ROWE
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November 3, 2026

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

RE: Site Plan Review – Frankenmuth Credit Union

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, ROWE Professional Services Company has completed a site plan review for the proposed Frankenmuth Credit Union on Parcel 18-22-502-050. The property is zoned C-1; Neighborhood Commercial, and the proposal includes use of the site as a financial office with a drive-up interactive teller machine (ITM), and additional parking.

The township received a site plan review application identifying TSSF Architects, Inc. as the applicant and Frankenmuth Credit Union as the property owner. Based on the submitted application, site plan set, and the applicable C-1 zoning and site plan requirements, ROWE Professional Services offers the following comments for the Planning Commission's consideration.

Included with this letter are two checklists reviewing the Zoning Ordinance requirements and a review analysis of the site plan approval standards for this case. All standards must be found in support to justify approval, while only one standard of incompatibility is required to justify a denial.

Any revisions made to the Plan-Set after this review should be clearly called out on the Plan-Set sheets as well as identified in a response letter.

Planning Comments

Site Plan Information:

The submitted plans provide most of the information required by Section 602, including parcel information, existing and proposed site improvements, grading and drainage, utilities, parking, landscaping, dumpster screening, sidewalks, and site lighting information. The following items should be addressed or clarified. Please see checklists for a full list:

- Section 309 Table of Uses for Banks: Parking Calculation.
- Section 602.1.W – Designated fire lanes are not shown on the submitted plans.
- Section 602.1.AA – Provide a summary of required permits and the status of applicable outside-agency approvals.
- Section 602.2 – Provide the estimated number of employees, customers, and visitors; proposed hours of operation; and a description of anticipated dust, odor, smoke, fumes, noise, lighting, or similar potential impacts associated with the proposed use.

Zoning Compliance:

The site is located in the C-1: Neighborhood Commercial District. The submitted site plan identifies a 100-foot by 190-foot parcel and depicts the existing building and proposed site improvements. The proposal includes 13 parking spaces, including one barrier-free space, compared with the 12 spaces identified as required on the site plan. The following items should be addressed:

- Section 507 – Exterior Lighting – Lighting information and fixture details are provided; however, a photometric plan demonstrating illumination levels and light spillover at the property lines was not identified in the submitted materials. A photometric plan should be provided to demonstrate compliance with the applicable exterior-lighting standards.

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

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 phone number (734) 929-8720 or hzeigler@rowepsc.com.

Sincerely,
ROWE Professional Services Company

Heather Zeigler Digitally signed by Heather Zeigler
Date: 2026.11.04 07:54:23 -05'00'

Heather Zeigler, Planner II

Attachments

a. Vienna Charter Township Site Plan Information Checklist
b. Vienna Charter Township C-1 Zoning Compliance Checklist
c. Vienna Charter Township Site Plan Standards for Approval

cc: Vienna Charter Township Planning Commission

Vienna Charter Township
SITE PLAN INFORMATION REQUIREMENT CHECK LIST
Frankenmuth Credit Union, Parcel ID: 18-22-502-050
Received Date: October 26,2026

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			Signed application and owner authorization provided. Application p. 1.
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Applicant and property owner contact information provided. Application p. 1.
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).	X			Plans prepared by MLR Engineering and TSSF Architects. C1.0-C3.0 A1.0-A2.0
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			Date, north arrow, and scale shown on applicable plan sheets. C1.0-C2.1; A1.0-A2.0.
Sec. 602.1.E –Parcel numbers and legal descriptions for properties included within the development.	X			Parcel 18-22-502-050 and legal description shown. C1.0-C2.1.
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Location map provided. C1.0-C2.1.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	X			Adjacent zoning and land uses shown. C1.0, C1.1, C2.0, A1.0.
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 dimensions and relationship to adjoining parcels shown. C1.1.
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			Existing building, proposed ITM/canopy, dumpster, parking, and setbacks shown. C2.0; A1.0.

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.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			Existing/proposed grades, contours, and drainage elevations shown. C2.1.
Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	X			Existing site conditions and vegetation/removals shown. C1.1, C1.2, A1.1.
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			Landscape plan and planting details provided. A1.0, A1.1.
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.	X			Dumpster enclosure, gate, fence, and related details provided. A1.0, A1.1.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.	X			Floodplain and wetland conditions addressed in development notes. C2.0.
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X			Drainage patterns, underground detention, storm sewer, and catch basins shown. C2.0, C2.1.
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.	?			Parking calculation requires 12 spaces; 13 spaces, including one accessible space, are provided. C2.0. Section 309 Table of uses – p38 of 154, 1 space for each 200 square feet of waiting area + 1 employee on largest working shift.
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.	X			ITM canopy/end elevations provided. A1.0.

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	No hazardous-substance use or containment area is identified.
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			Existing and proposed drives and parking areas shown. C2.0; A1.0.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			W. Vienna Road right-of-way shown. C1.1, C2.0.
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			Vehicular circulation, drive-up ITM, parking, and sidewalks shown. C2.0; A1.0.
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			Parking-lot pavement and sidewalk details provided. C3.0.
Sec. 602.1.W – Designated fire lanes.		**X**		**No designated fire lanes are shown.**
Sec. 602.1.X – The location of all public and private utilities.	X			Existing and proposed utility information shown. C1.1, C2.0, C2.1., Water Main not depicted.
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.			X	No new signs proposed; existing signage is to remain. C1.0, C2.0.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	X			Site lighting and light-pole/base information shown. A1.0, A1.1.
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.	?			Signed application and owner authorization provided. Application p. 1. Provide a summary of required permits and the status of applicable outside-agency approvals.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.	X			Applicant and property owner contact information provided. Application p. 1.
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		Not provided.
B. Hours of operation.		X		

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	**Does the site plan include this information?**			
	Yes	**No**	**N/A**	**Comment**
				Not provided.
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.		X		A written operational-impact description was not provided.
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	X			Demolition, grading, drainage, landscaping, and site improvements are shown. C1.2-C2.1; A1.0-A1.1.
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.	X			Landscaping, screening, sidewalks, curbing, and stormwater improvements are shown. C2.0-C3.0; A1.0-A1.1.
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	Waiver is at the discretion of the decision-making body.

Vienna Charter Township
SITE PLAN ZONING COMPLIANCE CHECKLIST
Frankenmuth Credit Union, Parcel ID: 18-22-502-050
Received Date: October 26,2026

Permitted Uses (Article 3)					
Proposed use:	Financial office with drive-up ITM and additional parking	Zoning District:		C-1 Neighborhood Commercial	
Is the proposed use permitted in the district which it is located?		By Right	X	By Special Land Use	

Dimensional Requirements (Section 305)	**Ordinance Standards**	**Proposed Site Plan**
Minimum Lot Area (acres [sq. ft. if <1 acre])	6,000 sq. ft.	19,000 sq. ft. (100 ft. x 190 ft.)
Minimum Lot Width (ft.)	100 ft.	100 ft.
Minimum Setbacks - Front (W)	30 ft.	Existing building; proposed improvements comply. C2.0.
- Front (N)*	30 ft.	N/A – property is not shown as a corner lot.
- Side (E)	10 ft.	Existing building; proposed improvements comply. C2.0.
- Side (Total)*	10 ft.	10 ft. total; proposed improvements shown on C2.0.
- Rear (S)	40 ft.	Existing building; proposed improvements comply. C2.0.
Minimum Total Square Feet (sq. ft.)	2,000 sq. ft.	Existing office building; floor area unchanged.
Maximum Building Height (ft. and stories)	45 ft./3 stories	Existing one-story building; ITM canopy shown on A1.0.
Are there any additional dimensional requirements per the zoning district?	No additional C-1 dimensional condition identified for this interior lot.	

General Provisions (Article 5)	**Does the Site Plan Meet the Requirements?**			
	Yes	**No**	**N/A**	**Comments**
Section 501 Building Regulations and Scope – Do the proposed buildings or structures, or alterations thereof, comply with these standards?	X			Existing building and proposed ITM canopy/site alterations are shown. C2.0; A1.0.
Section 502 Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?	X			ITM canopy and dumpster enclosure are shown. C2.0; A1.0-A1.1.
Section 503 Residential Occupancy – Will any proposed temporary residential structures be used only for short-term occupancy?			X	No temporary residential structure is proposed.
Section 504 Access Management – Does the proposed use comply with the access management standards set forth in this section?	X			Existing driveway access is retained; internal circulation and drive-up ITM are shown. C2.0.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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			No new sight-distance obstruction is shown. C2.0; A1.0.
Section 506 Entranceway Structures – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?			X	No entranceway structure is proposed.
Section 507 Exterior Lighting – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?		**X**		**Lighting fixtures/details are provided, but no photometric plan demonstrating intensity and property-line spillover was identified. A1.0-A1.1.**
Section 508 Screening of Rooftop Equipment – Do all proposed roof-mounted equipment comply with these standards?			X	No new rooftop equipment is identified.
Section 509 Waste Receptacles – Is the space provided for one or more dumpsters compliant with these requirements, if applicable? If a residential use, does the accessory dumpster comply with this requirement?	X			Enclosed dumpster area and screening details are provided. C2.0; A1.0-A1.1.
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 any features proposed within the setback temporary recreational uses or fences in accordance with this standard?			X	Plan notes identify wetlands as N/A; no regulated natural feature is shown. C2.0.
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?			X	No state-regulated environmental feature or permit is identified on the plans.
Section 511.5 Supplementary Environmental Regulations – Are any elements of the development within a Federal Emergency Management Agency (FEMA)-designated floodway, floodplain, or Special Flood Hazard Area? If so, do they comply with these requirements?			X	No FEMA floodway, floodplain, or Special Flood Hazard Area is identified on the plans.
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	Property is not shown as a corner lot.
Section 513 Zoning Lot – If the subject property is on two contiguous parcels, are they under common ownership?			X	One parcel, 18-22-502-050, is identified.
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	No height-exempt feature or appurtenance is proposed.
Section 517 Lot Width and Ratio – Does the property have a depth-width ratio less than 4:1?	X			Lot is 100 ft. wide by 190 ft. deep, a 1.9:1 depth-width ratio.
Section 518 Lots Adjoining Alleys – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	No adjoining alley is shown.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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			Driveways, parking, sidewalks, and ITM improvements are shown. C2.0; C3.0.
Section 519.5 Yard Regulations – If applicable, does the water-fronting yard of the property comply with this standard?			X	Property is not waterfront.
Section 520 Required Water Supply and Sanitary Sewerage Facilities – Does the site have access to potable water supply and sewerage facilities?	X			Existing sanitary sewer and water service information is shown. C1.1; C2.0-C2.1.
Section 521 Pathways and Sidewalks – Do the proposed pathways or sidewalks comply with this standard?	X			Proposed 5-ft. sidewalks are shown along the south and east sides. C2.0.
Section 522 Road Frontage Requirements – Does the property front a public or private road with the requisite frontage length for its zoning district?	X			The parcel has 100 ft. of frontage on W. Vienna Road. Frontage on Wing Drive as well. C1.1; C2.0.
Section 523 Private Roads – Do the proposed private roads comply with these standards?			X	No private road is proposed.

Parking and Loading Requirements (Article 4)		
Use: Retail Business Up to 40,000 Square Feet/Office Building		
Use Requirements	**Ordinance Standard**	**Proposed Site Plan**
Parking Spaces (Section 309)	One space per 200 sq. ft. usable floor area. The site plan calculates 12 required spaces.	13 spaces provided, including one barrier-free space. C2.0.
*Barrier Free Space (ADA Standards) **	*1 to 25 spaces = one barrier-free space.*	*One barrier-free space provided. C2.0.*
Loading Space (Section 403)	No loading-space requirement is identified for the existing office building based on the submitted plan information.	No separate loading space shown.

** Barrier-Free Space Standards are based on guidance from ADA.gov and are not explicitly stated in the Zoning Ordinance.*

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			The plan calculates 12 required spaces and provides 13. C2.0.
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	No parking reduction is requested.
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	Provided parking is not more than 50 percent above the stated minimum.
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	No parking deferment is requested.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 402 Parking Space Layout – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?	X			Parking layout and construction details are shown. C2.0; C3.0.
1. **Residential Exception** – Are the parking spaces exempt from Section 402 as part of a single- or two-family residential land use?			X	The use is not single- or two-family residential.
3. **Ingress and Egress** – Do the ingress and egress points for the parking areas meet these requirements?	X			Existing ingress/egress and internal circulation are shown. C2.0.
4. **Layout Standards** – Do parking spaces and maneuvering lanes meet these requirements?	X			Parking-space dimensions and maneuvering aisles are shown. C2.0
5. **Exterior Lighting** – Does the exterior lighting for the parking areas meet the standards of Section 507?		**X**		**A photometric plan was not identified. A1.0-A1.1.**
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			Curbing, pavement details, screening, and landscaping are shown. C2.0-C3.0; A1.0-A1.1.
Section 403 Off-Street Loading and Unloading – Do the proposed loading and unloading spaces meet the following requirements?			X	No separate loading space is identified as required for this proposal.
1. **Number of Spaces** – Does the site have the required minimum number of loading spaces?			X	No loading-space requirement is identified from the submitted plan information.
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 feet in height?			X	No loading area is 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	No loading area is 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			Planting plan and species schedule are provided. A1.0-A1.1.
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?			X	No waiver or reduction is requested.
Section 1300.3.B Greenbelt Buffer – Do the proposed greenbelts comply with these standards?	X			Landscaping is shown along W. Vienna Road and around the site. A1.0.
Section 1300.3.D Landscape Berms – Do the proposed berms comply with these standards?			X	No landscape berm is 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 feet above ground level?	X			Evergreen screening is included near the dumpster enclosure. A1.0-A1.1.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1300.3.F Mechanical Equipment – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?			X	No new ground-mounted mechanical equipment area is identified.
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			Adjacent landscaped areas are shown with lawn/ground cover. A1.0.
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			No sight-distance obstruction from proposed vegetation is shown. A1.0.
Section 1301.1 Plant Material Spacing – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?	X			Planting layout and spacing are shown. A1.0-A1.1.
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			Proposed species are identified on the landscape plan. A1.0-A1.1.
Section 1302 Parking Lot Landscaping – Does the proposed parking lot landscaping comply with these standards?	X			Parking-lot landscaping is shown. A1.0.
Section 1303 Screening Walls – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?	X			Dumpster screening fence and landscaping are detailed. A1.0-A1.1.
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	The submitted plans do not identify the site as nonconforming.
Section 1305 Fences – Do the proposed fences comply with the following standards?	X			A vinyl screening fence is proposed. A1.0-A1.1.
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			Fence height and appearance are shown. A1.1
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?	X			Vinyl fence material is specified. A1.1
5. Location – Does the location of all fences on the site comply with these standards?	X			Fence location is shown around the dumpster. A1.0

Landscaping Requirements (Article 13)		
Use: Financial office with drive-up ITM		
Use Requirements	**Ordinance Standard**	**Proposed Site Plan**
Greenbelt (Sec. 1300.3.B)	N/A	Landscaping shown along W. Vienna Road and around the site. A1.0.
Landscape Berms (Sec 1300.3.D)	N/A	No berm proposed.
Parking Lot (Sec 1302)	One landscaped area (at least 150 square feet) and one deciduous tree per 20 spaces.	13 spaces provided; landscape islands and trees shown. A1.0-A1.1.

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	The parcel meets the stated C-1 minimum lot area and width.
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	No nonconforming land use is identified.
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	No existing structural nonconformity is identified in the submitted plans.
Section 1005 Nonconforming Uses of Structures and Land – Does the nonconforming land use within the nonconforming structure or structures comply with these requirements?			X	No nonconforming use of structures or land is identified.

Vienna Charter Township
GENERAL STANDARDS FOR APPROVAL OF SITE PLAN
Frankenmuth Credit Union, Parcel ID: 18-22-502-050
Received Date: October 26,2026

<table>
<tr><th colspan="5">General Standards for Approval of Site Plans
(Section 2810.2)</th></tr>
<tr><th rowspan="2">Standards</th><th colspan="3">Does Site Meet Requirements</th></tr>
<tr><th>Yes</th><th>No</th><th>N/A</th></tr>
<tr><td>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.</td><td>X</td><td></td><td></td></tr>
<tr><td colspan="4">COMMENTS/FINDINGS OF FACT:
• The existing access to W. Vienna Road is retained. The plan shows internal vehicular circulation, a drive-up ITM, parking, and proposed five-foot sidewalks. No new driveway connection is proposed.</td></tr>
<tr><td>Applicants Comments:</td><td>Planning Consultant Comments:

The location and design of vehicular access and its relationship to pedestrian circulation are adequate based on the submitted site plan. See C2.0.</td><td colspan="2">Planning Commission Comments:</td></tr>
<tr><td>b. The traffic circulation features within the site and the location of automobile parking areas.</td><td>X</td><td></td><td></td></tr>
<tr><td colspan="4">COMMENTS/FINDINGS OF FACT:
• The plan identifies the internal drive aisles, drive-up ITM circulation, parking layout, and pedestrian connections. The site plan calculates 12 required parking spaces and provides 13 spaces, including one barrier-free space. Zoning Ordinance in section 309 should be consulted for proper calculation.</td></tr>
<tr><td>Applicants Comments:</td><td>Planning Consultant Comments:

Internal circulation and the location of parking areas are adequate based on the submitted site plan. See C2.0.</td><td colspan="2">Planning Commission Comments:</td></tr>
</table>

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.**			
COMMENTS/FINDINGS OF FACT: • The plans provide defined vehicular circulation, parking, sidewalks, landscaping, dumpster screening, drainage, utilities, and an ITM canopy. These improvements support separation and organization of vehicular and pedestrian activity on the site. Final compliance remains subject to resolution of outstanding checklist items and any conditions imposed by the Planning Commission.			
Applicants Comments:	Planning Consultant Comments*:* *The proposed layout can satisfy this standard, subject to the outstanding site plan/zoning review comments and any Planning Commission conditions.*	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.			
COMMENTS/FINDINGS OF FACT: • A landscape plan, planting details, vinyl screening fence, and enclosed dumpster area are provided. These features are shown on A1.0 and A1.1 and should be installed and maintained in accordance with the approved site plan			
Applicants Comments:	Planning Consultant Comments: *Landscaping and screening are provided. Any additional landscaping, fencing, or screening required by the Planning Commission should be incorporated as a condition of approval.*	Planning Commission Comments:	

Sample Motion to Approve:
I make a motion to approve the requested site plan for Frankenmuth Credit Union's proposed financial office with drive-up ITM and additional parking on Parcel 18-22-502-050, subject to the conditions identified by the Planning Commission, based on the following findings of fact:

- The location and design of driveways providing vehicular ingress/egress from the site, in relation to streets giving access to this site, to nearby driveways of other properties, and in relation to pedestrian traffic, is adequate.
- The traffic circulation features within the site and the location of automobile parking areas, is adequate.
- The planning commission has made, and the applicant has fulfilled, such requirements with respect to any matters that will ensure: Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets; and Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and of adjacent neighborhoods.
- The planning commission may further require landscaping, fences, and walls in pursuance of the objectives described. These site features shall be provided and maintained as a condition of the establishment and receive continued maintenance. If so, the applicant has fulfilled these requirements.

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

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Sample motion to disapprove:
I make a motion to deny the requested site plan for Frankenmuth Credit Union's proposed financial office with drive-up ITM and additional parking on Parcel 18-22-502-050, 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 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 _____

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