



# Livingston County Department of Planning

Scott Barb  
AICP, PEM  
Director

Robert A. Stanford  
AICP, PEM  
Principal Planner

Martha Haglund  
AICP Candidate  
Principal Planner

July 18, 2024

Hamburg Township Board of Trustees  
c/o, Mike Dolan, Township Clerk  
10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139

**Re: Z-15-24 Zoning Text Amendment Sec. 36-429: Elderly Cottage Housing Opportunity (ECHO) to Cottage Housing Opportunity**

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, July 17, 2024, and reviewed the above text amendment. The County Planning Commissioners made the following recommendation:

**Z-15-24 No Action Encourage, Further Review.** The Planning Commission recommends including language that adds restrictions on modular/manufactured homes. They also recommend the Township review the minimum acreage requirements. The minimum acreage may need to be increased to accommodate a Cottage Housing Opportunity Development and its open space requirements.

Copies of the staff review and Livingston County Planning Commission meeting minutes are enclosed. Please do not hesitate to contact our office should you have any questions regarding county action.

Sincerely,

Martha Haglund

Enclosures

c: Jeff Muck, Chair, Planning Commission  
David Rohr, Planning & Zoning Director

Meeting minutes and agendas are available at:  
<https://milivcounty.gov/planning/commission/>

Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

(517) 546-7555  
Fax (517) 552-2347

Web Site  
[milivcounty.com/planning](http://milivcounty.com/planning)

# ZONING/MASTER PLAN AMENDMENT FORM

Livingston County Planning Commission, 304 East Grand River, Suite 206, Howell, MI 48843-2323

LOCAL CASE NUMBER PZTA24-0002

COUNTY CASE NUMBER 2-15-24

The Hamburg Township Planning Commission is submitting the following amendment for review and comment.

## REZONING (MAP AMENDMENT) Property description and location (attach a map of the proposed amendment as required by law).

Size: \_\_\_\_\_ Property tax identifier: \_\_\_\_\_  
Location: \_\_\_\_\_  
Existing Zoning District is: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_  
Name of Petitioner: \_\_\_\_\_ Name of Property Owner: \_\_\_\_\_  
Purpose of Change: \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_

## ZONING ORDINANCE TEXT AMENDMENT The following Article(s) and Section(s) to be amended:

Article Number(s): 12 Article Name(s): Planned Unit Development  
Section Number(s): 36-429 Section Name(s): Elderly Cottage Housing Opportunity (ECHO)

Please attach a copy of the proposed zoning ordinance changes.

## PUBLIC NOTICE AND PUBLICATION SCHEDULE

Legal notice of the public hearing was published on May 29, 2024 in the Press and Argus  
(not less than 15 days before the public hearing per Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3103)

\_\_\_\_\_  
Newspaper, which has general circulation in the jurisdiction. The Hamburg Township Planning  
Commission held a public hearing on June 19, 2024 to hear the views of the public on the proposed amendment.

## MINUTES OF PUBLIC HEARING (Please check "a" or "b" below)

- a. ☒ The meeting minutes are attached.  
b. ☐ The minutes of the meeting will be sent later. The case information has been sent so that the Livingston County Planning Department staff can be working on the case while the minutes are being prepared. The facts brought out at the hearing are: (use additional sheets as necessary)

## MASTER PLAN

☐ Adoption of new or revised plan ☐ Amendment (Section/Chapter) \_\_\_\_\_

*Note: For all master plan cases, the municipality must submit a statement signed by the Planning Commission Secretary stating that all of the necessary legislative bodies have been sent notice of the public hearing and copies of the proposed language/map, along with the name and address of each, and date of submittal.*

## PUBLIC NOTICE AND PUBLICATION SCHEDULE

Legal notice of the public hearing was published on \_\_\_\_\_  
(not less than 15 days before the public hearing per Michigan Planning Enabling Act, Act 33 of 2008, MCL 125.3843)  
in the \_\_\_\_\_ Newspaper, which has general circulation in the jurisdiction.

The Hamburg Township Planning Commission held a public hearing on \_\_\_\_\_ to hear the views of the public on the proposed amendment. (date)

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## LOCAL JURISDICTION PLANNING COMMISSION ACTION

The recommendation of the Hamburg Township Planning Commission, at its meeting of June 19, 2024, was:  
☒ Approval ☐ Disapproval ☐ Approval under the following conditions: (use additional sheets as necessary) (date)

\_\_\_\_\_  
(Chair Signature)

## LIVINGSTON COUNTY PLANNING COMMISSION ACTION

Date Received \_\_\_\_\_ Date of LCPC Meeting 7-17-24  
The Commission on the above meeting date took the following action:  
☐ Approval ☐ Approval with conditions stated in attachment ☐ Disapproval ☒ No action-encourage further review

Wanda Stroh (Chair Signature) Scott Barb (Director Signature)

## LOCAL JURISDICTION BOARD ACTION

Date of Meeting \_\_\_\_\_ The Hamburg Township Board at a legally constituted meeting held on the above date ☐ PASSED ☐ PASSED WITH AMENDED LANGUAGE ☐ DID NOT PASS ☐ NO ACTION-ENCOURAGE FURTHER REVIEW the recommended change contained herein.

**Please sign and return one completed copy of this form to the Livingston County Planning Department.**

\_\_\_\_\_  
(Clerk)

# ZONING/MASTER PLAN AMENDMENT FORM

Livingston County Planning Commission, 304 East Grand River, Suite 206, Howell, MI 48843-2323

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COUNTY CASE NUMBER 2-15-24

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Name of Petitioner: \_\_\_\_\_ Name of Property Owner: \_\_\_\_\_  
Purpose of Change: \_\_\_\_\_  
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Article Number(s): 12 Article Name(s): Planned Unit Development  
Section Number(s): 36-429 Section Name(s): Elderly Cottage Housing Opportunity (ECHO)

Please attach a copy of the proposed zoning ordinance changes.

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The Hamburg Township Planning Commission held a public hearing on \_\_\_\_\_ to hear the views of the public on the proposed amendment. (date)

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☒ Approval ☐ Disapproval ☐ Approval under the following conditions: (use additional sheets as necessary) (date)

\_\_\_\_\_  
(Chair Signature)

## LIVINGSTON COUNTY PLANNING COMMISSION ACTION

Date Received \_\_\_\_\_ Date of LCPC Meeting 7-17-24  
The Commission on the above meeting date took the following action:  
☐ Approval ☐ Approval with conditions stated in attachment ☐ Disapproval ☒ No action-encourage further review  
Wanda Strickland Scott Barb  
(Chair Signature) (Director Signature)

## LOCAL JURISDICTION BOARD ACTION

Date of Meeting \_\_\_\_\_ The Hamburg Township Board at a legally constituted meeting held on the above date ☐ PASSED ☐ PASSED WITH AMENDED LANGUAGE ☐ DID NOT PASS ☐ NO ACTION-ENCOURAGE FURTHER REVIEW the recommended change contained herein.  
**Please sign and return one completed copy of this form to the Livingston County Planning Department.** \_\_\_\_\_  
(Clerk)





# Livingston County Department of Planning

## MEMORANDUM

Scott Barb  
AICP, PEM  
Director

Robert A. Stanford  
AICP  
Principal Planner

Martha Haglund  
AICP Candidate  
Principal Planner

**TO:** Livingston County Planning Commission and the Hamburg Township Board of Trustees

**FROM:** Martha Haglund, Principal Planner

**DATE:** July 3, 2024

**SUBJECT:** Z-15-24 Sec. 36-429 Elderly Cottage Housing Opportunity (ECHO)

The Hamburg Township Planning Commission is proposing to amend their Zoning Ordinance from the existing Elderly Cottage Housing Opportunity (ECHO) Ordinance to the Cottage Housing Opportunity Ordinance. When the ECHO ordinance was first adopted its intent focused on supplying seniors with more affordable housing. Hamburg Township is proposing to eliminate the language associated with age, while still retaining an ordinance that regulates smaller home communities.

Staff has reviewed the proposed amendments for accuracy and compatibility with the existing ordinance language and offers the following summary for your review. Staff comments are written in *italic* with additions and changes to the ordinance written in red.

### **Sec. 36-429. ~~Elderly~~ Cottage Housing Opportunity (~~ECHO~~) Planned Unit Development; intent.**

- (a) It is the intent of this section and sections 36-430 to 36-433 to offer an alternative to traditional single-family detached or attached housing developments ~~for elderly persons~~ through the use of planned unit development legislation as authorized by the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended for the purpose of:
- (1) Encouraging the construction of more ~~affordable~~ *attainable* single-family residential detached or attached dwelling ~~for elderly persons~~ units utilizing ~~public sewer cluster-septic tank drain fields~~ and common water supply systems;
  - (2) ~~Facilitating the construction of affordable single family residential detached housing units for elderly persons on a smaller scale than conventional multifamily developments that require public infrastructure improvements such as roads, and public water and sewer to accommodate higher density and lower cost dwelling units;~~

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- (3) Offering an alternative to multifamily residential developments in order to provide attainable affordable housing ~~for elderly persons~~ in a small scale, less dense neighborhood setting;
- (4) ~~Preserving the rural character and appearance of the Township through the construction of small scale environmentally sensitive elderly person developments on scattered sites.~~
- (5) Encouraging the clustering of detached or attached single-family ~~elderly person~~ dwelling units to promote the safety and security of the ~~senior citizen~~ residents.

**Staff Comments:** *Ensure consistent sequencing, the above section should be numbered 1-3.*

- (b) ~~These regulations are intended to preserve a traditional rural character to the land use pattern in the Township through the creation of small elderly person residential nodes contrasting with open space and less intensive land uses.~~ This section is not intended as a device for circumventing the zoning regulations of the Township, the standards set forth therein, nor the planning concepts upon which this chapter has been based.
- (c) These regulations are intended to result in a specific development substantially consistent with zoning ordinance standards yet allow for modifications from the general standards.

### Sec. 36-430. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ECHO Cottage Housing Opportunity community ~~let~~ means land occupied or to be occupied by ECHO units and accessory buildings permitted herein, together with such open spaces as are required under this chapter and having its principal frontage upon a street.

ECHO Cottage Housing Opportunity unit means a single-family residential dwelling unit with full facilities for residential self-sufficiency in each individual dwelling unit. ~~which has a resident who is an elderly person.~~

ECHO village means a housing development which meets the unique needs of the elderly through the provision of significant facilities and services specifically designed to meet the physical or social needs of such residents.

### Sec. 36-431. Zoning.

An ECHO Cottage Housing Opportunity village community may be located in the following zoning districts: RAA, RA, RB, PPRFR, NS, CS, VC, VR, ~~OH~~ or MD, or WFR ~~WFR~~ provided the development does not have riparian rights (i.e., does not have shoreline along a lake or river).

**Staff Comments:** *For reference, the Cottage Housing Opportunity would be allowed in the following zoning districts: Single Family Medium Density Residential (RA), High Density Residential (RB), Public & Private Recreation Facilities District (PPRF), Neighborhood Service (NS), Community Service (CS), Village Center District (VC), Mixed Development District (MD) and Waterfront Residential (WFR).*

**Staff Comments:** *The Township is proposing to remove Low-Density Rural Residential (RAA) from as a permissible district, which is appropriate given developments are intended to be higher density.*





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Cottage Housing Opportunity Ordinance

**Staff Comments:** Also, the township requires the development be on public sewer, that would further limit where Cottage Housing Opportunity communities could be developed.

**Sec. 36-432. Development design standards.**

~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~ housing shall meet the following criteria:

- (1) On-site public sewage disposal and common water supply. On-site public sewer and common watersewage disposal and water supply must be approved by the Livingston County Health Department.
- (2) ~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~ size. No fewer than four ~~ECHO~~ units nor more than 20 ~~ECHO~~ units shall be permitted per community lot.
- (3) Acreage and density requirements. An ~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~ development may be approved upon any residentially zoned land with density as permitted below:

District	Minimum Acreage	<u>Minimum Density determination for Cottage Housing Opportunity community. Minimum Density per ECHO Unit</u>
<del>RAA</del>	<u>3 acres</u>	<u>15,000 square feet</u>
RA * (Special Use Permit)	2 acres	10,000 square feet
RB	2 acres	5,000 square feet
WFR * (Special Use Permit)	2 acres	10,000 square feet
CS	1 acre	5,000 square feet
<del>PPRFRC</del>	1 acre	5,000 square feet
VR	1 acre	5,000 square feet
VC	1 acre	5,000 square feet
MD	1 acre	5,000 square feet
<u>NS</u>	<u>1 acre</u>	<u>5,000 square feet</u>

- (4) *Unified control.* The ~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~ shall be initially under single ownership or control, so there is a single person, entity or condominium having proprietary responsibility for the development of the ~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~ as evidenced by a title company licensed to do business in Michigan. In the event, all or any portion of the development changes ownership or control prior to completion of the project, the terms and conditions of this Planned Unit Development shall be binding on any successor owner of all or any portion of the property.

- ~~(2)~~5 *Guarantee of open/common space.* At least 15 percent of the total site area shall be reserved as open space. This open space shall be held in common ownership by all residents of the ~~ECHO~~Cottage Housing Opportunity ~~villagecommunity~~. This open space shall be utilized for recreation facilities such as



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picnic areas, walking trails or other open space uses which provide ~~elderly~~ residents the opportunity to enjoy the natural features of the site. The open space shall be configured to be integrated with the individual units and maximize the proximity of each housing unit to natural open space. **If the open space is close and accessible for residents of all individual units, it need not be owned in common.** A guarantee to the satisfaction of the Township Planning Commission that all open/common space portions of the development will be maintained in the manner approved shall be provided. Documents shall be presented that bind all successors and future owners in fee title to commitments made as a part of the proposal. This provision shall not prohibit a transfer of ownership or control, provided notice of such transfer is provided to the Township and the land uses continue as approved in the ~~ECHO Cottage Housing Opportunity~~ village community plan.

**Staff Comments:** The above highlighted sentence is confusing. Is this referring to the open space in individual lots (yards)? If so, there may need to be a clarifying statement here or delete it if that is not what is intended.

### (63) Area, height, bulk and layout regulations.

Minimum <del>ECHO</del> unit floor area:	400 square feet
Maximum <del>ECHO</del> unit floor area:	980 square feet
Maximum building height:	<del>1-1.5</del> story
Required roof pitch:	4:12 or greater
Minimum building width, any dimension:	14 feet
Distance between <del>roof overhangs of</del> buildings:	10 feet
Handicap ramps:	May encroach into any setback space
Basement:	Optional
Shed:	Optional
Garage:	Optional
Covered parking:	Optional
Minimum setbacks:	<del>10-15</del> feet from street or private road right-of-way <del>10 feet from side and rear lot lines</del> <del>5 feet from common access drives</del> <del>20 feet from shared/adjacent parcel lines</del>
<del>Common access drives:</del>	<del>4 feet from all lot lines</del>

**Staff Comment:** According to 36-171: The Schedule of Area, Height, Bulk Regulations most setbacks for the proposed, permitting districts is 25-30 feet. For consistency, the township may consider a 25 feet setback from shared/adjacent parcel lines instead of 20 feet.





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- (74) *Attached units.* No more than four units shall be attached in a single structure.
- (85) *Garages.* Detached garages can be located no more than 100 feet of walking distance from the ECHO unit which it serves.
- (96) *Porches.* Each ECHO-unit shall have at least one covered porch. ~~of at least 24 square feet in area.~~
- (107) *Common area.* Each ECHOCottage Housing Opportunity villagecommunity which contains five or more ECHO-units shall have a common area ~~containing at least one gazebo, deck, patio or terrace that shall be covered with a roof, be a minimum of 60 square feet, and be of the same architectural style and design as the ECHO units located on the lot.~~
- (118) *Storage sheds.* Any storage sheds shall be so designed as to have the same roof pitch and architectural style as the ECHO-units in the development. Storage sheds may be linked so as to have common walls; however, each shed must have its own private, lockable access door. The dimensions of any shed servicing an ECHO-unit shall conform to other size provisions of this chapter.
- ~~(9) *Water and septic system service.* If there is public water and/or sewer service available to the lot or in the area on which an ECHO development is located, connection into the system may be required.~~
- (129) *Roads.* The ECHOCottage Housing Opportunity villagecommunity shall have paved access designed and constructed to AASHTO standards and shall provide adequate access for emergency vehicles.
- (134) *Parking requirements.* The parking standards for an ECHO-villagecommunity shall be two spaces per unit. Each parking space shall have a minimum size of ~~16280~~ square feet (~~nineteen~~ feet by 18 feet) and may be located ~~either on-site, or within 100 feet of the site.~~
- (142) *Construction drawings required.* Scaled floor plan and building elevation drawings shall be presented for each ECHO-unit within the ECHO-villagecommunity that has a different interior layout and square footage of living space.
- (153) *Sidewalks and access ramps.* All pedestrian circulation walkways and sidewalks shall be hard-surfaced with either asphalt, concrete or brick paving, ~~and be accessible to the handicapped according to the standards set forth in the Americans with Disabilities Act. Handicapped access ramp structures may encroach into any required setback space.~~
- ~~(14) *Interior design.* The interior of each ECHO-unit shall be designed to provide ease of mobility by seniors who may have mobility limitations. The units shall meet the International Code Council (American National Standards Institute) Accessibility Standards for Type B units.~~
- (165) *Design compatibility.* The exterior of each ECHO-unit shall be compatible in terms of architectural design, materials and color with the residential structures in the immediate neighborhood within 300 feet of the development parcel or lot. However, all housing units shall be a minimum of 14 feet wide at their least horizontal dimension and attached to a permanent foundation. The roof pitch of an ECHO unit shall be at least a 4:12 pitch. Accessory buildings for an ECHO-unit, such as a detached garage and shed, shall also conform to the minimum roof pitch and be architecturally compatible with the design and style of the ECHO-unit. Compatibility of design shall be decided by the planning commission.
- (176) *Waiver of standards.* The planning commission is hereby empowered to waive site design standards and development area requirements if public health and safety are not compromised. The planning commission is further empowered to specify conditions in issuing any special use permits as may be required.





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### Sec. 36-433. Project standards.

In considering any application for approval of an ECHO Cottage Housing Opportunity villagecommunity site plan, the planning commission shall make their determinations on the basis of the standards for site plan approval set forth in article III of this chapter, as well as the following standards and requirements:

- (1) Compliance with the ECHO Cottage Housing Opportunity concept. The overall design and land uses proposed in connection with an ECHO Cottage Housing Opportunity villagecommunity shall be consistent with the intent of the ECHO Cottage Housing Opportunity concept, as well as with the specific design standards set forth herein.
- (2) Compatibility with adjacent uses. The proposed ECHO Cottage Housing Opportunity villagecommunity site plan shall set forth in detail, all specifications with respect to height, setbacks, density, parking; circulation, landscaping, views and other design features that exhibit due regard for the relationship of the development to surrounding properties, the character of the site, and the land uses. In determining whether this requirement has been met, consideration shall be given to:
  - a. The bulk, placement, and materials of construction of proposed structures.
  - b. Pedestrian and vehicular circulation.
  - c. The location and screening of vehicular use or parking areas.
  - d. The provision of landscaping and other site amenities.
- (3) Protection of natural environment. The proposed ECHO Cottage Housing Opportunity villagecommunity shall be protective of the natural environment. It shall comply with all applicable environmental protection laws and regulations.
- (4) Common area and unit maintenance. The ECHO Cottage Housing Opportunity villagecommunity shall include in the master deed, community bylaws or covenant provisions, as applicable for the maintenance of the common open space, including landscaping maintenance, snow removal and repairs to building exteriors, in a form approved by the Township Attorney.
- (5) Compliance with applicable regulations. The proposed ECHO Cottage Housing Opportunity villagecommunity shall comply with all applicable federal, state and local regulations.
- ~~(6) Because of the specialized character of such uses, the limited class of occupants and the potentially limited market for such units, the planning commission may require a market study and or surveys of elderly residents in the vicinity of Hamburg Township as to documenting the long term marketability of the development and which supports both the need and market for the development. The planning commission may require written supporting evidence from national elderly assistance groups, such as American Association of Retired Persons (AARP), that units of such floor area and density, and developments of such an arrangement are attractive and feasible for the elderly.~~
- ~~(7) The planning commission may require the submission of letters of endorsement or support for the development from public and private elderly service provider agencies as to the suitability of such dwellings for elderly persons.~~
- ~~(68) The planning commission may base its action on experience with and competition from similar developments in the area.~~
- ~~(9) The planning commission may base its approval on the long term availability of senior services to be provided by the developer, operator, government or private elderly support agencies, such as medical assistance, meals assistance, proximity to shopping, personal services and medical care, transportation (including access to major roads), recreation and other elderly needs.~~



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Cottage Housing Opportunity Ordinance

**Staff comments:** *There are several comments throughout the review that the Hamburg Township may consider before final adoption. The proposed amendments are very thorough and modifying the ordinance to eliminate language associated with age is appropriate and aligns with fair housing best practices.*

**TOWNSHIP PLANNING COMMISSION RECOMMENDATION: APPROVAL.** The Hamburg Township Planning Commission approved the proposed amendments following the public hearing on June 19, 2024. No public comments were heard.

**RECOMMENDATION: APPROVAL.** The proposed ordinance amendment has been thoroughly reviewed and are found to be compatible with the existing Hamburg Township Zoning Ordinance. The proposed amendments are appropriate and will strengthen Hamburg Township Ordinance.





# Livingston County Department of Planning

## LIVINGSTON COUNTY PLANNING COMMISSION MEETING

Wednesday, July 17, 2024 – 6:30 p.m.

Administration Building, Board of Commissioners Chambers  
304 East Grand River, Howell, MI 48843

***Please note that this is a hybrid meeting with County Planning Commissioners and staff meeting in-person. Audience participants are welcome to attend in-person or via Zoom by using the meeting link at the bottom of the agenda.***

Scott Barb  
AICP, PEM  
Director

Robert A. Stanford  
AICP  
Principal Planner

Martha Haglund  
AICP Candidate  
Principal Planner

### Agenda

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll and Introduction of Guests
4. Approval of Agenda – July 17, 2024
5. Approval of Meeting Minutes – June 19, 2024
6. Approval of Special Meeting Minutes – July 9, 2024
7. Call to the Public
8. Zoning Reviews
  - A. Z-15-24: Hamburg Township Text Amendments, Section 36-429 PUD/Elderly Cottage Housing Opportunity (ECHO)
  - B. Z-16-24: Green Oak Township Text Amendments, Section 203 Wedding Barn Events
  - C. Z-17-24: Green Oak Township Text Amendments, Section 38-191 & 196 Supplementary Regulations, Industrial Building Construction
  - D. Z-18-24: Green Oak Township Text Amendments, Section 38-137 Minimum Square Footage for Dwellings
  - E. Z-19-24: Genoa Township Text Amendments, Section 7.02.01 Laundromats added to Commercial Districts
9. Old Business:
10. New Business:
  - A. Commissioner terms expiring October 2024: Bill Call, Dennis Bowdoin, Jason Schrock.
11. Reports
12. Commissioners Heard and Call to the Public
13. Adjournment

### Department Information

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04 E. Grand River Avenue  
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(517) 546-7555  
Fax (517) 552-2347

Web Site  
<https://milivcounty.gov/planning/>

### Via Zoom (on-line meetings):

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Via the Zoom app

Join a meeting, with meeting number: **399 700 0062**

Enter the password: **LCBOC** (ensure there are no spaces before or after the password)

Meeting ID: **399 700 0062**

Password: **886752**

**DRAFT**  
**LIVINGSTON COUNTY PLANNING COMMISSION**  
**MEETING MINUTES**

**JULY 17, 2024**

**6:30 p.m.**

**Hybrid In-Person and Virtual Zoom Meeting**

**Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC**  
**<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>**

PLANNING COMMISSION		
COMMISSIONERS PRESENT:	Bill Anderson Matt Ikle Dennis Bowdoin Bill Call	Margaret Burkholder Paul Funk
COMMISSIONERS ABSENT:	Jason Schrock	
STAFF PRESENT:	Scott Barb Rob Stanford Martha Haglund	
OTHERS PRESENT:	Tim Boal, Howell Township; Bruce Powellson, Marion Township. Online: Abby Carrigan, Tim Salatin, Shawn Austin	

1. **CALL TO ORDER:** Meeting was called to order by Planning Commissioner Anderson at 6:30 PM.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL AND INTRODUCTION OF GUESTS:** None.
4. **APPROVAL OF AGENDA:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO APPROVE THE AGENDA,  
DATED JULY 17, 2024, SECONDED BY COMMISSIONER FUNK.**

**All in favor, motion passed 6-0.**

5. **APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO APPROVE THE MINUTES,  
DATED JUNE 19, 2024, SECONDED BY COMMISSIONER BOWDOIN.**

**All in favor, motion passed 6-0**



**Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO APPROVE THE SPECIAL MEETING MINUTES, DATED JULY 9, 2024, SECONDED BY COMMISSIONER CALL.**

**All in favor, motion passed 6-0**

**6. CALL TO THE PUBLIC: None.**

**7. ZONING REVIEWS:**

**A. Z-15-24 HAMBURG TOWNSHIP, AMENDMENTS TO ZONING ORDINANCE ARTICLES – SEC. 36-429 ELDERLY COTTAGE HOUSING OPPORTUNITY (ECHO).**

The Hamburg Township Planning Commission is proposing to amend their Zoning Ordinance from the existing Elderly Cottage Housing Opportunity (ECHO) Ordinance to the Cottage Housing Opportunity Ordinance. When the ECHO ordinance was first adopted its intent focused on supplying seniors with more affordable housing. Hamburg Township is proposing to eliminate the language associated with age, while still retaining an ordinance that regulates smaller home communities.

**Township Recommendation: Approval.** The Hamburg Township Planning Commission approved the proposed amendments following the public hearing on June 19, 2024. No public comments were heard.

**Staff Recommendation: Approval.** The proposed ordinance amendment has been thoroughly reviewed and are found to be compatible with the existing Hamburg Township Zoning Ordinance. The proposed amendments are appropriate and will strengthen Hamburg Township Ordinance.

**Commission Discussion:** Commissioner Burkholder asked about the difference between these units and a condominium and if the standards could potentially allow multiple trailers or manufactured housing units on a parcel, and whether this could be spot zoning. Commissioner Bowdoin stated that the roof pitch required would prevent manufactured housing on the parcels. Commissioner Funk asked what the impetus for these changes were. Commissioner Ikle asked about requirements for density and style of the development for the changes and believes the changes are too vague. Commissioner Ikle asked how they would compare something not cottage style with these units.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND NO ACTION - ENCOURAGE FURTHER REVIEW, SECONDED BY COMMISSIONER FUNK.**

**Motion passed: 6-0**

**B. Z-16-24. GREEN OAK CHARTER TOWNSHIP AMENDMENTS TO ZONING ORDINANCE ARTICLES –AMENDMENT TO SECTION 38-203 SUPPLEMENTARY REGULATIONS: EVENT BARNs.**

Green Oak Charter Township Planning Commission is proposing to amend their zoning ordinance to include Event Barns as a new use and adopt standards to regulate them.

**Township Recommendation: Approval.** The Green Oak Charter Township Planning Commission held a public hearing May 16, 2024, for the proposed amendments. Public Comments included: an individual that is pursuing a wedding venue business in Green Oak Township. He inquired about: parking, portable toilets, and permitting baby showers on weekends. The Planning Commission recommended approval for the proposed amendments at their June 06, 2024, Planning Commission meeting.

**Staff Recommendation: Approval.** Overall, staff commends the Township for the thorough standards for Event Barns. There are several suggestions outlined in the staff review that the Green Oak Township Board may want to consider prior to final adoption. The Event Barn procedures and standards are appropriate and strengthen Green Oak Charter Township's ordinance.

**Commission Discussion:** Commissioner Ikle disagreed with the special use designation in RF zoning district. Commissioner Funk was concerned with the interchangeability of wedding barn/event barn definition and whether paved roads should be required and that an organization cannot schedule events on a regular basis. Commissioner Ikle requested that Staff comments be included in the recommendation and township letter.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL TO INCLUDE STAFF CONDITIONS FROM THE REVIEW IN THE TOWNSHIP LETTER, SECONDED AS MOVED BY COMMISSIONER BOWDOIN.**

**Motion passed: 6-0**

**C. Z-17-24: GREEN OAK CHARTER TOWNSHIP, AMENDMENTS TO ZONING ORDINANCE ARTICLES – AMEND SECTION 38-191 & 38-196: INDUSTRIAL BUILDING CONSTRUCTION.**

Green Oak Charter Township Planning Commission is proposing to amend the Zoning Ordinance to add clarification and consistency for regulating exterior construction materials standards.

**Township Recommendation: Approval.** The Green Oak Charter Township Planning Commission held a public hearing June 6, 2024, on the proposed zoning amendments. There were no public comments. The Planning Commission recommended approval on the proposed amendments at their June 20, 2024, meeting.

**Staff Recommendation: Approval.** The amendments will add clarity to facade standards and will strengthen Green Oak Charter Township's ordinance.

**Commission Discussion:** Commissioner Ikle asked about the architectural requirements and how this would affect developments such as mini-storage that are not typically designed with stringent architectural standards. Commissioner Ikle asked whether requiring brick and similar façade materials is warranted on mini-storage facilities that are located on parcels with large setbacks, since they are not that visible from the road, as this may be an unnecessary expense for an applicant to absorb. Commissioner Ikle requested that Staff comments be included in the recommendation and township letter.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL TO INCLUDE STAFF AND PC COMMENTS IN TOWNSHIP LETTER, SECONDED AS MOVED BY COMMISSIONER BURKHOLDER.**

**Motion passed: 6-0**

**D. Z-18-24: GREEN OAK CHARTER TOWNSHIP, AMENDMENTS TO ZONING ORDINANCE ARTICLES – SECTION 38-137 MISCELLANEOUS REGULATIONS: (A) MINIMUM FLOOR AREA PER DWELLING.**

Green Oak Charter Township Planning Commission is proposing to amend 38-137 Miscellaneous regulations (a) Minimum floor area per dwelling to delete the three-tier system for minimum floor area requirements and add a single requirement of 950 square feet.



**Township Recommendation: Approval.** The Green Oak Charter Township Planning Commission held a Public Hearing June 06, 2024, for the proposed amendments. There were no public comments. The Township Planning Commission recommended approval of the proposed amendments at their June 20, 2024, meeting.

**Staff Recommendation: Approval.** The proposed ordinance amendments have been thoroughly reviewed and clearly outline the requirements for minimum square footage per dwelling. The amendments are appropriate and will strengthen the existing zoning ordinance language.

**Commission Discussion:** Commissioner Funk inquired as to the impetus for this proposed amendment (1 vs. 3 choices or drive down residential prices). Commissioner Call stated that this proposed amendment mirrors very closely a similar type of requirement in Handy Township.

**Public Comment:** None.

**Commission Action**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BURKHOLDER.**

**Motion passed: 6-0**

**E. Z-19-24: GENOA CHARTER TOWNSHIP, AMENDMENTS TO ZONING ORDINANCE ARTICLES – AMENDMENT TO ADD LAUNDROMAT AS SPECIAL USE IN OSD DISTRICT.**

The Genoa Charter Township Planning Commission is proposing to amend the Zoning Ordinance to add Laundromats as special use to the Office Service District (OSD).

**Township Recommendation: Approval.** The Genoa Charter Township Planning Commission held a public hearing on June 10, 2024. Public comments included: inquiring about building types and mixed uses in the Master Plan. Following the public hearing the Genoa Charter Township Planning Commission recommended approval to add laundromats as a special use in the Office Service District.

**Staff Recommendation: Approval.** The proposed ordinance amendment has been thoroughly reviewed, the addition of laundromats as a permitted special use in the Office Service District would be compatible with surrounding zoning districts and their associated uses.

**Commission Discussion:** Commissioner Ikle stated, as a business owner with a business in the office service district, he would not want a laundromat located next to his business and believes that a laundromat as a special use is problematic in the office district for a variety of reasons (noise, necessary parking, traffic volumes). This is more of a commercial/retail-oriented use rather than office district use, due to the types of associated business taking place elsewhere within an office building setting. Commissioner Bowdoin also believes that the use in office districts is inappropriate and that the proposed use of a laundromat should be limited to commercial or industrial areas with similar retail uses. Commissioner Bowdoin stated that a laundromat could require more parking and would experience much higher intensity traffic patterns than an office building setting. Commissioners Call and Anderson thought that the amendments should be recommended as "Take No Action, Encourage Further Review" instead of Disapproval", in order to have the township perhaps revisit the proposed amendments and incorporate PC and Staff comments into a possible revision. Commissioner Call provided a real-time example of a laundromat in an office setting he was aware of. Commissioner Funk stated that a laundromat would require more fire suppression and would cost more than that necessary for an office use setting. Principal Planner Haglund stated that the amendments as proposed are recommended by the township planner, as they would rather allow the use as a special use in the office zone rather than undertaking a rezoning for the use.

**Public Comment:** None.

**Commission Action**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND DISAPPROVAL, SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 4-2 (Anderson, Call opposed)**

**8. OLD BUSINESS:** None.

**9. NEW BUSINESS:**

A. Commissioner terms expiring October 2024: Bill Call, Dennis Bowdoin, Jason Schrock.

**10. REPORTS:** None.

**11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC:**

**12. ADJOURNMENT:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO ADJOURN THE MEETING AT 7:25 PM, SECONDED BY COMMISSIONER IKLE.**

**Motion passed: 6-0**