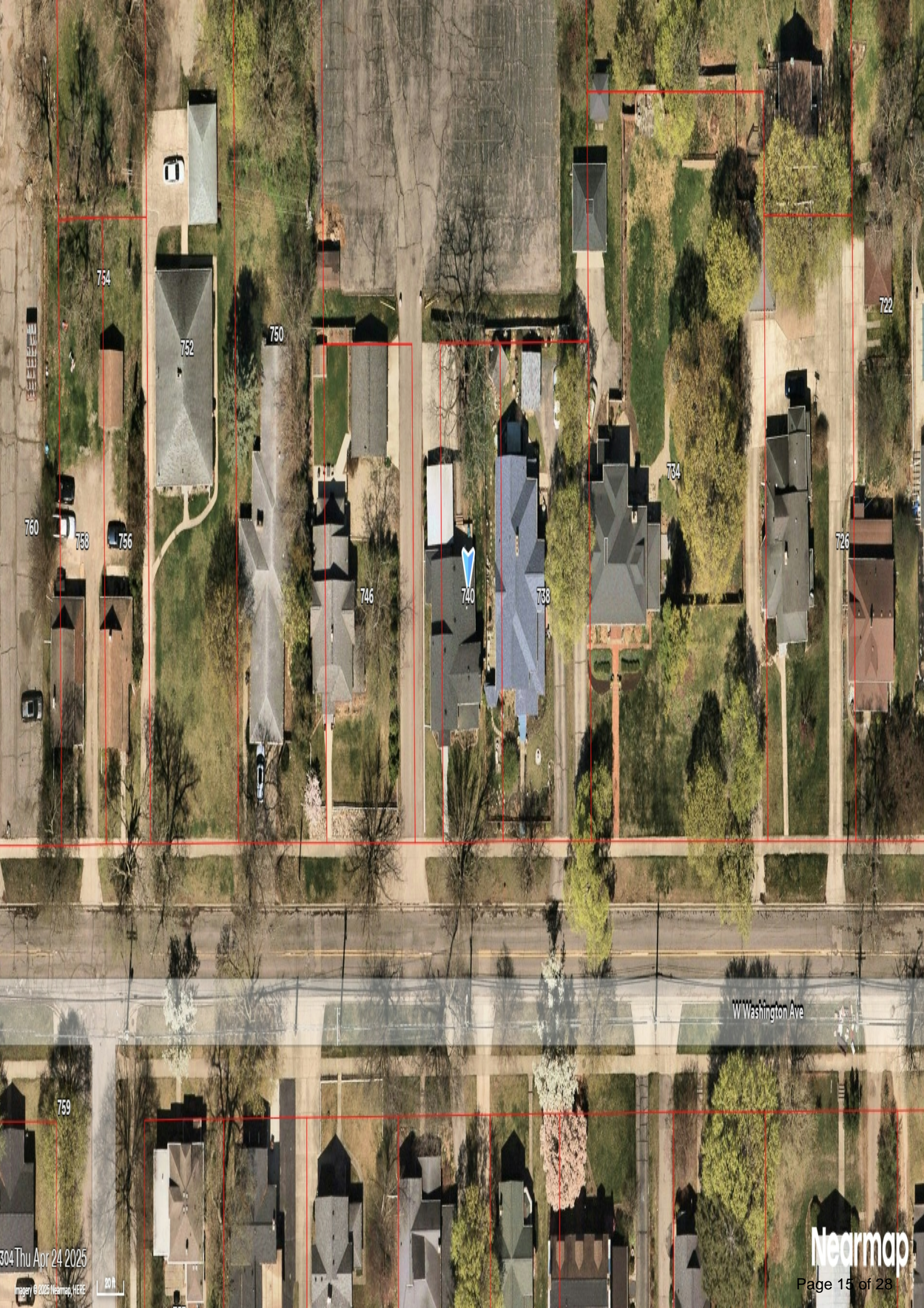
**YOU ARE FURTHER NOTIFIED** that the City of Jackson will hear all oral and written comments regarding the proposed conditional use permit request at:

**6:00PM on October 1, 2025, in  
City Hall Council Chambers, 2<sup>nd</sup> Floor  
161 W. Michigan Avenue  
Jackson, MI 49201**

You received this notice because you own or occupy property within three hundred (300) feet of the property above outlined in yellow. **If you are not the applicant, you are not required to attend the public hearing or respond to this notice.**

Reasonable 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 John O'Connor at 517-768-6426 or joconnor@cityofjackson.org with comments. Written comments may be mail to 161 W. Michigan Avenue, Jackson, MI 49201, c/o John O'Connor. All comments and/or questions must be received no later than 5:00PM on October 1, 2025.



760

768

754

756

752

750

746

740

738

734

726

722

W Washington Ave

759



**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**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Automobile Service Station | <input type="checkbox"/> Religious Institution                    | <input type="checkbox"/> Recycling Center              |
| <input type="checkbox"/> Auto Wash                  | <input checked="" type="checkbox"/> Home Occupation               | <input type="checkbox"/> Resource Center               |
| <input type="checkbox"/> Billboard                  | <input type="checkbox"/> Off-Street Parking (R-3 & R-4 Only)      | <input type="checkbox"/> School                        |
| <input type="checkbox"/> Child Care Center          | <input type="checkbox"/> Radio and Television Broadcasting Studio | <input type="checkbox"/> Self-Service Storage Facility |

**APPLICANT**

Name: Lucky Dog Pet Care (Karmen Bernsd)  
Address: 740 W Washington Ave  
City: Jackson State: MI Zip: 49201  
Phone: (517) 745-4101  
Email: Karmenruth@icloud.com

**PROPERTY OWNER**  Same as applicant

Name: 740 W Washington Ave. LLC  
Address: 761 W. Michigan Ave.  
City: Jackson State: MI Zip: 49201  
Phone: (517) 782-7188  
Email: admin@thinkorange.door.com

**ADDRESS SUBJECT TO CONDITIONAL USE REQUEST**

Property Identification #: 3-026800000  
Address: 740 W. Washington Ave.  
City: Jackson State: MI Zip: 49201  
Nearest Intersection: Fourth St.

Current Zoning Designation: R-2  
Current Use:  Residential  Commercial  
 Industrial  Mixed

**CONDITIONAL USE INFORMATION**

Briefly explain function of the conditional use request (attach additional pages if necessary): The conditional use request allows Lucky Dog Pet Care to operate as a small pet grooming business within a residential area. This request ensures the business can operate legally while confirming that its activities will remain compatible with the surrounding neighborhood without disruption.

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.

Karmen Bernsd  
Signature of Applicant

09/03/25  
Date

Jaqueline Aust  
Signature of Owner  
(If different than applicant)

08/29/2025  
Date

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

**OFFICE USE ONLY**

CASE: \_\_\_\_\_ Application Accepted By: RW

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

Total Pages Submitted: 6 Amount of Fee Paid: \$ 500.00  Cash  Check Check #: 174

**Sec. 28-145. Conditional uses.**

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

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

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



The intent of this map is to allow easy access and visual display of government information and services. Every reasonable effort is made to ensure the accuracy of this map and data; nevertheless, errors may occur.



**Driveway parking  
(3 spaces)**

**Jackson's First  
Presbyterian  
Church**

1000

**Pet relief area  
(fenced)**

**Neighboring  
residence**

**Carport parking (1  
space)**

**Client entrance  
(gated)**

**Neighboring  
residence**

**Owner residence**

**Traffic flow  
(appointment only-  
no walk-ins)**

MLive Media Group  
169 Monroe Ave NW Suite 200  
Grand Rapids, MI 49503



# Jackson Citizen Patriot

CITY OF JACKSON COMMUNITY DEVELOPMENT  
DEPARTMENT  
161 W MICHIGAN AVE  
JACKSON, MI 49201

AD#: 0011027309

Sales Rep: Joseph Rosa  
Account Number:1000937675  
AD#: 0011027309

Remit Payment to:  
MLive Media Group  
Dept 77571  
P.O. Box 77000  
Detroit, MI 48277-0571

Page 1 of 2

Date	Position	Description	P.O. Number	Ad Size	Costs
09/11/2025	Public Notices MI	CITY OF JACKSON PLANNING COMMISSION NOTICE OF PUBLIC	Lucky Dog Pet Care/ Karmen Benard	1 x 78 L	
				Affidavit Notary Fee - 09/11/2025	\$15.00
				Basic Ad Charge - 09/11/2025	\$136.04
				Total	\$151.04

FOR QUESTIONS CONCERNING THIS AFFIDAVIT, PLEASE CALL 616-254-2030 or 877-222-5423

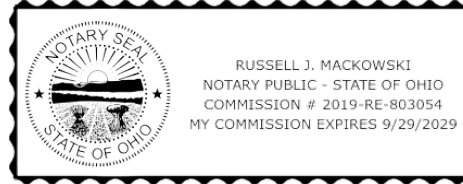


AD#: 0011027309

State of Ohio,) ss  
County of Cuyahoga)

Joe Rosa being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Jackson Citizen Patriot is a public newspaper published in the city of Jackson, with general circulation in Jackson county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

**Jackson Citizen Patriot 09/11/2025**



\_\_\_\_\_  
Principal Clerk of the Publisher

Sworn to and subscribed before me this 11th day of September 2025

\_\_\_\_\_  
Notary Public

**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 :**  
Lucky Dog Pet Care/  
Karmen Benard  
740 W. Washington Ave.  
Jackson, MI 49201

**Subject property location:**  
740 W. Washington Ave.  
(Parcel #3-026800000)

**Request :**  
The applicant is requesting conditional use permit for a pet grooming business.

**Effect of request:**  
Approval of the conditional use permit will allow the applicant to operate a pet grooming business at 740 W. Washington Ave.

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

**6:00PM on October 1, 2025**  
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 John O'Connor at 517-768-6426 or [joconnor@cityofjackson.org](mailto:joconnor@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 October 1, 2025.



# REQUEST FOR PROPOSALS

## PROFESSIONAL CONSULTING SERVICES IN COLLABORATION WITH CITY STAFF TO PREPARE A NEW MASTER PLAN

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### ABOUT JACKSON

The City of Jackson, Michigan, founded in 1829 and incorporated in 1843, utilizes a Council-Manager form of government. Located approximately 70 miles west of Detroit, 35 miles south of Lansing, and approximately 45 miles north of the state line with Ohio and Indiana, Jackson is located in the geographic middle of the County of the same name. The approximately 11 square mile City is most closely bordered by Blackman Charter Township to the northwest, north, and northeast, Summit Township to the southwest and south, and Leoni Township to the east. Located along major highways, Jackson is quickly connected to other metropolitan areas. The Michigan International Speedway and the Waterloo State Recreation Area (the largest state park in Michigan's Lower Peninsula) are located within close proximity to the City limits. Jackson is home to 29 public parks, miles of paved walking/biking trails, two recreation centers, golf courses, dog parks, and a beautiful community pool. Jackson boasts a booming downtown that continues to attract new businesses and residents, tree-lined neighborhoods, and an array of outstanding public and private K-12 schools. Jackson College (offering 2 and 4-year degrees) is located a few miles South of the City limits, and the local intermediate school district (ISD) operates one of the largest career and technical training facilities in the state of Michigan. New home construction is booming for the first time in decades, supported by a recent housing study highlighting the need for the construction of 1,500 new units over the next ten years.

Jackson has a long manufacturing history. Like many midwestern communities, the City founders were drawn to the resources provided by a river: the Grand River traverses the City and the downtown district. While manufacturing still provides an estimated 18% of total employment in the City, the educational, health and social services industry sector has moved into first place by providing an estimated 24.2% of total employment. Other notable employment sectors include retail trade (13.4%), other services including public administration (9.3%), professional (6.9%), and construction (5.6%). Today, Jackson's largest employers are Allegiance Health Systems (major hospital and physician care facilities), Consumers Energy (utility provider), and a combination of various educational and government institutions. There are still several predominant manufacturers in the Jackson community that account for a large portion of the City's employment sector, including Alro Steel, Miller Industries, CertainTeed, and Eaton-Aeroquip. The surrounding townships are also home to several state prison facilities, including State the G. Robert Cotton Correctional Facility, the Charles E. Engler Reception Guidance Center, the Parnall Correctional Facility, and the Cooper Street Correctional Facility.

## **SUBMISSION**

Proposals will be accepted until 5:00 pm EST on October 15, 2025. Proposals submitted after that date/time will not be considered. The applicant accepts full responsibility for the submission of a proposal. The City of Jackson shall make no exception with the submission deadline based on internal/external issues. Electronic and physical (printed) copies are required, per the instructions below:

Electronic responses (pdf format) shall be emailed to John O'Connor, Planning & Zoning Administrator, City of Jackson:

[joconnor@cityofjackson.org](mailto:joconnor@cityofjackson.org)

Subject: City of Jackson Master Plan RFP

A total of twelve (12) physical copies (bound) shall be mailed OR delivered to:

City of Jackson

Attn: John O'Connor

161 W. Michigan Avenue

3<sup>rd</sup> Floor, Community Development Department

Jackson, MI 49201

Proposal may be modified, corrected, or withdrawn by both email and postal notification. Any such requests must be received prior to the submission deadline, without exception. All modifications, corrections, or requests for withdrawal must be clearly identified as such. No verbal requests will be accepted. No pre-submission meeting has been scheduled for this project, though one may be requested by interested consultants. Any party responding to this RFP shall do so at their own risk and cost. The City of Jackson shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Consultant who elects to submit a Proposal in response to this RFP or by any Consultant that is selected.

## **SCOPE OF SERVICES & DELIVERABLES**

All Proposals shall include the following:

1. Letter of Intent reflecting understanding of the project and any challenges you foresee
2. Description of your firm's experience working in environments you feel are similar to the City of Jackson
3. Description of your public participation process and any innovative techniques that your firm has found to be effective in conducting the public participation process. Submit a proposed Public Participation Plan
4. Description of any resources, significant skills or talents that your firm can bring to the process that distinguishes your firm from others
5. Project timeline, including an estimated date of completion for the project with a breakdown of the number of hours required. Provide hourly rates for all personnel involved in the project.
6. A profile/resume for all primary employees, managers, and/or subcontractors who will be carrying out any part of your Proposal, including contact information. Please indicate

past projects the team has worked on together or how they operate together whether at the same firm, or with potential subcontractors, including sample projects worked on by the proposal team.

7. Explanation of any characteristics or capabilities that make the respondent uniquely qualified to perform the services requested
8. Indication of woman or minority-owned business status
9. Disclosure of any actual or potential conflicts of interest with the City, its officers, elected officials, agents, and employees
10. Identification of at least three (3) references, including the organization/business, address, contact person, phone number, date of services, and scope of services
11. Example of at least two (2) similar projects completed in the last three (3) years. Examples may be provided in electronic format or by providing an internet link
12. Any additional information believed necessary to assist the City of Jackson in evaluating your proposal may also be submitted

Included in the scope of services shall be the following tasks.

1. Conduct public engagement sessions to gather input from residents, businesses and property owners, the Planning Commission, related working groups, and administrative staff.
2. Review and reflect on the current Master Plan, Zoning Ordinances, housing and economic development plans, and any other relevant documents.
3. Conduct a community-wide survey to obtain input regarding trends, outlooks, and preferences.
4. Implement the “Best Practices” associated with the Redevelopment Ready Communities program in a new Master Plan that will define a clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
5. Determine a specific implementation plan for immediate, short, and long term goals.
6. Be able to complete project within twelve (12) months of contract execution date

The City of Jackson would like to explore certain topics of particular importance, and any proposal should provide an explanation of experience and previous work in the following areas:

1. Form-based code
2. Land use
3. Economic Development
4. Placemaking
5. Parking needs
6. Residential development
7. Disaster preparation

Final master plan documents and files shall include:

1. One un-bound physical copy of the new Master Plan
2. Twelve (12) bound physical copies of the new Master Plan
3. A digital copy of the new Master Plan in .pdf format

4. A digital copy of the new Master Plan in .docx format
5. All tables associated with the new Master Plan in .xlsx format
6. Any additional raw data
7. All pictures, graphs, renderings, and charts associated with the new Master Plan in .jpeg format

## **EVALUATION & SELECTION**

Proposals must be made in strict accordance with the instructions set forth in this RFP and shall be reviewed for completeness and compliance with the Proposal Requirements. The City shall have no obligation to review or consider any Proposal that fails to satisfy or conform to any of the RFP requirements. The City of Jackson reserves the right to select the Proposal it deems to be in the best interest of the project, and shall be the sole evaluator of proposals. Selection will be based on the following criteria:

1. Understanding and familiarity with the City’s needs, goals, and objectives, and the overall work involved to complete the project, goals, and objectives
2. Demonstrated ability to run effective community outreach campaigns which utilize public meetings, websites, social media, and other techniques to collect community input, as described in a Public Participation Plan
3. Previous experience and capabilities in comparable projects, and technical experience with comprehensive planning
4. A demonstration of the ability to provide creative solutions in developed communities which are implemented and embraced by the community
5. The specific approach the firm takes for the project. Although the City has identified the general nature of the services required, the selected firm may be given leeway toward the approach and methodology of those services
6. Qualifications of the individuals who will have direct involvement with the tasks of this project
7. Ability and capacity to perform the work within the required time limitations.
8. Cost

## **TENTATIVE SCHEDULE**

October 8	Request for Proposals Released
November 21	Proposals Due
Nov. 24 – Dec. 31	Proposal Review & Consultant Interviews (as needed), City Staff
January 7	Proposal Review, Planning Commission
January 27	Proposal Recommendation & Contract Award, City Council
February 16	Consultant Begins Master Plan Work

## **CITY OF JACKSON DEMOGRAPHIC PROFILE**

### **Population Data**

- Population: 31,206
- Population density: 2,863 persons/square mile

- Median age: 34.9
  - 0-19 years: 27.4 %
  - 20-24 years: 22.6%
  - 35-54 years: 24.5%
  - 55 years +: 23.9%

### **Demographic Data**

- White: 65.7%
- Black: 21.0%
- Hispanic: 6.3%
- Other Race: 1.7%
- Asian: 0.5%
- American Indian/Alaska Native: 0.2%

### **Housing Data**

- Total housing units: 14,811
  - Owner-occupied: 7,073
  - Non owner-occupied: 6,051
  - Vacant: 1,687
- Occupancy rate: 88.6%
- Median owner-occupied value: \$94,700
- Median gross rent: \$874/month

### **Household Data**

- Total households: 13,124
  - Married: 27.9%
  - Cohabiting: 8.3%
  - With children: 25.8%
  - With senior (65+): 21.9%
- Average size: 2.33 persons

### **Economic Data**

- Median household income: \$42,848/year
- Per capita income: \$23,984/year
- Labor force rate: 60.9%
- Unemployment rate: 10.8%

All data was compiled from the 2023 American Community Survey 5-year estimates. To learn more about the City of Jackson, please visit [www.cityofjackson.org](http://www.cityofjackson.org)

## **PAST & PRESENT PLANNING DOCUMENTS**

The following is a list of plans that are available to interested applicants, for reference and consideration during the RFP and eventual Master Planning processes. This list is not meant to

be exhaustive or all-inclusive, but is intended to provide a summary of plans which could be utilized or cross-referenced to assure cohesion with other current and/or future plans. The plans listed are all available on the City of Jackson’s website ([www.cityofjackson.org](http://www.cityofjackson.org)) or at the included hyperlinks.

- [City of Jackson Master Plan \(2016\)](#)
- [Housing Strategy & Policy Framework](#)
- [Zimmerman-Volk Housing Study \(downtown\)](#)
- [Zoning Maps](#)
- [Parks & Recreation Master Plan \(2024-28\)](#)
- [City/County Non-Motorized Plan](#)
- [CDBG/HOME 5-Year Consolidated Plan](#)
- [Martin Luther King, Jr. Corridor Improvement Authority Strategic Plan](#)

## **STATUTORY REQUIREMENTS & CONTACTS**

The City of Jackson Master Plan should be created with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the City and its environs which will, in accordance with present and future needs, best promote health, safety, morals, order, convenience, prosperity, and general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provision for traffic, the promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, and the adequate provision of public utilities and other public requirements.

All aspects of the Master Plan will be prepared in accordance with the Michigan Zoning Enabling Act (PA 110 of 2006, MCL 125.3101 et. seq), and the Michigan Planning Enabling Act, (PA 33 of 2008, MCL 125.3801 et. Seq, MCL 125.3841 et. Seq, and MCL 125.3845 et. Seq). The City of Jackson Planning Commission, and selected Working & Advisory groups, will work directly with the selected consultant in the development of this Master Plan. Directives, administration, and project management will be handled by the City’s Planning & Zoning Administrator, Grant Coordinator, and City Manager.