

Milton Township
Planning Commission
Regular Meeting
March 4, 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 - February 4, 2026
5. Correspondence
6. Old Business –
 - a) Migrant Workers Facility Discussion
 - b) Bylaws
7. New Business
 - a) PUBLIC HEARING- ZOA 2026-01 – 117.1616 Planned Residential Development
 - b) PUBLIC HEARING – ZOA 2026-02 – 117. 1601 Special Land Use Procedures
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 – April 1, 2026
10. Adjourn

Active Subcommittees (created date)

Milton Township
7023 Cherry Ave., Kewadin, MI 49648
Planning Commission
Unapproved Regular Meeting Minutes
February 4, 2026

1. Call to Order: Chairman Warner, Renis, Peters, Hefferan and Merillat.

Members absent: Ford, excused.

Also present: Jen Carns and 13 audience members.

2. Public Comment:

Tony Martina spoke about the proposed zoning amendment and he is glad to hear things are being clarified. He said he would like to see this denied. The applicant was here in 2024 advocating that you accept the provision and you adopted it. The applicant purchased his lot after this was adopted. He caused the issue. If you approve this, it would be considered a taking for neighboring property owners.

A citizen said Dowker purchased this lot and if you accept this amendment, it would create a hardship for her family.

Anne Shovan owns property a mile away from Dowker's development area. She has lived by the townships rules for development. She is against the development because of where it is located. This is a transition that the committee has to deal with, but I am asking that this be done with understanding rather than this as an opportunity. I am concerned about the exceptions and special considerations and what could be built on it. With these adjustments the area will be filled in with other developments. I am concerned with the rest of the property on that farmland. We should have more of a community involvement in discussing that. Where would we like to have housing that could accommodate lower priced housing. I do not think this development goes in this area well.

Tim Steffen said he has lived here his whole life. His concern is everyone says we need housing but not in their back yard. How do you move forward and no one is giving suggestions as to where to build new homes. Guidelines were given and those are being followed. People are saying it is piecemealed and I do not think that is fair. How much property can you own? Can someone own 100 and develop five? There is plenty of developments that fall into current regulations set. The property development was always going to sit on five acres. The extra acre is just green space. Why is this a problem? I want people to think outside of the box. If we continue with this rhetoric, my kids will not have a place to live. When people retire who will run this place if no younger people can afford to live here.

Lindsay Rebhan said Dowker’s property is near hers. The reality here is there is no understanding to keep it as affordable housing. It is only affordable housing if you can afford it. There is no regulation on what they will go for or who can purchase them. How is this affordable? It does not matter how big the house is, the value is what someone will pay for it. Affordable housing is a good idea, but there is no way to control that.

3. Approval of Agenda:

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

4. Approval of Minutes dated January 7, 2026:

Motion by Hefferan to approve the minutes dated January 7, 2026 as presented. Seconded by Renis. **Motion carried.**

5. Correspondence:

Some letters were received regarding the proposed amendment and one regarding the Sketch Plan reviewed last month, but commission members have not had an opportunity to review. They will be attached to the minutes as a matter of record.

6. Old Business: None.

7. New Business:

A. Public Hearing: SUP 2026-01: Smith Motel:

Parcel 05-12-006-046-00. This property was previously a motel. The applicant wishes to change this from elderly assisted living back to a motel. Staff report dated January 28, 2026.

The applicant said since she submitted the application the well and septic were approved by the health department. That paperwork will be submitted.

This public hearing was published in the Elk Rapids News January. 8, 2026 and the 300 ft notices went out January 9, 2026.

No commission members recused themselves.

Questions for informational purposes: None.

Public Comment: None.

Commission deliberations:

Motion by Hefferan to approve the application by South Torch Assisted Living, LLC – Ashley Smith, pertaining to parcel 05-12-006-046-00 to change the use from an Adult Foster Care Home to a Motel with 15 units, as depicted on the plans submitted, because the applicable standards of the Milton Township Zoning Ordinance have been met. Seconded by Renis.

Roll Call:

Merillat: Yes, based on the staff report. | Hefferan: Yes, as this was previously a motel.

Renis: Yes. | Peters: Yes. | Warner: Yes.

Motion carried 5-0.

B. Public Hearing: SUP 2026-03: Hendrickson Bed & Breakfast.

Parcel 05-12-536-003-00. The applicant had no presentation. Staff report dated January 28, 2026.

Correspondence: One letter in support from Steve Voisin, who owns a neighboring property.

This public hearing was published in the Elk Rapids News January. 8, 2026 and the 300 ft notices went out January 9, 2026.

No commission members recused themselves.

Questions for informational purposes: None.

Public Comment:

Glenn Paradis supported the application. They have been very good neighbors.

Commission deliberations:

Merillat asked regarding the layout of the house and asked where the owner is living. They have upstairs bedrooms that they live in.

Motion by Hefferan to approve the application by Scott Hendrickson, pertaining to parcel 05-12-536-003-00 for a Bed and Breakfast with one room for rent and up to two guests, as depicted on the plans submitted, because the applicable standards of the Milton Township Zoning Ordinance have been met. Seconded by Warner.

Roll Call:

Merillat: Yes, based on the staff report.

Hefferan: Yes, it meets the ordinance.

Renis: Yes, based on the staff report and that it meets the ordinance.

Peters: Yes.

Warner: Yes based on the staff report.

Motion carried 5-0.

C. Intro ZOA 2026-01 117.1616 PRD request by T. Dowker:

Jen Cram gave an overview and said Dowker has submitted a request to amend the zoning ordinance (117.1616). All amendments have to follow the same process. There must be one public hearing where the commission reviews public comment and then, in Milton Township, the planning commission makes their recommendation. Then it goes to Antrim County for review and then it goes to back to Milton Township board for approval or denial. The important thing is that before making final approval, the commission takes public comment. When 117.1616 was amended to allow AG property to be developed, there was a subcommittee that worked on it. It went to a public hearing and was approved.

Dowker is requesting a change to that ordinance. The existing ordinance is worded such that the lot must be a min of 2 and a max of 5 acres. The intent was not to limit the lot size, but to limit the development. He would like to clarify that language so that the development is limited to 5 acres, but the development could be on any size parcel. They would have to keep half in open space as well as any overage of the five acres.

It is good to not limit the lot to five acres, where the siting of the development can take into consideration where there are good ag lands or wetlands. It allows for more buffers. This amendment would benefit anyone who is adjacent to the development because there could be more open space.

Anyone can apply for a PRD, but there cannot be another development within 1,000 feet. This was put into place when the ordinance was approved. When you look at the big picture, we all know that farmers are struggling to keep their land in active production. There is not a cost benefit to stay in farming. Allowing farmers to carve off a five acre parcel to keep the rest of the acres in farmland and create more affordable housing is the idea.

There is nothing in the ordinance that requires affordable housing. Anyone could apply for a PDR if they meet the requirements. Based on the amendment as proposed, it is consistent with the goals of the master plan.

Hefferan asked if the current language is in fact limited to five acres because there was previous discussion on that? Yes. The development limit is five acres. Carns said that this language is proposed to clarify the interpretation that only the development was limited to five acres.

Renis asked if there is a proposal on the table? Carns said Dowker's original PRD application is currently on hold because there is an issue that the lot size is limited to five acres, rather than the development. The options for him to move the application forward is to sell an acre or he can request an amendment to the ordinance.

Renis said we do not have a definition of a development? Carns said that is a good question and should be addressed alongside this issue. Renis and Carns discussed the limitations of the PRD.

The base density is based on the underlying zoning, the ordinance, right now, allows a density up to 20 units on five acres.

Warner said the language written said it was five acres. This is section 117.1616 B 17 and density shall be no greater than four units per acre. The plan on the table is proposing 16 units on five acres.

Renis said the underlying density is 2 acres to build a building. It is double that, two buildings on two acres.

Hefferan said he is hung up on the discussion in September. If you get more room, everything has to fit in five acres because that is the lot. If you have 100 acres, why are you building on five? The existing parcel is 6 acres. Carns said Tad was told by the commission that he could not move forward with a six acre lot; it had to be five acres or less. Dowker wants to offer more space as a buffer to this development.

Warner said we are discussing a 2-5 acre development, are we saying only five can be developed? If a property owner has 100 acres, he has to cave out 5 acres? Hefferan said everything should be based on the ordinance 117.212, a lot is individually recorded. Is this 5 acres individually recorded? Carns said no, he would like to develop five of the six acres. Warner said at this time, we would have to deny this.

Renis said this still has to go to a public hearing. Renis asked what is the difference between a lot and a development? Peters said the development is the action.

Merillat said we have the language Dowker wants changed. We are still going to limit it to 1,000 feet between PRDs. If we do not limit it to five acres, we can have these anywhere. Peters said that was the original intent. We were given a map that showed parcels that were 2-5 acres in size.

Merillat said the staff finds it consistent with the master plan, but he finds it inconsistent with the master plan. Merillat said on page 52/53 is where we point out where we wanted further development. We should be looking at residential and commercial development along Birch Lake and Indian Road and Cairn Hwy. If you go to the survey, on page 56, only 22% said yes to higher density anywhere, the rest said no. If density were increased to support AG a few more people agreed. These developments can be described as a pocket neighborhood, on page 58 only 15% said this should be allowed anywhere, if you approve this language, it would be anywhere in the AG zone. Page 64, during the open house, maintaining large lots in the AG zone was considered important. Page 70 one of our goals was to preserve agriculture in the township. Migrant housing is already allowed in 117.1005 so this is not an issue. This amendment in the AG zone does not fit with the master plan. In 117.1616, it says the provisions of this Section are intended to result in land development substantially consistent with the underlying zoning. There is a claim that the intent of PRDs was to create affordable housing. Not so, they were created to replace PUDs. It has been in our ordinance since 2012.

Warner said in the Village zone, where is there five acres to put something like this? The space that is available. Is there five acres? Merillat said if there is not suitable space, we could expand the Village.

Hefferan said he would encourage the zoning office to review the minutes and the intent and accurately reflect what we wanted. Hefferan said we worked on this for a year. This was a methodical process. We came up with 2-5 acres. That was the original intent in order to keep these PRDs from completely taking over all farmland in the township. Hefferan said Chapter 25 of the ordinance allows people to come to us with a problem. We met on this for a year and hammered this out. Hefferan said he wants to state that a person is allowed to come to us and ask us to examine something. That is us being responsive to our community. Warner said we are working with a request.

Carns said the planning commission wanted to consider doing introductions prior to a public hearing. We can look at getting additional information or we can move forward as is. As it stands, someone could come in and apply if they have 2-5 acres, on that five acres, they could have up to 20 units. From a planning perspective to preserve agriculture, allowing someone to carve off that allows the remaining acreage to stay in ag production. As far as being consistent, the PRD supports the master plan in allowing that flexibility.

Renis asked if the additional land counts toward the 1,000 feet? Possibly.

Hefferan said we used to have subcommittees for topics. Now we let the zoning department sort it out. Is there a benefit to having a subcommittee look at this application to amend the ordinance before we get to a public hearing. There is an application filed. Peters and Merillat said it is not in our best interest. These subcommittees are public meetings, but that would create another level of meetings.

Carns said she understands that perhaps it is something to talk about to have all of the well and septic on site and within the 2-5 acres. Five acres has to have the 50% open space. I hear Mr. Merillat in that when you were trying to limit where these are, you're looking at the five acre threshold. Someone could carve off five acres for a PRD. The issue with the application on hold is that the lot is six acres and it was to have 16 units on five acres and it had the 50% open space and an extra acre and a deed restriction applied to all of it. The request before you is to change the language. Carns asked, is not the current language encouraging people to do more splits?

Warner said two acre splits are allowed and when housing gets dense enough those will get sold off and developed. Then you have more wells and more septic.

Motion by Renis to send ZOA-2026-01 to a public hearing. Seconded by Peters. **Motion carried.**

Carns will work to schedule the public hearing for the March meeting.

D. Migrant Workers Facility Discussion:

Hefferan said regarding the proposed language; the memo said we discussed this at our January 7th meeting and he has no recollection of ever discussing this. Renis said he does not believe this was discussed. Carns said the ordinance has several terms; migrant workers housing and ag labor housing. The state does license migrant workers housing if there is more than five. Less than that, they must meet zoning requirements. The existing zoning requirements in 117.505B. The term migrant worker facility is an allowed use in AG and AG Res and the specifics are included in AG but not AR. There is another term that allows any structure to be used for ag labor housing. Merillat said he thought the intent was to change the definition? Warner asked regarding the state regulations. Carns said she will have to review this further and will come back with more information.

E. Introduction prior to public hearing discussion:

Carns said it was shared with her that the commission felt that based on Dowker's application going to a public hearing in September that application had not been properly vetted by the commission. The language drafted allows an introduction. Most communities have an introduction and the planning commission tells staff when they are ready for a public hearing.

Motion by Merillat to bring ZOA 2026-02, 117.1601 dated January 28, 2026 to a public hearing. Seconded by Hefferan. **Motion carried.**

8. Reports:

A) Zoning Administration Office Report:

Provided in the packet. The zoning department is working to review and approve the short term rental applications.

B) Township Board Report:

Renis said we are coming up on the budget hearing in March.

C) ZBA Report: No meeting.

D) Planning Commission Updates: Jim Standerfer resigned from the commission due to other commitments. The board is working on filling that seat.

9. Future Meeting Considerations: March 4, 2026.

Public hearing on ZOA 2026-01 – 117.1616 PRD request by Tad.

Public hearing on ZOA 2026-02 – 117.1601 Special Land Use Procedures.

Migrant Workers' Facility discussion.

10. Adjourn:

Meeting adjourned by order of the chair at 8:44 pm.

Respectfully submitted,

Joseph Merillat

Date: 2.25.2026
From: Jenn Cram, AICP
To: Milton Township Planning Commission
Project: Zoning Ordinance Amendment to the definition of Migrant Workers' Facility

i
initiative

At the February 4, 2026 meeting the planning commission discussed adding some additional language to the definition of Migrant Workers' Facility to ensure that it is clear that it meets State requirements.

Below is the existing definition.

117.213 M

Migrant Workers' Facility: *Any living quarters maintained exclusively for farm employees and their families.*

A Migrant Worker Facility is a Permitted use in the A-R – Agricultural Residential and A - Agricultural districts per Sections 117.901 and 117.1001 respectively.

Per Section 117.1005 B Migrant Worker Facilities must meet all state laws at all times, included below for reference.

117.1005 Additional restrictions and use regulations.

- A. *Additional dwellings may be permitted on any farm for the use of farm or domestic employees of the owner or lessees, provided there not more than one (1) such tenant house shall be permitted for each ten (10) acres of farm land, and provided that each such tenant house shall be sited on the property with sufficient land to provide a future separate lot meeting the minimum lot area and width requirements of the A district.*
- B. *Migrant workers' facilities shall be approved and maintained in accordance with state law at all times.*

This language should also be added to Chapter 9 for the A-R – Agricultural Residential district as well as adding it to the definition.

Staff also researched state requirements. Migrant housing is licensed through the Michigan Department of Agriculture and Rural Development (MDARD). The state requires migrant

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

housing that serves five (5) or more migrant workers and their families to be licensed with the state. As such, those migrant housing facilities that serve four (4) or less do not require state licensing. A copy from the MDARD website regarding migrant housing is attached after this memo.

The other thing that staff would like to discuss and recommend amending is the verbiage “Any Living Quarters...” as this opens up the potential for Recreational Vehicles (RVs) to be utilized. If the planning commission is concerned about the use of up to 4 RVs being used for migrant/farm workers housing, we may want to amend this to note “Any Dwelling Unit...”



initiative

The definition of Dwelling Unit is included below.

Dwelling Unit: *A group of rooms located within a building and forming a single habitable unit having facilities which are used or intended to be used for sleeping, cooking, and sanitation purposes.*

We may also want to look at Section 117.303 Standards for Lots, Yards and Single-family Residences to make sure that the standards intended for dwellings applies to all dwellings and not just Single-family Residences. A copy of Section 117.303 is attached for reference.

Staff will be present during the March 4 meeting to discuss the item further and take comment on how the planning commission would like to proceed.

CHAPTER 3
GENERAL PROVISIONS

117.300 Use of Land and Erection or Alteration of Structures

Except and as hereinafter specified, no building, structure, premises, or piece and parcel of land in and throughout the Township shall hereafter be used or occupied, and no building or part thereof or other structure shall be erected, raised, moved, placed, reconstructed, extended, enlarged, or altered, except in conformity with the regulations and provisions herein specified for the zoning district in which it is located.

117.301 Grade Changes.

Where changes to the natural grade are made on any parcel in the Township, the final grade shall provide for retention of storm water on the same parcel and shall otherwise not impact the neighboring properties through uncontrolled soil erosion. Because Milton Township is not a Municipal Enforcing Agency under Section 9106 of Act 451 of 1994, this regulation is not intended to supersede the authority of the Antrim County Soil Erosion Control office, but to apply to properties where a soil erosion permit is not required under the Antrim County Soil Erosion and Sedimentation and Stormwater Runoff Control Ordinance.

117.302 Basement Dwellings Prohibited.

Basement dwellings are prohibited in the Township.

117.303 Standards for Lots, Yards, and Single Family Dwellings

A. Lots and Yards.

1. Lot area shall be considered the entire horizontal area within the lot lines, excluding any portions of the lot which may include the road right-of-way.
2. Lot width. The minimum lot width shall be a continuous dimension measured in a straight line. For interior lots or through lots not adjoining cul-de-sacs, lot width shall be measured as the shortest distance between the side lot lines and in all cases shall not be less than the required minimum throughout the lot. For a corner lot, lot width shall be measured as the shortest distance between each front lot line and the side lot lines most directly opposite and in all cases shall not be less than the required minimum. In the case of a lot adjoining a cul-de-sac, the required minimum lot width dimension shall be achieved along a straight line between the points where the minimum required front setback intersects the side lot lines, and it shall be met for all points on the interior of the lot.
3. Required Yards. Required yards (setbacks) shall be an imaginary line parallel to the respective lot line and measured from the lot line toward the interior portion of the lot. Front and rear required yards shall extend the width of the lot and side required yards shall extend between the required minimum front and rear yards.
4. Measuring Setback.
 - a. Architectural features, such as eaves, overhangs, fixed canopies, chimneys and unenclosed roof structures may not extend or project into any required yard and all required yards shall be measured from the lot line to the nearest point of the building, whether such point is at grade, elevated above grade, or below grade. Fences, ground level patios, walkways and similar structures for pedestrian movement may be constructed in any yard setback area.

- b. The Zoning Administrator will determine compliance acceptability and can approve specific requests which are consistent with the Ordinance intent but where interpretation questions arise because of uneven terrain and/or safety issues. In no case can an accessory structure or architectural feature projecting into the setback area result in drainage to an adjacent property or into any surface water body.
- B. Front Yard Setback Averaging. In the event a site plan is submitted in the Village District for a proposed commercial building or improvement in an area where at least 40% of the existing commercial buildings, within the same block and zoning district, do not meet the front yard setback requirements of this Ordinance, the Zoning Administrator, at the request of the applicant, shall establish the minimum front yard setback for such proposed building or improvement by averaging all existing front yard setback dimensions on all lots in the block and on the same side of the street. At the discretion of the Zoning Administrator the minimum front yard setback established pursuant to this Section may be based on a survey of all properties incorporated in said average to be provided at the Applicant's expense. Provided, however, that the front yard averaging provisions of this paragraph shall not apply to front yards on waterfront lots.
- C. Single Family Dwellings. Any single family dwelling including a manufactured home may be used in any zoning district in which a single family dwelling is permitted, provided the following standards applying to any single family structure are met:
 1. The dwelling shall comply in all respects to the minimum height, bulk, density, area, square footage and width requirements as set forth in Chapter VI, Section 117.603B of this Ordinance. Where a dwelling is required by law to comply with any federal or state standard or regulation for construction different from those imposed by the building code, then and in that event, such federal or state standard or regulation shall apply.
 2. The dwelling shall be firmly and permanently attached to a permanent foundation constructed on the site in accord with the building code in effect, and shall have a foundation wall of the same perimeter dimensions of the dwelling and constructed of such materials and type as required in the applicable building code for single-family dwellings. In the event that the dwelling is a manufactured home, as defined herein located outside a licensed manufactured housing community, such dwelling shall be installed pursuant to the manufacturer's setup instructions except that the above requirement for permanent attachment to a permanent foundation and perimeter wall shall supersede the anchoring system or device rules and regulations of the Michigan Manufactured Housing Commission.
 3. In the event that a dwelling is a manufactured home as defined herein, each manufactured home shall be installed with the wheels removed. Additionally, no dwelling shall have any exposed towing mechanism, under carriage or chassis.
 4. The dwelling shall be connected to a public sewer and water supply or to such private facilities approved by the Health Department.
 5. The dwelling shall comply with all pertinent building and fire codes. In the case of a Manufactured Home, all construction and all plumbing, electrical apparatus and insulation within and connected to said manufactured home shall be of a type and quality conforming to the Manufactured Home Construction and Safety Standards as promulgated by the United States Department of Housing and Urban Development, being 24 CFR 32 80, and as from time to time such standards may be amended. Additionally, all dwellings shall meet or exceed all applicable roof snow load and strength requirements.
 6. The foregoing standards shall not apply to a Manufactured Home located in a licensed manufactured housing community except to the extent required by state or federal law or otherwise specifically required in this Ordinance.

7. All construction required herein shall be commenced only after a Building permit has been obtained in accordance with the applicable building code provisions and requirements.
8. Single-Family Dwellings not located within a Manufactured Housing Community shall meet the minimum floor area requirements of this Ordinance and shall have minimum exterior dimensions of at least twenty (20) feet. For the purposes of this section, the minimum exterior dimension shall be measured along two adjoining sides of a rectangle containing the structure, including the sum of all wall segments with essentially the same general orientation (as illustrated in Figure 3.1), but excluding minor extensions such as bay windows, "bump-outs," "expandos" or similar extensions with a floor area of less than one hundred (100) square feet.

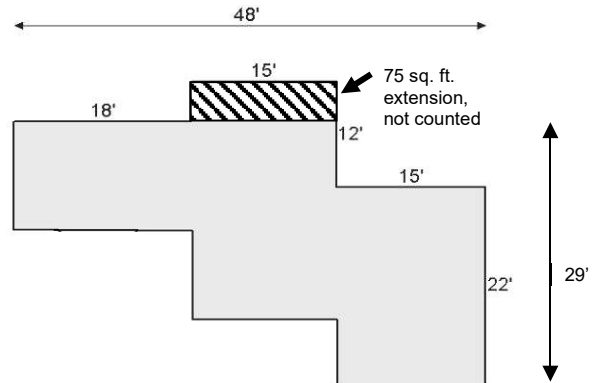


Figure 3.1 Minimum Exterior Dimensions

D. Two-Family Dwellings

The minimum square foot requirement shall be the sum of both units and be equal to the required minimum for the district in which the structure is located.

117.304 Temporary Dwellings.

No cabin, garage, basement, tent, or other temporary structure shall be used in whole or in part for dwelling purposes in any zoning district provided that such structure may be used for a temporary dwelling for a period not to exceed six (6) months upon application to and approval of a permit for such occupancy issued by the Zoning Administrator upon determination that the following conditions exist and are met:

- A. The permanent dwelling of the resident applicant has become uninhabitable due to damage caused by fire, wind or other natural calamity or emergency.
- B. Due to undue hardship, the applicant is unable to obtain another dwelling unit as a temporary residence.
- C. Adequate Health Department provisions are made for temporary public or private water supply and sewage disposal to and from said structure.
- D. The structure is constructed so as to meet the minimum requirements for the health, safety and welfare of those occupants and the surrounding neighborhood.
- E. The applicant shall establish an escrow fund, letter of credit or other surety acceptable to the Zoning Administrator to assure that the temporary dwelling shall be removed upon expiration of the six month period.

117.305 Accessory Buildings and Structures and Uses

- A. Accessory Building without a Principal Building Structure. An accessory building structure shall only exist or be constructed where there exists a principal building or structure on the same parcel. The following are exceptions to this restriction:
 1. Where the demolition or land division of a parcel is proposed which would result in an accessory building structure without a principal building or structure, the demolition or land division shall be conditioned on a performance bond ensuring removal of the accessory building structure in two years, if no principal building or structure has been constructed, or if



Agriculture and Rural Development

Migrant Labor Housing

The Migrant Labor Housing (MLH) program is designed to ensure the safety of housing occupied by five or more migrant agricultural workers. Licensure indicates safe water supplies, proper food preparation/storage facilities, fire/structural safety, and proper waste disposal. The agricultural industry employs many migrant farm workers in the planting, cultivating, harvesting, and packaging of the many labor-intensive crops grown in Michigan. Safe housing is essential in securing these seasonal agricultural workers, keeping Michigan agriculture vibrant, and ensuring the continuity of our food supply. Licensed migrant housing exists throughout the Lower and parts of the Upper Peninsula of Michigan at approximately 950 licensed housing camps, including approximately 5,000 living units, with a capacity exceeding 28,000 people. The MLH Program operates under the authority granted by [Migrant Labor Housing Rules and Standards \(Part 124 of P.A. 368 of 1978, as amended\)](#).

Have a Complaint or Referral?

Licensing Process

Who Needs to have a Migrant Labor Housing License?

A migrant labor housing license is required when housing is provided to 5 or more migratory agricultural laborers. A “migratory laborer” means a person working, or available for work, who moves seasonally one (or more) time(s) from one place to another from within or without the state for the purpose of such employment or availability, or who is employed in the growing of mushrooms.

How do I get licensed?

Before starting a new housing project, contact program staff for a free of charge consultation and plan review. [Here is a list of inspectors with their respective coverage areas.](#) Your inspector will walk you through every step of the MLH inspection process and provide you with the required information and documentation required for licensure.

Compliance Assistance

The documents, drawings, and information below are intended to assist housing providers. Please contact your Migrant Labor Housing Inspector with questions or for additional resources.

- [Camp Operator Weekly Inspection Report](#)
- [Pre-Inspection Checklist](#)
- [Corrective Action Certification Form](#)
- [Migrant Labor Housing Owner/Occupant Guide](#): Keep this guide with your camp management plan to help clarify camp and housing responsibilities of occupants and housing providers.

Sample Migrant Labor Housing Construction Plans

The following plans meet Part 124 housing standards. For proper scaling print the below plans on 11"x17" (legal) paper at 100% scale.

- [36x24 8 Person Housing Layout](#)
- [60x28 15 Person Housing Layout](#)
- [36x28 10 Person Housing Bunkhouse Layout](#)
- [30x20 4 Person Housing Layout](#)
- [28x36 10 Person Housing Layout - Shared Laundry](#)
- [28x36 9 Person Housing Layout - Family Suite](#)
- [60x20 Double 5 \(10\) Person Duplex - Laundry Each Side](#)

Additional Resources

[Migrant Labor Housing Advisory Board](#)

[Migrant and Seasonal Farm Worker Program](#)

[Worker Protection Standard](#)

[EPA Mold Related Information](#)



Migrant Labor Housing

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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—**Staff** or the chairperson shall be responsible for preparing an agenda for planning commission meetings. **Agendas shall be provided to planning commission members and posted to the website seven (7) days prior to the scheduled meeting.**

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 and planning commission chairperson 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).

Jan 8, 2025
PC

pg 4 of 5

Sharon Hill of Torch River Road said she provided a lot of detail when their sea wall was repaired. She fully supports the native plantings. She questions a tree every 15 feet. Some trees may get too big at full size and could block the view.

Hefferan said it has been hard to review what we had previously versus what is new. Where do the changes start? Kopriva said the definition of shoreline protection strip is new. Kopriva discussed the locations of some changes. Merillat said this is basically an entire rewrite. The subcommittee feels they have it correct but read it through and make sure it does what you want it to do. Renis said regarding violations, the permit will verify that and enforcement will still be an issue. Merillat suggested review this document and we will discuss it next month. Renis said regarding the trees there is no restriction on trimming trees up if they get large which could help with the 15 foot separation. Merillat said Bob Kingon, who was involved when this was originally created, attended the subcommittee meetings.

New Business:

1. Annual Bylaw Review:

Hefferan asked for corrections or changes. Hefferan suggested Pg. 3, the staff or Chairperson prepares the agenda. In regards to the agenda, should we put something, it shall be provided to members and posted on the website seven days prior. Rather than say application, we could say packet materials and agenda to be provided seven days prior. Hefferan said our agenda has not been on the website. It should also be on the website. Kopriva will discuss the website with the board since she does not have access to changing it. Pg 4 of 5, section 5A, it should just read that to be excused, members should notify the chairperson.

Motion by Merillat to adopt the bylaws for 2025 as amended. Seconded by Hefferan. **Motion carried.**

2. Election of Officers

Nominations for Vice Chair: Ford was nominated. No other nominations. Nominations closed.

Motion by Warner to elect Ford as vice chair. Seconded by Renis. **Motion carried.**

Nominations for Secretary: Merillat was nominated. No other nominations. Nominations closed.

Motion by Standerfer to elect Merillat as Secretary. Seconded by Peters. **Motion carried.**

Nominations for Chair: Hefferan was nominated. No other nominations. Nominations closed.

Motion by Renis to elect Hefferan as chair. Seconded by Standerfer. **Motion carried.**

Reports:

ZA Report: None.

Township Board Report:

Renis discussed the idea of a fence ordinance is waiting for a report from Kopriva.

ZBA Report:

Hefferan said they have not met.

Date: 2.25.2026
From: Jenn Cram, AICP
To: Milton Township Planning Commission
Project: Zoning Ordinance Amendment 2026-01 to Section 117.1616 Planned Residential Development

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initiative

At the February 4 meeting the planning commission reviewed a request to amend the Milton Township Zoning Ordinance Section 117.1616 (B.)(3.) and 117.1616 (B.)(17.)(a.), attached to this memo.

During the introduction discussion the planning commission noted that having a definition of "Development" would be helpful. The existing zoning ordinance already includes several definitions for Planned Residential Developments in Section 117.216, attached for reference. We believe that these definitions are sufficient to help staff, the planning commission and public to understand the different terms referenced in Section 117.1616. We welcome input from the planning commission.

One commissioner questioned whether the request was consistent with the master plan. Section 117.1616 Planned Residential Development is an existing process in the Milton Township Zoning Ordinance that allows for creative alternatives to developing residential housing developments. It is a tool for preserving larger tracts of agricultural land and open space while allowing residential housing at an appropriate density for the zoning district where it is proposed. The Intent statement of Section 117.1616 was included and highlighted at the introduction and included again below for reference.

As such, staff continues to believe that the proposed amendment is consistent with the Master Plan as it allows for a creative way for farmers to keep as many acres in production as possible while providing for a limited area of land to be dedicated to housing that may benefit employees of the farm or other people and families that wish to live and work in the Township. Staff does not believe that the intent of the recent amendment to Section 117.1616 for Planned Residential Developments in the Agricultural district was intended to limit the minimum and maximum lot size, but rather the development size. This encourages the preservation of the remaining acreage in agriculture or open space. Limiting the lot size for a Planned Residential Development in the Agricultural district actually encourages the Agricultural district to be divided up into smaller parcels.

The applicant has provided a visual to demonstrate the intent of the PRD process included in the packet. There will also be a larger version presented at the meeting. The visual on the

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

734.663.2622 ph
734.663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

616.585.1295 ph

left side shows a 40-acre parcel with a 5-acre PRD with 20 housing units clustered together. This plan allows for 34 acres of farmland to be preserved in addition to 2.5 acres of open space within the 5-acre development. The visual on the right side shows the same 40-acre parcel divided into 18, 2-acre lots with no farmland preserved.

As proposed, the development would be limited to no more than 5 acres, and any remaining acreage within the subject parcel would be dedicated to open space in addition to 50% of the proposed development acreage. As an example, a 10-acre parcel with a 5 acre Planned Residential Development would include 7.5 acres of dedicated open space. This allows the property owner to site the development where it makes sense and allows for the remaining acreage to be preserved in agriculture or in a natural state to preserve natural features such as wetlands or wooded areas. As proposed, the dedicated open space could be used for the location of wells, on-site septic systems and stormwater management. After construction and revegetation these facilities blend in as open space and still allow for a larger buffer to adjacent properties.

The existing language of Section 117.1616 that is proposed for amendment is included below for reference. The applicant and staff will be present during the March 4 meeting to do brief presentations, receive planning commission input and answer questions.

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.

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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.
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.

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.

17. In addition to the above requirements, the following shall apply to developments in the agricultural district:

- a. Lot Area Requirements. There shall be a minimum of two (2) acres and a maximum of five (5) acres.
- b. Density. At no time shall the density be greater than four (4) dwelling units per acre.
- c. Minimum dwelling area and dimensions. When a minimum of 60% of the gross building site, calculated the same as above, is maintained as open space, the minimum dwelling size for the residential units can be reduced by up to half of the required area for the zoning district. At no time shall a dwelling unit be less than 600 sq ft. The minimum building dimensions shall not be reduced.
- d. Distance Between Developments. At no time shall two (2) developments be closer than 1,000 feet measured from the closest property lines of each development.

December 9, 2025

Performance Engineers, Inc recommendations for Zoning Amendment to the Milton Township, Antrim County, Zoning Ordinance Section 117.1616 Planned Residential Development.

Please find below, suggested language for the Zoning Ordinance Amendments.

ZONING TEXT CHANGE 1

Section of existing Ordinance: Section 117.1616(B)(3)

Proposed Text including all necessary additions to or deletions from current Zoning Ordinance:

Deletion:

None.

Addition: (shown as bold and underlined):

Base Residential Density. Except as provided in Subparagraph 4 of this section **and within the Agricultural Zoning District**, 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.

Explain why the Text Amendment is being requested:

This section is in conflict and inconsistent with Section 117.1616(B)(17)(a). Adding the proposed language will create compatibility in the two sections. It essentially mandates that the Planned Residential Development is only allowed in the Agricultural Zoning District.

ZONING TEXT CHANGE 2

Section of existing Ordinance: Section 117.1616(B)(17)(a)

Proposed Text including all necessary additions to or deletions from current Zoning Ordinance:

Deletion:

Lot Area Requirements. There shall be a minimum of two (2) acres and a maximum of five (5) acres.

Addition:

Development Area Requirements. The development area located on any parcel shall be a minimum of two (2) acres and a maximum of five (5) acres. The remaining acreage of the parcel is allowed for water wells, septic systems, and stormwater management benefiting the development and is to be dedicated as permanent open space outside of the PRD open space calculations. Any remaining acreage outside of the development area and encumbrances for utilities may be developed as any allowable use within the current zoning district. Not more than one development may be located on any parcel.

Explain why the Text Amendment is being requested:

It is understood that the original intent of the Planned Residential Development in Milton Township was intended for the development of affordable housing. The ordinance, as currently written, requires an existing parcel between two and five acres, or a larger parcel with splits still available. These conditions considerably limit the number of available parcels for affordable housing, and specifically prohibit many existing parcels which could be prime land for development.

Pet Shop: A retail sales establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, and reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, and poultry.

Physical Fitness or Athletic Center: Any facility where members or nonmembers use equipment or space for the purpose of physical exercise, typically referred to as a gym.

Planned Residential Development (PRD): A tract of land developed as a unit under single ownership or unified control, which includes one or more principal buildings or uses and is processed under the planned residential development provisions of this Ordinance. Also, a parcel of land planned as a single unit, rather than as an aggregate of individual lots, with design flexibility from traditional siting regulations (such as side yards, setbacks, and height limitations). The greater flexibility in locating buildings is intended to achieve certain economics in construction, innovation in design, as well as the preservation of open space and the inclusion of many amenities.

Planned Residential Development Open Space: A portion of land that is preserved from future development.

Planned Residential Development Open Space, Common: A portion of land reasonably accessible to all residents of the PRD.

Planned Residential Development Open Space, Limited: A portion of land with specific restrictions to its accessibility.

Planned Residential Development Open Space, Public: A portion of land reasonably accessible to the general public.

Planning Commission: The Planning Commission of Milton Township.

Planning Commission, County: The Planning Commission of Antrim County.

Preexisting Towers and Preexisting Antennas: Any tower or antenna for which a building permit or special use permit has been properly issued prior to the effective date of this Ordinance, including permitted towers or antennas that have not yet been constructed so long as such approval is current and not expired.

Principal Building or Structure: A building in which the primary use of the lot on which the building is located is conducted.

Principal Use: The primary and predominant use or intended use of the premises according to the zone requirements or the actual use of the premises.

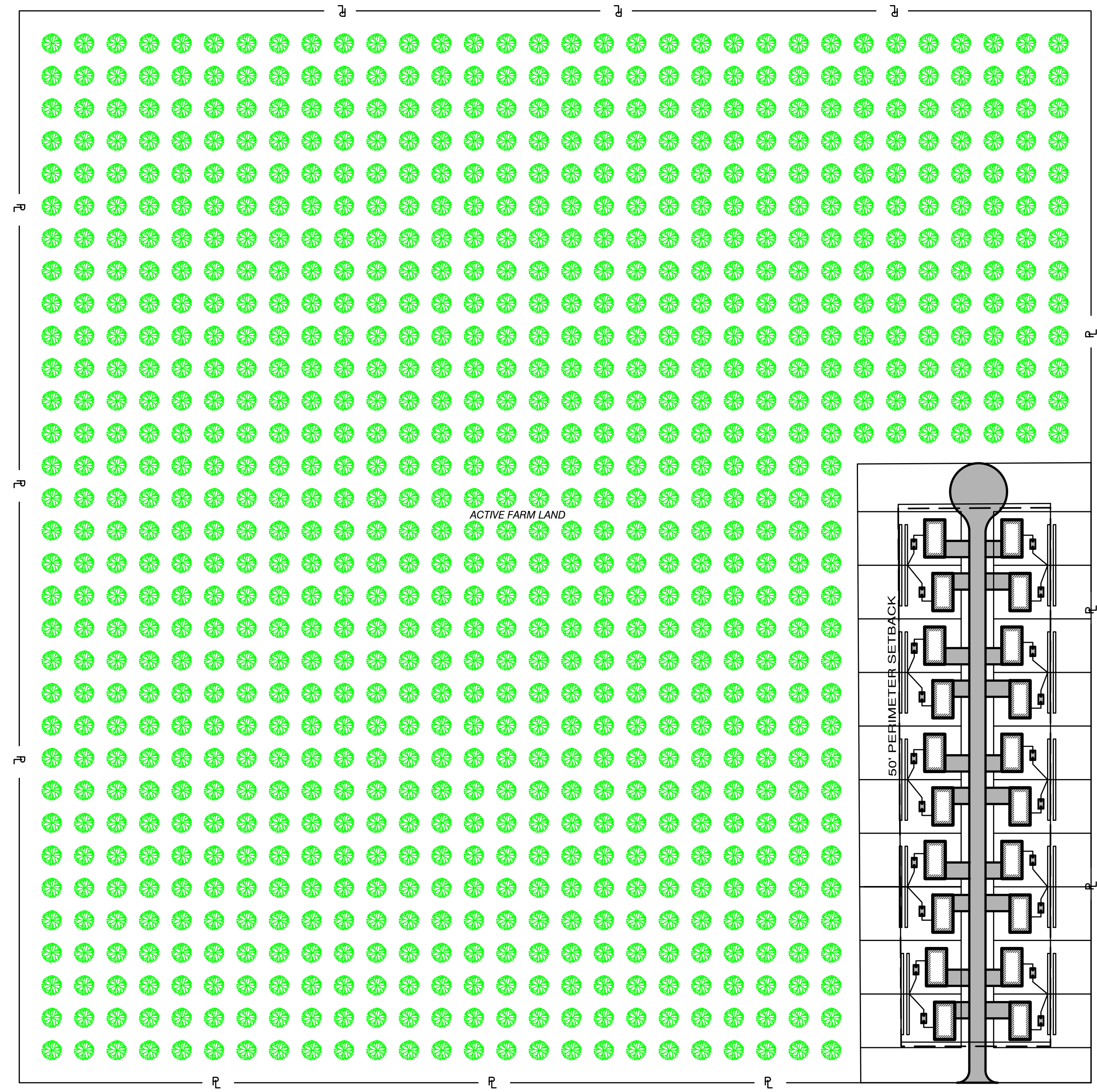
Private Air Strip or Private Landing Strip: An airstrip restricted, except for aircraft emergencies, to use by the owner, and on an infrequent and occasional basis, by invited guests and by commercial aviation activities in connection with permitted uses of the land.

Private Road: Any road or thoroughfare for vehicular traffic which is privately owned and maintained and which provides the principal means of access to abutting properties.

Private Waterfront Access: A privately-owned way or means of approach to provide physical entrance to a water body.

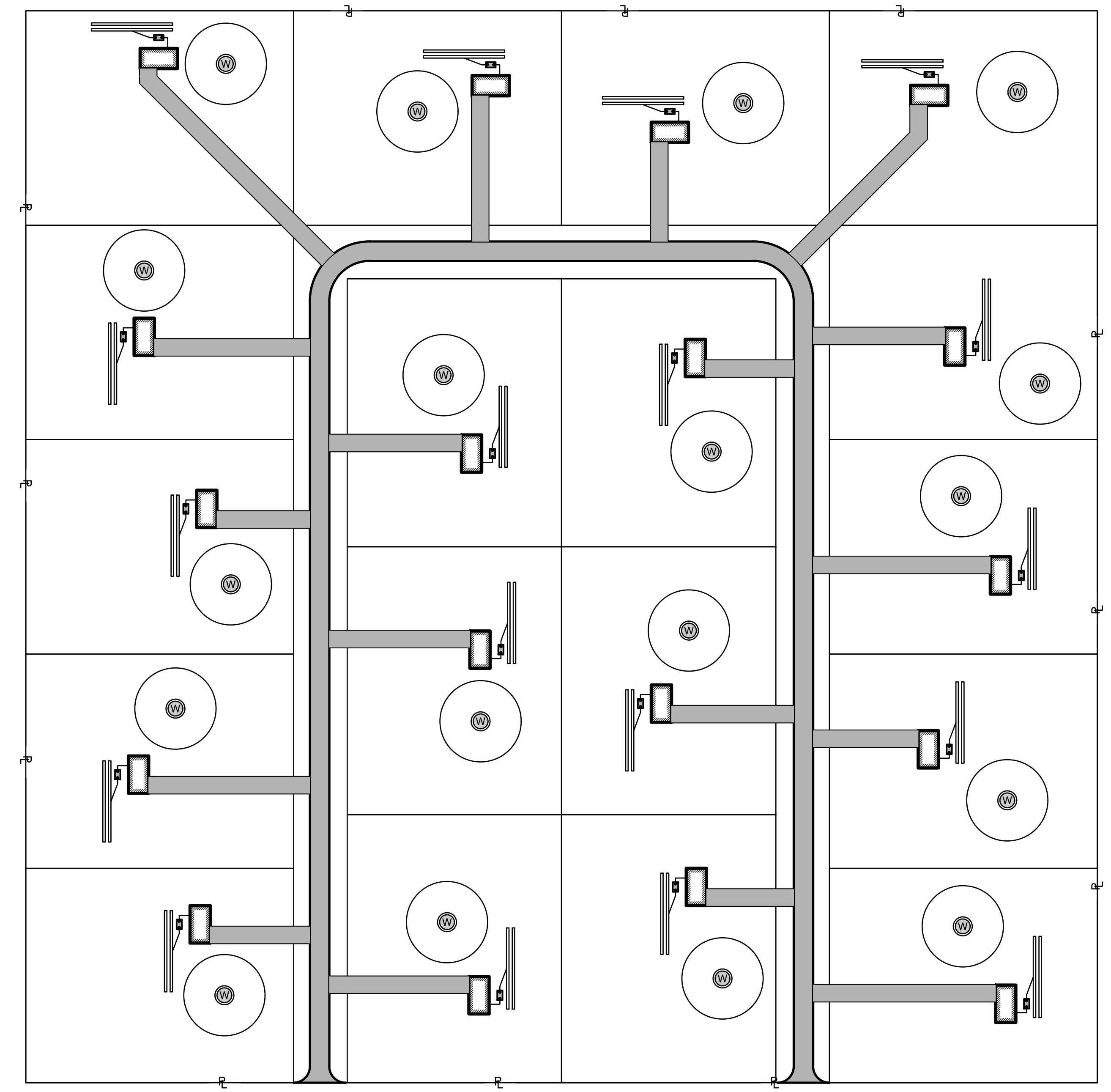
Public Assembly Building: A building or portion thereof in which facilities are provided for civic, educational, political, social, religious or fraternal purposes, including theaters, libraries, art galleries, museums, churches and auditoriums.

C:\USERS\WAYNE\PERFORMANCE ENGINEERS\PERFORMANCE ENGINEERS - PROJECTS - PE\0795\DRAWINGS\6795 PUD VS FULL LOT.DWG - LAYOUT1 - PLOTTED 2/24/2026 8:57 AM BY WAYNE BEGER

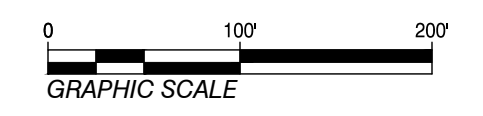


PRD DEVELOPMENT
 40 ACRE PARENT PARCEL
 5 ACRES OF LAND DEVELOPED
 1 ACRE OF WELL FIELD AND DETENTION
 34 ACRES OF FARMLAND PRESERVED
 20 HOUSING UNITS

*HYPOTHETICAL COMPARISON OF TWO ZONING APPROACHES
 IN MILTON TOWNSHIP, ANTRIM COUNTY MICHIGAN
 FOR ZONING BASED DISCUSSIONS ONLY*



2-ACRE LOT DEVELOPMENT
 40 ACRE PARENT PARCEL
 40 ACRES OF LAND DEVELOPED
 0 ACRES OF FARMLAND PRESERVED
 18 HOUSING UNITS



Performance Engineers, Inc.
 Civil / Structural Engineering
 406 Petoskey Avenue
 Charlevoix, Michigan 49720
 Phone: (231) 547-2121
 Fax: (231) 547-0084
 www.performanceeng.com

CONSULTANTS	
OWNER	
MARK	
DATE	
DESCRIPTION	
PROJECT NO: YY-NNN	
CAD DWG FILE: NNNNNN.DWG	
DRAWN BY: -	
DESIGNED BY: -	
CHECKED BY: -	
SEAL	
SHEET TITLE	
SHEET 1 OF -	

Date: 2.25.2026
From: Jenn Cram, AICP
To: Milton Township Planning Commission
Project: Zoning Ordinance Amendment to Special Land Use Procedures

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initiative

At the February 4, 2026, meeting the planning commission discussed amending the procedure for special use approval to require an introduction prior to scheduling a public hearing so that the application can be vetted, questions asked and answered and additional material provided so that the public hearing can be efficient and productive.

Below is the draft amendments to Sections 117.1601 Special Land Use Procedures. A. and C. to be considered during the public hearing on March 4, 2026.

117.1601 Special Land Use Procedures

A Special Land Use application shall be submitted and processed according to the following procedures:

- A. *Submission of Application. An application for a special land use shall be submitted to the Zoning Administrator on a Special Land Use Permit Application form. Upon receipt of a complete application, the Zoning Administrator shall place the request on the agenda for the Planning Commission for an introduction scheduled not less than thirty (30) days hence. A complete application under this Section shall be one that specifically addresses the items set forth in this Section.*

- C. *Special Land Use Review Procedures. An application for Special Land Use Approval shall be processed as follows:*
 - 1. *Planning Commission Review. A complete application for special land use approval shall be submitted not less than thirty (30) days prior to the date on which the Planning Commission shall first consider it. The Zoning Administrator shall determine whether the application is complete and, if it is determined to be complete, shall schedule an introduction. An applicant may request an advisory sketch plan review with the Planning Commission in accordance with Section 117.2102, prior to development and submittal of a complete special use application.*

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph

2. *Public Hearing Procedures.* Once the *Planning Commission* has determined that a complete *Special Land Use Application* has been received *and is ready for public hearing*, the *Zoning Administrator* shall schedule a public hearing according to *Section 117.2304, Hearing Notice Procedures*.

Staff will be present during the March 4 public hearing to listen to public comment and take direction from the planning commission.



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Milton Zoning Department

From: Milton Zoning Department
Sent: Friday, February 13, 2026 9:04 AM
To: Milton Township Planning
Subject: public comment letter PC 3.4.26

Follow Up Flag: Follow up
Flag Status: Flagged

Jenn-
Public comment letter for next PC meeting 3.4.26

Jackie Petersen
Milton Township Zoning
zoning@miltontownshipmi.org
PO Box 309
Kewadin MI 49648
(231) 264-6697

From: Ronald Coyne <roncoyne7162@outlook.com>
Sent: Thursday, February 12, 2026 6:39 PM
To: Milton Zoning Department <Zoning@miltontownshipmi.gov>
Subject: Zoning BS

CAUTION: This email originated from outside the Township of Milton. Maintain caution when opening external links/attachments

Dear [Recipient],

I hope this email finds you well. I am writing to express my deep concern and frustration regarding the recent situation with Don Way's business. For 28 years, Don has been running his business without any issues, contributing positively to the community. It has come to my attention that a complaint has been raised by an individual who is not even a full-time resident. It seems incredibly unfair that Don is now being forced to shut down his long-standing business due to the grievances of an Ohio resident.

Don has dedicated nearly three decades to building and maintaining his business, and it is disheartening to see that his efforts are being undermined by an external party who does not have a full stake in our community. This situation appears to be an unfounded and unjust attack on a valuable member of our local economy.

I urge you to reconsider the decision and allow Don to continue his business operations as he has done successfully for so many years. It is crucial that we support our local businesses and not let external complaints dictate the fate of those who have truly invested in and served our community.

Thank you for your attention to this matter. I look forward to a fair and just resolution.

Sincerely,
Ronald Coyne

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for MARCH 4 PC



Planning & Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

To: Adjacent Jurisdictions, State and County Departments, Utilities, and Other Entities
From: Lindsey Wolf, Planning & Zoning Administrator
Date: February 5, 2026
Re: 63- Day Intergovernmental Review: Request for Comments on DRAFT Acme Township Master Plan

To Whom It May Concern,

The Acme Township Planning Commission has prepared a draft Master Plan, and the Acme Township Board of Trustees has approved its distribution for comments. The draft Master Plan is available for your review and comment pursuant to Public Act 33 of 2008, the Michigan Planning Enabling Act. The draft is available on Acme Township's website using the following link:

https://www.acmetownship.org/uploads/2/4/3/0/24300134/master_plan_draft_63_day_review.pdf

The review period to solicit comments will expire on April 14, 2026. Please direct review comments to:

Lindsey Wolf
Acme Township Planning & Zoning Administrator
6100 US 31 N
Williamsburg, MI 49690
or
zoning@acmetownship.org

Kind regards,

Lindsey Wolf
Planning & Zoning Administrator
Acme Township
(231)938-1350 ext. 106

Public Comment on Proposed Dowker Amendments, #ZOA 2026.01

From Leah Hogarth <leah.hogarth@gmail.com>

Date Tue 2/24/2026 8:21 PM

To Milton Zoning Department <Zoning@miltontownshipmi.gov>

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To the Milton Township Planning Commission,

I am writing to formally object to Mr. Dowker's proposal to amend the Milton Township Zoning Ordinance. While I support addressing housing supply and affordability, this specific amendment directly contradicts the community's vision and the explicit standards established in the 2025 Master Plan.

1. Conflict with the 2025 Master Plan Mandate

The Master Plan confirms that 90% of residents view agricultural land as a "valuable asset," while 80% expressed concern over its disappearance. Current policy mandates that the Township "encourage the continued agricultural use of these properties"—a directive this amendment would fundamentally undermine.

2. Violation of Low-Density Standards

The proposal ignores the "Low-Density Rural Residential" protections outlined in the Master Plan:

- Residential Growth: Growth in these areas should be "allowed but not encouraged".
- Rural Character: Densities must remain low to preserve "rural characteristics" and prevent the "fragmentation of land".
- Narrow Scope: These zones are intended only for a "narrow range of single-family residential uses on large lots".

3. Public Safety and Fiscal Liability

The Cherry Ave/Chippewa Trail intersection is already hazardous. Adding 16 households threatens to force infrastructure modifications costing the township tens to hundreds of thousands of dollars. It is fiscally irresponsible to prioritize an expedited developer request over a significant public liability.

Housing challenges must be addressed strategically in areas with proper infrastructure, not through a rushed amendment that ignores the 2025 Master Plan. I urge you to uphold our township's vision and reject this request.

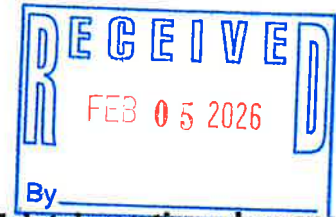
Respectfully,

Leah Hogarth

517-980-2548

Milton Township Planning Committee

From Geraldine Schulze <gcainschulze@yahoo.com>
Date Wed 2/4/2026 4:42 PM
To Milton Zoning Department <Zoning@miltontownshipmi.gov>



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From: Gerry Cain Schulze (Innisturk, LLC)

As a part time resident for the last 55 years, I have enjoyed the natural beauty and sensible and careful growth of the area governed by Milton Township. In the last 5-7 years I have begun to see an explosive development in the area. I have also noted that the lakes and watersheds and overall quality of the area have been impacted.

Brown ooze on the lake bottoms where clean sand once was. Light pollution is so bad that it is hard to see the Milky way at night in the summer. Traffic has increased significantly, especially near the Torch River Bridge area. This has been happening **with** reasonably strict zoning rules in place and somewhat careful attention to those rules. The proposed language changes to the Milton Township Zoning Ordinance Section 117.1616 (B.)(3.) and 117.1616 (B.)(17.)(a.) seem tailored for a particular situation and raise concerns about conflicts of interest. There has been little transparency surrounding the work on the amended language. This erodes the sensible and careful development of Milton Township as well as the trust in the Committee that governs this development.

I strongly disagree with the proposed amended language and request that the Committee vote this proposal down. As a minimum, there should be a very robust and open discussion on this issue at the meeting on February 4th!

Thank you,
Gerry Schulze

PRD Amendment hearing

From Adam <a90sford@gmail.com>

Date Wed 2/4/2026 4:38 PM

To Milton Zoning Department <Zoning@miltontownshipmi.gov>

 1 attachment (15 KB)

PRD Amendment 2-4-26.docx;

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Good afternoon Jackie,

Please ensure the attached document gets to the planning commission committee.

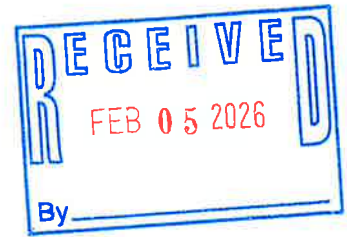
Thank you,

Adam Ford



February 4th 2026

Milton Township Planning commission,



The new request to amend the Zoning Ordinance Law Section 117.1616 Planned Residential Developments will place direct hardship on my family and the neighboring lot owners who purchased land from Merrilat orchards.

The 45 acre properties that Merrilat Orchards sold in 2025 were all sold with the understanding that the township had a newly adopted ordinance (Section 117.1616 Planned Residential developments). The ordinance clearly defines the property must be between 2-5 acres. Merrilat Orchards had their original 45 acre parent parcel offered in splits of (1) 9 acre parcel, (3) 6 acre parcels & (1) 17 acre parcel, all outside of the requirements for the 2-5 acres. The neighboring purchasers of this land made their purchases with the understanding that a PRD could not be built on the surrounding properties due to the maximum & minimum parcel size requirements.

We knew the ordinance protected us from a PRD being built directly next to us because all surrounding parcels are over 5 acres and they have no splits available, nor could they be split in the future due to not having the required 200 ft of road frontage needed for a secondary split property per Michigan's zoning requirements.

The neighboring landowners are able to build homes of which requires no variances or amendments & to use our property as intended, ***keeping the area rural.***

The developer is requesting the planning commission fix his own personal hardship of which he brought upon himself. He purchased the (1) 6 acre parcel & (1) 17 acre parcel, showing ignorance to the requirements of the ordinance. Changing the ordinance now is putting this hardship directly on the neighboring parcel owners & their investments.

If approved, we're prepared to take legal action against Milton Township & the planning commission for the hardship this will put on neighboring land owners investments.

ZOA 2026-01
ZOA 2026-02
MARCH 4

Public comment

From Dean Ginther <dean.ginther@gmail.com>

Date Sat 2/21/2026 7:14 PM

To Chris Weinzapfel <Supervisor@miltontownshipmi.gov>; Bruce Veliquette <Trustee2@miltontownshipmi.gov>; Joe Renis <Trustee1@miltontownshipmi.gov>; Milton Zoning Department <Zoning@miltontownshipmi.gov>; Liz Atkinson <Treasurer@miltontownshipmi.gov>

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Supervisor@MiltontownshipMi.gov

Trustee2@Miltontownshipmi.gov

Trustee1@miltontownshipmi.gov

Zoning@MiltontownshipMI.gov

Treasurer@MiltontownshipMi.gov

Dear Milton Township (Antrim County) Officials,

Since my wife and I will be unable to attend either of the upcoming scheduled meetings referenced below, I will submit our concerns in writing.

1. Zoning Ordinance Amendment # ZOA 2026-01 to Section 117.1616 Planned Residential, Development, Section 117.1616(B.)(3.) and 117.1616 (B.)(17.)(a.).
2. Zoning Ordinance Amendment #ZOA 2026-02 to Section 117.1601 Special Land Use, Procedures, Section 117.1601(A.) and Section 117.1601(C.)(1.).

summary:

We are opposed to Mr. Dowker's proposal to amend the Zoning Ordinance to allow the development of a high-density PRD on Chippewa Trail.

Here are the reasons for our objection:

1. We value the rural character of Milton Twp., and we believe that the proposed PRD is not consistent with the Master Plan.
2. The issue of if and where to allow any future PRD's in Milton Twp. merits a more comprehensive and thoughtful consideration. Haphazard development establishes precedents which may have unforeseen and unwanted future consequences for the residents of Milton Twp.

3. Alternatives to this PRD may not have been fully explored. For instance, there was a multi-unit facility that is for sale in Torch River (https://www.zillow.com/homedetails/12800-12862-Cherry-Ave-Rapid-City-MI-49676/457892398_zpid/).

4. The proposed multi-unit development would negatively impact the owners of the nearby residences and residential lots.

Respectfully submitted;

Dean and Sharon Ginther

11228 Shippey Lane

Rapid City, MI 49676

Dean W. Ginther

See my photography at: <https://fineartamerica.com/profiles/dean-ginther>

Thoughts While Passing Through - Substack (for free):

https://dean885951.substack.com/?utm_campaign=pub&utm_medium=web

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Mary


Public Comment on Proposed Dowker Amendments, #ZOA 2026.01

From Andrew Hogarth <hogarthaw@gmail.com>

Date Sat 2/21/2026 12:26 PM

To Milton Zoning Department <Zoning@miltontownshipmi.gov>

Cc Chris Weinzapfel <Supervisor@miltontownshipmi.gov>; William Hefferan <wmhefferan@gmail.com>;
jjmerillat@gmail.com <jjmerillat@gmail.com>

 1 attachment (83 KB)

Analysis.pdf;

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We strongly object to Mr. Dowker's proposal to amend the Zoning Ordinance for the following reasons:

- It is not consistent with the Township Master Plan.
- The proposed amendments are a significant change to the existing Zoning Ordinance and if adopted could result in high residential density PRDs on a large number of agricultural parcels in Milton Township. A change that can have far reaching consequences and negatively affect the current character of the Township. Future splits of large agricultural parcels would make even more PRDs possible.
- A large conversion of agricultural property to residential development is not what the majority of township residents want, as reflected in the Master Plan.
- The proposed amendments are not the result of a thoughtful comprehensive Township planning process. Rather, they are being advanced by Mr Dowker in a hurry to make it possible for him to get approval of a PRD that does not conform to the existing ordinance limitations on both residential density and parcel size.
- To make the changes proposed would be profoundly unfair to the purchasers of two of the three parcels adjacent to Mr Dowker's proposed PRD. They were purchased in 2025 with an intent to build single family homes. The new owners purchased them with a realistic expectation that the neighboring property's land use would need to comply with the existing ordinance. The prospect of having 16 very small houses next door was unimaginable to them. It will reduce their own property value and interfere with the enjoyment of their own properties.

To support these objections, I have attached a rather detailed analysis of the amendments proposed by Mr Dowker. It was too long to include in the body of this email.

Andrew and Terry Hogarth
517-388-2238

Analysis of Dowker Proposal to Amend the Milton Township Zoning Ordinance:

The proposed amendments modify two Subsections (B)(3) and (B)(17)(a) of Section 117.1616 Planned Residential Developments (PRDs). Subsection (B)(3) specifies the maximum allowable residential density in all PRDs and Subsection (B)(17)(a) restricts the maximum allowable parcel size for PRDs in the Agricultural Zoning District only. The relevant sections of the **existing ordinance** are quoted below.

Section 117.1616(B)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.

Section 117.1616(B)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.

Section 117.16716(B)17. In addition to the above requirements, the following shall apply to developments in the agricultural district:

- a. Lot Area Requirements. There shall be a minimum of two (2) acres and a maximum of five (5) acres.
- b. Density. At no time shall the density be greater than four (4) dwelling units per acre.
- c. Minimum dwelling area and dimensions. When a minimum of 60% of the gross building site, calculated the same as above, is maintained as open space, the minimum dwelling size for the residential units can be reduced by up to half of the required area for the zoning district. At no time shall a dwelling unit be less than 600 sq ft. The minimum building dimensions shall not be reduced.
- d. Distance Between Developments. At no time shall two (2) developments be closer than 1,000 feet measured from the closest property lines of each development.

Mr Dowker's earlier application for a PRD on his 6 acre parcel on Chippewa Trail does not conform to the requirements of these two subsections. That is why he is seeking the proposed amendments to the Zoning Ordinance. His proposed PRD is for 16 houses on a 6 acre parcel. His proposal does not conform to the residential density limit nor the maximum parcel size. Applying the requirements of Subsection 3 (and a modest increase in density allowed pursuant to Subsection (B)(4) on a 5 acre parcel in the Agricultural District would limit the residential density to about 4 houses. But it does allow for smaller lot sizes than the 2 acre minimum lot size specified in Section 117.1104 as the underlying minimum lot size in the Agricultural District.

The amendments proposed by Mr Dowker are shown and discussed below:

The proposed amendment to Subsection (B)(3) is the bold and underlined wording:

(B)(3) Base Residential Density. Except as provided in Subparagraph 4 of this section **and within the Agricultural Zoning District**, 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..

There is also an accompanying explanation for the need for this amendment:

"This section is in conflict and inconsistent with Section 117.1616(B)(17)(a). Adding the proposed language will create compatibility in the two sections. It essentially mandates that the Planned Residential Development is only allowed in the Agricultural Zoning District."

I do not see a conflict between the two sections referenced, (B)(3) and (17)(a). But, I do see what appears to be a wording mistake in (17)(a). It should probably be labeled Parcel Area Requirements rather than Lot Area Requirements taking into account the entire context of the Section. I think this has been generally understood to be referring to parcel size.

Also, the explanation states that the amendment would limit PRDs to the Agricultural Zoning District only. I don't understand why their proposed wording does that. And why would they want to? Other zoning classifications seem more likely to offer properties for PRDs that are more consistent with neighboring land uses and less likely to be objectionable to neighbors.

Furthermore, I find the bolded language added in Subsection B.3 to be ambiguous as to intent. Alternatively, if it were written as: Except as provided in Subparagraph 4 **and except within the Agricultural District**, it would have a clear meaning and it would exclude the Agricultural District from the base residential density limits specified in Subsection (B)(3). But their statement that it means that PRDs would only be allowed in Agricultural Districts, implies that their wording means something different.

The proposed amendment to Subsection 17 replaces 17a with the following:

Development Area Requirements. The development area located on any parcel shall be a minimum of two (2) acres and a maximum of five (5) acres. The remaining acreage of the parcel is allowed for water wells, septic systems, and stormwater management benefiting the development and is to be dedicated as permanent open space outside of the PRD open space calculations. Any remaining acreage outside of the development area and encumbrances for utilities may be developed as any allowable use within the current zoning district. Not more than one development may be located on any parcel.

This language would allow M Dowker to use his 6 acre parcel for his 5 acre PRD. It would also completely eliminate any restriction on the size of parcels in the Agricultural Zoning District on which PRDs could be located. The residential density would be controlled only by Subsection (17)(b) meaning 20 residences could be placed on a 5 acre PRD. As large parcels are split into smaller parcels over time it will encourage even more PRDs. The vast majority of Milton Township is zoned Agricultural. There is ever increasing pressure of population to spread out from the Traverse City area. As reflected in the Township Master Plan, large conversion of Agricultural lands to residential development is not what the majority of township residents want. It could have very unfavorable consequences for the future character of Milton Township and the quality of life we enjoy today.

 Outlook

MARCH 4

(No subject)

From Jim Patton <jimpatton49@gmail.com>

Date Sat 2/21/2026 11:26 PM

To Milton Zoning Department <Zoning@miltontownshipmi.gov>

CAUTION: This email originated from outside the Township of Milton. Maintain caution when opening external links/attachments

Dear Sir/ Madam, We are vehemently against the two proposals to change the zoning at the property located on Chippewa Trail. Residential developments don't belong on agricultural property. Thank you for your consideration. Jim and Dennie Patton. Rex Terrace