

**SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION  
VIRTUAL MEETING VIA ZOOM**

**AGENDA  
MAY 26, 2021  
7:30 p.m.**

*7:00 p.m. Pre-Application Conference – Proposal for mixed-use residential, neighborhood commercial and recreational open space development.*

1. CALL TO ORDER
2. ROLL CALL
3. DETERMINATION OF QUORUM
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
  - A. Approval of the December 16, 2020 regular meeting minutes
6. CITIZEN PARTICIPATION
7. CORRESPONDENCE
  - A. Van Buren Charter Township – Notice of Intent to Update Master Plan
8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS
9. REPORTS
  - A. Ordinance Officer
  - B. Building Inspector
10. OLD BUSINESS
11. NEW BUSINESS
  - A. STPC 19-08 Fairway Glens Phase II Preliminary Site Plan Extension
  - B. STPC 21-02 Hyundai Parking Lot Addition Major/Minor Change Determination
  - C. STPC 21-02 Hyundai Parking Lot Addition Combined Preliminary and Final Site Plan
  - D. Draft Planning Commission Bylaws
  - E. Adoption of 2021 Meeting Schedule
  - F. Election of Officers for 2021
12. POLICY DISCUSSION
13. ADJOURNMENT

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

Laura Bennett, Planning Clerk  
734-482-6099

NOTE: THIS MEETING WILL BE HELD ELECTRONICALLY. MEMBERS OF THE PUBLIC BODY AND MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW.

To participate as a member of the public:

- For videoconferencing go to:
  - <https://us02web.zoom.us/j/81825348759>
- Or Telephone:
  - 301-715-8592 or 312-626-6799, Webinar ID: 818 2534 8759
- International numbers available: <https://us02web.zoom.us/u/kblzfEOXqO>

Further instructions on participating in public comment will be provided once the meeting has been called to order in order to ensure two-way communication between the Planning Commission and the members of the public.

Written comments will be received at [planning@superior-twp.org](mailto:planning@superior-twp.org) until 3:00 p.m. the day of the hearing.

Any person who wishes to contact members of the Planning Commission to provide input or ask questions on any business coming before the Planning Commission on May 26, 2021 may do so by emailing [planning@superior-twp.org](mailto:planning@superior-twp.org) until 3:00 p.m. the day of the hearing.

Reasonable auxiliary aids and services can be provided at the meeting to individuals with disabilities by contacting the Township Clerk at: 734-482-6099 or via email at [lynettefindley@superior-twp.org](mailto:lynettefindley@superior-twp.org) at least three business days in advance.

Please Note: This meeting is being recorded.

*This notice is posted in compliance with PA 267 of 1976 (as amended) Open Meetings Act, MCL 125.3103 and 125.3502 and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Superior Charter Township Clerk's Office 3 business days prior to the meeting. The Clerk's Office can be reached at 734-482-6099 or via email at [lynettefindley@superior-twp.org](mailto:lynettefindley@superior-twp.org).*

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1. CALL TO ORDER

Chairperson Guenther called the regular meeting to order at 7:30 p.m.

2. ROLL CALL

The following members were present: Brennan, Findley, Gardner, Guenther, McGill, Sanii-Yahyai, Steele. Also present were George Tsakoff, Township Engineer; Benjamin Carlisle, Carlisle Wortman; and Rick Mayernik, Building/Zoning Administrator.

3. DETERMINATION OF QUORUM

A quorum was present.

4. ADOPTION OF AGENDA

A motion was made by Commissioner Findley and supported by Commissioner Gardner to adopt the agenda as presented. The motion carried.

5. APPROVAL OF MINUTES

A. Minutes of the October 28, 2020 Meeting

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

6. CITIZEN PARTICIPATION

Kay Williams, Library Board, stated that the Ypsilanti District Library site plan is on the agenda and she is available to answer questions.

7. CORRESPONDENCE

None.

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8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

A. STPC 20-07 2223 N. Prospect Road – Conditional Use Permit

1. Public Hearing

Motion by Commissioner Findley, supported by Commissioner Brennan to open the public hearing.

Roll Call:

Yes: Brennan, Findley, Gardner, Guenther, McGill, Sanii-Yahyai, Steele.  
No: None.  
Absent: None.  
Abstain: None.

Motion Carried.

Austin Anderson, applicant, gave an overview of the project. He noted that the primary purpose of the site will be the storing of materials for a landscaping business. There will also be a small office space.

Scott Dolson, who lives behind Mr. Anderson, noted concerns that there is already a feed store and stables. He questioned whether the space that the businesses are on could be combined and a larger business be placed on the site.

Commissioner Guenther stated that there is no rezoning occurring, the property is staying A-2 and the landscaping business would be a conditional use on the property.

Ben Carlisle stated that this use is tied to the site plan. So, if anyone else came to the site they would have to have planning commission approval for anything they wanted to do at the site.

Mr. Dolson stated that there have been several instances of people walking through the wooded area up to his house; he added that there is no fence. He noted that he would appreciate a fence across the back of the businesses.

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Motion by Commissioner Findley, supported by Commissioner Brennan to close the public hearing.

Roll Call:

Yes: Brennan, Findley, Gardner, Guenther, McGill, Sani-Yahyai, Steele.  
No: None.  
Absent: None.  
Abstain: None.

Motion Carried.

2. Deliberation

Mr. Carlisle reviewed the Planner's Report dated November 30, 2020.

Motion by Commissioner Gardner supported by Commissioner Sani-Yahyai to receive and file email from Scott and Lila Dolson dated December 15, 2020.

Commissioner Gardner inquired about the use of the site. He stated that landscaping is a conditional use subject to a set of standards and questioned compatibility to adjacent land uses. He questioned if this is a compatible use and if the 300-foot buffer between Mr. Anderson's property and the neighbors is sufficient.

Commissioner Guenther replied that because it is a conditional use in the A-2 zoning district, and it's a land-related business, it seems to fall within the general purview of compatibility.

Commissioner Gardner discussed his concern of the landscape business's compatibility with adjacent homeowners. He questioned if the 300-foot buffer was enough that compatibility is less of an issue.

Mr. Mayernik explained that when the stables were built under a previous zoning ordinance, they were a conditional use. The entire subject property was subject to a lawsuit involving a developer wanting sewer and water. He added that the owner of the stables provided a letter to the Planning Commission stating he had no objections to the project.

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The tree buffer behind Mr. Anderson's property was discussed. Commissioner Guenther inquired about adding a condition that the buffer may not be altered or moved.

Mr. Carlisle agreed that it could be added as a condition.

Commissioner Gardner stated that in addition to screening the pole barn on the south side, it could be screened on the west side.

Commissioner Guenther replied that he is not too worried about the west edge of the building, especially if the majority of the buffer is under the control of the neighboring residences. He added that he is not uncomfortable with the idea that it is a compatible use.

Commissioner Steele stated that if the property in question was to be used as a farm the Planning Commission would not be discussing the issue.

Commissioner Guenther agreed that it was a fair point. The landscaping barn would be less noisy than farming could be. He added that it is a limited use as it is.

Commissioner Brennan noted that a lot of the work is not going to be carried out at the site. This is just more of the "home base" for the landscaping business.

Mr. Carlisle stated that is correct. The employees would get their vehicles, get whatever materials they need and leave the site. No other work would occur on the site based on the conditions that were recommended.

Mr. Dolson explained that regarding the existing 50 feet of trees, someone had cut a path through the back of the woods on their property and several people have come through to their home.

Commissioner Guenther replied that it could be helped by the condition that the applicant could not remove any trees in the 50-foot buffer.

Mr. Carlisle noted that the Planning Commission can stipulate the hours of operation as a condition of approval.

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Commissioner Guenther reviewed the standards set forth in section 5.307 of the Zoning Ordinance.

Commissioner Findley suggested hours of operation of 6:00am to 8:00pm.

Mr. Anderson felt that would be acceptable.

Commissioner Guenther feels the Planning Commission is authorized to include a restriction that the existing strip of wooded area cannot be removed or altered.

3. Action

Motion by Commissioner Brennan, supported by Commissioner Findley, to approve STPC 20-07 2223 N. Prospect Road – Conditional Use Permit with the following conditions:

1. No snow removal operations shall be operated from the site.
2. No more than a maximum of two (2) employees will operate from the site.
3. Hours of operation shall be limited to 6 a.m. to 8 p.m.
4. Bins will hold natural materials such as mulch, topsoil, and compost.
5. No retail sales.
6. No meeting with customers on site.
7. No employees living on site.
8. Employee parking within barn and on concrete pad behind barn.
9. No more than a maximum of two commercial trucks or similar vehicles may be parked outside.
10. Existing woodlands on the west side of the property may not be removed.

Roll Call:

Yes: Brennan, Findley, Gardner, Guenther, McGill, Sani-Yahyai, Steele.

No: None.

Absent: None.

Abstain: None.

Motion Carried.

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9. REPORTS

A. Ordinance Officer

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

B. Building Inspector

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

C. Zoning Administrator

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

10. OLD BUSINESS

None.

11. NEW BUSINESS

A. 2223 N. Prospect Road – Minor Site Plan

Commissioner Findley stated that the lighting plan and screening to the south could be made administratively.

Motion by Commissioner Findley, supported by Commissioner Brennan, to approve STPC 20-08 2223 N. Prospect Road – Minor Site Plan with the following conditions to be approved administratively:

1. Screen 50 x 50 concrete pad and material bins along the southern property line.
2. Provide a lighting plan in conformance with Section 6.13.

Roll Call:

Yes: Brennan, Findley, Gardner, Guenther, McGill, Sanii-Yahyai, Steele.  
No: None.  
Absent: None.



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Abstain: None.

Motion Carried.

**B. STPC 20-05 Ypsilanti District Library – Final Site Plan**

Dan Whisler, Daniels & Zermack Architects presented the renderings of the building on the final site plan. He also gave an overview of the project and added that they are working with the WCRC on the curb cut and shared driveway. It was noted that the road improvements are not part of the final site plan submission. Discussion followed regarding areas that are being cleared throughout the site.

It was noted that the drive-up book return will be completed at the beginning of the project if there are enough funds.

Mr. Carlisle reviewed the Planner's Report dated December 8, 2020.

Mr. Tsakoff reviewed the Engineer's Report dated December 9, 2020.

Motion by Commissioner Brennan, supported by Commissioner Gardner, to approve STPC 20-05 Ypsilanti District Library - Final Site Plan with the following conditions:

1. Resubmit a revised photometric plan that reduces lighting levels to a maximum of 10.0 footcandles.
2. All comments noted in Township Engineer, OHM, December 9, 2020 review memo.

Roll Call:

Yes: Brennan, Findley, Gardner, Guenther, McGill, Sanii-Yahyai, Steele.

No: None.

Absent: None.

Abstain: None.

Motion Carried.

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12. POLICY DISCUSSION

None.

13. ADJOURNMENT

Motion by Commissioner Sanii-Yahyai, supported by Commissioner Brennan to adjourn.

Motion Carried.

The meeting was adjourned at 9:26 p.m.

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



# VAN BUREN CHARTER TOWNSHIP

46425 Tyler Road,  
Van Buren Twp, MI 48111

April 19, 2021

Superior Township  
3040 N. Prospect Road  
Ypsilanti, MI 48198  
Attn: Planning Commission

**Subject: Notice of Intent to Update the Charter Township of Van Buren Master Plan with Sumpter Road Corridor Plan**

Dear Superior Township Planning Commission:

Please be advised that the Charter Township of Van Buren has begun an amendment to its recently adopted Master Plan for the Sumpter Road corridor between Bemis Road and the City of Belleville city limits. Consistent with the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act), the Charter Township of Van Buren Planning Commission is providing this notice.

Regular meetings of the Van Buren Township Planning Commission are held on the second and fourth Wednesday of each month at 7:30 PM at Van Buren Township Hall, 46425 Tyler Road, Van Buren Township, Michigan 48111. Additional workshops and meetings for preparation of this Plan may be scheduled. The Planning Commission will be working with its planning consultant, McKenna, regarding preparation of the Plan.

We ask for your cooperation and invite your comments regarding this endeavor. Your comments and/or questions may be sent via email to [dpower@vanburen-mi.org](mailto:dpower@vanburen-mi.org), through virtual means or in person at one of our meetings, or mailed to the Van Buren Township Planning Commission, 46425 Tyler Road, Van Buren Township, Michigan 48111.

When the Sumpter Road Corridor Plan draft has been approved for public distribution, a copy of the Plan will be uploaded to the Township's website (<http://vanburen-mi.org>) for your review and comment. When the Plan update draft has been uploaded, we will send you a letter. If you would prefer to receive future updates only in paper form, please return one signed copy of the letter on the next page for our files as authorization.

Thank you for your cooperation with Van Buren Township's master planning process.

Sincerely,

Dan Power, AICP – Director of Planning and Economic Development  
Public Services Department  
Van Buren Charter Township  
*On Behalf of the Van Buren Township Planning Commission*

# **Superior Township Monthly Report**

## **March/April 2021**

### **Resident Complaints/ Debris:**

9222 Abbey Ln.- Refuse on Extension- **(Tagged)**  
9217 Abbey Ln.- 2 Wood Pieces on Extension- **(Tagged)**  
8659 Hemlock Ct.- 2 Speakers on Extension- **(Tagged)**  
9671 Wexford- Debris Around House- **(Tagged)**  
8318 Barrington- Baby Bed on Extension- **(Tagged)**  
8281 Barrington- Furniture on Extension- **(Tagged)**  
7963 Hallie- Speakers & Cabinet on Extension- **(Tagged)**  
9165 Panama Ct.- Rodents on Property- **(Spoke With Owner)**  
9780 Ravenshire- Table on Extension- **(Tagged)**  
1654 Wiard Rd.- Furniture on Side of House- **(Tagged)**  
1141 Stamford Rd.- Debris on Ground- **(Tagged)**  
1675 Savannah- Leaving Cans on Extension- **(Tagged)**  
1823 Savannah- Cabinet on Extension- **(Tagged)**  
1818 Ashley Dr.- Furniture on Extension- **(Tagged)**  
8956 Nottingham- Chest on Extension- **(Tagged)**  
2038 Hunters Creek- Recycling on Extension- **(Tagged)**  
1715 Sheffield- Debris on Side of House- **(Tagged)**  
8683 Nottingham Ct.- Cabinet on Extension- **(Tagged)**  
1708 Dover Ct.- Refuse Left on Extension- **(Tagged)**

### **Vehicle Complaints:**

1009 McArthur Dr.- Vehicle With No Tags- **(Tagged)**  
Barrington & Harris- Vehicle Needs To Be Removed- **(Tagged)**  
9140 Harvest Ln.- Vehicle Parked On Lawn- **(Tagged)**  
9770 Ravenshire- Vehicle Parked On Lawn- **(Tagged)**  
8635 Hemlock Ct.- Vehicle On Flat Tires- **(Tagged)**  
1725 Dover Ct.- Vehicle Still On Flat Tires- **(Tagged)**

### **Illegal Dumping:**

Gotfredson & Geddes Rd.- Refrigerator Dumped

**SUPERIOR TOWNSHIP BUILDING DEPARTMENT**  
**MONTH-END REPORT**  
**April 2021**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Com/Multi-Family Renovations</b>	<i>\$600,000.00</i>	<i>\$4,000.00</i>	<i>1</i>
<b>Electrical</b>	<i>\$0.00</i>	<i>\$7,585.00</i>	<i>38</i>
<b>Mechanical</b>	<i>\$0.00</i>	<i>\$7,551.00</i>	<i>52</i>
<b>Plumbing</b>	<i>\$0.00</i>	<i>\$5,743.00</i>	<i>26</i>
<b>Res-Additions (Inc. Garages)</b>	<i>\$198,200.00</i>	<i>\$1,655.00</i>	<i>6</i>
<b>Res-Other Building</b>	<i>\$61,320.00</i>	<i>\$500.00</i>	<i>5</i>
<b>Res-Other Non-Building</b>	<i>\$113,567.00</i>	<i>\$300.00</i>	<i>3</i>
<b>Res-Renovations</b>	<i>\$284,480.00</i>	<i>\$976.00</i>	<i>3</i>
<b>Totals</b>	<b><i>\$1,257,567.00</i></b>	<b><i>\$28,310.00</i></b>	<b><i>134</i></b>

SUPERIOR TOWNSHIP BUILDING DEPARTMENT  
YEAR-TO-DATE REPORT

January 2020 To Date

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Com/Multi-Family Renovations</b>	<i>\$600,000.00</i>	<i>\$4,000.00</i>	<i>1</i>
<b>Electrical</b>	<i>\$0.00</i>	<i>\$21,470.00</i>	<i>109</i>
<b>Mechanical</b>	<i>\$0.00</i>	<i>\$23,543.00</i>	<i>162</i>
<b>Plumbing</b>	<i>\$0.00</i>	<i>\$17,671.00</i>	<i>93</i>
<b>Res-Additions (Inc. Garages)</b>	<i>\$615,092.00</i>	<i>\$4,261.00</i>	<i>10</i>
<b>Res-New Building</b>	<i>\$5,820,031.00</i>	<i>\$39,324.00</i>	<i>23</i>
<b>Res-Other Building</b>	<i>\$214,758.00</i>	<i>\$2,085.00</i>	<i>19</i>
<b>Res-Other Non-Building</b>	<i>\$349,069.00</i>	<i>\$1,300.00</i>	<i>12</i>
<b>Res-Renovations</b>	<i>\$406,328.00</i>	<i>\$1,822.00</i>	<i>8</i>
<b>Totals</b>	<b><i>\$8,005,278.00</i></b>	<b><i>\$115,476.00</i></b>	<b><i>437</i></b>

**From:** [Matt Bush](#)  
**To:** [Laura Bennett](#)  
**Cc:** [Nabil AL Akhras](#)  
**Subject:** Fairway Glens Phase II; Request for Preliminary Site Plan approval Extension  
**Date:** Friday, May 7, 2021 3:30:57 PM

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Laura,

On behalf of the developer, we would like to respectfully request that the Superior Township Planning Commission consider granting a formal extension of the Fairway Glens Phase II Preliminary Site Plan approval by 365 days. Since our Preliminary Site Plan approvals in June of last year, the project entitlement efforts have been delayed due to the uncertainties caused by the COVID-19 situation, but we are currently doing additional base mapping now and fully expect to pick things back up soon to continue with the final site planning process.

Should you have any additional questions, please do not hesitate to call my cell (810.923.6878).

Thank you and have a great weekend!

**Matthew W. Bush, P.E.**

Team Leader – Land Development

**ATWELL, LLC**

810.923.6878 Mobile

311 North Main Street, Ann Arbor, MI 48104

[www.atwell-group.com](http://www.atwell-group.com)

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## SITE PLAN REVIEW APPLICATION

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

APPLICANT NAME Vanston/O'Brien, Inc.

NAME OF PROPOSED

DEVELOPMENT HATCI 2021 parking lot expansion



APPLYING FOR  PRELIMINARY SITE PLAN  
 FINAL SITE PLAN  
 COMBINED PRELIMINARY AND FINAL SITE PLAN  
(Combination is at discretion of Planning Commission)  
 MINOR SITE PLAN  
 MAJOR/MINOR CHANGE DETERMINATION  
 ADMINISTRATIVE REVIEW

WILL PROJECT BE PHASED?  YES  NO

IF PROJECT IS PHASED COMPLETE THE FOLLOWING:

- Total number of phases 1
- Phase number of current application 1
- Name and date of preliminary site plan approval

• Date of Previous Phase Approvals:

Phase #	_____	Date	_____
Phase #	_____	Date	_____
Phase #	_____	Date	_____
Phase #	_____	Date	_____

SEEKING ADDITIONAL APPROVAL FOR A CONDITIONAL USE  YES  NO

Laura Bennett  
Signature of the Clerk or Designee

March 19, 2021  
Date of Receipt of Application

\$ 8500  
Amount of Fee



**GENERAL INFORMATION**

- Name of Proposed Development Hyundai America Technical Center
- Address of Property 6800 Geddes Rd
- Current Zoning District Classification of Property PM

Is the zoning classification a Special District as defined by Article 7 ?  YES  NO

- 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-10-32-100-003 J-10-32-100-007

- Site Location - Property is located on (circle one) N  E W side of Geddes Road between Lejorge and Superior 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**

- Are there any existing structures on the property?  YES  NO  
Please explain: Existing Facility Building  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED LAND USE**

- Residential       Office       Commercial       Other

If other, please specify \_\_\_\_\_

- Number of units \_\_\_\_\_
- Total floor area of each unit \_\_\_\_\_
- Give a complete description of the proposed development.  
New employee parking lot expansion including EV charging stations  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COSTS**

- Buildings and other structures \$0 \_\_\_\_\_
- Site improvements \$194,850 \_\_\_\_\_
- Landscaping \$8,150 \_\_\_\_\_
- Total \$203,000 \_\_\_\_\_

**ESTIMATED DATES OF CONSTRUCTION**

- Initial construction June 1, 2021 \_\_\_\_\_
- Project completion September 3, 2021 \_\_\_\_\_
- Initial construction of phases (IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_
- Completion of subsequent phases. (IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_
- Estimated date of first occupancy September 3, 2021 \_\_\_\_\_

**IDENTIFY EACH DRAWING SUBMITTED BY NAME OF PLAN OR DRAWING, DATE AND DRAWING NUMBER (ATTACH ADDITIONAL SHEET IF NECESSARY)**

C-1 through C-7 dated 2/5/21 by Vanston/O'Brien, Inc  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION**

- APPLICANTS NAME David Brewer  
Company Vanston/O'Brien, Inc.  
Address 8150 Jackson Rd Ste A, Ann Arbor  
Telephone Number 734-4240-661 Email dave.brewer@vanston.com
  
- PROPERTY OWNER'S NAME Mark S Torigian, Esq (Agent)  
Company Hyundai America Technical Center  
Address 6800 Geddes Road  
Telephone Number 734-337-2638 Email mtorigian@hatci.com
  
- DEVELOPER'S NAME Same as Applicant  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_
  
- ENGINEER'S NAME Gregory Heim  
Company Vanston/O'Brien, Inc.  
Address 8150 Jackson Rd Ste A, Ann Arbor  
Telephone Number 734-424-0661 Email greg.heim@vanston.com
  
- ARCHITECT/PLANNER'S NAME Same as Engineer  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**The applicant indicated on page 4 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'S DEPOSITION**

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: David Brewer

APPLICANT'S SIGNATURE  DATE 3/18/21

PROPERTY OWNER'S PRINTED NAME Mark S Torigian, Esq

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE 3/18/21



MEMORANDUM

TO: Charter Township of Superior  
3040 N. Prospect Road  
Ypsilanti, MI 48198

DATE: April 22, 2021

SUBJECT: Hyundai America Technical Center  
Employee Parking Lot  
Site Plan Review

We have revised the 7-sheet submittal of the above site plan that was reviewed by the Township consultants in the reports issued April 12, 2021 and April 20, 2021. Revised plans were prepared for April 22, 2021 with comments as follows:

Carlisle/Wortman Assoc Inc. review items:

1. Confirm the number of employees on a typical day. *The employee count has been updated and confirmed as 318 employees.*
2. Provide detailed parking needs for the proposed use of the facility and/or additional documentation of demonstrated parking needs for equivalent operations or facilities at other locations. *The vehicle storage spaces previously listed as parking spaces have been removed as these areas are for test vehicles that are part of the business's operations on site. There is no temporary parking for employees or visitors in this secured area.*
3. Provide one (1) tree to the northernmost portion of the parking lot addition and two (2) trees to the southernmost portion. *Trees have been added accordingly.*
4. Provide where the snow storage areas will be located. Snow storage will generally be provided over the curb away from trees. *Areas for large pile storage have been shown.*
5. Provide required outside agency approvals. *Awaiting responses.*

OHM Advisors review items:

**Grading**

1. The Applicant should review proposed spot elevations at curb openings for sidewalk ramps. Cross slopes less than 2.0% are necessary to meet Americans with Disabilities Act (ADA) standards. *Additional grades have been provided for clarification.*

**Paving**

2. It appears the gutter pan surrounding the proposed parking lot area is shown as "spill-in". However, no catch basin inlets are proposed in the curb and gutter line within



the western portion of the proposed parking lot. The Applicant should consider adjusting and/or adding storm sewer inlets in the curb and gutter line or adding segments of "spill-out" gutter pan to allow for appropriate drainage to proposed inlet structures. *Areas of spill-out or modified curb and gutter have been depicted in the plan set.*

3. A cross section detail for proposed sidewalk shall be included on the plans. *Cross sections of sidewalk and modified curb & gutter have been provided.*

#### **Drainage and Storm Sewer**

4. The Applicant should provide As-Built storage information for the forebay to ensure appropriate capacity exists to trap incoming sediments. The forebay should be sized to accommodate 5% of the calculated detention basin volume in accordance with Washtenaw County Water Resources Commissioner Rules and Guidelines for Stormwater Management Systems. *A forebay calculation has been provided using as-built information and it appears that the berm shall require additional riprap to achieve the required storage to the elevation as noted on the plan.*

Revised site plans dated 4-22-21 are attached for review and approval.

Sincerely,

Greg Heim, P.E.  
Vanston/O'Brien Inc





**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: April 12, 2021  
April 30, 2021

**Combined Preliminary and Final Site Plan Review  
For  
Superior Township, Michigan**

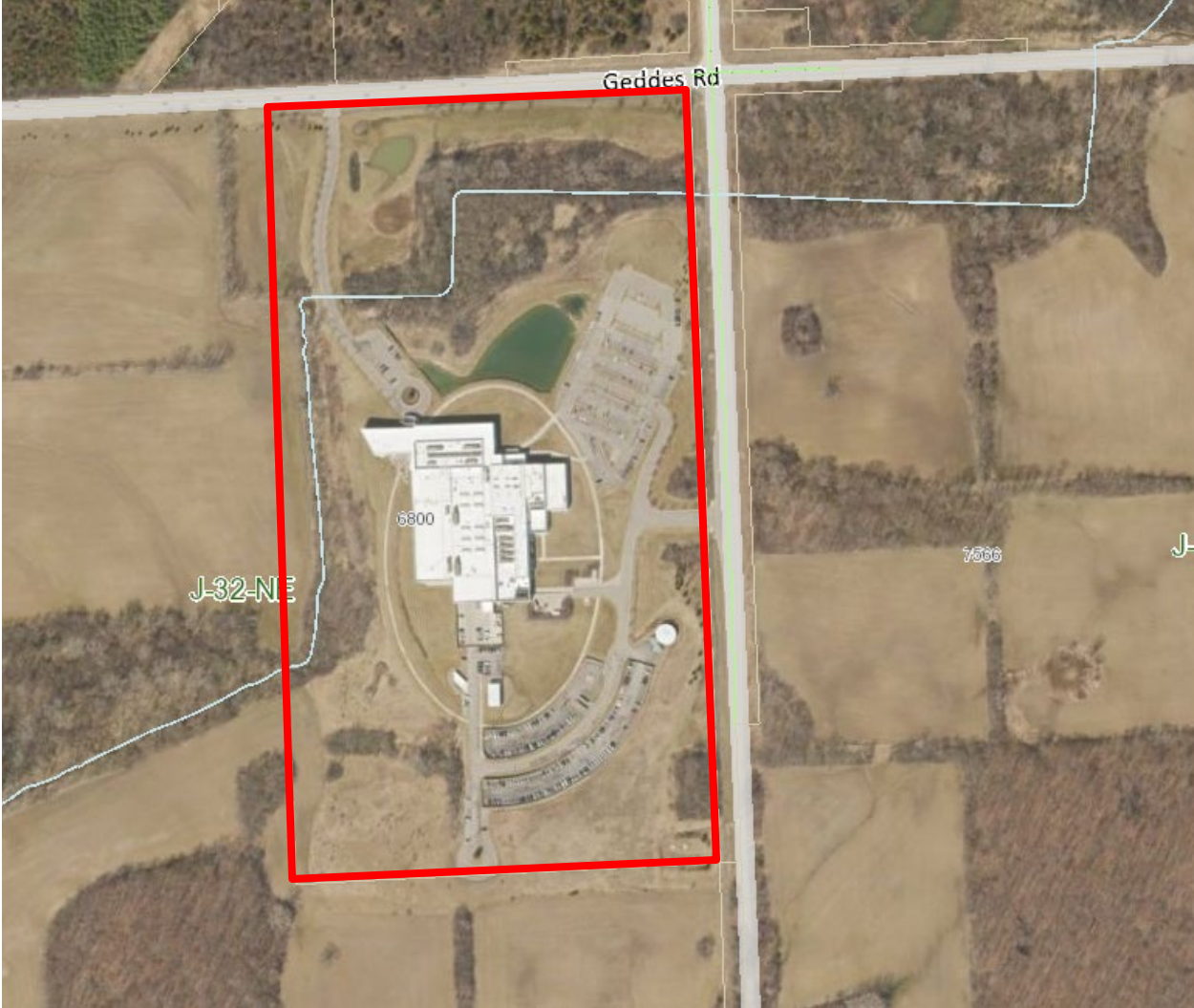
**Applicant:** Vanston/O'Brien, Inc  
**Project Name:** HATCI 2021 parking lot expansion  
**Location:** 6800 Geddes Rd  
**Plan Date:** April 22, 2021  
**Zoning:** PM / Planned Manufacturing  
**Action Requested:** Combined Preliminary and Final Site Plan

**PROJECT DESCRIPTION**

The applicant has submitted a Site Plan Revision application for the development of a new, 50-space parking lot addition. Other site improvements include landscaping/grading improvements, lighting additions, and revised walking and driving paths.

The Planning Commission has the discretion to approve the application as a combined preliminary and final site plan. We support the approval of the combined preliminary and final site plan.

**SITE**





**Area of proposed work:**



**PARKING REQUIREMENTS**

According to the applicant the site currently has 251 parking spaces, and 25 visitor spaces. The applicant proposes to add 50 additional spaces, bringing the site total to 326 spaces.

As set forth in Section 8.05.C, the minimum required spaces for a site of this type are:  $(5 + \# \text{ of Employees})$ . The applicant has provided the number of employees (318) which would be a required minimum of 323 spaces.

Parking is sufficient.

**Items to be Addressed:** None

**LIGHTING**

According to the lighting plan provided, all elements of the additional lighting for the proposed lot are compliant with ordinance requirements. This includes post height, shielding, and direct/indirect illumination.

**Items to be Addressed: None.**

## LANDSCAPING

As set forth in section 14.10.E, a landscape island shall be provided at the end of all parking rows. The applicant has added a required eight (8) trees.

The applicant has provided detail on the site plan snow storage area.

**Items to be Addressed: None**

## OUTSIDE AGENCY APPROVALS

The applicant shall obtain all outside agency approvals prior to placement on the Planning Commission agenda.

## SUMMARY

We recommend combined and preliminary final site plan approval.



---

**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, AICP, LEED AP**  
**Principal**

cc: Ken Schwartz, Township Supervisor  
Lynette Findley, Township Clerk  
Richard Mayernik, CBO, Building Department  
Laura Bennett, Planning Coordinator  
George Tsakof, Township engineer



May 14, 2021

**CHARTER TOWNSHIP OF SUPERIOR**

3040 N. Prospect Road  
Ypsilanti, MI 48198

Attention: **Lynette Findley, Township Clerk**

Regarding: **Hyundai America Technical Center  
Hatci – Employee Parking Site Plan Revision  
Combined Preliminary and Final Site Plan Review No. 2  
OHM Job No. 0140-21-0050**

Dear Ms. Findley,

On behalf of the Township, we have reviewed the revised site plan set as prepared by Vanston/O'Brien, Inc. for the above referenced project, as submitted to the Township on April 29, 2021. We offer the following comments for your consideration:

**Grading**

1. The calculated grade from the local low point in the modified curb section west of CB 15 (T/C elevation 798.25) to CB 15 is approximately 0.55%. It is suggested that the rim elevation and/or low point elevation be adjusted to increase this grade to reduce the potential of ponding in this area of the parking lot.

**Paving**

2. It is noted that the use of spill-out ("modified") curb-and-gutter has been added to the plans as suggested in our earlier comments. The Modified Curb & Gutter Detail calls for a 1'-6" wide cross-section while the standard Curb & Gutter Detail calls for a 2'-0" wide cross-section. Thought should be given as to how to transition between the two different cross-section widths where necessary, or the Modified Curb & Gutter Detail could be modified to a 2'-0" wide cross-section for consistency on the site (recommended).

**Drainage and Storm Sewer**

3. It is noted that the Washtenaw County Water Resources Commissioner (WCWRC) has approved these plans for the provided stormwater calculations.

**Permits and Reviews**

The petitioner should provide/confirm all necessary approvals prior to engineering plan approval. At a minimum, the following approvals are anticipated for this project:

- Superior Township Building Department
- Superior Township Fire Department for site access and circulation
- Township Planning Consultant approval
- WCWRC approval has been obtained for stormwater management



**Conclusion**

We have reviewed the material, dated April 29, 2021 for the above-reference project on the Township's behalf. Based on the provided material, we recommend that the Planning Commission consider approval of the Combined Preliminary and Final Site Plan at their May meeting, with the understanding that the Applicant will be required to address remaining comments outlined above during the engineering review stage.

Please do not hesitate to contact me at (734) 466-4439 if you have any questions or concerns regarding this review.

Sincerely,  
**OHM Advisors**

---

George Tsakoff, PE

cc: Ken Schwartz, Township Supervisor (via e-mail)  
Richard Mayernik, CBO, Building Department (via e-mail)  
Laura Bennett, Planning Coordinator (via e-mail)  
Ben Carlisle, CWA, Twp Planner (via email)  
David Brewer, Vanston/O'Brien, Inc. (via email)  
Gregory Heim, PE, Vanston/O'Brien, Inc. (via email)  
Mark S. Torigian, Esq, Hyundai Motor America c/o Hatci (via email)  
file

P:\0126\_0165\SITE\_SuperiorTwp\2021\0140210050\_Hyundai Parking Lot Expansion\Combined PSP & FSP\2021.5.14\_Hyundai\_ParkingExp\_CSP\_Rev2.docx

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

.....  
Site Plan Review Report  
.....

Date: 5 May 2021  
Business Name: Hyundai America Technical Center  
Business Address: 6800 Geddes Road, Ypsilanti MI 48198  
Contractor: Vanston/O'Brien Inc.  
8150 Jackson Road, Ste A, Ann Arbor, MI 48103 Tel:734-424-0661  
Applicable Codes: IFC 2015  
Reviewed By: Victor G. Chevrette, Fire Chief  
Plans Dated: 2-5-2021  
Job No: None listed

.....  
Review Comments and Requirements  
.....

1. Employee Parking Area
- 2.
- 3.
- 4.

.....  
Status of Plans:  
.....

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

Remarks:

.....  
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.



**EVAN N. PRATT, P.E.**

WATER RESOURCES COMMISSIONER  
705 North Zeeb Road  
P.O. Box 8645  
Ann Arbor, MI 48107-8645

email: [drains@ewashtenaw.org](mailto:drains@ewashtenaw.org)  
<http://drain.ewashtenaw.org>

HARRY SHEEHAN  
Chief Deputy Water Resources Commissioner

SCOTT A. MILLER, P.E.  
Deputy Water Resources Commissioner

Telephone 734.222.6860  
Fax 734.222.6803

May 12, 2021

Mr. Greg Heim, P.E.  
Vanston/O'Brien Inc.  
8150 Jackson Road, Suite A  
Ann Arbor, Michigan 48103

RE: HATCI Employee Parking Expansion  
Superior Township, Michigan  
WCWRC Project No. 7453

Dear Mr. Heim:

This office has reviewed the site plans for the above-referenced project to be located in Superior Township. These plans have a date of April 29, 2021 and were received on May 3, 2021. As a result of our review, we would like to offer the following comments:

1. The most recent plans and calculations are approved by our office and conform to our rules. Although a permit is not required by our office, other applicable municipality/agency's approvals should be granted prior to construction. Please note that the final construction drawings should conform to the latest set of calculations.
2. Please see the attached invoice for the current fees and remit these fees upon receipt.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink that reads 'Theresa M. Marsik'.

Theresa M. Marsik, P.E.  
Stormwater Engineer  
(approval\HATCI Employee Parking Expansion rev2)

cc: Dave Brewer, Vanston/O'Brien Inc.  
Lynette Findley, Superior Township Clerk  
Laura Bennett, Superior Township Planning Department  
George Tsakoff, P.E., Superior Township Engineer (OHM)

Office Open Week Days From 8:30 A.M. to 5:00 P.M.



April 19, 2021  
Project No. 201767

Vanston/O'Brien, Inc.  
8150 Jackson Road, Suite A  
Ann Arbor, MI 48103

Attention: Dave Brewer

Reference: Summary Letter of Test Pit Observation and Infiltration Testing  
Hyundai America Technical Center - HATCI  
Superior Charter Township, Michigan

Dear Mr. Brewer:

We have completed test pit observation for the above-referenced project. Due to the generally clayey nature of the soils encountered, infiltration testing was not performed. The site is located at 6800 Geddes Road in Superior Charter Township, Michigan as shown on the attached location plan, Figure No. 1.

At the time of our fieldwork, areas in the immediate vicinity of the test pits were covered in grass lawn. The site generally sloped down from east to west, with elevations ranging from approximately 805 ft near Test Pit TP-3 at the east of the site to near 790 at the west of the site near Test Pits TP-1 and TP-2.

Three test pits were excavated using an excavator with a 2 ft wide bucket. Test pits were extended to depths ranging from 7.5 to 9.0 ft below the existing grade (el 783.9 to 796.4 ft). Test pit locations were staked by Vanston/O'Brien and are shown on the attached location plan, Figure No. 1.

A summary of the subsurface conditions encountered within the test pits is provided. The attached test pit logs contain detailed soil descriptions. Some variation in subsurface conditions may be expected.

In general, the test pits encountered 4 to 8 inches of clayey topsoil at the surface. Beneath the topsoil, the test pits generally encountered brown or gray lean clay with sand (CL) to the explored depths, with occasional sand seams or lenses encountered within the clay. Seepage groundwater from saturated sand seams or lenses was encountered in each test pit at depths ranging from 3.0 to 4.0 ft below the ground surface (el 788.9 to 800.9 ft).



We appreciate the opportunity to provide this service to you on this project. Should you have any questions or require further assistance, please contact our office.

Sincerely,

**MATERIALS TESTING CONSULTANTS, INC.**

A handwritten signature in blue ink, appearing to read "R+W", is written over a light blue horizontal line.

Robert J. Warren, P.E.  
Project Manager



Attachments: Figure No. 1 - Location Plan  
Test Pit Log Terminology and Classification Outline  
Test Pit Logs

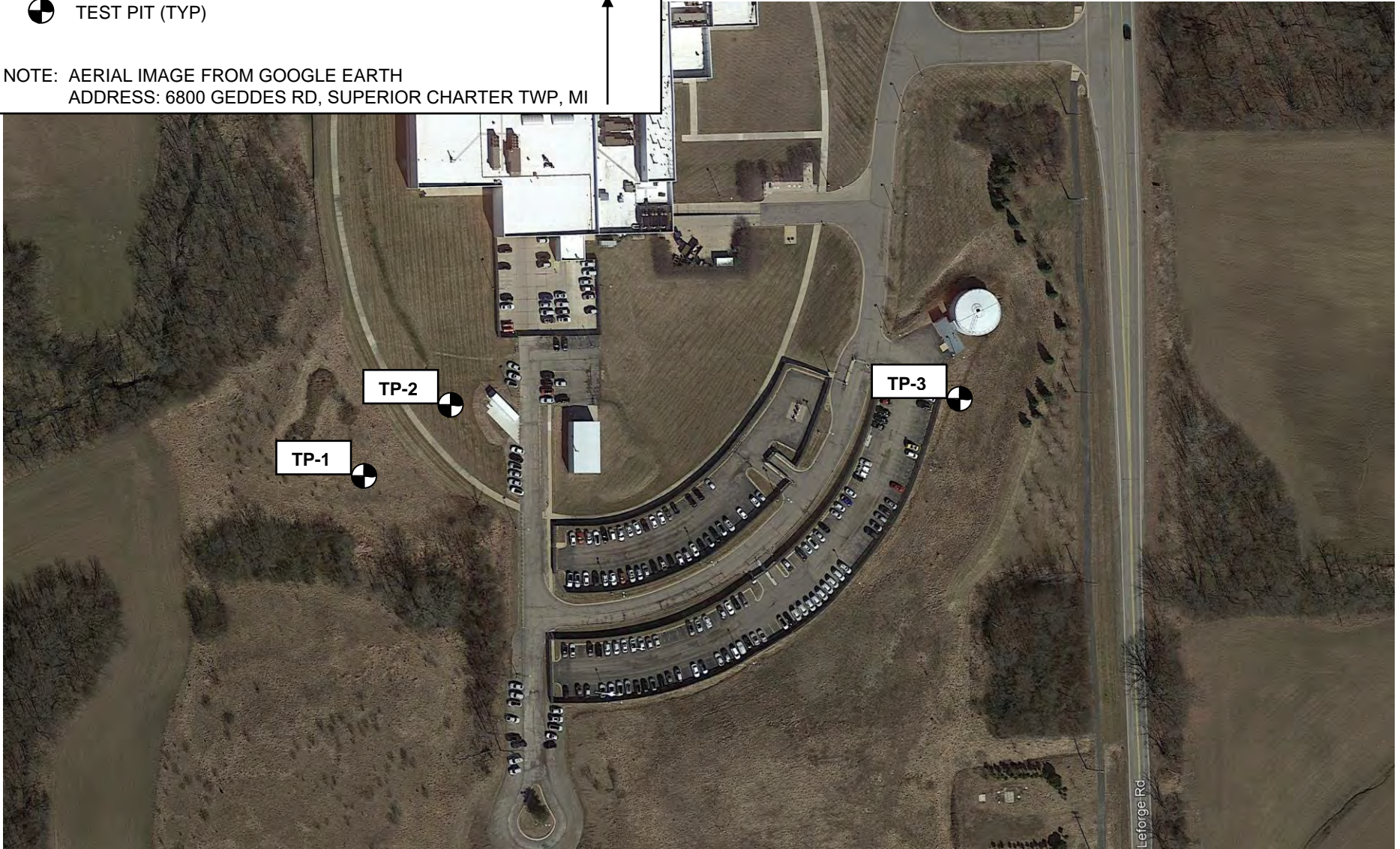


**LEGEND**

● TEST PIT (TYP)



NOTE: AERIAL IMAGE FROM GOOGLE EARTH  
ADDRESS: 6800 GEDDES RD, SUPERIOR CHARTER TWP, MI



TITLE: TEST PIT LOCATION PLAN

PROJECT: HATCI INFILTRATION TESTING

SCALE: NS

DATE: 04/19/2021

PROJECT NO.: 201767

FIG. NO.: 1

DR. BY: KLV

REV. BY: RW





# TEST PIT LOG TERMINOLOGY AND ASTM D 2488 CLASSIFICATION OUTLINE

## TERMS DESCRIBING CONSISTENCY OR CONDITION

**COARSE-GRAINED SOILS** (major portions retained on No. 200 sieve): includes (1) clean gravel and sands and (2) silty or clayey gravels and sands. Condition is rated according to relative density as determined by laboratory tests or standard penetration resistance tests.

Descriptive Terms	Relative Density	SPT Blow Count
Very loose	0 to 15 %	< 5
Loose	15 to 35 %	5 to 10
Medium dense	35 to 65 %	10 to 30
Dense	65 to 85 %	30 to 50
Very dense	85 to 100 %	> 50

Per ASTM D2487, the following conditions must be met based on laboratory testing to justify the label 'well graded' in a soil description.

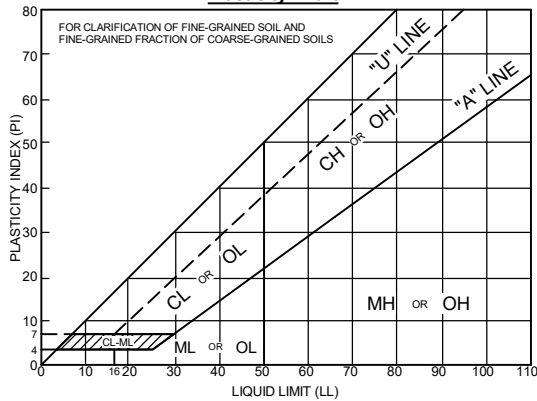
Gravel:  $C_u = \frac{D_{60}}{D_{10}}$  greater than 4;  $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$  between 1 and 3

Sand:  $C_u = \frac{D_{60}}{D_{10}}$  greater than 6;  $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$  between 1 and 3

**FINE-GRAINED SOILS** (major portions passing on No. 200 sieve): includes (1) inorganic and organic silts and clays, (2) gravelly, sandy, or silty clays, and (3) clayey silts. Consistency is rated according to shearing strength, as indicated by penetrometer readings, SPT blow count, or unconfined compression tests.

Descriptive Terms	Unconfined Compressive Strength TSF	SPT Blow Count
Very soft	< 0.25	< 2
Soft	0.25 to 0.5	2 to 4
Medium stiff	0.5 to 1.0	4 to 8
Stiff	1.0 to 2.0	8 to 15
Very stiff	2.0 to 4.0	15 to 30
Hard	> 4.0	> 30

**Plasticity Chart**



MAJOR DIVISIONS		TYPICAL NAMES		
COARSE-GRAINED SOILS MORE THAN HALF IS COARSER THAN NO. 200 SIEVE	GRAVELS MORE THAN HALF COARSE FRACTION IS LARGER THAN NO. 4 SIEVE	CLEAN GRAVELS WITH LESS THAN 15% FINES	GW	WELL-GRADED GRAVELS WITH OR WITHOUT SAND
		GRAVELS WITH 15% OR MORE FINES	GP	POORLY-GRADED GRAVELS WITH OR WITHOUT SAND
			GM	SILTY GRAVELS WITH OR WITHOUT SAND
		GC	CLAYEY GRAVELS WITH OR WITHOUT SAND	
	SANDS MORE THAN HALF COARSE FRACTION IS FINER THAN NO. 4 SIEVE SIZE	CLEAN SANDS WITH LESS THAN 15% FINES	SW	WELL-GRADED SANDS WITH OR WITHOUT GRAVEL
			SP	POORLY-GRADED SANDS WITH OR WITHOUT GRAVEL
		SANDS WITH 15% OR MORE FINES	SP-SM	POORLY-GRADED SANDS WITH SILT WITH OR WITHOUT GRAVEL
			SM	SILTY SANDS WITH OR WITHOUT GRAVEL
		SC	CLAYEY SANDS WITH OR WITHOUT GRAVEL	
		FINE-GRAINED SOILS MORE THAN HALF IS FINER THAN NO. 200 SIEVE	SILTS AND CLAYS LIQUID LIMIT 50% OR LESS	ML
CL	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY WITH OR WITHOUT SAND OR GRAVEL			
OL	ORGANIC SILTS OR CLAYS OF LOW TO MEDIUM PLASTICITY WITH OR WITHOUT SAND OR GRAVEL			
SILTS AND CLAYS LIQUID LIMIT GREATER THAN 50%	MH		INORGANIC SILTS OF HIGH PLASTICITY WITH OR WITHOUT SAND OR GRAVEL	
	CH		INORGANIC CLAYS OF HIGH PLASTICITY WITH OR WITHOUT SAND OR GRAVEL	
OH	ORGANIC SILTS OR CLAYS OF HIGH PLASTICITY WITH OR WITHOUT SAND OR GRAVEL			
HIGHLY ORGANIC SOILS	PT/OL	PEAT AND OTHER HIGHLY ORGANIC SOILS		

## GENERAL NOTES

- Classifications are based on the United Soil Classification System and include consistency, moisture, and color. Field descriptions have been modified to reflect results of laboratory tests where deemed appropriate.
- "Grades with" or "Grades without" may be used to describe soil when characteristics vary within a stratum.
- Preserved soil samples will be discarded after 60 days unless alternate arrangements have been made.

## GROUNDWATER OBSERVATIONS:

**During** - indicates water level encountered during the boring  
**End** - indicates water level immediately after drilling  
**Date and Depth** - Measurements at indicated date

## SAMPLE TYPES AND NUMBERING

S	SPT, split barrel sample, ASTM D1586
U	Shelby tube sample, ASTM D1587
R	Rock core run
*S	Other than 2" split barrel sample
L	SPT with liner, ASTM D1586
A	Auger cuttings
G	Geoprobe liner

## MINOR COMPONENT QUANTIFYING TERMS

Less than 5%	TRACE
5 to 10%	FEW
15 to 25%	LITTLE
30 to 40%	SOME
50 to 100%	MOSTLY

## GRAIN SIZE

BOULDER	>12"
COBBLE	12" to 3"
COARSE GRAVEL	3" to 0.75"
FINE GRAVEL	0.75" to No. 4
COARSE SAND	No. 4 to No. 10
MEDIUM SAND	No. 10 to No. 40
FINE SAND	No. 40 to No. 200





# LOG OF TEST PIT

**Project No.:** 201767

**Test Pit No.:** TP-1

**Sheet:** 1 of 1

Project: HATCI Infiltration Testing  
 Client: Vanston / O'Brien Inc.  
 Location: Superior Township, Michigan

Date Begin: 04/06/2021

Date End: 04/06/2021

Drill Type:

Crew Chief: Field Eng.: JS Rev. By: RW

Coordinates: N=281602.7 E=13323759.1 (MI South 1ft)

Elevation: 792.9 ft Datum: NAVD 88 (GPS Observation)

Notes:

Plugging Record: Backfilled test pit with excavated soil.

Excavator	Type	Dia.	Groundwater, ft.	
	Bucket	2.0'	During	4.0
			End	NA
			Seepage	4.0
			Date	Depth, ft.

Depth Excavated: 9.0 ft.

Component Percentages: Trace < 5%, Few 5-10%, Little 15-25%, Some 30-45%, Mostly 50-100%

QP = Calibrated Penetrometer (tons/sq. ft.)

Elev. FT.	Depth FT.	Sample Number	Recov. FT.	Dyn. Cone Eq. "N": ASTM STP 399	*USCS Group Symbol	*DESCRIPTION	QP tsf	MST %	DD pcf	REMARKS
792.4	0.5					8" Clayey Topsoil	0.7			
791.9	1.0				CL	Brown lean CLAY with sand; mostly clayey fines, little coarse to fine sand, moist with occasional clayey sand lenses	4.5			
791.4	1.5									
790.9	2.0									
790.4	2.5									
789.9	3.0									
789.4	3.5									
788.9	4.0									
788.4	4.5									
787.9	5.0									
787.4	5.5									
786.9	6.0									
786.4	6.5									
785.9	7.0									
785.4	7.5									
784.9	8.0									
784.4	8.5									
783.9	9.0									

End of Test Pit										
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\* Visual estimate following ASTM D 2488 unless laboratory testing has been performed. Stratification changes are approximated between samples.



# LOG OF TEST PIT

**Project No.:** 201767

**Test Pit No.:** TP-2

**Sheet:** 1 of 1

**Project:** HATCI Infiltration Testing

**Client:** Vanston / O'Brien Inc.

**Location:** Superior Township, Michigan

**Drill Type:**

**Crew Chief:** Field Eng.: JS Rev. By: RW

**Coordinates:** N=281685.1 E=13323860.6 (MI South lift)

**Elevation:** 794.3 ft **Datum:** NAVD 88 (GPS Observation)

**Notes:**

**Plugging Record:** Backfilled test pit with excavated soil.

**Date Begin:** 04/06/2021

**Date End:** 04/06/2021

Excavator	Type	Dia.	Groundwater, ft.	
	Bucket	2.0'	During	4.0
			End	NA
			Seepage	4.0
			Date	Depth, ft.

**Depth Excavated:** 8.0 ft.

**Component Percentages:** Trace < 5%, Few 5-10%, Little 15-25%, Some 30-45%, Mostly 50-100%

**QP =** Calibrated Penetrometer (tons/sq. ft.)

Elev. FT.	Depth FT.	Sample Number	Recov. FT.	Dyn. Cone Eq. "N": ASTM STP 399	*USCS Group Symbol	*DESCRIPTION	QP tsf	MST %	DD pcf	REMARKS
793.8	0.5					4" Clayey Topsoil	0.3			
793.3	1.0				CL	Gray brown lean CLAY with sand; mostly clayey fines, little coarse to fine sand, moist	4.5			
792.8	1.5									
792.3	2.0									
791.8	2.5									
791.3	3.0									
790.8	3.5									
790.3	4.0									
789.8	4.5									
789.3	5.0									
788.8	5.5									
788.3	6.0									
787.8	6.5									
787.3	7.0									
786.8	7.5									
786.3	8.0									
						End of Test Pit	8.0			

\* Visual estimate following ASTM D 2488 unless laboratory testing has been performed. Stratification changes are approximated between samples.



# LOG OF TEST PIT

**Project No.:** 201767

**Test Pit No.:** TP-3

**Sheet:** 1 of 1

Project: HATCI Infiltration Testing  
 Client: Vanston / O'Brien Inc.  
 Location: Superior Township, Michigan

Date Begin: 04/06/2021

Date End: 04/06/2021

Drill Type:

Crew Chief: Field Eng.: JS Rev. By: RW

Coordinates: N=281699.4 E=13324462.4 (MI South 1ft)

Elevation: 803.9 ft Datum: NAVD 88 (GPS Observation)

Notes:

Plugging Record: Backfilled test pit with excavated soil.

Excavator	Type	Dia.	Groundwater, ft.	
	Bucket	2.0'	During	3.0
			End	6.0
			Seepage	
			Date	Depth, ft.

Depth Excavated: 7.5 ft.

Component Percentages: Trace < 5%, Few 5-10%, Little 15-25%, Some 30-45%, Mostly 50-100%

QP = Calibrated Penetrometer (tons/sq. ft.)

Elev. FT.	Depth FT.	Sample Number	Recov. FT.	Dyn. Cone Eq. "N": ASTM STP 399	*USCS Group Symbol	*DESCRIPTION	QP tsf	MST %	DD pcf	REMARKS
803.4	0.5					6" Clayey Topsoil	0.5			
802.9	1.0				CL	Gray brown lean CLAY with sand; mostly clayey fines, little coarse to fine sand, moist	4.5			
802.4	1.5									
801.9	2.0									
801.4	2.5									
800.9	3.0									
800.4	3.5				SP-SM	Gray poorly graded SAND with silt; mostly coarse to fine sand, few silty fines, wet	3.4			
799.9	4.0				CL	Gray lean CLAY; mostly clayey fines, few coarse to fine sand, moist	3.25			
799.4	4.5									
798.9	5.0									
798.4	5.5									
797.9	6.0									
797.4	6.5									
796.9	7.0									
796.4	7.5					7.5				

End of Test Pit

\* Visual estimate following ASTM D 2488 unless laboratory testing has been performed. Stratification changes are approximated between samples.

**BY-LAWS**  
**for**  
**SUPERIOR TOWNSHIP**  
**PLANNING COMMISSION**

**ARTICLE I - PREAMBLE**

SECTION 1.1 – State Enabling Act

Pursuant to the Michigan Planning Enabling Act, Act 33 of Public Acts of 2008 as amended, the Superior Township Board created the Superior Township Planning Commission under Ordinance No. 181 with power to make, adopt, extend, add to, or otherwise amend, and to carry out plans for the incorporated portions within the Township corporate limits.

SECTION 1.2 – Title

The official title of this Commission shall be the Superior Township Planning Commission, hereafter referred to as the "Planning Commission".

**ARTICLE II - AREA**

The area served by the Planning Commission shall include all lands legally within the corporate limits of the Superior Township, as now or hereafter established.

**ARTICLE III - PURPOSES**

The Purposes of the Planning Commission shall be those stated in; Ordinance No. 181 of the Superior Township Ordinances; and Sections 1.06.B of the Zoning Ordinance for the Superior Township.

**ARTICLE IV – MEMBERSHIP, REMOVAL, COMPENSATION, and COMMITTEES**

For issues of membership, including removal, compensation, and committees, refer to Ordinance No. 181

**ARTICLE V - OFFICES**

SECTION 5.1 – Election

The Planning Commission shall elect a Chair, Vice Chair, and Secretary from its membership, and may create and fill other offices as it considers advisable. The ex officio member of the Planning Commission shall not be eligible to serve as Chair. The term of each office shall be one (1) year, with opportunity for re-election as defined in the Planning Commission Bylaws.

At its first regularly scheduled January meeting, the Planning Commission shall select from its members, a Chairperson and Vice-Chairperson. The term of all officers shall be one year and each officer shall be eligible for re-election. Such officers shall be elected by a majority vote of the membership of the Planning Commission.

#### SECTION 5.2 – Chairperson

The Chairperson shall be the chief executive officer of the Planning Commission, shall preside at all meetings of the Planning Commission and shall conduct all meetings in accordance with adopted rules. The Chairperson shall appoint all advisory committees established by the Planning Commission, and shall be an ex-officio member of all committees. The Chairperson shall sign all contracts and legal documents authorized by the Planning Commission. The Chairperson shall recognize members of the audience during the audience comments and during public hearings, and may also recognize members of the audience during other agenda items at the Chair's discretion.

#### SECTION 5.3 – Vice-Chairperson

In the absence of the Chairperson, or the Chairperson's inability to act, the Vice-Chairperson, shall preside at all meetings of the Planning Commission, shall otherwise carry out the duties of the Chairperson in the Chairperson's absence and shall succeed to the office of Chairperson in the event of a vacancy in the office, in which case the Planning Commission shall select a successor to the office of Vice-Chairperson at the earliest practical time.

#### SECTION 5.4 – Secretary

The Secretary or designated appointee shall attend all meetings of the Planning Commission. The Secretary or designated appointee shall be responsible for the preparation of minutes pertaining to meetings (such record shall be a public record), the keeping of other pertinent public records, the delivering of communications, petitions, reports and related items of business and administration of duties to assure efficient and informed Planning Commission operations.

#### SECTION 5.5 – Office

The officers shall take office immediately following their election.

### **ARTICLE VI - MEETINGS**

#### SECTION 6.1 – Annual Schedule

The dates of the regular monthly meetings of the Planning Commission shall be established at the annual organization meeting (the meeting at which the officers are elected). Notice of all meetings shall be posted at Township Hall. Such meeting notices shall include the date and time of all regularly scheduled meetings. Any changes in the date or time of the regular meetings shall be posted in a like manner as above.

## SECTION 6.2 – Meeting Cancellation

In the event that there are no items for Planning Commission business or action at a regularly scheduled meeting, the Planning Commission Chairman, Zoning Official, Township Supervisor or person designated by the Supervisor may cancel the scheduled meeting. Notice of cancellation shall be posted at Township Hall.

## SECTION 6.3 – Special Meetings

Special meetings may be held, subject to the call by either the Chairperson or two (2) members, upon written request to the Secretary, who shall notify all members at least forty-eight (48) hours in advance. The business which the Planning Commission may perform shall be conducted at a public meeting in compliance with the Open Meetings Act.

## SECTION 6.4 – Order of Business

The order of business for regular meetings shall be:

1. CALL TO ORDER
2. ROLL CALL
3. DETERMINATION OF QUORUM
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
6. CITIZEN PARTICIPATION
7. CORRESPONDENCE
8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS
9. REPORTS
10. OLD BUSINESS
11. NEW BUSINESS
12. POLICY DISCUSSION
13. ADJOURNMENT

This order of business may be revised by a majority vote of the members present. A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

## SECTION 6.5 – Quorum

In order for the Planning Commission to conduct business or take any official action, a quorum consisting of four (4) voting members of the Planning Commission shall be present. When a quorum is not present, no official action, except for rescheduling and closing of the meeting, may take place. The members of the Planning Commission may discuss matters of interest. Public hearings without a



quorum may be scheduled for the next regular or special meeting and no additional public notice is necessary.

#### SECTION 6.6 – Public Hearing

Hearings shall be scheduled and due notice given in accordance with PA 110 of 2006, as amended. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion.

#### SECTION 6.7 – Motion

Motions shall be restated by the Secretary, at the request of any member of the Commission, before a vote is taken. The name of the maker and supporter of the motion shall be recorded.

#### SECTION 6.8 – Voting

An affirmative vote of a majority of those members present, unless otherwise required, shall be required for the approval of any requested action or motion placed before the Planning Commission. Voting shall ordinarily be by a roll call vote. All members of the Planning Commission including the Chairperson shall vote on all matters. Any member may be excused from voting only if that person has a bonafide conflict of interest as determined by a majority vote of the remaining members present. The excused member(s) shall not participate as a Commissioner in the discussion of an agenda item but may speak as an authorized agent for the applicant as part of the applicant's presentation.

#### SECTION 6.9 – Definition of Conflict of Interest

A member of the Planning Commission should only abstain from voting on a motion if he/she has a bonafide conflict of interest. A conflict of interest shall include:

- a) Issuing, deliberating on, voting on, or review a case concerning work on land owned by him or her.
- b) Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
- c) Issuing, deliberating on, voting on, or reviewing a case involving a close relative or family member and where the relationship impairs an objective review of the case.
- d) Issuing, deliberating on, voting on, or reviewing a case which results in pecuniary benefit to him or her.
- e) Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is (1) an applicant or agent for an applicant; or (2) has a direct interest in the outcome.
- f) A reasonable appearance of a conflict of interest. An example of this includes a situation where the Planning Commission member is on the Board of Directors of an applicant association.

For other matters of Conflict of Interest refer to Ordinance No. 181.

#### SECTION 6.10 – Written Notice of Decision

A written notice containing the decision of the Planning Commission will be sent by the Secretary to petitioner and originators of a request.

### **ARTICLE VII - MINUTES**

Planning Commission minutes shall be prepared by the Secretary of the Planning Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All Planning Commission documents shall be maintained by the Secretary as a public record in accordance with State Law.

### **ARTICLE VIII - OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

All meetings of the Planning Commission shall be open to the public and held in a place available to the general public. All deliberations and decisions of the Planning Commission shall be made at meetings open to the public.

A person shall be permitted to address a hearing of the Planning Commission, to address the Planning Commission concerning non-agenda matters during the audience comments, and to address the Planning Commission concerning other agenda items at the discretion of the Chairperson.

All records, files, Publications, correspondence, and other materials are available to the public for reading, copying, and other Purposes as governed by the Freedom of Information Act.

### **ARTICLE IX - FISCAL YEAR**

The fiscal year of the Planning Commission shall be the same as that of the Superior Township.

### **ARTICLE: XI – AMENDMENTS**

The rules of procedure, may be amended, by an affirmative vote of at least five (5) members of the Planning Commission at any regular meeting provided that notice of the proposed amendment, or repeal shall be delivered to all members of the Planning Commission at least seven (7) days before the regular meeting at which they are to be considered.

**ARTICLE XII - EFFECTIVE DATE**

These rules of procedure of the Superior Township Planning Commission were adopted at a regular meeting of the Township Board held on \_\_\_\_\_. The rules shall have immediate effect.

**ARTICLE XIII - EFFECT AND INTERPRETATION OF BY-LAWS**

All By-laws and parts thereof which conflict with any of the terms of these By-laws, are hereby rescinded. The catch line headings which precede each section of these By-laws are for convenience and reference only and shall not be taken into consideration in the construction or interpretation of any of the provisions of these By-laws.

**Approved by the Planning Commission on \_\_\_\_\_, 2021.**

**Adopted by the Superior Township on \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Ken Schwartz, Supervisor

\_\_\_\_\_  
Lynette Findley, Clerk

**CHARTER TOWNSHIP OF SUPERIOR  
3040 NORTH PROSPECT RD  
SUPERIOR TOWNSHIP, MICHIGAN 48198  
734-482-6099**

**2021 MEETING SCHEDULES**

**BOARD OF TRUSTEES**

All regular meetings are held at the Township Hall, 3040 N. Prospect, at **7:00 p.m.** on the third Monday of each month. If a holiday falls on a third Monday, the meeting will be on the Tuesday following that Monday of that week.

Tuesday, January 19, 2021 (following Martin Luther King Day)  
Tuesday, February 16, 2021 (following Presidents' Day)  
Monday, March 15, 2021  
Monday, April 19, 2021  
Monday, May 17, 2021  
Monday, June 21, 2021  
Monday, July 19, 2021  
Monday, August 16, 2021  
Monday, September 20, 2021  
Monday, October 18, 2021  
Monday, November 15, 2021  
Monday, December 20, 2021

**PLANNING COMMISSION** (subject to Planning Commission approval)

All regular meetings are held at the Township Hall, 3040 N. Prospect, at 7:30 p.m. on the fourth Wednesday of each month, except for the November and December meetings, which will be held on the third Wednesday of the month.

Wednesday, January 27, 2021	Wednesday, July 28, 2021
Wednesday, February 24, 2021	Wednesday, August 25, 2021
Wednesday, March 24, 2021	Wednesday, September 22, 2021
Wednesday, April 28, 2021	Wednesday, October 27, 2021
Wednesday, May 26, 2021	Wednesday, November 17, 2021
Wednesday, June 23, 2021	Wednesday, December 15, 2021

Lynette Findley, Clerk  
3040 N. Prospect  
Superior Township, MI 48198  
734-482-6099