



February 9, 2026

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

RE: Site Plan Review – 4112 W. Vienna Road – Goodwill

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, ROWE Professional Services Company completed a site plan review for a proposed 22,700 square foot Goodwill retail store and warehouse at 4112 W. Vienna Road. Any site plan approval shall be conditioned upon approval from all review agencies and township permits being received. The plan set dated January 21, 2026, includes civil engineering drawings, grading, topography, demolition plan, utility layout, lighting, aerial imagery, floor plans, landscaping, ALTA survey, and partial architectural elevations.

The development is located within the C-2 General Commercial District and the retail use ( $\leq 40,000$  square feet) is permitted by right. 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 found the below list of material missing, so compliance cannot be determined.

- **Section 602.1.C** – The front page is signed and sealed, and the ALTA survey is signed and sealed; the remainder sheets should also be signed and sealed as accurate.
- **Section 602.1.K** – An inventory of existing vegetation on the site and portrayal of any significant alterations: The existing pine row is depicted but verification of all other vegetation on site is required.
- **Section 602.1.N** – Location to natural features: Verify the distance from the floodplain and any other associated natural feature on the property to any proposed improvements. Verify removal of a fence as shown on Sheet 4/4 will not disrupt any wetland, floodplain, or natural feature. Will this fence be replaced?
- **Section 602.1.Q** – Elevations: Provide front, rear, and side elevations of the buildings.
- **Section 602.1.W** – Fire Lanes: Please depict and provide Fire Marshall review for compliance.
- **Section 602.1.Y** – Signs: No sign details are provided; signs require separate permit and full compliance with signage requirements once removed and relocated. Note states relocation of the existing monument sign is planned.

**SINCE 1962**

- **Section 602.1.Z – Lighting:** **Section 507.** Exterior Lighting – Pole mounted lighting in the C-2 District is permitted to a height of 18 feet in the C-2 District. Sheet 1/4 depicts a mounting height of 35 feet.
- **Section 602.1.AA –** A summary of all necessary permits and their current status is provided but an update on review from these agencies is requested.
- **Section 602.2 – Operations Description:** Hours of operation and the expected number of employees/customers were not included.
- **Section 602.2.D – Modifications to Land –** Drainage patterns, earthwork should be reviewed by the Township Engineer for compliance with regulations.
- **Section 602.2.D –** “Proposed detention basin options final location, shape, and size to be determined (note fence required for slopes greater than 1:6).” – Where is the detention basin going to be located? The site plan should depict the final location.

*Zoning Compliance*

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

- **Section 305 Permitted Uses –** Clarification needed: What is the justification in using different square footage measurements? The square footage of the retail store uses a measurement of inside walls while the warehouse building is measuring square footage to the outside wall.
- **Section 305 Permitted Uses –** Project Information table does not have the correct information. Please verify the Zoning Ordinance requirements being used with the township.
- **Section 501 Building Regulations and Scope –** Setbacks: The proposed building must meet a side yard setback of 20 feet where 15 feet is shown. The existing building may maintain the current nonconforming setbacks to property lines on the south and west facades of 19.1 and 15.5 feet respectively.
- **Section 504 Access Management –** Access is via a shared driveway with the parcel to the east. Is a reciprocal agreement in place for both parcels to maintain access?
- **Section 504 Access Management –** Note on Sheet 1/4 states “Explore Service Drive Connection Agreement (shown for reference only).” This note is unclear, either remove the note or provide the connection on the plan.
- **Section 508 Screening of Rooftop Equipment –** Need more information on where the equipment is located and whether it is adequately screened.
- **Section 309 Table of Use Requirements –** The parking calculations are incorrect on the site plan. Please revise. Note is located on the site plan indicating that “Goodwill has indicated 60 spaces are sufficient for their needs based on similar stores.” This note is not relevant and should be removed.
- **Section 309 Table of Use Requirements –** Provide the reason for the exclusion of the existing grass area from the plan calculations at this time.
- **Article 4 Parking and Loading Requirements –** Parking calculations need to be revised, and new parking figures are required. Four barrier-free spaces are indicated, please clearly located them on the site plan.
- **Section 401.K Reduction of Parking Requirements –** Requesting 15 parking spaces to be “banked”. No justification or explanation provided.

- **Section 401.N Limits on Excessive Parking** – The Planning Commission may reduce off-street parking requirements by up to 25 percent if the applicant can demonstrate through site plan or zoning permit review that the parking demand will be met through existing or proposed spaces.
- **Section 401.O Parking Deferment** – A smaller amount of parking may be approved through a finding of the Planning Commission that the required amount of parking is excessive, provided that the area to meet the full parking requirement is retained as open space.
- **Section 1300.3.F Mechanical Equipment** – Rooftop equipment behind a parapet, please provide a detail. Verify if any mechanical equipment will be installed or located on the ground and associated screening of units.
- Provide explanation of curb along the east property line: What is the relationship between the +/-7-foot Island to Back of Curb Created comment? – Is the purpose of this area for property line clarification to separate the parcel travel aisles?
- Provide explanation of note on plan: “Note, Proposed Lights (See Sheet GB for Final Location and Details).

ROWE Professional Services Company's 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 is 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 [wburkholder@rowepsc.com](mailto:wburkholder@rowepsc.com) or [hbogapati@rowepsc.com](mailto:hbogapati@rowepsc.com).

Sincerely,  
ROWE Professional Services Company

Wade Burkholder, AICP  
Senior Planner

Hrilekha Bogapati  
Planner I

Attachments

1. 4112 W. Vienna – Goodwill – Vienna Township – Site Plan Zoning Checklist
2. 4112 W Vienna – Goodwill Site Plan Info Checklist

cc: Vienna Charter Township Planning Commission

**Vienna Charter Township**  
**SITE PLAN ZONING COMPLIANCE CHECKLIST**  
**4112 W. Vienna Road – Goodwill**  
**Received Date: January 26, 2026**

<b>Permitted Uses (Article 3)</b>			
Proposed use:	Retail store 11,500 (11,158 square feet /inside wall measurement) square feet and existing Warehouse Storage building to remain 11,200 square feet. (outside wall measurement 11,543 square feet now).	Zoning District:	C-2 General Commercial  What is the justification of different measurement point references between inside wall versus outside wall? Sheet 1/4 versus Sheet A1.0
Is the proposed use permitted in the district which it is located?		By Right	X 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])		10,000 sq ft	25.49 acres
Minimum Lot Width (ft.)		100 ft	145
Minimum Setbacks - Front (Direction)		40 ft	95 ft
- Side (Direction)		20 ft	15 ft on west side
- Side (Direction)		20 ft	58.1 ft
- Rear (Direction)		40 ft	>150 ft
Minimum Total Square Feet (sq. ft.)		2,000 sq ft	22,700 sq ft
Maximum Building Height (ft. and stories)		70 ft	22 ft
Are there any additional dimensional requirements per the zoning district?	<p><b>Sec. 1004. Nonconforming structures</b> – Where a lawful structure exists or is lawfully under construction at the effective date of this ordinance that could not be built under the terms of this ordinance by reason of restriction on area, height, yards, location on the lot or other requirements concerning the structure, the structure may remain so long as it remains otherwise lawful subject to the following provisions. 1. No nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be enlarged or altered in a way that does not increase its nonconformity. The existing 19.1 and 15.5-feet setbacks on existing warehouse building may remain as a nonconformity.</p> <p>The 15-foot setback on the west side for the new retail building must be 20 feet.</p>		

Vienna Charter Township 4112 W. Vienna Road – Goodwill

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		Proposed building must meet side yard setback of 20 feet. The existing building may maintain current setbacks to property lines on the south and west facades of 19.1 and 15.5 feet respectively.
<b>Section 502 Accessory Buildings and Structures</b> – Do the proposed accessory buildings or structures comply with the standards of this section?	X			Existing pole barn OK; new dumpster enclosure compliant.
<b>Section 503 Residential Occupancy</b> – Will any proposed temporary residential structures be used only for short-term occupancy?			X	Site 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>Direct access drives should generally be minimized in number and maximized in separation. The number of driveways permitted for a site shall be the minimum number necessary to provide safe and efficient access for regular traffic and emergency vehicles, based on traffic engineering and fire department reviews as well as a traffic impact study, see Section 607.</p> <p>Access is shared with the parcel to the east. Is a reciprocal agreement in place for both parcels to maintain access?</p> <p>Site plans should incorporate, where feasible and appropriate, cross-access with neighboring sites via connected parking aisles or frontage roads, shared side service drives and/or site access drives, and rear service drives connecting to side roads. Any such cross-access should be supported by general-purpose (unrestricted) easements, as well as agreements</p>
		?		

Vienna Charter Township 4112 W. Vienna Road – Goodwill

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				regarding maintenance responsibilities.  Note on Sheet No. 1/4 states "Explore Service Drive Connection Agreement (shown for reference only)" Unclear what this refers to. Remove the note or provide the connection on the plan.
<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			Clear-vision maintained.
<b>Section 506 Entranceway Structures</b> – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?	X			There does not appear to be any entrance way 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			Photometric plan, cutoff fixtures, heights within 35 feet limit for C-2 for wall mount lights. Verify the height of any pole mounted lights on site (existing or proposed).
<b>Section 508 Screening of Rooftop Equipment</b> – Do all proposed roof-mounted equipment comply with these standards?		X		Need more information.
<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?	X			Dumpster screened, in rear yard. Dumpster shall not exceed the height of the wall enclosure.
<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?	X			No wetlands/streams within 25 feet.
<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?	X			No regulated wetlands, outside floodway.
<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?	X			Floodway shown on ALTA but building clear of hazard area.

Vienna Charter Township 4112 W. Vienna Road – Goodwill

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	
<b>Section 513 Zoning Lot</b> – If the subject property is on two contiguous parcels, are they under common ownership?	X			One parcel, compliant.
<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?			X	No exceptions needed.
<b>Section 517 Lot Width and Ratio</b> – Does the property have a depth-width ratio less than 4:1?	X			
<b>Section 518 Lots Adjoining Alleys</b> – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	
<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?	X			Walks, ramps.
<b>Section 519.5 Yard Regulations</b> – If applicable, does the water-fronting yard of the property comply with this standard?	X			
<b>Section 520 Required Water Supply and Sanitary Sewerage Facilities</b> – Does the site have access to potable water supply and sewerage facilities?	X			
<b>Section 521 Pathways and Sidewalks</b> – Do the proposed pathways or sidewalks comply with this standard?	X			Frontage sidewalk is existing.
<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			
<b>Section 523 Private Roads</b> – Do the proposed private roads comply with these standards?			X	

Use Requirements – Retail Use (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
A. Retail ≤40,000 square foot	X			Falls within size and use class.
B. Parking Standard (1 per 300 SF usable) (retail) C. Parking Standard (5 + 1 space per employee on largest shift).	X			69 provided. Recheck the parking calculations used as they do not appear correct on the site plan. What section of the ordinance is being used to refer to “one space for every 1,700 square feet. of usable floor area, whichever is greater.”  Parking spaces should not be considered banked, this

Vienna Charter Township 4112 W. Vienna Road – Goodwill

Use Requirements – Retail Use (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				<p>note needs to be removed. Whatever is being constructed under this site plan should be included unless waived under Section 401.O Parking Deferment. Improvements not being constructed during this site plan should be removed and will require new site plan review. The drainage calcs may include future paving but the site plan must reflect what is being constructed under this approval. Notes involving future spaces or paving must be removed at this time if it is not being constructed.</p> <p>What is the reason for the exclusion of the existing grass area from the plan calculations</p> <p>Note indicates that Goodwill has indicated 60 spaces are sufficient for their needs based on similar stores should be removed. This is irrelevant. Vienna Township Ordinance compliance is required.</p>

Parking and Loading Requirements (Article 4)			
Use:	Use Requirements	Ordinance Standard	Proposed Site Plan
Parking Spaces (Section 309)	One per 300 square foot usable floor area. 5 + 1 space per employee on largest shift).		Please clarify parking calculations used.
Barrier Free Space (ADA Standards)			Four provided – please locate them on the site plan clearly.
Loading Space (Section 403)	One space, plus one space per each 20,000 square feet. GFA or fraction thereof.		Two (existing truck loading dock and donation drop off space).

Vienna Charter Township 4112 W. Vienna Road – Goodwill

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<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>Off-street parking spaces may be located within a side or rear yard unless otherwise provided in the ordinance. Off-street parking shall not be permitted within a minimum front yard setback unless otherwise provided in this Ordinance.</p> <p>Please clarify the code being utilized, 40-foot front yard setback for C-2, plan states 60.</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>Requesting 15 spaces to be “banked” and not constructed at this time. No justification as to why this cannot be provided. The Planning Commission may reduce the number of spaces under Section 401.O if the number of parking spaces is found to be excessive and the area required to meet the full parking requirements is retained as open space.</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?		X		<p>The Planning Commission may reduce off-street parking requirements by up to 25 percent if the applicant can demonstrate through site plan or zoning permit review that the parking demand will be met through existing or proposed spaces.</p>

Vienna Charter Township 4112 W. Vienna Road – Goodwill

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			<p><i>Parking deferment.</i> A smaller amount of parking may be approved by a finding, by the Planning Commission, that the required amount of parking is excessive, provided that the area to meet the full parking requirement is retained as open space.</p> <p>15 banked spaces – There should be greater explanation of why.</p>
<b>Section 402 Parking Space Layout</b> – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?	X			
1. <b>Residential Exception</b> – Are the parking spaces exempt from Section 402 as part of a single- or two-family residential land use?			X	
3. <b>Ingress and Egress</b> – Do the ingress and egress points for the parking areas meet these requirements?	X			Meets spacing, controlled movements.
4. <b>Layout Standards</b> – Do parking spaces and maneuvering lanes meet these requirements?	X			
5. <b>Exterior Lighting</b> – Does the exterior lighting for the parking areas meet the standards of Section 507?	X			Verify height of eight non-wall mounted Distribution type light fixtures as shown on the photometric plan.
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?	X			Paved, landscaped islands included.
<b>Section 403 Off-Street Loading and Unloading</b> – Do the proposed loading and unloading spaces meet the following requirements?	X			In rear, not visible from residential.
1. <b>Number of Spaces</b> – Does the site have the required minimum number of loading spaces?	X			
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 (6) feet in height?	X			
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			No backing into right-of-way.

Vienna Charter Township 4112 W. Vienna Road – Goodwill

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			Plantings meet species diversity and layout.
<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		No waivers.
<b>Section 1300.3.B Greenbelt Buffer</b> – Do the proposed greenbelts comply with these standards?	X			Front greenbelt applied.
<b>Section 1300.3.D Landscape Berms</b> – Do the proposed berms comply with these standards?		X		None required.
<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			Existing evergreens along north.
<b>Section 1300.3.F Mechanical Equipment</b> – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?	?			Rooftop enclosed behind parapet. Verify location of rooftop mechanicals and screening. Verify whether any mechanical equipment will be located on the ground.
<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			Turf and plantings compliant.
<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			Compliant
<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			Schedule compliant.
<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			Suitable species.
<b>Section 1302 Parking Lot Landscaping</b> – Does the proposed parking lot landscaping comply with these standards?	X			Interior islands meet sizing and planting.
<b>Section 1303 Screening Walls</b> – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?	X			No residential adjacency requiring walls.
<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?	X			New site.

Vienna Charter Township 4112 W. Vienna Road – Goodwill

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<b>Section 1305 Fences</b> – Do the proposed fences comply with the following standards?			X	No new fence, Sheet 4/4 indicates removal of an existing fence. Verify this will not be replaced and verify that no natural features setback or floodplain area will be altered with this removal.
<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?			X	
<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?			X	
<b>5. Location</b> – Does the location of all fences on the site comply with these standards?			X	

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			Lot is conforming.
<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	
<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	
<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	

**Vienna Charter Township**  
**SITE PLAN INFORMATION REQUIREMENT CHECK LIST**  
**4112 W. Vienna Road – Goodwill**  
**Received Date: January 26, 2026**  
**Revised Drawing Date:**

<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			
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).		X		The stamp is only on the first page.
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 provided on first sheet, and for scale 1-inch equals 30 feet.
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Provided on Site Plan Sheet 01.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	X			
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			
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			

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 plan (Sheet 02) includes spot grades, FF elevations (703.3/705.3), slopes, drainage patterns.
Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	?			Existing pine row shown, full vegetation inventory missing.
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			Landscape Plan includes materials, quantities, calcs, and species list.
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.	X			None proposed.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.	X			Verify the distance from the floodplain and any other associated natural feature on the property.
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X			Detention basin options shown (north/west), spot grades, storm structures shown on Sheet 02.
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 01: Required 84 (77 retail + 7 warehouse). 69 provided + 15 banked equals 84.
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.		X		Front and Side elevation provided on A1.1.
Sec. 602.1.R – The location and size of containment and storage areas if the use of hazardous substances is involved.			X	
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			All drives, walkways, loading areas, barrier-free spaces shown.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			

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.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			
Sec. 602.1.W – Designated fire lanes.		?		Does not include explicit Fire Lane. Fire Marshal review required.
Sec. 602.1.X – The location of all public and private utilities.	X			
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.		X		No sign details provided.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.		X		Full photometric plan provided. Pole mount lights may only be 18 feet in height
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			Plan Distribution on page 4/4 provided. Approval of all agencies required; conditions may be included by the Planning Commission.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.				
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		
B. Hours of operation.		X		
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.	X			
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.		X		
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.	X			
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.				