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TO: Kathy Knol, Trustee
FROM: Laura Kreps, Community Planner
DATE: January 15, 2026
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.

- **5741 Jackson Road** – renovations to building / site related to change of use from industrial to commercial.

PLANNING COMMISSION SUMMARY:

JANUARY 12, 2025 - REGULAR MEETING

- **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 second public hearing and discussion was held. The required variance for septic system use of a commercial property was obtained by the ZBA on November 20, 2025. The Planning Commission recommended approval of the conditional rezoning (6-1).

Pending Action: Placement of this item on a future BOT meeting agenda – tentative date, February 10, 2026.

- **Data Center Ordinance Discussion** – J. Culbertson, K. Brant and L. Kreps met prior to the meeting and provided additional information for this second ordinance discussion. The Planning Commission determined that timing is important for the adoption of this ordinance and resolved to have one more discussion at the next meeting with a public hearing on the ordinance in February. This allows for language to be adopted as a pre-emptive measure. Text can be amended and further refined at a future date.

Pending Action: Additional discussion of ordinance draft at next Planning Commission meeting with a public hearing on February 9, 2026.

- **Master Plan Update** – 2026 marks the 5-year review of the Master Plan. The Planning Commission recommended the Board of Trustees include the Master Plan update in the 2026-2027 budget, and to hold a “plan to plan” meeting outlined in the letter/information provided to Trustee Knol to determine the scope of the update process.

*Pending Action: Draft memo to BOT regarding Master Plan Update for budgeting and initiation of amendment process, **tentative date of Board of Trustees meeting, January 27, 2026.***

PENDING PROJECTS:

- **HRWC Green Infrastructure Workshop Feedback/Next Steps** – The HRWC has reached out to schedule a presentation of the findings of the Green Infrastructure workshop conducted in December. The presentation will take place at the regular meeting of the Planning Commission on either March 23 or April 13 – to be determined.

Pending Action: HRWC presentation of Green Infrastructure Workshop results at the March 23 or April 13 Planning Commission meeting.

- **OA-PUD#24006/PSP#24017 Ember Grove** – The applicant is proposing a new PUD project 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. A public hearing was conducted by the Planning Commission where a few neighbors were present and asked questions. One neighbor requested additional screening and the neighboring church representative indicated they were excited about the residential development but did not anticipate an open cross access agreement between the properties. The Planning Commission recommended approval (4-2 affirmative vote) to the Township Board with a number of conditions to be addressed.

*Pending Action: Placement of this item on a future BOT meeting agenda – **tentative date, January 27, 2026***

- **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. The applicant and neighbor met on November 20, 2025.

Pending Action: Resubmittal to Planning Commission for review.

- **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.

- **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).

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



CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP
Principal