

**SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION
SUPERIOR TOWNSHIP HALL
3040 N. PROSPECT, YPSILANTI, MI 48198
AGENDA
AUGUST 23, 2017
7:30 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. DETERMINATION OF QUORUM
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
 - A. Approval of the June 28, 2017 regular meeting minutes.
6. CITIZEN PARTICIPATION
7. CORRESPONDENCE
8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS
 - A. STPC #17-05 RFC Holdings, LLC Area Plan Amendment
 1. Public Hearing
 2. Deliberation
 3. Action
9. REPORTS
 - A. Building Inspector
10. OLD BUSINESS
11. NEW BUSINESS
12. POLICY DISCUSSION
13. ADJOURNMENT

Thomas Brennan III, Commission Secretary
3040 N. Prospect, Ypsilanti, MI 48198

Laura Bennett, Building/Planning Assistant
734-482-6099

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
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DRAFT MINUTES
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Adam Finch, RFC Holdings, LLC, explained they are under contract to purchase 5263 Plymouth-Ann Arbor Road. He added that they are going to sell 5400 Plymouth-Ann Arbor Road, the property they had previously acquired for their financial planning business.

Jeremy Ziegler explained that the existing single family home would become a business with six employees. Several plans were put together to figure out what would be the best option for the site, and also how to improve the corner that the property sits on. He added that they are looking to add a second entrance on the site which would help with the parking requirement that was triggered with the change of use from residential to business.

Mr. Ziegler discussed the parking lot configuration and possible second entrance off of Short Street. It was noted by the applicant that the parking requirement per the Zoning Ordinance is 13 spaces, but that they feel that many is not needed. He asked the Planning Commissioners for leniency on the requirement.

He discussed landscaping along the drive and the fence and added that many of trees on the site are landmark trees. It was also noted that the applicants would leave the exterior of the building as-is.

Chairperson Guenther stated that he is in favor of leaving the exterior of the building as is, as well as leaving the landmark trees in place. He asked what the current zoning of the property is.

Mr. Nanney replied that the site is zoned VC (Village Center) and is essentially its own site plan. The Planning Commission would need to decide if it is a major/minor change to the site plan.

It was noted that office space is a permitted use in the district.

Chairperson Guenther stated that the use seems to fit under the “village center” feel and fits in with the rest of the village. He expressed feelings that Short Street is a difficult street to turn on to and therefore may be a difficult place to have a driveway. He asked the applicants to think of traffic in the area.

Mike Rautiola stated that they do not have a lot of traffic to their business at any given time, and may only have one or two customer cars in their parking lot.

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Mr. Finch inquired if the existing four car garage counts towards the 13 parking spaces needed for the site, per the Zoning Ordinance.

Mr. Nanney replied that it is something that could be considered by the Planning Commission. In the parking standards section of the Zoning Ordinance, there is a provision for modifications and there is an alternative parking standard. The applicant could provide evidence on the site plan showing why the alternative is better than the parking requirements.

Commissioner Gardner commented that he liked the idea and stated that it was consistent with the Dixboro Vision. He asked if the applicants have met with the Dixboro Design Review Board.

Mr. Ziegler stated that they plan on meeting with Review Board in the near future.

Tree replacement was discussed. Mr. Nanney stated that tree replacement and mitigation does not need to all occur on the same property. The replacement trees could be placed on other properties around the township. Mr. Nanney also asked the applicants to consider their use of the property, but also consider future uses for the next user if they sell.

Chairperson Guenther asked if the applicant has talked to the Health Department about the well and septic on the site.

Mr. Ziegler stated that it is a new well and septic put in for the bed and breakfast use.

Chairperson Guenther asked if the building was used for commercial uses in the past.

The applicants stated that they did not know.

Rick Mayernik, Building Official stated that the residence received a Conditional Use Permit in the past for the bed and breakfast usage.

Mr. Nanney asked what the plan for the driveway is.

Mr. Rautiola replied that they would like to use Short Street as the main entrance.

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Mr. Finch stated that in the opinion of the Road Commission, an entrance of off Short Street would be optimal.

Mr. Nanney stated that if the Plymouth-Ann Arbor Road entrance is closed, more space is allowed for parking, especially for the handicap spaces, and that could relieve some parking issues. He added that the barrier free space needs to be near the building.

6-1 CALL TO ORDER

Chairperson Guenther called the regular meeting to order at 8:41 p.m.

6-2 ROLL CALL

The following members were present: Brennan, Gardner, Guenther, McGill, Sani-Yahyai, and Steele. Findley was absent. Also present were Rodney Nanney, Township Planner, George Tsakoff, OHM, and Rick Mayernik, Building/Zoning Administrator.

6-3 DETERMINATION OF QUORUM

A quorum was present.

6-4 ADOPTION OF AGENDA

A motion was made by Commissioner Brennan and supported by Commissioner Sani-Yahyai to adopt the agenda as presented. The motion carried.

6-5 APPROVAL OF MINUTES

A. Minutes of the May 24, 2017 Meeting

A motion was made by Commissioner Brennan and supported by Commissioner Sani-Yahyai to approve the minutes as presented. The motion carried.

6-6 CITIZEN PARTICIPATION

There was no Citizen Participation.

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6-7 CORRESPONDENCE

There was no Correspondence.

6-8 PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

None.

6-9 REPORTS

A. Ordinance Officer

A motion was made by Commissioner Steele and supported by Commissioner Brennan to receive the report. The motion carried.

B. Building Inspector

A motion was made by Commissioner Brennan and supported by Commissioner Sanii-Yahyai to receive the report. The motion carried.

C. Zoning Administrator

A motion was made by Commissioner Sanii-Yahyai and supported by Commissioner Brennan to receive the report. The motion carried.

6-10 OLD BUSINESS

None.

6-11 NEW BUSINESS

None.

6-12 POLICY DISCUSSION

None.

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6-13 ADJOURNMENT

A motion was made by Commissioner Brennan supported by Commissioner Sani-Yahyai to adjourn at 8:53 p.m. The motion carried.

Respectfully submitted,
Thomas Brennan III, Planning Commission Secretary

Laura Bennett, Recording Secretary
Superior Charter Township
3040 N. Prospect Rd.
Ypsilanti, MI 48198 (734) 482-6099

DRAFT

AREA PLAN PETITION

(This application must be typewritten or printed. All questions must be answered.)

APPLICANT NAME RFC Financial Planners - Adam Finch and Michael Rautiola

NAME OF PROPOSED DEVELOPMENT RFC Financial Planners *Office Building*

APPLYING FOR AREA PLAN
 AREA PLAN AMENDMENT
 AREA PLAN REVISION

FEES (adopted by the Superior Township Board on 11-21-16): The following fees shall be paid by the petitioner to the Superior Charter Township Treasurer at the time of submittal of the application For a Special District and at the time of each subsequent submittal:

A. REZONING PETITION AND AREA PLAN REVIEW

Application fees:	\$ 900.00
Review escrow:	\$5,000.00
Total:	<u>\$5,900.00</u>

Review escrow funds are used for the Township consultants' engineering, planning and legal reviews and other costs as appropriate. Review costs will be deducted from the escrow account along with the appropriate administrative fee. If a review cost exceeds the amount in the escrow account, the cost plus the appropriate administrative fee, shall be billed to the petitioner. Billing rates are available upon request. If a second public hearing must be scheduled due to the petitioner's failure to post required signage or provide information as required, an additional fee of \$300.00 to offset the Township's additional costs of public notices and affidavits of notice shall be paid by the petitioner prior to the Township scheduling the public hearing.

TOWNSHIP USE	
Date Received <u>7/28/17</u>	Fee Paid <u>\$5,900</u>
Signature of Township Clerk or Designee <u><i>Jan Bennett</i></u>	

GENERAL INFORMATION

- Name of Proposed Development RFC Financial Planners *Office Building*
- Address of Property 5263 Plymouth Rd. Ann Arbor, MI 48105
- Current Zoning District Classification of Property Village Center District
- Has this property been the subject of a rezoning request, Zoning Board of Appeals petition or other Township action with the past five (5) years? YES NO
Please explain _____

- Tax ID Number(s) of property J-10-18-155-009
- Site Location - Property is located on (circle one) N S E W side of Plymouth Road between Short and Church Roads.
- Legal Description of Property (please attach a separate sheet)
Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon a boundary survey prepared by a registered surveyor and shall correlate with the legal description.
- Site Area (Acreage) and Dimensions 0.790
- Are there any existing structures on the property? YES NO
Please explain: single family home and detached garage

PROPOSED LAND USE

- Residential Office Commercial Other

If other, please specify _____

- Number of units Two
- Total floor area of each unit 3,893 sq. ft, 864 sq. ft
- Give a complete description of the proposed development.

APPLICANT INFORMATION

• APPLICANT'S NAME Adam Finch and Michael Rautiola

Company RFC Financial Planners

Address 5400 Plymouth Rd. Ann Arbor, MI 48105

Telephone Number 734-272-4224 Email info@rfcfinancialplanners.com

current - pre closing
Lisa Poulson; Bill Schneider
5263 Plymouth Rd. Ann Arbor, MI 48105
• PROPERTY OWNER'S NAME *new - Adam Finch / Michael Rautiola*
post closing
Company *RFC Holdings, LLC*
Address *5400 Plymouth Rd. Ann Arbor, MI 48105*

Telephone Number *734-272-4224* Email *info@rfcfinancialplanners.com*

• DEVELOPER'S NAME Frank Portelli

Company Genesis Custom Homes

Address 10112 White Rd. Linden, MI 48353

Telephone Number 810-513-6100 Email Frank@buildwithgenesis.com

• ENGINEER'S NAME David Kubiske

Company David Arthur Consultants, Inc.

Address 110 Main Street Dundee, MI 48131

Telephone Number 734-823-5080 Email davek@daceng.com

• ARCHITECT/PLANNER'S NAME Richard Mitchell

Company Mitchell and Mouat Architects

Address 113 South 4th Avenue # 1 Ann Arbor, MI 48104

Telephone Number (734) 636-2098 Email rmitchell@mitchellandMouat.com

**INFORMATION REQUIRED ON THE AREA PLAN
AS SPECIFIED IN SECTION 10.07 OF THE SUPERIOR TOWNSHIP ZONING ORDINANCE**

1. Vicinity map showing the general location of the site.
2. Scale, north arrow, initial plan date, and any revision dates.
3. Existing zoning classifications for the subject parcels and surrounding parcels (including across road rights-of-way)
4. Identification of all adjacent property in which the applicant(s), developers(s), or owner(s) have an ownership interest.
5. Dimensions of all property boundaries and interior lot lines.
6. Location of existing structures, fences, and driveways on the subject property, with notes regarding their preservation or alteration.
7. Location, outline, ground floor area, and height of proposed structures; and of existing structures to remain on-site.
8. Conceptual drawings of exterior building facades for principal buildings and building additions, drawn to an appropriate scale
9. Locations, layout, surface type, centerlines, road pavement and right-of-way widths, and indication of public or private road status for all existing and proposed roads and access drives serving the site.
10. Conceptual locations, layout, and surface type for all parking lots, sidewalks and pedestrian pathways within and accessing the site.
11. General description and delineation of existing natural features on and abutting the site; such as trees, shrubs, wooded areas, general topography and soil information, areas of steep slopes, bodies of water, watercourses, drainage ways, and wetlands; with clear indication of all features to be preserved, removed or altered.
12. Delineation of the 100-year floodplain on and abutting the site (see Section 14.05D of the Zoning Ordinance.)
13. Outdoor open space and recreation areas; location, area, and dimensions.
14. Location and size of required landscape strips, if applicable.

15. General layout of existing and proposed water supply systems, sanitary sewerage or septic systems, and stormwater management facilities.
16. General areas of intended filling or cutting.
17. Other information as requested by the Township Planner or Planning Commission to verify that the site and use are in accordance with the intent, purposes, and requirements of this Ordinance and the policies of the Township's Growth Management Plan.

The applicant indicated on page 3 must sign this application. All correspondence regarding the application and plan will be directed to the applicant. If the applicant is not the property owner, the owner's signed consent must also be provided with this application.

APPLICANT AFFIDAVIT

The applicant(s) represents that he/she/they are the owner(s) of the subject property or are acting on behalf of the above listed owner, and herewith file sixteen (16) copies of the identified area plan. The applicant also acknowledges that the filing of this application grants permission for Township staff and/or officials to enter the property to determine the accuracy of the submitted area plan including existing conditions.

I hereby depose and certify that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of my knowledge.

APPLICANT'S PRINTED NAME: Adam Finch and Michael Rautiola

APPLICANT'S SIGNATURE  DATE 7/18/17

PROPERTY OWNER'S PRINTED NAME _____

PROPERTY OWNER'S SIGNATURE _____

Bill Schneider & Lisa Poulson
5263 Plymouth Rd
Ann Arbor, MI 48105

July 26th 2017

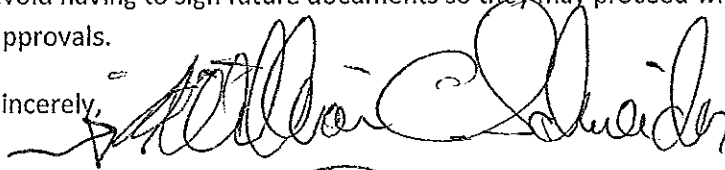
To Whom It May Concern,

Please use this letter as acknowledgement, support, and authorization for the owners and representatives of RFC Holdings, LLC (also knows as: RFC Financial Planners) which includes Adam Finch and Michael Rautiola to request any information, submit applications for approval for a change of use, along with site plan and/or area plan amendment as it relates to the property address below:

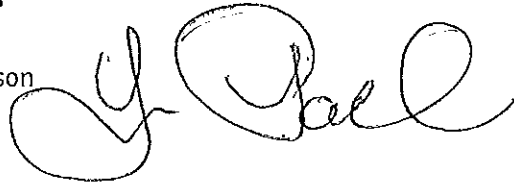
5263 Plymouth Rd
Ann Arbor, MI 48105

Since RFC Holdings, LLC in under contract to purchase the property, please use this letter so that we may avoid having to sign future documents so they may proceed with these requests, applications, and approvals.

Sincerely,

 7-26-2017

Lisa Poulson

 7-26-17

Bill Schneider

Notice to Applicants

Filing Applications

You must call and schedule an appointment with the Township Planning Consultant, Don Pennington to file an application. This includes applications for zoning amendments, area plans, site plan reviews and conditional use permits. You can reach Mr. Pennington at (734) 485-1445.

Applications Deadlines

The filing deadline for applications is on Wednesdays, four (4) weeks before the Planning Commission meeting. The application must be filed during an appointment with Mr. Pennington. To be eligible for inclusion on the next Planning Commission agenda, you must file before the deadline. While every effort is made to accommodate requests, if the Planning Commission agenda is lengthy, an application may be held over to the next meeting.

Completeness of the Application

You are hereby advised that it is your responsibility to review all applicable sections of the Superior Charter Township Zoning Ordinance and the Master Plan. It is also the responsibility of the applicant to supply all of the information required by the applicable Ordinance sections. Your comprehensive understanding of the Ordinance and the Master Plan, and your submission of all required information, will help expedite review of your application. The Planning Commission cannot take action on incomplete submissions.

Site Visits

Filing an application gives the implied consent for Township officials and/or consultants to visit the subject site.

Application Fees

Administrative and review fees must be paid when you file your application. Administrative fees are applied to the Township's costs for the administration of the application. Review fees are placed in an escrow account and are used to pay for the professional planning and engineering reviews and other reviews that may be necessary. The Superior Charter Township Fee Schedule lists the base fees required for each application. Applications that require professional review time that exceeds the base fees collected shall be billed for the additional time plus an administrative fee.

Utility Permits and Fees

Developments in the areas served by sanitary sewer and water services are also subject to all applicable permits and fees through the Utility Department. You must obtain information on such permits, fees and standards through the Utility Department at (734) 480-5500.

Nonpayment of Fees

Nonpayment of fees for review time in excess of the base fee, nonpayment of detailed engineering review fees or nonpayment of utility fees is cause for denial of building permits and/or certificates of occupancy, or such sums may become a lien against the property.

Applicant's Acknowledgement

I hereby acknowledge that I have read and agree to the above and that I have been given a copy of this notice.

Signature

Date

July 28, 2017

To Whom It May Concern:

Project description

RFC Financial Planners Office Building

Project is to do the necessary work to make the existing structure at 5263 Plymouth Road the main or primary office for the owners of RFC Financial Planners. The property resides within the Village Center District of the Village of Dixboro. This use (professional office space) is conforming to Village Center District land use policy, Superior Township zoning ordinance article 4, sec. 4.02 table of permitted uses by district. This request is to enable the current owners of RFC Financial Planners to move their primary office to this location and be a part of the downtown Dixboro community.

Work for this project

To bring the current site and structure into conformance with its new use as a professional office building. Work to include: a new parking area and walkway for employees and clients, ADA ramp for accessibility, exterior lighting, sign on building and at road entry. Minor exterior landscaping is intended to have a minimal impact on the site and structure so that the character of the property maintains its historic park-like atmosphere.

*Please see zoning ordinance modification request below.

Exterior renovations

Will include: new ADA ramp and walkway from parking lot to entry. Expansion of existing parking lot and lighting for 9 vehicles will be added as shown on drawings.

Interior renovations

Will include: new entry door, egress stairway to the second floor, ADA restroom and interior ramp between differing elevations of main floor. Otherwise, cosmetic renovations will be made to add hardwood flooring where carpet exists and update painting.

Zoning ordinance modification request

Section 8.05 - Off Street Parking Requirements

Offices for Professional, Service or Administrative Uses - (1) per 300 SF

*The existing structure is 3,893 SF (13 Spaces Req.), the owners currently intend to maintain 4-5 full time and part time employees at this location. The business will at most only need two additional parking spaces for client visits as these are scheduled and occur during business hours. Our proposed site plan shows (9) spaces with a land bank for **Deferment of Parking Spaces (Sec. 8.09d)**, 4-5 additional spaces and potential for an additional entrance from Short St.

Section 8.07 - Off-Street Loading Requirements

Off-Street Loading, unloading or standing - Min. 10'x25' designated space

*The proposed use (Business, Professional Offices) will not be sending or receiving regular shipments of any sizeable nature that would require use of a designated Off-Street Loading Zone. **Request for Modification of Loading Space Requirement (Sec. 8.09e)**

Section 14.10 - Screening and Land Use Buffers

Sec. 1410d - Greenbelt Buffer Req. = (1) tree and (3) shrubs per 15 linear feet.

*The existing site is located in the heart of the Village Center District of Dixboro. The site currently has numerous mature and Landmark trees that provide a high canopy with an open park-like atmosphere. Which by definition is the intent of the Design Guidelines for the historic Village of Dixboro within the Village Center District. The intent of the proposed site plan provides the required screening along the north property line between adjacent land use with additional landscaping around the building and proposed sign location. Minimal landscaping is proposed along Plymouth Road and Short Street to maintain the park-like high canopy open atmosphere intended for the Village Center District within the Village of Dixboro.

Request for Modification of Green Belt Buffer along Plymouth Road and Short Street (Sec. 14.10k)

Sincerely,



Adam J. Finch

NOTICE OF HEARING

SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION SUPERIOR CHARTER TOWNSHIP HALL 3040 N. PROSPECT, YPSILANTI, MI 48198

**Wednesday
August 23, 2017
7:30 p.m.**

The Superior Township Planning Commission will hold a public hearing on Wednesday, August 23, 2017 at 7:30 p.m. at the Superior Township Hall, 3040 N. Prospect, Ypsilanti, MI 48198, on an application from RFC Holdings, LLC to amend the Area Plan for 5263 Plymouth Road, in order to complete interior and exterior alterations to convert an existing single family dwelling to an office use.

A complete copy of the application is available for inspection or copying at the Township Hall, 3040 N. Prospect, 9:00 a.m. – 4:00 p.m. weekdays. Persons wishing to express their views may do so in person at the public hearing, or in writing addressed to the Planning Commission at the above address.

Superior Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon four (4) business days notice to the Township. Individuals requiring auxiliary aids or services should contact Superior Charter Township by writing the Township Clerk.

Laura Bennett, Planning Clerk
734-482-6099

Superior Township Fire Department
Bureau of Fire Prevention
7999 Ford Road
Ypsilanti, MI 48198

Site Plan Review Report

Date: 15 August 2017
Business Name: RFC Financial Planners Office Building
Business Address: 5263 Plymouth Road, Ann Arbor, MI 48105
Contractor: David Arthur Consultants Inc.
110 Main St. Dundee, MI 48131 Tel:734-823-5080
Applicable Codes: IBC 2015, IFC 2015, NFPA 10
Reviewed By: Victor G. Chevrette, Fire Chief
Plans Dated: 7-28-2017
Job No: 17-D-4170

Review Comments and Requirements

1. Construction Documents and Floor Plan for Group B Office required for review.
2. IFC Chapter 5, section 505, Premises Identification required.
3. IFC Chapter 5, section 506, Key Box (Knox Box) required.
4. IFC Chapter 8, section 804, section shall be followed for existing buildings.
5. IFC Chapter 9, section 906, fire extinguishers shall be installed in accordance with NFPA 10.
6. IFC Chapter 11, section 1104, Exit signs shall be installed.
7. IFC Chapter 11, section 1104.16, Fire Escape stairways, all conditions shall apply.

Status of Plans:

- Approved as submitted – pending field inspection and final testing
 Approved conditionally – see remarks
 Denied – see remarks

Remarks: Copy of floor plan required and to be submitted for review.

Respectfully Submitted,

Victor G. Chevrette, Fire Chief
Superior Township Fire Department

One (1) set of these plans will be retained by the Fire Department, one (1) set forwarded to the mechanical inspector, three (3) sets are available for pickup with the permit.

CHARTER TOWNSHIP OF SUPERIOR WASHTENAW COUNTY, MICHIGAN

MEMORANDUM

TO: Superior Charter Township
FROM: Tom Freeman, Chair
Dixboro Design Review Board
DATE: July 27, 2017
RE: 5263 Plymouth Road

At its meeting of July 25, 2017 the Dixboro Design Review Board reviewed a proposal for use of a structure located at 5263 Plymouth Road. This review was performed in compliance with the Township requirements within the VC, Village Center Zoning District.

The proposed project involves minor renovation of a building/property that is currently used as a residence. A description of the project was provided by RFC Financial Planners, the firm that proposes to occupy the building, and the project architect, Jeremy Zeigler (JT Zeigler, LLC). In support of the presentation, a site plan illustrating exterior improvements, along with a floor plan of the building's interior, were provided.

Mr. Rautiola and Mr. Adam Finch, owners of RFC Financial Planners, provided the Design Review Board with a brief review of the project. Of particular note:

- Applicant is proposing to re-purpose the building located at 5263 Plymouth Road as office space for RFC Financial Planners.
- The building interior will receive minor modifications, consisting primarily of the development of a reception area and waiting room. Existing rooms will be used for individual offices.
- Changes to the exterior of the building include development of a ramp to provide barrier free access and development of additional parking capacity, including handicap spaces.
- The existing color scheme of the house and adjacent garage will be maintained.

Based upon its review of the proposed project, the Design Review Board offers the following comments:

1. The property at present is a very positive presence in the Village, resulting from the quality of the structure and the open, "park like" setting. The Board recommends this open setting be maintained as it supports the residential appearance of the building. The Board does not support placement of additional landscape materials for buffering as it would detract from that residential appearance.
2. While recognizing that additional parking is needed for the new use of the property, the Design Review Board encourages that an alternative be sought to reduce the need for more parking spaces on the property. One such alternative would be development of new public parking along the east side of Short Street, adjacent to the property. This could be accomplished much like the public parking developed on the west side of Short Street. RFC Financial Planners would need to provide a pedestrian connection from their building to Short Street. This approach would also serve to minimize development of additional impervious surface on the property.

Based upon review of the proposal, the Design Review Board wishes to express the opinion that this project, as conceived, is consistent with the design guidelines for this area and will make a positive contribution to the Village. The building and property will continue to support the "village character" and it is both acceptable and appropriate for the Village of Dixboro.

Please feel free to contact me if you have any questions.

cc: Applicants
Design Review Board members
File



August 16, 2017

CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road
Ypsilanti, MI 48198

Attention: **Lynette Findley, Township Clerk**

Regarding: **RFC Financial Planners Office Building
Area Plan Review
OHM Job No. 0140-17-1044**

Dear Ms. Findley,

On the Township's behalf, we have reviewed the Area Plan material prepared and submitted by David Arthur Consultants, Inc. and dated July 28, 2017, for the above referenced project. A brief summary of the project, followed by our review comments, have been provided below.

The materials submitted consist of an Area Plan amendment to bring the current site and structure into conformance to serve as a professional office building within the Dixboro Village Center District. The site work will include construction of a paved parking area, walkways and landscaping. The site is in the northwest quarter of Section 18 located at the northeast corner of Plymouth Road and Short Street. Water service is provided by means of an existing site well. The sanitary service is provided through an existing septic field. An existing storm water management system does not exist currently on site. The applicant shall indicate provisions for storm water management. Vehicle access is proposed through the existing entrance drive from Plymouth Road with potential future entrance drive out to Short Street. Based on the information presented we offer the following comments for your consideration:

Required Zoning Ordinance Information

The following information as required by the Zoning Ordinance was omitted from the plans. The petitioner shall review and revise in future submittals.

1. Indicate existing zoning classifications for the subject parcels and surrounding parcels (including the Right-of-way dimension across adjacent roadways) on the area plan.
2. The dimensions of the site property boundaries and interior lots shall be clearly indicated on the plan. It is our understanding that a boundary survey was being performed by the Applicant to verify property limits.
3. Future site plan submittals shall be drawn to an engineer's scale not greater than 1:100 and appropriate for the required sheet size of 24 x 36 inches. Currently the area plan reflects an architectural scale.
4. A proposed dimension from the existing residential homes to the north of the site shall be indicated on the site plan.
5. Clarify on the site plan the proposed intention for the existing white picket fence, such as indicating sections of fence to be preserved or removed.

Engineering Comments

6. A review from the Washtenaw County Road Commission (WCRC) for the driveway access will need to be obtained in regard to the site entrance/exit. Our previous understanding from pre-application meetings



was that access would be from a new drive approach on Short Street. We recommend that the Applicant obtain feedback from the WCRC as soon as possible.

7. The general layout and/or proposed provisions for storm water management facilities shall be addressed. The Applicant should consider bio-swales and/or infiltration swales for treatment and quantity control of storm water run-off. Soil borings may be required to verify potential infiltration rates of the soils.
8. The existing road ditch along Plymouth Rd. shall be identified on the site plan with existing contours.
9. The Washtenaw County Environmental Health Department should be notified of the proposed site improvements as it relates to the existing well or septic system.
10. The proposed pavement surface material for the proposed parking areas and walkway should be added to the plans.

Permit Requirements

11. The Applicant should provide a list of all necessary permits that are anticipated for this project from outside regulatory agencies, to be addressed in the future during site plan review.

Conclusion

We have reviewed the Area Plan material dated July 28, 2017 for the above referenced project on the Township's behalf. We recommend that the Planning Commission request revision of the Area Plan by the Applicant based on our comments outlined above, prior to making a recommendation to the Township Board.

If there are any questions with this review, please don't hesitate to contact me at (734) 466-4439.

Sincerely,
OHM Advisors

George A. Tsakoff, PE

cc: Ken Schwartz, Township Supervisor (via e-mail)
Richard J. Mayernik, C.B.O, Building Department (via e-mail)
Laura Bennett, Planning Coordinator (via email)
Don Pennington, Township Planner (via e-mail)
Adam Finch, RFC Financial Planners (via e-mail)
David Kubiske, David Arthur Consultants, Inc. (via e-mail)
File



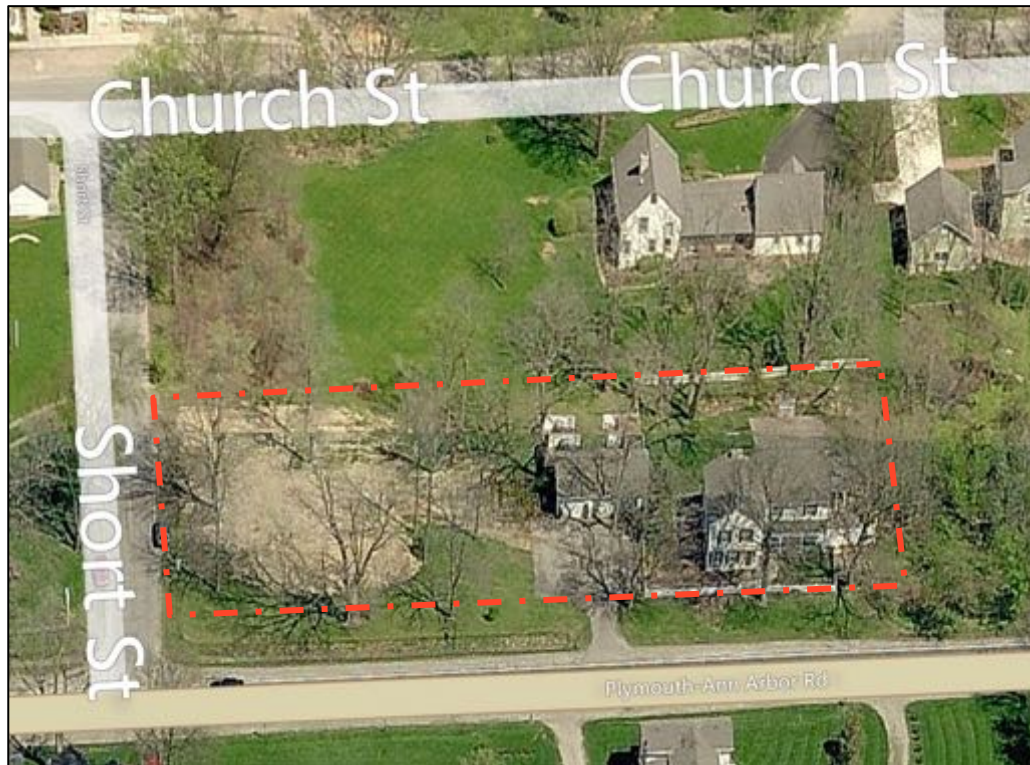
AREA PLAN AMENDMENT REPORT **Superior Charter Township Planning Commission**

RFC Financial Planners, 5263 Plymouth Road

Report Date: August 10, 2017

1. Description

- 1.01 Action Requested.** Approval of a major Area Plan amendment to allow for the conversion of an existing, historic building in Dixboro from a residence to a financial planning office.
- 1.02 Applicants and Owners.** Adam Finch and Mike Radiola, RFC Financial Planners, 5400 Plymouth Road, Ann Arbor, MI 48105.
- 1.03 Location.** Parcel # J-10-18-155-009; 0.79 acres in Dixboro at the northeast corner of Plymouth Road and Short Street in the VC (Village Center) Special District.



2. Area Plan Review

Section 7.200 (General Standards) includes a set of general conditions that apply to all Special Districts, while Section 7.304 [Village Center (VC) Special District] includes design and development requirements that apply specifically to VC District projects. Other Zoning Ordinance site design standards also apply, except where a deviation is

proposed on the Area Plan and accepted by the Township Board. The following review comments on the Area Plan dated 7/28/2017 are intended in part to ensure compliance with ordinance standards as the preliminary and final site plans are developed:

- 2.01 Compatibility with the Master Plan.** The lot is part of the Dixboro area planned for a mixture of low intensity residential, office, retail, and food service activities, as described in chapter 9 (Dixboro Area Plan Amendment) of the Master Plan. The current use is a single-family residence, but the site was previously proposed for use as a bed and breakfast inn. We understand that the former owners made substantial upgrades to the building for this purpose, but chose not to open the inn for business. A conversion to office use is consistent with the Master Plan.
- 2.02 Ordinance standards.** The proposed development is required to conform to all applicable Zoning Ordinance requirements, except for specific deviations accepted by the Township Board as part of Area Plan approval. See part 3 of our report for additional comments on the proposed deviations.
- 2.03 Location and layout.** Section 7.102C.6. requires that *“The location of the proposed uses, layout of the site, and its relation to streets giving access to it, shall be such that traffic to, from, and within the site, and assembly of persons in connection therewith, will not be hazardous or inconvenient to the project or the neighborhood.”* Based on the anticipated number of employees and limited number of client visits, the proposed office use should not adversely impact existing traffic conditions along Plymouth Road. Left turn movements into and out of the site will be difficult during morning rush hour periods, but this is not a situation unique to this site. Overall, a conversion to the proposed financial planning office use would be consistent with this standard.
- 2.04 Building layout and design.** The applicant has proposed to re-use the existing, historic building with only minimal exterior alterations needed to provide barrier-free access. This is consistent with Section 7.304F (Design Standards), which lists the building as a key example of the type of architectural design and character preferred for Dixboro area developments.
- 2.05 Compatibility of land uses.** Section 7.102C.8. requires that *“noise, odor, light, or other external effects from any source whatsoever, which is connected with the proposed use, will not adversely affect adjacent and neighboring lands and uses.”* Subject to parking lot screening details being addressed during site plan review, we have no objection from a planning perspective to a Planning Commission determination that the proposed office use is consistent with this standard.
- 2.06 Landscaping and screening.** The applicant has proposed to rely primarily on existing trees and vegetation for landscaping and screening purposes. An evergreen screen is proposed along a portion of the north lot line. Small areas of new landscaping are depicted just inside the Plymouth Road right-of-way, which would be subject to a confirmation of acceptance by the county Road Commission as part of site plan review. Additional details, and revisions to provide for adequate parking lot screening, will be required during site plan review. See our Ordinance Deviations Report for additional landscaping and screening comments.

- 2.07 Preservation of natural features.** The proposed parking layout minimizes the need to remove existing mature trees on the site. Preservation details will be required during site plan review, per Section 14.05 (Natural Features Protection).
- 2.08 Vehicle circulation and access.** The Area Plan includes an expanded ingress/egress from Plymouth Road, and a potential future access from Short Street if additional parking is required. There is sufficient paved area within the expanded parking lot to allow for maneuvering of vehicles. Additional details, such as snow storage areas, will be required as part of site plan review.
- 2.09 Pedestrian circulation and access.** The Area Plan includes references to pedestrian access and barrier-free improvements between the parking lot and building entrance. The building is well-situated to easily connect to any future public sidewalk that may be extended across the Plymouth Road frontage within the public right-of-way.
- 2.10 Public facilities.** The existing building is served by private well and septic systems. We understand that these systems were sized for the proposed bed and breakfast inn, so they should be adequate for an office use. Confirmation of compliance with outside agency standards will be required during site plan review.
- 2.11 Parking and loading.** The proposed barrier-free parking location and the dimensions of the new off-street spaces are consistent with Zoning Ordinance standards. Two (2) of the proposed parking spaces are located within the detached garage, which is an acceptable option. See our Ordinance Deviations Report for additional comments on parking and loading facilities.
- 2.12 Site plan information details.** The proposed Area Plan includes all applicable required information. However, the plan is drawn to an architect's scale of 1/16" = 1.0 feet. All future plans should be drawn to an appropriate engineer's scale of 1:10, 1:20, etc., as required by Section 10.07 (Required Site Plan Information).

3. Conclusion

A number of details and corrections need to be addressed on a revised plan, but the Area Plan dated 7/28/2017 is sufficiently complete for Planning Commission review. The proposed use and conceptual development arrangement are generally acceptable, based upon Master Plan policies. We recommend that the Planning Commission review the Area Plan dated 7/28/2017 and the expanded list of proposed deviations in our Ordinance Deviations Report, provide direction to the applicant regarding any additional requested revisions, and request submittal of a revised Area Plan with a complete list of requested deviations for further review prior to any recommendation to the Township Board.

Respectfully submitted,

Donald N. Pennington
Rodney C. Nanney, AICP
Land Use Planning Consultants



AREA PLAN – ORDINANCE DEVIATIONS REPORT

Superior Charter Township Planning Commission

RFC Financial Planners, 5263 Plymouth Road

Report Date: August 10, 2017

1. Description

1.01 Action Requested. Approval of requested ordinance deviations, per Section 7.003 (Regulatory Flexibility), for a major Area Plan amendment to allow for the conversion of an existing, historic building in Dixboro from a residence to a financial planning office.

1.02 Applicants and Owners. Adam Finch and Mike Radiola, RFC Financial Planners, 5400 Plymouth Road, Ann Arbor, MI 48105.

1.03 Location. Parcel # J-10-18-155-009; 0.79 acres in Dixboro at the northeast corner of Plymouth Road and Short Street in the VC (Village Center) Special District.

2. Review of Proposed Ordinance Deviations

Section 7.003 (Regulatory Flexibility) allows for the option of Township Board approval of “*limited deviations*” from specific Zoning Ordinance standards. Permitted deviations are required to “*result in a higher quality of development than would be possible without the deviation.*” The applicant has proposed three (3) ordinance deviations.

However, during our review of the Area Plan, we noted the need for six (6) additional deviations. All nine (9) deviations are listed below, along with our review comments:

#	Expanded List of Proposed Ordinance Deviations
1	Sections 8.05 (Schedule Of Off-Street Parking Requirements) Deviation to reduce the minimum required parking from 13 to 9 spaces, with three (3) additional deferred parking spaces.
	Comments: The applicant has provided documentation showing that an alternative parking standard is warranted, based on the number of anticipated employees and client visits. We have no objection from a planning perspective to approval of deviation #1.
2	Section 8.07 (Off-Street Loading Requirements) Waiver of required 10-foot by 25-foot loading zone space.
	Comments: It is our opinion that this requested deviation has been made based on a misunderstanding of Ordinance standards. The loading space requirement applies to “ <i>any COMMERCIAL USES...that customarily receive or distribute vehicles, materials, or merchandise.</i> ” A dedicated loading space is not required for a financial planning office. We recommend that this deviation #2 be removed from the list.

#	Expanded List of Proposed Ordinance Deviations
3	<p>Section 14.10D.1. (Greenbelt Buffer) Waiver of minimum greenbelt buffer planting standards.</p> <p>Comments: It is our opinion that this requested deviation has been made based on a misunderstanding of Ordinance standards. It proposes to waive tree and shrub standards for one of the menu of landscaping/screening options in Section 14.10D (Methods of Screening), without modifying the associated Ordinance provisions that mandate these plantings. <u>We recommend that this deviation #3 be removed from the list, and replaced by the proposed deviations #4 and #5 below.</u></p>
4 [new]	<p>Section 3.203E (Transition Buffer) Deviation to waive the required 10.0-foot wide transition buffer along the north and east lot lines, and the requirement that the transition buffer “<i>be improved with screening elements and plantings in accordance with Section 14.10D (Methods of Screening)</i>” in favor of maintaining “<i>numerous mature and Landmark trees that provide a high canopy with an open park-like atmosphere.</i>”</p> <p>Comments: The narrow depth (117-foot) of the lot, combined with the wide (99-foot) Plymouth Road right-of-way and the minimum required front and rear yard setbacks, reduces the buildable area to only 62 feet in width. A further reduction of ten feet for a transition buffer would not add a significant benefit, and would potentially inhibit reasonable use of the lot. <u>We have no objection from a planning perspective to approval of deviation #4, subject to the addition of conditions that parking lot screening be provided per Section 14.10E, and that any regulated trees which are removed in the future will be replaced in accordance with Section 14.05F.5. (Tree...Replacement) standards.</u></p>
5 [new]	<p>Section 3.203F (Landscape Strip) Deviation to waive the required 10.0-foot wide landscape strip adjacent to the Plymouth Rd. and Short St. rights-of-way, and the requirement that the landscape strip “<i>be improved with plantings in accordance with Section 14.10D (Methods of Screening)</i>” in favor of “<i>minimal landscaping [along these road frontages] to maintain the park-like high canopy atmosphere intended for the Village Center District.</i>”</p> <p>Comments: For the same reasons as noted under deviation #4, <u>we have no objection from a planning perspective to approval of deviation #5, subject to the addition of same additional conditions as noted under deviation #4.</u></p>
6 [new]	<p>Section 14.10E (Parking Lot Landscaping and Perimeter Screening) Deviation to waive the requirement that parking lots “<i>shall be screened from all abutting RURAL USES, RESIDENTIAL USES, residential zoning districts, and road rights-of-way per Section 14.10D (Methods of Screening).</i>”</p> <p>Comments: We recommend that this deviation be added to the list of requested deviations, based on the parking lot layout depicted on the Area Plan. However, <u>we recommend that this deviation #6 be rejected.</u> At a minimum, some low profile screening is needed from Plymouth Road, and to minimize potential off-site headlight glare impacts from some new parking spaces. This could be accomplished by a combination of hedgerow or evergreen tree plantings, along with an extension of the picket fence along the Plymouth Road frontage adjacent to the new parking area.</p>

#	Expanded List of Proposed Ordinance Deviations
7 [new]	<p>Section 8.06C ([Parking Lot] Setback) Deviation to waive the requirement that off-street parking spaces “shall not be located within the required yard along either road right-of-way” to allow for the construction of new parking spaces adjacent to the Plymouth Road right-of-way.</p>
	<p>Comments: We recommend that this deviation be added to the list of requested deviations, based on the parking lot layout depicted on the Area Plan. If approved, it would minimize the removal of existing mature trees on the site to provide for additional off-street parking. <u>We have no objection from a planning perspective to approval of deviation #7, subject to the addition of a condition that parking lot screening improvements will be provided in accordance with Section 14.10E (Parking Lot Landscaping and Perimeter Screening) standards.</u></p>
8 [new]	<p>Section 3.101 (Table of Dimensional Standards by District) Deviation to allow the existing principal building and existing, un-roofed front porch stoop to encroach up to 20.0 feet into the required front yard setback area.</p>
	<p>Comments: We recommend that this deviation be added to the list of requested deviations on the Area Plan. If approved, it would remove the “legal nonconforming” status of the existing building associated with the setback encroachment. <u>We have no objection from a planning perspective to approval of deviation #8.</u></p>
9 [new]	<p>Section 9.06 (Ground Signs) Deviation to waive the minimum setback requirement for ground signs to allow a new ground sign to be located adjacent to the Plymouth Road right-of-way.</p>
	<p>Comments: We recommend that this deviation be added to the list of requested deviations, based on the sign location depicted on the Area Plan, which actually encroaches slightly into the road right-of-way. Based on the wide (99-foot) road right-of-way at this location, and the narrow depth of the lot, we have no objection from a planning perspective to approval of deviation #9, subject to the addition of conditions that <u>the new ground sign is not placed in the road right-of-way, and that the sign otherwise conforms to the applicable standards of Article 9.0 (Sign Regulations).</u></p>

3. Conclusion

The standards for ordinance deviations associated with an Area Plan approval are listed in Section 7.003 (Regulatory Flexibility). We recommend that the Planning Commission review the Area Plan dated 7/28/2017 and the expanded list of proposed deviations in part 2 of this report, provide direction to the applicant regarding any additional requested revisions, and request submittal of a revised Area Plan with a complete list of requested deviations for further review prior to any recommendation to the Township Board.

Respectfully submitted,

Donald N. Pennington
Rodney C. Nanney, AICP
Land Use Planning Consultants

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
MONTH-END REPORT
July, 2017

Category	Estimated Cost	Permit Fee	Number of Permits
Com-Other Non-Building	<i>\$0.00</i>	<i>\$350.00</i>	<i>2</i>
Electrical Permits	<i>\$0.00</i>	<i>\$2,379.00</i>	<i>15</i>
Mechanical Permits	<i>\$0.00</i>	<i>\$4,704.00</i>	<i>32</i>
Plumbing	<i>\$0.00</i>	<i>\$2,411.00</i>	<i>15</i>
Res-Additions (Inc. Garages)	<i>\$0.00</i>	<i>\$170.00</i>	<i>1</i>
Res-New Building	<i>\$461,382.00</i>	<i>\$3,048.00</i>	<i>1</i>
Res-Other Building	<i>\$0.00</i>	<i>\$900.00</i>	<i>9</i>
Res-Renovations	<i>\$0.00</i>	<i>\$300.00</i>	<i>2</i>
Totals	<i>\$461,382.00</i>	<i>\$14,262.00</i>	<i>77</i>

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
YEAR-TO-DATE REPORT

January, 2017 To Date

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family Renovations	<i>\$74,992.00</i>	<i>\$2,791.00</i>	<i>3</i>
Com-Other Non-Building	<i>\$510,000.00</i>	<i>\$5,350.00</i>	<i>12</i>
Electrical Permits	<i>\$0.00</i>	<i>\$28,118.00</i>	<i>141</i>
Manufactured/Modular	<i>\$0.00</i>	<i>\$1,050.00</i>	<i>7</i>
Mechanical Permits	<i>\$0.00</i>	<i>\$42,909.00</i>	<i>290</i>
Plumbing	<i>\$0.00</i>	<i>\$27,806.00</i>	<i>164</i>
PRIVATE ROAD	<i>\$0.00</i>	<i>\$100.00</i>	<i>1</i>
Res-Additions (Inc. Garages)	<i>\$230,481.00</i>	<i>\$1,829.00</i>	<i>4</i>
Res-Manufactured/Modular	<i>\$0.00</i>	<i>\$1,800.00</i>	<i>12</i>
Res-New Building	<i>\$11,029,233.00</i>	<i>\$78,810.00</i>	<i>41</i>
Res-Other Building	<i>\$181,326.00</i>	<i>\$7,093.00</i>	<i>58</i>
Res-Other Non-Building	<i>\$59,800.00</i>	<i>\$638.00</i>	<i>4</i>
Res-Renovations	<i>\$0.00</i>	<i>\$2,680.00</i>	<i>14</i>
Totals	<i>\$12,085,832.00</i>	<i>\$200,974.00</i>	<i>751</i>