

HOLLY TOWNSHIP  
PROPOSED AGENDA  
PLANNING COMMISSION  
March 3, 2020 6:30 PM

Holly Area Schools Board Room – Karl Richter Community Center  
920 E. Baird St., Holly, Michigan 48442

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL: P. Mazich R. Kerton L. Kernen G. Mitchell  
P. Feeney M. McCanney Kelly Fletcher

AGENDA APPROVAL

PUBLIC COMMENT – For Items on the Agenda Only.

PUBLIC HEARINGS: None.

APPROVAL OF MINUTES – January 7, 2020.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Elect a Chairman Pro tem.
2. Planning and Zoning Presentation.
3. Election of Officers.
4. Introduction to Zoning Technical Review.

REPORTS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: TUESDAY: April 7, 2020 at 6:30 p.m.



Holly Township  
**Planning Commission – Regular Meeting**  
Minutes of January 7, 2020

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**Call to Order:** Chairman Engelberg called the regular meeting of the Holly Township Planning Commission to order at 6:36 p.m. At the Karl Richter Community Center, Holly Area Schools Board Room, 920 E. Baird St, Holly Michigan.

**Pledge of Allegiance**

**Roll Call:**

**Members Present:**

Tony Engelberg, Chairman  
Pam Mazich, Commissioner  
Ray Kerton, Commissioner  
Pat Feeney, Commissioner  
Stacey Steckley, Commissioner  
Lloyd Kernan, Commissioner  
Glen Mitchell, Commissioner

**Others Present:**

John Jackson, Planner  
Lisa Hamameh, attorney

**Agenda Approval:**

- **Commissioner Steckley made a motion to approve the agenda. Commissioner Mitchell supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 7/0 vote.**

**Public Comment – Agenda Items Only: none.**

**Minutes:**

Commissioner Feeney stated that a correction to his report is needed. Stating that he apologized to the Planner for a lecture by other Township Board members.

- **Commissioner Mazich made a motion to approve the minutes from December 3, 2019 as amended. Commissioner Kernan supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 7/0 vote.**

**Old Business: None.**

**New Business:**

Commissioner Steckley stated that in the interest of the following Agenda item of Planning and Zoning Presentation by John Jackson, it would be productive to switch items one and two.

- **Commissioner Steckley made a motion to switch New Business items 1 and 2. Chairman Engelberg supported the motion. A voice vote was taken, all those present voted yes; the motion carried by a 7/0 vote.**

### **1. Planning and Zoning Presentation.**

Supervisor Kullis addressed the Planning Commission regarding the presentation by John Jackson of McKenna. The Township had also invited the Township Attorney Lisa Hamameh to attend this presentation to address or clarify any questions from a legal standpoint.

John Jackson of McKenna, presented to the Planning Commission as to his position, the position of McKenna a community planning firm and the roles of the Planning Commissioners. Julie would be moving forward as the Holly Township Planner to replace Doug Plachcinski. Julie is a 10-year veteran of planning with a Masters from the University of Michigan in Urban Planning.

Mr. Jackson presented a comprehensive power point presentation to the Planning Commission on various aspects of Planning and Zoning, roles and responsibilities, the roles of the Planning Commissioners, Planner and Attorney. Mr. Jackson informed the Commissioners about the Master Planning process, the need for a strong Master Plan and the proper uses of a community Master Plan.

Discussion between the Commissioners, the Planner and the Attorney regarding certain aspects of Planning and Zoning continued throughout the presentation. Touching on communication, and various other concerns. The Commissioners thanked the representatives from McKenna and the Township Attorney for their involvement and the presentation.

### **2. Election of Officers.**

The Recording Secretary read the bylaws aloud for the Planning Commission, defining the officers and their duties. The Planning Commission votes for the offices of Chair, Vice Chair and Secretary.

The Commissioners had a short discussion regarding the current officers. Commissioner Mitchell stated he would like to make a motion to re-elect the current officers for another year; Chairman Engelberg, Vice-Chairperson Steckley and Secretary Kerton accepted the nominations.

- **Commissioner Mitchell made a motion to re-elect Tony Engelberg as the Chair, Stacey Steckley as the Vice-Chair and Ray Kerton as the Secretary for the Planning Commission. Commissioner Mazich supported the motion. A roll call vote was taken, all those present voted yes; the motion carried by a 7/0 vote.**

### **Reports:**

Commissioner Mazich asked if there had been an alternate member assigned by the Township Board. Currently, there is not an alternate member.

Commissioner Mitchell wished everyone a Happy New Year.

Commissioner Steckley took the opportunity to apologize to the Holly Township administration for the

context of previous comments and stated that she has a great respect for the jobs that they do.

Chairman Engelberg stated he looked forward to a new year with effective communication and civil discourse.

**Public Comment:**

**Adjournment**

Chairman Engelberg, hearing no other business; adjourned the meeting at 8:55 pm.

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Amy Hillman  
Recording Secretary





members of the Commission. Failure of a member to disclose a potential conflict of interest constitutes malfeasance in office. A conflict of interest exists in all of the following instances:

3.1 A relative or other family member is involved in any request for which the planning commission is asked to make a decision;

3.2 The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;

3.3 The planning commission member owns or has a financial interest in neighboring property. For purposes of this subsection, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance; or

3.4 There is a reasonable appearance of a conflict of interest, as determined by the planning commission member declaring such a conflict.

## **ARTICLE IV**

## **OFFICERS**

The Commission shall elect by a majority vote of its membership a Chairperson, Vice-Chairperson and Secretary. The term of each office shall be one (1) year. An officer may be re-elected to his or her office. The Chairperson shall preside at all public meetings of the Commission, appoint such committees as shall from time to time be deemed necessary; and perform such duties as may be delegated by the Commission. He shall have a vote on all resolutions of the Commission. The Township board member is not eligible to serve as Chairperson of the Planning Commission. The Vice-Chairperson shall preside at public meetings of the Commission in the absence of the Chairperson. The Secretary shall keep a record of the minutes of all meetings, keep a record of all transcripts, records, plans, etc. brought before the Commission. The Township Clerk shall be custodian of the records and files of the Commission.

## **ARTICLE V**

## **DECISIONS**

### **Section 1.0**

### **Public Meetings**

The business which the Commission may perform shall be conducted at a public meeting of the planning commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the item, date, and place of a regular or special meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976 and the Secretary shall send written notice of a special meeting to commission members not less than 48 hours in advance of the meeting.

### **Section 2.0**

### **Quorum**

A majority of the members of the Commission shall constitute a quorum for purposes of transacting the business of the Commission and the Open Meetings Act, Act 267 of 1976, as amended. Each member of the Commission shall have one (1) vote. A majority of the members present at any meeting may approve any action unless provisions of these by-laws, Township Ordinance, or State Law requires a quorum or more for approval.

## **ARTICLE VI**

## **PERSONNEL**

The Township Board, upon recommendation of the Commission, may employ a planning director or other planning personnel, contract for the services of planning and other technicians, and pay or authorize the payment of expenses within the funds budgeted and provided for planning purposes.

## **ARTICLE VII**

## **BUDGET**

The Commission or Planning Consultant shall prepare a cost estimate and submit same to the Township Board for approval or disapproval. The Township Board annually may appropriate and make available







# Memorandum

**TO:** Planning Commission

**FROM:** Julie Connochie, AICP

**SUBJECT:** Zoning Technical Review Introduction

**DATE:** February 25, 2020

Over the years the Township has made several improvements to the zoning ordinance, including the “tweaks” to the parking standards, woodland standards, and other operational aspects of the ordinance. As changes are incorporated over time, it is easy for an ordinance to become unwieldy, confusing, and hard to use. Therefore, it is good practice to periodically conduct a thorough check-up of the ordinance to make it more streamlined and user-friendly. The Township recently decided to undertake this process to ensure the ordinance encourages quality development while still being easily understood.

The technical review is also an important next step in the implementation of the Holly Township 2040 Master Plan. Adopted in 2016, the Master Plan laid out a number of zoning recommendations, most importantly the creation of new zoning districts. Starting that process with a review of the existing ordinance will ensure new and modified standards are incorporated into the ordinance in a clear and logical way.

## TECHNICAL REVIEW SCOPE

McKenna will examine the current Zoning Ordinance in light of state-of-the-art regulatory methods, the Township's Master Plan, and McKenna's day-to-day zoning experience. The Technical Review, presented as a memo, will provide a substantive analysis of the following:

- **General Zoning.** Review of the current Zoning Ordinance involving an article-by-article summary of potential and known problems with the Ordinance in terms of format, consistency with enabling legislation and case law, and our experience in other communities.
- **Definitions.** Recommend new or revised definitions for contemporary uses and issues.
- **Inconsistencies and Conflicts.** Check for fragmented, inconsistent, or outdated language, irrelevant and incorrect cross-references, redundancy, contradictions, conflicts, etc.
- **Clarity, Simplicity, and Ease of Use.** Determine regulations that can be clarified or enhanced by the use of diagrams, charts, tables, or illustrations.
- **Master Plan.** Review and recommendations for regulations to facilitate implementing the Township's 2040 Master Plan, including new districts and identification of existing provisions that may conflict with the Plan.
- **Zoning Board Appeals (ZBA) Decisions.** Review of list of recent ZBA variance decisions that identify recurring problems (accessory building size, lot areas, setbacks, etc.) from minutes provided by Township Administration.





- **Current Legal Issues.** Review with the Township Attorney potential revisions generated by any relevant zoning litigation involving the Township that might be beneficial, plus revisions resulting from recent Michigan state law and new case law.
- **Other Miscellaneous Items.** Recommend standards regarding other issues not adequately addressed in the current Zoning Ordinance or that may need to be revisited such as appropriate development standards in the Fish Lake/Grange Hall Road area, process and procedures, etc.

In addition to the work above, we will conduct a targeted review of other sections of the Township Codes that represent issues in urgent need of review and revision as identified by the Township Zoning Administrator and Code Enforcement Officer at a kick-off meeting on February 5, 2020.

At the end of this process, we will deliver one Technical Review Memo that covers our analysis of both the Zoning Ordinance and other sections of the Township Code. It will clearly identify the sections reviewed, the issues discovered, and where appropriate, the proposed actions the Township should take to update the ordinances.

### THE PLANNING COMMISSION'S ROLE

The Planning Commission is the body charged with making recommendations on a variety of projects based on the standards and procedures established in the zoning ordinance. As such, the Commission is an important stakeholder in this review process. Further, the Commission is uniquely aware of what issues exist within the ordinance, particularly with respect to clarity, user-friendliness, and review processes.

During the review, we will attend up to three Planning Commission meetings. These meetings will be the Commission's opportunity to hear about the review process, identify areas of focus, provide feedback on the draft and final reports, and ask questions.

### NEXT STEPS

McKenna will give a brief introduction to the Zoning Ordinance Technical Review at the Planning Commission meeting on Tuesday, March 3, 2020. **Prior to the meeting, we would like the Commission to think about your "pain points," or things that make it difficult for the Commission to interpret or apply ordinance standards.** Those pain points might include:

- Confusing language or standards
- Outdated or overly complex language
- Missing, incomplete, or contradictory standards
- Issues with how the ordinance is organized

Collecting these pain points is an important first step in the technical review process and your feedback is greatly appreciated. In the next few months, McKenna will conduct our review and develop a first draft of the technical review report, which will be distributed to the Planning Commission for discussion at a future Planning Commission meeting.

Sincerely,

McKENNA

Julie Connochie, AICP  
Principal Planner

