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TO: Kathy Knol, Trustee
FROM: Laura Kreps, Community Planner
DATE: August 28, 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.

- **Frito Lay – 173 Jackson Industrial Drive** – New 1,392 square foot cold storage accessory building on the existing built site.

PLANNING COMMISSION SUMMARY:

JULY 28, 2025 - REGULAR MEETING

- **CU#25005 – Fire Station #2 Conditional Use** – Request for conditional use approval for construction of a governmental building (Fire Station #2) located at 900 S. Wagner Road in the A-1, General Agricultural zoning district. The Planning Commission held the required public hearing and recommended approval of the proposed conditional use.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date September 30, 2025.***

- **OA#25004 – Quik Trip Rezoning** – Request for rezoning of five (5) parcels located at the northwest quadrant of Baker Road and I-94 from R-1, Single-Family Residential to C-3, Highway Commercial. A public hearing was opened, and discussion was held; however, the applicant rescinded their straight rezoning application in order to submit a conditional

rezoning request. A variance is also required to allow for commercial business outside of the sewer district.

Pending Action: Submittal of conditional rezoning and variance applications for consideration. Planning Commission and Zoning Board of Appeals meeting dates to be determined.

- **Discussion on Chicken Ordinance** – The discussion continued on the chicken ordinance. The Planning Commission determined they were satisfied with the DRAFT language. The next step is to set a public hearing.

Pending Action: Set public hearing at future Planning Commission meeting for recommendation of chicken ordinance text amendment.

PENDING PROJECTS:

- **Jackson Road Corridor Study Report and Recommendations Presentation** – OHM provided a presentation on the completed Jackson Road Corridor Study Report. The PC, BOT and DDA held a joint special meeting date on August 19, 2025 with the BOT and DDA to discuss implementation of the report. A priority document has been prepared by J. Culbertson. PC recommended the BOT establish a Multimodal Transportation Committee (should include some residents with expertise in this area) and a Jackson Rd Corridor ordinance committee of PC and BOT to work with CWA on updates needed based on the corridor study.

Pending Action: BOT direction to PC and/or establishment of subcommittees to begin implementation of study.

- **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.

- **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. The Board of Trustees requested the Township Attorney and Planner to draft a resolution of denial for board consideration at their next meeting.

Pending Action: Placement of a resolution of denial on a future BOT meeting agenda – tentative date, September 9, 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 will submit 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.

Pending Action: The applicant will provide additional information by August 1 in order to schedule a meeting between a group of PC members, CWA, the applicant and the neighboring property owner prior to further consideration of the conditional use expansion.

- **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: Set public hearing on the draft ordinance language prior to making a recommendation to the Board of Trustees.

- **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: Set public hearing on the draft ordinance language prior to making a recommendation to the Board of Trustees.

- **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: Set public hearing on the draft ordinance language prior to making a recommendation to the Board of Trustees.

- **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 BOT discussed the additional information received by the applicant at their August 26, 2025 meeting and directed the Township Attorney and Planner to draft a resolution of denial for consideration at their next meeting.

Pending Action: Placement of a resolution of denial on a future BOT meeting agenda – tentative date, September 9, 2025.

ZONING BOARD OF APPEALS SUMMARY:

August 21, 2025 – ZBA MEETING

- **Variance #25007 – Doemland – 1835 S. Parker** – The ZBA granted variances to allow a reduced front yard setback of 32 feet instead of the required 50 feet to construct a new home based on the size, shape and existing encumbrances on the existing site. A second variance was granted to allow the existing home to remain on the property during construction of the new home and be demolished once construction of the new home is complete.

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