

# Armada Township

## PLANNING COMMISSION

23121 E. Main Street, P.O. Box 578  
Armada, Michigan 48005  
Telephone: (586) 784-5200 Facsimile: (586)784-5211  
planning@armadatwp.org

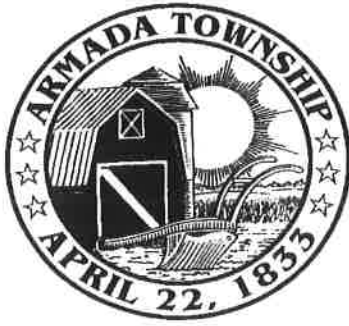
### AGENDA

Wednesday, February 5, 2025 - 7:00 p.m.

#### Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve/Amend Agenda
5. Approval of minutes:
  - a. **Regular Meeting Minutes December 4, 2024**
6. Public Comments – Agenda Items
7. Public Hearing:
8. Reports and Correspondence:
  - a. **Project Status Report- No changes**
9. Unfinished Business:
  - a. **AG/SAA Zoning ordinance text amendment**
10. New Business:
  - a. **Parks and Recreation Plan**
  - b. **Planning Commission annual report**
  - c. **Processing of applications**
  - d. **Zoning ordinance subcommittee**
11. PC Projects: None
12. Public Comments – Non-Agenda Items
13. Adjournment.

**Next Scheduled Regular Meeting: March 5, 2025- 7:00 P.M.**



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### MINUTES

Wednesday, December 4, 2024 - 7:00 p.m.

(Held in person and electronically via GoToMeeting)

#### Regular Meeting

1. Call to Order- Kehrig called the meeting to order at 7:00 pm
2. Pledge of Allegiance- Kehrig led the Pledge of Allegiance
3. Roll Call
  - a. Present at Roll Call: Chair Kehrig, Commissioners Abercrombie, Arnold, Finn, Kutchey, Jabara and Township liaison Nikkel.
  - b. Also present: Planner Young and Recording Secretary Boyd
4. Approve/Amend Agenda- **Motion** by Abercrombie, 2<sup>nd</sup> by Finn to approve the agenda as presented. All Ayes- **Motion Carried.**
5. Approval of minutes: Regular Meeting Minutes November 6, 2024 - **Motion** by Finn, 2<sup>nd</sup> by Arnold to approve the minutes of the regular meeting of November 6, 2024, as amended. All Ayes, **Motion Carried.**
6. Public Comments – Agenda Items- Roseann Betham Zebelian 74965 Fulton Concerns regarding 12 inches of elevation would cause flooding. Drainage in engineer phase. County to approve.
7. Public Hearing called to order 7:06 p.m. by Kehrig. **Zoning Ordinance #114 AG/SAA Zoning ordinance text amendments. Motion** by Abercrombie, 2<sup>nd</sup> by Nikkel to open public hearing. All Ayes, **Motion Carried**
8. Public Comments-Agenda Items-Kenneth DeCook 80575 Holmes Road, DeCook had questions why the need for changes, amplified sound, how can Planning Commission wave traffic study with no expert review. He stated that the MC Road Commission is now MC Department of Roads. Building setbacks for non-traditional uses should be doubled and stated to protect neighboring properties uses. Event barns and all year sit down eating services will delay commercial development. **Motion** by Abercrombie, 2<sup>nd</sup> by Finn to close public hearing for Zoning Ordinance #114 AG/SAA **Zoning ordinance text amendments at 7:26 p.m. All Ayes. Motion Carried**
9. Reports and Correspondence:
  - a. **Project Status Report-November 2024** – Kehrig read the report into the record, Blakes traffic study-No update, Trillium Farm- site plan approved November 6, 2024, Hidden River-Building permits in progress, Laethem Development-No updates, Dehondt Storage-No updates, Frontier's Farm Market-No updates, Armada Center Storage-Site plan on agenda December 4, 2024, Miller Farms- No updates, Larrys-Closed, Boo Boo's Boneyard-Appeal to Michigan Supreme Court, Semco-Met all requirements and are starting projects. **Motion** by Abercrombie, 2<sup>nd</sup> by Jabara to receive and file reports All Ayes, **Motion Carried.**
10. Unfinished Business:
  - a. **AG/SAA Zoning ordinances text amendment**–Nikkel recommended to table it as there were many concerns. Kehrig stated that we should go over his concerns. **Motion** to table Nikkel, 2<sup>nd</sup> Abercrombie with discussion All Ayes **Motion Carried.** Nikkel's concerns were seasonal kitchen facilities 8 months out of the year (define the amount of time), Similar products, who determines if its similar products, Variance for planning commission to accept smaller acreage, 6 inch of limestone changed to 21AA aggerate, Event hosting -enclosed building, Requirement of traffic study, Special outdoor events not on dirt road, Events amplified sounds, grammar change to 300 words spelled out, Retail sales of food and drinks year round, Event barns and existing buildings, Seasonal kitchen no open front operation of carry out food.

- b. **Site Plan-22900 and 22920 Armada Center Road (parcel ID#13-02-23-226-020 and 13-02-23-226-017)**-Received updated site plan 10-26-24 Revision 5. Existing condition sheets provided by planner. Planner Young stated there were missing conditions not met. Proposed grading on paved portion, dimension floor plans for 3 buildings of eastern side of site, labels to confirm trees to be removed, cross section drawing of proposed fence/gate, location of existing utilities including wells and septic. Long term maintenance plan for landscaping and additional screening along all residential borders. Andro Mazer-Owner 20502 Woodham Drive Macomb spoke regarding missing conditions. Motion by Finn, 2<sup>nd</sup> by Arnold to table the approval of site plan 22900 and 22920 Armada Center Road All Ayes **Motion Carried**
- 11. New Business- Motion to have 2025 Planning Commission Meetings Schedule to go before the township board to be approved. **Motion** by Nikkel, 2<sup>nd</sup> by Jabara All Ayes, **Motion Carried**
- 12. Public Comments – Non-Agenda Items- Roseann Betham Zebelian 74965 Fulton concerns with trees
- 13. and fence flooding her property from the proposed site plan 22900 and 22920 Armada Center Road. She would like to know where the retention pond is. Scrub trees need to come down from tornado damage.
- 14. Adjournment. Motion by Finn, 2<sup>nd</sup> by Nikkel to adjourn at 10:07 pm. All Ayes: **Motion Carried.**

Respectfully submitted:

\_\_\_\_\_  
Dawn Boyd, Recording Secretary

Approved:

\_\_\_\_\_  
D.J. Kehrig, Chair

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

**Armada Township  
Zoning Ordinance Amendments  
Prepared by Wade Trim  
Draft 5 – December 9, 2024**

**Key:**

~~Text proposed to be removed~~  
Text proposed to be added  
Changes from the previous draft

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**ARTICLE 8 AG AGRICULTURAL PRESERVATION DISTRICT**

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**Section 8.01 Uses Permitted**

B. Agri-Business (Value Added Farming Operations)

1. Intent

The Township recognizes the need for farming and its ~~ancillary~~ accessory uses to evolve as the broader market and economic conditions of farming evolve. Further that, to maintain the remaining farms and orchards within the Township, preserving the agricultural heritage of the community, as well as furthering the goals and objectives of the Township Master Plan, it is necessary to allow ancillary uses connected with the typical farm and farm operations which may have a slightly more commercial nature. ~~The long term preservation of farming operations was listed as one of the Township residents main objectives within a survey released by Michigan State University Extension in November of 2002.~~ This section of the Ordinance is intended to provide a mechanism to allow agribusinesses or value added farming operations on existing farm facilities while protecting the long term planning interests of the Township. As part of the agri-business approval process noted below, a farm must produce some form of recognition from the State of Michigan that the subject site is a bona fide farm. ~~If any question arises such documentation shall be available for inspection by the Township Supervisor, the Township Code Enforcer, or other appointed designee.~~ These methods may include tax records, enrollment in state or federal programs, or other acceptable means as determined by the Township Board.

2. Acceptable ~~Ancillary~~ Accessory Uses

The following uses shall be deemed acceptable accessory uses as part of an overall agri-business. These uses shall require a site plan and the appropriate permits and inspections in any instance where the general public is allowed internal access to a building. Site plan and engineering review shall also be required for any paved parking areas. Other ~~ancillary~~ accessory uses not falling into these two categories shall not require a site plan. Where required, site plans shall include the following:

- A to-scale drawing on a survey showing the location and extent of proposed uses and/or paved areas, including north arrow, setback distances.
- Basic elevations showing the height and appearance of proposed building(s).
- An aerial image of the surrounding area to provide context (images from online mapping services are acceptable).
- Basic floor plans of any publicly accessible building, drawn to scale.
- A narrative describing the intended use of the building.

Site plans may focus only on the area proposed for development, and bona fide farms need not provide a full site plan for the entire farm site.

- a. Agricultural products grown on site, including but not limited to farm markets, you-pick farms, greenhouses and nurseries (a minimum of fifty (50) percent grown by the operator).
- b. Cider mills, ~~or~~ wineries, or breweries derived from produce grown primarily on site (a minimum of fifty (50) percent grown by the operator).
- c. Bakeries selling baked goods containing produce grown primarily on site (a minimum of fifty (50) percent grown by the operator).
- d. Children play areas including inflatables (not including motorized vehicles or rides).
- e. Petting zoos (limited to farm animals) and pony rides.
- f. Small scale entertainment, as defined in Section 20.01, on a minimum of twenty (20) acres (not including permanent seating areas).
- g. Gift shops for the sale of crafts and antiques limited to twenty-five (25) percent of all indoor retail square footage on site.
- h. Family orientated animated barns (fun houses, haunted house, or similar) and hayrides on a minimum of twenty (20) acres.
- i. Seasonal kitchen facilities, as defined in Section 20.01, along with the sale of cider, doughnuts, fruit, ~~etc.~~ or similar products; such operation shall be limited to no more than eight (8) months out of the year. ~~Kitchen facilities do not include restaurant.~~
- j. Indoor storage facilities for the storage of automobiles, recreational vehicles and items similar in nature. Indoor storage may only occur in buildings that existed at the time of the adoption of this Ordinance.
- k. Processing farm products (a minimum of fifty (50) percent grown by the operator).
- l. Accessory or other similar uses to those listed above as approved by the Planning Commission. If the Commission determines that the type of use is not similar to an above stated acceptable ancillary accessory use or that the impacts from such a use may be of a more intense nature, the Planning Commission may consider the use as a special land use approval and if approved, may place appropriate conditions on the use to ensure that the health, safety, and general welfare of the Township are protected.
- m. Accessory uses which include mud bogs, race tracks, tractor pulls, the use of motor vehicles or off road vehicles for entertainment, charitable or for profit purposes, shall not be considered acceptable ancillary accessory uses. This shall not include the use of tractors for hayrides or other similar events or normal farm related activities.

### 3. Minimum Site Requirements

- a. The ancillary accessory uses above, may only be considered for farms or orchards with a minimum land area of ten (10) acres or more unless otherwise stated above.
- b. The ancillary accessory uses above, when not completely enclosed in a permanent structure, must be setback a minimum of one-hundred (100) feet from any property line.
- c. The Planning Commission may modify the above minimum site requirements based on the following findings of fact:
  - i. The proposed use proposes sufficient screening and setbacks to address potential nuisance and off-site impact concerns of surrounding properties.
  - ii. The proposed use would not change the essential character of the surrounding area and would maintain a rural/ open space appearance.

4. Setbacks for all Agri-Business Buildings
  - a. Front yard: As required in the Zoning District.
  - b. Side yard: A minimum of fifty (50) feet.
  - c. Rear yard: ~~A minimum of fifty (50) feet.~~ As required in the Zoning District.  
*\*Existing buildings being utilized for storage, single family dwelling unit use, or production farming activities are not subject to the above noted setback requirements.*
5. Pedestrian Circulation
  - a. Dedicated pedestrian walkways or pathways shall be provided from all parking areas to the designated activity or shopping area. Walkways shall incorporate some form or combination of fencing, curbing, landscaping, etc., as a method of separation.
6. Parking
  - a. An improved parking area shall be provided for the farm market, stand, or any other building in which the public can enter. Parking shall be provided at a rate of one (1) space for each one hundred and fifty (150) square feet of such building area. Improved parking may be either paved or gravel.
    1. The dimensions and location of the gravel parking lot shall be shown on the site plan. For the purpose of determining the size of the parking area, two thousand five hundred (2,500) square feet of parking area shall be provided for every ten (10) parking spaces
    2. The limits of the gravel parking lot shall be clearly identified by an appropriate movable barrier (i.e., snow fencing, string line with tied ribbons, small logs, precast concrete bumpers, etc.). Access for overflow parking shall also be clearly identified.
    3. The topsoil in the gravel parking lot area shall be stripped. (If stockpiled, proper soil erosion control measures shall be put in place. If immediately placed on a farm field, no measures are required). No topsoil may be transported off site from one legally described parcel to another without a permit from the Township.
    4. Under certain conditions, (frozen ground, saturated soil, or soft unstable soils are examples) a geotextile fabric shall be placed in the parking area where the topsoil has been stripped and the area has been graded. The grade shall be inspected by the Township to ascertain if the geotextile fabric is needed prior to placing any aggregate. When a geotextile fabric is needed, all overlapping seams and the outside border of the fabric will be adequately staked. (The purpose of the geotextile is to prevent saturated or unstable soil from migrating into the aggregate).
    5. Six (6) inches of MDOT 21 AA aggregate shall be placed over the fabric and compacted in place.
  - b. Overflow parking shall be serviced by a one hundred (100) foot long gravel driveway no less than twenty (20) feet wide from any exterior roadway.
  - c. No parking shall occur within the road right-of-way.
  - d. Parking areas within one hundred (100) feet of an exterior property line shall be adequately screened from adjacent residential uses. Screening shall consist of a landscape greenbelt consistent with the standards of this Ordinance.

- 7. Conditions of Agri-Business Operations
  - a. All proper permitting and licensing records (as required) shall be available to the Township upon request.
  - b. Noise emanating from such use shall meet the acceptable decibel requirements set forth in this Ordinance.
  - c. Lighting shall be shielded downward and away from all adjacent residences and public rights-of-way.
  - d. Permits or proof of review for all new access drives shall be obtained from the Road Commission of Macomb County. For all existing drives, created after April 2000, proof of permit or review from the Road Commission shall be provided as a part of approval.
  - e. Uses shall provide an emergency action/access plan (as approved by the Fire Department) for emergency response for each aspect of the agribusiness use (if and as determined necessary by the Township).

**Section 8.02 Special Approval Land Uses.**

- O. Event Barns (Section 16.46).

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**ARTICLE 16 SPECIAL LAND USES**

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**Section 16.39 EVENT ~~AND~~ HOSTING FACILITIES**

- A. Intent
  - 1. This Special Approval Land Use permits the Applicant to renovate an existing structure for the purpose of hosting events, or to construct a new building or structure for that purpose.
- B. Minimum Site Requirements
  - 1. Event hosting facilities shall be constructed on a site **twenty (20)** acres in size or greater.
  - 2. Setbacks
    - a. Front yard: as required in the AG district
    - b. Rear yard: ~~50 feet~~ **As required in the AG district.**
    - c. Side yard: **Fifty (50)** feet
- C. Specific Parking Requirements
  - 1. Parking shall be provided at a rate of one (1) space for each two (2) persons allowed within maximum occupancy, as determined by the Fire Department.
- D. Screening
  - 1. Event hosting facilities shall be screened from adjacent residential uses by a greenbelt consistent with the standards of this Ordinance.
- E. Other Requirements
  - 1. Events shall take place within an entirely enclosed building that is designated for event hosting on an approved site plan.
  - 2. The Township Board shall make a determination as to whether the event hosting facility is truly ~~ancillary~~ **accessory** to the site's agricultural use or uses.

3. The Township Board shall limit the number, duration and intensity of the events, as appropriate, to ensure compatibility with the surrounding area and neighborhood.
4. The maximum number of guests for an event regulated by this section shall be **three hundred (300)** guests.
5. Traffic study
  - a. In order to help ensure safe and reasonable traffic operating conditions on streets and intersections after development of the event hosting facility, the Township shall require a traffic impact study ~~for proposed event hosting facilities with a planned maximum occupancy of greater than 300 guests.~~
  - b. A traffic study shall include, at a minimum, a description of existing traffic conditions, forecasted trip generation and forecasted trip distribution, a level of service analysis, the proposed access design for the site, and proposed mitigation measures, if needed.
  - c. ~~This requirement~~ The traffic study may be waived by the ~~Township Board when a site has an existing use with activity levels at or more intensive than 300 guests. For example, hayrides and cider mill operations that already attract guests in excess of 300 people.~~ Planning Commission if the following standards apply:
    - i. The proposed operation has received approval from the Macomb County **Department of Roads** based on the current application being reviewed.
    - ii. The proposed operation has proposed improvements to adequately manage the anticipated traffic control necessary to not cause backups on the public roadway and off-site impact/ nuisances to the surrounding area.

~~F. The number, type, duration, frequency, and size of hosted events shall be reviewed as part of the special land use application. The Township Board shall take into consideration the intent of this district and consider whether the activities proposed are truly ancillary to the site's agricultural use or uses.~~

### **Section 16.40 SPECIAL OUTDOOR EVENTS.**

- A. Intent
  1. This Special Approval Land Use permits the Applicant to host outdoor events in a designated event hosting area.
- B. Minimum Site Requirements
  1. Special outdoor events shall **only** be permitted on sites no less than ~~50~~ **thirty (30)** acres in size.
  2. Special outdoor events shall be hosted only in areas designated for events on an approved site plan. The site plan shall provide a planned maximum capacity for the event area, to be determined by the Fire Department.
  3. Special outdoor events shall **only** be permitted on sites with frontage on and direct access to a paved roadway.
- C. Setbacks ~~For events with amplified sound, the following setbacks shall apply to all activities related to the event, including crowd staging, crowd assembly and use areas, and event staging.~~
  1. ~~Front yard: 200 feet~~
  2. ~~Rear yard: 200 feet~~

~~3. Side yard: 200 feet~~

1. Any designated event hosting area shall be setback a minimum of one hundred (100) feet from all property lines.
2. For events with amplified sound, all activities related to the event, including crowd staging, crowd assembly and use areas, and event staging shall be setback two hundred (200) feet from all property lines.

D. Specific Parking Requirements

1. Parking shall be provided at a rate of one (1) space for each two (2) persons allowed within the event area's maximum occupancy, as determined by the Fire Department.

E. Screening

1. Areas designated for outdoor events shall be screened from neighboring properties by buildings, a greenbelt, a six (6) foot wooden fence, equivalent decorative material or some combination thereof.

F. Other Requirements

1. Outdoor events shall be limited to Sunday through Thursday 8:00a.m. to 7:00 p.m.; and Friday, Saturday and national holidays 8:00 a.m. to 11:00 p.m. The Township Board may grant an extension of these hours to midnight upon a finding that such an extension will preserve the health, safety and welfare of surrounding residential uses.
2. Outdoor events shall be limited to no more than three (3) per week that extend after 7:00p.m.
3. Any lighting used in association with an outdoor event shall be turned off after the event has ended.
4. The Township Board shall limit the duration and intensity of the events, as appropriate, to ensure compatibility with the surrounding area and neighborhood.
5. Temporary structures
  - a. Temporary structures erected for outdoor events shall comply with all height, bulk, and setback requirements of the AG district and this section, whichever are more stringent.
  - b. Temporary structures shall be placed only within the area designated for outdoor events.
  - c. Temporary structures shall be erected only for a single, scheduled event, and shall be removed within forty-eight (48) hours after completion of the event. If multiple events are scheduled within one week of each other, the tent may stay up between events.
6. All temporary structures shall comply with the Township Fire Code and Building Codes.
7. Sanitary facilities
  - a. The Applicant shall demonstrate that adequate sanitary facilities exist on site to accommodate the planned maximum number of event attendees.

- b. Where adequate facilities do not exist, they shall be constructed, or temporary facilities shall be provided. Where temporary facilities are provided, said facilities shall remain on site no longer than **seventy-two (72)** hours.

8. Traffic study

~~a. In order to help ensure safe and reasonable traffic operating conditions on streets and intersections after development of the event hosting facility, the Township shall require a traffic impact study for proposed outdoor events with a planned maximum attendance of greater than 300 attendees.~~

- a. A traffic study shall include, at a minimum, a description of existing traffic conditions, forecasted trip generation and forecasted trip distribution, a level of service analysis, the proposed access design for the site, and proposed mitigation measures, if needed.
- b. ~~This requirement may be waived by the Township Board when a site has an existing use with activity levels at or more intensive than 300 guests. For example, hayrides and cider mill operations that already attract guests in excess of 300 people. The traffic study may be waived by the Planning Commission if the following standards apply:~~
  - i. The proposed operation has received approval from the Macomb County Road Commission based on the current application being reviewed.
  - ii. The proposed operation has proposed improvements to adequately manage the anticipated traffic control necessary to not cause backups on the public roadway and off-site impact/ nuisances to the surrounding area.

~~G. The number, type, duration, frequency, and size of outdoor events shall be reviewed as part of the special land use application. The Township Board shall take into consideration the intent of this district and consider whether the activities proposed are truly ancillary to the site's agricultural use or uses.~~

**Section 16.41 MANUFACTURE OF ~~FOOD AND~~ BEVERAGES, INCLUDING THE DISTILLATION, FERMENTATION, BREWING, AND RELATED PACKAGING OF ALCOHOLIC BEVERAGES.**

A. Specific Requirements and Conditions.

1. Minimum Site Requirements

- a. Manufacture of ~~food and~~ beverages, including the distillation, fermentation, brewing, and related packaging of alcoholic beverages, may only be considered for farms or orchards with a minimum land area of twenty (20) acres or more.
- b. The site shall have a minimum of ten (10) planted acres of fruit or other crop used in the wine, cider, microbrewery or spirit processing, which shall be maintained pursuant to generally accepted agricultural management practices. At least ~~51%~~ **fifty percent (50%)** of the fruit and other crops used to make alcoholic beverages shall be grown by the ~~Applicant~~ **operator**. This requirement may be waived in the case of catastrophic crop failure.

2. Lot Coverage

- a. The total land area covered by buildings and structures used for the beverage processing, storage and sales may not exceed two percent (2%) of the contiguous lot area.
3. Setbacks
  - a. Any building, loading area, or internal truck circulation route that is part of the operations permitted under this subsection shall be located at least **one hundred (100)** feet from any adjacent property and at least **three hundred (300)** feet from any residential dwelling, unless the property is zoned SAA Overlay District.
4. Other Requirements
  - a. All activities, other than parking of motor vehicles and loading and unloading, shall be conducted within a completely enclosed building, except for outdoor activity specifically approved and/or licensed by the Township.

#### **Section 16.42 YEAR-ROUND KITCHENS WITH SEATING AREAS/TASTING ROOMS.**

- A. ~~Bona-fide agricultural operations, including, but not limited to, A winery, cider mill, microbrewery or distillery~~ wineries, cider mills, microbreweries and distilleries, may offer food service subject to the following conditions:
  1. The area serving food shall seat no more than **three hundred (300)** patrons at one time. Up to one hundred (100) of the seats may be in an accessory outdoor seating area.
  2. Food and beverage service shall be completed at ~~12:00 a.m. (midnight)~~ **11:00 p.m.**
  3. The facility must be licensed to prepare and serve food by the appropriate Health Agency.
  4. ~~Any alcoholic beverages sold at retail at the winery, cider mill, microbrewery, brewery or distillery must be produced by the Applicant.~~ Alcoholic beverages may only be sold at retail if such beverages are produced by the operator at an onsite winery, cider mill, microberwery, brewery, or distillery.
- B. Minimum Site Requirements
  1. ~~Ancillary Accessory~~ kitchens with seating areas or tasting rooms shall be constructed on a site **twenty (20)** acres in size or greater.
- C. Setbacks
  1. Front yard: as required in the AG district
  2. Rear yard: ~~50 feet~~ **As required in the AG district.**
  3. Side yard: ~~Fifty (50)~~ **feet**
- D. Specific Parking Requirements
  1. Parking shall be provided at a rate of one (1) space for each one hundred (100) square feet of floor area, or one (1) space for each two (2) persons allowed within maximum occupancy, as determined by the Fire Department, whichever is greater.
- E. Screening/ **Outdoor Seating Capacity**
  1. Any outdoor seating shall be screened from adjacent residential uses by a greenbelt consistent with the standards of this Ordinance. Outdoor seating shall be limited to no

more than **one hundred percent (100%)** of the indoor seating and the total of both indoor and outdoor seating cannot exceed **three hundred (300)** people.

#### F. Other Requirements

1. Retail sales and food service associated with a year-round kitchen, if permitted by law, must be clearly accessory to production of the **food or beverage** being processed. Retail sales and food service areas shall occupy no more than twenty-five (25) percent of the floor area devoted to **food or beverage** processing and storage, or no more than ten thousand (10,000) square feet, whichever is less.

### Section 16.46 EVENT BARNs

Event barns **on the same property as a bona-fide agricultural operation** may be permitted as a special approval land use in the AG district, subject to the following conditions:

#### A. Operational Requirements

1. Only farm buildings in existence at the time this amendatory ordinance took effect may be utilized for events authorized under this section.
2. Event barns shall not exceed two hundred-fifty (250) person capacity.
3. **Events shall be limited to no more than three (3) per week.**
4. No event shall be conducted between the hours of 11:00 PM and 8:00 AM.
5. Seasonal kitchen facilities, as defined in Section 20.01, may be operated during events.

#### B. Minimum Site Requirements

1. **Event barns shall only be permitted on sites no less than ten (10) acres in size.**

#### C. Setbacks

1. **Front yard: as required in the AG district**
2. **Rear yard: As required in the AG district.**
3. **Side yard: Fifty (50) feet**

#### D. Pedestrian Circulation

1. Dedicated pedestrian walkways or pathways shall be provided from all parking areas to the event barn, or any other building in which the public can enter. Walkways shall incorporate some form or combination of fencing, curbing, landscaping, etc., as a method of separation.

#### E. Parking

1. An improved parking area shall be provided for the event barn, or any other building in which the public can enter. Parking shall be provided at a rate of one (1) space for each one hundred and fifty (150) square feet of such building area. Improved parking may be either paved or gravel.
2. The dimensions and location of the gravel parking lot shall be shown on the site plan. For the purpose of determining the size of the parking area, two thousand five hundred (2,500) square feet of parking area shall be provided for every ten (10) parking spaces.

3. The limits of the gravel parking lot shall be clearly identified by an appropriate movable barrier (i.e., snow fencing, string line with tied ribbons, small logs, precast concrete bumpers, etc.). Access for overflow parking shall also be clearly identified.
4. The topsoil in the gravel parking lot area shall be stripped. (If stockpiled, proper soil erosion control measures shall be put in place. If immediately placed on a farm field, no measures are required). No topsoil may be transported off site from one legally described parcel to another without a permit from the Township.
5. Under certain conditions, (frozen ground, saturated soil, or soft unstable soils are examples) a geotextile fabric shall be placed in the parking area where the topsoil has been stripped and the area has been graded. The grade shall be inspected by the Township to ascertain if the geotextile fabric is needed prior to placing any aggregate. When a geotextile fabric is needed, all overlapping seams and the outside border of the fabric will be adequately staked. (The purpose of the geotextile is to prevent saturated or unstable soil from migrating into the aggregate). Six (6) inches of MDOT 21 AA aggregate shall be placed over the fabric and compacted in place.
6. No parking shall occur within the road right-of-way.
7. Parking areas within one hundred (100) feet of an exterior property line shall be adequately screened from adjacent residential uses. Screening shall consist of a landscape greenbelt consistent with the standards of this Ordinance.

#### F. Other Requirements

1. All proper permitting and licensing records (as required) shall be available to the Township upon request.
2. Noise emanating from such use shall meet the acceptable decibel requirements set forth in this Ordinance.
3. Uses shall provide an emergency action/access plan (as approved by the Fire Department) for emergency response for each aspect of the agribusiness use (if and as determined necessary by the Township).

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## ARTICLE 20 CONSTRUCTION OF LANGUAGE AND DEFINITIONS

### Section 20.01 DEFINITIONS.

**ACCESSORY USE, OR ACCESSORY:** ~~A use that is clearly incidental to, customarily found in connection with, and generally located on the same lot as the principal use to which it is related.~~ A use of land or of a building or portion thereof customarily incidental and subordinate to the principal use of the land or building and located on the same lot with the principal use.

**AGRICULTURAL USE:** Substantially open land devoted to the production of plants and animals useful to man, including forages and sod crops; grains and feed crops; dairy and dairy crops; livestock, including breeding and grazing; fruits; vegetables; and other similar uses and activities.

**AGRI-BUSINESS (VALUE ADDED FARMING):** A commercial use ~~ancillary~~ accessory to the general operation of a farm.

~~**ANCILLARY USE:** A use of land or of a building or portion thereof customarily incidental and subordinate to the principal use of the land or building and located on the same lot with the principal use.~~

**BANQUET HALL.** An establishment for the hosting of private events. Banquet halls may or may not include kitchen facilities, outdoor gardens and reception facilities, and/or the sale of alcoholic beverages for on-premises consumption, only during scheduled events and not open to the general public.

**BUILDING:** A structure, either temporary or permanent, having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals or chattels in a building. This shall include tents, awnings or vehicles situated on private property and used as buildings. When any portion thereof is completely separated from every other part thereof by division walls from the ground up, and without openings, each portion of such building shall be deemed a separate building.

**EVENT BARN.** A barn associated with and on the same property as a bona-fide agricultural operation that is used for the hosting of private events. Event barns may or may not include kitchen facilities, outdoor gardens and reception facilities, and/or the sale of alcoholic beverages for on-premises consumption, only during scheduled events and not open to the general public.

**FARM:** means the land, plants, animals, buildings, structures, including ponds used for agricultural or aquacultural activities, machinery, equipment, and other appurtenances used in the commercial production of farm products. If any issues or conflicts arise, the terms and definitions of the "Right to Farm Act", being Public Act 93 of 1981, shall prevail.

**FARM PRODUCT:** means those plants and animals useful to human beings produced by agriculture and includes, but is not limited to, forages and sod crops, grains and feed crops, field crops, dairy and dairy products, poultry and poultry products, cervidae, livestock, including breeding and grazing, equine, fish, and other aquacultural products, bees and bee products, berries, herbs, fruits, vegetables, flowers, seeds, grasses, nursery stock, trees and tree products, mushrooms, and other similar products, or any other product which incorporates the use of food, feed, fiber, or fur, as determined by the Michigan commission of agriculture.

**FARM MARKET:** A building for the sale of produce, vegetation, etc. on a farm as defined within this Ordinance which allows for the general public to enter the building.

**GROSS ANNUAL INCOME, FARMING RELATED:** An average income computed from two of the three (3) tax years immediately preceding the current from the raising or harvesting of any agricultural commodities.

**RESTAURANT:** An establishment where the principal use is the preparation of food and beverages for consumption on the premises. For the purposes of this ordinance, this definition does not include drive-through facilities.

**ROADSIDE STAND:** A roadside stand is a temporary or existing permanent building, where the public is not invited into and is operated for the purpose of selling only produce raised or produced by the proprietor of the stand or his family on the premises, and its use shall not make into a commercial district land which would otherwise be an agricultural or residential district, nor shall its use be deemed an approved commercial activity.

**SEASONAL KITCHEN FACILITY:** The offering of food at retail, on an occasional or seasonal basis, as an adjunct service on the premises in connection with the operation of wineries, cider mills, breweries, distilleries, civic events, private events, and/or agri-businesses. The food offered may consist of snacks, sandwiches, luncheons, pre-packaged, or pre-arranged dinners. Alcoholic beverages may be served provided the responsible entity is licensed to do so. A seasonal kitchen shall not include the operation of a standard, open front, take-out, or drive-through restaurant, but could include the purchase of warmed up (non-cooking process) or pre-packaged products like charcuterie board, peanuts, cracker & cheese trays, and other similar items.

**SMALL SCALE ENTERTAINMENT** - A specified area or areas dedicated for the purpose of providing a family orientated entertainment which has a general, non-permanent seating capacity of not more than 200 persons, or the maximum occupancy of the space where the event is held, whichever is less. Small scale entertainment uses shall not be conducted for more than 3 consecutive hours or for more than 3 hours in any 4 hour span. No event shall be conducted between the hours of 11:00 PM and 8:00 AM.

**TEMPORARY USE OR BUILDING:** A use or building permitted by the Building Inspector or ~~Clerk~~ Zoning Administrator to exist during periods of construction of the main building or use, or for special events or purpose. Tents or similar enclosures used in residential zoning districts for short-term events, not exceeding ~~three (3)~~ sixty (60) days, shall not be defined as a temporary use or building.



Wade Trim, Inc.  
555 S. Saginaw Street, Suite 201 • Flint, MI 48502  
810.235.2555 • [www.wadetrim.com](http://www.wadetrim.com)

January 24, 2025

Armada Township  
23121 E Main Street  
Armada, MI 48005

Attention: Chris Krotche  
Township Supervisor

Re: Professional Planning Services Proposal for a Parks and Recreation Plan Update

Dear Chris Krotche:


We are pleased to submit this proposal to assist Armada Township in updating their parks and recreation plan. We are excited to continue our relationship to help guide the Township on this planning process. Caitlyn Habben, AICP, has been working and guiding your community for the last two years. We focus on working alongside local leaders and citizens to protect local values and help shape the Township's future.

Wade Trim is a Michigan-based firm with more than 700 professionals and support staff. Our Michigan offices include Bay City, Detroit, Flint, Gaylord, Grand Rapids, Taylor, and Traverse City. Since 1972, Wade Trim's planning team has been developing creative and thoughtful solutions to strengthen communities and improve quality of life. Drawing from our extensive technical expertise and national project experience, we apply a holistic approach to solving local challenges.

We have a team of 13 planners with diverse experience in visioning, public engagement, land use planning, zoning, and community and economic development. We appreciate your consideration of our services, and we look forward to the opportunity to assist the Township in updating the parks and recreation plan. This is a lump sum proposal to update the parks and recreation plan, with two public engagement options. Caitlyn will be your Project Manager out of our Flint office. Caitlyn can be reached at 810.449.2570 or [chabben@wadetrim.com](mailto:chabben@wadetrim.com). Please let us know if you have any questions or need additional information.

Very truly yours,

Wade Trim, Inc.

  
Caitlyn Habben, AICP  
Project Manager

  
Jason T. Smith, AICP  
Vice President/Planning Area Lead

CLH:JTS:lkf  
AAA 1000.25  
20250124\_Krotche\_Armada Twp P & R-Ltr.docx  
Attachment

## 1.0 SCOPE DESCRIPTION

Wade Trim is proposing a base scope which is the minimum necessary to meet all standards for parks and recreation plans as outlined by the Michigan Department of Natural Resources (DNR). We are also proposing an optional scope element, which the Township may consider as budget capacity allows.

### 1.1 Base Scope

We would anticipate the below content to be covered over the course of three meetings with the Township. Wade Trim will provide guidance to the Township throughout the planning process to ensure compliance with DNR Guidelines, including providing template notices for all the steps in the approval process. The Township will ultimately be responsible for publication and distribution of the required notices.

**Community Description:** The existing Community Description chapter regarding community profile, demographic changes, and zoning will be updated by Wade Trim, as necessary, to reflect changes since the prior plan.

**Administrative Structure:** We will update the existing Administrative Structure chapter including budget, programming volunteers, and relationship with the school district and other agencies will be updated by Wade Trim, as necessary, to reflect changes since the prior plan.

**Parks and Recreation Inventory:** Wade Trim will update this existing chapter, including descriptions of park facilities within Armada Township and a summary of facilities within neighboring communities.

**Resource Inventory:** As subjects covered in this chapter have not changed since the previous plan's publication, this chapter will likely remain unchanged.

**Recreation Needs Analysis:** The existing Recreation Needs Analysis chapter regarding potential partnerships, recommended facilities, Township assessment, opportunity standards, and needs and deficiencies will be updated as necessary, to reflect changes since the prior plan.

**The Planning Process:** This section will be updated to summarize the public engagement process utilized in this update.

**Goals & Actions:** A community's vision, expressed through goals and actions, is a core component of a parks and recreation plan. We will review and improve the existing goals and actions in the parks and recreation plan, based on feedback received from citizens and stakeholders during the planning process and our professional expertise.

**Action Strategies:** Finally, we will update the Action Strategies chapter including a comprehensive list of potential improvements for the Township's parks facilities, to include estimates for various improvements.

The final deliverable for the project will include a digital (Adobe PDF) copy of the approved parks and recreation plan report. Editable report files (Microsoft Word) and mapping files (Esri) will be made available to the Township, upon request. Our scope does not include the printing of hard copies of the approved report. If requested by the Township, we can provide a quote for printing any number of hard copies.

### 1.2 Public Engagement Optional Items

For a parks and recreation update, two forms of public engagement are required by the DNR. One engagement opportunity that is included in the base scope is the required public hearing.

Wade Trim is proposing two options for public engagement: a public survey, or a “parks and recreation collaborative meeting.” The public survey option would consist of a survey available to the public for several weeks in online and hard copy forms. It would be advertised by the Township through conventional forms of communication such as social media, the Township website, and newsletters.

For the collaborative meeting, Wade Trim will assist in hosting a meeting with the Planning Commission and encourage the public to attend, as well as the Township Board. The meeting will serve as an excellent opportunity to engage with community members face-to-face while discussing potential park improvements.

## 2.0 SCHEDULE

Wade Trim anticipates an approximate seven-month schedule to prepare a complete draft of the parks and recreation plan, while allowing one month for the DNR-required notification period and adoption process. We can start this project as soon as March. The public hearing and final plan approval are proposed to take place by November of 2025 so that the approved plan can be submitted to the DNR by February 1, 2026 (this would allow the Township to submit a grant application to the DNR by their April 1, 2026, grant application deadline).

Event	Timeframe
Review Draft Plan	Months 1-2
State Required Review Period (30-days)	Month 3
Public Hearing and Adoption	Month 4-5

Wade Trim’s fees are based on the project schedule. Changes in the schedule may impact the presented fees. Depending on the actual notice-to-proceed date and desired completion date, Wade Trim reserves the right to renegotiate professional fees to account for additional effort required to accommodate the project schedule. The Wade Trim Project Manager will notify the Township immediately if there is an expected change in schedule that would impact the presented fee.

## 3.0 BUDGET

### 3.1 Base Scope

Wade Trim proposes a Lump Sum Fee of **\$4,700** to complete the above-described base scope. Our cost is inclusive of all project related expenses, including project management, mileage, and travel costs. The scope sections listed above detail our assumptions and specific quantities assumed in our fee development. Changes to assumptions, scope, or schedule may impact the project fee.

Included in the above cost is Wade Trim’s attendance at three meetings (two parks and recreation meetings and one public hearing). Wade Trim’s participation at additional meetings not outlined above will be billed at a flat rate of \$500 per meeting.

### 3.2 Optional Items

Our proposed cost to complete each optional task is listed below.

Public Survey.....	\$1,000
Collaborative Meeting.....	\$500

### 3.3 Invoicing Procedures

All effort and cost will be invoiced monthly for our effort to date. Payment of invoices is expected within 30 days. Any disputes related to the invoice amount will immediately be brought to the attention of Wade Trim. Wade Trim reserves the right to stop work when accounts receivable exceeds 60 days. All deliverables are the property of Wade Trim until payment obligations are met.



Professional Services Agreement (Short Form)

Agreement

To engage the Services of Wade Trim Inc., as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled Professional Planning Services Proposal for a Parks and Recreation Plan Update between Armada Township of 23121 E. Main Street, Armada, MI 48005, hereinafter called "Owner," and Wade Trim Inc., 555 South Saginaw Street Suite 201, Flint Michigan, 48502, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in Wade Trim's proposal letter dated January 24, 2025.

B. Owner agrees to pay Professional as compensation for Professional's services as follows:

Our efforts for updating the parks and recreation plan will be a Lump Sum Fee of \$4,700 and include the scope of work as described in the January 24, 2025, proposal letter. The lump sum fee may increase if the Township selects one or both optional items for public engagement.

C. Owner agrees to establish an allowance of \$N/A for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

As outlined in Wade Trim's proposal letter dated January 24, 2025

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner: Professional: Jason T. Smith, AICP
By: (Print Name) Jason T. Smith, AICP (Print Name)
Title: Vice President
Date Signed: January 24, 2025

## General Provisions

### 1.01 Basic Agreement

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

### 2.01 Payment Procedures

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

### 3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

### 4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

### 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

### 6.01 Successors, Assigns, and Beneficiaries

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

### 7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

### 8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction.

Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred. No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

### 9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.



Wade Trim, Inc.  
555 S. Saginaw Street, Suite 201 • Flint, MI 48502  
810.235.2555 • [www.wadetrim.com](http://www.wadetrim.com)

January 27, 2025

Armada Township  
23121 East Main Street  
Armada MI 48005

Attention: Michelle Bailey  
Planning & Zoning Administrator

Re: Annual Report

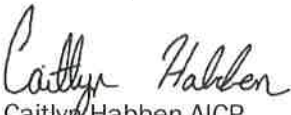
Dear Michelle Bailey:

Per the Township's request, Wade Trim has prepared the Planning Commission Annual Report 2024. The Michigan Planning Enabling Act requires the Planning Commission to conduct an annual report. This document summarizes the activities that took place last year in 2024. At the bottom of the report is the Goals for 2025 section. The intention of this section is to help identify for the Township Board potential budget needs (training updating documents) or community interests (exploring putting regulation about X). Please review the draft the report. The action to take place at the meeting would be to approve the Planning Commission 2024 Annual Report and submit to the Township Board. The Township Board will accept the report.

If you have any questions on the provided material, please do not hesitate to contact me at 810.620.0086 or by email at [chabben@wadetrim.com](mailto:chabben@wadetrim.com).

Very truly yours,

Wade Trim, Inc.

  
Caitlyn Habben AICP  
Professional Planner

CLH:fmr  
ARA600025F  
[Annual Report Cvr Ltr.docx](#)  
cc: Planning Commission



## Armada Township

### Annual Report 2024



Per the Michigan Planning Enabling Act PA 33 of 2008, provided is the annual report by the Planning Commission prepared by Wade Trim Inc. fulfilling requirements of Sec. 125.3819.

The Planning Commission had a total of 12 regular meetings and 2 special meetings in 2024.

### Regular Business

The Planning Commission proposed recommendations to the Township Board of the following applications:

- Site Plan – 2
  - SEMCO Utility Building – 16671 Irwin Rd – **Approved**
    - Contingent on update to site plan for landscaping and receiving additional variances.
  - Trillium Farm – 16191 32 Mile Road – **Approved**
    - Gravel parking lot and temporary tents used for event overflow; events held from April to November.
- Special Land Use – 3
  - Trillium Farm – 16191 32 Mile Road – **Approved**
    - Desire to host events in a preexisting barn.
  - Miller Farm – 71800 Romeo Plank – **Partially Approved**
    - Approved for an indoor/outdoor event hosting facility.
    - Approval postponed for manufacture of food & beverage, and year-round kitchen.
  - Public Storage Facility – 22900 and 22920 Armada Center – **Approved**
    - Updated site plan provided after deadline for review in November meeting.
- Rezoning – 1
  - Miller Farm – 71800 Romeo Plank – **Approved**
    - R1, Residential District to AG, Agricultural Preservation and SAA, Special Agricultural Ancillary Overlay.
    - Indoor and outdoor event venue, manufacture of food & beverage, and year-round kitchen.

### Other Business

- Site Plan Extension – Hidden River Estates Condominiums
  - Extended site plan approval by one year – **Approved** in June meeting.
- Site Plan Extension – Laethem Development – Laethem St at Powell Rd
  - Extended site plan approval by one year – **Approved** in October meeting.
- Text Amendment – Agricultural Preservation District – Sections 8.01(B) & 8.02

- Formatting updates and new subsection on Event Barns (Sec. 16.46) – Public hearing held in December meeting.
- Text Amendment – Special Land Uses – Sections 16.39 to 16.42 & 16.46
  - Formatting updates, terminology changes, and requirement changes focused on allowing event venues – Public hearing held in December meeting.
- Text Amendment – Construction of Language and Definitions – Section 20.01
  - Add/remove definitions and clarifying language – Public hearing held in December meeting.



## 2025 Goals

Looking into the future, the Planning Commission would like to consider the following activities:

- Complete update of Township’s Zoning Ordinance
- Consider review and update of Parks and Recreation Plan
- Complete the adoption of the agricultural tourism text amendment
- Conduct training for the Planning Commission on \_\_\_\_\_





Wade Trim, Inc.  
 555 S. Saginaw Street, Suite 201 • Flint, MI 48502  
 810.235.2555 • www.wadetrim.com

January 22, 2025

Armada Township  
 23121 East Main Street  
 Armada MI 48005

Attention: Michelle Bailey  
 Planning & Zoning Administrator

Re: February Planning Commission Meeting

Dear Michelle Bailey:

At the upcoming Planning Commission meeting, we hope to discuss the following items:

- **Adoption of the Agricultural Business/Tourism Text Amendment:** If the Planning Commission is comfortable with the provided language, the next step is for the Planning Commission to recommend adoption of the text amendment to the Township Board.
- **Processing of Applications:** I propose for the processing of site plan reviews to have additional time to do internal reviews prior to the application coming before the Planning Commission. Below is a general calendar for how those would be processed. I find for clients that use this model the initial internal review cleans up the site plan to address all necessary missing information and leaves the Planning Commission to focus on discretionary items during the meeting. This method does require applicants to submit material earlier and a quick turn around for revise drawings, but ultimately the applicant is focused on targeting one Planning Commission meeting rather than attending meetings for the next several months.

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> week	2 Months Previous				
2 <sup>nd</sup> week					
3 <sup>rd</sup> week					
4 <sup>th</sup> week	<b>Applicant Initial Site Plan Submittal</b>				
1 <sup>st</sup> Week	<i>Previous Month</i>				
2 <sup>nd</sup> Week	Comments to Applicant of Revisions				
3 <sup>rd</sup> Week	<b>Applicant Revised Site Plan Deadline</b>				
4 <sup>th</sup> Week	Send Packet to PC				
1 <sup>st</sup> Week of Month			Target PC Meeting		

- **Zoning Ordinance Update:** The initial zoning ordinance project started in November of 2023. With the Planning Commission, we have completed one meeting doing training and review of one article audit. We can continue to review the zoning ordinance when there is no business on the agenda; however, this may continue to delay the project. An alternative is to allow a small group of Planning Commission members and Township Staff to meet to discuss the audits separate from the regularly scheduled Planning Commission Meetings. This small group could meet prior to the Planning Commission meetings or virtually another day and/or time. This would allow for continued progress outside of regular business on the zoning ordinance update.

If you have any questions on the provided material, please do not hesitate to contact me at 810.620.0086 or by email at [chabben@wadetrim.com](mailto:chabben@wadetrim.com).

Very truly yours,

Wade Trim, Inc.



Caitlyn Habben AICP  
Professional Planner

CLH:reb

ARA600025F

[20250115\\_Bailey\\_Feb Meeting Cvr Ltr.docx](#)

cc: Planning Commission