# CALL TO ORDER

Chairman Gardner called the regular meeting to order at 7:00 p.m.

# ROLL CALL

The following members were present: Brennan, Dabish-Yahkind, Findley, Gardner, McGill, Sanii-Yahyai, and Steele. Also present: Ben Carlisle, Carlisle Wortman and Claire Martin, OHM.

# DETERMINATION OF QUORUM

A quorum was present.

# ADOPTION OF AGENDA

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

# APPROVAL OF MINUTES

* 1. Minutes of the February 28, 2024, Meeting

A motion was made by Commissioner Brennan and supported by Commissioner Findley to approve the minutes as presented.

Commissioner Gardner requested an amendment to the minutes. Regarding the Hospital Sub-Area boundary, the minutes reflect Commissioner Gardner was compelled to move the land into the Gale Sub-Area. Commissioner Gardner indicated he was not “compelled”, but “inclined to move the land into the Gale Sub-Area”. He requested the minutes be amended to reflect the correction. The change was accepted without objection.

The motion was amended and carried out.

# CITIZEN PARTICIPATION

Brenda Baker, Ashton Ct., explained that she was a member of the Master Plan Steering Committee and recently attended the Township Board meeting where it was discussed a Steering Committee made up of the Planning Commission would be formed for the Zoning Ordinance Rewrite. Ms. Baker proposed that if a Steering Committee was created, the Township consider a larger subset of members.

Mr. Carlisle explained establishing a Steering Committee for a Zoning Ordinance Rewrite is a traditional and customary practice, but it is unusual to

have outside representation other than the Planning Commission because zoning ordinances are technical in nature. Steering Committee members are usually selected from the Township Board and the Planning Commission. Ms. Baker also conveyed her concerns regarding the impact of the Bazley Foster Drain on the residents of Ypsilanti Township. She deemed it essential to apprise the members as the drain borders the Autumn Woods Community (Superior Township) who put in a culvert for the pond. Ms. Baker made the Planning Commission aware that the residents of Superior Township may be affected by the culvert when future developments arise.

# CORRESPONDENCE

No communication received or to file.

# PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

No Public Hearings.

# REPORTS

# Ordinance Officer

# Commissioner Sanii-Yahyai voiced concern about residents whose neighbors were neglecting to maintain their lawns.

Commissioner Brennan informed the members that while some municipalities have ordinances prohibiting grass cutting in May, the Charter Township of Superior does not have such regulations.

It was proposed to bring the matter to the attention of the Ordinance Officer.

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

1. Building Inspector

# Building Department Report – Bill Balmes was present and indicated the report was approved at the May 20, 2024, Charter Township of Superior Board of Trustees meeting.

Commissioner Brennan motioned to accept the report, which was seconded by Commissioner McGill for receiving the report. The motion carried.

The Zoning Administrator report – Ben Carlisle was present and indicated that on May 20, 2024, the Township Board of Trustees approved Carlisle Wortman and Associates to serve as Township Zoning Official. This action was in response to the departure of Laura Bennett, previous Planning and Zoning Administrator. A motion was made by Commissioner Brennan to accept the report, which was seconded by Commissioner McGill for receiving the report.

The motion carried.

# OLD BUSINESS

None.

# NEW BUSINESS

A. **STPC 24-01 Prospect Pointe West Phase 2 Final Site**

Ben Carlisle noted that all conditions including outside agency approvals have been met and recommends Prospect Pointe move ahead to Phase 2.

The Engineer suggests Prospect Pointe West advance to Phase 2, noting the Fire Department approval of the Phase 2 Site Plan as well as permits and agency approvals previously obtained. It was further noted, by the Engineer, that there are low points, storm structure call outs and she spoke of a Soil Erosion Permit.

Robert Steele asked the builder to clarify the status of “reservations” for Phase 2. It was noted that “reservations” = a sales contract.

Motioned by Commissioner Findley, supported by Commissioner Brennan to approve STPC 24-01 Prospect Pointe West Phase 2 - Final Site Plan with the following conditions:

* + 1. Address all items in the Township Engineers May 9, 2024, review.
    2. Revise elevations and “Standard Housing Specifications” to ensure that no more than 50% of the total area elevation is vinyl, aluminum, or steel.
    3. Meet all conditions including outside agency approvals.

Roll Call:

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

No: None.

Abstain: None.

Absent: None.

The Motion Carried Unanimously.

* 1. **STPC 23-05 Brookwood Superior Preliminary Site Plan**

Ben Carlisle provided a favorable recommendation to Chairman Gardner.

Chairman Gardner requested the Engineering Report.

The Engineer advised conducting a site plan review to assess the swales and shallow ditches. The Engineers’ recommendation also included the construction of enclosed backyard catch basins.

Commissioner Gardner raised concerns regarding parking.

Commissioner Steele clarified that garages and duplex parking contributed to the parking count, adding an additional 26 spaces. It was emphasized that these 26 spaces would not be concentrated in one area.

Commissioner Gardner inquired about the impact on natural resources, particularly slopes. He expressed uncertainty regarding which slopes would be affected and sought clarification on how the integrity of these slopes would be preserved given the grading.

The Planning Report noted that 97% of the slopes would be maintained.

Motion to approve STPC 23-05 Brookwood Superior Preliminary Site Plan with the following conditions:

* + 1. Address all items in the Township Engineers May 9, 2024, review.
    2. Provide additional details on Natural Feature Plan including how the 25% slopes will be protected and their integrity remain intact.
    3. Provide a more detailed landscape plan that meets all landscape, screening, and woodland preservation requirements.
    4. Provide lighting and photometric plan.
    5. Provide a detailed narrative of the architectural concept for the site including materials details.

Roll Call:

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

No: None.

Abstain: None.

Absent: None.

The Motion Carried Unanimously.

1. POLICY DISCUSSION

Diane Mulville-Friel from Carlisle Wortman informed members about the Township's engagement of Carlisle Wortman for planning and zoning services. Additionally, she delivered an update on the Zoning Ordinance Rewrite Proposal and handed out the proposal, which was approved during the April 15, 2024, Board of Trustee’s meeting. She outlined the proposal's five distinct phases and underscored the direct notification and public meeting invitations that would be extended to affected landowners.

The Planning Commission was asked to review the scope of the Zoning Ordinance and to consider serving on the Steering Committee.

Commissioner Dabish-Yahkind asked about the duration of the planning and zoning services contract with Carlisle Wortman. Ben Carlisle responded that it is a one-year contract with a 60-day termination clause.

Chairman Gardner sought clarification regarding the proposed timeline for the Ordinance Zoning Rewrite, in comparison to past township projects such as the Master Plan. Diane Mulville – Friel’s opinion was that a year would suffice for the project. Ben Carlisle acknowledged that the Zoning Ordinance Rewrite was behind schedule a bit with Carlisle Wortman taking over planning and zoning administrative duties due to Laura’s departure and may take longer than anticipated.

Commissioner Findley sought clarification on the composition of the Steering Committee. Ben Carlisle clarified that closed meetings would involve four members, while open meetings would include five. He further explained that decisions at the board level typically require majority approval, prompting many organizations to opt for an odd number of directors to prevent tie votes.

Ben also proposed two options for expressing interest in joining the Steering Committee for the Zoning Ordinance Rewrite:

* He could draft a letter to the Township Board on behalf of interested members or;
* Individuals could send their letters directly to him.

He suggested that meetings could potentially be scheduled monthly coinciding with the Planning Committee meetings.

# ADJOURNMENT

Motion by Commissioner Findley to adjourn the meeting, supported by Commissioner Brennan.

The Motion Carried.

The meeting was adjourned at 8:10 pm. Respectfully submitted,

Thomas Brennan III, Planning Commission Secretary

Kristina Rankin, Clerk Assistant

Superior Charter Township

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