



SYLVAN TOWNSHIP

18027 Old US 12
Chelsea, Michigan 48118-9673
(734) 475-8890
Fax: (734) 475-8905

Sylvan Township Planning Commission
DRAFT AGENDA
February 15, 2024
7:00pm

- Call to Order – M. VanBuren, Chair
- Pledge of Allegiance
- Roll call of members: Tom Bareis, Clifford Camp, Courtney Heller, Leah Herrick, Mike VanBuren, Steve Eiseman, and Sandie Schulze
- Accept agenda
- Approval of Minutes from the January 18, 2024 regular meeting.
- Approval of Minutes from the November 2, 2023 Open House special meeting.
- Public Comment –
- Unfinished Business –
- New Business –
 1. Public hearing to consider Conceptual Review of the Open Space Preservation Development (OSPD 23-001) at 5601 Conway Road.
- Comments/ concerns of the Planning Commission members
- Adjournment

REMINDER:

- Next regular meeting March 21, 2024

Established 1835



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DRAFT

**Minutes for the
PLANNING COMMISSION Meeting
January 18, 2024 at 7:00pm**

The Sylvan Township Planning Commission meeting for January 18, 2024 was called to order by Chairman VanBuren at 7:00 p.m.

Pledge of Allegiance

Members Present: Mike VanBuren, Chairman; Sandy Schulze, Trustee; Leah Herrick; Clifford Camp;. **Absent with notice:** Courtney Heller, Vice Chairman; Steve Eiseman; Tom Bareis

Also Present: Doug Jackson, Recording Secretary; Rod Branham, Treasurer; Scott Pacheco, Planning and Zoning Administrator; Amanda Nimke, Clerk; Patrick Zieske; Marco Silveri; Joe Hardesty

Motion to accept the agenda for this meeting made by Camp, seconded by Schulze. Agenda approved through unanimous consent.

Motion to approve minutes for the December 21, 2023 meeting made by Herrick, seconded by Camp. Minutes approved through unanimous consent with no correction.

Discussion on minutes for the November 2, 2023 open house meeting.

VanBuren: He believes he's seen two versions of these minutes and the copy he has seems to be the shorter, "Reder's Digest" version. He asked if the longer, more comprehensive version should be adopted for the official records.

Discussion. VanBuren: Noted to table approval of the Nov 2 minutes until next meeting until either the "longer" version is presented or there is a clearer understanding of what the minutes should include.

Pacheco stated he will make available information on appropriate ways of taking notes for public hearings.

Supervisor
Kathleen Kennedy

Clerk
Amanda Nimke

Treasurer
Rodney J Branham

Trustee
Kurt Koseck

Trustee
Sandra Schulze

Public Comment:

Zieske is interested in finding out more about the township’s Renewable Energy ordinance.

VanBuren has not heard anything back from the consultants.

Pacheco suggests that we wait until the State has its current legislation on renewable energy finalized after the court cases etc. The law, if it were to pass, is not going into effect until November 9, 2024. He discussed several options for next steps.

Zieske reminded the board that the township ordinance covered both principle and accessory use, while the State legislation covers only the principle use.

Pacheco commented that residential ground mounted solar ordinances can be covered under the accessory structure rules in existing ordinances, as well as roof-mounted units would be reviewed under existing reroofing ordinances.

Unfinished Business:

Presentation by Marco Silveri, Silveri Architects of Sylvan Neighborwood concept plan.

VanBuren complemented the improved and more detailed drawings supplied by Silveri. Raised questions about the 20’ side yard setbacks on the lots.

Pacheco offered clarification on interpreting the drawings.

Camp asked for more information on the community well concept.

Zieske explained the 3 classifications of Michigan community wells. His wells are to be type 3. The County will need to approve these as well. The wells need to have a pump house for each.

Pacheco noted that the well structures would take away part of the open space area. Once this goes to a final, our engineer will need to review the wells. If they cannot be approved, Zieske would need to consider private wells for each home or another option that he’d need to work out with his engineer.

Zieske said that the community wells are for cost savings. He believes the wells to be 6”-8”. He acknowledges his knowledge of the ordinance requirements for public hearings.

Zieske asked how ground-mounted solar arrays on smaller lots impacts floor/area ratio requirements. We should revisit this. He requests that the FAR be revised to 20%.

New Business. None.

Comments/concerns of the Planning Commission members:

VanBuren noted that the Shoemaker Group who manages our website needs to update the calendar. Suggests that we suspend principle use solar ordinance review until the State has finalized its laws. He will send an email to Pacheco with his request for information from Beckett and Raeder. He also commented that we should review the audit report and capital report with the Lioni sewer authority because of increased costs foreseen. Is Lioni going to price themselves out of the market? These are things to consider in our Master Plan.

Pacheco said that the township board is taking future sewer/water treatment into consideration.

Some discussion was on talks between Chelsea and Sylvan Township about sharing water.

Schulze suggested that our website provide PC members' emails for the public. This was discussed and decided that this would not be ideal because of complications with public comment on projects etc. The public should address the PC members at public meetings.

Motion to Adjourn by VanBuren , seconded by Herrick.

meeting adjourned at 7:42 pm.

Reminder: next meeting is at 7:00 pm on February 15, 2024

Supervisor
Kathleen Kennedy

Clerk
Amanda Nimke

Treasurer
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Trustee
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Trustee
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DRAFT
Minutes for the
PLANNING COMMISSION Meeting
Open House
November 2, 2023 at 7:00pm

The Sylvan Township Open House meeting was called to order by Chairman VanBuren at 7:00 p.m.

Pledge of Allegiance

Members Present: Mike VanBuren, Chairman; Courtney Heller, Vice Chair; Sandy Schulze, Trustee; Steve Eiseman; Leah Herrick; Clifford Camp; **Absent with notice:** Tom Bareis

Also Present: Rod Branham, Treasurer; Carol Konieczki, Planner/Zoning Administrator; Doug Jackson, Recording Secretary; Christina Snyder; Lois Wightman; Roger Hayman; Charlotte Gunden; Kathleen Wiseley; Rita Fulton; Beth Tabaka; Loren Heller; Mike VanGoor; Laura VanGoor; Stephanie Larson; Greg Housner; Susan Lackey; Kristine Murphy, Hunter Murphy; Tom Atkinson; William Young; Mallory Simpson; Mark Dreyer; Elizabeth Dreyer; Margaret Wagner; Melanie Wagner; Corry Russell; Rick Hadyniak; Deanna Tregoning; Matthew Tregoning; Jack Brown; Janet Alford; Jim Alford; Beverly Schumann; Dennis Schumann; Bradley Kifer; Bill Pearsall; Linda Pearsall; Mike Jurosek; Greg Bates; Flora Bates; Bruce Hansen; Penny Plemens; Mark Plemens; John Schick; Path Schick; Rene Eiseman; Wendy Reinhardt; David Reinhardt; Wade Kellogg; Joe Manly; Scott Cooper; Carol Strahler; Terry Walch; Elizabeth Walch; Jeanne Franks; Franki Sarna; James Sarna; Mathew Stevenson; Steve Manchester; Gabrielle Bowles; Melissa Baize; Alyson Baize; Anna Kahl; Derek Semaan; Robin Denny; Kim Manchester; Margaret Manchester; Patrick Zieske; Sandra Lambert; Bob Stanley; Julie Stanley; Lori Butler; Deborah Orlowski; Shelly Branham; Jim Branham; Joseph Horn; Paul Johnson; Ann Kalmbach; Maryann Woods; Dennis Woods Jr.; Diane Schmid; Frederick Schmid; Tori Nielsen; Stephen Burnette; Eric Mills; Toni Ward; Leslie Gallop; Deb McClure; Kim Young; Mary Livingston; Norman Cepela; Ian Ballard; Trena Eversole; Ross Anderson

The entire meeting is recorded on video and is available on the Township website and the Township's YouTube channel. Because of this, the following minutes, including public comments, are summarized, and not recorded in writing verbatim.

Comment cards were passed out to attendees. Questions and comments from these cards will be addressed online.

Motion to accept agenda with changed order by VanBuren, seconded by Eiseman

Motion to accept the 2024 Planning Commission schedule by VanBuren, seconded by unknown

Beckett and Raeder Presentation:

Supervisor
Kathleen Kennedy

Clerk
Amanda Nimke

Treasurer
Rodney J Branham

Trustee
Kurt Koseck

Trustee
Sandra Schulze

Sarah (with B&R): Welcoming comments and introduction to their services to the Township in assisting with the Master Plan process.

Went over map covering urban area boundaries, current and potential for development. Recited some of the questions submitted. They are trying to gather a consensus on what type of use residents would prefer for these future development areas. Read some more comments. Stated that the comments will be summarized in the Master Plan.

Dana (with B&R): Went over the following slides and information:

What is a Master Plan?

Purpose of a Master Plan

Legal Backing of the Master Plan

Master Plan Process. 8 steps

Components of the Plan Update, 6 bullet points.

A slide addressing Community Solutions was shown with a QR code graphic for attendees to access an in-meeting survey. The following questions were shared with input from attendees:

What word comes to mind when you think of Sylvan Township?

Related to land use, what is a concern of yours?

Related to land use, what suggestions/solutions do you have?

A slide was shown offering links to opportunities for further participation.

Conclusion. Restatement that any questions submitted will be posted on the Township website for public review. The document should be available in 2 weeks.

The presentation concluded at 7:32 p.m.

Public Comment

VanBuren: Invited the following speakers starting from the back of the room, moving forward.

Jack Brown: Addressed the unique features of the township and asked the question of how to maintain rural character with growth without our 2 east-west throughways becoming expressways.

Joe Horn: Does not like the idea of low-income housing or suburbs developed around him. Likes the township the way it is now. Is concerned with the current proposals.

Steve Lambert: Against high density development. Small farms are good. Keep things small and beneficial.

Stacey Frizinger (not signed in): Would like to see the growth areas limited to the M-52 corridor. Also would like to see jobs kept in this area.

Julie Stanley: Wants to know what impact surveys have been done on increased traffic effect on wildlife, increase in wells and septic. Concerned about hilly roads with increased bicycle traffic compounded with increased car traffic with further development. The citizens have to live with the board's decisions.

Bradley Kifer: Concerns about marijuana dispensaries in communities. Appreciates schools not being overpopulated and the quality of education and life. Likes the small town atmosphere.

Jim Branham: Does not want Sylvan Twp to look like Saline, overcrowded with high-density, cookie-cutter subdivisions. Planners are making all towns look the same. Does not want to see that here. Does not want million dollar houses jacking up taxes.

Mandy Porter (?)(not signed in): Does not think Cosco or high-density housing, marijuana growing or sales are appropriate. Likes larger lots of 5 acres or so. Does not like high-rise apartments, gas stations etc.

Mary Livingston: Likes peace and quiet, the wildlife, and would like to keep it that way. Concerned, too about taxes.

Tom Atkinson: Echoes prior comments. Concerned that there were not impact studies done. How will the traffic and taxes be affected.

Mike Meraz(?)(not signed in): Stated that more development leads to more schools that leads to higher taxes. Developments will also require more services and higher expenses.

Loren Heller: Lives on farm on M-52 and is concerned with the increased traffic. Makes farming difficult. Does not know what to do with his farm now. Doesn't want development.

Carol Strahler: There is a need to plan for 50 years. Need to think outside the box. Make our community different. Think about preserving agricultural land for sustainable local food supply in the future.

Patrick Zieske: Land use should be home and family centered. Think about more creative ways of "multi use" for development. Undesirables can be avoided by not expanding the water/sewer areas. Small scale businesses are welcome.

Doug Skyllis(?)(not signed in): Marijuana changes the character of the town. Concerns with industrial zoned property. Consider a future land use parameter for Chrysler Proving Grounds.

Kim Manchester: 1 acre lots change the character of the area. Think creatively, long term, and encourage small businesses. Sylvan Township is unique. Our rural nature and Waterloo are an asset. Complement that.

Mallory Simpson: We need to find sources of revenue without degrading our character of the area. Need more police services. Would like to know what the board is thinking about our future.

Steve Manchester: Concerned that the planning is already decided. Heard rumors that marijuana farming is being entertained by the township. Agrees with everyone else about keeping things rural. Does not want 1 acre lots. No one supports pot farms or dispensaries.

Christine Snyder: Rural living can be isolating for elderly or mobility challenged. "Accessory dwelling units" should be considered. Broadband is important. Tiny homes should be allowed in planned areas.

Steve Kiss(?) (not signed in): Assigning a different type of land use for future consideration just invites litigation. Why have that? What is “worker housing”? Why would we need manufacture or low income housing?

Cory Russell: We should be talking about preservation, not just development.

Trenda Eversole: We need proactive solutions. Growth is inevitable.

Wade Kellogg: Keep it rural and less dense.

Joe Manly: Take care of what you have and keep it. Don't have to do everything that the Jones' do. Don't like high density housing.

Tori Nielsen: Many never heard about the meeting in writing. Board should spend the money to send out notifications in the mail.

Doug Jackson: Need to consider water quality as part of quality of life. Preservation and creation of wildlife habitat and wetlands is important to help with water runoff. We need more taxpayers to mitigate current high taxes. Creative solutions are appreciated.

Public Comments Closed

VanBuren: Thanks all those who commented. The energy brought out this evening was important. We're in the 2nd step of the Master Plan process and there will be notices of upcoming opportunities for comments and participation. Be patient. This takes time.

Camp: Thanks everyone and encourages all to participate in the survey.

Heller: Commented on her own agricultural experience and sympathizes with farmers and their struggles. We need to look at the big picture. How do we feed the world.

Eiseman: We need to utilize our water/sewer system that is in existence for Pierce Rd.

Herrick: Thanks participants and encourages people to keep attending. Shares same concerns with everyone.

Motion to adjourn by Camp, second by Eiseman. Meeting adjourned at 8:39 p.m.



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MEMORANDUM

DATE: February 15, 2024

TO: Planning Commissioners

FROM: Scott Pacheco, AICP, Planning and Zoning Administrator

RE: Open Space Preservation Development: Neighborwood Conceptual Plan (5601 Conway Road)

History

On November 23, 2023 and January 18, 2024, the project applicant and their team presented the conceptual OSPD project for the Planning Commissions initial review. At the November 23, 2023 PC meeting the commissioners requested additional information regarding the potential locations for the future improvements on lots 3 and 4 to determine that these lots would be large enough to handle future development. This information was provided by the applicant for the January 18, 2024 meeting.

At the January 18, 2024 PC meeting staff pointed out that although the lot coverage regulations are waived through the OSPD process the floor area ratio (FAR) regulations are not waived and that it would be appropriate for the applicant to request the FAR for the lots be increased from the required 10% allowed in the Agricultural district based on the overall size of the property.

The applicant has revised the conceptual OSPD plan (Exhibit A) to include a request that the PC allow the FAR to be increased from the 10% allowed to 20%.

Analysis

Staff had prepared a staff report (Exhibit B) that included a complete analysis of the project as part of the January 18, 2024 Planning Commission meeting.

The project includes a 10-lot open space preservation development that clusters the lot and preserved 14.08 acres. Because the proposed 10 lots range in size from 13,758 square feet to 29,321 square feet to allow the preservation of the 14.08 acres; the applicant has requested the following deviation from the required regulations in the Agricultural zoning district (AG):

	AG District	OSPD Proposed
Floor Area Ratio	10% maximum	20% maximum
Front Setback	50 feet	20 feet
Side Setback	30 feet	20 feet
Rear Setback	50 feet	35 feet

SUPERVISOR
KATHLEEN KENNEDY

CLERK
AMANDA NIMKE BALLARD

TREASURER
RODNEY BRANHAM

TRUSTEE
SANDIE SCHULZE

TRUSTEE
KURT KOSECK



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The planning commission is authorized to approve modifications to the regulations. Any such modification shall be approved through a finding by the planning commission that the modification meets the purpose of the open space preservation development. These modifications are not subject to variance approval by the zoning board of appeals if the OSPD is approved.

These setback and FAR regulations along with the lot coverage, lot size and lot width regulations, which are not required to be met as a part of a OSPD, are the only regulations under the AG zoning district that will be altered as a part of the OSPD project all other zoning requirements will need to be followed.

The setbacks and FAR regulations are necessary to allow the smaller lot sizes and allow the preservation of the 14.08 acres of open space as part of this project. Also, the smaller setback and lot sizes will create the closer nit community feel within the site that the applicant is trying to cultivate as part of this OSPD project.

Process

The Planning Commission should allow the applicant to present the project, initiate the public hearing, and provide the public with an opportunity to express their support or concerns regarding the project. Subsequently, the Commission should conclude the public hearing, deliberate on the project, and evaluate its compliance with the regulations outlined in the Township Municipal Code, specifically focusing on the regulations for OSPD projects as detailed in section 30.805 of the zoning ordinance.

During the Planning Commission's review and consideration of the project, it is essential to consider all the information and comments presented during tonight's hearing, as well as those within the application, project plans, and the planning commission staff reports. This thorough examination will enable the Commission to make an informed determination, whether to approve, approve with conditions, deny, or table the proposed project.

Approval of the conceptual development plan does not constitute the approval of a detailed final development plan but shall be deemed a tentative approval of the development concept and layout as a guide to the preparation of the final development plan. A request for modification of the conceptual development plan shall be submitted to the planning commission for review in the same manner as the original conceptual development plan.

Following conceptual development plan review, an open space preservation development shall undergo a final development plan review by the planning commission. The final development plan review shall conform to the approved conceptual development plan and incorporate any revisions required by the planning commission at the conceptual development plan review. If a final development plan is not submitted for review within six months of conceptual development



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plan approval, the planning commission may require a resubmission of the conceptual development plan for further review and possible revision.

Example Approval Motion

Planning Commission motion to approve the proposed Conceptual Open Space Preservation Development Plan to allow 10 lots clustered on the property at 5601 Conway Road because as stated in the January 18, 2024 and tonight planning commission staff report and as discussed at tonight's hearing, the project as detailed in Exhibit A, would comply with the intent of the Open Space Preservation Deployment regulations and the development concept and layout are to be used as a guide to the preparation of the final development plan for the project. The project meets the intent by clustering the homes to preserve 14.08 acres of land from future development, the development of the 10 proposed lots would not have additional impacts on the surrounding neighbors or community as the future homes would be built further from Conway Road and the neighboring home than development would be allowed under the existing AG zoning district regulations. The proposed design layout would also help to foster a sense of community within the development on the site.

Example Denial Motion

Planning Commission motion to deny the proposed Conceptual Open Space Preservation Development Plan to allow 10 lots clustered on the property at 5601 Conway Road because as discussed at tonight's hearing the plan as detailed in Exhibit A of the February 15, 2024 Planning Commission Staff Report (Exhibit A) does not comply with the intent of the Open Space Preservation Deployment regulations of the Township code and the development concept and layout are to be used as a guide to the preparation of the final development plan for the project. The project would not meet the intent of the code because (The PC should provide a summary of the explanation of why they believe the project does not meet the intent of the OSPD)

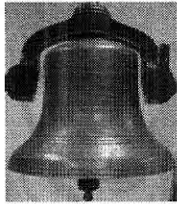
Exhibits

Exhibit A: Revised Project Plan

Exhibit B: January 18, 2024 Staff Report

Exhibit C: November 23, 2023 and Jan 18, 2024 Minutes

ESTABLISHED 1835



Open Space Preservation Development Review

Conceptual Application Form

• 18027 Old US 12 • Chelsea, MI 48118 • (734)475-8890 • FAX (734)475-8905
• www.sylvantownshipmi.gov

Staff Use Only	Property Address:	
Fee:	Planning Commission Number:	
Deposit Amount:	Application Date:	

1. Record Owner(s):

Name: Inlandish Farms, LLC
 Mailing Address: 18799 Bush Rd.
 City, State, ZIP: Chelsea, MI 48118
 Phone Number: 734-389-8880
 Fax Number: _____
 Email Address: patrickzieske@yahoo.com

2. Authorized Agent(s)/ Applicant:

Name: Inlandish Development, LLC
 Mailing Address: 18799 Bush Rd.
 City, State, ZIP: Chelsea, MI 48118
 Phone Number: 734-389-8880
 Fax Number: _____
 Email Address: patrickzieske@yahoo.com

3. Property Address 5601 Conway Rd., Chelsea, MI 48118

4. Zoning District AG

5. Tax Identification Number F 0 6 - 1 1 - 2 0 0 - 0
2 4

6. Project Description: Summary (Please use separate page for detailed project description if needed):

Sylvan's NeighborWood is a small integrated residential-agricultural community, also commonly known as an agrihood, comprising 10 homes on about 22 acres with the majority of the land dedicated to permanent agriculture. Sustainable homes are modestly sized, self-sufficient with renewable energy; natural building materials and techniques are encouraged. The community features an Edible Park commons area that integrates social spaces with food-productive plantings and outdoor cooking facilities. Community cohesion is enhanced with two mini-clusters of homes near the common area, including one home that doubles as an indoor gathering space. All community members are share-owners of the farm enterprise occupying the back acreage, whether or not an individual participates in the operation physically. The farm incorporates fruit and nut orchard trees, livestock, and annual produce, grown and managed using organic practices. Back lots of the residential cluster are extended to make room for private agriculture as well, maintaining a balance between the private and common areas, blending in for a gentle transition to the larger open space.

7. Proposed use and/or nature of operations: Residential and agricultural

8. Is the project single- and two-family dwellings: Single-family dwellings

9. The total number of residential dwelling units allowed under the existing zoning: 10

10. The total number of residential dwelling units proposed: 10

11. Percentage of area preserved as open space: 66.7% (64% contiguous)

12. Application requirements for an OSPD conceptual review:

Staff Use Only			
Notice Date	/ /	Hearing Date	/ /
Continued Date	/ /	Decision Date	/ /
Decision: ⁱⁱ	Approve		
	Deny		
	Approve w/Conditions		
List of Conditions:			
Zoning Administrator			Date / /

ⁱ The owner's signature is required. If the owner does not sign this document a letter of owner's authorization is required. This authorization letter should state that the owner has allowed the applicant to apply for the special use permit. This authorization letter needs to be signed and dated by the property owner.

ⁱⁱ Approval of a preliminary site plan by the township planning commission shall indicate its acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas in accordance with the standards set forth in subsection (c) of this section. A preliminary site plan approval expires 180 days after the date of that preliminary approval if the person or entity receiving the approval does not first apply for final site plan approval for all or part of the area included in the approved preliminary site plan approval.

Sylvan's NeighborWood

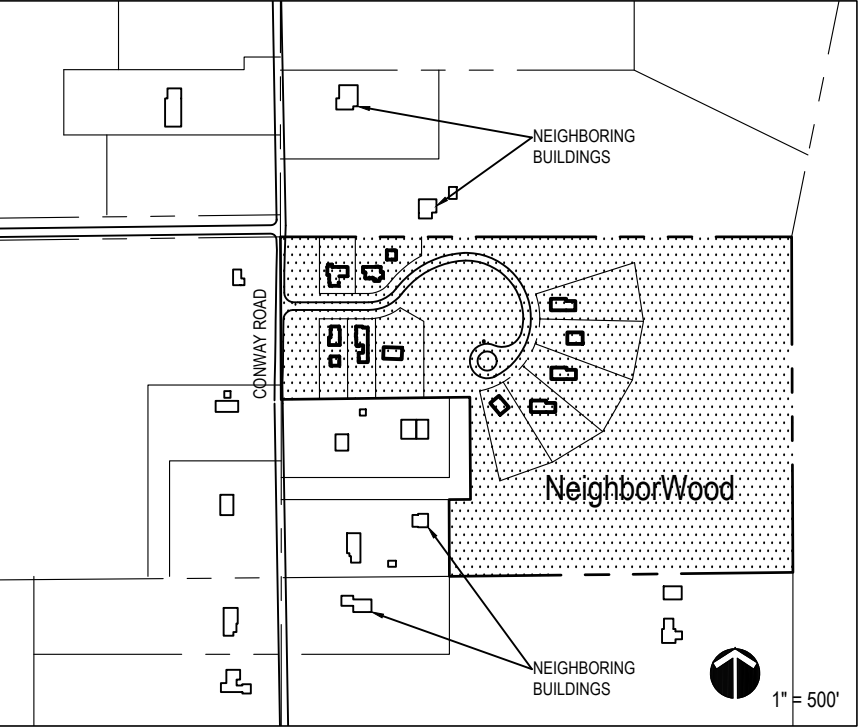
Conceptual Plan Approval Rev 3 02/05/24

Open Space Preservation Conceptual Development Plan 5601 Conway Road Sylvan Township, Michigan

Owner
INLANDISH DEVELOPMENT
CHELSEA, MICHIGAN

ARCHITECT / LANDSCAPE ARCHITECT
SILVERI ARCHITECTS
FERDALE, MICHIGAN

Area Diagram



Index

00	TITLE SHEET	●	●	●	○
A1	SITE CONCEPT PLAN	●	●	●	○
A1.1	LOST 3 & 4 ENLARGED PLAN	●	●	●	●
A2	SITE PARALLEL PLAN	●	●	●	○
1	SURVEY / LEGAL DESCRIPTION	●	●	●	○

CONCEPTUAL APPROVAL
11-06-23
CONCEPTUAL APPROVAL Rev 1
12-02-23
CONCEPTUAL APPROVAL Rev 2
12-26-23
CONCEPTUAL APPROVAL Rev 2
02-05-24

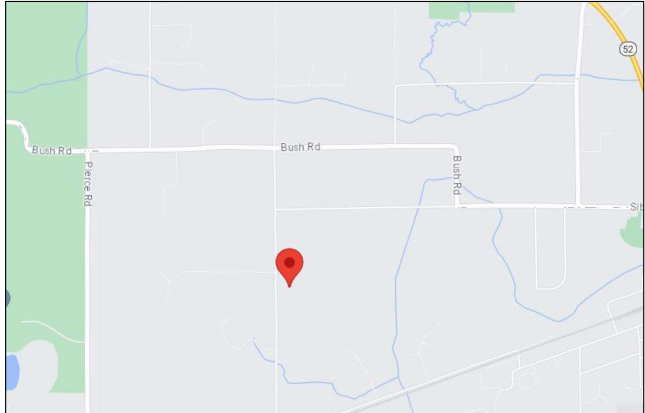
Project Description

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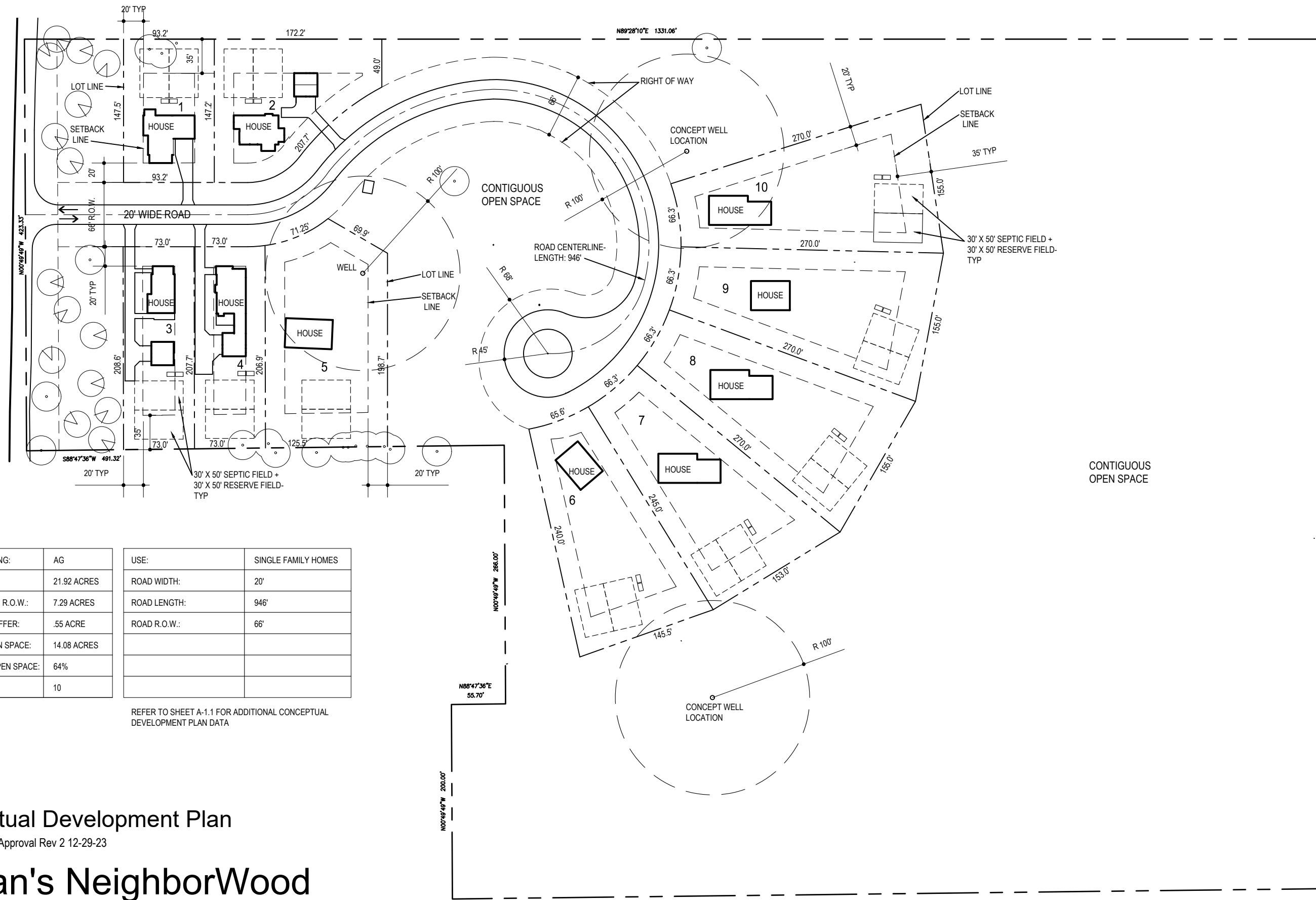
Applicable Ordinances

Sylvan Township Zoning Ordinance
Sec. 30-805 Open Space Preservation Development Option

Location



5601 Conway



Site Data

UNDERLYING ZONING:	AG	USE:	SINGLE FAMILY HOMES
TOTAL ACREAGE:	21.92 ACRES	ROAD WIDTH:	20'
LOTS, EASEMENTS, R.O.W.:	7.29 ACRES	ROAD LENGTH:	946'
CONWAY ROAD BUFFER:	.55 ACRE	ROAD R.O.W.:	66'
CONTIGUOUS OPEN SPACE:	14.08 ACRES		
% CONTIGUOUS OPEN SPACE:	64%		
NO. OF LOTS:	10		

REFER TO SHEET A-1.1 FOR ADDITIONAL CONCEPTUAL DEVELOPMENT PLAN DATA

A-1

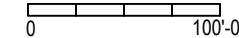
Conceptual Development Plan

Conceptual Plan Approval Rev 2 12-29-23

Sylvan's NeighborWood

5601 Conway Road Sylvan Township, Michigan

Inlandish Development LLC
Chelsea, Michigan



SILVERI ARCHITECTS



Conceptual Rendering - Lots 3 & 4

House Design

House layout and massing indicated is for purposes of demonstrating potential size of home accommodated by these lots. Actual house design will be determined by individual lot owners and will comply with Township Ordinance requirements.

Wells

Shared wells at 3 locations to serve 3 to 4 lots each. Final well locations to be determined by civil engineer based on flow rates and required clearances. Wells to meet Washtenaw County WCEHD and State of Michigan MDHHS community well criteria.

Septic Systems

Individual primary and reserve septic fields and tanks to serve each lot. 10' isolation from lot lines. Field and tanks to meet Washtenaw County (WCEHD) criteria.

Lighting

No road lighting proposed in keeping with rural character of location. Individual house lighting or lot lighting shall be 100% cut-off type fixtures and dark sky compliant.

Existing and Proposed Regulations

	AG DISTRICT (Sec. 30-279)	OPEN SPACE OPTION (Sec. 30-805)
PERMITTED USE:	single family dwellings / agricultural	single family dwellings / agricultural
LOT AREA:	2 acre minimum	NA
LOT WIDTH:	200' minimum	NA
LOT COVERAGE:	10% maximum	NA
FLOOR / AREA RATIO:	10% maximum	20% (proposed)
FRONT YARD SETBACK:	50'	20' (proposed)
SIDE YARD SETBACK:	30'	20' (proposed)
REAR YARD SETBACK:	50'	35' (proposed)
HEIGHT REQUIREMENT:	40' maximum - dwellings 75' maximum - farm buildings	40' maximum - dwellings 75' maximum - farm buildings

Conceptual Plan Lot Area

LOT 1	13,758 SF
LOT 2	19,267 SF
LOT 3	15,202 SF
LOT 4	15,140 SF
LOT 5	27,370 SF
LOT 6	25,081 SF
LOT 7	27,353 SF
LOT 8	29,321 SF
LOT 9	29,312 SF
LOT 10	29,238 SF

A-1.1

Lots 3 & 4, Additional Site Data

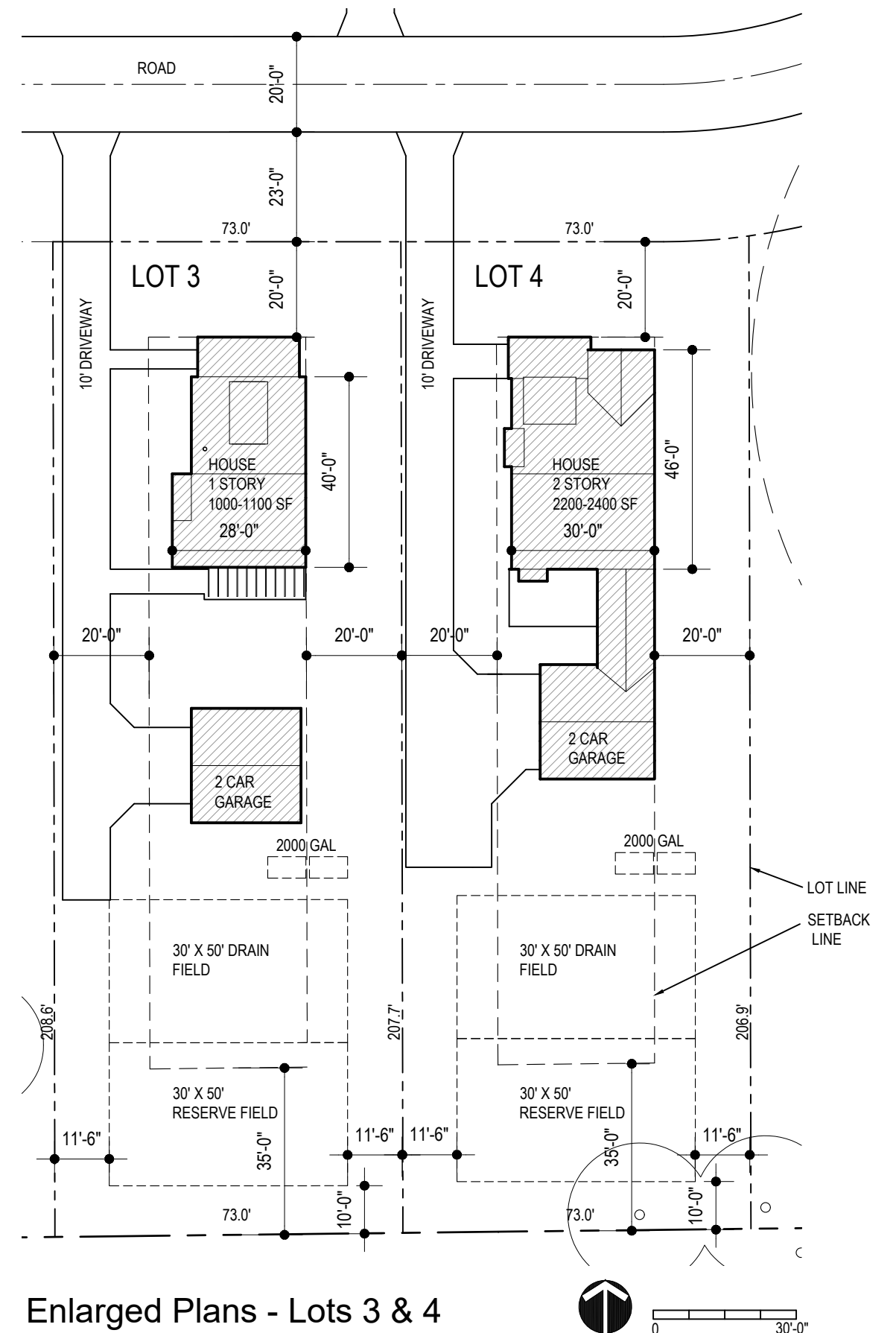
Conceptual Plan Approval Rev 3 2-5-24

Sylvan's NeighborWood

5601 Conway Road Sylvan Township, Michigan

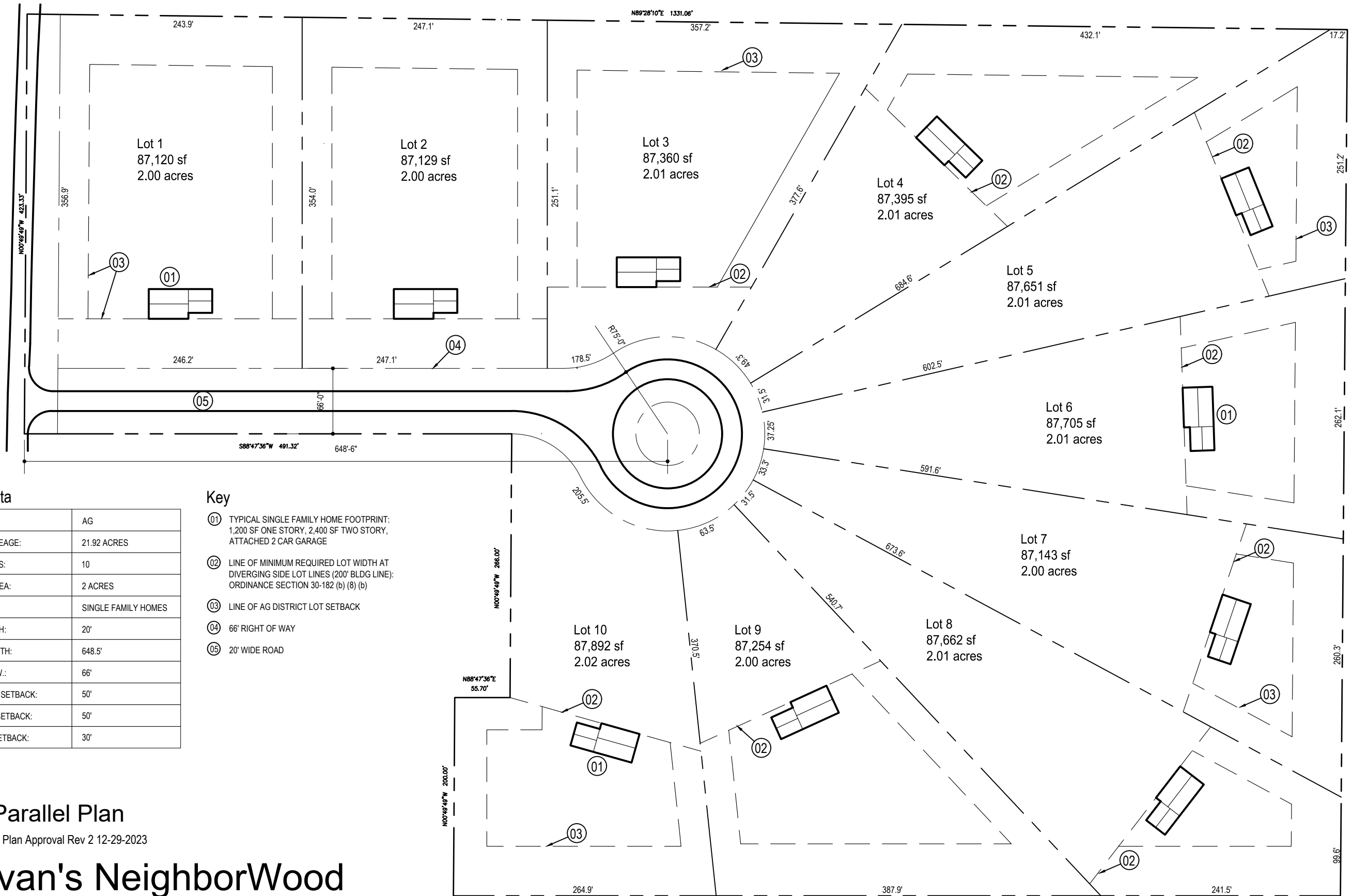
Inlandish Development LLC

Chelsea, Michigan



Enlarged Plans - Lots 3 & 4





Site Data

ZONING:	AG
TOTAL ACREAGE:	21.92 ACRES
NO. OF LOTS:	10
MIN LOT AREA:	2 ACRES
USE:	SINGLE FAMILY HOMES
ROAD WIDTH:	20'
ROAD LENGTH:	648.5'
ROAD R.O.W.:	66'
LOT FRONT SETBACK:	50'
LOT REAR SETBACK:	50'
LOT SIDE SETBACK:	30'

Key

- ① TYPICAL SINGLE FAMILY HOME FOOTPRINT: 1,200 SF ONE STORY, 2,400 SF TWO STORY, ATTACHED 2 CAR GARAGE
- ② LINE OF MINIMUM REQUIRED LOT WIDTH AT DIVERGING SIDE LOT LINES (200' BLDG LINE); ORDINANCE SECTION 30-182 (b) (8) (b)
- ③ LINE OF AG DISTRICT LOT SETBACK
- ④ 66' RIGHT OF WAY
- ⑤ 20' WIDE ROAD

Site Parallel Plan

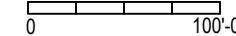
Conceptual Plan Approval Rev 2 12-29-2023

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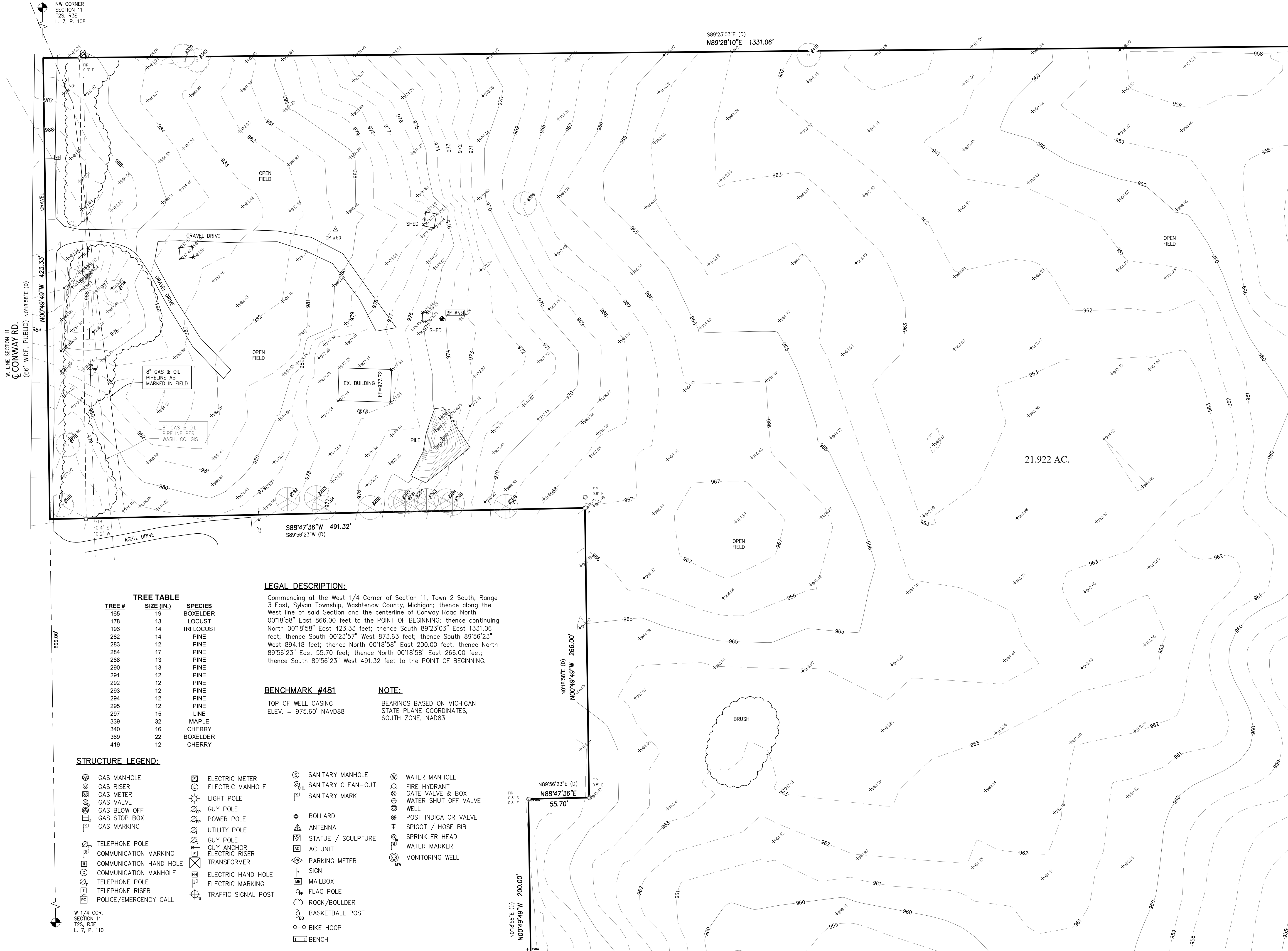


SILVERI ARCHITECTS



NW CORNER
SECTION 11
T2S, R3E
L. 7, P. 108

S89°23'03"E (D)
N89°28'10"E 1331.06'



W LINE SECTION 11
CONWAY RD.
(66' WIDE, PUBLIC) NORTHWEST (D)
N00°49'49"W 423.33'

S88°47'36"W 491.32'
S89°56'23"W (D)

LEGAL DESCRIPTION:

Commencing at the West 1/4 Corner of Section 11, Town 2 South, Range 3 East, Sylvan Township, Washtenaw County, Michigan; thence along the West line of said Section and the centerline of Conway Road North 00°18'58" East 866.00 feet to the POINT OF BEGINNING; thence continuing North 00°18'58" East 423.33 feet; thence South 89°23'03" East 1331.06 feet; thence South 00°23'57" West 873.63 feet; thence South 89°56'23" West 894.18 feet; thence North 00°18'58" East 200.00 feet; thence North 89°56'23" East 55.70 feet; thence North 00°18'58" East 266.00 feet; thence South 89°56'23" West 491.32 feet to the POINT OF BEGINNING.

BENCHMARK #481

TOP OF WELL CASING
ELEV. = 975.60' NAVD88

NOTE:

BEARINGS BASED ON MICHIGAN
STATE PLANE COORDINATES,
SOUTH ZONE, NAD83

TREE TABLE

TREE #	SIZE (IN.)	SPECIES
165	19	BOXELDER
178	13	LOCUST
196	14	TRILOCUST
282	14	PINE
283	12	PINE
284	17	PINE
288	13	PINE
290	13	PINE
291	12	PINE
292	12	PINE
293	12	PINE
294	12	PINE
295	12	PINE
297	15	LINE
339	32	MAPLE
340	16	CHERRY
369	22	BOXELDER
419	12	CHERRY

STRUCTURE LEGEND:

- | | | | | | |
|--|-------------------------|--|--------------------|--|----------------------|
| | GAS MANHOLE | | SANITARY MANHOLE | | WATER MANHOLE |
| | GAS RISER | | SANITARY CLEAN-OUT | | FIRE HYDRANT |
| | GAS METER | | SANITARY MARK | | GATE VALVE & BOX |
| | GAS VALVE | | BOLLARD | | WATER SHUT OFF VALVE |
| | GAS BLOW OFF | | STATUE / SCULPTURE | | WELL |
| | GAS STOP BOX | | AC UNIT | | POST INDICATOR VALVE |
| | GAS MARKING | | PARKING METER | | SPIGOT / HOSE BIB |
| | TELEPHONE POLE | | SIGN | | SPRINKLER HEAD |
| | COMMUNICATION MARKING | | MAILBOX | | WATER MARKER |
| | COMMUNICATION HAND HOLE | | FLAG POLE | | MONITORING WELL |
| | COMMUNICATION MANHOLE | | ROCK/BOULDER | | |
| | TELEPHONE POLE | | BASKETBALL POST | | |
| | TELEPHONE RISER | | BIKE HOOP | | |
| | POLICE/EMERGENCY CALL | | BENCH | | |
| | ELECTRIC METER | | | | |
| | ELECTRIC MANHOLE | | | | |
| | LIGHT POLE | | | | |
| | GUY POLE | | | | |
| | POWER POLE | | | | |
| | UTILITY POLE | | | | |
| | GUY POLE | | | | |
| | GUY ANCHOR | | | | |
| | ELECTRIC RISER | | | | |
| | TRANSFORMER | | | | |
| | ELECTRIC HAND HOLE | | | | |
| | ELECTRIC MARKING | | | | |
| | TRAFFIC SIGNAL POST | | | | |

W 1/4 COR.
SECTION 11
T2S, R3E
L. 7, P. 110

ARBOR LAND CONSULTANTS
Professional Land Surveyors

6653 Schneider Rd. • Manchester, MI • 48158
(734) 669-2960 • arborlandinc.com

DATE: 8-8-2023
REVISION: 1

CLIENT: ZIESKE

TOPOGRAPHIC SURVEY
#5601 CONWAY RD.
IN THE NW 1/4 OF SECTION 11
T2S, R3E, SYLVAN TOWNSHIP,
WASHTENAW COUNTY, MICHIGAN

JOB No. 18023
SHEET 1 OF 1
SCALE 1 INCH = 40' FEET

UTILITY NOTE:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THEY COMPRISE ALL SUCH UTILITIES IN THE AREA EITHER IN SERVICE OR ABANDONED. THE LOCATION OF UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE STRUCTURE INVENTORY SHOWN HEREON.

SECTION CORNER

- Found Iron Pipe
- Found Iron Rod
- Set Iron Pipe
- Set Iron Rod
- Set Mac Nail
- Found Mac Nail
- Set Wood Lath
- Control Point
- Measured Dimension
- Deed Dimension
- Surface Flow

WATER MANHOLE

- Water Hydrant
- Gate Valve
- Beehive Catch Basin
- Cube Catch Basin
- Storm Manhole
- Culvert/Inlet Section
- Sanitary Manhole
- Light Pole
- Utility Pole
- Telephone Riser
- Gas Main Riser

ELECTRIC LINE

- Electric Line
- Gas Main
- Water Main
- Storm Line
- Sanitary Line
- Cable TV Line
- Phone Line
- Chain Link Fence
- Wood Fence
- Barbed Wire Fence

811 Know what's below. Call before you dig.

ESTABLISHED 1835



Planning Commission Staff Report

18027 Old US 12, Chelsea, MI 48118
734-475-8905

AGENDA ITEM:

TO: Sylvan Township Planning Commission

FROM: Zoning Administrator

HEARING DATE: January 18, 2024

SUBJECT: Conceptual Review

PROJECT SITES: 5601 Conway Road

APPLICANT: Islandish Farms, LLC

STAFF: Scott Pacheco, AICP

REFERENCE: Planner/ Zoning Administrator

PROJECT: Presentation on Open Space Preservation Development

ZONING: Agriculture (AG) **LOT SIZE:** Parcel 21 acres
TAX ID: F-06-11-200-024

Project Description

Applicant is requesting review from the Planning Commission of a Conceptual Design for an Open Space Preservation Development (OSPD) at 5601 Conway Road.

An OSPD is defined as a residential development where the protection of substantial open space is the primary site development consideration, and the clustering or grouping of dwelling units and/or sites upon a small portion of the property is a fundamental feature.

The Sylvan Township Zoning Code required the following information be submitted for a Conceptual development plan.

1. An accurate legal description of the development site;
2. The names and addresses of all current owners of the development site;
3. A parallel plan for determining the maximum allowable density. This plan shall meet the requirements for a plat based upon PA 288 of 1967, as amended, and the township subdivision control ordinance. The plan shall be based upon the minimum lot area and the required dimensions for the underlying zoning district;
4. A concept plan of the proposed open space preservation development;
5. The total acreage of the development site;

6. The location and dimension of known natural features;
7. The number of acres ineligible for density computation or open space;
8. The number of acres to be designated as open space;
9. The number of acres to be developed by use;
10. The number and type of proposed dwelling units;
11. The pedestrian and vehicular circulation system.

The applicant has submitted all of the information required under the township zoning code. The application form and plans are attached to this report as Exhibit A and Exhibit B

A Conceptual development plan approval shall not constitute an approval of a detailed final development plan but shall be deemed a tentative approval of the development concept and layout as a guide to the preparation of the final development plan. A request for modification of the conceptual development plan shall be submitted to the planning commission for review in the same manner as the original conceptual development plan.

This project would include 10 clustered single-family residence on lots ranging from 13,758 square feet to 29,321 square feet and the preservation of 14.08 acres of property in perpetuity.

The applicant has submitted a conceptual plan that shows the layout of the proposed OSPD project. The project will split the parcel into 10 separate sites and includes a new private roadway that will access these 10 new properties. The site also includes a large area (64% of the property) that will be preserved for open spaces. This open space area will be used for community farming, common park space, and preserved natural areas it will be owned in common by the property owner

The Following are the development regulations in Section 30-805 (c) of the zoning ordinance shown in bold followed by staff comments when needed.

GENERAL DEVELOPMENT REQUIREMENTS.

- 1. An open space preservation development shall be limited to single- and two-family dwellings, if same is allowed by the underlying zoning district, and provided that the total number of dwelling units does not exceed the density for the open space preservation development allowed by subsection**

The project proposes single family homes the underlying zoning is AG and allows single family homes; therefor this regulation is met.

- 2. The total number of residential dwelling units allowable within an open space preservation development shall not exceed the density allowed by the applicable requirements of the underlying zoning district.**

The applicant has submitted a parallel plan that shows that the site could be designed to hold 10 parcels which would allow for 10 dwelling units under the AG zoning district. Staff has reviewed this plan for compliance with the township regulations. The lot size and width for each lot is in

compliance with the minimum lot size and lot width for the AG district, there is a buildable area adequate for a future home on each of the designed sites, and the street right of way has not been included into the lot size calculations.

3. **The number of residential lots allowable within an open space preservation development shall be determined in the following manner:**
 - a. **A parallel design for the project consistent with the state and township requirements and design criteria for a tentative preliminary plat shall be presented to the planning commission for review.**
 - b. **The design shall be reviewed to determine the number of lots that could be feasibly constructed following the adopted plat requirements. The parallel design need only provide sufficient detail for this determination.**
 - c. **The number of lots determined by the planning commission in this review shall be the maximum number of residential sites allowable for the open space preservation development.**

See staff analysis under standard 2 above.

4. **Minimum lot area, lot width, and lot coverage requirements shall not apply within an open space preservation development. All other zoning ordinance dimensional requirements for the underlying zoning district shall apply, unless specifically modified by the planning commission as authorized below.**

DIMENSIONAL REQUIREMENTS	Required AG	Proposed	Met or Mod
Front Setback:	50'	20'	Requested Mod
Side Setback:	30'	20'	Requested Mod
Rear Setback:	50'	35'	Requested Mod
Height:	40' dwelling 75' farm buildings	40' dwelling 75' farm building	Meets Regulation Meets Regulation
Floor Area Ratio:	10%	??	*

*The OSPD do not need to comply with the lot area, lot width or lot coverage requirements. If the project were to comply with the 10% FAR requirement the FAR's of the future homes allowed on the properties would be between 1,376 square feet and 2,932 square feet, based on the proposed lot sizes. The PC or the Applicant may or may not wish to propose a modification to the required FAR of 10%.

The planning commission is authorized to approve specific modifications from the building setback and building separation requirements set forth in this chapter. Any such modification shall be approved through a finding by the planning commission that the modification meets the purpose of the open space preservation development set forth in section (a). Such a modification is not subject to variance approval or further relief by the zoning board of appeals.

The purpose of the OSPD section of the Township's Zoning Ordinance *is to offer an alternative to traditional subdivision design through the use of open space preservation development opportunities, for the purpose of:*

1. *Assuring permanent preservation of substantial open space and other natural resources;*
2. *Allowing innovation and greater flexibility in the design of residential developments;*
3. *Facilitating construction and maintenance of streets, utilities, and public services in a more economical and efficient manner;*
4. *Providing for site development that maintains a low visual impact, particularly along roadways and abutting properties;*
5. *Encouraging a less sprawling form of development, thus preserving open space, natural features, and wildlife habitat areas consistent with the township's rural character; and*
6. *Ensuring compatibility of design and use between neighboring properties.*

These regulations are intended to result in a development substantially consistent with these Ordinance requirements, generally, yet allowing for specific modifications from the general requirements. These regulations are not intended as a device for ignoring the township's zoning requirements or the planning concepts upon which this section has been based.

These open space preservation development standards provide the design framework for the residential development plan. The review and approval process for a subdivision or site condominium shall still apply and can be conducted in conjunction with the open space preservation development review and approval process.

5. Residential sites shall be confined to cluster areas established within the open space preservation development.

There are two areas proposed for the clustered residential lots the first area is in the west portion of the site and is set back off of Conway Road 100 feet, 67 feet from the right-of-way. The closest home to Conway Road would then need to be setback an additional 20 feet making the closest future home 120 from the Conway Road. Five of the ten lots will be located in this area. The second area is near the end of the proposed cul-de-sac off the east side of the road. The lots in the second area will have views of the open space area out the rear of the future homes. The two areas will be separated by a preserved open space area.

6. Cluster area design standards:

- a. **A range of approximately five to ten sites per cluster area, arranged in a small, cohesive neighborhood, shall be considered a desirable design feature, as opposed to a linear arrangement.**
- b. **Cluster areas should provide access to accommodate vehicles, utilities, and commonly owned facilities, as well as a linkage to the project open space system.**
- c. **Cluster areas should be visually and physically separated from one another and off-site roadways by open space buffers.**

- d. Cluster areas should be integrated into the site without causing significant impacts on neighboring properties.**
- e. Cluster areas should be designed to be compatible with the surrounding community character.**
- f. The use of single-loaded streets (houses on only one side), especially alongside open space, around community common areas, and to create foreground meadows along the public road that serves the development should be incorporated into cluster area designs to avoid a traditional suburban subdivision appearance.**

As stated under number 5 above the project has two areas with 5 clustered lots each that are separated by an open space area. Lots 6, 7, 8, 9, and 10 are located off the west side of the proposed private road and will have views of the preserved open space to the rear of the lots. The proposed lot locations do not appear to have a greater impact on the surrounding property than lots developed under the existing regulations would have.

The proposed lot configuration would restrict the location of future homes. These future homes would be setback 87 feet from the right-of-way for Conway Road. Under the current zoning if the lot was developed the future homes could be setback from the Conway Road right-of-way 50 feet. The future homes will be setback further from the east property shared with 19325 Sibley Road as the closest home under the proposed lot configuration would be 385 feet to this the east property line. Under the current zoning a residential structure could be 50 feet from the east property line. The lot configuration would allow the future homes to be to be 35 feet from the north and south property lines, while under the current code a future home would only need to be 30 feet from these property lines.

- 7. Visual screening of dwellings from off-site street networks and open space preservation development boundaries shall be accomplished through the siting of residences, maximizing existing screens, and providing new natural screens and/or open space buffers where appropriate.**

This OSPD proposes a 67-foot-wide open space buffer along Conway Road. This buffer set Lot 1 and Lot 3 back off the right-of-way of Conway Road and the future homes on these lots will need to be setback an additional 20 feet from that to meet the required side yard setbacks. In contrast a proposed home on lot 1 in the parallel plan, or built on the existing lot without a subdivision of the property could be setback off the Conway Road right-of-way 50 feet.

If the Planning Commission is concerned with the views for these homes from the roadway additional landscape can be suggested within the open space buffer along Conway Road as a part of the OSPD review. Landscaping can be requested in any location if views from the surrounding properties is determined to be a concern.

As stated under standard 6 the proposed development would require the residential structure to be located further from the existing property lines than a residential structure built under the existing zoning regulations.

8. **The proposed open space preservation development shall be under common ownership or control while being constructed, such that there is a single entity having proprietary responsibility for the full completion of the project. Sufficient documentation of ownership or control, that indicates the proposed development will be completed in its entirety, shall be submitted with the application for approval.**

Prior to the township allowing the creation of the new parcels the roadway and any other infrastructure for the project will be required to be built or a bond will be required for the cost of the construction. This level of review will not be required until final site plan approval.

OPEN SPACE REQUIREMENTS.

1. **A minimum of 50 percent of the gross contiguous land area of the open space preservation development shall be designated as open space.**

The existing lot is 21.92 acres and the proposed OSPD will preserve 14.08 acres (64.23% of the site) of the site in common open space area that will be preserved open space in perpetuity.

2. **All significant/sensitive environmental resources (steep slopes, wetlands, woodlands, prime agricultural soils, scenic features, etc.) within the open space preservation development should be included within the designated open space.**

The existing site is mostly flat and void of wetland and woodlands. Preserving 64.23% of the site as open space will preserve much of the prime agricultural area and scenic open area of the site.

3. **The following land areas within the open space preservation development shall not be included as designated open space:**

- a. **Land devoted to a residential lot or unit, accessory use, vehicle access, parking, and/or approved land improvement (other than those land improvements specifically referenced in the definition of undeveloped state in subsection (4) below).**
- b. **Public or private road rights-of-way or easements.**
- c. **Land devoted to a community water supply and/or septic system.**

The 14.08 acres of open space area did not include any of the area proposed in the residential lots, the area within the proposed private road easement. Each property will require it own septic field when construction is proposed. A common water supply will be proposed as a part of this project but very little land will be required for this common well.

4. **Designated open space shall remain perpetually in an undeveloped state. Undeveloped state shall be defined as a natural state preserving natural resources, natural features, or scenic or wooded conditions; agricultural use; open space; or a similar use or condition. Land in an undeveloped state does not include a golf course but may include a recreational trail, picnic area, children's play area, greenway, or linear park.**

Under the conceptual plan the final use of the open space area is not provided; however none of the area shown on the Concept plan as open space would be used for anything other than agricultural uses, natural open space and recreational park areas.

- 5. Designated open space shall, except for open space used for agriculture, consist of contiguous land area and be easily accessible to all residents of the open space preservation development through open space segments between clusters, visual and pedestrian linkages and proximity to such open spaces. Open space design should consider adjacent properties for the purpose of linking open spaces and creating connected open space and wildlife corridors.**
- 6. Division (using the Land Division Act, Condominium Act, or otherwise) of the designated open space is prohibited.**
See comment under item 10
- 7. Designated open space shall be under common ownership or control, such that there is a single entity having proprietary responsibility. Sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions shall be provided.**
See comment under item 10
- 8. Designated open space shall be set aside through an irrevocable conveyance approved by the planning commission, such as:**
 - a. Recorded deed restrictions;**
 - b. b.Covenants that run perpetually with the land;**
 - c. Conservation easements; and/ord.Land trusts.**See comment under item 10
- 9. Such conveyance shall assure that the designated open space will be protected from all forms of development, except as shown on the approved site plan, and shall never be changed to another use. Such conveyance shall also:**
 - a. Indicate the approved use(s) of the designated open space;**
 - b. Require that the designated open space be maintained by parties who have an ownership interest in the open space; and**
 - c. Provide standards for maintenance of the open space.**See comment under item 10
- 10. Failure of the party(ies) having an ownership interest in the designated open space to maintain said open space in accordance with the standards set forth in the terms of conveyance described in subsection (9) shall constitute a violation of this article and subject the violator(s) to all sanctions, including injunctive relief, provided for under this chapter. The maintenance of open space shall be written into the master deed and by-laws.**

When the final development plan is submitted, the open space area will be required to be preserved in perpetuity. At that time the Township will discuss with the township attorney the most effective legal mechanism to achieve this outcome and all information on these items will be required to be included in the master deed and by-laws.

DESIGN STANDARDS.

- 1. Interior street system. The open space preservation development shall be serviced by an interior street system; dwelling units shall not front on or gain direct access from an off-site road network. Interior streets may be public and/or private subject to township approval.**
 - a. Public streets shall be constructed to the standards of and dedicated to the Washtenaw County Road Commission.**
 - b. Private roads shall be subject to the following standards:**
 - i. A private road shall be located upon a 66-foot right-of-way/easement. The township shall have no obligation or liability for the private road or maintenance thereof by virtue of the right-of-way/easement.**
 - ii. A private road shall be constructed to Washtenaw County Road Commission standards, except a private road shall have a driving surface with a minimum width of 20 feet, exclusive of parking area.**

The proposed project includes a private cul-de-sac. All 10 lots will have access off of this private roadway. Once the final Development Plan is submitted the Township Engineering Consultants will review a proposed construction plan for this roadway and verify that the roadway will be constructed to WCRC standards

The code allows the planning commission to modify road construction standards upon a finding that the modification will continue to protect public health, safety and general welfare and upon review and approval by the township engineer and township fire department.

- iii. Construction of a private road shall be certified in writing by a licensed civil engineer or surveyor and such certificate shall accompany the maintenance agreement and be submitted to the township clerk and approved by the township zoning administrator prior to the creation of any dependent lots.**

The required engineering and legal documents will be required prior as part of the Final Development Plan and prior to issuance of a permit to start construction.
- iv. A private road shall be maintained by parties who have an ownership interest in the private road. Maintenance responsibilities shall be specified in a deed restriction. The private road shall be maintained to the minimum standards of the State Fire Code. The planning commission must also require that a special assessment district be established under Michigan Public Act 188 of 1954 to assure maintenance of the private road.**

The required engineering and legal documents will be required prior as part of the Final Development Plan and prior to issuance of a permit to start construction.

- c. Street systems should be designed so that their curvature or alignment produces terminal vistas of open space elements, such as water features, meadows, or playing fields. This may commonly occur at the terminus of street intersections or through the use of single-loaded streets.**

This OSPD include one small private cul-de-sac lots 6-10 are located off the west side of the curve in the roadway to allow these lot to have views of the future open space area.

- d. Street systems shall be designed to accommodate required emergency vehicle access and circulation.**

The required engineering documents will be submitted and reviewed as part of the final development plan the fire district and the township engineering consultant will require the roadway be designed to meet this standard.

- 2. Access. Access to the open space preservation development shall be designed consistent with the rural, natural character of the area.**

A single small cul-de-sac is the only roadway proposed and all proposed lots will be access off of this roadway. If the site were developed under the current zoning a small cul-de-sac would also be required and would look similar to the roadway proposed as a part of this project.

- 3. Utilities.**

- a. Public water and/or sanitary sewer services shall be required where reasonably available.**
- b. Where such public services are not reasonably available, private on-site and/or community water supply and septic systems may be permitted subject to the review and regulation of the Michigan Department of Environmental, Great Lakes and Energy (EGLE) and/or the Washtenaw County Health Department and the approval of the township.**
- c. Appropriate provision for the ownership, operation, maintenance and replacement of a community system shall be irrevocably committed and documented through agreements, contracts, covenants, and/or deed restrictions. Sufficient documentation of the conveyance shall be provided and shall be subject to the approval of the township. The planning commission must also require that a special assessment district be established under Michigan Public Act of 188 of 1954 to assure operation, maintenance and replacement of a community system.**
- d. All utility lines and installations capable of being placed underground, including telephone, electric and cable television, shall be placed underground.**

The proposed project will not have public sewer or water. The project proposes private septic on each lot and the lots have been designed to provide adequate space for the required sewer systems.

The proposed project will have a community water system.

The final development plan will require approval from all required agency for the well and septic permits. The township engineer will review the project plans once they are submitted for compliance with all engineering regiments. Also, the township attorney will review all required legal document, such as the maintenance agreements and easements required for any community owned facilities.

4. **Storm water management. Storm water management systems and drainage facilities shall be designed so as to:**
 - a. **Protect the natural environment, including wetlands, water bodies, watercourses, flood plains, groundwater and soils;**
 - b. **Retain the natural retention and storage capacity of any wetland, water body, or watercourse, and not increase flooding or the possibility of polluting surface water or groundwater, on-site or off-site; andc.Incorporate and/or use natural drainage systems existing on the site.**

The storm water management will be reviewed by the township engineer as a part of the final development plan for this project. Because of the size of the lot and the small size of the development it does not appear that storm water management would be a concern on this site.

5. **Street lighting. Street lighting shall be designed and arranged so as to avoid light spillover onto adjacent premises and so that any light source is shielded or directed so that the light intensity or brightness will not be reasonably objectionable to surrounding areas.**

No street lighting is proposed as a part of this project.

6. **Natural features. The open space preservation development shall be designed to promote the preservation of natural features.**

The project will preserve 14.08 acres of the subject site in perpetuity. This means that 14.08 acres of the subject site will not be used in the future for anything other than farming, natural open space, or park area, preserving this land into the future.

REVIEW CRITERIA.

In considering an application for approval of an open space preservation development, the planning commission will be required to make its determination on the basis of the and the following criteria along with the site plan review criteria under section 30-078:

1. **The overall design and land uses proposed in connection with an open space preservation development shall be consistent with the intent of the open space preservation development concept and the specific open space/general development/design standards set forth herein.**

- 2. The proposed open space preservation development shall be serviced by the necessary public and/or private facilities to assure the public health, safety, and welfare of project residents and users.**
- 3. The proposed open space preservation development shall be designed to minimize the impact of traffic generated by the development on the surrounding land use and road network.**
- 4. The proposed open space preservation development shall be designed so as to be in character with surrounding conditions as they relate to the bulk and location of structures, pedestrian and vehicular circulation, landscaping, and amenities.(**
- 5. The proposed open space preservation development shall be designed and constructed so as to preserve the integrity of existing on-site and off-site sensitive and natural environments, including wetlands, woodlands, hillsides, water bodies, and groundwater resources.**
- 6. The designated open space shall be of functional value as it relates to opportunities for wildlife habitat, woodland preservation, agricultural use, recreation, visual impact, and access.**
- 7. The proposed open space preservation development shall comply with all applicable federal, state and local regulations.**

Staff believe that with the submittal and review of the Final Development Plan and all required documents a project that utilizes the design proposed in the Conceptual Development Plan could meet all of the required standards listed above.

Site Plan Review Criteria:

Standards for review. In reviewing the final site plan, the planning commission shall determine whether the plan meets the following standards:

- 1. The final site plan conforms to the preliminary site plan as approved by the township planning commission.**
- 2. The plan meets all applicable standards in section 30-221.**
- 3. The plan meets the specifications of the township for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services, and has been approved by the township fire chief and township engineer.**
- 4. The proposed development will not cause soil erosion or sedimentation problems.**
- 5. The drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of watercourses in the area.**
- 6. The proposed development is coordinated with improvements serving the subject property and with the other developments in the general vicinity.**
- 7. Outside lighting will not adversely affect adjacent or neighboring properties or traffic on adjacent streets.**
- 8. Outdoor storage of garbage and refuse is contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties.**

- 9. Grading or filling will not destroy the character of the property or the surrounding area and will not adversely affect the adjacent or neighboring properties.**
- 10. Parking layout will not adversely affect the flow of traffic within the site or to and from the adjacent streets.**
- 11. The plan meets the standards of other government agencies, where applicable, and that the approval of these agencies has been obtained or is assured.**
- 12. The plan provides for the property extension of existing public streets serving the site, where applicable.**

Staff believe that with the submittal and review of the Final Development Plan and all required documents a project that utilizes the design proposed in the Conceptual Development Plan could meet all the required standards listed above.

PROCESS

It was my original belief that a public notice was giving for the November 16, 2023 review of the conceptual development plan for this project. However, I do not have any record of the notice and could not find any record of this notice with the Township or with the Sun Times News.

For tonight's meeting I would suggest that the Planning Commission review the project and staff report and that the Planning Commission make any comments on the project. The Commissioner should use this meeting to suggest any changes to the project that they believe would be required to meet the required regulations or standards of the Township Zoning Ordinance.

This project will be scheduled for a public hearing at the February 15, 2024 Planning Commission meeting. At that meeting the Planning Commission will need to review the project and make a determination to approve or deny the Conceptual Development Plan.

Established 1835



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DRAFT
Minutes for the
PLANNING COMMISSION Meeting
November 16, 2023 at 7:00pm

The Sylvan Township Planning Commission meeting for November 16, 2023 was called to order by Chairman VanBuren at 7:00 p.m.

Pledge of Allegiance

Members Present: Mike VanBuren, Chairman; Sandy Schulze, Trustee; Steve Eiseman; Leah Herrick; Clifford Camp; Tom Bareis. **Absent with notice:** Courtney Heller, Vice Chairman.

Also Present: Doug Jackson, Recording Secretary; Ann Kalmbach; Robert Lietz; David Rish; Kevin Townsend; Patrick Zieske; Mark Dreyer; Cynthia Silveri; Mark Silveri; Mathew Stevenson; Kurt Kosek, Trustee; Amanda Nimke, Clerk.

Motion to accept the agenda for this meeting made by Camp, seconded by Eiseman. Agenda approved through unanimous consent.

Motion to approve minutes for the October 26, 2023 meeting made by Camp, seconded by Herrick.

Discussion: Camp: Would like to have consistency throughout the minutes with names noted as usual with the comments. Camp: Pointed out that "consensus" was misspelled on pg. 4.

Minutes with corrections were approved through unanimous consent.

Minutes for the November 2, 2023 special meeting Master Plan Open House and Beckett and Raeder educational presentation were not yet available for approval.

Public Comment:

Kevin Townsend: Sylvan Township resident, property owner. Comment about one of the agenda items. The letters that were submitted on the Master Plan process... So I guess that, two things, general question: How does that get on the agenda? Is it a resident driven thing? And follow up to that is... Since we're in the middle of this Master Plan cycle, will there be opportunities for other residents to get things on the agenda? That's the first question. The other item... Knowing or guessing, I don't know what... I didn't get to see the letter, so I don't know what's going to be discussed, but, I guess I have to proactively guess. We've been involved in discussions involved with what happens with that land on Pierce and Garvey for 3 years now. Prior to that we were almost never involved in the meetings. So we're slowly becoming experienced, but there is still a lot I don't know about this process. We've learned over the years that a tow yard in the middle of an agriculture and low density residential area is inappropriate. We've learned that high density residential development 30x higher than anything in the township is inappropriate. This week, the Board

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Treasurer
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Cynthia Silveri: For the record: Minutes should read “Silveri Architects are making a presentation on behalf of Inlandish Development (Patrick Zieske).”

Four slides were displayed and explain the concept plan for the Neighborwood development.

There are 10 units proposed. Compared traditional development (1 unit per 2 acres) with their plan which clusters housing and preserves more open space. Third slide shows topography and layout of land with the planned development. The Fourth slide is the data sheet with all the details of each parcel.

This is a conceptual plan that takes advantage of your open space ordinance to meet the goals of the ordinance. This development will be in keeping with what’s been happening on Conway Rd historically. The development will be clustered towards the west end of the property. There is a 100 foot set back from the right-of-way on Conway Rd before the western property lines of the first parcels. Five properties clustered near the road, then five more around the cul-de-sac at the end of the Neighborwood road. Open space is contiguous to all the parcels. Active and reserve septic fields are shown with dotted lines. This is an example of how this could look. Well locations are also shown. Open space is 64% of the property currently. This will be reduced some once new wells are designated. This will preserve the rural character of the township. This will have a low visual impact.

VanBuren: This is our first time working with this new ordinance and will require some back and forth. We typically see plans to scale with drawings of houses and drain fields. This does not show setbacks. Discusses concerns with the small size of lots 1 and 2, and how it will meet Health Department regulations.

C. Silveri: This is a conceptual plan. Once this is approved, the final plan can be reviewed in full detail.

VanBuren: Would like to see more detail with drawings to scale and house locations. Wants to avoid getting into restricted deeds.

C. Silveri: This plan meets all State and Township regulations. This is a concept seeking approval before plans to be taken to an architect and engineer for final housing plans.

Bareis: Notes that the first few lots will have long and narrow homes. Only certain sized houses can fit there.

C. Silveri: These plans allow for a variety of choices for buyers as to smaller and affordable to larger lots.

Bareis: 1000 sq ft is the minimum house size allowed in our township. Where would a garage or parking area go?

C. Silveri: This concept needs to be approved before they go to an engineer for specific lot development and septic locations.

Zieske: Agrees that space is tight, but both the County and the Township need to approve. He’s done some preliminary perk tests and is encouraged. Wants to offer residents a variety of affordability choices. They have several interested people that have given feedback on what their choices would be.

If the lots are laid out with larger lots with wider frontage, the open space would be sacrificed.

C. Silveri: Neighbors and roadside will not be able to see that these houses are close together. The lots are not as small as they appear in the drawing. The drawing can be misleading as far as perspective.

Zieske: Recites part of the ordinance and stresses that the Board is not binding itself with this approval. Shared how a neighbor gave appreciation for his plans.

C. Silveri: Reiterates that the plan meets all requirements in the ordinance. Plan should not change. This is something that the township can be proud of.

Bareis: Concerned about lot ratios on the small parcels.

Schulze: **Motion to accept the plan as submitted and have Silveri come back with the details the Board is desiring.** Seconded by Eiseman.

Roll call vote: Bareis, No; Camp, Yes; VanBuren, No; Herrick, No; Schulze, Yes; Eiseman; Yes. Motion does not pass.

VanBuren: Would like Silveri to come back with more details on the layouts, in particular of lots 3 & 4, including the coverage ratios. Wants to know where the drain fields would go, where the house would go, side and front setbacks, where the tanks would be, and where parking would be. Wants to table this until the next meeting.

Zieske: Is fine with that.

Motion to table the discussion on the Neighborhood conceptual plans until the Dec 21, 2023 meeting with the intent to see more detail on the overall footprint made by VanBuren, seconded by Schulze. Roll call vote. Approved unanimously.

VanBuren: Notes that in the zoning ordinance there is no fee schedule. There needs to be something addressed down the road for Open Space.

Communication: Master Plan Input: three letters from Pierce Rd. property owners Kalmbach, Kalmbach, and Hafley. Also received a stack of letters from other residents. VanBuren read off a list of names of letters and feedback from residents at the Open House.

Comments/concerns of the Planning Commission. None heard.

VanBuren: Noted that Scott Pacheco will be taking over as the new Planning and Zoning Consultant.

Next meeting is on December 21, 2023 at 7:00 p.m.

Motion to adjourn by Camp, seconded by Bareis. Meeting adjourned at 8:05 p.m.

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DRAFT

**Minutes for the
PLANNING COMMISSION Meeting
January 18, 2024 at 7:00pm**

The Sylvan Township Planning Commission meeting for January 18, 2024 was called to order by Chairman VanBuren at 7:00 p.m.

Pledge of Allegiance

Members Present: Mike VanBuren, Chairman; Sandy Schulze, Trustee; Leah Herrick; Clifford Camp;. **Absent with notice:** Courtney Heller, Vice Chairman; Steve Eiseman; Tom Bareis

Also Present: Doug Jackson, Recording Secretary; Rod Branham, Treasurer; Scott Pacheco, Planning and Zoning Administrator; Amanda Nimke, Clerk; Patrick Zieske; Marco Silveri; Joe Hardesty

Motion to accept the agenda for this meeting made by Camp, seconded by Schulze. Agenda approved through unanimous consent.

Motion to approve minutes for the December 21, 2023 meeting made by Herrick, seconded by Camp. Minutes approved through unanimous consent with no correction.

Discussion on minutes for the November 2, 2023 open house meeting.

VanBuren: He believes he's seen two versions of these minutes and the copy he has seems to be the shorter, "Reder's Digest" version. He asked if the longer, more comprehensive version should be adopted for the official records.

Discussion. VanBuren: Noted to table approval of the Nov 2 minutes until next meeting until either the "longer" version is presented or there is a clearer understanding of what the minutes should include.

Pacheco stated he will make available information on appropriate ways of taking notes for public hearings.

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Public Comment:

Zieske is interested in finding out more about the township’s Renewable Energy ordinance.

VanBuren has not heard anything back from the consultants.

Pacheco suggests that we wait until the State has its current legislation on renewable energy finalized after the court cases etc. The law, if it were to pass, is not going into effect until November 9, 2024. He discussed several options for next steps.

Zieske reminded the board that the township ordinance covered both principle and accessory use, while the State legislation covers only the principle use.

Pacheco commented that residential ground mounted solar ordinances can be covered under the accessory structure rules in existing ordinances, as well as roof-mounted units would be reviewed under existing reroofing ordinances.

Unfinished Business:

Presentation by Marco Silveri, Silveri Architects of Sylvan Neighborwood concept plan.

VanBuren complemented the improved and more detailed drawings supplied by Silveri. Raised questions about the 20’ side yard setbacks on the lots.

Pacheco offered clarification on interpreting the drawings.

Camp asked for more information on the community well concept.

Zieske explained the 3 classifications of Michigan community wells. His wells are to be type 3. The County will need to approve these as well. The wells need to have a pump house for each.

Pacheco noted that the well structures would take away part of the open space area. Once this goes to a final, our engineer will need to review the wells. If they cannot be approved, Zieske would need to consider private wells for each home or another option that he’d need to work out with his engineer.

Zieske said that the community wells are for cost savings. He believes the wells to be 6”-8”. He acknowledges his knowledge of the ordinance requirements for public hearings.

Zieske asked how ground-mounted solar arrays on smaller lots impacts floor/area ratio requirements. We should revisit this. He requests that the FAR be revised to 20%.

New Business. None.

Comments/concerns of the Planning Commission members:

VanBuren noted that the Shoemaker Group who manages our website needs to update the calendar. Suggests that we suspend principle use solar ordinance review until the State has finalized its laws. He will send an email to Pacheco with his request for information from Beckett and Raeder. He also commented that we should review the audit report and capital report with the Lioni sewer authority because of increased costs foreseen. Is Lioni going to price themselves out of the market? These are things to consider in our Master Plan.

Pacheco said that the township board is taking future sewer/water treatment into consideration.

Some discussion was on talks between Chelsea and Sylvan Township about sharing water.

Schulze suggested that our website provide PC members' emails for the public. This was discussed and decided that this would not be ideal because of complications with public comment on projects etc. The public should address the PC members at public meetings.

Motion to Adjourn by VanBuren , seconded by Herrick.

meeting adjourned at 7:42 pm.

Reminder: next meeting is at 7:00 pm on February 15, 2024

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