

Milton Township  
Planning Commission  
Regular Meeting  
January 7, 2026  
7:00 PM

7023 Cherry Ave. / Kewadin, MI

1. Call meeting to order. Note members, present, absent, or excused.
2. Public Comment
3. Approval of Agenda
4. Approval of Minutes - December 3, 2025
5. Correspondence
6. Old Business - None
7. New Business
  - a) Election of Officers
  - b) PUBLIC HEARING- Zoning Ordinance Amendment 2025-06 – Sections 117.317 & 117.222  
RE Vacation Rentals
  - c) SKETCH PLAN REVIEW – SUP 2026-01 – SDG LLC Planned Residential Development and  
Condominium Subdivision
  - d) Bylaw Review
8. Reports
  - a) Zoning Administration Office Report
  - b) Township Board Report– Renis
  - c) Zoning Board of Appeals – Hefferan
  - d) Planning Commission Updates – All
9. Future Meeting Considerations – February 4, 2026
10. Adjourn

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***Active Subcommittees (created date)***

Milton Township  
Planning Commission  
Unapproved Meeting Minutes  
December 3, 2025

Members present: Vice Chairman Ford, Renis, Peters, Warner, Merillat.

Also present: Kopriva and four audience members.

Members absent: Hefferan, excused; Standerfer, excused.

Ford called the meeting to order at 7:00pm.

**Public Comment:**

Tony Martina requested answers to his two questions from last month which were how is it decided when a special use application is complete and ready for a public hearing, and why the zoning office states that the 5 acres applies to the size of the development and not the size of the lot. At some point he would like public answers to those questions. Renis suggested it be put on the agenda for next month. Kopriva replied that the reason it was scheduled for a public hearing was because the application was substantially complete. The planning commission determined that five acres was required for the whole parcel not just the development. Martina clarified that he wants to know what the standard is for an application going to a public hearing to avoid wasting everyone's time. He does not believe the application was close to complete. Kopriva respectfully disagreed and found the hearing constructive and beneficial. The ordinance, as written, requires a meeting. There is no opportunity to have an introductory meeting for discussion.

**Approval of Agenda:**

**Motion** by Renis to approve the agenda. Seconded by Warner. **Motion carried.**

**Approval of Minutes dated November 5, 2025:**

**Motion** by Renis to approve the minutes dated November 5, 2025 as presented. Seconded by Warner. **Motion carried.**

**Correspondence:** None.

**Old Business:**

ZOA 2025-06 Vacation Rentals: Kopriva reviewed the changes. The revisions are to make the zoning ordinance consistent with the Vacation Rental ordinance. Ford asked about some of the revisions. Kopriva said 117.317D covers a possible loophole in the current ordinance and 117.212 adds the definition for Vacation Rental identical to the Vacation Rental ordinance. Ford asked about 117.317B signs.

**Motion** by Renis to schedule a public hearing for ZO-2025-06. Seconded by Warner. **Motion carried.**

New Business:

a) Public Hearing: ZOA 2025-05 Wells Rezoning from A to AR:

A zoning request to rezone parcel 05-12-101-020-00, 37.71 acres, from A to AR.

Ford discussed the public hearing procedures. No conflicts of interest declared. It was advertised in the Elk Rapids News November 13, 2025 and notices were sent November 10, 2025. Dan Wells gave a presentation. The purpose is so they have future uses more compatible with the AR zone. The parcel is not farmed and is not compatible with the definition of the A zone. The property is a better fit with the AR definition. The master plan indicates the current use is residential, but the future land use map indicates A. The current zone is not the way this land is going to be used in the future. The permitted uses are almost the same. The change would allow for homes for family. No intentions to do anything in the near future. Kelly Wells indicated they are not sure of the details of any future plans and they are not requesting any special use at this time. Any residential development would have to separately come before the planning commission. They want to preserve as much of the natural features as possible. Dan indicated it is not in conflict with the surrounding properties.

Questions for information from the public: None.

Kopriva stated that the staff report should have included the rezoning standards outlined in 117.2501. She reminded the commission that the rezoning runs with the property not the owner. The future land use map has that parcel as A so the commission will need to discuss that and decide if other parts of the master plan support a rezone. The minimum lot size would change from 2 acres to 1 acre. The number of standard land division splits allowed would not change.

Ford asked what kind of precedence does this set? Kopriva said it would depend on the reasons the commission cites for the rezone. Ford and Kopriva reviewed the differences between the uses in both zones.

Warner discussed land splits. The parcel in question has 6 splits available.

Renis discussed the differences between the uses in each zone.

Ford asked about the property to the west. 2 acres except one parcel. To the north is AR zone in both the ordinance and the future land use map.

Written Correspondence in support: None.

Written correspondence against: None.

Those speaking in support: None.

Those speaking against: None.

Renis asked about how much of the property is on a hill. Flat on the top to the west. About half. Ford discussed the change from 2 acre to 1 acre parcel size.

Warner said the location is near the village and a good location for allowing houses.

Merillat asked what could be done in AR and cannot be done in A and asked for clarification for the reasoning for the request except for the increased density. Wells answered probably a subdivision. Merillat said subdivisions are not allowed in the A zone only a PRD. Merillat asked how many acres are currently zoned AR to the north. Estimated 80+. So this would increase the AR zone by 1/3 near the village of Torch River.

Renis said it would not change the character of agriculture in the area. He discussed the uses on the surrounding properties. He does not believe it is inconsistent with future land uses.

Peters indicated that AR surrounds the village of Kewadin. It would be a natural progression for the village of Torch River.

Merillat asked what the maximum buildout on the property would be with a bonus for high density. Probably in the high 30's and they could be duplexes. It is much more than the A zone. Subdivisions are not allowed on any parcel greater than 5 acres, so standard land division is the only option on Ag parcels greater than 5 acres.

Ford closed the public hearing and began deliberations.

Kopriva said the biggest issue would be to justify going against the future land use map. If the master plan does not reflect a change in zoning, then the master plan should be updated, but if there is enough justification in the current plan then it would not be necessary.

Warner reasoned that the property will not be farmed, it is close to the village, it is a good location for housing, the township needs more housing and it is in an area that is residential.

Renis said it is difficult to predict the future in the future land use map. This is consistent with the surrounding properties and the existing uses.

Peters said the village of Kewadin is surrounded by AR and this seems like a natural progression for development. It will not be farmed.

Kopriva said the commission should justify their reasoning so that when the township board review this they will be able to see why the decision was made.

Merillat said the master plan should be amended before any rezone. A 37 acre parcel seems to be a very large parcel to rezone to AR.

Kopriva said the ordinance does not allow for conditional zoning.

Discussion revolved around the number of lots allowed under a site condominium and PRD vs standard land division. PRDs allow for a bonus density for leaving open space. PRDs are no longer allowed in A on greater than 5 acres.

Renis read from page 28 of the master plan under Low-Density Rural Residential... "to accomplish the community's vision to preserve 'rural characteristics' and to protect existing natural features, residential development should be allowed but not encouraged. The densities in this land use should remain lower than in areas of the Township with greater road and public utility accessibility. These areas should permit a narrow range of single-family residential uses on large lots." AR would not be inconsistent with the surrounding uses. This would give people an opportunity to purchase a 1 acre lot instead of 2 acres.

Merillat said without the recent change in the PRD rules they would have been able to provide housing on small lots in the existing A zone, but it would have been half what is allowed in the AR zone. This is too high an allowable density for this parcel. The township has plenty of AR zone available. There is no need for more. This is 1/3 more in that area. They currently have the opportunity to do a 5 acre PRD for increased density.

Warner said this is close enough to the village that allowing 1 acre lots is appropriate and this is a proper location for future growth.

The commission reviewed 117.25C:

1. Whether the proposed change is in accordance with the Township's Master Plan.  
Four commissioners said No, one undecided.
2. Whether the proposed change is a reasonable alternative to the Master Plan because it will promote land use policies of the Master Plan and will not conflict with present policies.  
Five commissioners said Yes.
3. Although representing a change in the Master Plan for Future Land Use, whether the proposed district:
  - a. would be compatible with existing or future uses in the area.  
Five commissioners said Yes.
  - b. would not have a negative impact on the policies of the Master Plan.  
Three commissioners said Yes, one said No, one undecided.
  - c. would further the objectives, goals or policies of the Master Plan.  
Four commissioners said Yes, one No.
  - d. would preserve an existing, unique natural area.  
Was determined to be non-applicable because there are no unique natural areas on the property.

Discussion around the rezone being a reasonable alternative to the future land use map.

**Motion** by Warner to recommend to approve the rezoning of 05-12-101-020-00 by the criteria of section 117.2501 in its rezoning from A to AR. Seconded by Renis.

**Motion withdrawn** by Warner. Agreed by Renis.

**Motion** by Warner to recommend the approval of the rezoning of 05-12-101-020-00 from A to AR based on the criteria in 117.2501. Seconded by Renis.

Roll Call:

Warner: Yes, because of the location and it is not active farmland.

Merillat: No, it is not supported by the master plan and the density is too high.

Renis: Yes, it is a reasonable alternative to the master plan. It promotes the growth policies of the master plan.

Peters: Yes, it is a reasonable alternative to the master plan. It will be compatible with existing and future uses in the area.

Ford: No, It is not supported by the master plan and I am concerned with the increased density.

**Motion carried;** 3 Yes – 2 No.

b) Planning Commission 2026 Meeting Schedule:

It is proposed the Planning Commission meet on the first Wednesday of each month at 7:00pm for the calendar year 2026. Jan 7 | Feb 4 | Mar 4 | Apr 1 | May 6 | Jun 3 | Jul 1 | Aug 5 | Sep 2 | Oct 7 | Nov 4 | Dec 2.

**Motion** by Ford to adopt the 2026 regular meeting schedule on the first Wednesday of each month at 7:00pm. Seconded by Merillat. **Motion Carried**

Reports:

ZA Report:

Kopriva provided a report for members to review. There is a moratorium on vacation rental licenses. We may need to look at the definition of Migrant Worker' Facility 117.213. It will be put on the agenda for next month.

Township Board Report:

Renis said there does not seem to be enough time to evaluate a special land use request. He felt blindsided by the recent Dowker special use public hearing. Kopriva said we can amend 1171601,C. This will be added to the agenda. Peters asked if there should be cutoff for written correspondence. The bylaws may need to be amended to state no written correspondence will be considered after the close of the public hearing. Kopriva will come up with language for next month's annual review of the bylaws. Renis said the board revised the Vacation Rental ordinance, and the revised shoreline protection strip is now effective. Fence ordinance was turned down. The township is looking to hire a code enforcement officer to enforce the Vacation Rental ordinance.

ZBA Report:

The ZBA did not meet.

Planning Commission Updates: None.

Duane Meyer inquired if the public hearing on the ordinance amendments for Vacation Rentals would delay the enactment or endorsement of the ordinance. Kopriva said this will not delay implementation.

Future Meeting Considerations:

Next meeting is January 7, 2025.

Public hearing on zoning ordinance amendment re: Vacation Rentals 117.317 and 117.222.  
Migrant Worker' Facility 117.213 discussion.  
Bylaw amendment on special use procedures.  
Review bylaws.  
Election of officers.

Ford adjourned the meeting at 9:00pm.

Respectfully submitted,

Joseph Merillat

Date: 12.31.2025  
From: Sara Kopriva, AICP  
To: Milton Township Planning Commission  
Project: ZOA 2025-06 Definition of Vacation Rental and Dwelling Unit Rental  
Amendment

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*i*  
initiative

Recommended Motion: To recommend approval of ZOA 2025-06 to the Antrim County Planning Commission and Milton Township Board of Trustees.

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On October 27, 2025, the Township Board adopted an amended Vacation Rental Ordinance. In reviewing the amended ordinance and current zoning ordinance, it was found that there are some updates to the zoning ordinance that are needed for consistency.

The Planning Commission first reviewed proposed amendments to Section 117.222 Definitions and 117.317 Dwelling Unit Rentals at the November 5, 2025, meeting.

The Planning Commission reviewed a redlined version and clean version of the proposed amendments at the December 3, 2025, meeting and made a motion to schedule a public hearing.

Below are the proposed amendments that will be the subject of a public hearing on January 7, 2026.

**New Proposed Definition to Section 117.222 of the Milton Township Zoning Ordinance consistent with Section 113.104 of the Vacation Rental Ordinance:**

**Vacation Rental.** A property containing a Dwelling Unit that is occupied by any person, other than the primary Owner, for monetary consideration, for a period of less than thirty (30) consecutive calendar days, counting portions of calendar days as full days, regardless of the number of days listed on the lease (i.e. subletting). A Vacation Rental does not include a Bed and Breakfast permitted and operated in accordance with the Milton Township Zoning Ordinance.

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535 West William  
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100 Cesar E. Chavez Ave  
SW Suite 300  
Grand Rapids, MI 49503

616.585.1295 ph

Redlined version of the existing Zoning Ordinance Section 117.317 Dwelling Unit Rentals:

**117.317 Dwelling Unit Rentals.**

In Milton Township, any dwelling unit may be leased or rented provided:

- A. The zoning district permits single-family dwellings.
- B. All other requirements and standards of this Ordinance including signs are met.
- C. The minimum length of stay is seven thirty (730) days unless permitted as a Vacation Rental.
- D. Availability of a weekly rental unit to the public shall not be advertised on site.
- D. Vacation Rentals are subject to the rules and procedures of the Milton Township Vacation Rental Ordinance.]

(i)  
initiative

Clean version of proposed amendment to Section 117.317 Dwelling Unit Rentals:

In Milton Township, any dwelling unit may be leased or rented provided:

- A. The zoning district permits single-family dwellings.
- B. All other requirements and standards of this Ordinance including signs are met.
- C. The minimum length of stay is thirty (30) days unless permitted as a Vacation Rental.
- D. Vacation Rentals are subject to the rules and procedures of the Milton Township Vacation Rental Ordinance.

Staff will be present during the January 7 meeting to assist with the public hearing.

Date: 12.31.2025

From: Jenn Cram, AICP & Sara Kopriva, AICP

To: Milton Township Planning Commission

**Project:** Sketch Plan Review for SUP 2026-01 SDG, LLC - Planned Residential Development & Condominium Subdivision

*i*  
initiative

The applicant has submitted a Sketch Plan Review application for a Planned Residential Development on two parcels totaling 15.5 acres with 39 dwelling units within 7 buildings. Six of the 7 buildings are proposed to contain 6 dwelling units each and one building that contains 3 dwelling units. Each proposed dwelling unit contains 3 bedrooms and 2 bathrooms. Detached parking garages are also shown. In addition, the development proposes a community well system with water tower, community wastewater treatment facility, community center and recreational area with pickleball courts, community green spaces, and associated private drive, parking areas and walkways. The development as proposed includes 75.5% open space.

**Property Address:** 12918 Torch River Road, Rapid City, MI 49676

**Parcel Numbers:** 05-12-006-047-00 (14.9 acres) & 05-12-101-020-10 (0.6 acres)

**Zoning:** V – Village (14.9 acres) & A- Agricultural (0.6 acres)

**Current Use:** Vacant

## Sketch Plan Review

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### 117.2102

**A. Optional Sketch Plan Review.** Preliminary sketches may be submitted to the Planning Commission for a non-binding review. The Planning Commission shall not be bound by any tentative approval given at this time. The purpose of such procedure is to allow discussion to better inform the developer of the acceptability of his/her proposed plans prior to incurring unnecessary costs which might be required for final site plan approval. Such sketch plans shall include as a minimum the following:

1. The name and address of the owner and applicant or developer, including the names of any officers of a corporation or partners of a partnership.
2. A legal description of the property and the tax number for each parcel thereof.
3. Sketch plans showing tentative site and development plans.

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## 117.1616 Planned Residential Development

A. **Intent.** The provisions of this Section provide standards for the submission, design, review and approval of planned residential development (PRD) projects subject to the Special Land Use provisions of Section 117.1602. The application of these planned residential development regulations are intended to:

- Conserve natural features;
- Encourage the use of land in accordance with its character and adaptability;
- Encourage creation of a meaningful greenway system for a habitat;
- Encourage innovation in land use planning;
- Provide enhanced housing, employment, traffic circulation and recreational opportunities for the people of Milton Township; bring about a greater compatibility of design and use between neighboring properties; and
- Encourage retention of agricultural uses and green spaces

The provisions of this Section are intended to result in land development substantially consistent with the underlying zoning, with modifications and departures from generally applicable requirements made in accordance with standards provided in this Section to insure appropriate, fair and consistent decision-making. The PRD process may permit flexibility in the regulation of land development and encourage innovation and variety in land use and design.

B. **Planned Residential Development Design Standards.** A PRD project shall be consistent with the following standards.

1. **Permitted Uses.** Land uses permitted within a PRD shall be limited to those permitted by right or by special land use in the underlying zoning district.

*Staff Comment. Per Sections 117.603 A – Uses Table and Chapter 11, Sections 117.1101 and 117.1102 Dwellings-Multi-Family and Planned Residential Developments are allowed in the Village district with special use approval. Subdivisions are a permitted use in the Village district.*

*Per Sections 117.603 A – Uses Table and Chapter 10, Sections 117.1001 and 117.1002 Dwellings-Multi-Family are not permitted in the Agricultural district. Planned Residential Developments are allowed in the Agricultural district with special use approval. As proposed, the parcel that is 0.6 acres zoned Agricultural may not be able to be included in the project with multi-family dwellings proposed.*

2. **Open Space.** The minimum open space for any PRD shall be fifty percent (50%) of the development. Open space may be any combination of common open space, limited open space, or public open space. Wherever practical, proposed open space should connect to open space provided in adjacent developments. Open space provided should relate to the creation of a greenway system to preserve a water/wetland system, a topographic formation, choice woodlots that extend into adjacent parcels, or a known habitat of native wildlife. Items that may be in the open space include the community building, playground and other recreational equipment, septic systems and wells including pump houses, wetlands, lakes, and pools.

*Staff Comment. The applicant indicates that 75.5% of the site (~15.5 acres) is proposed as Open Space. However, as noted above the 0.6 acre parcel zoned Agricultural does not allow multi-family dwellings and so open space calculations may need to be recalculated.*

3. **Base Residential Density.** Except as provided in Subparagraph 4 of this section, the maximum number of residential dwellings permitted in a PRD shall be equal to the gross buildable site area divided by the minimum lot size required in the underlying zoning district. For the purposes of this Section, the gross buildable site area shall be the entire parcel area less any portion of the site comprised of surface water, wetlands, slopes in excess of 90%, and up to fifteen percent (15%) for roadways.

*Staff Comment. The base residential density allowed on the 14.9-acre parcel in the Village district is 27 units (based on 20,000 square foot minimum lot size, removing 15% for road).*

4. **Potential Density Increases.** The Planning Commission may approve an increase in residential density of fifteen percent (15%) for the first minimum allotment of open space (fifty percent [50%]). An increase in density shall accrue at the rate of fifteen percent (15%) for each ten percent (10%) of additional open space provided above the minimum required. Fractional units shall be rounded up if five-tenths (.5) or greater and rounded down if less than five-tenths (.5). Potential density increases shall not exceed forty-five percent (45%) over and above base residential density.

*Staff Comment. The maximum residential density permitted on the 14.9-acre parcel in the Village district is approximately 39 units with a minimum of 70% open space.*

## Summary

The applicant has submitted a complete application for Sketch Plan Review attached after this memo. The proposed development with multi-family dwellings is permitted in the Village district with special use approval of a Planned Residential Development and not allowed in the Agricultural district.

The proposed density for the development appears to be consistent with what is allowed in Section 117.1616 B. 3. and 4. The proposed open space is consistent with Section 117.1616 B. 2. and 4.

*i*

*initiative*

The submittal includes a mission statement, place setting, conceptual site plan, architectural overview, wastewater treatment information and background on the leadership team for the planning commission to get an idea of the feel that the applicants hope to achieve for the planned residential development.

The goal of a sketch plan review is to get an idea from the planning commission if the proposal is headed in the right direction, identify concerns and additional information that may be needed for the applicant to proceed to Site Plan Review/Special Use approval.

Staff and the applicants will be present during the January 7 meeting to walk the planning commission through the proposal.

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# TORCH BRIDGE

JONATHAN LEE ARCHITECTS



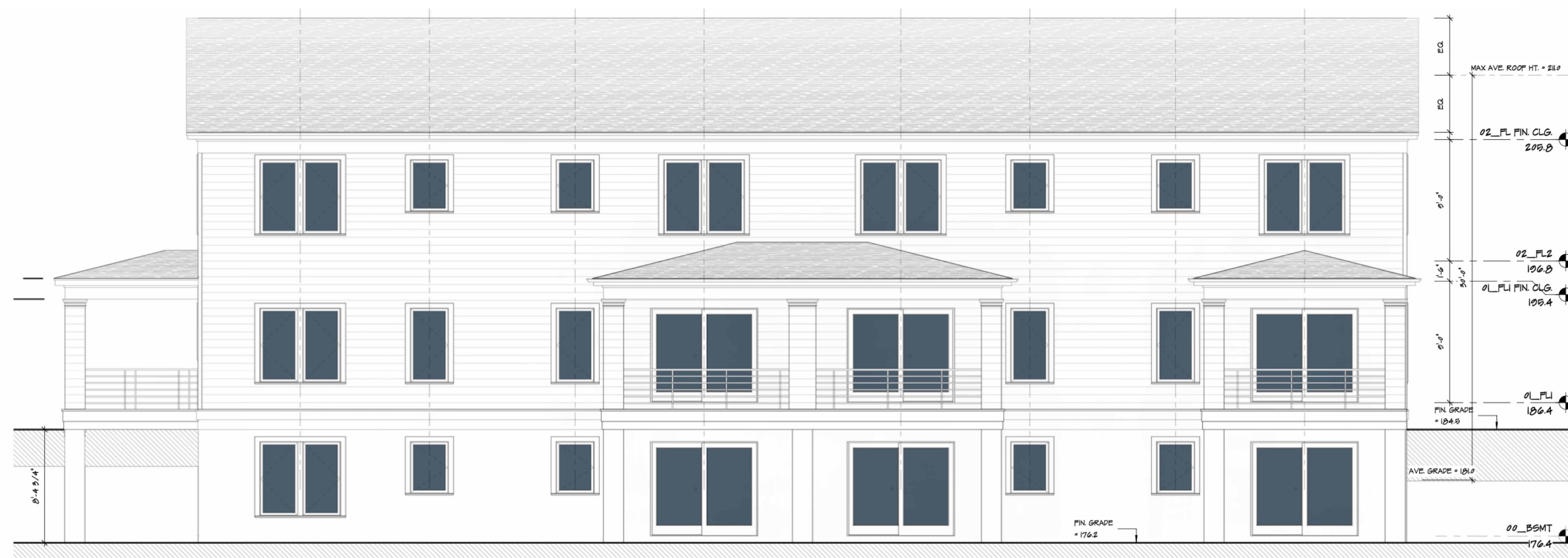
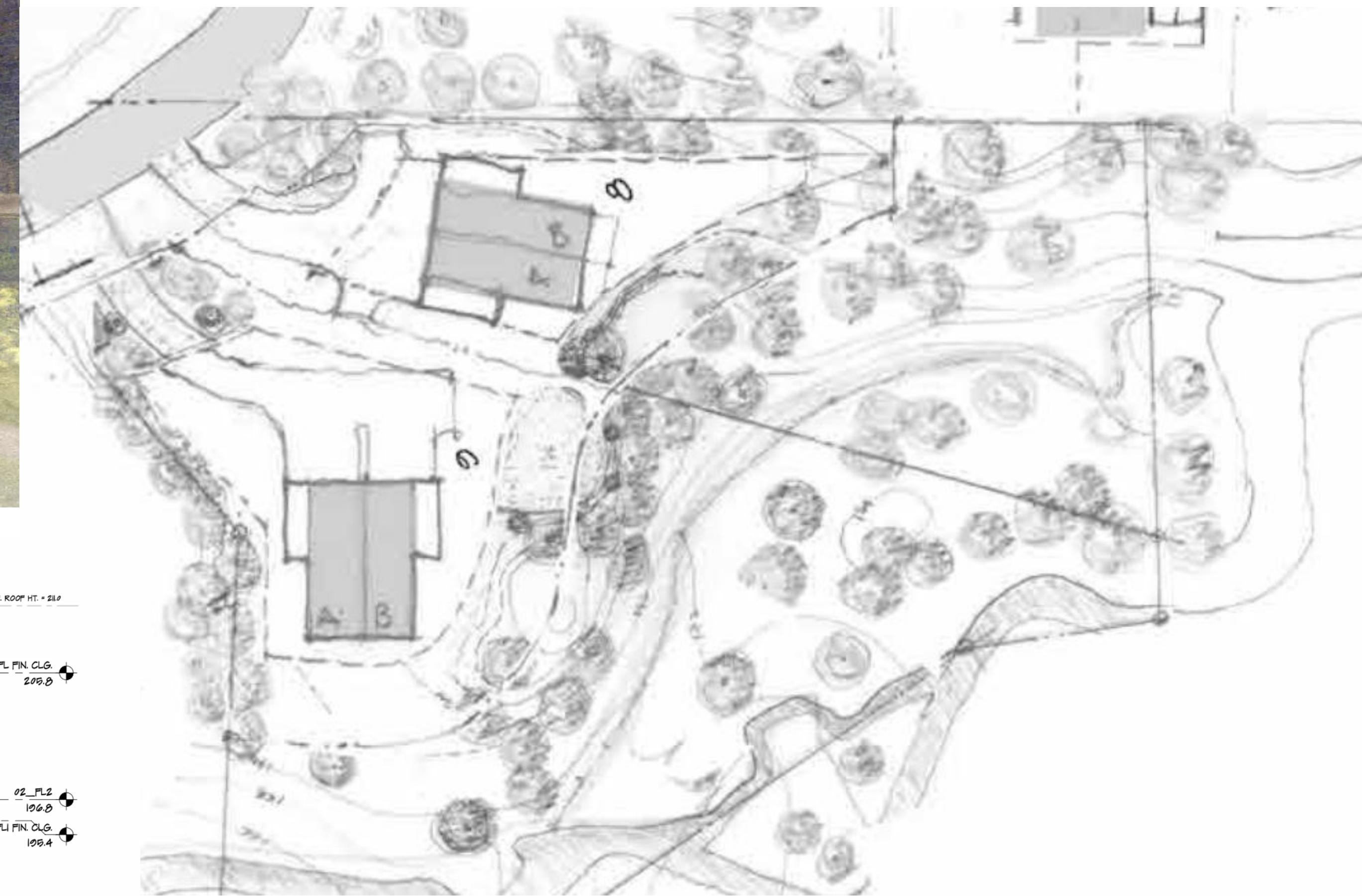
## Sketch/Site Plan Review

*Prepared by: Jonathan Lee & Genna Hill (collectively SDG, LLC)*

*Prepared for: Milton Township Planning Commission*

## Torch Bridge Village

December 2025



## Mission Statement

"Our mission is to thoughtfully design and deliver high-quality, low-maintenance residential communities that blend seamlessly with Michigan's natural beauty, recreational lifestyle, and the inviting village character of Northern Michigan. We are committed to creating enduring value for our residents, partners, and community stakeholders by developing well-crafted homes that offer modern comfort, architectural integrity, and meaningful access to lakefront living. Through disciplined planning, market-driven strategy, and long-term stewardship, we aim to shape vibrant, sustainable, village-oriented communities that elevate the standard for residential and lifestyle-amenity living in Northern Michigan."



## MILTON TOWNSHIP

### Official Zoning Map

Data Sources: State of Michigan Geographic Data Library, Antrim County GIS, Esri Basemap, Milton Township

Milton Township

Environmental (E)

Agricultural (AG)

Agricultural Residential (A-R)

Residential (R-1)

Village (V)

Manufacturing (M)

Approved Planned Unit Development (PUD)

1 Miles  
Beckett & Raeder, Inc.

Last Amendment Date:  
March 29, 2018

From: Jenn Cram jcrn@bria2.com  
Subject: RE: PRD Zoning Call  
Date: August 16, 2025 at 6:13PM  
To: Jacob Hall jacob@jresearch.com, zoning@miltontownshipmi.gov  
Cc: Jonathan Lee jlee@jresearch.com, Milton Planning MiltonPlanning@bria2.com

JC

Jonathan and Jacob, it was a pleasure talking with you today.

As discussed on August 12, Sara disagreed with your density calculations because Section 117.1616.B.3. notes maximum number of dwellings not lots.

Our math for the maximum number of dwellings permitted through the PRD process on 14.9 acres zoned Village per Section 117.1616.B.3. is noted below.

Subject property = 14.9 acres = 649,044 sq. ft.

Minimum Lot Size in the Village district = 20,000 sq. ft.

Base Residential Density = Total Acreage x .15 (15% for roads) / Minimum Lot Size

$$649,044 \times .15 = 97,356.6$$

$$649,044 - 97,356.6 = 551,687.4$$

$551,687.4 / 20,000 = 27.584$  or 27 dwellings (B. 3. does not mention rounding up or down)

Potential Density Increases = 15% of base density not to exceed 45%. Planning Commission may grant a 15% increase in base density for providing 50% of the total acreage as dedicated open space. An additional 15% may be awarded for providing additional open space at a rate of 15% for each 10% of land over the original 50% preserved as open space. See Section 117.1616. B. 4. for exact language.

Base Residential Density = 27 dwellings

Density Increase with 50% open space =  $27 \times .15 = 4.05$  or 4 dwellings

Density Increase with 70% open space =  $4 \times 3 = 12$  dwellings

Maximum number of dwellings = 39

We understand that it is possible to develop the 14.9 acres with more dwelling units if you utilize the condominium subdivision process to create individual lots with duplexes.

As such, we welcome a study session with the planning commission via the Sketch Plan Review process as noted in Section 117.2102.

We will need a complete application 4 weeks in advance of the meeting you wish to go before the planning commission.

The planning commission meets on the first Wednesday of each month. If we receive a complete application by September 10, it is possible that we can schedule a Sketch Plan Review with the planning commission on October 8.

I will follow up next week with the application form and fee.

Kind regards,

Jenn Cram, AICP  
Associate

**Beckett & Raeder, Inc.**

*Making Great Places for over 55 Years*

148 E. Front St., Suite 207  
Traverse City, MI 49684

# Executive Summary

"Where northern Michigan's natural beauty meets true village living."

## Subject Property Description

**Property address:** 12918 Torch River, Rapid City, MI 49676

**Parcel ID:** 05-12-006-047-00

**Zoning:** Village

**Size:** 653,400 s/f or 15-acres

**Legal Description:** THAT PART OF SW FRL 1/4 OF SW FRL 1/4 LYING W OF CO ROAD EXC COM AT S 1/8 POST ON W SEC LINE, TH S 666.5 FT, S 88 DEG E 326.8 FT, N TO 1/8 LINE TH W TO BEG. ALSO EXC COM AT A PT 326.8 FT S 88 DEG E OF NW COR OF SW 1/4 OF SW 1/4, TH S 0 DEG 45' W 200 FT, S 88 DEG E 280 FT TO W'LY BDY OF PUBLIC HWY, N 3/4 DEG E ALONG W BDY OF HWY 200.2 FT, TH N 88 DEG W 289 FT TO BEG. SEC 6 T28N R8W. Approximately 15 acres

## Proposed Project Details

**Number of proposed units:** 39 units

**Proposed unit square footage:** 1,600 s/f to 1,800 s/f

**Proposed unit layout:** 3-bed / 2-bath

**Proposed property amenities:** community center, outdoor firepit, picnic pavilion, walking trails and native landscape, restoration of native trees, bike racks, community garden, pet-park, playground, pickleball court, etc.

## Proposed Project Description

Subject property is currently under contract for purchase by the Leadership Team highlighted below. Envisioned as a thoughtfully planned residential community that blends modern, low-maintenance condominium living with the timeless village character of Northern Michigan. Situated on 15-acres within Milton Township's "Village" zoning district and just steps from Torch Lake's iconic turquoise waters, the development is designed to feel connected-to nature, to neighbors, and to the surrounding small-town fabric. Proposed development of 39 well-crafted condominium homes that embrace elevated topography, lake views, and walkability as a true village community. Rooted in the principles of pedestrian-friendly design, architectural integrity, and a strong sense of place, Torch Bridge Village Development aims to establish a vibrant, sustainable neighborhood that reflects the recreational lifestyle, natural beauty and restoration of native landscaping and tree-scaping, and close-knit village spirit that define Northern Michigan.

## Leadership Team

John R. Sims - Developer Partner

Jonathan Lee - Dev. Partner & Principal Architect

Genna Hill - Dev. Partner & President of Sales & Marketing

John K. Sims - Dev. Partner

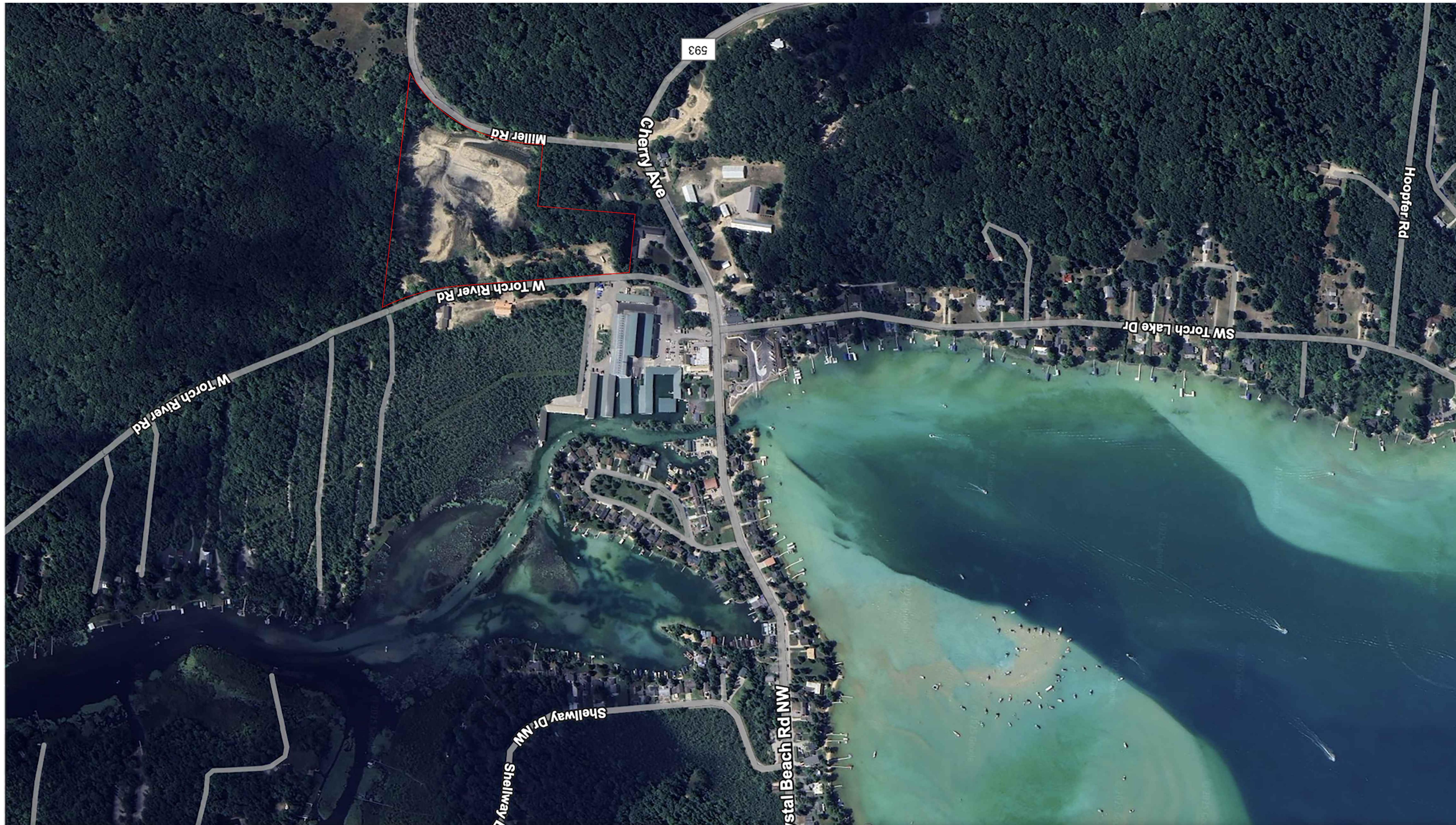


# Place Setting

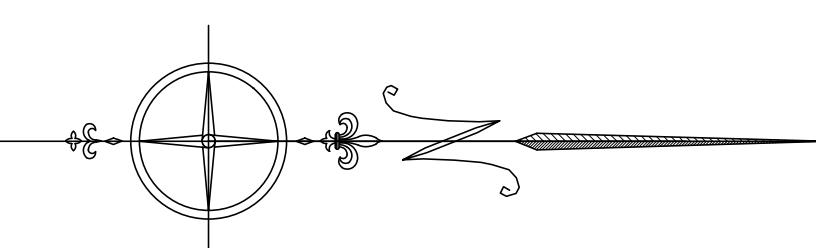
## Homes around Milton Township

Homes on Torch Lake blend refined lakefront living with the charm of Northern Michigan's cottage and lodge traditions. Architecture emphasizes natural materials, expansive glass, and indoor-outdoor living, creating residences that feel both elevated and rooted in the surrounding forests and shoreline. Designed for relaxation, gathering, and year-round enjoyment, Torch Lake homes reflect a timeless, nature-integrated aesthetic shaped by the region's village communities and waterfront setting.

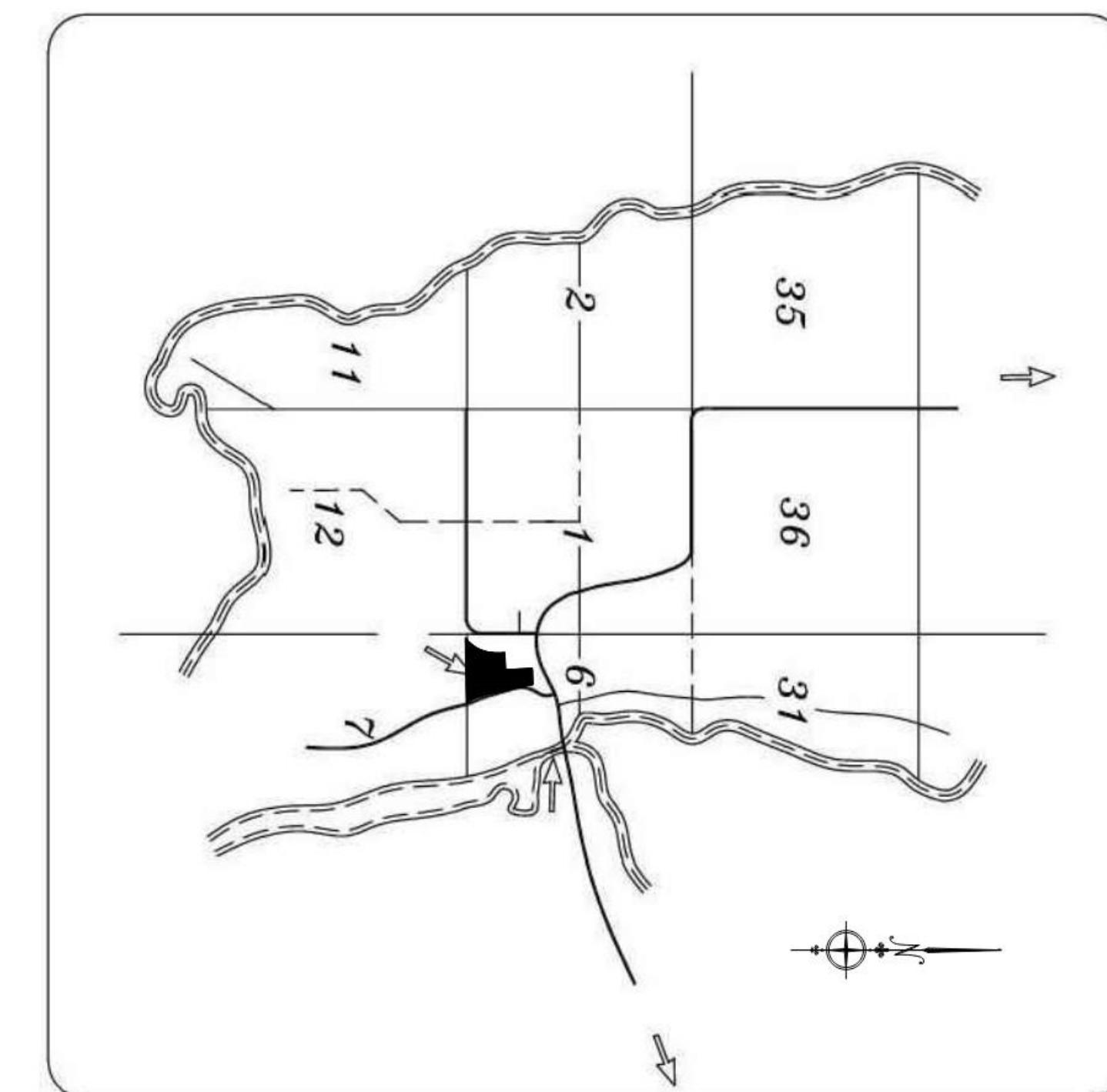
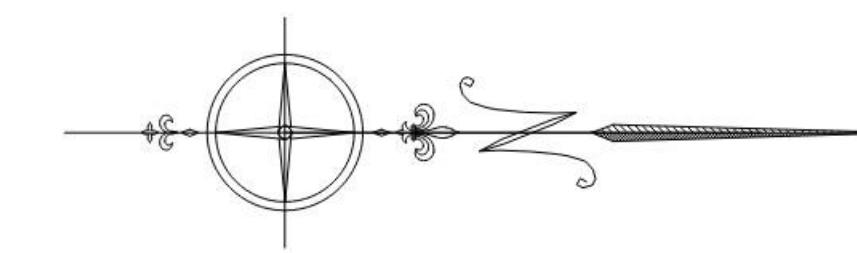




AERIAL SATELLITE MAP



PART OF THE SW 1/4 OF SECTION 6, TOWN 28 NORTH, RANGE 8 WEST,  
MILTON TOWNSHIP, ANTRIM COUNTY, MICHIGAN.



Legend

- MAJOR BOUNDARY CORNER CONCRETE MONUMENT
- MINOR BOUNDARY CORNER 1/2" SET IRON ROD & C
- FOUND IRON ROD
- FIR FOUND IRON ROD
- FIR FOUND IRON PIPE

PT SOIL BORINGS BY OTHERS

# SITE, TOPO, AND LOCATION MAP



# Architectural Overview

## Draft examples of architecture & design

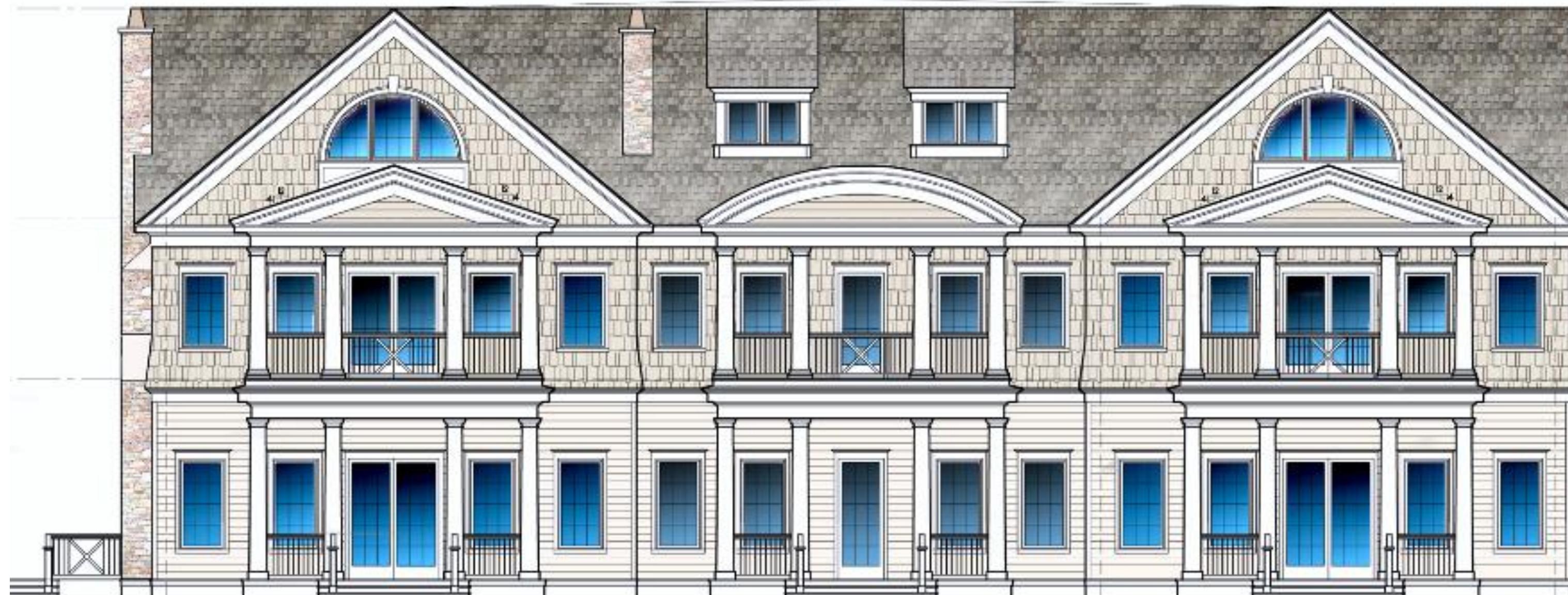
The area features Craftsman- and cottage-inspired residences with deep eaves, gables, and exposed timber details, alongside contemporary lake homes defined by clean lines, expansive glass, and seamless indoor-outdoor living. Many properties draw from Northern Michigan's lodge aesthetic, incorporating natural stone bases, wood siding, and robust structural elements that root the homes in their forested and waterfront surroundings. Shingle-style architecture—reminiscent of Great Lakes and Northeast coastal retreats—further enriches the visual landscape. Together, these influences create a cohesive architectural identity grounded in craftsmanship, natural materials, and an authentic sense of place.



# Architectural Overview

## Draft examples of materials & form

Torch Lake homes are designed with durability, low maintenance, and a strong connection to the natural landscape at the forefront. Exteriors often incorporate natural stone, cedar shakes, and wood-look siding that blend seamlessly with the surrounding forests and shoreline, while standing-seam metal roofs and architectural shingles provide resilience against snow loads and seasonal weather. Large covered porches and screened rooms extend living spaces outward, encouraging year-round enjoyment of the outdoors. Expansive windows and sliding glass walls frame sweeping lake views and bring abundant natural light into the home. Together, these elements create a sense of permanence and tranquility, reinforcing the lake as the central focus of daily living.



LP Smart Siding



Architectural Shingles



Shingle Siding



Stone Accents

- Protecting the Environment
- Conserving Natural Resources and Features
- Preserving Peace and Quiet
- Keeping Nighttime Visibility
- Protecting Shorelines
- Resolving Water Shed Concerns
- Water Quality Protection
- Offering Universal Single Level Living
- Encouraging Non-Motorized Transport

via Public Pathways and Public Bike Storage

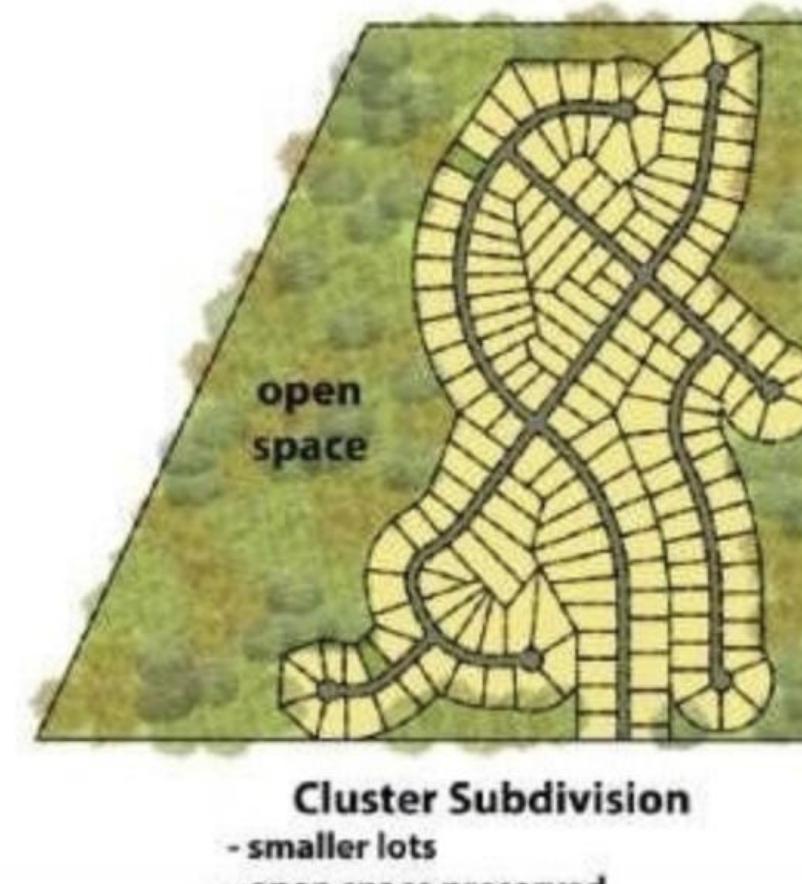
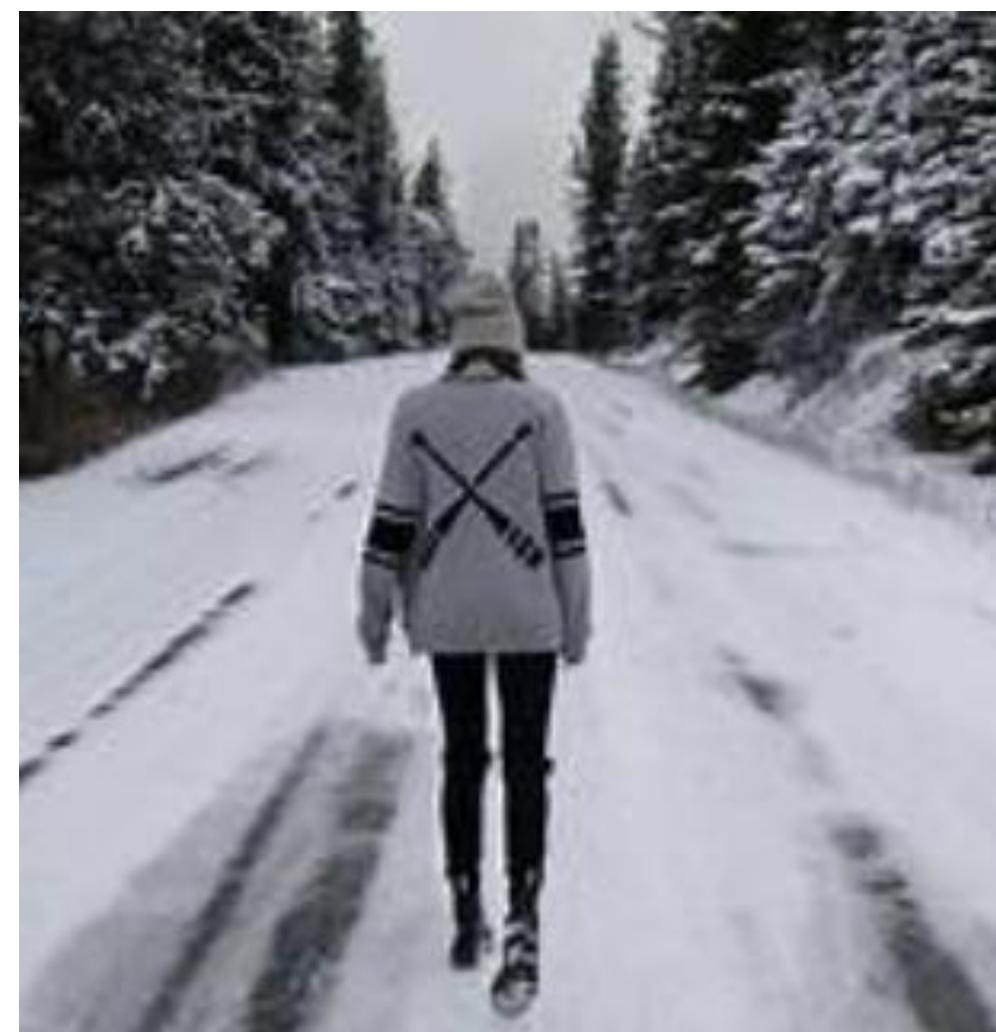


Figure XX: Missing Middle Housing





## Stormwater Management Best Practices

### Capturing Stormwater is Good for the Environment & Public Health

Normally, rainwater is easily absorbed into the ground, is naturally filtered, and ultimately helps to replenish our store of freshwater in aquifers. Urbanization has led to an increase in impervious surfaces (like concrete, buildings, etc), making it impossible for rainwater to penetrate into the ground like it normally would, increasing stormwater runoff.

### StormTech™ Chambers

StormTech Chambers make deals happen by reducing the overall installed costs of underground detention systems. Now you can meet the land-use requirements and overall budgets of your projects by utilizing:

- The most cost-effective subsurface detention/retention system
- High quality injection molded polypropylene chambers
- The only chambers produced to ASTM standards
- The only chambers designed to meet all the AASHTO requirements for live load and earth load design
- Large storage volume per sq.ft. (StormTech can fit in similar footprints up to 60" pipe)
- Lightweight chambers for easy construction and superior production rates for installation of underground systems
- Nonproprietary pipe manifold design based on accepted engineering techniques to assure conveyance capacity for peak flows
- Isolator Row is a filter fabric and is a technique used to inexpensively enhance TSS removal and provide easy access for inspection and maintenance by wrapping the fabric around one of the StormTech Chambers
- Capabilities of adding non-permeable liner encasing chambers to create a detention system.



## STORMWATER MANAGEMENT SYSTEM

6 PENN PLAZA | PETOSKEY, MI 49770 | T: 231.487.0089 F: 231.487.9911



Graywater Treatment and Reuse

## MODULAR BIOLOGICAL TREATMENT AND REUSE

The GRAYWORKS treatment and reuse product line integrates industry leading biological treatment with a modular scalable design.

**Biological** - All municipal and commercial wastewater reuse systems rely on biological treatment to remove dissolved pollutants but many graywater systems still utilize unreliable chemical treatment processes. GRAYWORKS incorporates a proven biological reactor design that efficiently removes dissolved organic materials and naturally responds to changes in flow and concentration.

**Modular** - The GRAYWORKS system is the first modular graywater system to incorporate all aspects of graywater treatment into a single unit that includes biological treatment, filtration, disinfection, project-specific polishing, and online instrumentation in a secure enclosure. The modular design significantly reduces installation costs.

**Scalable** - The GRAYWORKS product line is scalable to provide cost effective reuse across a wide range of sizes and applications. System design can incorporate project specific

## GRAYWATER TECHNOLOGY COMPARISON

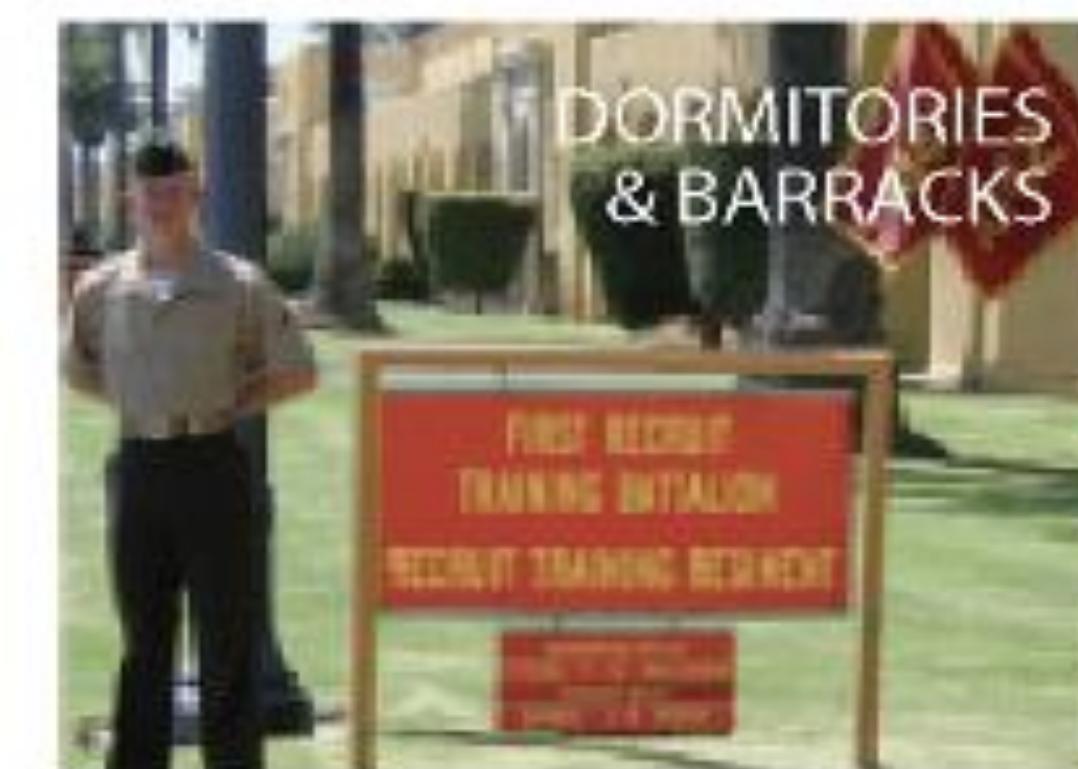
	GRAYWORKS Biological Treatment	Chemical Treatment
Reliable Effluent Quality	•	○
Simple to Operate and Maintain	•	○
Low Lifecycle Cost	•	○
Low Capital Cost	•	•
Does not Require Ozone Gas	•	○
Living Building Challenge Compliant	•	○

## ABOUT US

The GRAYWORKS product line was developed as a joint venture between Critical Flow and Rainwater Management Solutions. Our team has been instrumental in establishing the viability of decentralized wastewater reuse and rainwater harvesting in the US over the last twenty years.

The GRAYWORKS product line is designed for commercial facilities such as mixed use developments, resorts, dorms, corporate campuses and office buildings. For our clients the GRAYWORKS system reduces water use, saves money and doesn't break their budget or stress their facilities staff.

## REUSE APPLICATIONS



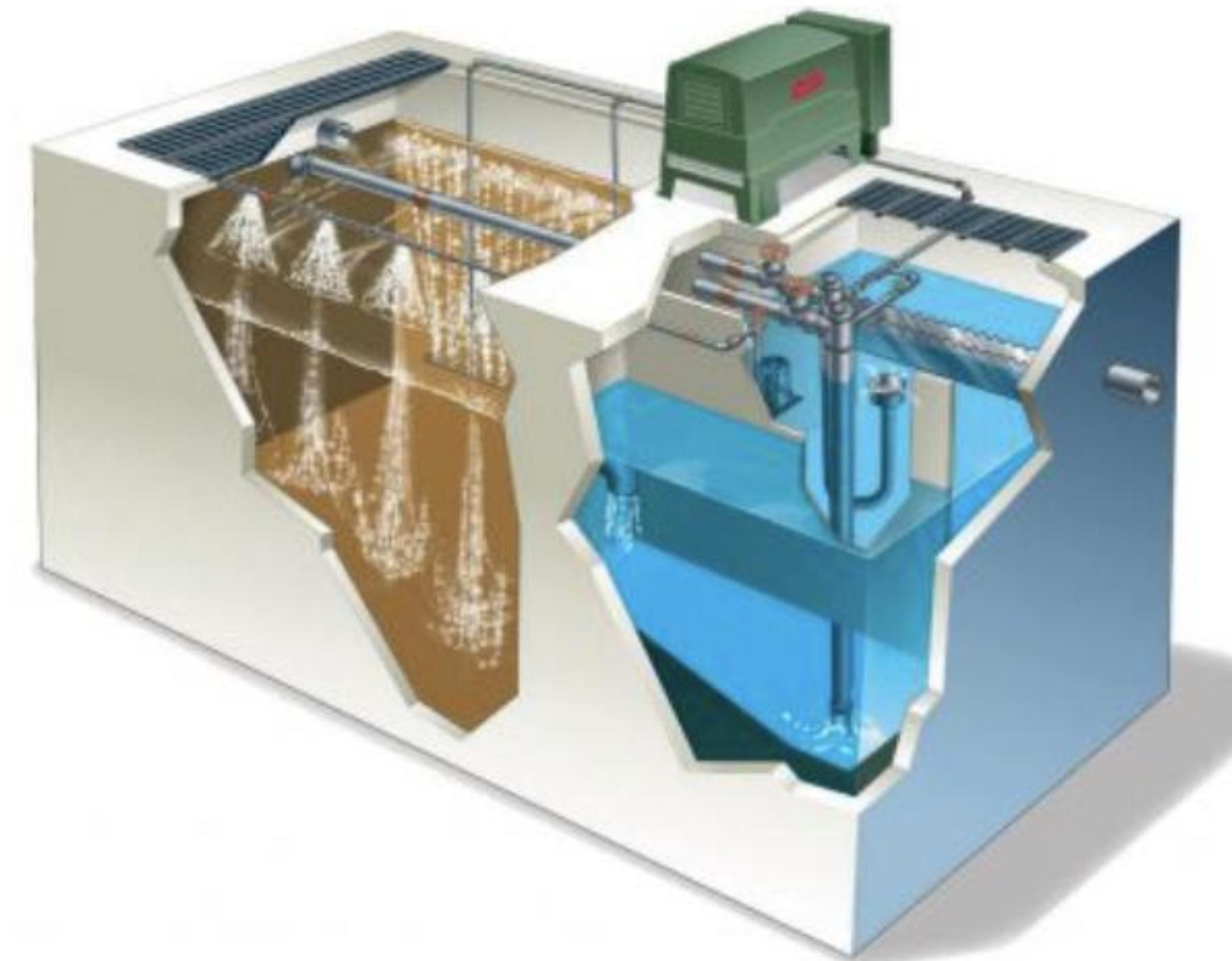
## GRAYWATER MANAGEMENT SYSTEM

# The advanced wastewater treatment technology

you need for a **safe, sanitary** environment

The Modulair wastewater treatment plant is the most reliable, maintenance-free method of wastewater treatment available for commercial, industrial or small municipal applications. With system capacities ranging from 1,500 to 500,000 gallons per day, Modulair plants are pre-engineered to accommodate current, as well as future treatment needs. Modulair plants employ the extended aeration process to quickly and efficiently oxidize organic compounds in the most cost-effective manner.

The Modulair system can be easily enlarged or modified and has the flexibility for any treatment requirement, including pretreatment, AFE, ASH, tertiary, disinfection, denitrification and phosphorous removal. Non-clog Evenair diffusers reduce plant maintenance and the Air-lift surface skimmer simplifies maintenance. Heavy-duty reinforced precast concrete tanks provide durability and long life to each Modulair plant. The Modulair system is installed and serviced only by local, licensed, factory-trained distributors. Each system is sold complete including, delivery, tank setting, equipment installation, start-up, service and single-source warranty.



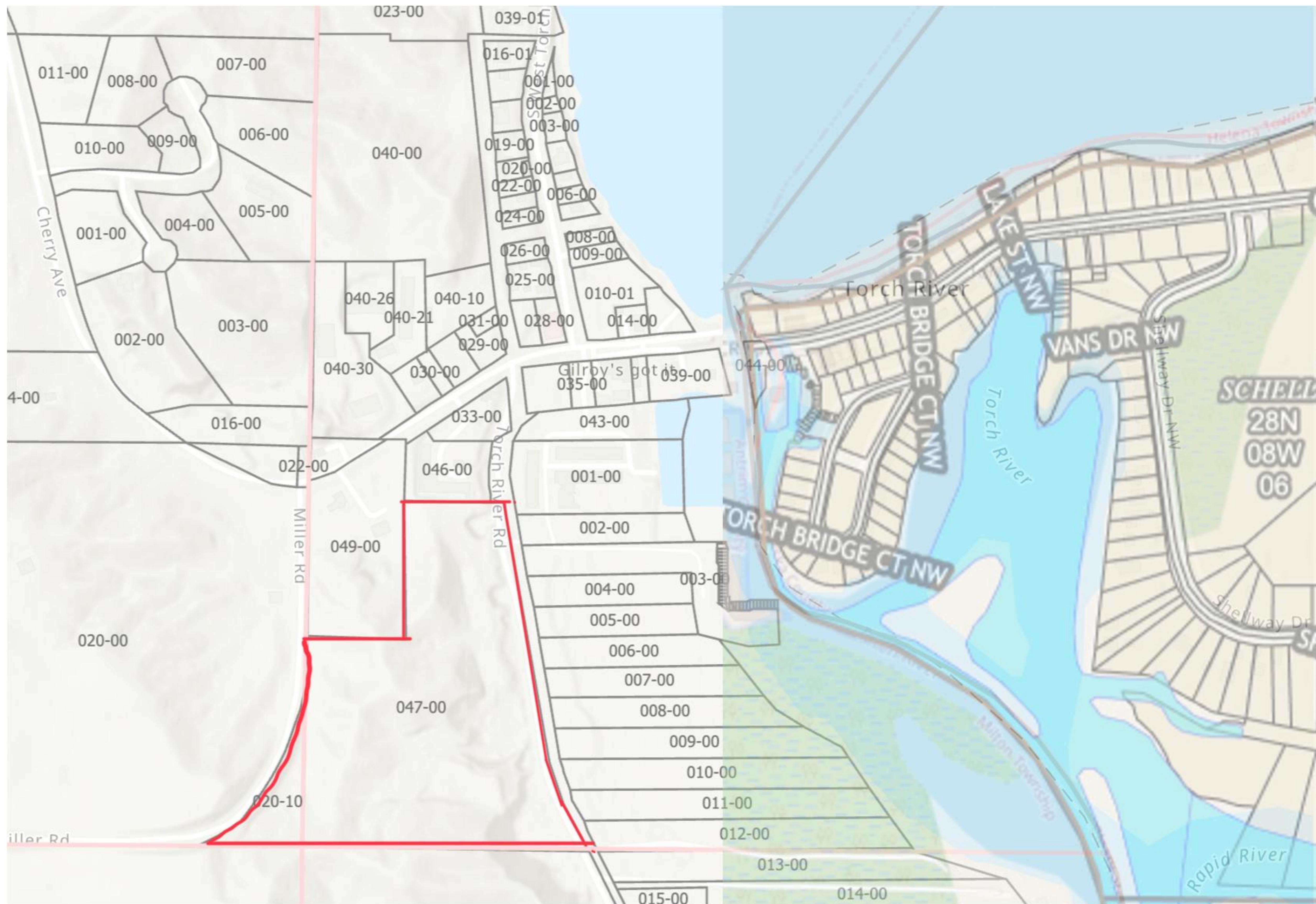
## COMMERCIAL PRODUCTS

### Modulair®

Package Wastewater Treatment System

engineering **the future**

of water and wastewater treatment



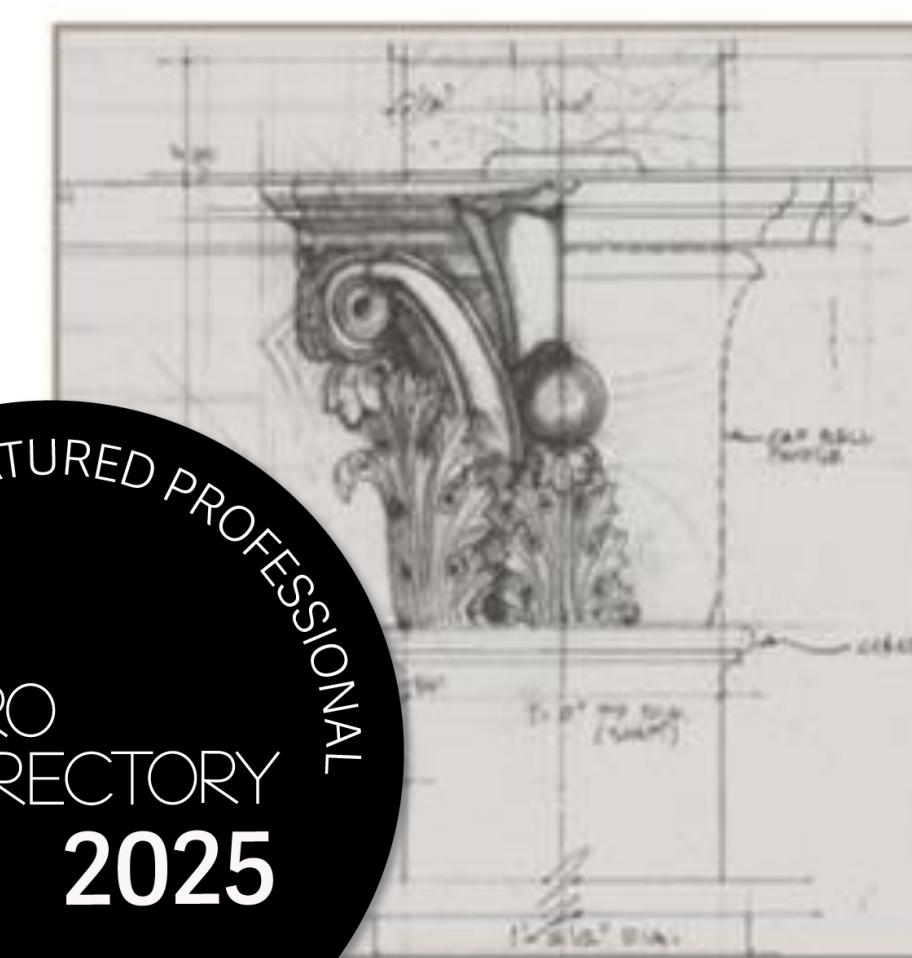
# Leadership Team

Cross-sector real estate, development and architectural planning expertise

Jonathan Lee  
Developer Partner, Principal  
Architect



- Jonathan Lee, AIA, NCARB received his Master of Architecture from the University of Michigan in 1990, after completing his last semester of study at the Technical University of Vienna in Austria. While in Austria, Jonathan worked in the studio of well-known Austrian architect, Helmut Wimmer. Upon his return to the United States, he worked under Charles Warren of New York, John Blatteau of Philadelphia, and in the offices of Ferguson & Shamamian Architects of New York, where he was Senior Design Associate.
- In 1995-1996, Jonathan served as Chair of Design in Rome, Italy for the University of Notre Dame Rome Studies Program. Jonathan has also taught design at the Parson's School of Design and the Institute of Classical Architecture & Art, both in New York.
- In 1999, he founded his own firm, Jonathan Lee Architects. Over the past twenty years, Jonathan has worked on residences along Michigan's "Gold Coast" and throughout Northern Michigan; on Martha's Vineyard, Nantucket and Long Island; Palm Beach and St. John's Island, Florida; Greenwich, Connecticut; and Charlottesville, Virginia.
- His work has been published in Progressive Architecture, The Classicist, Architecture New Zealand, Period Homes, and in the Institute of Classical Architecture's book, "A Decade of Art & Architecture: 1992-2002." He has exhibited work in New York, Chicago, San Francisco and Bologna, Italy.
- Jonathan lives in Petoskey with his wife, Andrea. They have three grown children. He is crazy about golf, his 1965 Cobra, fires in the fireplace, crème brûlée, good coffee and Henry, his headstrong Lakeland terrier.



# Leadership Team

## Cross-sector real estate, development and architectural planning expertise

John R. Sims  
Developer Partner

- John R. Sims is a seasoned real estate developer with deep roots in Northern Michigan and over three decades of global experience in hospitality, resort, and mixed-use development. A native of the region, John brings a personal understanding of the area's natural assets, seasonal dynamics, and long-term growth potential—making him uniquely positioned to lead projects that align with both local heritage and future demand.
- John's development career spans North America and South Asia, including more than 14 years in India where he specialized in large-scale tourism and hospitality ventures. He served as President of Club Indus, the resort division of the Oberoi Hotel Group, working directly under Chairman Biki Oberoi to spearhead high-end leisure developments across the subcontinent. He also serves as Chairman of Mines Management India Private Limited, overseeing real asset investments and infrastructure initiatives.
- Earlier in his career, John founded the SITA GROUP in Florida, a resort development and marketing company that laid the foundation for what is now the Hyatt Vacation Club, currently owned by the Hyatt Hotels Corporation. His leadership and vision played a pivotal role in shaping the strategic repositioning of hospitality assets into branded vacation ownership platforms.
- Across his roles—as a promoter, operator, and executive—John has demonstrated a consistent ability to identify underutilized land and reposition it through a lens of commercial viability, environmental sensitivity, and long-term placemaking. His current focus is on elevating lifestyle-oriented development in Northern Michigan and other high-value, emerging recreational markets.



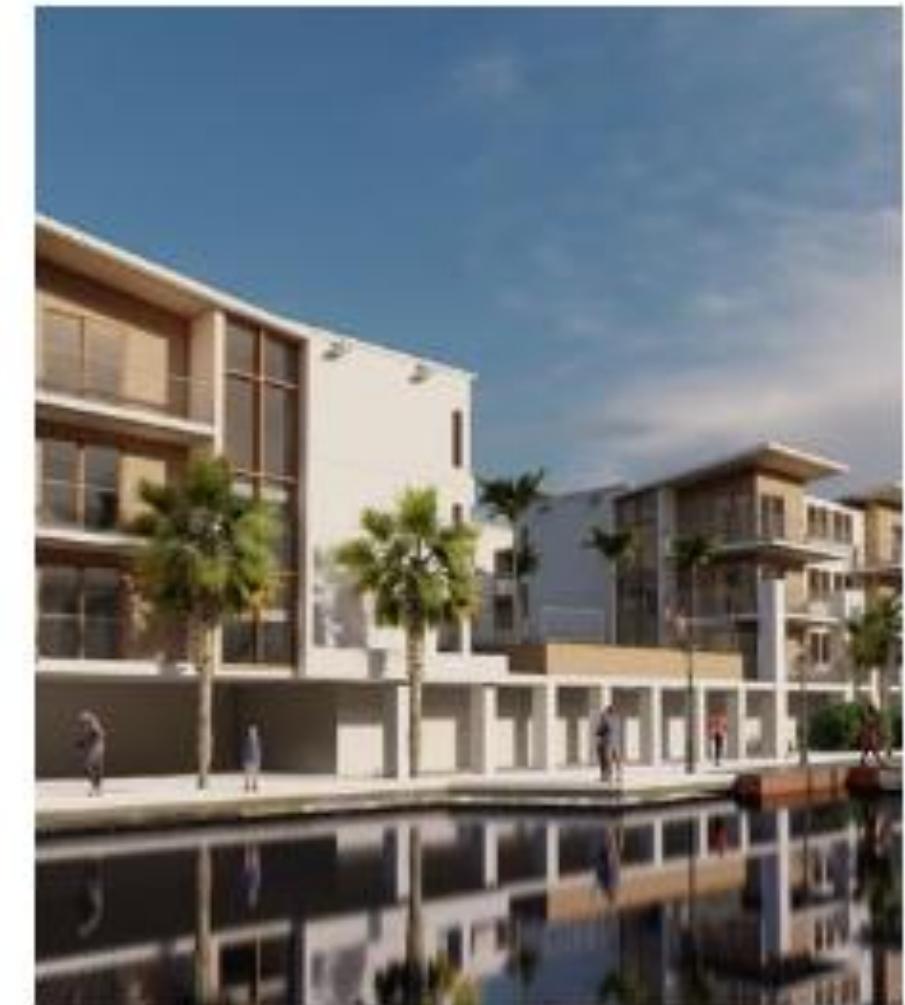
# Leadership Team

## Cross-sector real estate, development and architectural planning expertise

**John K. Sims**

Developer Partner

- Growing up in the Florida Keys and spending summers in Northern Michigan, John Sims developed an early appreciation for waterfront communities, recreation-driven economies, and the unique character of destination markets. These formative experiences shaped his long-term interest in hospitality, real estate development, and the stewardship of iconic regional places.
- A Key West native with deep generational ties to the Florida Keys, John Sims brings a diverse background in commercial real estate development, project management, and capital markets fundraising. Since joining Spottswood Companies, Inc. in 2018, John has led Corporate Compliance, Project Management and Business Development efforts across a portfolio of hospitality, marina, residential, and mixed-use developments throughout Florida.
- Prior to his role at Spottswood, John worked with Lever Energy Capital, where he specialized in originating structured financing for commercial development projects. He previously served on the Business Development team at Clean Energy Collective in Colorado, helping to expand national market penetration for large utility-scale renewable energy projects after attending undergrad at the University of Colorado Boulder.
- John brings international experience in the hospitality and development sectors, having worked on operational and new development initiatives in both the U.S. and Southeast Asia.



# Leadership Team

Cross-sector real estate, development and architectural planning expertise

Genna Hill Evashevski  
Developer Partner, President of  
Sales & Marketing



- Genna Hill Evashevski has had an unusually nuanced real estate career. After several years as a traditional Broker, she began representing developments almost exclusively for 15 years. She has worked with an expansive list of the Mid-West's most notable Luxury Developers, has consulting on over 24 developments and has managed sales and sales teams representing well over a \$2B worth of real estate including International Sales, and five-week tour in Asia for a 119- unit Highrise designed by Lucien LaGrange.
- She works at many stages of developments including initial concepts, ground up with all disciplines, as a Developer Representative, Reconceptualization, Conversions to Marketing Launch and sell out.
- In early 2023 she was recruited to expand the @properties | Christies' International Real Estate Brand, Talent, and Core Values to Michigan, as the Director of Northern Michigan Operations.
- Her strengths are in the ability identify viable niche markets through thoughtful analysis and objectively listen to relevant and fluent industry insiders, and her passion of design with intention.
- "The highest and best approach for any developer's success is to leave their tastes at the door, let market and community aspirations be the driver to the overall design and then design thoughtfully to achieve mutual goals."---Genna Hill
- Genna is focused exclusively on bringing her nationally honed expertise to the place she calls home—Harbor Springs and the greater Northern Michigan region. With a passion for thoughtful growth and community-minded development, she is committed to creating elevated housing opportunities that reflect the character, beauty, and evolving needs of local markets.



# Application Procedure

Applicant's Name: Jonathan Lee

Applicant's Address: 6 Pennsylvania Plz, Petoskey, MI 49770

Applicant's Number: (231) 487-0089

Name of Subject Property Buyer: Sims Development Group, LLC ("SDG, LLC")

Name of Licensed Architect: Jonathan Lee

Address of Licensed Architect: 6 Pennsylvania Plz, Petoskey, MI 49770

Proposed Project Title: Torch Bridge Development

Thank you!



6 PENNSYLVANIA PLAZA | PETOSKEY, MI 49770 | T: 231.487.0089 F: 231.487.9911

# MILTON TOWNSHIP

## SPECIAL USE PERMIT APPLICATION

Fee: \$500 + \$1,000 Escrow

P.O. Box 309, 7023 Cherry Avenue, Kewadin, MI 49648

(231) 264-6697 / fax: (231) 264-6728

[miltonzoning@gmail.com](mailto:miltonzoning@gmail.com)

Parcel #: 05-12-\_\_\_\_\_

Property Address: \_\_\_\_\_

Waterfront: Torch Lake  GT Bay  Elk Lake  None

Zoning District: R1  A/R  R3  V  M  PDZ  E  A  Fee Paid: \_\_\_\_\_ /Escrow? \_\_\_\_\_

SPECIAL USE: (describe the nature of the request)

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Lot: width: \_\_\_\_\_ depth: \_\_\_\_\_ area: \_\_\_\_\_

### APPLICANT INFORMATION

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

A Special Land Use is a use that may be permitted within a specified zoning district after meeting specific requirements listed in this Chapter 16. It is the purpose of this Chapter to set forth the procedures that will apply to the consideration, review and evaluation of special land uses. Due to the nature of the use, Special Land Uses require special consideration in relation to the welfare of adjacent properties and to the community as a whole.

Issuance of a Zoning Permit. A Zoning Permit shall be issued by the Zoning Administrator in accordance with Section 117.2300 upon approval of the Special Land Use by the Planning Commission. The Zoning Permit shall list all the conditions of approval stipulated by the Planning Commission. A Site Plan submitted as an attachment to a Special Land Use application may be considered and reviewed in conjunction with said Special Land Use application and shall be processed according to the procedures of Chapter 21.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent. I hereby certify that this application complies with all provisions of the Milton Township Zoning Ordinance and other applicable laws and requirements.

Applicant/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY:

Date of Public Hearing: \_\_\_\_\_

Approved:  Denied:

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:

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# Milton Township Planning Commission Bylaws

The following rules of procedure are hereby adopted by the Milton Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

## **SECTION 1: Officers**

A. Selection and Tenure—At the first regular meeting each year, the planning commission shall select from its membership a chairperson, vice chairperson and secretary. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in B and C, below. All officers shall be eligible for re-election for consecutive terms for the same office.

B. Chairperson—The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.

C. Vice Chairperson—The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.

D. Secretary—The secretary shall execute documents in the name of the planning commission, perform the duties hereinafter listed below, and shall perform such other duties as the planning commission may determine.

1. Minutes—The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.

2. Correspondence—The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the planning commission. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the planning commission.

3. Attendance—The secretary shall be responsible for maintaining an attendance record for each planning commission member.

4. Notices—The secretary shall be responsible for issuing such notices as may be required by the planning commission.

E. Township Board Representative—The township board representative shall present the recommendations of the planning commission as required by the zoning ordinance, subdivision ordinance or other ordinance to the township board prior to their consideration of such request.

F. Zoning Board of Appeals Representative—The planning commission representative to the zoning board of appeals shall report the actions of the zoning board of appeals to the planning commission and update the zoning board of appeals on actions by the planning commission that relate to the functions and duties of the zoning board of appeals.

## **SECTION 2: Meetings**

A. Regular Meetings—The planning commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the planning commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

# **Milton Township Planning Commission Bylaws**

Notice of regular or scheduled planning commission meetings shall be posted at the principal township office within 10 days after the planning commission's first meeting each year in accordance with the Open Meetings Act.

**B. Special Meetings**—Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the planning commission. The business the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. All costs of special meetings held to consider requests of applicants for approvals under the zoning ordinance (or for such other purposes as may be necessary) shall be paid by the applicant for such requests.

Notice of special meetings shall be given to the members of the planning commission at least forty-eight hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

**C. Subcommittee Meetings**—A permanent record of each scheduled subcommittee meeting shall be maintained as follows:

1. It shall be the responsibility of the subcommittee chairman to assure that a secretary for the meeting be appointed. If the subcommittee chairman does not appoint a secretary, it shall be deemed his/her duty to perform the job of secretary.
2. Any designated secretary for a meeting shall prepare minutes of the meeting.
3. Information to be recorded shall include but not be limited to the following:
  - a. Date, time, and duration of meeting
  - b. Attendance
  - c. Points to be referred to the planning commission for further attention.
  - d. Planned date and time of a subsequent meeting of the subcommittee.

**D. Speakers Addressing the Commission**—The chairman has the prerogative to limit any speaker other than the commission members to three (3) minutes on any issue. If abused, the chairman has the prerogative to call for adjournment of the meeting. The planning commission also has the prerogative to waive the restriction when deemed necessary.

**E. Public Records**—All meetings, minutes, records, documents, correspondence and other materials of the planning commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

**F. Quorum**—Four members shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.

**G. Voting**—An affirmative vote of the majority of the planning commission membership is required to adopt any part of the master plan or amendments to the plan (MCL 125.328). Unless required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the membership in attendance, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any commission member or directed by the chairperson. All planning commission members, including the chairperson, shall vote on all matters, but the chairperson shall vote last.

# Milton Township Planning Commission Bylaws

H. Agenda—The chairperson shall be responsible for preparing an agenda for planning commission meetings.

I. Public Hearings—All public hearings held by the planning commission must be held as part of a regular or special meeting of the planning commission. The following rules of procedure shall apply to public hearings held by the planning commission:

1. Chairperson opens the public hearing and announces the subject.
2. Chairperson summarizes the procedures/rules to be followed during the hearing.
3. Applicant presents the main points of the application.
4. Township planner/engineer/other consultants/subcommittee present their report and recommendation.
5. Questions from public and Planning Commission for information only, not being in support or in opposition.
6. Persons speaking in support of the application are recognized.
7. Persons speaking in opposition to the application are recognized.
8. Chairperson closes the public hearing.
9. Planning commission begins deliberation and arrives at a decision.

To ensure everyone has the opportunity to speak, the chairperson may elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the chairperson, in his/her discretion, may permit additional comments.

All comments by the public, staff and the planning commission shall be directed to the chairperson. All comments shall be related to the land use request; unrelated comments shall be ruled out of order.

A written notice containing the decision of the planning commission will be sent to petitioners and originators of the request

## **SECTION 3: Duties of the Planning Commission**

The planning commission shall perform the following duties:

- A. Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- B. Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- C. Prepare an annual report to the township board.
- D. Take such actions as are required by the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.
- E. Review subdivision and condominium proposals and recommend appropriate actions to the township board.

# Milton Township Planning Commission Bylaws

F. Attend training sessions, conferences or meetings for which appropriations of funds have been approved by the township board.

G. Perform other duties and responsibilities or respond as requested by any township board or commission.

## **SECTION 4: Duties of the Zoning Administrator and Planning Consultant**

A. The planning commission shall be assisted by the zoning administrator and/or planning consultant in performing the planning commission's duties, as noted in Section 3.

B. The zoning administrator and/or planning consultant shall be responsible for the professional and administrative work in coordinating the functions of the planning commission.

C. The zoning administrator shall:

1. Supervise and review the work of the planning consultant and township staff.
2. Accept applications for matters to be reviewed by the planning commission and ensure that such applications are complete.
3. Forward application materials to the planning commission at least one week prior to the meeting at which the matters will be considered.
4. Inform the planning commission of administrative and enforcement actions taken on behalf of the township related to the zoning or other appropriate ordinance.
5. Attend planning commission meetings, subcommittee meetings and public hearings.
6. Consult with the planning commission and other township officials concerning interpretation, procedural questions and other matters arising from the zoning ordinance.
7. Prepare amendments to the zoning ordinance as directed by the planning commission.
8. Prepare and forward to the planning commission written reviews and recommendations, if appropriate, for all requests and development proposals to be considered.
9. Meet with applicants, their representatives and/or township officials as needed to properly perform project reviews.
10. Perform other duties as directed by the planning commission.

E. The planning commission may be assisted by other professional or township staff as needed, including the building inspector, township attorney, township engineer or other person or agency.

## **SECTION 5: Absences, Removals, Resignations and Vacancies**

A. To be excused, members of the planning commission shall notify the zoning administrator, township supervisor, planning commission chairperson or other planning commission member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.

B. Members of the planning commission may be removed by the township supervisor, after a hearing, with the approval of the township board.

# **Milton Township Planning Commission Bylaws**

C. A member may resign from the planning commission by sending a letter of resignation to the township supervisor, township board, zoning administrator and planning commission chairperson.

D. Vacancies shall be filled by the township supervisor, with the approval of the township board, as soon as possible following resignation or removal of a planning commission member. Successors shall serve out the unexpired term of the member being replaced.

## **SECTION 6: Conflict of Interest**

A. Planning commission members shall declare a conflict of interest and abstain from participating in a hearing or deliberations on a request when:

1. A relative or other family member is involved in any request for which the planning commission is asked to make a decision;
2. The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;
3. The planning commission member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance, or
4. There is a reasonable appearance of a conflict of interest, as determined by the planning commission member declaring such conflict.

B. The planning commission member declaring a conflict of interest should state the nature of the conflict and whether he or she believes he or she could impartially consider the request before the commission. He or she should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict. The member declaring a conflict may absent him/herself from the room in which the discussion takes place, unless doing so would violate his or her constitutionally protected rights to participate. He or she should not make any presentations to the planning commission as a representative of the proposal.

## **Section 7: Amendments**

These bylaws may be amended at any meeting by a vote of four members of the planning commission.

Adopted by the Milton Township Planning Commission at a regular meeting (January 14 2020).