



May 11, 2026

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

RE: Site Plan Review – North Saginaw Road (Parcel ID: 18-24-400-021) – Office/Retail Use

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, ROWE Professional Services Company has completed a site plan review of a multitenant retail and office development (“development”) application establishment located at the southeast corner of North Saginaw Road and West Tobias Road, consisting of Parcel 18-24-400-021 (“subject site”). Steve Gross (“applicant”) is proposing to construct two multitenant buildings: a 10,000-square-foot building with eight 1,250-square-foot units (“Building 1”) and a 5,000-square-foot building with four 1,250-square-foot units (“Building 2”).

The township received a site plan prepared for the development consisting of 15 sheets (Cover Sheet, Sheets 1-14), dated GCDC-WWS, TWP revisions 5/4/2026. The site plan was stamped and sealed by Melissa Lawrence, P.E. (License No. 6201042472) and the application was signed by Steve Gross on October 13, 2025. The Photometric Plan was prepared separately by Gasser Bush Associates. Building Plans were submitted, prepared by Vassar Building Center dated 2/21/2025.

Based on the information submitted on this third review, ROWE offers the following comments for your consideration. It is suggested that the following items be a condition of approval for further compliance with the Zoning Ordinance requirements.

### **Planning Comments**

#### *Site Plan Information*

We reviewed the plan for compliance with the requirements in the Zoning Ordinance and found the list below requires further clarification and may be a part of a conditional approval of the site plan if so desired.

- **Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.**  
Elevations not provided. Elevation drawings and building details on the proposed retail and office units have been provided but the elevations as submitted appear to be vague in nature. Sheets A1-A3 need to be updated to clarify the building materials, are the two buildings metal pole barns? For example, the elevations do not depict the 8-bay building.

- **Sec. 602.1.W – Designated fire lanes.**  
Not provided. Details are also not provided on the most efficient emergency vehicle access to the front face of Buildings 1-8 along Saginaw Road. **Fire Department review required.**

#### *Zoning Compliance Information*

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

- **Section 507 Exterior Lighting**  
All outdoor lighting in all zoning districts other than residential 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 rights-of-way.
- **Section 508 Screening of Rooftop Equipment**  
Details on the proposed buildings have not been provided to determine if rooftop equipment is proposed or will be screened. **More information required; details on location of screening equipment is needed with required screening of said equipment approved.**
- **Section 401.A-J, L-M, P Location and Number of Spaces**  
The applicant proposes the development to include both office and commercial uses but does not specify how much space is dedicated to either. Parking requirements are also calculated using gross floor area; Section 309 calculates these uses' parking requirements based on usable floor area. More information is needed to determine the minimum required parking for the site. **Must maintain parking space numbers as shown on site plan. Parking spaces should not be utilized for storage of equipment.**
- **Section 1300.3.F Mechanical Equipment**  
More information is needed on the buildings and equipment to determine what mechanical equipment, if any, is to be screened. **More information required; details on location of screening equipment is needed with required screening of said equipment approved.**
- **Section 1303 Screening Walls**  
No fence or wall has been proposed. The applicant has proposed the evergreen trees to screen the subject property from the residential parcel to the east. The Planning Commission may determine if this is sufficient in place of a wall or fence. More information is needed on the existing landscaping along the northern property line, namely what is proposed to remain and if this is sufficient screening from the residential property across West Tobias Road. **Recommended to enhance screening along Tobias Road and the eastern property line shared with residential use.**

**Section 604 Site Plan approval standards.** "The site plan and proposed uses are harmonious with existing and planned development of adjacent properties and the general area." The area is mixed use however the Planning Commission should consider recommendations to enhance the landscaping and buffering along Tobias Road and the property to the east, both of which are residential use in order to more fully comply with this site plan standard.

ROWE Professional Services Company's site plan 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 me at [wburkholder@rowepsc.com](mailto:wburkholder@rowepsc.com) or (810)-341-7500.

Sincerely,  
ROWE Professional Services Company

*Wade Burkholder*

Wade Burkholder, AICP  
Senior Planner – ROWE Professional Services Company

Attachments:

- Vienna Township – Site Plan Standards – N. Saginaw Road (18-24-400-021)
- Vienna Township – Site Plan Information Checklist -N. Saginaw Road (18-24-400-021)
- Vienna Township – Site Plan Zoning Checklist - N. Saginaw Road (18-24-400-021)

cc: Vienna Charter Township Planning Commission

**Vienna Charter Township**  
**SITE PLAN STANDARDS CHECKLIST**  
**Steve Gross, North Saginaw Road (Parcel ID: 18-24-400-021)**  
**Received Date: May 5, 2026**  
**Revised Drawing Date: May 4, 2026**

Fact Finding			
Current Zoning: C-1 Neighborhood Commercial		Parcel Size: 2.917 acres	
Current Use: Vacant, Unimproved		Utility Access: Water; Sewer; Electric; Telecom.	
Proposed Use: Office Building/Retail Business (Up to 40,000 Square Feet)		Road Access: M-54	
Surrounding Land Use/ Zoning:			
<b>N:</b> R-1 Single-Family Residential District  Single-Family Residential, Detached	<b>E:</b> R-1 Single-Family Residential District  Single-Family Residential, Detached	<b>S:</b> I-1 Industrial  Automobile Parts and Accessory Sales/General Automotive Repair (Arrowhead Upfitters).	<b>W:</b> I-1 Industrial  Open Air Business (Clio Sand & Soil, Inc.)
Other Facts:			
<ol style="list-style-type: none"> <li>1. <i>The proposed land use is for multi-tenant retail and office space. The mix of space dedicated to office or retail space is stated in the site plan with possible uses to include: art studio, hair salon, nail salon, clothing rental, small professional office, retail establishments, tanning salon, repair shop, barber shop, accountant or clerical work.</i> <ol style="list-style-type: none"> <li>a. <i>Building 1 is 10,000 square feet in gross floor area and subdivided into eight 25 feet by 50 feet tenant units (#1 – #8).</i></li> <li>b. <i>Building 2 is 5,000 square feet in gross floor area and subdivided into four 25 feet by 50 feet tenant units (#9 – #12)</i></li> </ol> </li> <li>2. <del><i>At this time, the parking calculations need additional clarification. There are 12 tenant spaces but it appears the calculations only account for 11 tenant spaces and this may create a shortage of parking spaces as shown. Three barrier free spaces are required, only two provided.</i></del></li> <li>3. <i>The subject property is currently vacant, with mature trees growing along the northern, eastern, and southern property lines, with other trees scattered across the parcel.</i> <ol style="list-style-type: none"> <li>a. <i>As of the site plan submitted on March 18, 2026, it is stated that no trees or vegetation will remain on the site.</i></li> </ol> </li> <li>4. <i>The subject property is addressed for North Saginaw Road,</i></li> <li>5. <i>New screening trees are proposed along the eastern property line. The site plan does not depict any of the existing trees along West Tobias Road to be preserved. No new landscaping is proposed along West Tobias Road for screening purposes per the Landscape Plan (sheet 7 of 14).</i></li> <li>6. <del><i>Parking Lot Landscaping requirements are non-compliant: 61 parking spaces are proposed which equals three landscaped areas and three deciduous trees. Only two landscape areas are provided.</i></del></li> <li>7. <del><i>Elevation drawings and building details on the proposed retail and office units have been provided. Sheets A1-A3 need to be updated to clarify the building materials, are the two buildings metal pole barns? The elevations do not depict the 8-bay building.</i></del></li> <li>8. <i>Parking spaces along the northeast face of Building 1 are separated with 32-foot-long spaces. It is unclear what the purpose of these spaces are relative to the building.</i></li> <li>9. <i>One loading space is proposed at the northern extent of the parking lot.</i></li> <li>10. <del><i>Mechanical equipment (roof-top or ground installed) are not depicted so compliance is not determined.</i></del></li> <li>11. <del><i>Section 604 Site Plan approval standards. "The site plan and proposed uses are harmonious with existing and planned development of adjacent properties and the general area." The area is mixed use however the Planning Commission should consider recommendations to enhance the landscaping and buffering along Tobias Road and the property to the east, both of which are residential uses in order to more fully comply with this site plan standard.</i></del></li> </ol>			

**Standards for Approval of Site Plans  
 (Standard Section 2810.2)**

<b>1. The site plan meets all informational requirements, or the Planning Commission has determined missing information is not material to the proposed project.</b>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments:  <del>The Photometric Plan has not been stamped. Land use information has not been provided for the neighboring parcels. Details are needed on landscaping—both existing and proposed—pursuant to Sections 6.02.1.K-N and 602.2.D. Elevation drawings for the proposed structures have not been provided. Designated fire lanes have not been identified. <b>Defer to Fire Department for any requirements or comments related to fire lanes. Parking calculations are unable to be verified without a definitive usable floor area for each use type. Parking calculations need further clarification.</b></del></p>	<p>Planning Commission Comments:</p>
<b>2. The site plan meets all non-discretionary requirements of this ordinance, including required setbacks, parking requirements, design standards, stormwater management, and other standards for which this ordinance does not permit any flexibility or modification.</b>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments:  <del>Building height is not known as elevations for the proposed buildings have not been provided. Elevations and height calculations should be depicted on the site plan. <b>While not exactly specified it does appear the building heights will comply with ordinance requirements</b></del></p> <p><del>The proposed site access is along Tobias Road, which is a primarily residential character fronted by properties zoned R-1. It does not appear evident as to why access cannot be provided along North Saginaw Road. Landscaping details are needed, primarily as they pertain to existing vegetation that is proposed to be removed or retained.</del></p> <p><del>The proposed light poles for the parking lots are mounted 20 feet above grade, where a maximum of 15 feet is permitted.</del></p>	<p>Planning Commission Comments:</p>

**Vienna Charter Township**

Steve Gross – North Saginaw Road (Parcel ID: 18-24-400-021)

<p><b>3. Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets and promote safe and efficient traffic circulation within the site. In addition, adequate pedestrian access has been provided to ensure safe vehicular and pedestrian access within the site and to surrounding areas.</b></p>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments: <i>The proposed site access is along Tobias Road, which is a primarily residential character fronted by properties zoned R-1. It does not appear evident as to why access cannot be provided along North Saginaw Road. Landscaping details are needed, primarily as they pertain to existing vegetation that is proposed to be removed or retained.</i></p> <p><i>The design of the site appears to promote traffic flow with maneuvering lanes between 24 and 37.5 feet in width. More information is needed on emergency vehicle access, particularly for vehicles needing to access the parking area fronting North Saginaw Road. We recommend that the applicant provide a truck turning diagram and designated fire lanes, subject to review by the Township Fire Chief. Submitted and defer comments to the Fire Department for adequacy.</i></p> <p><i>Because the surrounding area does not have existing pedestrian infrastructure, and the proposed use(s) is/are not pedestrian-oriented in nature, we do not find the layout of the site to require additional pedestrian infrastructure for on-site access.</i></p>	<p>Planning Commission Comments:</p>
<p><b>4. The impact upon public services of the proposed development, including utilities, streets, police and fire protection, public schools, and public sidewalks/pathways will not exceed the existing or planned capacity of such services.</b></p>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments: <i>The applicant will provide utility extensions for water and sewer service to both buildings. The stormwater calculations provided on Sheet 4 indicate that the total runoff volume after development will increase by 9,191 cubic feet given a two-year, 24-hour rainfall event. The proposed detention pond has a calculated 100-year storm event peak storage of 17,461.28 cubic feet,</i></p>	<p>Planning Commission Comments:</p>

**Vienna Charter Township**

Steve Gross – North Saginaw Road (Parcel ID: 18-24-400-021)

	<p><i>over a calculated required storage area of 16,729.28 cubic feet. The adequacy of this infrastructure is subject to review by the Township Engineer and the Genesee County Drain Commissioner, where applicable.</i></p>	
<p><b>5. The site design conserves natural features to the extent feasible. Such features may include wetlands, unique topography, tree rows and hedgerows, wooded areas, and other natural features.</b></p>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments: <i>More information is needed on what natural features are proposed to be preserved or removed.</i></p> <p><i>No wetlands, floodplains, or sensitive water features appear to exist on the property.</i></p>	<p>Planning Commission Comments:</p>
<p><b>6. The site plan and proposed uses are harmonious with existing and planned development of adjacent properties and the general area.</b></p>		
<p>Applicant's Comments: N/A.</p>	<p>Planning Consultant Comments: <i>The Saginaw Road corridor is primarily fronted by commercial and industrial establishments, typically zoned C-1 and I-1. However, the proposed use has access on West Tobias Road, which is otherwise a wholly residential road as it travels through the township. Traffic generation of a high-intensity commercial character may disrupt the character and traffic patterns of this otherwise residential, low-density road.</i></p> <p><i>The proposed land use is for retail and office establishments, which would provide a more gradual land use transition to residential, compared to the larger commercial and industrial establishments nearby. However, more information is needed to determine how much space is dedicated to office use versus retail use, which will have different use characteristics, hours of operation, and traffic generation needs. Furthermore, the design and layout of the buildings will also factor into the appearance and development of this area. Additional building materials for the proposed</i></p>	<p>Planning Commission Comments:</p>

**Vienna Charter Township**

Steve Gross – North Saginaw Road (Parcel ID: 18-24-400-021)

	<p><i>buildings should be illustrated on the elevations that have been provided. Building materials should be shown. The elevations as submitted appear to be vague in nature.</i></p>	
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**Vienna Charter Township**

Steve Gross – North Saginaw Road (Parcel ID: 18-24-400-021)

**Sample Motions:**

*Approval with Conditions*

I make a motion to approve the requested site plan located at North Saginaw Road, Parcel Number 18-24-400-021, because the applicant meets all standards in Section 604.

- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

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

- The applicant provides detailed elevation drawings showing the final intent of the building appearance. Consider architectural compatibility with residential uses within the area.
- All outdoor lighting in all zoning districts other than residential 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 rights-of-way.
- The applicant provides a note on the site plan indicating the requirement that all lighting 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 rights of way.
- All rooftop and/or ground mounted mechanical appliances shall be screened from public view via screen walls and/or landscaping.
- The applicant shall enhance the landscape buffer along the Tobias Road frontage and the shared property line with residential use for compliance with Section 604 Site Plan approvals for a more *harmonious transition with existing and planned development of adjacent properties and the general area.*
- The site plan indicates the mix of space dedicated to office or retail space is stated in the site plan with possible uses to include art studio, hair salon, nail salon, clothing rental, small professional office, retail establishments, tanning salon, repair shop, barber shop, accountant or clerical work.
- The potential use labeled “repair shop” is vague (Sheet 2 of 14). General Automotive Repair requires SLU in the C-1 District and therefore listing any use on this site plan is not automatically approved; and any use that requires further approvals such as special land use will be required to receive all required Township approvals prior to issuance of any permits, including any other necessary State permits.
- Speculative nature of the possible uses will require parking review of the site at the time each new user requests occupancy. Therefore, maintaining the appropriate amount of parking spaces on site to serve the uses will be verified.
- Parking spaces should not be utilized for outdoor storage, fleet parking, or otherwise ancillary business uses and should be maintained at all times for patrons of the businesses at this location.
- The applicant designates fire lanes or otherwise demonstrates how emergency vehicles may access the site with a truck turning diagram. Any emergency access plans or diagrams are subject to review and approval by the Township Fire Department.
- The Township Engineer reviews the stormwater drainage plan and determines if the proposed stormwater runoff and storage rates are consistent with the use and requirements in the township.
- \_\_\_\_\_.

OR

*Approval*

I make a motion to approve the requested site plan located at North Saginaw Road, Parcel Number 18-24-400-021, because the applicant meets all standards listed in Section 604.

OR

**Vienna Charter Township**  
Steve Gross – North Saginaw Road (Parcel ID: 18-24-400-021)

*Denial*

I make a motion to deny the requested site plan located at North Saginaw Road, Parcel Number 18-24-400-021, because the applicant has failed to meet the following standard(s) from Section 604.

- The site plan does not comply with \_\_\_\_ based on ....
- The site plan does not comply with \_\_\_\_ based on ....
- 

*OR*

*Postpone*

I make a motion to postpone the approval of the site plan located at North Saginaw Road, Parcel Number 18-24-400-021, 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**  
**SITE PLAN INFORMATION REQUIREMENT CHECK LIST**  
**Steve Gross, North Saginaw Road (Parcel ID: 18-24-400-021)**  
**Received Date: May 5, 2026**  
**Revised Drawing Date: May 4, 2026**

<b>Site Plan Information Requirements</b>				
<b>Section 602 – Site Plan Informational Requirements</b>	<b>Does the site plan include this information?</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
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			Owner name and contact information provided on the application and cover sheet of the site plan. Supported by property information on BS&A.
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Provided on cover sheet of the site plan.
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).	X	?		All sheets drafted by the primary site plan preparer are stamped. The Photometric Plan was prepared by a separate entity and is not stamped.
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			All plan sheets are drawn at a scale of 1-inch equals 25 feet at the largest and 1-inch equals 40 feet at the smallest.
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			Provided on the cover sheet of the site plan.
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Provided on the cover sheet of the site plan.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	?X			Adjacent zoning and Parcel ID numbers provided on Sheets 1, 2, 3, and 5. <del>Land use information has not been provided.</del>
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			Provided on Sheet 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			Provided on Sheet 2.

## 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 five feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided.	X			Grading details provided with the preliminary Soil Erosion and Sedimentation control (SESC) Plan on Sheet 5.
Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	?X			Callouts on Sheet 1 identify “Ex. Edge of Trees,” <b>but clear locations of existing trees and vegetation have not been provided. Details on vegetation proposed for removal and/or preservation have not been provided.</b> <b>Note on Sheet 1 of 14 - All vegetation to be cleared from site</b>
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	?X			Provided on Sheet 8. <del>Is any existing landscaping or vegetation proposed to be preserved?</del> <b>Note on Sheet 1 of 14 - All vegetation to be cleared from site</b>
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.	X			Elevation diagram of dumpster enclosure walls provided on Sheet 11. No other fences, walls, berms, or similar screening structures appear to be provided.

## 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.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.	X		?	No wetlands, water features, or floodplains appear to exist on the site per data from Michigan Department of Environment, Great Lakes, and Energy (EGLE) and Federal Emergency Management Agency (FEMA). <b>What vegetation, if any, is to be preserved on the property? Note on Sheet 1 of 14 - All vegetation to be cleared from site</b>
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X			Provided on Sheet 3.
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			Provided on Sheet 2.
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.	X	X		<b>Elevations are not provided. Sheets A1, A2, A3 are submitted showing the building elevations. Building materials should be labeled on these sheets; details regarding both buildings should be provided. Are these structures metal pole barns?</b>
Sec. 602.1.R – The location and size of containment and storage areas if the use of hazardous substances is involved.			X	N/A. No storage areas are proposed at this time. If any tenants submit a site plan for a specific use, any information on hazardous substances storage and containment must be provided.

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.S – The location of all existing and proposed drives and parking areas.	X			Provided on Sheet 2. Specific details on the proposed drive provided on Sheet 9.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			Provided on Sheet 1.
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			Provided on Sheet 2. Details of ingress and egress provided on Sheet 9.
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			Provided on Sheets 9 and 11.
Sec. 602.1.W – Designated fire lanes.	?	X		<b>Not provided. Details also not provided on the most efficient emergency vehicle access to the front face of Buildings 1-8 along Saginaw Road. Sheet 8 of 14 shows Fire Truck turning radius and location of existing fire hydrants. Comments and review referred to the Fire Department review for adequacy. Changes needed that affect the site layout will require additional site plan review.</b>
Sec. 602.1.X – The location of all public and private utilities.	X			Provided on Sheet 2.
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.			X	N/A. No business signage proposed at this time. Details of the proposed barrier-free parking signs to be used provided on Sheet 11.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	X			Provided on Sheet 10.
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			Provided on the cover sheet.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.			X	Subject to the Planning Commission's discretion.

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
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	N/A. No specific establishment is proposed at this time. The applicant is proposing the development as leasable multitenant office or retail space.
B. Hours of operation.			X	N/A. No specific establishment is proposed at this time. The applicant is proposing the development as leasable multitenant office or retail space.
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.			X	N/A. No specific establishment is proposed at this time. The applicant is proposing the development as leasable multitenant office or retail space.
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	?	X		Provided on Sheets 5 and 8. <del>More detail is needed on any vegetation that is proposed to be removed or preserved</del> <b>Note on Sheet 1 of 14 - All vegetation to be cleared from site.</b>
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.			X	N/A. No specific establishment is proposed at this time. The applicant is proposing the development as leasable multitenant office or retail space.
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	Subject to the Planning Commission's discretion.



**Vienna Charter Township**  
**SITE PLAN ZONING COMPLIANCE CHECKLIST**  
**Steve Gross, North Saginaw Road (Parcel ID: 18-24-400-021)**  
**Received Date: May 5, 2026**  
**Revised Drawing Date: May 4, 2026**

<b>Permitted Uses (Article 3)</b>					
Proposed use:	Office Building/Retail Business Up to 40,000 Square Feet	Zoning District: C-1 Neighborhood Commercial			
Is the proposed use permitted in the district which it is located?	By Right	P	By Special Land Use		
<b>Dimensional Requirements (Section 305)</b>		<b>Ordinance Standards</b>		<b>Proposed Site Plan</b>	
Minimum Lot Area (acres [sq. ft. if <1 acre])		6,000 sq. ft.		9.12 acres	
Minimum Lot Width (ft.)		100 ft.		~325 ft**.	
Minimum Setbacks - Front (W)		30 ft.		~79 ft.	
- Front (N)*		30 ft.		~48.25 ft.	
- Side (E)		10 ft.		11.3 ft.	
- Side (Total)*		10 ft.		11.3 ft.	
- Rear (S)		40 ft.		59.19 ft.	
Minimum Total Square Feet (sq. ft.)		2,000 sq. ft.		Building 1: 10,000 sq. ft. Building 2: 5,000 sq. ft.	
Maximum Building Height (ft. and stories)		45 ft./3 stories		<b>? ft. 16 ft to eave line;</b> Building height means the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs, to the deck of a mansard roof, <b>or to the point equidistant between the peak or ridge of the roof and the eaves for all other roof types.</b> Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall. <b>Appears this building will meet the maximum height requirement.</b>	
Are there any additional dimensional requirements per the zoning district?		* Sec 512. Property is a corner lot; the lot lines along North Saginaw and West Tobias Roads are considered front lot lines.  ** Based on the shortest horizontal distance from the southwest corner of the parcel directly north.			

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			Comments
	Yes	No	N/A	

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 501 Building Regulations and Scope</b> – Do the proposed buildings or structures, or alterations thereof, comply with these standards?	X			Two principal buildings are proposed: Building 1 (Tenants 1-8) and Building 2 (Tenants 9-12).
<b>Section 502 Accessory Buildings and Structures</b> – Do the proposed accessory buildings or structures comply with the standards of this section?	X			The dumpster enclosure is the only proposed accessory structure and complies with the standards of this section.
<b>Section 503 Residential Occupancy</b> – Will any proposed temporary residential structures be used only for short-term occupancy?			X	N/A. The proposed use is not residential.
<b>Section 504 Access Management</b> – Does the proposed use comply with the access management standards set forth in this section?				<p>The applicant proposes one driveway along West Tobias Road. There are two driveways located across Tobias, but it is offset with two 63-foot-long flared approaches on either side of the driveway. Final approval of the driveway design is subject to review by Michigan Department of Transportation (MDOT).</p> <p><b>Tobias Road is a primarily low-density residential road. With review from GCRC and MDOT, we recommend the applicant consider redesign access along North Saginaw Road to be consistent with how the property is addressed and to limit the amount of nonresidential traffic along and turning onto Tobias Road. Review and approval required by MDOT for entrance onto M-54. Access onto Tobias Drive has been removed.</b></p>

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 505 Corner Clearance</b> – Do all proposed or existing fences, walls, shrubbery, signs, or similar obstructing structures within all intersection clear vision areas comply with this section?	?X			<del>What landscaping near the proposed driveway, if any, is to be preserved? Details are needed on these trees and other plantings to determine that they are not within the required sight-distance corners. No landscaping is proposed near the entrance. No vegetation will be kept from the existing site.</del>
<b>Section 506 Entranceway Structures</b> – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?			X	N/A. No entranceway structures proposed.
<b>Section 507 Exterior Lighting</b> – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?	?	X		<del>The proposed RSX1 pole fixtures (Label A) are mounted 20 feet above the ground. The maximum height for light poles in the C-1 district is 15 feet. All outdoor lighting in all zoning districts other than residential 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 rights-of-way. A note should be added to the site plan acknowledging this requirement will be met.</del>

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<p><b>Section 508 Screening of Rooftop Equipment</b> – Do all proposed roof-mounted equipment comply with these standards?</p>	X	?X		<p><del>Details on the proposed buildings have not been provided to determine if rooftop equipment is proposed or will be screened.</del> <b>No rooftop equipment is shown. Building elevations have been submitted without equipment on the roof, the plan should reflect where mechanical and all other ground mounted equipment will be located for compliance with screening requirements.</b></p>
<p><b>Section 509 Waste Receptacles</b> – 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?</p>	X			<p>The proposed dumpster is located in the side yard and set back 49.41 feet from the east property line. The dumpster is enclosed within an 8 feet by 10 feet wooden enclosure with walls 6 feet in height.</p>
<p><b>Section 510 Natural Feature Setback</b> – 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?</p>			X	<p>N/A. No protected natural features identified on the property.</p>
<p><b>Section 511.1-4 Supplementary Environmental Regulations</b> – 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?</p>	X			<p>The applicant has stated that they will seek permits for public utility extensions, watermain looping, industrial pretreatment, Soil Erosion and Sedimentation Control (SESC), NPDES permit, and state and county construction permits. The applicability of these and any other required permits are subject to review by the Township Engineer.</p>
<p><b>Section 511.5 Supplementary Environmental Regulations</b> – 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?</p>			X	<p>N/A. The subject property is not located in a (FEMA)-designated floodway, floodplain, or SFHA, per FIRM Panel 26049C0062D (eff. September 25, 2009).</p>

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 512 Corner Lot Front Lot Line</b> – If the property is a corner lot, do all structures meet the front yard setback requirements for each side abutting a street?	X			The property is a corner lot, with the primary front lot line being along North Saginaw Road and the secondary front lot line being along West Tobias Road to the north. The proposed buildings and structures are within the setbacks of both.
<b>Section 513 Zoning Lot</b> – If the subject property is on two contiguous parcels, are they under common ownership?			X	N/A. The subject property consists of one parcel.
<b>Section 516 Height Limitations</b> – Does the site and proposed or existing structures have any features or appurtenances that are exempt from the height limits of this Ordinance?			?	No structures described in this Section appear to be proposed. <del>Details of the proposed buildings are required to determine if any are planned.</del>
<b>Section 517 Lot Width and Ratio</b> – Does the property have a depth-width ratio less than 4:1?	X			The property is a west-facing parallelogram shape with equal lot width (371.01 feet) and depth (418.49 feet), for a depth-width ratio of approximately 1.13:1.
<b>Section 518 Lots Adjoining Alleys</b> – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	N/A. No alleys or lanes of this type existing or proposed.
<b>Section 519.1-4 Yard Regulations</b> – 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?			?	<del>More information is needed on the design of the proposed buildings to determine if any features would fall under these provisions.</del>
<b>Section 519.5 Yard Regulations</b> – If applicable, does the water-fronting yard of the property comply with this standard?			X	N/A. The property does not contain or front any water features.
<b>Section 520 Required Water Supply and Sanitary Sewerage Facilities</b> – Does the site have access to potable water supply and sewerage facilities?	X			Sheet 2 shows both the existing and proposed utility connections to access both buildings.
<b>Section 521 Pathways and Sidewalks</b> – Do the proposed pathways or sidewalks comply with this standard?			X	N/A. There are no existing pathways or sidewalks servicing the subject property or adjacent parcels.
<b>Section 522 Road Frontage Requirements</b> – Does the property front a public or private road with the requisite frontage length for its zoning district?	X			The subject property is a corner lot with frontage along both Saginaw and Tobias Roads. Access is proposed to be along Tobias Road.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 523 Private Roads – Do the proposed private roads comply with these standards?			X	N/A. No private roads are 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)	<p>Retail Business (<math>\leq 40,000</math> sq. ft.): One space per 300 sq. ft. usable floor area. <b>Usable floor area not known; applicant provides gross floor area of 15,000 sq. ft.</b></p> <p><b>15,000 sq. ft./300 equals 50 spaces</b></p> <p>Office: One space per 200 sq. ft. usable floor area. <b>Usable floor area not known; applicant provides gross floor area of 15,000 sq. ft.</b></p> <p><b>15,000 sq. ft./200 equals 75 spaces</b></p>	<p><del>Parking Calculations are provided; compliance with Ordinance cannot be determined. Table on page 2 calculates 11 potential individual businesses but there are 12 shown; therefore it is concluded that there is a parking shortage for the maximum 12 individual spaces</del></p> <p><b>59 61 spaces</b></p> <p><b>Specific square footage for each use type is needed to accurately calculate required spaces.</b></p>
Barrier Free Space (ADA Standards) *	<p>26 to 50 spaces = <i>Two spaces</i></p> <p><i>51 to 75 spaces = Three spaces</i></p>	<del>Two</del> <i>Three spaces</i>
Loading Space (Section 403)	<p>5,001 to 60,000 square feet GFA equals one space plus one space per each 20,000 square feet GFA or fraction thereof.</p> <p><b>15,000 sq. ft. equals one space</b></p>	One space

\* 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
<p><b>Section 401.A-J, L-M, P Location and Number of Spaces</b> – Do the proposed parking spaces meet the minimum number, location, and access requirements set forth in this Section?</p>		?		<p>Sheet 2 provides details on the location and design of the parking lot, which satisfies these requirements.</p> <p>The applicant proposes the development to include both office and commercial uses but does not specify how much space is dedicated to either. Parking requirements are also calculated using gross floor area; Section 309 calculates these uses' parking requirements based on <u>usable</u> floor area.</p> <p>More information is needed to determine the minimum required parking for the site. <del>Table on page 2 calculates 11 potential individual businesses but there are 12 shown; therefore it is concluded that there is a parking shortage for the maximum 12 individual spaces</del></p>
<p><b>Section 401.K Planning Commission Reduction in Parking Requirements</b> – Does the applicant provide evidence that parking demand will be satisfied if the number of spaces is reduced by the requested percentage?</p>			?	<p>A narrative on reducing parking requirements by this percentage has not been provided. The need for a parking reduction is contingent on accurate calculations of the needed parking space, based on how much space is dedicated for office use compared to retail use. <del>It is unclear if the applicant requests a reduction in parking under this section.</del></p>
<p><b>Section 401.N Limits on Excessive Parking</b> – Does the site require an exemption for providing parking more than 50 percent over the minimum for the development?</p>			X	<p>N/A. This standard does not appear to apply.</p>

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 401.O Parking Deferment</b> – Does the minimum number of spaces appear to be excessive for what would satisfy demand for the land use?			X	N/A. This standard does not appear to apply.
<b>Section 402 Parking Space Layout</b> – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?				
<b>1. Residential Exception</b> – Are the parking spaces exempt from Section 402 as part of a single- or two-family residential land use?			X	N/A. The proposed use is not residential.
<b>3. Ingress and Egress</b> – Do the ingress and egress points for the parking areas meet these requirements?	X	X		<del>The ingress/egress point for parking is along West Tobias Road. The property to the north across the road (11306 North Saginaw Road) is zoned R-1 Single Family Residential.</del>
<b>4. Layout Standards</b> – Do parking spaces and maneuvering lanes meet these requirements?	X	X		<del>The proposed curb cut, including the concrete shoulders for the driveway flare, is approximately 197 feet in width. The Planning Commission may consider waiving this requirement if the extent of the flare lane is found appropriate for accessing the site.</del>  <del>Concrete bumpers for parking spaces are proposed. do not appear to be proposed.</del>  <del>Some vegetation exists along North Saginaw Road. It is unclear if this will remain or if this area will be landscaped with grass alone. We note that there is a utility easement along North Saginaw Road that may preclude any additional landscaping. No vegetation will remain on site.</del>

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
5. <b>Exterior Lighting</b> – Does the exterior lighting for the parking areas meet the standards of Section 507?	X	?		All parking areas are fully lit. <b>See the comment regarding Section 507. The maximum height for pole-mounted lights in the C-1 district is 15 feet. Note should be added that all lighting fixtures are downward pointed full cut off fixtures.</b>
6. <b>Construction, Maintenance, Screening, and Landscaping</b> – Does the design of the parking area and its landscaping meet the requirements of this section and of Section 1302?				
<b>Section 403 Off-Street Loading and Unloading</b> – Do the proposed loading and unloading spaces meet the following requirements?				
1. <b>Number of Spaces</b> – Does the site have the required minimum number of loading spaces?	X			One space is required, and one space is provided.
2. <b>Screening</b> – 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	X		<b>No screening has been proposed for the loading space.</b>
3. <b>Access</b> – Do the loading and unloading areas provide trucks sufficient access as to not have to back from or onto a public street?	X			The loading space is on the northern extent of the property, between Building 1 and the proposed detention pond. There appears to be sufficient maneuvering area as to not require vehicles to back onto or from West Tobias Road.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 1300.3.A.(1)-(3) General Landscaping</b> – Do the planting patterns and species variation comply with these standards?	X			The applicant proposes three deciduous trees (hop hornbeam, <i>Ostrya virginiana</i> ) in the parking islands and 24 spruce trees ( <i>Picea pungens</i> ) as a screening buffer along the eastern property line.
<b>Section 1300.3.A.(4) General Landscaping</b> – 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	Landscaping plan provided on Sheet 7. <b>Any additions or reductions in landscaping requirements are subject to the Planning Commission's discretion. No waiver request has been sought.</b>

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 1300.3.B Greenbelt Buffer</b> – Do the proposed greenbelts comply with these standards?			X	N/A. A greenbelt is not required for either use.
<b>Section 1300.3.D Landscape Berms</b> – Do the proposed berms comply with these standards?			X	N/A. A landscape berm is not required for either use.
<b>Section 1300.3.E Evergreen Screening</b> – 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 not required for the use. The evergreen screening trees provided are spaced 15 feet on-center and planted at a minimum height of six feet.
<b>Section 1300.3.F Mechanical Equipment</b> – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?			?	<b>More information is needed on the buildings and equipment to determine what mechanical equipment, if any, is to be screened.</b>
<b>Section 1300.3.H Landscaping Rights-of-Way and Other Adjacent Public Open-Space Areas</b> – 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			<b>What existing landscaping in the rights-of-way and required yards, if any, is to be preserved? None</b>
<b>Section 1300.3.I Regulations Pertaining to Landscaping Areas Used for Sight Distance</b> – Does all vegetation planted within the sight distance corners at intersections comply with these requirements?	?X			<b>What landscaping near the proposed driveway, if any, is to be preserved? Details are needed on these trees and other plantings to determine that they are not within the required sight-distance corners.</b>
<b>Section 1301.1 Plant Material Spacing</b> – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?	X			The proposed spruce trees along the eastern property line are spaced 15 feet on centers. The two deciduous trees on the northern parking island are spaced approximately 26.5 feet apart on centers.
<b>Section 1301.2 Suggested Plant Materials</b> – Do any of the proposed plant materials, if they include species in this table, comply with the standards therein?	X			Both tree species are listed in this table for their respective material types.
<b>Section 1302 Parking Lot Landscaping</b> – Does the proposed parking lot landscaping comply with these standards?			?	1282 square feet of landscaped islands with three deciduous trees provided. <b>Final compliance is contingent upon providing a final number of parking spaces.</b>  <b>The area of each parking island has not been provided.</b>

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<p><b>Section 1303 Screening Walls</b> – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?</p>	?			<p>No fence or wall has been proposed.</p> <p>The applicant has proposed the 24 22 evergreen trees to screen the subject property from the residential parcel to the east. <b>The Planning Commission may determine if this is sufficient in place of a wall or fence.</b></p> <p><del>More information is needed on the existing landscaping along the northern property line, namely what is proposed to remain and if this is sufficient screening from the residential property across West Tobias Road.</del>  <b>No landscaping is proposed along Tobias Road</b></p>
<p><b>Section 1304 Compliance for Nonconforming Sites</b> – Does the proposed screening and landscaping bring the site into conformity, if current landscaping and screening is nonconforming?</p>			X	N/A. The site is currently unimproved.
<p><b>Section 1305 Fences</b> – Do the proposed fences comply with the following standards?</p>				
<p><b>3. Design Requirements</b> – Are the fences designed to with an appearance and height that comply with the applicable standards for the district or use?</p>			X	N/A. No fences proposed.
<p><b>4. Material Specifications</b> – 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?</p>			X	N/A. No fences proposed.
<p><b>5. Location</b> – Does the location of all fences on the site comply with these standards?</p>			X	N/A. No fences proposed.

Landscaping Requirements (Article 13)		
Use: Retail Business Up to 40,000 Square Feet/Office Building		
Use Requirements	Ordinance Standard	Proposed Site Plan
Greenbelt (Sec. 1300.3.B)	N/A	24 six-foot-tall spruce trees, planted 15 feet on-center.
Landscape Berms (Sec 1300.3.D)	N/A	N/A
Parking Lot (Sec 1302)	<p>One landscaped area (at least 150 square feet) and one deciduous tree per 20 spaces.</p> <p><b>5561 spaces proposed equals three landscaped areas and three deciduous trees</b></p>	<p><del>Two landscaped areas are shown; three required:</del></p> <p><del>Number of parking spaces required is undetermined due to parking calculation for 11 individual tenant spaces while there are 12 shown on the site plan.</del></p> <p><b>Total Area: 1282 square feet (703 sq ft and 579 sq ft)</b></p> <p>Three trees</p>

Nonconforming Uses, Structures, and Lots (Article 10)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 1002 Nonconforming Lots</b> – 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 of a conforming dimension and location.
<b>Section 1003 Nonconforming Uses of Land</b> – 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. There are no existing land uses on the property.
<b>Section 1004 Nonconforming Structures</b> – 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. There are no existing structures on the property
<b>Section 1005 Nonconforming Uses of Structures and Land</b> – Does the nonconforming land use within the nonconforming structure or structures comply with these requirements?			X	N/A. There is no known combination of nonconforming land uses or structures on the property.