

HOLLY TOWNSHIP  
PROPOSED AGENDA  
PLANNING COMMISSION  
February 12, 2025 at 6:30 PM  
Holly Township Hall (Upstairs)  
102 Civic Dr., Holly, Michigan 48442

CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL: Glen Mitchell Ray Kerton Michael McCanney  
Chuck Stoner Leslie Jorgensen Vacancy

AGENDA APPROVAL

PUBLIC COMMENT – For Items on the Agenda Only.

PUBLIC HEARINGS: None.

APPROVAL OF MINUTES – August 14, 2024.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Election of Officers – Chair, Vice Chair and Secretary.
2. Trilogy Health Services, LLC. Request for Special Land Use Permit Extension.
3. Planner Presentation.
4. 2024 Planning Commission Annual Report.

REPORTS

PUBLIC COMMENT

ADJOURNMENT



Holly Township  
Planning Commission – Regular Meeting  
Minutes of August 14, 2024

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**CALL TO ORDER:** Commissioner Matson called the regular meeting of the Holly Township Planning Commission to order at 6:33 p.m. Located at the Holly Township Offices (Upstairs), 102 Civic Drive, Holly, Michigan 48442

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Members Present**

Pam Mazich  
Ryan Matson  
Glen Mitchell  
Steve Ruth  
Mike McCanney

**Others Present**

Karin Winchester, Township Clerk  
John Jackson, McKenna & Associates  
Matthew Raysin, Genesee Cty Drain Commission  
Scott Heymeyer, Rowe Engineering

**Absent:** Ray Kerton and Kelly Fletcher

**AGENDA APPROVAL**

- **Motion by Commissioner Mazich to approve the agenda as presented. Supported by Commissioner Mitchell. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

**PUBLIC COMMENT:** (for items on the agenda only) – None.

**PUBLIC HEARINGS:** None.

**APPROVAL OF MINUTES:** July 10, 2024.

- **Motion by Commissioner McCanney to approve the minutes of July 10, 2024 as presented. Supported by Commissioner Mitchell. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

**COMMUNICATIONS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS**

- Site Plan Application by Genesee County Drain Commissioner Division of Water and Waste Services G-4610 Beecher Flint, MI 48532 for Parcel 01-01-126-007 zoned General Commercial and AGRE.

Matthew Raysin, Genesee County Drain Commission, and Scott Heymeyer, Rowe Engineering, presented an overview of the site plan. This is phase one of five that will

provide service to the Dixie/Grange Hall corridor and surrounding communities in the future. There will be a 12 x 18 structure on the parcel to house the electric for the pump station. There will be three lights on the parcel, and natural landscaping will be preserved. The site plan has been reviewed by NOCFA, EGLE, MDOT, the Road Commission, and all impacted communities.

The following concerns of the Commission were satisfied:

- NOCFA has reviewed and approved the site plan
  - There is minimal construction and disturbance to the natural landscape
  - Lighting will not be intrusive or obscure the night sky; GCDC will consider whether any lighting can be motion activated
  - Traffic is minimal – only GCDC personnel making inspections 2-3 times weekly
- **Motion by Commissioner Mitchell to accept the Site Plan Application by Genesee County Drain Commissioner Division of Water and Waste Services G-4610 Beecher Flint, MI 48532 for Parcel 01-01-126-007 zoned General Commercial and AGRE as presented with the condition that a photometric lighting plan will be presented for administrative review. The motion was supported by Commissioner Mazich. A roll call vote was taken. All present voted yes. The motion was carried 5/0.**
- **Renewable Energy Facilities.**

John Jackson, McKenna and Associates, outlined options for the approval process. The State of Michigan Public Service Commission currently reviews and approves the site plans, but local communities can develop their own zoning codes. Local codes can be stricter than the State requirements. Having local zoning codes requires the developer to seek local approval first. If denied approval, the developer can appeal to the State.

The Commission agreed to proceed as follows: John Jackson will provide model codes from the MTA at the Commission's September meeting. The Commission will review the model, make desired modifications, and create a draft ordinance at that meeting. A public hearing for the draft ordinance will be held at the Commission's October meeting where a final draft will be approved. The approved draft will be forwarded to the Board of Trustees for their review and approval at the Board's November meeting.

- **Motion by Commissioner Mitchell to excuse Commissioner Kerton from tonight's meeting. Supported by Commissioner McCanney. A voice vote was taken. All present voted yes. The motion was carried 5/0.**

**REPORTS** – None.

**PUBLIC COMMENT** – None.

**ADJOURNMENT**

Commissioner Matson adjourned the meeting at 7:36 pm.

Submitted by: Diane M. Hill, Recording Secretary

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Karin S. Winchester, Clerk

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

funds for carrying out the purposes and functions permitted under the Michigan Planning Enabling Act PA 33 of 2008, as amended from time to time, and may match Township funds with federal, state, county, or other local government or private grants. The Township Board may accept and use gifts and grants for Commission purposes.

## **ARTICLE VIII**

### **ANNUAL REPORT**

The Commission shall make an annual written report to the Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development.

## **ARTICLE IX**

### **REGULAR MEETINGS**

#### **Section 1.0**

The Commission shall hold not less than four (4) regular meetings each year, and by resolution of the Township Board of Trustees shall determine the time and place of the meetings.

#### **Section 2.0**

### **PUBLIC NOTICE**

A regular meeting of the Commission shall not be held unless public notice is posted by the Township Clerk within ten (10) days after the first meeting of the Commission in each calendar or fiscal year of the Commission. All notices required by the Open Meetings Act, shall be posted in the Holly Township Hall located at 102 Civic Drive, Holly, Michigan.

#### **Section 3.0**

### **CHANGE OF SCHEDULE**

If there is a change in the schedule of a regular meeting, the Township Clerk shall post within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings. Notice for rescheduled regular meetings shall be posted in the Holly Township Hall at least eighteen (18) hours before the meeting.

#### **Section 4.0**

### **RECONVENED MEETINGS**

A public meeting of the Commission which is recessed for more than thirty-six (36) hours shall be reconvened only after public notice is posted in manner provided in this Article.

## **ARTICLE X**

### **SPECIAL MEETINGS**

Special meetings may be called by the Chairperson or two (2) members, upon written request to the Secretary. The Secretary shall send written notice of a Special Meeting to Planning Commission members not less than 15 hours before the meeting, and including the purpose of the Special Meeting. Special Meeting requests by a petitioner, proprietor, developer, etc., shall be in writing and include reasons for the request. The request must be accompanied by the fee established by the Board. The petitioner must provide the number of copies required of plans and all pertinent information related to the topic of discussion for the Special Meeting at least one (1) week prior to the scheduled Special Meeting.

Public notice of a special meeting must state the date, time and place of a public meeting of the Commission and shall be posted by the Township Clerk in the Holly Township Hall at least eighteen (18) hours before the special meeting.

## **ARTICLE XI**

### **ADDRESSES BY THE PUBLIC**

#### **Section 1.0**

### **Speaking; Limitations**

Unless otherwise provided by resolution of the Commission, members of the public may address the Commission during the "Public Comment", at a public meeting, subject to the following limitations which



Outlook

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## Trilogy Health Holly\_SLU Extension Request as of 1.28.25

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From Joseph Nawrocki <Joseph.Nawrocki@Trilogyhs.com>

Date Tue 1/28/2025 10:53 AM

To Karin Winchester <clerk@hollytownship.org>; John Jackson <jackson@mcka.com>; Alexis Farrell <afarrell@mcka.com>

Cc Joseph Nawrocki <Joseph.Nawrocki@Trilogyhs.com>

1 attachment (401 KB)

20250120 Trilogy Holly - Overall Plan.pdf;

Good Morning All!

I had a call with Karin Winchester this morning. The Special Land Use (SLU) "extension" does not have a formal application. Karin asked that I send an e-mail request and also stated that I will be on the February 12, 2025 agenda to present this extension request.

Our initial and current Land Use Approval was granted unanimously (6-0 vote) on January 23, 2024 by the Planning Commission (PC). The six-month SLU extension that we (Trilogy Health) seek is because we did not pull a building permit within one year as is required of the zoning ordinance. But an extension of a Special Land Use is also allowed for in the zoning ordinance.

The reason for this extension request is that we bought the property only six (6) months ago from Silverman Holly. In the six-month period since we closed, the decision to pursue breaking ground and permitting the project by the end of Q2 of 2025 was just approved almost four weeks ago, in late Q4 of 2024 by our corporate leadership.

We are ready to pursue final Site Plan Approval in Q1 into Q2 of 2025 and hope that we are successful in achieving that plus all other permits in order to commence construction before the 1<sup>st</sup> of July 2025. The six-month extension allows us to focus on the SPA application process with your Planner and Planning Commission versus having to start the SLU and SPA process all over again.

Please see the bullet points as the basis for the request of this extension versus that of a brand-new Special Land Use application.

- The "use" of this property is still the same footprint for our skilled nursing facility (in square footage and layout and parking count).
- We have satisfied the NOFCA parking and dimensional requirements in this plan layout as was addressed in the SLU hearing last January.
- We increased the east end patio units by two, from the approved 28 to now 30 units total, but less than 10%, which percentage is often the threshold for SLU or PUD Minor Amendments.
- The southernmost part of our 16-acre property "use" is also still the same use that was approved, stormwater management, which stormwater currently flows from north to south across this parcel and onto other parcels further south of our land that we bought.

- Our property that we purchased six months ago is larger, but the land use that was approved by the Planning Commission, is still the same use.

**Please confirm receipt** and that this e-mail is an acceptable form for the Planning Commission to hear my request on Wednesday February 12, 2025.

Thank you!



**Joseph (Joe) Nawrocki**

Director of Development

Trilogy Health Services

303 N Hurstbourne Pkwy, Ste

200 | Louisville, KY 40222

616-216-0019 (m)

• [trilogyhs.com](http://trilogyhs.com) • [trilogyjobs.com](http://trilogyjobs.com)







# Memorandum

**TO:** Holly Township Planning Commission  
**FROM:** Alexis Farrell, Senior Planner  
**SUBJECT:** Trilogy Health Special Land Use Extension Request  
**DATE:** February 5, 2025



**Dear Commissioners:**

Holly Township has received a request to extend a Special Land Use (SLU) permit from Trilogy Health for a permit conditionally issued on January 23, 2024 to operate a convalescent home on parcel # 01-28-101-018 (no address). We have prepared a summary of the applicable regulations and conditions surrounding this extension request to inform your discussion while determining whether to extend the permit.

Section 32-33 of the Holly Township Zoning Ordinance lays out the regulations pertaining to granting SLU permits, as well as the provision which allows the Planning Commission to grant an extension of validity. SLU permits must be acted on upon approval by applying for a building permit within one year of receiving the permit.

**Section 32-33:**

**(e) Voiding and extensions of permit.** *Unless otherwise specified by the planning commission, any special use permit granted under this section shall be null and void unless the property owner shall have made application for a building permit within one year from the date of the granting of the permit. The zoning administrator shall give notice by certified mail to the holder of a permit that is liable for voiding action before voidance is actually declared. Such notice shall be mailed to the permit holder at the address indicated in the*



*permit. Within 30 days of receipt of notice of voiding of the permit, the applicant shall have the right to request an extension of the permit from the planning commission. The planning commission may grant an extension thereof for good cause for a period not to exceed six months. The zoning administrator may suspend or revoke a permit issued under the provisions of this chapter whenever the permit is issued erroneously on the basis of incorrect information supplied by the applicant or his agent and is in violation of any of the provisions of this chapter or of any other ordinances or regulations of the township.*

As noted in the ordinance, the Planning Commission is authorized to extend the SLU permit for up to 6 months if appropriate. In advance of the expiration, and upon receipt of the required notice, the applicant requested an extension.

### **SUMMARY OF CONDITIONS**

Attached to this memo you will find our original review of the SLU application, dated January 16<sup>th</sup>, 2024 which summarizes the proposed use, our findings, and conditions that were attached to the approval. In summary, the applicant proposed a Planned Development (PD), to include a single-story convalescent home with 78 units (91 beds), as well as 28 independent duplexes on a 13.7-acre property located on the east side of Fish Lake Road and north of Grange Hall Road, zoned RM-1, Multi-Family Residential.

The property falls within the Grange Hall/Fish Lake Overlay District within which an applicant may pursue a Planned Development (PD) using a special land use procedure (as opposed to the traditional PUD procedure). The applicant is pursuing this route due to allow for design flexibility. Convalescent homes are also a special use in the RM-1 district.

The SLU was originally approved by the Planning Commission on January 23, 2024, with conditions that include submitting a complete and compliant site plan. To date, the applicant has not yet submitted for site plan review, but has indicated they intend to in mid-February.

The decision to extend is discretionary, and therefore there are no specific requirements for the Planning Commission to approve or deny. There are also no criteria laid out in the ordinance to guide the determination of whether or not to extend the permit. In lieu of specific criteria, we offer the following summary of conditions, based on sound planning principles, that you might consider in your decision.

1. **Surrounding conditions.** One thing to consider is the validity of the original plan in the context of surrounding development and conditions to ensure that the original concept design and intended use is still appropriate. For this project, property in the vicinity has not developed or changed in any way (which may impact traffic, public services, etc.) which is in line with the conditions during the initial approval.
2. **Development progress.** Another item to consider in granting an extension is progress by the applicant to meet conditions of approval, apply for other permits or generally move toward the realization of the project. Since the original approval in January 2024, the applicant has worked to revised and add detail to the site plan, which as noted will be tentatively submitted later this month. Additionally, at the time of approval the applicant, Trilogy Health, had not yet finalized the purchase of the site, which has since been finalized. Additionally, the applicant indicated that they were working through design changes and issues for the site plan throughout this time, which demonstrates continued commitment to fulfill the concept they were approved for.



## NEXT STEPS

Should the Commission find that an extension is warranted in this case, the applicant will still need to meet conditions of the original approval and obtain site plan approval. Additionally, while no official submission has been made, the applicant has indicated that while working through the design, several layout changes have been made. It is likely that amendment to this permit is likely going to be required to ensure alignment with site design changes. Any amendment to the permit will be presented to the Planning Commission in conjunction with the site plan and request for site plan approval so as to further align the two requests moving forward.

If you have any questions regarding this case, please do not hesitate to contact us.

Respectfully,

McKENNA

A handwritten signature in black ink that reads "Alexis Farrell".

Alexis Farrell  
Senior Planner





# Special Land Use Review for a Planned Development (PD)

**TO:** Holly Township Planning Commission  
**FROM:** Nani Wolf, AICP, Associate Planner  
Alexis Farrell, Assistant Planner  
**SUBJECT:** Special Land Use Review #1 - Trilogy Health  
**DATE:** January 16, 2024 *A*

Dear Commissioners,

We have reviewed the Trilogy Health special land use application dated 12/20/2023 for a proposed Planned Development (PD), to include a single-story convalescent home with 78 units (91 beds), as well as 28 independent duplexes. The project is proposed to be located on a 13.7-acre property located on the east side of Fish Lake Road and 850 feet north of Grange Hall Road, zoned RM-1, Multi-Family Residential. The applicant has already received a special land use permit to operate a convalescent home on this site.

The property falls within the Grange Hall/Fish Lake Overlay District. Within this district, an applicant may pursue a Planned Development (PD) using a special land use procedure (as opposed to the traditional PUD procedure). The applicant is pursuing this route due to challenges with setback and height restrictions.





### **Intent of the RM-1 Multiple Family Residential District.**

1. RM-1 and RM-2 multiple-family residential districts are intended to provide sites for low-rise multiple-family dwellings and related uses. The RM-1 and RM-2 districts shall be located in areas that can be adequately supplied with utilities and public services. It is also the intent of the RM-1 and RM-2 districts to encourage the provision of recreational amenities and facilities designed to serve the needs of residents of multiple-family dwelling developments.
2. The RM-1 district is intended to allow low-density multiple-family development in otherwise higher-density single-family areas. The density and character of development in the RM-1 district shall be consistent within and compatible with single-family uses in the surrounding area.
3. The RM-2 district is intended to allow medium-density multiple-family development in close proximity to and compatible with higher-intensity commercial, office, and light industrial development. The RM-2 district is also intended to provide a zone of transition between areas of higher and lower-intensity development.

### **Intent of the Grange Hall/Fish Lake Overlay District**

The purpose of the Grange Hall/Fish Lake Overlay District shall be to encourage the use of property in accordance with the Holly Township Master Plan, including the Grange Hall Road Corridor and Grange Hall/Fish Lake Intersection Recommendations. Consistent with the Grange Hall Road Corridor recommendations, these regulations establish an overlay district that will: allow mixed use development; arrive at a development pattern which addresses both style and architecture appropriate for the area; encourage the redevelopment and reuse of certain properties which are no longer capable of properly serving their intended purpose; ensure safe and complementary vehicular and pedestrian circulation patterns; and, control vehicular access. The provisions of this district are intended to establish Grange Hall/Fish Lake intersection as an area which:

- (1) Promotes the goals and policies of the master plan.
- (2) Promotes for a compatible mixture of use in close proximity to one another.
- (3) Improves the physical appearance of the district by coordinating design of buildings, site arrangement and landscaping, signs, and other elements.
- (4) Encourages redevelopment of property consistent with the intent and provisions of this section.
- (5) Manages access to businesses and future development while simultaneously preserving the flow of traffic on the surrounding road system in terms of safety, capacity needs, and speed.

### **Planned Development (PD) Option**

Certain projects may **deviate from the underlying zoning** and/or contemplate redevelopment or reuse of otherwise nonconforming properties. The planned development option is intended to provide for various types of land uses planned in a manner which shall: encourage the use of land in accordance with its character and adaptability; conserve natural resources and energy; encourage innovation in land use planning; provide enhanced housing, employment, shopping, traffic circulation and recreational opportunities for the people of the township; and bring about a greater compatibility of design and use.

A planned development option may be applied for in any zoning district within the Grange Hall/Fish Lake Overlay District. Approval of the planned development option shall require **special land use** approval from the planning commission.



## **SPECIAL USE STANDARDS**

Below are the criteria for which the Township considers special land use application:

- 1. Will be harmonious and in accordance with the general objectives or any specific objectives of the township master plan and will be compatible with the natural environment.**

*The proposed use is harmonious and in accordance with Holly Township's master plan: Holly Township: Master Plan 2040. The master plan designates the subject parcel as "Rural Town Center" and Multi-Family Residential, which allows for higher-density residential. Additionally, the applicant has already obtained approval for the convalescent use. Complies.*

- 2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.**

*The proposed use and design of the site layout is generally designed to be in character and keeping with the area. Given the planned residential development north of the site, the proposed site design and operations are aligned with the future of the immediate area. However, the essential rural character of the area is not sufficiently protected by the proposed landscaping for the site. The proposed landscape plan includes the unnecessary removal of numerous existing tree stands and does not include provisions for replacement. These must be addressed and corrected during Site Plan review.*

- 3. Will not be hazardous or disturbing to existing or future nearby uses.**

*There is no indication based on the submittal packet that there will be any hazardous or disturbing components from this use.*

- 4. Will be compatible with adjacent uses of land and will promote the use of land in a socially and economically desirable manner.**

*The proposed use has already been approved. Complies.*

- 5. Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility.**

*Fire lanes and proposed vehicle routing (dump trucks and fire engines), a grading plan, and retention basin capacity have been provided at this time. We believe this standard can be met. One row of parking at the north end of the site was removed at the north end of the site at the request of the Fire Marshal to ensure adequate access.*

*Additional items may be required should they be deemed necessary by the Township Engineer and Fire Marshal.*

- 6. Will not create excessive additional public costs and will not significantly decrease property values of surrounding properties.**

*The proposed use has already been approved. Complies.*

- 7. Will meet all the requirements and standards of this chapter and any other applicable laws, standards, ordinances, and/or regulations.**



The proposed concept plan meets almost all requirements and standards of the Zoning Ordinance and the Overlay District, with the exception of some internal setbacks. The applicant is requesting deviations from these standards through the Planned Development Option (see below).

Standard	Required	Proposed
Setback from Internal Drive/Streets	40 ft. (min.)	31ft. (townhomes) 18 ft. (convalescent)
Setback form Property Perimeter (Convalescent Building Only)	100 ft. (min)	88 ft.
Setback from Parking/Service Drives	10 ft. (min.)	Max: 14.5 ft Min: 6 ft
<b>Setbacks Between Internal Buildings</b>		
Side/Front Side/Rear	50 ft. (min.)	27 ft Distance between clubhouse and nearest side of townhomes
Front/Front Front/Rear Rear/Rear	70 ft. (min.)	Front/Front: 86 ft. Front/Rear: n/a Rear/Rear: 55ft

The proposed concept plan also generally conforms with the development standards of the PD Option. Further refinement will be needed with regards to landscaping, signage, and building design during the future Site Plan review phase.

**PLANNED DEVELOPMENT OPTION STANDARDS**

In addition to meeting the special land use standards of the zoning ordinance, the applicant must meet the following as a condition to being entitled to the planned development option:

a. Grant of the planned development option will result in one of the following:

- 1. A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned development option regulations; or**

*The applicant proposes to construct a sidewalk along the length of Fish Lake Road which is otherwise not required. This sidewalk will provide a valuable future connection between the subject site and Grange Hall Road (to the south) and any future development (to the north). This sidewalk is also in assignment with the Trailways Plan contained within the adopted Master Plan. The sidewalk system also includes a connection through the site to the rear, where it will provide a complete connection to future adjacent residential neighborhoods.*

*To better enhance compliance with the Master Plan, we recommend that the Planning Commission require the sidewalk to be widened from 5-feet to 8-feet to create a comfortable multi-use path.*

- 2. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned development option regulations; or**





*The current concept plan does not include landscaping plan, and as such the developer is not proposing preservation above and beyond the baseline required by Section 32-204 of the Zoning Ordinance.*

- 4. A nonconforming use shall, to a material extent, be rendered more conforming, or less offensive, to the zoning district in which it is situated.**

*No nonconformities currently exist on the site.*

- b. The proposed type and density of use shall not result in an unreasonable increase in the need for or burden on public services, facilities, roads and utilities.**

*See review criteria #5 (above) of the Special Land Use review.*

- c. The proposed development shall be consistent with the public health, safety and welfare of the township.**

*See review criteria #3 (above) of the Special Land Use review.*

- d. The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land.**

*The proposed development will be subject to the same natural features preservation and landscaping requirements as any other project in the multi-family zoning district and Grange Hall-Fish Lake Overlay district. As such, no unreasonable negative environmental impact is anticipated.*

*Corrections must be made during the Site Plan review stage to ensure the plans are in full compliance with these regulations to avoid any tree replacement or landscaping deficiencies. There is also an opportunity for greater preservation of existing tree stands.*

- e. The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.**

*See review criteria #4 (above) of the Special Land Use review.*

- f. The proposed development shall be under, single ownership and/or control such that there is a single person having responsibility for completing the project in conformity with this Ordinance.**

*The property is currently under a purchase agreement, and future Site Plan approval will be contingent upon a successful land split.*

- g. The proposed development shall be consistent with the Goals and Policies of the Holly Township Master Plan.**

*The current Master Plan encourages the development of "higher density housing, such as apartments, townhomes, senior housing and mixed-use housing in areas where infrastructure is available or would be provided by the development." The subject site is located near available infrastructure and within the sewer service boundary for the Township, making it suitable for senior housing.*

*Additionally, the Master Plan sets a specific goal for the Fish Lake area to "connect the Fish Lake Traditional Neighborhood District to assets within Holly Township, supporting the interconnectivity of communities." The proposed sidewalk directly advances this goal.*



*The proposed plan is not entirely consistent with the Master Plan's goals for natural features conservation, including the statement that "Existing natural features, such as wetlands, woodlands, landmark trees, and scenic vistas, should be preserved and incorporated into development or redevelopment" and that "Open areas, including those in or near the right-of-way, should be left in a natural state rather than converted to lawn." As such, we recommend that the Planning Commission add stipulations to ensure these principals are adhered to during the Site Plan review phase.*

## **RECOMMENDATION**

We recommend the Planning Commission *approve the special land use request for a Planned Development (PD) Option on Parcels 01-28-101-014 and 01-28-101-013 in the extent shown on the concept plan dated 08/14/23 and subject to a future land division, based on the findings that:*

- 1) The application meets the review criteria for special land uses set forth in the Zoning Ordinance as enumerated herein;*
- 2) The use of the site as a convalescent facility has been previously approved under a separate special land use permit;*
- 3) The application meets the criteria for the Grange Hall-Fish Lake Overlay district Planned Development (PD) Option, as enumerated herein; and*
- 4) The decreased structural setbacks requested as a part of the application will have no negative material impact on the character or quality of the site and the surrounding area and such deviations are permitted under the Planned Development (PD) Option.*

*And that the application shall be subject to the following conditions during the Site Plan review phase to ensure complete compliance with the Planned Development (PD) Option criteria and conformance with the adopted Master Plan:*

- 1) The applicant must submit a complete site plan in compliance with the requirements of Article VI.*
- 2) All outstanding landscaping and natural feature deficiencies must be resolved to be code-compliant;*
- 3) Additional effort must be made to conserve existing tree stands along the northern and eastern sides of the site to the greatest extent feasible;*
- 4) The sidewalk along Fish Lake Rd must be widened to be 8-feet along the full length to enhance compliance with the Master Plan;*
- 5) Landscaping materials and design must comply with the goals and policies of the Master Plan; and*
- 6) The design of the site features, including but not limited to building architecture, lighting, and landscaping, must comply with the regulations of the Planned Development (PD) option as well as all other regulations within the Zoning Ordinance, with dimensional allowances for structures under Planned Development (PD) option.*

Regards,  
**MCKENNA**

Nani Wolf, AICP, CAPS  
Associate Planner

Alexis Farrell  
Assistant Planner



**MCKENNA**

# 2024 Annual Planning Report

February 4<sup>th</sup>, 2024

Board of Trustees and Planning Commission  
Holly Township  
102 Civic Drive  
Holly, MI 48442

**RE: 2024 Annual Report of Activities by the Planning Commission**

## **INTRODUCTION AND PURPOSE**

As required per the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2024 activities:

*"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."*

In addition to fulfilling this requirement, the Annual Report increases information-sharing between staff, boards, commissions, and the governing body and assists with these entities with anticipating, preparing, and budgeting for upcoming priorities.

## **MEMBERSHIP**

Below are the Planning Commission members who were active in 2024.

1. Ryan Matson, Chairperson
2. Glen Mitchell, Vice Chairperson
3. Ray Kerton, Secretary
4. Derek Burton, Trustee
5. Kelly Fletcher
6. Pam Mazich (Former Chair)
7. Michael McCanney

Several new members have since joined, and other have left. The current membership is as follows, prior to the election of new officers:

1. Michael McCanney, Trustee
2. Glen Mitchell
3. Ray Kerton
4. Chuck Stoner
5. Leslie Jorgenson
6. Ben Armstead
7. *Vacancy*

**HEADQUARTERS**  
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## 2024 MEETINGS

The Planning Commission met six (6) times in 2024. The meetings were originally scheduled for the first Tuesday of the month, at 6:30 PM at the Holly Area Schools Board Room. Beginning in July 2024, these meetings were held on the second Wednesday of the month at Township Hall, unless otherwise required by the State. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

1. Tuesday, January 23<sup>rd</sup>, 2024
2. Tuesday, March 5<sup>th</sup>, 2024
3. Tuesday, May 7<sup>th</sup>, 2024
4. Tuesday, June 4<sup>th</sup>, 2024
5. Wednesday, July 10<sup>th</sup>, 2024
6. Wednesday, August 14<sup>th</sup>, 2024

## 2024 IN REVIEW

Holly Township saw a variety of applications from local operations to regional developers, small sites, to large scale mixed-use sites. The Planning Commission continued to serve its role as the administrative body of the Township. The following tables show all project applications that were reviewed by the Planning Commission in 2024 along with their status as of January 2025.

Special Land Use Applications			
DATE	PROJECT LOCATION / NAME	DESCRIPTION	STATUS
01/23/2024	<b>Trilogy Health:</b> Parcels 01-25-101-013 and 01-25-101-014	Special Land Use: To operate a convalescent home and independent living housing in RM-1 District	Approved
07/10/2024	<b>Renaissance Festival:</b> Parcels 01-12-476-002 and 01-12-401-003	Special Land Use: To operate a festival and other events in an AGRE Zoning District.	Approved, with conditions
01/01/2023	<b>Cushing Field House:</b> Parcel Number 01-21-100-008	Special Land Use: To operate an event barn in the AGRE district.	Not Yet Submitted

Site Plan Applications			
DATE	PROJECT LOCATION / NAME	DESCRIPTION	STATUS
07/10/2024	<b>Renaissance Festival:</b> Parcels 01-12-476-002 and 01-12-401-003	To operate a festival and other events in an AGRE Zoning District.	Approved, with conditions
08/11/2023	<b>Trilogy Health:</b> Parcel Numbers 01-25-101-013 and 01-25-101-014	62,000 ± sq. ft. single story, 80+ unit 99+ bed assisted living, 28 retirement villas.	Not Yet Submitted

## LOOKING AHEAD: PLANNING AND ZONING IN 2024

A final highlight of 2024 includes the adoption of Holly Township's Master Plan. The MPEA requires municipalities to update their Master Plan every five years. As such, McKenna began the process of updating the Master Plan in 2023, which was last updated in 2016. The Master Plan was approved by the Planning Commission in July 2024 and adopted by the Township Board of Trustees in August 2024.



As 2025 begins, we would like to recommend the following work plan for the Planning Commission. This work plan is based on conversations we have had with the Township Clerk, Township Supervisor, and Planning Commission over the past year, and reflects the Township's long-term planning goals. The Planning Commission may review and recommend approval of the work plan, but Township Board action is required to move forward with any of the following projects.

1. **Zoning Ordinance Update.** Following the completion of the Zoning Ordinance Diagnostic in 2021 and the adoption of the Master Land Use Plan in 2024, the Township has diligently committed to pursuing updates to the Zoning Ordinance, focusing on administrative and code enforcement sections, as well as special use standards (e.g., special events) and land use districts, that can be cleaned up prior to the completion of a Master Plan update. In particular, the Ordinance must be updated to implement the Future Land Use Plan set forth in the Master Plan. The Zoning Ordinance update will begin in Q1 of 2025.

### **TRAINING OPPORTUNITIES**

McKenna highly recommends and is prepared to offer an internal Planning Commission Orientation and Training for new Commissioners to ensure a thorough understanding of the Planning Commission Bylaws and internal processes as well as the duties and responsibilities of Commissioners as well. To promote a smooth and efficient transition of Commissioners, if desired this Orientation and Training can be scheduled for Q1 2025.

The State and County also offer a wide range of training resources for Planning Commissioners. Please contact the Township if you are interested in participating in any trainings that are listed on Oakland County's website. <https://www.oakgov.com/advantageoakland/planning/services/Pages/Planning-Events-Trainings.aspx>

The State of Michigan also offers free webinars for local leaders about things like illegal dumping, flooding, contaminated land, and more. <https://www.michigan.gov/egle/outreach/past-events/local-leaders-webinar-series>

