



December 1, 2025

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

RE: Site Plan Review – 5010 West Vienna Road – John Leonard

Dear Mr. Polmanteer:

Per the request of Vienna Charter Township, we completed site plan review of a proposed addition to the vehicle sales establishment located at 5010 West Vienna Road, consisting of Parcels 18-17-400-038 ("Parcel A") and 18-17-400-035 ("Parcel B"). The applicant is proposing to combine the two subject parcels and construct a parking area primarily on Parcel B, alongside repaving, restriping, and additional parking on Parcel A. Any site plan approval shall be conditioned upon the successful combination of parcels mentioned above. This review is a revision from the review dated September 25, 2025. The township received a site plan prepared for John Leonard consisting of 14 sheets dated November 18, 2025, as prepared by Stonefield Engineering. Stonefield Engineering also provided a Wetland Delineation Report dated October 29, 2025, prepared by ASTI Environmental, and a separate letter dated November 18, 2025, with responses to the comments provided by ROWE for the first 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 ~~stricken-through~~ text. These comments are additionally included within the attached checklists, with outstanding items highlighted and bolded in **yellow**.

Planning Comments

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.

- **Section 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils. –** ~~Michigan Department of Environment, Great Lakes, and Energy (EGLE) Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.~~ **Addressed. The applicant provided a Wetland Delineation Report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9.**

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- **Section 602.1.W – Designated fire lanes.** – No designated fire lanes identified. However, the addition provides mostly unobstructed concrete and asphalt maneuvering areas. Adequacy of the design is subject to review by the Township Fire Chief. **The applicant has stated in a response letter dated November 18, 2025, that they have submitted the revised plans to the Fire Chief for review. Determination that this standard has been met is pending completion of that review.**

Zoning Compliance

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

- **Sec. 510 – Natural Features Setback** – ~~The parking area will remove a stand of mature trees and will include the removal of approximately 61,245 square feet of grasses. EGLE's Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.~~ **Addressed. The applicant provided a Wetland Delineation Report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9. The addition will not directly impact the wetlands. However, verification that the drainage pattern of the expanded lot will not impact these wetlands is subject to review by the Township Engineer.**

~~The applicant should identify and calculate the impacts to these areas, subject to review by the Township Engineer. Review by EGLE may be necessary to determine if wetland impacts require mitigation pursuant to Part 303 of the Natural Resources and Environmental Protection Act (NREPA, P.A. 451 of 1994), as amended, and all other applicable laws.~~ **Addressed. The applicant indicated in the response letter dated November 18, 2025, that the plans were submitted to EGLE to receive a discharge permit to Parker Creek.**

- **Sec. 511.1-4 – Supplementary Environmental Regulations** – ~~EGLE's Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in the Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.~~ **Addressed. The applicant provided a Wetland Delineation Report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9. The addition will not directly impact the wetlands. However, verification that the drainage pattern of the expanded lot will not impact these wetlands is subject to review by the Township Engineer.**

~~The applicant should identify and calculate the impacts to these areas, subject to review by the Township Engineer. Review by EGLE may be necessary to determine if wetland impacts require mitigation pursuant to Part 303 of the Natural Resources and Environmental Protection Act (NREPA, P.A. 451 of 1994), as amended, and other applicable laws.~~ **Addressed. The applicant indicated in the response letter dated November 18, 2025, that the plans were submitted to EGLE to receive a discharge permit to Parker Creek. The site plan notes that the total area of disturbance is 2.34 acres, which is under the 5-acre threshold for requiring a National Pollutant Discharge Elimination System (NPDES) stormwater permit.**

- **Sec. 309 – Standards for Open-Air Businesses and Sales Lots** – We have made the following comments per the use standards table under Section 309:

C. The outdoor sales/display area may not occupy right-of-way, parking, loading, driveway, or landscape area, and shall not result in hazards for vehicles or pedestrians and shall be shown on an approved site plan. – ~~There do not appear to be any designated sales area in these locations. The applicant should indicate which spaces are to be dedicated for vehicle spaces, if planned, to determine compliance with this standard.~~ **Addressed. The applicant has identified the vehicle sales area on Sheet C-3, demarcated with an orange dashed line. The sales area will not occupy any rights-of-way or loading areas.**

The nature of the use as a vehicle sales establishment indicates that no landscaping or maneuvering areas will be used, as the vehicles for sale will be in the delineated spaces.

E. On all sides of the lot adjacent to a residential district, there shall be provided a buffer wall or fence, consistent with LANDSCAPING SCREENING AND WALLS. – No landscaping is proposed along the northern or southern property lines. However, most of this area consists primarily of existing mature vegetation. The Planning Commission may waive this standard if they find that the existing trees satisfies this requirement. **The applicant has indicated in the letter dated November 18, 2025, that they will defer to the Planning Commission's discretion on this item.**

G. No merchandise for sale shall be displayed within any required setback area. – Much of the parking lot is located within the setbacks. ~~There are approximately 21 spaces within the 40-foot rear yard setback. The applicant should identify which spaces will be used for sales activities and ensure that these spaces will not be used for merchandise storage or display.~~ **Addressed. Sheet C-3 indicates that the parking spaces within the rear setback have been removed, and the boundary of the sales area is inside all of the property setbacks.**

H. There shall be no broadcast of continuous music or announcements over any loudspeaker or public address (P.A.) system. – ~~No broadcast or P.A. systems appear to be proposed. The applicant should note in the site plan to verify that no such features are proposed and will not be installed in accordance with this standard.~~ **Addressed. See Sheet C-3 of the site plan.**

- **Sec. 401.A-J, L-M, P – Location and Number of Spaces** – ~~The applicant should verify which spaces are designated for vehicle sales and ensure that none will be within the rear yard setback.~~ **Addressed. The applicant has identified the vehicle sales area on Sheet C-3, demarcated with an orange dashed line. Sheet C-3 indicates that the parking spaces within the rear setback have been removed, and the boundary of the sales area is inside all of the property setbacks.**

The applicant proposes relocating eight spaces from the right-of-way to within the front-yard setback. This relocation removes the nonconformity of being in the right-of-way but creates a new one by being in the required front-yard setback. **The applicant has indicated in the letter dated November 18, 2025, that the proposed parking layout will remain. We recommend that the Planning Commission condition the applicant to petition for a variance to keep these proposed spaces within the front-yard setback.**

- **Sec. 401.N – Limits on Excessive Parking** – ~~The applicant proposes 297 spaces; the maximum number of spaces based on the 51-space minimum parking requirement is 77. The Planning Commission may grant an exception due to the nature of the use primarily using the parking for outdoor display of vehicles for sale. We recommend that the applicant identify the locations of the spaces dedicated to vehicle sales, provided that the balance of spaces for staff, customers, and similar people is closer to the maximum permitted number of spaces. If a reduction is required, we recommend that the 37 spaces in the front yard setback are prioritized to bring the parking lot into further conformity with this Section.~~ **Addressed. Excluding the parking spaces used for the sales area, the total number of spaces servicing the site is 51. This meets the minimum parking space requirement. If the Planning Commission finds it necessary, we recommend a condition on the applicant to provide a demonstrable means to prevent non-sales parking in the display spaces.**
- **Sec. 403.1 – Off-Street Loading and Unloading, Number of Spaces** – ~~Two loading spaces are required and only one is proposed. The Planning Commission may waive this requirement if they find it appropriate, as the overage of 3,199 square feet represents approximately 16 percent of the 20,000 square foot threshold for each loading space.~~ **Addressed. A 550-square-foot loading space has been added for the dumpster on the northeast corner of the existing building. In addition to this 550 square foot loading space, the applicant proposes a second 500 square foot loading area. The two loading space areas meet the requirements of the ordinance.**
- **Section 1300.3.A.(1)-(3) – General Landscaping** – The applicant proposes only deciduous trees and no evergreens. The existing landscaping may substantiate a waiver. **The applicant responded in the letter dated November 18, 2025, that they will proceed with requesting a waiver from the Planning Commission.**
- **Section 1303 – Screening Walls** – No screening wall is proposed along the northern property line. However, most of the area is thick vegetation consisting of mature trees. The Planning Commission may waive the requirement to comply with this standard if they find that the existing trees are sufficient. **The applicant has indicated in the letter dated November 18, 2025, that they request a waiver from this standard due to the existing mature vegetation along the northern property line.**

- **Section 1302 – Parking Lot Landscaping** – ~~The total landscaped area of the islands is approximately 2,035 square feet, or approximately 13.57 acres of at least 150 square feet, which is the minimum threshold for a landscaped area to be considered a parking lot island. The applicant should expand some or all of these areas to ensure the total square footage is the required for the site.~~ **Addressed.** Sheet C-8 of the site plan indicates that the applicant will install 5,250 square feet of parking lot landscaping, with 19 trees in the parking lot itself, 8 trees along Linden Road, and existing vegetation along the northern property boundary.
- **Sec. 1305.4 – Fences, Material Specifications** – The existing fence for the internal staff parking area is a five-foot-tall chain-link fence. An ornamental fence is required in accordance with this Section. **The applicant has indicated in the letter dated November 18, 2025, that they consider this an existing nonconformity that they will leave in place. The Planning Commission may opt to leave this fence in place as the nonconformity is not being expanded. However, should the fence be damaged to the extent set forth in Section 1004, it must be replaced in compliance with these standards.**
- **Sec. 1004 – Nonconforming Structures** – The applicant proposes moving eight spaces that are currently within the right-of-way at the transition from Linden Road to Vienna Road. It will reduce the nonconformity of being within the right-of-way, but expands the nonconforming spaces located in the required front yard. In addition to the number of proposed spaces being over the maximum permitted, the applicant should remove these spaces. **The applicant has indicated in the letter dated November 18, 2025, that the proposed parking layout will remain. We recommend that the Planning Commission condition the applicant to petition for a variance to keep these proposed spaces within the front-yard setback.**

Section 1300.3.A.(4) states that 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.” With this in mind, we note that the applicant has requested the following through their responses:

- A waiver from the requirements from Section 1300.3.A.(1)-(3) to plant only deciduous trees and no evergreens, due to the existing mix of mature trees along and north of the northern parcel boundary.
- A waiver from the requirements of Section 1303 to plant screening trees along the property line, due to the existing mature vegetation along and north of the northern parcel boundary.
- A waiver to meet the standard under Section 604.2, on account of the existing mature vegetation substantiating the requirement for landscaping buffers along the northern and southern property boundaries, as the adjacent properties already have existing vegetation.

Mr. Richard Polmanteer, Planning Commission Chairperson

December 1, 2025

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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 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 wburkholder@rowepsc.com or nbussell@rowepsc.com, or 810-341-7500.

Sincerely,
ROWE Professional Services Company

Noah Bussell, AICP
Planner II

Wade Burkholder, AICP
Senior Planner

Attachments

cc: Vienna Charter Township Planning Commission

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Vienna Charter Township
SITE PLAN INFORMATION REQUIREMENT CHECK LIST
John Leonard, 5010 West Vienna Road
Received Date: November 20, 2025
Revised Site Plan Date: November 18, 2025
Original Site Plan Date: September 3, 2025

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.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			Provided a signed letter with the application form.
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Provided on the application form.
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).	X			Provided.
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			Complies, the smallest scale is 1-inch equals 40 feet.
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			See Sheet C-1.
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			See Sheet C-1.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	X			See Sheet C-1.
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			See Sheet C-2.
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			See Sheet C-3.
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			See Sheet C-4. The adequacy of the information for verifying erosion and stormwater impacts is subject to review by the Township Engineer.

Sec. 602.1.K – An inventory of existing vegetation on the site and portrayal of any significant alterations.	X			See Sheets C-8.
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			See Sheets C-8 and C-9.
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.			X	No fences, walls, or berms proposed. Cross section of proposed screening trees provided on Sheet C-9.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.	X	X		<p>Parker Creek and existing vegetation indicated on Sheets C-8, C-10, and the Topographic Survey. Neither parcel is located within a floodplain.</p> <p>Michigan Department of Environment Great Lakes and Energy (EGLE) Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in the Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.</p> <p>Addressed. The applicant provided a wetland delineation report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9.</p>
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X			See Sheets C-5, C-6, and C-10.
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			See Sheet C-3.

Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.			X	N/A. Development is a parking lot addition and does not propose any new structures.
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 hazardous materials storage proposed. Elevations for accessory structures and appurtenances (such as light poles and refuse enclosures) are provided on Sheet C-11.
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			See Sheet C-3.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			See the Topographic Survey.
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			See Sheet C-3.
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			See Sheet C-11.
Sec. 602.1.W – Designated fire lanes.	?			<p>No designated fire lanes identified. However, the addition provides mostly unobstructed concrete and asphalt maneuvering areas. Adequacy of the access and circulation of the site is subject to review by the Township Fire Chief.</p> <p>The applicant has stated in a response letter dated November 18, 2025, that they have submitted the revised plans to the Fire Chief for review.</p> <p>Determination that this standard has been met is pending completion of that review.</p>
Sec. 602.1.X – The location of all public and private utilities.	X			Provided throughout the plan. Most visible on Sheet C-2.
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.			X	N/A. No new signage appears to be proposed.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	X			See Sheet C-7.

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			Sheet C-1 lists the agencies and municipal departments that the applicant has distributed the plans to.
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.			X	No outstanding items identified by the consulting planner. More information may be required from the Planning Commission, Township Engineer, Fire Chief, or other authorities pending their review. See the comment on Section 602.1.W regarding fire lanes.
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			Six employees on the largest shift, as indicated on Sheet C-3.
B. Hours of operation.			X	N/A. The applicant does not appear to propose changes to the hours of operation for the existing use.
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.			X	N/A. The applicant does not propose any uses or changes to the current land use beyond normal operational activity for vehicles. The stormwater management plan (C-5), lighting plan (C-7), and landscaping plan (C-8) provide details on how potential visual, auditory, or vibratory nuisances would be mitigated.
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	X			See Sheets C-2 and C-8.
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.	X			See Sheets C-2 and C-8.

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	N/A.
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Vienna Charter Township
SITE PLAN ZONING COMPLIANCE CHECKLIST
John Leonard, 5010 West Vienna Road
Received Date: November 20, 2025
Revised Site Plan Date: November 18, 2025
Original Site Plan Date: September 3, 2025

Permitted Uses (Article 3)			
Proposed use:	Vehicle Sales (addition to existing use)	Zoning District:	C-2 General Commercial
Is the proposed use permitted in the district which it is located?	By Right	X	By Special Land Use
Dimensional Requirements (Section 305)	Ordinance Standards	Proposed Site Plan	
Minimum Lot Area (acres [sq. ft. if <1 acre])	10,000 sq. ft.	5.7 acres ¹	
Minimum Lot Width (ft.)	100 ft.	342.4 ft.	
Minimum Setbacks - Front (S)	40 ft.	100.1 ft. ²	
- Front (E)	40 ft. (Sec. 512)	64.7 ft.	
- Side (W)	20 ft.	212.3 ft. ²	
- Side (Total)	40 ft.	277 ft.	
- Rear (N)	40 ft.	403.9 ft. ²	
Minimum Total Square Feet (sq. ft.)	2,000 sq. ft.	8,200 sq. ft.	
Maximum Building Height (ft. and stories)	70 ft./5 stories	<1 story ³	
Are there any additional dimensional requirements per the zoning district?	<p>C. 20 feet each side if detached; may be attached to another business with approved firewall construction between; 40 feet if abutting a residential district (both main and accessory building)</p> <p>Sec. 512. For corner lots, all yards abutting on a street shall be considered as front yard for setback purposes.</p>		
Notes	<ol style="list-style-type: none"> 1. Assumes that the parcels will be combined. The property where the dealership building is located is 2.8 acres in area. 2. The property is accessed by Linden Road but is addressed for Vienna Road. It is possible that the lot combination, which will expand the corner lot, will be addressed for Linden Road and would change the setback orientation. As the neighboring parcel to the north is zoned RU-1 One Family Residential, the northern (rear) lot setback would become a 60-foot side yard in accordance with footnote C. We note that the building will remain within all setbacks whether this change is made or not. 3. Elevations and building height have not been provided, but no changes are proposed to the principal structure. 		

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 501 Building Regulations and Scope – Do the proposed buildings or structures, or alterations thereof, comply with these standards?	X			The development appears to comply with these standards. The adequacy of the proposed stormwater management features and grading are subject to review by the Township Engineer,

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				and final grades are subject to review by the Building Official.
Section 502 Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?			X	N/A. No accessory structures proposed.
Section 503 Residential Occupancy – Will any proposed temporary residential structures be used only for short-term occupancy?			X	N/A. Not a residential land use.
Section 504 Access Management – Does the proposed use comply with the access management standards set forth in this section?	X			The proposed access and circulation for the expanded parking lot appear to meet these standards. The driveway approach is not being modified. A two-lane maneuvering area circulates traffic to the northern lot with two east-west lanes and four north-south “column” lanes, which appear to provide adequate access for all vehicles. The driveway approach has a southbound flare lane that diverts traffic and limits potential backups onto Linden Road.
Section 505 Corner Clearance – Do all proposed or existing fences, walls, shrubbery, signs, or similar obstructing structures within all intersection clear vision areas comply with this section?	X			Complies. No site features are proposed at the corner of Vienna Road and Linden Road.
Section 506 Entranceway Structures – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?			X	N/A. No entranceway structures proposed.
Section 507 Exterior Lighting – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?	X			The maximum lighting intensity for proposed fixtures is 9.6fc, reached in some areas of the parking lot. The tallest light fixtures are to be 18 feet tall. All light fixtures are LED, and the proposed light poles are shielded downward.
Section 508 Screening of Rooftop Equipment – Do all proposed roof-mounted equipment comply with these standards?			X	No rooftop equipment proposed.
Section 509 Waste Receptacles – Is the space provided for one or more dumpsters compliant with these requirements, if applicable? If there is a residential use, does the accessory dumpster comply with this requirement?	X			A dumpster enclosure is proposed on the north face of the building, which is considered the rear yard. Sheet C-11 shows that the

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				<p>enclosure will consist of six-foot-tall CMU enclosure with a chain-link, bolt-locking gate.</p> <p>The dumpster is located approximately 400 feet south of the RU-1 parcel to the north and has approximately 48 feet of space from the access gate for a refuse hauler to access the enclosure.</p>
<p>Section 510 Natural Feature Setback – 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 there any features proposed within the setback temporary recreational uses or fences in accordance with this standard?</p>	X	X		<p>The parking area will remove a stand of mature trees and will include the removal of approximately 61,245 square feet of grasses.</p> <p>Michigan Department of Environment Great Lakes, and Energy (EGLE) Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in the Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.</p> <p>Addressed. The applicant provided a wetland delineation report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9. The addition will not directly impact the wetlands. However, verification that the drainage pattern of the expanded lot will not impact these wetlands is subject to review by the Township Engineer.</p>

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
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				<p>The applicant should identify and calculate the impacts to these areas, subject to review by the Township Engineer. Review by EGLE may be necessary to determine if wetland impacts require mitigation pursuant to Part 303 of the Natural Resources and Environmental Protection Act (NREPA, P.A. 451 of 1994), as amended, and all other applicable laws.</p> <p>Addressed. The applicant indicated in the response letter dated November 18, 2025, that the plans were submitted to EGLE to receive a discharge permit to Parker Creek.</p>
<p>Section 511.1-4 Supplementary Environmental Regulations – 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>EGLE's Wetlands Map Viewer shows that the eastern extent of the subject site consists of hydric soils identified in the Part 303 Final Wetlands Inventory. These should be indicated on the map relative to proposed improvements.</p> <p>Addressed. The applicant provided a wetland delineation report, completed by ASTI Environmental on October 23, 2025, that indicates all wetland areas to be west of the proposed addition. The location of wetlands has also been indicated on Sheets C-2 – C-8 and Sheet C-9. The addition will not directly impact the wetlands. However, verification that the drainage pattern of the expanded lot will not impact these wetlands is subject to review by the Township Engineer.</p>

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Section 511.5 Supplementary Environmental Regulations – 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	N/A. The site is not located in a floodplain or floodway. Review of FEMA's Flood Map Service Center corroborates this.
Section 512 Corner Lot Front Lot Line – If the property is a corner lot, do all structures meet the front yard setback requirements for each side abutting a street?	X			<p>Complies, the east yard line fronting Linden Road is the additional 40-foot front yard setback, which the building remains within.</p> <p>We note that, if the address changes to Linden Road due to the property being accessed from southbound Linden Road, this relationship would remain and the building would remain conforming.</p>
Section 513 Zoning Lot – If the subject property is on two contiguous parcels, are they under common ownership?	X			The subject property consists of two contiguous parcels under common ownership, and the applicant will submit

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				a parcel combination application as part of this development.
Section 516 Height Limitations – Does the site and proposed or existing structures have any features or appurtenances that are exempt from the height limits of this Ordinance?			X	N/A. No such structures or appurtenances are proposed.
Section 517 Lot Width and Ratio – Does the property have a depth-width ratio less than 4:1?	X			The parcel, if combined, is a corner lot. Lot depth-to-width is approximately 1.2 when measured from Vienna Road, and approximately 0.83 when measured from Linden Road.
Section 518 Lots Adjoining Alleys – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	N/A. No adjacent alleys.
Section 519.1-4 Yard Regulations – 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	N/A. None of the exempting features in this section are proposed.
Section 519.5 Yard Regulations – If applicable, does the water-fronting yard of the property comply with this standard?			X	N/A. The subject property does not have water frontage.
Section 520 Required Water Supply and Sanitary Sewerage Facilities – Does the site have access to potable water supply and sewerage facilities?			X	N/A. The addition does not require water or sewage service. No changes are proposed to utilities accessing the principal building.
Section 521 Pathways and Sidewalks – Do the proposed pathways or sidewalks comply with this standard?			X	N/A. There are no existing sidewalks and neither parcel abuts properties with existing sidewalks or pathways.
Section 522 Road Frontage Requirements – Does the property front a public or private road with the requisite frontage length for its zoning district?	X			The properties front both Vienna Road and Linden Road.
Section 523 Private Roads – Do the proposed private roads comply with these standards?			X	N/A. No private roads exist or are proposed on the property.

Use Requirements – Vehicle Sales; Open-Air Business or Sales Lot (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Vehicle Sales				
A. The lot or area shall be provided with a permanent, durable, and dustless surface, and shall be graded and drained so as to dispose of all surface water accumulated within the area.	X			The full proposed parking lot addition will be paved with asphalt and concrete. The adequacy of the proposed stormwater management and drainage systems is subject to review by the Township

Use Requirements – Vehicle Sales; Open-Air Business or Sales Lot (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				Engineer.
B. Ingress and egress to the outdoor sales area shall be at least 60 feet from the right-of-way intersection of any two streets.	X			No proposed changes to the existing ingress and egress point. The distance from the edge of the entrance to the edge of Vienna Road is approximately 139 feet.
Open-Air Business or Sales Lot				
A. Ingress and egress points shall be located at least 60 feet from the right-of-way intersection of any two streets.	X			No proposed changes to the existing ingress and egress point. The distance from the edge of the entrance to the edge of Vienna Road is approximately 139 feet.
B. Only sales by the resident business occupying the site are permitted.			X	N/A. No changes are proposed to the operational character of the site.
C. The outdoor sales/display area may not occupy a street right-of-way, parking, loading, driveway or landscape area, and shall not result in hazards for vehicles or pedestrians and shall be shown on an approved site plan.	2 X			<p>There do not appear to be any designated sales area in these locations. The applicant should indicate which spaces are to be dedicated for vehicle spaces, if planned, to determine compliance with this standard.</p> <p>Addressed. The applicant has identified the vehicle sales area on Sheet C-3, demarcated with an orange dashed line. The sales area will not occupy any rights-of-way or loading areas.</p> <p>The nature of the use as a vehicle sales establishment indicates that no landscaping or maneuvering areas will be used, as the vehicles for sale will be in the delineated spaces.</p>
D. All outdoor lighting shall be shielded from projecting onto or into an adjoining residential district and shall not interfere with driver visibility on a public right-of-way.	X			The lighting plan provided on sheet C-7 provides the locations, specifications, and intensities of proposed lighting fixtures. The proposed fixtures are shielded downwards. Light intensity does not exceed 1.9fc at the property line in

Use Requirements – Vehicle Sales; Open-Air Business or Sales Lot (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				the southeast corner of the property line. Light intensity along the northern property line does not exceed 0.6fc.
E. On all sides of the lot adjacent to a residential district, there shall be provided a buffer wall or fence, consistent with LANDSCAPING SCREENING AND WALLS.	?			<p>No landscaping is proposed along the northern or southern property lines. However, most of this area consists primarily of existing mature vegetation.</p> <p>The Planning Commission may waive this standard if they find that the existing trees satisfies this requirement.</p> <p>The applicant has indicated in the letter dated November 18, 2025, that they will defer to the Planning Commission's discretion on this item.</p>
F. There shall be no strings of flags, pennants, or bare light bulbs permitted.			X	None of these features appear to be proposed.
G. No merchandise for sale shall be displayed within any required setback area.	<p>?</p> <p>X</p>			<p>Much of the parking lot is located within the setbacks. There are approximately 21 spaces within the 40-foot rear yard setback. The applicant should identify which spaces will be used for sales activities and ensure that these spaces will not be used for merchandise storage or display.</p> <p>Addressed. Sheet C-3 indicates that the parking spaces within the rear setback have been removed, and the boundary of the sales area is inside all of the property setbacks.</p>
H. There shall be no broadcast of continuous music or announcements over any loudspeaker or public address (P.A.) system.	X		?	No broadcast or P.A. systems appear to be proposed. The applicant should note in the site plan to verify that no such

Use Requirements – Vehicle Sales; Open-Air Business or Sales Lot (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				features are proposed and will not be installed in accordance with this standard. Addressed. See Sheet C-3 of the site plan.
I. Resident businesses may conduct outdoor sales of products not customarily sold by the business without prior site plan approval for the two weeks prior to and including the following holidays or events: Independence Day, Halloween, and Christmas.			X	N/A. This is an operational standard the resident business must adhere to and is outside of the scope of this review.

Parking and Loading Requirements (Article 4)		
Use: Vehicle Sales		
Use Requirements	Ordinance Standard	Proposed Site Plan
Parking Spaces (Section 309)	<p>One per 100 square feet of usable floor area of sales room, plus one per auto service stall, plus one per employee on the largest working shift.</p> <p>Usable Floor Area = 4,100 square feet/100 square feet = 41 spaces</p> <p>Service Stalls = Four service stalls = Four spaces</p> <p>Employees = Six employees on largest space = Six spaces</p> <p>Total = 51 spaces</p>	<p>297 spaces</p> <p>269 spaces: 51 for staff and 218 for vehicle displays.</p>
Barrier Free Space (Americans with Disabilities Act (ADA) Standards)	<p>Per ADA.gov = 201 to 300 total spaces = Seven barrier-free spaces*</p> <p><small>*Not required in the Zoning Ordinance, but we note that the ADA requires at least seven spaces.</small></p>	Two barrier-free spaces
Loading Space (Section 403)	<p>5,001 to 60,000 square feet GFA = one space, plus one space per 20,000 square feet GFA or fraction thereof.</p> <p>8,200 square feet = Two loading spaces</p>	<p>One loading space</p> <p>Addressed. A 550-square-foot loading space has been added for the dumpster enclosure on the northeast corner of the existing building.</p>

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 401.A-J, L-M, P Location and Number of Spaces – Do the proposed parking spaces meet the minimum number, location, and access requirements set forth in this Section?	?			<p>Generally, it complies. The applicant should verify which spaces are designated for vehicle sales and ensure that none will be within the rear yard setback.</p> <p>Addressed. The applicant has identified the vehicle sales area on Sheet C-3, demarcated with an orange dashed line. Sheet C-3 indicates that the parking spaces within the rear setback have been removed, and the boundary of the sales area is inside all of the property setbacks.</p> <p>The applicant proposes to relocate eight spaces from the right-of-way to within the front-yard setback. This relocation removes the nonconformity of being in the right-of-way but creates a new one by being in the required front-yard setback.</p> <p>The applicant has indicated in the letter dated November 18, 2025, that the proposed parking layout will remain. We recommend that the Planning Commission condition the applicant to petition for a variance to keep these proposed spaces within the front-yard setback.</p>
Section 401.K Planning Commission Reduction in Parking Requirements – Does the applicant provide evidence that parking demand will be satisfied if the number of spaces is reduced by the requested percentage?				<p>N/A. The applicant does not request a parking reduction.</p>

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
<p>Section 401.N Limits on Excessive Parking – Does the site require an exemption for providing parking more than 50 percent over the minimum for the development?</p>	X	✕		<p>The applicant proposes 297 spaces; the maximum number of spaces based on the 51-space minimum parking requirement is 77. The Planning Commission may grant an exception due to the nature of the use primarily using the parking for outdoor display of vehicles for sale.</p> <p>We recommend that the applicant identify the locations of the spaces dedicated for vehicle sales, provided that the balance of spaces for staff, customers, and similar persons is closer to the maximum permitted number of spaces.</p> <p>If a reduction is required, we recommend that the 37 spaces in the front yard setback are prioritized to bring the parking lot into further conformity with this Section.</p> <p>Addressed. Excluding the parking spaces used for the sales area, the total number of spaces servicing the site is 51. This meets the minimum parking space requirement. If the Planning Commission finds it necessary, we recommend a condition on the applicant to provide a demonstrable means to prevent non-sales parking in the display spaces.</p>

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 401.O Parking Deferment – Does the minimum number of spaces appear to be excessive for what would satisfy demand for the land use?			X	N/A. The applicant is not proposing a number of spaces below the minimum required.
Section 402 Parking Space Layout – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?				
1. Residential Exception – Are the parking spaces exempt from Section 402 as part of a single- or two-family residential land use?			X	N/A. Not a residential use.
3. Ingress and Egress – Do the ingress and egress points for the parking areas meet these requirements?	X			See Sheet C-3. Access to the site complies with these standards. No changes are proposed to the existing driveway approach.
4. Layout Standards – Do parking spaces and maneuvering lanes meet these requirements?	X			The proposed parking complies. The column lots do not have curbs or bumper blocks but are connected for access across the lot. These spaces are striped and meet the dimensional requirements for parking spaces otherwise.
5. Exterior Lighting – Does the exterior lighting for the parking areas meet the standards of Section 507?	X			Complies, see the lighting plan on Sheet C-7.
6. Construction, Maintenance, Screening, and Landscaping – Does the design of the parking area and its landscaping meet the requirements of this section and of Section 1302?	X			The parking area landscaping conforms to the standards of Section 1302.
Section 403 Off-Street Loading and Unloading – Do the proposed loading and unloading spaces meet the following requirements?				

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
1. Number of Spaces – Does the site have the required minimum number of loading spaces?	X	×		<p>Two loading spaces are required and only one is proposed. The Planning Commission may waive this requirement if they find it appropriate, as the overage of 3,199 square feet represents approximately 16 percent of the 20,000-square-foot threshold for each loading space.</p> <p>Addressed. The revised site plan provides a second loading space east of the originally proposed space.</p>
2. Screening – 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			The loading space is located approximately 402 feet from the RU-1-zoned parcel to the north, and most of the abutting area of that parcel consists of mature trees. We find that this is sufficient.
3. Access – Do the loading and unloading areas provide trucks sufficient access as to not have to back from or onto a public street?	X			Complies. See Sheet C-3.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1300.3.A.(1)-(3) General Landscaping – Do the planting patterns and species variation comply with these standards?		×		<p>See Sheet C-08. The applicant proposes only deciduous trees and no evergreens. The existing landscaping may substantiate a waiver. See Section 1300.3.A.(4).</p> <p>The applicant responded in the letter dated November 18, 2025, that they will proceed with requesting a waiver from the Planning Commission.</p>
Section 1300.3.A.(4) General Landscaping – 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			The site is bounded by a dense stand of mature trees and the applicant proposes keeping the vegetation not removed for the installation of the parking lot and

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				detention basins. The Planning Commission may waive the above requirement if they find that the existing species mix is sufficient for the site.
Section 1300.3.B Greenbelt Buffer – Do the proposed greenbelts comply with these standards?			X	N/A. The site does not require a greenbelt, but screening trees are proposed along the parking area.
Section 1300.3.D Landscape Berms – Do the proposed berms comply with these standards?			X	N/A. No berms proposed.
Section 1300.3.E Evergreen Screening – Do the proposed evergreen screening trees comply with these requirements to form a visual barrier to grow at least five (5) feet above ground level?			X	N/A. No evergreen tree screening proposed.
Section 1300.3.F Mechanical Equipment – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?			X	N/A. No additional mechanical equipment proposed that would require screening.
Section 1300.3.H Landscaping Rights-of-Way and Other Adjacent Public Open-Space Areas – 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			See Sheet C-8. All landscaped areas within the rights-of-way of Vienna Road and Linden Road are planted with existing lawn that the applicant will keep in place.
Section 1300.3.I Regulations Pertaining to Landscaping Areas Used for Sight Distance – Does all vegetation planted within the sight distance corners at intersections comply with these requirements?	X			See Sheet C-8. No new vegetation is proposed at the drive-through area or near the intersection of Vienna Road or Linden Road.
Section 1301.1 Plant Material Spacing – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?			X	N/A. The deciduous screening trees are planted approximately 34-35 feet on centers. Deciduous trees may not be planted more than 30 feet apart on centers. However, as these plantings are not required for a greenbelt, this spacing requirement does not apply.
Section 1301.2 Suggested Plant Materials – Do any of the proposed plant materials, if they include species in this table, comply with the standards therein?	X			The applicant proposes planting shademaster honey locust (<i>Gleditsia triacanthos inermis</i> 'shademaster'), sour gum (<i>Nyssa sylvatica</i>), and pin oak (<i>Quercus palustris</i>). All three tree species will be

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				planted at 2 to 2.5-inch caliper, which complies with this standard.
Section 1302 Parking Lot Landscaping – Does the proposed parking lot landscaping comply with these standards?	X	✕		<p>The proposed landscaped areas are distinctively identified and separated by the lighting fixtures. The total landscaped area of the islands is approximately 2,035 square feet, or approximately 13.57 acres of at least 150 square feet. The applicant should expand some or all of these areas to ensure the total square footage is the required 14 for the site.</p> <p>Addressed. Sheet C-8 of the site plan indicates that the applicant will install 5,250 square feet of parking lot landscaping, with 19 in the parking lot itself, 8 trees along Linden Road, and existing vegetation along the northern property boundary.</p>
Section 1303 Screening Walls – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?	?			<p>No screening wall is proposed along the northern property line. However, most of the area is thick vegetation consisting of mature trees. The Planning Commission may waive the requirement to comply with this standard if they find that the existing trees are sufficient.</p> <p>The applicant has indicated in the letter dated November 18, 2025, that they request a waiver from this standard due to the existing mature vegetation along the northern property line.</p>

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1304 Compliance for Nonconforming Sites – Does the proposed screening and landscaping bring the site into conformity, if current landscaping and screening is nonconforming?			X	N/A. No nonconforming landscaping appears to be on the site.
Section 1305 Fences – Do the proposed fences comply with the following standards?				
3. Design Requirements – Are the fences designed to with an appearance and height that comply with the applicable standards for the district or use?	X			See Sheet C-3. The existing fence is five feet tall.
4. Material Specifications – 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		<p>The existing fence for the internal staff parking area is a five-foot-tall chain-link fence. An ornamental fence is required in accordance with this Section.</p> <p>The applicant has indicated in the letter dated November 18, 2025, that they consider this an existing nonconformity that they will leave in place. The Planning Commission may opt to leave this fence in place as the nonconformity is not being expanded. However, should the fence be damaged to the extent set forth in Section 1004, it must be replaced in compliance with these standards.</p>
5. Location – Does the location of all fences on the site comply with these standards?	X			See Sheet C-3. The location of the existing fence complies with this standard.

Landscaping Requirements (Article 13)		
Use: Vehicle Sales		
Use Requirements	Ordinance Standard	Proposed Site Plan
Greenbelt (Sec. 1300.3.B)	N/A	N/A
Landscape Berms (Sec 1300.3.D)	N/A	N/A
Parking Lot (Sec 1302)	One landscaped area per 20 parking spaces of at least 150 square feet each. No more than two landscaped units of 150 square feet may be combined.	12 approximately 170-square-foot landscaped areas with one tree each. Equivalent to approximately 14 landscaped areas.

Landscaping Requirements (Article 13)		
Use: Vehicle Sales		
Use Requirements	Ordinance Standard	Proposed Site Plan
	<p>One deciduous tree per landscaped area.</p> <p>297 parking spaces = 14 landscaped areas, one tree per landscaped area.</p>	

Nonconforming Uses, Structures, and Lots (Article 10)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1002 Nonconforming Lots – 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 properties are conforming, and the applicant will apply for a parcel combination which will not result in a nonconformity.
Section 1003 Nonconforming Uses of Land – 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. The land use is permitted by right in the C-2 district.
Section 1004 Nonconforming Structures – 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		<p>The applicant proposes moving eight spaces that are currently within the right-of-way at the transition from Linden Road to Vienna Road. It will eliminate the nonconformity of being within the right-of-way, but expands the nonconforming spaces located in the required front yard. In addition to the number of proposed spaces being over the maximum permitted, the applicant should remove these spaces.</p> <p>The applicant has indicated in the letter dated November 18, 2025, that the proposed parking layout will remain. We recommend that the Planning Commission condition the applicant to petition for a variance to keep these proposed spaces within the front-yard setback.</p>

Nonconforming Uses, Structures, and Lots (Article 10)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1005 Nonconforming Uses of Structures and Land – Does the nonconforming land use within the nonconforming structure or structures comply with these requirements?			X	N/A. The land use is conforming. The nonconformity regarding parking spaces is not associated with a nonconforming use.

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Vienna Charter Township
SITE PLAN STANDARDS CHECKLIST
John Leonard, 5010 West Vienna Road
Received Date: November 20, 2025
Revised Site Plan Date: November 18, 2025
Original Site Plan Date: September 3, 2025

Fact Finding			
Current Zoning: C-2 General Commercial		Parcel Size: 5.69 acres	
Current Use: Vehicle Sales (addition to existing use)		Utility Access: From Linden and Vienna Roads	
Proposed Use: Parking lot addition		Road Access: From Linden Road	
Surrounding Land Use/ Zoning:			
N: RU-1 One Family Residential Vacant/Unimproved, Mature Forest	E: C-4 Highway Commercial Vacant/Unimproved Gasoline Service Station	S: RU-1 One Family Residential Park/Greenspace (Township-Owned Land)	W: C-2 General Commercial Vacant/Unimproved, Mature Forest
Other Facts:			
<div>1. <i>Proposed development is an addition to an existing vehicle sales establishment. No new structures are proposed.</i></div> <div>2. The proposed use involves a total of 297 spaces, but it is unknown how much is dedicated for vehicle displays. <i>The number of spaces has been reduced to 269, of which 218 are for vehicle display and sales, and 51 are for staff and customer parking.</i></div> <div>3. <i>Landscaping is not required but the applicant proposes deciduous screening of trees along the eastern property boundary, parallel to the proposed parking area.</i></div> <div>4. The eastern extent of the property include "soil areas which include wetland soils," per the Part 303 Final Wetlands Inventory. <i>The applicant provided a Wetland Delineation Report, dated October 29, 2025, that indicates no regulated wetlands will be directly impacted by development, as all wetlands are west of the existing building and parking lot, as well as the proposed expansion.</i></div> <div>5. <i>The applicant has submitted their plans for Michigan Department of Environment, Great Lakes, and Energy (EGLE) to receive a discharge permit for stormwater drainage into Parker Creek.</i></div> <div>6. <i>The applicant proposes to remove eight parking spaces that are currently within the rights-of-way of Linden Road and Vienna Road and relocate them within the front yard setback.</i></div> <div>7. <i>The subject site consists of two parcels that the applicant intends to combine. Access is currently only along Linden Road, but it is addressed for Vienna Road.</i></div>			

Standards for Approval of Site Plans (Standard Section 2810.2)		
1. The site plan meets all informational requirements, or the Planning Commission has determined missing information is not material to the proposed project.		
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:
<i>Plans were sent to the Township Fire Chief for review.</i> <i>Wetlands delineation was conducted on site. Please see attached Wetlands Report by ASTI Environmental. The wetlands boundaries have been</i>	<i>Information is needed on designated fire lanes, if any are proposed. Subject to review by the Township Fire Chief. Awaiting a completed review from the Township Fire Chief.</i> <i>We have also reviewed EGLE Wetlands Map Viewer and identified wetland soils areas within the Part</i>	

Standards for Approval of Site Plans (Standard Section 2810.2)		
<p><i>added to the Site Improvement Plans. No wetlands impacts are proposed; however, plans were submitted to EGLE for permit to discharge stormwater to the Parker Creek.</i></p> <p><i>None proposed. Note has been added to the Site Plan.</i></p>	<p>303 Wetlands Inventory. Information is needed to verify these impacts and if further review by the Township Engineer and EGLE are necessary.</p> <p>If any audio-visual equipment is proposed, it should be identified on the site plan to verify compliance with Section 309.H. If not, a note should clarify such.</p>	
<p>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.</p>		
<p>Applicant's Comments:</p> <p><i>Existing non-conformity to remain. We defer to Planning Commission.</i></p> <p><i>Area for vehicle sales has been noted on the Site Improvement Plans with an orange dashed line. See 'Off Street Parking' table on the Site Plan for parking breakdown. The use requires 51 spaces per ordinance requirements; 51 spaces are being proposed for employee/customer parking. The remaining 218 spaces are for vehicle sales. We defer to Planning Commission.</i></p>	<p>Planning Consultant Comments:</p> <p><i>The applicant proposes relocating parking spaces from the right-of-way at the northwest corner of Vienna Road and Linden Road to being within the front yard setback. While this removes the nonconformity of being within a regulated right-of-way, it creates a new nonconformity as parking is not permitted within the front yard setback.</i></p> <p><i>The applicant proposes a total of 297 spaces when 51 are required and up to 77 may be permitted. The addition is presumably for displaying vehicles for sale, so the Planning Commission can waive these requirements if they find that the spaces dedicated to merchandise display will lead to a balance within or reasonably close to the maximum. These spaces should be clearly identified, and the effort should be taken to ensure that these are not used by staff, customers, or other visitors. If spaces are to be reduced, we recommend that the priority be the spaces currently within the front yard setback. The applicant has reduced the number of regular parking spaces to 51, removed the 22 spaces in the rear</i></p>	<p>Planning Commission Comments:</p>

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

<p><i>22 spaces within the rear yard setback have been removed.</i></p> <p><i>Dimensions have been added to the Site Plan showing setbacks to existing vegetation and the identified wetlands/Parker Creek. The area of tree/brush clearing has also been noted on the Demolition Plan.</i></p> <p><i>Noted. Waiver to be requested from Planning Commission for existing mature landscaping to provide the required buffer landscaping.</i></p>	<p><i>yard, and the remaining spaces are for vehicle sales. We recommend the Planning Commission provide a condition that the applicant provide a physical means for preventing non-sales use of these spaces</i></p> <p><i>Spaces are also located within the rear yard setback. These are permitted for parking, but not sales display. The applicant should indicate that these will not be used to store and display vehicles for sale.</i> <i>Addressed. These spaces have been removed.</i></p> <p><i>More information is needed on environmental impacts, particularly with the removal of existing vegetation and impacts to the inventoried wetland soils, to ensure that all local, county, state, and federal regulations are being met.</i> <i>Addressed. The applicant provided a Wetland Delineation Report, dated October 29, 2025, that indicates that no wetlands will be directly impacted by development. The applicant is seeking approval from EGLE for stormwater discharge into Parker Creek.</i></p> <p><i>Landscaping buffers are not proposed along the northern or southern property boundaries. However, the adjacent properties have stands of existing mature vegetation. If the Planning Commission deems the existing vegetation and landscaping to be appropriate, they may waive these requirements.</i></p>	
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Standards for Approval of Site Plans (Standard Section 2810.2)		
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.		
Applicant's Comments: <i>Noted.</i>	Planning Consultant Comments: <i>No changes are proposed to the existing access to the site. The proposed parking area appears to be well-circulated, with enough maneuvering areas and no new access to Linden Road as to constitute substantial impacts to traffic flow. The Planning Commission may require a traffic impact statement, subject to Section 607, if they deem it necessary.</i> <i>Northbound Linden Road leads to residential areas. However, the orientation of the site, such as flare lanes and proximity to other commercial areas with multiple driveways, constitute a design that directs traffic toward Vienna Road.</i> <i>No sidewalks or pedestrian infrastructure are proposed, but we do not find this to be necessary given the current characteristics of the subject site, neighboring land uses, and the lack of existing sidewalks along these properties.</i>	Planning Commission Comments:
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.		
Applicant's Comments: <i>Noted. Plans were submitted to the Fire Chief and Township Engineer for their review. Plans were also resubmitted to the County Drain Commissioner for their re-review.</i>	Planning Consultant Comments: <i>The applicant does not propose the extension of utilities. The proposed light fixtures appear to be appropriate for the use.</i> <i>The adequacy of proposed stormwater drainage infrastructure is subject to review by the Township Engineer. The need for designated fire lanes, or verification that circulation and access will be</i>	Planning Commission Comments:

Standards for Approval of Site Plans (Standard Section 2810.2)		
	adequate for emergency vehicle access, is subject to review by the Township Fire Chief. <i>Awaiting a completed review from the Township Fire Chief.</i>	
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.		
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:
<i>Stonefield attended an on-site pre-application meeting with EGLE on October 9, 2025. EGLE requested a Wetlands Delineation to confirm potential impacts. Wetlands delineation was conducted on site. Please see attached Wetlands Report by ASTI Environmental. The wetlands boundaries have been added to the Site Improvement Plans. No wetlands impacts are proposed; however, plans were submitted to EGLE for permit to discharge stormwater to the Parker Creek.</i>	<p>The expansion will result in a significant removal of mature vegetation and potential impacts to inventoried Part 303 wetlands. The applicant should provide details on the exact extent of these impacts.</p> <p><i>Addressed, the applicant provided a Wetland Delineation Report, dated October 29, 2025, that indicates that no wetlands will be directly impacted by development. The applicant is seeking approval from EGLE for stormwater discharge into Parker Creek.</i></p> <p><i>The wetland impacts are subject to review by the Township Engineer to determine if further review by EGLE is necessary. The Township Engineer should also review the proposed stormwater drainage to ensure that the additional hardscape will not result in undue runoff that poses a nuisance to nearby properties, natural areas, or waterways. Most of the parking area will be buffered to the west by a detention pond that will redirect stormwater, with an outlet leading into Parker Creek.</i></p>	

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

6. The site plan and proposed uses are harmonious with existing and planned development of adjacent properties and the general area.

Applicant's Comments:

As previously stated, no wetlands or watercourse impacts proposed. Required tree removal areas have been noted on the Demolition Plan.

Planning Consultant Comments:

The development does not change the use and represents an expansion of its existing business activities. The surrounding area consists primarily of automobile-oriented commercial uses, such as gas stations, restaurants, and grocery stores. We find that the character of the development will not substantially deviate from the character of the area.

~~*The applicant should provide the requested information to determine whether environmental impacts are eliminated or mitigated.*~~ *Addressed, the applicant provided a Wetland Delineation Report, dated October 29, 2025, that indicates that no wetlands will be directly impacted by development. The applicant is seeking approval from EGLE for stormwater discharge into Parker Creek.*

Planning Commission Comments:

Sample Motions:*Approval with Conditions*

I make a motion to approve the requested site plan located at 5010 West Vienna Road because the applicant meets all standards in Section 604.

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

- The Township Fire Chief will provide their review to determine if current emergency vehicle access is adequate, or if additional information is required. An amended site plan submittal will be required if the Fire Chief requests a redesign.
- Prior to beginning construction, the applicant will provide proof to the township that EGLE has approved the plans for stormwater discharge into Parker Creek without modification. An amended site plan submittal will be required if EGLE denies the permit and requests a redesign.
- The applicant will petition for and receive a variance from Section 401.1.A of the Zoning Ordinance to relocate eight parking spaces from the right-of-way Vienna Road and Linden Road to be within the front-yard setback of the property.
- The Planning Commission will waive the requirement for planting both evergreen and deciduous trees pursuant to Section 1300.3.A.(1).(3) of the Zoning Ordinance, on account of the existing mature vegetation along the northern property line.
- The Planning Commission will waive the requirement for landscaped screening along the northern property line pursuant to Section 1303 of the Zoning Ordinance, on account of the existing mature vegetation already in place there.
- The applicant may keep the current nonconforming chain-link fence in place, but if it is damaged to the extent laid out in Section 1004 of the Zoning Ordinance, it shall be either left as-is or replaced promptly with a fence that conforms to the standard of Section 1305.4.

OR

Approval

I make a motion to approve the requested site plan located at 5010 West Vienna Road because the applicant meets all standards listed in Section 604.

Denial

I make a motion to deny the requested site plan located at 5010 West Vienna Road 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

Postpone

I make a motion to postpone the approval of the site plan located at 5010 West Vienna Road 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 _____