

**Approved Minutes  
Grass Lake Charter Township Planning Commission Meeting  
January 17, 2019 @ 7:00 PM**

CALL TO ORDER: Chairperson Hinkle called the meeting to order at 7:02 pm.

ROLL CALL: Members present: Jere Hinkle, Lacey O'Quinn, Rob Doerr, Tom Brennan, Jim Warbritton and Roger Memmer. Members absent: Ken Elliott.

ALSO PRESENT: Township Planning Consultant, John Enos of Carlisle Wortman Associates; Andover North representative, Donald Westphal, and seven citizens.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

Brennan proposed that the agenda be amended to add New Business Item 6.c-Ordinance Amendment regarding removal and processing of topsoil, stone, rock, sand, gravel lime or other mineral resources.

Moved by Brennan and supported by O'Quinn to approve the amended agenda. All ayes. One absent. Motion carried.

APPROVAL OF DECEMBER 13, 2018 MEETING MINUTES:

One correction was noted. The last sentence of the fourth paragraph under NEW BUSINESS a. Preliminary Site Plan Review, Andover North case #18-10-0011, should read:

... Water and sewer service are **located in Michigan Avenue south of the site and are proposed to be extended** ~~available~~ to the site.

Moved by Doerr and supported by O'Quinn to approve the December 13, 2018 meeting minutes with the above amendment. All ayes. One absent. Motion carried.

NEW BUSINESS

a. Election of Officers

Brennan moved and O'Quinn supported the nomination of Jere Hinkle for Chairperson. No other nominations were entered. All ayes. One absent. Motion carried. Jere Hinkle elected as 2019 Chairperson.

Hinkle moved and Memmer supported the nomination of Ken Elliott for Vice Chairperson. No other nominations were entered. All ayes. One absent. Motion carried. Ken Elliott elected as 2019 Vice Chairperson.

Warbritton moved and O'Quinn supported the nomination of Rob Doerr for Secretary. No other nominations were entered. All ayes. One absent. Motion carried. Rob Doerr elected as 2019 Secretary.

b. Adoption of meeting calendar for 2019

A proposed meeting calendar was presented however, many of the proposed meeting dates were identified as being on Friday evening rather than Thursday evening. Adoption of the calendar was tabled until the next meeting when the proposed meeting dates are corrected.

c. Ordinance Amendment regarding removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources.

Brennan proposed that the Planning Commission review the zoning ordinance special land use requirements regarding removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources as specified in Section 14.07. HH of the zoning ordinance. Brennan will meet with Zoning Administrator, Doug Lammers, and review related ordinances from other townships and report his findings at a future meeting.

CITIZENS WISHING TO ADDRESS THE COMMISSION:

Chairperson, Hinkle, noted that two letters dated 1/6/19 and 1/9/19 regarding the proposed Andover expansion from Lynn Szeles of 1987 Sarossy Lake Road were received. Copies of these letters are appended to these minutes.

TOWNSHIP BOARD REPORT:

No report

OLD BUSINESS:

- a. Preliminary Site Plan Review, Andover North case #18-10-0011.

Subsequent to the December 13, 2018 Planning Commission meeting, planner, John Enos of Carlisle/Wortman Associates, reviewed the preliminary site plan. His review dated January 11, 2019 is appended to these minutes.

The developer's representative, Donald Westphal, presented a revised preliminary site plan. The site plan was revised based on the review comments of Mr. Enos. The revised plan included added notes affirming that the final plan submitted to the state will be in conformance with the Mobile Home Commission Act and Rules, added additional guest parking and moved the north entrance as far south as possible without impacting the wetlands. It was also noted that evergreens will be substituted for deciduous trees in that area to provide a more effective screen.

The Planning Commission inquired whether the north entrance could be moved even farther south in order to reduce the impact of auto headlights on the neighbor located immediately across from the north entrance. It was noted that moving the entrance south would impact the wetlands but it was questioned whether wetland mitigation could be used to offset the wetland impact. Mr. Westphal indicated that he could further pursue this issue.

Mr. Westphal also indicated that approximately 100 feet of additional buffer/screening could be provided along the back(west) property line of the residence on Sarossy Lake Road that is located immediately north of the proposed north entrance.

Mr. Enos indicated that, with the proposed changes, the concerns expressed in his site plan review have been addressed.

Brennan moved and Doerr supported the approval of the revised preliminary site plan with the added buffer along the back property line of the residence immediately north of the north entrance and with the understanding that Mr. Westphal will pursue moving the north entrance further south with the Michigan Department of Environmental Quality. All ayes. One absent. Motion carried.

Upon receiving Township approval of the preliminary site plan, the developer will make submittals to the Jackson County Road Commission, Jackson County Drain Commission and Jackson County Health Department for their approval and then final plans will be prepared and submitted to the State of Michigan for final permits.

- b. Rezoning Project: tabled
- c. Zoning Ordinance, Section for LI/HC: tabled

GENERAL DISCUSSION: None

PROPOSED BUSINESS FOR NEXT MEETING:

The next regular meeting was established for Thursday, February 21, 2019.

ADJOURNMENT:

Moved by Brennan and supported by Doerr to adjourn meeting at 8:03pm. All ayes. One absent. Motion carried.

Respectively submitted,

Roger Memmer, Secretary  
Grass Lake Charter Township Planning Commission

Attachments:

1. Copy of 1/6/19 and 1/9/19 letters from Lynn Szeles to the Grass Lake Township Planning Commission and Donald Westphal.
2. Carlisle Wortman Associates Andover North Site Plan Review dated January 11, 2019.

1/6/19

To the members on the planning commission as well as Donald Westphal,

If you don't mind, I have a few questions that I would like you to address pertaining to Andover expansion down Sarossy Lake Rd.

If there are roughly 123 sites in the current location and about 60 are vacant (nearly half) and they have been open for business for close to 15 years, what makes you think there is a demand to expand?

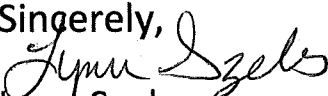
Mr. Westphal had mentioned the desire to live in this mobile home community is in part so the homeowner isn't tied down to the cost of owning property. Well for the lot size that their home sits on in Andover and the lot rent they charge for that small area, land ownership is much more affordable in comparison.

My property is right next door to the property that Andover plans to develop; I guarantee my property value will drop. Are the developers and site planners planning on a privacy fence or tree line?

Where on Sarossy Lake rd. will the entrance to the newly developed Andover be?

Unfortunately I will be out of town for this next meeting in Jan. Will there be someone I can speak to directly to get some of these concerns addressed?

Thank you for your time.

Sincerely,  
  
Lynn Szeles

1987 Sarossy Lake Rd.  
517-937-9706

1/9/19

To the Planning commission and D. Westphal,

I received a call from Doug Lammers addressing the first letter I sent to the commission last week. He graciously answered questions I had and suggested I come and look at the drawing of Andover's plan. After looking at the plan I saw that Andover is planning greenery buffering on the south side of my property. I also learned that the entrance to Andover north of the tracks is fairly close to my driveway. I am asking that it be considered to move their entry drive further south for traffic, safety and noise purposes. I would also ask Andover put buffering along the west side of my property for purposes of noise, lights and privacy. I see on the drawing that a lot is planned at the southwest corner behind my property. If there isn't enough room for a tree line at the very least consider a privacy fence. I have lived on my property for 22 years. I respect that Andover owns the property behind me, I hope that they equally respect that I own my, small but cozy, two acres. I have a fairly large dog I am legally and morally responsible for him, the additional noise and activity will affect him negatively as well.

I am open to growth and expansion and hope we can have a mutual respect and openly listen to each other's ideas and suggestions. I apologize I couldn't be there for the meeting but will follow up ASAP. Thank you for your consideration.

Sincerely,

Lynn Szeles



1987 Sarossy Lake Rd.

Grass Lake, MI 49240

517-937-9706

File copy



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

Date: January 11<sup>th</sup>, 2019

**Site Plan Review  
For  
Grass Lake Charter Township, Michigan**

**Applicant:** Westunn Communities  
71 North Livernois  
Rochester Hills, MI 48307

**Project Name:** Andover North Manufactured Home Community

**Plan Date:** October 15, 2018

**Location:** Sarrossy Lake Road, North of RR

**Zoning:** R-4, Manufactured Housing Community

**Action Requested:** Preliminary Site Plan Approval

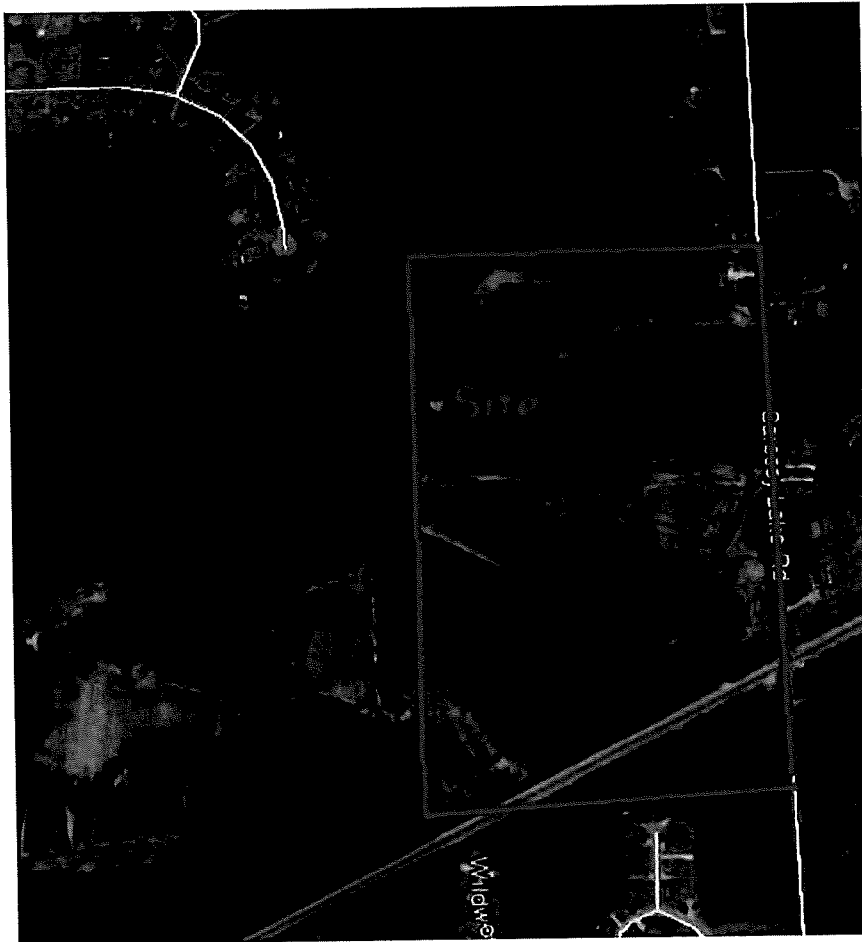
**Required Information:** As noted within this review.

**PROJECT AND SITE DESCRIPTION**

The applicant is proposing to construct one hundred and fifty-two (152) manufactured home lots on a fifty-five (55) acres consisting of three parcels adjacent on the north to the existing Andover Manufactured Home Community. Two access points will be provided on Sarrossy Lake Road, with the main access a boulevard leading directly to a new community center/clubhouse. Several design challenges exist on the site including but not limited to significant wetlands, a Jackson County Drain easement, railroad easement and hammerhead and stub road endings. The typical home size will be approximately 1,848 square feet and all lots shall have enough room for the construction of an attached two car garage.

Roads will be asphalt paved with mountable concrete curb and gutter, two play areas are proposed as is several small areas planned for storm water detention. The Grass Lake Charter Township Zoning Ordinance requires the Township only approve a preliminary site plan. Once approved a final site plan will have to be approved by the State of Michigan Mobile Home Commission.

Figure 1. – Subject Site Location



## NATURAL RESOURCES

- Topography:** Topographic information is provided on the plan. The site basically features a gentle downward slope towards the wetlands throughout the site. No grading plan has been provided, however will be required for final site plan approval by the State of Michigan.
- Wetlands:** Several wetland areas consist throughout the site. Many of the lots will back up to the wetlands as a nice amenity. The Michigan Department of Environmental Quality will be required to approve all impacts to wetlands as part of final site plan review.
- Woodland:** A tree inventory has not been provided and is not required. Based on the plan and the noted wetlands most of the woodlands are within the wetland areas. These should be preserved to the best of the developer's ability.

**Items to be Addressed:** 1) Provide grading plan at final site plan review. 2.) Approval of wetland impact by MDEQ at final site plan review.



**AREA, WIDTH, HEIGHT, SETBACKS**

All of the proposed manufactured home sites must conform to the dimensional requirements of the R-4 Manufactured Housing Community District. Typical home site building envelopes have been provided on the site plan which meet the R-4 Zoning District dimensional requirements, these requirements are outlined in **Table 1**.

*Table 1. – Dimensional Requirements*

	Required	Provided
<b>Min. Lot Area</b>	4,400 sq. ft. *	4,400- 7,000+ sq. ft.
<b>Min. Lot Width</b>	NA	+/- 60 ft.
<b>Min. Setbacks</b>		
<b>Front</b>	NA	20 ft.
<b>Side</b>	NA	5 ft.
<b>Rear</b>	NA	10 ft.
<b>Max. Lot Coverage</b>	25%	+/-25%
<b>Max. Building Height</b>	30 ft.	Not Provided

Individual manufactured home site shall have a minimum lot size of five thousand five hundred (5,500) square feet per manufactured home being served. While many of the lots are smaller than the 5,500 square feet the majority are not. In addition, the Ordinance allows for lots no smaller than four thousand four hundred (4,400) square feet conditional that for every square foot under the required 5,500 square feet an equal amount of land shall be dedicated to open space. We are of the opinion that the significant amount of wetlands, buffer and play areas more than make up for the lots less than 5,500 square feet.

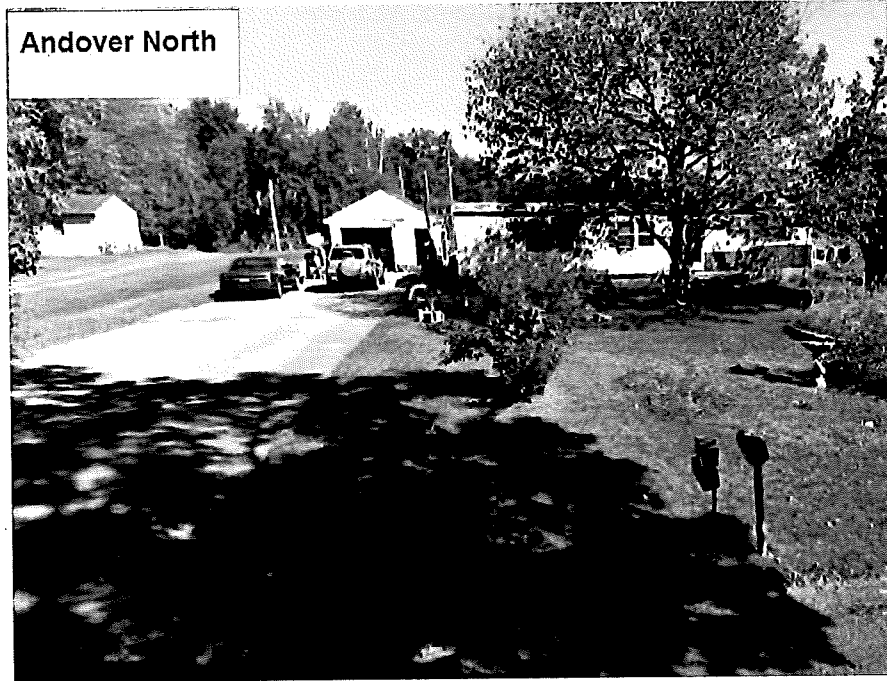
*Items to be Addressed: None.*

**ACCESS AND CIRCULATION**

The site will be accessed by two new drives on Sarossy Lake Road. The southernmost and main access being an attractive bouvelard leading residents to a new community center that will be provided under separate site plan review in the future. The northern and secondary access is adjacent to an existing single family home zoned R-1. While a buffer planting is shown adjacent on the south side of this single family parcel it narrows from thirty (30) feet and as you move westerly down to ten (10) feet. In addition, no buffer planting is proposed on the west side of the single family parcel and this is required, at least along the boundary of unit #1.

We are also concerned with the location of the northern most access drive. As proposed, a single family home is directly across Sarrossy Lake Road (See Below). This could become a nuisance due to headlights shining directly into the home as residents and visitors leave the community.

We would suggest the proposed access drives be moved slightly to south to better buffer the home to the north and limit headlight impact to the home across the Sarrossy Lake Road.



The Jackson County Road Commission will have to approve both proposed curb-cuts. In addition, the Fire Chief should review and approve the private roads especially in regards to turning radii and the ability to maneuver within the hammerhead and stub road endings.

*Items to be Addressed:* 1.) Provide additional buffer planting adjacent on the south and west side of the single family home to the north. 2.) Realign the northern access drive slightly south to limit headlight impact to home across Sarossy Lake Road. 3.) Jackson County Road Commission approval of curb cuts on Sarossy Lake Road. 4.) Fire Department review and approval of all drive lanes.

#### **PEDESTRIAN ACCESS**

Although locations are not shown on the overall preliminary plan a three (3) foot concrete sidewalk is proposed on one side of the street throughout. Final site plan should indicate exact location of sidewalks.

*Items to be Addressed:* Indicate location of sidewalk on final site plan.

#### **ESSENTIAL SERVICES/UTILITIES**

Individual units are proposed to be serviced by public water and sanitary sewer systems. Underground storm sewer piping is presumably proposed along the proposed roadways. Stormwater will discharge into several detention ponds located throughout the project. We defer to the Township/Village Engineer and Jackson County Drain Commission on public infrastructure. We are concerned and request clarification of the several homes proposed to be located within the Jackson County Drain easement. Is this permitted?

**Items to be Addressed:** 1.) Approval of public water, sewer and storm drainage by Township and County Drain Commission at final site plan review. 2.) Clarify homes proposed within Jackson County Drain easement.

## LANDSCAPING AND SCREENING

The applicant has submitted a limited landscape details such as proposed materials for the buffer zone planting. We note that the Zoning Ordinance does not contain detailed landscaping standards for a manufactured home park.

**Landscaping Adjacent to Sarossy Lake Road:** The Landscape Plan denotes along the length of Sarossy Lake Road the "Buffer Zone Planting" is proposed. While this may work in other areas the Ordinance is clear in indicating that "a park shall provide screening along the park boundary abutting a public right of way. The landscape shall consist of evergreen tree or shrubs a minimum of three (3) feet in height and spaced to provide a continuous screen at maturity. Alternative screening may be utilized if it conceals the manufactured home park as effectively as the evergreens." This requirement is extremely important as the homes along Sarossy Lake Road are the rear yard of the homes, typically an area for storage. We would suggest this more specific requirement be located only along Sarossy Lake Road from the railroad tracks north to the furthest home/detention basin along the ROW.

**Street Trees:** The Zoning Ordinance does not contain specific landscaping requirements for internal streets within a manufactured home park. In order to provide a canopy in the future we would suggest at least one tree be planted in the front of each unit this could include a deciduous combination oak, linden, maple, pine, and tulip trees.

**Open Space:** A significant amount of open space will be provided in the form of wetlands and drainage easement and community center. The actual overall density calculates to 2.76 units per acre.

**Items to be Addressed:** 1.) Provide improved screening buffer along Sarossy Lake Road behind proposed units. 2.) Consider one street tree per lot be installed.

## SIGNAGE

No sign is proposed however we expect an entryway sign will be installed.

**Items to be Addressed:** Clarify signage.

## FLOOR PLANS AND ELEVATIONS

While not provided, the plan indicates the home size will be approximately 1,848 square feet and will be similar in appearance to those in Andover with exterior horizontal lap siding and pitched roofs. We are pleased that the size of the lot allows for the construction of an attached two car garage or large deck.

**Items to be Addressed:** None.

## **PARKING**

The Zoning Ordinance requires that for a manufactured home park two (2) parking spaces for unit be provided as well as one (1) space per five (5) units. This is typical language and allows for visitor parking spaces. Each home provided enough driveway for two spaces however no areas on the site indicate visitor parking. Based on the proposed 152 unit's, approximately thirty (30) visitor parking spaces are required. We can be flexible in estimating ten (10) spaces being located at the future community center, leaving approximately twenty (20) visitor spaces being required throughout the park.

The proposed private road will only be twenty-four (24') feet in width, this leaves little room for on-street parking. Will there be no parking signs on the road or at least a minimum of a fire land.

*Items to be Addressed: 1.) Provide required visitor parking spaces. 2.) Clarify on-street parking and fire lanes*

## **SUMMARY**

The following items should be addressed to the satisfaction of the Planning Commission prior to preliminary site plan approval.

1. Provide grading plan at final site plan review.
2. Approval of wetland impact by MDEQ at final site plan review.
3. Provide additional buffer planting adjacent on the south and west side of the single family home to the north.
4. Realign the northern access drive slightly south to limit headlight impact to home across Sarossy Lake Road.
5. Jackson Road Commission approval of curb cuts on Sarossy Lake Road.
6. Fire Department review and approval of all drive lanes.
7. Indicate location of sidewalk on final site plan.
8. Approval of public water, sewer and storm drainage by Township and County Drain Commission at final site plan review.
9. Provide improved screening buffer along Sarossy Lake Road behind proposed units.
10. Clarify homes proposed within Jackson County Drain easement.
11. Consider one street tree per lot be installed.
12. Clarify signage.
13. Provide required visitor parking spaces.

*Andover North*  
*January 11<sup>th</sup>, 2019*

14. Clarify on-street parking and fire lanes.