

Gordon Hayward

From: Patrick Sloan <PSloan@mcka.com>
Sent: Monday, October 17, 2016 3:13 PM
To: Michelle Reardon
Cc: 'Claire Schoolmaster'; Leslie
Subject: Peninsula Township Zoning Ordinance update
Attachments: Summary and Remaining Review Items as of October 17, 2016.pdf; Zoning Ordinance Update Calendar 20160107.pdf

Gordon,

Attached is a letter summarizing what has been accomplished with the Zoning Ordinance so far and the tasks remaining. So far, the most significant tasks remaining appear to be the Shoreline Overlay District and the agriculture-related uses in Article 6 (i.e., Farm Processing Facility [a.k.a., Winery, Use by Right], Local Food Production Facility, Food Processing Plant, and Winery-Chateau). However, it seemed like we were achieving consensus on the Shoreline Overlay District regulations at prior meetings.

While most of the remaining tasks seem manageable as part of the general Zoning Ordinance update, please let me know if the Planning Commission or Township Board identifies any **areas** it wants to defer until after the Zoning Ordinance updates are adopted.

Also attached is a calendar, which includes remaining tasks. There are no dates associated with the remaining tasks, but we will add them once the Planning Commission has had a chance to review the attached summary letter and calendar.

By the end of October, we will send a revised draft Zoning Ordinance that will include all of the revisions to date made by the Planning Commission.

If you have any questions or need additional information, please let me know.

Thank you.

Patrick



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October 17, 2016

Township Board, Planning Commission,
and Director of Planning & Zoning
Peninsula Township
13235 Center Rd.
Traverse City, MI 49686

Subject: Summary of Zoning Ordinance Review and Remaining Review Items

Members of the Township Board, Planning Commission, and Staff:

The Township has made a lot of progress on the review of the Zoning Ordinance revisions and has held several meetings. In order to complete its review, additional meetings should be held to cover the unfinished material. The meetings to date and the materials covered, are as follows (the remaining items to cover are described on pages 3-9 of this letter):

- **April 18, 2016 (Monday), 7:00 p.m. – Article 1 (Title, Purpose, and Scope) and part of Article 2 (Definitions) through “Building, Height of.”** At April 18th the joint meeting of the Planning Commission and Township Board, we reviewed Article 1 (Title, Purpose, and Scope) and part of Article 2 (Definitions) through “Building, Height of” but we deferred review of additional items to future meetings based on the amount of information to cover.
- **April 26, 2016 (Tuesday), 6:00 p.m. to 8:00 p.m. – Shoreline Overlay (Section 3.113) and Fences and Walls (Section 7.114).** At the April 26th meeting, we reviewed the Shoreline Overlay (Section 3.113) and Fences and Walls (Section 7.114), but deferred review of the related definitions to a later meeting that will be dedicated to reviewing only the Definitions article.
- **May 3, 2016 (Tuesday), 6:00 p.m. to 8:00 p.m. – Agricultural-Related Uses (Sections 6.103, 6.110, 6.123, 6.138, and 6.139).** At the May 3rd meeting, we reviewed Bed and Breakfast Establishments (Section 6.103), Food Processing Plants (Section 6.110), Local Food Production Facilities (Section 6.123), and Winery, Use By Right (Section 6.138). There was detailed discussion on these uses, and it was determined that the Township Board and Planning Commission would re-visit these uses at a future meeting(s) with the participation of facility owners. While there was not sufficient time to review Winery-Chateaus (Section 6.139) at the May 3rd meeting, it was agreed that they would be discussed at the same future meeting(s) as the other agricultural-related uses. The Township has since decided to work on these land use regulations internally and add them to the Zoning Ordinance later in the process.
- **May 16, 2016 (Monday), 7:00 p.m. – Article 8 (Environmental Performance Standards), Article 9 (Parking, Loading, and Access Management), Article 10 (Landscaping and Screening), and Article 11 (Signs).** At the May 16th meeting, there was a lot of progress reviewing Articles 8-11. However, much of Article 11 (Signs) has not yet been reviewed, so it should be discussed at a future meeting.
- **June 20, 2016 (Monday), 5:30 p.m. to 7:00 p.m. – Article 3 (Zoning Districts and Map) and Article 4 (Schedule of Regulations).** At the June 20th special meeting, the Planning Commission reviewed part of Article 3 (Zoning Districts and Map) but did not have time to review Article 4 (Schedule of Regulations). The significant changes included changing “shoreline” to “ordinary high water mark,” alphabetizing all of the uses in the table in Section 3.06, and clarifying the definitions of Adult Foster Care Facility.

- **June 20, 2016 (Monday), 7:00 p.m. – Article 12 (Nonconformities), Article 13 (Administrative Organization), and Article 14 (Administrative Procedures).** At the June 20th regular meeting, the Planning Commission reviewed Articles 12-14. The Planning Commission raised several questions, many of which were answered at the meeting and the rest will be addressed in the editorial notes of the revised draft. Revisions were made to several sections, including the Site Plan Review tables. Text was kept allowing the Zoning Administrator to require additional inspections when required. Text was added in the Amendments section to tie zoning amendments to Master Plan policies.
- **July 18, 2016 (Monday), 5:30 p.m. – Section 3.116 (Neighborhood Overlay), Article 7 (General Provisions).** At the July 18th special meeting, the Planning Commission reviewed the proposed Neighborhood Overlay district standards and decided to keep the purpose and location standards, but remove the development standards until specific overlay districts are developed in the future. Therefore, the Neighborhood Overlay district will remain but it will not apply to any specific area until the Township subsequently identifies areas and develops standards for those areas. During the review of General Provisions, the Planning Commission made it into Section 7.113, so the sections on Accessory Buildings and Structures, Fences and Walls, Swimming Pools, and Accessory Solar Energy were deferred to August 15th.
- **August 15, 2016 (Monday), 5:30 p.m. – Article 7 (General Provisions), Article 11 (Signs), and Article 5 (Supplemental Zoning District Standards).** At the August 15th special meeting, the Planning Commission reviewed Section 7.113 (Accessory Buildings and Structures), Section 7.114 (Fences and Walls), Section 7.115 (Swimming Pools), and Section 7.116 (Accessory Solar Energy). For accessory buildings and structures, the Planning Commission requested to make the maximum size of accessory buildings larger and restrict their size based on overall lot coverage and not allowing an accessory building to exceed the size of the principal buildings. The Planning Commission also wants to allow accessory buildings in a front yard, provided the setbacks are met. More clarity was requested regarding how “accessory” use is applied, and the Planning Commission recommended removing some of the restrictions on height. For swimming pools and accessory solar energy, many changes were suggested and the Planning Commission requested to review these sections once they were revised.

For Article 11 (Signs), the Planning Commission made a few comments, but deferred review until after the Township attorney reviewed the proposed changes.

For Article 5 (Supplemental Zoning District Standards), there were corrections to references and working that will be made. The Planning Commission asked for clarification on open space standards and noting that some PUD’s are also site condominiums.

- **August 22, 2016 (Monday), 5:30 p.m. – Article 2 (Definitions) and Zoning Map.** At the August 22nd special meeting, the Planning Commission started reviewing definitions from the beginning and stopped in the “L’s.” Many changes were made, some of which the Planning Commission will return to.

Based on the comments at the Planning Commission meetings and proposed changes, the major items that remain for each article are as follows:

Article 1. Title, Purpose, and Scope.

No major issues remaining.

Article 2. Definitions.

The Definitions article is similar to the existing article, but all terms are numbered for easier access. The Planning Commission previously reviewed the definitions up to the L's. Significant items to review include the following:

- **"Basement"** will be revised to state that not less than ½ of its height is below ground, as measured at the median or center of the adjoining finished grade on both of the side elevations of the building.
- **"Bed and Breakfast Establishment"** will be revised to its current definition, as it was omitted from Amendment #190.
- **"Boat House"** might be removed because it is our understanding that they are not permitted on the Great Lakes. If there are no development standards elsewhere, the definition should be deleted.
- **"Building, Height of"** will be revised to apply it to each side of the building at the median or center of the building. The height will be measured from the finished grade to the peak. Therefore, walkouts must not exceed the maximum height on the walkout side. The Planning Commission recommended an accompanying graphic and stated that this is a policy decision that must be made by the Township Board.
- **"Food Processing Plant"** definition will be added, which will be based on existing regulations to make it simple.
- **"Impervious Surface"** will be reviewed for its impact on storm water management regulations and shoreline overlay. As questions was raised regarding whether swimming pools and water bodies are "impervious surfaces" and we recommend making them exempt.
- **"Lot"** will be clarified to distinguish between land areas that are not "lots."
- **"Lot, Width, Minimum"** will include a graphic.

This is the point at which the Planning Commission stopped at the August 22, 2016 meeting. When the Planning Commission resumes its review of the proposed changes to Definitions, it will start with the following major items:

- **"Lot Line Types"** were added.
- **"Lot Types"** were modified and expanded, including defining "Flag Lots" but stating that they are nonconforming. A graphic was also added.
- **"Mobile Home"** was modified to the definition of "Mobile Home" in the Mobile Home Commission Act.
- **"Mobile Home Park"** was modified to the definition of "Mobile Home Park" in the Mobile Home Commission Act.
- **"Ordinary High Water Mark"** was updated to defer to Federal or State regulation if the OHWM is ever adjusted. Also, for other water bodies (non-Great Lakes), the definition was modified to a more common definition, which measures the OHWM at a physical marker (such as vegetation) at the shore.

- **“Public Utility”** was updated to exclude wireless communication facilities, solar energy facilities, and wind energy facilities.
- **“Recreational Vehicle”** was added, and there are camping regulations in Article 6 and personal storage regulations in Article 7.
- **“Retail Sales”** was added to describe the use as it would generally apply.
- **“Setback”** terms were added to clearly define how they are measured.
- **“Service Institution”** was added to describe the use as it would generally apply.
- **“Structure”** was modified to exclude the fence exemptions; however, the regulations in Article 7 exempt agricultural fences from regulation. It was also modified to exclude at-grade paved areas. Although at-grade paved areas are not “Lot Coverage,” they should be classified as structures, even if they are exempt from permitting elsewhere in the Zoning Ordinance.
- **“Tenant House”** was added to include the existing development standard.
- **“Wall,”** like fence, was updated to remove the development standard, which is addressed in the Waterfront Overlay District and in Article 7.
- **“Yard” Definitions** were updated to be more descriptive. A graphic was also added.

Article 3. Zoning Districts and Map.

- Review all land use tables once they are alphabetized.
- A **Permitted Use Table (Section 3.106)** is included, which lists all of the uses, corresponding Zoning District, corresponding development standard link (if applicable), and whether the use is a Permitted Use or Special Use. The following changes to the land use provisions are as follows:
 - **Adult Foster Care, Family Home** is permitted in all areas where a single-family residence is permitted, which is a requirement of the Michigan Zoning Enabling Act.
 - **Adult Foster Care, Small Group Home** was added based on the requirements of the Michigan Zoning Enabling Act and Adult Foster Care Facility Licensing Act.
 - **Child Care, Group Homes** (i.e., up to 12 children) are required by the Michigan Zoning Enabling Act to be special land uses, subject to certain conditions, in districts that permit single-family residences.
 - **Boat Livery**, which is currently defined, has now been placed as a Special Use in the C-1 district.
 - **Child Care Centers**, which are currently defined, have been added, and are placed as a Special Use in the C-1 district.
 - **Drive-Through Uses** have been added, and are placed as a Special Use in the C-1 district. They are currently not permitted in any district, so this item will require discussion.
 - **Junk Yards**, which are currently defined, have now been placed as a Special Use in the C-1 district. They are currently not permitted in any district, so this item will require discussion.
 - **Winery, Use by Right (currently a “Farm Processing Facility”)** is noted as a Permitted Use in A-1.
 - **Campgrounds** have been added to the **Recreational Unit Park** classification.
- **Each Zoning District has a 1-page summary (Sections 3.107-3.112)**, which includes the current intent and purpose statements, uses permitted by right and special land uses (copied from the Permitted Use Table), and dimension regulations (copied from the Schedule of Regulations). While these district summaries repeat the Permitted Use Table and Schedule of Regulations, the purpose of these 1-page summaries is to make the Zoning Ordinance more accessible and user-friendly.

- Review **Shoreline Overlay District (Section 3.113)** standards to make sure all previous comments were incorporated. If there is consensus, this could be a simple section to complete.

Article 4. Schedule of Regulations.

This article is similar to the existing Schedule of Regulations. A purpose statement has been added, and the footnote related to lot width refers to the definition for consistency. There are not many substantive changes, so the Planning Commission's review of this article should be brief.

Article 5. Supplemental Zoning District Standards.

In addition to the comments the Planning Commission made at its August 15, 2016 meeting, we also received a letter from the Township attorney that day regarding his comments on Article 5. These comments are straightforward and will be incorporated into the next draft for the Planning Commission's review.

Article 6. Standards Applicable to Specific Uses.

Currently, the development standards for specific uses are scattered throughout several areas of the Zoning Ordinance. These development standards have been consolidated into a single article. In the Permitted Use Table in Article 3, each land use with an associated development standard includes a hyperlink to the applicable section. While there are several changes, the following are the most significant that are yet to be reviewed:

- **Adult Foster Care, Small Group Home (Section 6.101).** Number of residents increased to 12 to meet the requirements of the Michigan Adult Foster Care Licensing Act.
- **Child Care Center (Section 6.104).** Although the use is defined, there are currently no development standards for the use. We recommend provisions for hours of operation, outdoor recreation area, and additional setbacks. The additional setbacks are for the benefit of the child care center use as well as the adjacent use.
- **Child Care, Group Home (Section 6.105).** Provisions were added to comply with the location and development requirements of the Michigan Zoning Enabling Act, as well as best practices for fencing and hours of operation.
- **Drive-Through Uses (Section 6.106).** Drive-Through Uses are a new use proposed in the Zoning Ordinance as Special Uses in the C-1 district. If drive-through uses are incorporated into the Zoning Ordinance, this section has best practices for location and site circulation. If Drive-Through Uses are intended to be prohibited, we recommend adding language in the Zoning Ordinance stating so.
- **Dwelling, Single-Family (Section 6.107).** While development standards for single-family dwellings are primarily administered through the Building Code, there are a few local requirements proposed, including requiring a foundation and water and sanitary facilities.
- **Dwelling, Single-Family Attached (Section 6.108).** We recommend adopting minimum standards for attached single-family residential buildings in order to maintain a single-family residential appearance of the development. Major items include requiring that garages be attached, limiting the number of attached units per building to 8, alternating building lines for dwelling units to break up the façade, minimum building spacing, requiring outdoor patio areas, and prohibiting stacked flats.
- **Golf Courses and Country Clubs (Section 6.112).** We recommend that the 75-acre minimum site area also apply to Country Clubs that do not have a golf course.

- **Greenhouses and Nurseries (Section 6.113).** These are new regulations, which would apply to greenhouses and nurseries that have on-site retail sales. The proposed regulations address on-site activities, hours of operation, equipment and material storage, and outdoor stacks and piles. However, the intent is to have more relaxed standards for greenhouses and nurseries that are part of an on-site agricultural use.
- **Hotels, Motels, and Tourist Courts (Section 6.116).** The maximum height of the building was increased to 35 feet or 2.5 stories, consistent with the C-1 district. The current height limit of 28 feet will encourage flat roofs, which will not be consistent with the character of the township. A larger height, while still capped at 2.5 stories, will provide for better architecture. Finally, the number of guests for an outdoor gathering is limited at 200. While this number can change during the Zoning Ordinance review process, we recommend setting a specific number that can be enforced.
- **Incinerators and Sanitary Landfills (Section 6.117).** Although local control of these uses is largely preempted by State Law, we recommend keeping these standards in the event that they could be enforced. We recommend standards for a rehabilitation plan and additional screening.
- **Indoor Recreation (Section 6.119).** While not a specific use in the current Zoning Ordinance, we recommend minimum development standards for indoor recreation uses, including those that may be associated with a campground.
- **Junk Yard (Section 6.120).** While Junk Yards are currently defined, they are currently not permitted anywhere in the Zoning Ordinance. If the Zoning Ordinance includes Junk Yards as a use, we recommend making it a Special Use in the C-1 district and including development standards to minimize the negative impacts of the use. If Junk Yards are intended to be prohibited, we recommend adding language in the Zoning Ordinance stating so.
- **Kennels (Section 6.122).** Proposed regulations include minimum lot size, minimum setbacks, sound control, odor control, and breeding limits. Also, the proposed regulations prohibit the use in subdivisions and site condominiums.
- **Mobile Homes on Individual Lots (Section 6.125).** References to the Federal law were updated (National Manufactured Housing Construct and Safety Standards Act).
- **Recreational Unit Parks and Campgrounds (Section 6.129).** While there are current regulations for Recreational Unit Parks, Campgrounds were added to the use. Proposed changes to site development standards include additional screening, minimum recreational unit site dimensions, and public station facilities for guests.
- **Wireless Communication Facilities (Section 6.141).** The wireless communication standards of Sections 7.12 and 8.7.3(11) of the current Zoning Ordinance were merged into a single section to make administration easier. The Michigan Zoning Enabling Act was amended in 2012 to make it much easier for wireless communication providers to collocate antennas and construct new towers. At the same time, it severely limited a municipality's ability to regulate them and provide adequate time for a comprehensive review. The proposed revisions include applicable procedures based on the type of activity proposed, which is consistent with the Zoning Enabling Act. The maximum height is limited to 120 feet, design requirements were added for the tower and equipment building, and screening requirements were added. Other provisions were added for access, structural integrity, maintenance, removal, and application.

The following uses were reviewed by the Planning Commission on May 3, 2016 and will require significant discussion and revision if they are to move forward. The proposed changes to the **Bed and Breakfast** regulations were proposed in Amendment #190, but subsequently omitted. The proposed changes to **Food Processing Plants, Local Food Production Facilities, Winery-Use By Right** (currently classified as a **Farm Processing Facility**), and **Winery-Chateau** were originally proposed in 2011 but there was no action taken at that time. Our understanding is that staff has recently met with stakeholders in the agricultural

community about proposed amendments to the existing agriculture-related regulations. However, we do not know if there have been any revisions proposed. Because the amendments to these uses require major policy decisions, the Township may want to defer amendments to a later date so as not to delay the adoption of the other amendments.

Article 7. General Provisions.

All of the revisions recommended by the Planning Commission at its April 26, 2016 (Fences and Walls), July 18, 2016, and August 15, 2016 meetings will be incorporated into the Zoning Ordinance draft. The major items yet to be reviewed are as follows:

- **Accessory Buildings and Structures (Section 7.113).** The maximum size of accessory buildings will be increased to restrict their size based on overall lot coverage and not allowing an accessory building to exceed the size of the principal buildings. The draft will be changed to permit accessory buildings in a front yard, provided the setbacks are met. More clarity was requested regarding how “accessory” use is applied, and the Planning Commission recommended removing some of the restrictions on height. For swimming pools and accessory solar energy, many changes were suggested and the Planning Commission requested to review these sections once they were revised.
- **Fences and Walls (Section 7.114).** At the August 15, 2016 Planning Commission meeting, some of the Planning Commissioners recommended allowing 2 adjoining property owners to share a fence or wall on the lot line, provided there was a sufficient legal agreement between them. While staff recommended asking the Township attorney about the legal issues, we are reluctant to allow 2 adjoining neighbors to share a fence or wall because of the disputes that could arise.
- **Swimming Pools (Section 7.115).** The Planning Commission recommended several changes at its August 15, 2016 meeting and requested to review this section again once the changes are made.
- **Accessory Solar Energy (Section 7.116).** The Planning Commission recommended several changes at its August 15, 2016 meeting and requested to review this section again once the changes are made.

Article 8. Environmental Performance Standards.

At the May 16, 2016 Planning Commission meeting, the Planning Commission asked about how wetland setbacks will be enforced. The MDEQ keeps an inventory of wetlands upon which the setback will be based. However, the MDEQ also has a process by which a property owner can obtain a more precise and accurate delineation.

There were also questions regarding when soil erosion and sedimentation control would be enforced. We will add clarification to this.

For storm water management standards, our understanding was that the Township engineer would review and comment.

For lighting standards, the Planning Commission requested clarification on “decorative lighting” and what level of illumination would be exempt. While there is no calendar restriction on holiday lighting, the Planning Commission requested a maximum number of days per year. Finally, the Planning Commission strongly supported dark sky standards and wanted to ensure that the lighting standards promoted dark skies.

Article 9. Parking, Loading, Access Management, and Private Roads.

At the May 16, 2016 Planning Commission meeting, the Planning Commission had several minor revisions and a few major revisions. One of the major considerations was whether to permit shared driveways and, if so, the maximum number of lots permitted for a shared driveway. We can proposed some simple shared driveway standards for the Planning Commission's review. For the proposed table for Existing Non-Conforming Private Roads, we will add a column for 1-4 new lots or some other trigger to require an update to the private road maintenance agreement. We will also address dead end roads and improvements to turnarounds. Overall, most of the changes will be simple, but the more difficult items in the next draft can be deferred to a later time.

Article 10. Landscaping and Screening.

At the May 16, 2016 Planning Commission meeting, the Planning Commission felt that many of the proposed regulations went too far with respect to required planting, maintenance, dumpster enclosures, and required species. We will reduce the requirements of this Article based on the Planning Commission's comments and add more notes in the margin to better explain the proposed changes. We want to make this article as simple and noncontroversial as possible.

Article 11. Signs.

In 2015, the United States Supreme Court decided the case of *Reed v. Town of Gilbert* where it held a municipality's sign ordinance unconstitutional because it violated the First Amendment. While the signs at issue were noncommercial signs (temporary directional signs, ideological signs, and political signs), the Court's decision impacts many other types of signs. Therefore, many of the proposed changes to the sign regulations are with respect to sign content. While the Planning Commission briefly reviewed the Signs article at its May 16, 2016 meeting, it deferred formal review to allow the Township attorney to provide comments. On August 15, 2016, we received the Township attorney's comments and will be making changes to the Zoning Ordinance. While these changes will be simple, the Planning Commission must review the entire article. A synopsis of all of the major changes will be sent with the next draft.

Article 12. Nonconformities.

No major issues remaining. The Zoning Ordinance will be updated according to the comments at the June 20, 2016 Planning Commission meeting and will be ready soon for final review.

Article 13. Administrative Organization.

No major issues remaining. The Zoning Ordinance will be updated according to the comments at the June 20, 2016 Planning Commission meeting and will be ready soon for final review.

Article 14. Administrative Procedures.

No major issues remaining. The Zoning Ordinance will be updated according to the comments at the June 20, 2016 Planning Commission meeting and will be ready soon for final review.

NEXT STEPS

By the end of the month, we send a revised draft Zoning Ordinance to the Township with all of the changes to date incorporated. To date, McKenna Associates has held ten (10) on-site meetings to review the Zoning Ordinance, including prior meetings for the project kickoff (1/14/16), presentation of the Diagnostic Review (2/22/16), and presentation of the outline and format (3/21/16).

Enclosed is an updated calendar with tasks accomplished to date, as well as a list of additional tasks yet to be completed. We recommend scheduling additional meetings to cover these items to ensure that the Zoning Ordinance update proceeds as scheduled. I can make myself available to join the Planning Commission meetings on the 3rd Monday of each month via Skype at no additional cost. If on-site meetings are requested for Leslie Sickterman or myself, we can propose an additional fee per meeting at the Township's request.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick J. Sloan, AICP
Senior Principal Planner

Enclosures

cc: Leslie Sickterman, AICP, PCP, CNU-A, Principal, Mission North, LLC

Proposed Work Calendar for Peninsula Township 2016 Zoning Ordinance Update												
WORK TASK	MONTH											
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Kick-off Meeting (1 meeting - January 14 Meeting)	X											
Project Initiation												
Diagnostic (Technical) Review		X										
Annotated Outline and Format for Ordinance												
Outline and Format (McKenna Send to Planning Staff 3 Weeks Before Meeting)												
Outline and Format (McKenna Send to PC 1 Week Before Meeting)												
Outline and Format (1 PC meeting - March Meeting)					X							
Zoning Ordinance First Draft & First Draft Review												
1. Zoning Districts												
1a. Zoning Districts (McKenna Send to Planning Staff 3 Weeks Before Meeting)												
1b. Zoning Districts (McKenna Send to PC 1 Week Before Meeting)												
1c. Zoning Districts (1 PC meeting - April Meeting)					X							
2. General Regulations												
2a. General Regulations (McKenna Send to Planning Staff 3 Weeks Before Meeting)												
2b. General Regulations (McKenna Send to PC 1 Week Before Meeting)												
2c. General Regulations (1 PC meeting - May Meeting)					X							
3. Administration												
3a. Administration (McKenna Send to Planning Staff 3 Weeks Before Meeting)												
3b. Administration (McKenna Send to PC 1 Week Before Meeting)												
3c. Administration (1 PC meeting - June Meeting)						X						
4. Zoning Map												
4a. Zoning Map (McKenna to Confer Regularly with Township Staff on Map Revisions)												
4b. Zoning Map (McKenna Send to PC 1 Week Before Meeting)												
4c. Zoning Map (1 PC meeting - July Meeting)							X					
Preparation of Second Draft (Address Major Issues) Deferred from 1-4 of the First Draft Review												
Preparation of Second Draft - Text and Map (McKenna Send to Planning Staff 3 Weeks Before Meeting)												
Preparation of Second Draft - Text and Map (McKenna Send to PC 1 Week Before Meeting)												
Preparation of Second Draft - Text and Map (1 PC meeting - August Meeting)												
Public Hearings and Adoption												
Planning Commission Public Hearing and Approval												
Public Hearing Presentation (1 PC meeting - September Meeting)												
Zoning Ordinance and Map Revised After PC Public Hearing and Distributed to Township												
PC Recommendation of Approval of Zoning Ordinance and Map (October Meeting)												
Township Board Public Hearing and Approval												
Public Hearing Presentation (1 TB Meeting - November Meeting)												
Zoning Ordinance and Map Revised After TB Public Hearing and Distributed to Township												
TB Approval of Zoning Ordinance and Map (December Meeting)												
Distribution of Adopted Copies of Zoning Ordinance and Map												

X = McKenna On-Site Meeting