

**SUPERIOR CHARTER TOWNSHIP PLANNING COMMISSION
SUPERIOR TOWNSHIP HALL
3040 N. PROSPECT, SUPERIOR TOWNSHIP, MI 48198
AGENDA
July 23, 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 May 28, 2025, Regular Meeting Minutes
6. CITIZEN PARTICIPATION
7. CORRESPONDENCE
8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS
9. REPORTS
 - A. Planning and Zoning Monthly Report – May
 - B. Planning and Zoning Monthly Report – June
10. OLD BUSINESS
11. NEW BUSINESS
12. POLICY DISCUSSION
 - A. Zoning Ordinance Rewrite – Articles 11 and 16
13. ADJOURNMENT

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

SUPERIOR CHARTER TOWNSHIP

Planning Commission

Regular Meeting Minutes - DRAFT

May 28, 2025, 7:00 PM

Township Hall - 3040 North Prospect

Superior Township, MI 48198

1. CALL TO ORDER

Secretary Brennan called the regular meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Thomas Brennan, Secretary
Brenda McKinney, Board Representative
Nahid Sanii-Yahyai
Curt Wolf

Absent: Jay Gardner, Chair
Dr. Robert Steele, Vice Chair
Patrick McGill

Also Present: Planning Consultant – Michelle Marin, Carlisle Wortman. Engineer Consultant – Claire Martin, OHM.

3. DETERMINATION OF QUORUM

A quorum was present.

4. ADOPTION OF AGENDA

MOTION by McKinney, supported by Sanii-Yahyai, to adopt the May 28, 2025, agenda as presented.

Motion passed unanimously by voice vote.

5. APPROVAL OF MEETING MINUTES

A. Approval of the April 23, 2025 - Regular Meeting Minutes

MOTION by Wolf, supported by Sanii-Yahyai, to adopt the April 23, 2025, meeting minutes.

Motion passed unanimously by voice vote.

6. CITIZEN PARTICIPATION

Jack Smiley spoke about concerns for Prospect Pointe West Phase 3. He expressed concerns about the lack of open space or natural areas and the lack of serving a critical housing need. Final site plan has 4 houses in far southeast portion that he suggests removing to consolidate open space near the retention pond and enable a walking trail to connect Highland Preserve with LeFurge Woods nature preserve.

7. CORRESPONDANCE

Ms. Marin shared a citizen comment that was emailed expressing a desire for backyard chickens to be permitted in the R-4 zoning district.

MOTION by McKinney to receive the correspondence, supported by Wolf.

Motion passed unanimously by voice vote.

8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

None

9. REPORTS

Ms. Marin shared the monthly Planning and Zoning for April 2025 that was shared at the last Board of Trustees meeting.

10. OLD BUSINESS

None.

11. NEW BUSINESS

A. STPC #25-01 Final Site Plan Approval – Prospect Pointe West Phase 3 (R-4)

Ms. Marin provided a summary of the project, including preliminary site plan approval conditions and their status. Ms. Martin described that this project underwent detailed engineering review previously and all permits have been secured except for erosion and sedimentation control plan. Sanni-Yahyai asked for information about the soil erosion and sedimentation control plan that is still pending. Ms. Martin clarified that the SESC permits are applied phase at a time and that the permit is straightforward. She sees nothing preventing a permit from being issued, and that these permits are typically issued right before construction begins.

Commissioner Brennan asked for procedural information regarding the concern expressed by Jack Smiley to request the removal or relocation of lots 95 through 98. Ms. Marin explained that this was not a condition of preliminary site plan approval and the Planning Commission is not enabled to request a public trail constructed by the developer. The Planning Commissioners agreed.

MOTION by Wolf to approve the site plan for Prospect Pointe West Phase 3 with the condition that the applicant receive all required permits and approvals from other agencies, supported by McKinney.

Passed unanimously by roll call vote.

The Planning Commission wants to revisit the proposed trail in Phase 4.

B. STPC #23-05 Final Site Plan Approval – Brookwood Estates (PC)

Ms. Marin provided a summary of the project, including preliminary site plan approval conditions and their status. She mentioned that any approval should be conditioned upon addressing the outstanding items related to the façade materials and lighting plan details. Ms. Martin summarized that this final site plan and engineering plans were reviewed in tandem, and as such the outstanding engineering items could be reviewed after site plan approval. There will be a private pump station on the site. The applicant provided letters indicating that all approvals and permits from outside agencies are in the works, and Ms. Martin is confident that there will be no issues with these other permits being approved.

McKinney asked about the façade requirements. Ms. Marin described the 50% standard. The Planning Commission discussed preference against vinyl siding.

Brennan asked Ms. Martin about sanitary sewer pump station for this private development. Ms. Martin described how and when EGLE permits single owners to operate a private pump station. Brennan has reservations about permitting this. Ms. Martin described EGLE requirement to have a maintenance agreement between the Township and the private landowner and the mechanism to provide sanitary sewer to the development. Discussion among the Planning Commission of YCUA and Superior Township Utility Department mechanics for providing water and sewer service.

Applicant presented the changes from the preliminary site plan, including the 16-unit reduction to preserve steep slopes which also protect woodlands. He shared his experience with private pump stations.

MOTION by Wolf to approve the site plan for Brookwood Estates with the following conditions:

1. The applicant address all outstanding items identified in the planners' report dated May 22, 2025 and the engineer's report dated May 21, 2025.

Supported by McKinney.

Passed unanimously by roll call vote.

12. POLICY DISCUSSION

A. Zoning Ordinance Re-write

Ms. Marin summarized the substantive changes proposed to Articles 15 and 17 of the zoning ordinance, regulating Nonconformities and Amendments.

Discussion of conditional rezoning processes. Ms. Marin described how the existing ordinance prohibits conditional rezonings, which is not permitted per the State Enabling Act.

In general, Commissioners support the proposed substantive changes.

Ms. Marin discussed the zoning ordinance rewrite process in general. The next step is public input, including the state mandated public hearing and additional public engagement opportunities. Ms. Marin will be staffing a table at Superior Day on June 14th.

13. ADJOURNMENT – *next regularly scheduled meeting on June 25, 2025*

MOTION by McKinney, supported by Sanii-Yahyai to adjourn the meeting.

Motion passed unanimously by voice vote.

The meeting was adjourned at 7:40 p.m.

Meeting Minutes Respectfully submitted,

Thomas Brennan III, Planning Commission Secretary
Michelle Marin, Recording Secretary
3040 N. Prospect, Ypsilanti, MI 48198, 734-482-6099



Pittsfield Charter Township
Department of Community Development

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3130 • Fax: (734) 944-1103
Website: www.pittsfield-mi.gov

Jessica K. West, Director of Community Development

TO: Contiguous Municipal Legislative Body, Washtenaw County, Public Utilities, and Other Public Agencies

FROM: Pittsfield Township Planning Commission

DATE: June 2, 2025

RE: **NOTICE OF INTENT TO UPDATE THE MASTER PLAN**

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as amended), the Pittsfield Charter Township is preparing an update to the existing Master Plan and requests your cooperation and comment on the Plan. Please note that all submittals of this plan are to be made electronically via e-mail, unless we hear otherwise from those being sent notice.

Please be aware that you will be receiving a link to Township's website to access the draft for comment upon completion of the draft plan. Hard (paper) copies may be provided upon request. At the time the Master Plan update is ready for your review, we will provide a second notice and directions on where to send comments and time limits for doing so.

We thank you for your consideration in this matter. If you have any questions or comments on the Pittsfield Charter Township Master Plan update process now or at any time, please send correspondence to:

Attention Master Plan
Pittsfield Charter Township
6201 E. Michigan Avenue
Ann Arbor, MI 48108

OR

planning@pittsfield-mi.gov

MEMO

TO: Superior Charter Township Board of Trustees

FROM: Michelle Marin, Planning & Zoning Administrator

RE: Planning & Zoning Department Report

DATE: June 9, 2025

Below is a summary of the planning and zoning activities for the month of May 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 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 3 (STPC #25-01) was approved by the Planning Commission at the May 28th meeting. This phase includes 25 single family lots. Two approval conditions are remaining: the Soil Erosion and Sedimentation Control (SESC) permit and the revised Development Agreement that will

require approval by the Board of Trustees. The applicant is currently working on these remaining conditions of approval.

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 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 Final Site Plan for Brookwood Estates (STPC #23-05) was approved by the Planning Commission at the May 28th meeting. The applicant is currently working on addressing the approval conditions that were identified in the Planners' and Engineers' reports.

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 in-patient 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.

To date, the applicant has completed Final Site Plan conditions #1, #2, and #3:

- 1) OHM reviewed the Engineering Plans submittal (dated 12/20/24) and had no exceptions to the proposed development moving forward as shown on the plans as submitted.
- 2) The seven (7) parcels have been combined into one and a new parcel assigned (J -10-07-200-021). Furthermore, the Township Assessor has changed the zoning of this new parcel to PC.
- 3) Resolution No. 2025-13 to approve Garrett's Space Conservation Deed Restriction Agreement between Garrett's Space and the Township was approved by the Board of Trustees on March 17, 2025.

Building permits have been submitted and a preconstruction meeting was held on March 18, 2025. Preliminary site work has commenced. The approved Development Agreement requires the conservation area protection to be recorded prior to Certificate of Occupancy (CO) for the main residential structure to be newly constructed (Phase 2). A CO may be issued for the Phase 1 portion of the project if all building and fire codes and requirements are met for the change of use.

THE MEADOWS AT HAWTHORNE MILLS

The Meadows at Hawthorne Mills is a 215 unit single-family residential site condominium located on 71 acres of land located south of Geddes Road and east of Leforge Rd. The site includes private roads that provide two (2) access points to Geddes Road and has two (2) connection points with the adjacent Prospect Pointe West Development. In addition, there is a road stub for future development to the south. The proposed development will be served with public utilities. A sewer will connect from Leforge Road, and the Prospect Pointe Development and water will be looped throughout the development from Geddes Road. Stormwater management will be handled with four (4) proposed detention ponds located throughout the development.

The entire development received preliminary site plan approval on October 28, 2020. There are five (5) phases of development, and each phase required final site plan approval.

The final site plan for Phase 1 was approved by the Planning Commission with conditions on November 15, 2023. Phase 1 includes a total of 40 lots/units as well as construction of the roads and infrastructure items to directly serve those units, extension of a sanitary sewer from LeForge Road across the neighboring property to the west needed to service Phase 1, and mass grading of the entire site.

The final site plan for Phase 1 of the Meadows at Hawthorne Mill was set to expire and the applicant petitioned the Planning Commission to grant a one-year extension. On January 22, 2025, the Planning Commission granted an extension of the approved final site plan with the following conditions:

1. Provide a cost estimate for required woodland mitigation to be paid into Superior 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. Secure all required Washtenaw County Road Commission (WCRC) permits and right-of-way dedications to facilitate improvements at the intersection of Prospect and Geddes Rd as well as turn lane improvements for the private connection on Geddes Road.
4. Complete a Development Agreement and present to the Board of Trustees for approval prior to Phase 1 moving to the pre-construction phase of the development.

The Phase 1 final site plan extension will expire on November 15, 2025, unless conditions under Zoning Ordinance Section 10.08.C are met.

The applicant for the Meadows at Hawthorn Mills (Louis J. Eyde Family, LLC) is selling the property, possibly in two parts, to Lombardo and/or Pulte. Jared Kime of Atwell is working with Pulte to prepare necessary submissions including an amendment to the Phase 1 Final Site Plan. An application to amend the final site plan was received on March 13, 2025, and is under review. A summary of the changes proposed are as follows:

1. Phase 1 FSP revision
 - a. Minor revisions to lot grading for Pulte standards
 - b. Landscape revision and phasing of the tree impacts/mitigation calculations
 - c. Reduction of mass grading to only phase 1 and the sanitary corridor going through future phases
 - d. Would also include the necessary building elevations for PC review
2. Overall Engineering Plan update
 - a. Raised road grades on south half of site to improve earthwork balance
 - b. Associated lot grading revisions throughout site
 - c. Some storm sewer modifications due to the lot changes in future phase areas
 - d. Updated water main profiles due to new road elevations in future phase areas
 - e. Overall landscape plan update with tree impacts/mitigation calculations

The Planning Commission has authority to determine whether a requested change is major or minor, in accordance with this Section 10.12.

Changes to the ownership may impact changes to the site layout, and as such the review of the project is currently on hold until ownership changes are verified.

Other outstanding items to be addressed by the applicant(s) prior to any final site plan approval:

1. Development Agreement – BOT approval
2. Intersection ROW dedication – BOT approval

CLAY HILL COMMUNITY FARM AND GARDEN

The Board of Trustees is being asked to issue a 1-year extension of the special district area plan approval for the Clay Hill community farm and garden at request of the applicant. The applicant indicated progress as well as the need to extend the approval to update wetland mapping and finalize permits with the County Road, Water, and Drain Commissions.

ZONING BOARD OF APPEALS

The following one (1) case was reviewed at the ZBA meeting on May 14, 2025:

- 1) **ZBA #25-02 – 7115 Plymouth-Ann Arbor Rd** -Motion by Member Markos-Vanno, supported by Member Greene to approve a variance from Section 3.101 (Dimensional Standards) to allow for a single family building addition to be constructed in the front yard setback. The motion carried unanimously.

No June ZBA meeting.

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. Current ZBA members include:

- Thomas Brennan, (Chair & PC Member)
- Rachel Smith
- Dana Greene (BOT)
- Tanya Markos-Vanno
- Meghan Winslow
- Jack Gilbreath
- Vacant

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

The Township now has regular scheduled ZBA meetings the 2nd Wednesday of the month; if there are no agenda items, the meeting are cancelled.

PLANNING COMMISSION

The June 25th Planning Commission meeting is canceled due to lack of agenda items.

Conditional Use Permit/Preliminary Site Plan - DTE Grenada Substation Expansion (STPC #25-02) is anticipated to be resubmitted and considered at the July or August Planning Commission Meeting.

The Planning Commission is also functioning as the Zoning Ordinance Rewrite Steering Committee. At the May meeting, the Planning Commission reviewed and discussed the proposed revisions to the following zoning ordinance articles:

- Article 15: Nonconformities
- Article 17: Amendments

Two additional draft articles are planned for Planning Commission review and discussion at the regular July meeting.

Per bylaws, the Planning Commission shall consist of seven (7) members serving 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 current Planning Commission is comprised of the following members:

- Jay Gardner, Chair (Term expires 2/28/2026)
- Robert Steele, Vice Chair (Term expires 2/28/2028)
- Thomas Brennan, Secretary (Term expires 2/28/2027)
- Patrick McGill (Term expires 2/28/2027)
- Brenda McKinney– Board Rep. (Term expires 11/7/2028)
- Nahid Sanii-Yahyai (Term expires 2/28/2026)
- Curt Wolf (Term expires 1/01/2028)

OTHER BUSINESS/NEWS

- 1) Michelle Marin of Carlisle Wortman Associates (CWA) began to serve as the Township Planning and Zoning Administrator in April. In May, Michelle reviewed 19 Certificates of Zoning Compliance and burn permits and responded to numerous phone calls and email inquiries from the general public. She participated in three 3 pre-application meetings at the Township Hall during office hours. Michelle also began ordinance enforcement in May and sent out 5 ordinance violation letters and emailed 2 warnings. Supported by Ben Carlisle, she also began the process of managing and/or attending the ZBA and Planning Commission meetings and responding 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.

MEMO

TO: Superior Charter Township Board of Trustees

FROM: Michelle Marin, Planning & Zoning Administrator

RE: Planning & Zoning Department Report

DATE: July 2, 2025

Below is a summary of the planning and zoning activities for the month of June 2025.

PROSPECT POINTE SOUTH

On June 27th, M/I Homes submitted an application for a three-phase single-family residential development project, on two adjacent parcels with a total area of ~48 acres. One parcel is zoned R-4 and one parcel is zoned PC – Planned Community. The development is located on the east side of North Prospect Road, between Berkshire Drive, Sheffield Drive, and the Autumn Woods condos. The applicant is proposing to develop Prospect Pointe South as a 119- unit single family residential development. The existing site is vacant and heavily wooded on roughly $\frac{3}{4}$ of the property.

The developer estimates construction commencement in May 2026 with an anticipated date of first occupancy in February 2027. The planning and engineering review has not yet begun. As such, an estimated time for Planning Commission review cannot yet be determined.

PROSPECT POINTE WEST

Prospect Pointe West is a four-phase single-family residential development project, on a ~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.

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 - 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.

To date, the applicant has completed Final Site Plan conditions #1, #2, and #3:

- 1) OHM reviewed the Engineering Plans submittal (dated 12/20/24) and had no exceptions to the proposed development moving forward as shown on the plans as submitted.

- 2) The seven (7) parcels have been combined into one and a new parcel assigned (J -10-07-200-021). Furthermore, the Township Assessor has changed the zoning of this new parcel to PC.

- 3) Resolution No. 2025-13 to approve Garrett’s Space Conservation Deed Restriction Agreement between Garrett’s Space and the Township was approved by the Board of Trustees on March 17, 2025.

Building permits have been submitted and a preconstruction meeting was held on March 18, 2025. Preliminary site work has commenced. The approved Development Agreement requires the conservation area protection to be recorded prior to Certificate of Occupancy (CO) for the main residential structure to be newly constructed (Phase 2). A C of O may be issued for the Phase 1 portion of the project if all building and fire codes and requirements are met for the change of use.

THE MEADOWS AT HAWTHORNE MILLS

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The entire development received preliminary site plan approval on October 28, 2020. There are five (5) phases of development, and each phase required final site plan approval. The final site plan for Phase 1 was approved by the Planning Commission with conditions on November 15, 2023. Phase 1 includes a total of 40 lots/units as well as construction of the roads and infrastructure items to directly serve those units, extension

of a sanitary sewer from LeForge Road across the neighboring property to the west needed to service Phase 1, and mass grading of the entire site.

The final site plan for Phase 1 of the Meadows at Hawthorne Mill was set to expire and the applicant petitioned the Planning Commission to grant a one-year extension. On January 22, 2025, the Planning Commission granted an extension of the approved final site plan with the following conditions:

1. Provide a cost estimate for required woodland mitigation to be paid into Superior 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. Secure all required Washtenaw County Road Commission (WCRC) permits and right-of-way dedications to facilitate improvements at the intersection of Prospect and Geddes Rd as well as turn lane improvements for the private connection on Geddes Road.
4. Complete a Development Agreement and present to the Board of Trustees for approval prior to Phase 1 moving to the pre-construction phase of the development.

The Phase 1 final site plan extension will expire on November 15, 2025, unless conditions under Zoning Ordinance Section 10.08.C are met.

The applicant for the Meadows at Hawthorn Mills (Louis J. Eyde Family, LLC) is selling the property, possibly in two parts, to Lombardo and/or Pulte. Jared Kime of Atwell is working with Pulte to prepare necessary submissions including an amendment to the Phase 1 Final Site Plan. An application to amend the final site plan was received on March 13, 2025, and is under review. A summary of the changes proposed are as follows:

1. Phase 1 FSP revision
 - a. Minor revisions to lot grading for Pulte standards
 - b. Landscape revision and phasing of the tree impacts/mitigation calculations
 - c. Reduction of mass grading to only phase 1 and the sanitary corridor going through future phases
 - d. Would also include the necessary building elevations for PC review
2. Overall Engineering Plan update
 - a. Raised road grades on south half of site to improve earthwork balance
 - b. Associated lot grading revisions throughout site
 - c. Some storm sewer modifications due to the lot changes in future phase areas
 - d. Updated water main profiles due to new road elevations in future phase areas
 - e. Overall landscape plan update with tree impacts/mitigation calculations

The Planning Commission has authority to determine whether a requested change is major or minor, in accordance with this Section 10.12. Changes to the ownership may impact changes to the site layout, and as such the review of the project is currently on hold until ownership changes are verified.

Other outstanding items to be addressed by the applicant(s) prior to any final site plan approval:

1. Development Agreement – BOT approval
2. Intersection ROW dedication – BOT approval

CLAY HILL COMMUNITY FARM AND GARDEN

The Board of Trustees issued a 1-year extension of the special district area plan approval for the Clay Hill community farm and garden at request of the applicant. The applicant indicated progress as well as the need to extend the approval to update wetland mapping and finalize permits with the County Road, Water, and Drain Commissions.

ZONING BOARD OF APPEALS

The ZBA did not have a meeting in June due to a lack of agenda items. There will similarly be no July ZBA meeting.

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. Current ZBA members include:

- Thomas Brennan, (Chair & PC Member)
- Rachel Smith
- Dana Greene (BOT)
- Tanya Markos-Vanno
- Meghan Winslow
- Jack Gilbreath
- Vacant – application received in June 2025

The Township now has regular scheduled ZBA meetings the 2nd Wednesday of the month; if there are no agenda items, the meeting are cancelled.

PLANNING COMMISSION

The June 25th Planning Commission meeting was canceled due to lack of agenda items.

The Planning Commission is also functioning as the Zoning Ordinance Rewrite Steering Committee. Two draft articles are planned for Planning Commission review and discussion at the regular July meeting.

Conditional Use Permit/Preliminary Site Plan - DTE Grenada Substation Expansion (STPC #25-02) is anticipated to be resubmitted and considered at some point this year. The applicant has not communicated with the Planning & Zoning Department in several months, since before Michelle resumed the zoning administrator role.

Per bylaws, the Planning Commission shall consist of seven (7) members serving 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 current Planning Commission is comprised of the following members:

- Jay Gardner, Chair (Term expires 2/28/2026)
- Robert Steele, Vice Chair (Term expires 2/28/2028)
- Thomas Brennan, Secretary (Term expires 2/28/2027)
- Patrick McGill (Term expires 2/28/2027)
- Brenda McKinney– Board Rep. (Term expires 11/7/2028)
- Nahid Sani-Yahyai (Term expires 2/28/2026)
- Curt Wolf (Term expires 1/01/2028)

OTHER BUSINESS/NEWS

- 1) Michelle Marin of Carlisle Wortman Associates (CWA) began to serve as the Township Planning and Zoning Administrator in April. In June, Michelle reviewed 17 Certificates of Zoning Compliance and responded to numerous phone calls and email inquiries from the general public. She participated in 4 pre-application meetings at the Township Hall during office hours. Michelle also began ordinance enforcement in June and sent out 3 ordinance violation letters. Supported by Ben Carlisle, she also began the process of managing and/or attending the ZBA and Planning Commission meetings and responding to Board of Trustee inquiries.
- 2) One of the ordinance enforcement letters concerned 8760 Barrington Drive, a single-family home that was never completed by the property owner and has sat vacant without a Certificate of Occupancy for several years. Following the enforcement letter, the property owner has listed the home for sale as-is, with the condition that the purchaser apply for all building permits needed to complete the house and receive a C of O. The Planning and Building Departments have received multiple inquiries from interested buyers regarding the permitting requirements.
- 3) 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.



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 and Michelle Marin, Planning Consultants
DATE: July 14, 2025
RE: Sixth Zoning Ordinance Rewrite Committee Meeting – Articles 11 & 16

BACKGROUND

To date, the Zoning Ordinance Rewrite Steering Committee and CWA staff have convened to review the following draft Articles:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES
ARTICLE 2: DEFINITIONS
ARTICLE 3: ADMINISTRATION AND ENFORCEMENT
ARTICLE 4: ZONING DISTRICT REGULATIONS
ARTICLE 6: DEVELOPMENT OPTIONS
ARTICLE 7: GENERAL PROVISIONS
ARTICLE 8: SITE PLAN REVIEW
ARTICLE 9: CONDITIONAL USE REVIEW
ARTICLE 15: NONCONFORMITIES
ARTICLE 17: AMENDMENT PROCEDURE

Article 11 (currently Article 8) detailing the regulations for off-street parking and loading and Article 16 (currently Article 13) describing the Zoning Board of Appeals have been revised to improve clarity, remove redundancies, and incorporate substantive regulation and procedural changes. Articles 11 and 16 will be presented to the full Planning Commission for discussion at the regular July meeting.

During the previous Steering Committee meetings, we discussed how much of the current language in the Zoning Ordinance was appropriate and that only minor changes to wording were required to improve clarity and logic and to modernize it to current day standards were necessary. 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.

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

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
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 Articles 11 and 16 including the purpose, outline, and substantive changes from the existing Zoning Ordinance:

Article 11: Off-Street Parking and Loading Regulations

Purpose: The purpose has not been substantively amended, with one minor change to improve readability.

- Section 11.01: Purpose
- Section 11.02: Scope
- Section 11.03: General Regulations
- Section 11.04: Standards for Parking and Loading Calculations
- Section 11.05: Schedule Of Off-Street Parking Requirements
- Section 11.06: Design Requirements for Parking Areas
- Section 11.07: Off-Street Loading Requirements
- Section 11.08: Construction and Maintenance
- Section 11.09: Modification of Standards

Substantive Changes:

- 1) “Rural and residential parking requirements”: regulation requiring parking to be within 100 feet of the principal dwelling removed.
- 2) “Recreational Vehicle and Equipment Parking”: operational standards added.

- 3) “Maximum parking requirements”: rather than a 130% maximum parking allowance permitted to all, Planning Commission approval if exceeding 120% of parking allowance.
- 4) Electric vehicle parking standards included.
- 5) “Schedule of off-street parking requirements” standards amended:
 - a. Multiple-family housing: studio or efficiency units require 1 parking space.
 - b. Day Care Center – Child or Adult: 1 space per 5 children/dependent adults, rather than 1 per 6 children + stacking space requirements.
 - c. Institutional uses: on-duty employee number removed from calculation.
 - d. Parks, playgrounds, tot lots: 1 space per acre, rather than 1 space + 1 space per acre.
 - e. Big box commercial: 1 space per 400 square feet of floor area, rather than 1 space per 200 square feet of floor area.
 - f. Restaurants with a drive-through: 1 space per 60 square feet.
- 6) Design Requirements for Parking Areas: side and rear property line setback reduced from 15 feet to 10 feet.
- 7) Ingress/Egress: *all* parking areas required to comply rather than just parking areas with 5 or more spaces.
- 8) Parking layout:
 - a. Standards for parking spaces abutting sidewalks.
 - b. Angled parking spaces required when one-way traffic used.
 - c. No perpendicularly adjacent parking spaces.
 - d. Buffering requirements between parking spaces and major roads/drives.
- 9) Planning Commission waiver of loading requirements included.
- 10) Maintenance: snow, ice, and debris removal added.
- 11) Modification of Standards: shared parking provisions amended to improve flexibility while also limiting application to adjacent lots or mixed use developments only.
- 12) Deviation of Parking Spaces (previously “Deferral”): conditions of Planning Commission parking deviation detailed.

Article 16: Zoning Board of Appeals

- Section 16.01: Board Established
- Section 16.02: Membership and Terms
- Section 16.03: General Regulations
- Section 16.04: Powers and Duties
- Section 16.05: Required Fees and Escrow Deposits
- Section 16.06: Administrative Appeals
- Section 16.07: Interpretations
- Section 16.08: Variances
- Section 16.09: Site Plan Requirements

Section 17.10: Conditions of Approval
Section 17.11: Appeals to Circuit Court

Substantive Changes:

- 1) Board established: section expanded to incorporate a purpose related to the Superior Zoning Ordinance in addition to the state statute.
- 2) Reduce the number of ZBA members from 7 to 5.
- 3) ZBA decision required within 180 days of public hearing rather than within 180 days of application receipt.
- 4) New power and duty added: ZBA shall not grant a variance to reduce the required lot area or road frontage below the minimum required for the district.
- 5) Documents from applicant now required to demonstrate why variance is needed, that the property is unique, how character of the area will not be impacted, and that the hardship is not self-created.

SUMMARY

Attached are Articles 11 and 16 with proposed changes in an underline/strikethrough format as follows:

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

Section references throughout the Ordinance as well as a careful review of numbering and organizational hierarchy will be undertaken once a complete draft of all Articles are complete. Text shown in [brackets] is optional text including additional limitations recommended by staff that needs further consideration.

We look forward to meeting with you to discuss these proposed changes.

Sincerely,



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



CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin, AICP
Community Planner

Attachment: Articles 11 & 16

ARTICLE 16

ZONING BOARD OF APPEALS

Section 16.01 Board Established.

~~There is hereby established a Board of Appeals, which shall perform its duties and exercise its powers, as provided in the Michigan Zoning Enabling Act, in such a way that the objectives of this Ordinance shall be enforced, the public health and safety secured, and substantial justice done.~~ A Zoning Board of Appeals is hereby established, in accordance with Act 110 of the Public Acts of 2006, as amended (MCL 125.3601 et. seq.), and in such a way that the objectives of this Zoning Ordinance shall be observed, public health, safety and welfare secured, and substantial justice done. The Zoning Board of Appeals is established to ensure that the objectives of this Ordinance may be more fully and equitably achieved, that a means be provided for competent interpretation of this Ordinance, and that reasonable relief be provided in the application of this Ordinance.

Section 16.02 Membership and Terms.

Board of Appeals membership shall be subject to the following:

A. Membership.

The Board of Appeals shall consist of ~~seven~~ five (5) members appointed by the Township Board. One (1) member shall be a member of the Township Planning Commission, and one member may be a member of the Township Board.

1. The remaining members shall be selected from the electors of the Township residing in the unincorporated area of the Township. The members selected shall be representative of the population distribution, and of the various interests present in the Township.
2. An employee or contractor of the Township Board shall not serve as a member of the Board of Appeals.
3. In the event a member is elected to The Township Board and such election increases the number of Township Board members serving on the Board of Appeals to more than one (1), then such member's seat on the Board of Appeals shall be deemed vacant. Such vacancy shall be filled for the remainder of the un-expired term by Township Board appointment.

B. Alternates.

The Township Board may appoint up to two (2) alternate members for the same term as regular members of the Board of Appeals. An alternate member may be called to serve as a regular member for the Board of Appeals in the absence of a regular member if the regular member is absent from or will be unable to attend one

(1) or more meetings of the Board of Appeals. An alternate member may also be called to serve as a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons described in Section ~~_____~~ 16.02 D (Abstaining). The alternate member appointed shall serve in the case until a final decision is made.

The alternate member has the same voting rights as a regular member of the Board of Appeals.

C. Terms.

The term of office of each member shall be for three (3) years, except for members serving because of their membership on the Planning Commission or Township Board, whose terms shall be limited to the time they are members of those bodies. A successor shall be appointed not more than one (1) month after the term of the preceding member has expired. All vacancies shall be filled for the remainder of the unexpired term by Township Board appointment.

D. Abstaining.

A member shall abstain from participating in a public hearing or voting on any question in which he or she has a conflict of interest. A member of the Board of Appeals who is also a member of the Township Board or Planning Commission shall abstain from participating in a public hearing or voting on the same matter that the member previously voted on as a member of the Board or Commission. The member may consider and vote on other unrelated matters involving the same property. Failure of a member to abstain in such cases shall constitute malfeasance of office.

E. Removal From Office.

A member may be removed from office by the Township Board for misfeasance, malfeasance, or nonfeasance in office, upon written charges and following a public hearing held in accordance with Section ~~_____~~ 3.11 (Public Hearing Procedures). Minutes of the meeting at which the hearing is held shall record the reasons for the hearing, the motion or resolution, if any, regarding removal from office, and the roll call vote of the Township Board.

Section 16.03 General Regulations.

Board of Appeals membership shall be subject to the following:

A. Rules and Officers.

The Board of Appeals may adopt rules and regulations to govern its procedures. The Board of Appeals shall elect annually a Chair, Vice-Chair, and Secretary from its membership. An elected officer of the Township shall not serve as Chair of the Board of Appeals.

1. The Chair shall preside at and conduct Board of Appeals meetings; and shall have the power to subpoena and require the attendance of witnesses, administer oaths, compel testimony and the production of books, papers, files and other evidence pertinent to the matters before the Board of Appeals.
2. In the absence of the Chair, the Vice-Chair shall exercise all powers and authority of the Chair.
3. The Secretary shall be responsible for ensuring that complete and accurate written records are kept of all Board of Appeals proceedings.

B. Votes and Quorum.

A concurring vote of a majority of the members of the Board of Appeals shall be necessary for any decision. The Board of Appeals shall not conduct business unless a majority of its members is present.

C. Representation.

Any person may appear on his or her own behalf at a hearing or may be represented by an agent or an attorney authorized to appear on his or her behalf.

D. Hearings.

The Board of Appeals shall hold a public hearing on each question submitted to it for decision. The Chair shall fix a reasonable time and date for the hearing, which shall be held within ninety (90) calendar days after receipt of a complete and accurate application. Notice shall be given and the hearing shall be held in accordance with Section ~~_____~~3.11 (Public Hearing Procedures). All hearings shall be open to the public.

E. Time Limit for Decision.

The Board of Appeals shall decide upon all matters within one hundred–eighty (180) calendar days after ~~the receipt of a complete and accurate application~~public hearing. The decision of the Board of Appeals shall be in the form of a resolution containing a full record of its findings and determinations in each case. The time limit may be extended by written agreement between the applicant or appellant and the Board of Appeals.

F. Meetings.

Meetings of the Board of Appeals shall be held at the call of the Chair and at such other times as the Board of Appeals in its rules might specify.

1. Minutes shall be kept of each meeting and the Board shall record into the minutes all findings of fact, conditions of approval, facts, and other relevant factors, and all its official actions.

- 2. The vote of each member upon a question, or absence or abstention, shall be recorded into the minutes of the meeting.
- 3. All meetings and records shall be open to the public. All minutes shall be filed in the offices of the Township Clerk.

G. Oaths.

The Chair of the Board of Appeals or, in the Chair's absence the acting Chair, may administer oaths and compel the attendance of witnesses.

Section 16.04 Powers and Duties.

The Board of Appeals shall hear and decide and rule on the following as provided herein:

- 1. The Board of Appeals shall hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of the text and the Official Zoning Map.
- 2. The Board of Appeals shall hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of this Ordinance.
- 3. The Board of Appeals shall hear and decide requests for variances for relief from the strict application of one (1) or more non-use provisions of this Ordinance.
- 4. The Board of Appeals shall also hear and decide on any other matters referred to the Board of Appeals shall or upon which the Board of Appeals shall is required to pass under this Ordinance.
- 5. The Board of Appeals shall not change the zoning district classification of any property or make any change in the terms of this Ordinance, and shall not take any action which would have as a result the making of legislative changes in this Ordinance.
- 5.6. The Zoning Board of Appeals shall not grant a variance to reduce the required lot area or road frontage below the minimum required for the district therein located.
- 6.7. The Board of Appeals shall not grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.
- 7.8. The Board of Appeals shall not hear matters relating or pertaining to conditional uses, use variances or Special District developments.

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Section 16.05 Required Fees and Escrow Deposits.

The Township Board shall establish, by resolution or ordinance, fees and escrow deposits for review of petitions or appeals to the Board of Appeals. Required fees and escrow deposits shall be paid to the Township Treasurer at the time of the filing of the application. No fee or escrow deposit shall be required for amendments proposed or requested by the Township. No action shall be taken on any petition or appeal for which required fees have not been paid in full.

Section 16.06 Administrative Appeals.

Consideration of administrative appeals shall be subject to the following:

1. Appeals may be taken to the Board of Appeals by a person, firm or corporation aggrieved by the order, requirement, decision or determination, or by an officer, department, board, commission or bureau of the Township, county, state, or federal governments. Such appeals shall be filed within sixty (60) calendar days of the order, requirement, decision or determination in question.
2. The appeal shall be filed with the official from whom the appeal is taken or such other person as the Board of Appeals may from time to time designate.
3. The appellant shall submit a clear description of the order, requirement, decision, or determination from which the appeal is made and the grounds of the appeal. The appellant may be required by the Board of Appeals to submit additional information to clarify the appeal.
4. The Township Clerk or such other person as the Board of Appeals may from time to time designate shall transmit to the Board of Appeals copies of all relevant papers constituting the record upon which the action appealed from was taken.
5. An appeal stays all proceedings in the furtherance of the action appealed from, unless the Zoning Inspector certifies to the Board of Appeals after the notice is filed that, by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Appeals or by a court of record upon application, upon notice to the Zoning Inspector from whom the appeal is taken, and upon due cause shown.
6. The Board of Appeals shall reverse an administrative decision only upon determining that the order, requirement, decision or determination constituted an abuse of discretion; was arbitrary or capricious; or was based upon an erroneous finding of a material fact or an erroneous interpretation of the Zoning Ordinance.

- a. After making such a determination, the Board of Appeals may, so long as such action is in conformity with the terms of this Ordinance:
 - (1) Reverse or affirm wholly or in part;
 - (2) Modify the order, requirement, decision, or determination appealed from; or
 - (3) Make such order, requirement, decision, or determination as ought to be made, and may issue or direct the issuance of a permit.
- b. To that end, the Board of Appeals shall have all of the powers of the official(s) from whom the appeal is taken.

Section 16.07 Interpretations.

The Board of Appeals shall have the power to hear and decide requests for interpretations of Zoning Ordinance provisions in such a way as to preserve and promote the character of the zoning district in question, and to carry out the intent and purposes of this Ordinance and the Growth Management Plan. The Board of Appeals shall also have the power to interpret the Official Zoning Map in such a way as to carry out the intents and purposes of this Ordinance and the Growth Management Plan, subject to the standards of Section [4.02 \(Official Zoning Map Rules for Interpretation\)](#).

Section 16.08 Variances.

The Board of Appeals shall have the authority to grant variances where, owing to special conditions, strict enforcement of this Ordinance would result in unnecessary hardship or practical difficulty, subject to the requirements of the Michigan Zoning Enabling Act and the following:

A. Variance Petition.

Application for a variance shall be filed with the Township Clerk or such other person as the Board of Appeals may from time to time designate by the record owner of the property in question or by a person authorized to act on the record owner's behalf.

1. The Township Clerk or such other as the Board of Appeals may from time to time designated shall transmit the application and information to the Board of Appeals and to the Zoning Inspector.
2. The petition shall consist of a completed application form, fee, and the following required information:
 - a. Legal description, address, tax parcel number, and zoning classification of the subject property, and zoning classifications of adjacent parcels.

- b. An accurate, scaled drawing of the property, showing all property lines, dimensions, and bearing or angles correlated with the legal description; all existing and proposed structures and uses on the property; and dimensions of structures and their dimensioned locations; and lot areas and all calculations necessary to show compliance with the regulations of this Ordinance. Such drawings shall include all septic systems, wells, and easements and all significant trees and natural features.
- c. A statement of the specific reasons for the request for a variance.
- d. Name and address of the applicant and the property owner, and the interest of the applicant in the property.
- e. Documentation demonstrating:
 - (1) That without a variance the property could not be used for the purposes permitted in the zoning district.
 - (2) That the plight is due to unique circumstances peculiar to the property and not to the general neighborhood conditions.
 - (3) That the variance would not alter the essential character of the area.
 - ~~d.~~(4) That the plight or problem is not self-created.

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B. Standards for Review.

A variance shall not be granted unless all of the following standards are met:

1. Special conditions and circumstances exist that are unique to the land, structures, or buildings involved, and are not applicable to other lands, structures, or buildings in the same district, subject to the following:
 - a. The existence of nonconforming dwellings, lots of record, structures, uses, or sites on neighboring lands in the same zoning district or other zoning districts shall not be considered grounds for a variance.
 - b. The special conditions and circumstances on which the variance request is based do not result from the actions of the applicant.
2. Literal interpretation of this Ordinance would deprive the applicant of rights commonly enjoyed by other property owners in the same district under the terms of this Ordinance.
3. Granting the variance requested would not confer upon the applicant any special privilege that is denied by the Ordinance to other lands, structures, or buildings in the same district.

4. A variance granted shall be the minimum that will make possible a reasonable use of the land, building, or structure. The Board of Appeals may consider lesser variances than that requested by an applicant.
5. The variance granted shall be in harmony with the intent of this Ordinance and will not be injurious to the environment, neighborhood, or otherwise detrimental to the public interest.

C. Motions.

Any motion for action on a variance application shall include specific findings of fact and conclusions made by the Board of Appeals on the request, which shall be incorporated into the written record of the meeting.

D. Expiration.

Each variance approved shall become null and void unless a building permit has been issued for the construction authorized by the variance within one hundred-eighty (180) calendar days after the date of approval and construction has been pursued diligently to completion; or the occupancy of land or buildings authorized by the variance has commenced within one hundred-eighty (180) calendar days after the date of approval.

1. Where a building permit has been issued for construction authorized by a variance, the variance shall become null and void upon expiration of the building permit.
2. Where a variance has been approved for a project subject to site plan approval per Article ~~_____8~~ (Site Plan Review), the variance shall become null and void only upon expiration of an approved final site plan for the project.
3. The Board of Appeals may, upon written request by the petitioner with a showing of good cause, grant one (1) extension of variance approval for up to an additional one hundred-eighty (180) calendar days.

D. Reapplication.

An application for a variance that has been denied wholly or in part by the Board of Appeals shall not be resubmitted for a period of three hundred sixty-five (365) calendar days from the date of denial, except on grounds of new evidence of changed conditions found by the Board of Appeals to be valid.

Section 16.09 Site Plan Requirements.

If an application or appeal to the Board of Appeals involves a land use or a development that requires site plan approval by the Planning Commission, the applicant or appellant shall first apply for preliminary site plan approval as set forth in Article ~~_____8~~ (Site Plan Review).

1. The Planning Commission shall review the site plan and shall determine the layout and other features required to obtain approval of the preliminary site plan.
2. The Planning Commission shall then transmit a copy of the site plan and the Commission's findings thereon to the Board of Appeals. The Board of Appeals shall, upon deciding on the application or appeal, return the plan and its decision to the Planning Commission for Commission action on the preliminary site plan.

Section 16.10 Conditions of Approval.

The Board of Appeals may impose conditions or limitations upon any affirmative decision, as it may deem reasonable and necessary in accordance with the purposes of this Ordinance and the Michigan Zoning Enabling Act. Such conditions shall be consistent with procedures, requirements, standards, and policies of the Township, where applicable. Violation of any condition imposed shall be deemed a violation of this Ordinance and punishable under Section ~~_____~~3.10 (Violations and Penalties).

Section 16.11 Appeals to Circuit Court.

Any person aggrieved by a decision of the Board of Appeals in a particular case shall have the right to appeal to the Circuit Court on question of law and fact. The appeal shall be filed within thirty (30) calendar days after the Board of Appeals issues its written decision, signed by the Chair or acting Chair; or within twenty-one (21) calendar days after the Board of Appeals approves the minutes of its decision.

ARTICLE 11

OFF-STREET PARKING AND LOADING REGULATIONS

Section 11.01 Purpose.

The purpose of this Article is to protect water quality and the capacity of drainage and stormwater management systems by reducing; ~~to limit~~ the number of off-street parking spaces and amount of impervious surfaces that may be permitted on a parcel of land or accessory to a use or building; to establish flexible minimum and maximum standards for off-street parking and loading; and to promote the use and development of shared parking facilities and cross-access between sites.

Section 11.02 Scope.

The regulations of this Article shall be met in all districts when any use is established; any structure is erected, enlarged, or increased in capacity; or any existing use is changed to a different use, expanded, extended, or increased in intensity.

Section 11.03 General Regulations.

The following standards shall apply to all off-street parking and loading facilities:

A. Alteration, Reduction or Elimination of Parking or Loading Spaces.

No parking, loading, unloading, or standing space that exists at the effective date of this Ordinance or is provided for the purpose of complying with this Ordinance shall be relinquished or reduced in any manner below the requirements established in this Ordinance.

B. Use.

Any area once designated as required off-street parking, stacking, or loading spaces shall not be changed to any other use, unless adequate spaces meeting the standards of this Article have first been provided at another location acceptable to the Planning Commission. Use of off-street parking, stacking, and loading facilities shall be further subject to the following:

1. No commercial activity or selling of any kind shall be conducted within required parking areas, except as part of a permitted temporary use.
2. Parking lots and loading areas shall not be used for parking of inoperable vehicles, storage or display of motor vehicles for sale, vehicle repairs, dumping of refuse, or storage of any merchandise, equipment, products or materials.

3. Parking of an operable motor vehicle in the parking lot of a non-residential land use shall not exceed a continuous period of more than forty-eight (48) consecutive hours [amended 12/16/2013, Ord. 174-13].
4. No person shall park any motor vehicle on any private property without the authorization of the owner, holder, occupant, lessee, agent or trustee of such property. Ownership shall be shown for all lots intended for use as parking by the applicant.

C. Unlicensed or Inoperable Vehicles Parking or Storage.

Unlicensed or inoperable motor vehicles shall be parked or stored within a completely enclosed structure, except where otherwise permitted by this Ordinance as a principal or accessory use.

D. Location of Off-Street Parking.

Off-street parking facilities shall be located on the same lot as the principal building or use for which the parking is intended or on a lot under the same ownership as the principal building, except where otherwise permitted per Section ~~11.06 J~~ (Shared Parking Facilities). The minimum required parking for each use shall be located within three hundred (300) feet of a primary entrance to the principal building or use for which the parking is intended.

E. Rural and Residential Parking Requirements.

Off-street parking in the Rural, Rural Residential, and Urban Residential Districts, and any Special District incorporating RESIDENTIAL USES, shall be subject to the following additional standards:

1. Parking spaces accessory to single-family dwellings, two-family (duplex) dwellings, and similar RESIDENTIAL USES shall be ~~subject to the following:~~ located on the premises of the principal dwelling.
 - a. ~~The minimum required parking spaces per this Article shall be located on the premises of the principal dwelling.~~
 - b. Such parking shall be provided in an accessory garage, carport, driveway, paved parking pad or bay, or combination thereof. Parking of motor vehicles at any other location in the front, side or rear yards of any dwelling unit shall be prohibited.
2. ~~Required off-street parking facilities shall be located within one hundred (100) feet of the principal dwelling served by the facility.~~
3. 2. Parking of motor vehicles accessory to single-family dwellings, two-family (duplex) dwellings, and similar RESIDENTIAL USES shall be limited to passenger vehicles and a maximum of one (1) commercial vehicle per dwelling unit of a

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light delivery type not to exceed one (1) ton capacity. Parking of any other commercial vehicle or bus accessory to such uses shall be prohibited.

4.3. The parking of any commercial vehicle or bus exceeding one (1) ton capacity shall be prohibited ~~accessory to~~ RURAL USES, unless contained within a garage or carport, or effectively screened from adjacent properties and road rights-of-way. Tractors and other agricultural vehicles and equipment used for permitted farming and agricultural purposes in the Rural Districts shall not be considered commercial vehicles for the purposes of this Section and Ordinance.

F. Recreational Vehicle and Equipment Parking.

Parking or storage of recreational vehicles and equipment (which shall include but not limited to boats and boat trailers, snowmobiles, trail cycles, all-terrain vehicles, and similar equipment and trailers, cases, and boxes used for transporting recreational equipment, whether occupied by such equipment or not) on any lot in the Rural Districts, Rural Residential Districts, and Urban Residential Districts, and any Special District incorporating RESIDENTIAL USES, shall be subject to the following:

1. Unless stored at an approved outdoor storage facility, the recreational vehicle must be owned by and licensed/registered to a full-time occupant of the zoning parcels upon which the vehicle will be stored.

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~~1. Such vehicles and equipment shall not be parked or stored in front of the front building line of the lot and principal building, except for periods not to exceed seventy two (72) hours during loading or unloading or similar activities. When parked in a private driveway, such parking may not be in the public right of way or overhang into the public right of way including any sidewalk.~~

2. A maximum of one (1) recreation vehicle owned by a resident of the lot may be stored on a lot. Such recreational vehicle shall be stored either within an outside-of-an enclosed structure or a well-screened area behind the front building line of the principal structure.

3. Such vehicles and equipment shall not be parked or stored outside of an enclosed structure or well-screened area behind the front building line of the principal structure, except for periods not to exceed seventy-two (72) hours during loading or unloading or similar activities. When parked in a private driveway, such parking may not be in the public right-of-way or overhang into the public right-of-way including any sidewalk.

4. Recreation vehicles must be operational and maintained in a clean, well-kept state.

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5. Recreation vehicles shall not be connected to electricity, gas, water, or sanitary sewer facilities, except a temporary electrical connection may be made for the purpose of recharging batteries.

6. Recreational vehicles equipped with liquefied petroleum gas containers must ensure that such containers meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the recreational vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- 3.7. Such vehicles and equipment shall not be used for living, sleeping, or housekeeping purposes when parked or stored on a residential lot, or in any location not approved for such use, except as follows:
- a. One (1) recreational vehicle inhabited by visitors shall be permitted on a residential lot of not less than one-half (1/2) acre in lot area, not to exceed a total of thirty (30) days in any calendar year.
 - b. Such recreational vehicle shall not be located in any required yard, and sanitary sewer and water facilities in the principal dwelling shall be available to the occupants of the recreational vehicle.

Section 11.04 Standards for Parking and Loading Calculations.

The following standards shall apply to all parking calculations:

1. **Multiple or mixed uses.** Where more than one (1) principal use exists or is proposed to occupy a site ~~(such as a motor vehicle fueling station with a convenience store and car wash, a restaurant with a drive through lane, or a mixed-use commercial/residential building),~~ the parking requirements for each use shall be calculated separately. The total parking obligation for the site shall equal the cumulative total of the parking requirements for the individual uses.
2. **Floor area.** Where floor area is the unit for determining the required number of off-street parking spaces, "floor area" shall mean the gross floor area (GFA), except that the floor area need not include any area used for parking within the principal building and need not include any floor area used for incidental service installations of mechanical equipment, penthouses housing ventilators and heating systems, and similar uses.
3. **Fractions.** When units of measurement determining the number of required parking spaces result in requirement of a fractional space, any fraction shall be counted as one (1) additional space.
4. **Employees.** For requirements stated in terms of employees, the calculation shall be based upon the maximum number of employees likely to be on the premises during the largest shift or busiest period of the workday.
5. **Capacity or permitted occupancy.** For requirements stated in terms of capacity or maximum permitted occupancy, the number shall be determined

on the basis of the largest occupancy ratings by the State Construction Code, or applicable local, county or state fire or health codes.

6. ~~Uses not specifically mentioned.~~ For those uses not specifically mentioned in this Section, the requirements for off-street parking shall be in accordance with a listed use that the Planning Commission or Zoning ~~Inspector~~ [Administrator](#) deems to be similar in type.
7. ~~Exempt.~~—The following uses shall be exempt from the required parking standards of this Section:
 - a. RURAL USES and RESIDENTIAL USES not specifically listed in ~~this~~ Section [11.05 \(Schedule of Off-Street Parking Requirements\)](#).
 - b. Public utility and essential service uses.

Section 11.05 Schedule Of Off-Street Parking Requirements.

Determinations of the minimum number of required off-street parking spaces and maximum number of permitted spaces by type of use shall be determined in accordance with the following schedule:

A. Minimum Parking Requirements.

Off-street parking, stacking, and loading spaces shall be provided for specific uses of land and structures in the Township in accordance with the minimum requirements of this Section.

B. Maximum Parking Requirements.

~~The maximum amount of off-street parking permitted for any use shall not exceed one hundred thirty percent (130%) of the minimum parking requirements of this Section. This requirement shall not apply to spaces reserved for off-site uses as part of a shared parking facility agreement per Section _____ (Shared Parking Facilities). It is the intent of this chapter to minimize excessive areas of pavement which reduce aesthetic standards and contribute to high rates of stormwater runoff. Exceeding the minimum parking space requirements by more than 20% shall only be allowed with approval by the Planning Commission. In granting such additional space, the Planning Commission shall determine that such parking will be required, based on documented evidence, to accommodate the use on a typical day.~~

C.

C. Electric vehicle parking standards.

1. Parking.

- a. An electric vehicle charging station space may be included in the calculation for minimum required parking spaces.
- b. Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.
- c. Electric vehicle charging stations shall be sized the same as a standard parking space.

2. Lighting. Site lighting shall be provided where an electric vehicle charging station is installed, unless charging is for daytime purposes only.

3. Equipment standards and protection.

- a. Vehicle charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the surface where mounted. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located so as not to impede pedestrian travel or create trip hazards on sidewalks.
- b. Adequate vehicle charging stations protection, such as concrete-filled steel bollards, shall be used. Curbing may be used in lieu of bollards, if the vehicle charging station is set back a minimum of 24 inches from the face of the curb.

4. Signage and notification of station specifics.

- a. Each electric vehicle charging station space may be posted with signage indicating the space is only for electric vehicle charging purposes.
- b. Notification shall be placed on the unit to identify voltage and amperage levels, time of use, fees, safety information and other pertinent information.

5. Installation and maintenance.

- a. All necessary electrical permits must be obtained.

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b. Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning or other problems are encountered.

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E. Schedule of Off-Street Parking Requirements.

Off-street parking, stacking, and loading spaces shall be provided for specific uses of land and structures in the Township in accordance with the following:

Use	Minimum Required Parking
RURAL USES	
Farm-Based Tourism or Entertainment Activities	One (1) per four (4) seats or eight (8) feet of benches, based upon the maximum seating capacity of the primary assembly space; or one (1) per four (4) persons allowed within the maximum capacity of the facility.
Farm Market, Bulk Feed and Fertilizer Supply, and Farm Implement Sales or Repair	One (1) per four hundred (400) square feet of floor area, plus one (1) per on-duty employee.
Roadside Stand	One (1) per one hundred (100) square feet of display area.
Veterinary Clinic, Animal Hospital, or Kennel	One (1) per five hundred (500) square feet of floor area, plus one (1) per on-duty employee.
RESIDENTIAL USES	
Accessory Dwelling	One (1) per accessory dwelling unit.
Adult Foster Care Small or Large Group Home, State Licensed Residential Facilities, and Other Managed Residential Facilities	One (1) per resident sleeping room, plus one (1) per on-duty employee.
Bed and Breakfast Inn	One (1) per guest sleeping room, plus any required spaces for the dwelling.
Dormitory Living Units	One (1) per two (2) dwelling units or four (4) beds.
Elderly and Senior Housing – Independent	One (1) per dwelling unit, plus one (1) per on-duty employee.
Elderly Housing – Assisted Living Facilities; or Dependent, Nursing or Convalescent Care	One (1) per two (2) dwelling units or four (4) beds, plus one (1) per on-duty employee.
Family and Group Child Day Care Home, or Adult Foster Care Family Home	One (1) per on-duty employee, plus any required spaces for the dwelling.
Manufactured Housing Parks	Two (2) per dwelling.
Multiple-Family Housing, Townhouses, and Stacked Flats	One and one-half (1.5) per dwelling unit with up to two (2) bedrooms, and two (2) per three-bedroom or larger dwelling unit. <u>One (1) per dwelling units for studio or efficiency units.</u>
Two-Family (Duplex) Dwellings	
Single-Family Dwellings, Detached	Two (2) per dwelling.

Use	Minimum Required Parking
OFFICE, SERVICE, AND COMMUNITY USES	
Ambulance, Fire, and Police Stations	One (1) per on-duty employee, plus any required spaces for storage of vehicles.
Barber Shop, Beauty Salon or Nail Care	One (1) per service chair or station, plus one (1) per on-duty employee.
Campgrounds and Recreational Vehicle Parks	One (1) at each campsite, plus any required spaces for accessory COMMERCIAL USES or other uses.
Cemetery	One (1) per on-duty employee, plus required parking for any accessory office or other uses.
Day Care Center – Child or Adult	One (1) parking space per six (6) <u>five (5)</u> children/ <u>dependent adults</u> of state licensed or authorized capacity, plus one (1) parking space per on-duty employee, plus one (1) stacking space in a designated drop off/pick up area per twelve (12) children of state licensed or authorized capacity.
Funeral Parlor or Mortuary	One (1) per four (4) persons allowed within the maximum building occupancy.
Health Club or Fitness Center	One (1) per four (4) persons allowed within the maximum building occupancy, or one (1) per three hundred (300) square feet of floor area, <u>whichever is greater.</u>
Hospital or Urgent Care Center	One (1) per two (2) beds (excluding bassinets), plus one (1) per on-duty employee.
Institutional Uses	One (1) per four (4) seats or eight (8) feet of benches, based upon the maximum seating capacity of the primary assembly space; or One (1) per on-duty employee, plus one (1) per four (4) persons allowed within the maximum building occupancy.
Landscaping and Maintenance Operations	One (1) per on-duty employee, plus required spaces for the dwelling or offices.
Snow Removal Operations	
Medical, Osteopathic, Chiropractic, Optical or Dental Office, Clinic or Laboratory; Massage Therapist, or Physical Therapy Facility	One (1) per on-duty employee, plus one (1) per examination or treatment room.
Offices for Professional, Service or Administrative Uses	One (1) per three hundred (300) square feet of floor area.
Government Offices	
Recreation Facilities, Indoor	For membership organizations: One (1) per two (2) individual or family memberships, based upon the anticipated maximum membership level.
	For all other uses: One (1) per four (4) persons allowed within the maximum occupancy.

Use	Minimum Required Parking
Recreation Facilities, Outdoor	For golf courses: Four (4) per hole, plus one (1) per on-duty employee.
	For golf driving ranges: Two (2) per practice station, plus one (1) per on-duty employee.
	For facilities with a known maximum occupancy: One (1) per four (4) persons allowed within the maximum occupancy.
	For membership organizations: One (1) per two (2) individual or family memberships, based upon the anticipated maximum membership level.
	For parks, playgrounds, tot lots, and similar uses: One (1) , plus one (1) per acre of gross land area.
	For all other uses: One (1) per 7,500 square feet of land area.
Workshop or Studio	One (1) per four hundred (400) square feet of floor area.
COMMERCIAL USES	
Amusement Center, Indoor	For bowling alleys: Three (3) per bowling lane, plus one (1) per on-duty employee.
	For all other uses: One (1) per four (4) persons allowed within the maximum building occupancy.
Amusement Center, Outdoor	For miniature golf, batting cages or similar uses: One (1) per hole, batting cage, or similar station, plus one (1) per on-duty employee.
	For all other uses: One (1) per 7,500 square feet of land area.
Bank, Credit Union or Similar Financial Institution	One (1) per three hundred (300) square feet of floor area.
Big Box COMMERCIAL USES	One (1) per two-four hundred (2400) square feet of floor area.
Car Wash	For self-serve facilities: Two (2) parking spaces, plus one (1) parking space per on-duty employee, plus two (2) stacking space per service bay.
	For automated facilities: Two (2) parking spaces, plus one (1) parking space per on-duty employee, plus stacking spaces equal to four (4) times the maximum capacity of the facility (determined by dividing total service lane length in feet by twenty-five (25) feet).
Dealership Showroom for Sale or Rental of Recreational Vehicles, Motor Vehicles, Construction Machinery or Similar Durable Goods	One (1) per five hundred (500) square feet of floor area of the sales room, plus one (1) per on-duty employee.
Drive-in or Drive-through Facilities	Two (2) per service window, booth, cubicle or stall, plus six (6) stacking spaces per service lane. See Section <u>10.06.J.</u>
Hotel or Inn	One (1) per occupancy unit, plus one (1) per on-duty employee.

Use	Minimum Required Parking
Laundromat or Dry Cleaners	One (1) per five (5) washing and drying machines, or three hundred (300) square feet of floor area for uses without machines for individual use, plus one (1) per on-duty employee.
Manufactured Housing Sales	One (1) per 4,000 square feet of outdoor sales or display area, plus one (1) per on-duty employee.
Motion Picture Cinema, Indoor	One (1) per three (3) seats, based upon the maximum seating capacity of the primary assembly space, plus one (1) per on-duty employee.
Motion Picture Cinema, Outdoor	One (1) per vehicle allowed within the maximum occupancy, or per three (3) persons where individual seating is provided, plus one (1) per on-duty employee.
Motor Vehicle Fueling Station	One (1) parking space per on-duty employee, plus one (1) parking space at each fueling location, plus one (1) stacking space per two (2) fueling locations.
Motor Vehicle Service Center or Repair Stations	One (1) parking space per on-duty employee, plus one (1) parking space per service bay, plus one (1) stacking space per service bay.
Open Air Business, Outdoor Display Area, Garden Center, or Dealership Sales Lot	For dealership sales lots: One (1) per 4,000 square feet of outdoor dealership sales lot area.
	For all other uses: One (1) per 1,000 square feet of outdoor sales or display area.
Restaurants and Food Service Establishments, Carry-Out Only	One (1) per two hundred (200) square feet of floor area, plus one (1) per on-duty employee.
<u>Restaurants, Fast food including Drive-in and Drive-through</u>	<u>One (1) per sixty (60) square feet of floor area, plus requirements for drive-through in Section 10.06. J.</u>
Restaurants and Food Service Establishments, with Dine-In Seating	One (1) per four <u>two</u> (42) seats, based upon the maximum seating capacity, plus one (1) per on-duty employee.
Outdoor Café or Eating Area	
Retail Stores and COMMERCIAL USES not otherwise listed in this table	One (1) per two hundred-fifty (250) square feet of floor area.
Tavern, Pub, Brewpub, Cocktail Lounge or Night Club	One (1) per three (3) persons allowed, based upon the maximum seating capacity of the primary assembly space, plus one (1) per on-duty employee.
INDUSTRIAL, RESEARCH, AND LABORATORY USES	
INDUSTRIAL, RESEARCH, AND LABORATORY USES not otherwise listed in this table – established for a known user.	Five (5), plus one (1) per on-duty employee, plus required parking for any accessory office or other uses.
INDUSTRIAL, RESEARCH, AND LABORATORY USES not otherwise listed in this table – established on speculation, or where the end user	Five (5), plus one (1) per 2,000 square feet of floor area for the proposed principal use(s), plus required parking for any accessory office or other uses.

Use	Minimum Required Parking
or number of anticipated employees is not known.	
Material Recovery Facilities	One and one-half (1.5) per on-duty employee, plus required parking for any accessory office or other uses.
Outdoor Storage, General	One and one-half (1.5) per on-duty employee, plus required parking for any accessory office or other uses.
Outdoor Storage, Dismantling or Recycling Yard for Motor Vehicles, Machinery, Manufactured Houses or Similar Items	
Self-Storage Warehouses	Two (2) for the caretaker’s dwelling, plus one (1) per three hundred (300) square feet of floor area in the principal building, plus (1) per 10,000 square feet of recreational vehicle storage area.
Outdoor Storage of Recreational Vehicles or Similar Items	
OTHER USES	
Controlled Uses	One (1) per two hundred (200) square feet of floor area.
Composting Centers	One and one-half (1.5) per on-duty employee, plus required parking for any accessory office or other uses.
Extractive and Earth Removal Operations	
Public Works and Road Maintenance Yards	One (1) per on-duty employee, plus required parking for any accessory office or other uses.
Racetracks	One (1) per 4,000 square feet of gross land area occupied by the use, or one (1) per three (3) persons allowed within the maximum occupancy load for the facility.
Recycling Collection Facility	One and one-half (1.5) per on-duty employee, plus required parking for any accessory office or other uses.

Section 11.06 Design Requirements for Parking Areas.

Every parcel of land hereafter used for public or private off-street parking facilities a parking area shall be designed, constructed, and maintained in accordance with the following:

A. Barrier-Free Parking Requirements.

~~Barrier-free parking spaces shall be provided at conveniently accessible locations within each parking area built to accommodate five (5) or more vehicles per the State Construction Code and the following (see illustration):~~

Number of Parking Spaces Provided	Minimum Number of Barrier-Free Spaces Required	Van-Accessible Parking Spaces Required	Accessible Parking Spaces Required
Up to 25	±	±	0

Number of Parking Spaces Provided	Minimum Number of Barrier-Free Spaces Required	Van-Accessible Parking Spaces Required	Accessible Parking Spaces Required
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1,000	2% of total parking provided in each lot	1 out of every 8 accessible spaces	7 out of every 8 accessible spaces
1,001 and over	20 plus 1 per 100 spaces over 1,000	1 out of every 8 accessible spaces	7 out of every 8 accessible spaces

On each site proposed for use, addition, and/or conversion for which a site plan is required to be submitted, there shall be provided on the same site a minimum of one (1) off-street parking space designed pursuant to the Michigan Public Facilities by Physically Limited Act, PA 1 of 1966 and applicable standards of the Building Code.

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B. Landscaping and Screening.

Any off-street parking area ~~providing spaces for five (5) or more vehicles~~ shall be landscaped, ~~and effectively screened from all lot boundaries and road rights-of-way,~~ in accordance with Section ~~_____~~ 12.03 (~~Landscaping, Screening and Land Use Buffers~~ Parking Lot Landscaping and Perimeter Screening).

C. Setback.

Off-street parking facilities shall conform to the following minimum setback requirements:

1. Off-street parking spaces shall not be located in any required front yard. When the lot is a corner lot, the parking spaces shall not be located within the required yard along either road right-of-way.
2. Off-street parking spaces and driveways shall be set back a minimum of ~~fifteen~~ (15~~10~~) feet from any side or rear property line, except as follows:

- a. The required setback ~~may be reduced to a minimum of ten (10) feet where effective screening is provided shall be screened, where applicable,~~ in accordance with Section ~~12.03 (Landscaping, Screening and Land Use Buffers)~~ ~~Methods of Screening~~ along the property line.
 - b. The required setback shall not apply to parking spaces and driveways that serve a single-family dwelling or two-family (duplex) dwelling.
 - c. ~~Each ingress and egress to a~~Any parking lot located in any in a Rural, Rural Residential, or Urban Residential District shall be set back a minimum of twenty-five (25) feet from any adjacent property.
3. Distance measurements for driveway setbacks shall be made from the pavement edge to the nearest point along the lot boundary or right-of-way.
 4. No parking spaces shall be located within any required transition buffer per Section ____ (Transition Buffer).

D. Exterior Lighting.

Light fixtures used to illuminate off-street parking areas shall conform to the requirements of Section ~~12.04~~ (Exterior Lighting).

E. Ingress/Egress.

Adequate means of ingress and egress shall be provided for all parking and loading facilities by means of clearly limited and defined drives, curb cuts, and maneuvering lanes. Driveways and aisles for any off-street parking area ~~built to accommodate more than five (5) vehicles~~ shall comply with the following requirements:

1. Aisles for access to all parking spaces on two-way aisles shall be designed and clearly marked for two-way traffic flow. Aisles for angle parking spaces shall be limited to one-way movement and shall be clearly marked as such.
2. Ingress and egress to a parking lot shall not be across land located in any in a Rural, Rural Residential, or Urban Residential District if the parking lot is located in any district zoned for non-residential uses.
3. Backing directly onto a road or using a road for maneuvering between parking rows shall be prohibited.
4. ~~Not more than twenty (20) parking spaces shall be permitted in a continuous row without interruption by a landscaped island or similar site element per Section ____ (Parking Lot Landscaping and Perimeter Screening).~~
- 5.4. Lanes for entering and exiting traffic shall be clearly marked. Exit lanes shall include adequate area for traffic waiting to exit the site.

F. Pavement, Striping, and Signage.

Off-street parking facilities, off-street loading, unloading, or standing spaces, barrier free parking spaces, access aisles, and pedestrian paths from parking lots to building entrances shall be paved with concrete, plant-mixed bituminous asphalt or similar materials in accordance with the standards of this Ordinance and the Township’s engineering standards. Pavement striping and signage shall be provided in accordance with applicable State Construction Code and Township requirements.

G. Stacking Spaces.

~~Where required by this Article, stacking spaces shall be ten (10) feet wide by twenty (20) feet long. Stacking spaces shall not intrude into any road right of way or maneuvering lane for an off-street parking lot.~~

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HG. Grading and Drainage.

Driveways and off-street parking areas shall be graded and provided with adequate stormwater management and drainage facilities to dispose of surface waters in accordance with applicable construction and design standards established by the Township, Washtenaw County Road Commission, and Washtenaw County Drain Commissioner. Surface water shall not drain on to abutting properties, toward buildings, or across a public road, except in accordance with an approved drainage plan.

IH. Parking Layout.

The layout of off-street parking shall be in accordance with the following minimum requirements (see “Parking Layout” illustration):

Parking Pattern (degrees)	Maneuvering Lane Width	Parking Space Width	Parking Space Length	Width of Maneuvering Lane Plus Two Rows
0° (parallel)	24 feet (two-way)	8.0 feet	22 feet	40 feet
45°	12 feet (one-way)	9.0 feet	20 feet	49 feet
60°	16 feet (one-way)	9.0 feet	20 feet	56 feet
90°	20 feet (two-way)	9.0 feet	20 feet	60 feet

1. Parking space dimensions shall be exclusive of access drives or aisles and shall be of usable shape and condition. Maneuvering lanes and aisles shall be designed to meet applicable Township and outside agency engineering standards for emergency vehicle access.

2. Parking Abutting Sidewalks. Where a parking space overhangs a sidewalk, the minimum sidewalk width shall be seven (7) feet. Parking length may be reduced by two (2) feet.

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3. Lots with one-way traffic flow shall have angled spaces in the direction of flow. The direction of traffic flow shall be indicated by pavement marking and signs. Mixing of ninety-degree and angled spaces in the same parking lot is generally prohibited.

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4. Spaces which permit vehicles to park head-on against the sides of other vehicles are prohibited. Such a change in parking direction should be separated by a landscape island, sidewalk, drive, or other physical feature.

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5. Parking spaces on entrances from major roads or service drives will not be permitted where the parking maneuvers will interfere with traffic flow.

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6. The ends of parking bays which are adjacent to major drives in a parking lot shall be physically separated from the drive by landscape islands or other physical features.

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~~2.7.~~ A developer or property owner may provide all or part of the proposed parking using spaces wider than the minimum required. ~~(such as ten (10) foot wide spaces).~~

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~~3.8.~~ Off-street parking facilities for trucks, recreational vehicles, and similar large vehicles shall be of sufficient size to adequately serve such vehicles without interfering with other vehicles that use the same facilities. Such truck and large vehicle spaces shall be a minimum of fourteen (14) feet wide and fifty-five (55) feet long.

J. Shared Access Standards.

The purpose of this subsection is to protect the substantial public investment in the Township’s road system by preserving the traffic capacity of existing roads, promote safe and efficient travel within the Township, and ensure reasonable vehicular access to properties, though not always the most direct access. Primary vehicle access to parcels in the Business Districts or occupied by OFFICE, SERVICE, AND COMMUNITY USES or COMMERCIAL USES may be provided by the development and use of shared driveways, cross-access drives, service drives, and similar means of shared access, subject to the following:

1. **Location.** The lot shall have the minimum required road frontage per Section ~~7.11~~ (Access to Streets). New shared driveways, cross-access drives, and service drives shall be aligned with existing drives on adjacent lots where feasible, and parallel or perpendicular to the road right-of-way.
2. **Cross-access easement.** Shared driveways, cross-access drives, and service drives shall be located within a dedicated access easement that permits traffic circulation between lots. The property owners shall record the approved easement in the Washtenaw County Register of Deeds office and shall provide two (2) copies of the recorded document to the Township Clerk.

3. **Maintenance.** The easement area shall remain clear of obstructions and shall not be used for parking unless otherwise approved by the Planning Commission. Each property owner shall be jointly and severally responsible for maintenance of the shared access.

3.

Section 11.07 Off-Street Loading Requirements.

To avoid interference with public use of roads and parking areas, adequate off-street loading, unloading, or standing spaces shall be provided on the same lot for any COMMERCIAL USES or INDUSTRIAL, RESEARCH, AND LABORATORY USES that customarily receive or distribute vehicles, materials, or merchandise, subject to the following:

A. Specifications for Loading, Unloading, or Standing Areas.

Every parcel of land hereafter used as a loading, unloading, and/or standing area shall be developed and maintained in accordance with the following regulations:

1. Each off-street loading, unloading, or standing space shall be of sufficient size and configuration to accommodate the largest type of delivery vehicle anticipated for the proposed use. At a minimum, such loading spaces shall meet the following requirements:
 - a. For express package carriers, vans, and similar delivery vehicles, such space shall be not less than ten (10) feet in width and twenty-five (25) feet in length and, if a roofed space, not less than fifteen (15) feet in height.
 - b. For larger delivery vehicles, such space shall be not less than ten (10) feet in width and fifty-five (55) feet in length and, if a roofed space, not less than fifteen (15) feet in height.
2. All off-street loading, unloading, and standing spaces shall be set back a minimum of fifty (50) feet from any Rural Residential or Urban Residential District, or any Special District that includes RESIDENTIAL USES, except where enclosed within a building or screened to the satisfaction of the Planning Commission, per Section ~~_____~~ 12.03 (Landscaping, Screening and Land Use Buffers/Methods of Screening).
3. All off-street loading, unloading, and standing areas shall be drained so as to prevent surface drainage onto abutting properties, toward buildings, or onto public streets. All loading dock approaches shall be paved so as to provide a permanent, durable, and dustless surface.
4. Ingress and egress to loading, unloading, and standing areas shall be provided by means of clearly defined drives. Ingress and egress to a loading, unloading, and standing area for a non-residential use shall not be across

land in any Rural Residential or Urban Residential District, or any Special District that includes RESIDENTIAL USES.

5. Each ingress and egress to a loading, unloading, or standing area shall be at least forty (40) feet from any adjacent property located in any Rural Residential or Urban Residential District, or any Special District that includes RESIDENTIAL USES.
6. Loading spaces shall be located within or immediately adjacent to the building to be served.
7. No off-street loading, unloading, or standing space shall be located in the required front yard.
8. Off-street loading, unloading, or standing areas that make it necessary for vehicles to back directly into a public road are prohibited. All maneuvering of trucks, automobiles, and other vehicles shall take place on the site and not within a road right-of-way.

B. Schedule of Loading, Unloading, and Standing Requirements.

The minimum number of off-street loading, unloading, and standing spaces shall be determined in accordance with the following schedule:

1. One (1) space for the first five thousand (5,000) square feet of gross floor area, plus one (1) space for each additional twenty thousand (20,000) square feet of gross floor area or fraction thereof.
2. Required off-street parking spaces shall not be included in the counting of required loading, unloading, or standing spaces.
3. In the case of two (2) or more uses on one (1) lot or parcel, the total requirements for off-street loading, unloading, and standing facilities shall be the sum of the various uses computed separately.

3.4. It is the intent of this chapter to minimize excessive areas of pavement which reduces aesthetic standards and contributes to high rates of stormwater runoff. The Planning Commission may grant a waiver in the loading space requirements if the applicant is able to demonstrate and the Planning Commission is able to determine that such loading space is not required, based on documented evidence, to accommodate the use on a typical day.

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Section 11.08 Construction and Maintenance.

Construction, alteration, and maintenance of off-street parking and loading facilities shall be in accordance with an approved final site plan and the following:

A. Construction.

Plans and specifications showing required off-street parking and loading spaces, including the means of access, ingress, egress, and circulation, shall be submitted to the Zoning Inspector for review at the time of application for a building permit. If a site plan is required per Article ~~8~~ (Site Plan Review), such plans shall be submitted for Planning Commission approval as part of the site plan application.

1. In the event that required paving cannot be completed because of cold or inclement weather, the Township may require submittal of a performance guarantee per Section ~~3.0 G~~ (Performance Guarantees) to ensure completion.
2. Copies shall be provided to the Township of any permits or written approvals from the Washtenaw County Road Commission, Washtenaw County Drain Commissioner, or other agency with jurisdiction.

B. Maintenance.

All parking and loading areas shall be maintained in accordance with the provisions of this Article, an approved site plan and the following:

1. Alterations to an approved parking or loading facility that are not in accordance with an approved site plan shall be considered a violation of this Ordinance.
2. All parking areas, perimeter landscaped areas, and required screening shall be kept free from tall grass, weeds, trash, and debris. Surfacing, curbing, lighting fixtures, signage, and related improvements shall be kept in good repair.
- ~~2.3.~~ All off-street parking and loading facilities required by this Section shall be maintained free of accumulated snow, ice, debris, or other materials which prevent full use and occupancy of such parking facilities.

Section 11.09 Modification of Standards.

Limited modifications to the standards of this Article shall be permitted, subject to the following:

A. A. Shared parking for separate zoning lots.

1. The developed parking for adjacent zoning lots may be shared, provided that a signed agreement is provided by the property owners, and the applicant can demonstrate that the peak usage will occur at different periods of the day.
2. To demonstrate shared parking compatibility, the applicant shall use a recognized industry standard such as the Urban Land Institute Shared

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Parking Report. Underlying parking space requirements for each use shall be based on Superior Township parking requirements noted herein or as otherwise modified by the provisions of this article.

- 3. Side or rear parking lot setbacks may be reduced or waived where a shared access driveway, connected parking lots, and/or internal service drives are provided.

B. Mixed Use Parking. Parking for mixed-use development shall be determined applying the shared parking methodology established by the most recent edition of the Urban Land Institute Shared Parking book. This methodology shall be applied by compiling the required parking for all the proposed uses within the development as they would be required if developed separately, and then incorporating the shared parking calculations to realize efficiencies in complementary used can then allow for an overall reduction in required parking. As with traditional shared-parking projects, underlying parking space requirements for each use shall be based on Superior Township parking requirements noted herein or as otherwise modified by the provisions of this Article.

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~~**Shared Parking Facilities.**~~

~~Parking facilities for a use shall not be considered as providing the required parking facilities for any other use, unless a shared parking facility has been approved by the Planning Commission in accordance with the following:~~

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- ~~1. Prior to approval of a shared parking facility, the Planning Commission shall determine that the operating hours of the uses do not overlap, or the peak activity for each use will occur at different periods of the day or week.~~
- ~~2. The Planning Commission shall determine the conditions of overlapping requirements and the amount of reductions in the required number of spaces to be permitted in accordance with this subsection.~~
- ~~3. Where shared parking facilities are provided, the minimum number of required parking spaces shall not be less than the sum of the minimum required number of spaces for the largest user of parking, plus one-half (1/2) of the minimum required number of spaces for each additional use as specified in this Article.~~
- ~~4. Where shared parking facilities are provided, the minimum required parking for each use shall be located within five hundred (500) feet of a primary entrance to the principal building or use for which the parking is intended.~~
- ~~5. Shared facilities and the permitted reduction in required parking shall be subject to acceptance by the Planning Commission of a shared parking facility agreement between the property owners. The property owners shall record the approved agreement in the Washtenaw County Register of Deeds office and shall provide two (2) copies of the recorded document to the Township Clerk.~~

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B. Exceeding Maximum Number of Required Spaces.

Exceeding the maximum parking space requirements of this Article shall be prohibited, except where the Planning Commission determines that additional parking is necessary to accommodate the use on a typical day of operation, based upon evidence supplied by the applicant. The Planning Commission may require the applicant to provide a detailed evaluation of parking needs for the proposed use, or additional documentation of demonstrated parking needs for equivalent operations or facilities at other locations.

C. Deferment-Deviation of Parking Spaces.

The Township recognizes that, due to the specific requirements of any given development, inflexible application of the parking standards may result in development with inadequate parking or parking far in excess of that which is needed. The former situation may lead to traffic congestion or unauthorized parking on adjacent streets or neighboring sites. The latter situation may result in excessive paving and stormwater runoff and a waste of space which could be left as open space.

The Planning Commission, in its sole discretion, may grant deviations from off-street parking requirements. These deviations may require more or less parking based upon a finding that such deviations are more likely to provide a sufficient number of parking spaces to accommodate the specific characteristics of the use in question. In the event that a deviation is granted, the following shall apply:

1. An applicant may request a parking deviation at any time, as part of a current site plan, special land use, or rezoning application, or may request a parking deviation as a separate and distinct action with no other concurrent request.
2. The applicant shall provide a parking study with adequate detail and information to assist the Planning Commission of the appropriateness of the request.
3. A parking deviation may be included in an action on a concurrent request or be made separately by resolution.
4. The Planning Commission may attach conditions to the approval of a deviation from the off-street parking requirements that bind such approval to the specific use in question.
5. The Planning Commission may require the applicant to set aside area for reserve parking (land banking) to be constructed as needed, although this is not a prerequisite for the approval of a deviation. Where an area is set aside for reserve parking, it shall be easily developed, not devoted to a use other than open space, and shall be designed to accommodate attendant facilities, such as maneuvering lanes and drainage.

~~Where an applicant demonstrates to the satisfaction of the Planning Commission that the minimum required number of parking spaces is excessive, the Planning Commission may approve the construction of a lesser number of parking spaces, provided that the deferred parking is shown on the site plan and set aside as open space.~~

1.6. Deferred parking spaces shall be constructed in accordance with the approved site plan upon written request by the Township after the Township Planner or Zoning ~~Inspector~~ Administrator has documented three (3) incidents of problem parking on the site.

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D. Modification of Paving Requirements.

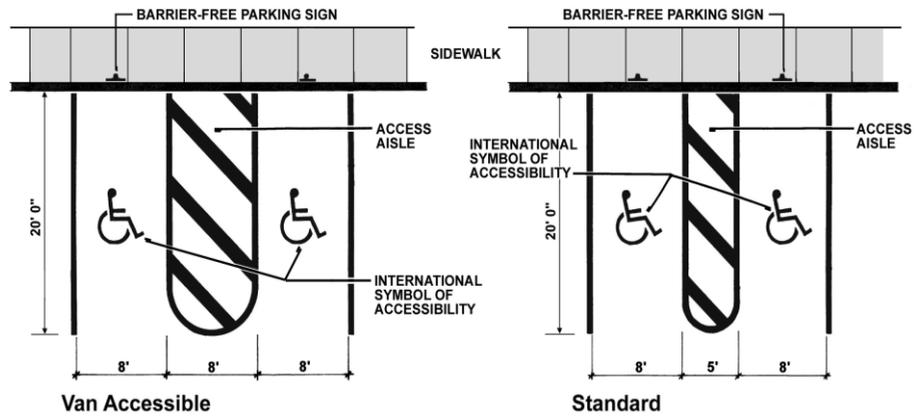
The Planning Commission may approve an alternative paving material or surface for all or part of a parking, loading, unloading, or standing facility, subject to the following:

1. The Planning Commission shall determine that the alternative paving material or surface is more appropriate for a particular site or use [based on a recommendation from the Township Engineer.](#)
2. Alternative paving material or surface for barrier free parking spaces, access aisles, and pedestrian paths from parking lots to building entrances shall be prohibited.
3. Alternative paving materials shall be limited to graded and compacted gravel, crushed limestone, or similar materials that would provide a durable surface and are acceptable to the Township Engineer.

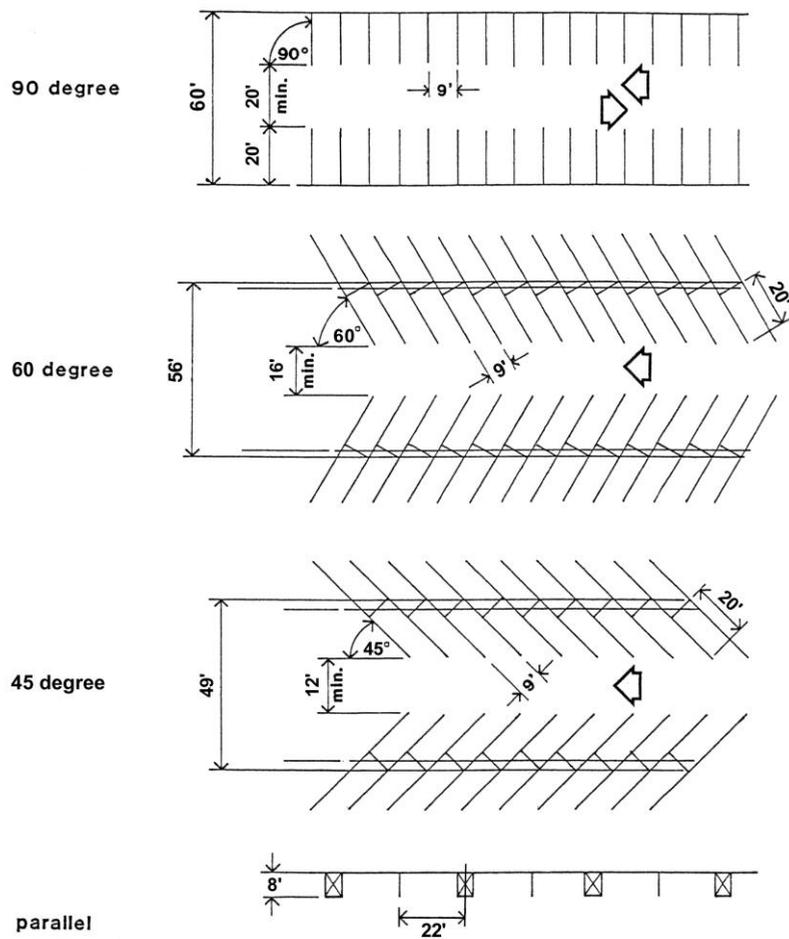
E. Modification of Loading Space Requirements.

The Planning Commission may modify or waive the requirement for off-street loading areas, upon determining that adequate loading space is available to serve the building or use, or that provision of such loading space is unnecessary or impractical to provide.

ILLUSTRATIONS



Barrier-Free Parking Space Layout



Parking Layout