AGENDA
EAST JORDAN PLANNING COMMISSION
Commission Chambers
5:30 PM, Thursday, August 13, 2026
Web: *www.eastjordancity.org*

1. CALL TO ORDER

REGULAR MEETING

2 Planning Commission Meeting Minutes dated July 9, 2026
07-09-26 fINAL.pdf

3 Acknowledge Receipt of the following City Administrator's Reports:
- July 21, 2026
- August 4, 2026

Administrator's Report 7-21.pdf
Administrator's Report 8-4.pdf

4. PUBLIC COMMENT REGARDING AGENDA ITEMS

UNFINISHED BUSINESS

5 Rezoning Request from Olstrom Excavating for the Address of 615 Maple Street from R2A to R4-*No Discussion on hold until review of R4 Zoning*
615 Maple Street Rezoning.pdf

NEW BUSINESS

6 Preliminary Application Conference for Artemis Development LLC-Site Plan Review and PUD Ordinance Review
20260731110628681.pdf
20260731110618445.pdf
20260731110534420.pdf
PUD Zoning.pdf

7 214 Main Street Community Church Special Use Permit Review
214 Main Street Community Church Special Use Review.pdf

8 Nonconforming Land, Building and Structural Uses Zoning Ordinance Review
Nonconforming Use Ordinance.pdf

9 R-4 Mobile Home Residential District and Mobile Home Park Ordinance Review
R-4 Zoning and Mobile Home Parks Ordinance.pdf

10. PUBLIC COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

11. OTHER BUSINESS

12. ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-536-3381 or by email at info@eastjordancity.org. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

CITY OF EAST JORDAN
PLANNING COMMISSION
MEETING MINUTES
Monday June 22, 2026
5:30 PM

Present: Chairperson Nate Weber, John Doebel, Justin Kelley, Carrie Swailes, Jason LaPointe, Jean Timmons, and Nathan Swailes

Absent: None

Others: City Administrator Cannon

Guests: 5

1. **PUBLIC HEARING AT 5:30 P.M. RE: Zoning Map Changes from WF and C-1 to CBD-West**

Chairperson Weber called the public hearing to order at 5:30 p.m. and stated the purpose of the public hearing was to hear any comments from the public regarding the proposed zoning map change.

Weber made the first call for public comments at this time.

William Olstrom, audience member, stated the two options which were being considered and preferred his property not be included in the rezone.

Jim Slough, audience member, agreed with Mr. Olstrom but asked that his property also be excluded from this rezone.

Weber made a second call for public comments.

Paul Slough, audience member, stated they have concerns about the Slough property being rezoned due to the non-conforming use if something were to happen or they wanted to rebuild or improve it as they would now be out of compliance.

Slough agreed that they would prefer their property to stay zoned Waterfront or if the city plans to continue with the rezone of that property that there be changes to the ordinance so they can stay in compliance that the property is currently zoned now.

Weber made a final call for public comments.

No other comments were received.

Chairperson Weber closed the public hearing at 5:33 p.m.

2. PUBLIC HEARING AT 5:30 P.M. RE: 103 Esterly Street Special Use Permit

Chairperson Weber called the public hearing for 103 Esterly Street Special Use permit request to order at 5:33 p.m. and stated the purpose was to hear any public comments regarding a special use permit request for 103 Esterly Street.

Weber made the first call for public comments at this time.

Dr. Clemens, audience member, addressed the Planning Commission stating he would be the tenant of 103 Esterly Street regarding his desired use for this request and indicated this was just a starting point and wouldn't be his final destination so a long permit use would not be needed.

Weber made two additional calls for public comments with no other comments being received.

Chairperson Weber closed the public hearing at 5:35 p.m.

3. PUBLIC HEARING AT 5:30 P.M. RE: 605 & 615 Maple Street Rezoning Request from R2A to R4

Chairperson Weber called the public hearing for 605 & 615 Maple Street Rezoning Request to order at 5:35 p.m.

Weber made the first call for public comments at this time.

Weber made two additional calls for public comments with no comments being received.

Weber adjourned the public hearing at 5:36 p.m.

1. CALL TO ORDER

Chairperson Weber called the regular meeting to order at 5:36 p.m.

2. REGULAR MEETING

Motion offered by John Doebel, second by Jason LaPointe to approve the meeting minutes of April 9, 2026 as presented.

Chairperson Weber acknowledged receipt of the following City Administrator's Reports:

- April 21, 2026
- May 5, 2026
- May 19, 2026
- June 2, 2026
- June 16, 2026

3. PUBLIC COMMENT REGARDING AGENDA ITEMS

No Comments were stated during this time.

UNFINISHED BUSINESS

4 Zoning Map District Changes from WF (Waterfront) and C-1 (Local Commercial) to CBD-W (Central Business District West) and make recommendation to City Commission

Motion offered by Jean Timmons, second by Justin Kelley to recommend option B to be rezoned from WF and C-1 to CBD-W to the City Commission.

MOTION CARRIED ALL AYES

5 Special Use Permit Request for 103 Esterly Street for a Chiropractor on 1st floor

Motion offered by John Doebel, second by Carrie Swailes to approve the Special Use Request for 103 Esterly Street for a Chiropractic office on the 1st floor for 3 years with a review at the end of the 3rd year with the option to renew for an additional 3-year continuance.

MOTION CARRIED ALL AYES

NEW BUSINESS

6 Rezoning Request from Olstrom Excavating for the Address of 605 Maple Street to rezone from R2A to R-4

Discussion was held regarding the properties with the owners and there was some discussion about the existing home which they are unsure of the usage at this time.

Stacy Olstrom stated he would be removing the existing garage and small home on those properties so the only structure to remain would be the existing home.

Planning Commission held discussion regarding the acreage of the existing property and if the rezone was needed.

Administrator Cannon stated this was for a mobile home park and they would not have individual parcels.

Planning Commission further discussed the site plan requirements or what variances would be needed and if they should review that first to see if they can meet the requirements for the existing zoning of R2A.

Consensus of the Planning Commission was to not act on this item until a site plan is presented to see if a rezone of this property would be needed.

7 Rezoning Request from Olstrom Excavating for the Address of 615 Maple Street from R2A to R4

Planning discussed this together with item 6 and recommended to hold on rezoning this item until a site plan can be reviewed to see if a rezoning would be needed.

8. PUBLIC COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

No other public comments were stated at this time.

9. OTHER BUSINESS

Administrator Cannon stated the library property did sell and the new owners have contacted us to request a rezoning of the property so that will be coming to Planning next month with a site plan on to follow.

10. ADJOURNMENT

Chairperson Weber adjourned the meeting at 6:30 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

Administrator's Report

7/21/26

1. **MML Fall Convention**
   Registration is now available for the fall convention which is in Traverse City October 7-9. Please let staff know if you are interested in attending.

Administrator's Report

8/4/26

1. **Helping Hearts Fall Decorations**
   The organization will be decorating downtown light poles with corn stalks again this fall.

2. **EGLE Grant Award**
   The City has officially been awarded up to $805,000 towards the demolition and property cleanup of the civic center property. The demo bidding and Brownfield plan can now begin which could potentially see the work begin this fall.

3. **EGLE Lead Line Replacement Grant**
   We have also been awarded $283,000 from EGLE's DWSR fund towards the water line replacement project. The city was just above the "disadvantaged community" threshold so the grant is a 10% state match, rather than 100% if we fell below that number. We will discuss the next steps in August on the pros/cons of the grant and how we may want to proceed.

4. **Paving**
   Olstrom's Excavating began the residential street paving project last Tuesday on Mill, Bowen, 4th and Garfield. Once completed on the east side of town, Erie Street will be the last street paved next week.

5. **FEMA Grant – Flooding**
   With the State of Emergency determination because of the spring's flooding, we have submitted documents to recover costs from the broken water main near Hillcrest subdivision. A booster pump, contractor costs, equipment rental, payroll and supplies all qualify for funding.

6. **Music in the Park-West Michigan Offshore**

   This coming weekend will be our final music in the park show which also aligns with the West Michigan Offshore event. Friday's show is The Rock Tribute Band. The public is encouraged to visit the harbor Friday evening to view the offshore boats as well as trailered boats on Spring Street. Poker Run boats will depart the harbor Saturday at 11:00 am.

East Jordan Planning Commisssion

REZONING APPLICATION

Applicant Name: Olstrom Excavating & Paving (Stacy & Mitch Olstrom)

Street Address: 256 S. Peninsula Rd

City: East Jordan State: MI Zip-Code: 49727

Phone Number (s): Stacy 231-633-2830 / Mitch 231-357-9343 E-mail:

Property Owner's Name: *(for all lots affected)* Olstrom Excavating & Paving (Stacy & Mitch)

Street Address: 256 S. Peninsula Rd

City: East Jordan State: MI Zip-Code: 49727

Phone Number (s): Same As Above

Project Location: Street Address: 605 Maple St and 615 Maple St

Property ID Number: 15-053-025-011-10 and 15-053-025-010-10

I / We request:

Current Zoning: Both Parcels are R2A *Proposed Zoning:* Both Parcels Re-Zoned to R-4

Propose Use: Mobile Home Park

I/we understand and agree, upon execution and submission of this application, that I/we agree to abide by all provisions of the City of East Jordan Zoning Ordinance as well as all procedures and policies of the City of East Jordan Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the all information submitted in support of this application is true and accurate to the best of my/our knowledge; and that a filing fee is due with this application.

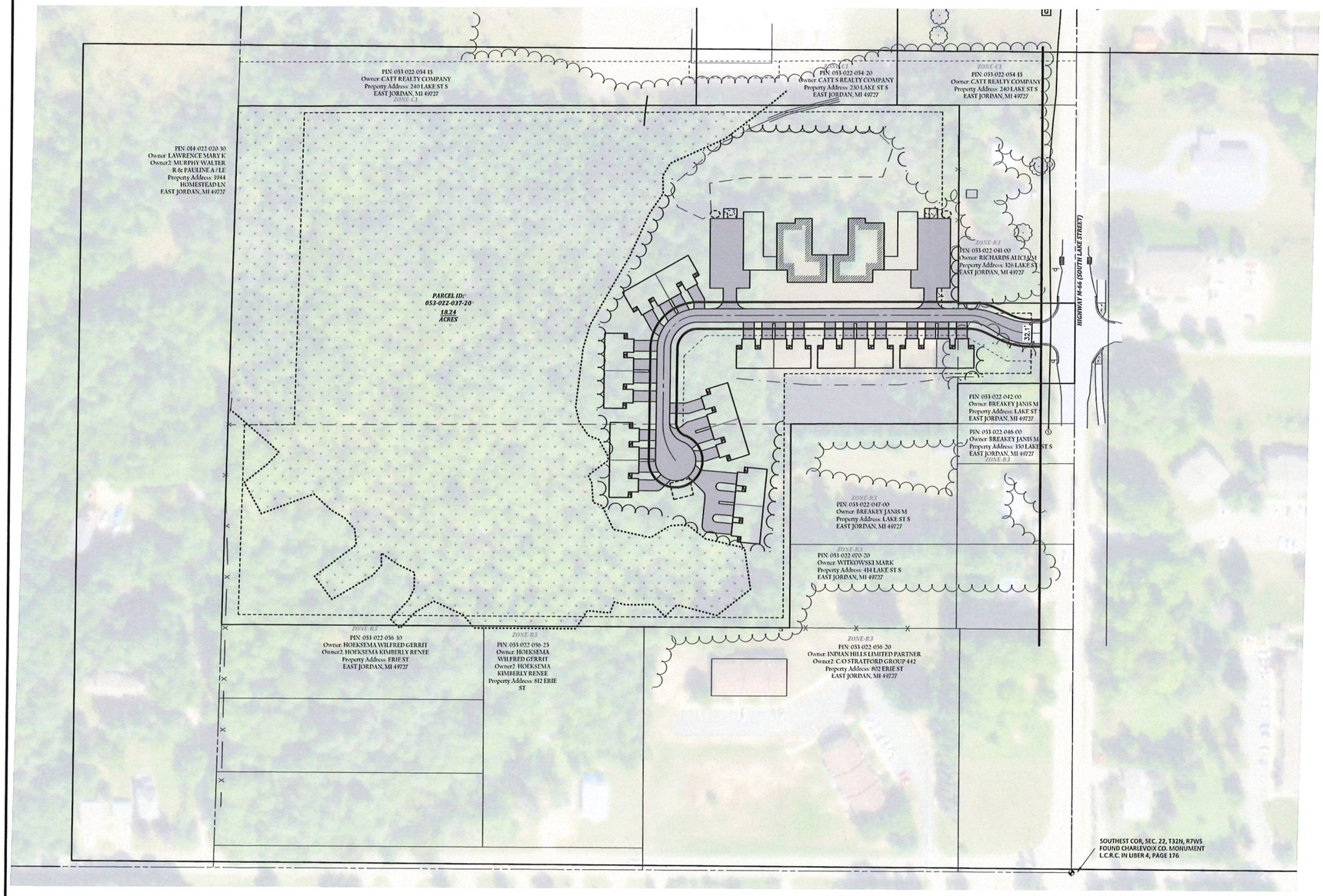
Stacy Olstrom		5-26-26
Applicant *(Printed Name)*	*Signature*	*Date*
Stacy Olstrom		5-2-24
Property Owner*(s) (Printed Name)*	*Signature*	*Date*

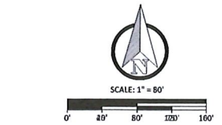
This is to certify the required filing fee was received on 5/31/26 and documented with Receipt Number _____. This application is scheduled for public hearing on 6/22/26

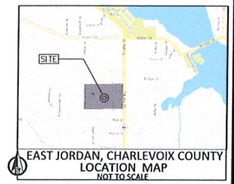
Staff Initials CMW

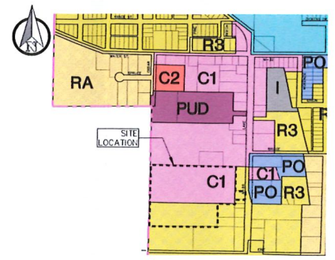
Please be advised that there may be deed restrictions limiting the use of your property. The City of East Jordan staff does not investigate or enforce any such deed restrictions. Deed restrictions are generally enforced by local property owners or home owners associations. You may wish to future investigate any such deed restrictions before proceeding with this application. Furthermore, there may be permits required by state and federal agencies, and you may wish to further investigate these. The Planning Commission does not assume any responsibility to ensure that the proper permits have been obtained.

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN
M-66 EAST JORDAN DEVELOPMENT









CITY LMTS
- RA – SINGLE FAMILY
- R1 – SINGLE FAMILY
- R2A – SINGLE FAMILY + MOBILE HOME RESIDENCE
- R3 – MULTIPLE FAMILY
- R4 – MOBILE HOME PARK
- PUD – PLANNED UNIT DEVELOPMENT
- C1 – LOCAL COMMERCIAL
- C2 – GENERAL COMMERCIAL
- PO – PROFESSIONAL OFFICE
- I – INDUSTRIAL
- LI – LIGHT INDUSTRIAL
- CR – CONSERVATION RESERVE
- WF – WATERFRONT DISTRICT
- CBD – CENTRAL BUSINESS DISTRICT
- CBD-O – CENTRAL BUSINESS DISTRICT – OVERLAY

CITY OF EAST JORDAN ZONING MAP
NO SCALE

DEVELOPER
ARTEMIS DEVELOPMENT LLC
6500 BYRON CENTER AVE,
SUITE 200
BYRON CENTER, MI 49315

DESIGN ENGINEER
VK CIVIL
7885 BYRON CENTER AVE SW,
STE A, BYRON CENTER, MI 49315
ZACH BOEVE, P.E.
616-277-2185
ZACH@VKCIVIL.COM

STATE OF MICHIGAN
ZACHARY BOEVE
ENGINEER
NO. 6201311944
LICENSED PROFESSIONAL ENGINEER

Know what's **below.**
Call before you dig.

NOTE:
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NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
COVER

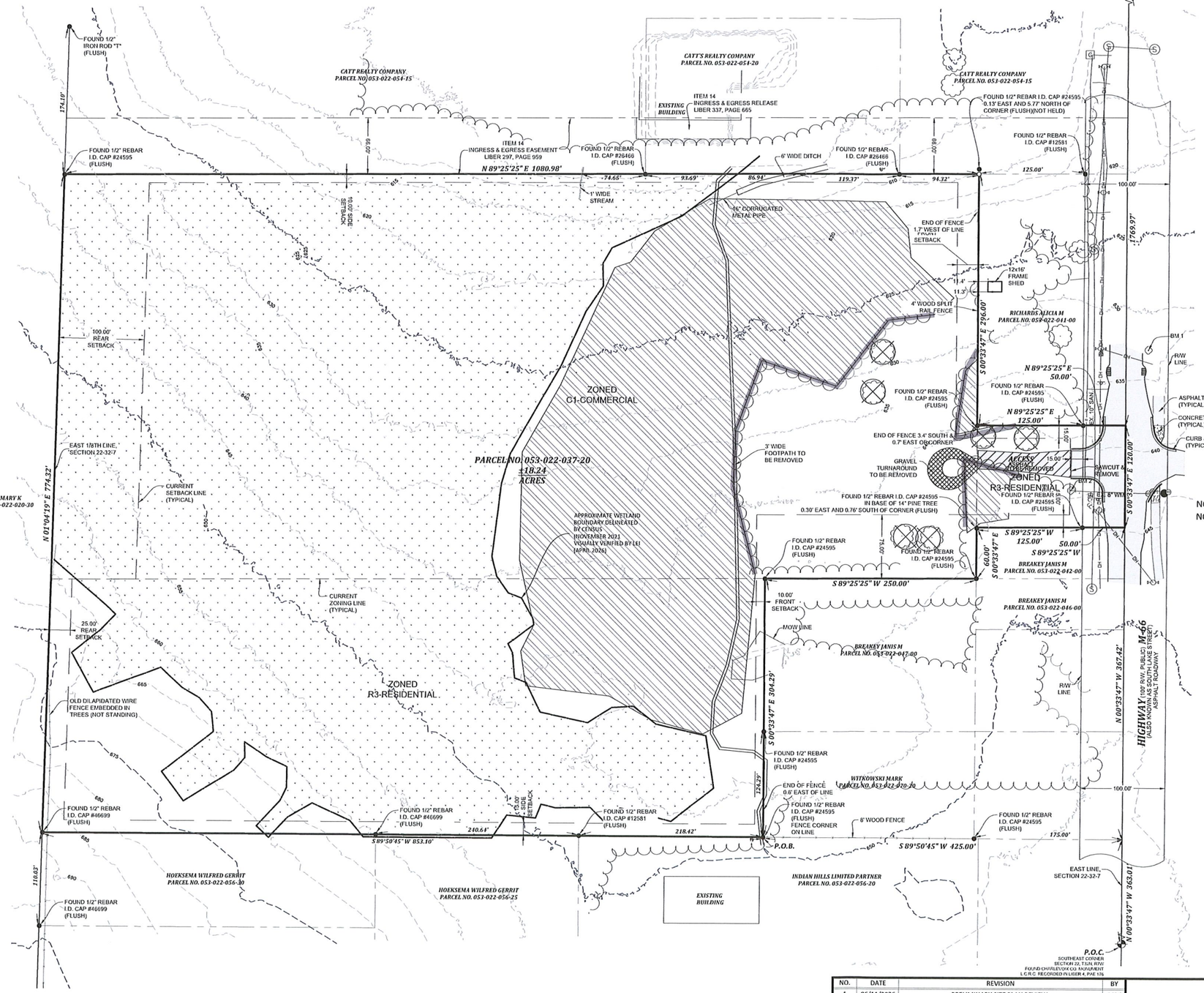
Vriesman & Korhorn
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

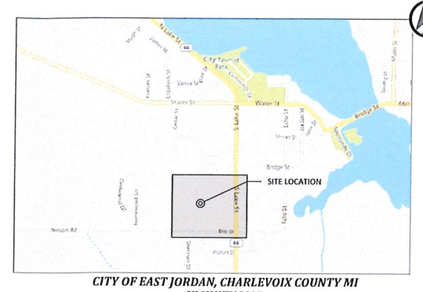
FILE NO. 1601
CHECKED ZB
Sheet No. 1 OF 4

IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 32 NORTH, RANGE 7 WEST, CITY OF EAST JORDAN, CHARLEVOIX COUNTY, MICHIGAN

SCALE: 1" = 60'
0' 30' 60' 90' 120'

LEGEND
● = FOUND IRON (AS NOTED)
○ = SET 1/2" REBAR WITH I.D CAP #71315
P.O.C.= POINT OF COMMENCEMENT
P.O.B.= POINT OF BEGINNING





CITY OF EAST JORDAN, CHARLEVOIX COUNTY MI
VICINITY MAP
NOT TO SCALE

LEGAL DESCRIPTION PER SCHEDULE "C", PER COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25-3975-MI-1, DATED MARCH 25, 2026:

LAND SITUATED IN THE CITY OF EAST JORDAN, COUNTY OF CHARLEVOIX, AND STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT A 1/2 INCH ROD AT THE SOUTHEAST CORNER OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST; THENCE ALONG THE EAST LINE OF SAID SECTION, NORTH 00 DEGREES 33 MINUTES 47 SECONDS WEST 393.01 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 425.00 FEET TO A 1/2 INCH ROD, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 853.10 FEET TO A 1/2 INCH ROD ON THE EAST 1/8 LINE OF SAID SECTION; THENCE ALONG SAID 1/8 LINE, NORTH 01 DEGREES 04 MINUTES 19 SECONDS EAST 774.32 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST (RECORDED AS EAST) 1080.98 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 296.00 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 125.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF HIGHWAY M-66; THENCE CONTINUING NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 50.00 FEET TO SAID SECTION LINE; THENCE ALONG SAID SECTION LINE AND ALONG THE CENTERLINE OF SAID HIGHWAY, SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 120.00 FEET; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 50.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF SAID HIGHWAY; THENCE CONTINUING SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 125.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 60.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 250.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 304.29 FEET TO THE POINT OF BEGINNING, BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST.

SURVEY NOTES:
- BEARINGS ARE RELATED TO THE LEGAL DESCRIPTION CONTAINED IN COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, FILE NUMBER 25-3975-MI-1, DATED MARCH 25, 2026.
- BEARINGS AND DISTANCES ARE FIELD MEASURED UNLESS OTHERWISE NOTED.

BENCHMARKS
BM-1: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:665980.9100
E:19485592.4870
ELE:645.79

BM-2: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:669146.4780
E:19485592.4780

NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR
NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

SYMBOL LEGEND
- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND
- EXISTING OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- EXISTING GAS
- EXISTING COMMUNICATIONS
- EXISTING FENCE
- RIGHT OF WAY
- EASEMENT
- EXISTING GRAVEL
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN

HATCH LEGEND
- EXISTING HOT MIXED ASPHALT
- EXISTING GRAVEL
- EXISTING CONCRETE
- WETLANDS
- GRAVEL REMOVAL
- HOT MIXED ASPHALT REMOVAL
- TREE REMOVAL

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
EXISTING CONDITIONS & REMOVALS

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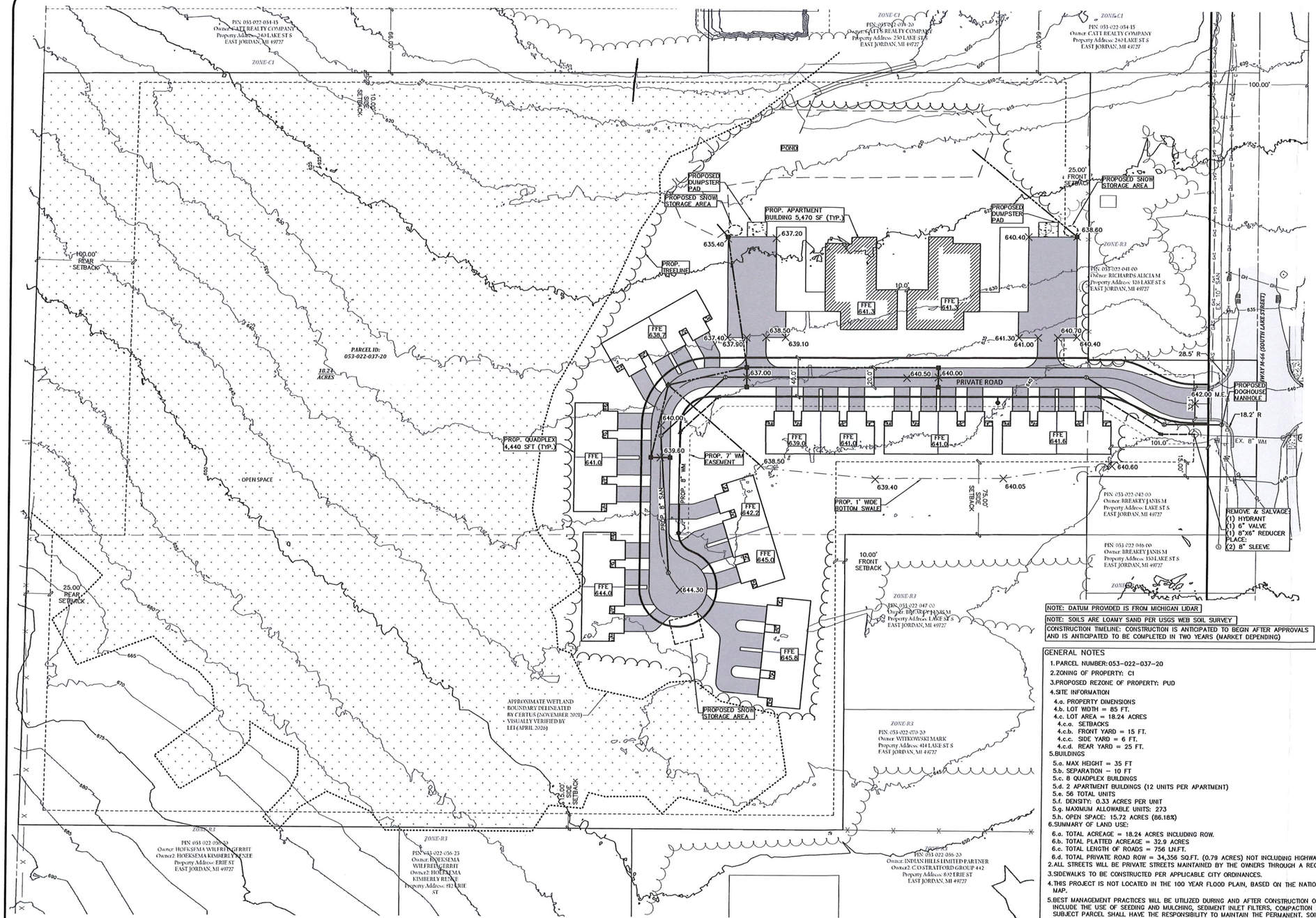

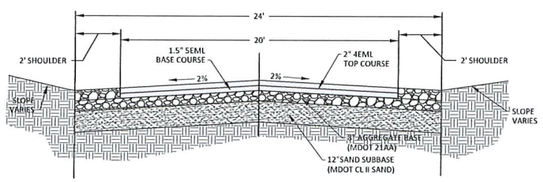

PRIVATE ROAD DETAIL

NOT TO SCALE

NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR

NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

CONSTRUCTION TIMELINE: CONSTRUCTION IS ANTICIPATED TO BEGIN AFTER APPROVALS AND IS ANTICIPATED TO BE COMPLETED IN TWO YEARS (MARKET DEPENDING)

GENERAL NOTES

1. PARCEL NUMBER: 053-022-037-20
2. ZONING OF PROPERTY: C1
3. PROPOSED REZONE OF PROPERTY: PUD
4. SITE INFORMATION
   - 4.a. PROPERTY DIMENSIONS
   - 4.b. LOT WIDTH = 85 FT.
   - 4.c. LOT AREA = 18.24 ACRES
   - 4.c.a. SETBACKS
   - 4.c.b. FRONT YARD = 15 FT.
   - 4.c.c. SIDE YARD = 6 FT.
   - 4.c.d. REAR YARD = 25 FT.
5. BUILDINGS
   - 5.a. MAX HEIGHT = 35 FT
   - 5.b. SEPARATION – 10 FT
   - 5.c. 8 QUADPLEX BUILDINGS
   - 5.d. 2 APARTMENT BUILDINGS (12 UNITS PER APARTMENT)
   - 5.e. 56 TOTAL UNITS
   - 5.f. DENSITY: 0.33 ACRES PER UNIT
   - 5.g. MAXIMUM ALLOWABLE UNITS: 273
   - 5.h. OPEN SPACE: 15.72 ACRES (86.18%)
6. SUMMARY OF LAND USE:
   - 6.a. TOTAL ACREAGE = 18.24 ACRES INCLUDING ROW.
   - 6.b. TOTAL PLATTED ACREAGE = 32.9 ACRES
   - 6.c. TOTAL LENGTH OF ROADS = 756 LN.FT.
   - 6.d. TOTAL PRIVATE ROAD ROW = 34,356 SQ.FT. (0.79 ACRES) NOT INCLUDING HIGHWAY M-66 R.O.W.
7. ALL STREETS WILL BE PRIVATE STREETS MAINTAINED BY THE OWNERS THROUGH A RECORDED PRIVATE STREET AGREEMENT
8. SIDEWALKS TO BE CONSTRUCTED PER APPLICABLE CITY ORDINANCES.
9. THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAP.
10. BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT. SOIL EROSION PROTECTION MEASURES.
11. PLAN SHALL BE APPROVED BY CITY OF EAST JORDAN CITY ENGINEER.
12. ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. STREET LIGHTING IS NOT PROPOSED. ANY LIGHTING WILL BE TYPICAL RESIDENTIAL LIGHTING MOUNTED ON BUILDINGS AND WILL BE DARK SKY COMPLIANT.
13. PROPOSED ENTRY SIGN MAY BE BUILT AT TIME OF CONSTRUCTION (PLACEMENT OF SIGN IS OPTIONAL). CITY OF EAST JORDAN ORDINANCE SHALL BE FOLLOWED FOR SIGN PLACEMENT.
14. SCHOOL DISTRICT OF PROJECT: EAST JORDAN PUBLIC SCHOOLS
15. PROPOSED DEVELOPMENT TO BE SERVED WITH PUBLIC SANITARY SEWER, PUBLIC WATERMAIN. PROPOSED STORM SEWER AND BASIN TO BE MAINTAINED PRIVATELY.

SCALE: 1" = 50'

0' 25' 50' 75' 100'

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- PROPOSED ELECTRIC
- EXISTING GAS
- PROPOSED GAS
- EXISTING COMMUNICATIONS
- PROPOSED COMMUNICATIONS
- EXISTING FENCE
- PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- WETLANDS

Know what's **below.** **Call** before you dig.

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CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
SITE LAYOUT & UTILITY

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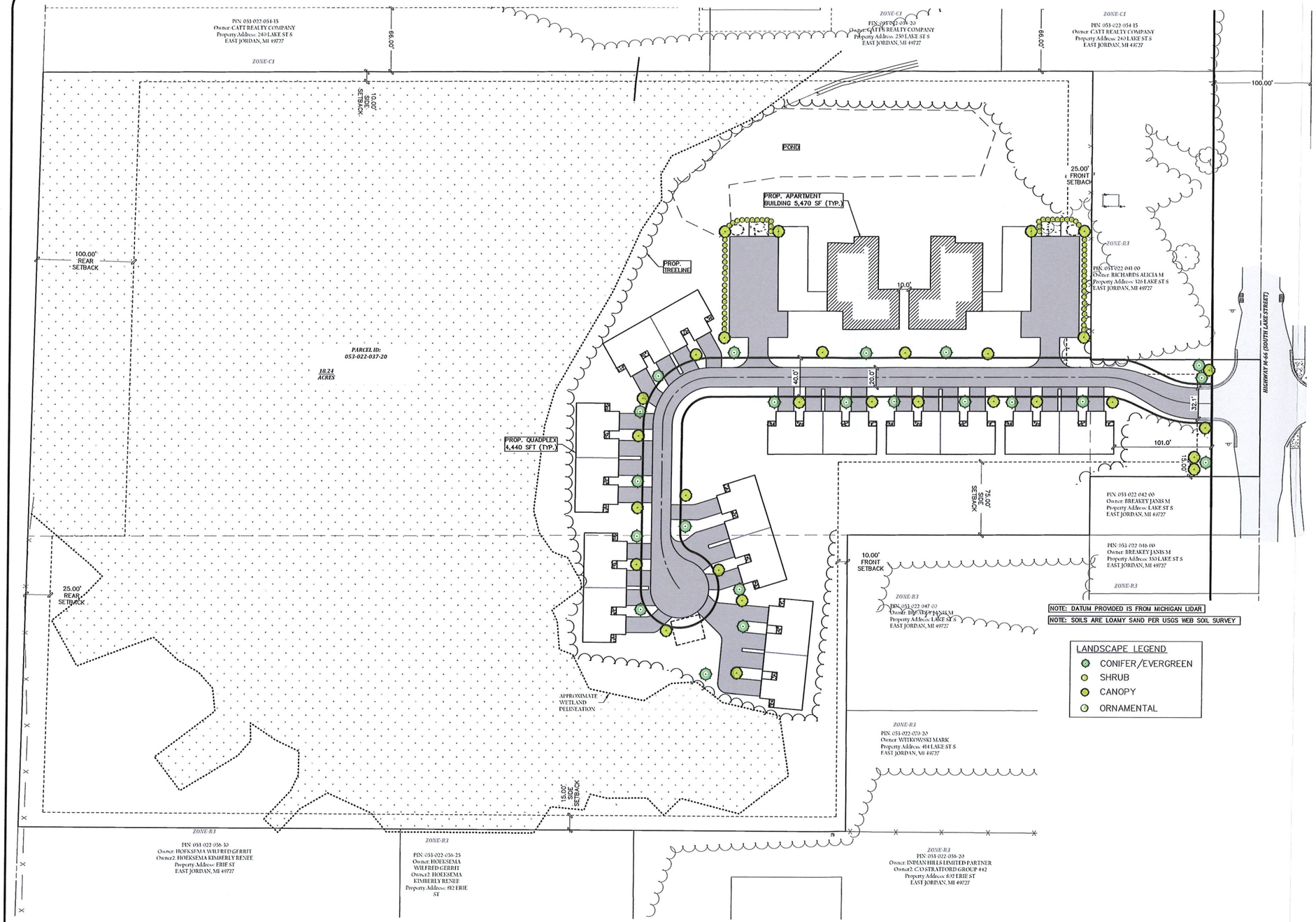
Kalamazoo, MI (269) 697-7120

FILE NO. 1601
CHECKED ZB
Sheet No. 3 OF 4



SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- OH — EXISTING OVERHEAD ELECTRIC
- OH — PROPOSED OVERHEAD ELECTRIC
- E — EXISTING ELECTRIC
- E — PROPOSED ELECTRIC
- GAS — EXISTING GAS
- GAS — PROPOSED GAS
- C — EXISTING COMMUNICATIONS
- C — PROPOSED COMMUNICATIONS
- X — EXISTING FENCE
- X — PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- WETLANDS

811 Know what's **below.** **Call** before you dig.

NOTE:
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
LANDSCAPE PLAN

Vriesman & Korhorn
VK CIVIL
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

FILE NO. 1601
CHECKED ZB
Sheet No. 4 OF 4

SHEET SET

1 Project Overview
3 Plot Plan
5 Exterior Elevations
6 Exterior Elevations
7 Roof Layout Plan
9 Architectural Plan, Foundation
10 Architectural Plan, Main Floor
11 Architectural Plan, Second Floor





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3D VIEWS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. RENDER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 2D VIEWS ALWAYS SUPERCEDE 3D VIEWS

ELEMENTS
ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Project Overview

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 1 of 8
1

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	34 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



FRONT ELEVATION

SCALE: 1/4 in = 1 ft



REAR ELEVATION

SCALE: 1/4 in = 1 ft

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PAGE 5 of 8
5

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W01	30505H	12	1	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W02	30505H	8	2	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W03	5036L5	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034L5	2	2	59 1/2"	34 1/2"	60"X36"	83 3/8"	
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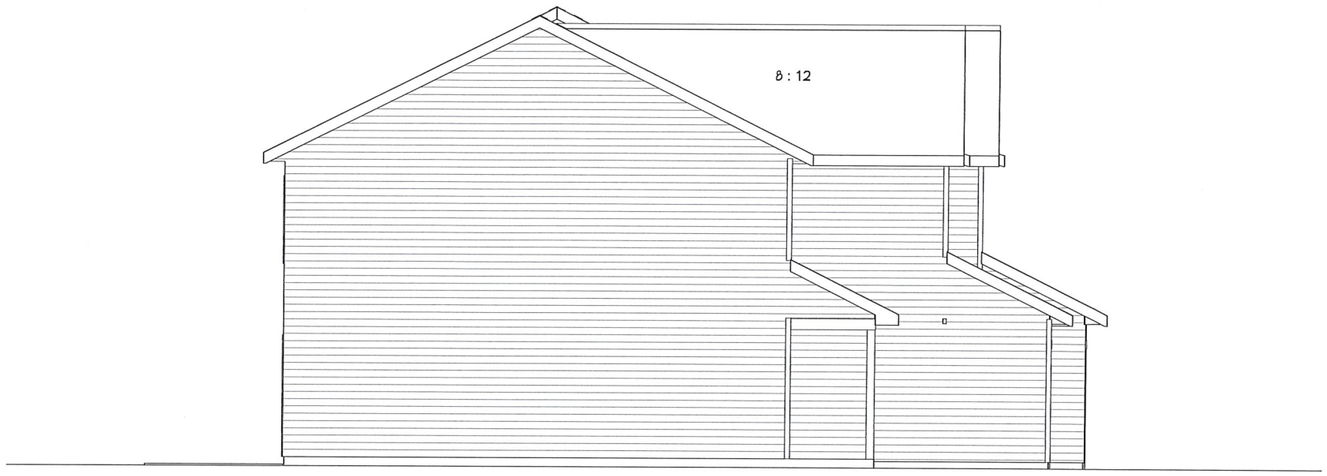
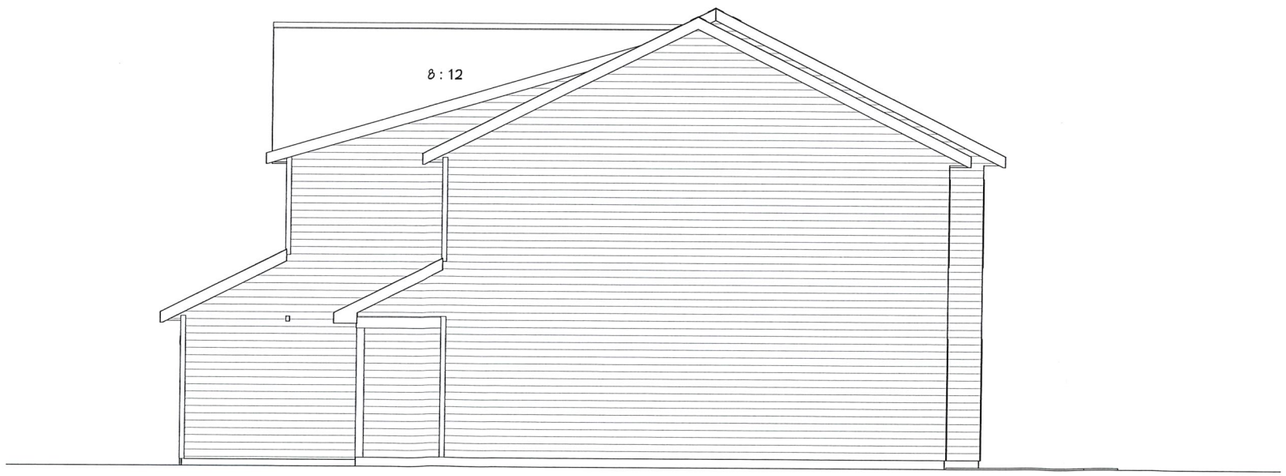


LEFT ELEVATION

SCALE: 1/4 in = 1 ft



RIGHT ELEVATION

SCALE: 1/4 in = 1 ft

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7/15/2024

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PAGE 6 of 8
6

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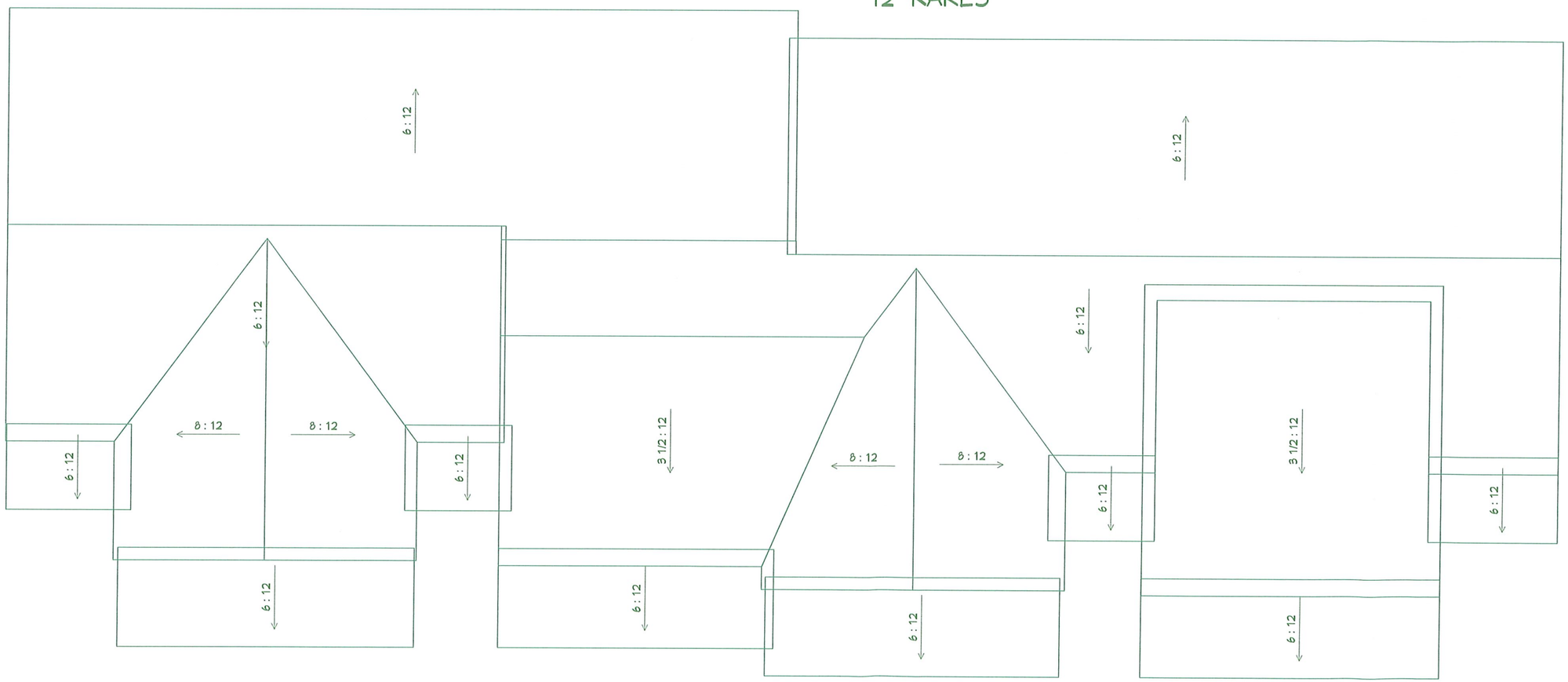
Roof Notes

ROOF DETAIL

1/4 in = 1 ft
12" EAVES
12" RAKES



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CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Roof Layout Plan

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 7 of 8
7

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
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CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex

PAGE TITLE:
Architectural Plan, Foundation

DATE:
7/15/2024

SCALE:
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PAGE 9 of 8
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Architecural Plan Notes

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
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W02	3050SH	6	2	35 1/2"	54 1/2"	36"X60"	83 3/8"	
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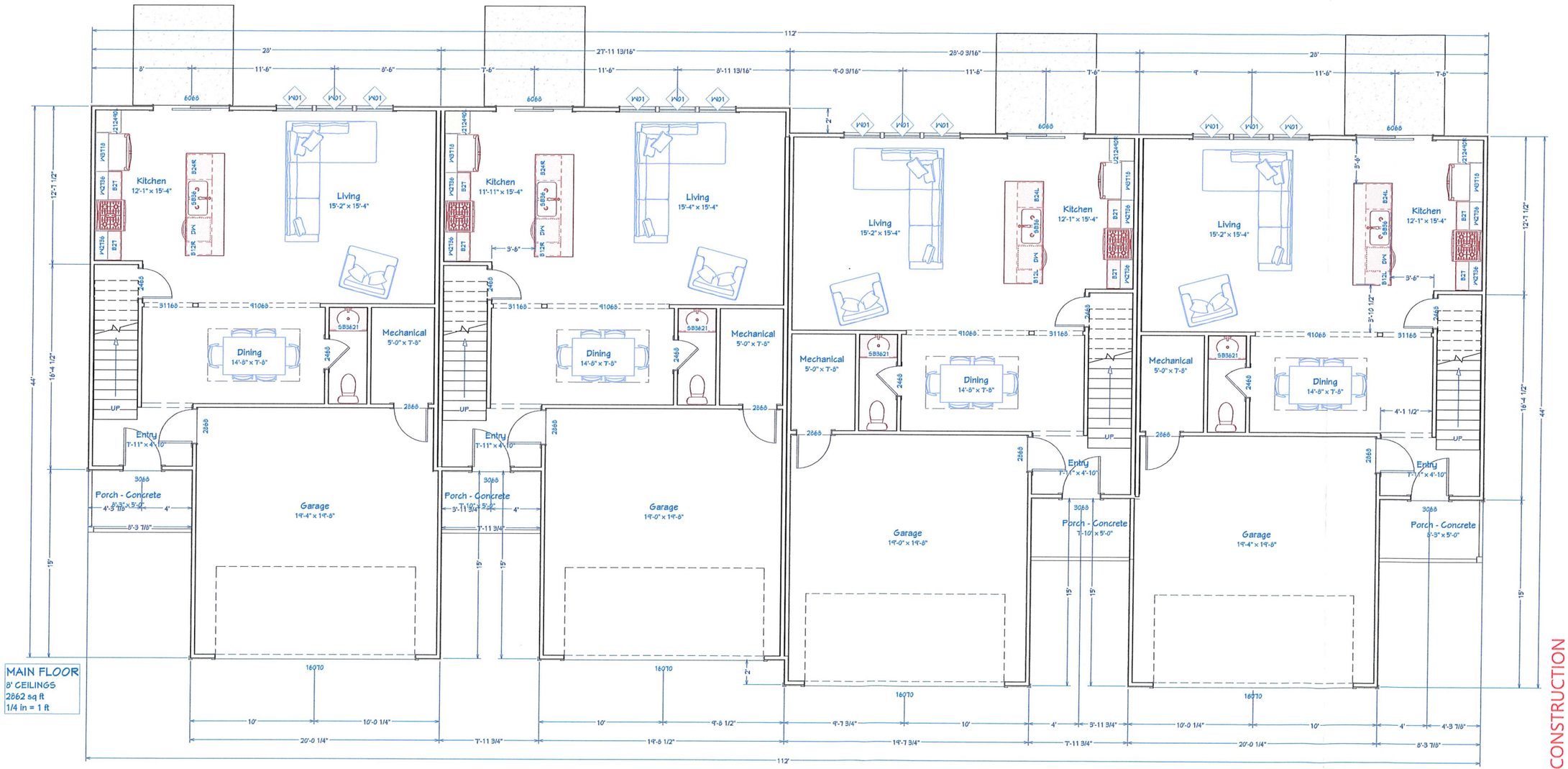

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(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Architectural Plan, Main Floor

DATE:
7/15/2024

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PAGE 10 of 8
10

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DRAWING FOR:
CURT MORAN
BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex

PAGE TITLE:
Architectural Plan,
Second Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 11 of 8
11

CITY OF EAST JORDAN, MI
SITE PLAN REVIEW APPLICATION

<u>Per Section 48.69 of the City's Zoning Code</u>: "The purpose of this application is to establish uniform requirements of procedure for all developments in the City so that the provisions of the City's Zoning Code can be equitably and fairly applied to all persons seeking to add to the existing development; so that both those developing property and the responsible City officials can be assured that compliance with the Zoning Code is both possible and correct prior to the issuance of a zoning permit and the starting of construction."

The following land, building and structural uses <u>require</u> site plan approval:

1. All principal and their accessory uses in following Zoning Districts:
   - RA Residential/Agricultural Single-Family (if more than one structure)
   - R-1 Residential Single-Family (if more than one structure)
   - R-2 Residential Duplex-Family (if more than one structure)
   - R-2A Residential Single-Family (if more than one structure)
   - R-3 Residential Multi-Family
   - R-4 Residential Mobile Home (if more than one structure)
   - C-1 Local Commercial
   - CBD Central Business
   - C-2 General Commercial
   - PO Professional Office
   - I Industrial
   - LI Light Industrial
   - CR Conservation Reserve
   - WF Waterfront
2. All special uses and their accessory uses in <u>all</u> districts.
3. All planned unit developments (PUDs).

The following land, building and structural uses <u>do not require</u> site plan approval:

Individual single-family homes and mobile/manufactured homes located on separate lots or parcels and their accessory uses in the R-A, R-1, R-2, R-2A, R-3 and R-4 districts.

****

Name of Site Plan Project: M-66 East Jordan Development

Agent or Applicant's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200

Byron Center, MI 49315

Contact Phone #s: (517) 505-5252 Office ☐ Cell ☑ Home ☐

_____ Office ☐ Cell ☐ Home ☐

E-Mail: susan@artemiscapital.llc

Property Owner's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200
Byron Center, MI 49315

Contact Phone #s: 517-505-5252 Office ☐ Cell ☐ Home ☐
_____ Office ☐ Cell ☐ Home ☐

E-Mail: _____

Current Zoning District: C-1 Proposed Zoning District (if different): PUD

Present Use: Vacant

Proposed Use: PUD - Multifamily Housing

Property Address: 340 LAKE ST S
EAST JORDAN, MI 49727

Permanent Parcel ID #: 15 - 053 - 022 - 037 - 20

Legal Description: Provide on separate sheet; also supply copy of boundary survey if available

GENERAL PROJECT DESCRIPTION

Provide a general description of the proposed development including: site location, number of proposed lots and/or units, demographics or population generated by the development (ex: density, elderly persons, school-aged children, seasonal population, family size, etc.) and other applicable information.

EXPECTED DEMANDS ON COMMUNITY SERVICES, ENVIRONMENTAL & OTHER IMPACTS

In an attachment to this Application, explain the impacts (both positive & negative) of the proposed project, if any, on the following:

- Fire Protection Services
- Police Services
- Emergency Medical Services
- Schools
- Municipal Water Supply
- Water Pollution (surface & ground)
- Soil Erosion/Sedimentation
- Stormwater/Drainage Management
- Shoreline/Wetland Protection
- Wildlife/Habitat Protection
- Air Pollution (particulates, noxious odors, etc.)
- Noise
- Dark Skies/Light Pollution & Trespass
- Traffic Volumes & Adjacent Street Capacities
- Sewage Collection/Treatment (City or on-site)

ESTIMATED PROJECT CONSTRUCTION/DEVELOPMENT COST: $ _____

GENERAL SITE PLAN REVIEW FEE (non-refundable):

(This fee covers the City's cost to review the site plan, prepare it for PC consideration, and conduct the PC review)

Projects up to $100,000:	$300
Projects over $100,000:	$300 plus 0.2% (.002) of cost over $100,000

Date Paid: _____ Amount: $ _____ Staff Initials: _____

PROFESSIONAL CONSULTATIONS/REVIEW COSTS (if necessary) (non-refundable):

(This fee covers the City's direct cost to retain an outside professional planner, engineer or architect to review the site plan or a particular aspect of the site plan. This might be necessary for larger developments, and could include services to review stormwater management plans, site lighting, traffic impacts, wetland impacts, etc. These fees are in addition to the above General Site Plan Review Fee. City staff and the applicant will discuss the need for these services during preliminary scoping meetings noted above.)

Sketch Plan Review:	$350 plus $5 per acre
Preliminary Review:	$350 plus $20 per acre
Final Review:	$350 plus $20 per acre

Date Paid: _____ Amount: $ _____ Staff Initials: _____

SITE DEVELOPMENT COMPLETION ESCROW (refundable):

(This fee is retained by the City until completion of the development project and City inspection of the applicant's compliance with the Site Plan requirements approved by the PC. If in compliance, 100% of the fee will be refunded to the applicant at the time of City final acceptance. If the City must make multiple final inspections of the completed development site, or if the applicant refuses to complete the development as required by staff or the PC, the escrow funds will be used to cover staff costs as well as any legal costs or proceedings to enforce completion of the requirements of the site plan. Should this escrow be insufficient to cover said costs, the applicant will be obligated to cover those additional costs of enforcement. These costs shall be paid to the City prior to the City issuing any Certificate of Occupancy for the development.)

$1,000 per project

Date Paid: _____ Staff Initials: _____ Cash ____ Check ✓

Final Inspection Date: _____ Inspector Signature: _____

Refund Date: _____ Amount: $ _____

SITE PLAN SUBMITTAL REQUIREMENTS

In order for City staff to conduct a proper review of a proposed development site plan, an applicant must submit to the City Clerk's Office a minimum of 21 business days prior to the Planning Commission (PC) meeting (regular meetings are held on the 2nd Thursday of each month at 5:30 PM) the following documents:

- One (1) Standard 2' X 3' (24" x 36") paper copy of the proposed Site Plan
- One (1) 11" X 17" paper copy of the proposed Site Plan
- One (1) electronic copy of the proposed Site Plan in pdf format
- One (1) 8-1/2" x 11" original paper copy of this Site Plan Review Application & all Attachments
- One (1) electronic copy of this Site Plan Review Application & all Attachments in pdf format

The City encourages applicants to meet with the City Zoning Administrator or Plan Reviewer prior to submitting a site plan application. A formal meeting is required with the City Zoning Administrator or Plan Reviewer at least two weeks prior to the PC meeting at which the Site Plan will be considered. Accurate completion of this form will enable efficient processing and review of your proposed Site Plan.

CRITERIA FOR SITE PLAN REVIEW (Sec. 48-77 of the City Code):

In reviewing a preliminary or final site plan, the PC shall ascertain whether the proposed site plan is consistent with the regulations and objectives of this chapter and shall endeavor to ensure that they conform to the following criteria:

1) *Preservation of natural environment.* Existing conditions of the natural environment shall be pre-served in their natural state, insofar as practicable, by minimizing tree and soil removal, & any grade changes shall be in keeping with the general appearance of adjacent & surrounding uses & development.

2) *Relations of proposed land, building and structural uses to environment.* Proposed uses and structures shall be related harmoniously to the natural environment and to existing uses and structures in the vicinity that have a visual relationship to the proposed development. The achievement of such relationship may include the enclosure of space in conjunction with existing uses and structures or other proposed uses and structures and the creation of special arrangements and focal points with respect to functional areas, avenues of approach, terrain features or other structures.

3) *Drives, parking and circulation* (vehicular and pedestrian circulation, including walkways, interior drives and parking). Special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not adversely affect the design of proposed land, buildings and structures and adjacent and surrounding development areas.

4) *Surface water drainage.* Special attention shall be given to proper site surface drainage so that the flow of surface waters will not adversely affect adjacent and surrounding properties or the public storm drainage system. If necessary, stormwater shall be removed from all roofs, canopies and paved areas and carried away in an underground piped drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create impounded water on the paved areas.

5) *Utility service.* Electric power and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to adjacent properties and the site. The proposed method of water supply, fire hydrants and sanitary sewage disposal for all buildings shall be indicated. All utility installation shall be carried out in accordance with the standard rules and regulations of current adoption of the State public service commission and water, sewer and fire hydrants in accordance with the City requirements.

6) *Advertising features*. The size, location and lighting of all permanent signs and outdoor advertising structures or features, shall be consistent with the requirements of article VIII of the Zoning Code.

7) *Special features*. Storage areas, machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing natural and developed environment of adjacent and surrounding properties.

8) *Additional requirements*. All other standards and requirements of Article II of the Zoning Code must be met by site plans presented for review.

The City's Zoning Code (Chapter 48) is available on the City's website @ the following link: http://www.eastjordancity.org/info/ordinances.html. The website reflects ordinances codified through Ordinance No. 230, adopted July 16, 2013 (Supp. No. 4). Applicants are encouraged to contact the City Clerk to verify if any ordinances or amendments have been adopted subsequent to that date.

APPLICANT CERTIFICATION

The signature below certifies a formal request by an individual having a legal interest and authority of those others with ownership interest in the subject property. The applicant and owners hereby request Site Plan Review of the proposed project outlined herein by the City of East Jordan, its employees, representatives and designees. It further authorizes public notification of the request and authorizes City officials, its employees, representatives & designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of the application by the City Planning Commission and during and upon completion of any construction or other activity governed by the City and pertaining to this Application.

Susan Haque — 6/22/2026

Preparer's Name (Please type/print) — Date

Signed by: Susan Haque D205EDC3879F411...

Preparer's Signature

****

CITY STAFF USE ONLY

Date Application Received: _____

Date of Planning Commission Consideration: _____

Planning Commission Decision:

_____ Approved as Submitted
_____ Approved with Conditions (attached)
_____ Rejected

_____ _____

City Administrator/Zoning Administrator or City Clerk — Date

CITY OF EAST JORDAN, MI
SITE PLAN REVIEW CHECKLIST

This Site Plan Review checklist follows criteria outlined in Article II, Section 48-77 of the City's Zoning Code and contains additional information necessary for the Planning Commission (PC) to review your request.

- Site Plan approval requires that the applicant meet all of the requirements of the MI "Soil Erosion and Sedimentation Control Act", P.A. 347 of 1972, as amended, MCL 282.101.
- Additional Site Plan requirements may exist in zoning districts other than single-family zoned areas. Please consult the specific zoning section of the City Code to determine if additional info is needed.

PLEASE PROVIDE THE FOLLOWING INFORMATION DIRECTLY ON YOUR SITE PLAN

Site Plan Design Elements:

1) Map Scale: Sites less than one (1) acre, minimum 1" = 25'
   Sites one (1) acre or larger, minimum 1" = 50'
2) Date Site Plan drawn, including revisions and north point
3) Street names and other necessary identification information
4) Designer and/or Engineer Name, Address, Phone, & E-mail
5) Developer Name, Address, Phone & E-mail
6) Property or lot line dimensions
7) Zoning yard setback lines; setbacks between buildings
8) Locations of sidewalks and pedestrian areas
9) Location of retaining walls and curbs
10) Existing and proposed primary and accessory structures on property
11) All buildings shown with dimensioned floor plans, atypical elevation views, finished floor and grade line elevations, floor area and building height
12) Lot numbers and individual addresses for each lot, when applicable
13) Outlines & identification of other structures within 100' of property measured horizontally in all directions
14) Location of all existing and recorded streets intersecting the boundary of the parcel
15) Existing vehicular circulation system, including:
    - Rights-of-way
    - Driving surface widths
    - Off-street parking areas
    - Service areas
    - Off-street loading areas
    - Street names

- Intersection radii
- Driveway locations for all adjacent developed parcels

16) Proposed vehicular circulation system, including:

- Street plans and connections to existing street network & future off-site properties
- Street profiles showing all proposed driveway locations
- Structural cross sections
- Proposed street names (subject to City approval)

17) Pedestrian walkways, designated crosswalks & linkages to adjacent properties

18) All existing public and private easements, utility lines, rights-of-way, and other services within and bordering subject property

19) Existing zoning classification of parcel

20) Zoning classification of abutting parcels (north, south, east and west)

21) Generalized soil characteristics regarding soils and their suitability or adaptability to the proposed use (more detailed information may be requested):

22) Spot elevations or topography, including:

- Floodplain elevations, if appropriate
- Existing site elevations
- Parking lot elevations
- Finished floor elevations
- Property boundary elevations
- Grading plan
- Location of existing wetlands (delineated by professional firm? X Yes _____ No)

23) Location of stormwater drainage facilities including:

- Retention/detention and/or sediment ponds including size, capacity & design
- Catchbasins, underground systems and outfalls
- Surface drainageways, road ditches and culverts
- Roof drainage and icefall
- Snow storage/snow management areas

24) Proposed locations of:

- Refuse/recycling dumpsters w/concrete pads & dumpster screening materials/construction
- Fuel tanks & screening
- Outside storage areas & screening

25) Landscaping details: Greenbelts, vegetation fences, earth berms, trees, etc. For other than single-family-residences, show location of all proposed landscape materials and elements. Also show all existing site trees and their retention in the proposed development.

26) Location, minimum size and configuration of areas to be conveyed, dedicated, or otherwise reserved as common open spaces, parks, recreational areas, school sites and similar public and semi-public uses, where applicable.

27) Location of existing fences to remain and details of design, style & height of proposed fences.

28) Restrictive covenants including provision for open-space maintenance. Those areas required to

have open space shall include the time of the development of recreational or other facilities within the open-space, as applicable.

29) Sanitary Sewer: X City Sanitary Sewer System connection (requires a separate City Sewer Service Application and connection fee)
____ On-site septic system (show location of tank & drainfield on the drawing) (Requires separate City & Health Dept. Permits)

30) Water Service: X City Water System connection (requires a separate City Water Service Application and connection fee)
____ Private Well (show location, depth & diameter of well; hydrants; distribution system; & standpipes on the drawing) (Requires separate City & Health Dept. Permits)

31) Lighting Plan: Exterior light location, fixture style, bulb type, mounting location and illumination pattern & intensity. Direct illumination of lights shall be directed downward and lights shall be shielded so they do not shine onto adjoining parcels or public rights-of-way. Dark sky compliant fixtures are required.

32) Sign Plan: Indicate type of materials to be used and include sign sketch(es) with dimensions of all signs, and type of support. A separate City Sign Permit Application should be completed and submitted with the site plan.

33) Indicate setback of freestanding sign and location of directional signs and/or wall signs.

Area and Dimension Information:

34) Area of property/parcel: _____ sq. ft.
_____ acres

35) Gross square footage of primary structure: _____ sq. ft.

36) Density calculations (% of property covered with structures): _____ %

37) Area in lawn and other open spaces: _____ sq. ft.

38) Area of parking lots: _____ sq. ft.

39) Number of parking spaces as indicated on Site Plan: _____ spaces

40) Number of handicapped parking spaces: _____ spaces

41) Number of total structures: _____ structures

Additional Information to be Included on Site Plan:

42) Illustrate on-site natural features (ex: natural drainage systems, floodplains, wetlands, woodlots, shorelands, etc.)

43) Ultimate jurisdiction and maintenance of private roads and access rights

44) Projected plans for the future use of the entire site if this is a phased development

45) Development schedule indicating the approximate date when construction of the development (or stages of the development) can be expected to begin and be completed

46) Special site/use conditions affecting the development and/or the City not covered by the checklist

Sec. 46-626. Purpose.

The intent of planned unit developments (PUDs) is to permit greater flexibility and consequently more creative design of various types of development than are possible under conventional zoning regulations. It is the intention of this division to allow flexible land use composition and design without sacrificing the basic principles of sound zoning practice. The basic zoning districts and their permitted uses as established in this chapter will form the land use base for designing a combination of uses permitted in each district in the form of clustering principal uses and activities at a higher density than would otherwise be possible under the respective district regulations on a preferred portion of a parcel while maintaining the overall density of development of the parcels consistent with the district regulations. Another option would be to combine the planning of land uses and activities from several districts as one project on the same clustering principle. The provisions of this division apply to PUD Planned Unit Development Districts.

(Code 2009, § 48-596; Ord. No. 142, § 16.01, 2-6-1990)

Sec. 46-627. Permitted and accessory uses.

In the PUD, Planned Unit Development Districts, the following provisions, regulations and restrictions shall apply:

(1) *Principal permitted uses.*

a. All principal permitted uses allowed in the RA, R-1, R-2A and R-3 residential districts on parcels of at least ten acres.

b. All principal permitted uses allowed in the R-4 multiple-family residential districts, C-1 and C-2 commercial districts and I industrial districts on parcels of at least five acres.

(2) *Accessory uses.*

a. Accessory buildings and uses customarily incidental to the permitted uses named in subsection (1) of this section.

b. Signs. See article VIII of this chapter.

(3) *Special uses.*

a. The following recreational activity facilities shall be special uses:

1. Golf courses located on sites having at least 40 acres per nine holes.

2. Nature preserves located on sites having at least five acres of land.

3. Swimming pools located on sites having at least two acres of land.

4. Tennis or racquet clubs located on sites having at least two acres of land.

5. Utility structure and equipment necessary for the operation thereof (excluding outdoor storage).

(4) One Accessory Dwelling Unit (ADU) is allowed per residential lot subject to staff review and approval that the following standards are met:

a. An ADU is permitted on a parcel that has one single-family dwelling as the permitted principal use.

b. The property owner shall occupy either the ADU or the single-family dwelling on the property, except for temporary absences not to exceed a combined total of six months in a calendar year.

c. An ADU shall not exceed 900 square feet.

d. The property shall not exceed lot coverage allowances in its district.

e. At least one off-street parking space shall be provided for the ADU. Tandem or stacked parking in a driveway may count toward the off-street parking requirements.

f. Leasing or rental of the ADU for less than three months is prohibited.

g. A deed restriction shall be filed with the register of deeds prior to issuance of a zoning permit, and it shall incorporate the following:

1. The ADU shall not be sold separately from the single-family dwelling

2. Shall specify the owner occupancy requirement and rental time limit.

3. The deed restriction shall be in effect until the ADU is removed.

h. The ADU cannot exceed the height of the primary structure.

i. ADU's are only allowed in a rear yard and must meet the setback requirements of that district unless the ADU is located above a garage or future garage, then it must meet the setbacks for garages in that district.

j. The ADU must be connected into the city's water/sewer system.

(Code 2009, § 48-597; Ord. No. 142, § 16.02, 2-6-1990; Ord. No. 145-S, 10-7-2025)

Sec. 46-628. General provisions.

(a) *Continuing applicability of information on approved site plans.* The location of all uses and buildings, all uses and mixtures thereof, all yards and transition strips, and all other information regarding uses of properties as shown on or as part of a site plan which is approved subsequent hereto, shall have the full force and permanence of this chapter as though such information were specifically set forth in this chapter. Such information shall be the continuing obligation of any subsequent interests in a PUD district or parts thereof and shall not be changed or altered except as approved through amendment or revision procedures as set forth in this division. The approved plan and any conditions attached thereto shall control all subsequent planning or development. A parcel of land that has been approved as a PUD district shall not thereafter be developed or used except in accordance with the approved site plan and plats approved subsequent thereto.

(b) *Construction.* No construction, grading, tree removal, soil stripping, or other site improvements or changes shall commence, and no permit shall be issued therefor, on a lot width, or under petition for, a PUD district classification, until the requirements of this division have been met.

(c) *Performance guarantees.* Will be required for all public and common improvements in developments and of all phased developments on a per phase basis. Cost levels to be used in setting bond amounts shall be based upon the findings regarding estimated cost as reported by the city administrator, public agency or PUD engineer.

(Code 2009, § 48-598; Ord. No. 142, § 16.03, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-629. Preapplication conference.

(a) An applicant for a PUD district may request a preapplication conference with the city planning commission and other officials prior to filing an application for developing a PUD district. The request shall be made to the zoning administrator who shall set a date for the conference and shall inform the planning commission

members of the conference and invite their attendance. The zoning administrator shall also invite other officials who might have an interest in the proposed development, or who might assist in the review process.

(b) The purpose of the conference shall be to inform the planning commission and other officials of the concept of the proposed development and to provide the applicant with information regarding land development policies, procedures, standards, and requirements of the city and other agencies. The applicant is encouraged to present schematic plans, site data and other information that will explain the proposed development.

(c) Statements made in the conference shall not be legally binding commitments.

(Code 2009, § 48-599; Ord. No. 142, § 16.04, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-630. Site plan requirements.

(a) A site plan shall be submitted for approval for each phase of development. Preliminary site plans shall be submitted and reviewed in accordance with, and shall meet all provisions of article II, division 2 of this chapter.

(b) The planning commission may require the applicant to provide housing and commercial market analyses, traffic studies, and other information necessary for the planning commission to properly and adequately analyze a PUD district. To that end, an impact assessment shall be prepared by the applicant and submitted to the planning commission concurrently with the site plan. This document shall be prepared in narrative form, with such accompanying charts, graphs, maps and/or tables as may prove necessary. Topics to be addressed shall include community impacts (i.e., additional traffic likely to be generated per 24-hour period, directional distribution of trips generated by the proposed development, additional police and fire service needs to be anticipated) and environmental impacts (i.e., soils to be found on the site, site topography, natural features of note that are located on the site and how each would be impacted by the proposed development).

(Code 2009, § 48-600; Ord. No. 142, § 16.05, 2-6-1990)

State law reference(s)—Submission and approval of site plan, MCL 125.3501.

Sec. 46-631. Site plan; administrative review procedure.

(a) An application for a PUD district shall be made by all fee and conditional sales agreement owner of record of the subject parcel. The applicant shall provide evidence of full ownership of all land in a PUD or execution of a binding or conditional sales agreement, prior to receiving a recommendation of approval of the application and site plan by the planning commission.

(b) The application shall be filed with the office of the city clerk who shall transmit the application and the site plan to the planning commission and the zoning administrator. The application shall be filed at least two weeks prior to the planning commission meeting at which it is to be first considered.

(c) The planning commission shall hold a public hearing on the application and site plan. Said hearing to be held within 31 days of the filing date or at the regular planning commission meeting following that is closest to that date.

(d) At the public hearing the applicant shall present evidence regarding adherence to all pertinent standards and requirements. To this end evidence and expert opinion shall be submitted by the applicant in the form of maps, charts, reports, models and other materials, and/or in the form of testimony by experts who can clearly state the full nature and extent of the proposal. Materials shall be submitted in sufficient quantity for review by the planning commission and other city officials. Materials submitted shall include the required

site plan and any complementary sources of information necessary to satisfy the requirements detailed in section 46-632.

(e) The planning commission shall undertake a study of the application and site plan and shall submit a report thereon to the city commission within 60 days of the filing date. This report shall contain the planning commission's analysis of the application and site plan, findings regarding standards, suggested conditions of approval, if applicable, and its recommendations. Materials and information to be considered in this study and review process may include input from such agencies as the county health department, city streets, utilities and drain officials and other agencies required to review the PUD.

(f) The city commission shall review the application and site plan and shall approve, approve with conditions, deny, or table for future consideration, the application and site plan. Changes in the application or site plan desired by the city commission shall be referred to the planning commission for review and recommendation prior to the city commission's action thereon. The city commission may attach conditions to its approval of a PUD proposal.

(g) If the application and site plan are approved by the city commission, the applicant and all owner of record of all property included within the PUD shall sign a statement that the approved application and area plan shall be binding upon the applicant and owner of record or their assigned agent and upon their heirs, successors, and assigns, unless future changes mutually agreed to by any future city commission and future applicant and owner of record or the assigned agent or their heirs, successors and assigns.

(Code 2009, § 48-601; Ord. No. 142, § 16.06, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-632. Supplementary development standards and regulations.

The following requirements expand upon and/or are in addition to the requirements detailed in article II, division 2, of this chapter. They shall, in all cases, be adhered to by developments in a PUD district.

(1) *District location and minimum size.*

a. All development in this district shall be limited to tracts of land having an area of at least the minimum number of acres required for the respective types of PUD districts.

b. All development in this district shall be restricted to sites having access to a hard surfaced street, accepted and maintained by the city.

(2) *External and internal circulation and access.*

a. Access points to PUD developments shall be located no less than 540 feet apart when measured parallel to the adjoining street, and in no case shall any such point of ingress or egress be closer than 270 feet from either side lot line of the parcel.

b. Each lot or principal building shall have internal vehicular access from a public street or private street approved as a part of the approved site plan.

c. Each lot or principal building shall have pedestrian access from a public or private sidewalk approved as a part of the approved site plan.

d. As property is developed as a PUD planned unit development district, a pathway system linking all principal residential, commercial and industrial units both with on-site amenities (e.g., recreation areas, shopping, places of employment) and (unless it is demonstrated to the planning commission that such a system would be inappropriate or unnecessary to the development) with adjoining parcels must be provided. The pathway system shall be designed so as to be appropriate to nonmotorized transport modes (e.g., bicycling, walking). The pathway shall be no

less than four feet in width and it shall be constructed of materials (e.g., crushed limestone) suited to walking and to nonmotorized vehicular use.

e. Standards of design and construction for public and private streets may be modified to adequately provide the service required. Right-of-way standards may also be modified, especially where the site plan provides for separation of pedestrian and vehicular traffic and adequate off-street parking facilities. Modifications of proposed public streets shall first be approved by the city commission.

f. Public and private streets shall be designed and constructed according to established standards for public streets as established by the city commission except that such standards may be modified as provided in subsection (2)e of this section. If private streets are to be dedicated to a public agency in the future, the applicant shall first agree to bear the full expense of making the streets suitable for public acceptance.

(3) *Open space regulations.*

a. A land, water or land/water area constituting not less than 25 percent of the total land area of a lot or parcel shall be designed as permanent open space. The required open space shall be set aside by the developer in the form of an irrevocable conveyance whereby the open space area must be developed according to the approved site plan and may never be changed to any other use, unless mutually agreed to by the owners/applicant and the city through submittal of an amended site plan showing suggested use changes. Further, this conveyance must provide that the open space is for the use and enjoyment of the residents, occupants and users of the district and such open space shall be considered as an integral component of the overall planned unit development. The developer shall provide for perpetual and mandatory maintenance of the open space through the use of deed restrictions which shall provide for organizational participation in said maintenance cost by each resident (be they residential, commercial or industrial) within the planned unit development.

b. Buildings, parking lots, drives and similar improvements may be permitted in open space areas if related and necessary to the functions of the open space. Other buildings and improvements shall be prohibited therein.

c. Open space areas shall be conveniently located in relation to dwelling and business units and the interrelated functions intended.

d. Open space areas shall have minimum dimensions which are usable for the functions intended and which will be maintainable.

e. The city commission may require upon recommendation of the planning commission, that unique natural amenities such as ravines, rock outcrops, wooded areas, tree or shrub specimens, unusual wildlife habitats, ponds, streams, and marshes be preserved as part of the open space system.

(4) *Landscaping and parking.*

a. The parking and loading requirements set forth in article VII of this chapter shall apply except that the number of spaces required may be reduced if approved by the city commission, upon recommendation of the planning commission, (pursuant to the requirements detailed in article VII of this chapter) as part of the site plan. Such reduction shall be based upon specific findings.

b. A landscaped buffer strip no less than 20 feet in width shall be required when a freestanding physical structure containing a commercial and/or office use is located adjacent to a residential use. The buffer strip shall be located between the two uses and shall be landscaped with trees, shrubs and ground covers at least six feet in height, by an earth berm at least four feet in height

with its surface covered in its entirety with permanent vegetation, by a decorative wooden fence at least four feet in height, by a decorative wall at least four feet in height, or by a combination of earth berm and evergreen vegetation at least four feet in height. The buffer strip shall be approved by the planning commission.

(5) *Utilities.*

a. Each principal building shall be connected to public water and public sanitary sewer lines when and where available.

b. All development will be required to provide adequate fire protection system as determined and recommended by the city fire department and approved by the city commission. Maintenance of any and all approved systems shall be ensured by use of deed restrictions which shall provide for organizational participation in maintenance costs by each owner of the planned unit development served by such a system.

c. Each site shall be provided with adequate storm drainage. Open drainage courses and stormwater retention ponds may be permitted if properly engineered.

d. Electrical, telephone, and cable television lines shall be placed underground. Surface mounted equipment for underground wires shall be shown on the final site plan and shall be screened from view to the height necessary by evergreen vegetation, earth berm, decorative wall or fence or a combination of earth berm and evergreen vegetation.

e. Standard sidewalks and/or a system of streetlights may be required of developments in the PUD district. Maintenance of either shall be ensured through implementation of a system of deed restrictions providing for organizational participation in maintenance costs by all owners of the development.

(6) *Site design, layout and density criteria.*

a. All density requirements shall be completed on a total gross area basis, less water area, unless the water area is completely enclosed on the parcel and the water area comprises no more than 20 percent of the total area of the parcel, and, if more than 20 percent, the total water area shall be deleted from computations.

b. Existing natural water areas (i.e., streams, ponds, lakes and/or similar water bodies) may be included in density calculations up to 300 feet of their surface width as measured from the shoreline, or where such water areas are proposed for construction by the applicant, 50 percent of the total water area to be constructed may be included in density calculations, but in no case shall the included surface water area exceed 20 percent of the total land area of the PUD or any single or combination of phases of the PUD.

c. Residential areas may contain several different types of dwelling units if it can be demonstrated to the satisfaction of the planning commission that the proposed combination by type will not interfere with the reasonable platting of any area to be platted or will not produce a conflict between and among land use relationships.

d. All principal buildings and all accessory buildings or structures shall be located at least 100 feet from any exterior public roadway right-of-way line, private road and/or area to be platted.

e. The outdoor storage of goods and materials shall be prohibited in the PUD planned unit development district except as provided in section 46-719.

(7) *Legal mechanisms to ensure facility and open space maintenance.*

a. Legal instruments setting forth the manner of permanent maintenance of common area and facilities shall be submitted to the city attorney for review before the city commission approves a final site plan or final plat, if a subdivision is planned to be part of the PUD.

b. Where a homeowners' association (HOA) or an association of commercial establishments (ACE) or association of industrial establishments (AIE) is to be used to maintain common area and facilities, the developer shall file a declaration of covenants and restrictions that will govern the HOA, ACE or AIE with the site plan. The provisions shall include, but shall not be limited to, the following:

1. The HOA, ACE, or AIE shall be established before any building or structure in the PUD are sold or occupied.

2. Membership in the HOA, ACE, or AIE shall be mandatory for each building unit buyer and for any successive buyer and shall be so specified in the covenants.

3. Restrictions shall be permanent.

4. The HOA, ACE, or AIE shall be made responsible for liability.

5. Building unit owners shall pay their pro rata share of the costs and this requirement shall be specified in the covenants. Assessments levied by the HOA, ACE, or AIE may become a lien on the individual properties.

(8) *Project phasing.*

a. If the proposed development is to be constructed in phases, a narrative description of that phased process that describes all work to be done in each phase should be submitted to the planning commission when the site plan is submitted.

b. A phase shall not be dependent upon subsequent phases for safe and convenient vehicular and pedestrian access, adequate utility services, and open spaces and recreation facilities.

(Code 2009, § 48-602; Ord. No. 142, § 16.07, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-633. Standards for review.

The planning commission shall determine and shall provide evidence in its report to the city commission to the effect that the application, site plan and supplementary informational materials submitted by the applicant meet the following standards:

(1) The proposed development shall conform to the city master plan or any part thereof, or represents land use policy which, in the planning commission's opinion, is a logical and acceptable change in the adopted land use plan.

(2) The proposed development shall conform to the intent and all regulations and standards of a PUD district and the zoning district in which it is to be located.

(3) The proposed development shall be adequately served by public facilities and services such as highways, streets, sidewalks, streetlights, police and fire protection, drainage courses, water and sanitary sewer facilities, refuse disposal; or that the persons or agencies responsible for the proposed development shall be able to properly provide such facilities and services.

(4) Common open space, other common properties and facilities, individual properties, and all other elements of a PUD are so planned that they will achieve a unified open space and recreation area system, with open space and all other elements in appropriate locations, suitably related to each other, the site and surrounding lands.

(5) The applicant shall have made provisions to ensure that public and common areas and facilities will be or have been irrevocably committed for that purpose. Provisions shall have been made to provide for financing of the construction of improvements shown on the site plan for open space and other common areas and facilities, and that proper maintenance of such improvements is ensured.

(6) Traffic to, from, and within the site will not be hazardous or inconvenient to the project or to the surrounding area. In applying this standard the planning commission shall consider, among other things, convenient routes for pedestrian traffic; relationship of the proposed project to main thoroughfares and street intersections; and the general character and intensity of the existing and potential development of the surrounding area.

(7) The mix of housing unit types and densities, and the mix of residential and nonresidential uses shall be acceptable in terms of convenience, privacy, compatibility, and similar measures.

(8) The planning commission shall determine, where applicable, that noise, odor, light, or other external effects which are connected with the proposed use, will not adversely affect adjacent and surrounding area lands and uses.

(9) The proposed development shall create a minimum disturbance to natural features and land forms.

(10) Streets shall follow topography, be properly spaced, and be located and aligned in accordance with the intended function of each street. The property shall have adequate access to public streets. The plans shall provide for logical extensions of public streets and shall provide suitable street connections to adjacent parcels, where applicable.

(11) Pedestrian circulation shall be provided within the site and shall interconnect all use areas where applicable. The pedestrian system shall provide for a logical extension of pedestrian ways outside the site and to the edges of the PUD where applicable.

(Code 2009, § 48-603; Ord. No. 142, § 16.08, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-634. Amendments to site plans.

Preliminary and final site plan may be amended in accordance with the process detailed in section 46-79.

(Code 2009, § 48-604; Ord. No. 142, § 16.09, 2-6-1990)

Sec. 46-635. Subdivision plats.

The city commission shall have the authority to deny or table an application for tentative approval of a preliminary plat if, in its opinion and after a report thereon from the planning commission, such plat will result in premature development of the area involved, or will result in improper scheduling of various public improvements such as, but not limited to, roads, utilities and schools.

(Code 2009, § 48-605; Ord. No. 142, § 16.10, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

State law reference(s)—Land division act, MCL 560.101 et seq.

City of East Jordan

201 Main Street P.O. Box 499
East Jordan, Michigan 49727-0499
www.eastjordancity.org

City Hall
Tel: (231) 536-3381
Fax: (231) 536-3383

Find us on: facebook

May 15, 2025

East Jordan Community Church
PO BOX 854
East Jordan, MI 49727

RE: Special Use Permit at 214 Main Street

Dear Representative:

This letter is to inform you the East Jordan Planning Commission met on May 8, 2025 regarding your Special Use Permit located at 214 Main Street which was approved on July 14, 2022 with a review to be held three (3) years after the permit was approved.

The Planning Commission determined that the current special use is within the parameters of the approved use and continues to operate in compliance. The Planning Commission also determined that the current use is able to continue to operate for the next two years, which is the time frame of the originally approved permit.

If you have any questions, please do not hesitate to contact our office at 231-536-3381.

Respectfully,

City of East Jordan

"The City of East Jordan is an equal opportunity employer and provider."

July 2025

MINUTES OF THE EAST JORDAN PLANNING COMMISSION MEETING HELD ON JULY 14, 2022 AT 5:30 P.M. AT CITY HALL

City Clerk Wilson

GUESTS: 2

Item #2 Approval of Minutes

Motion offered by Doebel, second by Carson to approve the minutes of June 9, 2022 as presented.

MOTION CARRIED ALL AYES

Item #3 Acknowledge Receipt of City Administrator's Reports

Chairperson Weber acknowledged receipt of the following City Administrator's Reports:

- June 7, 2022
- June 21, 2022

Presentations-No Presentations scheduled

OLD BUSINESS

No Old Business

NEW BUSINESS

Item #4 Special Use Application from East Jordan Community Church, address of 214 Main Street, Tax ID #053-354-009-10

Planning Commission reviewed and discussed the Special Use request and the allowable uses within the CBD (Central Business District).

Discussion was held regarding a time limit on the request due to the request being made as temporary usage.

Mr. Robrahn felt 5 years would be sufficient.

Consensus of the Board was to set a time limit on this special use of 5 years with a revisit on the application.

Motion offered by Weber, second by Doebel to approve the Application made by the East Jordan Community Church for the address of 214 Main Street, Tax ID 053-354-

009-10 for a short-term special use permit of 5 years with a review at Planning at 3 years for Central Business District (CBD).

MOTION CARRIED ALL AYES

Item #5 Other Business

Discussion was held regarding the new board member and when he would be at a meeting.

Clerk Wilson informed the board about his work situation and that it could be discussed at the next meeting as they can only miss so many meetings before a request of removal can be made.

Item #6 Adjourn

Chairperson Weber adjourned the meeting at 5:53 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

MINUTES OF THE EAST JORDAN PLANNING COMMISSION MEETING HELD ON JULY 14, 2022 AT 5:30 P.M. AT CITY HALL

PUBLIC HEARING AT 5:30 P.M. RE: 214 SPECIAL USE APPLICATION

PRESENT: Chairperson Weber
Board Members Kelley, Moreau, Doebel, Carson and Timmons
Janet Koch
City Clerk Wilson
Rick Robrahn
Heather Jackson

Chairperson Weber called the public hearing to order at 5:30 p.m. and stated the purpose of the public hearing was to hear any comments regarding the special use application receive for 214 Main Street from the East Jordan Community Church as a temporary teen center in a CBD (Central Business District).

Weber made the first call for public comments at this time.

Mr. Rick Robrahn stated he was in attendance representing the Community Church and to answer any questions.

Weber also stated a letter from Haggard's Plumbing and Heating was received in favor of the special use and was read into the minutes. (Letter made part of these original minutes.)

Robrahn also stated the church doesn't own the property but was approached by the owner for the use for a minimum of 3-5 years for temporary use only as the church has purchased a home adjacent from their church which will be turned into a youth center.

Robrahn also stated it is a great place for the youth, a great program and it occupies a vacant space.

Weber made two additional calls for public comments with no additional comments being made.

Chairperson Weber closed the public hearing at 5:34 p.m.

REGULAR MEETING

PRESENT: Chairperson Weber
Board Members Kelley, Moreau, Doebel, Carson and Timmons

ABSENT: Board Member LaPointe

OTHERS: Janet Koch

City of East Jordan

201 Main Street • P.O. Box 499
East Jordan, Michigan 49727-0499

City Hall
Tel: (231) 536-3381
Fax: (231) 536-3383

Where river, lake and friendly people meet.

APPLICATION FOR SPECIAL USE

East Jordan Community Church — 6/23/22
Applicant's Name — Date

PO Box 854, East Jordan — 214 Main St., East Jordan
Mailing Address of Applicant — Address of Special Use

231-536-2299
Phone Number

****

1. I (We) hereby guarantee that I (we) are the property ~~owners~~ tenants of 214 Main St., East Jordan, Michigan and that I (we) are hereby applying for a Special Use Permit to use vacant building as our temporary teen center.
(Explain Special Use Request)

2. Legal Description of Special Use Property Lots 9 + 10, Block 4 Parcel 053-354-009-10

3. Zoning District CBD

[signature] Jason Richey — [signature] Jason Bergeron
~~Owner's~~ Tenants Signature — Owner's Signature

On this 23rd day of June, 2022, before me personally appeared Jason Richey and Jason Bergeron known to me to be the person(s) named in and who executed the above statement and acknowledged that above named executed the same for the intent and purposes herein mentioned.

State of Michigan
County of Charlevoix

[signature]
Notary Public

LIZ NASH
NOTARY PUBLIC - MICHIGAN
CHARLEVOIX COUNTY
MY COMMISSION EXPIRES 10/19/2026
ACTING IN Charlevoix COUNTY

Commission Expiration October 19th, 2026

NOTARY PUBLIC COUNTY OF CHARLEVOIX My Commission Expires 10/19/2026 Acting in the County of Charlevoix STATE OF MICHIGAN

APPLICANTS ARE ADVISED THAT A SITE PLAN REVIEW SHOULD BE CONDUCTED CONCURRENTLY WITH SPECIAL USE REQUESTS

TO ASSIST THE PLANNING COMMISSION IN THEIR REVIEW OF YOUR SPECIAL USE APPLICATION, PLEASE ANSWER THE FOLLOWING. FULL AND COMPLETE ANSWERS ARE EXPECTED.

1. Will the requested use be harmonious with and in accordance with the general objectives, intent and purpose of the City of East Jordan Zoning Ordinance?

   Yes. Positive for ET youth, good use of vacant building.

2. Will the Special Use be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity?

   Yes, we will only improve the exterior appearance,

3. Will the Special Use be served by public sanitary sewer and water supply systems and served adequately by other essential public facilities and services; such as, highways, streets and drives, police and fire protection, drainage structures, refuse disposal or that the persons or agencies responsible for the establishment of the proposed special use shall be able to provide adequately all such service?

   Yes, less impact than when it was a restaurant/brewery,

4. Will the Special Use be hazardous or disturbing to existing or future neighboring uses?

   No. We have already spoken to next door neighbor and began working with E.G.P.D. for security,

5. Will the Special Use create excessive additional requirements at public cost for public facilities, utilities and services?

   No,

6. Does the Special Use meet all of the applicable requirements of the Zoning District in which the special use is to be located including those specific to each special use? (explain any deviation in detail)

   Yes, to our best understand of code, and per City Manager

ADMINISTRATIVE USE ONLY

Fee: 200.00

Date Paid & Filed: 6/30/22

Escrow $1000 per request
(Returned upon completion within one year from approval)

Date Paid:

Public Hearing Date 7-14-22

Legal Notice Publish Date 7-7-22

Date Approved 7-14-2022 or

Date Denied

With conditions (attached)

MINUTES OF THE EAST JORDAN PLANNING COMMISSION MEETING HELD ON THURSDAY, MAY 8, 2025 AT 5:30 P.M. IN CITY HALL

PRESENT: Chairperson Weber
Board Members Timmons, Swailes, LaPointe, Moreau and Doebel

ABSENT: Board Member Kelley

OTHERS: City Administrator Cannon

GUESTS: 1

Regular Meeting

Item #1 Call to Order

Chairperson Weber called the meeting to order at 5:30 p.m.

Item #2 Approval of Minutes

Moreau asked that minutes be corrected to correct the Vice Chair nomination to reflect Board Member Doebel.

Motion offered by Doebel, second by Swailes to approve the meeting minutes dated March 13, 2025 with the correction.

MOTION CARRIED ALL AYES

Item #3 Acknowledge Receipt of City Administrator's Reports

Chairperson Weber acknowledged receipt of the following City Administrator's Reports:

- March 18, 2025
- April 15, 2025

Administrator Cannon stated the next joint meeting is scheduled for June 10th at 5:30 p.m. at the Emergency Services Facility.

PUBLIC COMMENTS REGARDING AGENDA ITEMS

No public comments were stated at this time.

Unfinished Business

Item #4 CBD-W Zoning District

This item is tabled until after the joint meeting.

Item #5 Special Use Ordinance Revision Discussion

A. Addition of Special Use Permit Expiration to Sec.46-776

Administrator Cannon reviewed the requested change to the ordinance as was suggested we have an expiration time to special use permits.

Consensus was to make amendments to the Special Use ordinance for Planning's consideration.

B. Remove Bed & Breakfast Owner to remain on Site (Sec. 46-791c)

Discussion was held regarding the removal of Bed & Breakfast Owner to remain on Site.

Further discussion was held regarding the State's guidelines and to look to follow those same guidelines as far as the wording and the maximum number of rooms to be available for use.

New Business

Item #6 Site Plan Review-Wes Corp Addition

Motion offered by Doebel, second by Moreau to approve the Site Plan Review as presented for Wes Corp Addition.

MOTION CARRIED ALL AYES

Item #7 Economic Development Plan Review

Discussion was held regarding the proposed Economic Development Plan and some changes in wording to the plan they would like to see amended.

Consensus was to have the Planning Commission work on some amended wording to be proposed before presented to City Commission for adoption.

Item #8 Special Use Review of 214 Main Street Permit

Discussion was held regarding the 3-year review and no issues were presented and the consensus of the board felt they could continue their usage for an additional 2 years as originally requested in July 2022.

Item #9 Public Comments for items not listed on the Agenda

No public comments were received.

MINUTES OF THE EAST JORDAN PLANNING COMMISSION MEETING HELD ON THURSDAY, MAY 8, 2025 AT 5:30 P.M. IN CITY HALL

Item #10 Other Business

Administrator Cannon stated at the June meeting he would be presenting ordinance wording for accessory dwelling units.

Chairperson Weber adjourned the meeting at 6:16 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

ARTICLE VI. - NONCONFORMING LAND, BUILDING AND STRUCTURAL USES

Footnotes:
--- (10) ---
State Law reference— *Nonconforming uses or structures, MCL 125.3208.*

Sec. 46-818. - Purpose.

It is the intent of this chapter to permit the continuance of a lawful use of any building or land existing at the effective date of the ordinance from which this chapter is derived, although such use of land or structure may not conform with the provisions of this chapter. Further, it is the intent of this chapter that nonconformities shall not be enlarged upon, expanded or extended, nor used as grounds for adding other structures or uses prohibited elsewhere in the same districts. The continuance of all nonconforming uses and structures within the city shall be subject to the conditions and requirements set forth in this article.

(Code 2009, § 48-745; Ord. No. 142, § 18.01, 2-6-1990)

Sec. 46-819. - Continuation of nonconforming uses and structures.

(a) *Structural changes.* The building that is nonconforming shall not be structurally changed, or enlarged unless the resultant changed, altered, or enlarged building conforms to the provisions of this chapter for the district in which it is located except as provided in this section.

(b) *Repairs.* Any lawful nonconforming building may be repaired, reinforced, or reconstructed during its life to correct deterioration, obsolescence, depreciation, and wear, provided that such repair does not exceed an aggregate cost of 60 percent of the state equalized value of the building unless the subject building is changed by such repair to a conforming building or structure.

(c) *Alterations and improvements.* Nothing in this chapter shall prohibit the alterations, improvement or modernizing of a lawful nonconforming building, provided that such alteration does not increase any dimensional nonconformity and provided that such improvements do not exceed an aggregate cost of 80 percent of the state equalized value of the building unless the subject building is changed by such improvement to a conforming structure. The zoning board of appeals may grant a variance for an alteration, improvement or modernization of a structure that increase the nonconformity of the structure only if the requirements of section 46-120 are met.

(d) *Prior construction approval.* Nothing in this chapter shall prohibit the completion of construction and use of a nonconforming building for which a building permit has been issued prior to the effective date of the ordinance from which this chapter is derived, provided that construction is commenced within 90 days after the date of issuance of the permit, that construction is carried

on diligently and without interruption for a continuous period in excess of 30 days; and that the entire building shall have been completed according to the plans filed with the permit application within two years after the issuance of the zoning permit.

(Code 2009, § 48-746; Ord. No. 142, § 18.02, 2-6-1990; Ord. No. 142U, 5-6-2003)

Sec. 46-820. - Restoration of damage.

Any lawful nonconforming use damaged by fire, explosion, or an act of God, or by other causes may be restored, rebuilt, or repaired, provided that the structure housing the nonconforming use has not been more than 50 percent destroyed as measured by the usable cubic space previously existing in said structure.

(Code 2009, § 48-747; Ord. No. 142, § 18.03, 2-6-1990)

Sec. 46-821. - Discontinuance or abandonment.

Whenever a nonconforming use has been discontinued for one year, such discontinuance shall be considered conclusive evidence of an intention to abandon legally the nonconforming use. At the end of this period of abandonment, the nonconforming use shall not be reestablished, and any future use shall be in conformity with the provisions of this chapter.

(Code 2009, § 48-748; Ord. No. 142, § 18.04, 2-6-1990)

Sec. 46-822. - Reversion to a nonconforming use.

If a nonconforming use is changed to a use permitted in the district in which it is located, it shall not revert or be changed back to a nonconforming use.

(Code 2009, § 48-749; Ord. No. 142, § 18.05, 2-6-1990)

Sec. 46-823. - Displacement of a conforming use.

No nonconforming use shall be extended to displace a conforming use.

(Code 2009, § 48-750; Ord. No. 142, § 18.06, 2-6-1990)

Sec. 46-824. - Change to another lesser nonconforming use.

The city zoning board of appeals may authorize a change from one nonconforming use to another nonconforming use, provided the proposed use would be more suitable to the zoning district in which it is located than the nonconforming use which it is replacing.

(Code 2009, § 48-751; Ord. No. 142, § 18.07, 2-6-1990)

Sec. 46-825. - Illegal nonconforming uses.

Those nonconforming uses which are created after the effective date of the ordinance from which this chapter is derived shall be declared illegal nonconforming uses and shall be discontinued following the effective date of the ordinance from which this chapter is derived. Uses which were illegal under a prior ordinance and which do not conform to this chapter shall continue to be illegal.

(Code 2009, § 48-752; Ord. No. 142, § 18.08, 2-6-1990)

Sec. 46-826. - Changes in zoning district.

Whenever the boundaries of a district shall be changed so as to transfer an area from one district to another district or another classification, the foregoing provisions shall also apply to any existing uses that become nonconforming as a result of the boundary changes.

(Code 2009, § 48-753; Ord. No. 142, § 18.09, 2-6-1990)

Sec. 46-827. - Elimination of nonconforming uses.

The city commission may acquire properties on which nonconforming buildings or uses are located, by condemnation or other means, and may remove such uses or structures. The resultant property may be leased or sold for a conforming use or may be used by the city for a public purpose. The net cost of such acquisition may be assessed against a benefit district, or may be paid from other sources of revenue.

(Code 2009, § 48-754; Ord. No. 142, § 18.10, 2-6-1990; Ord. No. 142G, § 8, 10-15-1996)

Sec. 46-828. - Nonconforming lots and parcels.

(a) Notwithstanding limitations imposed by other provisions of this chapter, any permitted use in a district and its customary accessory uses may be erected on any lot which was a lot of record prior to the effective date of adoption or amendment to the ordinance from which this chapter is derived. This provision shall apply even though such lot fails to meet any of the dimensional requirements for the district in which such lot is located. Variances may be granted for required setbacks and yard sizes, provided that adequate potable water and proper sewage disposal facilities are provided. The zoning board of appeals in granting the variance must ensure that the spirit of this chapter is observed, public safety secured and substantial justice is done.

(b) If two or more lots, combination of lots, or portions of lots are contiguous and have continuous frontage in single ownership, are of record at the time of passage or amendment of the ordinance from which this chapter is derived, and if all or part of the lots do not meet the

requirements for lot width and area as established by this chapter, the lands involved shall be considered to be an undivided parcel for the purposes of this article, and no portion of said lots or parcels shall be used or occupied by a principal use which does not meet lot width and area requirements established by this chapter, nor shall any division of the parcel be made which leaves remaining any lot with width or area below the requirements stated in this chapter.

(Code 2009, § 48-755; Ord. No. 142, § 18.11, 2-6-1990; Ord. No. 142U, 5-6-2003)

Secs. 46-829—46-849. - Reserved.

DIVISION 7. - R-4 MOBILE HOME RESIDENTIAL DISTRICT

Footnotes:
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State Law reference— *Mobile home commission act, MCL 125.2301 et seq.*

Sec. 46-390. - Purpose.

It is the intent of the R-4 Mobile Home Residential District to provide an area in the city where mobile home parks, subdivisions and individual lots and parcels upon which to locate mobile homes, can be located exclusively for the purpose of providing families who prefer this type of housing to conventionally built houses and further to provide for others seeking such housing to assemble in the same district. The provisions of this division apply to the R-4 Mobile Home Residential District.

(Code 2009, § 48-360; Ord. No. 142, § 9.01, 2-6-1990)

Sec. 46-391. - Permitted principal uses.

Permitted principal uses are as follows:

(1) Single-family mobile homes on lots and parcels which meet the requirements of section 46-394 and provided all mobile homes are properly skirted in accordance with section 46-731.

(2) Mobile home parks, provided they meet the requirements of the mobile home commission act (MCL 125.2301 et seq.), and section 46-731.

(Code 2009, § 48-361; Ord. No. 142, § 9.02, 2-6-1990)

Sec. 46-392. - Permitted principal special uses with conditions.

Permitted principal special uses with conditions are as follows:

(1) The following special uses of land, buildings and structures are permitted subject to the provisions of article V of this chapter:

a. Public recreational playgrounds on at least five acres of land area.

b. Nonprofit recreation areas on at least five acres of land area.

c. Swimming pools located on at least two acres of land area in conformance with section 46-718.

d. Religious institutions as regulated by supplemental regulations, section 46-744.

e. Educational and social institutions on at least ten acres of land area.

(2)

The permitted principal special uses in subsection (1) of this section are subject to the following conditions:

a. The proposed site for any of the uses permitted herein shall have at least one property line abutting a major public street or highway, and the site shall be so planned as to provide all access directly to said major streets or highways. Vehicular access to minor public streets shall not be permitted.

b. Street front; waterfront, side and rear yards shall be set back at least 50 feet, and shall be landscaped in trees, shrubs and grass. All such landscaping shall be maintained in a healthy condition. There shall be no parking or structures permitted in these yards, except necessary entrance drives and those walls used to screen the use from abutting residential lots and parcels.

c. Shall meet off-street parking requirements specified for each use in article VII of this chapter and all other applicable requirements of this chapter.

(Code 2009, § 48-362; Ord. No. 142, § 9.03, 2-6-1990; Ord. No. 142F, 2-21-1995; Ord. No. 142G, §§ 8, 13, 10-15-1996)

Sec. 46-393. - Permitted accessory uses.

Permitted accessory uses are as follows:

(1) Normal existing accessory uses to single-family mobile home housing and existing agricultural uses.

(2) Normal accessory uses to permitted and approved special uses.

(3) Customary home occupations as conditioned by section 46-718.

(Code 2009, § 48-363; Ord. No. 142, § 9.04, 2-6-1990)

Sec. 46-394. - Dimensional regulations.

Dimensional regulations are as follows:

(1) *Lot area.* Minimum of 20 acres for a mobile home park and a minimum of 7,500 square feet for each mobile home subdivision lot and each metes and bounds mobile home lot located outside of a mobile home park and each mobile home site in a mobile home park to be provided with connections to public sewer and water systems.

(2) *Lot width.* Minimum of 60 feet at the required building setback line.

(3) *Lot coverage.* Maximum of 30 percent.

(4) *Floor area.* The minimum usable floor area of a mobile home shall be 480 square feet when located outside of a mobile home park. No minimum floor area requirements for mobile homes located in a state-licensed mobile home park are specified, except that which is

required by the rules and regulations of the state mobile home park commission act.

(5) *Yard and setback requirements.* Yard and setback requirements for mobile home parks shall be as required by the administrative rules adopted pursuant to the mobile home commission act (MCL 125.2301 et seq.). Other mobile homes shall be subject to the following:

a. *Front yard.* Minimum of 25 feet from the road right-of-way line and shoreline of any surface water feature.

b. *Side yards.* Minimum of ten feet for each side yard, except where a side yard abuts a road right-of-way line, the minimum shall be 25 feet.

c. *Rear yard.* Minimum of 40 feet.

(6) *Height limitations.* Maximum of 15 feet for a mobile home structure; a maximum of ten feet for all mobile home residentially related accessory structures.

(Code 2009, § 48-364; Ord. No. 142, § 9.05, 2-6-1990)

Secs. 46-395—46-416. - Reserved.

Sec. 46-731. - Mobile home parks.

All mobile home parks shall comply with the requirements of Public Act No. 243 of 1959 (MCL 125.1035 et seq.), the trailer coach park act, and the mobile home commission act (MCL 125.2301 et seq.), the rules adopted pursuant to those acts, and the following additional regulations. Minimum site size for a mobile home park shall be 20 acres.

(1) *Location and access.* Mobile home parks shall have frontage and direct access from a hard surfaced paved street.

(2) *Skirting.* Skirting of mobile homes in mobile home parks is regulated by the state administrative regulations. Mobile homes outside of mobile home parks shall be skirted as follows:

a. The skirting shall be of no less than 26 gauge metal and connected with a ratproof wall or slab, so constructed and attached to the mobile home as to make it impossible for the entrance of rodents, flies, bugs, or other insects. One access door in the skirting shall be permitted and a screen vent shall be installed along such skirting at intervals of 20 feet so as to provide adequate cross-ventilation.

b. Each mobile home shall be jacked up in a uniform manner.

c. Each mobile home must be skirted within 90 days after establishment in a mobile home park.

(3) *Fences.* If fences are constructed on each mobile home site, they shall be uniform in design and character for all mobile home lots. Such fences shall not exceed 30 inches in height and shall be constructed in such a manner as to permit access to all sides of each mobile home for firefighting purposes.

(4) *Landscaping.*

a. All mobile home park boundary line areas shall be maintained in a clean and presentable condition at all times. A grass lawn or other suitable ground cover shall be maintained as yard surfacing on each mobile home lot, except for those portions of the lot covered by the mobile home, structural additions, sheds, walks, concrete pads or planting beds.

b. The retention of existing desirable trees on a site is encouraged.

(5) *Outdoor storage.* No outdoor storage shall be permitted, except in outdoor sheds or cabinets for the storage of tools or equipment and shall be limited to one well-maintained structure, located at the rear of the mobile home lot, and not exceeding 80 square feet in floor area or seven feet in height. To the maximum extent possible, these facilities shall be uniform in design, location, and color throughout the mobile home park, and in character with the designs of the mobile homes located on each lot in the park.

(6)

Trash disposal. Adequate facilities for the storage and disposal of trash, garbage and other waste materials shall be provided at conveniently located points within 150 feet of any given mobile home lot. All containers shall be situated on stands and shall be flytight, watertight, rodentproof, and shall be sufficient in number and capacity to properly store all the accumulated refuse. All containers shall be enclosed in accordance with section 46-719.

(7) *Television antenna.* One or more master antenna facilities shall be installed with underground service connections to each mobile home lot.

(8) *Roadway and yard lights.* Roadway and yard lights shall be provided in sufficient number and intensity to permit the safe movement of vehicles and pedestrians and effectively diverting unnecessary illumination from the dwelling portions of each mobile home lot.

(9) *Central building.* Central buildings for other than administrative or laundry facility usage are permitted. These may be used for indoor recreation, assembly halls, and for storm shelters. Such buildings should be conveniently located on the park site, may be combined structurally with the administrative and laundry facilities, and may include swimming pools or other clubhouse facilities in connection with on-site recreation facilities.

(10) *Permit requirement.* It shall be unlawful for any person or corporation to construct, alter or extend any mobile home park unless they first obtain valid licenses and permits from the director of the state department of energy, labor and economic growth and the city in the name of said person or corporation. The application for permit shall be accompanied by a site plan submitted in accordance with article II, division 2 of this chapter and showing:

a. Area and dimensions of the tract of land.

b. Number, location, and size of mobile home lots and common open space.

c. Expected maximum size and type of mobile homes to be situated on each lot.

d. Location and width of roadways, walkways and parking areas.

e. Location and usage of service buildings.

f. Location of utilities and service facilities.

(11) *License and certificate requirements.* It shall be unlawful for any person or corporation to conduct or operate a mobile home park in the city without a currently valid license issued by the director of the state department of energy, labor and economic growth and a certificate of occupancy and an annual permit from the city zoning administrator.

(12) *Periodic inspection.* The zoning administrator is hereby granted the power and authority at least on an annual basis to enter upon the premises of a mobile home park at any time for the purpose of determining compliance to the provisions of this chapter and/or enforcing any provision of this chapter or any other city ordinance applicable to the construction and operation of a mobile home park.