

SUPERIOR CHARTER TOWNSHIP

Planning Commission

Regular Meeting Minutes - APPROVED

January 22, 2025, 7:00 PM

Township Hall - 3040 North Prospect

Superior Township, MI 48198

1. CALL TO ORDER

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

2. ROLL CALL

Present: Jay Gardner, Chair
Dr. Robert Steele, Vice Chair
Thomas Brennan, Secretary
Patrick McGill
Brenda McKinney, Board Representative
Nahid Sanii-Yahyai
Curt Wolf

Absent: None

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

3. DETERMINATION OF QUORUM

A quorum was present.

4. ADOPTION OF AGENDA

MOTION by Brennan, supported by Sanii-Yahyai, to adopt the January 22, 2025, agenda with the following changes:

- 11.A. STPC 2021-02 - The Meadows at Hawthorne Mills - Extension of Final Site Plan
- 11.B. Adoption of 2025 Meeting Schedule
- 11.C. Election of Officers for 2025

Motion passed unanimously by voice vote.

5. APPROVAL OF MEETING MINUTES

A. ~~January 22, 2025~~ September 25, 2024 - Regular Meeting Minutes

Chair Gardner requested that the minutes be corrected. Chair Gardner asked that the third paragraph under "11.A. STPC 2023-03 Garrett's Space Final Site Plan", be changed as follows:

"Chair Gardner also asked Mr. Halpert ~~is he~~ if the entity, Garrett's Space, controlled the property. Halpert responded, yes."

The changes were accepted without objection.

MOTION by Brennan supported by Sanii-Yahyai, to approve the September 24 25, 2024, meeting minutes as amended.

Motion passed unanimously by voice vote.

6. CITIZEN PARTICIPATION

Chair Gardner opened the Citizen Participation portion of the meeting. Superior Township Board of Trustee, Dana Greene Jr., was present and he introduce himself to the Planning Commission as a new Trustee. No other citizens wished public comment.

7. CORRESPONDANCE

Ms. Mulville-Friel provided the Commission with copies of communication from Cresson Slotten of OHM regarding tonight’s Planning Commission agenda item 11A The Meadows at Hawthorne Mill Extension of Final Site Plan. The OHM correspondence provides background on this proposed development as the final site plan was approved in November of 2023. OHM prepared a memo (dated January 22, 2025) to provide background/status information for the Planning Commission to consider.

MOTION by Brennan supported by Sanii-Yahyai, to receive the correspondence.

Motion passed unanimously by voice vote.

8. PUBLIC HEARINGS, DELIBERATIONS AND ACTIONS

No Public Hearings.

9. REPORTS

A. Building Department Report

Ms. Mulville-Friel provided the Commission with the Building Department Year-To-Date Report (January 2024 – December 2024).

B. Zoning Administrator Report

Ms. Mulville-Friel provided the Commission with an overview of the status of active development projects (Prospect Pointe West, Brookwood, and Garrett’s Space); the status of the Zoning Board of Appeals (ZBA) and upcoming cases to be heard; the Planning Commission; and other business/news.

MOTION by Brennan supported by Wolf, to receive the reports.

Motion passed unanimously by voice vote.

10. OLD BUSINESS

None.

11. NEW BUSINESS

A. STPC 2021-02 - The Meadows at Hawthorne Mills - Extension of Final Site Plan

Jared Kime, from Atwell LLC, provided an overview of the applicant's (Louis J. Eyde Family, LLC) request for the Planning Commission to grant a one-year extension to the final site plan approved for Phase I of the Meadows at Hawthorne Mill. Mr. Kime explained that the request for an extension was sent to the Township on October 1, 2024, prior to the final site plan expiration date. He explained that the applicant (Louis J. Eyde Family, LLC) was in the process of selling the property to another developer. Terms of the purchase are being finalized, and the purchaser intends to develop the property in a similar fashion as Louis J. Eyde Family, LLC would have developed the property.

Chair Gardner asked if there were any planned changes to the scope of the project. Mr. Kime stated, that they are requesting an extension for the approved final site plan as is and there are no plans to changes to the site plan; however, there are some outstanding conditions that will need to be addressed.

Chair Gardner asked Mr. Kime to explain the structure of the owner/developer relationship. Kime explained that the property owner is Louis J. Eydes Family, LLC and they had been operating as the developer as well but Eydes are not a home builders. They were intending to partner with Pulte Group, a large developer/home builder to take over the property. The final site plan approve only includes Phase 1 of the project. Chair Gardner asked if Pulte Group will be the developer of Phase 2 and Kime stated that those details have not been worked out yet.

Steele asked for clarification on roadway improvements required. All required off-site road improvements are triggered by Phase 1 of the development.

No other questions were asked by Commissioners and the Chair requested OHM to provide an overview of the memo (dated January 22, 2025) Cresson Sloten had prepared. Ms. Martin summarized the memo (attached at the end of these minutes).

Commissioner Steele asked about steep slopes on the property line and how they were being preserved. Kime stated that there are some areas with steep slopes in excess of 25% near the southeast corner of the property that are too steep to build on and these area will be maintained as is and left in a natural vegetated state.

No other questions were asked by Commissioners, and the Chair requested a motion.

MOTION by Brennan supported by Steele to approve a Final Site Plan extension for STPC 2021-02 - The Meadows at Hawthorne Mills with the following conditions:

- 1) Provide a cost estimate of the requirement 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.

Roll Call Vote

Yes: Gardner, Steele, Brennan, McGill, McKinney, Sanii-Yahyai, Wolf

No: None.

Abstain: None.

The motion carried 7-0.

B. Adoption of the 2025 Meeting Schedule

MOTION by Sanii-Yahyai supported by Brennan, to adopt the 2025 Planning Commission Meeting Schedule.

Motion passed unanimously by voice vote.

C. Election of Officers for 2025

MOTION by Sanii-Yahyai to elected Mr. Gardner as the Chair. The motion was supported by Brennan.

Roll Call Vote

Yes: Steele, Brennan, McGill, McKinney, Sanii-Yahyai, Wolf

No: None.

Abstain: Gardner

The motion carried 6-0, 1 abstain.

MOTION by Sanii-Yahyai to elected Mr. Steele as the Vice Chair. The motion was supported by Brennan.

Roll Call Vote

Yes: Gardner, Brennan, McGill, McKinney, Sanii-Yahyai, Wolf

No: None.

Abstain: Steele

The motion carried 6-0, 1 abstain.

MOTION by Sanii-Yahyai to elected Mr. Brennan as the Secretary. The motion was supported by Gardner.

Roll Call Vote

Yes: Gardner, Brennan, McGill, Steele, McKinney, Sanii-Yahyai, Wolf

No: None.

Abstain: Brennan

The motion carried 6-0, 1 abstain.

12. POLICY DISCUSSION

A. Review of Ordinance No. 181 Establishing the Planning Commission

Ms. Mulville-Friel asked Commissioners to familiarize themselves with Superior Township Ordinance No. 181 which was adopted to establish a Planning Commission for the Township. She explained that the ordinance outlined important conditions and structure of the Planning Commission (i.e., membership, removal, compensation, officer and committees, etc).

Chair Gardner clarified that although this particular ordinance was adopted in 2011, the Superior Township Planning Commission has been in existence for a long time.

Ms. Mulville-Friel confirmed that the Township Planning Commission has been in existence way prior to the adoption of this ordinance and that Ordinance 185 confirmed establishment of the Superior Township Planning Commission under the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act and established the Planning Commission for the Township with the authority, powers, and duties provided by those Acts and subject to the terms and conditions of this Ordinance.

A. Zoning Ordinance Rewrite Update

Ms. Mulville-Friel explained that the two memos (dated December 13, 2024 and January 15, 2025) included in the agenda packet regarding Superior Township Zoning Ordinance Evaluation highlight the progress made to date.

Ms. Mulville-Friel relayed to the Planning Commission that the Township established a Zoning Ordinance Rewrite Steering Committee made up of three (3) Planning Commission members. Gardner, Brennan, and Sanii-Yahyai were approved by the Township Board to serve on the Steering Committee. The Steering Committee typically meets one hour prior to the regular scheduled Planning Commission meeting.

Chair Garner asked for clarification on the procedures to obtain input from the Planning Commission on the proposed rewrite as well as the public input. Ms. Mulville-Friel stated that this procedure will be outlined more clearly and reported back at a subsequent meeting.

13. ADJOURNMENT – next regularly scheduled meeting on February 26, 2025

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

Motion passed unanimously by voice vote.

The meeting was adjourned at 7:47 pm.

Meeting Minutes Respectfully submitted,

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

Attached:

Cresson Slotten, OHM memo (dated January 22, 2025)



ARCHITECTS. ENGINEERS. PLANNERS.

January 22, 2025

CHARTER TOWNSHIP OF SUPERIOR

3040 N. Prospect Road
Ypsilanti, MI 48198

Attention: **Planning Commission**

Regarding: **The Meadows at Hawthorne Mill – Phase 1
Final Site Plan Approval Extension Request
OHM Job No. 0140-20-1010**

Dear Planning Commissioners,

On the agenda for consideration by the Planning Commission at your January meeting is a request for an extension of Final Site Plan for Phase 1 of The Meadows at Hawthorn Mill.

This site plan is for Phase 1 of a new single-family residential development with associated site improvements, which include a total of 40 lots/units (215 lots are proposed for the full development). The Phase 1 of the overall development is comprised of 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 site is in the northwest quarter of Section 33 on the south side of Geddes Road, east of LeForge Road, directly west of the Prospect Point West Site Condominium development.

We offer the following background information on this site plan.

1. The Preliminary Site Plan (PSP) for the entire development was approved by the Planning Commission on October 28, 2020.
2. Following the PSP approval, the Applicant submitted their Traffic Impact Study (TIS) to the Washtenaw County Road Commission (WCRC) for review. The WCRC reviewed the TIS and determined that the Applicant needs to improve Geddes Road for their private road connections to Geddes Road with turn lanes, and also improve the Geddes Road/Prospect Road intersection with turn lanes and traffic signal improvements due to the additional traffic the development is going to generate.
3. As the Applicant began to prepare their Final Site Plan (FSP) materials in late 2020/early 2021 they noted to Township staff that they intended to phase the development but needed to mass grade the entire site as part of Phase 1. It was determined that the Applicant needed to submit engineering detail level plans for the entire development for OHM to review to ensure the mass grading, water and sanitary sewer designs were appropriate to review for the Phase 1 FSP.



4. As OHM worked through reviewing the Engineering Submittals, the Applicant applied for their necessary EGLE wetlands permit for the full development and OHM assisted the Applicant in applying for the required EGLE Part 41 sanitary sewer and PA 399 water main construction permits for the entire development.
 - a) The EGLE wetland permit was approved on December 6, 2022.
 - b) The EGLE Part 41 sanitary permit was approved on October 3, 2023
 - c) The EGLE PA 399 water main permit was approved on January 10, 2024
5. With the approval of the EGLE Part 41 sanitary sewer permit in October 2023, though the water permit hadn't been approved, it was reasonably assured that this permit was going to be issued so the Applicant submitted their Phase 1 FSP materials to the Township.
6. The Meadows Phase 1 FSP was approved by the Planning Commission on November 15, 2023, with the following conditions:
 - a) Provide a cost estimate of the requirement woodland mitigation to be paid into tree fund. Once a fund number is agreed upon with the Township, the applicant shall pay the amount to the Township. *(Funds have not yet been deposited. This will be done by the new developer following the sale of the project.)*
 - b) All future homebuilders will be required to submit floor plans and elevations for review and approval by the Planning Commission.
 - c) Address all items in the Township Engineer's November 9, 2023 review. *(Following the FSP approval in November 2023 the Applicant's engineer submitted their first set of Phase 1 Engineering Plans to OHM in late January 2024 and included a response letter to OHM's November 9, 2023 review letter indicating how these items had been addressed. This condition has been met.)*
7. The Applicant's engineer has submitted engineering plans to the WCRC for the improvements to Geddes Road for their private road connections. The plans for these improvements were approved by the WCRC on September 19, 2023.
8. The Applicant's engineer submitted a separate set of engineering plans to the WCRC for the Geddes Road/Prospect Road intersection improvements. The most recent communication from the WCRC received by OHM regarding these plans is an email dated October 16, 2023, that included seven comments to be addressed by the Applicant's engineer. Additional right-of-way is needed for these intersection improvements over a portion of a Township-owned parcel at the northwest corner of the intersection. OHM has reviewed the right-of-way documents provided by the Applicant's engineer and found them to have proper closure and match the exhibit drawings. A motion to grant this additional right-of-way will be presented to the Board of Trustees for their consideration at a future regular meeting of the Board.
9. The drafting of a Development Agreement for Phase 1 of The Meadows at Hawthorn Mill was started but the document has not been finalized. A Development Agreement will be presented to the Board of Trustees for approval prior to Phase 1 moving to the pre-construction phase of the development.



If you have any questions regarding our review, please feel free to contact me at (734) 466-4585, or Claire Martin at (734) 466-4592.

Sincerely,
OHM Advisors

Cresson Slotten, P.E.

Cc: Emily Dabish Yahkind, Township Supervisor (via email)
Angela Robinson, Township Clerk (via email)
Bill Balmes, Building Department (via email)
Ben Carlisle, CWA, Twp Planner (via email)
Diane Mulville-Friel, CWA (via email)
George Tsakoff, OHM Advisors (via email)
Claire Martin, OHM Advisors (via email)
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