LINCOLN PARK PLANNING COMMISSION

CITY HALL – COUNCIL CHAMBERS 1355 SOUTHFIELD ROAD

LINCOLN PARK, MICHIGAN

August 29, 2018 at 7:00 p.m.

SPECIAL MEETING

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Roll Call**

IV. **Approval of Previous Minutes**

V. **Approval of Agenda**

VI. **Old Business**

None

VII. **New Business**

A. Site Plan Review: 3528 Fort St – Knights of Columbus Offices

VIII. **Policy Review and Discussion**

None

IX. **Reports from Department and Other Boards and Commissions**

X. **Public Comments**

XI. **Comments from Planning Commissioners**

XII. **Adjournment**

The City of Lincoln Park will provide necessary reasonable auxiliary aides and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting to individuals with disabilities at the meeting/hearing upon seven (7) days prior notice to the City of Lincoln Park. Individuals with disabilities requiring auxiliary aides or services should contact the City of Lincoln Park by writing or calling the following: The Building Department, 1355 Southfield Road, Lincoln Park MI 48146; 313-386-1800 ext. 1296

CITY OF LINCOLN PARK
COUNTY OF WAYNE, STATE OF MICHIGAN
PLANNING COMMISSION MEETING OF AUGUST 8, 2018

A Planning Commission meeting of August 8, 2018, held at the City of Lincoln Park City Hall, 1355 Southfield Road, Lincoln Park, Michigan.

1. MEETING CALLED TO ORDER:

a. The meeting was called to order at 7:05 P.M. by Chairman Kissel presiding.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL OF OFFICERS:

PRESENT: Kissel, Graczyk, Kelsey, Palmer, Horvath
ABSENT: Briones
EXCUSED: Medina
ALSO PRESENT: Leah DuMouchel, John Meyers, Councilman Higgins

4. APPROVAL OF MINUTES

A. July 11, 2018

Approve the minutes of July 11, 2018 with the correction to attendees. Chairman Kissel was excused from the meeting and member Horvath arrived at 8:20p.m.

5. APPROVAL OF AGENDA

A. Accepted as presented

6. UNFINISHED BUISNESS:

A. None

7. NEW BUISNESS

A. **Adoption of ByLaws / Discussion –** Leah DuMouchel, City Planner began with an overview and examples of Planning Commission Bylaws

Discussion

8. POLICY REVIEW AND DISCUSSION

A. **Proposed Use Change in the Central Business District –** Consideration to Ordinance Change. 1280.02 of the Lincoln Park Zoning Code states all principal permitted uses and Special Land Uses within the Central Business District. However, some permitted uses do not match the desired intent of the adopted Master Plan. Therefore, a change is proposed to be considered which would exclude the permitted uses that do not support the intended function and purpose of the district. The uses that are proposed to be excluded are the medical services, which are not addressed in the Downtown Commercial Future Land Use category of the 2007 Master Plan, and the automobile services, which are explicitly discouraged.

Discussion

Resolved to refer the question to Master Plan Steering Committee, and to ask DDA director Giles Tucker to attend a future Planning Commission meeting to discuss that body's future vision.

9. REPORTS FROM DEPARTMENTS AND OTHER BOARDS AND COMMISSIONS

None

10. PUBLIC COMMENTS

None

11. COMMENTS FROM PLANNING COMMISSIONERS

12. ADJOURNMENT

Motion by Graczyk to adjourn the meeting, support by Palmer

Motion Carried. Meeting adjourned at 8:40 P.M.

_____

Ms. Krystle-Marie Media, Secretary

3528 Fort Street - Knights of Columbus

Site Plan Review

Applicant	York Office Complex, LLC
Project	Knights of Columbus
Address	3528 Fort Street
Date	August 29, 2018
Request	Site Plan Review
Recommendation	**Approve with Conditions**

GENERAL

All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Zoning Code. The site plan shall conform with all requirements of this Zoning Code, including those of the applicable zoning district(s).

Project and Site Description

The applicant proposes to use the former Bank of America building as an administrative office for the Robert Jones Knight of Columbus and an incidental or secondary use of small social area for the membership. Minimal changes are proposed for the exterior of the building or the site.

Site conditions

The site is located on the corner of Fort Street and New York Avenue. The building sits on lot 381 to 384 and lot 371. The site continues across a 20' public alley to provide an additional row of rear parking Access to the site is via one curb cut on Fort Street and one on New York Ave.

Figure 1: Aerial View

Master Plan

Future Land Use Classification

This parcel is designated General Commercial on the Future Land Use Map in the 2007 Lincoln Park Comprehensive Development Plan.

Intent; Desirable Uses and Elements

The following is excerpted from the 2007 Lincoln Park Comprehensive Development Plan:

> The majority of commercial uses in the City are classified as **General Commercial**; these uses provide retail goods and services on a city-wide scale, often drawing customers from outside the City as well. Professional offices, including doctors, veterinarians, lawyers, insurance agents, etc., are properly sited within areas designated for General Commercial use. This land use category is the appropriate location for automobile-oriented uses, including drive-through restaurants, gas stations (with or without convenience stores), minor auto repair shops, and car washes. Large shopping centers and hotels are also included in the General Commercial category. Uses in this category should be located outside the downtown area as the design characteristics, setbacks, and parking of General Commercial uses directly conflict with the intent of a cohesive, attractive downtown district.

Land Use and Zoning

Zoning

The site is zoned Neighborhood Business District. Office uses are principally permitted in the Neighborhood Business District.

Figure 3: Zoning Map

Proposed and Existing Uses

Site	Knight of Columbus club house and office space – Neighborhood Business District
North	One Story Building – Neighborhood Business District
East	ROW, Neighborhood Business District
South	Commercial, Municipal Business District
West	Single Family

Dimensional Standards

The dimensional requirements of the RBD district are described in the chart below. (§1294.32, except where noted.)

	Required	Provided	Compliance
Lot Width	40 ft	100 ft. 8 in.	Met
Street Frontage (§1294.09)	Shrubbery and low retaining walls 2 ½' < height < 8'	None	Met
Lot Area	4,000 sq. ft.	10861.66 sq. ft	Met
Lot Coverage	50%	36.4%	Met
Height	2 stories; 25 ft.	23 ft.	Met
Setback – Front	(o)	3 ft	Met
Setback – Sides	(p)	0	Met
Setback – Rear	(s)	20 ft	Met

Items to be addressed

None

BUILDING DESIGN

The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development. In addition to following design guidelines adopted in specific district or sub-area plans, the building design shall meet the requirements of Section 1296.04, Standards for Architecture and Building Materials.

Required	Compliance
• Building mass, height, bulk and width-to-height ratio within 50-150% of buildings within 500'	Met

Required	Compliance
• Architectural variety • Similar materials and entrances to buildings within 500'	Met
• Building materials: primarily natural products conveying permanence (brick, decorative masonry block, stone, or beveled wood siding) = 75% of each façade (industrial districts, 50% if facing ROW). *Percentage is not provided, the estimated percentage for west and east facades is 89% and south and north facades is to 96%* • 25% may be glass, exterior insulation finish systems (EIFS), vinyl, aluminum, or steel siding; or similar synthetic or highly-reflective materials (industrial districts not facing public streets or freeways, these and pre-cast concrete or plain masonry block) . *percentage is not provided, the estimated percentage for west and east facades is 11% and south and north facades is 4%* • Natural colors (bright for decorative features only)	Met
• Façade: <100' uninterrupted *~82.5'* • If >100' = recesses, off-sets, angular forms, arches, colonnades, columns, pilasters, detailed trim, brick bands, contrasting courses of material, cornices or porches • All sides similar	Met
• Windows: vertical, recessed, visually-obvious sills *This condition is met* • Spaces between windows = columns, mullions, or material found elsewhere on the façade *This condition is met* • Front facades > 25% windows *Percentage is not provided. Fort St. estimated percentage is 12%; New York Ave. estimated percentage is 4%* • Size, shape, orientation, spacing to match buildings within 500' *This condition is met*	Not met
• Main entrances: doors larger • Framing devices (overhangs, recesses, peaked roof forms, porches, arches, canopies, parapets, awnings, display windows, accent colors, tile work, moldings, pedestrian-scale lighting, distinctive door pulls)	Met
• Pitched / shingled roof forms suggested; overhanging eaves with slope of 0.5 to 1 • Rooflines >100' = roof forms, parapets, cornice lines • Roof-top mechanical equipment screened by roof form.	Met

Items to be addressed

- *The façade does not meet the standards for transparency (12% of required 25% provided on Fort St; 4% of required 25% provided on New York Ave). Proposed brick infill at existing opening shall be replaced with transparency, and applicant is recommended to suggest alternative façade designs which would increase conformity with the standards.*

PRESERVATION OF SIGNIFICANT NATURAL FEATURES

Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as deemed in this Zoning Code, in particular flood hazard areas and wetlands designated/regulated by the Michigan Department of Environmental Quality, and, to a lesser extent, flood hazard areas and wetlands which are not regulated by the Department.

No significant natural features remain on the site to be preserved.

Items to be addressed

None

SIDEWALKS, PEDESTRIAN AND BICYCLE CIRCULATION

The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/ pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/ service restaurants and other uses which generate a considerable amount of pedestrian or bicycle traffic.

The site is served by sidewalks along Fort St and New York Ave., with concrete pedestrian paths leading to each building entrance. No pedestrian path is shown between the parking area and the building. There are no bike lanes on either street, and bicycle parking is not proposed.

Engineering review notes that the concrete sidewalks must be brought up to City Standards and any broken or cracked sidewalks in the Fort Street Right of Way and onsite must be repaired. There are a couple sidewalk flags that are cracked on the east side of the existing building within the Fort Street Right of Way that will need to be replaced.

Items to be addressed

- ☐ *Concrete sidewalks must be brought up to City Standards*
- ☐ *Broken or cracked sidewalks in the Fort Street Right of Way and onsite must be repaired (a couple sidewalk flags are cracked on the east side of the existing building within the Fort Street Right of Way and will need to be replaced)*
- ☐ *All work in the Fort St. right-of-way shall be permitted by MDOT*

PARKING

The number and dimensions of off-street parking [spaces] shall be sufficient to meet the minimum required by this Zoning Code. However, where warranted by overlapping or shared parking arrangements, the Planning Commission may reduce the required number of parking spaces, as provided in this Zoning Code.

Use	Required	Proposed	Compliance
Administrative Office	Three and one-half (3½) for every one-thousand (1,000) square feet of gross floor area. *3909 sf * 3.5 = 14 spaces*	18 spaces	Exceeded

	Required	Proposed	Compliance
Parking Area Type B §1290.05	Adequate means of ingress and egress shall be provided and shown	Existing drives on Fort and New York	Met
	Parking facilities, access drives, and maneuvering aisles shall be hard surfaced with concrete or plant-mixed bituminous material, maintained in a usable dustproof condition and graded and drained appropriately	Existing asphalt	Met
	Concrete curbs and gutters	Existing curbs and gutters	Met
	When adjoining residential property and/or a residential street or alley: 6' solid masonry wall, ornamental on both sides, with bumper guards. Such walls shall be constructed of the same materials as that of the main or principal building, and be faced with either brick, decorative block, or pre-cast concrete formed into a decorative pattern and painted in the same color scheme as that of the principal building.	New 6' wall	Met pending detail
	All street boundaries of such parking facilities, where residential property is located on the opposite side of the street, shall be treated the same as set forth in Section 1290.04, Off-Street Parking A Areas; Residential Districts Adjoining Business or Industrial Districts.	N/A	Met
	Entrance only from the adjoining principal use or adjoining alley; no use of street for backing or maneuvering	Entrance from parking lot and alley	Met
	In all cases where such parking facilities abut public sidewalks, a wall or curb at least six (6) inches high, or steel posts twenty-four (24) to thirty (30) inches high and not more than five (5) feet apart, set three (3) feet in concrete, shall be placed thereon so that a motor vehicle cannot be driven or parked with any part thereof extending within two (2) feet of a public sidewalk.	None	Not met

Engineering review notes that there isn't any proposed parking lot improvement shown on the plans; a visual review of the lot indicated that it appears to be in good condition.

Items to be addressed

- *Proposed parking exceeds required parking by more than 20%, which is the maximum Planning Commission waiver; site plan to show no more than 16 regular parking spaces*

- *Planning commission waiver requested to exceed required parking spaces by 14%*
- *Sufficient detail shall be presented to confirm that the proposed new 6' screening wall is faced with brick, decorative block, or pre-cast concrete formed into a decorative pattern and painted in the same color scheme as that of the principal building*
- *Where parking facilities abut the sidewalk, a wall or curb at least six (6) inches high, or steel posts twenty-four (24) to thirty (30) inches high and not more than five (5) feet apart, set three (3) feet in concrete, shall be placed thereon so that a motor vehicle cannot be driven or parked with any part thereof extending within two (2) feet of the sidewalk*

BARRIER-FREE ACCESS

The site has been designed to provide barrier-free parking and pedestrian circulation.

Required Spaces	Required Barrier-Free Spaces	Proposed Barrier-Free Spaces	Compliance
18	1	1	Met

Items to be addressed

None

LOADING

All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened in accordance with this Zoning Code.

Gross Floor Area	Loading Spaces – Required	Loading Spaces – Provided	Compliance
3909	1	0.4	Not met

1290.09 OFF-STREET LOADING GENERALLY.

(a) On the same premises with every building or structure, or part thereof, erected and occupied for uses involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with the public use of the streets and alleys.

(b) Such loading and unloading space, unless otherwise adequately provided for, shall be an area ten (10) feet by fifty (50) feet, with a fifteen (15)-foot height clearance.

Items to be addressed

- *Loading space shall meet dimensional requirement of 10'x50'*

ACCESS, DRIVEWAYS, AND VEHICULAR CIRCULATION

Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. All driveways shall meet the design and construction standards of the City. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site. For uses having frontage and/or access on a major traffic route, as defined in the City of Lincoln Park Comprehensive Development Plan, the number, design, and location of access driveways and other provisions for vehicular circulation shall comply with the provisions of Section 1290.10, Access Management Standards.

Required	Provided	Compliance
• Single two-way driveway or pair of one-way driveways • Two-way: 25' < throat width < 30' (face to face of curb). One-way paired: each 20' measured perpendicularly. May be separated by 10' median; sidewalks shall be continued or maintained • 25' radii; 30' radii where daily truck traffic expected • Corner lots: one access point per street with >100' frontage • If frontage >300' and documented need (ITE), may allow additional access with design restrictions • If frontage >600', max of 3 drives may be allowed; one with design restrictions	• A single one-way entrance-only drive is the only access on Fort St - met • 20' - met • 20' radius • N/A • N/A • N/A	Not met
• Shared access: driveways along property lines, connecting parking lots, on-site frontage roads, rear service drives. Encouraged and may be required for sites within 1/4 mile of major intersections; having dual frontage; with <300' frontage; with sight distance problems; along congested or accident-prone roadway segments • Connection to adjacent facilities may be required; site accommodation may be required for future connection to undeveloped adjacent property • Letters of agreement or access easements required	N/A	N/A
• Triangular unobstructed view areas: from corner of two ROWs, 25' along each; from corner of ROW and driveway, 10' along driveway and 5' along ROW • Grass / groundcover only in 3' strip abutting driveway and ROW • Trees permitted if trimmed between 30" and 6' from ground level	• Met • Met • Met	Met

Required	Provided	Compliance
• May require drive to be located on the far side of the property from congested intersections • >150' from signalized intersection or 4-way stop, or right-turn-only at 75' from intersection • >100' otherwise • >200' from centerline of I-75 access ramps	N/A	N/A
• Same side of street: Driveway spacing determined by speed limits in §1290.10 *Speed limit: 45mph = 230 ft* • Across the street: Driveways directly aligned or >150' offset (excludes right-turn-only) • Directional driveways, divided driveways, and deceleration tapers and/or by-pass lanes may be required by the Planning Commission where they will reduce congestion and accident potential	• ~34' • N/A • N/A	Not met

Access management standards apply only to the right-of-way along Fort St. Standards shall be applied to the maximum extent possible; suitable alternatives which substantially achieve the purpose of this section may be accepted by the Planning Commission. Proposed conditions reflect built conditions.

Items to be addressed

None

EMERGENCY VEHICLE ACCESS

All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department and Police Department.

A fire lane has been designated along the north entrance to the site. Police department review notes no issues with the proposal going forward.

Items to be addressed

None

STREETS

All streets shall be developed in accordance with the City of Lincoln Park Subdivision Control Ordinance and construction standards, unless developed as a private road in accordance with the requirements of the City.

No new streets are proposed.

Items to be addressed

None

LANDSCAPING, SCREENING, AND OPEN SPACE

The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Zoning Code. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping, landscape buffers, greenbelts, fencing, walls and other protective barriers shall be provided and designed in accordance with the provisions of Section 1296.03, Landscaping Standards. Recreation and open space areas shall be provided in all multiple-family residential and educational developments.

	Required	Proposed	Compliance
Street Landscaping	Greenbelt, 10' width minimum with groundcover	>10' except where concrete curb extension exists	Met
	1 tree and 4 shrubs per 40' of street frontage *109' Fort St + 111' New York Ave = 220' total = 6 trees and 22 shrubs*	2 trees and 22 shrubs	**Not met**
	Where headlights from parked vehicles will shine into the ROW, may require a totally obscuring hedge	N/A	N/A
Interior Landscaping	10% of total lot area landscaped, including groundcover *(12,775 sf + *0.1) = 1278 sf landscaping*	977 sf	**Not met**
	Interior landscaping to be grouped near entrances, foundations, walkways, service areas	Landscaping proposed near front entrance and sidewalk	Substantially met
	1 tree per 400 sf of required landscaping and 1 shrub per 250 sf of required landscaping *1278 sf = 3 trees and 5 shrubs*	0 trees and 0 shrubs	**Not met**
Parking Lot	1 deciduous or ornamental tree per 10 parking spaces *15/10 = 2*	1 tree	**Not met**
	100 sf of planting area per tree		Met
Screening	Waste receptacle: Decorative masonry wall of at least 6' with solid or impervious gate	No waste receptacle shown	N/A
	Abutting residential: greenbelt, 15' with 5' evergreens (PC may waive); solid 6' masonry wall ornamental on both sides	Masonry wall shown; PC waiver requested for greenbelt and evergreens	**Not met**

Total requirements are for 11 trees and 27 shrubs. When reviewing a proposed change of use, planning commission shall require a minimum of 30% of landscaping that would be required upon new development: 3 trees and 8 shrubs, with preference given to street and screening landscaping. The site

plan as submitted shows a total of 3 trees and 22 shrubs, all existing. This satisfies requirements with Planning Commission waiver. However, the Lincoln Park City Engineer has noted that two downspouts empty directly onto the public sidewalk, noting that this is a safety hazard. Two of the three trees are located on the other side of that sidewalk. In conversation, the applicant has indicated that it may not be desirable to retain those trees, especially if the sidewalk must be removed to route the downspouts under them. The final approved site plan must show both the proposed fix to the downspout issue, and the required number of trees

Items to be addressed

- *Waiver requested to provide 30% of required trees and 81% of required shrubs under Special Provisions for Existing Sites, 1296.03(c)*
- *Waiver requested for required greenbelt and evergreens under Screening, 1294.28(a)*
- *Applicant to confirm location of all required trees after the downspout discharge to the public sidewalk has been addressed*

SOIL EROSION CONTROL

The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Building Superintendent or City Engineer.

Soil erosion control shall be in accordance with the standards and directives of the Lincoln Park City Engineer as well as Wayne County.

Items to be addressed

None

UTILITIES

Public water and sewer facilities shall be available or shall be provided for by the developer as part of the site development, where such systems are available.

The site is served by existing utilities, which have not been shown on the site plan.

Engineering review notes that based on the site plan submitted, all existing utilities and leads are being reused. It is important that the developer realize these existing utilities are very old and may have reached their life expectancy. It is our strong recommendation for the developer to at least videotape the existing sewer lead to determine its condition prior to performing any new renovation on the building. If the service lead needs to be replaced the installation of the new service will need to be inspected by our office. The developer should verify with the City the existing sanitary service type and size. If it is undersized for the

proposed building use it must be placed. The developer's engineer or architect shall determine the sanitary service lead capacity.

The developer should verify with the City the existing water service type and size. If it is a lead service or if the service is undersized for the proposed building use, it should be placed. The developer's engineer or architect shall determine the water service lead capacity.

Items to be addressed

- *Developer to videotape the existing sewer lead to determine its condition prior to performing any new renovation on the building.*
- *Installation of all new service shall be inspected by City of Lincoln Park engineer*
- *Developer shall verify with the City the existing sanitary service type and size and replace if undersized for the proposed use*
- *Developer's engineer or architect shall determine the sanitary service lead capacity.*
- *Developer shall verify with the City the existing water service type and size and replace if it is a lead service or if the service is undersized for the proposed use*
- *Developer's engineer or architect shall determine the water service lead capacity.*

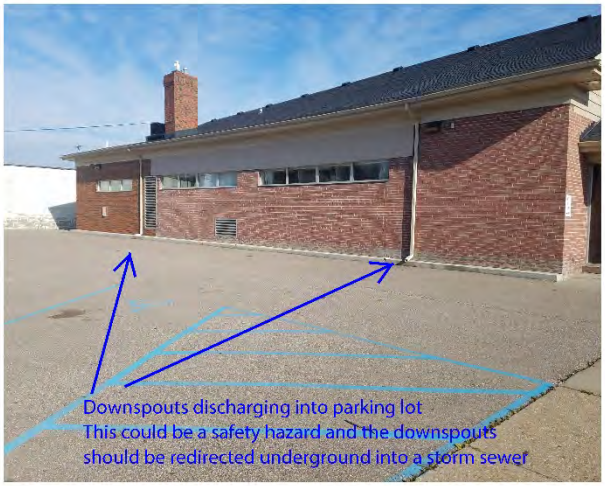
STORMWATER MANAGEMENT

Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/ retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.

Stormwater management shall be addressed with the City of Lincoln Park Engineer and, as needed, Wayne County.

Engineering review notes existing downspouts from the roof drains that are discharging onto the public sidewalk on the south side of the building in the New York Avenue Right of Way. Those downspouts **MUST** be directed underground into the street or into a storm sewer system or away from the public sidewalk.

Review also notes existing downspouts from the roof drains on the west side of the building that are discharging onto the parking lot in the rear of the building. This could be a potential slipping hazard. We **highly recommend** that they are redirected underground into a storm sewer system.



Items to be addressed

- *Downspouts from the roof drains that are discharging onto the public sidewalk on the south side of the building in the New York Avenue Right of Way shall be directed underground into the street or into a storm sewer system or away from the public sidewalk*
- *Downspouts from the roof drains on the west side of the building that are discharging onto the parking lot in the rear of the building shall be redirected underground into a storm sewer system.*

LIGHTING

Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

No new lighting is proposed.

Items to be addressed

None

NOISE

The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.

No adverse noise impacts are anticipated from the development.

Items to be addressed

None

MECHANICAL EQUIPMENT

Mechanical equipment, both roof and ground mounted, shall be screened in accordance with the requirements of this Zoning Code.

No mechanical equipment is visible from the right-of-way.

Items to be addressed

None

SIGNS

The standards of the City's Sign Code are met.

Signage shall be permitted by the Building Department in accordance with the Lincoln Park Sign Ordinance. Sign information presented during Site Plan Review is for illustrative purposes only.

Items to be addressed

- ☐ *Signage shall be permitted by the Building Department in accordance with the Lincoln Park Sign Ordinance*

HAZARDOUS MATERIALS OR WASTE

For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.

No hazardous materials or waste are anticipated in quantities greater than 25 gallons per month.

Items to be addressed

None

SITE DESIGN STANDARDS FOR USES PERMITTED AFTER SPECIAL APPROVAL

All applicable standards for uses permitted after special approval are met.

This use is permitted by right.

Items to be addressed

None

OTHER AGENCY REVIEWS

The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Environmental Quality, Michigan Department of Transportation, Wayne County Drain Commission, Wayne County Health Department, and other federal and state agencies, as applicable.

Items to be addressed

- ☐ *Applicant to secure all appropriate agency reviews as needed*

VARIANCES

No variances are anticipated as a result of this proposal.

Items to be addressed

None

RECOMMENDATIONS

Findings

It is the finding of this report that the proposed site plan for 3528 Fort St., dated August 7 2018, substantially complies with §1296.01 of the Lincoln Park Zoning Code, Site Plan Review.

Conditions and Waivers

Waivers

- Planning commission waiver requested to exceed required parking spaces by 14%
- Waiver requested to provide 30% of required trees and 81% of required shrubs under Special Provisions for Existing Sites, 1296.03(c)
- Waiver requested for required greenbelt and evergreens under Screening, 1294.28(a)

Conditions to be addressed before final approval is issued

- The façade does not meet the standards for transparency (12% of required 25% provided on Fort St; 4% of required 25% provided on New York Ave). Proposed brick infill at existing opening shall be replaced with transparency, and applicant is recommended to suggest alternative façade designs which would increase conformity with the standards.
- Site plan to show no more than 16 regular parking spaces
- Sufficient detail shall be presented to confirm that the proposed new 6' screening wall is faced with brick, decorative block, or pre-cast concrete formed into a decorative pattern and painted in the same color scheme as that of the principal building

- Where parking facilities abut the sidewalk, a wall or curb at least six (6) inches high, or steel posts twenty-four (24) to thirty (30) inches high and not more than five (5) feet apart, set three (3) feet in concrete, shall be placed thereon so that a motor vehicle cannot be driven or parked with any part thereof extending within two (2) feet of the sidewalk
- Loading space shall meet dimensional requirement of 10'x50'
- Downspouts from the roof drains that are discharging onto the public sidewalk on the south side of the building in the New York Avenue Right of Way shall be directed underground into the street or into a storm sewer system or away from the public sidewalk
- Applicant to confirm location of all required trees after the downspout discharge to the public sidewalk has been addressed

Conditions of approval

- Concrete sidewalks must be brought up to City Standards
- Broken or cracked sidewalks in the Fort Street Right of Way and onsite must be repaired (a couple sidewalk flags are cracked on the east side of the existing building within the Fort Street Right of Way and will need to be replaced)
- Developer to videotape the existing sewer lead to determine its condition prior to performing any new renovation on the building.
- Installation of all new service shall be inspected by City of Lincoln Park engineer
- Developer shall verify with the City the existing sanitary service type and size and replace if undersized for the proposed use
- Developer's engineer or architect shall determine the sanitary service lead capacity.
- Developer shall verify with the City the existing water service type and size and replace if it is a lead service or if the service is undersized for the proposed use
- Developer's engineer or architect shall determine the water service lead capacity.
- Downspouts from the roof drains on the west side of the building that are discharging onto the parking lot in the rear of the building shall be redirected underground into a storm sewer system.
- Signage shall be permitted by the Building Department in accordance with the Lincoln Park Sign Ordinance
- All work in the Fort St. right-of-way shall be permitted by MDOT
- Applicant to secure all appropriate agency reviews as needed

Recommendations

It is recommended that the Lincoln Park Planning Commission move to approve the proposed site plan for 3528 Fort St., dated August 7 2018, with the conditions and waivers to be resolved administratively as noted in the Lincoln Park Planning Commission Staff report referencing the project address and dated August 29, 2018.

HENNESSEY ENGINEERS, INC

August 17, 2018

Ms. Leah DuMouchel, AICP
Beckett & Raeder, Inc.
535 West William St. Suite 101
Ann Arbor, MI, 48103-4978

Re: Knights of Columbus
3528 Fort Street
City of Lincoln Park, MI
Hennessey Project 72095

Dear Ms. DuMouchel:

Hennessey Engineers, Inc. completed our first review of the Preliminary Plan based on the plan submittal date November 14, 2017, and received via email from you.

The proposed development is a conversion of an existing commercial bank building to the new Knights of Columbus Facility.

Listed below are some comments which should be addressed in the Preliminary Plan approval but would not be grounds for a reason for denial from an engineering feasibility standpoint:

GENERAL

1. Based on the site plan submitted, all existing utilities and leads are being reused. It is important that the developer realize these existing utilities are very old and may have reached their life expectancy. It is our strong recommendation for the developer to at least videotape the existing sewer lead to determine its condition prior to performing any new renovation on the building. If the service lead needs to be replaced the installation of the new service will need to be inspected by our office. The developer should verify with the City the existing sanitary service type and size. If it is undersized for the proposed building use it must be placed. The developer's engineer or architect shall determine the sanitary service lead capacity.
2. The developer should verify with the City the existing water service type and size. If it is a lead service or if the service is undersized for the proposed building use, it should be placed. The developer's engineer or architect shall determine the water service lead capacity.
3. The cover sheet location map has an Autocad watermark through it. Please correct.
4. There isn't any proposed parking lot improvement shown on the plans. I did perform a visual review of the parking lot and it appears to be in good condition.
5. The concrete sidewalks must be brought up to City Standards. Any broken or cracked sidewalks in the Fort Street Right of Way and onsite must be repaired. There are a couple sidewalk flags that are cracked on the east side of the existing building within the Fort Street Right of Way that will need to be replaced.

6. The cover sheet must be signed and sealed and plan sheets must be sealed by a professional engineer, surveyor or architect licensed in Michigan.
7. There are existing downspouts from the roof drains that are discharging onto the public sidewalk on the south side of the building in the New York Avenue Right of Way. Those downspouts **MUST** be directed underground into the street or into a storm sewer system or away from the public sidewalk. See attached photos.
8. There are existing downspouts from the roof drains on the west side of the building that are discharging onto the parking lot in the rear of the building. This could be a potential slipping hazard. We **highly recommend** that they are redirected underground into a storm sewer system. See attached photos.

Comment 3, 6 & 7 listed above should be addressed for the Planning Commission submittal. From an engineering feasibility our office does not have any issues with the approval of the Preliminary Site Plan submittal. Therefore, from the engineering feasibility review it would be our recommendation for the "**approval"** of the Preliminary Site Plan providing items 6 & 7 are addressed. If there will not be any utility or other site improvements we will not need to perform a detailed engineering review. However, the Building Department should verify item 7 above is properly addressed.

If you have any questions, please do not hesitate to contact me.

Sincerely,

HENNESSEY ENGINEERS, INC

James D. Hollandsworth, P.E., P.S.
Lincoln Park Project Manager

JDH/bd

cc: John Kozuh, DPW Director, City of Lincoln Park
John Meyers, City of Lincoln Park
Ryan Kern, Hennessey Engineers, Inc.
B.3
R:\Municipalities\70000's Lincoln Park\72000's\72095 Knights of Columbus 3528 Fort St\K of C 3528 Fort St 2nd PC Review Aug 17, 2018.docx

From:	Ray Watters
To:	Leah DuMouchel
Subject:	RE: Site Plan Review Request: 3528 Fort St - Knights of Columbus
Date:	Tuesday, August 21, 2018 1:16:47 PM

Leah

The police department has no issues with the Knights moving forward.

Chief R.Watters

From: Leah DuMouchel [mailto:ldumouchel@bria2.com]
Sent: Friday, August 17, 2018 2:58 PM
To: Fire Chief; Irenda Lockhart; Robert Wright; Ray Watters; Krystina Erdos; John Kozuh; jdhollandsworth@hengineers.com
Subject: Site Plan Review Request: 3528 Fort St - Knights of Columbus

Hello! Please find attached a site plan for the above-referenced property which has been submitted for review by the Lincoln Park Planning Commission. Please reply to this email with your comments by Wednesday, August 22. You can also download the documents through the Dropbox link below. Thank you!

https://www.dropbox.com/sh/fgpdo3ik3xfe65f/AAAWD8Mr8hFhIFlyD_akEIaPa?dl=0

Leah DuMouchel, AICP
Senior Associate

Beckett&Raeder, Inc.
Making Great Places for over 50 Years
535 West William St Suite 101
Ann Arbor, MI
734.663.2622

Direct Line: 734.239.6616

Petoskey, MI 231.347.2523
Traverse City, MI 231.933.8400
Toledo, OH 419.242.3428

Please visit us at www.bria2.com

YORK OFFICE COMPLEX

3528 FORT STREET
LINCOLN PARK, MI 48146

ARCHITECT:
STUCKY VITALE ARCHITECTS
27172 WOODWARD AVENUE
ROYAL OAK, MICHIGAN 48067
(248) 546-6700

PROJECT DATA:

BUILDING CODE AUTHORITY:
LINCOLN PARK, MI

OWNER:
JIM LAPALM - KNIGHTS OF COLUMBUS
1670 FORT PARK BLVD., APARTMENT 1
LINCOLN PARK, MI 48146
313-378-0752

USE GROUP:
USE GROUP B (BUSINESS)

PROJECT AREA:
EXISTING BUILDING = 3909 SF

OCCUPANT LOAD:
BUSINESS AREA (1:100) 1739.4 S.F. /100 = 18
ACCESSORY TO THE SPACE
CONFERENCE ROOM (1:15) 617.5 S.F. /15 = 42
STORAGE ROOM (1:300) 556.3 S.F. /300 = 2

TOTAL OCCUPANCY = 62

EGRESS WIDTH:
REQUIRED (.2" PER OCCUPANT) = 12.4"
PROVIDED = 36" x 3 DOORS = 108"

PLUMBING FIXTURE COUNTS:
EXISTING:
WOMEN - 2 TOILET FIXTURES
(INCLUDING 1 H.C.)

MEN - 1 TOILET FIXTURE AND 2 URINALS
(INCLUDING 1 H.C.)

APPLICABLE CODES: (COMMERCIAL):
BUILDING CODE:
2015 MICHIGAN REHABILITATION FOR EXISTING BUILDING
2015 MICHIGAN BUILDING CODE (MBC) AS AMENDED

MECHANICAL CODE:
2015 MICHIGAN MECHANICAL CODE AS AMENDED

PLUMBING CODE:
2015 MICHIGAN PLUMBING CODE AS AMENDED

ELECTRICAL CODE:
2014 NATIONAL ELECTRIC CODE (NEC) AS AMENDED & MICHIGAN AMMENDMENTS PART 8.

ENERGY CODE:
2015 MICHIGAN BUILDING CODE (CHAPTER 13)
2015 MICHIGAN ENERGY CODE
ASHRAE 90.1-2013 ENERGY STANDARDS FOR BUILDINGS

FIRE CODE:
2015 INTERNATIONAL FIRE CODE REFERENCED IN 2015 MICHIGAN BUILDING CODE

BARRIER FREE REQUIREMENTS:
2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (DOJ)
MBC-2012 (CHAPTER 11)
ICC / ANSI 117.1 - 2009, EXCEPT SECTION 611 & 707

LIFE SAFETY CODES:
2015 NFPA 99 HEALTH CARE FACILITIES
2015 NFPA 101 LIFE SAFETY CODE
2013 NFPA 13 STANDARD FOR INSTALLATION OF SPRINKLER SYSTEMS
2013 NFPA 72 NATIONAL FIRE ALARM CODE

N
VICINITY MAP
SCALE: N.T.S.

SHEET INDEX

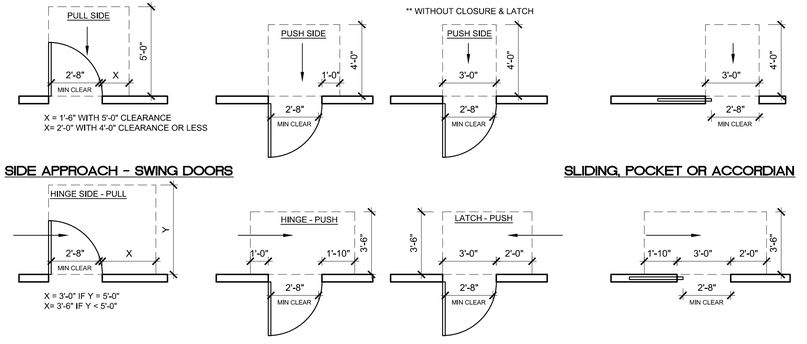
DRAWING INDEX KEY:
- ☐ NOT ISSUED
- ○ PREVIOUSLY ISSUED
- ● ISSUED
- ☒ REFERENCE

		ISSUED FOR: 07.26.18 SITE APPROVAL	08.07.18 SPA COMMENTS
GENERAL			
TS1.1	TITLE SHEET AND SHEET INDEX AND LOCATOR PLAN	○	●
ARCHITECTURAL			
SP1.1	ARCHITECTURAL SITE PLAN	○	●
A1.1	ARCHITECTURAL FLOOR PLAN	○	●
A3.1	EXTERIOR ELEVATIONS	○	●

NOTE:
THESE CONSTRUCTION DRAWINGS WERE PREPARED FOR COMPLIANCE WITH THE MICHIGAN CONSTRUCTION CODES IN EFFECT AT THE TIME OF PERMIT SUBMITTAL. ALL ENGINEERS, CONTRACTORS AND SUPPLIERS INVOLVED WITH THIS PROJECT SHALL COMPLY WITH THE SAME CODES, ISSUED AND APPROVED CODE MODIFICATIONS AND/OR CITY CODE AUTHORITY CONSTRUCTION BOARDS OF APPEALS RULINGS AND WHENEVER REQUIRED SHALL PROVIDE SHOP DRAWINGS AND SUBMITTALS CLEARLY DESCRIBING COMPLIANCE TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FOR REVIEW AND APPROVAL.

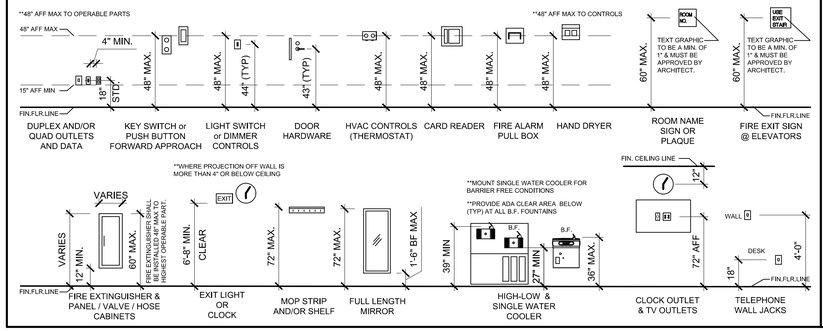
MINIMUM CLEARANCES FOR MANUAL DOORS

DOORS (ADA & ANSI A117.1)

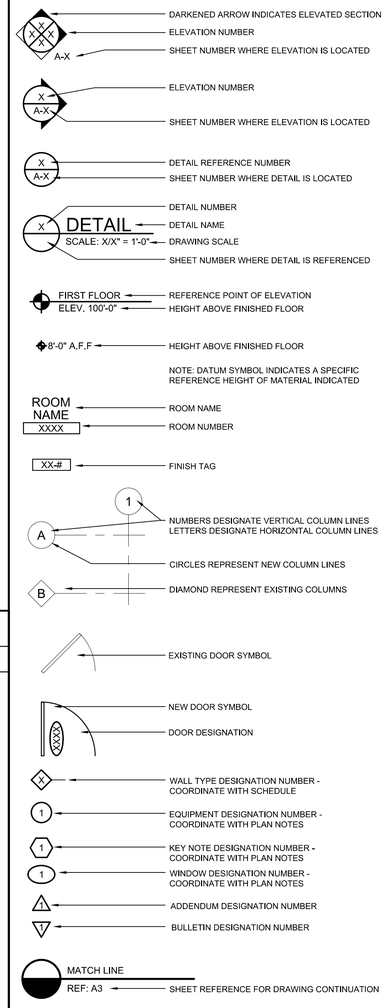


TYPICAL MOUNTING HEIGHT SCHEDULE

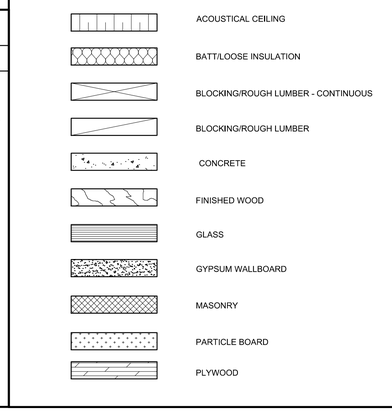
WALL MOUNTED ACCESSORIES (ADA & ANSI A117.1)



SYMBOL LEGEND



MATERIAL LEGEND



ABBREVIATION

@	AT
ACOUST.	ACOUSTICAL
A.C.T.	ACOUSTIC CEILING TILE
ADJ.	ADJACENT
A.F.F.	ABOVE FINISH FLOOR
ALUM.	ALUMINUM
ANOD.	ANODIZED
BD.	BOARD
BLDG.	BUILDING
BLK.	BLOCK
BLKG.	BLOCKING
CEM.	CEMENT
C.J.	CONTROL JOINT
CLG.	CEILING
℄	CENTER LINE
C.O.	CLEAN OUT
COL.	COLUMN
CONC.	CONCRETE
C.G.	CORNER GUARD
CONST.	CONSTRUCTION
CONT.	CONTINUOUS
CORR.	CORRUGATED
CPT.	CARPET
C.T.	CERAMIC TILE
DET.	DETAIL
DIA.	DIAMETER
DM.	DIMENSION
DN.	DOWN
D.O.	DOOR OPENING
DR.	DOOR
DWG.	DRAWING
EA.	EACH
ELEV.	ELEVATION
E.W.	EACH WAY
EXG.	EXISTING
EXIST.	EXISTING
EXP.	EXPANSION, EXPOSED
EXT.	EXTERIOR
F.D.	FLOOR DRAIN
FDN.	FOUNDATION
F.R.P.	FIBER REINFORCED PANELS
FIN.	FINISH
FLR.	FLOOR
F.O.	FACE OF
F.O.S.	FACE OF STUD
FR.	FRAME
FTG.	FOOTING
FV.	FIELD VERIFY
GA.	GAUGE
GALV.	GALVANIZED
GYP.	GYPSUM
HDW.	HARDWARE
H.M.	HOLLOW METAL
HORIZ.	HORIZONTAL
HT.	HEIGHT
I.D.	INSIDE DIAMETER
INSUL.	INSULATION
INT.	INTERIOR
JT.	JOINT
LAV.	LAVATORY
LG.	LONG
L.L.O.	LONG LEG OUTSTANDING
L.L.V.	LONG LEG VERTICAL
MAX.	MAXIMUM
MECH.	MECHANICAL
MET.	METAL
MEZZ.	MEZZANINE
MJ.	MISCELLANEOUS IRON
MIN.	MINIMUM
MISC.	MISCELLANEOUS
M.O.	MASONRY OPENING
N.I.C.	NOT IN CONTRACT
N.T.S.	NOT TO SCALE
O.C.	ON CENTER
O.D.	OUTSIDE DIAMETER
OPNG.	OPENING
OPP.	OPPOSITE
PL.G.	PLATE GLASS
PL.S.	PLATE STEEL
P.LAM	PLASTIC LAMINATE
PLAS.	PLASTER
PREFAB.	PREFABRICATED
PROJ.	PROJECT, PROJECTION
P.S.F.	POUNDS PER SQUARE FOOT
PT.	PAINT, POINT
R.	RISER
R.A.	RETURN AIR
R.B.	RUBBER BASE
R.C.	ROOF CONDUCTOR
R.C.P.	REFLECTED CEILING PLAN
R.D.	ROOF DRAIN
R.F.	RUBBER FLOORING
REINF.	REINFORCED, REINFORCING
REQ'D.	REQUIRED
RFG.	ROOFING
RM.	ROOM
R.S.	ROOF SUMP
R.T.	RUBBER TILE
SAN.	SANITARY
SCHED.	SCHEDULE
SHT.	SHEET
SIM.	SIMILAR
SPEC.	SPECIFICATION
S.S.	SERVICE SINK
STL.	STEEL
STD.	STANDARD
STOR.	STORAGE
STRUCT.	STRUCTURAL
SUSP.	SUSPENDED
SW.	SWITCH
SYM.	SYMMETRICAL
T.	TREAD
T&B	TOP AND BOTTOM
TEL.	TELEPHONE
TERR.	TERRAZZO
T&G	TONGUE AND GROOVE
THK.	THICK, THICKNESS
THRES.	THRESHOLD
T.O.S.	TOP OF STEEL
TYP.	TYPICAL
U/C	UNDERCUT
U.N.O.	UNLESS NOTED OTHERWISE
V.B.	VINYL BASE
V.C.T.	VINYL COMPOSITION TILE
V.I.F.	VERIFY IN FIELD
W.	WIDE
VERT.	VERTICAL
WAINS.	WAINSCOT
W.C.	WATER CLOSET
WD.WIN.	WOOD WINDOW
WT.	WEIGHT
W.W.F.	WELDED WIRE FABRIC

SVA
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Consultants:

Project :
YORK OFFICE COMPLEX

3528 FORT STREET
LINCOLN PARK, MI 48146

Issued for :
SITE APPROVAL 07.26.18
SPA COMMENTS 08.07.18

Drawn by :
SVA

Checked by :
JAV, MJB, AJD

Sheet Title :
TITLE SHEET, SHEET INDEX, + LOCATOR PLAN

Project No. :
2018.065

Sheet No. :
TS1.1

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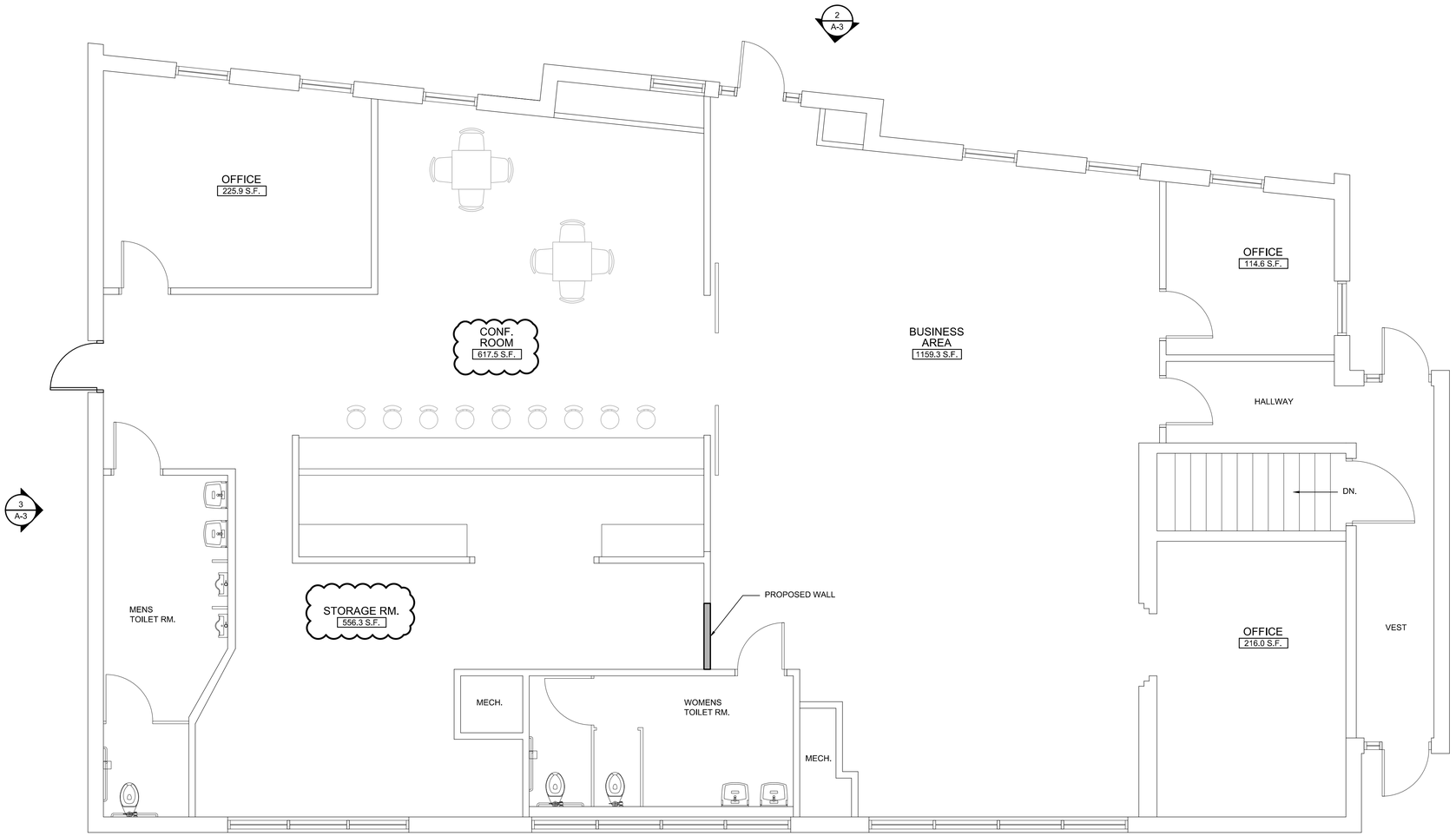

ARCHITECTURAL FLOOR PLAN
SCALE: 1/4" = 1'-0"

GENERAL FLOOR PLAN NOTES:

1. THIS DRAWING IS DIAGRAMMATIC AND SHOULD BE USED TO DETERMINE THE DESIGN INTENT. THE CONTRACTOR IS RESPONSIBLE FOR THE COMPLETE SET OF WORK AS INDICATED AND SHALL FIELD VERIFY ALL WORK, COORDINATE ALL DRAWINGS / NEW WORK AND SHALL NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES IN THE DOCUMENTS BEFORE PROCEEDING. FAILURE TO DO SO WILL RESULT IN THE CONTRACTOR TAKING FULL RESPONSIBILITY AND LIABILITY FOR SAID DISCREPANCIES.
2. ALL DIMENSIONS ARE SHOWN FROM FINISH FACE TO FINISH FACE OF PARTITION UNLESS OTHERWISE NOTED.
3. WALL THICKNESS' ARE NOMINAL NOT ACTUAL DIMENSIONS. SEE WALL SCHEDULE FOR ACTUAL DIMENSIONS.
4. ALL WOOD, INCLUDING BLOCKING, USED ON THE PROJECT SHALL BE FIRE RETARDANT TREATED.
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL LOCAL, STATE, COUNTY CODE REGULATIONS, O.S.H.A., AND THE AMERICAN WITH DISABILITIES ACT (ADA). REFER TO THE CODE PLAN FOR MORE INFORMATION.
6. PROVIDE POSITIVE SLOPE TO ALL FLOOR DRAINS WHILE KEEPING FLOOR LEVEL AT WALL BASE CONDITION.
7. PROVIDE TRANSITION STRIPS AT EACH CHANGE IN FLOOR FINISH MATERIALS.
8. PAINT, PATCH AND REPAIR THE FOLLOWING TO MATCH EXISTING MATERIALS: FLOOR, WALL, AND CEILING SURFACES AS REQUIRED ADJACENT TO AREAS BEING DEMOLISHED. REFER TO DEMOLITION DRAWINGS FOR MORE INFORMATION.
9. REINFORCE WALL AND PROVIDE BLOCKING AS REQUIRED TO SUPPORT WALL CABINETS AND COUNTERTOPS.
10. THE CONTRACTOR SHALL PROVIDE AND INSTALL WALL REINFORCING FOR INSTALLATION OF ACCESSORIES, COAT RACKS, CHART RACKS, CASEWORK, AND OTHER WALL MOUNTED ITEMS.
11. CLEAN AND REPAIR ALL EXISTING FLOOR FINISHES AS NECESSARY.
12. ALL EXPOSED PIPES, DUCTS, AND CONDUIT TO BE PAINTED TO MATCH EXISTING.
13. PROVIDE CONTROL JOINTS IN GYPSUM BOARD PARTITIONS AT 30'-0" O.C. MAXIMUM AND AS INDICATED IN THE CONTRACT DOCUMENTS.
14. COORDINATE WITH OWNER'S EQUIPMENT SUPPLIER FOR INSTALLATION REQUIREMENTS / LOCATIONS OF FLOOR / WALL / CEILING MOUNTED ITEMS; IE. CAMERAS, TV'S, SPEAKERS, SENSORS, SECURITY WIRING, VAULTS, ATM'S.
15. CONTRACTOR SHALL CONDUCT A ROUGH ELECTRICAL INSPECTION WITH OWNER, PRIOR TO ENCLOSING WALLS, FOR THE PURPOSE OF CONFIRMING ALL J-BOX LOCATIONS FOR POWER, DATA, VOICE, SWITCH, THERMOSTAT, ETC.
16. CONTRACTOR TO FILL ANY AND ALL EQUIPMENT PENETRATIONS OR DEPRESSIONS INTO OR THROUGH THE EXISTING SLAB THAT WILL NOT BE UTILIZED TO FEED NEW EQUIPMENT (I.E. ABANDONED FLOOR CORES, IMPRESSION FROM PREVIOUS EQUIPMENT FLOOR PLATE REMOVAL). PENETRATIONS SHALL BE FILLED WITH NON-SHRINK GROUT. THE SIDES OF ANY EXISTING OPENINGS SHALL BE MODIFIED/TAPERED SO THAT THEY ARE WIDER AT THE TOP THAN AT THE BOTTOM. FOR LARGE OPENINGS, PROVIDE ONE (1) #5 BAR 2" UP FROM BOTTOM OF HOLE.
17. A TACTILE SIGN STATING 'EXIT' AND COMPLYING WITH ICC-A117.1 SHALL BE PROVIDED ADJACENT TO EACH DOOR TO AN 'AREA OF REFUGE', AN EXTERIOR AREA FOR ASSISTED RESCUE, AN EXIT STAIRWAY, AN EXIT RAMP, AN EXIT PASSAGEWAY, AND THE EXIT DISCHARGE.
18. PROVIDE PERMANENT MIN 3-INCH HIGH CONTRASTING COLOR MARKING AND IDENTIFICATION AT ALL FIRE WALLS, FIRE BARRIERS, FIRE PARTITIONS, SMOKE BARRIERS, SMOKE PARTITIONS OR ANY OTHER WALL REQUIRED TO HAVE PROTECTED OPENINGS OR PENETRATIONS WITHIN 15 FEET AT THE END OF EACH WALL, AND NOT EXCEEDING 30 FEET MAXIMUM HORIZONTAL INTERVALS, MINIMUM 2 LOCATIONS EACH WALL. TYPICAL FOR ACCESSIBLE CONCEALED FLOOR, FLOOR-CEILING, OR ATTIC SPACES PER CODE (MBC 703.7)

FLOOR PLAN KEY NOTES:
(TYPICAL THIS SHEET ONLY)

1 NOTE

2 NOTE

FLOOR PLAN KEY
(TYPICAL THIS SHEET ONLY)

EXISTING WALL

PROPOSED WALL

SVA
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27172 WOODWARD AVENUE
ROYAL OAK, MI 48067-0925
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F. 248.546.8454
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Consultants:

Project :
YORK OFFICE
COMPLEX

3528 FORT STREET
LINCOLN PARK, MI 48146

Issued for :
SITE APPROVAL 07.26.18
SPA COMMENTS 08.07.18

Drawn by :
EJE

Checked by :
JAV, MJB, AJD

Sheet Title :
FLOOR PLAN

Project No. :
2018.065

Sheet No. :
A1.1

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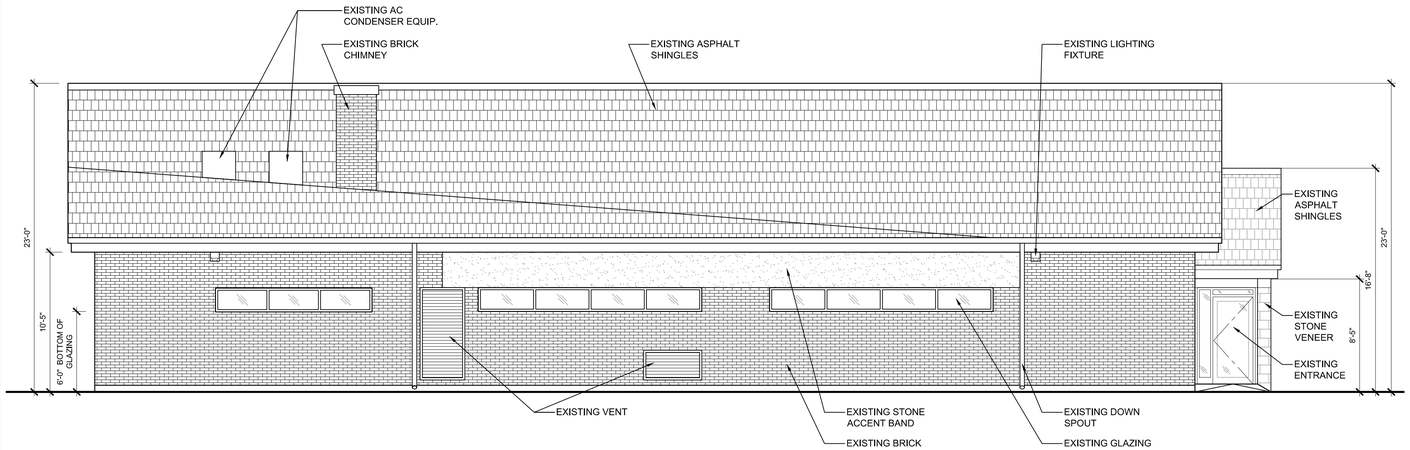
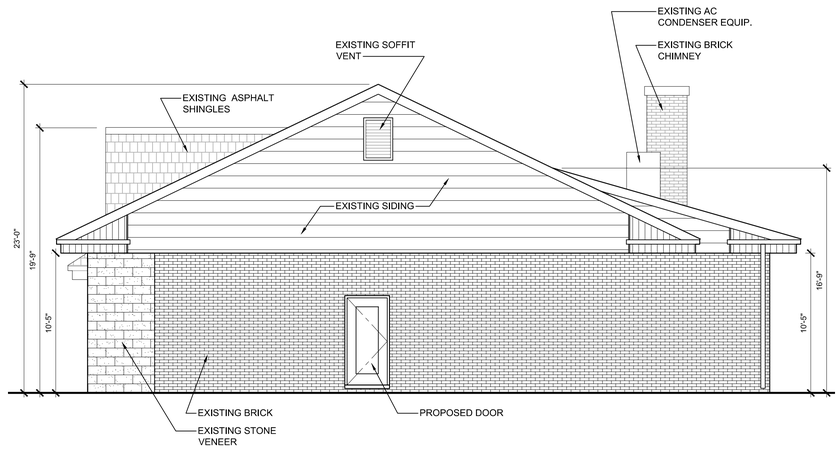
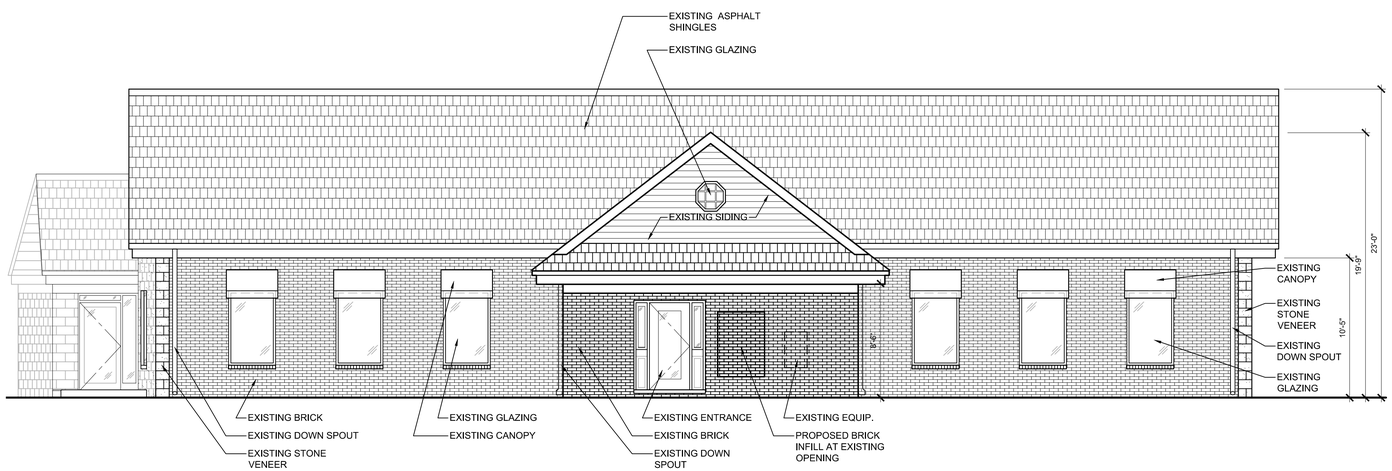


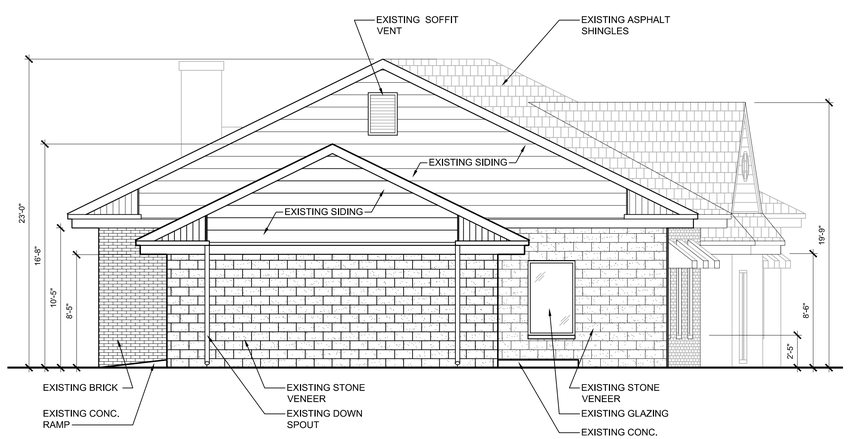
4 A1.1 WEST ELEVATION
SCALE: 3/16" = 1'-0"



3 A1.1 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



2 A1.1 EAST ELEVATION
SCALE: 3/16" = 1'-0" FORT STREET FACADE



1 A1.1 NORTH ELEVATION
SCALE: 3/16" = 1'-0" NEW YORK AVE. FACADE

SVA
STUCKY VITALE ARCHITECTS
27172 WOODWARD AVENUE
ROYAL OAK, MI 48067-0925
P. 248.546.6700
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Consultants:

Project :
YORK OFFICE COMPLEX

3528 FORT STREET
LINCOLN PARK, MI 48146

Issued for :
SITE APPROVAL 07.26.18
SPA COMMENTS 08.07.18

Drawn by :
EJE

Checked by :
JAV, MJB, AJD

Sheet Title :
EXTERIOR ELEVATIONS

Project No. :
2018.065

Sheet No. :
A3.1

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8-10-2018

City of Lincoln Park

Planning Commission/ City Planner

Building Department

In November 2017 our organization The York Office Complex purchased the property at 3528 Fort St. the building was previously used by Bank of America as a branch office. It is our intention to lease the building to the Robert Jones Knights of Columbus Council 3078 for administrative offices and an incidental or secondary use of a small social area for the membership. The hours of operation are from 9:00 a.m. to 11:00 p.m.

Most Appreciative;

James D. La Palm

President of The York Office Complex

Case No. PPC17-0010

Date Submitted 11/20/17

City of Lincoln Park

APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for Site Plan Review by the Planning Commission must be submitted to the City in *substantially complete form* at least thirty (30) days prior to the Planning Commission's meeting at which the proposal will be considered. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Guidelines, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the second Wednesday of each month at 7:00 p.m. All meetings are held at the Lincoln Park City Hall, 1355 Southfield Road, Lincoln Park, Michigan 48146. Phone number (313) 386-1800; Fax (313) 386-2205.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Applicant: York Office Complex LLC (Knights of Columbus)
Mailing Address: 1670 Fort Park Blvd. Apt. 1 Lincoln Park, MI 48146
Email: _____
Telephone: (313) 378-0752 Fax: _____

Property Owner(s) Name (if different from Applicant): SPARK Investment LLC
Mailing Address: 24300 Joy Road, Redford, MI 48239
Telephone: _____ Fax: _____
Applicant(s) Explanation of Legal Interest in Property:
Prospective purchase for new Knights of Columbus clubhouse & offices.

Location of Property: Street Address: 3528 Fort Street
Nearest Cross Streets: Fort & New York
Sidwell Number (Parcel ID#): _____

Property Description:
If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Aacreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.

Property Size (Square Ft): _____ (Acres): _____

Existing Zoning (please check):

- G SFRD Single Family Residential District
- G MFRD Multiple Family Residential District
- G MHRD Mobile Home Park District
- G NBD Neighborhood Business District
- G MBD Municipal Business District
- G PUD Planned Unit Development District
- G RBD Regional Business District
- G CBD Central Business District
- G GID General Industrial District
- G LID Light Industrial District
- G CSD Community Service District

ATTACH THE FOLLOWING:

1. Eight (8) individually folded copies of the site plans, sealed by a registered architect, engineer, landscape architect or community planner as well as ONE (1) Electronic copy.
2. **A brief written description** of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. Proof of property ownership.
4. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:

G Wayne County Road Commission
G Wayne County Drain Commission
G Wayne County Health Division
G Michigan Department of Natural Resources
G Michigan Department of Transportation
G Michigan Department of Environmental Quality

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

_____ 11/13/17

Signature of Applicant — Date

_____ _____

Signature of Applicant — Date

_____ _____

Signature of Property Owner Authorizing this Application — Date

TO BE COMPLETED BY THE CITY Case No.

Date Submitted: _____ Fee Paid: _____

By: _____ Date of Public Hearing: _____

PLANNING COMMISSION ACTION _____

Approved: _____ Denied: _____ Date of Action: _____

Present Use of Property: Vacant - Former Bank

Proposed Use of Property: Clubhouse & Office Space for Knights of Columbus

Please Complete the Following Chart:

Type of Development	Number of Units	Gross Floor Area	Number of Employees on Largest Shift
Detached Single Family			
Attached Residential			
Office			
Commercial			
Industrial			
Other			

Professionals Who Prepared Plans:

A. Name: Frank Haywood
Mailing Address:
Email Address: FWHJr64@gmail.com
Telephone: Fax: Primary Design Responsibility:

B. Name:
Mailing Address:
Email Address:
Telephone: Fax: Primary Design Responsibility:

C. Name:
Mailing Address:
Email Address:
Telephone: Fax: Primary Design Responsibility: