


**Charter Township of Pavilion**  
**Planning Commission Annual Report**

*Covering activity from 01/01/2023 – 12/31/2023*



## Introduction

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. Charter Township of Pavilion’s Planning Commission is established in local ordinance 200.1600 and consists of 7 members. The Planning Commission is responsible for:

- Developing the community’s master plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving development requests.
- Studying special topics or conducting other special projects as requested by the governing body.

This report contains a record of the Planning Commission’s activity over the past year.

## Membership

Planning Commission members for this reporting period were:

Name	Meetings Attended	Member Since	Term Expires	Voting Member
Stanley Strzalkowski, Chair	4/4	May 2018	August 2026	Yes
Ed Cagney, Trustee	3/4	Ex officio member	Ex officio member	Yes
Lynn Coville, Member	2/4	August 2018	August 2024	Yes
Dan Frizzo, Member	3/4	November 2020		Yes
Paul Roberts, Member	4/4		August 2024	Yes
Abe Northup, Member	4/4	February 2022	August 2025	Yes
Cori VanDoren, Member	2/4	February 2022	August 2025	Yes
Jodi Stefforia, Planning Consultant	4/4	NA	NA	No
Township Attorney Rob Thall	3/4	NA	NA	No

## Meetings

The MPEA requires that local Planning Commissions meet at least four times a year. The Charter Township of Pavilion Planning Commission meets the 3rd Thursday of every month and held 4 meetings during the year. A summary of meeting activity is below:

Meeting Date	Summary
February 16	Site Plan Review; Solar Energy Zoning language
March 16	Solar Energy Zoning language; discussed short term rental / Air BnB zoning amendments
September 21	Public Hearing: Solar Energy Zoning text amendments; Site Plan Review; discussed other Zoning ordinances for potential review
December 21	Site Plan Review; discussed other Zoning ordinances for potential review; discussed MPSC process for alternative energy rulemaking

## Master Plan Status

The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community’s needs. The community’s current master plan was adopted on 3/11/2019. The MPEA requires a formal review (and update or reaffirmation) occur at least every five years. The master plan will be reviewed during 2024.

## Zoning Ordinance Amendments & Rezoning

Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. Throughout the year, the Planning Commission discussed the following amendments:

Topic	Summary	Status
Solar Energy Zoning	The commission reviewed draft regulations for systems ranging from accessory level to utility scale.	Recommended: Further research needed. <b>February 16</b> Recommended: One final draft with associated recommendations. <b>March 16</b> Public Hearing with recommended adoption of Solar Energy Zoning amendment. <b>September 21</b>
Short Term Rental / Air BnB Zoning	The commission reviewed existing verbiage at the request of the Township Board to ensure appropriate language.	Recommended: Existing language is adequate. <b>March 16</b>
Various other Zoning	The commission discussed various other possible changes to other Zoning ordinances.	Recommended: Draft work plan. <b>December 21</b>

The Planning Commission is also responsible for making recommendations on rezoning requests. Such requests must align with the master plan’s future land use map.

Address	Existing Zoning	Requested Rezoning	Planning Rec.	Board Decision
O Avenue	A-1 Agriculture	I-2 Industrial, Manufacturing	Yes	Yes

## Site Plan Reviews & Variances

Site plan review is a primary role of the Planning Commission and helps ensure that new development in the

community aligns with the zoning ordinance requirements. Prior to Planning Commission review, staff conducts an internal review process as well. When needed, variances are considered by the Zoning Board of Appeals.

Project Type	Location	Description	Status
Site Plan Review	5944 East N Ave.	14,000 manufacturing + 1,700 office area.	Approved by Planning Commission   February 16
Site Plan Review	IPUSA East N Ave.	Request: Phase 2 building for warehouse/shipping	Approved by Planning Commission   September 21

### Training Update

The Township supports Training whenever possible but does not have strict requirements.

### In Closing & Looking Forward

The Planning Commission had a quiet year, only having three required minimum number of meetings.

Looking forward to 2024, the Planning Commission aims to accomplish the following:

- Review further ordinances for potential updating.
  - Migrant Labor Housing: study adding zoning language to accommodate as suggested by Zoning Administrator Hamilton.
  - Biodigesters: suggested by Zoning Administrator Hamilton that we look into addressing.
  - Solar: review existing provisions per recent legislation; consider if we want to amend.
  - Scotts Mixed Use: identify parcels to rezone to the zoning district. Initiate rezonings.
- Review the master plan for updating.