



LINCOLN PARK PLANNING COMMISSION

July 8, 2020 at 7 p.m.

REMOTE MEETING VIA ZOOM

Call: 1 646 558 8656

Web: www.zoom.us

Meeting ID 861 5515 7949

Participant ID is #

AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Previous Minutes**
- IV. **Approval of Agenda**
- V. **Old Business**
- VI. **New Business**
 - A. Conceptual Review: 881 Southfield – Auto Sales
- VII. **Policy Review and Discussion**
 - A. Zoning Text Amendment: Lot Division
 - B. Zoning Text Amendment: Signage Conflicts in Zoning Ordinance
 - C. Zoning Text Amendment: Site Plan Review
- VIII. **Education and Training**
- 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 Planning and Development Zoom Planning Commission Meeting

The Lincoln Park Planning Commission will hold a remotely-conducted Planning Commission meeting. In keeping with Governor Whitmer's Executive Order 2020-15 and subsequent extensions, this and all future meetings will be held in a manner which permits two-way communication between the public body and the general public. These meetings will strive to meet both the spirit and the letter of the Order; patience and forbearance with these new processes are kindly requested.

- Audio observance of the Planning Commission meeting is available by calling +1 646 558 8656 and enter the meeting ID, which can be found on the Planning Commission Agenda. Those calling in will be able to hear the audio of the Planning Commission meeting, and their microphone will be muted. (Please note, that for a brief period of time, when calling in, the caller's full telephone number may be visible for those using the Zoom platform. We will endeavor to manually, yet as quickly as possible, alter what is visible to just the last four digits of the caller's telephone number.)
- These meetings may be streamed at the City's regular YouTube page, or at a link which is provided on the meeting agenda. The stream may lag the meeting by as much as 20 seconds. Streaming may not be available for each meeting, but the audio observance will be.
- Chair Kevin Kissell will call the meeting to order and then the Planning Consultant will be facilitating the meeting and will call on individual members of the Planning Commission and staff participants to speak who "virtually raise their hand," which will occur through the Zoom platform
- Callers wishing to give public comment may call in before the meeting starts and wait in a "virtual waiting room." When the Commission accepts public comment, in the order calls were received, the Planning Consultant will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment.
- The agenda of future meetings may be reordered to take public comment at the beginning of the meeting.

881 Southfield – Auto Sales

Site Plan Review

Applicant	Roger Canzano
Project	Auto Sales
Address	881 Southfield Rd. Lincoln Park, MI 48146
Date	June 24, 2020
Request	Conceptual Site Plan Review
Recommendation	None - Advisory Only

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 proposed project adds the use of Auto Sales to an existing Auto Repair Facility. The property is 9,520 sq ft, which consists of a 5,203 sq ft existing one-story building and 4,317 sq ft of open space. The proposed Auto Sales occupies the east side of the building, approximately 2,708 sq ft. The Auto Repair Facility occupies the west section of the building, approximately 2,495 sq ft.



Figure 1: Aerial View

The existing Automotive Repair Station does not meet the standards of 1294.14, which governs Automotive Service Stations, Repair Centers, and Public Garages. This review treats the existing business as legally nonconforming, and evaluates only the proposed addition of the Sales use. It explicitly does not grant Special Land Use approval to the existing Automotive Repair use.

Site Conditions

The site is located between Southfield Rd to the north and Wilson Ave to the west. The site is served by a 5 ft concrete sidewalk along Wilson Ave; however, the sidewalk

discontinues alongside the property at Southfield Rd and starts to appear again on the far east side of the property. The rear side of the property is adjoining a public alley. An outdoor auto display area is proposed on the east side of the property; approximately 2,596 sq ft, consisting of 9 auto display spaces. The parking space area is located to the north side of the property adjoining Southfield Rd; approximately 1,721 sq ft, consisting of 6 parking spaces.

Master Plan

Future Land Use Classification

The future land use classification for the site is General Commercial. The proposed use of Auto Sale and Auto Repair Facility is consistent with the designation.

Intent; Desirable Uses and Elements

The General Commercial land use is intended to provide retail goods and services on a city-wide scale as well as a regional scale that draw customers from within and outside the City. This land use is appropriate location for automobile-oriented uses such as restaurants, gas stations with or without convenience stores, minor auto repair shops, and car washes that comply with special design standards that are not appropriate in other City areas such as the downtown.

Land Use and Zoning

Zoning

The site is zoned Municipal Business District (MBD). The proposed uses of Auto Sales and Auto Repair Facility are permitted after special approval under section 1278.03, listed below.

§1278.03 Uses Permitted After Special Approval

(d) Automotive repair stations, provided any outdoor storage of vehicles is screened in accordance with the standards of Section 1294.28, Screening.

(k) New or used mobile home, excavation equipment, machinery or farm implement sales; new or used motor vehicle or recreational vehicle sales or rentals, including boats, snowmobiles, travel trailers, campers, motor homes, tents and accessory equipment, wherein motor vehicles or recreational vehicles are stored or displayed outside of completely enclosed buildings.



Figure 2: Zoning Map

Proposed and Existing Uses

Site	Commercial; Municipal Business District (MBD)
North	R.O.W then Commercial; Municipal Business District (MBD)
East	Commercial; Municipal Business District (MBD)
South	Public Alley then Multiple Family Residential District (MFRD)
West	R.O.W then Commercial;Municipal Business District

Site Plan Documents

The following site plan drawings have been used to perform this review and are part of the public record.

Page	Sheet Title	Original Date	Last Revision
01	Site Plan	6/15/2020	-
02	Ex. Floor Plan	6/15/2020	-
03	Ex. Plumbing Plan	6/15/2020	-
04	Ex. Electrical Plan	6/15/2020	-
05	Ex. Heating Plan	6/15/2020	-
06	Elevations	-	-

Dimensional Standards

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

	Required	Provided	Compliance
Lot Width (§1294.14)	Min. 40 ft	140 ft	MET
Street Frontage (§1294.09)	Shrubbery and low retaining walls 2 ½' < height < 8'	No shrubby/low retaining wall within the corner of the lot	N/A
Lot Area (§1294.14)	Min. 4,000 sq ft	9,520 sq ft	MET
Lot Coverage	Max. 50%	Approximately 55%	NOT MET
Height	Two story; 25 ft	One story; 14 ft	MET
Setback – Front (§1294.14)	0	49 ft of the building frontage is located on the property line, and 61 ft is located 26 ft from the property line.	MET
Setback – Sides (§1294.14) (§1294.32)	<ul style="list-style-type: none"> 0 ft along Wilson Ave 0 ft interior property line 	<ul style="list-style-type: none"> 42 ft of the building is located 2 ft from property line adjoining Willson Ave and 26 ft is located 61 ft away. Provided 29 ft adjoining MBD property 	<ul style="list-style-type: none"> MET MET
Setback – Rear (§1294.14)	0 adjoining public alley	89 ft of the building is located on the rear property line.	MET

The proposal exceeds the permitted lot coverage, but does not increase it.

The existing Automotive Repair Station does not meet the standards of 1294.14, which governs Automotive Service Stations, Repair Centers, and Public Garages. This review treats the existing business as legally nonconforming, and evaluates only the proposed addition of the Sales use. It explicitly does not grant Special Land Use approval to the existing Automotive Repair use.

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
<ul style="list-style-type: none"> • Building mass, height, bulk and width-to-height ratio within 50-150% of buildings within 500' 	MET
<ul style="list-style-type: none"> • Architectural variety • Similar materials and entrances to buildings within 500'  <p>Figure 03: The site; Southfield Rd and Wilson Ave corner</p>  <p>Figure 04: Southfield Rd looking East</p>	MET

Required	Compliance
<ul style="list-style-type: none"> • 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) <i>Southfield Rd: *Percentage and building materials are not provided; approximately 62% of unidentified material (appears to be wood siding painted in dark grey color). This Condition is NOT MET.</i> <i>Wilson Ave: *Percentage and building materials are not provided; approximately 26% of unidentified building material (appears to be wood siding painted in dark grey color) and 61% of masonry block painted in dark grey color. This condition is MET.</i> • 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) <i>Southfield Rd: *Percentage is not provided, approximately 38% of building material is constructed of shingles. This Condition is NOT MET</i> <i>Wilson Ave: *Percentage is not provided, approximately 13% of building material is constructed of shingles. This condition is MET</i> • Natural colors (bright for decorative features only) <i>The front and West side facades are painted in dark grey color. This condition is NOT MET.</i> 	<p>NOT MET</p>
<ul style="list-style-type: none"> • Façade: <100' uninterrupted • 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 	<p>MET</p>
<ul style="list-style-type: none"> • Windows: vertical, recessed, visually obvious sills • Spaces between windows = columns, mullions, or material found elsewhere on the façade • Front facades > 25% windows <i>Southfield Rd: *Percentage is not provided; approximately 3% of windows are provided. This condition is NOT MET.</i> <i>Wilson Ave: *Percentage is not provided; approximately 1% of windows are provided. This condition is NOT MET.</i> • Size, shape, orientation, spacing to match buildings within 500' 	<p>NOT MET</p>
<ul style="list-style-type: none"> • 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) 	<p>MET</p>
<ul style="list-style-type: none"> • 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. <i>No indication of mechanical equipment located on the roof</i> 	<p>MET</p>

The building materials and transparency (windows) do not meet the standards, but may be preserved so long as the nonconformity is not increased. Several windows are on the existing building but not shown on the plans. These cannot be removed, as the existing property does not meet the transparency requirement. The elevation drawings shall show all features, and shall specify each façade material.

Items to be addressed

- Applicant shall indicate a clear written description of the unidentified building materials for all the elevations on sheet 06, Elevations.
- Applicant shall clearly indicate any variations between the existing elevations and the new proposed elevations. Elevations - Sheet 06, Site Plan - Sheet 01 should reflect the same number of windows and/or openings. Ex Floor Plan -Sheet 03 should also reflect the same number of windows and opening of the existing building.

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.

There are no significant natural features to preserve.

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 a 5 ft concrete sidewalk at Wilson Ave followed by an 8-ft asphalt Blvd with few to no curbs. Also, the sidewalk discontinues at the property line at Southfield Rd, and it reappears at the far east side of the property. This existing condition presents a dominant vehicular circulation without consideration for safe pedestrian circulation, see Figure 05 below. The applicant proposes a 6.5 ft concrete sidewalk along Southfield Rd that connects the Wilson Ave sidewalk with the sidewalk on Southfield Rd to provide a safe pedestrian circulation. The applicant also proposes to remove the asphalt from the 9.5 Blvd between the sidewalk of Southfield Rd along entire property frontage and replace with sod; these are addressed under Landscaping, below. There are no bicycle facilities along the ROW or bicycle parking facilities proposed.



Figure 05:
Unsafe
pedestrian-
vehicular
circulation

Items to be addressed

- Applicant shall indicate clear lines of sidewalks and curb lines on the Site Plan, Sheet 01.

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
Automobile and truck sales, with or without automotive service and/or repair facilities	One (1) for every four hundred (400) square feet of gross floor area of the sales room, plus one (1) for each employee on duty based upon maximum employment shift, plus spaces required for any automotive service and/or repair facilities. <i>Showroom (32' X 66' 4"):</i> $2,123 / 400 = 6$ <i>Employee:</i> 2 employees = 2	6	NOT MET
Automotive service stations	One (1) for each employee, plus one (1) for the owner and/or manager, plus two (2) for each service bay. <i>Employee:</i> included above <i>Manager/Owner = 1</i> <i>Service bay:</i> $2 \times 2 = 4$		
<i>Total</i>	<i>13 Parking Spaces</i>		

§1290.01 (q) Waiver or Modification of Standards for Special Situations.

The Planning Commission may reduce or waive the number of off-street parking and/or loading spaces required for a specific use, provided they determine that no good purpose would be served by providing the required number of such spaces. In making such a determination to reduce or waive the requirements for off-street parking and/or loading spaces of this chapter, the following may be considered:

- (1) Extent that existing off-street parking and/or loading spaces can effectively accommodate the parking and loading needs of a given use.
- (2) Extent that existing on-street parking and/or loading spaces can effectively accommodate the parking and loading needs of a given use without negatively impacting traffic safety or adjacent uses.
- (3) Existing and proposed building placement.
- (4) Location and proximity of municipal parking lots and/or public alleys.
- (5) Agreements for parking and/or loading spaces with adjacent or nearby property owners.

	Required	Proposed	Compliance
Parking Area Type B §1290.05	Adequate means of ingress and egress shall be provided and shown	Ingress and egress are provided from Southfield Rd	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	Outdoor parking area and auto display area is covered with asphalt and/or concrete	MET
	Concrete curbs and gutters	Concrete curbs and gutters are indicated between the sidewalks and Southfield Rd and Wilson Ave Only. No curb lines are shown between the sidewalk and parking space area.	Partially MET
	When adjoining residential property and/or a residential street or alley: 6' solid masonry wall, ornamental on both sides, with bumper guards	For the outdoor auto display area: an existing 8 ft chain link fence is provided along the rear, no bumper guards are provided.	NOT MET
	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.	The parking space area is adjoining Southfield Rd and Wilson Ave. The auto display area is adjoining the public alley provided access drive from Southfield Rd.	N/A
	Entrance only from the adjoining principal use or adjoining alley; no use of street for backing or maneuvering	Parking space area adjoining Southfield Rd provides 26 ft for one tier of space and maneuvering. §1290.08 min. requirements is 43 ft.	NOT 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.	No curb or wall is provided between the parking space and sidewalks along Southfield Rd and Wilson Ave.	NOT MET

Parking may be an insurmountable issue for this site. The site plan proposes a total of 6 spaces for the site, which is generally in the same area as a black-topped, unstriped area that is currently serving as the parking lot. Both uses combined require 13 spaces, and the Planning Commission has the power to waive this requirement based on evidence of lower demand. However, the current auto repair use has inappropriately paved over the lawn areas adjacent to both Southfield Road and Wilson Avenue, and this space is regularly observed in use for vehicle storage, suggesting that the current parking facilities are not

meeting the need of the existing use – much less capable of accommodating a second use. The site plan shows the restoration of the lawn areas and sidewalk along Southfield Road, but in that configuration, there is no maneuvering aisle and so vehicles would have to drive on the sidewalk in order to access the parking spaces. Such vehicles would also have to use the sidewalk for backing out of spaces. This arrangement cannot be approved.

Items to be addressed

- Applicant shall work with the Planning Commission to direct desired number of parking spaces.
- Proposed design may not require backing or maneuvering on the public sidewalk.
- Applicant shall provide a wall or curb at least 6 inches high, or steel posts between the sidewalks on Southfield Rd and Wilson Ave and the Parking space in accordance with §1290.05 of the Code of Ordinance.
- Applicant shall replace the 8 ft high chain link fence at rear of display area with 6 ft solid masonry wall, ornamental on both sides, with bumper guards for the outdoor auto display parking space.

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
1 to 25	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
5,001to 20,000	1	Not provided	NOT MET

Items to be addressed

- Applicant shall indicate a loading/unloading area in accordance with §1290.09 of the Code of Ordinance.

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.

The standards of this section shall be applied to the following major traffic routes (arterials) identified in the City of Lincoln Park Comprehensive Development Plan: Southfield Road, Fort Street, Dix Avenue, and Outer Drive.

Required	Provided	Compliance
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Two single two-way driveways on Southfield Rd, and one single two-way on Wilson Ave. • Throat width of driveways at Southfield Rd are 43 ft and 14 ft respectively, and 10 ft at Wilson Ave. Sidewalks are not continued or maintained on Southfield • 10 ft radii • Two access points from Southfield and one from Wilson Ave. The access point from Wilson Ave does not provide adequate backing and maneuvering to and from the service bay • Not Applicable • Not Applicable 	<ul style="list-style-type: none"> • MET • NOT MET • NOT MET • NOT MET • N/A • N/A

Required	Provided	Compliance
<ul style="list-style-type: none"> 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 	Not Applicable	N/A
<ul style="list-style-type: none"> 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 	No obstructed view within the traingular area.	MET
<ul style="list-style-type: none"> 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 	Not Applicable	N/A
<ul style="list-style-type: none"> Same side of street: Driveway spacing determined by speed limits in §1290.10 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 	<ul style="list-style-type: none"> Driveway spacing on Southfield Rd is approximately 26 ft which is less than the min. requirements in §1290.10 Not Applicable Not Applicable 	<ul style="list-style-type: none"> NOT MET N/A N/A

(4) For expansion and/or redevelopment of existing sites where the Planning Commission determines that compliance with all the standards of this section is unreasonable, the standards shall be applied to the maximum extent possible. In such situations, suitable alternatives which substantially achieve the purpose of this section may be accepted by the Planning Commission, provided that the applicant demonstrates that all of the following apply:

A. The size of the parcel is insufficient to meet the dimensional standards.

B. The spacing of existing, adjacent driveways or environmental constraints prohibit adherence to the access standards at a reasonable cost.

C. The use will generate less than five hundred (500) total vehicle trips per day or less than seventy-five (75) total vehicle trips in the peak hour of travel on the adjacent street, based on rates developed by the Institute of Transportation Engineers (ITE).

D. There is no other reasonable means of access.

Items to be addressed

- The driveways as proposed do not meet the standards for width, radius, or number. These standards shall be considered in the revised parking lot proposal.*

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.

Emergency vehicle can access the building via Southfield Rd or Wilson Ave.

Items to be addressed

- Applicant shall investigate and arrange to permit necessary emergency vehicle access as required by the Fire Department and Police Department.*

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	Proposed 9.5 Blvd. to remove asphalt between sidewalk along entire property front and replace with sod; same is required on Wilson Ave	NOT MET
	1 tree and 4 shrubs per 40' of street frontage <i>Southfield Rd:</i> <i>140 total = 4 trees and 14 shrubs</i> <i>Wilson Ave: 68 ft = 2 trees and 8 shrubs</i>	Provided 3 deciduous tree plantings (Oak), Minimum diameter 2 ½ inch ft above ground, 8ft tall minimum height. Street trees not shown on Wilson Ave.	NOT MET
	Where headlights from parked vehicles will shine into the ROW, may require a totally obscuring hedge	The parking area that abuts Southfield Road must be redesigned before this item can be evaluated	N/A
Interior Landscaping	10% of total lot area landscaped, including groundcover <i>(9,520 sf *0.1) = 952 sf landscaping</i>	Not provided; the entire open space is used for the parking space area and the auto display area.	NOT MET
	Interior landscaping to be grouped near entrances, foundations, walkways, service areas		
	1 tree per 400 sf of required landscaping and 1 shrub per 250 sf of required landscaping <i>952 sf = 3 trees and 4 shrubs</i>		
Parking Lot	1 deciduous or ornamental tree per 10 parking spaces <i>Parking space area 6/10 = 1</i> <i>Auto display area 9/10 = 1</i>	Not provided	NOT MET
	100 sf of planting area per tree		
Screening	Waste receptacle: Decorative masonry wall of at least 6' with solid or impervious gate	Not provided; applicant proposes indoor rollout dumpster	N/A
	Abutting residential: greenbelt, 15' with 5' evergreens (PC may waive); solid 6' masonry wall ornamental on both sides	Existing 8' high chain link fencing is provided.	NOT MET

In addition to the items identified above, the chain link fence separating the auto display area from Southfield Ave is proposed to be lowered from 8' to 6', but replacement with a 6' fence meeting the standards of 1294.29 (a) would be preferred.

1294.29 FENCES.

(a) No fence more than thirty-six (36) inches high and no more than forty-nine percent (49%) solid or impervious shall be constructed in front of a building. Such fence must be ornamental in design.

Items to be addressed

- Required greenbelt and street trees shall be provided along Wilson Avenue*
- Planning Commission waiver sought for interior landscaping and street trees*
- Obscuring screen for headlights shining into ROW will be re-evaluated after parking lot reconfiguration*
- As noted under Parking, applicant shall replace the 8 ft high chain link fence at rear of display area with 6 ft solid masonry wall, ornamental on both sides, with bumper guards for the outdoor auto display parking space.*
- Applicant requested to replace fence separating the auto display area from Southfield Ave with a 6' fence meeting the standards of 1294.29 (a)*

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.

All erosion and sedimentation measures are under the jurisdiction of Wayne County.

Items to be addressed

- Applicant shall work with the building superintendent, City Engineer, and Lincoln Park Department of Public Services to comply with soil erosion control standards.*

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 public water and sewer. No new water line or sanitary sewer systems are proposed for the site.

Items to be addressed

None

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 is under the jurisdiction of Wayne County. No new stormwater management system is proposed on the site.

Items to be addressed

- *Applicant shall work with the City Engineer to review stormwater system to determine the appropriate permitting process.*

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.

The site is served by an existing light pole located on the corner of Southfield Rd and Wilson Ave. The Site Plan, sheet 01 and Elevations, sheet 06 indicate two outdoor light fixtures with shields, one on the left side elevation facing the auto display area and one on the left side elevation facing the Wilson Ave.

Items to be addressed

- *Applicant shall provide manufacturer specification to ensure that lighting is arranged to deflect away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.*

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 indication of 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 fm R.O.W.

Items to be addressed

None

SIGNS

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

Signs 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

- *Applicant shall work with the Building Department to ensure signs comply 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.

The proposed use is expected to generate some quantity of hazardous materials or waste. Applicant shall provide documentation of compliance with State and Federal standards for storage, use, handling, and disposal.

Items to be addressed

- *Applicant shall provide documentation of compliance with State and Federal standards for storage, use, handling, and disposal of hazardous materials and waste.*

SITE DESIGN STANDARDS FOR USES PERMITTED AFTER SPECIAL APPROVAL

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

As noted above, this review addresses the additional use and treats the existing auto repair use as legally nonconforming. There are no specific standards for Auto Sales.

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.

Southfield Road is under the jurisdiction of Wayne County. All work within the right-of-way shall be approved by the Wayne County Road Commission.

Items to be addressed

- *Work in the Southfield Road right of way requires a permit from the Wayne County Road Commission.*
- *Applicant to secure all appropriate agency reviews as needed.*

VARIANCES

No variances are anticipated from this proposal.

Items to be addressed

None

RECOMMENDATIONS

Findings

There are two outstanding issues to be addressed before the SPR approval. The first issue is the discrepancy between the provided documents and the existing conditions of the property; applicant shall review the documents and provide clear and accurate Site Plan, Ex Floor Plan, Proposed Floor Plan, Existing Elevations, and Proposed Elevations, if applicable.

The most pressing issue is the inadequacy of the parking arrangements. There is a demonstrated insufficiency of existing parking, and the proposal adds a use but does not add any parking. In addition, the parking which is proposed – and currently in use – requires vehicles to access it via the space where a public sidewalk once was and should be. The design as proposed is not safe and cannot be approved. One suggestion would be to convert the outdoor sales area to parking.

The asphalt covering the lawn panels adjacent to both Southfield Road and Wilson Avenue violate the City's ordinances and should be replaced with the required greenbelt and street trees regardless of any further development on the site.

Conditions and Waivers

- Applicant shall indicate a clear written description of the unidentified building materials for all the elevations on sheet 06, Elevations.
- Applicant shall clearly indicate any variations between the existing elevations and the new proposed elevations. Elevations - Sheet 06, Site Plan - Sheet 01 should reflect the same number of windows and/or openings. Ex Floor Plan - Sheet 03 should also reflect the same number of windows and opening of the existing building.
- Applicant shall indicate clear lines of sidewalks and curb lines on the Site Plan, Sheet 01.
- Applicant shall work with the Planning Commission to direct desired number of parking spaces.
- Proposed design may not require backing or maneuvering on the public sidewalk.
- Applicant shall provide a wall or curb at least 6 inches high, or steel posts between the sidewalks on Southfield Rd and Wilson Ave and the Parking space in accordance with §1290.05 of the Code of Ordinance.
- Applicant shall replace the 8 ft high chain link fence at rear of display area with 6 ft solid masonry wall, ornamental on both sides, with bumper guards for the outdoor auto display parking space.
- Applicant shall indicate a loading/unloading area in accordance with §1290.09 of the Code of Ordinance.

- *The driveways as proposed do not meet the standards for width, radius, or number. These standards shall be considered in the revised parking lot proposal.*
- *Applicant shall investigate and arrange to permit necessary emergency vehicle access as required by the Fire Department and Police Department.*
- *Required greenbelt and street trees shall be provided along Wilson Avenue*
- *Planning Commission waiver sought for interior landscaping and street trees*
- *Obscuring screen for headlights shining into ROW will be re-evaluated after parking lot reconfiguration*
- *Applicant requested to replace fence separating the auto display area from Southfield Ave with a 6' fence meeting the standards of 1294.29 (a)*
- *Applicant shall work with the building superintendent, City Engineer, and Lincoln Park Department of Public Services to comply with standards for soil erosion control.*
- *Applicant shall work with the City Engineer to review stormwater system to determine the appropriate permitting process.*
- *Applicant shall work with the Building Department to ensure signs comply with the Lincoln Park Sign Ordinance.*
- *Applicant shall provide manufacturer specification to ensure that lighting is arranged to deflect away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.*
- *Applicant shall provide documentation of compliance with State and Federal standards for storage, use, handling, and disposal of hazardous materials and waste.*
- *Applicant to secure all appropriate agency reviews as needed.*
- *Work in the Southfield Road right of way requires a permit from the Wayne County Road Commission.*

Recommendations

None – Advisory Only

CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE
PROJECT NAME
 ADD USED CAR SALES TO
 EXISTING AUTO REPAIR
SITE PLAN



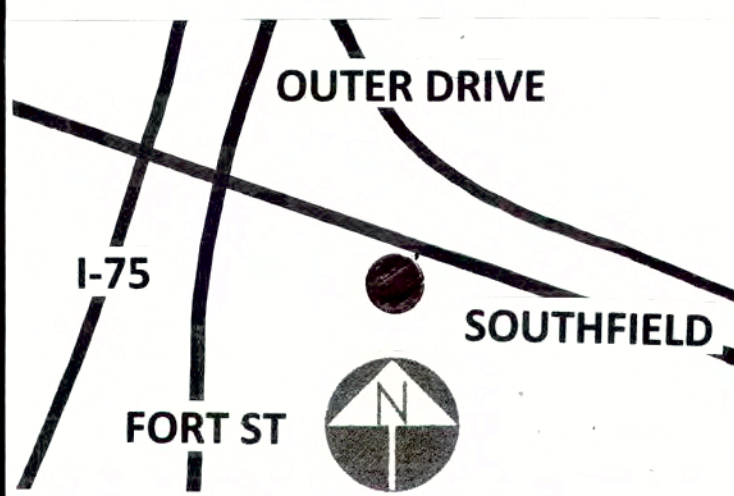
SCALE 1" = 10 FT

CURRENT OWNER
 HEBRON HOLDINGS, LLC
 881 SOUTHFIELD RD
 LINCOLN PARK, MI 48146

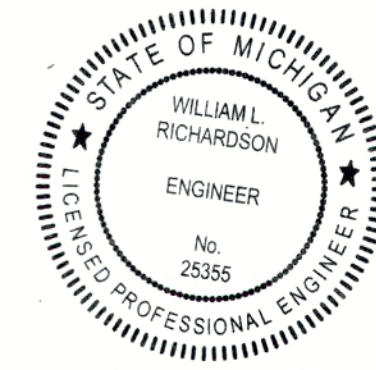
PARCEL ID

45008050125003

LOCATION MAP



LEGAL DESCRIPTION
 FE125A2--129A W 1/2 LOT 125
 ALSO LOTS 126 TO 129 INCL EXC
 NLY 54 FT THEREOF EMPIRE POINT
 SUB PC 85 L33 P44 WCR
 ACRES= 0.24859



APPLICABLE CODES

2015 MICHIGAN PLUMBING CODE
 ANSI 117.1-2003 ACCESSIBILITY
 2015 MICHIGAN ENERGY CODE
 ASHREA 90.1-2007
 2012 INTERNATIONAL FIRE CODE
 2015 MICHIGAN BUILDING CODE
 2015 MICHIGAN MECHANICAL CODE
 2017 NATIONAL ELECTRIC CODE

SITE INFORMATION

*** SITE SIZE	9,520 SQ FT
*** BUILDING SIZE	5203 SQ FT
*** CURRENT ZONING	MUNICIPAL BUSINESS DISTRICT
*** CURRENT USE	AUTO REPAIR
*** PROPOSED USE	USED AUTO SALES
*** USE GROUP	BUSINESS GROUP B
*** CONSTRUCTION TYPE	III B
*** PARKING PROVIDED	12 AUTO DISPLAY (INSIDE & OUTSIDE) 6 CUSTOMER/EMPLOYEE

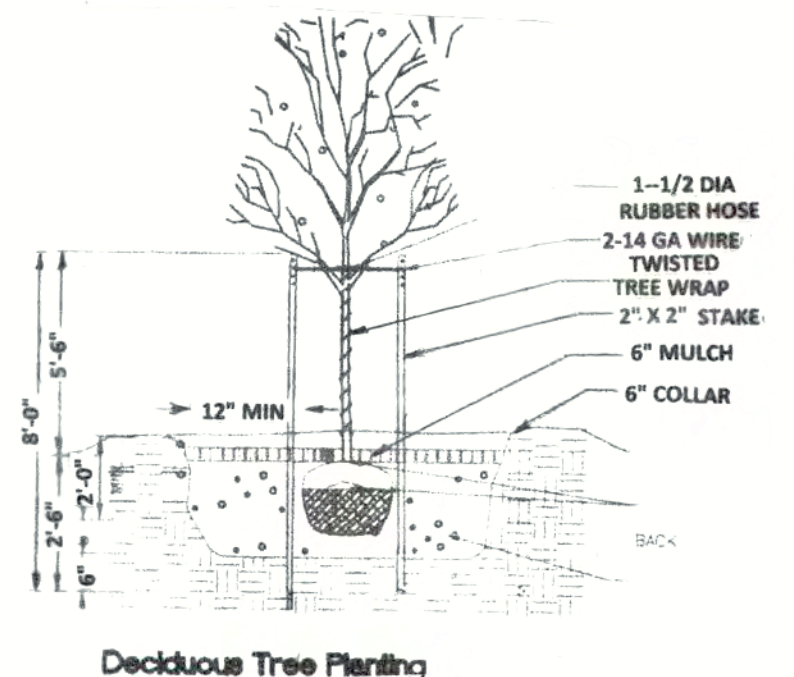
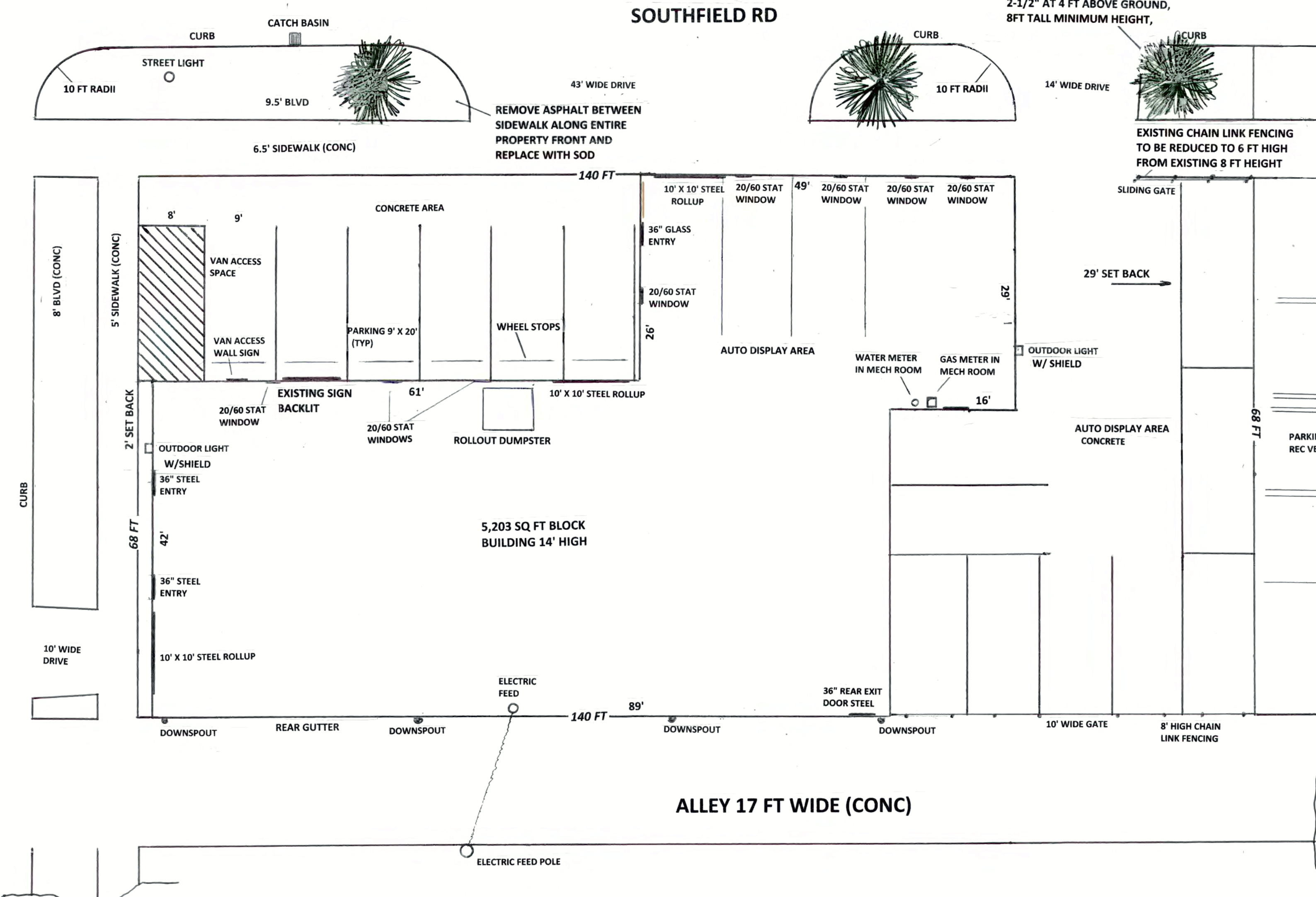
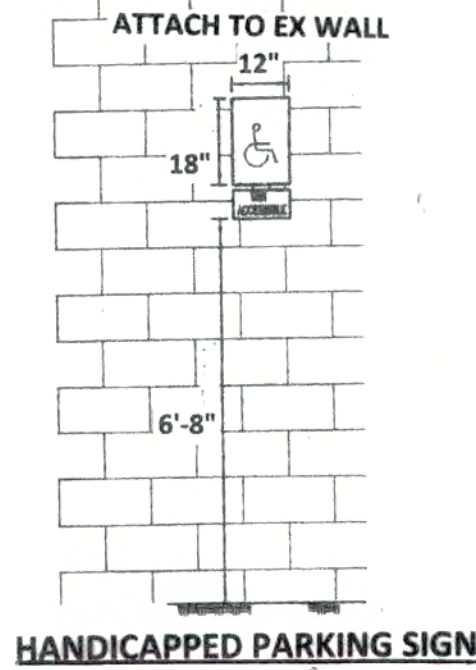
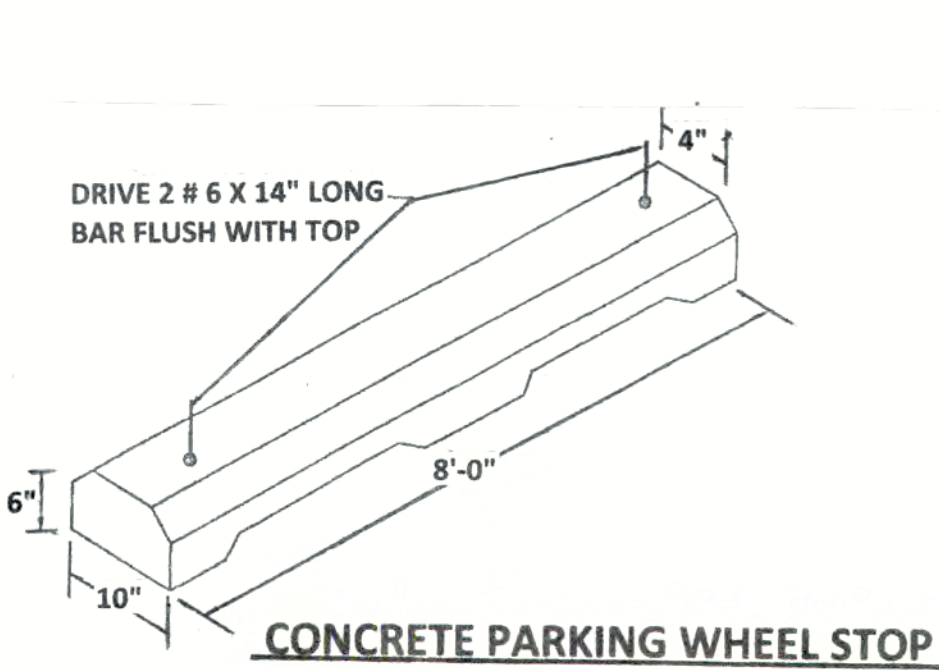
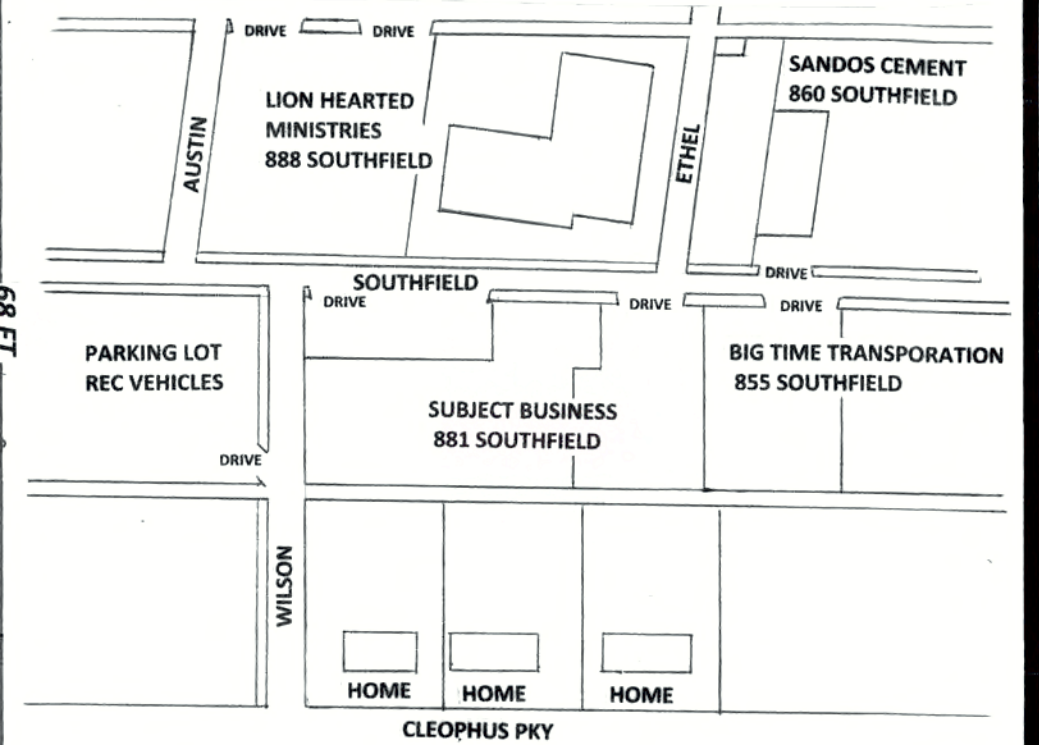
DATE OF SUBMITTAL 06/15/2020
 DATE OF 1ST REVISION _____
 DATE OF 2ND REVISION _____

PROJECT APPLICANT
YASER MAHMOUD FOR:
CITY MOTORWORKS, INC
 313-949-1372

WORK SCOPE

- *** RELINE PARKING SPACES AT BUILDING FRONT
- *** CREATE DISPLAY CAR AREAS OUTSIDE AND INSIDE
- *** PLANT DECIDUOUS TREES IN FRONT AS PER PLAN
- *** TRIM CHAIN-LINK FENCE AT FRONT TO 6 FT HIGH
- *** PROVIDE WHEEL STOPS AT PARKING IN FRONT
- *** INSTALL H.C. SIGN ON BUILDING AT H.C. SPACE

SURROUNDINGS

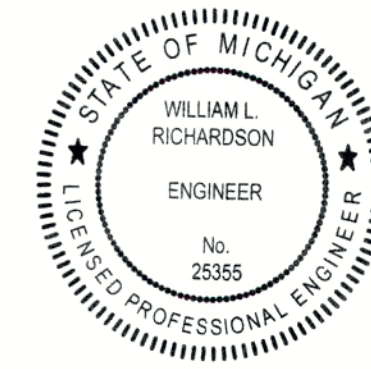


CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE

EX FLOOR PLAN

SCALE 1" = 6 FT



APPLICABLE CODES

2015 MICHIGAN PLUMBING CODE
 ANSI 117.1-2003 ACCESSIBILITY
 2015 MICHIGAN ENERGY CODE
 ASHREA 90.1-2007
 2012 INTERNATIONAL FIRE CODE
 2015 MICHIGAN BUILDING CODE
 2015 MICHIGAN MECHANICAL CODE
 2017 NATIONAL ELECTRIC CODE

ROOM FINISH SCHEDULE

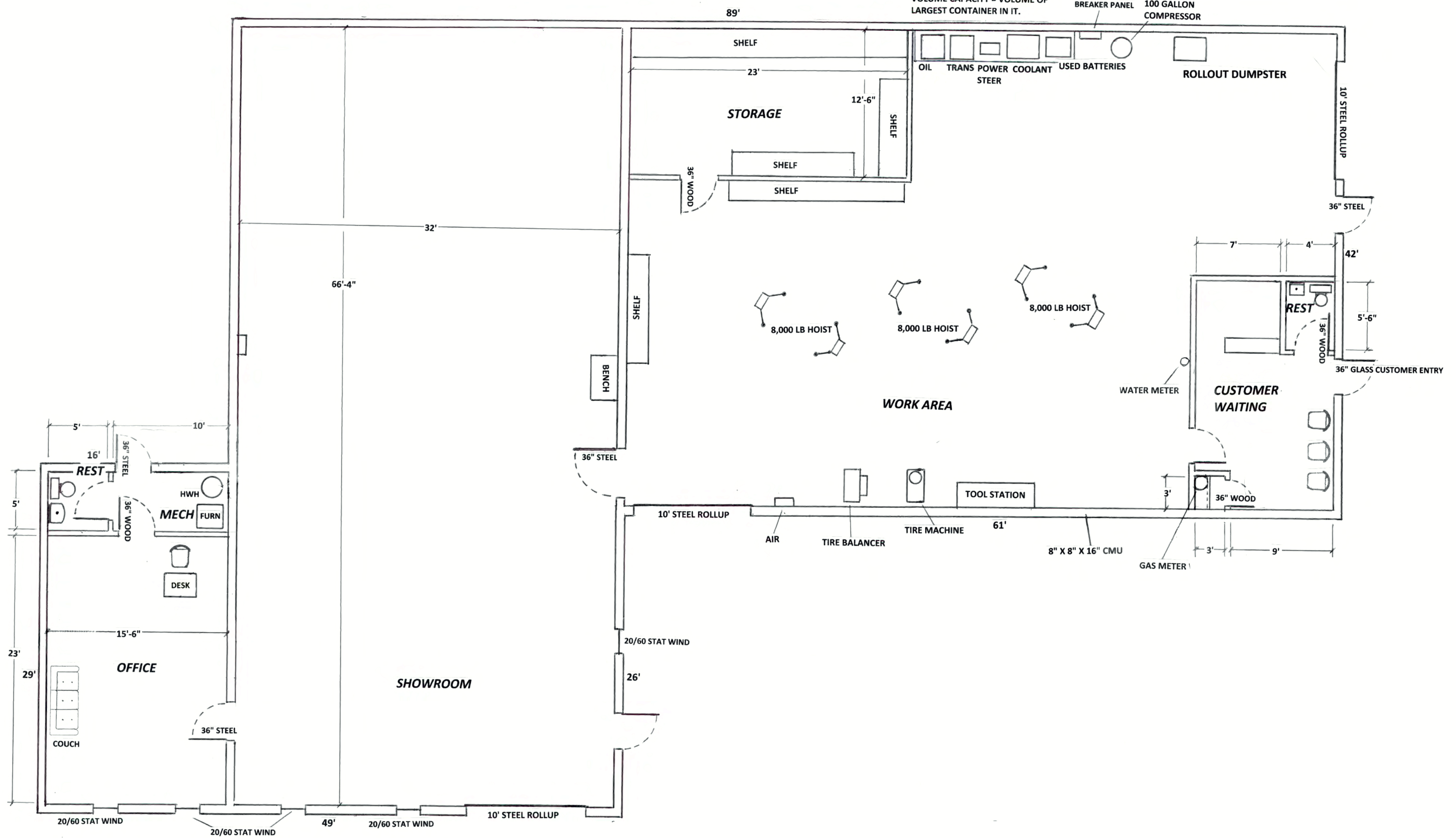
ROOM	FLOOR	WALLS	CEILING
RESTROOM 1	CERAMIC	PAINT/DRYWALL	2' X 4' CEIL TILE
MECH ROOM	CERAMIC	PAINT/DRYWALL	2' X 4' CEIL TILE
OFFICE	CERAMIC	PAINT/DRYWALL	2' X 4' CEIL TILE
STORAGE	CONCRETE	PAINT/BLOCK	PAINT DRYWALL
WORK AREA	CONCRETE	PAINT/BLOCK	OPEN TO ROOF
RESTROOM 2	CERAMIC	PAINT/DRYWALL	PAINT/DRYWALL
CUSTOMER WAIT	CERAMIC	PAINT/DRYWALL	2' X 4' CEIL TILE

OCCUPANCY LOAD

OFFICE	345/100 = 3
SHOWROOM	2,174/300 = 7
STORAGE	312/200 = 1
WORK AREA	1,922/300 = 6
CUST SALES	185/25 = 7
TOTAL	= 24

DATE OF SUBMITTAL 06/15/2020
 DATE OF 1ST REVISION _____
 DATE OF 2ND REVISION _____

NOTE:
 USED FLUIDS STORAGE CONTAINERS TO BE LABELED "USED" AND AS TO THEIR CONTENTS. CONTAINERS TO BE PLACE IN A SECONDARY FLUID CONTAINMENT CONTAINER WITH VOLUME CAPACITY = VOLUME OF LARGEST CONTAINER IN IT.

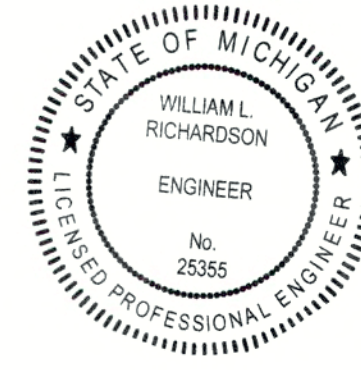


CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE

EX PLUMBING PLAN

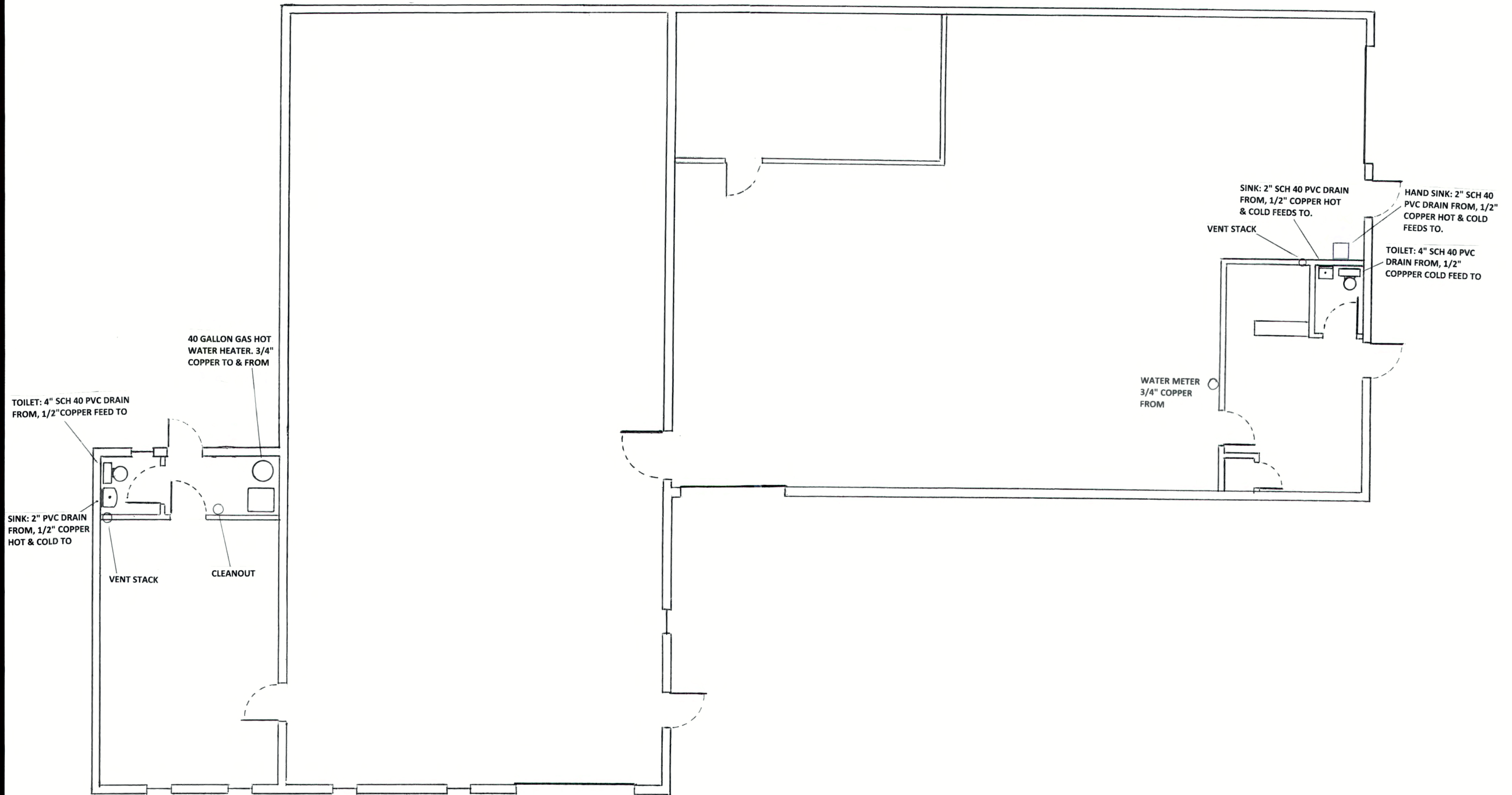
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APPLICABLE CODES

2015 MICHIGAN PLUMBING CODE
ANSI 117.1-2003 ACCESSIBILITY
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ASHREA 90.1-2007
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DATE OF SUBMITTAL 06/15/2020
DATE OF 1ST REVISION _____
DATE OF 2ND REVISION _____

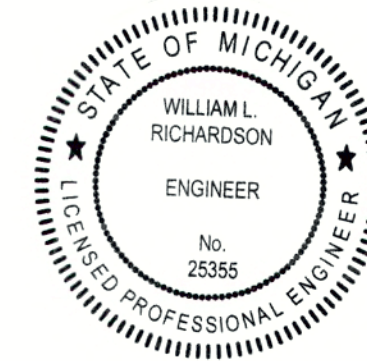


CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE

EX ELECTRICAL PLAN

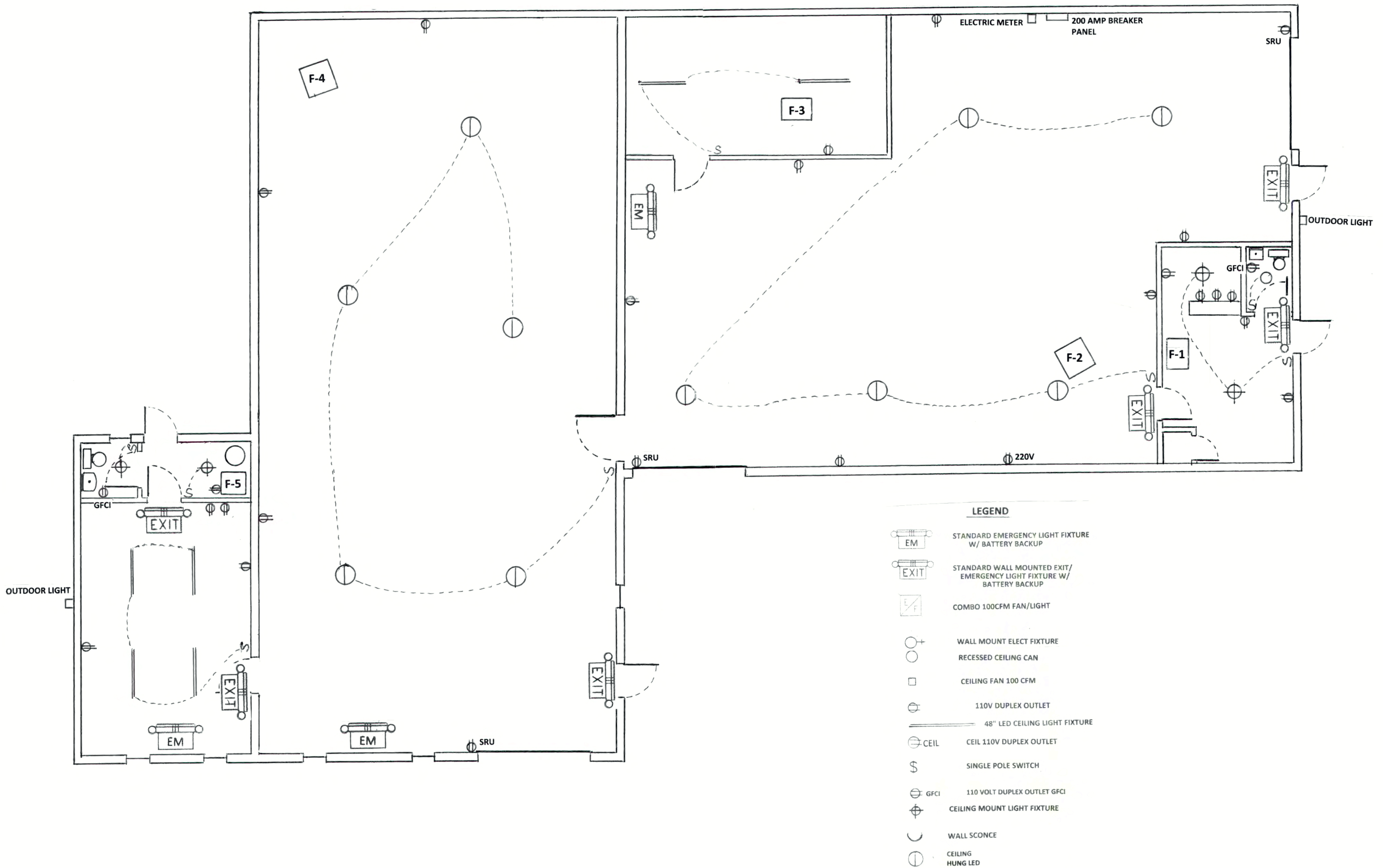
SCALE 1" = 6 FT



APPLICABLE CODES

2015 MICHIGAN PLUMBING CODE
 ANSI 117.1-2003 ACCESSIBILITY
 2015 MICHIGAN ENERGY CODE
 ASHREA 90.1-2007
 2012 INTERNATIONAL FIRE CODE
 2015 MICHIGAN BUILDING CODE
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 2017 NATIONAL ELECTRIC CODE

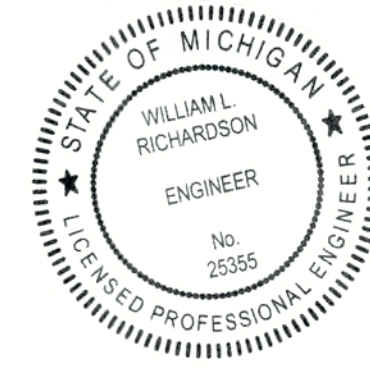
DATE OF SUBMITTAL 06/15/2020
 DATE OF 1ST REVISION _____
 DATE OF 2ND REVISION _____



CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE
EX HEATING PLAN

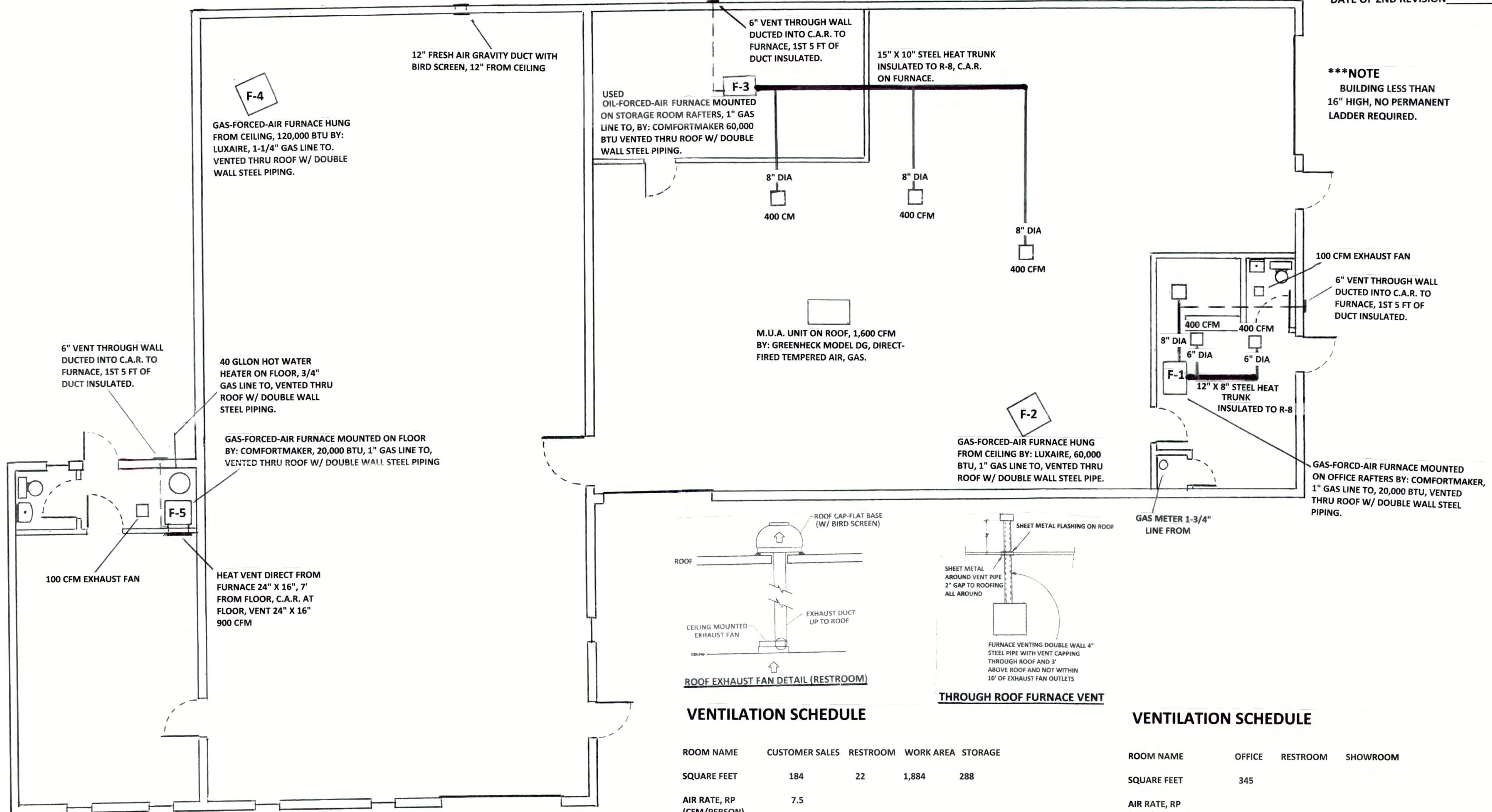
SCALE 1" = 6 FT



APPLICABLE CODES

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 2015 MICHIGAN MECHANICAL CODE
 2017 NATIONAL ELECTRIC CODE

DATE OF SUBMITTAL 06/15/2020
 DATE OF 1ST REVISION _____
 DATE OF 2ND REVISION _____



*****NOTE**
 BUILDING LESS THAN
 16" HIGH, NO PERMANENT
 LADDER REQUIRED.

FURNACE SCHEDULE

TAG	TOTAL INPUT BTUH	CFM	E.S.P. IN.	WEIGHT (LBS)	FAN DATA H.P. V/PH	DRIVE TYPE	MANUFACTURER	REMARKS
F-1	20,000	800	0.5	178	1 120/1	DIRECT	COMFORTMAKER	1,2,3,4
F-2	60,000	1,200	0.5	198	1 120/1	DIRECT	LUXAIRE	1,2,3,4
F-3	60,000	1,200	0.5	225	1 120/1	DIRECT	COMFORTMAKER	1,2,3,4
F-4	120,000	1,600	0.5	216	1 120/1	DIRECT	LUXAIRE	1,2,3,4
F-5	35,000	900	0.5	186	1 120/1	DIRECT	COMFORTMKER	1,2,3,4

EXHAUST FAN SCHEDULE

TAG	CFM	STATIC PRESS (IN WC)	FAN DATA TYPE	MOTOR DATA RPM	WEIGHT (LBS)	MANUFACTURER	REMARKS
EF-1	100	0.4	CENTR	1,100 115	1 60 80	BY OWNER	1-3
EF-2	100	0.4	CENTR	1,100 115	1 60 80	BY OWNER	1-3

VENTILATION SCHEDULE

ROOM NAME	CUSTOMER SALES	RESTROOM	WORK AREA	STORAGE
SQUARE FEET	184	22	1,884	288
AIR RATE, RP (CFM/PERSON)	7.5			
OUTDOOR AIR RATE RA (CFM/SQ FT)	0.12		0.75CFM/SF	0.12
RP X # PEOPLE + RA X SQ FT (CFM)	134		1,413	35
CORRECTED CFM (#/1,000 FT2)	168		1,766	43
OCCUPANT DENSITY (#/1000 FT2)	15			
EXHAUST AIR				
--CFM		75		
--# FIX		1		
--CFM		100		
SYSTEM	F-1	F-1	F-2/F-3	
TOTAL CFM F-1 = 168			TOTAL CFM F-2/F-3 = 1,809	

VENTILATION SCHEDULE

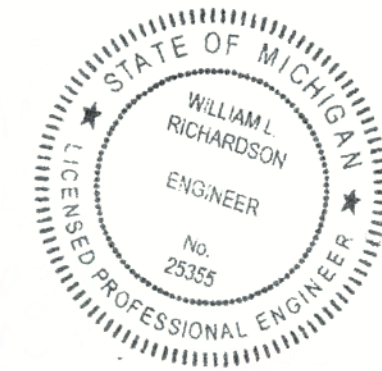
ROOM NAME	OFFICE	RESTROOM	SHOWROOM
SQUARE FEET	345		
AIR RATE, RP (CFM/PERSON)	5		
OUTDOOR AIR RATE RA (CFM/SQ FT)	0.6		PROVIDE 12" GRAVITY VENT
RP X # PEOPLE + RA X SQ FT (CFM)	45		
CORRECTED CFM (#/1,000 FT2)	57		
OCCUPANT DENSITY (#/1000 FT2)	5		
EXHAUST AIR			
--CFM		75	
--# FIX		1	
--CFM		100	
SYSTEM	F-5	F-5	
TOTAL CFM F-5 = 57			

CITY MOTOR WORKS
881 SOUTHFIELD RD
LINCOLN PARK, MI
48146

SHEET TITLE

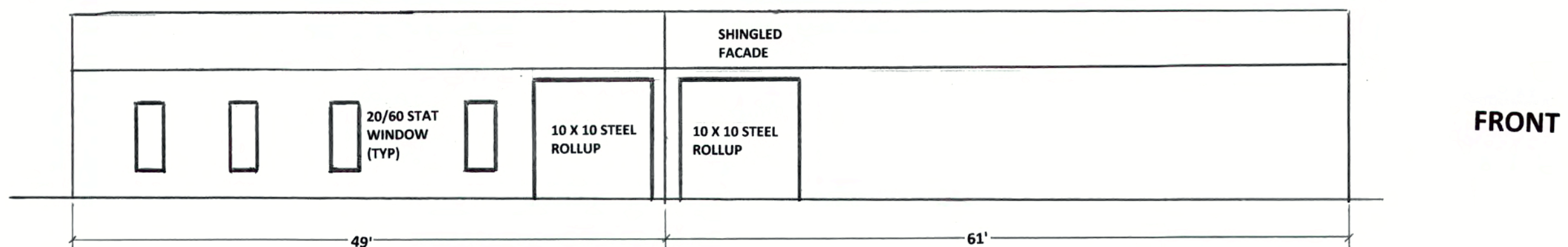
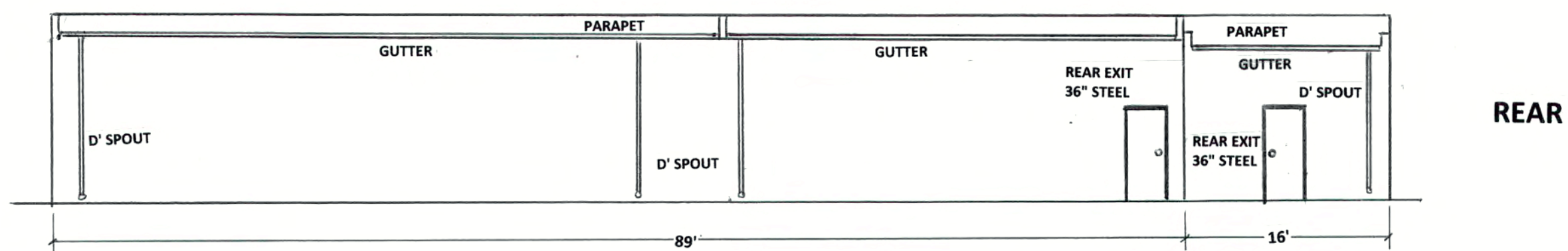
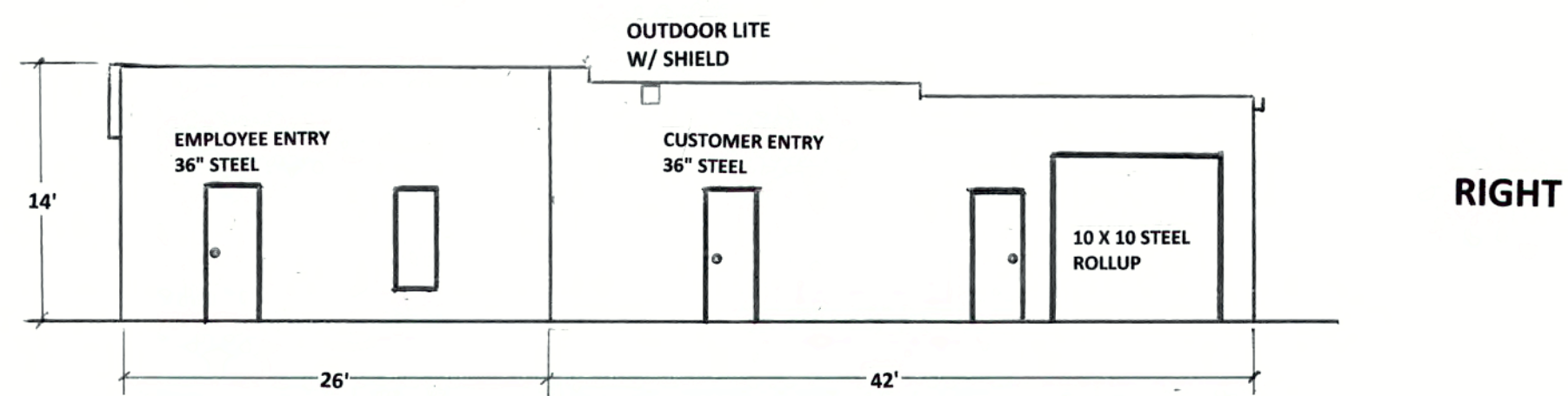
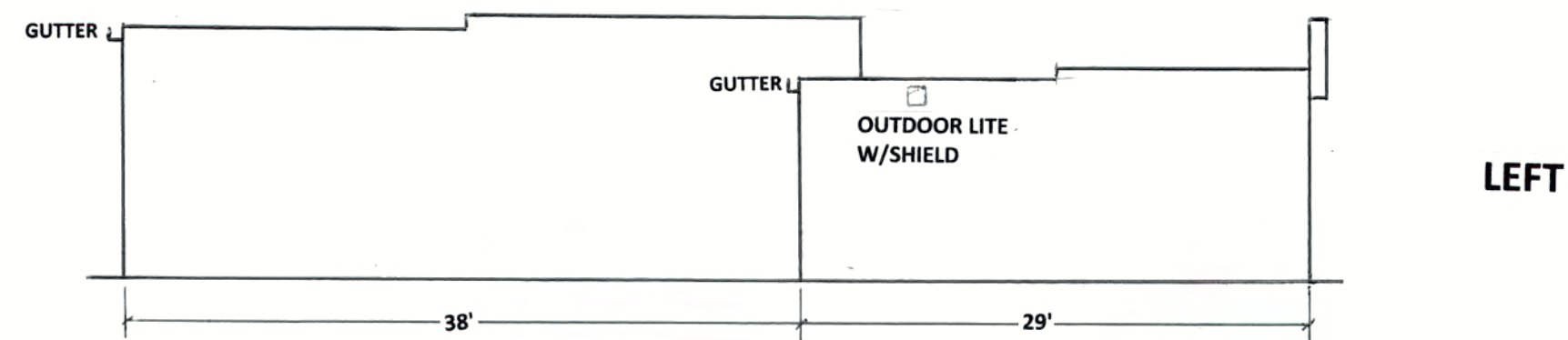
ELEVATIONS

SCALE 1" = 10 FT



APPLICABLE CODES

2015 MICHIGAN PLUMBING CODE
ANSI 117.1-2003 ACCESSIBILITY
2015 MICHIGAN ENERGY CODE
ASHREA 90.1-2007
2012 INTERNATIONAL FIRE CODE
2015 MICHIGAN BUILDING CODE
2015 MICHIGAN MECHANICAL CODE
2017 NATIONAL ELECTRIC CODE



Case No. _____

Date Submitted _____

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: YASER MACHMOUD (CITY MOTORWORKS LLC)
Mailing Address: 881 SOUTHFIELD RD LINCOLN PARK MI 48146
Email: YASER.MR@GMAIL.COM
Telephone: 313 949 1372 Fax: _____

Property Owner(s) Name (if different from Applicant): HEBRON HOLDINGS, LLC
Mailing Address: 881 SOUTHFIELD RD LINCOLN PARK MI 48146
Telephone: 313 949 1372 Fax: _____
Applicant(s) Explanation of Legal Interest in Property: OWNER (CITY MOTORWORKS LLC)

Location of Property: Street Address: 881 SOUTHFIELD RD
Nearest Cross Streets: FORT & SOUTHFIELD
Sidwell Number (Parcel ID#): 45008050125003

Property Description:
If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Acreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.
EMPIRE POINT SUB PC 85 L33 P44 W&R

Property Size (Square Ft): 0.24859 (Acres): _____

Existing Zoning (please check):

- | | |
|--|--|
| <input type="checkbox"/> SFRD Single Family Residential District | <input type="checkbox"/> RBD Regional Business District |
| <input type="checkbox"/> MFRD Multiple Family Residential District | <input type="checkbox"/> CBD Central Business District |
| <input type="checkbox"/> MHRD Mobile Home Park District | <input type="checkbox"/> GID General Industrial District |
| <input type="checkbox"/> NBD Neighborhood Business District | <input type="checkbox"/> LID Light Industrial District |
| <input type="checkbox"/> MBD Municipal Business District | <input type="checkbox"/> CSD Community Service District |
| <input type="checkbox"/> PUD Planned Unit Development District | |

Present Use of Property: MECHANIC SHOP

Proposed Use of Property: USED CAR SALES
 AND MECHANIC SHOP

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	1	4300	2
Industrial			
Other			

Professionals Who Prepared Plans:

A. Name: WILLIAM RICHARDSON # 25355
 Mailing Address: 881 SOUTHFIELD

Email Address: YASSER.MAHM@GMAIL.COM
 Telephone: 239 91372 Fax: 235 86155 Primary Design Responsibility: YASSER MAHMOUD

B. Name: YASSER MAHMOUD Address: _____
 Mailing _____
 Email YASSER.MAHM@GMAIL.COM
 Address: 881 GREENFIELD
 Telephone: _____ Fax: _____ Primary Design Responsibility: _____

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

ATTACH THE FOLLOWING:

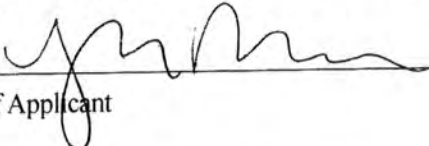
1. Eight (8) individually folded copies of the site plans, sealed by a registered architect, engineer, landscape architect or community planner as well as ONE (1) Electronic copy.
2. **A brief written description** of the existing and proposed uses, including but not limited to: hours of operation, number 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.

<p>x </p> <p>_____ Signature of Applicant</p>	<p style="text-align: right;">2/13/2017</p> <p>_____ Date</p>
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>
<p>_____ Signature of Property Owner Authorizing this Application</p>	<p>_____ Date</p>

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: _____

Case No. _____

Date Submitted _____

**City of Lincoln Park
APPLICATION FOR SPECIAL USE APPROVAL**

NOTICE TO APPLICANT: Applications for Special Use 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 six (6) individual folded copies of the site plan, 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.

Special Uses shall comply with the standards in Section 1262.08 of the Zoning Ordinance. Accordingly, a public hearing shall be held by the Planning Commission before a decision is made on any Special Use request. Furthermore, a site plan shall be required, which shall be prepared in accordance with Section 1294.01 of the Ordinance.

TO BE COMPLETED BY APPLICANT:

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

Applicant: YASER MAHMOUD

Mailing Address: 881 SOUTHFIELD LINCOLN PARK MI
48146

Email Address: YASER.MAHM@GMAIL.COM

Telephone: 313 949 1372 Fax: _____

Property Owner(s) (if different from Applicant): HEBRON HOLDINGS, LLC

Mailing Address: 881 SOUTHFIELD LINCOLN PARK MI
48146

Telephone: 313 949 1372 Fax: 313-5861155

Applicant's Legal Interest in Property: OWNER OF CITY MOTOR WORKS

Location of Property: Street Address: 881 SOUTHFIELD LINCOLN PARK

Nearest Cross Streets: FORT & SOUTHFIELD

Sidwell Number: 45008050125003

Property Description:

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

EMPIRE POINT SUB PC 85 L33 P44 WCR

Property Size (Square Ft): 0.24859 (Acres):

Present Use of Property: MECHANIC SHOP

Proposed Use of Property: USED CARS SALES - MECHANIC SHOP

Existing Zoning (please check):

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

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	1	4300	2
Industrial			
Other			

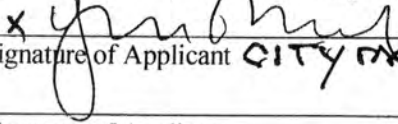
ATTACH THE FOLLOWING:

1. Six (6) individually folded copies of the site plan, sealed by a registered architect, engineer, landscape architect or community planner.
2. Proof of property ownership.
3. A brief written description of the proposed use.

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.

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 application.

 CITY MOTORWORKS INC Date 2/13/2020

Signature of Applicant _____ Date _____

Signature of Property Owner Authorizing this Application _____ Date _____

To be completed by City:

Date Submitted: _____ Fee Paid: _____

Received By: _____ Date of Public Hearing: _____

PLANNING COMMISSION ACTION (RECOMMENDATION)

To Approve: _____ To Deny: _____ Date of Action: _____

Reasons for Action Taken: _____

CITY COUNCIL ACTION

Approved: _____ Denied: _____ Date of Action: _____

Reasons for Action Taken: _____

COURT HOUSE SERVICES

ROGER CANZANO
ATTORNEY

2595 LAPEER ROAD ▪ AUBURN HILLS, MI 48326
PHONE: 248-373-0777 ▪ FAX: 248-373-0809
EMAIL: COURTHOUSESERVICES@COMCAST.NET ▪ ROGERCANZANO@COMCAST.NET

Planning Commission
Lincoln Park City Hall
1355 Southfield Road
Lincoln Park, MI 48146

Dated: 5/4/20

RE: Application for Site Plan Review for Hebron Holdings, LLC
Application for Special Use Approval for Hebron Holdings, LLC
Location: 881 Southfield Road, Lincoln Park, MI 48146

To whom it may concern

Enclosed are the following documents for filing, in support of the Application for Site Plan Review and Application for Special Use Approval, for 881 Southfield Road, Lincoln Park.

Application for Site Plan Review

Application for Special Use Approval

6 copies of Plans

Operating Agreement of Hebron Holdings, LLC

Certificate of Good Standing

Check # 1191 for \$2,550.00

Please send me any correspondence regarding this matter to the above address.

I can be reached through my Cell # at (248) 895-5235



Roger Canzano (P-11586)

(248) 373-0777 office

rogercanzano@comcast.net

City of Lincoln Park Planning and Development

Zoning Text Amendment: §1224.06(b)(2) Division of Lots

July 1, 2020

Background

It has recently come to staff attention that there is an inconsistency between §1224.06, Division of Lots, and §1294.32, Schedule of Area Regulations, in the City of Lincoln Park Zoning Code. §1224.06, Division of Lots, currently requires a resulting minimum lot width of fifty (50) feet after a parcel division, whereas the minimum lot width per §1294.32, Schedule of Area Regulations, is dependent on the zoning district. The minimum lot width is forty (40) feet for most districts (SFRD, CSD, NBD, MBD, RBD), twenty (20) feet for the MFRD, thirty (30) feet for the CBD, and one-hundred (100) feet for the LID and GID.

It is the City's initial preference to tie the requirement to §1294.32, so that it reflects the most current dimensions of the Schedule. However, the Assessing Department has identified a concern that caselaw may prohibit this approach, and this issue is under legal review. It is therefore currently recommended that §1224.06(b)(2) be amended as follows, subject to further amendment pending the result of legal review:

Proposed Amendment

1224.06 DIVISION OF LOTS.

(a) Generally. A platted lot may be divided in accordance with this section.

(b) Permitted Divisions. Council may permit the division of lots as follows:

- (1) Outlots or parts thereof consisting of ten (10) acres or less into not more than four (4) parts;
- (2) A platted lot into not more than two (2) parts as separate parcels, or divided and combined with an adjacent lot, outlot, acreage or parts thereof, provided that each of the resulting parcels meets the minimum lot width and minimum lot area requirements defined in 1294.32, Schedule of Area Regulations, for the zoning district assigned to the parcel at the time of the request; or
- (3) A platted lot into not more than two (2) parts for the purpose of combining each of such parts with adjacent lots where the resulting parcels exceed the area and width of the original platted size.

City of Lincoln Park Planning and Development

Zoning Text Amendment: Signage Conflicts in Zoning Code

July 1, 2020

BACKGROUND

As a result of the newly adopted Sign Ordinance, there are now several discrepancies and inconsistencies in the Lincoln Park Zoning Code. Below are the sections in the Lincoln Park Zoning Code where conflict exists, along with proposed amendments to eliminate conflict between the two ordinances.

PROPOSED AMENDMENTS

1260.08(b) Definitions

Action: Removed because it is not regulated in the Zoning Ordinance

SIGN: A device for visual communication that is used to bring the subject to the attention of the public, but does not include flags, or other insignia of any government, fraternal, or similar organization. A sign includes any device, structure, fixture, or placard, which uses words, numbers, figures, graphic designs, logos, or trademarks. Unless otherwise indicated, the definition of "sign" includes interior and exterior signs, which are visible from any public street, sidewalk, alley, park, public property, but not signs which are primarily directed at persons within the premises upon which the sign is located.

Action: Changed to match the definition in the new ordinance. **1276.02(i)(1) – Neighborhood Business District**

(i) Accessory buildings and uses customarily incidental to the principal permitted uses set forth in this section, including:

- (1) Signage that conforms with Chapter 1476, Sign Code.

Action: Changed to point to new regulation rather than duplicate it.

1278.02(aa)(1) – Municipal Business District

(aa) Accessory buildings and uses customarily incidental to the principal permitted uses set forth in this section, including:

- (1) Signage that conforms with Chapter 1476, Sign Code.

Action: Changed to point to new regulation rather than duplicate it.

1290.04(b)(2) – Offstreet parking A areas

Action: Removed because it references content; advertising signs in parking areas are not permitted per Chapter 1476 so the effect doesn't change.

1292.14 NONCONFORMING SIGNS.

All nonconforming signs shall adhere to the standards established in section 1476.07, Nonconforming Signs, of Chapter 1476, Sign Code.

Action: Changed to point to new regulation rather than duplicate it.

1294.19(f)(4) Temporary Buildings

(4) The sign standards provided in Chapter 1476, Signs, permit signs for temporary uses and seasonal events. A separate non-refundable sign permit fee is required in an amount established, and periodically amended, by Council. The City shall also require an escrow, in an amount established by Council, to cover the cost of removing signs if not removed by the applicant within one (1) business day following the event. This escrow account shall be in addition to that listed in paragraph (f)(3) hereof. If the signs are removed as required, the sign escrow account shall be refunded to the applicant.

Action: Changed to remove references to "off-premise," which is only defined briefly in the new code; these regulations should apply to all signs.

1294.27 SIGNS.

The erection, construction, or alteration of any sign, as identified in Chapter 1476, Sign Code, shall be approved by the Building Superintendent and reviewed for compliance with Chapter 1476, Sign Code, and this Zoning Code.

(Res. 98-340A. Passed 9-21-98.)

Action: Changed to point to new regulation rather than duplicate it.

1296.01 SITE PLAN REVIEW.

(a) Purpose and Intent.

The purpose of site plan review is to promote the stability of land values and investments and the general welfare by ensuring the orderly development and redevelopment of the City in compliance with this Zoning Code, and consistent with the character of the City and with the goals and design guidelines in the Master Plan.

(b) Applicability and Authority.

(1) Site Plan Required. A site plan as described in section 1296.01(d) is required prior to any of the following activities:

- A. The erection of any building or structure in any zoning district for any principal permitted use in the City.
- B. Any land use requiring special approval, conditional rezoning, or planned unit development, other than one single-family residence and accessory buildings and structures thereto, subject to the procedures set forth in this section unless otherwise provided in paragraph (b)(2) hereof.
- C. Establishment of any regulated use unless expressly exempted in this Article.
- D. Development of non-residential uses in a residential zoning district.
- E. Any development that would, if approved, provide for the establishment of more than one (1) principal use on a parcel, such as, a single-family site condominium or similar project where a single parcel is developed to include two (2) or more sites for detached single family dwellings, excluding accessory dwelling units.
- F. The development or construction of any accessory uses or structures, except for uses or structures that are accessory to a residential use.
- G. Any use or construction for which submission of a site plan is required by any provision of these regulations.

(2) Site Plan Not Required. Site plan approval is not required for the following activities; instead, a sketch plan as described in section 1296.01(d) may be required.

- A. A change in the ownership of land or a structure.
- B. Site or building improvements which increase or maintain conformity with the Zoning Code.
- C. A change in the use of a structure to a use allowed by right in the zoning district in which it is located, and which is deemed similar to the previous use by the Building Superintendent or designee, provided that no modification to the site is proposed or required by the standards of this Ordinance and that the site maintains full and continuing compliance with this regulations.
- D. Constructing, moving, relocating, or structurally altering a principal residential structure, including any customarily incidental accessory structures and also including excavating, filling, or otherwise removing soil where such activity is normally and customarily incidental.
- E. Permitted home occupations.

(3) Approval Authority.

- A. Administrative. The Building Official or designee shall have the authority to approve all sketch plans. The Building Official or designee shall also have the authority to approve site plans meeting the criteria in this section. Nothing in this section shall be construed to prevent the consideration of a proposal by the Planning Commission.
 1. The use is permitted by right in the established zoning district;

2. The proposal conforms to all requirements and specifications of this ordinance and does not require waivers or other consideration reserved to the Planning Commission or other authority; and
 3. The proposal will result in an increase in floor area of less than 1,000 square feet or 5% of the existing floor area, whichever is less.
- B. Planning Commission. The Planning Commission shall have the authority to approval all proposals for development permitted by right and by Special Land Use approval. For all proposals for Conditional Rezoning and Planned Unit Development, the Planning Commission shall make a recommendation as to approval to City Council.
- C. City Council. City Council shall have the authority to approve Planned Unit Developments in accordance with Chapter 1288 and to Conditional Rezonings in accordance with Chapter 1289.
- (4) Approval Table. The following table summarizes types of uses and the type of review each requires.

Type of Use	Type of Submittal	Approval Authority
1. Single-Family Detached Dwellings	Sketch Plan	Administrative
2. Single-Family Attached Dwellings, Two-Family Dwellings	Site Plan	Administrative
3. Multiple-Family Dwelling Units	Site Plan	Administrative or Planning Commission, per 1296.01(3)(a)
4. Principal Non-Residential Uses in New Structures	Site Plan	Planning Commission
5. Change of Use – permitted uses within district	Site Plan	Administrative or Planning Commission, per 1296.01(3)(a)
6. Multiple Principal Uses	Site Plan	Planning Commission
7. Non-Residential Uses in Residential Districts	Site Plan	Planning Commission
8. Expansion of an existing use, other than single- and two-family dwellings	Site Plan	Administrative or Planning Commission, per 1296.01(3)(a)
9. Accessory Structures for Residential Buildings	Sketch Plan	Administrative
10. Accessory Structures for Non-Residential Buildings	Site Plan	Planning Commission
11. Parking Lots – repairing, resurfacing, restriping, curbing	Sketch Plan	Administrative
12. Parking Lots – reconstructing	Site Plan	Planning Commission
13. Site and Building Improvements	Sketch Plan	Administrative
14. Special Land Uses	Conceptual Plan, Site Plan	Planning Commission
15. Planned Unit Developments	Conceptual Plan, Site Plan, PUD Agreement	Planning Commission, City Council
16. Conditional Rezoning	Site Plan, CR Agreement	Planning Commission, City Council

- (c) Standards for Site Plan Approval.

The following criteria shall be used as a basis upon which site plans will be reviewed and approved.

- (1) Adequacy of information. The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed uses and structures.
- (2) Site design characteristics. All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of parcel, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this section.
- (3) Appearance. Landscaping, earth berms, fencing, signs, walls, and other site features shall be designed and located on the site so that the proposed development is aesthetically pleasing and harmonious with nearby existing or future developments.
- (4) Compliance with district requirements. The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, open space, density and all other requirements set forth in the Schedule of Regulations (Section 1294.32), except as provided elsewhere in this section.
 - A. Site condominiums.
 1. In the case of site condominiums, these regulations shall be applied by requiring the site condominium unit and a surrounding limited common element to be equal in size to the minimum lot size and lot width requirements for the district in which the project is located. The site condominium unit shall be equivalent to the area of the lot where a principal building can be constructed and there shall be a limited common element associated with each site condominium unit which shall be at least equivalent to the minimum yard area requirements.
 2. In addition, site condominium projects shall comply with the applicable design standards which have been developed for similar types of development in the City, as described in the City Subdivision Ordinance, the City Engineering Design Specifications, and other applicable ordinances and regulations, including requirements for streets, blocks, lots, utilities, and storm drainage. These requirements and specifications are hereby incorporated and are made a part of this section by reference.
 - B. Detached condominiums.
 1. In the case of detached condominiums, these regulations shall be applied by requiring that the detached condominium units comply with the requirements governing minimum distance between buildings, attachment of buildings, and other applicable requirements for the district in which the project is located. Furthermore, proposed detached condominium projects shall not exceed the maximum permitted density for the district in which the project is located.
 2. In addition, site condominium projects shall comply with the applicable design standards which have been developed for similar types of development in the City, as described in the City Subdivision Ordinance, the City Engineering Design Specifications, and other applicable ordinances and regulations, including requirements for streets, blocks, lots, utilities, and storm drainage. These requirements and specifications are hereby incorporated and are made a part of this section by reference.
 - C. Condominium document review and approval.

1. The Planning Commission shall review the final condominium documents to determine compliance with site plan approval and City and State of Michigan condominium development requirements. The Planning Commission shall approve or deny the request for final approval of the condominium documents. Condominium documents include the Condominium Subdivision Plan (Exhibit B drawing), Master Deed and Bylaws.
 2. An application for condominium document review must be submitted to the Building Superintendent according to the requirements of paragraph (c)(3) and (4) hereof, as applicable, within one year after the date of approval of the condominium site plan by the Planning Commission, or such approval shall be deemed null and void, unless an extension subject to the requirements of paragraph (e)(6)C. hereof is granted.
 3. No installation or construction of any improvements or land balancing or grading shall be made or begun until the final condominium documents have been approved. No removal of trees and/or other vegetation shall be started at this time except for minor clearing required for surveying and staking purposes.
- (5) Privacy. The site design shall provide reasonable visual and sound privacy. Fences, walls, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and the safety and privacy of occupants and uses.
 - (6) Emergency Vehicle Access. All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.
 - (7) Circulation. Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. The site plan shall provide a pedestrian circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system. The arrangement of public and common ways for vehicular and pedestrian access shall respect the pattern of existing or planned streets and pedestrian ways in the vicinity of the site. The width of streets and drives shall be appropriate for the volume of traffic they will carry.
 - (8) Barrier-free access. The site shall be designed to provide barrier-free parking and pedestrian circulation.
 - (9) Parking. The number and dimensions of off-street parking spaces shall be sufficient to meet the minimum required by this Zoning Code. 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.
 - (10) 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 complement the natural drainage patterns and wetlands, and which 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.
 - (11) Soil erosion and sedimentation. The proposed development shall include measures to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current State (MDNR) Standards and City Code of Ordinances.
 - (12) Building design. The building design shall relate to the surrounding environment with regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials shall 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.

- (13) Exterior 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.
- (14) Signs. The development meets all standards in the City's Sign Code.
- (15) Public Services. Adequate services and utilities, including water, sewage disposal, sanitary sewer, and stormwater control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development.
- (16) Screening. Off-street parking, loading and unloading areas, outside refuse storage areas, and other storage areas that are visible from adjacent homes or from public roads, shall be screened by walls or landscaping of adequate height.
- (17) Landscaping 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.
- (18) Danger from Fire and Hazards. The level of vulnerability to injury or loss from incidents involving fire and hazardous materials or processes shall not exceed the capability of the City to respond to such incidents so as to prevent injury and loss of life and property. In making such an evaluation, the City shall consider the location, type, characteristic, quantities, and use of materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the City. Sites that include significant storage of flammable or hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the ground, groundwater, and public sewer system. 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.
- (19) Health and safety concerns. Any use in any zoning district shall comply with applicable federal, state, county, and local health and pollution laws and regulations with respect to noise; dust, smoke, and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and, tox and hazardous materials.
- (20) Phases. All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient, and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- (21) Relationship to adjacent sites. All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be review with regard to any common relationship with adjacent properties.

(22) 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.

(d) Application Requirements.

1. Site Plan Review. An application for site plan review, supplied by the Building Department, shall be submitted to the Building Superintendent with the required items presented in the table below. Required items shall be demonstrated on the site plan drawings, written narrative / submitted documentation, or both as indicated in the table. All site plan drawings shall be submitted on sheets twenty-four (24) by thirty-six (36) inches and in digital PDF format.
2. Conceptual Plan Review. Where a Conceptual Plan Review is included as a part of the Site Plan Review procedure, either as required by ordinance or requested by the applicant, the application for site plan review and required fees shall be submitted to the Building Superintendent with the required items presented in the table below. All site plan drawings shall be submitted on sheets twenty-four (24) by thirty-six (36) inches and in digital PDF format.
3. Sketch Plan Review. Where a conceptual plan or sketch plan is required by the procedures described in 1296.01(e), such required items are also described and shall include narrative/documentation. The applicant shall submit one (1) copy of the final sketch plan, reduced in size to eight and one-half (8 ½) by fourteen (14) inches.

SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
<i>Descriptive and Identification Data</i>					
1	Applicant's name, address, and telephone number.	√	√	√	All
2	The name of the development.	√	√	√	All
3	The date(s) (submission and revisions), north point, and scale.	√	√	√	
	Scale shall be as follows: < 1 acre: One (1) inch = twenty (20) feet > 1 acre and < 3 acres: One (1) inch = thirty (30) feet > 3 acres: One (1) inch = fifty (50) feet			√	
4	A small location sketch of sufficient size and scale (within a one-quarter mile is suggested) showing the location of the area in relation to surrounding properties, streets, freeways, schools, school sites, and other significant features of the City, where appropriate.	√	√	√	
5	Legal and common description of property	√	√	√	
6	The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.	√	√	√	

SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
7	Size of property in net acreage (minus rights-of-way), total acreage (to the nearest one-tenth acre), and square feet	√	√	√	
8	Proximity to driveways serving adjacent parcels and to section corners and major thoroughfares.			√	
9	Zoning classification of applicant's parcel and all abutting parcels.	√	√	√	
10	A schedule for completing the project, including the phasing or timing of all proposed developments.				Sketch Site
11	Written description of proposed land use.				All
12	Notation of any variances which have or must be secured.				All
13	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared the plan.	√	√	√	
14	Current proof of ownership of the land to be utilized or evidence of a contractual arrangement to acquire such land.				All
<i>Site Data</i>					
15	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.	√	√	√	
16	Front, side, and rear setback dimensions.	√	√	√	
17	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.			√	
18	Proposed site plan features, including buildings, roadway widths and names, and parking areas.	√	√	√	
19	Dimensions and centerlines of roads and road rights-of-way.			√	
20	Acceleration, deceleration, and passing lanes, where required.			√	
21	Proposed location of driveway entrances and on-site driveways.			√	
22	Typical cross-section of proposed roads and driveways.			√	
23	Location of existing drainage courses, floodplains, lakes, and streams, with elevations.		√	√	
24	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.		√	√	
25	Location of sidewalks within the site and within the right-of-way.		√	√	
26	Exterior lighting locations and method of shielding lights from shining off the site.			√	

SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
27	Trash receptacle and/or transformer pad locations and method of screening, if applicable.			√	
28	Parking spaces, typical dimensions of spaces, indication of total number of spaces (including information needed to calculate required parking in accordance with Zoning Code standards), drives, and method of surfacing.			√	
29	General landscape plan showing the location and type of lawn/groundcover, landscaped areas, trees, and other live plant material.	√	√		
	Detailed landscape plan showing (1) the location of lawns and landscaped areas; (2) the location, size, type, and quantity of proposed shrubs, trees, and other live plant material; (3) the location, size, and type of existing trees five inches or greater in diameter, measured at one foot of the ground, before and after proposed development; and (4) cross section of proposed berms.			√	
30	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.		√	√	
31	Designation of fire lanes.			√	
32	Loading / unloading area.			√	
33	The location of any outdoor storage of materials and method of screening.			√	
<i>Building and Structure Details</i>					
34	Location, height, and outside dimensions of all proposed buildings or structures.			√	
35	Indication of the number of stores and number of commercial or office units contained in the building.		√	√	All
36	Building floor plans, including total floor area.			√	
37	Location, size, height, and lighting of all proposed signs.			√	
38	Proposed fences and walls, including typical cross-section and height above the ground on both sides.			√	

SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
39	Building facade elevations (scale: One (1) inch = four (4) feet). Elevations shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.	Only where façade changes are proposed		√	
<i>Information Concerning Utilities, Drainage, and Related Issues</i>					
40	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.		√	√	
41	Location of exterior drains, dry wells, catch basins, retention/ detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.		√	√	
42	Indication of site grading and drainage patterns.		√	√	



SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
43	<p>Information required for permission to commence any type of development within a flood hazard area:</p> <ul style="list-style-type: none"> The elevation in relation to mean sea level of the floor, including basement, of all structures. A description of the extent to which any watercourse will be altered or relocated as a result of proposed development. Proof of development permission from appropriate local, state, and federal agencies as required by this Zoning Code, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Energy, Great Lakes, and the Environment under authority of Act 245 of the Public Acts of 1929, as amended by Act 167 of the Public Acts of 1968, the Flood Plain Regulatory Authority. Base flood elevation data where the proposed development is subject to Act 288 of the Public Acts of 1967, the Subdivision Control Act, or greater than five acres in size. 				All
44	Soil erosion and sedimentation control measures.			√	Site
45	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.			√	
46	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than twenty-five gallons per month.				All
47	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas and underground storage tank locations.			√	
48	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.			√	
<i>Information Concerning Residential Development</i>					
49	The number, type, and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.) and density calculations by type of residential unit (dwelling units per acre).		√	√	All
50	Lot coverage calculations.			√	

SITE PLAN APPLICATION REQUIREMENTS					
Item	Description	Sketch Plan	Conceptual Plan	Site Plan	Narrative
51	Floor plans of typical buildings with square feet of floor area.			√	
52	Garage and carport locations and details, if proposed.			√	
53	Pedestrian circulation system.		√	√	
54	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.			√	
55	Community building location, dimensions, floor plans, and facade elevations, if applicable.			√	
56	Swimming pool fencing detail, including height and type of fence, if applicable.			√	
57	Location and size of recreation open areas, including an indication of type of recreation facilities proposed.			√	
<i>Information Concerning Mobile Home Parks</i>					
58	Location and number of pads for mobile homes.			√	
59	Distance between mobile homes.			√	
60	Proposed placement of mobile home on each lot.			√	
61	Average and range of size of mobile home lots.			√	
62	Density calculations (dwelling units per acre)			√	
63	Lot coverage calculations.			√	
64	Garage and carport locations and details, if proposed.			√	
65	Pedestrian circulation system.			√	
66	Location and names of roads and internal drives.			√	
67	Community building location, dimensions, floor plans, and facade elevations, if applicable.			√	
68	Swimming pool fencing detail, including height and type of fence, if applicable.			√	
69	Location and size of recreation open areas, including an indication of type of recreation facilities proposed.			√	
<i>Information Concerning Condominium Development</i>					
70	Condominium documents, including the proposed master deed, restrictive covenants, and condominium bylaws.				√
71	Condominium subdivision plan requirements, as specified in Section 66 of Public Act 59 of 1978, as amended, and Rule 401 of the Condominium Rules promulgated by the Michigan Department of Commerce, Corporation and Securities Bureau.			√	

- (2) Items not applicable. If any of the items in the above-listed table are not applicable to a particular site, the following information shall be provided on the site plan:
 - A. A list of each item considered not applicable.
 - B. The reason(s) why each listed item is not considered applicable.
 - (3) The Planning Commission, Building Superintendent, or other party authorized by the City may request any additional information it deems necessary in the review of the submitted site plan.
- (e) Site Plan Application Review Procedures.
- (1) Pre-Application Meeting.

In order to facilitate processing of a site plan in a timely manner, the City provides opportunities for potential applicants to meet with and discuss development/redevelopment proposals with City officials and staff, which may include but is not limited to the Building Superintendent, City Planner, and City Engineer, for the purposes of obtaining information and guidance in the preparation of the required site plan and application materials. The applicant may, but is not required to, present drawings or site plans at a pre-application meeting, and no formal action shall be taken on a site plan submitted for pre-application meetings. The City Planner's and City Engineer's fees for any such pre-application conference shall be paid by the applicant.

 - A. Optional. Any applicant may request a pre-application meeting to discuss land use proposals and site characteristics.
 - B. Recommended. A pre-application meeting is strongly recommended for all proposed developments within the Downtown Development Authority (DDA) District and all Special Land Use applications.
 - C. Required. A pre-application meeting is required for Planned Unit Development proposals.
 - (2) Conceptual Review by Planning Commission.
 - A. The Planning Commission will offer comments on a conceptual plan as described in 1296.01(d), showing site arrangement, context, density, landscaping, circulation, drainage, and utilities.
 - B. Conceptual site plan review is required for all special land use, planned unit development, condominium, and conditional rezoning projects.
 - C. An applicant may file a written request for conceptual review in conjunction with any project requiring site plan review.
 - D. Conceptual review fees shall be paid according to the fee schedule established by City Council.
 - E. No formal action shall be taken on a site plan submitted for conceptual review, and neither the applicant nor the Planning Commission shall be bound by any comments or suggestions made during the course of the conceptual review.
 - (3) Completeness Review.

All required application materials shall be presented to the Building Superintendent's office by the property owner or their designated agent at least thirty (30) days prior to the Planning Commission meeting where the site plan will be considered. The Building Superintendent or designee shall review the application for completeness in order to determine if the application has been properly submitted and the applicant has corrected all deficiencies. Completeness reviews are solely for the purpose of determining whether the preliminary information required for submission of the application is sufficient to allow further processing, and shall not constitute a decision as to whether an application complies with the provisions of this Zoning Code.

(4) Technical Review.

- A. Upon confirmation from the City Planner, City Engineer, City Attorney and other consultants and staff that the site plan substantially meets the requirements of this chapter, an additional ten copies of the site plan shall be submitted to the Building Department. The Commission may prepare forms and require the use of such forms in site plan preparation. A separate escrow deposit may be required for administrative charges to review the site plan submittal.
- B. Upon submission of all required application materials, the site plan proposal shall be distributed, at the option of the Building Superintendent, to the City Planner, City Engineer, City Attorney and other City consultants and staff for review. For site plans determined not to be in substantial compliance, the applicant may be required to complete revisions and re-submit the plans for further review prior to final action.
- C. Technical review shall result in a report submitted to the Planning Commission with the site plan review application. Once the technical review is complete, the application will be placed on the next regularly scheduled Planning Commission meeting. All required revisions must be completed prior to the site plan being placed on the Planning Commission agenda for review.

(5) Administrative Review.

The Building Superintendent or his or her designee may review and make a decision on a qualifying site plan review application that meets the standards of 1296.01(3)A.

(6) Planning Commission Review.

- A. All applications for Site Plan Review except those eligible for Administrative Review shall be considered by the Planning Commission. Planning Commission review shall be required for all Special Land Use, Conditional Rezoning, and Planned Unit Development proposals.
- B. Public Hearing. A public hearing conducted by the Planning Commission is required for all site plans involving uses that are subject to special land use approval, applications for conditional rezoning, and planned unit developments. After payment of appropriate fees, the Building Superintendent or designee shall set the date of the public hearing.

(7) City Council Review.

Applications for Planned Unit Development and Conditional Rezoning which are recommended for approval by the Planning Commission shall be reviewed by City Council in accordance with the procedures set forth in Chapters 1288 and 1289 of this Zoning Code, respectively.

(f) Site Plan Application Determinations.

The Building Superintendent, Planning Commission, or City Council shall review the application and make a determination to approve the application, require any conditions it may find necessary, deny the application, or table the application.

- (1) Approval. Upon determination that a site plan is in compliance with the standards and requirements of this Section and other applicable ordinances and laws, approval shall be granted.
- (2) Conditional Approval. Upon determination that a site plan is in compliance except for minor modifications, the conditions for approval shall be identified and the applicant shall be given the opportunity to correct the site plan. The conditions may include the need to obtain variances or obtain approvals from other agencies. If a plan is approved subject to conditions, the applicant shall submit a revised plan with a revision date,

indicating compliance with the conditions the Building Superintendent or Planning Consultant, for final approval stamp after conditions have been met.

- (3) Denial. Upon determination that a site plan does not comply with the standards and regulations set forth in this Chapter or elsewhere in this Section, or requires extensive revision in order to comply with said standards and regulations, site plan approval shall be denied.
- (4) Tabling. Upon determination that a site plan is not ready for approval or rejection, or upon a request by the applicant, the Planning Commission may table consideration of a site plan until a future meeting.

(g) Record of Actions.

The City shall keep a record of decisions on all site plans on file in the City Hall. The record shall include the following information:

- (1) Minutes. All minutes from any meeting where the site plan was considered.
- (2) Finding of Fact. The decision on a site plan review shall be incorporated in a finding of fact relative to the land use under consideration and shall specify the basis for the decision and any conditions imposed.
- (3) Final Site Plans. An electronic PDF version and a full-size print set (24" x 36") of the final site plans stamped by a licensed architect, landscape architect, or civil engineer.
 - A. Three (3) copies of the application and approved plans shall be stamped APPROVED and signed by the Building Superintendent or City Planner. One marked copy shall be returned to the applicant and the other two copies will be kept on file in the City Hall.
- (4) Development Agreement. An approved site plan shall include a site plan development agreement outlining the approved use, any applicable conditions, and procedural process. The development agreement shall be signed by the applicant and the Planning Commission Chair.

(h) Procedure After Site Plan Approval.

(1) Application for Building Permit.

- A. Following final approval of the site plan and the engineering plans, the applicant may apply for a building permit. It shall be the responsibility of the applicant to obtain all other applicable City, County, or State permits and approvals prior to issuance of a building permit.
- B. A building permit for a structure in a proposed condominium project shall not be issued until evidence of a recorded master deed has been provided to the City. However, the Building Superintendent may issue permits for site grading, erosion control, installation of public water and sewage facilities, and construction of roads, prior to recording the master deed. No permit issued or work undertaken prior to recording of the master deed pursuant to this section shall grant any rights or any expectancy interest in the approval of the master deed.

- (2) Expiration of Site Plan Approval. If construction has not commenced within twelve (12) months of final approval of the site plan, or if construction has not been completed within twelve (12) months after it was commenced, the site plan approval becomes null and void and a new application for site plan review shall be required. The Building Superintendent may grant an extension of up to twelve (12) months, upon written request from the applicant, if his or her designee finds that the approved site plan adequately represents current conditions on and surrounding the site and provided that the site plan conforms to the current Zoning Code standards.

(3) Application for Certificate of Occupancy. Following completion of site work and building construction, the applicant may apply for a certificate of occupancy or a temporary certificate of occupancy from the Building Superintendent. It shall be the applicant's responsibility to obtain these required certificates prior to any occupancy of the property.

(4) Property Maintenance After Approval.

- A. It shall be the responsibility of the owner of a property for which site plan approval has been granted to maintain the property in accordance with the approved site design on a continuing basis until the property is razed, or until new zoning regulations supersede the regulations upon which site plan approval was based, or until a new site design is approved. Any property owner who fails to so maintain an approved site design shall be deemed in violation of the use provisions of this Section and shall be subject to the same penalties appropriate for a use violation.
- B. With respect to condominium projects, the master deed shall contain provisions describing the responsibilities of the condominium association, condominium owners, and public entities, with regard to maintenance of the property in accordance with the approved site plan on a continuing basis. The master deed shall further establish the means of permanent financing for required maintenance and improvement activities which are the responsibility of the condominium association. Failure to maintain an approved site plan shall be deemed in violation of the use provisions of this Section and shall be subject to the same penalties appropriate for a use violation.

(5) Recorded and As-Built Condominium Documents.

- A. Upon approval of the site plan for a condominium project involving new construction, the condominium project developer or proprietor shall furnish the City with the following:
 - 1. One (1) copy of the recorded master deed, and
 - 2. One (1) copy of any condominium bylaws and restrictive covenants.
- B. Upon completion of the project, the condominium project developer or proprietor shall furnish the city with the following:
 - 1. Two (2) copies of an "as built survey", and
 - 2. One (1) copy of the site plan on a mylar sheet of at least thirteen (13) by sixteen (16) inches with an image not to exceed ten and one-half (10 ½) by fourteen (14) inches.
- C. The as-built survey shall be reviewed by the City Engineer for compliance with City ordinances. Fees for this review shall be established by the City Council.

(6) Revocation. Approval of a site plan may be revoked by the Planning Commission or Building Superintendent if construction is not in conformance with the approved plans. In this case, at the discretion of the Building Superintendent, the site plan shall be placed on the agenda of the Planning Commission for consideration and written notice shall be sent to the applicant at least ten (10) days prior to the meeting. The Building Superintendent, applicant, and any other interested persons shall be given the opportunity to present information to the Planning Commission and answer questions. If the Planning Commission finds that a violation exists and has not been remedied prior to the hearing, then it shall revoke the approval of the site plan.

(i) Amendments and Modifications.

A site plan approved in accordance with the provisions in this section may be subsequently modified, subject to the following requirements:

(1) Minor Modifications.

- A. Minor modifications to an approved site plan may be reviewed by the City Building Superintendent or his or her designee.
- B. Minor modifications are changes that do not substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public services, or the vulnerability to hazards. Examples of minor modifications include, but are not limited to:
 - 1. An addition to an existing commercial or industrial building that does not increase or decrease the floor space by more than 25% or 3,000 square feet, whichever is less.
 - 2. Re-occupancy of a vacant building that has been unoccupied for less than twelve (12) months.
 - 3. Changes to building height that do not add an additional floor.
 - 4. Additions or alterations to the landscape plan or landscape materials.
 - 5. Relocation or screening of a trash receptacle.
 - 6. Alterations to the internal parking layout of an off-street lot.
- C. Determination of Minor Modification. The Building Superintendent, or his or her designee, shall determine if the proposed modifications are minor in accordance with the guidelines in this Section. In order to make the determination, the Building Superintendent shall solicit comments and recommendations from the Planner, Engineer, and public safety officials, as deemed necessary.

(2) Major Modifications.

- A. If the modifications are not deemed minor by the Building Superintendent, then full review, and approval by the Planning Commission shall be required.
- B. Planning Commission review shall be required for all site plans that involve a request for a variance, a special land use, conditional rezoning, and planned unit development proposal that involves a discretionary decision, or a proposal that involves a nonconforming use or structure.
- C. Examples of major modifications include, but are not limited to:
 - 1. The construction of a new building or structure.
 - 2. The addition or deletion of parking.
 - 3. The addition of curb cuts onto a public road.

(3) Recording of Action.

- A. Each action related to modification of a site plan shall be duly recorded in writing on a copy of the approved plan and shall be kept on file in the office of the Building Superintendent.
- B. The Planning Commission shall be advised of all minor site plan modifications approved by the Building Superintendent and such modifications shall be noted on the site plan and in the minutes of the Planning Commission.

(j) Fees and Performance Guarantees.

- (1) Fees. Fees for the review of site plans and inspections as required by this section shall be established and may be amended by resolution by the City Council.
- (2) Performance Guarantees. Performance guarantees shall be required subject to the standards in Section 1262.09.

Zoning Amendment Log

Section	Description	Policy review	Public hearing	Council packet
1296.01	Waste management			9/1/2020
	Site plan review		8/12/2020	9/1/2020
	Lot division	7/8/2020	8/12/2020	9/1/2020
	Signage conflicts	7/8/2020	8/12/2020	9/1/2020
	Marijuana zoning			
	Auto service district			
	Standards for auto sales establishments			
	Rezoning NBD to MBD			
	New NBD district			