



## Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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### MEMORANDUM

**TO:** Berlin Charter Township Planning Commission

**FROM:** Laura K. Kreps, AICP, Township Planner

**DATE:** October 20, 2022

**RE:** Home Occupation – 4083 Stone Post Road / Dog Grooming

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The applicant is proposing a home occupation at 4083 Stone Post Road. The home occupation would consist of dog grooming. All grooming activities will be conducted within the residential structure. The applicant indicates there is parking available for customers. The applicant should further clarify hours of operation and number of clients/pets at one time and per day.

Section 18-303 of the prior Zoning Ordinance outlines the regulations relating to home occupations. Based on the information provided, the Planning Commission must determine if the proposed use meets the standards of the ordinance. These include:

1. That such home occupation shall be carried on within the dwelling or within a building accessory thereto;
2. That no article shall be sold or offered for sale on the premises, except such as produced within the dwelling or accessory building or is provided incidental to the service or profession conducted within the dwelling or accessory dwelling.
3. That there shall be no exterior storage of materials or equipment.
4. That no nuisance shall be generated by any heat, glare, noise, smoke, vibration, noxious fumes, odors, vapors, gases or matter at any time; and
5. That no hazard of fire, explosion, or radioactivity shall exist at any time.

The applicant should also provide additional information to the satisfaction of the Planning Commission related to the requirements of the Home Occupation ordinance, prior to a determination of approval.

Please feel free to contact me for further assistance.

CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP

Senior Associate

Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Principal*  
David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* R. Donald Wortman, *Principal*  
Laura K. Kreps, *Senior Associate* Paul Montagno, *Associate*

Berlin Charter Township Planning Commission  
**Special Land Use Application**

**Applicant Information:**

Name: Sandra Nelson

Address: 4083 Stone Post Rd

Telephone: 734-244-2964

Newport, MI 48166

Fax: \_\_\_\_\_

**Property Owner Information (if different from Applicant):**

Name: Wade Nelson (husband)

Address: Same

Telephone: 734-341-0820

Fax: \_\_\_\_\_

**Engineer/Architect Information:**

Name: None

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Legal Council:**

Name: None

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Site Information:**

Address: 4083 Stone Post

Parcel  
Number: \_\_\_\_\_

Proposed Use: in home grooming business

**Application Fee:**

Amount Paid: \$150<sup>00</sup> Cash Rec# 7646  
\$500 Escrow

Date Paid: 10/13/22



**Intent:** Berlin Charter Township recommends that the applicant check off each item below as it is completed. This will assist in avoiding missing a required submittal item that could require resubmittal. The provisions below are intended to only be an outline of the requirements of the Ordinance. The application is not intended to be comprehensive. The appropriate sections of the Ordinance should be reviewed when developing the required information.

- ☐ Planning Commission Schedule Provided to Applicant
- ☐ **Site Plan Submitted.** Twelve (12) copies of the Site Plan must be submitted. The following information must be included on the Site Plan. A Site Plan which is not complete will not be accepted for review by the Township.
- ☐ Legal description of the property under consideration.
- ☐ A map indicating the gross land area of the development, the present zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development.
- ☐ A fully dimensioned map of the land showing topographic information at a contour interval of two feet (2') or less.
- ☐ A vicinity map showing the location of the area in relation to surrounding properties, streets, freeways, schools, school sites and other significant features of the community where appropriate.
- ☐ A site development plan with at least the following details shown to scale and dimensional.
- ☐ The date, north arrow, and scale. The scale shall be not less than one inch (1") equals twenty feet (20'), for property under three (3) acres and at least one inch (1") equals one hundred feet (100') for those three (3) acres or more.
- ☐ Statistical data, including number of dwelling units, size of dwelling units, if any, and total gross acreage involved.
- ☐ The location and height of all existing and proposed structures on and within one hundred feet (100') of the subject property's boundary.
- ☐ All lot and/ or property lines are to be shown and dimensioned, including building setback lines on corner lots.

- ☐ The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas and recreation areas.
- ☐ Vehicular traffic and pedestrian circulation features within and contiguous of the site.
- ☐ The location of all proposed landscaping, fences or walls should include any topographic alterations or changes in natural terrain.
- ☐ Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems.
- ☐ The location and pavement width and right-of-way width of all abutting roads, streets, alleys or The location and size of all existing and proposed surface and subsurface water Drainage facilities.
- ☐ The plan shall show areas of marsh, swamp, and floodplains together with any other feature that is of significance to the use and to the site.
- ☐ The location of all free-standing signs.
- ☐ The location of any outdoor storage materials and the manner in which they shall be screened or covered.
- ☐ The names and addresses of the architect and/or engineer responsible for the preparation of the site plans.
- ☐ Other Agency Approvals. Prior to site plan approval by the Planning Commission, the Applicant/Property Owner shall have secured approval from all applicable government agencies and departments, as applicable, including but not limited to:
  - ☐ Monroe County Road Commission approval.
  - ☐ Monroe County Drain Commission approval.
  - ☐ Monroe County Health Department/ Michigan Department of Public Health approval.
  - ☐ Michigan Department of Natural Resources approval.



Applicant/Property Owner should be prepared to address the following issues – that the proposed special land use:

- will meet all site plan standards and requirements;
- will be designed, constructed, operated and maintained to be harmonious with the character of the neighborhood;
- will be adequately served by essential public facilities and services;
- will not create excessive additional public costs for public facilities and services;
- will not be detrimental to any persons, property or the general welfare;
- will be consistent with the intent and purpose of the zoning district in which it is proposed to be located; and
- will protect the natural environment and preserve natural resources.

I, Applicant/Property Owner, have reviewed article 16, *Special Land Use* and *§18-316 Site Plan Review* of the Berlin Charter Township Zoning Ordinance, and have submitted all documents, data and other information as required, and further depose that this Application and accompanying documents, data and other information are true and accurate, and further grant permission to Berlin Charter Township to enter the above-described property for the purposes of gathering information related to this application.

  
Signature of Applicant/Property Owner

  
Date

## Special Land Use Application Summary

This summary follows the outline of Article 7. Special Land and Uses, section 18.123 STANDARDS FOR SPECIAL LAND USES. I am requesting your Planning Commission to review circumstances and facts for the use of the existing structure at 4083 Stone Post Road #104 a single family home for use as a dog grooming business.

A. Please review the following outline of circumstances and facts in your consideration for the approval of this home dog grooming business.

1. **Compatibility with the Master Plan.** Given the economic climate and future for our community the dog grooming business is intended to comply with Berlin Charter Township Master Plan as your Planning Commission sees fit.
2. **Compliance with Zoning Standards.** My home currently meets zoning standards and no modifications to the current design, construction, operation, or maintenance is necessary. Having a dog grooming business in my home is in compliance with zoning standards.
3. **Compatibility with Adjacent Uses.** I currently use this residence to groom my own pets. This process has not significantly altered the existing or intended character of the general vicinity in consideration of the environmental impacts. The business operation using these same practices will be implemented and expected to continue to have no significant altered impact to the environment.
4. **Impact of the Overall Environment.** This home business is to positively impact the overall environment of our community by providing local dog grooming services to our community members.
5. **Impact of Public Facilities.** Reasonable care and maintenance will continue at the residence to maintain the drainage system and all other aspects of public facilities. The dog grooming business will provided and accommodate customers without unreasonable public burden.
6. **Traffic Impact.** The location of the dog grooming business allows for customer parking in two location on the property. Both of these parking locations are in the drive way. There is additional parking available inside the garage as well as parking in the street. Current street design capacity successfully carries garbage trucks, school buses, fire trucks and more. Vehicle and pedestrian traffic generation will be within normal limits of the existing traffic operations.
7. **Public Safety and Welfare.** Customers pets will be required to provide proof of current vaccinations in compliance with State laws. All pets require to be properly licensed. Customers will be required to report any pet health conditions. All customers pets shall be on a leash at appropriate times to ensure public safety and welfare. Customers pets that are deemed a safety concern due to aggressive behavior or any other reason shall be retained indoors and the owners notified immediately.

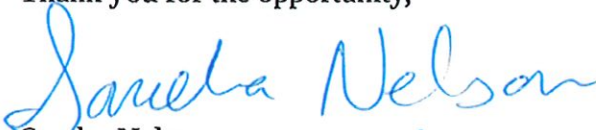


8. **Special Use Approval Specific Requirements.** I am prepared to review and consider any specific requirements not covered in this summary that are presented by the Planning Committee for agreement in Application Approval.

**B. Additional Findings.** For further awareness of the Planning Commission the activities being conducted will be that in nature of grooming of pets, primarily dogs which includes, bathing, drying, fur clipping & trimming, ear cleaning, nail clipping, and teeth cleaning. All standard shampoo, conditioner, solvents, and cleaning products are consumer grade products rated for pets. Grooming tools being used will include scissors, hair clippers, hair dryers, towels, nail clippers, combs, brushes, wash tubs, leashes, muzzles, gloves, aprons, and etc. Hours of operation will be during normal business hours and occasional weekends. All product storage will remain indoors. All grooming to occur inside the residence.

Thank you for considering the implementation of the dog grooming business at a personal residence in our Township. I have had a passion for pets from a young age and am committed to providing care by taking this business with utmost professionalism by serving members of our community. With guidance from your Planning Commission and team of experts I look forward to benefiting this community with my own dog grooming business.

Thank you for the opportunity,

  
Sandra Nelson  
10/13/22





# BERLIN 2021 MAPS





CHARTER TOWNSHIP OF BERLIN  
COUNTY OF MONROE  
STATE OF MICHIGAN

CERTIFICATE OF HOME OCCUPATION

Applicant must be present at Planning commission Meeting.

PREMISES LOCATED AT: 4083 Stone Post Rd.

OWNERS NAME: Sandra Nelson <sup>Newport, MI 48166</sup>

TYPE OF HOME OCCUPATION: Dog grooming

NUMBER OF PERSON(S) EMPLOYED 1 PARKING SPACES: 2

**Certificate of Applicant:**

Applicant certifies that he/she has read, understands, and will comply during the life of the requested permit, with all provisions of Berlin Township Code of Ordinances, Chapter 18, Article XV, Section 18-303 thereto. Applicant further certifies that he/she will comply with all Federal and State laws.

Sandra Nelson  
Signature of Applicant

**This Certificate is for the Specified Home Occupation as stated above and valid only after Signed and Sealed by the Berlin Charter Township Clerk.**

Date of Planning Commission Recommendation \_\_\_\_\_  
Date of Township Board \_\_\_\_\_ Approval \_\_\_\_\_ Denial \_\_\_\_\_

\_\_\_\_\_  
Denise E Sovey-Meyer, Clerk

\_\_\_\_\_  
Date Issued  
home occupation