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ASSOCIATES, INC.

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TO: Joyce Parker, Township Manager

FROM: Laura Kreps, Community Planner

DATE: April 11, 2024

RE: Planning/Zoning Activity Report

This report provides information on planning and zoning projects that have been through a pre-application meeting, reviewed by the Planning Commission, and/or the Zoning Board of Appeals as well as updates on special projects and ordinance amendments.

Summary of Meeting Items and Action:

PRE-APPLICATION MEETING SUMMARY:

Pre-application meetings are a required step in the site plan review process where the applicant presents a concept site plan to Township staff, including one Planning Commission member prior to submitting the project for formal review. It is likely that these projects will be on an upcoming Planning Commission agenda for action.

- Luna Drive – proposal for private road south of Dexter-Ann Arbor Road between Morrison Drive and Loch Highland Drive. New private road would allow for development of four (4) residential parcels.
- Menard's Outlot – proposal for 60 townhomes east of Menards along Honey Creek (formerly proposed for self-storage).
- Hotel – N. Zeeb property south of Baxter's bordered to the south by I-94 adjacent to existing Holiday Inn.

PLANNING COMMISSION SUMMARY:

March 25, 2024 - REGULAR MEETING

- **Berczel Properties Conditional Rezoning (OA#24002)** - Conditional Rezoning from I-1 to IRP. Proposal to rezone an existing 4.0-acre parcel located at 160 N. Staebler Road. The site is on the east side of Staebler Road and has an existing warehouse / storage building of 18,640 s.f. The applicant offers voluntary conditions they place upon themselves as part of a conditional rezoning.

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*Pending Action: **Possible action on this item is scheduled for the April 23, 2024 Board of Trustees meeting.** This item was recommended for approval by the Planning Commission.*

- **Firestone Complete Auto Care Site Plan Review.** The applicant is requesting site plan approval to construct a Firestone Complete Auto Care facility on Unit 1 of the Shops of Scio Condominium site located at 5920 Jackson Road. The site is currently vacant and is the Lowe's outlot west of the Culver's restaurant (Unit 1 of the Shops of Scio Condominium). The conditional land use was recommended for approval by the Planning Commission on October 23, 2023, and approved by the Board of Trustees on November 28, 2023.

*Pending Action: **Detail engineering plans will be reviewed at a future Board of Trustees meeting after detail engineering plans have been submitted, reviewed and all outside agencies have granted approval.** This item was recommended for approval by the Planning Commission.*

APRIL 9, 2024 - REGULAR MEETING

- **University Flower Shop (CU#24001)** - Conditional use request for retail sales less than 10% of total floor area in Industrial zoning to allow carryout/retail services for pick-up of pre-made flower arrangements.

*Pending Action: **Possible action on this item is scheduled for the May 14, 2024 Board of Trustees meeting.** This item was recommended for approval by the Planning Commission.*

- **Planning Commission By-Laws** – Planning Commission reviewed amended bylaws as presented by the Township Attorney and Planner. Discussing additional minor changes. A final mark-up and clean copy draft will be reviewed at the next Planning Commission meeting to finalize and adopt.

PENDING PROJECTS:

- **Honey Creek Business Park (CU#22002/SP#24001):** The applicant is seeking site plan review to construct a 3,050 square foot fast food restaurant with drive-through on the property located at 5505 Arbor Chase Drive. This parcel contains 1.62 acres and is currently vacant. The site is zoned C-2, General Commercial and is located within the Jackson Road Overlay District (JROD). Both the Planning Commission and Board of Trustees approved the drive-through conditional use associated with this project previously. Recently, the applicant was granted a height variance to allow a 3-story hotel as part of the development. This was a condition of the original conditional use approved recommendation by the Planning Commission on October 24, 2022.

A revised site plan has recently been submitted for Planning Commission review.

*Pending Action: **Possible action on the conditional use for this development is scheduled for the April 23, 2024 Board of Trustees meeting.** This item was recommended for approval by the Planning Commission.*

- **Knights of Columbus Preliminary PUD, 3991 Dexter-Ann Arbor Road, vacant parcel:** Proposed preliminary planned unit development (PUD) application for the former Knights of Columbus campground property located at 3991 Dexter-Ann Arbor Road for a detached, 47-unit single-family residential development. The development is located on the south side of Dexter-Ann Arbor Road between Wagner and W. Delhi Roads. The subject site encompasses two (2) properties containing 47 acres of vacant property containing woodlands, an open water pond (wetland) and steep slopes.

Since our last reporting on this item, the applicant has submitted a revised “hydro-geo” study on the property that is under review by Dr. Lemke. As this item was recommended for denial by the Planning Commission the next step in the process will be placement on a BOT agenda. **(No change since last report.)**

*Pending Action: **This item will be placed on an upcoming Township Board Agenda. No date has been set.** This item was recommended for denial by the Planning Commission.*

- **Arbres Grove Site Plan – Vacant Parcel:** The application proposed is a (35) thirty-five-unit townhome development located in Section 27, south of Jackson Road on the east side of Zeeb Road, between Park Road and Polo Fields Drive. This project received a recommendation of approval from the Township Planning Commission and is currently in the “Detailed Engineering” stage of review. There have been a number of engineering issues that the applicant has been working on with the Township Engineer. Several engineering plan submittals have taken place since the Planning Commission’s recommendation of approval.

On August 2, 2023, the applicant resubmitted plans for review of the Township. It is likely that after this review the Arbres Grove site plan will be ready for review by the Township Board.

When all engineering issues have been addressed this item will be placed on a Township Board agenda. No date has been set as of yet. **(No change since last report)**

*Pending Action: **To be placed on an upcoming Township Board Agenda. No date has been set.***

ZONING BOARD OF APPEALS SUMMARY:

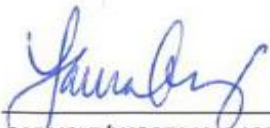
MARCH 21, 2024 REGULAR MEETING

- **Variance #24001** – The ZBA granted a variance to construct of 40-foot 4-inch, three (3) story hotel rather than the maximum 36-foot tall, two (2)-story building – **Honey Creek Business Park project.**

OTHER PLANNING AND ZONING ISSUES

The Planning Commission is working and/or discussing the following items:

- PUD Regulation Amendment (work ongoing).
- Jackson Road Overlay District (JROD) Discussion regarding a possible amendment. The subcommittee's first meeting was held on March 28, 2024. Two (2) additional meetings have been scheduled one in April and May with the option for one final meeting to wrap up discussions (as needed) in June.
- Renewable Energy Ordinance (work ongoing)
- EV parking Ordinance
- ESCAP implementation strategies.



CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP

Principal