



September 25, 2025

Mr. Richard Polmanteer, Planning Commission Chairperson
Vienna Charter Township
3400 West Vienna Road
Clio, MI 48420

RE: Site Plan Review – 2304 West Wilson Road – The Towers LLC/Vertical Bridge

Dear Mr. Polmanteer,

Per the request of Vienna Charter Township, we completed site plan review of a proposed telecommunications tower at 2304 West Wilson Road, consisting of Parcel 18-23-300-041. The applicant is proposing to construct a telecommunications tower with a total maximum height of 199 feet for Verizon Wireless service and will accommodate three co-locators. The project additionally includes the installation of an accessory driveway and connection improvements to the right of way, including adding a culvert. The township received a site plan prepared for The Towers LLC (d/b/a "Vertical Bridge") consisting of 5 sheets dated 11/26/24, 8/8/25 and 11/26/24 as prepared by Midwestern Consulting. The property is currently owned by Kyle Sheppard.

Based on the information submitted, ROWE Professional Services offers the following comments for your consideration. These comments are additionally included within the attached checklists, with the outstanding items highlighted and bolded in **yellow**.

Planning Comments

Site Plan Information

We reviewed the plan for compliance with the requirements in the zoning ordinance and found the below comments in need of response, therefore, compliance cannot be determined.

- **Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).** The site plan is not signed or sealed by Scott Fisher, Midwestern Consulting.
- **Sec. 602.1.G – Zoning district and land use of adjacent parcels.** The site plan is designated with incorrect zoning. Please confirm the zoning of the parcel with a recent rezoning application at the Township.
- **Sec. 602.1.H – The dimensions of all property lines showing the relationship of the property to abutting properties and buildings within 100 feet.** On Sheet 2 of 5 there is a missing property line.

SINCE 1962

- **Sec. 602.1.I – The location of all existing and proposed structures on the subject property, including the actual setback of all structures to be retained or constructed.** The measurements are to the fence of the equipment compound, please verify. The site plan indicates that there is a house on the property, but only part of it is shown as opposed to the other accessory structures. Does the applicant intend to demolish the house?
- **Sec. 602.1.J – A preliminary grading plan in detail sufficient enough to determine whether or not extensive grading of the site is proposed and to enable the building height to be determined. Spot grades are sufficient but should include locations near the major corners of buildings. First floor elevations and rooftop elevations should be indicated, if the proposed building height is to be within 5 feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided.** Please explain how drainage is going to occur with the proposed new driveway. Is the culvert county engineer approved? The improvements appear to be located in the right of way.
- **Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.** Several trees appear to conflict with the proposed driveway and culvert location. Please indicate this existing vegetation to be removed.
- **Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.** Is there a cross section of the culvert area and is there a need for a County right of way permit to install culvert and driveway in the apron of W. Wilson Rd.?
- **Sec. 602.1.W Designated fire lanes.** Not provided.
- **Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.** Note 4 – Sheet 3 of 5 states; “Tower light(s) may be required by the current regulations of the Federal Aviation Administration.” Please verify if a light is required, if not remove the comment. Elsewhere in the submittal it states no lighting on the tower is required.
- **Sec. 602.1.AA – A summary of all necessary permits required for the development and their current status, including permits required by Genesee County, the State of Michigan, and other relevant agencies.** Please verify if a Right of way disruption permit is required? Related to culvert and new driveway entrance adjacent to two additional entrances.

Zoning Compliance

The following issues or questions related to compliance with the ordinance requirements were identified.

- **Section 502 Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?** The height of the tower is contingent upon it meeting the setbacks for the property it is in, which is defined as equal to the height of the tower. With the current location of the tower, the maximum height is 160 feet, while the proposed tower is 199 feet tall.

The monopole structure is proposed as galvanized tapered steel grey finish to blend with Michigan sky.

- **Section 504 Access Management – Does the proposed use comply with the access management standards set forth in this section.** Recommended to contact Genesee County Road Commission for necessary or required permitting. Note in application stating MDOT does not require a permit but does the County Road Commission?

Direct access drives should generally be minimized in number and maximized in separation.

Cross access with neighboring sites via connected parking aisles or shared side service drives etc.

- **Section 507 Exterior Lighting – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?** – All lighting outdoor shall be downward facing and shielded so the surface of the source of the light shall not be visible from all adjacent properties and public right of way.
- **Section 511.1-4 Supplementary Environmental Regulations – Do any of the proposed construction activities or installations trigger the state laws set forth in this section? If so, has the applicant submitted the permit applications and, if applicable, provided the Zoning Administrator with maps indicating these impacted areas?** Construction of the culverts will require review and permitting by the Genesee County Drain Commissioner. Other impacts triggering these codes or permits, such as if a Soil Erosion and Sedimentation Control (SESC) permit is required, are subject to review by the Township Engineer.
- **Sec. 309 – Standards for Telecommunication Towers** – We have made the following comments per the use standards table under Section 309:
 - A. **Tower shall be located centrally on a continuous parcel having a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line.** Please clarify where the measurements are being calculated from, the fence or from the center of the base of the tower to all points.
- **Sec. 402.3 – Ingress and Egress** - The Planning Commission shall regulate and determine the places of ingress and egress so that traffic on the streets and highways in the township shall be controlled, regulated and coordinated and to require the installation and maintenance of suitable barriers to ensure the safety of passing pedestrians, in order to provide for the greatest possible public safety and welfare. Such necessary directional signs and controls as are required by the township shall be established and maintained by the owner or lessee of the parking lot.

The Planning Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites.

The applicant proposes a separate driveway that is directly adjacent to the Wilson Road trailhead to the west and the residence at 2304 W. Wilson Road to the east. The Planning Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites. We do note, however, that regular visitation to this site is likely infrequent and controlled. Information from the applicant on how regular intervals maintenance will take place will help verify this.

- **Sec. 402.6 – Construction, Maintenance, Screening, and Landscaping. Does the design of the parking area and its landscaping meet the requirements of this section and of Section 1302?** Except for single-family residences, the entire parking area, including parking spaces and maneuvering lanes required under this section, shall be provided with asphalt or concrete surface in accordance with specifications approved by the township engineer. Gravel parking areas shall be allowed only in rear of industrial zoned properties.
 - B. The parking area shall be surfaced within one year of the date the permit is issued. Time extensions due to earth settlement problems may be approved by the Board of Appeals.
- **Section 1300.3.A.(1)-(3) – General Landscaping – requirements set forth in this section shall apply where landscaping is required under this ordinance, and no site plan shall be approved unless said site plan shows landscaping consistent with the provisions of this section. Furthermore, where landscaping is required, a zoning permit for new construction or expansion shall not be issued until the required landscape plan is submitted and approved, unless provisions set forth in this section have been met or a performance bond has been posted.** The applicant proposes on-site landscaping of narrow evergreen trees that surround the towers and mechanical equipment. It appears that the standards for the landscaping are being met.
- **Section 1300.3.A.(4) General Landscaping – the Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.** The Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.
- **Section 1300.3.E Evergreen Screening – Do the proposed evergreen screening trees comply with these requirements to form a visual barrier to grow at least five (5) feet above ground level?** 44 five foot tall *Thuja Occidentalis* *Mission Arborvitae* as a buffer around the fenced leased area. Replacement trees in greenbelt area along the road should be included in the landscape plan as it appears three trees may be removed for the driveway. *Arborvitae* to be five foot tall at time of planting.

The Planning Commission may waive the requirement to comply with this standard if they find that the existing trees are sufficient.

- **Section 1301.1 Plant Material Spacing – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?** Narrow evergreens shall be planted not more than 3 feet on centers
- **Section 1305 Fences** – A permit to be issued by the Zoning Administrator shall be obtained prior to installation or erection of any fence within the corporate limits of the Vienna Township. Application shall be made upon a form provided and shall require such information as may be required by the Zoning Administrator. All applications for a permit shall be accompanied by a filing fee as established by township board resolution.
- **Sec. 1305.4 – Fences, Material Specifications** – No person shall erect or cause to be erected a fence which is: (1) Made with or upon which is fixed barbed wire. (2) Has any protective spike, nail, or sharp pointed object. (3) Charged with electric current. The current proposal uses barbed wire around the top of the fence. It is also unclear if the barbed wire is angled inward or outward.

ROWE Professional Services Company's plan for review is for conformance with the township's submittal requirements and standard practices for the township's use in its determination of whether to approve the plans. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design may be necessary as the applicant addresses the comments noted. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

Please note that additional information is required to determine compliance with the ordinance. If you have any questions or require additional information, please contact us at wburkholder@rowepsc.com or nbussell@rowepsc.com, or 810-341-7500.

Sincerely,
ROWE Professional Services Company

Wade Burkholder, AICP
Senior Planner

Noah Bussell, AICP
Planner II

Attachments

cc: Vienna Charter Township Planning Commission

Vienna Charter Township
SITE PLAN INFORMATION REQUIREMENT CHECK LIST
2304 West Wilson Road
Austin Babich, Agent; Towers LLC
Kyle Sheppard, Property Owner
Received Date: 09/11/2025
Drawing Date: 8/9/2025

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.A – A signed statement that the applicant is the owner or interested party with option of the subject parcel or is acting as the owner's legal representative.	X			Provided on the site plan and Special Land Use application forms.
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Provided on the site plan and Special Land Use application forms.
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).		X		The site plan is not sealed. The company and name of the preparing engineer are listed but the plans are not signed or sealed.
Sec. 602.1.D – Date, north arrow, and scale, including the most recent revision date of the plans. (1) For zoning lots of 25 acres or less: 1 inch equals 50 feet minimum; and (2) For zoning lots of over 25 acres: 1 inch equals 100 feet minimum.	X			1 inch = 40 feet. The parcel is 49 acres in area, but the impacted area is 25 acres. The applicant does use a 1 inch = 200 feet scale for sheet 2, but we find this acceptable for the sheet being a reference between the subject site and neighboring parcels.
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			Provided on sheet 1.
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Provided on sheet 1.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.		X		Parcel is listed with the incorrect zoning. The applicant lists the zoning as AG, but it was rezoned to R-1A after the new Zoning Ordinance was adopted.

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.H – The dimensions of all property lines showing the relationship of the property to abutting properties and buildings within 100 feet.		X		Property lines and information for the parcels north of the subject site are not shown on sheet 2.
Sec. 602.1.I – The location of all existing and proposed structures on the subject property, including the actual setback of all structures to be retained or constructed.	?			The measurements are to the fence of the equipment compound, please verify. The site plan indicates that there is a house on the property, but only part of it is shown as opposed to the other accessory structures. Does the applicant intend to demolish the house?
Sec. 602.1.J – A preliminary grading plan in detail sufficient enough to determine whether or not extensive grading of the site is proposed and to enable the building height to be determined. Spot grades are sufficient but should include locations near the major corners of buildings. First floor elevations and rooftop elevations should be indicated, if the proposed building height is to be within 5 feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided.	?			Please explain how drainage is going to occur with the proposed new driveway. Is the culvert county engineer approved? The improvements appear to be located in the right of way.

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	X			<p>The access road is shown to be traveling parallel to trees parallel to it and the railroad. The applicant should identify the specific trees in this location and any alterations, if proposed, to determine if installation, grading, and stormwater runoff will affect the vegetation.</p> <p>Will the culvert installation result in any removals?</p>
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			44 five foot tall arborvitae
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.	X			Gravel drive, gate and fence have cross sections.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.			X	N/A.
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.		X		Is there a cross section of the culvert area and is there a need for a County right of way permit to install culvert and driveway in the apron of West Wilson Road?
Sec. 602.1.P – A schedule of parking needs, which may include separate drawings to indicate usable floor areas and other factors for computation of parking needs.			X	N/A. No parking is required or proposed.
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.	X			Provided on sheets 3 and 5.

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.R – The location and size of containment and storage areas if the use of hazardous substances is involved.	X			Comply with mechanical, fire and electrical code, state codes for permitting of proposed 1000 gallon propane tank.
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			Provided on sheets 3 and 4.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			66-foot right-of-way indicated along West Wilson Road.
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			12 foot proposed gravel driveway 9 foot shoulders on each side. Turnaround of same dimensions provided for large trucks.
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			Provided on sheet 5.
Sec. 602.1.W – Designated fire lanes.		X		Not provided.
Sec. 602.1.X – The location of all public and private utilities.	X			Provided on sheet 4.
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.			X	No signs existing or proposed.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	?			<p>Lighting – 2 low wattage LED lights on canopy support posts opposite from equipment cabinet. Timer with a one-hour maximum lit duration. Note 4 – Sheet 3 of 5 states; “Tower light(s) may be required by the current regulations of the Federal Aviation Administration.” Please verify if a light is required, if not remove the comment.</p>

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.AA – A summary of all necessary permits required for the development and their current status, including permits required by Genesee County, the State of Michigan, and other relevant agencies.		X		Please verify if a Right of way disruption permit is required? Related to culvert and new driveway entrance adjacent to two additional entrances.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.	X			Right of way permit and culvert details provided in the site plan application packet.
Sec. 602.2 – In addition to the above information, the applicant shall submit a description of the of activities proposed. Such information shall include, but not be limited to:				
A. Estimated number of employees, customers, and visitors.	X			[add here if provided]
B. Hours of operation.	X			[add here if provided]
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.	?			No dust, odor, smoke, or fumes. Please elaborate on the lighting fixtures in the equipment compound
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	X			Provided on sheet 3. Measures include security gates and fences, grass removal for a gravel drive, and fencing and concrete pouring for the tower site.
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.			X	N/A. None proposed.
Sec 602.3 – The site plan informational requirements of this section may be waived at the discretion of decision-making body if the requirement would not be material to the proposed project.	X			The applicant is requesting a waiver of the landscaping requirements due to the existing vegetation on the property.

Vienna Township
SITE PLAN ZONING COMPLIANCE CHECKLIST
2304 West Wilson Road
Austin Babich, Agent; Towers LLC
Kyle Sheppard, Property Owner
Received Date: 09/11/2025
Drawing Date: 8/9/2025

Permitted Uses (Article 3)			
Proposed use:	Telecommunications tower(monopole)	Zoning District:	R-1A: Agricultural & One-Family Residential.
Is the proposed use permitted in the district which it is located?	By Right		By Special Land Use <input checked="" type="checkbox"/> X
Dimensional Requirements (Section 305)		Ordinance Standards	Proposed Site Plan
Minimum Lot Area (acres [sq. ft. if <1 acre])	2 acres		49.28 acres
Minimum Lot Width (ft.)	165'		~351'
Minimum Setbacks - Front (S)	199' ⁽¹⁾		410'
- Side (E)	199' ⁽¹⁾		160'
- Side (W)	199' ⁽¹⁾		378'
- Side (Total)	199' ⁽¹⁾		538'
- Rear (N)	199' ⁽¹⁾		~1,025
Minimum Total Square Feet (sq. ft.)	1,040 sq. ft.		N/A
Maximum Building Height (ft. and stories)	160 ft. ⁽²⁾		199'
Are there any additional dimensional requirements per the zoning district?	<ol style="list-style-type: none"> 1. Tower shall have a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line. (199') 2. Tower height is dictated by meeting the setbacks for the property upon which it is located. 		

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			Comments
	Yes	No	N/A	
Section 501 Building Regulations and Scope – Do the proposed buildings or structures, or alterations thereof, comply with these standards?	X			Complies.
Section 502 Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?		X		<p>The height of the tower is contingent upon it meeting the setbacks for the property it is in, which is defined as equal to the height of the tower. With the current location of the tower, the maximum height is 160 feet, while the proposed tower is 199 feet tall.</p> <p>The monopole structure is proposed as galvanized tapered steel grey finish to blend with Michigan sky.</p>
Section 503 Residential Occupancy – Will any proposed temporary residential structures be used only for short-term occupancy?			X	N/A. The use and property are not residential in character.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 504 Access Management – Does the proposed use comply with the access management standards set forth in this section?		X		<p>It is a concern. Recommended to contact Genesee County Road Commission for necessary or required permitting. Note in application stating MDOT is not required but do not see anything related to Genesee County.</p> <p>Direct access drives should generally be minimized in number and maximized in separation.</p> <p>Cross access with neighboring sites via connected parking aisles or shared side service drives.</p>
Section 505 Corner Clearance – Do all proposed or existing fences, walls, shrubbery, signs, or similar obstructing structures within all intersection clear vision areas comply with this section?	X			Complies. No structures within the clearance area are proposed except for a chain-link access gate.
Section 506 Entranceway Structures – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?			X	N/A.
Section 507 Exterior Lighting – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?		X		All lighting outdoors shall be downward facing and shielded so the surface of the source of the light shall not be visible from all adjacent properties and public right-of-way.
Section 508 Screening of Rooftop Equipment – Do all proposed roof-mounted equipment comply with these standards?			X	N/A. No such equipment proposed.
Section 509 Waste Receptacles – Is the space provided for one or more dumpsters compliant with these requirements, if applicable? If there is a residential use, does the accessory dumpster comply with this requirement?			X	N/A. No waste receptacles are proposed or appear to be needed.
Section 510 Natural Feature Setback – Are all proposed structures and hardscapes set back at least 25 feet from watercourses, wetlands, ponds, lakes, or streams on or near the property? Are there any features proposed within the setback temporary recreational uses or fences in accordance with this standard?			X	N/A. No stream or watercourse to include wetlands on the property.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 511.1-4 Supplementary Environmental Regulations – Do any of the proposed construction activities or installations trigger the state laws set forth in this section? If so, has the applicant submitted the permit applications and, if applicable, provided the Zoning Administrator with maps indicating these impacted areas?	?			Construction of the culverts will require review and permitting by the Genesee County Drain Commissioner. Other impacts triggering these codes or permits, such as if a Soil Erosion and Sedimentation Control (SESC) permit is required, are subject to review by the Township Engineer.
Section 511.5 Supplementary Environmental Regulations – Are any elements of the development within a FEMA-designated floodway, floodplain, or Special Flood Hazard Area? If so, do they comply with these requirements?			X	N/A. Neither the site nor overall property are located within a regulated way, floodplain, or SFHA.
Section 512 Corner Lot Front Lot Line – If the property is a corner lot, do all structures meet the front yard setback requirements for each side abutting a street?			X	N/A.
Section 513 Zoning Lot – If the subject property is on two contiguous parcels, are they under common ownership?			X	N/A.
Section 516 Height Limitations – Does the site and proposed or existing structures have any features or appurtenances that are exempt from the height limits of this Ordinance?			X	N/A. Telecommunication monopoles do not fall under this exception.
Section 517 Lot Width and Ratio – Does the property have a depth-width ratio less than 4:1?	X			Complies. The lot is approximately 1,025 feet deep and an average of approximately 312 feet wide (~438 feet at the widest and ~117 at the narrowest), for a depth-to-width ratio of approximately 3.29:1.
Section 518 Lots Adjoining Alleys – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	N/A.
Section 519.1-4 Yard Regulations – Are there any attached porches or decks, projections into yards, access drives, walks, or terraces that are exempted from the applicable standards as set forth in this standard?	X			Access drives may be placed in the required front or side yards to provide access to rear yards for permitted accessory or attached structures. These drives shall not be considered as structural violations in front and side yards.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 519.5 Yard Regulations – If applicable, does the water-fronting yard of the property comply with this standard?			X	N/A.
Section 520 Required Water Supply and Sanitary Sewerage Facilities – Does the site have access to potable water supply and sewerage facilities?			X	N/A.
Section 521 Pathways and Sidewalks – Do the proposed pathways or sidewalks comply with this standard?			X	N/A.
Section 522 Road Frontage Requirements – Does the property front a public or private road with the requisite frontage length for its zoning district?	X			Complies.
Section 523 Private Roads – Do the proposed private roads comply with these standards?			X	N/A.

Use Requirements – Telecommunications Tower (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
A. Tower shall be located centrally on a continuous parcel having a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line.		X		The tower is located on one contiguous parcel. The east side yard setback is 160 feet while the tower is 199 feet tall. The tower should either be moved or lowered in height to comply with this requirement. Clarify where measurements are being calculated, from the fence or from the center of the base of the tower to all points.
				N/A. No equipment is proposed to be mounted on a rooftop.
B. Advertising signs shall not be allowed on antennas, towers, or on the exterior of buildings or cabinets housing operating equipment or on fences enclosing antenna or tower facilities.	X			No advertising signs are proposed.
C. Wireless communication facilities shall be removed by their owners within six months of the date on which such facilities are declared abandoned. See Sec. 1011.			X	The owner of the facility, now or at the time of abandonment, shall be responsible for meeting this requirement.

Use Requirements – Telecommunications Tower (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
D. Prior to receiving site plan approval, the applicant must demonstrate that there are no existing towers or structures that would be suitable for a telecommunications antenna as an alternative to constructing a tower.	X			The site plan application packet includes maps indicating that the proposed location is the only tower within a one mile radius and expands coverage in Verizon's cellular access map.

Parking and Loading Requirements (Article 4)			
Use:	Use Requirements	Ordinance Standard	Proposed Site Plan
Parking Spaces (Section 309)		N/A	
Barrier Free Space (ADA Standards)		N/A	N/A
Loading Space (Section 403)		N/A	N/A

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 401.A-J, L-M, P Location and Number of Spaces – Do the proposed parking spaces meet the minimum number, location, and access requirements set forth in this Section?		X		N/A. No parking spaces are proposed.
Section 401.K Planning Commission Reduction in Parking Requirements – Does the applicant provide evidence that parking demand will be satisfied if the number of spaces is reduced by the requested percentage?		X		N/A. No parking spaces are proposed.
Section 401.N Limits on Excessive Parking – Does the site require an exemption for providing parking more than 50 percent over the minimum for the development?		X		N/A. No parking spaces are proposed.
Section 401.O Parking Deferment – Does the minimum number of spaces appear to be excessive for what would satisfy demand for the land use?		X		N/A. No parking spaces are proposed.
Section 402 Parking Space Layout – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?		X		N/A. No parking spaces are proposed.
1. Residential Exception – Are the parking spaces exempt from Section 402 as part of a single- or two-family residential land use?		X		N/A. No parking spaces are proposed. The use is not residential.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
3. Ingress and Egress – Do the ingress and egress points for the parking areas meet these requirements?				<p>The applicant proposes a separate driveway that is directly adjacent to the Wilson Road trailhead to the west and the residence at 2304 W. Wilson Road to the east. The Planning Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites. We do note, however, that regular visitation to this site is likely infrequent and controlled. Information from the applicant on how regular of intervals maintenance will take place will help verify this.</p>
4. Layout Standards – Do parking spaces and maneuvering lanes meet these requirements?			X	N/A. No parking or maneuvering areas proposed.
5. Exterior Lighting – Does the exterior lighting for the parking areas meet the standards of Section 507?			X	N/A. No lighting is proposed. The applicant also provided a letter from the Federal Aviation Administration determining that marking and lighting are not required for the site as it poses no concern for aviation safety. This may change, per the letter, and the applicant should comply with all state and federal laws regarding safety lighting if required.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
6. Construction, Maintenance, Screening, and Landscaping – Does the design of the parking area and its landscaping meet the requirements of this section and of Section 1302?		X		Except for single-family residences, the entire parking area, including parking spaces and maneuvering lanes, required under this section, shall be provided with asphalt or concrete surfacing in accordance with specifications approved by the township engineer. Gravel parking areas shall be allowed only in rear of industrial zoned properties. B. The parking area shall be surfaced within one year of the date the permit is issued. Time extensions due to earth settlement problems may be approved by the Zoning Board of Appeals.
Section 403 Off-Street Loading and Unloading – Do the proposed loading and unloading spaces meet the following requirements?		X		N/A. No loading spaces required or proposed.
1. Number of Spaces – Does the site have the required minimum number of loading spaces?		X		N/A. No loading spaces required or proposed.
2. Screening – Do the loading spaces visible from residential properties or nearby rights-of-way have a screening wall or privacy fence at least six (6) feet in height?		X		N/A. No loading spaces required or proposed.
3. Access – Do the loading and unloading areas provide trucks sufficient access as to not have to back from or onto a public street?		X		N/A. No loading spaces required or proposed.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1300.3.A.(1)-(3) General Landscaping – Do the planting patterns and species variation comply with these standards?	X			The applicant proposes on-site landscaping of narrow evergreen trees that surround the towers and mechanical equipment. It appears that the standards for the landscaping are being met.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1300.3.A.(4) General Landscaping – Are there any factors on-site that may qualify the proposed landscaping for a waiver or reduction in the requirements? Alternatively, are there any factors that would require additional landscaping beyond the minimum requirements?			?	The Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.
Section 1300.3.B Greenbelt Buffer – Do the proposed greenbelts comply with these standards?			X	N/A. No greenbelts required or proposed.
Section 1300.3.D Landscape Berms – Do the proposed berms comply with these standards?			X	N/A. No berms required or proposed.
Section 1300.3.E Evergreen Screening – Do the proposed evergreen screening trees comply with these requirements to form a visual barrier to grow at least five (5) feet above ground level?	?			44 - 5 foot tall <i>Thuja Occidentalis Mission Arborvitae</i> are proposed as a buffer around the fenced leased area. Replacement trees in greenbelt area along the road should be included in the landscape plan as it appears three trees may be removed for the driveway.
Section 1300.3.F Mechanical Equipment – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?	X			All mechanical equipment is screened with narrow evergreen trees and fences.
Section 1300.3.H Landscaping Rights-of-Way and Other Adjacent Public Open-Space Areas – Are the rights-of-way and public open-space areas adjacent to the required landscaped areas planted with grass or similar suitable ground cover?	X			No grass appears to be proposed for modification except to install the driveway. This is a gravel drive, which allows for more rainwater percolation compared to asphalt or concrete.
Section 1300.3.I Regulations Pertaining to Landscaping Areas Used for Sight Distance – Does all vegetation planted within the sight distance corners at intersections comply with these requirements?			X	N/A. No landscaping proposed in the sight distance areas.
Section 1301.1 Plant Material Spacing – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?	?			Narrow evergreens shall be planted not more than 3 feet on centers

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1301.2 Suggested Plant Materials – Do any of the proposed plant materials, if they include species in this table, comply with the standards therein?	X			The proposed trees are not in the suggested or prohibited lists of species. However, they are planted at 5 feet and meet the 4-foot-minimum for narrow evergreens set forth in this standard.
Section 1302 Parking Lot Landscaping – Does the proposed parking lot landscaping comply with these standards?			X	N/A. No parking proposed.
Section 1303 Screening Walls – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?			X	N/A. No screening walls proposed.
Section 1304 Compliance for Nonconforming Sites – Does the proposed screening and landscaping bring the site into conformity, if current landscaping and screening is nonconforming?			X	N/A. The existing landscaping appears to conform.
Section 1305 Fences – Do the proposed fences comply with the following standards?				A permit to be issued by the Zoning Administrator shall be obtained prior to installation or erection of any fence within the corporate limits of the Vienna Township. Application shall be made upon a form provided and shall require such information as may be required by the Zoning Administrator. All applications for a permit shall be accompanied by a filing fee as established by township board resolution.
3. Design Requirements – Are the fences designed to with an appearance and height that comply with the applicable standards for the district or use?	X			The closest interpretation is that the structure is a “Utility Building, Station, or Substation” per Section 1304, and has a six-foot fence in accordance with this standard. While the use is on a residential-agricultural property, it is more prudent to consider it an industrial fence due to the infrastructural characteristics of the use.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
4. Material Specifications – Are the fences built of materials that comply with this standard, and do not consist of barbed wire, sharp objects, or electrical current, except where barbed wire is permitted?				The applicant proposes the installation of a one-foot-tall section of barbed wire fixed to the top of the fence. Barbed wire is not permitted in non-industrial areas. It is also unclear whether the barbed wire is angled inward or outward; the latter is prohibited in all zoning districts.
5. Location – Does the location of all fences on the site comply with these standards?	X			The fence appears to conform to this standard.

Nonconforming Uses, Structures, and Lots (Article 10)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1002 Nonconforming Lots – If the subject property is an existing nonconforming lot, do the proposed structures and uses meet the other dimensional standards for the use and zoning district?			X	N/A. The lot is conforming.
Section 1003 Nonconforming Uses of Land – If the development is an alteration to an existing nonconforming land use, does it comply with this standard as to not enlarge or increase, or extend to occupy a greater area of land?			X	N/A. No nonconforming uses are on the property.
Section 1004 Nonconforming Structures – Do all proposed changes to existing nonconforming structures on the property not comply with the requirement to not increase the existing nonconformity or nonconformities?			X	N/A. No structures on the property are being modified.
Section 1005 Nonconforming Uses of Structures and Land – Does the nonconforming land use within the nonconforming structure or structures comply with these requirements?			X	N/A. No changes are being made to any land uses or structures on the property that can be determined as nonconforming within the scope of this review.