



February 4, 2026

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

RE: Site Plan Review #2 and Special Land Use Permit Approval – 2304 West Wilson Road –
The Towers LLC/Vertical Bridge

Dear Mr. Polmanteer,

Per the request of Vienna Charter Township, we completed site plan review of a proposed telecommunications tower at 2304 West Wilson Road, consisting of Parcel 18-23-300-041. The applicant is proposing to construct a telecommunications tower with a total maximum height of 199 feet for Verizon Wireless service and will accommodate three co-locators. The project additionally includes the installation of an accessory driveway and connection improvements to the right of way, including adding a culvert. This is the second review of the requested site plan approval, with drawings revised on November 25, 2025. The township received the original site plan prepared for The Towers LLC (d/b/a "Vertical Bridge") consisting of 5 sheets dated 11/26/24, 8/8/25 and 11/26/24 as prepared by Midwestern Consulting. The property is currently owned by Kyle Sheppard.

Comments based on the revised plans are shown in **red**. If items have been fully or partially addressed, the comments in question will be shown as **stricken through**. This letter also includes the forms for evaluating both Site Plan and Special Land Use Approval.

Based on the information submitted, ROWE Professional Services offers the following comments for your consideration. These comments are additionally included within the attached checklists, with the 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 found the below comments in need of response, therefore, compliance cannot be determined.

- **Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).** The site plan is not signed or sealed by Scott Fisher, Midwestern Consulting. **Partially addressed. Sheet 1 has been sealed and stamped by a Professional Engineer. All pages of the site plan are required to be stamped and sealed.**

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- **Sec. 602.1.G – Zoning district and land use of adjacent parcels.** The site plan is designated with incorrect zoning. Please confirm the zoning of the parcel with a recent rezoning application at the Township. **Addressed.**
- **Sec. 602.1.H – The dimensions of all property lines showing the relationship of the property to abutting properties and buildings within 100 feet.** On Sheet 2 of 5 there is a missing property line. **Addressed.**
- **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.** The measurements are to the fence of the equipment compound, please verify. The site plan indicates that there is a house on the property, but only part of it is shown as opposed to the other accessory structures. Does the applicant intend to demolish the house? **Addressed.** The applicant's response letter dated January 23, 2026, states that no demolition is planned. The distances from the cell tower to property lines and structures have been provided on Sheet 2.
- **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 5 feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided. Please explain how drainage is going to occur with the proposed new driveway. Is the culvert county engineer approved? The improvements appear to be located in the right of way. **Addressed.** The applicant states in their response letter, dated January 23, 2026, that a new driveway is not proposed and they will instead widen the existing driveway. The Grading Plan on Sheet 4 indicates that the existing stormwater drainage patterns will be maintained via overland flow. The culvert on the property is existing. The adequacy of the proposed stormwater drainage pattern, alongside the on-site culvert, 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.** Several trees appear to conflict with the proposed driveway and culvert location. Please indicate this existing vegetation to be removed. **Addressed.** The applicant does not propose any new driveways and the proposed internal drive does not appear to affect the existing tree line.
- **Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.** Is there a cross section of the culvert area and is there a need for a County right of way permit to install culvert and driveway in the apron of W. Wilson Rd.? **Addressed.** The applicant does not propose any new culverts in the right-of-way of Wilson Road, and the driveway culvert on the property is existing. The adequacy of the proposed stormwater drainage pattern is subject to review by the Township Engineer.
- **Sec. 602.1.W – Designated fire lanes.** Not provided. The applicant states in their response letter, dated January 23, 2026, that they did provide fire lanes due to not finding "any designated fire lane requirements in the ordinance." The applicant states that they

will work with the Township and Fire Department to add whatever is necessary regarding fire lanes. **The requirements for fire lanes on this site are subject to consideration by the Clio Area Fire Authority Chief.**

- **Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.** Note 4 – Sheet 3 of 5 states; “Tower light(s) may be required by the current regulations of the Federal Aviation Administration.” Please verify if a light is required, if not remove the comment. Elsewhere in the submittal it states no lighting on the tower is required. Addressed. The applicant has provided a review letter from the FAA in their resubmittal that determines that there are no hazard to air navigation, and thus “marking and lighting are not necessary for aviation safety.” The note on Sheet 3 has been removed.
- **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.** Please verify if a Right of way disruption permit is required? Related to culvert and new driveway entrance adjacent to two additional entrances. Addressed. The applicant has removed the proposed driveway; a right-of-way permit will not be required. However, the necessity of any other permits for the telecommunications tower and/or the internal drive are subject to review by the Township Engineer.

Zoning Compliance

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

- **Section 502 – Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?** The height of the tower is contingent upon it meeting the setbacks for the property it is in, which is defined as equal to the height of the tower. With the current location of the tower, the maximum height is 160 feet, while the proposed tower is 199 feet tall.

The monopole structure is proposed as galvanized tapered steel grey finish to blend with Michigan sky.

Addressed. The proposed monopole tower is set back at least 200 feet from any property line.

- **Section 504 – Access Management – Does the proposed use comply with the access management standards set forth in this section.** Recommended to contact Genesee County Road Commission for necessary or required permitting. Note in application stating MDOT does not require a permit but does the County Road Commission?

Direct access drives should generally be minimized in number and maximized in separation.

Cross access with neighboring sites via connected parking aisles or shared side service drives etc.

Addressed. The applicant has removed the proposed driveway. Approval should be contingent on parties being agreeable to a shared driveway.

- **Section 507 – Exterior Lighting** – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards? – All lighting outdoor shall be downward facing and shielded so the surface of the source of the light shall not be visible from all adjacent properties and public right of way. Addressed. The applicant has provided a note on Sheet 5 stating that the lights provide 0.5 foot-candles approximately 30 feet from the fixture at an 8-foot mounting height and shielded by the proposed canopy.
- **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? Construction of the culverts will require review and permitting by the Genesee County Drain Commissioner. Other impacts triggering these codes or permits, such as if a Soil Erosion and Sedimentation Control (SESC) permit is required, are subject to review by the Township Engineer. Addressed. The applicant has removed the proposed driveway. The applicant states in the response letter, dated January 23, 2026, that the project is disturbing less than 1 acre and is not within 500 feet of a lake, stream, or body of water. Final determination on whether a SESC permit is required is subject to review by the Township Engineer.
- **Sec. 309 – Standards for Telecommunication Towers** – We have made the following comments per the use standards table under Section 309:
 - A. Tower shall be located centrally on a continuous parcel having a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line. Please clarify where the measurements are being calculated from, the fence or from the center of the base of the tower to all points. Addressed. The height of the tower is 199 feet, with the closest setback being 200 feet from the western property boundary.
- **Sec. 402.3 – Ingress and Egress** - The Planning Commission shall regulate and determine the places of ingress and egress so that traffic on the streets and highways in the township shall be controlled, regulated, and coordinated and to require the installation and maintenance of suitable barriers to ensure the safety of passing pedestrians, in order to provide for the greatest possible public safety and welfare. Such necessary directional signs and controls as are required by the township shall be established and maintained by the owner or lessee of the parking lot.

The Planning Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites.

The applicant proposes a separate driveway that is directly adjacent to the Wilson Road trailhead to the west and the residence at 2304 W. Wilson Road to the east. The Planning

~~Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites. We do note, however, that regular visitation to this site is likely infrequent and controlled. Information from the applicant on how regular intervals maintenance will take place will help verify this.~~

Addressed. The applicant has removed the proposed driveway. The response letter dated January 23, 2026, states that "maintenance personnel using van type service vehicles enter and exit the site approximately 2-4 times per month.

- **Sec. 402.6 – 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?** Except for single-family residences, the entire parking area, including parking spaces and maneuvering lanes required under this section, shall be provided with asphalt or concrete surface in accordance with specifications approved by the township engineer. Gravel parking areas shall be allowed only in rear of industrial zoned properties.
- B. The parking area shall be surfaced within one year of the date the permit is issued. Time extensions due to earth settlement problems may be approved by the Board of Appeals. **Partially addressed.** The applicant has confirmed that there is no public parking and that the area provided for parking is strictly for maintenance vehicle access. **At least 1 parking space is required per Section 309 of the Zoning Ordinance.**
- **Section 1300.3.A.(1)-(3) – General Landscaping – requirements set forth in this section shall apply where landscaping is required under this ordinance, and no site plan shall be approved unless said site plan shows landscaping consistent with the provisions of this section. Furthermore, where landscaping is required, a zoning permit for new construction or expansion shall not be issued until the required landscape plan is submitted and approved, unless provisions set forth in this section have been met or a performance bond has been posted.** The applicant proposes on-site landscaping of narrow evergreen trees that surround the towers and mechanical equipment. It appears that the standards for the landscaping are being met.
- **Section 1300.3.A.(4) – General Landscaping – 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.** 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.

The Planning Commission may waive the requirement to comply with this standard if they find that the existing trees are sufficient. **The applicant is requesting a waiver from the need to provide any greenbelt landscaping due to the proposed screening for the tower itself, as well as the existing vegetation along the western and northern property lines.**

- **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? ~~44 five foot tall Thuja Occidentalis Mission Arborvitae as a buffer around the fenced leased area. Replacement trees in greenbelt area along the road should be included in the landscape plan as it appears three trees may be removed for the driveway. Arborvitae to be five foot tall at time of planting.~~ Addressed. The applicant has removed the proposed driveway. No trees are proposed to be removed.
- **Section 1301.1 – Plant Material Spacing** – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section? ~~Narrow evergreens shall be planted not more than 3 feet on centers.~~ Addressed. The applicant has noted on Sheet 3 that the proposed evergreen trees will be spaced exactly 3 feet apart on center.
- **Section 1305 – Fences** – A permit to be issued by the Zoning Administrator shall be obtained prior to installation or erection of any fence within the corporate limits of the Vienna Township. Application shall be made upon a form provided and shall require such information as may be required by the Zoning Administrator. All applications for a permit shall be accompanied by a filing fee as established by township board resolution.
- **Sec. 1305.4 – Fences, Material Specifications** – No person shall erect or cause to be erected a fence which is: (1) Made with or upon which is fixed barbed wire. (2) Has any protective spike, nail, or sharp pointed object. (3) Charged with electric current. The current proposal uses barbed wire around the top of the fence. It is also unclear if the barbed wire is angled inward or outward. **The response letter, dated January 23, 2026, states that the applicant will “apply for a fence permit with the appropriate issuing body prior to installation or erection of any fence within the corporate limits of Vienna Township.”** **The proposed fence elevation on Sheet 5 still indicates the use of 1 foot of barbed wire. The approval of a fence in Vienna Township is under a zoning permit, to be reviewed and issued by the Township Zoning Administrator. The installation of a barbed wire fence of any type is not permitted in the R-1A district.**

We recommend that the applicant remove the barbed wire. If this requirement conflicts with any provisions set forth by a preceding agency, including but not limited to the FCC, NTIA, or Michigan Public Service Commission, such language or guidance should be fashioned by the applicant.

Site Plan Approval Conditions

Should the Planning Commission move to approve the site plan, we recommend the following conditions be applied:

- The applicant addresses the informational requirements in the site plan review regarding the seals on all sheets of the plans.
- The Township Board grants Special Land Use Approval in accordance with the standards of Section 701.3 of the Zoning Ordinance.

- The Clio Area Fire Authority Chief reviews and approves the plan. Any requirements issued by the CAFA Chief must be implemented prior to final approval.
- The Planning Commission grant a waiver from the requirement to provide greenbelt screening, with respect to the existing vegetation and proposed evergreen landscaping around the site.
- The applicant confirms that all parties are agreeable to the shared driveway and its location provided within the site plan.
- The applicant removes any proposed barbed wire for the fencing. However, if required by state or federal statute, the applicant must fashion such requirements to prove the need to install the barbed wire.
- The Township Engineer reviews and approves the stormwater drainage plan to determine that the new design, along with the proposed on-site culvert, will not require additional review or county or state approval.

Special Land Use Approval

Should the Planning Commission move to recommend approval of the Special Land Use Permit for the Telecommunications Tower in the R-1A district, we recommend the following conditions be applied:

- The applicant addresses the outstanding items on the site plan as identified in the Site Plan Information Checklist and Zoning Compliance Checklist provided for the revised submittal.
- The applicant confirms that all parties are agreeable to the shared driveway and its location provided within the site plan.
- The applicant removes any proposed barbed wire for the fencing. However, if required by state or federal statute, the applicant must fashion such requirements to prove the need to install the barbed wire.

ROWE Professional Services Company's plan for 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.

Mr. Richard Polmanteer, Planning Commission Chairperson

February 4, 2026

Page 8

Please note that additional information is required to determine compliance with the ordinance. If you have any questions or require additional information, please contact us at 810-341-7500 or wburkholder@rowpsc.com or nbussell@rowpsc.com.

Sincerely,
ROWE Professional Services Company

Wade Burkholder, AICP
Senior Planner

Noah Bussell, AICP
Planner II

Attachments

cc: Vienna Charter Township Planning Commission

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Vienna Charter Township
SITE PLAN INFORMATION REQUIREMENT CHECK LIST
2304 West Wilson Road
Austin Babich, Agent; Towers LLC
Kyle Sheppard, Property Owner
Received Date: 1/26/2026
Drawing Date: 8/9/2025; Revised Date: 11/25/2025

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 on the site plan and Special Land Use application forms.
Sec. 602.1.B – The names, addresses, and telephone numbers of the developers and owners of the property.	X			Provided on the site plan and Special Land Use application forms.
Sec. 602.1.C – All site plans shall bear the seal of a licensed design professional (architect, engineering, surveyor, or landscape architect).		X		<p>The site plan is not sealed. The company and name of the preparing engineer are listed but the plans are not signed or sealed.</p> <p>Partially addressed. Sheet 1 has been sealed and stamped by a Professional Engineer. All pages of the site plan are required to be stamped and sealed.</p>
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		1 inch = 40 feet. The parcel is 49 acres in area, but the impacted area is 25 acres. The applicant does use a 1 inch = 200 feet scale for sheet 2, but we find this acceptable for the sheet being a reference between the subject site and neighboring parcels.
Sec. 602.1.E – Parcel numbers and legal descriptions for properties included within the development.	X			Provided on sheet 1.
Sec. 602.1.F – A location map indicating the location of the proposed project relative to nearby streets and other properties.	X			Provided on sheet 1.
Sec. 602.1.G – Zoning district and land use of adjacent parcels.	X	X		<p>Parcel is listed with the incorrect zoning. The applicant lists the zoning as AG, but it was rezoned to R-1A after the new Zoning Ordinance was adopted.</p> <p>Addressed.</p>

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.H – The dimensions of all property lines 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	X		Property lines and information for the parcels north of the subject site are not shown on sheet 2. Addressed.
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		The measurements are to the fence of the equipment compound, please verify. The site plan indicates that there is a house on the property, but only part of it is shown as opposed to the other accessory structures. Does the applicant intend to demolish the house? Addressed. The applicant's response letter dated January 23, 2026, states that no demolition is planned. The distances from the cell tower to property lines and structures have been provided on Sheet 2.
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 5 feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided.	?	X		Please explain how drainage is going to occur with the proposed new driveway. Is the culvert county engineer approved? The improvements appear to be located in the right of way. Addressed. The applicant states in their response letter, dated January 23, 2026, that a new driveway is not proposed and they will instead widen the existing driveway. The Grading Plan on Sheet 4 indicates that the existing stormwater drainage patterns will be maintained via overland flow. The culvert on the property is existing. The adequacy of the

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
				proposed stormwater drainage pattern, alongside the on-site culvert, 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	X		<p>The access road is shown to be traveling parallel to trees parallel to it and the railroad. The applicant should identify the specific trees in this location and any alterations, if proposed, to determine if installation, grading, and stormwater runoff will affect the vegetation.</p> <p>Will the culvert installation result in any removals?</p> <p>Addressed. The applicant does not propose any new driveways and the proposed internal drive does not appear to affect the existing tree line.</p>
Sec. 602.1.L – A landscaping plan with a schedule of plant materials and sizes.	X			44 five foot tall arborvitae
Sec. 602.1.M – Cross-section drawings of any walls, berms, fences, or similar structures.	X			Gravel drive, gate, and fence have cross sections.
Sec. 602.1.N – The location and setback from natural features including wetlands, floodplains, streams, drains, swamps, marshes, and unstable soils.			X	N/A.
Sec. 602.1.O – An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins, and fencing proposed.	X	X		<p>Is there a cross section of the culvert area and is there a need for a County right-of-way permit to install culvert and driveway in the apron of West Wilson Road?</p> <p>Addressed. The applicant does not propose any new culverts in the right-of-way of Wilson Road, and the driveway culvert on the property is existing. The adequacy of the proposed stormwater drainage pattern is subject to review by the Township Engineer.</p>

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.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	N/A. No parking is required or proposed.
Sec. 602.1.Q – Front, rear, and side elevations of a typical proposed structure.	X			Provided on sheets 3 and 5.
Sec. 602.1.R – The location and size of containment and storage areas if the use of hazardous substances is involved.	X			Comply with mechanical, fire and electrical code, state codes for permitting of proposed 1000 gallon propane tank.
Sec. 602.1.S – The location of all existing and proposed drives and parking areas.	X			Provided on sheets 3 and 4.
Sec. 602.1.T – The location and right-of-way widths of all abutting streets and alleys.	X			66-foot right-of-way indicated along West Wilson Road.
Sec. 602.1.U – Vehicular traffic and pedestrian features.	X			12 foot proposed gravel driveway 9 foot shoulders on each side. Turnaround of same dimensions provided for large trucks.
Sec. 602.1.V – Cross section drawings of proposed sidewalks, drives, and parking areas.	X			Provided on sheet 5.
Sec. 602.1.W – Designated fire lanes.			X	<p>Not provided.</p> <p>The applicant states in their response letter, dated January 23, 2026, that they did provide fire lanes due to not finding "any designated fire lane requirements in the ordinance." The applicant states that they will work with the Township and Fire Department to add whatever is necessary regarding fire lanes. The requirements for fire lanes on this site are subject to consideration by the Clio Area Fire Authority Chief.</p>
Sec. 602.1.X – The location of all public and private utilities.	X			Provided on sheet 4.
Sec. 602.1.Y – The location, number, dimensions, color, material, and lighting of signs.			X	No signs existing or proposed.
Sec. 602.1.Z – The location, intensity, height, and orientation of all lighting.	?	X		Lighting – 2 low wattage LED lights on canopy support posts opposite

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
				<p>from equipment cabinet. Timer with a one-hour maximum lit duration. Note 4 – Sheet 3 of 5 states; “Tower light(s) may be required by the current regulations of the Federal Aviation Administration.” Please verify if a light is required, if not remove the comment.</p> <p>Addressed. The applicant has provided a review letter from the FAA in their resubmittal that determines that there are no hazard to air navigation, and thus “marking and lighting are not necessary for aviation safety.” The note on Sheet 3 has been removed.</p>
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	X		<p>Please verify if a Right of way disruption permit is required? Related to culvert and new driveway entrance adjacent to two additional entrances.</p> <p>Addressed. The applicant has removed the proposed driveway; a right-of-way permit will not be required. However, the necessity of any other permits for the telecommunications tower and/or the internal drive are subject to review by the Township Engineer.</p>
Sec. 602.1.BB – The Planning Commission and Zoning Administrator may request additional information necessary to evaluate the proposed development.	X			Right of way permit and culvert details provided in the site plan application packet.
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			[add here if provided]
B. Hours of operation.	X			[add here if provided]

Site Plan Information Requirements				
Section 602 – Site Plan Informational Requirements	Does the site plan include this information?			
	Yes	No	N/A	Comment
C. Any changes expected in dust, odor, smoke, fumes, noise, lights, or similar potentially adverse conditions created by the proposed use.	?			No dust, odor, smoke, or fumes. Please elaborate on the lighting fixtures in the equipment compound
D. Modifications to land changing vegetative cover, drainage patterns, earth work, or other potential hazards.	X			Provided on sheet 3. Measures include security gates and fences, grass removal for a gravel drive, and fencing and concrete pouring for the tower site.
E. Any ancillary improvements proposed to remedy or prevent potential nuisances or conflicts with adjacent land uses.			X	N/A. None proposed.
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			The applicant is requesting a waiver of the landscaping requirements due to the existing vegetation on the property.

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Vienna Township
SITE PLAN ZONING COMPLIANCE CHECKLIST
2304 West Wilson Road
Austin Babich, Agent; Towers LLC
Kyle Sheppard, Property Owner
Received Date: 1/26/2026
Drawing Date: 8/9/2025; Revised Date: 11/25/2025

Permitted Uses (Article 3)			
Proposed use:	Telecommunications tower(monopole)	Zoning District:	R-1A: Agricultural & One-Family Residential.
Is the proposed use permitted in the district which it is located?	By Right		By Special Land Use X
Dimensional Requirements (Section 305)		Ordinance Standards	Proposed Site Plan
Minimum Lot Area (acres [sq. ft. if <1 acre])	2 acres		49.28 acres
Minimum Lot Width (ft.)	165'		~351'
Minimum Setbacks - Front (S)	199' ⁽¹⁾		410' 430'
- Side (E)	199' ⁽¹⁾		160' 344'
- Side (W)	199' ⁽¹⁾		378' 200'
- Side (Total)	199' ⁽¹⁾		538' 544'
- Rear (N)	199' ⁽¹⁾		~1,025' 2,240'
Minimum Total Square Feet (sq. ft.)	1,040 sq. ft.		N/A
Maximum Building Height (ft. and stories)	160 ft. ⁽²⁾ 200 ft. ⁽²⁾		199' 199'
Are there any additional dimensional requirements per the zoning district?	<ol style="list-style-type: none"> 1. Tower shall have a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line. (199') 2. Tower height is dictated by meeting the setbacks for the property upon which it is located. 		

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			Comments
	Yes	No	N/A	
Section 501 Building Regulations and Scope – Do the proposed buildings or structures, or alterations thereof, comply with these standards?	X			Complies.
Section 502 Accessory Buildings and Structures – Do the proposed accessory buildings or structures comply with the standards of this section?	X	X		<p>The height of the tower is contingent upon it meeting the setbacks for the property it is in, which is defined as equal to the height of the tower. With the current location of the tower, the maximum height is 160 feet, while the proposed tower is 199 feet tall.</p> <p>The monopole structure is proposed as galvanized tapered steel grey finish to blend with Michigan sky.</p> <p>Addressed. The proposed monopole tower is set back at least 200 feet from any property line.</p>

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 503 Residential Occupancy – Will any proposed temporary residential structures be used only for short-term occupancy?			X	N/A. The use and property are not residential in character.
Section 504 Access Management – Does the proposed use comply with the access management standards set forth in this section?	?	X		<p>It is a concern. Recommended to contact Genesee County Road Commission for necessary or required permitting. Note in application stating MDOT is not required but do not see anything related to Genesee County.</p> <p>Direct access drives should generally be minimized in number and maximized in separation.</p> <p>Cross access with neighboring sites via connected parking aisles or shared side service drives.</p> <p>Addressed. The applicant has removed the proposed driveway. Approval should be contingent on parties being agreeable to a shared driveway.</p>
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 structures within the clearance area are proposed except for a chain-link access gate.
Section 506 Entranceway Structures – Do the proposed entranceway structures comply with this provision and Section 505, if applicable?			X	N/A.
Section 507 Exterior Lighting – Do the proposed lighting fixtures, including intensity, design, and placement on the photometric plan comply with these standards?	X	X		<p>All lighting outdoors shall be downward facing and shielded so the surface of the source of the light shall not be visible from all adjacent properties and public right-of-way.</p> <p>Addressed. The applicant has provided a note on Sheet 5 stating that the lights provide 0.5 foot-candles approximately 30 feet from the fixture at an 8-foot mounting height and shielded by the proposed canopy.</p>
Section 508 Screening of Rooftop Equipment – Do all proposed roof-mounted equipment comply with these standards?			X	N/A. No such equipment proposed.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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	N/A. No waste receptacles are proposed or appear to be needed.
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?			X	N/A. No stream or watercourse to include wetlands on the property.
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?	?	X		<p>Construction of the culverts will require review and permitting by the Genesee County Drain Commissioner. Other impacts triggering these codes or permits, such as if a Soil Erosion and Sedimentation Control (SESC) permit is required, are subject to review by the Township Engineer.</p> <p>Addressed. The applicant has removed the proposed driveway. The applicant states in the response letter, dated January 23, 2026, that the project is disturbing less than 1 acre and is not within 500 feet of a lake, stream, or body of water. Final determination on whether a SESC permit is required is subject to review by the Township Engineer.</p>
Section 511.5 Supplementary Environmental Regulations – Are any elements of the development within a FEMA-designated floodway, floodplain, or Special Flood Hazard Area? If so, do they comply with these requirements?			X	N/A. Neither the site nor overall property are located within a regulated way, floodplain, or SFHA.
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	N/A.
Section 513 Zoning Lot – If the subject property is on two contiguous parcels, are they under common ownership?			X	N/A.

General Provisions (Article 5)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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. Telecommunication monopolies do not fall under this exception.
Section 517 Lot Width and Ratio – Does the property have a depth-width ratio less than 4:1?	X			Complies. The lot is approximately 1,025 feet deep and an average of approximately 312 feet wide (~438 feet at the widest and ~117 at the narrowest), for a depth-to-width ratio of approximately 3.29:1.
Section 518 Lots Adjoining Alleys – Are there any alleys or lanes adjacent to the property that are subject to this standard?			X	N/A.
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			Access drives may be placed in the required front or side yards to provide access to rear yards for permitted accessory or attached structures. These drives shall not be considered as structural violations in front and side yards.
Section 519.5 Yard Regulations – If applicable, does the water-fronting yard of the property comply with this standard?			X	N/A.
Section 520 Required Water Supply and Sanitary Sewerage Facilities – Does the site have access to potable water supply and sewerage facilities?			X	N/A.
Section 521 Pathways and Sidewalks – Do the proposed pathways or sidewalks comply with this standard?			X	N/A.
Section 522 Road Frontage Requirements – Does the property front a public or private road with the requisite frontage length for its zoning district?	X			Complies.
Section 523 Private Roads – Do the proposed private roads comply with these standards?			X	N/A.

Use Requirements – Telecommunications Tower (Section 309)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
A. Tower shall be located centrally on a continuous parcel having a dimension of at least equal to the height of the tower measured from the center of the base of the tower to all points of each property line.	?	X		<p>The tower is located on one contiguous parcel. The east side yard setback is 160 feet while the tower is 199 feet tall. The tower should either be moved or lowered in height to comply with this requirement. Clarify where measurements are being calculated, from the fence or from the center of the base of the tower to all points.</p> <p>Addressed. The height of the tower is 199 feet, with the closest setback being 200 feet from the western property boundary.</p>
				N/A. No equipment is proposed to be mounted on a rooftop.
B. Advertising signs shall not be allowed on antennas, towers, or on the exterior of buildings or cabinets housing operating equipment or on fences enclosing antenna or tower facilities.	X			No advertising signs are proposed.
C. Wireless communication facilities shall be removed by their owners within six months of the date on which such facilities are declared abandoned. See Sec. 1011.			X	The owner of the facility, now or at the time of abandonment, shall be responsible for meeting this requirement.
D. Prior to receiving site plan approval, the applicant must demonstrate that there are no existing towers or structures that would be suitable for a telecommunications antenna as an alternative to constructing a tower.	X			The site plan application packet includes maps indicating that the proposed location is the only tower within a one mile radius and expands coverage in Verizon's cellular access map.

Parking and Loading Requirements (Article 4)		
Use: Telecommunications Tower	Ordinance Standard	Proposed Site Plan
Parking Spaces (Section 309)	N/A	None
Barrier Free Space (ADA Standards)	N/A	N/A
Loading Space (Section 403)	N/A	N/A

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?			X	N/A. No parking spaces are proposed.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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?			X	N/A. No parking spaces are proposed.
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?			X	N/A. No parking spaces are proposed.
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. No parking spaces are proposed.
Section 402 Parking Space Layout – Do the proposed parking spaces comply with the following requirements or meet the following exceptions?			X	N/A. No parking spaces are proposed.
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. No parking spaces are proposed. The use is not residential.
3. Ingress and Egress – Do the ingress and egress points for the parking areas meet these requirements?		X		<p>The applicant proposes a separate driveway that is directly adjacent to the Wilson Road trailhead to the west and the residence at 2304 W. Wilson Road to the east. The Planning Commission may require the joining of parking lots in adjacent parcels in order to reduce the number of curb cuts onto a public street and to facilitate movement between sites. We do note, however, that regular visitation to this site is likely infrequent and controlled. Information from the applicant on how regular of intervals maintenance will take place will help verify this.</p> <p>Addressed. The applicant has removed the proposed driveway. The response letter dated January 23, 2026, states that "maintenance personnel using van type service vehicles enter and exit the site approximately 2-4 times per month.</p>
4. Layout Standards – Do parking spaces and maneuvering lanes meet these requirements?			X	N/A. No parking or maneuvering areas proposed.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
5. Exterior Lighting – Does the exterior lighting for the parking areas meet the standards of Section 507?			X	N/A. No lighting is proposed. The applicant also provided a letter from the Federal Aviation Administration determining that marking and lighting are not required for the site as it poses no concern for aviation safety. This may change, per the letter, and the applicant should comply with all state and federal laws regarding safety lighting if required.
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 ?		<p>Except for single-family residences, the entire parking area, including parking spaces and maneuvering lanes, required under this section, shall be provided with asphalt or concrete surfacing in accordance with specifications approved by the township engineer. Gravel parking areas shall be allowed only in rear of industrial zoned properties. B. The parking area shall be surfaced within one year of the date the permit is issued. Time extensions due to earth settlement problems may be approved by the Zoning Board of Appeals.</p> <p>Partially addressed. The applicant has confirmed that there is no public parking and that the area provided for parking is strictly for maintenance vehicle access. At least 1 parking space is required per Section 309 of the Zoning Ordinance.</p>
Section 403 Off-Street Loading and Unloading – Do the proposed loading and unloading spaces meet the following requirements?			X	N/A. No loading spaces required or proposed.
1. Number of Spaces – Does the site have the required minimum number of loading spaces?			X	N/A. No loading spaces required or proposed.
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 (6) feet in height?			X	N/A. No loading spaces required or proposed.

Parking and Loading Requirements (Section 401)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
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	N/A. No loading spaces required or proposed.

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			Comments
	Yes	No	N/A	
Section 1300.3.A.(1)-(3) General Landscaping – Do the planting patterns and species variation comply with these standards?	X			The applicant proposes on-site landscaping of narrow evergreen trees that surround the towers and mechanical equipment. It appears that the standards for the landscaping are being met.
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?			?	<p>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.</p> <p>The applicant is requesting a waiver from the need to provide any greenbelt landscaping due to the proposed screening for the tower itself, as well as the existing vegetation along the western and northern property lines.</p>
Section 1300.3.B Greenbelt Buffer – Do the proposed greenbelts comply with these standards?			X	N/A. No greenbelts required or proposed.
Section 1300.3.D Landscape Berms – Do the proposed berms comply with these standards?			X	N/A. No berms required or 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		<p>44 - 5 foot tall <i>Thuja Occidentalis Mission Arborvitae</i> are proposed as a buffer around the fenced leased area. Replacement trees in greenbelt area along the road should be included in the landscape plan as it appears three trees may be removed for the driveway.</p> <p>Addressed. The applicant has removed the proposed driveway. No trees are proposed to be removed.</p>

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
Section 1300.3.F Mechanical Equipment – Are the proposed mechanical equipment areas designed, located, and screened in accordance with these standards?	X			All mechanical equipment is screened with narrow evergreen trees and fences.
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			No grass appears to be proposed for modification except to install the driveway. This is a gravel drive, which allows for more rainwater percolation compared to asphalt or concrete.
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	N/A. No landscaping proposed in the sight distance areas.
Section 1301.1 Plant Material Spacing – Do the proposed plant materials comply with the maximum spacing and staggering requirements of this Section?	?	X		<p>Narrow evergreens shall be planted not more than 3 feet on centers</p> <p>Addressed. The applicant has noted on Sheet 3 that the proposed evergreen trees will be spaced exactly 3 feet apart on center.</p>
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 proposed trees are not in the suggested or prohibited lists of species. However, they are planted at 5 feet and meet the 4-foot-minimum for narrow evergreens set forth in this standard.
Section 1302 Parking Lot Landscaping – Does the proposed parking lot landscaping comply with these standards?			X	N/A. No parking proposed.
Section 1303 Screening Walls – Do the screening walls or fence comply with these standards for the adjacent land uses and zoning districts?			X	N/A. No screening walls proposed.
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. The existing landscaping appears to conform.
Section 1305 Fences – Do the proposed fences comply with the following standards?				A permit to be issued by the Zoning Administrator shall be obtained prior to installation or erection of any fence within the corporate limits of the Vienna Township. Application shall be made upon a form provided and shall require such information as may be required by the Zoning Administrator. All applications for

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				a permit shall be accompanied by a filing fee as established by township board resolution.
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			The closest interpretation is that the structure is a “Utility Building, Station, or Substation” per Section 1304, and has a six-foot fence in accordance with this standard. While the use is on a residential-agricultural property, it is more prudent to consider it an industrial fence due to the infrastructural characteristics of the use.
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 applicant proposes the installation of a one-foot-tall section of barbed wire fixed to the top of the fence. Barbed wire is not permitted in non-industrial areas. It is also unclear whether the barbed wire is angled inward or outward; the latter is prohibited in all zoning districts.</p> <p>The response letter, dated January 23, 2026, states that the applicant will “apply for a fence permit with the appropriate issuing body prior to installation or erection of any fence within the corporate limits of Vienna Township.” The proposed fence elevation on Sheet 5 still indicates the use of 1 foot of barbed wire. The approval of a fence in Vienna Township is under a zoning permit, to be reviewed and issued by the Township Zoning Administrator. The installation of a barbed wire fence of any type is not permitted in the R-1A district.</p> <p>We recommend that the applicant remove the barbed wire. If this requirement conflicts with any provisions</p>

Landscaping, Screening, and Walls (Article 13)	Does the Site Plan Meet the Requirements?			
	Yes	No	N/A	Comments
				set forth by a preceding agency, including but not limited to the FCC, NTIA, or Michigan Public Service Commission, such language or guidance should be fashioned by the applicant.
5. Location – Does the location of all fences on the site comply with these standards?	X			The fence appears to conform to this standard.

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 lot is conforming.
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. No nonconforming uses are on the property.
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	N/A. No structures on the property are being modified.
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. No changes are being made to any land uses or structures on the property that can be determined as nonconforming within the scope of this review.



Vienna Charter Township
SITE PLAN STANDARDS CHECKLIST
Austin Babich, Agent; The Towers LLC
Kyle Sheppard, Property Owner
Received Date: 1/26/2026



Drawing Date: 8/9/2025; Revised Date: 11/25/2025

Fact Finding	
Current Zoning: R-1A Agricultural and One-Family Residential	Parcel Size: 29.28 acres
Current Use: Single-Family Residential / Agricultural	Utility Access: W. Wilson Road
Proposed Use: Telecommunications Tower (Additional Use / Leased Property)	Road Access: W. Wilson Road (Existing Driveway)

Surrounding Land Use/ Zoning:

N: R-2 Two-Family Residential District [Clio] Vacant, Unimproved	E: RM Multiple Family Residential Single-Family Residential / Agricultural	SE: RU-1 One Family Residential Single-Family Residential	W: RU-1 One Family Residential Single-Family Residential
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Other Facts:

1. The applicant proposes to install a telecommunications tower with leasable space for colocation equipment north-northwest of the existing single-family residence. The total area leased for the tower consists of a 75 foot x 75 foot space, for a total of 5,625 square feet. The tower itself is situated on a concrete pad and surrounded by a 50 foot x 50 foot perimeter fence, with a total area of 2,500 square feet.
2. The proposed telecommunications tower is a 195-foot-tall monopole structure, with an additional 4-foot-tall lightning rod, for a total height of 199 feet. As the setbacks from all property lines for telecommunications towers are equal to the height of the tower being considered, the minimum setback for the tower is 199 feet.
3. The applicant is proposing to join the internal drive for the tower to the existing driveway, rather than the previous submittal, dated August 9, 2025, that proposed a separate driveway along W. Wilson.
4. The proposed tower has been relocated to meet the required setbacks from each property line, which is equal to the height of the tower (199 feet). The nearest setback is 200 feet from the western property line.
5. The tower is set back 199 feet from the principal residence on the subject property, and 299 feet from the nearest house on an adjacent lot, directly southeast of the proposed tower.
6. The telecommunications tower is on land leased by the property owner. Telecommunications towers are permitted on land leased to the tower owner and operator as an additional use per and pursuant to the standards of Section 309 governing telecommunications towers.
7. The Federal Aviation Administration (FAA) issued a determination that tower lighting is not required, in accordance with 14 CFR Part 77, on February 7, 2025.
8. All proposed vegetative screening surrounds the immediate area of the concrete pad for the tower; none is proposed along the property lines.
 - a. Mature forestland is present along the western and northern property lines. Additional scattered trees surround the principal residence on the property.
 - b. The applicant has requested a waiver from the requirement to install any greenbelts, as the site has existing screening for the use itself and there are existing trees, vegetation, and structures on and surrounding the property.
9. There is no consistent influx of traffic onto and off the site. The applicant states that the site is served by maintenance vehicles 2-4 times per month.
 - a. No designated vehicle parking for maintenance is proposed but adequate space is provided.

Vienna Charter Township
 The Towers LLC – 2304 W. Wilson Road

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:
<p><i>The site plan is now signed and sealed by Scott Fisher, Midwestern Consulting.</i></p> <p><i>We did not find any designated fire lane requirements in the ordinance; therefore, we did not include any. However, we asked Vienna Township what they preferred and they confirmed that the designated fire lanes are subject to review by the Township Fire Chief. The applicant will work with the township/fire department to add whatever is necessary regarding fire lanes.</i></p>	<p><i>All pages of the site plan are required to be stamped and sealed.</i></p> <p><i>The applicant stated that they will work with the Township and Fire Department to add whatever is necessary regarding fire lanes. The requirements for fire lanes on this site are subject to consideration by the Clio Area Fire Authority Chief.</i></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.

Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:
<p><i>The applicant will apply for a fence permit with the appropriate issuing body prior to installation or erection of any fence within the corporate limits of Vienna Township.</i></p>	<p><i>As provided, the site plan indicates that a one-foot-tall length barbed wire is proposed for the fence. Barbed wire fencing of any type is prohibited in the R-1A District. The Zoning Administrator retains the authority to approve a zoning permit for a fence.</i></p> <p><i>We recommend that the applicant remove the barbed wire. If this requirement conflicts with any provisions set forth by a preceding agency, including but not limited to the FCC, NTIA, or Michigan Public Service Commission, such language or guidance should be fashioned by the applicant.</i></p>	

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.

Vienna Charter Township
 The Towers LLC – 2304 W. Wilson Road

Standards for Approval of Site Plans
(Standard Section 2810.2)

Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:
<p><i>The applicant is no longer proposing a new driveway but instead using the existing driveway for ingress & egress and widening the existing drive where needed to be a minimum width of 12 feet. Additionally, maintenance personnel using van type service vehicles enter and exit the site approx. 2-4 times per month. Please refer to General Note #9 on Sheet 3.</i></p>	<p><i>We do not find pedestrian access and circulation to be necessary. Access to the site is restricted and limited to maintenance and construction activities, it is in a residential area that is rural in character and lacks existing sidewalks on or adjacent to the property, and the property is being leased as an additional land use that has infrequent access.</i></p> <p><i>The applicant proposes a shared access driveway that forks to the existing driveway to the single-family residence and the internal drive to access the tower.</i></p>	

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:	Planning Consultant Comments:	Planning Commission Comments:
<p><i>We did not find any designated fire lane requirements in the ordinance; therefore, we did not include any. However, we asked Vienna Township what they preferred and they confirmed that the designated fire lanes are subject to review by the Township Fire Chief. The applicant will work with the township/fire department to add whatever is necessary regarding fire lanes.</i></p>	<p><i>The applicant stated that they will work with the Township and Fire Department to add whatever is necessary regarding fire lanes. The requirements for fire lanes on this site are subject to consideration by the Clio Area Fire Authority Chief. We defer to the Fire Chief for both emergency vehicle access and hazardous material storage regarding the location and design of the propane storage tank.</i></p> <p><i>Impacts on stormwater drainage are subject to review by the Township Engineer.</i></p> <p><i>The site plan indicates that utility access will be provided within the centerline of the proposed access drive. The site is additionally equipped with a propane-fueled electrical generator with 1,000 gallons stored on-site, which may further reduce the demand on the Township's electrical capacity.</i></p>	

Vienna Charter Township
The Towers LLC – 2304 W. Wilson Road

Standards for Approval of Site Plans
(Standard Section 2810.2)

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:
<p><i>The applicant agrees that the standards for the landscaping have been met. However, the applicant is requesting a Waiver on this requirement. As shown on the Site Plan, there is plenty of existing trees, vegetation, and structures on the property and surrounding the property. To the north, there is a large field with no nearby residents. To the east, there are some trees, a shed, and a large barn. To the south, there are some trees and the nearest public right-of-way (W Wilson Road). The tower is setback 410 feet from W Wilson Rd. To the west, there are numerous existing trees and vegetation. We do not feel that a landscape plan will provide any necessary additional screening.</i></p> <p><i>The applicant is no longer proposing a new driveway but instead using the existing driveway for ingress & egress and widening the existing drive where needed to be a minimum width of 12 feet. By utilizing the existing driveway, the applicant will no longer be removing any trees.</i></p>	<p><i>The applicant's revised plans do not involve the removal of any vegetation.</i></p>	

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

Vienna Charter Township
The Towers LLC – 2304 W. Wilson Road

Standards for Approval of Site Plans
(Standard Section 2810.2)

Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:
N/A.	<p><i>The applicant's revised submittal includes several documents indicating the intent of the project and necessity for the tower. The coverage map provided in the "Complete Zoning Package" includes a map showing the area southwest of the subject property to have limited outdoor LTE coverage. The site selection process for the tower shows it is intended to limit overlap with other cell towers, and that the alternate site locations to collocate infrastructure (rather than build a new tower) would not provide adequate coverage for the intended area.</i></p> <p><i>Additional supporting documentation has been provided by Sabre Industries to certify the structural safety of the tower and the MDOT Office of Aeronautics and the Federal Aviation Administration to validate that the height of the tower does not pose navigation or electromagnetic interference risks for aviation activities.</i></p> <p><i>We note that the proposed tower location is not on the currently cultivated agricultural land of the subject property. We further note that to the west, across the railroad, there are several denser single-family and duplex residential units that would be in view of the tower.</i></p> <p><i>The land is being leased to construct the tower, and is considered an "additional" use, not accessory. However, the principal use of the land as it is owned remains residential and agricultural.</i></p>	

Vienna Charter Township
The Towers LLC – 2304 W. Wilson Road

Sample Motions:

Approval with Conditions

I make a motion to approve the requested site plan located at 2304 W. Wilson Road because the applicant meets all standards in Section 604.

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

- The applicant addresses the informational requirements in the site plan review regarding the seals on all sheets of the plans.
- The Township Board grants Special Land Use Approval in accordance with the standards of Section 701.3 of the Zoning Ordinance.
- The Clio Area Fire Authority Chief reviews and approves the plan. Any requirements issued by the CAFA Chief must be implemented prior to final approval.
- The Planning Commission grant a waiver from the requirement to provide greenbelt screening, with respect to the existing vegetation and proposed evergreen landscaping around the site.
- The applicant confirms that all parties are agreeable to the shared driveway and its location provided within the site plan.
- The applicant removes any proposed barbed wire for the fencing. However, if required by state or federal statute, the applicant must fashion such requirements to prove the need to install the barbed wire.
- The Township Engineer reviews and approves the stormwater drainage plan to determine that the new design, along with the proposed on-site culvert, will not require additional review or county or state approval.
- _____
- _____

OR

Approval

I make a motion to approve the requested site plan located at 2304 W. Wilson Road because the applicant meets all standards listed in Section 604.

Denial

I make a motion to deny the requested site plan located at 2304 W. Wilson 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 2304 W. Wilson 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 _____



Vienna Charter Township
SPECIAL LAND USE STANDARDS CHECK LIST
Austin Babich, Agent; Towers LLC
Kyle Sheppard, Property Owner
Received Date: 1/26/2026



Drawing Date: 8/9/2025; Revised Date: 11/25/2025

Fact Finding			
Current Zoning: R-1A Agricultural and One-Family Residential		Parcel Size: 29.28 acres	
Current Use: Single-Family Residential / Agricultural		Utility Access: W. Wilson Road	
Proposed Use: Telecommunications Tower (Additional Use / Leased Property)		Road Access: W. Wilson Road (Existing Driveway)	
Surrounding Land Use/ Zoning:			
N: R-2 Two-Family Residential District [Clio] Vacant, Unimproved	E: RM Multiple Family Residential Single-Family Residential / Agricultural	SE: RU-1 One Family Residential Single-Family Residential SW: RSA One-Family Residential Single-Family Residential	W: RU-1 One Family Residential Single-Family Residential
Other Facts:			
<ol style="list-style-type: none"><i>The applicant proposes to install a telecommunications tower with leasable space for colocation equipment north-northwest of the existing single-family residence. The total area leased for the tower consists of a 75 feet x 75 feet space, for a total of 5,625 square feet. The tower itself is situated on a concrete pad and surrounded by a 50 feet x 50 feet perimeter fence, with a total area of 2,500 square feet.</i><i>The proposed telecommunications tower is a 195-foot-tall monopole structure, with an additional 4-foot-tall lightning rod, for a total height of 199 feet. As the setbacks from all property lines for telecommunications towers are equal to the height of the tower being considered, the minimum setback for the tower is 199 feet.</i><i>The applicant is proposing to join the internal drive for the tower to the existing driveway, rather than the previous submittal, dated August 9, 2025, that proposed a separate driveway along W. Wilson.</i><i>The proposed tower has been relocated to meet the required setbacks from each property line, which is equal to the height of the tower (199 feet). The nearest setback is 200 feet from the western property line.</i><i>The tower is set back 199 feet from the principal residence on the subject property, and 299 feet from the nearest house on an adjacent lot, directly southeast of the proposed tower.</i><i>The telecommunications tower is on land leased by the property owner. Telecommunications towers are permitted on land leased to the tower owner and operator as an additional use per and pursuant to the standards of Section 309 governing telecommunications towers.</i><i>The Federal Aviation Administration (FAA) issued a determination that tower lighting is not required, in accordance with 14 CFR Part 77, on February 7, 2025.</i><i>All proposed vegetative screening surrounds the immediate area of the concrete pad for the tower; none is proposed along the property lines.</i><ol style="list-style-type: none"><i>Mature forestland is present along the western and northern property lines. Additional scattered trees surround the principal residence on the property.</i><i>The applicant has requested a waiver from the requirement to install any greenbelts, as the site has existing screening for the use itself and there are existing trees, vegetation, and structures on and surrounding the property.</i>			

<p>9. There is no consistent influx of traffic onto and off the site. The applicant states that the site is served by maintenance vehicles 2-4 times per month.</p> <p>10. No designated vehicle parking for maintenance is proposed.</p>

<h3 style="text-align: center;">Standards for Approval of Special Land Uses (Section 701.3)</h3>		
A. The establishment, maintenance, or operation of the special land use will not be detrimental to or endanger the public health, safety, or general welfare or the natural environment.		
<p>Applicants Comments:</p> <p><i>National statistics compiled by the FCC indicate that more than 93 percent of E-911 calls to police and fire departments are now made using wireless phones. That percentage grows each year. For many Americans, the ability to call E-911 for help in an emergency is one of the main reasons they own a wireless phone. Other wireless E-911 calls come from "Good Samaritans" reporting traffic accidents, crimes, or other emergencies. The prompt delivery of wireless E-911 calls to public safety organizations benefits the public by promoting safety of life and property. The public relies on wireless communications for emergency access, as do law enforcement and public safety services. Many police departments also rely on wireless data services between patrol cars and law enforcement databases. Wireless data services help police departments utilize their limited resources more effectively to better protect the public. It is in the public's interest to ensure that robust and reliable emergency voice and data services remain available to everyone in Verizon's service areas.</i></p> <p><i>The tower will be designed in accordance with the Telecommunication Industry Standard ANSI/TIAA-222-H, "Structural Standard for</i></p>	<p>Planning Consultant Comments:</p> <p><i>The applicant has addressed concerns in the site plan regarding the installation of this tower regarding existing landscaping, permitted height, and setbacks. We note that barbed wire fencing is not permitted in this district and should be removed unless required by state or federal statute.</i></p> <p><i>The applicant has provided documentation from the MDOT Office of Aeronautics and the Federal Aviation Administration that determine there are no navigational or electromagnetic interference risks for aviation activities. The applicant stated that they will work with the Township and Fire Department to add whatever is necessary regarding fire lanes. The requirements for fire lanes on this site are subject to consideration by the Clio Area Fire Authority Chief. We defer to the Fire Chief for both emergency vehicle access and hazardous material storage regarding the location and design of the propane storage tank.</i></p> <p><i>We note that the proposed tower location is not on the currently cultivated agricultural land of the subject property. We further note that to the west, across the railroad, there are several denser single-family and duplex residential units that would be in view of the tower.</i></p>	<p>Planning Commission Comments:</p>

**Standards for Approval of Special Land Uses
(Section 701.3)**

Antenna Supporting Structures and Antennas, and all local and state building codes. The Tower is composed of high strength, tapered steel whose galvanized grey finish blends better with the prevalent Michigan sky. Additional design details are outlined in the Sabre Industries letter dated May 30, 2025, stamped and signed by a state of Michigan licensed professional engineer. Also, the Site is not occupied and once the tower is constructed, it would only be visited by an engineer a couple times per month for maintenance via a standard commercial van or pickup. The tower creates no dust, fumes, noise, vibration, or smoke.

B. The special land use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish or impair property values within the neighborhood.

Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:
<i>The tower will be designed in accordance with the Telecommunication Industry Standard ANSI/TIAA-222-H, "Structural Standard for Antenna Supporting Structures and Antennas, and all local and state building codes. The Tower is composed of high strength, tapered steel whose galvanized grey finish blends better with the prevalent Michigan sky. The tower creates no dust, fumes, noise, vibration, or smoke.</i>	<p><i>The property is being leased to the applicant by the property owner, who has signed both applications for site plan review and Special Land Use approval. Telecommunications towers are permitted by Special Land Use approval within the R-1A zoning district.</i></p> <p><i>The impacts on property values for such a use are subject to interpretation by the Township Assessor.</i></p> <p><i>The structure is 199 feet tall but will not install lighting or markings that are customarily required for tall structures, as they have been deemed to not be required by the MDOT Office of Aeronautics and FAA.</i></p> <p><i>The property is zoned R-1A but is surrounded by parcels that are</i></p>	

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	<p><i>zoned RM and RU-1. With that in mind, the area southeast of Clio and across the railroad is characteristically more rural and agricultural in nature, compared to the denser neighborhoods east of the subject site.</i></p>	
C. The establishment of the special land use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.		
<p>Applicant Comments:</p> <p><i>The tower will be designed in accordance with the Telecommunication Industry Standard ANSI/TIAA-222-H, "Structural Standard for Antenna Supporting Structures and Antennas, and all local and state building codes. The Tower is composed of high strength, tapered steel whose galvanized grey finish blends better with the prevalent Michigan sky. Additional design details are outlined in the Sabre Industries letter dated May 30, 2025, stamped and signed by a state of Michigan licensed professional engineer. Also, the Site is not occupied and once the tower is constructed, it would only be visited by an engineer a couple times per month for maintenance via a standard commercial van or pickup. The tower creates no dust, fumes, noise, vibration, or smoke.</i></p>	<p>Planning Consultant Comments:</p> <p><i>The property is being leased to the applicant by the property owner, who has signed both applications for site plan review and Special Land Use approval. Telecommunications towers are permitted by Special Land Use approval within the R-1A zoning district.</i></p> <p><i>We note that the proposed tower location is not on the currently cultivated agricultural land of the subject property. We further note that to the west, across the railroad, there are several denser single-family and duplex residential units that would be in view of the tower.</i></p> <p><i>Additional supporting documentation has been provided by Sabre Industries to certify the structural safety of the tower and the MDOT Office of Aeronautics and the Federal Aviation Administration to validate that the height of the tower does not pose navigation or electromagnetic interference risks for aviation activities.</i></p> <p><i>The land is being leased to construct the tower, and is considered an "additional" use, not accessory. However, the principal use of the land as it is owned remains residential and agricultural.</i></p>	<p>Planning Commission Comments:</p>

**Standards for Approval of Special Land Uses
(Section 701.3)**

D. Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.		
Applicant Comments:	Planning Consultant Comments:	Planning Commission Comments:
<p><i>We did not find any designated fire lane requirements in the ordinance; therefore, we did not include any. However, we asked Vienna Township what they preferred and they confirmed that the designated fire lanes are subject to review by the Township Fire Chief. The applicant will work with the township/fire department to add whatever is necessary regarding fire lanes.</i></p>		
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:
<p><i>The applicant is no longer proposing a new driveway but instead using the existing driveway for ingress & egress and widening the existing drive where needed to be a minimum width of 12 feet. Additionally, maintenance personnel using van type service vehicles enter and exit the site approx. 2-4 times per month. Please refer to General Note #9 on Sheet 3.</i></p>		

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F. The special land use shall, in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in this ordinance.

Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:
N/A.	<i>We recommend the applicant address our final outstanding comments prior to final recommendation of approval of the Special Land Use application and approval of the site plan. If the Planning Commission wishes to approve the site plan as presented, we recommend that it be approved with the conditions listed in the Site Plan Review Standards Checklist.</i>	

Sample Motions:*Approval with Conditions*

I make a motion to recommend approval of the requested special land use for a telecommunications tower located at 2304 W. Wilson Road to the Township Board of Trustees, based on the applicant meeting all standards listed in Section 701.3 of the Zoning Ordinance.

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

- The applicant addresses the outstanding items on the site plan as identified in the Site Plan Information Checklist and Zoning Compliance Checklist provided for the revised submittal.
- The applicant confirms that all parties are agreeable to the shared driveway and its location provided within the site plan.
- The applicant removes any proposed barbed wire for the fencing. However, if required by state or federal statute, the applicant must fashion such requirements to prove the need to install the barbed wire.
- _____
- _____

OR

Approval

I make a motion to recommend approval of the requested special land use for telecommunications tower located at 2304 W. Wilson Road to the Township Board of Trustees, based on the applicant meeting all standards listed in Section 701.3 of the Zoning Ordinance.

Denial

I make a motion to recommend denial of the requested special land use for a telecommunications tower located at 2304 W. Wilson Road to the Township Board of Trustees, because it does not meet the following standard(s) listed in Section 701.3 of the zoning ordinance:

- 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 a recommendation on approval or denial of the special land use for a telecommunications tower located at 2304 W. Wilson 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 _____.