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**PLANNING COMMISSION MINUTES**  
**November 6th, 2019**

The Leoni Township Planning Commission held a meeting Wednesday, November 6th, 2019 @ 6:30 p.m.  
913 Fifth Street, Leoni Township Meeting Hall, Michigan Center, Michigan.

Meeting opened to call of the Chair: 6:30 pm

Members Present: V. Beckwith, J. Southworth, L Maurer, D. Helmlinger, B. Lester, J. Spencer and K.  
Cole

Members absent: 0

Persons in attendance: 11

Purpose of Planning Commission read by J. Spencer

*Motion by J. Southworth supported by D. Helmlinger to approve the Agenda with the amendments to  
move the order of New Business before the Old Business.*

***Motion adopted by voice vote***

*Motion by D. Helmlinger and supported by L. Maurer to approve the October 16th minutes as written.*

***Motion adopted by voice vote***

<b>Public Comment:</b>	<b>Open at</b>	<b>6:33 pm.</b>
	<b>Closed at</b>	<b>6:52 pm.</b>

**NEW BUSINESS:**

Lyrical LLC Rezone

**Discussion:**

Wes Lutz – Purchased 23 acres that is zoned AG and want it rezoned to Heavy Industrial. Want  
to expand Choice labs. I would also like to invite the Planning Commission members to come  
and take a tour of Choice Labs and see the 3 buildings we currently have.

K. Cole – Do you currently own the property?

Mr. Lutz – The property is owned by Lyrical LLC

L. Maurer – Can we call you to get a tour.

Mr. Lutz – Yes absolutely

J. Southworth – There is currently a house that sites on this property. What will happen to the  
house?

Mr. Lutz - The house currently has a renter living in it. The renter has been notified and made aware of the changes. We will keep the house and convert it to offices at some point.

J. Southworth – Is the driveway going to the property paved?

Mr. Lutz – No, it is currently gravel.

D. Helmlinger – 1,208 ft. of the property butts up to Heavy Industrial zoning. Mrs. Helmlinger passed out to the board a blown-up map of the parcel and the property surrounding it. Mrs. Helmlinger stated that the Planning Commission has granted around eleven other rezones in the past. I do not see any reason why the Planning Commission should not grant this one as well.

**Public Comment:**                      **No public comments**  
**Closed at        6:52 pm.**

K. Cole – Lyrical LLC was approved for a rezone in the past that was passed for 3 acres. This parcel was misrepresented and Mr. Lutz has explained and ended up being 1.2 actual acres. This parcel was not owned at the time Mr. Lutz filed for the rezone and then the current parcel was penciled in on the parcel that was passed previously and that is why it is being re-presented today.

Mr. Lutz - Don't know what you are referring to Mr. Cole. This parcel was purchased in August.

K. Cole – Property was rezoned before and where does this leave us as a board to pass it now.

J. Spencer – As long as the rezone meets the criteria it is not up to this board to review the use.

*Motion by J. Spencer and seconded by J. Southworth to recommend to the Board of Trustees to accept the rezone of parcel #000-09-29-326-002-00, 4202 Ann Arbor Rd. for Lyrical LLC.*

Roll call vote: 5 Ayes J. Spencer, B. Lester, L. Maurer, J. Southworth and V. Beckwith

1 Nay K. Cole

1 Abstain D. Helmlinger

***Motion Carried***

## **OLD BUSINESS:**

Master Plan Discussion with Grant Bauman

### **Discussion:**

Grant Bauman – I am here at the request of the Planning Commission chair-person to answer questions and update the Planning Commission on where we are at in the process on the Master Plan.

J. Southworth – Need to bring in the Master Plan so the Planning Commission can review it.

J. Spencer – We are not currently at that point yet. Now we are the point where we have to meet with Mr. Bauman to discuss the outcome of the survey.

Mr. Bauman – Background work is now done and the Planning Commission can move forward with setting the ground work for revising the master plan. I have given the Planning

Commission chair-person a packet of all the demographics and statistical data that were the results of the survey. The next step is to look at the goals and objectives. The goals and objectives will drive the future land use map. The Zoning Enabling Act requires the township to have a zoning plan. Once a rough draft of the zoning plan is created it will then go to the township Board of Trustees for review. This is normally about a 63-day process. Once the Board of Trustees review takes place, then it will go to the Jackson County Planning Commission for review, and then it will come back to the Planning Commission and the Planning Commission will hold a public hearing on the Master Plan which will have to be published in a local newspaper 15 days prior to the hearing. Once the hearing is held the Master Plan is adopted and becomes the policy of the township.

A Zoning Plan is a set of criteria by which all future zoning is analyzed against for approval. A Zoning Plan is devised to implement consistency & fairness over time for all zoning.

J. Spencer – There are 4 criteria that are used by Region 2 for zoning review and all 4 criteria need to be laid out and reviewed for each rezone packet.

G. Bauman – I would encourage the Planning Commission to use these same 4 criteria.

J. Spencer – It is when we do not use these criteria and do our own thing as a township board that we cannot blame the Jackson County Planning Commission. We adopted these criteria and we should follow them, and if we decide we no longer want to follow these criteria we can also change them.

G. Bauman – There is a 3-step process that you will need to go through next as a Planning Commission. Step 1 is defining your Goals, Objectives and Strategies. Step 2. Land Use Map which is the Zoning Map. You can use the existing land use map as a beginning point. Step 3 – Implementation and Time Frame. Time frame is setting goals for long, medium and short term. Typically, long term may be 5-20 years, Medium term 3-5 years and short term 1-2 years. One more thing you may want to consider when putting together your Master Plan is your funding source. This can also help in creating a capital improvement plan.

J. Spencer - On December 18<sup>th</sup> Grant Bauman will come to help us address starting the Master Plan. Mr. Bauman is there anything we can do in the meantime to help prepare and be ready for your next visit.

G. Bauman – I would like you as a Planning Commission to look over and review all the documentation and survey outcome that has been given to you previously. Then look over your current goals, objectives and strategies individually, and as a board and come with any changes you have created and I will do the same.

J. Southworth – I think we as a board should bring our Master Plans to the next meeting and discuss it.

J. Spencer – I would also like to request the DDA December agenda for the next meeting.

*Motion by J. Southworth supported by K, Cole to adjourn the meeting.*  
**Motion adopted by voice vote.**

**Adjourn 7:50 pm.**

**Next meeting: November 20, 2019**