



September 8, 2026

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

RE: Site Plan Review – Site Plan Review and Special Land Use Review
Culver's 4010 W. Vienna Road

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, we completed a site plan review and a special land use review of the proposed Culver's restaurant with drive-through located at 4010 W. Vienna Road. The applicant is proposing construction of a new restaurant with drive-through service. The township received a site plan prepared for the development dated August 15, 2026. Based on the information submitted, ROWE Professional Services Company offers the following comments for your consideration.

General Comments:

The property is located within the C-2 Commercial District. Based upon the submitted site plan and supporting materials, a few required site plan elements are to be addressed before approval of the site plan is recommended by planning staff.

Planning Comments:

Site Plan Information

We reviewed the plan for compliance with the requirements in the Zoning Ordinance and found the list below missing, so compliance cannot be determined.

- **Section 602.1.AA** – Please provide a summary of required permits and approval status from applicable reviewing agencies.
- **Section 511 Supplementary Environmental Regulations** – Please ensure all necessary agencies have been contacted (i.e. County Drain Commissioner, Michigan Department of Environment, Great Lakes, and Energy (EGLE), public works if applicable.

SINCE 1962

Zoning Compliance

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

- **Section 402.4.J Snow Storage Area** – Snow storage area not found on site plan.
- **Section 507 Exterior Lighting** – In any use district, light sources may not exceed 10-foot candles.
- **Section 508 Screening of Rooftop Equipment** – Please add a note indicating rooftop equipment shall be screened in accordance with ordinance requirements.
- **Section 310 Drive-Through Standards** – Add a note indicating drive-through lanes will be striped, marked, or otherwise delineated.
- **Section 1910 Off Street Loading and Unloading** – Planning Commission to determine if lack thereof is satisfactory.
- **Section 310 (3) Drive-Thru Lanes** – A section of the bypass lane is only 12 feet.

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.

If you have any questions or require additional information, please contact us at hzeigler@rowepsc.com or (734) 929-8720.

Sincerely,
ROWE Professional Services Company

Heather Zeigler, Planner II

Attachments

- Culver's – Vienna Charter Township Site Plan Information Checklist Review 1
- Culver's – Vienna Charter Township Zoning Compliance Checklist Review 1
- Culver's – Vienna Charter Township Special Land Use Standards Review1
- Culver's – Vienna Charter Township General Standards and Motion Sheet

cc: Vienna Charter Township Planning Commission

Vienna Charter Township
SITE PLAN INFORMATION REQUIREMENT CHECK LIST
Culver's Revision 1, 4010 W. Vienna Road
Received Date: August 15, 2026
Revised Drawing Date: August 25, 2026

Site Plan Information Requirements				
Article 6 – Site Plan Review	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			Site Plan Review Application
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Site Plan Review Application
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).	X			Complies
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			Complies
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			Sheet C-101
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Sheet C-101
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	X			Sheet C-101
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			Sheet C-101
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.	X			Sheet C-101, currently vacant property.

Site Plan Information Requirements				
Article 6 – Site Plan Review	Does the site plan include this information?			
	Yes	No	N/A	Comment
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.	X			Sheet C-104, limits of disturbance shown.
Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	X			Edge of wooded areas denoted on C-101. Satisfactory.
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			Sheet C-102, Plant Schedule.
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.			X	None proposed.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.			X	No natural features nearby.
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X			Sheet C-103, General Storm Sewer Notes.
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			Sheet C-102, Site Data
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.	X			Provided
Sec. 602.1.R – The location and size of containment and storage areas if the use of hazardous substances is involved.			X	
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			Complies
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			Complies
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			Complies
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			Sheet C-501, Raised and Flush Sidewalk Edge.
Sec. 602.1.W – Designated fire lanes.	X			Applicant states that the Fire Chief has approved the plan.
Sec. 602.1.X – The location of all public and private utilities.	X			Complies

Site Plan Information Requirements				
Article 6 – Site Plan Review	Does the site plan include this information?			
	Yes	No	N/A	Comment
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.	X			
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	X			Provided
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, The Genesee County Drain Commissioner, and other relevant agencies.		X		Please provide a summary of permits required by these agencies on the Site Plan.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development, such as a Traffic Study.				This will happen at Planning Commission stage.
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			60 total employees with max of 18 employees at one time.
B. Hours of operation.	X			10AM to 11PM, seven days a week.
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.	X			
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	X			Complies
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.	X			Canopy Trees proposed along west lot line.
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	

**Vienna Charter Township
Zoning Checklist
Culver's Revision 1, 4010 W Vienna Road
Submitted Date: August 18, 2026, Revised August 25, 2026**

Site Plan Zoning Compliance District Requirements		
What is the use: Drive Through Restaurant		
Is use permitted in the district it is located in: C-2	By Right ☐	By SLU ☒

District Dimensional Requirements (Section 307)		
District Requirement	Ordinance Standard	Proposed Site Plan
Minimum Lot Area (sq. ft.)	10,000 ft.	1.56 Acres
Minimum Lot Width (ft.)	100 ft.	392.20
Minimum Setbacks - Front	40 ft.	114 ft.
- Sides (W)	20 ft.	42 ft.
- Sides (E)	20 ft.	40+
- Rear	40 ft.	99.4 ft.
Maximum Building Height (ft and stories)	70 ft. or 5 Stories	23 ft.

General Provisions (Article 5)				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 501 Building Regulations and scope – (3) Will the building be graded to drain properly without negatively affecting the stormwater system or other buildings?	X			Sheet C-104, Long-term Stormwater Management plan incorporated.
Section 502 Accessory Buildings and Structures – Will the proposed use comply with the standards for accessory buildings and structures?			X	No accessory buildings proposed.
Section 504 Access Management – Does the site comply with access management standards?	X			Complies
Section 505 Corner Clearance – Will the proposed use comply with the standards for corner clearance?	X			Complies
Section 507 Exterior Lighting – Will the proposed use comply with the standards for exterior lighting?		X		Sec 507 A. In any use district, light sources may not exceed 10 foot-candles.
Section 508 Screening of Rooftop Equipment – Will the proposed use comply with the standards for rooftop equipment screening?		X		Add note to Site Plan that development shall comply with Section 508.
Section 509 Waste Receptacles – Will the proposed use comply with the standards for waste receptacles?	X			Dumpster enclosure found on Architect plans.

General Provisions (Article 5)				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 510 Natural Feature Setback – Is the development set back at least 25 feet from any watercourse, wetland, pond, lake, or stream?			X	No neighboring natural features.
Section 511 Supplementary Environmental Regulations – Does the development comply with the environmental regulations?	X			Please ensure all necessary agencies have been contacted (i.e. County Drain Commissioner, EGLE, public works if applicable).
Section 516 Height Limitations – Does the development comply with height limitations?	X			Complies
Section 517 Lot width and ratio – Is the depth of the development no more than four times its width?	X			Complies
Section 520 Required water supply and sanitary sewage facilities – Does the structure have access to proper water and sewage systems?	X			Complies
Section 521 Pathways and Sidewalks – Does the development comply with sidewalk requirements?	X			The property owner is to maintain the sidewalk in good, passable, and safe condition free from hazardous conditions.
Section 522 Road frontage requirements - Does the lot front upon the street?	X			

Off-Street Parking and Loading Space Requirements (Article 4)		
	<i>Required</i>	<i>Provided</i>
Parking Spaces	60	73
Loading Spaces	Per Site Plan, loading will occur during non-business hours by a bonded carrier.	

Off Street Parking and Loading Requirements (Article 4)				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
401 Off Street Parking Requirements – Does the proposed parking comply with the general parking requirements?	X			Complies

402 Parking Space Layout – Does the proposed parking comply with the parking requirements for layout, standards, construction and maintenance?		X		402.4.J: Snow storage area. All new parking lots shall show a snow storage area plan on the proposed plan. Snow storage area may not take away from the use of land complying with the respective parking requirements. Please depict on plan.
1910 Off Street Loading and Unloading – Does the application meet the off-street loading and unloading requirements? <i>The Planning Commission may modify these requirements upon making the determination that another standard would be more appropriate because of the number or type of deliveries experiences by a particular business or use.</i>			X	Loading/Unloading to take place outside of business hours only, Site Plan claims “No loading space required”. Planning Commission to Determine if this is acceptable.

Signs (Article 9)				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
903 Prohibited signs- Do all signs abide by these standards?	X			Sign Plans received in second submittal.
905 Conditions applicable to signs in all districts – Do all signs comply with these requirements?	X			
908 Entranceway structures and signs – Do all structures and signs comply with these requirements?	X			

Nonconforming Uses, Structures, and Lots (Article 10)				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
1003 Nonconforming uses of land – The development does not expand nonconforming uses.			X	
1004 Nonconforming structures – The development does not expand nonconforming structures.			X	

Use Standards: Drive-Throughs (Section 310))				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
310 A Any drive-through facility shall include an off-street waiting space with a minimum width of 10 feet and a minimum length of 20 feet and shall not include the use of any public space, street, alley, sidewalk, required parking space, access aisle, or other required site element.	X			Complies

310 B On the same premises with every building structure or part thereof, erected and occupied for the purpose of serving customers in their automobile by means of a service window or similar arrangements where the automobile engine is not turned off, there shall be provided off-street stacking spaces as follows: The distance between the order board and the pick-up window shall store 4 vehicles, and storage shall be provided for 4 vehicles in advance of the menu board (not including the vehicles at the pick up window and menu board)	X			Complies. Four required and four provided.
(1) Drive-through lanes shall not utilize any space which is necessary for adequate access to parking spaces from internal maneuvering lanes.	X			Complies
(2) Drive-through lanes shall have a minimum width of 15 feet.	X			20 feet, complies
(3) Drive-through lanes shall be striped, marked, or otherwise distinctively delineated, and shall require a by-pass lane with minimum width of 14 feet.		X		Add note to Striping Section on C-505 that drive through lanes will be delineated. Additionally, a section of the bypass lane is only 12 feet.
(4) Landscaping and screening fence or wall shall separate all drive-through lanes and loading areas from adjacent residential districts or uses. See ARTICLE 13.			X	Does not abut Residential District.
(5) Lights used to illuminate drive-through areas shall be arranged so as to reflect away from adjacent properties.	X			0.0-0.5 fc at property lines.
(6) No stacking spaces shall be closer than 45 feet to any adjacent residential zoning lot, except when such lot is occupied by use other than a residential use.			X	Does not abut Residential District.

Vienna Charter Township
SPECIAL LAND USE STANDARDS CHECK LIST
Culver's 4010 West Vienna Road
Received Date: August 15, 2026
Revised Drawing Date: August 25, 2026

Fact Finding			
Current Zoning: C-2: General Commercial		Parcel Size: 1.56 Acres	
Current Use: Vacant		Utility Access: Yes	
Proposed Use: Drive-Thru Restaurant		Road Access: Yes	
Surrounding Land Use/ Zoning:			
N: C-2: General Commercial Vacant	E: C-1: Neighborhood Commercial Domino's Pizza	S: R-1: Single Family Residential Vacant	W: C-2: General Commercial Tractor Supply

Standards for Approval of Special Land Uses (Section 25.10)	
(a) Sites at which hazardous substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, streams, or wetlands.	
Finding of Fact: No Hazardous Substances Proposed.	
Applicants Comments:	Planning Commission Comments:
A. The special land use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish or impair property values within the neighborhood.	
Finding of Fact: The proposed drive-through restaurant is designed to operate within the site through the provision of adequate parking, circulation, setbacks, and site improvements. Based on the submitted plans, the use is not expected to be injurious to nearby properties or substantially diminish property values in the surrounding area.	
Applicants Comments:	Planning Commission Comments:
B. The establishment of the special land use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.	
Finding of Fact: No. Planning Commission discretion to whether Traffic Study is required.	
Applicant Comments:	Planning Commission Comments:
C. Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.	
Finding of Fact: Site Plan Complies, all utilities provided.	
Applicant Comments:	Planning Commission Comments:

**Standards for Approval of Special Land Uses
(Section 25.10)**

D. Adequate measures have been or will be taken to provided ingress or egress so designed as to minimize traffic congestion on the public streets.

Finding of Fact: 1 point of ingress/egress provided.

Applicants Comments:

Planning Commission Comments:

E. The special land use shall in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in this ordinance.

Finding of Fact: Comments in checklists and letter to be revised to determine conformance with Township Ordinances.

Applicants Comments:

Planning Commission Comments:

Sample Motions:*Approval with Conditions*

I make a motion to recommend approval of the requested special land use for a Culvers located at 4010 W Vienna Road to the Township Board of Trustees, based on the applicant meeting all standards listed in Section 701.3 of the Zoning Ordinance.

-
-
-

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve: (Sample conditions)

-
-

OR

Approval

I make a motion to recommend approval of the requested special land use for a Culvers located at 4010 W Vienna Road to the Township Board of Trustees, based on the applicant meeting all standards listed in Section 701.3 of the Zoning Ordinance.

Denial

I make a motion to recommend denial of the requested special land use for a Culvers located at 4010 W Vienna Road to the Township Board of Trustees, because it does not meet the following standard(s) listed in Section 701.3 of the zoning ordinance:

- The site plan does not comply with ____ based on
- The site plan does not comply with ____ based on

Postpone

I make a motion to postpone a recommendation on approval or denial of the special land use for a Culvers located at 4010 W Vienna Road until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on ____ to verify compliance with _____.
- Information on ____ to verify compliance with _____.

**Vienna Charter Township
Culver's 4010 W. Vienna Road
Received Date: August 15, 2026**

General Standards for Approval of Site Plans (Section 2810.2)			
Standards	Does Site Meet Requirements		
	Yes	No	N/A
a. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, to nearby driveways of other property and in relation to pedestrian traffic.	X		
COMMENTS/FINDINGS OF FACT: The proposed driveway locations on W. Vienna Road and N. Jennings Road provide adequate vehicular ingress and egress to the site. Internal circulation, parking, drive-through operations, and pedestrian access are arranged to minimize conflicts and allow safe movement throughout the development.			
Applicant's Comments: N/A	Planning Consultant Comments: Appears to comply.	Planning Commission Comments:	
b. The traffic circulation features within the site and the location of automobile parking areas.		X	
COMMENTS/FINDINGS OF FACT: The site plan provides internal traffic circulation through clearly defined parking areas, drive aisles, and a dedicated drive-through lane. The parking layout and circulation pattern appear to facilitate safe and efficient vehicular movement throughout the site. Bypass lane is two feet narrow; only 12 feet at one point. Emergency Services access should be depicted throughout.			
Applicant's Comments: N/A	Planning Consultant Comments: Revisions required in next submittal.	Planning Commission Comments:	

c. The planning commission may make such requirements with respect to any matters as will ensure: (1) Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets; and (2) Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and of adjacent neighborhoods;			X		
COMMENTS/FINDINGS OF FACT: Planning Commission to determine if lack of designated loading and unloading area is acceptable. Applicant claims that all loading and unloading will take place outside of business hours. The proposed commercial development is designed in a manner that is generally compatible with surrounding and future commercial development. The site layout, setbacks, parking areas, and landscaping appear to provide an orderly relationship with adjacent properties and the surrounding area.					
Applicants Comments: N/A		Planning Consultant Comments: Appears to comply.		Planning Commission Comments:	
d. The planning commission may further require landscaping, fences and walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.			X		
COMMENTS/FINDINGS OF FACT: Canopy trees proposed along west lot line, Planning Commission to determine if further landscaping is required.					
Applicants Comments: N/A		Planning Consultant Comments: Appears to comply.		Planning Commission Comments:	

Sample Motion to Approve:

I make a motion to approve the requested site plan for Culver's on Parcel No. 18-16-400-013 because it meets all standards for site plan review in Section 2810.2 of the Vienna Township Zoning Ordinance.

- The proposed site plan addresses Standard A because the location of driveways and vehicular access on the site is appropriate in relationship to other driveways and pedestrians.
- The proposed site plan addresses Standard B because traffic circulation and the location of parking areas are appropriate for the proposed use.
- The proposed site plan addresses Standard C because safety and convenience of vehicular traffic and pedestrian circulation is provided for and there is a harmonious relationship with existing and prospective development on contiguous parcels and adjacent neighborhoods.
- The proposed site plan addresses Standard D because proposed landscaping meets ordinance standards and additional landscaping is not required.

Further, to ensure compliance with these standards, the following conditions are part of my motion to approve: (Sample conditions)

- Addressing all remaining comments noted in the ROWE review letter dated August 20, 2026.

Sample motion to disapprove:

I make a motion to deny the requested site plan for Culver's on Parcel No. 18-16-400-013 based on the following findings of fact:

- It does not comply with _____ based on
- It does not comply with _____ based on

Sample motion to postpone:

I make a motion to postpone the approval of the site plan for Culver's on Parcel # 18-16-400-013 until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on _____ to verify compliance with _____
- Information on _____ to verify compliance with _____