

LINCOLN PARK PLANNING COMMISSION

City Hall – Council Chambers 1355 Southfield Road | Lincoln Park, MI

April 13, 2022 at 7 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Minutes
- IV. Approval of Agenda
- V. Old Business
- VI. New Business
 - A. Site Plan Review: 3719 Fort Office
 - B. Zoning Text Amendment: Training Facilities
 - C. Public Hearing: Training Facilities
 - D. Zoning Text Amendment: E-Commerce
 - E. Public Hearing: E-Commerce
- VII. Policy Review and Discussion
- VIII. Education and Training (see April Planning Report)
- IX. Reports from Department and Other Boards and Commissions
- X. Public Comments
- **XI.** Comments from Planning Commissioners
- XII. Adjournment

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

CITY OF LINCOLN PARK COUNTY OF WAYNE, STATE OF MICHIGAN PLANNING COMMISSION MEETING OF MARCH 23 2022

A Planning Commission meeting of <u>March 23, 2022</u>, Lincoln Park City Hall at 1355 Southfield, Lincoln Park Michigan was called to order at 7:00 p.m. Mr. Persinger, Commencing with the Pledge of Allegiance.

PRESENT: Kissel, Horvath, Persinger, Loduca, Duprey

ABSENT:

EXCUSED: Palmer

ALSO PRESENT: Elizabeth Gunden, John Meyers, Don Vowels, Stephen Kwasnik, Lylian Ross, Tom

Karnes, Mousa Hasbani

APPROVAL OF MINUTES AS CORRECTED

Moved by: Duprey Supported by: Loduca

MOTION CARRIED unanimously

APPROVAL OF AGENDA

Moved by: Persinger Supported by: Duprey

MOTION CARRIED unanimously

NEW BUSINESS

A. SITE PLAN REVIEW 4089 DIX - AUTO SERVICE

The proposed project is an automotive service station, to include the installation of automotive window tinting, car alarms, remote car starters, and car audio equipment, at 4089 Dix Highway. The Planning Commission reviewed and approved a site plan for a shopping center at this site in 2018; however, the existing building is currently vacant.

The 1.029-acre site consists of an existing building and parking lot and is located at the northeast corner of Dix Highway and Goddard Road. Ecorse Creek borders the property to the north. There is an existing concrete sidewalk along both Dix Highway and Goddard Road, and there is vehicular access to the site from both roads. There is an existing one-story building on the property that is currently designed as a shopping center with several separate units.

Recommended that the City of Lincoln Park Planning Commission approve the site plan numbered PPC22-0003, proposing an automotive service station at 4089 Dix Highway and consisting of the pages and revision dates found under 'Site Plan Documents' above, based on the finding that the proposal substantially complies with the requirements of §1296.01. This approval is conditional upon the submittal, within 45 days of the date of this report, of a revised Site Plan resolving the items noted above and subject to administrative review and approval.

Moved by Loduca

Supported by Duprey.

Yay's: Kissel, Horvath, Persinger, Duprey, Loduca

Nay's: None

Motion Approved

B. PUBLIC HEARING: 4089 DIX - AUTO SERVICE

Public Hearing opened at 7:13 p.m.

Mayor Karnes made a recommendation to approve.

Public Hearing closed at 7:16 p.m.

C. SPECIAL LAND USE REVIEW- 4089 DIX

The applicant proposes to obtain Special Land Use approval to allow for an automotive service station, to include the installation of automotive window tinting, car alarms, remote car starters, and car audio equipment, at 4089 Dix Highway. The Planning Commission reviewed and approved a site plan for a shopping center at this site in 2018; however, the existing building is currently vacant. The 1.029-acre site consists of an existing building and parking lot and is located at the northeast corner of Dix Highway and Goddard Road. The proposed use of an automotive service station is permitted within the Municipal Business District after Special Land Use approval under §1276.03(e) via §1278.03(a) of the Lincoln Park Zoning Code, and subject to §1294.14. Additionally, the Lincoln Park Zoning of Appeals approved a request for a dimensional variance from the requirement that a new automotive service station may not be located within 5,000 feet of an existing automotive fueling station, service station, or repair center (§1294.14(c)) on March 17, 2022.

Recommended that the Lincoln Park Planning Commission grant Special Land Use Approval for an automotive service station at 4089 Dix Highway, as requested in PPC 22-0003, based on an affirmative finding of compliance with the criteria set forth in Section 1262.08 of the Lincoln Park Zoning Code.

Moved by: Persinger Supported by: Loduca

Yay's: Kissel, Horvath, Persinger, Duprey, Loduca

Nay's: None

Motion Approved

POLICY REVIEW AND DISCUSSION

EDUCATION AND TRAINING

REPORTS FROM DEPARTMENTS AND OTHER BOARDS AND COMMISSIONS

PUBLIC COMMENTS

A public thank you was given.

COMMENTS FROM PLANNING COMMISSIONERS

ADJOURNMENT

Moved by: Persinger Supported by: Duprey

MOTION CARRIED unanimously

Meeting adjourned at 7:23 p.m.

MICHAEL HORVATH, Secretary



3719 Fort - Office

Site Plan Review

Applicant Mariam Rushin

Project Office

Address 3719 Fort Street, Lincoln Park, MI 48146

Date April 13, 2022

Request Site Plan Review

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).



Figure 1: Aerial View

Project and Site Description

The proposed project is a tax office. The previous use of the building was an upholstery shop; however, the building is currently vacant.

Site Conditions

The 0.04-acre site is located along Fort Street between Kings Highway to the north and Highland Avenue to the south. The site is entirely covered with impervious surface, including the existing building, the sidewalk in front of the building, and a paved area at the rear of the building with a small parking area. The rear of the building abuts a public alley, which provides vehicular access to the site.



Master Plan

Future Land Use Classification

The future land use classification for the site is General Commercial. The proposed use of an office 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.

Land Use and Zoning

Zoning

The site is zoned Municipal Business District (MBD). An office is a principally permitted use in the MBD per §1296.02(a) via §1278.02(a).

Proposed and Existing Uses

Troposed arra Existing oses		
Site	Vacant & Commercial –	
Site	Municipal Business District (MBD)	
North	Commercial – Municipal Business	
NOLLI	District (MBD)	
	Public alley, then Residential –	
East	Single-Family Residential District	
	(SFRD)	
South	Commercial – Municipal Business	
South	District (MBD)	
West	ROW then Commercial –	
vvest	Municipal Business District (MBD)	



Figure 2: Zoning Map

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
A-1	Site Plan, Location Map	03/11/2022	_
A-2	Existing Building Floor Plan	03/11/2022	_
A-3	Front – West Elevation, Rear – East Elevation	03/11/2022	_



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	Min. 40	~20 ft.	NOT MET
Street Frontage (§1294.09)	Shrubbery and low retaining walls maximum 2 ½' < height < 8'	No shrubbery or walls proposed.	N/A
Lot Area	Min. 4,000 sq. ft.	~1,858 sq. ft.	NOT MET
Lot Coverage	Max. 50%	~1,020/1,858 = 55%	NOT MET
Height	2-Story Building; 25 ft	1 story; 15' 8"	Met
Setback – Front	0	0'	Met
Setback – Sides	0	0'	Met
Setback – Rear	0	~41.5′	Met

The existing site does not meet the dimensional standards lot width, area, and coverage. Because this is an existing site, the City has historically permitted these conditions to remain.

Items to be addressed

None

BUILDING DESIGN

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

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



Required	Compliance
Architectural variety Similar materials and entrances to buildings within 500' 1 block north on Fort St. – one-story, square, auto-oriented. 1 block south on Fort St. single story square flat roofs.	Met
 Building materials: primarily natural products conveying permanence (brick, decorative masonry block, stone, or beveled wood siding) = 75% of each façade (industrial districts, 50% if facing ROW) West-Front Elevation: 54% masonry (105/196) Brick: ~105 sf Metal siding: ~91 sf Glass (exempt): ~135 sf Total Area: ~331 sf East-Rear Elevation: 90% masonry (209/232) CMU block: ~209 sf Metal door: ~23 sf Glass (exempt): ~13 sf Total Area: ~245 sf 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) Natural colors (bright for decorative features only) Natural brick, dark grey accents	NOT MET
 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 All sides facing ROW are brick and stone 	Met
 Windows: vertical, recessed, visually obvious sills Spaces between windows = columns, mullions, or material found elsewhere on the façade Front facades > 25% windows ~41% transparency (135/331) Size, shape, orientation, spacing to match buildings within 500' 	Met
 Main entrances: doors larger Framing devices (overhangs, recesses, peaked roof forms, porches, arches, canopies, parapets, awnings, display windows, accent colors, tile work, moldings, pedestrian-scale lighting, distinctive door pulls) <i>Existing awning, distinctive door pulls, lighting</i> 	Met



	Required	Compliance
•	Pitched / shingled roof forms suggested; overhanging eaves with slope of 0.5 to 1	N/A
	Existing flat roof	
•	Rooflines >100' = roof forms, parapets, cornice lines	
•	Roof-top mechanical equipment screened by roof form. No roof-top mechanical equipment	

This is an existing building that meets all requirements excluding the building material requirement on the front elevation. The proposal does not include any changes to the existing facades; therefore, the City has historically permitted existing façade conditions to remain.

Items to be addressed

None

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 20-ft. public sidewalk along Fort Street, which provides pedestrian circulation separated from the vehicular circulation. There are no bicycle lanes on the ROW or bicycle parking facilites proposed. Any broken, cracked, or unsafe sidewalks in the Fort Street ROW must be repaired. Engineering comments state that there is some broken concrete in front of the unit, and it should be removed and replaced prior to occupancy.

Items to be addressed

Applicant shall ensure that concrete sidewalks are brought up to City standards.

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
Office	Three and one-half (3½) for every one-thousand (1,000) square feet of GFA. 1,020 sf of GFA / 1,000 = 1.02 * 3.5 = 3.57 = 4 spaces	1 parking space provided (there is room for 2 spaces to be provided)	NOT MET

§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
	Adequate means of ingress and egress shall be provided and shown	Ingress and egress provided from public alley.	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	Parking area has existing concrete.	Met
	Concrete curbs and gutters	Not applicable	N/A
Parking Area Type B §1290.05	When adjoining residential property and/or a residential street or alley: 6' solid masonry wall, ornamental on both sides, with bumper guards	There is an alley between the parking area and residential property. There is an existing wooden fence between the alley and residential area.	Met
3.233.33	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.	There is an alley between the parking area and residential property. There is an existing wooden fence between the alley and residential area.	Met
	Entrance only from the adjoining principal use or adjoining alley; no use of street for backing or maneuvering	There is ample space for maneuvering.	Met



Required	Proposed	Compliance
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.	Parking area does not abut a public sidewalk.	N/A

The proposed number of the parking spaces does not comply with the parking requirements for the proposed use, and the small size of the site prevents the applicant from providing the required four parking spaces. However, there is public on-street parking available along Fort Street. There is ample room in the back to fit two parking spaces; however, the site plan only shows one space with a loading space. A loading space is not required due to the size of the building; therefore, the loading space may be removed to allow for an additional parking space. Given the extremely limited ability of the site to accommodate parking, it is the Planning Commission's responsibilty to determine whether the proposed parking plan offers adequate provision for the intended use while preserving the public health, safety, and welfare.

Items to be addressed

- □ A Planning Commission waiver is requested to reduce the number of parking spaces from 4 to 2. Considerations include the size and configuration of the existing site.
- □ Applicant shall remove the loading area and add a second parking space to the rear parking area.

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	0	NOT MET

The lot is only about 20 feet wide, making the provision of a barrier-free space impossible with the dimension requirements for barrier-free parking spaces.

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
0 to 2,000	0	1 provided, but it may be removed to allow for a second parking space.	INQUIRY

Items to be addressed

☐ Applicant shall remove the loading area and add a second parking space to the rear parking area.

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 Rd., Fort St., Dix Ave., and Outer Dr.

There is no vehicular access to this site from any of these routes (vehicular access is via the public alley behind the building), so the standards of this section do not apply.

Items to be addressed

None

EMERGENCY VEHICLE ACCESS

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

Emergency vehicles may access the building via either Fort Street or the public alley. The Police Department has indicated that it has no concerns with the proposal.

Items to be addressed

None

STREETS

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

No new streets are proposed.

Items to be addressed

None



LANDSCAPING, SCREENING, AND OPEN SPACE

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

	Required	Proposed	Compliance
	Greenbelt, 10' width minimum with	The existing sidewalk extends	N/A
ing	groundcover	from the building to the street	
Street Landscaping	1 tree and 4 shrubs per 40' of street frontage	with no space for street	
Str	Where headlights from parked vehicles will	landscaping.	
Laı	shine into the ROW, may require a totally		
	obscuring hedge		
	10% of total lot area landscaped, including	Not provided; lot is entirely	N/A
r ing	groundcover	covered by building, sidewalk,	
Interior Landscaping	Interior landscaping to be grouped near	and parking. There is a small, 12	
Inte nds	entrances, foundations, walkways, service areas	sf planter box in front of the	
Lai	1 tree per 400 sf of required landscaping and 1	building under the awning.	
	shrub per 250 sf of required landscaping		
,	1 deciduous or ornamental tree per 10 parking	No parking lot trees proposed or	N/A
Parking Lot	spaces	required; lot is entirely covered	
Part Lu	100 sf of planting area per tree	by building, sidewalk, and	
,	, ,	parking.	
	Waste receptacle: Decorative masonry wall of at	The trash management plan is	Met
	least 6' with solid or impervious gate	rollout carts.	
би	Abutting residential: greenbelt, 15' with 5'	There is an existing wooden	N/A
Screening	evergreens (PC may waive), and/or solid 6'	fence between the alley and the	
сте	masonry wall ornamental on both sides	adjacent residential uses; the	
S		size of the property and the	
		existing building does not fit the	
		required screening buffer.	

Items to be addressed

□ A Planning Commission waiver is requested from the landscaping and abutting residential screening requirements as the site is too small to accommodate such requirements.

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 sedementation 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.
_	

□ A Soil Erosion and Sedimentation permit must be obtained from Wayne County.

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. Engineering comments state that if the existing sanitary sewer is going to be reused, the architect should verify that the existing sanitary service is adequate to handle the required flows for the building's use. If it is being reused, it is important that the developer realize this existing sanitary service is old and may have reached its life expectancy. It is highly recommended that the existing sanitary sewer service be videotaped to determine the condition of the service lead. If the existing water service is being reused, it is important that the developer realize this existing water service is also old and may have reached its life expectancy. If the existing service is a lead-type service or undersized, it will be required to be removed and replaced. The design professional must verify the existing water service type, size, and lead capicity and should verify that the existing service is adequate to handle the required flows.

Items to be addressed

Applicant shall work with the City Engineer to verify the existing water service and sanitary service type,
size, and determine the lead capacity for the proposed building use.

It is highly recommended that the existing sanitary service be videotaped to determine the condition of	
the service lead.	

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.

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.



There is existing and downward facing lighting on the building, which includes soffit lighting in the front. No new lighting is proposed.

Items to be addressed

None

NOISE

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

No 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 shown.

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.

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.

There is no indication of hazardous substances and polluting materials to be used or stored on-site at the facility.

Items to be addressed

None



SITE DESIGN STANDARDS FOR USES PERMITTED AFTER SPECIAL APPROVAL

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

The proposed office is a principal permitted use in the district.

Items to be addressed

None

OTHER AGENCY REVIEWS

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

Items to be addressed

Work in the Fort Street right of way requires a permit from the Michigan Department of Transportation
(MDOT).

☐ Applicant to secure all appropriate agency reviews as needed.

VARIANCES

No variances are anticipated from this proposal.

Items to be addressed

None

RECOMMENDATIONS

Findings

The information submitted with this proposal is substantially in compliance with §1296.01, Site Plan Review.

Conditions of Approval

Waivers

A Planning Commission waiver is requested to reduce the number of parking spaces from 4 to 2.
Considerations include the size and configuration of the existing site.
A Planning Commission waiver is requested from the landscaping and abutting residential screening

requirements as the site is too small to accommodate such requirements.

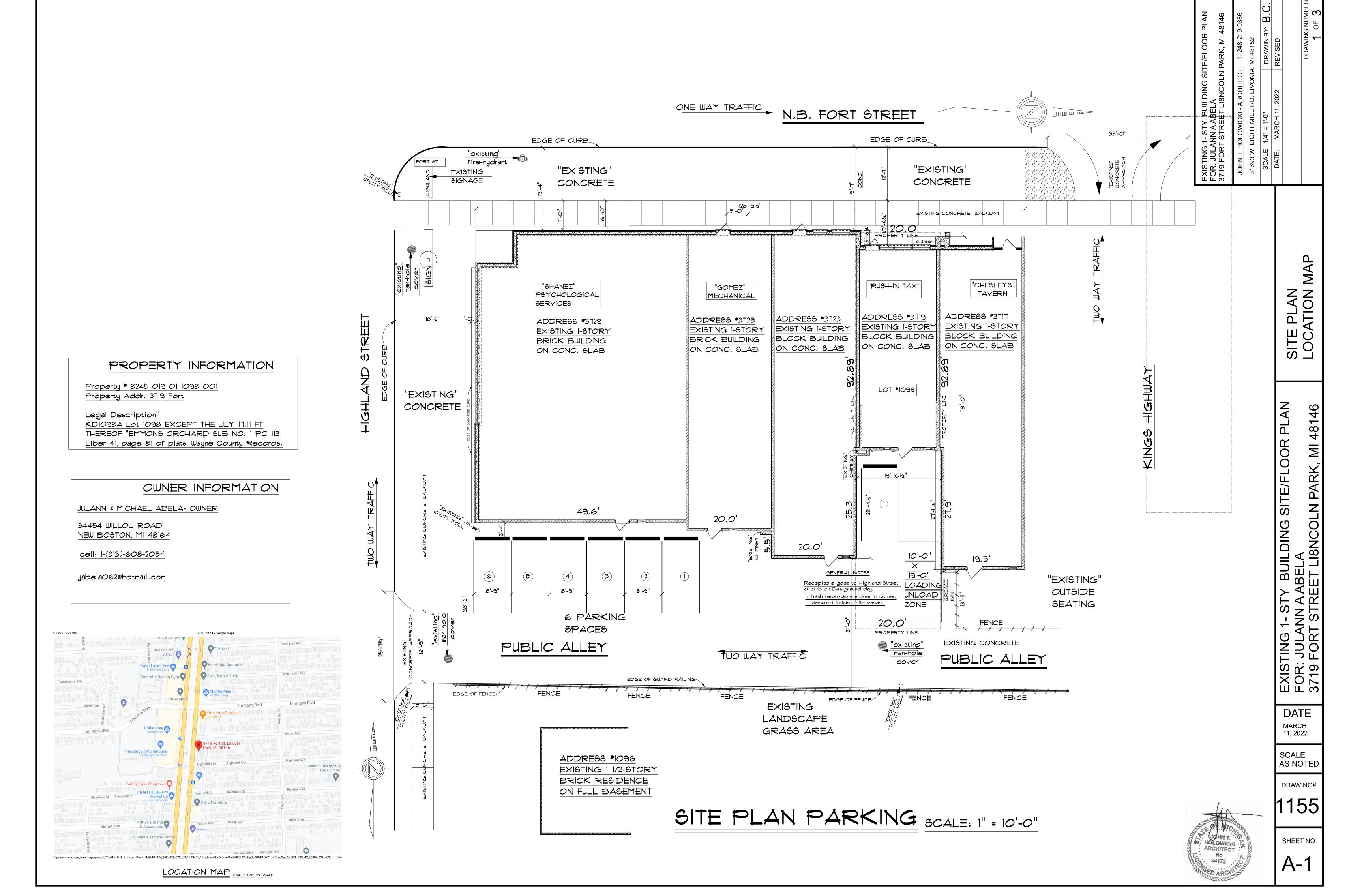


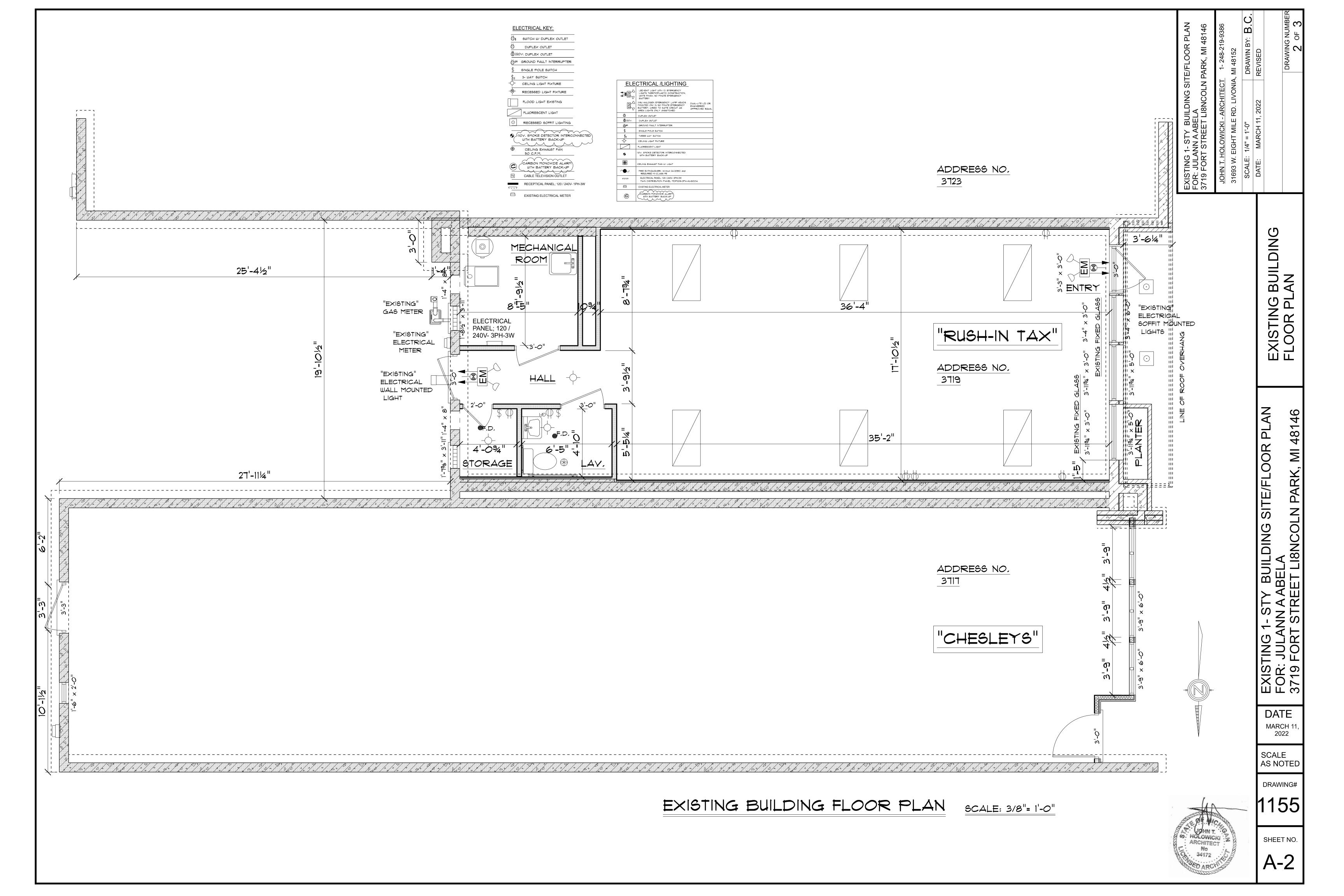
Conditions to be Addressed Before Approval Letter is Issued

	Applicant shall remove the loading area and add a second parking space to the rear parking area.
<u>Cc</u>	anditions of Approval
	Applicant shall ensure that concrete sidewalks are brought up to City standards.
	Applicant shall work with the building superintendent, City Engineer, and Lincoln Park Department of
	Public Services to comply with soil erosion control standards.
	A Soil Erosion and Sedimentation permit must be obtained from Wayne County.
	Applicant shall work with the City Engineer to verify the existing water service and sanitary service type,
	size, and determine the lead capacity for the proposed building use.
	It is highly recommended that the existing sanitary service be videotaped to determine the condition of
	the service lead.
	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.
	Work in the Fort Street right of way requires a permit from the Michigan Department of Transportation
	(MDOT).
	Applicant to secure all appropriate agency reviews as needed.

Proposed Motion

I move that the City of Lincoln Park Planning Commission **approve** the site plan numbered PPC21-0048, proposing an office at 3719 Fort Street and consisting of the pages and revision dates found under 'Site Plan Documents' above, based on the finding that the proposal substantially complies with the requirements of §1296.01. This approval is conditional upon the submittal, within 45 days of the date of this report, of a revised Site Plan resolving the items noted above and subject to administrative review and approval.



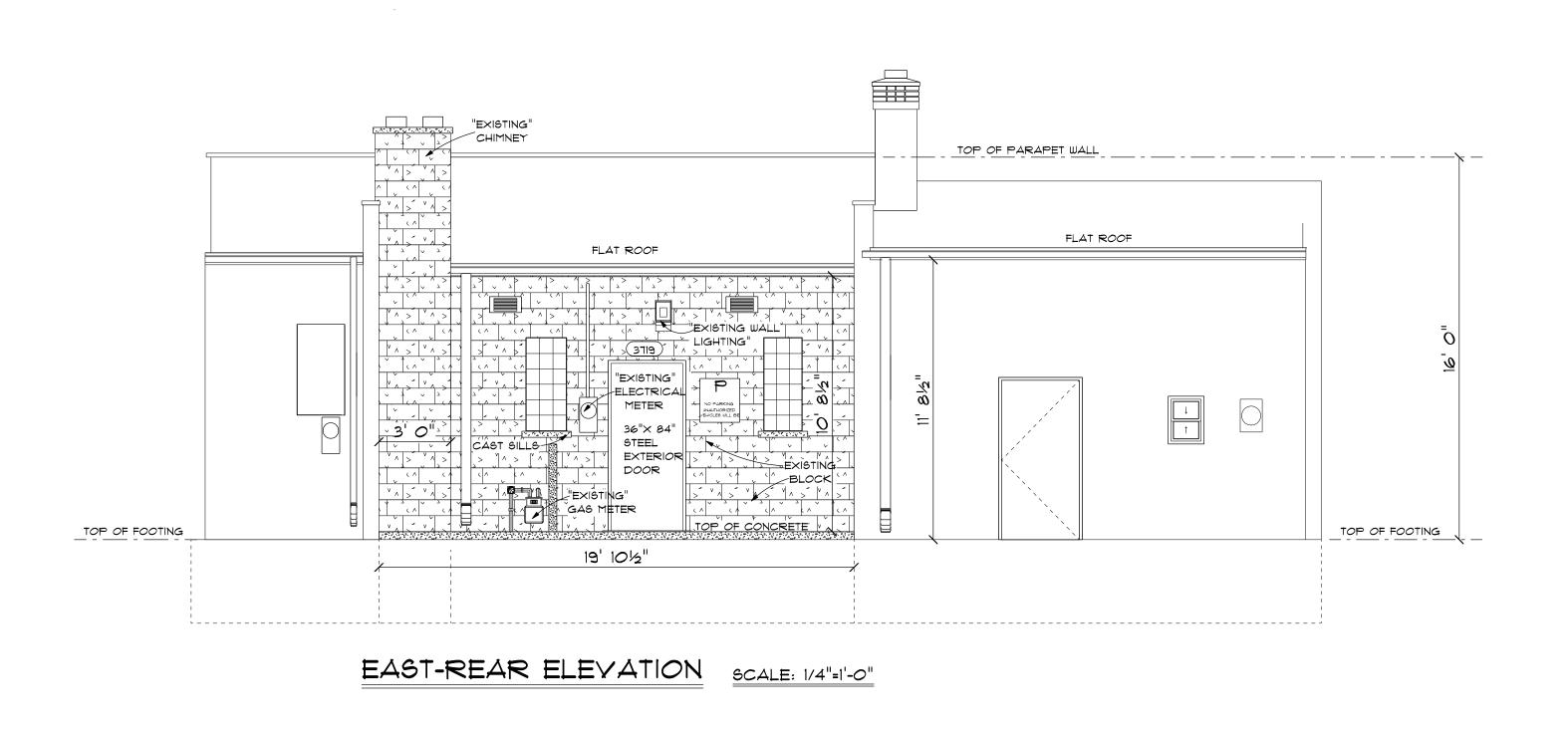


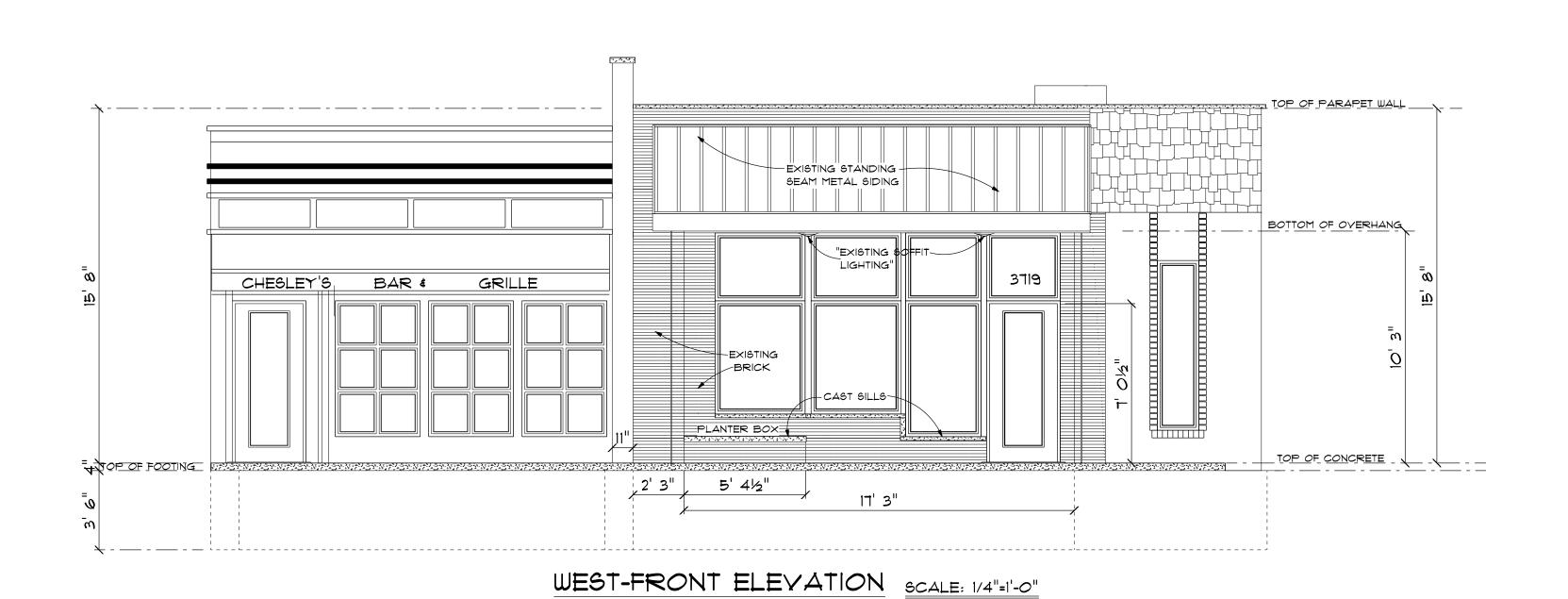
DRAWIN BY: **B.C.**REVISED

EXISTING 1- STY BUILDING SITE/FLOOR PLAN FOR: JULANN A ABELA 3719 FORT STREET LI8NCOLN PARK, MI 48146

1155

HOLOWICKI Z ARCHITECT
No
34172 SHEET NO. **A-3**







March 29, 2022

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

Re:

Re-Occupancy for 3719 Fort Street

City of Lincoln Park, MI

Hennessey Engineers Project #72173

Dear Ms. Gunden:

Hennessey Engineers, Inc. completed our first review of the plans for the Planning Commission review and received via email from your office on March 16, 2022.

The project consists of re-occupying an existing unit in a building containing five distinct addresses. No civil site work is proposed on the plans.

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

- 1. Based on the site plan submitted, the existing utilities and utility leads for the commercial site are being reused. It is important that the developer realize these existing utilities are old and may have reached their life expectancy. It is our strong recommendation for the developer to at least videotape the existing sewer lead to determine its condition prior to performing any new renovation on or around the building. If the service lead needs to be replaced the installation of the new service will need to be inspected by our office.
- 2. The developer should verify with the City the existing water service type and size. If the water service is a lead service, it will have to be replaced. The developer's engineer or architect shall determine the water service lead type and capacity.
- 3. Any work proposed in the Fort Street right-of-way will require a Michigan Department of Transportation (MDOT) permit. This would include any utility connections and pavement repairs.
- 4. There is some broken concrete in front of this unit. It should be removed and replaced prior to occupancy.

From an engineering feasibility standpoint, our office has no objection to the Preliminary Site Plan. Therefore, it's our recommendation for preliminary site plan approval.

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

Sincerely,

HENNESSEY ENGINEERS, INC

Richard J. McCarty, P.E.

Project Manager

RJM/rjm

cc: John Kozuh, DPW Director, City of Lincoln Park

John Meyers, Building Official, City of Lincoln Park

Laura Passalacqua (D'Onofrio), Commercial Business Assistant, City of Lincoln Park

Monserrat Contreras, Permit Clerk, City of Lincoln Park

James Hollandsworth, Lincoln Park Project Manager, Hennessey Engineers

Elizabeth Gunden

From: Ray Watters < RWatters@citylp.com>
Sent: Thursday, March 24, 2022 10:06 AM

To: Elizabeth Gunden

Subject: Re: Site Plan Review Request: 3719 Fort - Office

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

Chief R.Watters

From: Elizabeth Gunden <egunden@bria2.com> Sent: Wednesday, March 16, 2022 9:22 AM

To: Fire Chief <FChief@citylp.com>; Irenda Lockhart <ILockhart@citylp.com>; Mike Prinz <MPrinz@citylp.com>; Sam Norton <SNorton@citylp.com>; Ray Watters <RWatters@citylp.com>; Krystina Erdos <KErdos@citylp.com>; John Kozuh <JKozuh@citylp.com>; jdhollandsworth@hengineers.com <jdhollandsworth@hengineers.com>; Richard McCarty <rjmccarty@hengineers.com>

Subject: Site Plan Review Request: 3719 Fort - Office

Good morning!

Please find attached a set of plans for an office at 3719 Fort Street. Comments are appreciated by reply to this email by <u>Friday</u>, <u>April 1st</u>. Thank you!

Liz Gunden. AICP Project Planner

Beckett&Raeder, Inc.

Making Great Places for over 50 Years

535 West William St Suite 101 Ann Arbor, MI 48103

Office: 734.663.2622 Direct Line: 734.239.6615

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

Please visit us at www.bria2.com

RECEIVED

NOV 1 2 2021

City of Lincoln Park

Date Submitted ____

(a) 3:30 pm

CITY OF LINCOLN PARAPPLICATION FOR SITE PLAN REVIEW

BUILDING DEPARTMENT

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: Applica				
Property Owner(s) Name (if different from Applicant): Michael & Julann Hotela Mailing Address: 34454 Willow Rd. Telephone: 313.608.5054 Fax: Applicant(s) Explanation of Legal Interest in Property: To be USED as a Tax Office.				
Location of Property: Street Address: 3719 Fort ST Incoin Park Nearest Cross Streets: Emmon S Sidwell Number (Parcel ID#): 92 45 019 01 1098 001 Property Description:				
If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Aacreage parcel"), provide metes and bounds description. Attach separate sheets if necessary.				
Lot 1098 Emmons Orchard 546				
Property Size (Square Ft): 900 (Acres):				
Existing Zoning (please check):				
G SFRD Single Family Residential District G MFRD Multiple Family Residential District G MHRD Mobile Home Park District G NBD Neighborhood Business District G MBD Municipal Business District G CSD Community Service District G CSD Community Service District				

Planned Unit Development District

City of Lincoln Park Application for Site Plan Review Page 2 of 4 Present Use of Property: Vacant Annious Tenant Aggins Temodeling				
Proposed Use of Property: Accounting Office 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	900°	4	
Industrial			,	
Other				
Professionals Who Prepare	ed Plans:	· A.L. te-	4/30/03417	77
A. Name: John	1. TIDIOWILK	by Mis	1501-211	_
	2401 W. E.A. Vonia, NII	48152		_
Email Address:		, 0, 3 &		-
	. 9386			

		Livonia, N1	1 48152	
	Email Address:	· 219· 9386	Primary Design Responsibility:	V
B.	Name:			
	Mailing			Address:
		Email		
	Address:			
	Telephone:	Fax:	Primary Design Responsibility:	
C.	Name:			
	Mailing Address:			
	Email Address:			
	Telephone:	Fax:	Primary Design Responsibility:	

City of Lincoln Park Application for Site Plan Review Page 3 of 4

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.

midsing-11.12.27

- 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.

application (Marin Marin	11-12-2021
Signature of Applicant	Date
Il land ashi	11-12-2021
Signature of Applicant	Date
Signature of Property Owner Authorizing this Application	Date

TO BE COMPLETED BY THE CITY	Case No.	
Date Submitted:	Fee Paid:	
Ву:	Date of Public Hearing:	
RECAINING COMMISSION ACTION		
Approved: Denied:	Date of Action:	:

I am useing the address 3719 Fort ST lincoln park as an Accounting/Taxes office. There will be 4 Employees and 4 vechicles. My hours will be

Syn-8Am 6Pm

Mon-sat SAM SPM



City of Lincoln Park Planning and Development Zoning Text Amendment: Training Facilities

April 13, 2022

Background

It has come to Staff's attention that a training / educational facility is not currently a listed permitted use in the Neighborhood Business District (NBD), though it is an appropriate use for the zoning district. The proposed zoning text amendment listed below would add "schools or training facilities" as a principally permitted use in the NBD, limited to 20,000 sq. ft., which is consistent with the building size limitation for retail uses in the district.

Proposed Zoning Text Amendment

Proposed 1276.02(I)

(I) Schools or training facilities, limited to twenty thousand (20,000) square feet of gross floor area

Recommended Motion

The City of Lincoln Park Planning Commission moves to recommend that the Lincoln Park City Council amend Section 1276.02 of the Lincoln Park Zoning Code to add "schools or training facilities, limited to twenty thousand (20,000) square feet of gross floor area" as a principally permitted use in the Neighborhood Business District, as described in the memo titled "Zoning Text Amendment: Training Facilities," dated April 13, 2022.



City of Lincoln Park Planning and Development

Zoning Text Amendment: E-Commerce

April 13, 2022

Overview

The City of Lincoln Park is increasingly getting requests for "e-commerce" uses, typically referring to the use of an existing commercial building for the storage of products to be sold online, often with accompanying office space. "E-commerce" is non-customer-facing, which is inherently different than retail in traditional customer-facing commercial districts. The Zoning Ordinance does not currently have a definition for an "e-commerce" use; however, due to the changing retail realities of increased online shopping, exacerbated by the Covid-19 pandemic, it has become apparent that this use should be considered for incorporation into the Zoning Ordinance.

The Planning Commission held policy discussions on this subject in March, April, and July of 2021 and concluded that "e-commerce" is a use that should be incorporated into the Zoning Ordinance but should be limited in the Central Business District and should have standards for development. The Commission held an additional policy discussion in January and February of 2022 to review the proposed standards. Below are recommendations for how to incorporate the use into the Zoning Ordinance.

Zoning Text Amendment Recommendations

The proposed zoning text amendments include definitions for an "e-commerce" use as well as an "e-commerce establishment." It is proposed that the use would be permitted by special land use in the Neighborhood Business District (NBD) and the Central Business District (CBD), limited to 5,000 sq. ft.; permitted by right but limited to 10,000 sq. ft. in the Municipal Business District (MBD) and Regional Business District (RBD); and permitted by right with no size limitations in the Light Industrial District (LID), and General Industrial District (GID). The City's DDA Director deems that use should be permitted by special land use in the Central Business District. The proposed amendments also include parking requirements.

§1260.08 Rules of Construction; Definitions.

<u>E-Commerce</u>: A method of retail or wholesale sales where the transaction originates on and is completed on the Internet via an individual website or a third-party marketplace. These transactions may include taking orders, closing sales, making purchases, providing customer service, processing and packaging orders, shipping by common carriers, and other similar activities that serve the business's overall purpose.

<u>E-Commerce Establishment</u>: A building that may contain goods which are warehoused, distributed, and/or retailed at the same location. Products may be purchased in-person onsite or online via the Internet.

§1276.03 Uses Permitted After Special Approval. (Applies to NBD)

(i) E-Commerce establishments with less than five thousand (5,000) square feet of gross floor area.



§1278.02 Principal Permitted Uses. (Applies to MBD)

(dd) E-Commerce establishments with less than ten thousand (10,000) square feet of gross floor area.

§1280.02 Principal Permitted Uses. (Applies to CBD)

(a) All principal permitted uses and uses permitted after special approval in the Neighborhood Business District (NBD), excluding drive-through establishments <u>and e-commerce establishments</u>, subject to the conditions therein.

§1280.03 Uses Permitted After Special Approval. (Applies to CBD)

(m) E-commerce establishments with less than five thousand (5,000) square feet of gross floor area.

§1282.02 Principal Permitted Uses. (Applies to RBD)

(x) E-Commerce establishments with less than ten thousand (10,000) square feet of gross floor area.

§1284.02 Principal Permitted Uses. (Applies to LID and GID)

(i) E-Commerce establishments

§1290.02 Number of Spaces Required.

(c) Business and Commercial

E-Commerce establishments: One (1) for every employee on peak shift, plus retail space requirements if included.

§1296.02 Site Design Standards for Uses Permitted After Special Approval.

(RR) E-Commerce establishments

- 1. Between ten (10%) and twenty-five percent (25%) of gross floor area shall be dedicated to customer-facing retail. The Planning Commission shall have discretion in determining the required percentage depending on the proposed goods to be warehoused, distributed, and/or retailed.
- 2. A plan for shipments shall be required.
- 3. Pick-up and delivery trucks shall be limited to 26 feet in length.
- 4. No semi tractor-trailer trucks shall be permitted for pick-up and delivery.

Recommended Motion

The City of Lincoln Park Planning Commission moves to recommend that the Lincoln Park City Council amend nine sections of the Zoning Code – §1260.08, §1276.03, §1278.02, §1280.02, §1280.03, §1282.02, §1284.02, §1290.02, and §1296.02 – to allow for e-commerce uses, as described in the memo titled "Zoning Text Amendment: E-Commerce," dated April 13, 2022.

Beckett&Raeder

Landscape Architecture Planning, Engineering & Environmental Services

Planning Report

Serving & Planning Communities Throughout Michigan

April 2022



MI Attorney General Issues Opinion re: Open Meetings Act

"But medical conditions that make physical presence dangerous or impossible highlight a different but equally important need, and physical-presence requirements such as those of the OMA present an equally troubling barrier—one that potentially excludes the disabled as effectively as the lack of handicapped accessible parking or a wheelchair ramp."

An opinion issued by Attorney General Dana Nessel in response to a request from State Senators Jeff Irwin and Wayne Schmidt considers whether the Americans with Disabilities Act requires communities to accommodate officials or members of the public with conditions such as a compromised immune system by offering virtual access. Examining the question of what accommodation is "reasonable" under the ADA, the opinion notes that since boards and commissions must already have a way to accommodate the participation of military members, and many have already engaged in remote meetings, it would not be "an undue administrative or financial burden or constitute a fundamental alteration of a board's or commission's meetings" to offer a hybrid option if so requested. It goes further to strongly encourage state and local boards and commissions to "proactively evaluate the services they provide and, to the extent reasonably possible, offer alternatives to completely in-person, physical meetings to allow this new era of technology to truly promote a new era in governmental accountability, transparency, inclusivity, and participation."

However: "A request for a fully virtual option is more likely to be viewed as a fundamental alteration of a board's or commission's services, and therefore not required. More importantly, where that option is not necessary to accommodate a qualified individual with a disability, the ADA does not require it and the OMA would not permit it. The Legislature's clear intent behind the OMA was to have in-person meetings."

Michigan Attorney General's Office. https://www.michigan.gov/documents/ag/Opinion_7318_-_ADA_747288_7.pdf



2022 CDBG Water-Related Infrastructure Grant Applications Opening

"The CDBG WRI program is designed to assist Units of General Local Government (UGLGs) in making necessary improvements to their existing public infrastructure systems."

"Projects must be located in a Community listed on the CDBG Low/Mod Income Community Customers and Project Areas list and the project must benefit the entire community. The grant request for traditional infrastructure is between \$500,000 and \$2,000,000." Questions are accepted until May 4, and the application due date is May 13. The project must be complete by December 31, 2024. See More Information for exceptions and limitations.

Mlplace.org. https://www.miplace.org/programs/community-development-block-grant/cdbg-funding-round/



From the court files: The value of a tree

"...[P] laintiffs...presented evidence that the trees had a unique or aesthetic value. Because the trial court clearly found plaintiff's testimony to be credible, the trial court did not err by determining that the replacement value of the trees was the appropriate measure of damages."

A dispute between neighbors recently settled by the Michigan Court of Appeals is of interest to planners for its investigation into the value of a tree. A row of trees "straddling" a property line was cut down by one neighbor who mistakenly believed they were all on his property (some were, others were unclear); the purpose of the case was largely to determine the damages. The opinion considers whether this amount should be based on the change in property value created by the removal of the trees, or based on the value of the trees themselves. There is limited exploration in the document of how the change in value would be assessed; the one fact that does appear is the testimony of "a logger" who opines that the property value is enhanced by the removal of the trees (an interesting choice of subject matter expert for a real estate valuation, especially where trees are concerned). After extensive caselaw review, appeals court judges relied on the plaintiffs' testimony describing their family's enjoyment of the trees to affirm the latter approach, an award of \$13,501.98 for the single mature hickory tree that was uncontestedly on the plaintiffs' property. As communities begin to recognize the public and economic value of their tree canopy and consider ways to enhance, encourage, and protect it, cases like this will help shape those considerations with lived experience and legal precedent.

State Bar of Michigan. http://www.michbar.org/file/opinions/appeals/2022/021722/77028.pdf



Building Michigan Communities Conference

May 3-4, virtual. Cost: \$129

MSHDA-sponsored event features speakers and sessions addressing a variety of housing issues, including technical, equity, health, and wealth.

More information: https://buildingmicommunities.org/

MAP Spring Institute: Housing Summit

May 18 at East Lansing Marriott and/or Wednesday, June 15 virtual. Cost: \$185 for in-person and virtual; \$65 for virtual only (members receive \$20-\$25 discount)

Keynote by Jenny Schuetz, author of Fixer Upper: How to Repair America's Broken Housing Systems.

More information: https://www.planningmi.org/ spring-institute

Annual Statewide Preservation Conference

May 11-14, Venue One Eleven of the Holly Vault Collection, Holly. Cost: Daily, a la carte, livestream, and package prices available; see More Information for details.

The theme for the Michigan Historic Preservation Network's 42nd conference is "Our Town: Preserving Places Together."

More information: https://www.mhpn.org/

American Planning Association National Conference

May 18-20 virtual event. Cost: \$400 (nonmembers, \$450)

Reconnect and envision our postpandemic future, in a new in-person and online setup (in-person event held April 30-May 3 in San Diego CA).

More information: Registration: https://www. planning.org/conference/registration/; FAQ: https://www.planning.org/conference/information/