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ASSOCIATES, INC.

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TO: Kathy Knol, Trustee
FROM: Laura Kreps, Community Planner
DATE: August 14, 2025
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.

- **Haley Mechanical – 8415 Dexter Chelsea** – Cited for code violation expanding parking without proper approvals and will be requesting additional parking and new accessory structure. Site plan application pending.

PLANNING COMMISSION SUMMARY:

JULY 28, 2025 - REGULAR MEETING – CANCELLED DUE TO LACK OF QUORUM

The Fire Station conditional use and QuikTrip rezoning public hearings have been re-noticed for the August 25, 2025 Planning Commission meeting.

AUGUST 11, 2025 – REGULAR MEETING

- **CU#25005/PSP#25009 A2 Customs Conditional Use** – Request for conditional use approval for a minor auto repair facility at the southwest corner of Parkland Plaza and Little Lake Drive (vacant). The services offered will be limited to detailing and vinyl wrapping. The Planning Commission held a public hearing and recommended approval to the Township Board.

Pending Action: This item will be placed on a future Board of Trustees agenda – tentatively scheduled for September 9, 2025.

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Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal* Brent Strong, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* Douglas J. Lewan, *Principal*
Richard K. Carlisle, *Past President/Senior Principal* R. Donald Wortman, *Past Principal*

- **Discussion on Chicken Ordinance** – The discussion was continued on the chicken ordinance. The Planning Commission will discuss it again at a future meeting.

Pending Action: Continue Chicken Ordinance discussion at a future Planning Commission meeting.

PENDING PROJECTS:

- **Jackson Road Corridor Study Report and Recommendations Presentation** – OHM provided a presentation on the completed Jackson Road Corridor Study Report. The Planning Commission set the joint special meeting date of August 19, 2025 at 4PM with the BOT and DDA to discuss implementation.

Pending Action: A joint meeting has been scheduled with the BOT, PC and DDA regarding the report and implementation of the report on August 19th at 4PM.

- **OA#25002 – Piper Ridge Conditional Rezoning** – Request to conditionally rezone the former Parkland Plaza Senior Living site on Parkland Plaza immediately north of the Scioview development (H-08-26-200-008) from PUD, Planned Unit Development to MR-3, Multiple-Family Residential allowing a maximum of 67 townhome units to be developed on the 7.7-acre property. Five (5) conditions of rezoning were offered voluntarily by the applicant. A public hearing was held by the PC on April 28, 2025. After that meeting the applicant met with a subcommittee of commissioners to further discuss their comments/concerns. After much discussion, the PC voted 4-2 to recommend approval of the proposed conditional use with the conditions offered.

Pending Action: This item was postponed from the August 12, 2025 BOT agenda to the next meeting August 26, 2025.

- **SP#25007 – Victory HQ Site Plan Review** – Site plan review for a second two-story office building (21,600 square feet) and a third structure (one-story, 11,135 square feet) on the property located at 30 Parkland Plaza that was formally approved for the Tristone Office complex. The proposed layout is generally the same as the previously approved site plan. The site will house headquarters for the Victory Auto Group. The Planning Commission reviewed the site plan and recommended approval.

Pending Action: Applicant has submitted for final detail engineering review. Once Township Engineer and all outside agency approvals have been granted this item will be placed on the next available Board of Trustees agenda for consideration.

- **CU#25001 – DBM AA LLC, (8-Point Building Supply)** – The property owner has requested conditional use approval for expansion of the current use on the property. This property is located at 6985 Jackson Road and received a conditional use permit for outdoor display and building material sales in 1974. In the last five years, expansion of operations has occurred, not only intensifying operations, but also physical expansion of the

development further south onto the existing parcel which included tree removal and relocation of a “ditch” (potential wetland) on the property.

As part of enforcement action that has been taken regarding the expansion of the use/site improvements without proper approvals, the property owner has submitted for conditional use consideration. A public hearing was held where the neighbor that initiated the complaint was present and provided additional information regarding how this expansion has and continues to affect his property.

The Planning Commission postponed action requesting additional information be provided by the applicant by August 1. After consultation with the Township Attorney, the Planning Consultant, Attorney and applicant have met regarding next steps. The applicant is currently working on a site plan of existing and proposed modifications to bring the site into compliance.

Pending Action: Township is awaiting submittal of additional site plan information for review. The Township Planner and Attorney are in contact with the applicant who has contracted with Atwell Engineers to analyze and propose site improvements to bring into compliance.

- **SP#25001 – Maxey Cell Tower** – The applicant requests to construct a new cell tower in the northern portion of the Township, west of W. Delhi Road and East of the Huron River (62 acre – Maxey Cosmetics property). A conditional use permit was granted on November 12, 2024. The Planning Commission recommended approval of the proposed site plan with the condition that CWA reach out to the WCRC regarding their requirement within the ROW permit to remove a 19-inch Hickory Tree.

*Pending Action: Applicant has submitted for final detail engineering review. Tentative BOT meeting date – **August 26, 2025.***

- **Discussion on Landscape Ordinance** – CWA provided a final draft of the changes requested by the Planning Commission at the previous meeting. No further comments were provided on the draft ordinance. The next step is to set a public hearing on the draft ordinance language. The PC has a number of zoning ordinance text amendments pending and will be setting public hearings at a future date for several amendments at a time.

Pending Action: The public hearing has been scheduled for the September 8, 2025 Planning Commission meeting.

- **Planning Commission By-Laws** – Additional discussion was held by the Planning Commission related to the mimicking of the Board of Trustees conflict of interest language that was recently adopted as part of their Rules of Order. Kathleen Brant and Kim Moore will be contacting Township Attorney, Mariah Fink, to discuss further to bring back additional language for PC discussion.

Pending Action: Continue by-laws discussion at a future Planning Commission meeting.

- **Discussion regarding accessory solar facilities** - Proposed ordinance language was provided for review by the Planning Commission to an exception for accessory solar arrays to encroach a maximum of ten (10) feet into a required rear setback with a maximum height of 12 feet. No further comments were provided on the draft ordinance. The next step is to set a public hearing on the draft ordinance language. The PC has a number of zoning ordinance text amendments pending and will be setting public hearings at a future date for several amendments at a time.

Pending Action: The public hearing has been scheduled for the September 8, 2025 Planning Commission meeting.

- **Discussion on Accessory Dwelling Unit Text Amendment** – The Planning Commission discussed draft text amendment language to allow accessory dwelling units in single-family zoning districts with specific zoning regulations.

Pending Action: The public hearing has been scheduled for the September 8, 2025 Planning Commission meeting.

- **Discussion regarding Jackson Road Overlay District (JROD)** – This item was not on the April 28, 2025 PC agenda; however, we are working toward a joint PC/BOT meeting to discuss the direction of potential modifications to the JROD district. This joint session may be held off until the SEMCOG corridor study is completed. On February 25, 2025, the Planning Commission held a discussion regarding the findings of the Jackson Road Overlay Advisory Group to determine whether ordinance amendments are warranted. The Planning Commission requested additional mapping and listing of current uses allowed throughout the JROD for further consideration; these were provided for additional discussion. It was decided to postpone further consideration until a joint meeting with the BOT can be scheduled and the SEMCOG Corridor Study is further along – potentially June 2025.

Pending Action: Schedule joint PC / BOT meeting to discuss potential changes to the ordinance.

- **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.

As this item was recommended for denial by the Planning Commission the next step in the process will be placement on a BOT agenda. The applicant has asked the Township Board to consider sending the project back to the Planning Commission due to new information provided as part of the hydrogeological study and revised plan set.

After additional review, Township staff and consultants have contacted the applicant regarding a number of outstanding issues to be addressed prior to further consideration by the Township Board in a communication dated December 17, 2024. Staff and Township consultants met with the Knights of Columbus development team in early April to review the Township's communication and actions the developer team are working on addressing for resubmittal and further Township review.

The developer resubmitted plans for Township review this week, and they are currently under review by staff and consultants. Once reviews are completed, this item will be scheduled for consideration at a Board of Trustees meeting.

Pending Action: The applicant has submitted revised plans and supplemental information. Staff and consultants are currently reviewing the revised information. This item is scheduled for consideration at the August 26, 2025 Board of Trustees meeting. This item was recommended for denial by the Planning Commission.

ZONING BOARD OF APPEALS SUMMARY:

No meeting since last report.

OTHER PLANNING AND ZONING ISSUES

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

- PUD Regulation Amendment (work ongoing)
- Renewable Energy Ordinance (work ongoing)
- EV parking Ordinance
- ESCAP implementation strategies (work ongoing)
- Landscape Ordinance Amendment (work ongoing)
- Accessory Solar Ordinance Amendment (work ongoing)
- Accessory Dwelling Unit Amendment (work ongoing)
- Keeping of Chickens Ordinance Amendment (work ongoing)



CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP
Principal