



**CITY OF LINDEN**

**PLANNING COMMISSION MEETING AGENDA**

**LOCATION: LOOSE SENIOR CENTER, 707 NORTH BRIDGE STREET, LINDEN, MI 48451**

**Thursday, December 11, 2025**

**7:00 P.M.**

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**I. CALL TO ORDER**

**II. ROLL CALL**

(A) Excused Absent Member(s)

**III. MINUTES APPROVAL**

(A) Minutes of the October 6, 2025 Regular Meeting

**IV. PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

(A) PC-11-25, 14479 Ripley Road Group Child Care Site Plan & Special Land Use Review

**V. PUBLIC COMMENT (NON-AGENDA ITEMS ONLY)**

**Any person wishing to address the Planning Commission on non-agenda items only are asked to state their name and address for the record and limit their comments to five minutes, or ten minutes if representing a group of persons. Opportunity will be given to address the Planning Commission on Agenda items as they are called on the Agenda.**

**VI. COMMUNICATIONS**

(A) 2026 Meeting Schedule

**VII. UNFINISHED BUSINESS**

(A) PC-10-25, Home Occupations Online Sales Discussion

**VIII. NEW BUSINESS**

(A) PC-11-25, 14479 Ripley Road Group Child Care Site Plan & Special Land Use Review

(B) PC-12-25, 2025 Annual Report

(C) PC-13-25, Appointment to Sign Review Committee

**IX. COMMISSIONER COMMENTS & REPORTS**

**X. ADJOURNMENT**

**CITY OF LINDEN  
REGULAR MEETING MINUTES  
PLANNING COMMISSION**

**Monday, October 6, 2025**

**7:00 P.M.**

**CALL TO ORDER**

The regular meeting of the Linden Planning Commission was called to order at 7:00 p.m. by Chairperson Cusson. The meeting was held at The Loose Senior Citizen Center located at 707 North Bridge Street, Linden, Michigan 48451.

**ROLL CALL**

**Present:** James Hurst, Ben Cox, Matt Mlinarich, John Hartranft, Cody Roblyer, Phillip Steele, Brad Dick, Daniel Cusson

**Absent:** Aaron Wiens

**Others Present:** Ellen Glass, City Manager; Adam Young, City Planner/Zoning Administrator; Nicole Weissenborn, Deputy Clerk

a. Excuse Absent Member(s)

Aaron Wiens

**MINUTES APPROVAL**

Hartranft inquired that the minutes reflect that the lighting amendments to confirm that both residential and businesses are part of the amendments.

Cusson made a motion per Hartranft's request to approve minutes with added language that both residential and commercial business will be affected by this change even though there is a soft role out and educational side.

Motion by Cusson, second by Hartranft to approve the minutes from the September 1, 2025 Planning Commission meeting with the amendments as discussed. Motion carried 8-0.

**PUBLIC HEARING/SPECIAL PRESENTATION**

(A) PC-06c-25, Site and Exterior Lighting Zoning Amendments

Cusson opened public comment at 7:04.

Young provided a detailed background summary with the potential amendments, reasoning for a public hearing, as well as the public hearing process regarding the Site and Exterior Lighting Zoning amendments.

Public comment thanking the Commissioners for listening and taking action on the amendments. He offered additional recommendations to the ordinance and provided each Commissioner with a copy of his suggested modifications to the zoning amendments.

Weissenborn advised that there were no additional correspondences.

Cusson closed public comment at 7:14.

(B) PC-01e-25 Housing Readiness Zoning Amendments

Cusson opened public comment at 7:15.

Young provided a detailed background summary of the zoning amendments with the reasoning for the potential amendment changes, locations of the zoning districts, reasoning for a public hearing, as well as the public hearing process regarding the Housing Readiness Zoning Amendments.

Public comment regarding concern for Stan Eaton vacant land. Cusson and Young addressed.

Cusson closed public comment at 7:44.

### **CITIZENS' COMMENTS - NON-AGENDA ITEMS ONLY**

None.

### **COMMUNICATIONS**

None.

### **UNFINISHED BUSINESS**

(A) PC-06b-25, Review of Site and Exterior Lighting Zoning Amendments

The Commissioners and Young engaged in a detailed discussion with the public comment speaker regarding the suggested changes as presented.

Motion by Hartranft, second by Steele to make a recommendation to submit the proposed language with the amendments provided by Mr. Dietz and send to City Council for final authority for adoption.

Roll Call. Motion carried 8-0.

**AYES:** Hartranft, Hurst, Steele, Cusson, Dick, Cox, Roblyer, Mlinarich

**NAYES:** None

**ABSENT:** Weins

Cusson thanked Mr. Dietz for bringing the matter to the Commission's attention, as well as for his extensive research and commitment to improving the community.

(B) PC-01e-25, Review of Housing Readiness Zoning Amendments

Young reviewed the options to the commissioners: discussion, any additional questions, or move forward the draft with or without to City Council for approval.

Commissioners requested clarification with Young in regards to group homes, group home quantities, and temporary rental occupancy. Young addressed.

Cox noted reducing the square footage for homes, noting it would help younger families remain in the community.

Motion by Cusson, second by Roblyer to accept the way Housing Readiness Zoning Amendments is written and pass it along to City Council.

Roll Call. Motion carried 8-0.

**AYES:** Roblyer, Hartranft, Cusson, Hurst, Dick, Mlinarich, Cox, Steele

**NAYES:** None

**ABSENT:** Weins

## **NEW BUSINESS**

(A) PC-10-25, Home Occupations Online Sales Discussion

Young reviewed his staff report: Responding to an inquiry from a resident, City Administration discovered a possible contradiction within the City of Linden Zoning Ordinance pertaining to home occupations involving online retail sales (e-commerce). Therefore, we are bringing this to the Planning Commission's attention to consider whether clarifications to the Zoning Ordinance may be necessary.

Commissioners held a brief discussion regarding online-only retail sales, e-commerce practices, in-person transactions, and additional marketing strategies. Cusson requested that the topic be placed on a future agenda for continued discussion.

## **COMMISSIONER/COMMITTEE REPORTS**

Hartranft provided a recap of the HDC special meeting and asked further questions concerning the mural, to which Glass responded.

Cusson addressed Alpine Market public safety issues, to which Glass responded.

## **ADJOURNMENT**

The meeting was adjourned by Chairperson Cusson at 8:36 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Nicole Weissenborn, Deputy Clerk

Approved: \_\_\_\_\_



**CITY OF LINDEN  
PLANNING COMMISSION  
PUBLIC HEARING REQUEST FOR SPECIAL LAND USE**

NOTICE IS HEREBY GIVEN, the City of Linden's Planning Commission will be conducting a public hearing as part of a Special Meeting Agenda on Thursday, December 11, 2025, at 7:00 p.m. within the Loose Senior Center, located at 707 North Bridge Street, Linden, MI 48451. The purpose of the hearing is to hear citizens' comments on a request for a Special Land Use for a group day care home on property located at 14479 Ripley Road. The property is zoned R-2, Single-Family Residential District, which allows group day care homes as a Special Land Use.

**Petitioner/Request:** Shannon Rivera

**Tax Description:** Tax ID# 61-21-300-015

**Legal Description:** A PARCEL OF LAND BEG 385 FT N OF SW COR OF SEC TH N 200 FT TH S 89 DEG 56 MIN 50 SEC E 237.50 FT TH S 200 FT TH N 89 DEG 56 MIN 50 SEC W 237.50 FT TO PL OF BEG SEC 21 T5N R6E.

Applications and supporting documentation are available for public review at City Offices located at 132 East Broad Street, Linden, MI, 48451 during regular business hours Monday through Friday. Please contact the City Clerk by 4:00 p.m. the day of the meeting by phone at (810) 735-7980 or by email at [clerk@lindenmi.us](mailto:clerk@lindenmi.us) should you have any special needs or requests for accommodations. Persons wishing to comment may do so during the public hearing. Written comments may also be submitted prior to 4:00 p.m. on December 11, 2025 via email to [clerk@lindenmi.us](mailto:clerk@lindenmi.us) or addressed to:

City Clerk's Office  
132 East Broad St.  
P.O. Box 507  
Linden, MI 48451

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Post: November 24, 2025  
Publish: November 26, 2025  
Mail: By November 26, 2025

**CITY OF LINDEN**

**RESOLUTION NO. 23-25**

**A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE FOR 2026**

**WHEREAS**, the Linden City Council wishes to establish its regular meeting schedule for 2026; and

**WHEREAS**, the Linden City Council wishes to provide proper posting for all City Boards and Commissions Meetings, in accordance with the Open Meetings Act; and

**WHEREAS**, meeting times may change, and special meetings may be scheduled as necessary, revisions to the regular meeting schedule below shall be posted, in accordance with the Michigan Open Meetings Act;

**NOW, THEREFORE BE IT RESOLVED**, the Linden City Council instructs the City Clerk to post notification of the following regular meetings:

**CITY COUNCIL**

Regular meetings are held on the fourth Monday of each month at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 26, 2026	*May 11, 2026	September 28, 2026
February 23, 2026	June 22, 2026	October 26, 2026
March 23, 2026	July 27, 2026	*November 9, 2026
April 27, 2026	August 24, 2026	*December 14, 2026

**CITY COUNCIL WORK SESSIONS**

Work Sessions are held on the second Monday of each month at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 12, 2026	No May Work Session	September 14, 2026
February 9, 2026	June 8, 2026	*October 13, 2026
March 9, 2026	July 13, 2026	No November Work Session
April 13, 2026	August 10, 2026	No December Work Session

**PLANNING COMMISSION**

Regular meetings are held on the first Monday of each month at 7:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 5, 2026	May 4, 2026	*September 8, 2026
February 2, 2026	June 1, 2026	October 5, 2026
March 2, 2026	July 6, 2026	November 2, 2026
April 6, 2026	August 3, 2026	December 7, 2026

\*If the regular meeting date falls on a holiday, the Planning Commission will reschedule the meeting to another date during the month.

**ZONING BOARD OF APPEALS**

Meets the second Tuesday (as needed) of January, April, July and October at 7:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 13, 2026	July 14, 2026
April 14, 2026	*October 14, 2026

\*\*Special meeting dates may be scheduled on an as-needed basis on the second Tuesday of the month.

\*Meeting dates adjusted due to holidays.

**Resolution No. 23-25**

**HISTORIC DISTRICT COMMISSION** Meets the third Wednesday of each quarter at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 21, 2026	July 15, 2026
April 15, 2026	October 21, 2026

**LIBRARY BOARD** Meets the first Thursday of the months below at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451, unless otherwise noted:

*January 8, 2026	June 4, 2026	December 3, 2026
April 2, 2026	September 3, 2026	

**PARKS & RECREATION COMMISSION** Meets the third Thursday of every other month at 6:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 15, 2026	May 21, 2026	September 17, 2026
March 19, 2026	July 16, 2026	November 19, 2026

**DOWNTOWN DEVELOPMENT AUTHORITY** Meets the fourth Thursday of each month at 8:30 a.m. at the Linden Community Center, 105 Mill Street Linden, MI 48451 unless otherwise noted:

January 22, 2026	May 28, 2026	September 24, 2026
February 26, 2026	June 25, 2026	October 22, 2026
March 26, 2026	July 23, 2026	*November 19, 2026
April 23, 2026	August 27, 2026	No December Meeting

**SIGN COMMITTEE** Meets on Thursday at 8:30 a.m. (as needed) at City Hall, 132 East Broad Street, Linden, MI 48451 unless otherwise noted.

**BOARD OF REVIEW** Meets the fourth Thursday of each month at 8:30 a.m. at the Linden Community Center, 105 Mill Street Linden, MI 48451 unless otherwise noted:

March 3, 2026	Organizational meeting only 9:00 am
March 9, 2026	3:00 p.m. – 9:00 p.m.
March 10, 2026	9:00 a.m. – 3:00 p.m.
July 21, 2026	9:00 a.m.
December 8, 2026	9:00 a.m.

\*Meeting dates adjusted due to holidays.

**MINUTES OF ALL MEETINGS ARE AVAILABLE FOR REVIEW UPON REQUEST MADE TO THE CITY CLERK  
CHECK SUPPLEMENTAL POSTINGS TO CONFIRM MEETING TIMES AND DATES. AGENDA PACKETS ARE  
POSTED ON THE CITY'S WEBSITE.**

RESOLUTION DECLARED ADOPTED by the Linden City Council at a regular meeting held November 10, 2025.

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Elizabeth Armstrong, Mayor

Attest:

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Kristyn Kanyak, City Clerk

## **PLANNING COMMISSION STAFF REPORT**

**MEMO NO.:** PC-10b-25

**FROM:** Adam Young, AICP, City Planner

**AGENDA:** December 11, 2025 Unfinished Business (A)

**TOPIC:** Home Occupations Online Sales Discussion

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**Background:** Responding to an inquiry from a resident, City Administration discovered a possible contradiction within the City of Linden Zoning Ordinance pertaining to home occupations involving online retail sales (e-commerce). At the October meeting, the Planning Commission agreed that this should be added to a future agenda for consideration of a possible zoning ordinance amendment.

Home occupations are regulated by Section 154.064 of the City of Linden Zoning Ordinance. Section 154.064,(A) lists six specifically permitted home occupations. One of the six permitted home occupations is “home offices for such professionals as... salespersons.” However, Section 154.064,(B) lists seven specifically prohibited home occupations. One of the prohibited home occupations is “retail sales of merchandise.” The broad definition of “retail sales” includes all forms of the sale of goods and services, including both in-person transactions and online (e-commerce) transactions. Even though Section 154.064,(A) allows the home office of a salesperson, the prohibition of retail sales indicates that a salesperson could not sell any products at retail, even if the exchange is exclusively online. In today’s economy, citizens are increasingly finding opportunities to engage in online sales as a primary or secondary income source.

Below is a possible zoning ordinance amendment that would clarify that online sales/e-commerce may be allowed as a home occupation:

§ 154.064 HOME OCCUPATIONS.

(B) Prohibited home occupations. The following uses are expressly prohibited as a home occupation:

(4) On-site retail sales of merchandise (not including online sales or e-commerce)

**Requested action:** Discussion only. If the Planning Commission wishes to move forward with a zoning ordinance amendment, a public hearing would first need to be held.

**City Planner’s recommendation:** Schedule a public hearing at the next available opportunity

**Recommended motion:** n/a

**Attachment:** n/a



## **PLANNING COMMISSION STAFF REPORT**

**MEMO NO.:** PC-11-25

**FROM:** Adam Young, AICP, City Planner

**AGENDA:** December 11, 2025, New Business (A)

**TOPIC:** 14479 Ripley Road – Group Day Care Preliminary Site Plan and Special Land Use Review

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**Background:** We are in receipt of a preliminary site plan and special land use application submitted by Shannon Rivera, owner of 14479 Ripley Road, to establish a group day care home within her existing residence. The subject site, property ID# 61-21-300-015, is nearly one acre in size and is zoned R-2 District. All adjacent properties are also zoned R-2 District.

It is our understanding that the applicant previously lived at the property adjacent to the subject site and operated a group day care at that location. The applicant moved to this subject site and is now proposing to establish a group day care home at this location. According to State law, a group day care home is a state-licensed, owner-occupied private residence in which seven, but not more than 12, children are received for care and supervision for periods less than 24 hours a day unattended by a parent or legal guardian. If approved by the City of Linden, the applicant must also secure a license from the State of Michigan and comply with State operational requirements.

The subject site contains an existing dwelling with attached garage, with a driveway to Ripley Road. A driveway bump-out presently exists that will be used for employee parking. According to the preliminary site plan submitted with the application, a portion of the back yard is fenced and includes a playground area. No additional improvements are proposed in conjunction with the group day care operation.

Please refer to the enclosed Wade Trim review letter, dated December 8, 2025, for additional details. We distributed the application to the fire department, police department, DPW department, and building department for review, and no concerns were expressed by any department.

### ***Requested Action:***

#### **Special Land Use**

After holding the public hearing, the Planning Commission should consider the special land use request for the group day care home at 14479 Ripley Road. In reviewing the special land use request, the Planning Commission should refer to the standards outlined in Section 154.023, (C), (1) through (7) of the Linden Zoning Ordinance. The Planning Commission may deny, approve, or approve with conditions the request for special land use. The Planning Commission may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights, and for ensuring that the purposes of the Ordinance are observed.

#### **Preliminary Site Plan**

The Planning Commission should consider the preliminary site plan for the proposed group day care at 14479 Ripley Road. The Planning Commission may deny, approve or approve with conditions the preliminary site plan. Please note that if the special land use and preliminary site plan is approved by the Planning Commission, this project would not need to come back to the Planning Commission for final site plan review, as final site plan review is not required for single-family dwellings (see Section 154.024, (A), (1)).

***City Planner's Recommendation:*** We recommend that the Planning Commission approve both the preliminary site plan and special land use.

***Recommended Motion:***

***Special Land Use***

Based on consistency with the standards of Section 154.023 of the zoning ordinance, I move to \_\_\_\_\_ *[approve/deny]* the special land use request for the group day care home at 14479 Ripley Road. *[If conditions are imposed...]* This special land use approval is made contingent upon the following conditions:

1. *[list conditions, if any]*

***Preliminary Site Plan***

I move to approve the preliminary site plan for the group day care home at 14479 Ripley Road. *[If conditions are imposed...]* This preliminary site plan approval is made contingent upon the following conditions:

1. *[list conditions, if any]*

***Attachments:***

- Application Materials and Preliminary Site Plan, dated October 13, 2025
- Wade Trim review letter dated December 8, 2025

**SPECIAL LAND USE  
REVIEW APPLICATION**



132 E. Broad Street, P.O. Box 507, Linden, MI 48451  
Phone: (810) 735-7980 Fax: (810) 735-4793

SECTION TO BE FILLED OUT BY APPLICANT

Applicant's Name: Shannon Rivera  
Address: 14479 Ripley Rd. City Linden State MI ZIP 48451  
Phone: (810) 423-2947 Email: mamrivera5@gmail.com

Property Owner's Name: Shannon Rivera  
Address: 14479 Ripley Rd. City Linden State MI ZIP 48451

Property Address: 14479 Ripley Rd. Linden Property Tax #: 61-21-300-015  
Zoning District: R2

Property Size: .937 acres OR \_\_\_\_\_ square feet

Description of Proposed Special Use: Group daycare home. Currently been licensed group daycare for 27 years. I am moving right next door and need new home licensed for group daycare.

In addition to this Special Land Use Application, the applicant is required to submit a Site Plan Application (Preliminary) along with a preliminary site plan prepared in accordance with Section 3.5.3 of the City of Linden Zoning Ordinance. The applications and supporting documents must be submitted and all fees paid at least 28 days prior to the next regularly scheduled Planning Commission meeting.

**Special Land Use Application Fee: \$350**

**Preliminary Site Plan Application Fee: \$500**

**Escrow:** A \$4,000 deposit will be required by the City to pay for consultants, engineers, traffic engineers, and/or the City Attorney to conduct reviews if needed. Additional fees may apply. All costs to review applications shall be paid by the owner or applicant.

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

I certify that the information given herein is true and correct to the best of my knowledge:

Signature of Applicant: [Signature]

Date: 10/13/2025

THIS SECTION FOR CITY USE ONLY

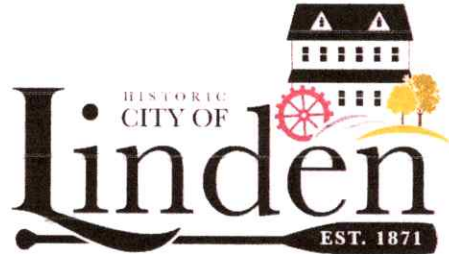
Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to Planning Commission: \_\_\_\_\_ Public Hearing/Meeting Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN REVIEW APPLICATION**  
**Preliminary or Final Site Plan**



132 E. Broad Street, P.O. Box 507, Linden, MI 48451  
Phone: (810) 735-7980 Fax: (810) 735-4793

SECTION TO BE FILLED OUT BY APPLICANT

Applicant's Name: Shannon Rivera  
Address: 14479 Ripley Rd. City Linden State MI ZIP 48451  
Phone: (810) 423-2947 Email: momrivera5@gmail.com

Property Owner's Name: Shannon Rivera  
Address: 14479 Ripley Rd. City Linden State MI ZIP 48451

Property Address: 14479 Ripley Rd. Property Tax #: 61-21-300-015  
Zoning District: \_\_\_\_\_  
Property Size: .937 acres OR \_\_\_\_\_ square feet  
Proposed Use: Group daycare home

New Structure: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration/Repair/Replacement: \_\_\_\_\_  
Plat Development: \_\_\_\_\_ Site Condominium Development: \_\_\_\_\_  
Other: original structure

Deadline for Submittal: Application for site plan and supporting documents must be submitted and fees paid at least 21 days prior to the next regularly scheduled Planning Commission meeting.

Application must include a site plan prepared in accordance with Section 3.5.3 (Preliminary) or Section 3.5.4 (Final) of the City of Linden Zoning Ordinance.

**Preliminary Site Plan Application Fee: \$500**  
**Final Site Plan Application Fee: \$750**  
**Combined Preliminary & Final Application Fee: \$600**  
**Escrow:** A \$4,000 deposit will be required by the City to pay for consultants, engineers, traffic engineers, and/or the City Attorney to conduct reviews if needed. Additional fees may apply. All costs to review applications shall be paid by the owner or applicant.

**INCOMPLETE SITE PLAN SUBMITTAL WILL NOT BE ACCEPTED**

I certify that the information given herein is true and correct to the best of my knowledge:

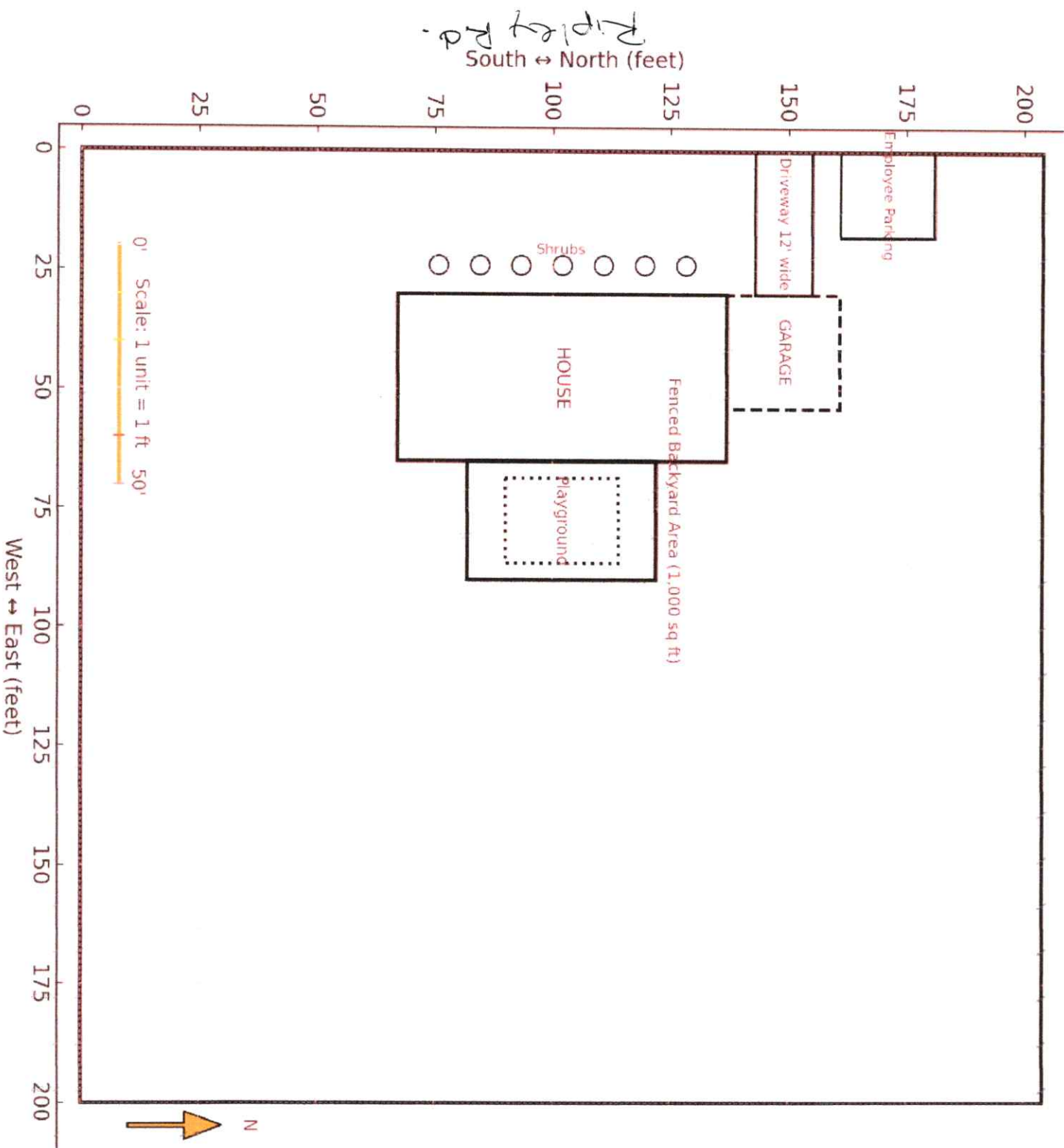
Signature of Applicant: [Signature]

Date: 10/13/2025

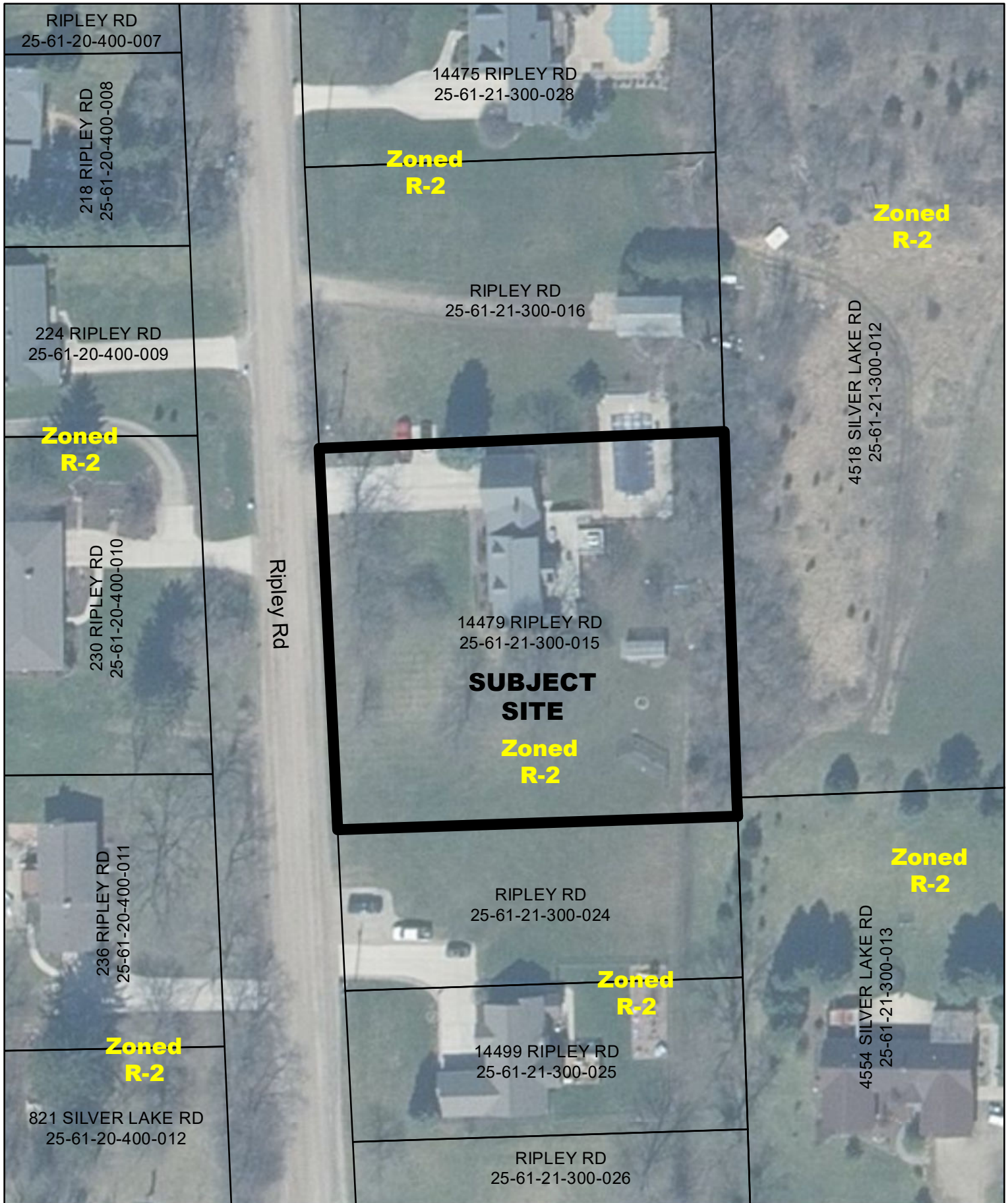
THIS SECTION FOR CITY USE ONLY

Fee Paid: \_\_\_\_\_ Escrow Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
Referred to Planning Commission: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_







## 14479 Ripley Road Special Land Use Exhibit

Parcel and Aerial Source: Genesee County Equalization, 2015 and 2018.

0 50 100 Feet





Wade Trim Associates, Inc.  
500 Griswold Street, Suite 2500 • Detroit, MI 48226  
313.961.3650 • www.wadetrim.com

December 8, 2025

City of Linden  
132 East Broad Street  
Linden, MI 48451

Attention: Planning Commission

Re: Special Land Use Review  
14479 Ripley Road – Group Day Care Home  
Wade Trim Job No. LDN 6200-25D, Task 300

Dear Commissioners:

We are in receipt of a preliminary site plan and special land use application submitted by Shannon Rivera, owner of 14479 Ripley Road, to establish a group day care home within her existing residence. For your reference, below is a table summarizing the key facts pertaining to this request.

<i>Summary of Facts</i>	
Property Address:	14479 Ripley Road
Applicant/Owner:	Shannon Rivera
Property ID:	61-21-300-015
Project Location:	East side of Ripley Road, north of Silver Lake Road
Property Size:	40,815 square feet (0.937 acres)
Property Frontage:	+/- 200 feet along Ripley Road
Current Use of Property:	Single-family residential dwelling
Existing Zoning of Property:	R-2, Single-Family Residential District
Proposed Use:	Single-family residential dwelling with group day care
Allowance for Use:	Group day care homes are a special use within the R-2 District, subject to the provisions of Section 154.089
Future Land Use Designation of Property:	Single Family Residential

The subject site is nearly one acre in size and is zoned R-2 District. All adjacent properties are also zoned R-2 District. It is our understanding that the applicant previously lived at the property adjacent to the subject site and operated a group day care at that location. The applicant moved to this subject site and is now proposing to establish a group day care home at this location. According to State law, a group day care home is a state-licensed, owner-occupied private residence in which seven, but not more than 12, children are received for care and supervision for periods less than 24 hours a day unattended by a parent or legal guardian. If approved by the City of Linden, the applicant must also secure a license from the State of Michigan and comply with State operational requirements.

The subject site contains an existing dwelling with attached garage, with a driveway to Ripley Road. A driveway bump-out presently exists that will be used for employee parking. According to the preliminary site plan submitted with the application, a portion of the back yard is fenced and includes a playground area. No additional improvements are proposed in conjunction with the group day care operation.

The City of Linden Zoning Ordinance allows a group day care home as a special use within the R-2 District subject to the provisions of Section 154.089,(C),(1) through (7). These requirements are listed below:

1. *The subject parcel shall meet the minimum lot area requirements for the zoning district in which it is located and shall be connected to public sewer and water, where available;*
2. *The property is maintained in a manner that is consistent with the character of the neighborhood;*
3. *An outdoor play area of at least 500 square feet shall be provided on the premises. Said play area shall not be located within the front yard setback. This requirement may be waived by the Planning Commission if a public play area is within 500 feet of the subject parcel;*
4. *All outdoor play areas shall be enclosed by a fence that is designed to discourage climbing, and is at least four feet in height, but no higher than six feet;*
5. *The hours of operation do not exceed 16 hours within a 24-hour period. Activity between the hours of 10:00 p.m. and 6:00 a.m. shall be limited so that the drop-off and pick-up of children is not disruptive to neighboring residents;*
6. *One off-street parking space per employee, not a member of the group day care home family shall be provided; and*
7. *Appropriate licenses with the state shall be maintained.*

In reviewing these requirements, the Planning Commission should seek clarification from the applicant with regard to:

- Confirm the proposed hours of operation
- Clarify whether the rear yard playground area is presently fenced or is proposed to be fenced
- Confirm the number of employees who do not live at the site

All special land uses must comply with the general requirements outlined in Section 154.023,(C),(1) through (7) of the City of Linden Zoning Ordinance. These requirements are listed below, along with our comments:

1. *Will be harmonious and in accordance with the general objectives or any specific objectives of the Master Plan.*

The City's recently adopted master plan calls for continued residential use within this area. Day care homes can be appropriately accommodated within residential neighborhoods and provide an important service to the community.

2. *Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.*

Day care homes can be appropriately accommodated within residential neighborhoods with minimal impacts to adjacent properties. The proposed operation will also need to comply with State of Michigan licensing and operational requirements.

3. *Will not be hazardous or disturbing to existing uses or uses reasonably anticipated in the future.*

We do not believe the group day care home would be hazardous or disturbing to the area. It is also worth noting that the subject site is nearly one acre in size, which well exceeds the minimum lot size for the R-2 District (9,600 square feet).



4. *Will be an improvement in relation to property in the immediate vicinity and to the City as a whole.*

No improvements are proposed to the subject site. The addition of a group day care home would provide a service to families in the community who need day care.

5. *Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility.*

The subject site is served by public water and sewer and presumably would have minimal impact on public services and facilities.

6. *Will not create excessive additional public costs and will not be detrimental to the economic welfare of the City.*

We believe that the proposed project would meet this standard.

7. *Will be consistent with the intent and purposes of this Ordinance.*

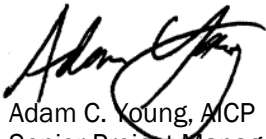
We believe that the proposed project would generally meet this standard.

Please note that if the special land use and preliminary site plan is approved by the Planning Commission, this project would not need to come back to the Planning Commission for final site plan review, as final site plan review is not required for single-family dwellings (see Section 154.024,(A),(1)).

If you have any questions, please do not hesitate to contact me at 313.961.3650 or by e-mail at [ayoung@wadetrim.com](mailto:ayoung@wadetrim.com).

Very truly yours,

Wade Trim Associates, Inc.



Adam C. Young, AICP  
Senior Project Manager

ACY:lkf  
LDN 6200-25D, Task 300  
20251208\_14479 Ripley Rd Group Day Care SLU Rvw-Ltr.docx

**PLANNING COMMISSION STAFF REPORT**

**MEMO NO.:** PC-12-25

**FROM:** Adam Young, AICP, City Planner

**AGENDA:** December 11, 2025 New Business (B)

**TOPIC:** 2025 Annual Report

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**Background:** Section 19 of the Planning Enabling Act, Public Act 33 of 2008, as amended, states that:

*A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.*

To comply with the Act, we have prepared a draft 2025 Annual Report for your review and comment. In addition to a summary of the Planning Commission's 2025 activities, the annual report also outlines work plan ideas for 2026.

**Requested action:** The Planning Commission should review the draft 2025 Annual Report and provide suggestions for any 2026 initiatives. We will revise the Annual Report accordingly and forward it to the City Council for their information and files.

**City Planner's recommendation:** n/a

**Recommended motion:** *I move to forward the 2025 Annual Report to the City Council for their information and files.*

**Attachments:** Draft 2025 Annual Report, dated December 5, 2025



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TO: Mayor Armstrong and City Council Members

FROM: City of Linden Planning Commission

DATE: December 5, 2025

RE: 2025 Planning Commission Annual Report

The City of Linden Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2025. This report is being submitted in compliance with Section 19 of the Planning Enabling Act, Public Act 33 of 2008, as amended. The Act states that: *A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.*

The following is a summary of the Planning Commission's activities in 2025:

Meetings:

- January 3, 2025 Regular Meeting
- February 3, 2025 Regular Meeting
- April 7, 2025 Regular Meeting
- May 5, 2025 Regular Meeting
- July 7, 2025 Regular Meeting
- August 4, 2025 Regular Meeting
- September 2, 2025 Regular Meeting
- October 6, 2025 Regular Meeting
- December 11, 2025 Special Meeting

Administrative Site Plans Approved

- 699 West Broad Street (Butch's Barber Shop) – New personal service use
- 1007 North Bridge Street (AT&T Mobility) – Equipment upgrades at the existing wireless tower
- 918 North Bridge Street (Houndstooth and Harlequin) – New retail store
- 274 Rockway Drive (Home Health Physical Therapy) – New home occupation

Preliminary Site Plans Approved

- 201 North Main Street – Linden Mills Building Improvements
- 208 Lindenwood Drive – New home occupation/sale of weapons

#### Final Site Plans Approved

- 201 North Main Street – Linden Mills Building Improvements
- Forest Ridge Estates – Recommended approval of the Final PUD Plan (later approved by City Council)

#### Special Land Uses Approved

- 208 Lindenwood Drive – New home occupation/sale of weapons
- 14479 Ripley Road – New group day care home

#### Rezoning Approved

- 210 Oak Street Conditional Rezoning – Recommended approval to City Council (pending decision by City Council)

#### Zoning Amendments

- Recommended approval of Planning Commission procedures amendments (later adopted by City Council)
- Recommended approval of exterior lighting amendments (later adopted by City Council)
- Recommended approval of a comprehensive amendments package pertaining to housing (pending decision by City Council)

In addition to the items listed above, the January 2025 meeting featured a mini-training session for new Planning Commission members.

In 2026, members of the Planning Commission will be notified of and may consider attending planning and zoning related training opportunities. Various training opportunities are available through organizations such as the Michigan Municipal League and the Michigan Association of Planning.

The Planning Commission welcomes any thoughts that the City Council may have related to the Commission's proposed 2026 work plan. If you would like the Planning Commission to address any particular topics, please let us know.

cc: Zoning Board of Appeals  
Downtown Development Authority  
Historic District Commission

**PLANNING COMMISSION STAFF REPORT**

**MEMO NO.:** PC-13-25

**FROM:** Adam Young, AICP, City Planner

**AGENDA:** December 11, 2025 New Business (C)

**TOPIC:** Appointment to Sign Review Committee

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**Background:** Section 154.162,(B),(6) of the City Zoning Ordinance establishes a Sign Review Committee to review and approve requests for various types of permanent signage within the City. The 3-member Sign Review Committee consists of the City Manager, Zoning Administrator and “one member of the Planning Commission, as approved by a majority vote of the Planning Commission.” In anticipation of the start of 2026, it is appropriate to nominate and vote on one member of the Planning Commission to serve on the Sign Review Committee.

**Requested action:** Nomination and voting of one member of the Planning Commission to serve on the Sign Review Committee.

**City Planner’s recommendation:** n/a

**Recommended motion:** n/a

Attachments: None