

# DEXTER TOWNSHIP

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## Planning & Zoning Status Report – March 2, 2015

### PERMITS, ZBA APPLICATIONS, & VIOLATIONS

	January 2015	December 2014	January 2014	January 2013	January 2012	January 2011	January 2010	January 2009
Zoning Permits Issued	5	8	3	4	4	9	2	4
ZBA Applications Received	0	0	0	2	2	1	1	2
Blight Warnings/ Violations <sup>1</sup>	0	1	0	1	1	0	0	2
Zoning Warnings/ Violations <sup>1</sup>	0	3	0	2	2	2	2	2

1) The number of blight and zoning warnings/violations listed in the table does not include the number of courtesy letters or letters of inquiry sent by the Ordinance Officer.

A recent review of records indicated that there were a significant number of zoning permits issued between January 1, 2010, and December 31, 2013, that had not received a final certificate of zoning compliance. Staff has begun reviewing and closing those zoning permits.

### PLANNING COMMISSION

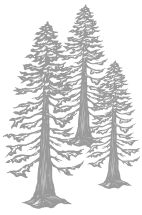
#### January:

The Planning Commission meeting scheduled for January 27<sup>th</sup> was cancelled due to a lack of business.

#### February:

The Planning Commission will hold a meeting on February 24<sup>th</sup>. It will hold a public hearing to consider a site plan amendment and a zoning ordinance text amendment. It will also review the 2014 Annual Report, the 2015/2016 Work Plan, and its bylaws and will elect officers.

Case	Zoning	Project	Request	Date
(15-PC-162) Dexter Township	PL	Fire and Police Substation	Amended Final Site Plan	2/24/2015
(15-PC-163) Dexter Township	n/a	Zoning Ordinance Text Amendment	Revise standards for signs	2/24/2015



## ZONING BOARD OF APPEALS

### **February:**

The Zoning Board of Appeals meeting scheduled for February 3<sup>rd</sup> has been cancelled due to a lack of business.

### **March:**

The Zoning Board of Appeals meeting scheduled for March 3<sup>rd</sup> has been cancelled due to a lack of business.

## ZONING ORDINANCE REVISION

The Zoning Ordinance Review Committee met on January 13<sup>th</sup> and January 27<sup>th</sup>. It reviewed the Site Plan Article and the Sign Article. Future meeting dates are February 3<sup>rd</sup> and February 10<sup>th</sup>; additional meeting dates may be added.

All Zoning Ordinance Review Committee meetings are being noticed at the Township Hall and on the Township's website. Materials are available to the public on the website at:

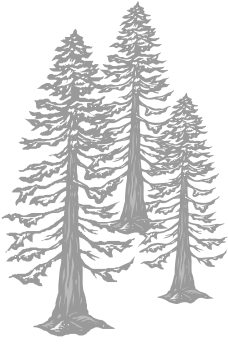
<http://dextertownship.org/boards/ZoningOrdinanceReview>.

Minutes for the January 13<sup>th</sup> and January 27<sup>th</sup> meetings are included in with this report..

*Respectfully Submitted,*

*Zach Michels*

*Dexter Township Director of Planning and Zoning*



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MARTY RUHLIG  
BOB NESTER  
JEFFREY DEHRING  
COMMISSIONERS  
  
KIMBERLY JORDAN,  
RECORDING SECRETARY

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### MEETING OF THE ZONING ORDINANCE REVIEW COMMITTEE (PIZZA CLUB) January 13, 2015

Present: Tom Ehman (*Planning Commission*), Mike Howard (*Board of Trustees*), Tom Lewis (*Planning Commission*), and Brook Smith (*Zoning Board of Appeals*).

Also present: DPZ Zach Michels (*Director of Planning and Zoning*).

Absent: None.

The meeting was called to order at 6:01 PM.

**I. Approval of Agenda** - The agenda was adopted without objection.

**II. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*

**III. Action Items** -

**1) Site Plan Article**

*All of the references below are taken from draft 11.26.2014.*

In §x.05 Intent and Purpose, the following changes were made:

Staff was directed prepare language combining (A) and (B).

(D) was identified for future attention to clarify that the intent is not to control the architectural design of buildings or sites but rather to ensure that they interact with the surrounding area in a responsible manner.

(E) will be amended from “Reasonably preserve...” to “Encourage preservation of...”

In §x.10 Authority, no changes were made.

Ehman recommended relocating “Right to Enter Property” into this section, but there was no support.

Review of §x.15 Site Plans Required was not conducted.

In §x.20 General Site Plan Provisions, the following changes were made:

(C) Site Plans Requiring a Variance will be amended by deleting the first sentence and making it clear that it's the applicant's responsibility to secure any necessary variances.

(D) Site Plans for Special Land Uses and (E) Site Plans for Open Space Preservation Communities will be amended by adding language to encourage applicants to secure the special land use or open space preservation community approval at a meeting before the site plan review. Allowing both petitions to be heard the same meeting could reduce the length of review time, but may cause added expense for an applicant if there are significant changes to the site plan based on the special land use or open space preservation community approval. The amended text will allow the applicant an opportunity for a quicker review but also place them on notice.

(G) Right to Enter Property will be amended for grammar.

(H)(1) Health, Safety, and Welfare will be amended by deletion of "and well-being."

In §x.25 General Site Plan Review Process, the following changes were made:

(A) Preapplication Meeting will be amended to make them mandatory for site plans reviewed by the Planning Commission and discretionary for site plans reviewed by the Director of Planning and Zoning.

(A)(1) Intent will be amended to clarify that the preapplication meeting is a part of the process and not a substitution for it and that statements or promises made in the course of the meeting are not legally-binding on any party.

(B) Application will remain in this section. Amendments may be made to the application language located in the other sections to reduce duplication.

(D) Scheduling will be deleted from this section and placed in the sections for site plans that are reviewed by the Planning Commission.

(E) Preliminary Site Plan Review and (H) Final Site Plan Review will be combined into a single item "Standard Site Plan Review," and the final sentences related to copies of approved plans will be deleted from this section.

(F) Development Agreement will remain in this section and be deleted from the other sections.

(G) Master Deed and Bylaws will remain in this section and be deleted from the other sections.

(K) Applicant's Responsibilities will be deleted from this section but will remain in the sections for site plans that are reviewed by the Planning Commission.

(L) Notice of Hearing will be deleted from this section but will remain in the sections for site plans that are reviewed by the Planning Commission.

(Q)(1) Planning Commission will be amended so that the clock starts ticking on the filing date (date of acceptance), and the last sentence will be deleted from this section but may be incorporated into other sections of this article.

(T) Revocation will remain with all of the details and criteria in this section. It will remain in the other sections only to indicate that revocation is possible and indicate if a public hearing is necessary or not.

(U) Suspension will remain with all of the details and criteria in this section. It will remain in the other sections only to indicate that suspension is possible.

In §x.30 Site Plan Information, the following changes were made:

Discussion was had about the formatting of the lettering for table items. Future versions will play with more techniques.

Table x.30(C)(1)b will be amended to add parcel id and delete "common description" and "complete."

Table x.30(C)(1)e will be amended as necessary. The intent with "adjacent" is to describe/include contiguous properties. If necessary, a definition will be added or this language may change.

Table x.30(C)(2)f has been identified for future attention.

Table x.30(C)(3)i will be amended to include "existing and proposed" wetlands.

Table x.30(C)(3)m and n have been identified for future attention. These items may be defined to share what exactly is expected.

Table x.30(C)(5)e will be amended by deletion of "root ball type." There was also discussion about increasing the period that landscaping must be maintained beyond the current 2 years required.

Table x.30(C)(6)d will be amended by addition of "existing."

Table x.30(C)(8)b will be required for preliminary site plans.

Table x.30(C)(9) will be deleted.

Table x.30(C)(12)d will be amended.

Table x.30(C)(12)e, f, and g have been identified for future attention. Some items may require defining; some items may be deleted.

General Site Plan Article Comments.

It was decided for clarity to define the three following types of site plans: standard site plans, administrative site plans, and amended site plans. Standard site plans will consist of preliminary and final site plans. Text throughout this article will be amended to reflect this.

Review of other sections was not conducted at this meeting.

**IV. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*

**V. Approval of the Meeting Minutes** - Minutes of the November 25, 2014, meeting were adopted without objection.

**VI. Future Agenda Items** -

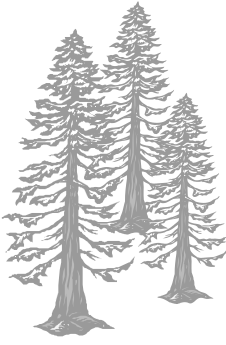
- 1) Site Plan Review Article;
- 2) Special Land Use Article;
- 3) DPZ Choice.

**VII. Adjournment** - Meeting was adjourned at 9:20.

Respectfully submitted,

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Zach Michels  
Director of Planning & Zoning & Zoning  
Ordinance Review Committee Recording  
Secretary



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### MEETING OF THE ZONING ORDINANCE REVIEW COMMITTEE (PIZZA CLUB) January 27, 2015

Present: Tom Ehman (*Planning Commission*), Mike Howard (*Board of Trustees*), Tom Lewis (*Planning Commission*), and Brook Smith (*Zoning Board of Appeals*).

Also present: DPZ Zach Michels (*Director of Planning and Zoning*).

Absent: James Drolett (*Zoning Board of Appeals, with notice*).

The meeting was called to order at 6:00 PM.

- I. Approval of Agenda** - The agenda was amended with the Sign Article first and Site Plan Article second and adopted without objection.
- II. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*
- III. Action Items** -
  - 1) Sign Article**

*All of the references below are taken from draft 1.21.2015.*

This article was referred back from the Township Board to address signs in the right-of-way, off-site advertising, and illuminated signs in waterbody yards.

There was agreement to add illuminated signs, whether by conventional lighting or led, intended to be visible from a waterbody to the list of prohibited signs. This will likely be in §22.15(B).

Concerning signs in the right-of-way, Ehman suggested some language outlining what would be expected of temporary signs located within a right-of-way while not explicitly allowing for signs within the right-of-way.

Discussion on this topic included: the fact that other communities generally prohibit signs in rights-of-way in their ordinances but do not enforce the standards, ensuring equal treatment of all signs, relying on the Road Commission for enforcement, and possible issues from establishing standards for signs that the ordinance does not say are permitted.

After much discussion, there were no agreed changes to the draft text. The general consensus was that the issue was best handled as a code enforcement policy that uses common sense and respects equal treatment.

Concerning off-site commercial signs, Ehman suggested some language allowing for “directional signs” of limited size. The proposed description of a directional sign may face challenges as a content-based regulation.

Several alternative methods for allowing off-site commercial signs without negatively affecting the community were discussed. The consensus was that a standard wayfinding sign system, like the “Pure Michigan” signs would be the ideal solution. Staff was directed to contact the Road Commission about such a system before the next meeting.

## 2) Site Plan Article

*All of the references below are taken from draft 1.21.2015.*

In §x.30 Site Plan Information, the following changes were made:

(A) Site Plan Preparation, requiring all site plans be prepared and stamped by a professional engineer, architect, planner, landscape architect, or surveyor, was strongly objected by Ehman. There was not support to make a change at this time; it will be marked for possible future attention.

(C) Scale will be deleted, but the last sentence describing match lines will be incorporated into (B) Readability.

(D)(2) o and p will be deleted as they are covered in (B) Readability.

(D)(11) 9 will be deleted because it has been more clearly added as (E) Other Items.

In §x.35 Preliminary Site Plan Review Process, the following changes were made:

(A)(3) Site Plans: It was agreed that it would be best if the Township continue to collect copies of site plan for distribution to the other reviewing entities.

(B)(1) Review of Completeness will be deleted and all reviews for completeness will be issued within 10 days.

(D) Applicant’s Responsibilities will be amended from “flag the property” to “mark the property.”

(F) Planning Commission Review: it was agreed that it would best serve the public interest for site plan review to be at a public hearing.

(F)(1) Possible Action will be amended to “Review Action.”



(G) Decision Criteria will be reviewed at a later date and may be moved to another section with the criteria for all of the site plan reviews.

(H) Expiration will be amended from one year to 18 months.

(H)(2) Multiple-phase Developments: staff was directed to prepare language whereby final site plan review would need to be submitted no later than a certain date based on the size of the development.

(I) Extension was amended so that the Director of Planning and Zoning could grant the extension.

(I)(4) Current Standards was amended by deletion of "substantial."

(K) Copies of Approved Preliminary Site Plan will be amended by having the Planning Commission chair or acting chair and the Director of Planning and Zoning sign the approved plans. There was also discussion about adding language requiring the applicant to recognize the conditions of approval.

Text in later sections will be amended in a manner consistent with the changes noted above.

Review of other sections was not conducted at this meeting.

**IV. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*

**V. Approval of the Meeting Minutes** - Minutes of the January 13, 2015, meeting were adopted without objection.

**VI. Future Agenda Items** -

- 1) Site Plan Review Article;
- 2) Special Land Use Article;
- 3) DPZ Choice.

**VII. Adjournment** - Meeting was adjourned at 8:20.

Respectfully submitted,

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Zach Michels  
Director of Planning & Zoning & Zoning  
Ordinance Review Committee Recording  
Secretary

adopted 02.10.2015