

**SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION
SUPERIOR TOWNSHIP HALL
3040 N. PROSPECT, SUPERIOR TOWNSHIP, MI 48198
AGENDA
JANUARY 22, 2025 - 7:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. DETERMINATION OF QUORUM
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
 - A. Approval of the September 24, 2024, Regular Meeting Minutes
6. CITIZEN PARTICIPATION
7. CORRESPONDENCE
8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS
9. REPORTS
 - A. Building Department Report
 - B. Zoning Administrator Report
10. OLD BUSINESS
11. NEW BUSINESS
 - A. STPC 2021-02 - The Meadows at Hawthorne Mills - Extension of Final Site Plan
12. POLICY DISCUSSION
 - A. Review of Ordinance No. 181 Establishing the Planning Commission
 - B. Adoption of the 2025 Meeting Schedule
 - C. Election of Officers for 2025
 - D. Zoning Ordinance Rewrite Update
13. ADJOURNMENT

Thomas Brennan III, Commission Secretary
Diane Mulville-Friel, Planning & Zoning Administrator
3040 N. Prospect, Ypsilanti, MI 48198
734-482-6099

SUPERIOR CHARTER TOWNSHIP

Planning Commission

Regular Meeting Minutes - DRAFT

September 25, 2024, 7:00 PM

Township Hall - 3040 North Prospect

Superior Township, MI 48198

1. **CALL TO ORDER**

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

2. **ROLL CALL**

Present: Jay Gardner, Chair
Dr. Robert Steele, Vice Chair
Thomas Brennan, Secretary
Lynette Findley, Board Representative
Nahid Sanii-Yahyai
Patrick McGill
Emily Dabish Yahkind

Absent: None

Also Present: Planning Consultants Diane Mulville-Friel, Carlisle Wortman
Engineering Consultants Claire Martin, OHM

3. **DETERMINATION OF QUORUM**

A quorum was present.

4. **ADOPTION OF AGENDA**

MOTION by Sanii-Yahyai, support by Brennan, to adopt the agenda as presented.

Motion passed unanimously by voice vote.

5. **APPROVAL OF MEETING MINUTES**

A. July 24, 2024 - Regular Meeting

Commissioner Sanii-Yahyai pointed out that her last name was conflated with Commissioner Dabish Yahkind's last name and requested that the minutes be corrected. Commissioner Dabish Yahkind asked that the third paragraph under "C. Other Policy Discussion" be clarified to reflect that she had had been contacted by residents of the Meadows who had safety concerns and she also wanted to know what options the Township has with regard to requirements for street lighting.

The changes were accepted without objection.

MOTION by Brennan supported by Sanii-Yahyai, to approve the July 24, 2024, meeting minutes as amended.

Motion passed unanimously by voice vote.

6. CITIZEN PARTICIPATION

Chair Gardner opened the Citizen Participation portion of the meeting and asked the audience to raise their hand if they wished to provide comments related to GS Final Site Plan (agenda item 11A). He explained that he would provide citizens who wished to speak on GS the opportunity to do so when the agenda item was brought up and after staff and applicant presentations were made. Chair Gardner then asked if any other citizens wished to speak on other items or issues. No other citizens wished to speak on topics other than GS.

7. CORRESPONDANCE

Ms. Mulville-Friel provided the Commission with copies of correspondence received after the Planning Commission meeting packet was published and that correspondence is attached to the minutes. In addition to the general citizen correspondence is a letter from the Fire Marshal reiterating that the final site plan was approved as submitted and a letter from Ben Carlisle responding to citizen concerns that Garrett's Space has not received all outside agency approvals.

MOTION by Brennan supported by McGill, to accept the correspondence, meeting minutes as amended.

8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

No Public Hearings.

9. REPORTS

A. Building Department Report

Ms. Mulville-Friel provided the Commission with an overview of the August 2024 and year to date Building Department Report.

B. Zoning Administrator Report

Ms. Mulville-Friel provided the Commission with an overview of the status of Prospect Pointe West and Brookwood developments and the Zoning Board of Appeals (ZBA) cases of which there were currently none pending.

10. OLD BUSINESS

None.

11. NEW BUSINESS

A. STPC 2023-03 Garrett's Space Final Site Plan

Ms. Mulville-Friel provided the Commission with the following overview Garrett's Space (GS) including a recap of project status.

Background

Ms. Mulville-Friel reiterated that GS is a holistically focused residential center intended for struggling young adults. The development includes 76 acres and consists of seven (7) parcels that will be combined. The site has historically been used as a single-family residence. The site includes significant natural resources including woodlands, steep slopes, a creek, floodplain, and wetlands. The applicant has agreed to a Zoning and Land Use Agreement that limits uses, limits the number of residents, limits the number of employees, and agrees to a conservation easement on between 55 to 60 acres undeveloped portions of the property. The nearest site improvements are between 370 feet and 540 feet from any abutting properties and over 600 feet from Dixboro Road. At full build-out, the facility will be able to accommodate 30 guests, 15-20 of whom will stay as residents for 2 to 4- week periods, with the remaining participating in day programming and support services. The facility is expected to employ 20 people, including 2 overnight employees.

The applicant proposes the following site changes:

- Convert the existing home on the site to administrative offices
- Construct a 2,160 square foot building for recreational and therapy activities
- Construction of a parking lot
- Landscaping improvements
- Create walking paths and lookouts through the site's natural features.
- Expanding the sites well and septic system
- Construct two (2) stormwater detention ponds

Project Status

- Area Plan - Approved by Planning Commission on 4/26/2023. Area Plan and rezoning (from A-2 to PC) approved by Board of Trustees at 2nd reading at 7/17/2023.
- Zoning and Land Use Agreement - Recorded with Washtenaw County on 12/18/2023.
- Preliminary Site Plan - Approved by Planning Commission with conditions on 1/24/2024.
- Final Site Plan - Application received 5/8/2024. Fire approved. OHM's and CWA recommended approval of the Final Site Plan and their review memos determined that all requirements and conditions of the Preliminary Site Plan were met and that outside agency approvals are reasonably assured.

Other Issues

Ms. Mulville-Friel indicated that several correspondence from citizens were received after the meeting packet was published on the Township website. The correspondence was reviewed by Ben Carlisle, CWA, who compiled a follow-up letter to address the citizen concerns. Copies of these correspondence and the CWA follow-up letter are included at the end of these meeting minutes. Also included is a letter from the Fire Marshal reiterating that the final site plan was approved as submitted.

Ms. Mulville-Friel indicated that CWA is recommending the Planning Commission approve the final site plan with the following conditions:

- Finalize and obtain all outside agency approvals permits outlined in Township Engineer’s memo dated 9/19/24.
- Combine existing seven (7) parcels into one parcel prior to receiving certificate of occupancy.
- Record conservation protection prior to certificate of occupancy.

Following Ms. Mulville-Friel’s presentation, the Township Engineer (Claire Martin, OHM) provided a summary of their second review (dated 9/19/24) of the Final Site Plan submitted. She reiterated that the applicant had made all minor corrections identified by OHM for specific plan sheets and that outside agency permits associated with the final site plan received technical approvals or were reasonable assured to be issued. Permits included:

- Michigan Department of Environment, Great Lakes, and Energy (EGLE) - Individual Permit is required for 0.07 acre wetland disturbance associated with roadway improvements required by the Washtenaw County Road Commission (WCRC).
- Washtenaw County Environmental Health Division (WCEHD) - Well and septic system permits.
- Washtenaw County Road Commission (WCRC) - Proposed improvements in the Dixboro Road right-of-way.
- Washtenaw County Water Resources Commissioner (WCWRC) -Stormwater management system and soil erosion and sedimentation control (SESC) measures provided for the project.

Following Ms. Martin’s presentation, Scott Halpert of GS, provided an overview of the project and stated that virtual programming is already being offered to participants. He also indicated that they are continuing to raise funds for the capital project and for the most part they have only received positive feedback from the community being served. Candice Briere, MIDWESTERN CONSULTING, provided a presentation that went over in detail the GS final site plan submittal including a recap of the following: previous project approvals; existing conditions; tree preservation and mitigation requirements; deceleration lane and fire truck access road improvements; new building additions proposed to be elevated on pilings to accommodate steep slope areas, site circulation and parking, and landscape improvements. She also reviewed the different project phases:

- Phase 1: Use of the existing house for administrative offices and day programming. This phase does not include any overnight guests.
- Phase 2: Construction of the residential structure and creativity studio with parking areas, and utility and landscaping improvements. This phase includes expanded day programming and overnight residents.
- Phase 3: Additional ancillary elements, including the barn for gardening and therapeutic animals, and outdoor recreation and gathering spaces, will be constructed as funding allows.

Ms. Briere stated that the Zoning and Land Use Agreement states that the Conservation Easement must be completed before a certificate of occupancy is issued.

Following staff and applicant discussion, Chair Gardner asked the Commission whether they had any questions or comments related to the staff and applicant presentations.

Chair Gardner started out with a question for the applicant as to what would be the reason the County may not accept the Conservation Easement? Ms. Briere stated that she does not foresee any reason why they would not accept the Conservation Easement because to date their feedback has been very positive. Some discussion pursued around whether the County Parks and Recreation Department would require public access to the easement. Mr. Halpert stated that to protect participants of GS, any public access associated with the Conservation Easement property would need to be extremely limited (e.g., one of 2 times a year when participants were not at the facility). Kind of like an open house. Chair Gardner also asked what type of oversight would be required for maintaining the Conservation Easement because it was basically just a woodland. Mr. Halpert stated that he was not aware of any significant oversight required.

Chair Gardner also asked Mr. Halpert is he controlled the property. Halpert responded, yes.

Dabish Yahkind reiterated that the Conservation Easement needed to be codified in the Development Agreement. She also asked that the applicant comment on the communication channels between GS and the neighborhood and whether they may be willing to have neighbors serve on the GS board or at least be provided with more regular communication regarding the use of the facility. Mr. Halpert explained that GS is not willing to have outside Board members but that they would welcome dialog between the neighborhood. He explained that a pending lawsuit brought forward by some neighbors has destroyed communication channels but that GS is very willing to open up a dialog once things settle.

Chair Gardner asked what the status of the litigation was. Mr. Halpert indicated that the neighbors were challenging the rezoning approval and that the Circuit Court upheld the Township's decision to approve the rezoning. The neighbors filed an appeal, and the appeal will take 4 to 5 more months to be decided.

Hearing no additional comments from the Commission, Chair Gardner then called for public wishing to speak on the agenda item to come to the podium and state their name and address.

1. Jim Jeziorowsk - in favor of GS and reiterated the need to address mental health. That it is a desperate need and please do not abandon these people who need services that GS is going to provide. It is a needed facility in this community, and he hopes it comes to fruition.
2. Brenda Baker - expressed concern that GS has not met all the conditions of the preliminary site plan including:
 - A description of the conservation easement for the Township Engineer to review has not been provided and there is more work to do with regard to an entity like Washtenaw County Parks & Recreation Commission agreeing to accept the conservation easement.
 - An EGLE permit has not been issued. She quoted from an email included in the meeting packet that was compiled by James Bales, the EGLE area representative:

- “Until we receive and review an application, I can’t really speak to the likelihood of receiving a permit for proposed resource impacts associated with this project”.
- Ms. Baker also referenced her statements from the Jan 24, 2024, Planning Commission meeting as recorded in the minutes that fast tracking or giving special treatment to applicants at the expense of a substandard outcome is undesirable.
 - She reiterated that final site plans are required for a reason and so are permits and she requested that the Planning Commission, “please hold applicant to same requirements that you would anyone else”.
3. Crystal Lyte - expressed support of GS. She explained that she was a former educator with experience students who needed help because they had suicidal thoughts. She said that suicidal individuals want to harm themselves and not others. Concerns of individuals that these people are dangerous to others is not founded. Ms. Lyte said she serves on the County’s Agricultural Lands Preservation Advisory Committee (ALPAC) and does not believe there is a reason the County would not agree to accept preservation land associated with the GS Conservation Easement area.
 4. Emily Adkison-Hoyt - (similar to Ms. Baker) expressed concern that GS has not met all the conditions of the preliminary site plan.
 5. Deano Smith - expressed support for GS providing mental support services to families in the area especially for parents with children struggling with mental health issues.
 6. Wendy Uhlmann - expressed support for GS providing mental support services to residents of Superior Township.
 7. Catherine Galdes - who expressed support for GS providing mental support services and does not want any more delays.
 8. Bernard Biernenna - who expressed support for GS providing mental support services that are different than traditional health hospital system.
 9. Stephen Hencey - who as a neighbor of GS expressed opposition. Neighbors were not approached by GS about proposal. Wants assurances that facility will not impact the neighborhood and the sustainability of GS. On
 10. Dave Phillips - expressed support for GS providing mental support services but was concerned about viability of the facility operating into the future and the change in zoning would allow a different type of client to be served.

Chair Gardner closed Public Comment period and opened up floor for discussion amongst Commissioners. Discussion pursued regarding requirements that the Conservation Easement be designated prior to Certificate of Occupancy and that the Planning Commission was tasked to determine whether the Final Site Plan meet all requirements of Section 10.10 (Standards for Site Plan Approval) an that there was reasonable assurance that the Conservation Easement and other permits would be approved. The Commission also discussion the mention of public access to the lands bound by the Conservation Easement. Mr. Halpert indicated that public access was not intended and very limited public access may be provided on a special event basis.

Motion by Findley, supported by Brennan to approve a final site plan for STPC 23-03 Garrett's Space with the following conditions:

1. Obtain all outside agency approvals permits outlined in Township Engineer's memo dated 9/19/24.
2. Combine existing seven (7) parcels into one parcel prior to receiving certificate of occupancy.
3. Record conservation protection prior to certificate of occupancy.

Roll Call Vote:

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

No: None.

Abstain: None.

Absent: None.

The motion carried.

B. Pre-Application Conference Majestic Oaks Concept Plan

The owner of Majestic Oaks, David Dowling, is seeking input from the Planning Commission regarding amending the approved Majestic Oaks Area Plan. The Majestic Oaks Area Plan was approved in 2006. The 26.5 acre parcel is located on the southeast corner of Prospect Road and Berkshire Drive.

Mr. Dowling provided a draft concept plan. Rather than focusing on the specific details of the concept plan, the applicant asked for feedback whether conceptually the Planning Commission would support amending the concept plan to add a commercial or mixed use element to the frontage of the that fronts on Prospect and amend the housing type from single-family detached to a mix of housing types including single-family attached, duplex, and townhomes.

With regards to commercial uses, some form of neighborhood supported retail would provide a valuable service to existing neighborhoods and future residents of this development. There are very limited neighborhood and local shopping options in the immediate area and the Township as a whole. The inclusion of neighborhood retail for this location is consistent with the Master Plan. Since this is an Area Plan amendment, the Township has control over the future uses and can work with the applicant to ensure both the appropriate mix of housing types and inclusion of neighborhood retail is consistent with the Master Plan.

Overall, the Planning Commission generally support the Area Plan amendment to add housing diversity and neighborhood retail in the development. This was an informational item and not vote was required.

12. POLICY DISCUSSION

A. Zoning Ordinance Rewrite Update

Ms. Mulville-Friel recapped information that was provided in the memo regarding Superior Township Zoning Ordinance Evaluation (dated September 18, 2024).

Ms. Mulville-Friel relayed to the Planning Commission that the Township was still seeking to establish a Zoning Ordinance Rewrite Steering Committee made up of three Planning Commission members. Gardner, Brennan, and Findley were identified as potential Steering Committee members at the Planning Commission meeting held July 7, 2024. Discussion also pursued that Findley is not running for Township Clerk again and would not be on the Board past the November 2024 election. It was decided that the following commissioners would be recommended to the Township Board serve on the Steering Committee: Sanii-Yahyai, Gardner, Brennan

13. ADJOURNMENT – *next regularly scheduled meeting on October 23, 2024*

MOTION by Findley, supported by Brennan to adjourn the meeting.

Motion passed unanimously by voice vote.

The meeting was adjourned at 8:59 pm.

Meeting Minutes Respectfully submitted,

Thomas Brennan III, Planning Commission Secretary
Diane Mulville-Friel, Recording Secretary

3040 N. Prospect, Ypsilanti, MI 48198, 734-482-6099

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
YEAR-TO-DATE REPORT

January 2025 To Date

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family New Building	<i>\$3,050,000.00</i>	<i>\$19,825.00</i>	<i>2</i>
Com/Multi-Family Other Building	<i>\$28,541.00</i>	<i>\$0.00</i>	<i>1</i>
Com/Multi-Family Renovations	<i>\$6,400,328.00</i>	<i>\$41,601.00</i>	<i>8</i>
Com-Other Non-Building	<i>\$50,000.00</i>	<i>\$326.00</i>	<i>2</i>
Electrical	<i>\$0.00</i>	<i>\$79,915.00</i>	<i>339</i>
Mechanical	<i>\$0.00</i>	<i>\$81,203.00</i>	<i>481</i>
Plumbing	<i>\$0.00</i>	<i>\$54,210.00</i>	<i>233</i>
Res-Additions (Inc. Garages)	<i>\$2,434,386.00</i>	<i>\$15,823.00</i>	<i>19</i>
Res-Manufactured/Modular	<i>\$605,000.00</i>	<i>\$4,350.00</i>	<i>29</i>
Res-New Building	<i>\$28,166,878.00</i>	<i>\$180,422.00</i>	<i>67</i>
Res-Other Building	<i>\$1,339,118.00</i>	<i>\$10,824.00</i>	<i>83</i>
Res-Other Non-Building	<i>\$455,271.00</i>	<i>\$3,444.00</i>	<i>25</i>
Res-Renovations	<i>\$2,118,199.00</i>	<i>\$14,068.00</i>	<i>33</i>
Totals	<i>\$44,647,721.00</i>	<i>\$506,011.00</i>	<i>1,322</i>

MEMO

TO: Superior Charter Township Board of Trustees

FROM: Diane Mulville-Friel, Planning & Zoning Administrator

RE: Planning & Zoning Department Report

DATE: January 16, 2025

PROSPECT POINTE WEST

Prospect Pointe West is a four-phase single-family residential development project, on an ~67 acre parcel of land zoned R-4 an Urban Residential District. The development is located on the southwest corner of Geddes Road and Prospect Road, west of Hunters Creek Drive in the northeast quarter of Section 33. The applicant is proposing to develop Prospect Pointe West as a 157-unit site condominium.

The four (4) phases consist of the following number of units:

- Phase 1 – 39 units
- Phase 2 – 45 units
- Phase 3 – 26 units
- Phase 4 – 47 units

The proposed lot dimensions are 66' x 130' with a minimum lot size of 8,580 sf. The homes will range in size from 2,000 to 3,200 sf with sales prices starting in the \$400,000s. The development has private roads with sidewalks on both sides and will be serviced by public sanitary sewer which will be designed as an extension of the existing Prospect Pointe development. Public water will also be extended from the existing subdivision. Each of the phase of the development is required to go through the Final Site Plan process.

The Final Site Plan for Prospect Pointe West Phase 1 (STPC #22-03) was approved by action of the Superior Township Planning Commission on April 26, 2023, and includes 39 single family lots. Building permits for individual homes are being issued and construction has commenced.

The Final Site Plan for Prospect Pointe West Phase 2 (STPC #24-01) was approved by action of the Superior Township Planning Commission on May 22, 2024, and includes 45 single family lots. The Development Agreement for Phase 2 has been recorded and a preconstruction meeting was held on September 10, 2024.

The Final Site Plan for Prospect Pointe West Phase 2 (STPC #25-01) was received by the Township in December 2024 and is being assessed for completeness prior to sending to reviewers.

BROOKWOOD

Brookwood is a Master Planned Community on an ~84 acre parcel of land zoned Planned Community (PC) a Special District. The development is located on the east side of Leforge Road approximately 700 feet north of Clark Road in the southwest corner of Section 33. The applicant is proposing to develop Brookwood with 318 dwelling units divided into three (3) residential dwelling product types (i.e., stacked flats, duplex units, four-plex units, and attached townhomes).

The development is designed for renters and owners plus a section dedicated for people over 55 years of age. Stacked flats and duplexes are anticipated to rent from \$1.50 - \$2.50 per square foot. The townhomes will be for sale and priced per unit according to the market. The development will also include a clubhouse, amenity areas, paved parking areas, landscape improvement, and a continuous sidewalk network along private drives throughout the development and walking paths that connect amenities and with various areas of the development. Existing public water and sanitary sewer mains will be extended to serve the development.

The Brookwood Superior Area Plan Amendment was approved at second reading by the Township Board on May 20, 2024.

The Brookwood Superior Preliminary Site Plan (STPC #23-05) was approved by action of the Superior Township Planning Commission on May 22, 2024, 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.

The applicant submitted a Final Site Plan application on November 22, 2024. The plans are in the process of being reviewed by the Township and applicable outside agencies. It is anticipated the Final Site Plan may be ready for the Superior Township Planning Commission to review at their regular scheduled meeting in February or March.

GARRETT'S SPACE

Garrett's Space is proposed to be a residential center where young adults suffering from depression and anxiety are treated. The facility will include both inpatient and daily services, with a non-medical and non-institutional focus. Garrett's Space is proposed on seven (7) parcels that will be combined into one lot totaling approximately 76.0 acres. The property has historically been used as a single-family residence with an address of 3900 Dixboro Road and is in Section 7 of the Township. The site includes significant natural resources including woodlands, steep slopes, a creek, floodplain, and wetlands.

The applicant proposes the following improvements:

- 1) Convert the existing home on the site to administrative offices
- 2) Construct a 10,100 square foot building to house 15 to 20 residents
- 3) Construct a 2,100 square foot building for recreational and therapy activities
- 4) Construction of a parking lot
- 5) Landscaping improvements
- 6) Create walking paths and lookouts through the site's natural features.
- 7) Expanding the sites well and septic system
- 8) Construct two (2) stormwater detention ponds

The applicant proposes a phased development:

- Phase 1: Use of the existing house for administrative offices and day programming. This phase does not include any overnight guests.
- Phase 2: Construction of the residential structure and creativity studio with parking areas, and utility and landscaping improvements. This phase includes expanded day programming and overnight residents.
- Phase 3: Additional ancillary elements, including the barn for gardening and therapeutic animals, and outdoor recreation and gathering spaces, will be constructed as funding allows.

Previous Township approvals are as follows:

- Property was rezoned from A-2 to Planned Community (PC) Special District via an Area Plan petition approved by the Township Board on July 17, 2023.
- The applicant recorded a Zoning and Land Use Agreement dated October 16, 2023, that limits uses, the number of residents and the number of employees.
- A Preliminary Site Plan (STPC 23-03) was approved by the Planning Commission with conditions on January 24, 2024.
- A Final Site Plan (STPC 23-03) was approved by the Planning Commission on September 25, 2024, with the following conditions:
 - 1) Obtain all outside agency approvals permits outlined in Township Engineer's memo dated 9/19/24.
 - 2) Combine existing seven (7) parcels into one parcel prior to receiving certificate of occupancy.
 - 3) Record conservation protection prior to certificate of occupancy.
- A Development Agreement was approved by the Township Board on October 21, 2024.

The applicant is in the process of completing the three (3) Final Site Plan conditions of approval referenced above. Staff meet with the Garrett's Space team on December 12, 2024, to discuss next steps.

ZONING BOARD OF APPEALS

The last ZBA meeting was held April 8, 2024. The following two (2) cases are active and pending review:

1) ZBA #24-02 - 5766 Geddes Road

Continuance of an appeal of the decision of the Township Zoning Administrator

2) ZBA #24-03 - 7486 Plymouth-Ann Arbor Road

Variance from Section 3.101 (Dimensional Standards) to allow for an attached accessory structure to be constructed in the front yard setback.

Per bylaws, the ZBA consists of seven (7) regular and two (2) alternates members appointed by the Township Board. One (1) of the members must be a member of the Township Planning Commission and one member may be a member of the Township Board. The remaining members must reside in the unincorporated areas of the Township and represent the population distribution and various interests present. Supervisor Dabish Yahkind is actively identifying and recommending new ZBA appointments.

All current ZBA members were queried and asked whether they wanted to continue serving and if they were available for regular scheduled ZBA meetings. Current members that will continue to serve on the ZBA include:

- Thomas Brennan
- Rachel Smith

The Township Board approved the following new members to serve on the ZBA:

- Dana Greene (ZBA & BOT)
- Guy Conti (ZBA)
- Meghan Winslow (ZBA)
- Jack Gilbreath (ZBA)

One (1) ZBA position remains open and the Township is accepting applications.

Historically, the Township has not had regular scheduled ZBA meetings and has been convening as needed. This is not efficient, and it is recommended that regular meeting be scheduled for the 2nd Wednesday of the month; if there are no agenda items, the meeting would be cancelled. The next ZBA meeting is anticipated to be scheduled for February 12 or March 12, 2025.

PLANNING COMMISSION

The next Planning Commission meeting is scheduled for January 22, 2024. Agenda items reviewed at the that meeting included:

POLICY DISCUSSION

1. Adoption of the 2025 Meeting Schedule
2. Election of Officers for 2025
3. Review of Ordinance No. 181 Establishing the Planning Commission
4. Zoning Ordinance Rewrite Update

Final site plans submitted for Brookwood (STPC 23-05) and Prospect Pointe West Phase 3 (STPC 25-01) and a request received from The Meadows at Hawthorn Mills (STPC21-01) for a one-year extension of the approved Final Site Plan, are the only new petitions submitted for the Planning Commission to consider at a future meeting. It is anticipated that these items will be reviewed at the February or March Planning Commission meeting.

Besides these agenda items, the Zoning Ordinance Rewrite Steering Committee (appointed by the Township Board on October 21, 2024) will be convening. Three (3) Planning Commissioners (Jay Gardner, Thomas Brennan, and Nahid Sanii-Yahyai) were identified to serve on this Steering Committee and the first meeting was held December 18, 2024.

Like the ZBA, new appointments are necessary for the Planning Commission. Per bylaws, the Planning Commission shall consist of seven (7) members serving for three (3) year terms with eligibility for re-appointment. One member of the Township Board shall be appointed to the Planning Commission as an ex officio member and Township Board Representative, with full voting rights. The Planning Commission was comprised of following:

- Jay Gardner, Chair (Term expires 2/28/2026)
- Robert Steel, Vice Chair (Term expires 2/28/2025)
- Thomas Brennan, Secretary (Term expires 2/28/2027)
- Patrick McGill (Term expires 2/28/2027)
- Nahid Sanii-Yahyai (Term expires 2/28/2026)
- Lynette Findley, Board Rep (Term expires 11/5/2024)
- Emily Dabish Yahkind, Board Rep (Term expires 3/1/2027)

Lynette Findley is no longer on the Board of Trustees and her position on the Planning Commission will be replaced by Brenda McKinney. Emily Dabish Yahkind was appointed Township Supervisor her regular seat on the Planning Commission will be filled by Curt Wolf. All other Planning Commission members will continue to serve. Robert Steel will need to be reappointed because his seat expires on February 28, 2025.

OTHER BUSINESS/NEWS

- 1) Diane Muville-Friel of Carlisle Wortman Associates (CWA), continues to serve as the Township Planning and Zoning Administrator as approved by the Board of Trustees at their meeting on May 20, 2024. Over the last eight (8) months, she has reviewed approximately 175 Zoning Compliance Certificates and responded to 230+ phone calls and email inquiries from the general public. She

also manages and attends the ZBA and Planning Commission meetings and responds to Board of Trustee inquiries.

- 2) Carlisle Wortman Associates staff also serve in the role as the Township Planner and review and manage projects that are paid from escrows including applicant inquiries and project coordination.



EYDE COMPANY

October 1, 2024

**Superior Township Planning Commission
3040 N. Prospect
Superior Township, MI 48198**

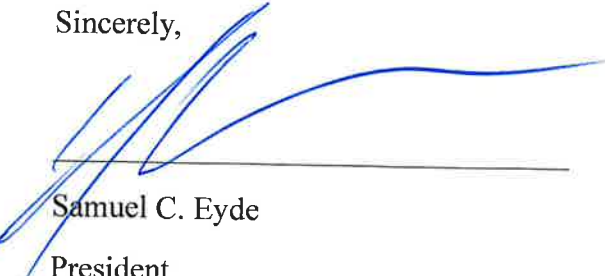
To whom it may concern:

In November 2023, the Township approved the Louis J. Eyde Family, LLC's Phase 1 final site plan for the Meadows at Hawthorne Mill development. The approval was granted for 365 days and will expire in November 2024. We are requesting an extension of our Phase 1 final site plan approval for a period and good cause exists for the Township to grant this request based on the following:

1. Since the time of approval, the Louis J. Eyde Family, LLC has entered into negotiations for the sale of the property to another developer.
2. Terms of the purchase have been agreed to and a purchase agreement has been drafted.
3. A final draft of the purchase agreement is currently being exchanged between the parties and should be signed within the coming weeks by both parties.
4. Per the terms of the agreement, the purchaser intends to develop the property in a similar fashion as the Louis J. Eyde Family, LLC would have developed the property.
5. Since the time of the approval site conditions have not changed.
6. The approved site plan remains in conformance with all applicable provisions of Township ordinances.

Thank you for your consideration of our request for extension of the Final Site Plan approval for Phase 1 of the Meadows at Hawthorne Mill.

Sincerely,



Samuel C. Eyde

President

Louis J. Eyde Family, LLC

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 1 of 6**

1. CALL TO ORDER

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

2. ROLL CALL

The following members were present: Brennan, Dabish-Yahkind, Findley, Gardner, McGill, Sanii-Yahyai, and Steele.

Also present were Benjamin Carlisle, Carlisle Wortman; Claire Martin, OHM; and Laura Bennett, Planning & 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 Brennan to adopt the agenda as presented. The motion carried.

5. APPROVAL OF MINUTES

A. Minutes of the October 25, 2023 Regular Meeting

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

6. CITIZEN PARTICIPATION

Jerry Clifton, 8692 Pine Court, explained traffic concerns in the area, mostly along Stephens Drive, where speeding is occurring. He noted that residents have had three petitions for speed bumps, all of which were denied, as the Washtenaw County Road Commission stated the petitions did not meet the criteria for speed bumps. Mr. Clifton noted there were two accidents in the last week. As of last week, there were two accidents and people are speeding and there are cars parked on the streets.

Commissioner Gardner stated this request seems reasonable. He asked if the Planning Commission could request the Board to examine it.

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 2 of 6**

Commissioner Findley stated the issue had been reviewed by the Board previously. She asked the Planning Commission to write a letter in support of the speed bumps to the Board of Trustees.

Motion by Commissioner Findley, supported by Commissioner Sanii-Yahyai to draft a letter from the Planning Commission to the Board of Trustees requesting support in the installation of speed bumps on Stephens Drive.

Roll Call Vote:

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

The motion carried.

Robert Penny, 8623 Pine Court, explained there is a large sinkhole in the Court that keeps spreading and no one has come out to check it and patch it.

Commissioner Findley noted the Utilities Department would come out and determine what repairs were needed.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

None.

9. REPORTS

A. Building Department Report

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

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 3 of 6**

10. OLD BUSINESS

- A. STPC 23-06 Plymouth-Ann Arbor & Napier Road Rezoning
Parcel ID J-10-01-100-022, Proposed Rezoning from R-1 to C-2

Commissioner Gardner stated at the last meeting staff was directed to draft a resolution of denial.

Vern Woodard, 4891 Napier Court, stated his opposition to the rezoning.

Motion by Commissioner Findley supported by Commissioner Brennan to adopt the Resolution of Denial for STPC 23-06 Plymouth-Ann Arbor & Napier Road Rezoning Parcel ID J-10-01-100-022, Proposed Rezoning from R-1 to C-2 and forward Resolution to the Township Board.

Roll Call Vote:

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

The motion carried.

11. NEW BUSINESS

- A. STPC 21-01 The Meadows at Hawthorne Mill Final Site Plan

Jared Kime, Atwell, was present to answer any questions.

Benjamin Carlisle reviewed the Planner's Report dated November 7, 2023.

Commissioner Gardner discussed the ability of developers to deposit money into the Township tree fund in lieu of planting replacement trees at the development. He inquired if there is enough of an incentive for the developer to minimize the cutting of trees, or if the price is set by the developer. He added, if the price is low enough, there's no incentive for the developer to replace any trees.

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 4 of 6**

Mr. Carlisle stated that the applicant will provide a cost estimate and the Township and will agree or disagree with their calculations. Mr. Carlisle added that the estimate will also be reviewed by the landscape architect.

Mr. Kime stated that the goal is to remove the least number of trees necessary. He went on to state that two street trees per lot is required and space to place a replacement tree runs out quickly.

Commissioner Findley asked if the tree fund would be placed up front.

Mr. Carlisle confirmed money into the tree fund is owed up front. He added that 50% of the mitigation can be placed into landscaping.

Commissioner Sanii-Yahyai noted in the application there are 40 units mentioned, but the Carlisle Wortman report mention 39.

It was determined that there are 40 lots planned for Phase 1.

Commissioner Steele asked if the land is being developed by one builder.

Mr. Kime replied that ideally the whole phase would be sold to one builder.

Commissioner Steele asked if Engineering was satisfied with the slopes shown on the plan.

Mr. Tsakoff replied yes, OHM and WCRC have reviewed and approved the plan.

Commissioner Gardner asked if the 17 acres of open space includes general common elements.

Mr. Kime showed Commissioners the crosshatched area on the overall layout plan, which depicts the open space. He added it is anything outside of the private lots and roadways, but he was unsure if it includes the ponds.

Mr. Carlisle stated open space does not typically include detention ponds unless it is a natural feature.

Commissioner Gardner stated one of the sheets mentions slopes 10-13 degrees in the southern part of the site.

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 5 of 6**

Mr. Kime noted there is a steep slope that is on the south end of the property adjacent to the Prospect Pointe West Property.

Commissioner Gardner wanted to make sure the applicant is mindful of the Zoning Ordinance requirements.

George Tsakoff reviewed the Engineer's Report dated November 9, 2023.

It was noted there will be an overall soil erosion permit until the disturbed site area is stabilized. At that point there will be individual lot permits.

Commissioner Steele asked if the center lane on Geddes Road, west of Prospect Road, is being changed.

Mr. Kime explained a right hand turn lane will be added to southbound Prospect Road north of Geddes Road and the center turn lane will be extended.

Commissioner Findley inquired about the completion date goal.

Mr. Kime noted depending on the building, the goal is for Phase 1 to begin in spring or summer of 2024.

Commissioner Gardner inquired about the price point.

Mr. Kime replied it will depend on the builder.

Commissioner Steele asked how the Washtenaw County Road Commission determines that the applicant needs to do road improvements and not neighboring Prospect Pointe West, for example.

Mr. Tsakoff replied it is partly because The Meadows submitted after Prospect Pointe West, and because of the two approaches on Geddes Road.

Commissioner Gardner noted that there is a Fire Marshal review letter included in the packet. However, the Fire Marshal did not have any concerns.

Motion by Commissioner Findley supported by Commissioner Brennan to approve the Final Site Plan for Phase 1 of STPC 21-01 The Meadows at

**SUPERIOR CHARTER TOWNSHIP
PLANNING COMMISSION
NOVEMBER 15, 2023
APPROVED MINUTES
Page 6 of 6**

Hawthorne Mill Final Site Plan for 40 homes with the following conditions:

1. Provide a cost estimate of the requirement woodland mitigation to be paid into tree fund. Once a fund number is agreed upon with the Township, the applicant shall pay the amount to the Township.
2. All future homebuilders will be required to submit floor plans and elevations for review and approval by the Planning Commission.
3. Address all items in the Township Engineers November 9, 2023 review.

Roll Call Vote:

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

The motion carried.

12. POLICY DISCUSSION

None.

13. ADJOURNMENT

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

Motion Carried.

The meeting was adjourned at 7:51 pm.

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

ORDINANCE NO. 181

AN ORDINANCE TO CONFIRM ESTABLISHMENT OF THE SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION UNDER THE MICHIGAN PLANNING ENABLING ACT (PUBLIC ACT 33 OF 2008, AS AMENDED; MCL 125.3801, ET. SEQ.)

SUPERIOR CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 181.01. Purpose and Establishment

As authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended; MCL 125.3801, et. seq.), and the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended; MCL 125.3101, et. seq.), the purpose of this Ordinance is to establish a Planning Commission for the Township with the authority, powers, and duties provided by those Acts and subject to the terms and conditions of this Ordinance.

The Planning Commission established by this Ordinance is hereby confirmed to be the successor to the Commission established by Township Board resolution under the former Township Planning Act (Public Act 168 of 1959, as amended; MCL 125.321, et. seq.).

Section 181.02. Membership

- A. The Planning Commission shall consist of seven (7) members serving for terms of three (3) years and eligible for re-appointment. Members serving on the Planning Commission as of the effective date of this Ordinance shall continue to serve for the remainder of their existing terms so long as they continue to meet eligibility requirements.
- B. One member of the Township Board shall be appointed to the Planning Commission as an ex officio member and Township Board Representative, with full voting rights. An ex officio member's term shall expire with his or her term on the Township Board. No other elected Officer or employee of the Township is eligible to be a member of the Planning Commission. In the event another member is elected to the Township Board, increasing the number of Board members serving on the Commission to more than one (1), then such member's seat on the Planning Commission shall be deemed vacant.
- C. The Township Supervisor shall appoint all Planning Commission members, including the ex officio member, subject to Township Board approval. A Planning Commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.
- D. Planning Commission members shall be qualified electors of the Township, except that one (1) member may be an individual with established business or property interests in

the Township who is a resident and qualified elector of another local unit of government in Michigan.

- E. Planning Commission membership shall be representative of major interests existing in the Township, including but not limited to agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the geography and population of the Township to the extent practicable. This provision shall be applied as new members are appointed to fill Commission vacancies, and shall not be construed to restrict the re-appointment of any member serving as of the effective date of this Ordinance.

Section 181.03. Removal

The Township Board may remove a member of the Planning Commission for misfeasance, malfeasance or nonfeasance in office upon written charges and after a hearing. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be posted at the Township Hall and mailed to the member subject to the hearing and to all other Planning Commissioners.

Section 181.04. Compensation

The Planning Commission members may be compensated for their services as provided by Township Board resolution. The Planning Commission may request from the Township Board compensation for member travel, registration, and pre-authorized expenses when performing official activities authorized by the Township Board, including but not limited to attendance at conferences, workshops, and training programs.

Section 181.05. Officers and Committees

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.

There shall be no standing committees of the Planning Commission. The Planning Commission Chair may appoint special or ad-hoc advisory committees, as the Planning Commission shall deem necessary to carry on the work of the Commission. Advisory committee members may or may not be members of the Planning Commission. The Chair shall be an ex-officio member of all committees of the Commission.

Section 181.06. Bylaws, Meetings, and Records

- A. The Planning Commission shall adopt Bylaws for the transaction of business. The Planning Commission shall hold a minimum of four (4) regular meetings per year, and shall determine the time, place, and schedule of regular meetings by resolution.

- B. Unless otherwise provided in the Planning Commission Bylaws, a special meeting may be called by the Chair or by two (2) other members upon written request to the Secretary.
- C. All Planning Commission business shall be conducted at a public meeting held in compliance with the Open Meetings Act (Public Act 267 of 1976, as amended; MCL 15.261, et. seq.).
- D. The Planning Commission shall keep a public record of its resolutions, transactions, findings, and determinations. At least one (1) copy of all documents and materials in any format that are prepared, owned, used, in the possession of or retained by the Planning Commission in the performance of its official functions shall be placed on file at the Township offices per State of Michigan retention guidelines and made available to the public in compliance with the Freedom of Information Act (Public Act 442 of 1976, as amended; MCL 15.231, et. seq.).

Section 181.07. Conflicts of Interest

Before casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member shall be disqualified from voting on the matter upon a concurring majority vote of the remaining members of the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by this Ordinance constitutes malfeasance in office.

For the purposes of this Section, the Planning Commission shall define "conflict of interest" in the Planning Commission Bylaws. The Township Board may also adopt additional conflict of interest policies for the Township by resolution.

Section 181.08. Master Plan

The Planning Commission shall be responsible for making and maintaining a Master Plan to promote public health, safety and general welfare; encourage the use of resources in accordance with their character and adaptability; preserve the rural and agricultural character of the Township; provide for planned and orderly land use and development; avoid the overcrowding of land by buildings or people; lessen congestion on public roads and streets; ensure that land uses will be situated in appropriate locations and relationships; and meet the needs of residents for food, fiber, and other natural resources, places of residence, recreation, industry, trade, service, and other uses of land within the Township's planning jurisdiction.

This Master Plan is intended to be the plan as provided for in the Michigan Planning Enabling Act, and incorporated within this Plan is the zoning plan referred to in the Michigan Zoning Enabling Act as the basis for the Township's Zoning Ordinance.

Section 181.09. Zoning Commission Authority

The Township Board hereby confirms the transfer of all authority, powers, and duties provided for "zoning commissions" under the Michigan Zoning Enabling Act to the Superior Charter

Township Planning Commission. The Planning Commission shall be responsible for formulation of the Zoning Ordinance and amendments thereto, and reporting its findings and recommendations concerning the Zoning Ordinance or proposed amendments to Township Board. The Planning Commission shall also be responsible for holding hearings, reviewing, and making determinations regarding applications for approval as required by the Zoning Ordinance.

Section 181.10. Capital Improvements Program

- A. In accordance with Section 65 of the Michigan Planning Enabling Act, the Township Board hereby exempts the Planning Commission from responsibility for preparation, approval, and updating of the Township’s capital improvements program of public structures and improvements, and delegates this responsibility to the Township Supervisor, subject to final approval by the Township Board.
- B. Each Township department with authority for public structures or improvements shall furnish, annually or upon request by the Township Supervisor, updated lists, plans, and estimates of time and cost for recommended public structures and improvements to the Supervisor.
- C. The Planning Commission may make recommendations to the Board about programs and financing for public structures and improvements, and may advise the Board on the consistency of the Township’s capital improvements program with the adopted Master Plan’s goals, objectives, and policies.

Section 181.11. Land Division Responsibilities

The Planning Commission may recommend to the Township Board amendments or revisions to the Township’s Subdivision Ordinance and rules governing the subdivision of land. Before recommending such an Ordinance or rule, the Planning Commission shall hold a public hearing, giving notice of the date, time, and place of the hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the Township and posting at the Township Hall.

The Planning Commission shall review and make recommendations on any proposed plat before action thereon by the Township Board in accordance with the Township’s Subdivision Ordinance and the state Land Division Act (Public Act 288 of 1967, as amended; MCL 560.101, et. seq.).

Section 181.12. Annual Report

The Planning Commission shall make an annual written report to the Township Board concerning its operations and the status of its activities, including recommendations regarding actions by the Township Board related to the Planning Commission’s scope of authority, powers, and duties under this Ordinance, the Michigan Planning Enabling Act, and the Michigan Zoning Enabling Act.

Section 181.13. Repeal of Conflicting Provisions

All other Township ordinances, Township Board resolutions, and parts thereof that conflict with provisions of this Ordinance are hereby repealed and shall be of no further force or effect.

Section 181.14. Severability

All sections, terms, provisions or clauses of this Ordinance shall be deemed independent and severable. Should a court of competent jurisdiction hold any section, term, provision or clause void or invalid, all remaining sections, terms, provisions and clauses not held void or invalid shall continue in full force and effect.

Section 181.15. Effective Date

This Ordinance shall be published by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti, 48198, and on the Township website – www.superior-twp.org – pursuant to Section 8 of the Charter Township Act, being MCL 42.8, 3(b) within 30 days following the final adoption thereof. Publication of this ordinance shall also be made by causing a true copy thereof to be inserted once in the Ypsilanti Courier, a newspaper circulating within the Charter Township of Superior. This ordinance shall take effect 63 days after the ordinance is published.

CERTIFICATION

I, David Phillips, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 181, duly adopted at second reading by the Township Board of Trustees of the Charter Township of Superior at a regular meeting held April 18, 2011 and said Ordinance was published in the Ypsilanti Courier on April 21, 2011.

David Phillips, Superior Charter Township Clerk

William McFarlane, Superior Charter Township Supervisor

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

2025 HOLIDAY OFFICE CLOSURE

Wednesday, January 1, 2025	New Year's Holiday
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
Friday, April 18, 2025	Good Friday
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth (Observed)
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Monday, October 13, 2025	Indigenous People's Day
Tuesday, November 11, 2025	Veteran's Day
Thursday/Friday, November 27 & 28, 2025	Thanksgiving Day & Day after
Tuesday, December 23-31, 2025	Christmas Holiday & New Year's Eve (returning to work Friday January 2, 2026)

Angela Robinson, Clerk
Charter Township of Superior
3040 N. Prospect
Superior Township, MI 48198
734-482-6099

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

2025 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 21, 2025 (following Martin Luther King Day)
Tuesday, February 18, 2025 (following Presidents' Day)
Monday, March 17, 2025
Monday, April 21, 2025
Monday, May 19, 2025
Monday, June 16, 2025
Monday, July 21, 2025
Monday, August 18, 2025
Monday, September 15, 2025
Monday, October 20, 2025
Monday, November 17, 2025
Monday, December 15, 2025

PLANNING COMMISSION (subject to Planning Commission approval)

All regular meetings are held at the Township Hall, 3040 N. Prospect, at 7:00 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 22, 2025	Wednesday, July 23, 2025
Wednesday, February 26, 2025	Wednesday, August 27, 2025
Wednesday, March 26, 2025	Wednesday, September 24, 2025
Wednesday, April 23, 2025	Wednesday, October 22, 2025
Wednesday, May 28, 2025	Wednesday, November 19, 2025
Wednesday, June 25, 2025	Wednesday, December 17, 2025

Angela Robinson, Clerk
3040 N. Prospect
Superior Township, MI 48198
734-482-6099

Planning Commission Members

<p>Jay Gardner (Chair) 999 Towsley Lane Ann Arbor, MI 48105 Home: (734) 761-8024 Work: (313) 248-8377 734-649-3017 jay.gardner.jr@gmail.com</p> <p>Expires: 2/28/2026</p>	<p>Patrick L. McGill 8454 Barrington Dr. Ypsilanti, MI 48198 Home: (734) 480-0148 Cell: (734) 262-9114 pmcgill@emich.edu</p> <p>Expires: 02/28/2027</p>
<p>Robert Steele (Vice-Chair) 1865 Superior Ypsilanti, MI 48198 Home: (734) 485-5368 Cell: (734) 717-8501 rsteelumich@gmail.com</p> <p>Expires: 02/28/2025</p>	<p>Nahid Sanii-Yahyai 3500 Blue Heron Ypsilanti, MI 48198 (734) 272-2854 nyahyai@comcast.net</p> <p>Expires: 02/28/2026</p>
<p>Thomas E. Brennan III (Secretary) 1651 Sheffield Drive Ypsilanti, Michigan 48198 Home: (734) 945- 4837 thobrenn@umich.edu</p> <p>Expires: 02/28/2027</p>	<p>Brenda McKinney– Board Rep. 2153 Wiltshire Dr. Ypsilanti, MI 48198 (734) 660-0761 bmckinney@superior-twp.org</p> <p>Expires: 1/01/2029</p>
<p>Curt Wolf</p> <p>Cell: (734) 358-1954 curt.wolf@gmail.com</p> <p>Expires: 01/01/2028</p>	<p>Carlisle/Wortman Associates Planning Consultants 117 N. First St. Ste. 70 Ann Arbor, MI Ben Carlisle: bcarlisle@cwaplan.com</p>
<p>Diane Mulville-Friel Planning & Zoning Administrator 3040 N. Prospect Rd. Ypsilanti, MI 48198 Work: (734) 482-6099 planning@superior-twp.org dmulville-friel@cwaplan.com</p>	<p>George Tsakoff, OHM Township Engineer 34000 Plymouth Rd. Livonia, MI 48150 Work: (734) 522-6711 george.tsakoff@ohm-advisors.com</p>

Three Year Terms – Appointed
Revised: 01-14-2025



Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Superior Township Zoning Ordinance Rewrite Steering Committee

FROM: Benjamin Carlisle, Planning Consultant

DATE: December 13, 2024

RE: Zoning Ordinance Rewrite Update Memo

We have made good progress on the update Zoning Ordinance. As previously noted, we have found that the current Zoning Ordinance to be disjointed and it is hard to find some regulations. As a result, we find the Ordinance is difficult to administer and a simple reorganization would greatly improve the clarity. A revised Table and Contents and clearer organization of regulations will assist the general public and applicants in understanding the Ordinance and will assist the Township staff and Planning Commission in administering it.

One of the biggest undertakings is a complete reorganization of the Zoning Ordinance. We have reorganized every individual section of the existing Zoning Ordinance and revised the table of contents as follows:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES
ARTICLE 2: DEFINITIONS
ARTICLE 3: ADMINISTRATION AND ENFORCEMENT
ARTICLE 4: ZONING DISTRICT REGULATIONS
ARTICLE 5: SPECIAL DISTRICT REGULATIONS
ARTICLE 6: DEVELOPMENT OPTIONS
ARTICLE 7: GENERAL PROVISIONS
ARTICLE 8: SITE PLAN REVIEW
ARTICLE 9: CONDITIONAL USE REVIEW
ARTICLE 10: SPECIFIC USE STANDARDS
ARTICLE 11: ACCESS, PARKING, AND LOADING REQUIREMENTS
ARTICLE 12: SITE DESIGN STANDARDS
ARTICLE 13: ENVIRONMENTAL STANDARDS
ARTICLE 14: SIGN REGULATIONS
ARTICLE 15: NONCONFORMITIES
ARTICLE 16: ZONING BOARD OF APPEALS
ARTICLE 17: AMENDMENT PROCEDURE

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

Zoning Text Amendments

Listed below are details of Articles 1-4 including purpose, outline, and substantive changes from the existing Zoning Ordinance:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES

Purpose: This article of the Zoning Ordinance provides the legal basis for the regulations embodied in the Ordinance. In fact, it may be the first line of defense in any legal challenges to the Ordinance. The purpose section should closely mirror the language which establishes the legal authority found in the Michigan Zoning Enabling Act (MZEA), PA 110 of 2006.

Article outline:

Section 1.01	Short Title
Section 1.02	Enabling Authority
Section 1.03	Intent and Purpose
Section 1.04	Scope
Section 1.05	Compliance Required
Section 1.06	Severability
Section 1.07	Repeal of Previous Ordinances

Substantive Changes:

- Contains section headings and verbiage from current Zoning Ordinance sections 1.01 thru 1.05 and sections 19.03 and 19.04.
- Added authority granted under Michigan Zoning Enabling Act
- Strengthened intent and purpose section to note a protection of public health, safety and welfare, and the added note that Township has prepared a Growth Management Plan.
- Added severability clause. Necessary to protect entirety of ordinance from judicial review.
- Added “Repeal of Previous Ordinance” clause. Necessary to repeal existing ordinance(s)

ARTICLE 2: DEFINITIONS

Purpose: The exact meaning of a definition is necessary for staff and Planning Commission administration of the Zoning Ordinance and can be the deciding factor for important decisions or to fend off legal challenges. A thorough review of each definition is an important task along with the addition of any new definitions, which will add substance to the Ordinance.

A definition needs to be confined to a description of terms. Mixing regulations in with a definition always runs the risk that the actual regulation may be missed if the definition is not consulted. All definitions should be included in Article 2. It is anticipated that the definitions will continue to be added, altered, and clarified throughout the Zoning Ordinance rewrite process.

Section 2.01 Purpose.

Section 2.02 Rules of Construction.

Section 2.03 Definitions.

Substantive Changes:

- Content from current Zoning Ordinance Article 17.
- Added new definitions:
 - Refined and regrouped all adult care and similar uses (adult foster care, family foster home, and foster family group home) under State Licensed Residential Facility.
 - Adult Day Care Center
 - Refined and regrouped all child care uses under Child Care Facility (Child Day Care Home, Child Family Day Care Home, Child Group Day Care Home, Private Home.
 - Refined and regrouped all Places of Worship (Church, Temple, Place of Worship, or Religious Institution) as Place of Worship
- Removed following definitions:
 - Access, reasonable
 - Family
 - Recognizable and Substantial Benefit
 - Building Directory. Sign regulations cannot regulate content.
 - Nameplate. Sign regulations cannot regulate content.
 - Decorative Display. Sign regulations cannot regulate content
 - Sign Copy. Sign regulations cannot regulate content
- Amended or redefined
 - Adult Foster Care Facility to “State Licensed Residential Facility”
 - Sign. Sign regulations cannot regulate content.
 - Site entry feature with Signage. Sign regulations cannot regulate content

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

Purpose: This article provides the procedures for the administration of the chapter, issuance of permits, inspection of properties, collection of fees, handling of violators and enforcement of the provisions of this chapter and amendments.

Section 3.01 Authority, Duties and Responsibilities

Section 3.02 Certificates of Zoning Compliance

Section 3.03 Building Permits

Section 3.04 Certificates of Occupancy

Section 3.05	Compliance with Plans and Applications
Section 3.06	Development Agreement
Section 3.07	Completion of Construction
Section 3.08	Records
Section 3.09	Fees and Performance Guarantees
Section 3.10	Violations and Penalties
Section 3.11	Public Hearing Requirements

Substantive Changes:

- Content from current Zoning Ordinance sections 1.06 - 1.14, 6.07, 13.04, and 14.03.
- Section 3.01: Removed Zoning Inspector authority and provisions from Section 3.01.A
- Section 3.01: Added Zoning Board of Appeals authority and responsibilities
- Section 3.06: Added Development Agreement (DA) provisions.
- Section 3.07: Added Completion of Construction provisions.
- Section 3.11: Removed Pre-Hearing Examination since its required by FOIA.
- Section 3.11: Removed 180 day requirement from Timeframe for Hearings. This provision is unnecessary.
- Section 3.11: Removed Rights of Persons. Covered by Open Meetings Act.

ARTICLE 4: ZONING DISTRICT REGULATIONS

Purpose: The article divides the Township into different zoning districts as shown on the Official Zoning Map and provides detailed and specific rules governing land use and development within different zoning districts. These regulations ensure that land use is organized and managed in a way that promotes the health, safety, and general welfare of the community.

Section 4.01	Zoning Districts
Section 4.02	Official Zoning Map
Section 4.03	District Boundaries
Section 4.04	Use Regulations
Section 4.05	Prohibited Uses
Section 4.06	Design and Development Regulations
Section 4.07	Intent of Districts
Section 4.08	Dimensional Regulations by District
Section 4.09	Supplemental Provisions and Exceptions
Section 4.10	Use Regulations by District
Section 4.11	Table of Use Regulations

Substantive Changes:

- Content from current Zoning Ordinance Article 2, Article 3, and Article 4.
- Section 4.04: Added regulations that accessory uses and structures are not permitted as principal uses or structures on a lot.
- Section 4.07: Updated Intent Statement for all Recreation-Conservation (R-C) District.

- Section 4.07: Updated Intent Statements A-1 and A-2 districts to strengthen them but also differentiate between the two districts.
- Section 4.07: Added “single-family residential character” to the R-4 District intent statement.
- Section 4.07: Added “compatibility with single-family residential districts” to R-7 District intent statement.
- Section 4.07: C-1 Intent Statement: Added clarifying language regarding intent of providing day-to-day services. Added location along intersections and arterial roads. Removed lot size designation.
- Section 4.07: Added location along major vehicular corridors to C-2 intent statement.
- Section 4.07: Redrafted Public/Semi-Public Services District intent statement.
- Section 4.07: Strengthened PC Intent Statement
- Section 4.07: Added language to MS district intent statement to allow for more diverse use that complement the existing primary use of the medical services. Such uses would include neighborhood commercial, restaurant and café uses, and attached and multiple family residential.
- Section 4.07: Added “The PM District is an existing special district. The Township has no intention to rezone additional properties to the PM District.”
- Section 4.07: Strengthened VC District intent statement to reflect Dixboto Special Area Plan in Master Plan.
- Section 4.07: Added “The NSC District is an existing special district. The Township has no intention to rezone additional properties to the NSC District.”
- Section 4.09: Amended the introductory statement. Added parapet limitations. Added steeple allowances. Capped height exception for chimneys and structures to no more than 12-feet above roof line.
- Section 4.09: Removed section about meeting 80% lot width requirement. We don’t know what this means or how to administer it.
- Section 4.09: Clarified what can be located in front, side, or rear setbacks.
- Section 4.09: Allow porches and decks for all residential structures to encroach in rear yard.
- Section 4.09: Changed lot area from 18,000 sq/ft to 21,780 to be consistent with R-3 district requirements.
- Section 4.11: Amended the use table

Please note that we did not make any changes to the Table of Dimensional Standards by District (Section 4.08). We look forward to discussing this further with the committee.

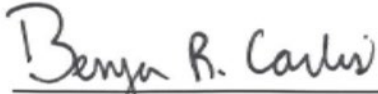
We have attached the articles for you to review prior to the meeting on December 18, 2024. The proposed changes to the Zoning Ordinance in underline/strikethrough format as follows:

- Deleted text shown in strikethrough
- Inserted text shown in underline

When new sections or paragraphs are added, section references throughout the Ordinance will be updated accordingly. Text shown in [brackets] is optional text including additional limitations recommended by staff that needs further consideration:

We look forward to meeting with you.

Sincerely,



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

Attachment: Articles 1-4



Carlisle | Wortman
ASSOCIATES, INC.

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

TO: Superior Township Zoning Ordinance Rewrite Steering Committee
FROM: Benjamin Carlisle, Planning Consultant
DATE: January 15, 2025
RE: Second Zoning Ordinance Rewrite Committee Meeting – Article 4

The Zoning Ordinance Rewrite Steering Committee met on December 18th to kick-off and explain the zoning ordinance rewrite process and started review the following draft Articles:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES
ARTICLE 2: DEFINITIONS
ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

During the review discussion we discussed how much of the current language in the current Zoning Ordinance was appropriate with some minor changes to wording to improve clarity and to modernize it to current day standards. The most significant change would involve reorganizing the chapters, sections, and subsections to assist the general public and applicants as well as Township staff and the Planning Commission who administer these regulations and standards.

The revised table of table of contents is as follows:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES
ARTICLE 2: DEFINITIONS
ARTICLE 3: ADMINISTRATION AND ENFORCEMENT
ARTICLE 4: ZONING DISTRICT REGULATIONS
ARTICLE 5: SPECIAL DISTRICT REGULATIONS
ARTICLE 6: DEVELOPMENT OPTIONS
ARTICLE 7: GENERAL PROVISIONS
ARTICLE 8: SITE PLAN REVIEW
ARTICLE 9: CONDITIONAL USE REVIEW
ARTICLE 10: SPECIFIC USE STANDARDS
ARTICLE 11: ACCESS, PARKING, AND LOADING REQUIREMENTS
ARTICLE 12: SITE DESIGN STANDARDS
ARTICLE 13: ENVIRONMENTAL STANDARDS

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

- ARTICLE 14: SIGN REGULATIONS
- ARTICLE 15: NONCONFORMITIES
- ARTICLE 16: ZONING BOARD OF APPEALS
- ARTICLE 17: AMENDMENT PROCEDURE

Zoning Text Amendments

Listed below are details of Article 4 including purpose, outline, and substantive changes from the existing Zoning Ordinance:

ARTICLE 4: ZONING DISTRICT REGULATIONS

Purpose: The article divides the Township into different zoning districts as shown on the Official Zoning Map and provides detailed and specific rules governing land use and development within different zoning districts. These regulations ensure that land use is organized and managed in a way that promotes the health, safety, and general welfare of the community.

- Section 4.01 Zoning Districts
- Section 4.02 Official Zoning Map
- Section 4.03 District Boundaries
- Section 4.04 Use Regulations
- Section 4.05 Prohibited Uses
- Section 4.06 Design and Development Regulations
- Section 4.07 Intent of Districts
- Section 4.08 Dimensional Regulations by District
- Section 4.09 Supplemental Provisions and Exceptions
- Section 4.10 Use Regulations by District
- Section 4.11 Table of Use Regulations

Substantive Changes:

- Content used from current Zoning Ordinance Article 2, Article 3, and Article 4.
- Replaced reference to “Growth Management Plan” with “Master Plan”.
- Section 4.04: Added regulations that accessory uses and structures are not permitted as principal uses or structures on a lot.
- Section 4.07: Updated Intent Statement for all Recreation-Conservation (R-C) District.
- Section 4.07: Updated Intent Statements A-1 and A-2 districts to strengthen them but also differentiate between the two districts.
- Section 4.07: Added “single-family residential character” to the R-4 District intent statement.
- Section 4.07: Added “compatibility with single-family residential districts” to R-7 District intent statement.

- Section 4.07: C-1 Intent Statement: Added clarifying language regarding intent of providing day-to-day services. Added location along intersections and arterial roads. Removed lot size designation.
- Section 4.07: Added location along major vehicular corridors to C-2 intent statement and removed statement about C-1 uses being permitted as complimentary activities.
- Section 4.07: Redrafted Public/Semi-Public Services District intent statement.
- Section 4.07: Strengthened PC Intent Statement
- Section 4.07: Added language to MS district intent statement to allow for more diverse use that complement the existing primary use of the medical services. Such uses would include neighborhood commercial, restaurant and café uses, and attached and multiple family residential. Also added “The MS District is an existing Special District. The Township has no intention to rezone additional properties to the MS District.”
- Section 4.07: Added “The PM District is an existing Special District. The Township has no intention to rezone additional properties to the PM District.”
- Section 4.07: Strengthened VC District intent statement to reflect Dixboto Special Area Plan in Master Plan. Also added “The VC District is an existing Special District. The Township has no intention to rezone additional properties to the VC District.”
- Section 4.07: Added “The NSC District is an existing Special District. The Township has no intention to rezone additional properties to the NSC District.”
- Section 4.09: Amended the introductory statement. Capped height exception for chimneys and structures to no more than 12-feet above roof line. Added steeple allowances. Added parapet limitations.
- Section 4.09: Added statement under Lot Standards clarifying that for a parcel to be developed it must have frontage on a public and/or private street and comply with minimum requirements for width, area, and depth as well as for onsite sewage disposal or water supply.
- Section 4.09: Streamlined description of Lot Width Measurements and removed section about meeting 80% lot width requirement (we don’t know what this means or how to administer it).
- Section 4.09: Clarified how Lot Width Measurements are to apply to waterfront and flag lots.
- Section 4.09: Clarified how Lot Width Measurements are calculated with road rights-of-ways, and access driveways and easements.
- Section 4.09: Clarified how Lot Area is calculated with road rights-of-ways, and access driveways and easements.
- Section 4.09: under Yard Measurements, clarified that for waterfront lots the front yard is designated as the yard fronting the water.
- Section 4.09: Re-worded Permitted Yard Encroachments and what can be located in front, side, or rear setbacks.
- Section 4.09: Allow porches and decks for all residential structures to limited encroachment into rear yard. Condition applies to lots 21,780 sq. ft. or less to be consistent with R-3 district requirements.

- Section 4.10: Clarified key designations and organization of Table of Use Regulations. Separated out “Automotive Uses” into separate category.
- Section 4.11: Reorganized and amended the Table of Use Regulations.

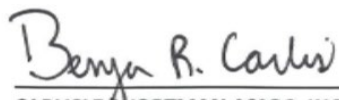
We have attached the articles for you to review prior to the meeting on January 22, 2025. The proposed changes to the Zoning Ordinance in underline/strikethrough format as follows:

- Deleted text shown in strikethrough
- Inserted text shown in underline

When new sections or paragraphs are added, section references throughout the Ordinance will be updated accordingly. Text shown in [brackets] is optional text including additional limitations recommended by staff that needs further consideration.

We look forward to meeting with you.

Sincerely,



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



CARLISLE/WORTMAN ASSOC., INC.
Diane Mulville-Friel, AICP
Senior Associate

Attachment: Article 4

