

HOLLY TOWNSHIP
PROPOSED AGENDA
PLANNING COMMISSION
August 13, 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 Ben Armstead
Chuck Stoner Leslie Jorgensen Derek Sommer

AGENDA APPROVAL

PUBLIC COMMENT – For Items on the Agenda Only.

PUBLIC HEARINGS: None.

APPROVAL OF MINUTES – July 9, 2025.

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. Planning Commission Bylaws.
2. Planning Commission Training.

REPORTS

PUBLIC COMMENT

ADJOURNMENT

Holly Township
Planning Commission – Regular Meeting
Minutes of July 11, 2025

CALL TO ORDER: Commissioner Mitchell called the regular meeting of the Holly Township Planning Commission to order at 6:30 p.m. Located at the Holly Township Offices (Upstairs), 102 Civic Drive, Holly, Michigan 48442

PLEDGE OF ALLEGIANCE

Members Present

Glen Mitchell
Ray Kerton
Ben Armstead
Chuck Stoner
Leslie Jorgensen
Michael McCanney
Derek Sommer

Members Absent

None.

Others Present

Karin Winchester, Clerk/Zoning Administrator
Alexis Farrell, McKenna & Assoc.

AGENDA APPROVAL

- **Motion by Commissioner Sommer to approve the agenda as presented. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 7/0.**

PUBLIC COMMENT: For items on the agenda only.

PUBLIC HEARINGS: Special Land Use Application from Jeff Yacobelli (Krane Heating & Cooling) 3008 Grange Hall Rd., Holly, MI 48442 to operate a Heating and Cooling Contractors Office and Warehouse on Parcel 01-12-476-002 in a C2 Zoning District.

- **Motion by Commissioner Sommer to open the public hearing. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 7/0.**

No Public Comment.

- **Motion by Commissioner Sommer to close the public hearing. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 7/0.**

APPROVAL OF MINUTES – June 11, 2025

- **Motion by Commissioner Stoner to approve the minutes as presented. Supported by Commissioner Jorgensen. A voice vote was taken. All present voted yes. The motion was carried 7/0.**

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. Special Land Use Application from Jeff Yacobelli (Krane Heating & Cooling) 3008 Grange Hall Rd., Holly, MI 48442 to operate a Heating and Cooling Contractors Office and Warehouse on Parcel 01-12-476-002 in a C2 Zoning District.

The commission discussed the special land use application from Jeff Yacobelli for Krane Heating & Cooling. Several issues were raised and discussed:

1. **Sidewalks:** There was extensive discussion about the requirement for sidewalks. Commissioners debated whether to require concrete sidewalks or asphalt pathways, and whether the requirement should be immediate or deferred. Concerns were raised about the cost to the business owner and the practicality of sidewalks that don't connect to existing infrastructure.
2. **Building Design:** The commission noted that the submitted plans did not match the applicant's verbal description and photo of the proposed building. They requested more detailed plans showing the design elements discussed, such as cupolas and brackets.
3. **Landscaping:** There were concerns about the extent of required landscaping, particularly between the property and the neighboring residential (but commercially zoned) property to the south. Some commissioners felt the landscaping requirements were excessive.
4. **Color Scheme:** The commission requested more information about the proposed color scheme for the building.
5. **Dumpster Location:** The location of the dumpster enclosure was discussed, with a request for potential relocation or better screening.

The commission advised the applicant to work with township staff to address these issues before the next meeting.

- **Motion by Commissioner Jorgensen to table the Special Land Use Application from Jeff Yacobelli (Krane Heating & Cooling) at 3008 Grange Hall Road, Holly, Michigan 48442. Supported by Commissioner Sommer. A voice vote was taken. All present voted yes. The motion carried 7/0.**
2. Site Plan Application by Jeff Yacobelli (Krane Heating & Cooling) 3008 Grange Hall Rd., Holly, MI 48442 - Parcel 01-28-302-012.

- **Motion by Commissioner Mitchell to table the Site Plan Application from Jeff Yacobelli (Krane Heating & Cooling) at 3008 Grange Hall Road, Holly, Michigan 48442. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 7/0.**
- **Motion by Commissioner Sommer to adjourn the meeting. Supported by Commissioner Jorgensen. A voice vote was taken. All present voted yes. The motion carried 7/0.**

REPORTS – Commissioner Mitchell reminded everyone about the upcoming 4-H fair starting on Friday, mentioning fireworks, a figure 8 race, and a band performance. He also noted that Farm Bureau members could enjoy free parking on Monday.

PUBLIC COMMENT - No Public Comment.

ADJOURNMENT – Commissioner Mitchell adjourned the meeting at 8:05 pm.

Karin S. Winchester, Clerk

BY-LAWS

HOLLY TOWNSHIP PLANNING COMMISSION

Adopted, effective immediately, June 6, 2017
As amended through [Date]

~~The following by-laws and rules of procedure are hereby adopted by the Holly Township Planning Commission pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008.~~

ARTICLE I TITLE AND PURPOSE

Section 1.1. Title

- A. The name of this Commission shall be the Holly Township Planning Commission.

ARTICLE II

PURPOSE

Section 1.2. Purpose and General Statutes, Ordinances, and Rules of Procedure

- A. The Holly Township Planning Commission, hereinafter referred to as "the Commission" has been created pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, and shall be governed by all of the following statutes, ordinances, and rules:
- Michigan Public Act of 2008, No. 33 as amended, the Planning Enabling Act
 - Michigan Public Act of 2006, No. 110 as amended, the Zoning Enabling Act
 - Michigan Public Act of 1976, No. 442, as amended, the Freedom of Information Act
 - Michigan Public Acts of 1976, No. 267, as amended, the Open Meetings Act
 - Chapter 32 of the Holly Township Code of Ordinances, also known as the Zoning Ordinance of Holly Township
 - Robert's Rules of Order
 - The Rules of the Commission, as set forth herein.
- B. The general purpose of the Holly Township Planning Commission shall be to guide and promote the efficient, coordinated development of this Township in a manner which will best promote the health, safety and general welfare of the Township of Holly.

Section 1.03 Master Plan

- A. The Commission shall prepare, update, revise, amend and supplement a Master Plan pursuant to the Michigan Planning Enabling Act PA 33 of 2008 and Michigan Zoning Enabling Act PA 110 of 2006, as amended from time to time.
- B. As a basis for the Master Plan the Commission shall make inquiries, investigations, and surveys of all the resources of the Township, assemble and analyze data and formulate plans for the proper conservation and use of all resources, including a determination of the extent of proper future needs for the most advantageous designation of lands having various use potentials and for services, facilities, and utilities required to equip those lands.
- C. The Township shall consult with representatives of local units of government, incorporated municipalities within the Township, and regional planning bodies with regard to the Master Plan.
- D. In addition to the Master Plan prepared as a guide for the development of unincorporated portions of the Township, the Commission may, by a majority vote of its members, adopt a sub plan for a geographic area less than the entire unincorporated area of the Township if, because of the unique physical characteristics of

that area, more intensive planning is necessary for the purposes set forth in Section 7 of Michigan Planning Enabling Act PA 33 of 2008 (MCLA 125.3807).

- E. The Master Plan shall include maps, plats, charts, descriptive, explanatory, and other related matter and shall show the Commission's recommendations for physical development of the unincorporated area of the Township.
- F. The Commission shall promote public understanding of the Master Plan and shall publish and distribute copies of the Master Plan and of any report; and may employ such other means of publicity and education as it determines necessary.
- G. At least every 5 years after adoption of the Master Plan, the Commission shall review the Master Plan and determine whether to commence the procedure to amend or adopt a new Master Plan.

Section 2.01.4 Public Works

- A. No streets, square, park or other public way, ground or open space, or public building or structure shall be constructed or authorized for construction in an area covered by the Township's Master Plan unless the location, character and extent thereof shall have been submitted to and reviewed by the Commission. The Commission shall communicate its recommendations for the approval or disapproval to the Township Board, which shall have the power to grant a permit for construction with conditions.

Section 3.01.5 Plats

- A. The Township Board shall refer plats or other matters related to land development to the Commission before final action thereon by the Township Board and may request the Commission to recommend regulations governing the subdivision of land.

Section 4.01.6 Zoning Ordinance

- A. The Commission shall perform those functions set forth in the Zoning Ordinance of Holly Township, which are consistent with the Michigan Planning Enabling Act PA 33 of 2008 and Michigan Zoning Enabling Act PA 110 of 2006, as amended ~~from time to time~~.

ARTICLE III CREATION

The Planning Commission was created by resolution of the Holly Township Board as authorized by Public Act 168 of 1959, as amended. The Township Board transferred to the Planning Commission all the powers and duties provided to a zoning commission, by resolution, pursuant to the Michigan Zoning Enabling Act, 2006 Public Act 110, as amended.

Section 1.02.1 Appointment of Members

- A. The Commission shall consist of seven (7) who shall be representative of major interests as they exist in the Township, such as agriculture, natural resources, recreation, education, public health, government, commerce, transportation and industry. **These members**, who shall be appointed by the Supervisor, ~~and are~~ subject to the approval by a majority vote of the Township Board.
- B. The membership shall also be representative of the entire geographic area of the Township. Members of the Commission shall be qualified electors of the Township, except one member of the Commission may be an individual who is not a qualified elector of the Township, such as a business owner who does not live in the Township.
- C. All members of the Commission shall hold no other Township office, except that no more than one such member shall be a member of the Township Board.
- D. ~~and One~~ One member of the Planning Commission shall also serve on the Zoning Board of Appeals.

Section 2.02 Term

- A. The term of each member shall be three (3) years, except that the term of the Township Board Member shall expire with his or her term on the Township Board.
- B. A member shall hold office until his or her successor is appointed.
- C. All vacancies for unexpired terms shall be filled for the remainder of such term by appointment by the Supervisor, subject to approval by a majority vote of the Township Board.

Section 2.3.0 Delinquency

- A. Any commission member who is unable to attend a regular or special meeting must notify the Township Supervisor, Chair, or Vice Chair of an absence.
- B. Any commission member absent from two (2) regular meetings without valid excuse shall be reported to the Township Board for replacement, at the discretion of the Commission, according to provisions of the Michigan Planning Enabling Act PA 33 of 2008, as amended ~~from time to time~~.
- C. ~~The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Township Board whenever any member of the Commission is absent from two consecutive regularly scheduled meetings, so the Township Board can consider further action allowed under law or excuse the absences.~~
- D. ~~Delinquency shall be grounds for the Township Board to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. Members may be removed by the Township Board of Trustees, after a public hearing, for misfeasance, malfeasance, or nonfeasance written charges by a vote of the Township Board.~~

Section 2.4 Training

- A. Each member shall have attended at least two hours per year of training in planning and zoning during the member's current term of office. Training shall be provided by one or more of the following:
 - a. Planning Department staff, or their agents and consultants
 - b. Michigan Association of Planning
 - c. American Planning Association
 - d. Michigan State University Extension
 - e. Michigan Townships Association
 - f. Michigan Municipal League
 - g. Michigan Downtowns Association
 - h. Michigan Association of Counties
 - i. Continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, Wayne State University
 - j. Another organization as approved by the Township Zoning Administrator

Section 2.4.0 Conflict of Interest and Incompatibility of Office

- A. The Commission members shall ~~avoid and~~ disclose any potential conflict of interest ~~and/or incompatibility of office~~ to the Commission.
- B. The member is disqualified from voting on the matter if a conflict of interest exists, or by majority vote of the remaining members of the Commission. Failure of a member to disclose a potential conflict of interest constitutes malfeasance in office.
- C. ~~A conflict of interest exists in all of the following instances: As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:~~
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning the member.
 - b. ~~3-~~Issuing, deliberating on, voting on, or reviewing a case concerning a relative or other family member, including a member's spouse, children, stepchildren, grandchildren, parents, siblings, grandparents, parents in-law, grandparents in-law, or members of the member's household ~~is involved in any request for which the planning commission is asked to make a decision;~~

- c. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by the member.
 - d. ~~3.2~~ Issuing, deliberating on, voting on, or reviewing a case concerning a The planning commission member who 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;
 - e. ~~3.3~~ Issuing, deliberating on, voting on, or reviewing a case concerning a The planning commission member who 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.
 - f. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to the member.
 - g. Issuing, deliberating on, voting on, or reviewing a case where the member's employee or employer is:
 - i. an applicant or agent for an applicant; or
 - ii. has a direct interest in the outcome.
 - h. ~~3.4~~ There is a reasonable appearance of a conflict of interest, as determined by the planning commission member declaring such a conflict.
- D. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
- E. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
- a. Declare a conflict exists at the next meeting of the Commission;
 - b. Cease to participate at the Commission meetings, or in any other manner, or represent oneself before the Commission, its staff, or others; and
 - c. During deliberation of the agenda item before the Commission or committee, leave the meeting or remove oneself from the front table where members of the Commission sit, until that agenda item is concluded.
- F. If a member of the Commission is appointed to another office, which is an incompatible office with their membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

Section 2.5 Ex Parte Contact

- A. Members shall avoid ex parte contact about cases where an administrative decision is before the Commission whenever possible.

Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

C.B.

ARTICLE III~~V~~ OFFICERS

Section 3.1 Officer Duties

- A. 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.
- B. 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 **or she** 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. **Additionally, the Chair shall:**

- a. Preside at all meetings with all powers under parliamentary procedure;
 - b. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
 - c. Restate all motions as presented in meetings;
 - d. Appoint committees if deemed necessary;
 - e. Appoint officers of committees or choose to let the committees select their own officers.
 - f. Act as an Ex-Officio member of all committees of the Commission;
 - g. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
 - h. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if the chair so chooses;
 - i. Periodically meet with the Planning Director and/or other Planning Department staff to review Planning Department operation, procedures, and to monitor progress on various projects;
 - j. Perform such other duties as may be ordered by the Commission.
- C. The Vice-Chairperson shall preside at public meetings of the Commission in the absence of the Chairperson. **Additionally, the Vice-Chair shall:**
- a. Act in the capacity of Chair, with all the powers and duties found in Section 3.1.B of these Rules, in the Chair's absence;
 - b. Perform such other duties as may be ordered by the Commission.
- D. 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. **Additionally, the Secretary shall:**
- a. Execute documents in the name of the Commission;
 - b. Be responsible for the minutes of each meeting, if there is not a recording secretary.
 - c. Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission (the Secretary may delegate this duty to Township staff);
 - d. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Planning Department Office;
 - e. Keep attendance records pursuant to Section 2.3 of these Bylaws;
 - f. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 et seq. (the Secretary may delegate this duty to Township staff);
- E. The Township Clerk shall be custodian of the records and files of the Commission.

ARTICLE **IV** DECISIONS

Section ~~4.0~~**4.1** Public Meetings

- A. 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.
- B. 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 ~~4.2.0~~**4.2** Quorum

- A. A **simple** majority (**four**) 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.
- B. Each member of the Commission shall have one (1) vote.

- C. 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

Section 5.1 Personnel

- A. 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

Section 6.1 Budget

- A. 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

Section 7.1 Annual Report

- A. 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.
- B. The Secretary may delegate this duty to Township staff, such as the Township Zoning Administrator, or their agents and consultants.

ARTICLE ~~VIII~~ REGULAR MEETINGS

Section ~~8.1.0~~ Regular Schedule

- A. 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 ~~8.2.0~~ Public Notice

- A. 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 8.3-0 Change of Schedule

- A. 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 8.4-0 Reconvened Meetings

- A. 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~~

Section 8.5 Special Meetings

- A. 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.
- B. 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.
- C. 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 IX ADDRESSES BY THE PUBLIC~~

Section 9.1-0 Speaking; Limitations

- A. 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 may be modified by resolution of the Commission:
 - a. A person addressing the Commission in their individual capacity and not as a representative or spokesperson for an organization shall have three (3) minutes to address the Commission.
 - b. A person addressing the Commission as a representative or spokesperson of an organization shall have five (5) minutes to address the Commission.

Section 9.2-0 Exclusion

- A. A person shall not be excluded from a public meeting except for a breach of peace actually committed at the meeting. In the event of such a breach, the chair of the Commission shall be authorized to exclude the person(s) from the public meeting.

~~ARTICLE XI AGENDA~~

Section 10.1 Agenda Order

- A. Unless otherwise modified by resolution of the Commission, the agenda of a public meeting of the Commission shall be as follows:

- | | |
|--|---------------------------|
| 1. Call to Order & Roll Call | 7. Communications |
| 2. Pledge of Allegiance & Roll Call | 8. Old Business |
| 3. Agenda Approval | 9. New Business |
| 4. Public Comments (for non-agenda items only) | 10. Reports |
| 5. Public Hearings | 11. Public Comment (Open) |
| 6. Approval of Minutes | 12. Adjournment |

ARTICLE XIII ————— PARLIAMENTARY PROCESS

~~For meetings of the Commission, its committees and advisory committees the rules of procedure set forth in Roberts Rules of Parliamentary Procedure shall govern in all cases in which it is not inconsistent and not contrary to any existing laws of the State of Michigan.~~

ARTICLE XIV AMENDMENTS

Section 11.1 Procedures to Amend the By-Laws

- A. The By-Laws may be amended, added to, or repealed by a vote of four (4) members of the Commission at a regular meeting provided that notice of the proposed amendment, revision or repeal is given to each member of the Commission in writing at least seven (7) days prior to the regular meeting at which the amendment is intended to be acted upon.