

HOWELL TOWNSHIP PLANNING COMMISSION  
Howell Township Hall, 3525 Byron Road, Howell MI, 48855  
Meeting Minutes: November 26, 2019, 6:30 P.M.

ORIGINAL

**MEMBERS PRESENT:**

Andrew Sloan            Chairman  
Martha Haglund        Vice-Chairwoman  
Matthew Counts        Board Representative  
Carolyn Henry         Commissioner  
Peter Manwiller        Commissioner  
William Hofsess        Commissioner

Also in attendance:    Zoning Administrator Joe Daus  
                                  Township Planner Paul Montagno

**MEMBERS ABSENT:**

Wayne Williams        Secretary

Chairman Sloan called the meeting to order at 6:30 p.m. The roll was called.  
All rose for the Pledge of Allegiance.

**APPROVAL OF AGENDA:** *MOTION* by Henry, accepting a friendly amendment from Manwiller, seconded by Manwiller, ***“TO APPROVE THE NOVEMBER 26, 2019 PLANNING COMMISSION AGENDA AS AMENDED: CHANGING ‘ITEM 14, NEW BUSINESS’ TO BE PLACED AFTER ‘ITEM 11, LIVINGSTON COUNTY DEPT. OF PLANNING’ AND BEFORE ‘ITEM 12, PUBLIC HEARING’.”*** Motion carried.

**APPROVAL OF MINUTES:** *MOTION* by Haglund, seconded by Hofsess, ***“TO APPROVE THE OCTOBER 22, 2019 PLANNING COMMISSION MEETING MINUTES AS PRESENTED.”*** Motion carried.

**CORRESPONDENCE:**

- Letter addressed to Mr. Daus, Howell Township Zoning Administrator, expressing no issue with the proposed Innovation Zone Ordinance – to be discussed during New Business and Unfinished Business.

**TOWNSHIP BOARD REPORT:** (Township Board Representative, Matthew Counts reported the following)

- November Township Board meeting was postponed due to severe weather conditions, the next regularly scheduled Township Board meeting is December 9, 2019, 6:30 p.m., 3525 Byron Road, Howell MI.

**ZONING BOARD OF APPEALS REPORT:** (ZBA Vice-Chairman, Andrew Sloan reported the following)

- See the October 28, 2019 and November 18, 2019 Zoning Board of Appeals meeting minutes.
- Chairwoman Babcock, of Howell Township Zoning Board of Appeals, has sent her letter of resignation to the Township Board. Chairwoman Babcock’s term ends December 31, 2019 and will be addressed by the Township Board at the December Board meeting.

**ZONING REPORT:** (Howell Township Zoning Administrator, Joe Daus reported on the following)

- Monthly Permit List.

**HOWELL TOWNSHIP PARKS REPORT:** (PC Vice-Chairwoman, Martha Haglund reported on the following)

- Motion was made at the October 22, 2019 Planning Commission meeting to recommend the Township Board to adopt the Updated Non-Motorized Plan. The Updated Non-Motorized Plan is on the December 9, 2019 Board agenda.

**LIVINGSTON COUNTY DEPARTMENT OF PLANNING:** (Scott Barb and Jeanne Clum):

- An update on Livingston County’s recent projects presented by Scott Barb, Principal Planner for Livingston County Department of Planning and Jeanne Clum, Planning Commissioner for Livingston County Department of Planning.
- Current projects and recent updates: 1. Livingston County Master Plan has been completed, currently at implementation stages, and was recognized for two state awards. 2. Inventorying and mapping agricultural resources to illustrate prime farmlands and environmentally sensitive areas, etc. in effort to preserve the County’s rural areas. 3. Community profile’s two-year update is complete, now available on the County website. 4. Working with Greenway Collaborative, a trail and planning firm out of Southfield, MI, to identify and record trails within the County, both multi-mobile and non-motorized, intending to fill the gaps within the trail networks. 5. Fillmore County Park, Kellogg Road: the project is officially complete and available for the public to access, but Fillmore County Park is not officially open: ‘No Trespassing’ signs are up at the park because of hunting season, but the tentative opening is in spring of 2020.
- Livingston County Department of Planning meets the third Wednesday every month, at 6:30 P.M. For more information, visit their website: <https://www.livgov.com/>

**NEW BUSINESS:**

*FINAL SITE PLAN REVIEW* – Bedrock Ventures, LLC: Parcel #4706-32-300-003, #PC-2019-14. (Schmucks Brewing)

- Chairman Sloan asked Township Planner, Paul Montagno, to present and elaborate on the findings in the Engineer’s Review, dated November 21, 2019.
- Outstanding issues were addressed: approvals from outside agencies, including – Livingston County Road Commission, Livingston County Drain Commission, and Livingston County Health Department, are still needed. Additional items were discussed and requirements to the Final Site Plan were reiterated.
- Applicant, Brad Jonckheere and Architect, Andy Andre stated the status of the outstanding outside agency approvals, their engineer is working closely with the Township Engineer to bring everything to the required standard. Other updates on outstanding issues mentioned by the Engineer & Planner’s Reviews dated November 21, and October 30, 2019 such as the dumpster pad, parking places, and shipping containers and an updated photo-metric plan was discussed.
- Paul Montagno requests that the Applicant does update the Final Site Plan to address the clean-up issues. On a staff level, Paul said he feels comfortable recommending the approval of the Final Site Plan contingent on the Applicant submitting an updated site plan addressing the items covered above. Also noted, after voiced concerns over approving the Final Site Plan with so many things missing, that the updated Final Site Plan will be ran by the Zoning Administrator, as well as both the Township Engineer and Planner before being officially approved.

***MOTION*** by Henry, seconded by Haglund, ***“TO APPROVE THE FINAL SITE PLAN OF BEDROCK VENTURES LLC, FILE #PC-2019-14, PARCEL ID 4706-32-300-003, PROVIDED ALL OF THE ITEMS ARE ADDRESSED IN THE TOWNSHIP PLANNER’S REVISED REVIEW, DATED OCTOBER 30, AS WELL AS OBTAINING ALL NECESSARY APPROVALS FROM OUTSIDE AGENCIES NOTED ON THE ENGINEER’S REVIEW DATED NOVEMBER 21, 2019 IN PARAGRAPH NUMBER 1, AND THAT AN UPDATED FINAL SITE PLAN IS SUBMITTED TO THE TOWNSHIP FOR ADMINISTRATIVE REVIEW.”***

Roll call: Henry – yes, Hofsess – yes, Manwiller – yes, Counts – yes, Sloan – yes, Haglund – yes. Motion carried 6-0.

**PUBLIC HEARING:**

***MOTION*** by Counts, seconded by Henry, ***“TO OPEN THE PUBLIC HEARING REGARDING THE INNOVATION ZONE DISTRICT ORDINANCE AND CHANGES TO THE HOWELL TOWNSHIP ZONING MAP.”*** Motion carried.

- Chairperson Sloan made a Call to the Public.
- Present on behalf of Corrigan Oil located at 3680 W. Grand River, Amy Cyphert came before the Planning Commission to address the proposed Innovation Zone District Ordinance. Corrigan Oil, currently zoned as Heavy Commercial and, as a part of the Innovation Zone District Ordinance implementation process, was initially proposed to be re-zoned as Research Technology District, but since a pre-conference with Township Planner and Zoning Administrator, their proposed re-zoning was now Innovation Zone.
- Ms. Cyphert stated the preceding occupant and owner of the property received Township approval to operate as a towing facility, and in 2015 Corrigan Oil purchased the towing facility business and property, this included the existing collision tenant, an auto repair shop. That same year, Corrigan Oil came before the Township with the requests to place a propane tank onto the site and to construct a fence around the outdoor storage area, receiving approval for both. The primary use of the property in question is the towing facility owned by Corrigan Oil, the collision shop is a tenant of Corrigan Oil’s building, therefore the collision shop is an accessory land use to the primary land uses, which include towing facilities and bulk storage/distribution of propane. Ms. Cyphert goes on to say that all three uses permitted in Heavy Commercial are not permitted in Research Technology, and out of the three of those uses only the accessory use is permitted in the Innovation Zone District which would in turn, makes the primary land uses of the property become non-conforming.
- Ms. Cyphert went on to thank the Township Planner and Zoning Administrator for the pre-conference on November 12, 2019 at Howell Township Hall 3525 Byron Road Howell MI, which was offered via letter to all property owners with parcels included in the proposed Innovation Zone District Ordinance and changes to the Howell Township Zoning Map. Ms. Cyphert also stated she is aware it is not the Township’s intent to create non-conforming uses during the process of the Innovation Zone District and Ordinance in the Zoning Map changes.

***MOTION*** by Manwiller, seconded by Counts, ***“TO CLOSE THE PUBLIC HEARING.”*** Motion carried.

**UNFINISHED BUSINESS:**

- Innovation Zone District Ordinance and Zoning Map Changes: Discussion.
- Township Planner, Paul Montagno, reiterates the intent of the Innovation Zone District: to create an Industrial District that was lighter and cleaner.
- Land Uses included with the proposed Innovation Zone District Ordinance were initially pulled from land uses included in both the Heavy Commercial District, and Industrial District Ordinances in an effort to strengthen the line between Heavy Industrial and Light Industrial.
- Discussion among Planning Commissioners regarding the details of the proposed Innovation Zone District language, locations of the Zoning Map changes, and more.

***MOTION*** by Henry, seconded by Counts, ***"TO POSTPONE ACTION ON THE PROPOSED INNOVATION ZONE DISTRICT ORDINANCE AND CHANGES TO THE ZONING MAP."*** Discussion followed. Motion carried.


**OTHER BUSINESS:**


- General Ordinance Book – Asked by Chairman Sloan for clarification, the General Ordinance books have been updated since members of the Howell Township Planning Commission (as well as ZBA and Board members) received their copy. Debby Johnson will give members of the Planning Commission (as well as ZBA and Board members) an updated version of the General Ordinance book once given back the out-of-date copy from said members. General Ordinances are available on the website as well: <https://howelltownshipmi.org/departments/zoning/forms-and-applications>.

**ADJOURNMENT:**

***MOTION*** by Manwiller, seconded by Haglund, ***"TO ADJOURN."*** Motion carried. Meeting adjourned at 7:50 P.M.

Approved: \_\_\_\_\_ X  
As Presented: \_\_\_\_\_ X  
As Amended: \_\_\_\_\_  
As Corrected: \_\_\_\_\_  
Dated: \_\_\_\_\_ 01.28.2020

  
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Andrew Sloan, Chairman

  
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Wayne Williams, Secretary

  
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Josie Modrack, Recording Secretary