

MILLINGTON TOWNSHIP BOARD POLICY

Policy Requiring Annual Review of Special Land Use Permits

Adopted: July 21, 2025

Purpose This policy establishes a formal procedure requiring the Millington Township Planning Commission to conduct an annual review of all active Special Land Use Permits (SLUPs) issued under the Millington Township Zoning Ordinance. The intent of this review is to ensure ongoing compliance with all conditions of approval, protect the public interest, and provide an opportunity for corrective or enforcement action where necessary.

Authority This policy is adopted pursuant to the Township Board's authority to administer and enforce zoning regulations under the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and consistent with Article 3, Section 3.01 of the Millington Township Zoning Ordinance, which designates enforcement responsibilities, and Article 18, Section 18.04, which allows conditions to be placed on special use permits.

Policy Provisions

1. Annual Review Required

The Planning Commission shall conduct an annual review of all active Special Land Use Permits issued by the Township to determine ongoing compliance with the conditions of approval and relevant zoning ordinance provisions.

2. Timing and Schedule

Annual reviews shall occur during a regular meeting of the Planning Commission.

3. Notice to Property Owners

Property owners shall be notified in writing at least 15 days in advance of the scheduled review of their SLUP. The notice shall include the date, time, and location of the meeting, a copy of the permit, and an invitation to attend and provide comments or documentation related to compliance.

4. Review Materials

For each SLUP, the Planning Commission shall gather and review the following:

- A copy of the original SLUP and any approved amendments.
- Notes on inspections, complaints, and/or compliance correspondence.
- Recommendations from the Zoning Administrator for further action, if any.

5. Planning Commission Action

For each SLUP reviewed, the Planning Commission shall:

- o Determine whether the permit remains in compliance.
- o Identify any potential violations or needed corrections.
- o Decide whether further investigation, a compliance schedule, or enforcement action is warranted.
- o Determine whether to initiate any modifications or amendments to the SLUP.
- o Record its findings in the meeting minutes.

6. Enforcement and Follow-Up

In cases where noncompliance is identified, the Planning Commission may initiate the procedures outlined in the Zoning Ordinance for enforcement, including but not limited to issuing a written notice of violation, scheduling a compliance hearing, or recommending revocation of the SLUP under Article 18 procedures.

7. Reporting to Township Board

A written summary of the annual reviews shall be submitted to the Township Board within 30 days of the Planning Commission's review meeting.

8. Permit Conditions Not Superseded

This policy shall not supersede any specific conditions attached to an individual SLUP, including more frequent reporting or review schedules.

Adopted by the Millington Township Board on this ____ day of _____, 2025.

Township Clerk