AGENDA

ALMENA TOWNSHIP BOARD OF TRUSTEES
27625 CR 375
PAW PAW, MI 49079

Date: November 18, 2026

I. **Call the Regular Meeting to Order, Pledge of Allegiance, Clerk will call the Roll**

II. **Additions to Agenda, Approval & Adoption of Agenda**

III. **Approval of Previous Board Meeting Minutes from October 21, 2026**

IV. **Presentation & Approval of Bills**

V. **Reports:** Road Commission, Commissioner, Sheriff's Department, Fire Chiefs, VBEMS

VI. **Limited Public Comment (Public is limited to speaking for three (3) minutes only)**

VII. **Reports:** Clerk
Treasurer
Supervisor
Fire Committee
Energy Committee
Zoning Administration
Planning Commission
Zoning Board of Appeals
Road Committee

VIII. Old Business

1. Ordinance Amendment for Private and Commercial Stables
2. Parks and Rec's Master Plan
3.
4.

IX New Business

1. Zoning Ordinance Amendment: Fence Height- Secondary Front Yard on Corner Lots
2. Zoning Ordinance Amendment: Housing (Master Plan Implementation)
3. Household Hazardous Waste Agreement
4.

X. Open Public Comments (Each speaker is limited to five minutes)

XI. Closed Session if necessary

XII. Adjournment - Next Regular Board Meeting December 16, 2026 6:30 P.M.

ALMENA TOWNSHIP
27625 CR 375
PAW PAW, MI 49079
ALMENA TOWNSHIP BOARD MEETING MINUTES
October 21, 2026

I. The Almena Township Board meeting was held at the Township Hall. The meeting was called to order at 6:30pm by Supervisor Leduc. The Supervisor led the Pledge of Allegiance.
Roll Call: John Wagner, Mark Roman, Tim Kloosterman, Sandra Rickli and Joe Leduc.
Absent: Scott Rueff and Kelly Redmond (excused)

II. **Agenda Changes/Approval:**
MOTION: Motion by Mark Roman to approve the October 21, 2026 agenda as presented, **second** by John Wagner.
Motion passed 5-0.

III. **Meeting Minutes of September 16, 2026 Changes/Approval:**
MOTION: Motion by Mark Roman to approve the meeting minutes dated September 16, 2026 as presented, **second** by Tim Kloosterman.
Motion passed 5-0.

IV. **Presentation and Approval of Bills:**
The Clerk presented the monthly disbursements for the period of September 18, 2026 through October 21, 2026. Monthly invoices to be paid in the amount of $13,336.74 checks written on 10/01/2026 for $10,401.86 checks written 10/15/2026 for $1,212.50 payroll paid 10/01/2026 for $14,218.16
MOTION: Motion by Sandra Rickli to approve disbursements in the amount of $39,169.23 **second** by John Wagner.
Motion passed 5-0.

V. **Reports:**
Road Commission: Wayne Nelson reported for the road commission. Construction season is done; tree work is starting; the third round of roadside mowing is in progress; and the county is getting ready for the upcoming plowing season.
County Commissioner: Commissioner Dave Distefano reported for the county. Contracts were approved for juvenile detention; numerous drain projects are being completed; two sharps collection events are scheduled for November 24, 2026 in Dowagiac and November 25, 2026 in Lawrence; students in the county are being tested for hearing and vision; fifty autopsies were completed last year.
Sheriff's Dept: Deputy Tarner reported 94 complaints last month in Almena Township; a drug take-back event is scheduled for Saturday October 24, 2026 from 10am-2pm at the Antwerp Township Hall; fraud complaints are still on the rise; drivers who choose to drive around a road closed sign will result in a $420 ticket and four points on your driver's license.

VI. **Limited Public Comment:** Jeremy Davison Paw Paw Schools Superintendent: Spoke in favor of voting yes on the Paw Paw Public Schools Operating Millage Proposal that is on the ballot for the November 3, 2026 general election.

VII. **Reports:**
Clerk: Clerk Rickli reported that absentee ballots are being returned daily for the General Election scheduled for November 3, 2026; the early-voting site required testing was completed October 9, 2026 by the Van Buren County Clerks for one full day, all clerks are required to work one full day at the early-voting site for the November election.

Treasurer: Treasurer Roman reported that summer tax payments are winding down and the department is getting started on the winter tax bills. Next year when the North Lake weed control comes up for renewal, the department will request to assess the district to calculate the rate instead of the currently used flat rate.
Road Commission: Trustee Kloosterman reported that Van Buren County Road Commission is doing research on seal coating so they can provide a consistent recommendation that all townships can follow; chip seal and fog seal is being tested on dirt roads and is showing good results; township road plans are due soon and cost sheets will be available soon.
Supervisor: Supervisor Leduc reported two new ordinance complaints last month; fall clean-up day went well on October 17, 2026; the Road Commission has completed all scheduled fog sealing in the township; the Parks and Recreation Master Plan process is starting.
Fire Committee: Trustee Kloosterman reported for the Paw Paw Fire Department. Last month the department responded to 25 calls, two were in Almena Township; they participated in the Lawrence Ox Roast, Paw Paw Homecoming, the Grape and Wine Festival, among other events.
Planning Committee: John Wagner reported that both the proposed amendments to the zoning ordinance regarding fence heights and setbacks and proposed amendments to housing and residential requirements, have been sent to the Van Buren County Planning Commission for review.

VIII. Old Business:

1. Ordinance Amendment for Private and Commercial Stables:

Two updated ordinance amendments for private and commercial stables prepared by David Jirusek were distributed to the board for review. After much conversation among board members, it was the consensus of the board to send the alternate draft document back to the Planning Commission to consider eliminating section I, number 3. (Operation and Employees in AGMD)

MOTION: Motion by Tim Kloosterman to recommend using the alternative ordinance amendment and send the document back to the Planning Commission to address eliminating section I3 specifically, **second** by Mark Roman.

Motion passed 5-0.

IX. New Business:

1. New signs for the two Almena Cemeteries:

MOTION: Motion by Mark Roman to approve up to $7,000 taken from the Parks and Recreation line item to cover the new cemetery signs at the Almena and Covey Hill cemeteries, **second** by Tim Kloosterman.

Motion passed 5-0.

2. AYSO proposed partnership with Almena for recreational partnership:

Josh Ford, AYSO Region 933 regional commissioner, presented to the board a proposed Van Buren soccer complex on the property behind the Township Hall. After a very thorough presentation and much conversation and questions from the board, it was decided to have the AYSO group return with more details and answers to concerns/questions posed from the board about the soccer complex.

X. Open Public Comment:

Mike Seymoure 46120 33rd Street: Comments over AYSO proposed partnership.
Morris Forbes 32610 Mackaprang: Comments over AYSO proposed partnership.

XI. Adjournment:

MOTION: Motion by John Wagner to adjourn, **second** by Tim Kloosterman.

Motion passed 5-0.

Meeting adjourned at 8:04pm.
Meeting Minutes Approval Date: Unapproved/Draft

Almena Township
27625 County Road 375
Paw Paw, MI 49079
Website: almenatownship.gov
Telephone: 269-668-6910 Fax: 269-668-6913
Hours: Monday, Wednesday, Thursday 9 am to 4 pm

Almena Supervisors Report for November 2026

The Township has followed up on two Ordinsnce Violations this month. Both Violations where for Litter & Blight. Total Violations for the year are 19.

The Township has pursued a grant from Van Buren County to develop a Master Plan for the Townships current and eventual expansion of its park and recreational land. Once the Township has a Master Plan that meets DNR approval other grants can be pursued to offset some of the cost of implementing the plan. This plan will be discussed in detail over the next 6 months. To help in this process the Township will need council from a civil engineering company.

The DNR will begin removing the Dam's along Haden creek next week and returning the stream to its original flow. When the work is completed the Title to the 49 Acres along Hayden Creek that Abuts the Townships 47 acres will be transferred to the Township. The Ownership is expected to transfer in December of this year.

The Budget process for 2027/2028 fiscal year will start in December and be Finalized by March of 2027. The Townships Fiscal year runs from April 1 to March 31 of each year.

As Always if anyone has concerns or thoughts about the Township that they would like to share with me, feel free to call, e-mail, or stop by the office. I'm usually in the office Monday, Wednesday, Thursday 9 till 12. Or call for an appointment.

Joe A Leduc
Almena Township Supervisor
almenasupervisor@comcast,net

ALMENA TOWNSHIP

VAN BUREN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. 2026-02

At a regular meeting of the Almena Township Board, Van Buren County, Michigan, held at Almena Township Hall on _____, 2026, at _____ p.m., _____ moved to adopt the following Ordinance, which motion was seconded by _____:

AN ORDINANCE TO AMEND THE ALMENA TOWNSHIP ZONING ORDINANCE TO REVISE REGULATIONS RELATED TO PRIVATE AND COMMERCIAL STABLES

THE TOWNSHIP OF ALMENA ORDAINS:

Section 1. Amendment of Article 2, Zoning District Regulations. The Almena Township Zoning Ordinance, Article 2, is hereby amended to revise Section 2.50, Table 2.50, to eliminate the "Stables, private," from the table; change "Stables, commercial" to "Commercial stables;" change "Commercial stables" from a permitted use to a special land use in the AG zoning district, add "Commercial stables" as a special land use in the AGMD zoning district, add a reference a new Section 6.305 for "Commercial stables;" and revise the affected subject lines of Table 2.50 to read as follows:

Table 2.50: Land Use Regulation									
Use	**AG**	**AG LD**	**AG MD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**	**Other**
Commercial stables	S	S	S	--	--	--	--	--	6.305
~~Stables, private~~	~~P~~	~~S~~	—	—	—	—	—	—	

Section 2. Amendment of Article 6, Specific Use Requirements. The Almena Township Zoning Ordinance, Article 6, is hereby amended to include a new Section 6.305 Commercial Stables, to read in its entirety as follows:

Section 6.305 Commercial Stables

A. Principal and Accessory Uses.

1. AG and AGLD. Commercial stables may be a principal or accessory use.
2. AGMD. Commercial stables must be an accessory use to a residential dwelling.

B. Minimum Lot Area to Establish Commercial Stables. The lot area to establish commercial stables is five (5) acres.

C. Maximum Number of Horses Boarded at the Site:

1. AG and AGLD. The maximum number of horses commercially boarded on a lot shall be determined after considering the special land use proposal by the applicant. The maximum shall be determined based on the size of the property, impact on neighboring properties, and the ability to comply with generally acceptable best management practices for the care of horses.

2. AGMD. One (1) horse per whole acre. ~~No more than five (5) total horses shall be commercially boarded on a lot.~~

D. Location of Buildings. In consideration of the site plan associated with the special land use, the Township shall assess the placement of commercial stables and associated facilities in relation to their potential impact on adjacent properties.

E. Parking and Driveway Surface. See Section 7.30 for parking space and drive aisle dimensional requirements and Section 7.40 for the minimum number of parking spaces. Parking is prohibited along public roads and right-of-way.

F. Hours of Operation. In AG and AGLD, the hours of operation for annual and seasonal events, as well as for permanent uses, may be set by the Township during review and approval of the special land use application to preserve existing residential character.

G. Commercial Stable Events ~~and Gatherings~~. ~~AG and AGLD~~. Riding academies, horse shows, and similar commercial stable events may be authorized in the AG and AGLD zoning districts. The Township shall set the allowable number of annual and seasonal events and activities during review and approval of the special land use application. The Township may impose limitations to preserve existing residential character. ~~AGMD. Riding academies, horse shows, and other events and gatherings intended for participants who do not board a horse at the commercial stable are not permitted~~.

H. Sanitation.

1. Permanent or temporary restroom facilities shall be provided in accordance with the rules and regulations of the Van Buren County Health Department.

2. Manure and waste storage shall be at least 75 feet from a dwelling, wellhead, and surface water feature and at least 25 feet from any lot line.

I. Operation and Employees in AGMD.

1. Commercial stables shall only be owned and operated by a full-time resident of the principal dwelling.

2. Any resident of the lot may be employed by the business.

3. A maximum of four (4) persons who are not residents of the dwelling may work on-site on any one (1) day.

Section 3. Amendment of Article 21, Land Use Definitions. The Almena Township Zoning Ordinance, Article 21, is hereby amended to revise Section 21.40, to eliminate the "Stables, private;" to change "F. Stables, commercial" to "A. Commercial stables;" and to re-letter the remaining terms in alphabetical order:

> A. Commercial Stables. A structure designed for the feeding, boarding, breeding, and exercising of horses that are owned by someone other than the owner of the premises and for which the owner of the premises receives compensation. This definition also includes riding stables, riding academies, and horse show facilities.

Section 4. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 5. Repeal. All provisions contained in other Township ordinances which are inconsistent with the provisions of this Ordinance, are repealed.

Section 6. Effective Date. This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS _____

NAYS _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATE

STATE OF MICHIGAN)

) ss

COUNTY OF VAN BUREN)

I, Sandra Rickli, Township Clerk for the Township of Almena, hereby certify that the above is a true copy of an Ordinance adopted by the Almena Township Board at a duly scheduled and noticed meeting of that Township Board held on _____, 2026, pursuant to the required statutory procedures. A summary of the above Ordinance was duly published in the _____ newspaper, a newspaper that circulates within Almena Township, on _____, 2026. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the above Ordinance with the Van Buren County Clerk on _____, 2026.

ATTESTED:

_____

Sandra Rickli, Township Clerk

ALMENA TOWNSHIP

VAN BUREN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a regular meeting of the Almena Township Board, Van Buren County, Michigan, held at Almena Township Hall on _____, 2026, at _____ p.m., _____ moved to adopt the following Ordinance, which motion was seconded by _____:

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B. Minimum Lot Area to Establish Commercial Stables. The lot area to establish commercial stables is five (5) acres.

C. Maximum Number of Horses Boarded at the Site: ~~AG and AGLD.~~ The maximum number of horses commercially boarded on a lot shall be determined after considering the special land use proposal by the applicant. The maximum shall be determined based on the size of the property, impact on neighboring properties, and the ability to comply with generally acceptable best management practices for the care of horses. ~~AGMD. One (1) per whole acre. No more than five (5) total horses shall be commercially boarded on a lot.~~

D. Location of Buildings. In consideration of the site plan associated with the special land use, the Township shall assess the placement of commercial stables and associated facilities in relation to their potential impact on adjacent properties.

E. Parking and Driveway Surface. See Section 7.30 for parking space and drive aisle dimensional requirements and Section 7.40 for the minimum number of parking spaces. Parking is prohibited along public roads and right-of-way.

F. Hours of Operation. In AG and AGLD, the hours of operation for annual and seasonal events, as well as for permanent uses, may be set by the Township during review and approval of the special land use application to preserve existing residential character.

G. Commercial Stable Events ~~and Gatherings~~. ~~AG and AGLD~~. Riding academies, horse shows, and similar commercial stable events may be authorized. The Township shall set the allowable number of annual and seasonal events and activities during review and approval of the special land use application. The Township may impose limitations to preserve existing residential character. ~~AGMD. Riding academies, horse shows, and other events and gatherings intended for participants who do not board a horse at the commercial stable are not permitted~~.

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2. Any resident of the lot may be employed by the business.
3. A maximum of four (4) persons who are not residents of the dwelling may work on-site on any one (1) day.

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A. Commercial Stables. A structure designed for the feeding, boarding, breeding, and exercising of horses that are owned by someone other than the owner of the premises and for which the owner of the premises receives compensation. This definition also includes riding stables, riding academies, and horse show facilities.

Section 4. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 5. Repeal. All provisions contained in other Township ordinances which are inconsistent with the provisions of this Ordinance, are repealed.

Section 6. Effective Date. This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS _____

NAYS _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATE

STATE OF MICHIGAN)

) ss

COUNTY OF VAN BUREN)

I, Sandra Rickli, Township Clerk for the Township of Almena, hereby certify that the above is a true copy of an Ordinance adopted by the Almena Township Board at a duly scheduled and noticed meeting of that Township Board held on _____, 2026, pursuant to the required statutory procedures. A summary of the above Ordinance was duly published in the _____ newspaper, a newspaper that circulates within Almena Township, on _____, 2026. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the above Ordinance with the Van Buren County Clerk on _____, 2026.

ATTESTED:

_____

Sandra Rickli, Township Clerk

HORIZON
Community Planning

Almena Township

To:	Almena Township Board
Date:	October 12, 2026
Topic:	Almena Township Zoning Ordinance Amendment: Fence Height- Secondary Front Yards on Corner Lots
From:	David M. Jirousek, AICP

Overview

The Almena Township Zoning Ordinance currently limits fence height to four feet within primary and secondary front yards on corner lots. However, fences up to six feet in height are permitted within a secondary front yard when located at or behind the required building setback, which is typically 50 feet from the road right-of-way in most zoning districts.

The proposed zoning ordinance text amendment would establish a process to allow fences between four and six feet in height within secondary front yards on corner lots at a reduced setback or without a setback. Modifications would be subject to Township Board approval through the special land use process. The proposed amendment also restricts fences within private street easements. The amendment is intended to provide greater flexibility in fence placement on corner lots while allowing the Township to evaluate individual requests through the special land use review process.

A public hearing was held on October 6, 2026, and there were no public comments. The Planning Commission recommended approval of the text amendment (5-0).

ALMENA TOWNSHIP

VAN BUREN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a regular meeting of the Almena Township Board, Van Buren County, Michigan, held at Almena Township Hall on _____, 2026, at _____ p.m., _____ moved to adopt the following Ordinance, which motion was seconded by _____:

AN ORDINANCE TO AMEND THE ALMENA TOWNSHIP ZONING ORDINANCE TO REVISE FENCE REQUIREMENTS AND INCLUDE MODIFICATION AUTHORITY THROUGH THE SPECIAL LAND USE PROCESS FOR FENCES WITHIN SECONDARY FRONT YARDS ON CORNER LOTS IN CERTAIN ZONING DISTRICTS

THE TOWNSHIP OF ALMENA ORDAINS:

Section 1. Amendment of Article 5, General Provisions for All Districts. The Almena Township Zoning Ordinance, Article 5, is hereby amended to revise Section 5.20 to include Note 1 in Table 5.20, allowing fence height and setback modification requests for fences within secondary front yards on corner lots through the special land use process in all zoning districts aside from AMGD and WR, to read in its entirety as follows:

Section 5.20 Fences and Walls

A. Measurement. Fences and walls shall be measured from the natural grade to the uppermost portion of the fence or wall.

B. Requirements.

1. Right-of-Way and Easements. Fences and walls are prohibited within ~~the~~ public street right-of-way and private street easements.
2. Clear Area. Fences are subject to clear area requirements included in Section 2.90 C.
3. Barbed Wire and Electric Fences.
   a. Fences that contain barbed wire, electric current, or charge of electricity shall be permitted in any zoning district for commercial farming purposes such as keeping in animals and livestock, separating fields, or protecting crops.
   b. Barbed wire fences are permitted on non-residential properties in C-1, C-2, and C-3.
   c. In all other cases, barbed wire and electric fences are prohibited.
4. Height. Fence height requirements are subject to the maximum heights in Table 5.20:

Table 5.20: Maximum Fence and Wall Height		
	Zoning District	
Location on Site	AG, AGMD, AGLD, WR, AS	C-1, C-2, C-3
Front Yard (ft.)[1]	4	8
Secondary Front Yard on Corner Lot at or Behind Building Setback (ft.)[1]	6	8
Side and Rear Yard (ft.)	6	8
Waterfront yard (ft).	4	8

Note 1: The Township Board may modify the maximum fence height and setback within a secondary front yard on a corner lot within the building setback area through the special land use review process in accordance with Article 13. This provision does not apply to the AGMD and WR zoning districts. Approved modifications shall not result in a fence higher than six (6) feet. In addition to the special land use standards of approval in Section 13.40, the Planning Commission and Township Board shall consider the following during their review of the modification request:

a. *Traffic and Pedestrian Visibility. Whether the proposed fence would interfere with visibility for motorists, pedestrians, or bicyclists at intersections, driveways, sidewalks, or other points of conflict, including compliance with applicable clear-vision requirements.*

b. *Character of the Secondary Street Frontage. Whether the secondary frontage functions as an active residential façade based on the orientation of the house, driveway, entrances, and principal outdoor living areas.*

c. *Relationship to Surrounding Properties and Streetscape. Whether the proposed fence would adversely affect adjacent properties or the established streetscape based on its relationship to neighboring front yards, driveways, dwellings, fences, buildings, and landscaping, including the potential to create a wall effect along the street.*

d. *Topography and Site Conditions. Whether grades, retaining walls, vegetation, drainage features, or other physical conditions would increase or reduce the apparent height and impact of the proposed fence.*

e. *Fence Design and Opacity. Whether the height, materials, design, and degree of opacity would increase or reduce the visual impact of the proposed fence.*

f. *Purpose and Need for Additional Height. Whether the requested fence height is reasonably related to a demonstrated need for privacy, screening, security, pet containment, or separation from street activity.*

g. *Extent of the Taller Fence. Whether the increased height would extend throughout the secondary front yard or be limited to the portion necessary to provide the intended privacy or screening.*

5. Construction Material. Fences and walls, including gates, shall be constructed of durable, weather-resistant, rustproof, and easily maintainable materials customarily used in the construction of walls and fences, such as wood, metal, masonry, chain-link, composite, or vinyl. However, this provision shall not preclude the use of decorative architectural materials when consistent with the intent of this section and the character of the area in which the fence is to be placed, and as approved by the Zoning Administrator. Fence material shall be permitted subject to review and approval by the Zoning Administrator. Fences shall be maintained to ensure they remain free of deficiencies and are kept upright and firmly fastened to the ground and associated supporting structures.

Section 2. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 3. Repeal. All provisions contained in other Township ordinances which are inconsistent with the provisions of this Ordinance, are repealed.

Section 4. Effective Date. This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS _____

NAYS _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATE

STATE OF MICHIGAN)

) ss

COUNTY OF VAN BUREN)

I, Sandra Rickli, Township Clerk for the Township of Almena, hereby certify that the above is a true copy of an Ordinance adopted by the Almena Township Board at a duly scheduled and noticed meeting of that Township Board held on _____, 2026, pursuant to the required statutory procedures. A summary of the above Ordinance was duly published in the _____ newspaper, a newspaper that circulates within Almena Township, on _____, 2026. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the above Ordinance with the Van Buren County Clerk on _____, 2026.

ATTESTED:

_____

Sandra Rickli, Township Clerk

HORIZON
Community Planning

Almena Township

To:	Almena Township Board
Date:	October 12, 2026
Topic:	Almena Township Zoning Ordinance Amendment: Housing (Master Plan Implementation)
From:	David M. Jirousek, AICP

Overview

The proposed Zoning Ordinance amendments are associated with the Housing Readiness Incentive Grant Program and focus on expanding housing opportunities, providing greater flexibility for residential development, improving site planning and environmental preservation, and removing certain ordinance provisions that may unnecessarily constrain housing development. These amendments are also intended to implement the 2026 Almena Township Master Plan.

A public hearing was held on October 6, 2026, and there were no public comments. The Planning Commission recommended approval of the text amendment (5-0).

Two-Family Dwellings

Two-family dwellings are proposed to be permitted by right in the AG, AGLD, C-1, and C-2 Districts and as a special land use in the C-3 District.

AGMD Lot Size and Density

The minimum lot size in the AGMD District is proposed to be reduced to one acre, provided that the overall density of a development does not exceed one dwelling unit per two acres. This approach would allow smaller individual lots without increasing the overall residential density permitted within the district. Where one-acre lots are created, other lots or remainder parcels would need to be larger so that the overall development continues to comply with the one-unit-per-two-acre density limitation.

Minimum Dwelling Area

The minimum required dwelling area of 800 square feet is proposed to be eliminated. Dwellings must meet minimums required by the Building Code.

Planned Unit Development: Environmental Site Analysis and Site Planning

A new comprehensive Environmental Site Analysis and Site Planning section is proposed as Section 4.50 within the Planned Unit Development provisions. This section would establish a more comprehensive site analysis and preliminary planning process, beginning during pre-application concept planning rather than after a development layout has largely been designed.

The proposed process would include preparation of an environmental site analysis identifying important natural and environmental features; identification of priority preservation areas proposed for protection; preparation of an environmental site layout plan distinguishing preservation areas from areas most suitable for development; street, lot, and building layout standards designed to respond to natural features rather than imposing a conventional development pattern on the site; and pedestrian connectivity network standards.

Section 14.30, PUD Approval Standards, is proposed to be amended to incorporate the priority preservation area and open space design concepts established through the new environmental site analysis provisions. This would ensure that environmental analysis and preservation considerations are carried through from the preliminary planning stage into the standards used to evaluate and approve a PUD.

Accessory Dwelling Units

Several provisions are proposed for removal from Section 6.120 A., Accessory Dwelling Units, to simplify the regulations and eliminate requirements that are unnecessary or addressed elsewhere in the Zoning Ordinance. These amendments would retain the basic framework for accessory dwelling units while providing greater flexibility in their design and placement. Additionally, accessory dwelling unit area allowances are greater, including 75% of the principal dwelling square footage or 1,000 square feet, whichever is less (up from 50% and 800 square feet).

Proposed changes include removing:

- Separate utility metering and mailing address provisions.
- Requirements addressing internal connectivity between an attached ADU and the principal dwelling.
- Additional ADU-specific height restrictions beyond the height requirements otherwise applicable under the Zoning Ordinance.

Additionally, a restriction preventing a detached ADU from being located in front of the principal dwelling is proposed to be waived when it is at least 100' from the front lot line.

Single and Two-Family Dwelling Units

Section 6.120 B of the current ordinance requires dwellings not to exceed a length-to-width ratio of 3:1 and to maintain a minimum width of 20 feet across any front, side, or rear elevation. A proposed change is to simplify this requirement to a minimum 18-foot dimension across any front, side, or rear elevation.

Nonconforming Lots or Parcels

Section 19.30, Nonconforming Lots or Parcels, is proposed to be amended by eliminating the provision requiring commonly and continuously owned adjoining lots to be combined when one or more of the lots does not conform to current zoning district requirements. Removing this requirement would allow existing nonconforming lots to retain their separate status rather than requiring consolidation solely because they have come under common ownership. This provides greater flexibility for using existing lots and removes a provision that can unnecessarily reduce the number of potentially usable residential parcels.

Attachments

1. Official Ordinance
2. Summary of Changes/Tracked Version

ALMENA TOWNSHIP

VAN BUREN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a regular meeting of the Almena Township Board, Van Buren County, Michigan, held at Almena Township Hall on _____, 2026, at _____ p.m., _____ moved to adopt the following Ordinance, which motion was seconded by _____:

AN ORDINANCE TO AMEND THE ALMENA TOWNSHIP ZONING ORDINANCE TO REVISE HOUSING AND RESIDENTIAL ZONING REQUIREMENTS; TO EXPAND DISTRICTS ALLOWING TWO-FAMILY DWELLINGS; TO REDUCE MINIMUM LOT SIZE IN THE AGMD DISTRICT SUBJECT TO A RESIDENTIAL DENSITY LIMIT; TO REVISE MINIMUM DWELLING AREA AND SPECIFIC DWELLING REQUIREMENTS; TO ESTABLISH ENVIRONMENTAL SITE ANALYSIS AND SITE PLANNING REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS; TO REVISE PLANNED UNIT DEVELOPMENT OPEN SPACE REQUIREMENTS, REVIEW PROCEDURES, AND APPROVAL STANDARDS; TO REVISE REGULATIONS FOR NONCONFORMING LOTS OR PARCELS; TO RENUMBER AFFECTED SECTIONS AND UPDATE RELATED SECTION REFERENCES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCE PROVISIONS; AND TO ESTABLISH AN EFFECTIVE DATE.

THE TOWNSHIP OF ALMENA ORDAINS:

Section 1. Amendment of Article 2, Zoning District Regulations, Section 2.50 Land Use Regulation. The Almena Township Zoning Ordinance, Article 2, is hereby amended to revise Section 2.50, Table 2.50 Land Use Regulation, to add "two-family dwelling" as a permitted land use in the AG, AGLD, C-1, and C-2 zoning districts and as a special land use in the C-3 zoning district, by revising the affected subject line of Table 2.50 to read as follows:

Table 2.50: Land Use Regulation									
Use	**AG**	**AG LD**	**AG MD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**	**Other**
Residential, Household Living- defined in Section 21.100									
Two-family dwelling	P	P	P	P	P	P	P	S	6.120 B

Section 2. Amendment of Article 2, Zoning District Regulations, Section 2.70, Dimensional and Building Requirements. The Almena Township Zoning Ordinance, Article 2, is hereby amended to revise Section 2.70, Table 2.70-A Dimensional Requirements for Lots and Parcels, to reduce the minimum lot size in AGMD to one acre, as long as density does not exceed one dwelling unit per two acres, by revising the affected subject line of Table 2.70 to read as follows:

Table 2.70-A: Dimensional Requirements for Lots and Parcels								
Requirement	**AG**	**AGLD**	**AGMD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**
Min. Lot Area (s.f., unless noted otherwise)[1]	5 acres	3 acres	1 acre as long as density does not exceed 1 d.u. per 2 acres	32,670 s.f.	14,000 s.f.	1 acre	1 acre	1 acre

Section 3. Amendment of Article 2, Zoning District Regulations, Section 2.70, Dimensional and Building Requirements. The Almena Township Zoning Ordinance, Article 2, is hereby amended to revise Section 2.70, Table 2.70-B Building Requirements, to remove the line titled "Min. Principal Residential Dwelling Area (s.f.)[1]," its associated requirements, and table notes 1-2, so as to remove all minimum area requirements for residential dwellings.

Section 4. Amendment of Article 4, Planned Unit Development. The Almena Township Zoning Ordinance, Article 4, is hereby amended to include a new Section 4.50 Environmental Site Analysis and Site Planning, to read in its entirety as follows. Subsequent sections in Article 4 are renumbered accordingly.

Section 4.50 Environmental Site Analysis and Site Planning

A. Design Requirements. All preliminary PUD plans shall be based on an environmental site analysis in accordance with this section, including a site analysis, delineation of priority preservation areas, an environmental site layout plan, and supporting information. This analysis shall be developed and reviewed as part of the pre-application conference in accordance with Section 14.20. The approval of a preliminary PUD plan shall consider how the plan incorporated a meaningful approach to site planning in accordance with this section.

B. Site Analysis. An overview map merging the information shown below. The submittal map shall include a scale of no greater than one inch equals 100 feet and may include a series of more detailed maps or attachments for each factor, along with the source of the information. A supporting written analysis shall be submitted that addresses the required information.

    1. Wetlands and wetland buffers and whether they are regulated.
    2. Federal floodplain or floodways.
    3. Surface water features.

4. A vegetation analysis, identifying woodlands, meadows, pastures, and active or fallow farm fields. Vegetation shall be classified as evergreen or deciduous, and the health and condition of each vegetation type shall be assessed. Significant trees shall be identified by species, size, and health, and unique or endangered plant species shall be noted.
5. A topographic analysis identifying slopes over 25 percent and a vertical contour interval of two feet or less.
6. Existing drainage patterns and the larger drainage network connecting to adjacent sites.
7. A delineation of soil types, identification of selected soil characteristics, and assessment of suitability for development.
8. Wildlife habitat, whether in fields, wetlands, or woodlands. Predominant species of birds, mammals, amphibians, reptiles, and fish shall be identified if present. The presence of rare or endangered species should be noted, along with the boundaries of natural areas and critical species habitat sites.
9. Historic or cultural features, including earthworks, ruins, grave sites, or other remnants of historic resources.
10. Existing buildings and structures, and the location of land uses and buildings abutting the property and across the street within 500 feet of the site boundary.
11. Scenic vistas, both into the site from adjacent roads, trails, and hilltops and outward from the site.
12. Future planned public infrastructure that may impact the layout of the site, such as streets, sidewalks, pathways, and public buildings or facilities.

C. Delineation of Priority Preservation Areas. A priority preservation area map shall be provided that illustrates the areas with the most important environmental features from the list above that are proposed for preservation, as well as areas with the highest suitability for development (potential buildable areas). This map can be supplemented with additional maps or supporting information. Preservation areas shall be designated as first- and second-priority preservation areas based on the following considerations.

1. First Priority Preservation Areas.
    a. Regulated natural resources, including wetlands, floodplains, floodways, watercourses, steep slopes, and other environmentally constrained lands protected by federal, state, or local regulations.
    b. Significant natural features, including mature forests, significant trees, high-quality habitat, and rare or endangered species habitat.
    c. Greenway and ecological connections that provide continuous habitat, wildlife movement corridors, riparian corridors, or connections to adjacent parks, conservation lands, trails, or other protected open spaces.

d. Water resource protection areas necessary to preserve surface water quality, groundwater recharge, stream corridors, watershed function, and natural drainage systems.

2. Second-Priority Preservation Areas.

a. Scenic views and visual corridors visible from public roads, waterways, trails, parks, or other public spaces.

b. Lands suitable for passive recreation, trails, overlooks, and community open space.

c. Agricultural lands that contribute to the rural landscape or support continued agricultural operations.

d. Areas that provide buffering, screening, or transitions between differing land uses or development.

e. Additional woodlands, meadows, and natural areas that contribute to the overall environmental quality of the site.

D. Environmental Site Layout Plan. After completion of the site analysis and delineation of priority preservation areas, an environmental site layout plan shall be prepared in accordance with the following requirements and design standards.

1. General Requirements.

a. The location of the first- and second-priority preservation areas shall determine the shape, extent, and general location of buildable areas within the subdivision.

b. Street and lot layout shall respond directly to first- and second-priority preservation areas and natural features, existing landforms, vegetation patterns, and scenic viewpoints, rather than relying on uniform lot sizes or rigid block configurations.

c. Where the buildable area exceeds the area needed to accommodate the number of permitted lots, the design shall selectively locate lots and/or buildings to:

i. Protect scenic views and view corridors; and

ii. Preserve open views of water features, natural resources, or other site amenities.

d. Screening or landscape treatments shall be incorporated, where appropriate, to reduce the visibility of homes from sensitive viewpoints while preserving significant views or open space.

e. The environmental site layout plan shall illustrate:

i. The spatial relationship between proposed development areas and first- and second-priority preservation areas;

ii. Key scenic views, view corridors, and areas requiring visual screening or preservation;

iii. The general location and alignment of proposed streets;

iv. The approximate placement and configuration of building lots and/or buildings; and

v. The general location of pedestrian networks providing internal connectivity between residential units, preservation areas, amenities, and any adjacent public network.

2. Street and Lot and/or Building Layout Standards.

   a. A conceptual street and lot and/or building layout shall be shown on the environmental site layout plan.

   b. First- and second-priority preservation areas shall serve as the primary organizing element and shaping the development to respect the site's natural features.

   c. Streets and lots and/or buildings shall be sited so that they blend naturally into the landscape, avoiding forced or artificial placement dictated solely by parcel geometry or standardized lotting patterns.

   d. The conceptual site layout plan shall ensure that future submittals of final layouts will protect and enhance the visual character of the site as perceived both internally within the development.

   e. The environmental site layout plan shall comply with applicable zoning regulations and shall demonstrate that the proposed development concept is achievable under those regulations.

3. Pedestrian Connectivity Network Standards.

   a. A pedestrian network shall be designed as a cohesive system rather than isolated path segments.

   b. Internal paths shall provide direct and continuous routes connecting residential lots, community open spaces, and any on-site amenities.

   c. Where appropriate and compatible, pedestrian and multi-use paths shall extend along, into, or through preservation areas to provide public access, recreational opportunities, and connectivity between distinct open space areas.

   d. Path placement shall avoid sensitive resources and follow a route that highlights scenic, educational, or natural features without degrading the protected landscape.

   e. The pedestrian network shall provide direct, accessible connections to on-site amenities, including parks, greenways, trails, viewpoints, gathering spaces, and recreation facilities.

   f. Where public sidewalks, multi-use paths, parks, schools, or other pedestrian infrastructure exists along or near the subdivision boundary, the pedestrian network within the development shall connect directly to

such facilities unless physical or environmental constraints prevent doing so.

g. Where future public pedestrian networks are anticipated, appropriate easements or reserved corridors shall be provided to enable future connectivity.

Section 5. Amendment of Article 4, Planned Unit Development. The Almena Township Zoning Ordinance, Article 4, Section 4.70 Open Space (renumbered from 4.60 per Section 4) is hereby amended to add subparagraph C.2 under "Open Space Requirements," to read as follows. Subsequent requirements under 4.70 C are renumbered accordingly.

2. Open space shall be designed to maximize continuity and connectivity both within the development and with adjacent open space, parks, greenways, conservation lands, or natural features where feasible. The use of small, isolated, or disconnected open-space parcels solely to satisfy minimum open-space requirements shall not be permitted.

Section 6. Amendment of Article 6, Specific Use Requirements, Section 6.120 Dwellings. The Almena Township Zoning Ordinance, Article 6, Section 6.120 Dwellings, is hereby amended to read in its entirety as follows:

Section 6.120 Dwellings

A. Accessory Dwelling.

1. Single-Family. Accessory dwelling units are limited to single-family lots and parcels.
2. Number. Only one (1) attached or detached accessory dwelling unit shall be permitted per principal dwelling.
3. Setbacks. Attached accessory dwelling units shall comply with all setback requirements applicable to the principal dwelling. Detached accessory dwelling units shall comply with all setback requirements applicable to accessory buildings.
4. Appearance. Attached and detached accessory dwellings shall retain a residential appearance consistent with the architectural design and building materials of the principal dwelling, including but not limited to roof material, roof type, siding material, and window type and placement.
5. Area. Accessory dwelling square footage shall not exceed 75 percent of the principal dwelling square footage, or 1,000 square feet, whichever is less. Minimum area is subject to Building Code compliance.
6. Well and Septic. Well and septic approval by the Van Buren/Cass District Health Department is required. Systems may be shared with the principal system or separate, contingent upon the approval of the Van Buren/Cass District Health Department.

7. Specific Requirements for Detached Accessory Dwelling Units.

   a. A parcel shall not be divided in a manner that separates a detached accessory dwelling unit and principal dwelling unit onto separate parcels if the division results in a nonconformity.

   b. A new detached accessory dwelling unit to be constructed shall not be located closer to a front lot line than the principal dwelling unless placed at least 100 feet from the front lot line or front lot lines.

   c. In the case of a detached accessory dwelling unit over garage space, such as a carriage house, the first-floor garage space shall not count against the maximum square footage applicable to the accessory dwelling unit.

   d. The minimum square footage shall be the minimum necessary to comply with applicable building codes.

B. Single and Two-Family Dwellings.

1. Purpose. The purpose of this provision of the zoning ordinance is to provide reasonable standards that ensure that all single-family and two-family dwellings, regardless of construction type (e.g. site-built, manufactured, prefabricated, or modular), are safe and compatible and compare aesthetically within the same residential district.

2. Dimensional Requirements. The building shall have a minimum width across any front, side, or rear elevation of 18 feet.

3. Use Group. Living space shall be built as residential use group R-3 per International Building Code for dwellings other than manufactured homes.

4. Additional Requirements for Manufactured Homes. A manufactured home shall be installed with the wheels removed. No manufactured home dwelling shall have any exposed towing mechanism, undercarriage, or chassis. However, this requirement does not apply to manufactured homes located in manufactured home communities within the Township.

Section 7. Amendment of Article 14, Planned Unit Development Review, Section 14.20 Review Process. The Almena Township Zoning Ordinance, Article 14, Section 14.20 Review Process, subsection A.2, is amended to read as follows. Further, a section reference within Section 14.20 B.2.b is revised from Section 4.50 to 4.60.

2. Required Materials. As part of the pre-application conference, the applicant shall submit a copy of an initial concept plan or a sketch plan that shows the property location, boundaries, significant natural features, vehicular and pedestrian circulation, land use for the entire site, and proposed locations of buildings and structures. The applicant shall also provide an environmental site analysis in accordance with Section 4.50.

Section 8. Amendment of Article 14, Planned Unit Development Review, Section 14.30 PUD Approval Standards. The Almena Township Zoning Ordinance, Article 14, Section 14.30 PUD Approval Standards, is amended to include new standards G, H, and I, to read as follows:

G. Priority Preservation. The proposed development preserves the site's most significant natural, scenic, agricultural, and environmental features by designating permanent open space. Priority shall be given to the preservation of first-priority preservation areas, followed by second-priority preservation areas, to the maximum extent practical. See Section 4.50.

H. Site Design. Building locations, streets, infrastructure, and lot layouts have been designed to respond to the site's existing natural features and topography. Development shall be located in areas that minimize disturbance to priority preservation areas and reduce the need for excessive grading, filling, vegetation removal, or environmental alteration. See Section 4.50.

I. Open Space Design. The proposed open space is arranged in a manner that creates large, contiguous, and functional open space areas rather than isolated or fragmented remnants. Open space shall contribute to the long-term preservation of natural systems, scenic character, agricultural lands, or recreational opportunities. See Section 4.70.

Section 9. Amendment of Article 19, Nonconformities, Section 19.30 Nonconforming Lots or Parcels. The Almena Township Zoning Ordinance, Article 19, Section 19.30 Nonconforming Lots or Parcels, is amended to read in its entirety as follows:

> In any zoning district, notwithstanding limitations imposed by other provisions of this ordinance, where an existing lot or parcel which does not abut any lot or parcel in the same ownership fails to meet minimum area, width, depth-to-width ratio, and frontage requirements of the zoning district in which it is located, the lot or parcel may be used for the permitted and special uses authorized by the zoning district, provided that all other dimensional requirements for buildings and structures can be met.

Section 10. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 11. Repeal. All provisions contained in other Township ordinances which are inconsistent with the provisions of this Ordinance, are repealed.

Section 12. Effective Date. This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS _____

NAYS _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATE

STATE OF MICHIGAN)

) ss

COUNTY OF VAN BUREN)

I, Sandra Rickli, Township Clerk for the Township of Almena, hereby certify that the above is a true copy of an Ordinance adopted by the Almena Township Board at a duly scheduled and noticed meeting of that Township Board held on _____, 2026, pursuant to the required statutory procedures. A summary of the above Ordinance was duly published in the _____ newspaper, a newspaper that circulates within Almena Township, on _____, 2026. Within 1 week after such publication, I recorded the above Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the above Ordinance with the Van Buren County Clerk on _____, 2026.

ATTESTED:

_____

Sandra Rickli, Township Clerk

B. **Commercial and Mixed-Use Districts.**

1. Almena Settlement District (AS). The intent of this district is to provide for residential dwellings, mixed-use buildings, and limited-scale commercial land uses in an area that historically served as the village center of the Township. Buildings and development patterns are intended to be more traditional in design and to maintain a small-town crossroads development area.
2. Commercial Districts (C-1, C-2, C-3). The intent of the Commercial Districts is to allow for a range of commercial areas that are calibrated to reflect the desired character of established commercial nodes and one corridor and to support a range of commercial uses. These districts allow retail, office, service, warehousing, light manufacturing, and limited residential uses.
    a. C-1. The intent of this district is to allow for businesses and uses that are appropriate on a state road corridor through the heart of the Township. Although commercial use is not reflected on the Future Land Use Map for this area, it has been historically designated as commercial on the Zoning Map. Due to the lower elevations, high water table, prevalent wetlands, and its location within the North Branch of the Paw Paw River watershed, commercial development in this area is intended to be limited and built in a manner that is sensitive to the natural environment.
    b. C-2. The intent of this district is to allow very limited commercial development options for an area historically zoned for commercial use. Because this area is not reflected on the Future Land Use map and is in close proximity to residential uses, the uses and building options are more limited and restricted than in C-1 and C-3.
    c. C-3. At the intersection of two state highways, this crossroads development node is intended to allow for a wider range of business and light manufacturing and assembly uses, based on its environmental suitability for development, access to state roads, and its historic commercial development pattern extending out from the intersection. Further, an additional C-3 zoned area is intended to support appropriate commercial use in close proximity to a public air strip.

Section 2.50 Land Use Regulation

A. **Regulation.** Land and buildings shall only be used in accordance with Table 2.50.

1. Permitted Use (P). This use is authorized by-right, subject to all other applicable provisions of this ordinance.
2. Special Land Use (S). This use is subject to review and permitting in accordance with Article 13 and subject to all other applicable provisions of this ordinance.
3. Planned Unit Development (PD). This use is only authorized through the Planned Unit Development Overlay (see Articles 4 and 14)
4. Not Permitted. A cell marked with two dashes (--) indicates that a use is not permitted.

B. **Other Requirements.** See the referenced section for additional requirements specific to the land use if noted in the far-right column.

C. **Land Use Definitions.** See Article 21 for definitions of the land use terms in Table 2.50.

Table 2.50: Land Use Regulation									
Use	**AG**	**AG LD**	**AG MD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**	**Other**
Accessory Uses- uses defined in Section 21.20									
Accessory building, non-residential	P/S	P/S	P/S	P/S	P/S	P/S	P/S	P/S	6.20
Accessory building, residential	P	P	P	P	P	P	P	P	2.70 B & 6.20
Accessory building, residential (oversized)	S	S	S	S	S	S	S	S	6.20
Accessory dwelling unit	P	P	P	P	P	--	--	--	6.120 A
Accessory solar energy system	P	P	P	P	P	P	P	P	6.30
Amateur radio and over-the-air-reception antennas	P/S	P/S	P/S	P/S	P/S	P/S	P/S	P/S	6.60
Day care, adult day care (1-4 adults)	P	P	P	P	P	P	P	--	None
Day care, family day care home (1-7 children)	P	P	P	P	P	P	P	--	None
Day care, group day care home (8-13 children)	S	S	S	S	S	S	S	--	6.100
Home occupation, major	S	S	S	S	S	S	S	S	6.180
Home occupation, minor	P	P	P	P	P	P	P	P	6.190
Keeping of animals and bees (non-commercial)	P	P	P	P	P	P	P	P	6.200
Outdoor display and sales, permanent	--	--	--	--	--	S	--	S	6.260
Outdoor storage, commercial	--	--	--	--	--	S	S	S	6.270
Accommodations, Hospitality, and Entertainment- uses defined in Section 21.30									
Banquet or meeting hall	--	--	--	--	P	S	P	P	None
Bed and breakfast	S	S	S	S	S	--	--	--	6.70
Campground or recreational vehicle park	S	--	--	S	--	S	--	S	6.80
Commercial indoor recreation facility	--	--	--	--	--	S	S	P	None
Commercial outdoor recreation facility	--	--	--	--	--	S	--	S	None
Commercial outdoor recreation, low-intensity	S	S	--	--	--	--	--	--	None
Golf course	--	S	--	--	--	--	--	--	6.170
Hotel or motel	--	--	--	--	P	--	--	P	None
Indoor theater	--	--	--	--	--	S	--	P	None
Outdoor theater	--	--	--	--	--	S	--	S	6.280
Restaurant	--	--	--	--	P	S	S	P	None
Restaurant with drive-through	--	--	--	--	--	S	--	S	6.110
Restaurant with micro-brewery, small distillery or small winery	--	--	--	--	P	S	S	P	None
Tavern	--	--	--	--	P	S	S	P	None
Agricultural- defined in Section 21.40									
Farm and farm operation	P	P	P	P	P	P	P	P	6.140
Farm market or roadside stand	P	P	P	P	P	P	P	P	6.150
Farm-related business and agritourism	S	S	S	--	--	--	--	--	6.160
Stables, commercial	P	S	--	--	--	--	--	--	
Stables, private	P	S	--	--	--	--	--	--	

Table 2.50: Land Use Regulation									
Use	**AG**	**AG LD**	**AG MD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**	**Other**
Civic and Institutional- defined in Section 21.50									
Cemetery	S	S	--	--	S	--	--	--	None
Community oriented cultural facility	--	--	--	--	P	S	P	P	None
Community-based indoor recreational facility	--	--	--	--	P	S	P	P	None
Government facility	--	--	--	--	P	P	P	P	None
Public park or preserve	P	P	P	P	P	P	P	P	None
Place of worship	S	S	S	--	S	S	S	S	None
School- college or university	--	--	--	--	S	S	--	S	None
School- private K-12	--	--	--	--	S	S	--	S	None
School- specialized training	--	--	--	--	S	S	--	S	None
School- truck driving	--	--	--	--	--	--	--	P	None
Infrastructure, Transportation, and Manufacturing - defined in Section 21.60									
Air strip or airport	S	S	--	--	--	--	--	--	None
Brewery, winery, distillery	--	--	--	--	--	--	--	S	None
Commercial solar energy system	S	S	--	--	--	--	--	--	6.90
Crematorium	--	--	--	--	--	--	--	S	None
Essential public services and utilities without buildings	P	P	P	P	P	P	P	P	6.130
Essential public services and utilities, with buildings	S	S	S	S	S	S	S	S	6.130
Helicopter landing pad	S	S	--	--	--	--	--	--	None
Marina	--	--	--	S	--	--	--	--	None
Manufacturing, processing, and packaging- light	--	--	--	--	--	--	--	S	None
Mineral extraction	S	S	S	S	S	S	S	S	6.240
Mini-warehouse/self-storage	--	--	--	--	--	S	S	S	6.250
Propane gas sales	--	--	--	--	--	--	--	S	None
Salvage or impound operation	--	--	--	--	--	--	--	S	6.290
Sawmill or planing mill	--	--	--	--	--	S	--	S	
Truck terminal	--	--	--	--	--	--	--	S	None
Warehousing and distribution	--	--	--	--	--	S	--	S	None
Wholesaling and distribution	--	--	--	--	--	--	--	S	None
Wind energy system	S	S	S	--	--	--	--	--	6.360
Wireless telecommunications facility	S	S	S	S	S	S	S	S	6.370
Marihuana Establishments- defined in Section 21.70									
Marihuana grower	--	--	--	--	--	S	--	S	6.230
Marihuana microbusiness	--	--	--	--	--	S	--	S	6.230
Marihuana processor	--	--	--	--	--	S	--	S	6.230
Marihuana retailer	--	--	--	--	--	S	--	S	6.230
Marihuana safety compliance facility	--	--	--	--	--	S	--	S	6.230
Marihuana secure transporter	--	--	--	--	--	S	--	S	6.230
Offices and Services- defined in Section 21.80									
Animal clinic	--	--	--	--	P	S	P	P	None
Animal shelter or commercial kennel	S	S	--	--	--	S	--	P	6.210
Child day care center	--	--	--	--	S	S	S	S	None

Table 2.50: Land Use Regulation									
Use	**AG**	**AG LD**	**AG MD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**	**Other**
Contractor facility	--	--	--	--	--	S	P	P	None
Funeral home or mortuary	--	--	--	--	P	S	--	P	None
General offices and services	--	--	--	--	P	S	P	P	None
General offices and services with drive-through service	--	--	--	--	--	S	S	S	6.110
Hospital	--	--	--	--	--	--	--	P	None
Temporary office	--	--	--	--	--	P	P	P	6.310
Vehicle repair, major	--	--	--	--	--	--	--	S	6.330
Vehicle repair, minor	--	--	--	--	--	--	P	P	
Vehicle service station	--	--	--	--	--	--	--	P	6.340
Vehicle wash	--	--	--	--	--	--	--	P	6.350
Residential, Group Living- defined in Section 21.90									
Adult foster care family home (1-6 adults)	P	P	P	P	P	P	P	--	None
Adult foster care group home (7-20 adults)	S	S	S	S	S	S	S	--	6.40
Agricultural labor housing	S	--	--	--	--	--	--	--	6.50
Foster family home (children)	P	P	P	P	P	P	P	--	None
Nursing home	--	--	--	--	--	--	--	S	None
Residential, Household Living- defined in Section 21.100									
Manufactured home community	--	--	S	--	--	--	--	--	6.220
Mixed-use residential	--	--	--	--	P	--	--	--	None
Multiple-family dwelling	PD	PD	PD	--	PD	--	--	--	None
Single-family dwelling	P	P	P	P	P	P	P	S	6.120 B
Two-family dwelling	P	P	P	P	P	P	P	S	6.120 B
Retail- defined in Section 21.110									
Bakery	--	--	--	--	P	S	P	P	None
Construction and landscape supply, outdoor	--	--	--	--	--	S	--	P	6.260
Greenhouse and nursery (non-farm)	--	--	--	--	--	S	--	P	6.260
Retail sales	--	--	--	--	P	S	P	P	None
Vehicle and equipment sales and rental	--	--	--	--	--	S	--	P	6.260
Other Uses- defined in Section 21.120									
Sexually oriented business	--	--	--	--	--	--	--	S	6.300
Similar land use	P/S	P/S	P/S	P/S	P/S	P/S	P/S	P/S	2.60
Temporary land use	P	P	P	P	P	P	P	P	6.320

Section 2.60 Similar Land Uses

A. **Intent.** Since every potential land use cannot be addressed in the Zoning Ordinance, each zoning district may accommodate similar uses, as referenced in this section.

B. **Determination.** All applications for a use not specifically named in Table 2.50, or inquiries concerning a use, shall be submitted to the Zoning Administrator for review and a determination.

1. Factors. The Zoning Administrator shall determine that all the following conditions are satisfied:

   a. The proposed use is not listed as a permitted or special land use in any other zoning district.

   b. The use is consistent with the district's purpose.

   c. The use is similar to other allowed uses relative to its character, scale, and overall compatibility.

   d. The use is not expected to create objectionable impacts on public health, safety, and welfare if it were established in the applicable zoning district.

   e. The use would not be more appropriate within a different zoning district.

2. Planning Commission Authority. The Zoning Administrator may, in their sole discretion, submit a proposed use to the Planning Commission for a similar use determination if consideration of the review factors does not lead to a clear conclusion.

C. **Compliance.** If a proposed use is determined to be similar to a named permitted use within the district, the similar use shall comply with all the standards or requirements associated with the permitted use. If the named use is a special land use within the applicable zoning district, the similar use shall be reviewed and approved per the applicable requirements for the named use.

D. **Determination.** The determination of whether a proposed use is similar to another listed use shall be considered as an interpretation of the land use regulations and is not determined to be a use variance. Once a use has been determined to be similar, it shall be specifically determined to be the named use with which it shares similarities.

E. **Prohibited Use.** If a use is not specifically listed anywhere in this ordinance and is not determined to be similar to any other specifically listed uses, the use is prohibited.

F. **Accessory Uses.** Accessory uses are permitted in conjunction with all permitted and special land uses. The Zoning Administrator shall review and determine allowable accessory uses to ensure they are customarily associated with the permitted or special land use and are incidental and subordinate to the principal use.

Section 2.70 Dimensional and Building Requirements

A. **Intent.** This section includes the dimensional requirements for lots and parcels and the location of buildings.

B. **Applicability.**

1. Lots and Parcels. All lots and parcels shall meet the minimum area and width requirements of Table 2.70-A. Lots and parcels shall not be created or changed in dimension except in conformance with these requirements.
2. Buildings. All placement of principal and accessory buildings shall conform to the minimum dimensional and sizing requirements listed in Table 2.70-B and Table 2.7-C, as applicable.
3. Accessory Buildings. Residential accessory buildings are subject to additional requirements in Table 2.70-D.
4. Farm Buildings. Where permitted, farm buildings are only subject to the setback requirements of Table 2.70-B and no other requirements within this section.

Table 2.70-A: Dimensional Requirements for Lots and Parcels

Requirement	AG	AGLD	AGMD	WR	AS	C-1	C-2	C-3
Min. Lot Area (s.f., unless noted otherwise)[1]	5 acres	3 acres	1 acre as long as density does not exceed 1 d.u. per 2 acres	32,670 s.f.	14,000 s.f.	1 acre	1 acre	1 acre
Max. Density (d.u. = dwelling unit) in PUD[2]	1 d.u. per 2 acres	1 d.u. per 1.5 acres	1 d.u. per 1 acre	--	--	--	--	--
Min. Lot Width (ft.)[3]	165	145	125	125	90	165	165	165
Max. Depth to Width ratio[4]	If under 10 acres in area, a lot or parcel shall not be more than four (4) times deeper than its width.							
Min. frontage and accessibility	All lots and parcels shall have a minimum road frontage on a public road or approved private street easement that is at least equal to the minimum width required by the applicable zoning district. Cul-de-sac lots or lots on the outside edge of curved streets shall have a minimum of 40 feet of street frontage. Satisfying this frontage requirement is determined to be the minimum necessary accessibility requirement for land divisions.							

[1] See definition for "lot area" in Section 20.20.
[2] See Article 4 for PUD development requirements. Maximum density is applied to the gross acreage of the PUD project area and shall not be modified per Section 4.40 G.
[3] See definition for "lot width" in Section 20.20. On waterfront lots, the minimum lot width shall also apply to the waterfront yard measured at the ordinary high water line.
[4] See Section 20.20 for the definitions of "lot depth" and "lot width" to determine ratio. In cases of exceptional topographic or physical conditions, such as wetlands, waterbodies, steep slopes, and stormwater retention or detention areas, or if a parent parcel is an irregular shape, the Township may approve a greater depth to width ratio as long as the resulting parcel(s) or lot(s) remain compatible with surrounding lands. The Zoning Administrator may approve greater ratios for parcels created through land divisions and the Township Board may approve greater ratios for lots as part of tentative preliminary plat review.

Table 2.70-B: Building Requirements									
Requirement		**AG**	**AGLD**	**AGMD**	**WR**	**AS**	**C-1**	**C-2**	**C-3**
~~Min. Principal Residential Dwelling Area (s.f.)[1]~~		~~800~~	~~800~~	~~800~~	~~800~~	~~800[2]~~	~~800~~	~~800~~	~~--~~
Max. Principal Non-Residential Building Size (s.f.)		--	--	--	--	--	12,000	10,000	--
Max. Building Height (ft.)[3]		35	35	35	35	35	35	35	35
Max. Lot Coverage (%)[4]		20	30	30	40	80[5]	50	50	50
Min. Setback (ft.) for Principal and Accessory Buildings[6]	Front[7]	50	50	50	50[8]	10	50	50	50
	Side	20	20	20	See Table 2.70-C	10	20	20	20
	Rear	25	25	25	25	10	25	25	25
	Wetland and Water-front[9]	50							

Table 2.70-C: WR Zoning District Side Yard Setbacks	
Lot Width	**Min. Side Setback (ft.)**
125 feet or greater	20
100-124 feet	15
70-99 feet	10
50-69 feet	7
Less than 50 feet	5

~~[1] Individual dwelling units or each individual dwelling unit in a multiple dwelling structure that is a principal use shall satisfy the minimum area requirement.~~

~~[2] Not applicable to second floor dwelling units over non-residential uses.~~

[3] See Section 2.80 for building height measurement and exceptions.

[4] See definition for "lot coverage" in Section 22.20.

[5] For lots, units, or parcels two (2) acres in size or greater, the lot area coverage maximum shall be reduced to 30 percent.

[6] See Section 2.90.

[7] See Section 2.90 B for front setback measurements.

[8] Along private roads, platted roads, and easements in the WR district, the minimum front yard setback shall be reduced to 25 feet from the outside edge of the right-of-way or easement boundary line.

[9] See Section 9.110 Surface Water and Wetland Buffer Requirements. A waterfront setback is measured from the ordinary high water mark, as defined in Section 22.20, or the delineation line of a wetland.

Article 4. Planned Unit Development

Section 4.10 Intent and Purpose

A. **Intent.** The intent of this article is to offer an alternative to conventional development under traditional zoning districts by permitting flexibility in the regulations for development by authorizing the Planned Unit Development (PUD) Overlay District. The standards and requirements in this article are intended to promote and encourage innovative developments that implement the goals and objectives of the Almena Township Master Plan and allow the Open Space Preservation option as included in Section 506 of the Zoning Enabling Act.

B. **Purpose.** The purpose of this article is to:

1. Encourage innovation and creativity in land use planning and development;
2. Promote and enhance housing and recreational opportunities;
3. Promote and encourage the conservation and preservation of natural resources and natural features;
4. Encourage the efficient use of land by facilitating well-designed arrangements of buildings, streets, utilities, and other features;
5. Encourage the dedication of open space as an integral part of the development and promote the development of passive and recreational activities;
6. Provide for and promote coordinated, flexible, and comprehensive land planning and development for the benefit of property owners and to serve the public interest; and
7. Enhance the compatibility of adjacent uses of land.

Section 4.20 PUD Types

A. **PUD – Traditional.** A Traditional PUD allows for commercial or residential development with the standard inclusion of open space.

B. **PUD – Open Space Cluster Residential Development.** An Open Space Cluster Residential Development PUD allows for significantly smaller lot sizes in return for a high proportion of preserved open space.

Section 4.30 Qualifying Conditions

A. **Unified Control.** The PUD shall be under the control of one (1) owner or group of owners and shall be capable of being planned and developed as an integral unit.

B. **Recognizable Benefits.** PUD projects shall achieve recognizable and substantial benefits that would not be possible under the existing base zoning classifications. These recognizable benefits include, but are not limited to, the following:

1. Preservation and protection of significant natural features, open space, and cultural/historic resources, and connectivity of open space with adjacent greenway corridors;
2. Incorporation of a complementary mix of land uses or housing types;
3. Innovation in land development in terms of variety, design, layout, and type of structures

constructed;

4. Provision of usable open space and recreational amenities; or
5. Preservation of rural character or small-town appeal.

C. **Minimum Acreage.** PUD projects with the following base districts shall have the following minimum acreages:

1. PUD Traditional:
   a. AG, AGLD, AGMD, WR. 20 acres minimum.
   b. AS, C-1, C-2, C-3. 10 acres minimum.
2. PUD – Open Space Cluster Residential Development: No minimum acreage if submitted in accordance with the Open Space Preservation option as included in Section 506 of the Zoning Enabling Act.

Section 4.40 PUD Requirements

A. **Base Zoning District and Overlay.** PUD projects include a dual method of zoning, including a base district and PUD overlay.

1. Base Zoning District.
   a. A base zoning district is an underlying zoning district applicable to the subject property or a portion of the property. There may be more than one (1) base district per PUD project.
   b. Should the applicable base zoning district not permit a desired use, a base district rezoning shall be necessary.
   c. Where Almena Township Master Plan recommends a different zoning district than the current zoning, a rezoning of the base zoning district consistent with the plan may be considered concurrently with the PUD.
2. PUD Overlay. Approval of a PUD amends the Zoning Map to indicate a PUD overlay over the base zoning district.

B. **Land Use.** PUD projects shall comply with the land use regulation applicable to the base district.

C. **Dimensional Requirements.** A PUD shall be compliant with base district dimensional and building requirements and other development requirements unless modifications are approved through the PUD process.

D. **Perimeter Buffer.** At the discretion of the Township, a natural perimeter buffer up to 30 feet in width may be required for PUD projects to ensure land use compatibility and to lessen the visual impact of more intensive development. The Township may also require additional plantings within this area.

E. **Water and Sewer.** Each principal building shall be connected to private water and sanitary sewer systems or to on-site facilities approved by the County and/or State Health Officials. Maintenance of any and all approved common on-site utility systems shall be ensured by the use of a deed restriction, which shall provide for financial participation in maintenance costs by each owner or occupant of the PUD served by the system.

F. **Underground Utilities.** Electrical, telephone, and cable television lines shall be placed underground as feasible and practical.

G. **Modifications.** Base zoning district requirements and development requirements may be modified as part of PUD approval by the Township Board. The applicant for a PUD shall identify, in a table format, all proposed modifications to zoning requirements (listing of the requirements and proposed modification to requirements). Modifications may be approved if they are demonstrated to result in a higher quality of development that will satisfy one or more of the following criteria:

1. Preserves the best natural features of the site;
2. Creates, maintains, or improves habitat for wildlife;
3. Creates, improves, or maintains open space for the residents; or
4. Results in a higher-quality commercial or residential development consistent with the purposes of PUD expressed in Section 4.10 and the recommendations of the Almena Township Master Plan.

Section 4.50 Environmental Site Analysis and Site Planning

A. **Design Requirements.** All preliminary PUD plans shall be based on an environmental site analysis in accordance with this section, including a site analysis, delineation of priority preservation areas, an environmental site layout plan, and supporting information. This analysis shall be developed and reviewed as part of the pre-application conference in accordance with Section 14.20. The approval of a preliminary PUD plan shall consider how the plan incorporated a meaningful approach to site planning in accordance with this section.

B. **Site Analysis.** An overview map merging the information shown below. The submittal map shall include a scale of no greater than one inch equals 100 feet and may include a series of more detailed maps or attachments for each factor, along with the source of the information. A supporting written analysis shall be submitted that addresses the required information.

1. Wetlands and wetland buffers and whether they are regulated.
2. Federal floodplain or floodways.
3. Surface water features.
4. A vegetation analysis, identifying woodlands, meadows, pastures, and active or fallow farm fields. Vegetation shall be classified as evergreen or deciduous, and the health and condition of each vegetation type shall be assessed. Significant trees shall be identified by species, size, and health, and unique or endangered plant species shall be noted.
5. A topographic analysis identifying slopes over 25 percent and a vertical contour interval of two feet or less.
6. Existing drainage patterns and the larger drainage network connecting to adjacent sites.
7. A delineation of soil types, identification of selected soil characteristics, and assessment of suitability for development.
8. Wildlife habitat, whether in fields, wetlands, or woodlands. Predominant species of birds, mammals, amphibians, reptiles, and fish shall be identified if present. The presence of rare or endangered species should be noted, along with the boundaries of natural areas and critical species habitat sites.
9. Historic or cultural features, including earthworks, ruins, grave sites, or other remnants of historic resources.
10. Existing buildings and structures, and the location of land uses and buildings abutting the

property and across the street within 500 feet of the site boundary.

11. Scenic vistas, both into the site from adjacent roads, trails, and hilltops and outward from the site.

12. Future planned public infrastructure that may impact the layout of the site, such as streets, sidewalks, pathways, and public buildings or facilities.

C. **Delineation of Priority Preservation Areas.** A priority preservation area map shall be provided that illustrates the areas with the most important environmental features from the list above that are proposed for preservation, as well as areas with the highest suitability for development (potential buildable areas). This map can be supplemented with additional maps or supporting information. Preservation areas shall be designated as first- and second-priority preservation areas based on the following considerations.

1. First Priority Preservation Areas.

   a. Regulated natural resources, including wetlands, floodplains, floodways, watercourses, steep slopes, and other environmentally constrained lands protected by federal, state, or local regulations.

   b. Significant natural features, including mature forests, significant trees, high-quality habitat, and rare or endangered species habitat.

   c. Greenway and ecological connections that provide continuous habitat, wildlife movement corridors, riparian corridors, or connections to adjacent parks, conservation lands, trails, or other protected open spaces.

   d. Water resource protection areas necessary to preserve surface water quality, groundwater recharge, stream corridors, watershed function, and natural drainage systems.

2. Second-Priority Preservation Areas.

   a. Scenic views and visual corridors visible from public roads, waterways, trails, parks, or other public spaces.

   b. Lands suitable for passive recreation, trails, overlooks, and community open space.

   c. Agricultural lands that contribute to the rural landscape or support continued agricultural operations.

   d. Areas that provide buffering, screening, or transitions between differing land uses or development.

   e. Additional woodlands, meadows, and natural areas that contribute to the overall environmental quality of the site.

D. **Environmental Site Layout Plan.** After completion of the site analysis and delineation of priority preservation areas, an environmental site layout plan shall be prepared in accordance with the following requirements and design standards.

1. General Requirements.

   a. The location of the first- and second-priority preservation areas shall determine the shape, extent, and general location of buildable areas within the subdivision.

   b. Street and lot layout shall respond directly to first- and second-priority preservation areas and natural features, existing landforms, vegetation patterns, and scenic viewpoints, rather than relying on uniform lot sizes or rigid block configurations.

c. Where the buildable area exceeds the area needed to accommodate the number of permitted lots, the design shall selectively locate lots and/or buildings to:

i. Protect scenic views and view corridors; and

ii. Preserve open views of water features, natural resources, or other site amenities.

d. Screening or landscape treatments shall be incorporated, where appropriate, to reduce the visibility of homes from sensitive viewpoints while preserving significant views or open space.

e. The environmental site layout plan shall illustrate:

i. The spatial relationship between proposed development areas and first- and second-priority preservation areas;

ii. Key scenic views, view corridors, and areas requiring visual screening or preservation;

iii. The general location and alignment of proposed streets;

iv. The approximate placement and configuration of building lots and/or buildings; and

v. The general location of pedestrian networks providing internal connectivity between residential units, preservation areas, amenities, and any adjacent public network.

2. Street and Lot and/or Building Layout Standards.

a. A conceptual street and lot and/or building layout shall be shown on the environmental site layout plan.

b. First- and second-priority preservation areas shall serve as the primary organizing element and shaping the development to respect the site's natural features.

c. Streets and lots and/or buildings shall be sited so that they blend naturally into the landscape, avoiding forced or artificial placement dictated solely by parcel geometry or standardized lotting patterns.

d. The conceptual site layout plan shall ensure that future submittals of final layouts will protect and enhance the visual character of the site as perceived both internally within the development.

e. The environmental site layout plan shall comply with applicable zoning regulations and shall demonstrate that the proposed development concept is achievable under those regulations.

3. Pedestrian Connectivity Network Standards.

a. A pedestrian network shall be designed as a cohesive system rather than isolated path segments.

b. Internal paths shall provide direct and continuous routes connecting residential lots, community open spaces, and any on-site amenities.

c. Where appropriate and compatible, pedestrian and multi-use paths shall extend along, into, or through preservation areas to provide public access, recreational opportunities, and connectivity between distinct open space areas.

d. Path placement shall avoid sensitive resources and follow a route that highlights scenic, educational, or natural features without degrading the protected landscape.

e. The pedestrian network shall provide direct, accessible connections to on-site amenities,

including parks, greenways, trails, viewpoints, gathering spaces, and recreation facilities.

f. Where public sidewalks, multi-use paths, parks, schools, or other pedestrian infrastructure exists along or near the subdivision boundary, the pedestrian network within the development shall connect directly to such facilities unless physical or environmental constraints prevent doing so.

g. Where future public pedestrian networks are anticipated, appropriate easements or reserved corridors shall be provided to enable future connectivity.

Section 4.60 Density

A. **Baseline Density.** The number of units permitted in a PUD development, as determined from the parallel plan (Section 14.20 B.2), may be increased at the discretion of the Planning Commission by including one (1) or more of the elements identified in subsection C.

A. **Bonus.** Each element listed below is worth an additional incremental bonus. The bonus for each element shall be up to 10 percent of the units identified on the parallel plan. The specific amount of the bonus shall be at the discretion of the Planning Commission, depending on the degree to which they have addressed that element and the impact it has in contributing to the objectives sought to be achieved by the PUD. The maximum density increase any development may receive shall be 25 percent of the units identified on the parallel plan.

B. **Elements.** For those PUD developments eligible to receive a density bonus, the proposed development is required to demonstrate one (1) or more of the following considerations:

1. Inclusion of a variety of building types, quality architecture, durable materials, and superior site design.
2. Providing frontage transition areas along all public roads at least 150 feet in depth with suitable landscaping.
3. Providing public amenities such as trails for non-motorized use, playgrounds, picnic facilities, or community centers.
4. Providing paths, trails, greenways, or other pedestrian and non-motorized transportation facilities accessible to the public and connected to or creating a network of trails throughout the community.
5. Cleanup of site contamination.
6. Stormwater management on-site that relies upon manufactured natural systems (such as bio-swales, rain gardens, or installed wetlands) and preserves the quality and integrity of existing natural areas.
7. Other similar elements as determined by the Planning Commission.

Section 4.70 Open Space

A. **Required Open Space.** All PUD projects are required to incorporate a minimum amount of preserved open space.

1. Minimum Requirement. All PUD shall have the following minimum amount of open space:
   a. PUD- Traditional- 20 percent.
   b. PUD- Open Space Cluster Residential Development- 50 percent.

2. Permanent Protection. Open space shall be protected by a permanent mechanism, such as a deed restriction, conservation easement, or similar means approved by the Township.

B. **Objectives.** Open space areas set aside as part of a PUD project shall accomplish one (1) or more of the following objectives:

1. Recreational Space. To provide common active and passive recreational space for use by the residents of the PUD.

2. Environmental Protection. To protect and preserve environmentally sensitive areas, such as floodplains, shorelands, dunes, regulated and non-regulated wetlands, stream corridors, steeply-sloped areas, woodlands, or other sensitive areas that may exist on the development site and enhance the rural character of the area. The Township Board and Planning Commission may require that specific, unique natural amenities be included within the open space area for preservation purposes and maintained in their natural condition.

3. Rural Character. To provide open space along public road corridors so as to maintain a natural character along public roadways in rural portions of the Township.

C. **Open Space Requirements.** Land dedicated as common open space is subject to the following requirements:

1. To the extent possible, open space areas shall be continuous and connected throughout the development. Open space shall be large enough and of proper dimensions to contribute significantly to the purpose and objectives of the development. Except when provided along waterways or trails and paths, open space shall not be established as thin strips but as larger land masses to encourage general community use rather than simply private use by adjacent property owners.

2. Open space shall be designed to maximize continuity and connectivity both within the development and with adjacent open space, parks, greenways, conservation lands, or natural features where feasible. The use of small, isolated, or disconnected open-space parcels solely to satisfy minimum open-space requirements shall not be permitted.

~~1.~~

2.3. The majority of the total open space area within the development (minimum of 50 percent of the open space area) shall be located in one (1) contiguous area and shall be available for active or passive use by the residents of the development. The remaining portion of the open space requirement shall be divided into a minimum number of smaller areas.

3.4. Access to common open space shall be provided from all areas of the PUD by means of public or private streets or pedestrian access ways. Pedestrian accessways must be located within common open space or within a 20-foot easement. Surface type shall be at the discretion of the Township.

4.5. The PUD Concept Plan shall indicate the intended function of the open space, if applicable (i.e. passive use, playground, ball field, picnic area, trail, etc.).

5.6. As a condition of PUD approval and prior to the occupancy of any structure within the PUD (or within any phase of the PUD), the applicant shall be required to establish a property owners' association (or other similar organization acceptable to the Township) of which all residents or occupants of the PUD shall be required to become members through appropriate restrictions, covenants, and conditions. The property owners' association must be legally capable of assuming and shall assume the obligation to maintain the common open space as required by this section.

~~6.~~7. The Planning Commission and Township Board shall review the open space as a part of the site plan to ensure that it satisfies the intent of this section and shall have the discretion to require changes to the open space plan as a condition of approval.

D. **Areas Not Considered Open Space.**

1. The area within any public street right-of-way or private street easements;
2. Any easement for overhead utility lines, unless adjacent to qualified open space;
3. 50 percent of any flood plain, wetland, water body, or steep slope (25 percent or greater) area and 50 percent of the area of any golf course;
4. The area within a platted lot or site condominium unit, unless the lot or unit has been dedicated to open space, via conservation easement or other means of ensuring that the lot or unit is permanent open space;
5. Parking and loading areas;
6. 50 percent of any stormwater detention or retention areas; and
7. A required perimeter buffer area.

Section 4.80 Process

The PUD review process and standards of approval are included in Part IV Review Processes and Standards, Article 14 Planned Unit Development Review.

Section 6.120 Dwellings

A. **Accessory Dwelling.**

1. Single-Family. Accessory dwelling units are limited to single-family lots and parcels.
2. Number. Only one (1) attached or detached accessory dwelling unit shall be permitted per principal dwelling.
3. Setbacks. Attached accessory dwelling units shall comply with all setback requirements applicable to the principal dwelling. Detached accessory dwelling units shall comply with all setback requirements applicable to accessory buildings.
4. Appearance. Attached and detached accessory dwellings shall retain a residential appearance consistent with the architectural design and building materials of the principal dwelling, including but not limited to roof material, roof type, siding material, and window type and placement.
5. Area. Accessory dwelling square footage shall not exceed 75%~~50~~ percent of the principal dwelling square footage, or ~~800~~ 1,000 square feet, whichever is less. Minimum area is subject to Building Code compliance.

~~6. Metering and Mailing Address. The accessory dwelling shall not have a separate meter for public utilities, such as electric and gas service or a separate mailing address~~.

~~7.~~6. Well and Septic. Well and septic approval by the Van Buren/Cass District Health Department is required. Systems may be shared with the principal system or separate, contingent upon the approval of the Van Buren/Cass District Health Department.

~~8. Specific Requirements for Attached Accessory Dwelling Units.~~

~~a. Attached accessory dwellings may be designed as an independent living area that can be isolated from the principal dwelling space; however, an internal connection to the principal dwelling must be maintained, and the principal and accessory living space must both be accessible through the primary entrance of the dwelling. This requirement does not preclude separate entrances to either living space.~~

~~b. An attached accessory dwelling unit located over an attached garage may be served by a single access point separate from the rest of the building~~.

~~9.~~7. Specific Requirements for Detached Accessory Dwelling Units.

a. A parcel shall not be divided in a manner that separates a detached accessory dwelling unit and principal dwelling unit onto separate parcels if the division results in a nonconformity.
b. A new detached accessory dwelling unit to be constructed shall not be located closer to a front lot line than the principal dwelling unless placed at least 100 feet from the front lot line or front lot lines.
c. In the case of a detached accessory dwelling unit over garage space, such as a carriage house, the first-floor garage space shall not count against the maximum square footage applicable to the accessory dwelling unit.
d. The minimum square footage shall be the minimum necessary to comply with applicable building codes.
e. ~~The height of a detached accessory dwelling unit shall not exceed the height of the principal dwelling. However, the height of a detached accessory dwelling unit over garage~~

~~space may exceed the height of a single-story principal dwelling by 10 feet~~.

B. **Single and Two-Family Dwellings.**

1. Purpose. The purpose of this provision of the zoning ordinance is to provide reasonable standards that ensure that all single-family and two-family dwellings, regardless of construction type (e.g. site-built, manufactured, prefabricated, or modular), are safe and compatible and compare aesthetically within the same residential district.
2. Dimensional Requirements. ~~The building shall have a maximum length to width ratio of three (3) to one (1).~~ The building shall have a minimum width across any front, side, or rear elevation of ~~20~~ 18 feet.
3. Use Group. Living space shall be built as residential use group R-3 per International Building Code for dwellings other than manufactured homes.
4. Additional Requirements for Manufactured Homes. A manufactured home shall be installed with the wheels removed. No manufactured home dwelling shall have any exposed towing mechanism, undercarriage, or chassis. However, this requirement does not apply to manufactured homes located in manufactured home communities within the Township.

Article 14. Planned Unit Development Review

Section 14.10 Intent and Purpose

The intent and purpose of this article are to outline the review process for Planned Unit Development (PUD) projects to ensure compliance with the purpose and intent of Section 4.10 and all standards of approval.

Section 14.20 Review Process

A. **Pre-Application Conference.** A pre-application conference is required as a prerequisite for acceptance and review of PUD proposals. The purpose of a pre-application conference with the Zoning Administrator is to review the concept of the proposed PUD, discuss the review process, and determine the eligibility of the request.

1. Conference Request. A request for a pre-application conference shall be made to the Zoning Administrator. A pre-application conference may occur in person, by video conference, or by phone.
2. ~~Requirement~~ Required Materials. As part of the pre-application conference, the applicant shall submit a copy of an initial concept plan or a sketch plan that shows the property location, boundaries, significant natural features, vehicular and pedestrian circulation, land use for the entire site, and proposed locations of buildings and structures. The applicant shall also provide an environmental site analysis in accordance with Section 4.50.
3. Guidance. The Zoning Administrator shall advise the applicant of the conformance of the PUD concept with the objectives of the Township, whether the concept qualifies under the requirements of this article and Article 4, and whether the general concept is substantially consistent with the Almena Township Master Plan. Formal action shall not be taken at a pre-application conference, and statements made at the pre-application conference shall not be considered binding commitments or approval of the concept.

B. **Application Requirements.**

1. Submittal Checklist. See Article 11 for the general processes for submitting an application and Section 22.30 for the submittal checklist.
2. Parallel Plan and Residential Density Bonuses.
   a. To determine the density achievable with the underlying zoning district, the applicant shall submit a parallel plan, which is a conceptual subdivision layout based on the uses of land, dimensional, utility availability, and density allowed by right in the zoning district in which the land is located. Only the net buildable area of the residential portion of the site shall be considered, which is considered to be the portion of the site that is not encumbered by regulated wetlands, steep slopes, existing rights-of-ways, easements that cannot be included in residential lots, and other site features that would prevent the use of the site for residential purposes.
   b. The Planning Commission shall determine the base number of dwelling units allowable for the PUD based on the parallel plan, and any density bonus (see Section 4.5~~6~~0) granted by the Township will be applied to this number.

C. **Review Steps.** Review of PUD proposals shall be processed in accordance with the following steps:

1. Rezoning to PUD Overlay and PUD Concept Plan and base district rezoning if applicable.
2. Final PUD Site Plan.

D. **Rezoning to PUD Overlay and PUD Concept Plan.** The Planning Commission and Township Board shall review all details of the application and submittal to confirm compliance with all applicable zoning requirements and to ensure the satisfaction of PUD approval standards (Section 14.30). The following process shall be followed:

1. Pre-application conference per 14.20 A.
2. Application submittal (Section 11.20) by the published deadline.
3. Planning Commission Public hearing noticing per Section 11.40.
4. Zoning Administrator review and recommendation.
5. Planning Commission review, public hearing, and recommendation.
6. Township Board Public hearing noticing per Section 11.40.
7. Township Board review, public hearing, and decision.
8. Publication of the approval notice within a newspaper of general circulation within the Township within 15 days.
9. The effective date of the approval is seven (7) days after publication.

E. **Decisions.** The Planning Commission and Township Board shall decide upon a rezoning to PUD Overlay and PUD Concept Plan requests as follows:

1. Planning Commission.
    a. Recommendation of Approval. The motion and minutes shall indicate the findings and conclusions serving as the basis for the recommendation and any conditions imposed. A draft ordinance to recommend approval of the PUD Overlay District rezoning and approval of the associated Concept Plan shall be provided.
    b. Recommendation of Denial. In the case of a recommendation of denial, the motion and minutes shall indicate the findings and conclusions serving as the basis for the decision. A resolution may be offered to formally outline the findings, decision, and conditions, if applicable.
2. Township Board. The Township Board may deny, approve, or approve with conditions a request for PUD approval.
    a. Approval. PUD Overlay District rezoning and approval of the associated Concept Plan shall be in the form of an ordinance to amend the Zoning Map and to formally accept the plan. The ordinance shall outline the findings and conditions of approval.
    b. Denial. In the case of a denial, the motion and minutes shall indicate the findings and conclusions serving as the basis for the decision.

F. **Final PUD Site Plan.** A final PUD site plan shall follow the review procedures of the applicable process depending on the type of development. A final PUD development plan may be one of the following types of submittals:

1. Site plan review for a single parcel and use (Article 12). A use approved as part of a PUD process which is a special land use within a base district does not require special land use review for final PUD site plan approval.
2. Site condominium review (Article 15).
3. Subdivision review plan for a platted residential development per the Almena Township Land Subdivision Regulations.

G. **Appeals and Variances.** The Zoning Board of Appeals shall have no jurisdiction to hear appeals regarding decisions on PUDs. Additionally, no variances may be requested for zoning requirements within an approved PUD.

Section 14.30 PUD Approval Standards

Approval of a rezoning to PUD Overlay District and an associated PUD Concept Plan shall be based on the satisfaction of the following standards:

A. **Purpose.** The PUD satisfies the purpose and intent of Section 4.10.

B. **Qualification.** The proposal qualifies as a PUD per Section 4.30 by being under unified control, demonstrating a recognizable benefit, and having the minimum acreage required for PUD development.

C. **Compliance.** The PUD satisfies all requirements per Section 4.40 and all zoning requirements unless modifications are approved.

D. **Master Plan.** The PUD is consistent with the Almena Township Master Plan or specifically implements the vision and goals of the plan.

E. **Compatibility.** The project is designed to integrate harmoniously with the essential character of the area and the natural environment.

F. **Public Services.** Land uses do not exceed the capacity of public services and county roads and the capacity of the site to handle demands for on-site wells and sewage treatment.

G. **Priority Preservation.** The proposed development preserves the site's most significant natural, scenic, agricultural, and environmental features by designating permanent open space. Priority shall be given to the preservation of first-priority preservation areas, followed by second-priority preservation areas, to the maximum extent practical. See Section 4.50.

H. **Site Design.** Building locations, streets, infrastructure, and lot layouts have been designed to respond to the site's existing natural features and topography. Development shall be located in areas that minimize disturbance to priority preservation areas and reduce the need for excessive grading, filling, vegetation removal, or environmental alteration. See Section 4.50.

I. **Open Space Design.** The proposed open space is arranged in a manner that creates large, contiguous, and functional open space areas rather than isolated or fragmented remnants. Open space shall contribute to the long-term preservation of natural systems, scenic character, agricultural lands, or recreational opportunities. See Section 4.70.

~~F.~~

Section 14.40 Term and Validity

A. **Validity and Expiration.** Approval of PUD overlay rezoning and concept plan by the Township Board shall confer upon the owner the right to proceed with the development of a Final PUD Site Plan in accordance with Section 14.20 C.2. The final PUD site plan shall be submitted within two (2) years from the date of approval.

B. **Extension.** The Township Board may approve an extension of up to one (1) year if requested in writing by the applicant prior to the expiration date of the original approval. The extension may be approved if the Township Board determines that the applicant has provided reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.

C. **Termination of Rights.** Upon expiration of a PUD Concept Plan, the approval shall automatically become null and void, and all rights of development based on the plan shall terminate. The Township may take action to remove the PUD Overlay Designation from the Zoning Map after the PUD Concept Plan becomes null and void.

D. **Final PUD Site Plan.** See Section 12.50 or Section 15.50, as applicable.

Section 14.50 Amendments

A. **Minor Change- Administrative Approval.** A minor administrative change to an approved final PUD site plan may be reviewed and approved by the Zoning Administrator. Minor changes are those outlined in Section 12.20 C or Section 15.60 B for condominiums.

B. **Board Approval.**

1. Major Change.
    a. Major changes are those that do not qualify as minor changes and:
        i. Reflect the overall intent and design of the PUD concept plan, along with permitted uses and density.
        ii. Comply with all conditions of approval, approved modifications, and all other zoning requirements.
    b. A major site plan change to an approved final PUD site plan may be approved by the Township Board after review and recommendation by the Planning Commission. A public hearing or ordinance amendment is not required.
    c. A major change between a PUD concept plan and a final PUD site plan may be approved by the Township Board during the review of the final PUD site plan after review and recommendation by the Planning Commission. A public hearing or ordinance amendment is not required.
2. Ordinance Amendment. Any change not qualifying as a minor or major change shall require an ordinance amendment and processing in accordance with Section 14.20.

Section 19.30 Nonconforming Lots or Parcels

~~**Existing Lots or Parcels.**~~ In any zoning district, notwithstanding limitations imposed by other provisions of this ordinance, where an existing lot or parcel which does not abut any lot or parcel in the same ownership fails to meet minimum area, width, depth-to-width ratio, and frontage requirements of the zoning district in which it is located, the lot or parcel may be used for the permitted and special uses authorized by the zoning district, provided that all other dimensional requirements for buildings and structures can be met.

~~**Abutting Nonconforming Lots or Parcels Under Single Ownership.** Where one or more abutting lots or parcel in the same ownership do not, when considered individually, meet the requirements for minimum area, minimum width, or both, of the zoning district in which the lots or parcels are located, the lot or parcels shall be considered as one for the purposes of this ordinance. Contiguous lots or parcels so combined shall not be divided or reduced in dimensions or area so as to increase noncompliance with the minimum requirements of this ordinance.~~

B. MUNICIPALITY RESPONSIBILITIES.

The Municipality shall:

1. Provide the County with a detailed street database of the Municipality which includes house numbers, street names with direction, city name and zip code. The County will also use other available resources to verify a person's residency within the Municipality.

C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding to a maximum amount of $_____ (C.1.) to the County for services at the HHW Center.

2. Costs charged to the Municipality for citizens to use of the HHW Center will be based upon the actual number of household equivalents from the Municipality served during the billing period and will be charged a participation fee of $39.00 per household equivalent plus disposal costs associated with the disposal of household hazardous wastes from the Municipality's citizens.

3. The County will submit an invoice. The Municipality shall pay the invoice amount to the County within thirty (30) days of the invoice date.

4. The County will provide an itemized quarterly report to each participating Municipality in the Household Hazardous Waste program.

D. INDEPENDENT CONTRACTOR.

It is understood and agreed by both parties hereto that the County is an independent contractor. The Municipality is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS.

Modifications, addendums, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the authorized representatives of both the County and the Municipality. The County may send a Letter of Understanding (LOU) to the Municipality as an addendum to this Agreement to add additional funding to the current Agreement amount, if additional funding is needed. If a Municipality does not respond to the LOU by the deadline, the County reserves the right to charge residents at the door without further notice.

F. INSURANCE.

Each party shall purchaser and maintain, at its sole expense as it is a party to this Agreement, sufficient insurance coverage or self-insurance to cover its performance hereunder.

G. MUTUAL INDEMNIFICATION.

Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party and its Affiliates and each of their respective past, present or future officers, directors, employees and agents and their respective successors, heirs and assignees and representatives (collectively the "Indemnified Party") from and against any damages, losses, liabilities or costs including reasonable legal expenses, costs of litigation and reasonable attorney's fees ("Damages") incurred by the Indemnified Party resulting from any Third Party Claim against the Indemnified Party to the extent caused by, resulting from, or in connection with any gross negligence or willful misconduct by the Indemnifying Party or any of its Affiliates in connection with the performance of its obligations under this Agreement, provided, however, that the Indemnifying Party shall not be responsible for any Damages of the Indemnified Party to the extent that such Damages are caused by, result from, or arise out of or in connection with any Indemnified Party's gross negligence or willful misconduct. Nothing in this Agreement should be construed as a waiver of any governmental immunity by the County, its agencies, and employees as provided by statute or court decisions.

H. NONDISCRIMINATION.

Municipality, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. Municipality agrees to follow all applicable Federal,
State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.

2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.

3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.

4. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach. In the event that Municipality is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

I. **SEVERABILITY.**

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

J. **ENTIRE AGREEMENT.**

This Agreement and any addendums or amendments made through the written mutual consent of the authorized representatives of both the County and the Municipality constitute the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading E. Amendments of this Agreement. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

K. **HEADINGS.**

The Headings or Titles of the SECTIONS and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

L. **NOTICE.**

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY
Almena Township
Mr. Joe Ledus
Supervisor
27625 County Road 375
Paw Paw, MI 49079

COUNTY
Kalamazoo County
Household Hazardous Waste Center
Attn: Jennifer Kosak
1301 Lamont Avenue
Kalamazoo, MI 49048

CC: Corporate Counsel

M. **PERIOD OF AGREEMENT.**

The term of this Agreement shall be from January 1, 2027 through December 31, 2027, unless terminated earlier as provided.

N. **TERMINATION.**

This Agreement may be terminated by either party heretofore at will by providing a thirty (30) day written notice to the other party.

O. **CHOICE OF LAW AND FORUM.**

This Agreement is to be interpreted by the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance in the Circuit Court for the County of Kalamazoo.

P. **CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.**

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this Agreement as of the date written below.

FOR THE MUNICIPALITY

Printed or Typed Name	Title
Signature	Date

FOR THE COUNTY OF KALAMAZOO

Printed or Typed Name	Title
Signature	Date

APPROVED FOR USE AS A TEMPLATE FOR COUNTY OF KALAMAZOO: CORPORATION COUNSEL
Edward Winkler, Asst. Corporation Counsel
Date Approved September 22, 2026.

November 9, 2026

Dear HHW Center Partner:

Please find attached the agreement for services for the 2027 calendar year. Considerations for making allotments:

1. Arcwood/ERG Environmental Services is the contractor for chemical recycling/disposal. They have been a proven contractor for many years. Costs are $0.92/pound through 2027. They still supply cubic yard boxes, drums, labels and pallets as part of the per pound price.

2. Pesticide disposal is free as it is still covered by a grant.

3. Electronics recycling costs have decreased due to the partnership with Dynamic Recycling, the contract is through 2027. They are certified by the State of Michigan and provide excellent customer service.

4. The out of county resident fee will remain at $39.00 per household equivalent. You will be invoiced quarterly for each household equivalent times $39.00 plus the percent of disposal costs attributed to your residents. Please do not send a check until you receive an invoice.

5. The County does not hold the allotment you enter in your agreement. If there is unused funding at the end of 2027, that money remains with your municipality as you do not pay it until you are invoiced. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door if a Letter of Understanding is not returned.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak

Jennifer Kosak, REHS
Facility Manager
jennifer.kosak@kalcounty.gov