



October 31, 2022

Mr. Jeff Ferweda, Planning Commission Chairperson
Vienna Charter Township
3400 W. Vienna Road
Clio, MI 48420

RE: Special Land Use & Site Plan Review – 6401 W Vienna Road

Dear Mr. Ferweda,

ROWE Professional Services Company is in receipt of a special land use and site plan review of Great Lakes Region Disposal building addition located at 6401 West Vienna Road. The applicant is proposing a 4,000 square foot addition as well as additional outdoor storage in the rear of the property behind the proposed addition. The township received a site plan prepared by Sedgewick + Ferweda Architects consisting of three pages on October 4, 2022. Based on the information submitted on October 4, 2022, ROWE Professional Services offers the following comments for your consideration:

Planning Review

Site Plan Information

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

1. **Section 2035 Exterior Lighting** – Clarify if exterior lighting changes are proposed.
2. **Section 2050 Landscaping** – If required, clarify existing and proposed landscaping onsite. Pictures of the existing vegetation could be sufficient. Information for proposed landscaping include species, location, and planting size.
3. **Section 1910 Off-Street Loading and Unloading** – Clarify the specific location for the required loading space area in the rear portion of the property.

Zoning Compliance

The following items were either not complied with or further information is necessary to determine compliance:

1. **Section 1800 District Dimensional Requirements** – Minimum side yard setback for the C-2 General Commercial zoning district abutting a residential district is 60 feet. It appears to be proposed to be 14 feet from the property line which would continue the same line as the existing building.

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2. **Section 2635 Nonconforming Structures** – It does not allow structures to be “enlarged or altered in any way to increase the nonconformity” but can be expanded if it does not increase the nonconformity. The Planning Commission should clarify if extending the bulk of the building along the property line would be “enlarging” the nonconformity or because the distance from the property line is not increasing that is the justification for the expansion of the property line. Attached is a diagram to aid in the discussion regarding what is an increase of a nonconforming structure.
3. **Section 2035 Exterior Lighting** – No lighting plan was submitted, please confirm if there is any proposed exterior lighting.
4. **Section 2050 Landscaping** – No landscaping plan was submitted and appears some landscaping would be required, further information pertaining to landscaping is needed to determine compliance. **Parking Lot** – One tree is required per 3,000 square foot of paved surface area. A minimum of two trees are required.
5. **Section 2055 Obscuring Walls and Landscaped Berms** – An obscuring wall, greenbelt, or landscaped berm of 4.5 to 6 feet is required along the west, east, and south property lines of the subject property since it abuts residential districts. The Planning Commission has the discretion to waive buffering requirements when neighboring properties are master planned to be nonresidential properties, neighboring properties are not residential homes or future residential homes or have existing characteristics where this condition is not needed like change in grade, heavily wooded or otherwise landscaped, or natural or manmade features are effective. The applicant is proposing a 6-foot chain link fence surrounding the gravel storage area.
6. **Section 1900 Off-Street Parking Requirements** – The number of the largest working force is needed in order to determine the number of required parking spaces. There appear to be six existing parking spaces.
7. **Section 1905 Parking Space Layout Construction & Maintenance** – The proposed maneuvering lane area and storage area is gravel. The surface is required to be asphalt or concrete. It is unclear with the additional hard surface how drainage will be handled onsite.
8. **Section 1215 Required Conditions** – Further information regarding loading and unloading space to determine compliance. See comment below.
9. **Section 1910 Off-Street Loading and Unloading** – Within the 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. A total of 300 square feet of loading area is required in the rear yard. No loading area was identified in the submitted site plans, applicant to confirm loading space location and dimensions.
10. **Section 2210 (30) Storage Facilities** – The applicant has proposed a six-foot chain-link fence. Also noted in Section 2055, the Planning Commission shall determine the extent of the wall, fence, or berm to be used on the basis of use.

Engineering Review

General Comments

- Additional plans need to be submitted with the following information included so a full engineering review can be completed per the Vienna Township Site Plan Review Checklist:
 - Grading plan showing existing and proposed contours, grading limits, and drainage patterns.
 - Stormwater management plan developed in accordance with the Genesee County Drain Commissioner's Office Division of Surface Water Management Requirements including details and supporting calculations for the following:
 - Requirement A – Stormwater quality
 - Requirement B – Channel protection
 - Requirement C – Flood control

Action Items

Below includes the items that the Planning Commission should consider:

- **Nonconforming Structure Clarification** – The Planning Commission should clarify how strict this provision should be applied. If the proposed building addition is considered an increase in the nonconformity, variances will be required. The Planning Commission may approve the site plan and special land use contingent upon the applicant receiving a variance from the Zoning Board of Appeals.
- **Residential Buffering** – Clarification from the Planning Commission is required to determine what type or if a buffer on the east, west, and south property lines would be required. The Planning Commission may determine that the proposed 6-foot chain link fence is adequate screening to the neighboring residential properties or if additional landscaping should also be required.
- **Special Land Use** – The Planning Commission could consider a conditional approval of the proposed special land use if they meet all the standards in Section 22.05.4 upon approval of the site plan.
- **Site Plan Review** - The Planning Commission could consider a conditional approval of the site plan upon addressing all outstanding issue noted in ROWE's review letter.

In addition to these comments, we have attached a special land use review checklist which contains additional information for your use. As part of this review, ROWE has included a special land use checklist to go over the approval standards. As the Planning Commission is aware, to support an approval, all six standards in Section 2205.4 must be found in support of the application. For the application to be denied, it must be found to be inconsistent with one or more standards from Section 2205.4.

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Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. 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 chabben@rowepsc.com or (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Caitlyn Habben, AICP
Planner

Attachments

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