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TO: Joyce Parker, Township Manager

FROM: Laura Kreps, Community Planner

DATE: April 26, 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.

- Vestergaard Farm (1210 S. Wagne) – proposal for agricultural educational building on 9.5-acre portion reserved for potential development (outside of conservation easement).
- Delhi Metropark – modifications to boat launch area, bathrooms, pathway connections and parking maintenance.
- Crossroads Final Site Plan PUD – developer requested meeting in advance of submitting revised final site plans for review.
- 6869 Marshall Road Rezoning – property currently zoned OS, Office Service potential rezoning to A-1, General Agriculture to convert into a residence.

PLANNING COMMISSION SUMMARY:

April 22, 2024 - REGULAR MEETING

- **Trailwoods PUD Major Amendment (SP#24005)** - The applicant is seeking an amendment to the approved PUD plan. The applicant's request is specific to the relocation of Honey Creek as required by EGLE impacting the relocation of Staebler Road and the associated right-of-way (ROW). The following modifications are proposed:
 - Relocation of Honey Creek.

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- Relocation of Staebler Road and the associated ROW.
- Conversion of 0.56 acres of open space to ROW.
- Removal of 25 previously planted greenbelt trees.
- Removal of 11 native (existing) on-site trees.

The Planning Commission opened the required public hearing and received comments from both members of the in-person audience and on-line viewers. Due to the Passover holiday, the public hearing was postponed and will continue at the Planning Commission's next regularly scheduled meeting on Monday, May 13, 2024.

*Pending Action: **Possible action on this item is scheduled for the May 13, 2024 Planning Commission meeting.** This item will be placed on a future Board of Trustees agenda once the Planning Commission has made a recommendation on the project.*

- **Planning Commission By-Laws** – Planning Commission adopted amended bylaws as presented by the Township Attorney and Planner.

PENDING PROJECTS:

- **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 have been submitted to the Township and will be reviewed at a future Board of Trustees meeting after all outside agencies have granted approval.** This item was recommended for approval by the Planning Commission.*

- **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.*

- **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:

- No meetings have been held since the last report. Three (3) variances are on the May 16, 2024 ZBA agenda.

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 JROD advisory group has met twice and will meet again in May. They are making progress through their discussions, but 1-2 additional meetings may be needed to finalize their recommendations.
- Renewable Energy Ordinance (work ongoing)

- EV parking Ordinance
- ESCAP implementation strategies.



CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP

Principal