

**CHARTER TOWNSHIP OF YORK PLANNING COMMISSION REGULAR MEETING MINUTES**  
**November 26, 2018**  
**York Township Hall, 11560 Stony Creek Rd., Milan, Mi. 48160**

Chairman Dick Cupka called the meeting to order at 7:30 p.m. and invited Commissioner Gasche to lead everyone in reciting the Pledge of Allegiance. Roll Call Present: John Hargrove, Mitch Gasche, Jane Kartje, Frank Rochowiak, Dick Cupka, Paolo Visioni, Tom Gary. Absent: none. Quorum present.

Motion by Visioni, Seconded by Gary to approve the November 26, 2018 Regular Meeting Agenda, as presented. Discussion: none. Voice vote 7-0-0. Carried

Motion by Gary, Seconded by Gasche to approve the October 22, 2018 Regular Meeting minutes, as presented. Discussion: none. Voice vote 7-0-0. Carried.

Call to Public: Three residents expressed concerns regarding an application for a proposed Group Day Care on Acorne Ave.

Correspondence: *Planning and Zoning News*

**Reports:**

Chairperson, Dick Cupka. Overview of Oct. 25<sup>th</sup> and Nov. 26<sup>th</sup> Consulting and Planning process meetings. Mr. Cupka shared a Planning Process Improvements process undertaken by Cupka, York Township Officials, and consultants to clarify and simplify application procedures. Results: roles/responsibilities defined; planning tracking process; all .pdf files of the plans **must** be emailed or brought to Township Clerk's office prior to making application, will then forward to consultants and PC members, must go through the proper application process; no more contingencies with final site plans going forward; a "Process Checklist" is under development and was discussed.

Township Board Representative, John Hargrove. Gave overview of the November meeting, see Board minutes for details.

Zoning Board of Appeals Representative, Jane Kartje. No November meeting.

Planning Consultant, Paul Lippens. Introduced Gregg Elliot, Principal Planner, who will replace him; his reports are within agenda items.

Engineering Consultant, Mike Peterson. Reports are within agenda items.

Township Committees: None.

Township Officials: None present.

**NEW BUSINESS:**

**Special Use Permit application, proposed Group In-Home Day Care, Crystal Evens, Parcel I.D. #S-19-01-380-007, 8843 Acorne Ave., Briefing and Status**

Mr. Cupka led discussion by reading section 125.3206 of the Michigan Zoning Enabling Act 110 of 2006. Application reviewed and discussed: nature and purpose, number of occupants and children under day care; capacities of well and septic; applicant stated that the number of unrelated day care children will be 12 or less and the septic tanks and field will be addressed by Washtenaw County Environmental Health who will review the changes requested. Ms. Evens read her submittal letter aloud.

Township Engineer Peterson: from an engineering standpoint, doesn't require a site plan per Zoning Ord Article 17.0; need to see ingress/egress; staggered traffic flow; no WCRC input needed since residential driveway already exists; well/septic approvals needed, 5-person house + 12 children.

Township Planner Elliott: a brief look showed that a minor site plan review per Zoning Ordinance is needed; information such as fencing and parking needs to be shown in a sketch plan demonstrating compliance.

Planning Commission: Applicant needs a minor site plan before the PC can formally accept the proposed Special Use Permit application. Applicant will provide this plan before the December 10, 2018 PC meeting. A public hearing will be set pending formal receipt of the application.

**OLD BUSINESS:**

**Himawari Day Care – Updated Geo-Cell discussion and WCRC Letter of requirements for their permit application #15217.** PC reviewed the November 15, 2018 Washtenaw County Road Commission letter to applicant stipulating the four requirements prior to issuance of their permit.

Geo-Cell paving was further discussed. Township Zoning Ordinance doesn't recognize or allow Geo-Cell as a paving process. PC members and Engineering Consultant agree that Geo-Cell is a viable alternative to traditional paving methods and that it should be included with the next batch of Zoning Ordinance amendments. Mr. Cupka will talk to Township Supervisor with regard to an appeal to the Township Zoning Board of Appeals.

Four minor items needed per Township Engineer Peterson: County approval required for work in Crane Rd. right of way; plans should be sealed by a professional as required in the Township Zoning Ordinance; Stop signs should be indicated at the egress/ingress points to be installed and detailed per the County Road Commission requirements; a determination is made is the parking area can be gravel or if they need to be paved. If pavement is required, additional design information specific to stormwater management will be required.

Other items needed: a Construction Inspection Deposit; Certificate of Insurance naming Township as additional insured; pre-construction meeting.

**Continued Work/Discussion on Master Plan Update, Review/discussion: Chapters 1 - 5**

PC reviewed and discussed Chapters 1-5. Time table reviewed and agreement that we are on target for a Spring 2019 Public Hearing and adoption by June 2019.

**Final Call to Public:** 3 comments heard regarding the proposed Group Day Care.

**Next Regular Meeting:** December 10, 2018 at 7:30 p.m.

Motion by Gary, Seconded by Gasche to adjourn the meeting at 9:17 p.m. Voice vote: 7-0-0. Carried.

Respectfully submitted,

Thomas Gary, Secretary  
Charter Township of York Planning Commission