



**Pittsfield Charter Township**  
**Department of Utilities & Municipal Services**

6201 West Michigan Avenue, Ann Arbor, MI 48108  
Phone: (734) 822-3101 • Fax: (734) 944-1103  
Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)

**Craig Lyon**  
Director of Utilities &  
Municipal Services  
[lyonc@pittsfield-mi.gov](mailto:lyonc@pittsfield-mi.gov)

**Mandy Grewal, Supervisor**

---

**MEMORANDUM**

**TO:** PITTSFIELD CHARTER TOWNSHIP BOARD OF TRUSTEES  
**FROM:** PITTSFIELD CHARTER TOWNSHIP PLANNING COMMISSION  
**THROUGH:** DEBORAH WILLIAMS, SECRETARY  
**SUBJECT:** PLANNING COMMISSION ANNUAL REPORT OF 2020  
**DATE:** JANUARY 2021

---

This report outlines the activities undertaken by the Pittsfield Charter Township Planning Commission during 2020.

**Meetings and Work Sessions**

Of the twenty (20) scheduled meetings in 2019, the Planning Commission held fourteen (14). Six (6) meetings were canceled due to a lack of agenda items and/or COVID, and one (1) special meeting was held. In 2019, three (3) meetings were canceled, and in 2018, four (4) meetings were canceled. It does not appear that there is any consistent pattern of the dates where meetings have been canceled.

**Actions**

The Planning Commission made thirty-nine (39) motions relating to various items including development applications and Conditional Use Permits. This number is down from forty-eight (48) actions taken in 2019 and from the forty-three (42) actions taken in 2018. Sixteen (16) public hearings were held in 2020.

**Commercial Site Plan Applications (CSPA)**

Submittals

Eighteen (18) CSPAs were submitted in 2020. This has decreased from twenty-seven (27) CSPAs submitted in 2019. The average number of submittals over the past 10 years is 20.9 per year. We assume the submitted number of plans was lower in 2020 than 2019 due to Covid.

Action

Of the eighteen (18) CSPAs submitted, five (5) qualified to be on Planning Commission agendas. Four (4) CSPAs were approved by the Planning Commission and another six (6) were reviewed administratively. The others have either been forwarded to 2021 agendas or have not yet qualified for Planning Commission action.

Other Submittals

Additionally, eight (8) older CSPAs were submitted that were carryovers from 2019. Two (2) were reviewed for both preliminary and final site plan approval, while two (2) were submitted and approved for preliminary site plan approval and four (4) were submitted and approved for final site plan.

## **Conditional Use Permit Applications (CUP)**

### Submittals

Nine (9) CUPs were submitted in 2020. The average number of submittals over the past 10 years is 9.1 per year.

### Action

Of the nine (9) CUPs submitted to the Township in 2020, the Planning Commission approved seven (7) were considered by the Planning Commission, five (5) were approved, one (1) was postponed, and one (1) was revoked.

### Other Submittals

Five (5) older CUPs were submitted that were carryovers from 2019. Four (4) were approved and one (1) was denied.

## **Rezoning Petitions (RZ)**

### Submittals

Seven (7) RZ applications were submitted in 2020. The average number of submittals over the past 10 years is 3.8 per year.

### Action

Of the seven (7) RZs submitted to the Township in 2020, six (6) were reviewed by the Planning Commission. One (1) was recommend for denial, two (2) were recommend for approval, one (1) was postponed, and two (2) were presented for concept review.

## **Wetland Permits Applications (WP)**

### Submittals

Five (5) WPs were submitted in 2019. The average number of WPs since the adoption of the Township Wetland Ordinance in 2004 is five (5) per year.

### Action

Of the five (5) of the applications submitted in 2019, two (2) qualified to be on a Planning Commission agenda and were approved.

## **Zoning Ordinance Amendments (ZOA)**

The Planning Commission approved Zoning Ordinance Text Amendments, ZOA 20-209 on May 7, 2020 and ZOA 20-210 on July 9, 2020.

Attached is a spreadsheet which breaks down the Planning Commission activity.

