

HOLLY TOWNSHIP  
PROPOSED AGENDA  
PLANNING COMMISSION  
February 11, 2026 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 – December 10, 2025 (No January 2026 Meeting).

COMMUNICATIONS: None.

OLD BUSINESS:

1. Holly Township Zoning Ordinance Diagnostics for Review and Discussion.

NEW BUSINESS:

1. Election of Officers.
2. Proposed Planning Commission By-Laws Amendments.
3. 2025 Planning Commission Annual Report.

REPORTS

PUBLIC COMMENT

ADJOURNMENT



Holly Township  
Planning Commission – Regular Meeting  
Minutes of December 10, 2025

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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

ROLL CALL

Present

Glen Mitchell, Michael McCanney, Ben Armstead, Ray Kerton, Chuck Stoner and Leslie Jorgensen.

Members Absent

Derek Sommer.

Others Present

Alexis Farrell Rodriguez, Planner and Clerk Winchester.

- **Motion by Commissioner Kerton to excuse Commissioner Sommer. Supported by Commissioner Jorgensen. A voice vote was taken. All present voted yes. The motion carried 6/0.**

AGENDA APPROVAL

- **Motion by Commissioner Kerton to approve the agenda. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 6/0.**

PUBLIC COMMENT – For Items on the Agenda Only:

No Public Comment.

AGENDA APPROVAL

- **Motion by Commissioner Sommer to approve the agenda. 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:

No Public Comment.

PUBLIC HEARINGS: None.

APPROVAL OF MINUTES – November 12, 2025

- **Motion by Commissioner Kerton to approve November 12, 2025 minutes. Supported by Commissioner Jorgensen. A voice vote was taken. All present voted yes. The motion carried 7/0.**

COMMUNICATIONS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. Diagnostics Review of the Holly Township Zoning Ordinance.
- 2.

REPORTS: None.

PUBLIC COMMENT:

No Public Comment.

ADJOURNMENT

- **Motion by Commissioner Stoner to adjourn the meeting. Supported by Commissioner Armstead. A voice vote was taken. All present voted yes. The motion carried 6/0.**

ADJOURNMENT – Commissioner Mitchell adjourned the meeting at 8:08 pm.

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Karin S. Winchester, Clerk



# Memorandum

**TO:** Planning Commission  
Holly Township  
102 Civic Drive  
Holly, MI 48442

**FROM:** Alexis Farrell-Rodriguez, AICP, NCI  
Sommer Nafal, NCI

**SUBJECT:** Nonconformities Overview

**DATE:** January 6, 2026

In support of the 2026 Zoning Ordinance Update, please find enclosed an overview of nonconformities and how they may apply to the Update process. Understanding what nonconformities are and how they will effect property owners will be essential to keep in mind as the Planning Commission reviews and decides on revised regulations.

## What is a nonconformity?

A nonconforming building or use is one that when created, met the requirements of the zoning ordinance in effect at that time, but as a result of a situation beyond the control of the owner, does not comply with the current ordinance. This is a natural and relatively unavoidable occurrence in land use policy as zoning cannot be retroactive. Thus, municipalities must allow for existing buildings and uses to remain in a "legal nonconforming" status to acknowledge that they do not conform to current ordinances in some way but were legal at the time of inception. This is a basic tenant of private property rights in the state of Michigan.

The basic rule regarding nonconformities is that if the use or building was legal when constructed, it must be allowed to continue to exist. This is referred to as a legal **nonconformity**.

## A nonconformity can take on a number of different forms:

- **Nonconforming parcels** – When a parcel is too small, not wide enough, deep enough, or lacks required access to a public road.
- **Nonconforming Buildings / Structures** – When a building is too small, large, tall, short, or sits within one or more of the required setbacks.
- **Nonconforming Land Uses** – Activities (the uses of the land) taking place that are not otherwise allowed in the respective zoning district, such as a restaurant in a residential district.
- **Other Dimensional Nonconformities** – Such as sites that do not enough parking spaces, do not have a required buffering or vegetative belt, as well as other measurable/countable site requirements of the zoning ordinance that are not met.

With all of these cases, if the use was legal when it was first created, even though zoning requirements have changed, it can continue to be used as though the land use is conforming. If the nonconformity is dimensional, then there are steps a municipality can take to incrementally address and eliminate the nonconformity over time.





### **How are nonconformities created?**

Nonconforming uses are most often created when a property is rezoned, or changes are made to the uses allowed in a district (i.e. when residentially developed areas are rezoned to commercial). Most municipal zoning ordinances will not permit a nonconforming use to increase its area of nonconformity. Unlike nonconforming buildings, which may be restricted once destroyed to some degree, the only way nonconforming uses can be eliminated (absent a purchase by the community) is if the owner intentionally abandons the use.

### **How can a nonconformity end?**

There are only two ways a nonconformity comes to an end or stops. The first is if the local government purchases the nonconformity from the property owner. This can be done on a willing seller-buyer basis or might be done with adverse condemnation. The second is if the property owner chooses on their own volition to stop the nonconformity.

Nonconformities, like variances, travel with the land. The owner of a nonconforming property can sell the land or structure, and the new owner continues to have all the rights and ability to continue use of the nonconformity. The owner can also rent, lease, or otherwise allow another to continue to pursue the nonconformity. Lastly, if a property owner proposes certain changes to a nonconforming structure, these changes may trigger additional requirements, which should be laid out in the zoning ordinance. The nonconforming part of a structure (i.e. a wall that projects into a setback) cannot be enlarged, expanded, or extended. However, if an owner sought to expand the structure in a compliant nature (outside of a required setback) this is generally permissible so long as the nonconforming aspect of the structure is not enlarged, expanded, or extended.

### **How can we address nonconformities?**

For most Townships like Holly, the ability to provide use variances is prohibited by the Michigan Zoning Enabling Act. Many Townships are restricted to only providing non-use (dimensional) variances, which relate to dimensional provisions and qualitative conditions that are often included in zoning ordinances. Although it is the intent to discourage the continuation of nonconforming uses and structures, it is recognized that allowing the continuation of certain nonconformities may be appropriate.

As such, Holly may consider adopting regulations that specify a process to gain an approved “class designation” such as “Class A Nonconforming Legal Status”. By introducing a process, it would allow the Township to specify how much (what increment) of conformity much be achieved and provide more specific guidance to property owners and Township staff and official on how to treat nonconformities.

### **CONCLUSION**

Holly Township’s current zoning ordinance addresses nonconformities in [Article XII, Nonconforming Uses, Structures, and Lots](#). Several updates to this section are recommended to modernize and clarify requirements. As the Commission begins to make decisions on new and revised zoning district regulations for permitted and special uses, dimensional requirements, and so forth, it will be critical to understand nonconformities.

I will be in attendance at the January 14<sup>th</sup> Planning Commission meeting and will be happy to answer any questions on this.

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



# PROPOSED CHANGES TO EXISTING BY-LAWS ARE IN RED AND STRIKED

ADOPTION DATE: 06-06-17

## BY-LAWS

### HOLLY TOWNSHIP PLANNING COMMISSION

Adopted, effective immediately, [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:
  - a. Michigan Public Act of 2008, No. 33 as amended, the Planning Enabling Act
  - b. Michigan Public Act of 2006, No. 110 as amended, the Zoning Enabling Act
  - c. Michigan Public Act of 1976, No. 442, as amended, the Freedom of Information Act
  - d. Michigan Public Acts of 1976, No. 267, as amended, the Open Meetings Act
  - e. Chapter 32 of the Holly Township Code of Ordinances, also known as the Zoning Ordinance of Holly Township
  - f. Robert's Rules of Order, to the extent reasonably practicable.
  - g. 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 2.0 Public Works**

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 3.0 Plats**

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 4.0 Zoning Ordinance**

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) **members** 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. **All members shall serve without compensation.**
- B. The membership shall also be representative of the entire geographic area of the Township, to the extent practicable. Members of the Commission shall be qualified electors of the Township, except one member of the Commission may be an individual who is a qualified elector of **another local unit of government within** 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, **and serve as the Planning Commission's sole ex-officio member.**
- D. **and 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 and Removal of Member

- A. Any commission member who is unable to attend a regular or special meeting must notify the Township Supervisor, Chair, or Vice Chair Zoning Administrator or designee of an absence.
- B. 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. Any commission member absent from two (2) regular meetings without valid excuse shall be removed 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. 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 2.4.0 Conflict of Interest

- A. The Commission members shall avoid and disclose any potential conflict of interest 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. 3.1 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 that is immediately adjacent to land of which a planning commission member has a vested interest.
  - 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.

## 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.
- B. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member should report the details of the communication to the Commission, so that all members are privy to the same information. ~~take detailed notes on what was said and report out verbally 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.~~

## Section 2.6. 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

# ARTICLE III OFFICERS

## Section 3.1 Officer Duties

- A. The Commission shall elect by a majority vote of its membership a Chairperson, Vice-Chairperson and Secretary ~~at the first meeting of January, annually, or as otherwise determined necessary by the Commission.~~ 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 ~~matters before 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. Restate all motions as presented in meetings;
  - c. Appoint committees if deemed necessary;
  - d. Appoint officers of committees or choose to let the committees select their own officers.

- e. Act as an Ex-Officio member of all committees of the Commission;
  - f. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
  - g. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if the chair so chooses;
  - h. 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;
  - i. Perform such other duties as may be ordered by the Commission.
  - j. Execute documents on behalf of 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. 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**

~~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 VIIIX 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. ~~Commission meetings shall be noticed as required by the Open Meetings Act M.C.L. 15.261 et seq. 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 M.C.L. 15.261 et seq., 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 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 2.0 Exclusion**

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) |

## **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.



**MCKENNA**

# 2025 Annual Planning Report

February 3, 2026

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

**RE: 2025 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 2025 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 2025:

1. Glen Mitchell, Chairperson
2. Ray Kerton, Vice Chairperson
3. Ben Armstead, Secretary
4. Michael McCanney, Trustee
5. Leslie Jorgensen
6. Derek Sommer
7. Chuck Stoner

## 2025 MEETINGS

The Planning Commission met ten (10) times in 2025. The meetings were held at the Holly Township Offices (Upstairs) on the second Wednesday of the month. All meetings were held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*. Meeting dates included:

1. Wednesday, February 12<sup>th</sup>, 2025
2. Wednesday, March 12<sup>th</sup>, 2025
3. Wednesday, April 9<sup>th</sup>, 2025
4. Wednesday, June 11<sup>th</sup>, 2025
5. Wednesday, July 9<sup>th</sup>, 2025

### HEADQUARTERS

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Suite 105  
Northville, Michigan 48167

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[MCKA.COM](http://MCKA.COM)

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6. Wednesday, August 13<sup>th</sup>, 2025
7. Wednesday, September 10<sup>th</sup>, 2025
8. Wednesday, October 8<sup>th</sup>, 2025
9. Wednesday, November 12<sup>th</sup>, 2025
10. Wednesday, December 10<sup>th</sup>, 2025

## 2025 IN REVIEW

Holly Township saw a variety of applications from local operations to regional developers, small sites, to large scale 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 2025 along with their status as of the end of December 2025.

### Site Plan Applications

APPLICATION 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 seasonal events in an AGRE Zoning District.	Approved, with conditions
06/12/2025	<b>Trilogy Health:</b> Parcel Numbers 01-25-101-013 and 01-25-101-014	65,000 ± sq. ft. single story, 84 units, 86 units, 30 retirement villas.	Approved, with conditions
01/30/2025	<b>Krane Heating and Colling:</b> Parcel Number 01-28-302-012	Construction of a 1,240 sq. ft. single story addition to an existing pole barn. Minor site modifications.	Approved, with conditions

### Special Land Use Applications

APPLICATION DATE	PROJECT LOCATION / NAME	DESCRIPTION	STATUS
01/28/2025	<b>Trilogy Health:</b> Parcels 01-25-101-013 and 01-25-101-014	Special Land Use 6 Month Permit Extension: 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	To operate a festival and other seasonal events in an AGRE Zoning District.	Approved, with conditions
09/08/2025	<b>Renaissance Festival:</b> Parcels 01-12-476-002 and 01-12-401-003	Special Land Use Amendment: To operate a winter light show with extended hours and dates of operation not encompassed by the summer festival's permit.	Approved
01/30/2025	<b>Krane Heating and Cooling:</b> Parcel Number 01-28-302-012	Special Land Use: To operate a Contractor's Office and Warehouse in a C2 Zoning District.	Approved



Rezoning Applications			
APPLICATION DATE	PROJECT LOCATION / NAME	DESCRIPTION	STATUS*
12/16/2024	Fagan Road: Parcel 01-22-476-007	Conditional Rezoning of AGRE to SR zoning to develop six (6) single-family dwellings with conditions proposed by applicant to ensure compatibility with existing and future planned uses.	Approved
09/08/2025	Dixie Highway: Parcel 01-01-326-005	Proposed rezoning from AGRE to C-2.	Pending

\*Township Board has final authority to approve rezonings; Planning Commission serves in an advisory role and makes recommendations to the Board.

### LOOKING AHEAD: PLANNING AND ZONING IN 2026

Following the presentation of the Zoning Ordinance Diagnostic at the end of 2025, the Planning Commission is primed to embark on a comprehensive Zoning Ordinance Update. The Zoning Ordinance Update will address a variety of consistency items, modernize outdated regulations, introduce a variety of changes to align the Ordinance with the 2024 Master Plan. Drafts of the proposed Ordinance amendments will be reviewed by the Planning Commission beginning in 2026.

### TRAINING OPPORTUNITIES

In 2025, The Planning Commission participated in several trainings, including a presentation on planning basics, roles, responsibilities of commissioners, and findings of the Zoning Ordinance Diagnostic, which highlighted the Future Land Use goals of the Township as conveyed by the 2024 Master Plan, nonconformity analysis, administrative and procedural changes, and examples of residential character. The Planning Commission also reviewed their bylaws, which are expected to be formally adopted in early 2026.

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>

