



April 17, 2025

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

RE: Special Land Use and Site Plan Review
4465 West Vienna Road – Gas Station Addition

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, ROWE Professional Services Company has completed a special land use and site plan review of a 4465 West Vienna Road for a gas station addition. The applicant is proposing new construction in the C-4 zoning district. Based on the information submitted, ROWE offers the following comments for your consideration.

Planning Comments

Site Plan Information

We reviewed the plan for compliance with the requirements in the zoning ordinance and find the list below of material missing, so compliance cannot be determined.

- ~~Section 2035 Exterior Lighting – Will the proposed use comply with the standards for exterior lighting?~~ What is the proposed lumen per light? The canopy details were not provided to calculate the distance between the top of the light source and the ground. Light sources shall not exceed 35 feet. Addressed: **The lumens and canopy details have been added to C401. The applicant also provided a canopy detail.**
- ~~Section 2045 Waste Receptacles – Will the proposed use comply with the standards for waste receptacles?~~ What are the dimensions for the waste receptacle area? Addressed. **The applicant provided dimensions on sheet C200 and a trash enclosure detail on sheet C600.**
- ~~Section 2050 Landscaping – Will the proposed use comply with the landscaping standards?~~ The number of proposed planting requirements and shrub schedule do not match the site plan. What is the planting distance between shrubs? Addressed. **Provided on sheet C500.**

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- ~~**Section 1900 Off Street Parking Requirements – Does the proposed parking comply with the general parking requirements?**~~ What is the usable square footage of the structure? Applicant to verify. How many parking spaces are being proposed? ~~Parking data numbers and actual spaces on diagram do not add up.~~ **Addressed. Applicant provided data on sheet C200.**
- **Section 1910 Off Street Loading and Unloading. Parking and Loading Space Requirements.** – What are the dimensions of the front of the structure? Applicant to provide length of front of the building in order to calculate required loading space size. **The applicant has designated two loading zone spaces. One, measuring 60 by 10 feet, is located at the rear of the property, while the second, measuring 50 by 10 feet, is intended for convenience goods and located in the side yard. A loading zone in the side yard requires approval from the Planning Commission, as long as the location is deemed necessary due to site conditions.**

In addition, there are concerns of two-way traffic flow in the rear of the property when the loading zone is being occupied.
- **Section 2210.19 Special Land Uses Designated (e).** – It does not appear the site will comply with this standard. Applicant to provide additional information for calculation of required space. What is the length of the front of the building? **The applicant added an additional 50 by 10 foot loading/unloading as required by ordinance, however, the location of the space is in the side yard. Per the ordinance, “Within any C-1 through C-4 district, off-street loading space shall be provided in the rear yard only and in the ratio of at least ten square feet per front foot of building. In exceptional instances such space may be permitted in an interior side yard with approval of the planning commission, provided that such location is necessitated by the site conditions.” Planning Commission to discuss.**
- **Section 18 District Dimensional Requirements, Minimum Landscaped Area of Lot –** The ordinance requires a minimum landscaped lot area of 10 percent in the C-4 district, however, the applicant is only proposing 7.7 percent.

Action Items

The Planning Commission should consider the following action items for this request.

1. The Planning Commission must determine whether the proposed use meets the standards for Special Land Use in Section 2205.4 of the zoning ordinance. The attached checklist lists each of these standards with comments for the Planning Commission’s consideration. The Planning Commission may choose to attach conditions to the Special Land Use if necessary.
2. The Planning Commission must act on outstanding issues on the Site Plan submittal. These include:
 - Section 1910 Off Street Loading and Unloading. Parking and Loading Space Requirements.
 - Section 2210.19 Special Land Uses Designated (e).
 - Section 18 District Dimensional Requirements, Minimum Landscaped Area of Lot.

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3. The Planning Commission must determine whether the proposed use meets the standards for Site Plan Review in Section 2810.2 of the zoning ordinance. The attached checklist lists these standards with comments for the Planning Commission's consideration. The Planning Commission may choose to attach conditions as part of the Site Plan Review if necessary. However, if conditions are attached, ROWE recommends they be attached to either the Special Land Use or the Site Plan Review, but not to both.

ROWE'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. The applicant remains responsible for the design, construction, and any resulting impacts of the project.

Sincerely,
ROWE Professional Services Company

Alex Hritcu, AICP
Senior Planner

Attachments

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