



**Carlisle | Wortman**  
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**TO:** Kathy Knol, Trustee  
**FROM:** Laura Kreps, Community Planner  
**DATE:** September 11, 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.*

- **Blue Lion Fitness – 2875 W. Liberty** – New indoor gymnasium.

**PLANNING COMMISSION SUMMARY:**

**SEPTEMBER 8, 2025 - REGULAR MEETING**

- **SP#25008 – Fire Station #2 Site Plan** – Request for site plan 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 recommended approval with conditions including that the revised landscape ordinance that has not yet been adopted be considered to be utilized as part of the project.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date October 14, 2025.***

- **OA#25005 – Text Amendments** – A public hearing was held for the following text amendments – Accessory Dwelling Units, Accessory Solar (residential ground-mounted) and landscaping requirements. In summary, the text amendments define and allow for accessory dwelling units as a permitted use in all residential zoning districts. Accessory solar facilities (ground-mounted) in residential zoning districts will allow a 10-foot

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reduction in the required rear yard setback. Revised landscaping standards to encourage the reduction of turf grass and removal of invasive species, implement greater composition diversity, updated native species and prohibited non-native species lists and allow for exceptions in prohibited native species on a case-by-case basis granted by the Planning Commission.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date October 14, 2025.***

- **OA#25006 C-2, Indoor Recreation Text Amendment** – The Planning Commission reviewed an application for a zoning ordinance text amendment to add “private indoor recreation facilities” as a conditional use in the C-2, General Commercial zoning district. After holding a public hearing and discussion, the Planning Commission recommended approval of the proposed text amendment.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date October 14, 2025.***

#### **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.*

- **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.*

- **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. Since the Planning Commission meeting, CWA, the Township Attorney and Code Enforcement Officer have continued discussions with the property owners’ representative and attorney to obtain a complete site plan to determine the required necessary improvements to correct the violations that have occurred. On September 9, CWA met with Atwell Engineering who recently contracted with the property owner to conduct initial surveys and develop a preliminary site plan. We anticipate continued discussions and the submittal of a preliminary site plan document in the next 6 weeks.

*Pending Action: The Township Planner and Township Attorney are working with the owner’s representative and their attorney to get the information needed for further consideration of the conditional use expansion.*

- **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 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.*

**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)
- Keeping of Chickens Ordinance Amendment (work ongoing)



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CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP  
Principal