

AGENDA
City Planning Commission
July 15, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall

- I. Call to Order**
 - a. Pledge of Allegiance
 - b. Roll Call
- II. Public Comment – Agenda Items Only**
- III. Consent Agenda**
 - a. Approval of Agenda
 - b. Review and Approval of Draft Minutes
 - i. June 17, 2026
- IV. Communications**
 - a. None
- V. Public Hearing**
 - a. Rezoning – 8 E Bacon St et al
- VI. Consideration of Applications**
 - a. Commercial Site Plan Review – 183 W Carleton Rd
- VII. Old Business**
 - a. Amended Bylaws Review – Sections I - III
- VIII. New Business**
 - a. None
- IX. Staff Report**
- X. General Public Comment**
- XI. Commissioner Comment**
- XII. Adjournment**
 - a. Next Meeting: August 19, 2026 at 5:30 PM

MINUTES
City Planning Commission
June 17, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall

I. Call to Order at 5:28 PM

- a. Members Present: Cathy Kelemen, Jack Shelley, Chair Kerry Laycock, Vice Chair Matt Kniffin, and Councilperson William Morrissey
- b. Others Present: Jack McLain, Corey Murray (Hillsdale Daily News), Bret Hart (Chief Operating Officer, Priority Engineering LLC), Mike Howard (Rocket Investment Group), Ken Joswiak, Sam Fry (Assistant City Manager, Economic Development Coordinator), Jason Blake (Director of Public Services), Rob Stiverson (City Engineer), Scott Sessions (Mayor), and Olivia Smith (Zoning Administrator)
- c. Members Absent: Secretary Christian Winter (excused), Eric Coykendall (excused)

II. Public Comment – Agenda Items Only

- a. None

III. Consent Agenda

- a. Approval of Agenda
- b. Review and Approval of Draft Minutes
 - i. May 20, 2026
- c. Motion by Shelley to approve the consent agenda. Second Kelemen. 5-0. Motion passed.

IV. Communications

- a. Notice of Intent to Amend the City Master Plan

V. Public Hearing

- a. None

VI. Consideration of Applications

- a. Commercial Site Plan Review – 96 W Carleton Rd
 - i. Zoning Administrator Smith introduced the project and let the Commission know that representatives of the project were present as well as City Staff to answer any questions.
 - ii. Bret Hart introduced the project
 - iii. Lengthy discussion between City Staff and the Commission regarding the parking variance requested in the final site plan
 - iv. Commissioner Laycock and Morrissey noted the incompleteness of the application with late submittals. Wanted to implement something going forward to require completed site plans prior to submittal.

1. Staff commented that they requested a late revision to the utilities to address some concerns.
- v. Motion by Kniffin to approve the site plan with the requested parking variance. Motion amended by Chair Laycock to approve the site plan with the contingencies that the Applicant is to complete the traffic analysis required by MDOT and receive an approved MDOT right-of-way permit. Kelemen seconded the amended motion. 5-0. Motion passed.

VII. Old Business

- a. Bylaws Review – XII through XVI (pg. 14-17)
 - i. Chair Laycock – Based on how the Site Plan discussions and decisions went, requested that “D. Appeals” be made a part of the ordinance review.
 - ii. No other comments were made regarding these sections of the existing Bylaws

VIII. New Business

- a. Set Public Hearing – Rezoning of 8 E Bacon St et al
 - i. Discussion took place regarding how the rezoning request came about.
 - ii. Motion by Morrissey to set the public hearing for Wednesday, July 15, 2026. Second by Kniffin. 5-0. Motion passed.

IX. Staff Report

- a. None

X. Public Comment – Commission Items

- a. Mayor Sessions thanked the Commission for serving and provided members with a City seal pin.
- b. Jack McLain – Voiced concerns regarding the site plan parking variance and the non-conforming use of the property requesting the rezoning. Requested that a pre-purchase zoning inspection be created to verify the intended use is compliant.

XI. Commissioner Comment

- a. Kniffin had questions and comments on the Code Enforcement and Zoning Quarterly Report that was presented at the previous meeting. Asked that focus on vacant commercial buildings vs. new construction be addressed during master plan amendment.

XII. Adjourned at 6:30 PM

- a. Motion by Kniffin to adjourn. Second by Shelley. 5-0. Motion passed.
- b. Next Meeting: July 15, 2026 at 5:30 PM



CITY OF HILLSDALE

Fee: \$500.00

P32026-015

For Office Use Only	
Date Received:	05/21/2026
Received By:	OCS
Amount Paid/Check #	\$500/#881

REZONING REQUEST PETITION FORM

Re-zoning may be requested by the property owner or at the request of Planning Commission. A public hearing must be set to be heard at the regular session of the City of Hillsdale Planning Commission, which meets on the third Tuesday of each month at 5:30 p.m. A \$500.00 filing fee must accompany the application. Return application to: **City Clerk, City Hall, 97 N. Broad St. Hillsdale, Michigan 49242** or email to: abeeker@cityofhillsdale.org

<u>Earl La Rue</u> Applicant's Name	<u>Ryan Bucklin</u> Owner's Name
<u>8 E Bacon</u> Mailing Address	<u>24 Division St</u> Mailing Address
<u>Hillsdale Mi 49242</u> City, State, Zip	<u>Coldwater Mi 49036</u> City, State, Zip
<u>517-701-9899</u> Telephone Number	 Telephone Number

IF APPLICANT IS NOT THE PROPERTY OWNER, WHAT IS THE APPLICANT'S INTEREST IN THE PROPERTY? (LAND CONTRACT, LEASE, OPTION, ETC.)

Land Contract

Property Address: 8 E Bacon St, 10 E Bacon St Lot, 10 E Bacon St (Alley)

Property Address: _____

Current Zoning District: RM-1

Proposed Zoning District: B-2 (adjacent)

Explain the nature of the Practical Difficulty or Hardship with the current zoning:

(Attach additional sheets, as needed)

[Signature]
Signature

5/21/26
Date

BELOW FOR OFFICE USE ONLY

Alanna C. Smith
Signature of City Clerk - Zoning Administrator

07/15/2026
Date of Hearing

Disposition of Planning Commission _____



CITY OF HILLSDALE

97 N. BROAD ST

HILLSDALE, MI 49242

(517) 437-6441

WWW.CITYOFHILLSDALE.ORG

Receipt: 104291 05/21/26

Cashier: OJONES

The sum of: 500.00

Received Of: LA RUE'S PEST CONTROL LLC

8 E BACON STREET
HILLSDALE MI 49242

REZONING REQUEST
PZ2026-015
8 E BACON ST ETAL

<u>Receipt Code:</u>	<u>Description:</u>	<u>Distribution:</u>	
BD	00012300	101-000.000-476.000	500.00
			Total 500.00
	TENDERED:	CHECK	881

Signed: _____



Account Number:	875402
Customer Name:	City Of Hillsdale
Customer Address:	City Of Hillsdale 97 N Broad ST Attention to: City Clerk Hillsdale MI 49242-1617
Contact Name:	Katy Price
Contact Phone:	
Contact Email:	kprice@cityofhillsdale.org
PO Number:	

Date:	06/23/2026
Order Number:	12434195
Prepayment Amount:	\$ 0.00

Column Count:	2.0000
Line Count:	21.0000
Height in Inches:	2.1900

Print

Product	#Insertions	Start - End	Category
HLD Hillsdale Daily News	1	06/26/2026 - 06/26/2026	Govt Public Notices
HLD hillsdale.net	1	06/26/2026 - 06/26/2026	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$79.60
Tax Amount	\$0.00
Service Fee 3.99%	\$3.18
Cash/Check/ACH Discount	-\$3.18
Payment Amount by Cash/Check/ACH	\$79.60
Payment Amount by Credit Card	\$82.78

Order Confirmation Amount	\$79.60
---------------------------	---------

CITY OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN
PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Hillsdale City Planning Commission will hold a public hearing for the purpose of receiving written and oral public comment on the proposed rezoning of 8 E Bacon St (PIN: 006-327-427-04), 10 E Bacon St Lot (PIN: 006-327-427-05), and 10 E Bacon St Alley (PIN: 006-327-427-06) from RM-1 (Multiple-Family Residential) to B-2 (Downtown Business). The public hearing will be held on Wednesday, July 15, 2026, at 5:30 PM, in Council Chambers on the third floor of Hillsdale City Hall, 97 N Broad St, Hillsdale, MI 49242.

Written comment may be submitted prior to the hearing by mail to: City of Hillsdale, Attn: Planning Commission, 97 N Broad St, Hillsdale, MI 49242, by email to: planning@cityofhillsdale.org, or delivered in-person at City Hall during business hours.

COMBINED MAILING LIST - 006-327-427-04, -05, -06 (Repeating parcels removed. One letter sent to repeating Property Owners)									
PIN	Name	Property Street Address	Property City	Property State	Property Zipcode	Owner Street Address	Owner City	Owner State	Owner Zipcode
006-227-280-18	HILLSDALE COMMUNITY SCHOOLS	8 N WEST ST	HILLSDALE	MI	49242	30 S NORWOOD AVE	HILLSDALE	MI	49242
006-227-280-24	DEVENPORT, TAYLOR	7 W BACON ST	HILLSDALE	MI	49242	3120 E BEAR LK RD	OSSEO	MI	49266
	OCCUPANT	7 W BACON ST	HILLSDALE	MI	49242				
006-227-280-25	RAND, DANIELLE	4 N WEST ST	HILLSDALE	MI	49242	4 N WEST ST	HILLSDALE	MI	49242
006-227-280-26	HILLSDALE COMMUNITY SCHOOLS	30 N WEST ST	HILLSDALE	MI	49242	30 S NORWOOD AVE	HILLSDALE	MI	49242
006-227-284-04	FIRST BAPTIST CHURCH	15 N WEST ST	HILLSDALE	MI	49242	9 E BACON ST	HILLSDALE	MI	49242
006-227-284-12	FIRST BAPTIST CHURCH	9 E BACON ST	HILLSDALE	MI	49242	9 E BACON ST	HILLSDALE	MI	49242
006-227-284-13	HILLSDALE, CITY OF	11 E BACON ST	HILLSDALE	MI	49242	97 N BROAD ST	HILLSDALE	MI	49242
006-227-285-02	HILLSDALE, CITY OF	31 E BACON ST -35 ODD	HILLSDALE	MI	49242	97 N BROAD ST	HILLSDALE	MI	49242
006-327-426-06	GIMENEZ, JUSTIN F	12 W BACON ST	HILLSDALE	MI	49242	12 W BACON ST	HILLSDALE	MI	49242
006-327-426-07	BERRY, LAURA E	8 W BACON ST	HILLSDALE	MI	49242	8 W BACON ST	HILLSDALE	MI	49242
006-327-426-26	STABRO LLC	2 S WEST ST	HILLSDALE	MI	49242	11683 BAKER RD	JEROME	MI	49249
	OCCUPANT	2 S WEST ST	HILLSDALE	MI	49242				
006-327-426-27	BALLINGER HOLDINGS LLC	4 S WEST ST & 6	HILLSDALE	MI	49242	1463 PIFER DR	HILLSDALE	MI	49242
	OCCUPANT	4 S WEST ST	HILLSDALE	MI	49242				
	OCCUPANT	6 S WEST ST	HILLSDALE	MI	49242				
006-327-426-28	HATCH PROPERTIES LLC	8 S WEST ST	HILLSDALE	MI	49242	1371 W KIMMEL RD	JACKSON	MI	49201-9702
	OCCUPANT	8 S WEST ST	HILLSDALE	MI	49242				
006-327-426-29	LYTLE, SHERRY LYNN ESTATE	12 S WEST ST	HILLSDALE	MI	49242	2856 W CARLETON RD LOT #25	HILLSDALE	MI	49242
006-327-426-30	BERRY, LAURA E	8 W BACON ST	HILLSDALE	MI	49242	8 W BACON ST	HILLSDALE	MI	49242
006-327-426-31	LEE, RICHARD ALLAN & VICKIE IRENE	20 S WEST ST	HILLSDALE	MI	49242	20 S WEST ST	HILLSDALE	MI	49242
006-327-426-32	SNOES, JASON	24 S WEST ST	HILLSDALE	MI	49242	24 S WEST ST	HILLSDALE	MI	49242
006-327-426-33	SMITH, JEREMIAH	26 S WEST ST	HILLSDALE	MI	49242	26 S WEST ST	HILLSDALE	MI	49242
006-327-426-34	WHITSON, RICHARD	30 S WEST ST	HILLSDALE	MI	49242	30 S WEST ST	HILLSDALE	MI	49242
006-327-427-01	LOCKWOOD, LARRY & DEBBIE MYERS	4 E BACON ST	HILLSDALE	MI	49242	12471 CRAMPTON RD	OSSEO	MI	49266
006-327-427-02	CUNNINGHAM, CHARLES	9 S WEST ST	HILLSDALE	MI	49242	9 S WEST ST	HILLSDALE	MI	49242
006-327-427-03	JEFFREY, CHASE A	6 E BACON ST	HILLSDALE	MI	49242	6 E BACON ST	HILLSDALE	MI	49242
006-327-427-04	LA RUE'S PEST CONTROL LLC	8 E BACON ST	HILLSDALE	MI	49242	11965 BUNDAY DR	JEROME	MI	49249
006-327-427-05	LA RUE'S PEST CONTROL LLC	10 E BACON ST LOT	HILLSDALE	MI	49242	11965 BUNDAY DR	JEROME	MI	49249
006-327-427-06	LA RUE'S PEST CONTROL LLC	10 E BACON ST (ALLEY)	HILLSDALE	MI	49242	11965 BUNDAY DR	JEROME	MI	49249
006-327-427-07	EXCEL-DEAL 21 LDHA LP	8 S MANNING ST WEST BL	HILLSDALE	MI	49242	3690 ORANGE PL 517	BEACHWOOD	OH	44122
	CENTER CITY APARTMENTS, MANAGER	8 S MANNING ST	HILLSDALE	MI	49242				
006-327-427-08	HENRY, MARK & BETH	12 E BACON ST	HILLSDALE	MI	49242	6536 SWEET CLOVER HILLS DR	JONESVILLE	MI	49250
	OCCUPANT	12 E BACON ST	HILLSDALE	MI	49242				
006-327-427-09	HENRY, MARK & BETH	18 E BACON ST VACANT	HILLSDALE	MI	49242	6536 SWEET CLOVER HILLS DR	JONESVILLE	MI	49250
006-327-427-10	EXCEL-DEAL 21 LDHA LP	8 S MANNING ST EAST BL	HILLSDALE	MI	49242	3690 ORANGE PL 517	BEACHWOOD	OH	44122
	CENTER CITY APARTMENTS, MANAGER	8 S MANNING ST	HILLSDALE	MI	49242				
006-327-427-11	CARLSON, ALDEN PATRICK	17 S WEST ST	HILLSDALE	MI	49242	316 E MADISON ST	ANN ARBOR	MI	48104
006-327-427-12	BURGER, EMILIE S	5 WALDRON ST	HILLSDALE	MI	49242	5 WALDRON ST	HILLSDALE	MI	49242
006-327-427-13	HUFFORD, BENJAMIN A & SHELBY N	9 WALDRON ST	HILLSDALE	MI	49242	9 WALDRON ST	HILLSDALE	MI	49242
006-327-427-14	MORRIS, WILLIAM	13 WALDRON ST	HILLSDALE	MI	49242	13 WALDRON ST	HILLSDALE	MI	49242
006-327-427-15	CHARGER PROPERTY MANAGEMENT LLC	15 WALDRON ST	HILLSDALE	MI	49242	62 S NORWOOD AVE	HILLSDALE	MI	49242
	OCCUPANT	15 WALDRON ST	HILLSDALE	MI	49242				
006-327-427-16	RECESS PEANUT BUTTER LLC	20 S MANNING ST DUPLEX	HILLSDALE	MI	49242	4725 VELDON LN	SAINT CLAIR	MI	48079
	OCCUPANT	20 S MANNING ST DOWN	HILLSDALE	MI	49242				
	OCCUPANT	20 S MANNING ST UP	HILLSDALE	MI	49242				
006-327-428-01	HILLSDALE COUNTY BOARD OF REALTORS	32 E BACON ST 3 UNITS	HILLSDALE	MI	49242	32 E BACON ST STE A	HILLSDALE	MI	49242
	OCCUPANT	32 E BACON ST 2	HILLSDALE	MI	49242				
	OCCUPANT	32 E BACON ST 3	HILLSDALE	MI	49242				
006-327-428-09	HILLSDALE, CITY OF	11 S MANNING ST	HILLSDALE	MI	49242	97 N BROAD ST	HILLSDALE	MI	49242
006-327-428-10	OWUSU, VICTOR I & HELEN A	17 S MANNING ST	HILLSDALE	MI	49242	1161 BRIDGE RD	HILLSDALE	MI	49242
	OCCUPANT	17 S MANNING ST DOWN	HILLSDALE	MI	49242				
	OCCUPANT	17 S MANNING ST UP	HILLSDALE	MI	49242				
006-327-428-24	SOZO CHURCH HILLSDALE	7 S MANNING ST	HILLSDALE	MI	49242	28 CAIRNS ST	TECUMSEH	MI	49286
006-327-430-02	PEPPIATT, DANNY A	29 S WEST ST	HILLSDALE	MI	49242	1911 S BUNN RD	HILLSDALE	MI	49242
	OCCUPANT	29 S WEST ST	HILLSDALE	MI	49242				
006-327-430-08	SELMA TRUST	30 S MANNING ST	HILLSDALE	MI	49242	30 S MANNING ST	HILLSDALE	MI	49242
006-327-430-21	BARKEY, KENNETH & MARANDA	4 WALDRON ST	HILLSDALE	MI	49242	4 WALDRON ST	HILLSDALE	MI	49242



CITY OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN
PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

DATE: Wednesday, July 15, 2026
TIME: 5:30 PM
PLACE: Council Chambers, Hillsdale City Hall, 97 N Broad St, Hillsdale, MI 49242

NOTICE IS HEREBY GIVEN that the Hillsdale City Planning Commission will hold a public hearing for the purpose of receiving written and oral comment on the proposed rezoning of the following parcels from RM-1 (Multiple-Family Residential) to B-2 (Downtown Business):

8 E Bacon St (Parcel #: 006-327-427-04)

E 1/2 LOT 26 EXC S 12 FT PT LOT 26 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

10 E Bacon St Lot (Parcel #: 006-327-427-05)

NORTH 130½ FT LOT 27 BLOCK 11 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

10 E Bacon St Alley (Parcel #: 006-327-427-06)

N 51 FT S 67 1/2 FT LOT 27 BLK 11 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

The proposed rezoning is an ordinance amendment to Section 36-143 of Division 1, of Article III of Chapter 36 of the Hillsdale, Michigan Code of Ordinances.

You are receiving this notice as a property owner and/or occupant of the following property/properties within a 300 foot radius of the subject property/properties:

Written comment may be submitted prior to the hearing by mail to: City of Hillsdale, Attn: Planning Commission, 97 N Broad St, Hillsdale, MI 49242, by email to: planning@cityofhillsdale.org, or in-person delivery at City Hall during business hours.

Questions may be directed to Olivia Smith, Zoning Administrator by phone at 517-437-6449 or by email at zoning@cityofhillsdale.org.



Hillsdale County GIS



Map Publication:
06/15/2026 3:39 PM

40m
200ft

powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.

Parcel Buffer

- Buffer
- Buffer Affected Parcel



Hillsdale County GIS

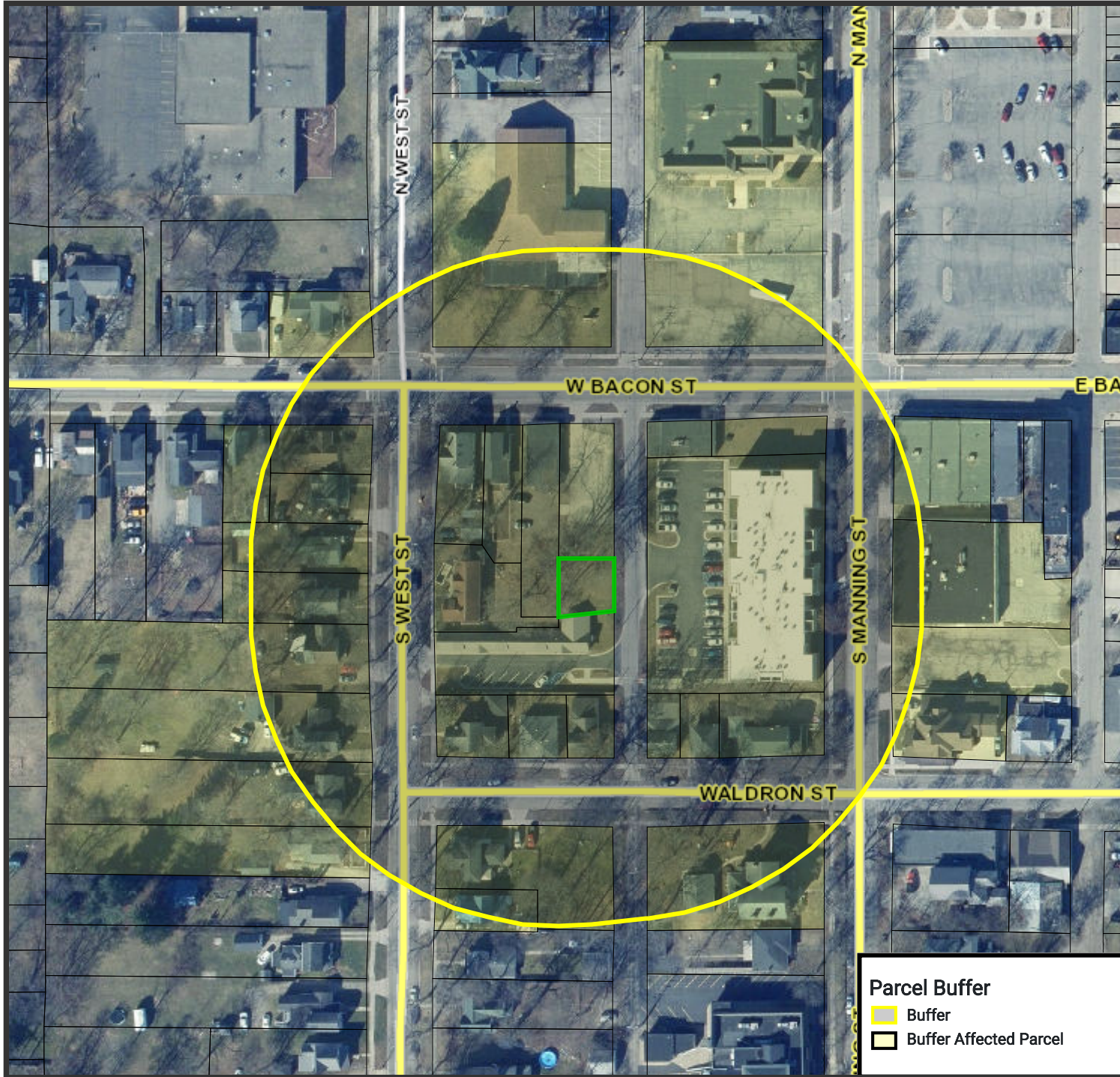


Map Publication:
06/15/2026 3:43 PM



powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.



Hillsdale County GIS



Map Publication:

06/15/2026 3:46 PM



powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.

Parcel Buffer

-  Buffer
-  Buffer Affected Parcel



006-327-427-09

006-327-427-08

006-327-427-05

006-327-427-04

006-327-427-03

006-327-427-01

006-327-427-02

006-327-427-06

006-327-427-07

006-327-427-10

WEST

50 ft

ORDINANCE #2026-_____

AN ORDINANCE TO AMEND SECTION 36-143 OF DIVISION 1, OF ARTICLE III OF CHAPTER 36 OF THE CODE OF THE CITY OF HILLSDALE.

THE CITY OF HILLSDALE ORDAINS that the zoning classification of the following described properties should be and is hereby changed from RM-1, Multiple-Family Residential to B-2, Downtown District:

8 E Bacon St – Parcel No. 006-327-427-04

E 1/2 LOT 26 EXC S 12 FT PT LOT 26 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

10 E Bacon St Lot – Parcel No. 006-327-427-05

NORTH 130½ FT LOT 27 BLOCK 11 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

10 E Bacon St (Alley) – Parcel No. 006-327-427-06

N 51 FT S 67 1/2 FT LOT 27 BLK 11 SOUTH ADD SEC 27 T6S R3W AS OF
12/31/2018 - WARD 4

THE CITY OF HILLSDALE FURTHER ORDAINS that Section 36-143 of Division 1 of Article III of Chapter 36 of the Code of the City of Hillsdale and zoning boundaries of RM-1, Multiple-Family Residential and B-2, Downtown District, referenced herein should be and are hereby amended so as to comport with and reflect the changes in the zoning classification above provided.

Except as hereinbefore specifically amended, Chapter 36 of the Code of the City of Hillsdale and all articles, divisions, and sections contained therein are hereby ratified and affirmed.

This ordinance and/or a summary of its regulatory effect and its effective date shall be published within fifteen (15) days from the date of its passage as required by law.

Subject to said publication having occurred as above provided, this ordinance shall become effective fifteen (15) days from the date of its passage.

Passed at a regular meeting of the Council of the City of Hillsdale held on the twentieth day of July 2026.

CITY OF HILLSDALE

By: _____
Scott Sessions, Mayor

By: _____
Katy Price, City Clerk

Date Proposed: 06/17/2026

Date Published as Proposed: 06/26/2026

Date Passed:

Date Published as Passed:

Effective Date:

DRAFT



To: Planning Commission

From: Zoning Administrator

Date: July 15, 2026

Re: Commercial Site Plan Review – 183 W Carleton Rd

Background:

On June 3, 2026, Share the Warmth of Hillsdale County submitted a *Commercial Site Plan Review Application* for the proposed remodel and expansion of the existing structure located at 183 W Carleton Rd for the headquarters of Share the Warmth of Hillsdale County.

Preliminary site plan review by City Department Heads took place in a virtual capacity. The feedback was compiled and sent to the Applicant on June 26, 2026. The report is enclosed.

The Applicant submitted a revised site plan on July 1, 2026. The revised site plan is the plan enclosed within this packet.

MEMORANDUM

To: Planning Commission

From: Share the Warmth of Hillsdale County

Date: July 6, 2026

Subject: Response to Site Plan Review Comments and Submission of Revised Drawings

Please accept the attached revised site plans and architectural drawings for your review and consideration.

Based on the comments received during the review process, the following revisions and clarifications have been made:

- The proposed demolition of the existing gravel aisle located north of the property has been incorporated into the site plan, along with the associated landscaping improvements.
- A Knox Box location has been added to both the building elevations and the site plan.
- Share the Warmth Hillsdale will engage the current property owner about establishing a shared-access agreement, as well as an easement for the storm water, as recommended by the City.

Proposed Use Clarification

After reviewing the City's comments and applicable regulations, we do not believe the proposed use should be classified as a 'Clinic, Outpatient' due to the explicit language of medical care, which our proposed use does not align with.

We appreciate the City's review of our application and respectfully request consideration of the attached revised plans during the upcoming Plan Review meeting.

Please let us know if any additional information or documentation is needed prior to the meeting. We appreciate your time and consideration.

Received

OCS Jul 01,2026

ARCHITECTURAL SITE PLAN KEY NOTES:
(TYPICAL THIS SHEET ONLY)

- 1 INDICATES PARCEL BOUNDARY
- 2 INDICATES PROPERTY SETBACK, AS REQ'D
- 3 PROPOSED PAINTED OR THERMOPLASTIC STRIPING
- 4 EXISTING POLE-MTD. LIGHT FIXTURE
- 5 PROPOSED ASPHALT SURFACE
- 6 EXISTING ASPHALT TO REMAIN
- 7 EXISTING CURB AND CURB GUTTER TO REMAIN
- 8 EXISTING LANDSCAPING TO REMAIN
- 9 EXISTING EV CHARGER ON CONC. PAD
- 10 EXISTING CHAINLINK FENCE TO REMAIN
- 11 EXISTING WOOD FENCE TO BE REMOVED
- 12 ASSUMED LINE OF UNDERGROUND WATER MAIN
- 13 EXISTING TRANSFORMER ON CONC. PAD
- 14 EXISTING GAS METER
- 15 EXISTING WATER METER
- 16 PROPOSED CMU DUMPSTER ENCLOSURE; COLOR TO MATCH ADJACENT BUILDING
- 17 EXISTING SIDE WALK TO REMAIN
- 18 INDICATES AREA OF EXISTING GRAVEL DRIVE TO BE DEMOLISHED AND INFILLED W/ LANDSCAPING
- 19 PROPOSED KNOXBOX

STUDIO
DETROIT
ARCHITECTS

2040 PARK AVENUE, SUITE 200
DETROIT, MICHIGAN 48226
STUDIO-DETROIT.COM

PROJECT MANAGER

ANDREW M. ASHBY
ANDREW@STUDIO-DETROIT.COM
310.622.3065

DO NOT SCALE DRAWINGS

ISSUED

05.29.26 PRELIMINARY SPA

06.26.26 SPA

DRAWN TAP

CHECKED AMA

SEAL



THIS DOCUMENT AND THE INFORMATION CONTAINED THEREIN IS THE SOLE POSSESSION OF STUDIO DETROIT AND SHALL NOT BE ALTERED OR MODIFIED WITHOUT THE EXPRESS WRITTEN PERMISSION OF STUDIO DETROIT. ANY MODIFICATION OR ALTERATION THEREOF SHALL, INDEMNIFY AND HOLD HARMLESS STUDIO DETROIT OF ALL EXPENSES, CLAIMS AND/OR LIABILITY RESULTING FROM SUCH MODIFICATIONS OR ALTERATIONS.

© 2026 STUDIO DETROIT LLC

CLIENT

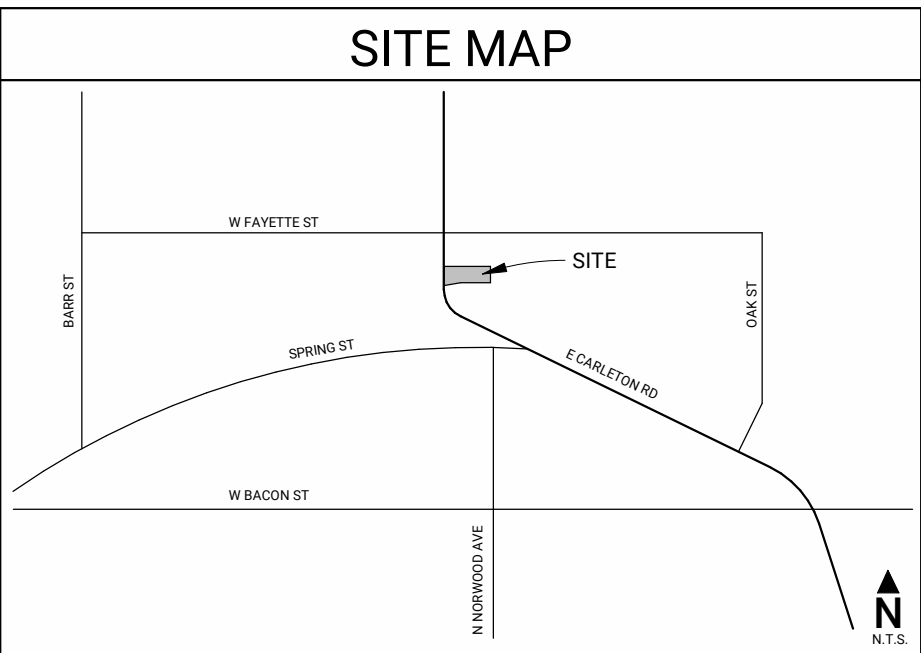
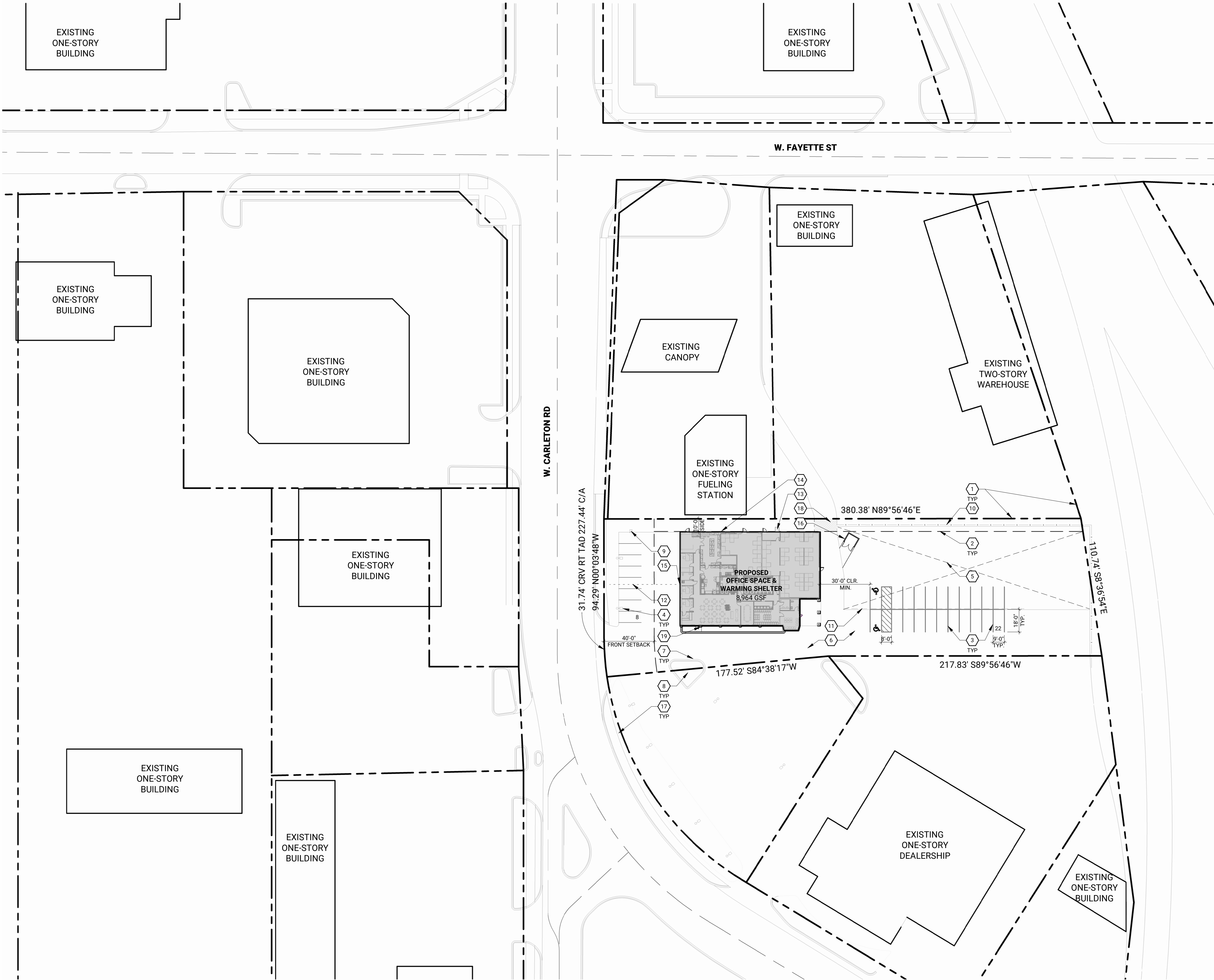
SHARE THE WARMTH
PENNY MYERS
517.499.8186

PROJECT
SHARE THE WARMTH
HILLSDALE
RENOVATION
183 W CARLETON RD
HILLSDALE, MI 49242

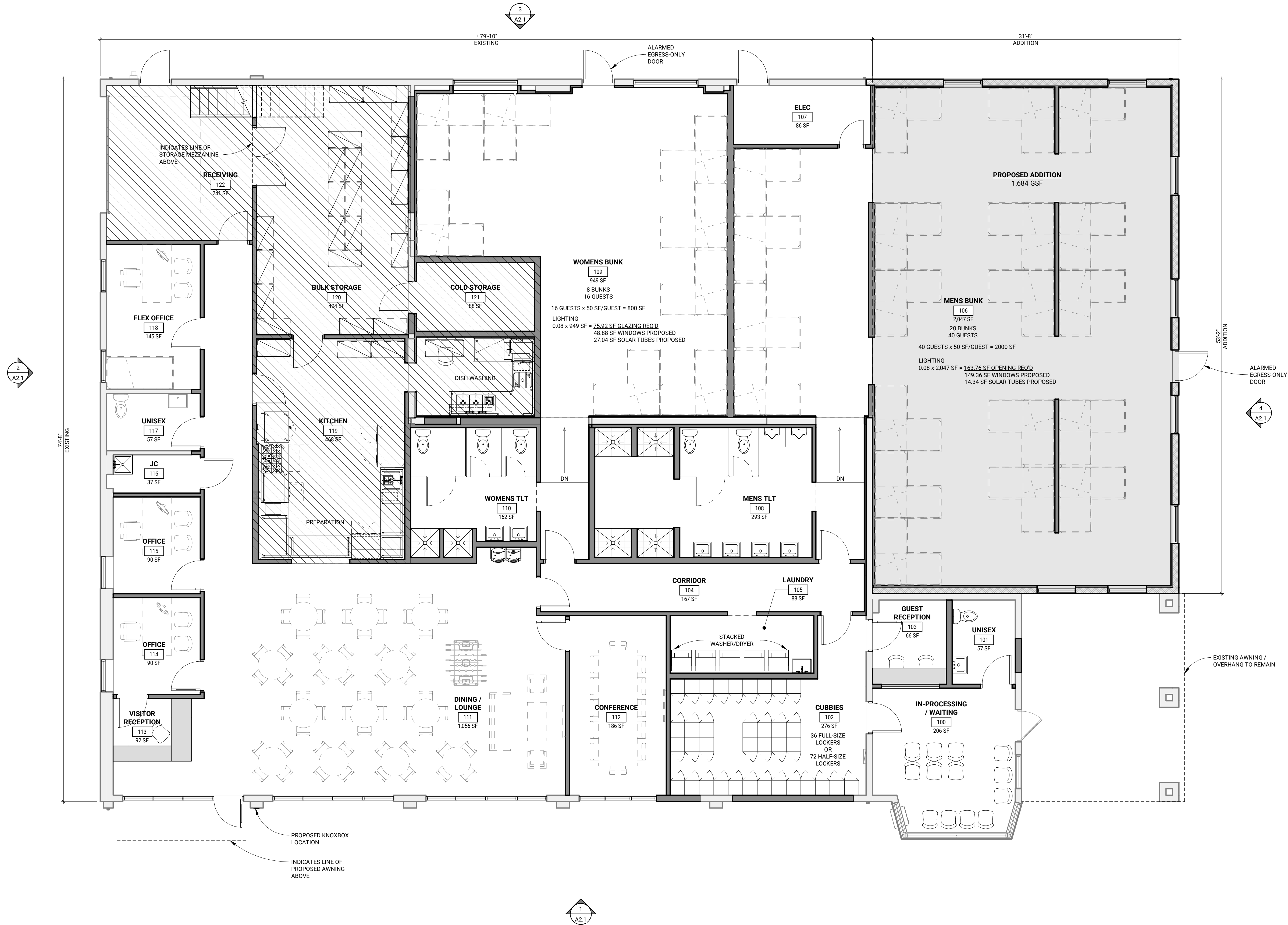
PROJECT NO. 26017

ARCHITECTURAL SITE
PLAN

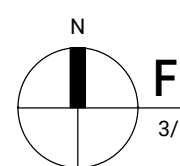
SP1.1



SITE DATA	
PARCEL ID:	006-222-454-11
ZONE:	B-3, GENERAL BUSINESS
EXISTING USE:	AUTOMOTIVE SERVICE & REPAIR
PROPOSED USE:	MIXED-USE, PERSONAL SERVICES & WARMING SHELTER
PROPOSED USE GROUP:	B / R-1
PROPOSED CONST. TYPE:	IIB
SETBACK:	
FRONT:	40 FT
SIDE:	N/A / 10 FT w/ WINDOWS
REAR:	N/A
APPROX. LOT AREA:	43,940 SF / 1.01 ACRES
APPROX. EX. BUILDING AREA:	7,280 GSF
APPROX. EX. LOT COVERAGE:	16.8%
PROPOSED ADDITION:	1,684 SF
PROPOSED TOTAL BUILDING AREA:	8,964 GSF
PROPOSED LOT COVERAGE:	20.4%
APPROX. EX. & PROP. IMPERV. AREA:	29,466 SF
APPROX. EX. & PROP. PERV. AREA:	14,474 SF
SIGNAGE	
MONUMENT	1 PER 300 LF FRONTAGE ≤ 100 SF ≤ 6 FT / 28 FT HEIGHT
WALL	1 PER TENANT ≤ 8% AREA OF MAIN FACE 110 SF MAX. 17.5 SF PROPOSED, TBD
PARKING	
BOARDING:	1 PER 3 BEDS 56 / 3 19 REQ'D
OFFICE:	1 PER 400 SF 3,977 SF / 400 SF 10 REQ'D 29 SPACES REQ'D
ADA:	1 PER 25 SPACES 29 / 25 = 1.16 8 EX. SPACES 21 PROPOSED SPACES 30 SPACES PROPOSED 2 REQ'D 2 ADA SPACES PROPOSED
LEGAL DESCRIPTION: COM S ¼ COR SEC 22 TH N00°03'46" W 396.18 FT ALG N-S ¼ LN TH N89°56'46" E 33 FT TO E LN CARLETON RD FOR POB TH CONT N89°56'46" E 380.38 FT TO WLY LN W/CORR TH S8°36'54" E ALG SD WLY LN 110.74 FT TH S89°56'46" W 217.83 FT TH S84°38'17" W 177.52 FT TO ELY LN CARLETON RD TH NWLY 31.74 FT CRV RT RAD 227.44 FT C/A 07°59'46" CHORD BEAR N04°08'34" W 31.72 FT TH CONT N00°03'48" W ALG SD ELY LN 94.29 FT TO POB	



1
A2.1



FIRST FLOOR PLAN - SCHEMATIC

3/16" = 1'-0"

DO NOT SCALE DRAWINGS

ISSUED

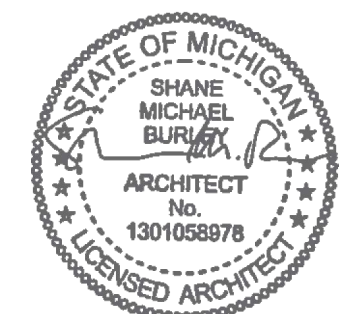
05.29.26 PRELIMINARY SPA

06.26.26 SPA

DRAWN TAP

CHECKED AMA

SEAL



THIS DOCUMENT AND THE INFORMATION CONTAINED THEREIN IS THE SOLE POSSESSION OF STUDIO DETROIT AND SHALL NOT BE ALTERED OR MODIFIED WITHOUT THE EXPRESS WRITTEN PERMISSION OF STUDIO DETROIT. ANY MODIFICATION OR ALTERATION THEREOF SHALL INDEMNIFY AND HOLD HARMLESS STUDIO DETROIT OF ALL EXPENSES, CLAIMS AND/OR LIABILITY RESULTING FROM SUCH MODIFICATIONS OR ALTERATIONS.

© 2026 STUDIO DETROIT LLC

CLIENT

SHARE THE WARMTH

PENNY MYERS
517.499.8186

PROJECT

SHARE THE WARMTH

HILLSDALE

RENOVATION

183 W. CARLETON RD
HILLSDALE, MI 49242

PROJECT 26017

NO.

FLOOR PLAN -
SCHEMATIC

A1.1

DO NOT SCALE DRAWINGS

ISSUED

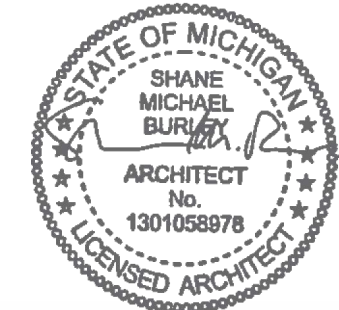
05.29.26 PRELIMINARY SPA

06.26.26 SPA

DRAWN TAP

CHECKED AMA

SEAL



THIS DOCUMENT AND THE INFORMATION CONTAINED THEREIN IS THE SOLE POSSESSION OF STUDIO DETROIT AND SHALL NOT BE ALTERED OR MODIFIED WITHOUT THE EXPRESS WRITTEN PERMISSION OF STUDIO DETROIT. ANY MODIFICATION OR ALTERATION THEREOF SHALL INDEMNIFY AND HOLD HARMLESS STUDIO DETROIT OF ALL EXPENSES, CLAIMS AND/OR LIABILITY RESULTING FROM SUCH MODIFICATIONS OR ALTERATIONS.

© 2026 STUDIO DETROIT LLC

CLIENT

SHARE THE WARMTH

PENNY MYERS
517.499.8186

PROJECT

SHARE THE WARMTH

HILLSDALE

RENOVATION

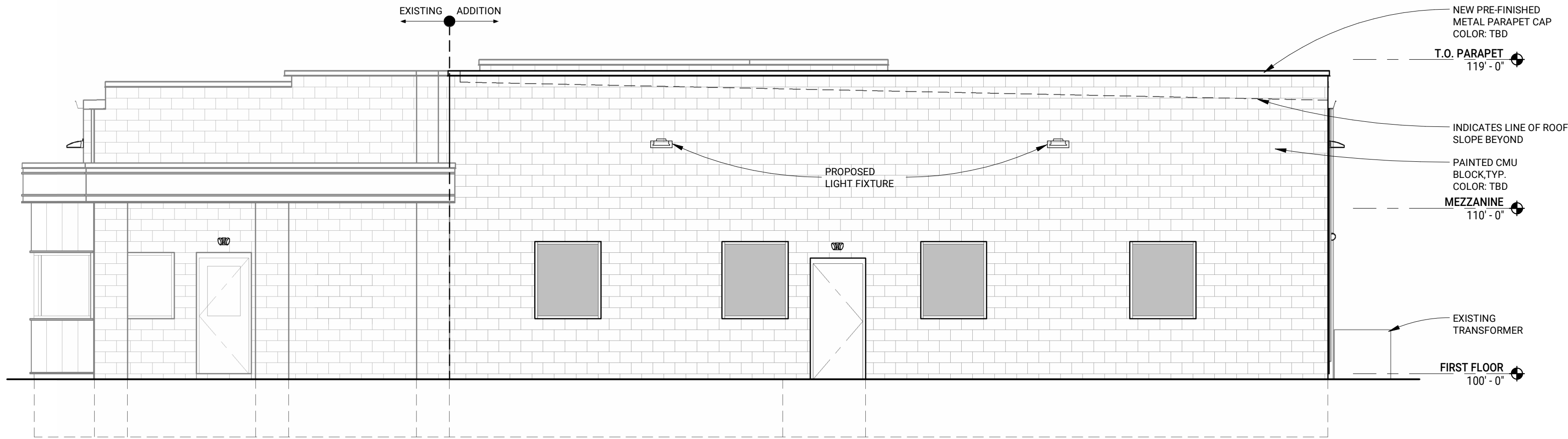
183 W. CARLETON RD
HILLSDALE, MI 49242

PROJECT NO.

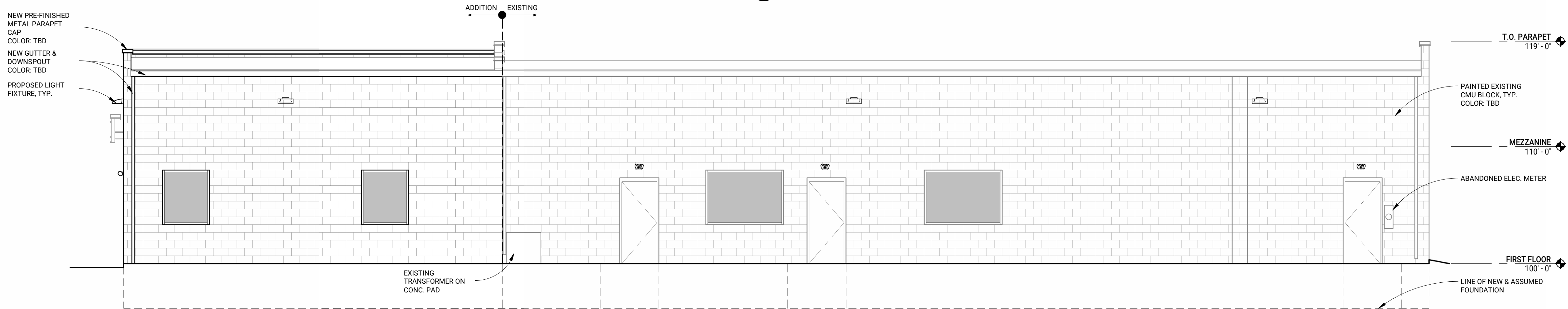
26017

EXTERIOR ELEVATIONS

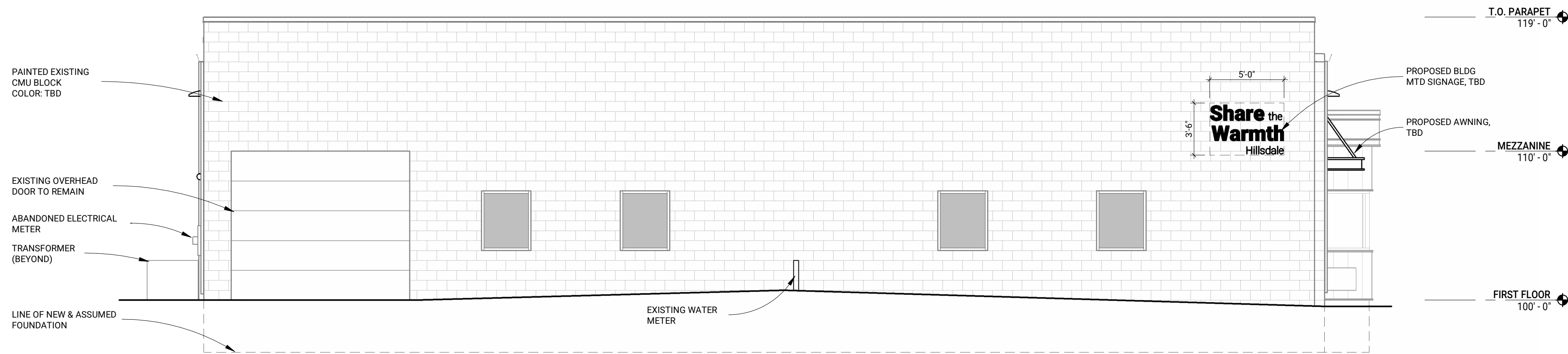
A2.1



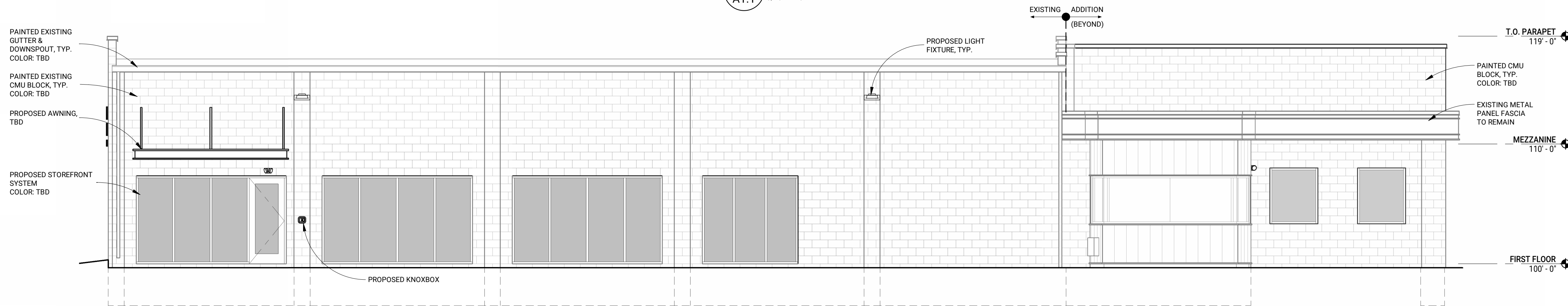
4 EAST ELEVATION
A1.1 3/16" = 1'-0"



3 NORTH ELEVATION
A1.1 3/16" = 1'-0"



2 WEST ELEVATION
A1.1 3/16" = 1'-0"



1 SOUTH ELEVATION
A1.1 3/16" = 1'-0"

June 25, 2026

Re: Department Head Review – Commercial Site Plan

Project: PZ2026-020
183 W CARLETON RD
HILLSDALE, MI 49242
REMODEL EXISTING STRUCTURE AND 1,684 SF ADDITION FOR THE
HEADQUARTERS OF SHARE THE WARMTH OF HILLSDALE COUNTY

Below is a list of items cited following review of the plans submitted for the proposed remodel and addition for the existing structure located at 183 W Carleton Rd, Hillsdale, MI 49242.

Board of Public Utilities (BPU)

- No comments provided.

Department of Public Services (DPS)

- *See City Engineer and MDOT comments below*

City Engineer

- Per the FIMA-FIRM Maps: Zone X – area of Minimal Flood Hazard
- Per the EGLE Wetlands Mapper: No areas of wetlands or hydric soils identified on site
- Storm Water
 - The proposed building addition and paving are located in areas already considered impervious. Pre-construction Impervious Area matches the Post-Construction Impervious area. No additional detention is required by the Zoning Ordinance.
 - There appears to be existing storm sewer on site that is not shown in the site plan with drainage crossing property lines. **Recommends an easement be placed over the storm sewer allowing for the shared use of the storm sewer.**
- Is there an existing easement for the gravel driveway that provides access to National Oil & Gas Inc., 185 W Carleton Rd (006-222-454-10), Old Car Company LLC, 90 W Fayette St (006-222-454-01), and the subject property? **Recommends the gravel drive be abandoned and turned back to grass if no easement exists.**
- **Recommends a shared use driveway agreement between the following three (3) properties:**
 - 006-222-454-11, 183 W Carleton Rd
 - 006-222-454-07, 111 W Carleton Rd
 - 006-222-454-08, 99 W Carleton Rd

There appears to be no proposed changes in the asphalt and MDOT will likely not allow a driveway in the middle of the curve.

- Easements are easiest to obtain while the owner of record (Joswiak Hillsdale Holdings LLC) still owns all of the property.

Michigan Department of Transportation (MDOT)

Due to the subject property's location along a MDOT highway (M99), input from regional staff is required:

- Jared T. Boll, Utility/Drainage Engineer, MDOT-Jackson TSC
 - No drainage issues based on the plan presented
- Robert (Doug) Jordan, Construction Permits, MDOT-Jackson TSC
 - No issues with the access point presented

Police & Fire

- No comments provided by City Police.
- City Fire
 - Request that they meet the City's current Use & Occupancy standards.
 - **If staff is not present 24-hours, a Knox/key box is required per Sec. 506.1 of the 2000 International Fire Code (IFC) as adopted by the City of Hillsdale (see attached).**

Zoning

- Mixed-Use is permitted in the B-3 (General Business) zoning district per [Sec. 36-414](#).
- Proposed use is a hybrid of the Business Group B and Residential Group R-1
 - See attached Occupancy Classifications, Use Designations, and applicable definitions.
 - **Is the proposed use more aligned with a [Clinic, Outpatient](#) as defined by the 2021 Michigan Building Code (attached)? Clinics are a permitted use in the B-3 district.**

The application and accompanying documents will be brought before the Planning Commission at their next regularly scheduled meeting – **July 15, 2026 at 5:30 PM**. Please plan to have at least one representative from Share the Warmth and Studio Detroit Architects to answer any questions that the Commission may have.

2000 International Fire Code (IFC)

CHAPTER 5 FIRE SERVICE FEATURES

SECTION 506 KEY BOXES

506.1 When required.

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the code official is authorized to require a key box to be installed in an accessible location. The key box shall be of an approved type and shall contain keys to gain access as required by the code official.

506.1.1 Locks.

An approved lock shall be installed on gates or similar barriers when required by the code official.

506.2 Key box maintenance.

The operator of the building shall immediately notify the code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

Chapter 3 Occupancy Classification and Use: Michigan Building Code 2021 | UpCodes

304.1 Business Group B

Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following:

Airport traffic control towers

Ambulatory care facilities

Animal hospitals, kennels and pounds

Banks

Barber and beauty shops

Car wash

Civic administration

Clinic, outpatient

Dry cleaning and laundries: pick-up and delivery stations and self-service

Educational occupancies for students above the 12th grade including *higher education laboratories*

Electronic data processing

Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities not more than 2,500 square feet (232 m²) in area

Laboratories: testing and research

Motor vehicle showrooms

Post offices

Print shops

Professional services (architects, attorneys, dentists, physicians, engineers, etc.)

Radio and television stations

Telephone exchanges

Training and skill development not in a school or academic program (this shall include, but not be limited to, tutoring centers, martial arts studios, gymnastics and similar uses regardless of the ages served, and where not classified as a Group A occupancy)

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[BG] Clinic, Outpatient

Buildings or portions thereof used to provide *medical care* on less than a *24-hour basis* to persons who are not rendered *incapable of self-preservation* by the services provided.

Chapter 3 Occupancy Classification and Use: Michigan Building Code 2021 | UpCodes

310.2 Residential Group R-1

Residential Group R-1 occupancies containing *sleeping units* where the occupants are primarily *transient* in nature, including:

Boarding houses (transient) with more than 10 occupants

Congregate living facilities (transient) with more than 10 occupants

Hotels (*transient*)

Motels (*transient*)

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[BG] Boarding House

A building arranged or used for lodging for compensation, with or without meals, and not occupied as a single-family unit.

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[BG] Congregate Living Facilities

A building or part thereof that contains *sleeping units* where residents share bathroom or kitchen facilities, or both.

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[BG] Transient

Occupancy of a *dwelling unit* or *sleeping unit* for not more than 30 days.

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[A] Dwelling Unit

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Chapter 2 Definitions: Michigan Building Code 2021 | UpCodes

[A] Sleeping Unit

A single unit that provides rooms or spaces for one or more persons, includes permanent provisions for sleeping and can include provisions for living, eating and either sanitation or kitchen facilities but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.



COMMERCIAL SITE PLAN REVIEW APPLICATION

Applicant Name Share the Warmth Of Hillsdale County

Address 7 S Manning St Hillsdale, MI 49242
Mailing Address - P.O Box 875 Hillsdale, MI 49242

Daytime Phone (517) 343-9137
Evening Phone ()

Property Address if other than above 183 W Carleton Rd
Hillsdale, MI 49242

Agent Name Studio Detroit

Address 2040 Park Ave
Suite 200
Detroit, MI 48266

Daytime Phone (616) 566-7091
Evening Phone ()

Zoning B-3 Project Estimate 2.5 Million

Applicant Signature Rachael Johnson Date 06/03/2026

Meeting Date _____

For projects requiring Planning Commission approval, all Site Plan Materials must be submitted along with a completed application and appropriate fees a minimum of 10 days prior to the next scheduled Planning Commission meeting.

Please submit to: **City of Hillsdale**
Planning and Zoning Department
97 North Broad Street
Hillsdale, Michigan 49242
p. - 517.437.6449



OCS

Under the leadership of executive director Penny Myers, its board of trustees and team of dedicated volunteers, Share the Warmth (STW) has offered a seasonal overnight emergency shelter for the homeless in Hillsdale County since the winter of 2018-19. Compared with both state and national averages for income and similar metrics, Hillsdale is not an affluent county. Many households lack financial reserves and risk short-term homelessness as a result of temporary financial or personal crises. Drug addiction, mental health problems, unemployment and other social blights make temporary and long-term homelessness a very real problem even in small semi-rural communities.

After opening in November, 2018, seasonal averages for overnight guest number rose each season for seven years. With less than ten guests on average per night in its opening season, STW now provides shelter for more than twice that number on a typical night. This expansion of vital ministry to Hillsdale County's neediest inhabitants would have been impossible without the generous support and partnership of Sozo Church, which has hosted STW in part of its 10,000 sq. ft. building on S. Manning St. downtown since 2019. The shelter has for some years been as large as Sozo's facility can comfortably bear, requiring the church's members to make many sacrifices in sharing their space. STW's board has always intended to find a permanent home when the right opportunity arose, as continuing to operate the shelter long-term in a shared facility is unfeasible. The opportune moment for that move has now come.

The proposed site for STW's permanent shelter facility—the automobile body shop at 183 W. Carleton Rd.—will act as both an office headquarters for STW of Hillsdale County, a center for daytime services such as counseling, and an overnight emergency warming shelter. This facility will expand STW's services both in kind and scale, permitting new programming and extending the existing shelter service year-round. This will benefit the poorest in our county, giving them a drug-free, safe refuge of last-resort. This also benefits other citizens, reducing the social impact on homelessness in the city's public and private spaces such as parks, pathways, woods, and vacant buildings/lots.

Like many municipalities, Hillsdale's municipal code does not include a category explicitly fitting the purpose of a homeless shelter, we propose a mixed-use model [per (1) Sec. 36-292] fitting within the spirit and letter of use codes governing the General Business district that encompasses the W. Carlton corridor along M-99 where the prospective site is located. The building's office portion will provide administrative space for the STW staff and board to manage the charity's daily operations and long-term planning. Meeting spaces will facilitate daytime programming such as counselling and educational outreach. Sleeping facilities, the kitchen, washrooms and utility areas will serve the overnight shelter. The property's central location makes it readily accessible to those needing to utilize STW's community services, while its position on W. Carlton's mixed-use but largely commercial distinct precludes any detrimental impact on residential areas. Additionally, fronting onto M-99—the city's main

traffic thoroughfare—will make STW visible, promoting awareness of the services available to those who may need them, and increasing visibility of a community effort to address homelessness for everyone in our county.

The scope of work proposed involves the interior renovation and expansion of an existing body shop facility, with minor site work required. This will be a costly project of significant scale, but we are confident of support from City officials and the wider community. STW has received nothing but encouragement and understanding from the beginning. Its board, director, volunteers, and those who have needed it are all humbled and grateful for that support. We are confident that as our need increases, that patient understanding from the City and community will increase commensurately. If there is any possibility of reduced or waived fees for a non-profit project where appropriate, we would be grateful for such consideration. We seek no direct financial support from the City, and will never do so. STW's board is committed to serving our community's needs through private donations, not public funds underwritten by the county's taxpayers.

If this application is missing any information we will be happy to provide anything else that may be needed, now or in future. STW's board and director look forward to serving the needs of this community more effectively than ever.

**SHARE THE WARMTH HILLSDALE
RENDERING PACKAGE
05.29.2026**

STUDIODETROIT
ARCHITECTS



SHARE THE WARMTH HILLSDALE

STUDIODETROIT
ARCHITECTS



SHARE THE WARMTH HILLSDALE

STUDIODETROIT
ARCHITECTS



SHARE THE WARMTH HILLSDALE

STUDIODETROIT
ARCHITECTS



SHARE THE WARMTH HILLSDALE

STUDIODETROIT
ARCHITECTS



CITY OF HILLSDALE

97 N. BROAD ST

HILLSDALE, MI 49242

(517) 437-6441

WWW.CITYOFHILLSDALE.ORG

Receipt: 104457 06/04/26

Cashier: OJONES

The sum of: 400.00

Received Of: SHARE THE WARMTH OF HILLSDALE COUNCIL

PO BOX 875
HILLSDALE MI 49242

COMMERCIAL SITE PLAN REVIEW
PZ2026-020
183 W CARLETON RD

<u>Receipt Code:</u>	<u>Description:</u>	<u>Distribution:</u>	
BD	00012317	101-000.000-476.000	400.00
			Total 400.00
	TENDERED:	CHECK	1107

Signed: _____



To: Planning Commission

From: Zoning Administrator

Date: July 15, 2026

Re: Amended Bylaws Review – Section I - III

Background:

As planned, the Planning Commission completed initial review of the [existing Bylaws](#) at the June 17, 2026 meeting.

The Zoning Administrator has been compiling amendments into a new document to both provide the amended language and address the list level issues with the existing documents.

Michigan State University Extension's Land Use Series [#1E: Sample Bylaws for a Planning Commission](#) has been used as guidance.

Recommendation:

Staff recommends the Planning Commission review the amended draft sections and make any further amendments.

The City of
HILLSDALE

Family • Tradition • Opportunity ☺

PLANNING COMMISSION BYLAWS

Adopted:
Effective:

I. Name & Purpose

A. The name of this body shall be the Hillsdale City Planning Commission, hereafter known as the "Commission."

B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (MCL 125.3801 *et seq.*), hereinafter "the Planning Act."

C. These Bylaws are adopted to facilitate the duties of the Commission for administration of zoning ordinances as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (MCL 125.3101 *et seq.*), hereinafter "the Zoning Act."

II. Membership

A. **Members.** The Commission shall consist of seven (7) members appointed by the Mayor and approved by a majority vote of the City Council.

B. **Member Composition.** Per the Planning Act, membership of the Commission shall be comprised in the following manner:

1. The membership of the Commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the City of Hillsdale, in accordance with the major interest of the City of Hillsdale, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and commerce. The membership must also be representative of the entire territory of the City of Hillsdale to the extent practicable.

2. Not less than six (6) members of the Commission must be qualified electors of the City of Hillsdale.

3. Not more than 1/3 of the members of the Commission may be ex officio members.

C. Terms of Office.

1. Members of the Commission, other than ex officio members, shall be appointed for 3-year terms.

- a) However, the members of the Commission, other than ex officio members, first appointed, shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year.

b) If a vacancy occurs, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed.

2. The term of an ex officio member of the Commission is as follows:

a) The term of the Mayor must correspond to their term as Mayor.

b) The term of the City Manager expires with the term of the Mayor that appointed them to the Commission.

c) The term of the member of City Council expires with their term on City Council.

D. **Liaisons.** The purpose of liaisons is to provide certain City of Hillsdale officials and quasi-officials the ability to participate in discussion with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, or be counted for quorum. Liaisons, if not already appointed as Commission members, are:

1. Assessing Department staff, and their agents and consultants

2. City Manager

3. City Engineer, BPU Director, DPS Director, or similar department heads

4. City Attorney

E. **Attendance.** Commissioners are expected to attend all regularly scheduled and special meetings.

1. If any Commissioner is absent for 3 meetings during any rolling 12-month period, and those absences are considered unexcused, this Commissioner may be considered “chronically absent.”

a) The Chair, at their discretion, may declare a member chronically absent and bring a motion to the Commission to request a replacement of the Commissioner by the City Council. A vote of the majority of the present Commissioners shall be sufficient for the request to be made to City Council.

2. For an absence to be considered “excused,” the Commissioner must notify the Chair if their absence prior to the meeting. As a courtesy, the absent Commissioner should also notify the Liaison.

3. The Chair will make a determination of excused or unexcused and announce it during the roll call at the start of the meeting.

4. The Secretary, or their designee, shall keep attendance records and shall notify the Chair when a member has 3 unexcused absences.

F. **Training.** Each member shall have attended at least 4 hours per year of training in planning and zoning during the member's current term of office. If so provided in the ordinance creating the Commission, failure to meet the training requirements may result in the member not being reappointed to the Commission. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, American Planning Association, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, Michigan Downtowns Association, Michigan Association of Counties, continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University.

1. Reading and studying relevant material to the Commission duties will count towards the requisite 4 hours.

G. **Conflict of Interest and Incompatibility of Office.** Conflict of interest may be defined as a situation in which a person is in a position to derive direct or indirect personal benefit from actions or decisions made in their official capacity. Each member of the Commission shall avoid and refrain from engaging in conflicts of interest.

1. As used herein, a conflict of interest shall at a minimum include, but not be limited to, the following:

- a) A case concerning or involving the Commissioner;
- b) A case concerning land that the Commissioner owns in whole or in part;
- c) A case concerning land that is adjacent to land that the Commissioner owns in whole or in part;
- d) A case concerning land in or to which the Commissioner has a direct or indirect financial interest or any other relationship from which they may stand to have financial gain, loss, or other benefit or detriment;
- e) A case involving a corporation, company, partnership, or any other business or entity in which the Commissioner is a sole or part owner or has any other relationship from which they may stand to have financial gain, loss, or other benefit or detriment.
- f) A case involving any issue the resolution of which will or might result in financial gain, loss, or other benefit or detriment to the Commissioner;

g) A case concerning or involving the Commissioner's spouse, or members of their spouse's family including, but not limited to, children, step-children, parents, siblings, grandparents, and non-relative members of their household.

2. When a case involves the possible existence of a conflict of interest, the affected member or any remaining member of the Commission having knowledge of it shall immediately raise the question. Thereupon, the question shall be put to the remaining Commission members as to whether a conflict of interest exists or not. Whether a conflict of interest exists or not shall be determined by a majority of the remaining planning commission members

3. Upon the discovery or determination of a conflict of interest, all of the following steps shall be taken:

a) The existence of the conflict of interest shall be declared on the record by the member declaration of it or the Commission's determination of it, together with the underlying facts pertinent thereto.

b) The affected member shall immediately cease any of their participation in the Commission's deliberations, review, and determination of the involved matter.

c) During the Commission's hearing and consideration of the matter, the affected member shall either leave the meeting or remove themselves from their seat at the Commissioners' table until the involved matter is concluded.

d) If the member does not leave voluntarily, the Chair shall order their removal.

4. If a member of the Commission is appointed to and accepts another office, which is an office that is incompatible with their membership on the Commission, then the appointment to and acceptance of the other office shall result in and be deemed to be the member's automatic resignation from the Commission as of its effective date. If a member of another office is appointed to the Commission and accepts the appointment, and the appointment to the Commission is incompatible with their membership in the other office, then the member's acceptance of the appointment to the Commission shall be deemed to be their resignation from the other office as of its effective date.

III. Duties of All Members

A. **Ex Parte Contact.** Ex parte contact is defined as one member contact with a petitioner and/or petitioner representative without the knowledge of other members.

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

2. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member shall disclose the information shared by or with the petitioner and/or petitioner representative to the Commission at a public meeting or hearing and potentially recuse themselves.

B. **Site Inspections**

1. Site inspections shall be done by the Zoning Administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site.

2. There shall not be a quorum of the Commission during a site visit. Upon request, Commissioners may be accompanied by the Zoning Administrator.

C. **Not Voting on the Same Issue Twice.** Any member of the Commission shall avoid situations where they are sitting in judgment and voting on a decision which they had a part in making. As used here, sitting in judgment and voting on a decision which they had a part in making, at a minimum, shall include, but not limited to, the following:

1. When the appeal is of an administrative or other decision by Commission and the member of the Commission sits both on the Commission and Zoning Board of Appeals.

2. When the appeal is of an administrative or other decision by any committee of the Commission, Council, or other committee and the member of the Commission sits both on that committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.

3. When the case is an administrative decision which was decided by the Commission and sent to the Council for further action, and the member of the Commission sits both on the Commission and Council.

D. **Accepting Gifts**

1. Gifts shall not be accepted by a member of the Commission or Liaisons from anyone connected with an agenda item before the Commission.

2. As used here, gifts shall mean:

- a) Cash
- b) Any tangible item or service
- c) Food valued of \$10

3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to MCL 125.3823(3), §23(3) of the Planning Act.

E. Spokesperson for the Commission

1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.

2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote.

3. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission

4. From time-to-time or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.