



January 19, 2026

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

RE: Site Plan Review 2 – 14151 N. Saginaw Road – R&R Ready Mix

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, ROWE Professional Services Company has completed a site plan review of a proposed silo expansion/addition application for the R&R Ready Mix establishment located at 14151 N. Saginaw Road, consisting of Parcel 18-03-400-047. The applicant is proposing a 525 square foot silo expansion at the property. The township received a site plan prepared for R&R Ready Mix (Tim Maguire) and Pumford Construction (Chris Horger-Hill) consisting of four sheets (C1.01, S1.01, S2.01, and S2.02) with dates of December 3rd, 9th, and 15th of 2025, as digitally signed and sealed by Jeff Quider on December 17, 2025.

This is the second review conducted for this project. The township forwarded ROWE a revised site plan on January 14, 2026, however, the plans were not digitally signed and sealed as per the original submittal.

Based on the information submitted, ROWE Professional Services offers the following comments for your consideration. Comments that have been added onto, either from the applicant or from additional review, are indicated in **red text**. Comments from the original review that have been corrected or addressed are shown in ~~strike through~~ text.

### **Planning Comments**

#### *Site Plan Information*

We reviewed the plan for compliance with the requirements in the Zoning Ordinance and provided the following comments.

- **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.**  
~~Pumford Construction and R&R Ready Mix representatives signed the site plan application, however, there is no indication that Pumford Construction is acting as the Owner’s legal representative in this application.~~ **Information revised and provided.**
- **Sec. 602.1.G – Zoning district and land use of adjacent parcels.**  
~~This information has not been provided.~~ **An aerial photograph overlay has been provided showing surrounding land uses of adjacent parcels.**

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- **Sec. 602.1.H – The dimensions of all property lines showing the relationship of the property to abutting properties and buildings within 100 feet.**  
~~This information has not been provided.~~ An aerial photograph overlay has been provided showing surrounding land uses of adjacent parcels.

**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.**

~~Setbacks are not shown on the site plan.~~ The proposed silo complies with setback requirements and will not be positioned closer to any property line than the existing structures on the premises.

- **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.**

Project involves a 525 square foot area of asphalt removal to be replaced with concrete. Township Engineer will confirm comment by the Applicant that the concrete slab on grade will be and is sloped to match the existing grades.

- **Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.**

The Planning Commission may find this review an opportunity to create a landscape plan for the property that is in full compliance with the Zoning Ordinance.

~~The Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.~~ No additional landscaping is proposed. In consideration of the overall design and impact of the landscape plan, the Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.

- **Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.**

The Planning Commission may find this review an opportunity to create a landscape plan for the property that is in full compliance with the Zoning Ordinance.

~~The Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.~~ No additional landscaping is proposed. In consideration of the overall design and impact of the landscape plan, the Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.

- **Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.**  
~~Project involves a 525 square foot area of asphalt removal to be replaced with concrete. Underground drains are not included in the scope of work for this project. Township Engineer will confirm comment by the Applicant.~~ **Applicant notes in letter dated January 12, 2026; “Underground drains not included in scope of work for this project.”**
- **Sec. 602.1.X – The location of all public and private utilities.**  
No utilities information is provided nor information regarding easements. Verify what utilities will be included in the silo expansion project.
- **Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting**  
~~It is unclear what if any lighting will be included with this silo expansion project.~~ **Applicant provides note on January 12, 2026, letter that; “No dumpsters or additional site lighting on this site.”**
- **Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.**  
Please include a statement in the application that explains any of these conditions that may exist with the silo expansion.

### *Zoning Compliance*

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

- **Section 507 Exterior Lighting**  
Please verify if any lighting will be added and verify compliance with the below standard:  
~~(E.) The distance between the top of any light source and the ground below the structure shall not exceed the following, in each use district:~~  
~~Height in Feet – Wall Mounted – 40’      Height in Feet – Pole Mounted – 25’~~ **Applicant provides note on January 12, 2026, letter that; “No dumpsters or additional site lighting on this site.”**
- **Section 1300.3.A.(1)-(3) General Landscaping**  
No additional landscaping is proposed. In consideration of the overall design and impact of the landscape plan, the Planning Commission may increase, reduce, or waive the requirements outlined herein for general landscaping, or for landscaping in greenbelt areas, on berms, or as part of a screen, provided that any such adjustment is in keeping with the intent of the ordinance, and more specifically, with the intent of the Article.
- **Section 1300.3.A.(4) General Landscaping**  
The Planning Commission may find this as an opportunity to create a landscape plan for the property that is in full compliance with the Zoning Ordinance. Please provide the Planning Commission with 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?

- **Section 1300.3.B Greenbelts**  
Please see above.
- **Section 1300.3.D Landscape Berms**  
Please see above.
- **Section 1302 Parking Lot Landscaping**  
Please see above.
- **Sec. 1305.4 – Fences, Material Specifications**  
Please provide a statement regarding placement of any new fences on the property with this application.

*Draft Recommendations:*

**Approval:**

I make a motion to approve the requested site plan located at 14151 N. Saginaw Road, Parcel ID: 18-03-400-047 because the applicant meets all standards listed in Section 602 Site Plan Requirements and Section 2810.2 Site Plan Standards.

OR

**Approval with Conditions:**

I make a motion to approve the requested site plan located at 14151 N. Saginaw Road, Parcel ID: 18-03-400-047 because the applicant meets all standards in Section 602 Site Plan Requirements and Section 2810.2 Site Plan Standards. Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve:

- Submittal of all required permits and approvals from the appropriate regulatory agencies.
- \_\_\_\_\_.

OR

**Denial:**

I make a motion to deny the requested site plan located at 14151 N. Saginaw Road, Parcel ID: 18-03-400-047 because the applicant has failed to meet the following standard(s) from Section 602 Site Plan Requirements and Section 2810.2 Site Plan Standards:

- 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 14151 N. Saginaw Road, Parcel ID: 18-03-400-047 until the next regular meeting to provide the applicant with the opportunity to provide the following information:

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

Mr. Richard Polmanteer, Planning Commission Chairperson

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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 us at (810)-341-7500 or [wburkholder@rowepsc.com](mailto:wburkholder@rowepsc.com).

Sincerely,  
ROWE Professional Services Company

Wade Burkholder, AICP  
Senior Planner

Attachments:

Vienna Township – Site Plan Information Checklist 14151 N. Saginaw Road  
Vienna Township – Site Plan Zoning Checklist 14151 N. Saginaw Road

cc: Vienna Charter Township Planning Commission

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