

ARTICLE XX

AMENDMENTS

§ XX.05 - INTENT & PURPOSE

The intent and purpose of this Article is to:

- (A) Establish the process to amend this Ordinance;
- (B) Establish decision criteria to be used when reviewing zoning map amendments or text amendments to this Ordinance;
- (C) Ensure this Ordinance is amended to address changed or changing conditions in the Township; and
- (D) Ensure this Ordinance is amended in order to conform with changes to the Master Plan, other Township ordinances, state or federal laws, or court decisions.

§ XX.10 - GENERAL AMENDMENT PROCESS

Zoning map and text amendments to this Ordinance shall be reviewed as described below and in this Article.

- (A) **Initiation:** Amendments to this Ordinance shall be initiated by the Township Board, Planning Commission, Zoning Board of Appeals, Director of Planning and Zoning, or one (1) or more owner(s) of property within the Township's zoning jurisdiction that is affected by the proposed amendment, or representative.
- (B) **Application:** The applicant shall submit a complete and accurate application form, provided by the Township for that purpose. The application shall include all relevant materials. Submission of an application constitutes a representation that all the information is complete and accurate.
- (C) **Fee:** A fee, as established by the Township Board, shall be submitted at the time of application. No fee shall be required if the applicant is acting on behalf of the Township.
- (D) **Review of Completeness:** An application for an amendment of this Ordinance shall be reviewed by the Director of Planning and Zoning for completeness.
 - (1) **Review Letter:** The Director of Planning and Zoning shall issue a review letter within fourteen (14) business days of receiving the application stating whether the application is complete, or, if not, what additional materials or information is necessary for it to be considered complete. This period may be extended at the applicant's request in writing. If the review letter is not issued within the above period, the amendment application shall be placed on the next available Planning Commission agenda.
 - (2) **Administratively Complete:** The date on which the Director of Planning and Zoning declares an application complete or the expiration of the fourteen (14) business days described above, unless the application has been declared incomplete, shall be considered the date the application is administratively complete.

- (E) **Scheduling:** Upon declaration of an administratively complete application by the Director of Planning and Zoning, the application shall be placed on the next available agenda for the Planning Commission. The applicant may request it be placed on a later meeting agenda or may request a special meeting, with payment of an additional special meeting fee.
- (F) **Right to Enter Property:** Submission of a zoning map amendment application shall constitute permission for the Township to access the property to complete onsite investigations for the purpose of administering this Article.
- (G) **Applicant's Responsibilities:** The applicant for a zoning map amendment shall post a public notice sign or signs, provided by the Township for that purpose, clearly visible from each adjacent street, on the affected property or properties and shall mark the area in question, at least fifteen (15) days before the public hearing. This shall not apply when a zoning map amendment affects eleven (11) or more properties or when the Township is replacing the Official Zoning Map. The public notice sign(s) and marking shall be maintained in good condition until a decision is made.
- (H) **Notice of Hearing:** The Township shall give public notice as outlined in Section xx of this Ordinance and MCL...
- (I) **Planning Commission Review:** The Planning Commission, following at least one (1) public hearing, shall forward an amendment to this Ordinance to the Township Board with a favorable or unfavorable recommendation.
- (1) **Favorable Recommendation:** If an amendment to this Ordinance receives a favorable recommendation, the Planning Commission shall cite its reasons. The affirmative vote of at least four (4) members of the Planning Commission shall be necessary to receive a favorable recommendation.
 - (2) **Unfavorable Recommendation:** If an amendment to this Ordinance receives an unfavorable recommendation, the Planning Commission shall cite its reasons.
 - (3) **Postpone:** If the Planning Commission determines that an amendment to this Ordinance does not contain enough information necessary to conduct a review, additional information is necessary, or significant changes are necessary to receive approval, it may postpone review until a later date and shall cite the reasons for postponement.
 - (4) **Timely Review:** The Planning Commission shall take action on amendments to this Ordinance within sixty (60) days of the date it was administratively complete, unless a delay is agreed to by the Planning Commission and the applicant.
 - (5) **Forward to Township Board:** The Planning Commission's action, along with any comments received at any public hearing(s), shall be forwarded to the Township Board within sixty (60) days of its final action.
- (J) **Township Board Actions:** The Township Board, following review at a regular meeting or a special meeting called for that purpose, shall adopt, not adopt, or return an amendment to this Ordinance.
- (1) **Adoption:** An amendment to this Ordinance shall be in the form of an ordinance and shall require the affirmative vote of at least four (4) members of the Township Board.
 - (2) **Initial Review:** The Township Board shall adopt an amendment to this Ordinance as forwarded by the Planning Commission or shall return it to the Planning Commission for further attention, including a list of specific objections. The Township Board may make minor grammatical corrections. This shall apply to zoning map amendments, ~~conditional zoning map amendments,~~ and zoning text amendments.

- (3) *Additional Reviews:* After a zoning map or text amendment to this Ordinance has been referred to and returned from the Planning Commission, the Township Board shall adopt a zoning map or zoning text amendment to this Ordinance as forwarded by the Planning Commission or with changes or shall return it to the Planning Commission for further attention.
- (K) *Reapplication:* An application for an amendment to this Ordinance that has been denied shall not be resubmitted for reconsideration for a period of one (1) year from the date the decision became final, unless:
- (1) *Changed Conditions:* The Planning Commission determines, upon inspection, proof of changed conditions that contributed to the denial; or
 - (2) *Changes to Amendment:* Substantial changes have been made to the amendment to this Ordinance that address the reasons for denial.
- (L) *Publication of Notice of Adoption:* At least one (1) notice of adoption shall be published in a newspaper of record within fifteen (15) days of adoption and on the Township's website, if it regularly maintains a website, following adoption of an amendment to this Ordinance. The notice shall contain the following information:
- (1) *Summary or Text:* Either a summary of the regulatory effect of the amendment, including the geographic area affected, or the text of the amendment;
 - (2) *Effective Date:* The effective date of the amendment; and
 - (3) *Time and Place:* The time and place where a copy of the amended Ordinance may be inspected or purchased.
- (M) *Effective Date:* An amendment to this Ordinance shall be effective at 12:01 am, seven (7) days after publication.

§ XX.15 - ZONING MAP AMENDMENT

Zoning map amendments shall be reviewed as outlined in this Section.

- (A) *Application Materials:* An application for a zoning map amendment, except those initiated by the Township, shall include the following:
- (1) *Application Form:* A signed and completed application form, provided by the Township;
 - (2) *Fee:* A zoning map amendment application fee, as outlined in the adopted fee schedule;
 - (3) *Site Plan, Plot Plan, or Survey:* At least fifteen (15) copies of site plans, plot plans, or surveys. The applicant may submit one (1) copy with the application and submit the remaining copies following the review of completeness;
 - (4) *Legal Description:* A legal description of the area to be rezoned; and
 - (5) *Additional Materials:* Any additional information determined necessary by the Director of Planning and Zoning.
- (B) *Planning Commission Review:* The Planning Commission, following a public hearing, shall forward the zoning map amendment with a favorable or unfavorable recommendation to the Township Board or postpone action.
- (C) *Township Board Review:* The Township Board may adopt, not adopt, or return a zoning map amendment to the Planning Commission. Review shall be conducted at a regular or special meeting called for that purpose.

(D) **Decision Criteria:** The Planning Commission and Township Board shall consider the following in making a recommendation or a decision when reviewing a zoning map amendment:

- (1) **Master Plan:** The zoning map amendment shall be generally consistent with the goals, policies, and future land use map of the Master Plan. ~~If conditions have changed significantly since the Master Plan, the zoning map amendment shall be consistent with the recent trends in the area;~~
- (2) **Compatibility with Property:** The possible uses allowed in the proposed zoning district shall be compatible with the property's physical, geological, hydrological, and other environmental characteristics;
- (3) **Compatibility with Area:** The possible uses allowed in the proposed zoning district shall be compatible with surrounding uses and zoning with respect to land suitability, impacts on the environment, density, nature of use, traffic, aesthetics, infrastructure, and potential influence on property values;
- (4) **Infrastructure and Services:** There shall be adequate capacity in the Township to provide sufficient infrastructure and services for possible uses allowed in the zoning map amendment without compromising the general public health, safety, and welfare; and
- (5) **Demonstrated Need:** There shall be a demonstrated need for property of the proposed zoning district within the Township.

§ XX.25 - ZONING TEXT AMENDMENT

Zoning text amendments shall be reviewed as outlined in this Section.

(A) **Application Materials:** An application for a zoning text amendment, except those initiated by the Township, shall include the following:

- (1) **Application Form:** A signed and completed application form, provided by the Township;
- (2) **Fee:** A zoning text amendment application fee, as outlined in the adopted fee schedule;
- (3) **Text:** At least fifteen (15) copies of the zoning text amendment, including a detailed statement clearly and completely setting forth all the proposed provisions and regulations with all of the necessary changes to this Ordinance, and indication of the purpose of the zoning text amendment. The applicant may submit one (1) copy with the application and submit the remaining copies following the review of completeness;
- (4) **Additional Materials:** Any additional information determined necessary by the Director of Planning and Zoning.

(B) **Planning Commission Review:** The Planning Commission, following a public hearing, shall forward the zoning text amendment with a favorable or unfavorable recommendation to the Township Board or postpone action.

(C) **Township Board Review:** The Township Board may adopt, not adopt, or return a zoning text amendment to the Planning Commission. Review shall be conducted at a regular or special meeting called for that purpose.

(D) Decision Criteria: The Planning Commission and Township Board shall consider the following in making a recommendation or a decision when reviewing zoning text amendments:

- (1) Master Plan:** The zoning text amendment shall be consistent with the goals, policies, and future land use map of the Master Plan. If conditions have changed significantly since the Master Plan was adopted, the zoning text amendment shall be consistent with recent trends;
- (2) State and Federal Law:** The zoning text amendment shall be consistent with state and federal law.

§ XX.30 - AMENDMENT REQUIRED BY COURT DECREE

An amendment to this Ordinance for the purpose of complying with the decree of a court of competent jurisdiction as to any specific lands shall be adopted by the Township Board and published without requiring a public hearing or review by the Planning Commission, as outlined in MCL 125.3202(5) (Public Act 111 of 2006).

§ XX.40 - PETITION

Registered electors may file a notice of intent to file a petition within seven (7) days of the publication of an amendment to this Ordinance as outlined in MCL 125.3402 (Public Act 111 of 2006).

End of Article xx.