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

- **Lubienske Property (W. Maple H-08-12-100-022)** – potential developer asked for a concept meeting to discuss development review options and density for a single-family cluster/open space preservation development.

PLANNING COMMISSION SUMMARY:

NOVEMBER 10, 2025 - REGULAR MEETING

- **OA-PUD#24006/PSP#24017 Ember Grove** – The applicant gave a presentation regarding their application for a mixed-use residential development at the northeast corner of Jackson and Parker Roads. The project contains 104 single-family units; 59 townhome units; and 96 duplex units. Originally, the preliminary PUD public hearing was scheduled; however, there was an error in the public notice, and the public hearing has been rescheduled/renotified to the December 8, 2025 regular Planning Commission meeting. The applicant introduced the project to the Planning Commission.

Pending Action: Public hearing will be held at the December 8th Planning Commission meeting.

- **SP#25010 Cribley Drilling** – The applicant is proposing to add an approximately 120-foot by 40-foot gravel vehicle and equipment storage area behind the westernmost building on site. This area currently exists and was constructed without site plan approval. The neighboring property owner has expressed concerns regarding their sightlines into the facility, noise and other disturbances within the project area. The Planning Commission tabled the request until the applicant and neighbor can address concerns and provide a revised site plan for review.

Pending Action: Applicant and neighbor to meet to discuss site plan revisions. Resubmittal to Planning Commission with revisions once consensus is reached.

- **OPEN Overlay / HRWC Bioreserve Discussion** – CWA provided a background memo and map demonstrating the previously approved OPEN overlay area with the most recent bioreserve map produced by the Huron River Watershed Council (HRWC) for discussion.

Pending Action: The Planning Commission will discuss further at future meeting(s).

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.

- **OA#25008 Quik Trip Conditional 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 held, and discussion was held. Action on the conditional rezoning was postponed until the variance to allow commercial development without sanitary sewer is considered by the ZBA (variance review scheduled for November 20, 2025 ZBA meeting).

Pending Action: ZBA consideration of the variance request. If approved, the Planning Commission will continue the conditional rezoning application review.

- **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: Placement of this item on a future BOT meeting agenda – **date November 13, 2025.***

- **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 after detail engineering plan is submitted and reviewed with all outstanding outside agency approvals have been obtained.

- **SP#25015 Heritage Woods Minor PUD Amendment (Screen Wall along I-94)** – The Planning Commission made a determination that the addition of a screen wall along the previously approved berm and landscaping adjacent to I-94 along a portion of the southern property boundary of the project was considered a minor PUD amendment. The PC then recommended approval of the site plan associated with the minor amendment.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date November 25, 2025.***

- **OA#25009 Chicken Ordinance** – A public hearing was held on the proposed text amendment to Section 36-135, Regulation of Animals to allow chickens in all residential zoning districts. No comments were heard from the public.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date November 25, 2025.***

- **SP#25012 – Haley Mechanical (8415 Dexter Chelsea)** – The applicant is proposing to construct a 2,000 square foot accessory structure and regrade the existing gravel storage yard at the northern portion of the site. Additional stormwater management facilities will be installed to accommodate the additional impervious surface improvements proposed. The Planning Commission held discussion and recommended approval of the site plan to the Board of Trustees with a number of conditions.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date November 25, 2025.***

- **OA#25007 – 5741 Jackson Road** – Request to rezone property from I-1, Limited Industrial to C-2, General Commercial for development of uses allowed in the C-2 zoning district.

The Planning Commission held a public hearing and recommended approval of the rezoning of the parcel to C-2, General Commercial.

Pending Action: Placement of this item on a future BOT meeting agenda once transfer of ownership has occurred.

- **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 HELD 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)
- OPEN Overlay amendments (work ongoing)
- Data Centers



CARLISLE/WORTMAN ASSOC., INC.

Laura K. Kreps, AICP

Principal