

**CITY OF MT. MORRIS
PLANNING COMMISSION AGENDA
May 15th, 2023
6:30 p.m.**

- 1. MEETING CALLED TO ORDER:** Chairperson, Sara Black
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** Approval of April 17th, 2023, regular meeting minutes.
- 5. COMMUNICATIONS:**
 - a. None
- 6. PUBLIC COMMENT:**
- 7. UNFINISHED BUSINESS:**
 - a. None
- 8. NEW BUSINESS:**
 - a. **Public Hearing: 12055 N. Saginaw – Conditional Use Permit**
 - b. **Action on conditional use permit: 12055 N. Saginaw**
 - c. **Action on site plans for 12055 N. Saginaw.**
- 9. PUBLIC COMMENT:**
- 10. UPDATES:**
- 11. PLANNING COMMISSION COMMENTS:**
- 12. ADJOURNMENT:**

**PLEASE BE COURTEOUS TO OTHERS
SILENCE ALL CELL PHONES & OTHER DEVICES PRIOR TO THE MEETING**

CITY OF MT MORRIS
PLANNING COMMISSION
April 17th, 2023

At **6:30 p.m.**, Chairperson Sara Black called the Planning Commission Meeting to order.

PRESENT: Melissa Neuwirth, Sara Black, Yusef Harrold, Eric Calcut, City Manager/Treasurer Vicki Corlew and Mayor Sara Dubey.

ABSENT: Chris Vogt, Andrew Sorensen, and Kenneth Andrews.

OTHERS: City Clerk Spencer Lewis.

ROLL CALL:

A motion was made by Eric Calcut, seconded by Mayor Sara Dubey to recommend to council to hold a public hearing for removal of planning commission member Kenneth Andrews, due to neglect of duty.

All Ayes.

Motion carried.

APPROVAL OF AGENDA:

A motion was made by Mayor Sara Dubey, seconded by Yusef Harrold to approve the agenda.

All Ayes

Motion carried.

APPROVAL OF MINUTES:

A motion was made by Mayor Sara Dubey, seconded by Yusef Harrold to approve the regular meeting minutes from February 20th, 2023.

All Ayes

Motion carried.

COMMUNICATIONS:

City Clerk Spencer Lewis stated that we have another conditional use permit application that was submitted by the property owner at 12055 N. Saginaw for a church.

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

- a. None.

NEW BUSINESS:

a. Public Hearing: 11718 North Saginaw Conditional Use Permit

A motion was made by City Manager/Treasurer Vicki Corlew, seconded by Mayor Sara Dubey to open the public hearing for 11718 North Saginaw St. Conditional Use Permit at 6:39 p.m.

All Ayes.

Motion Carried.

A motion was made by City Manager/Treasurer Vicki Corlew, seconded by Mayor Sara Dubey to close the public hearing for 11718 North Saginaw St. Conditional Use Permit at 6:40 p.m.

All Ayes.

Motion Carried.

- The proposed machine shop addresses Standard A. there are no proposed changes to the exterior of the property.
- The proposed machine shop addresses Standard B. because the proposed use is operated entirely inside the building.
- The proposed machine shop addresses Standard C. because there is no proposed increase to utility service demands.

- [illegible]

PUBLIC COMMENT

UPDATES:

PLANNING COMMISSION COMMENTS:

ADJOURNMENT:

City Clerk, Spencer Lewis

CITY OF MT. MORRIS
CONDITIONAL USE PERMIT APPLICATION

NAME Slip money investments LLC
ADDRESS 12055 ~~7009~~ N. Saginaw ~~St~~
PHONE (home) 810-241-3451-cell PHONE (work) 810-705-2366
Tax Parcel # of Lot 57-01-576-006 Zoning District Gen. Business (C)

Proposed Use of Parcel

Church

Attach a site plan meeting the requirements of Section 7.03 of the Zoning Ordinance.

An additional thirteen (13) copies of the site plan to be provided to the City Clerk.

Sent to Consultant Yes No Estimated Cost of Consultant \$

Authorization by Applicant to pay for Consultant Review

1. Please explain how the proposed conditional use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is being proposed. It's good central location with a small congregation that will attract new customers to the local businesses.
2. Please explain how the proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved. The size of the building will not allow for many people to congregate in the building.
3. Please explain how the proposed use shall be designed so the location, size intensity, site layout and periods of operation do not cause any possible nuisance (such as dust, noise, fumes, vibration, smoke or lights) emanating from there from which might be noxious to the occupants of any other nearby permitted uses. The church will mostly operate on ~~only~~ the weekends. Also, the building is small in size which will conduct services inside. ~~the~~
4. Please explain how the conditional use permit, if granted, will be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value. No changes to the building or outdoor spaces will be made.

5. Will the conditional use place demands on public services and facilities in excess of current capacity? If yes, explain NO.
6. Will the proposed use be designed, located, planned and operated so that the public health, safety and welfare will be protected? Please explain. YES, YOUR SIZES ALONE WITH THE CHURCH

[Signature]
Applicant's Signature

4-3-23
Date

Application Fee

\$300.00

This conditional use permit application was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

- ☐ Approve Conditional Use Permit
☐ Disapprove Conditional Use Permit

City of Mt. Morris Planning Commission Secretary

This site plan was reviewed by the City of Mt. Morris Planning Commission at a meeting on _____. The Planning Commission voted to:

- ☐ Approve Site Plan
☐ Disapprove Site Plan

City of Mt. Morris Planning Commission Secretary

An approved Conditional Use Permit consists of this completed form, a copy of the minutes of the meeting at which the Conditional Use Permit was approved, including any conditions included in the approval, a copy of the site plan with any changes required by the Planning Commission noted on the plan.

I confirm that I have received a copy of the approved conditional use permit and site plan including the minutes of the meeting and I am aware of the conditions placed on this site plan approval.

Applicant

Date

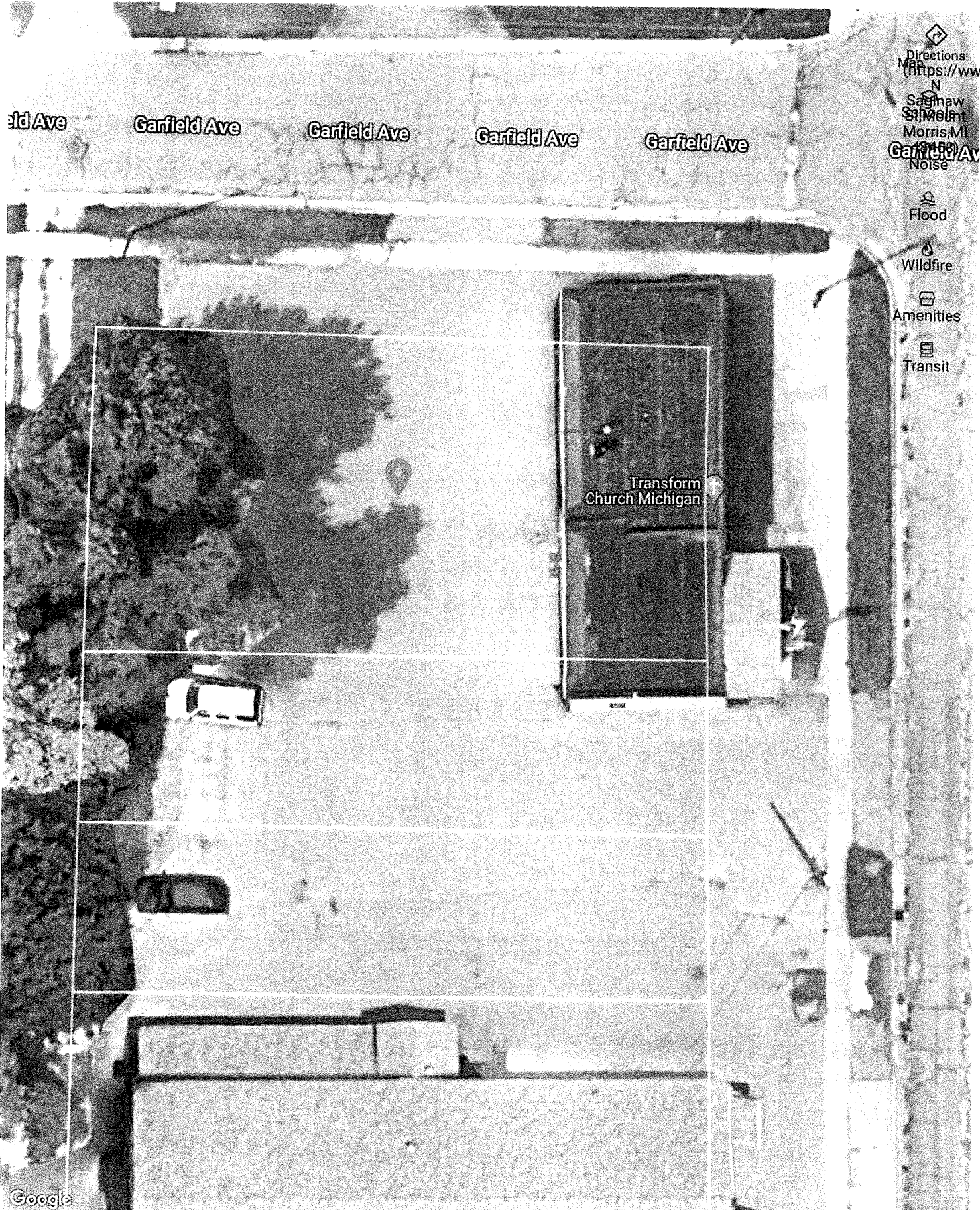
Date of Public Hearing

Date of Publication of Public Hearing
Notice

Attach copy of list of owners to whom notice of public hearing was mailed.

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431&af_sub=L



- Directions
(https://www.google.com/maps/dir/431&af_sub=L)
- Flood
- Wildfire
- Amenities
- Transit

Google

(https://maps.google.com/maps/@43.1111111,-82.6947879,21z/data=!3m1!1e3!10m1!1e1!12b1?source=apiv3&mapsrc=apiv3)

N. Saginaw St

ENTRANCE

ENTRANCE

GARFIELD ST

FIRE LANE

FIRE LANE

Office

Utility Pole

PROPOSED SPACE

Not Part
PROPOSED SPACE

Storage

Water

← Ramp

Bath

Alarm Panel

Sample

12009

City of Mt. Morris
Genesee County, Michigan

11649 N. Saginaw St.
Mt. Morris, MI 48458
(810) 686-2160

City of Mt. Morris Planning Commission
Notice of Public Hearing

The City of Mt. Morris Planning Commission shall hold a public hearing at 6:30 p.m. on May 15th, 2023 at the city hall at 11649 N. Saginaw St., Mt. Morris, MI 48458. Among the items the Planning Commission shall consider are:

Conditional Use Permit Application for a church at 12055 N. Saginaw Street, Mt. Morris, MI 48458. The parcel identification number is 57-01-576-006.

Request by: Sleep Money Investments, LLC

The meeting is open to the public. Anyone wishing to comment on this request, but who is unable to attend the meeting, may send their comments to the City of Mt. Morris Planning Commission, 11649 N. Saginaw St., Mt. Morris, MI 48458. Copies of the application are available at the City of Mt. Morris between 9 a.m. and 8 p.m. on Mondays, and 9 a.m. to 5 p.m. Tuesday – Thursday or by calling city hall at 810-686-2160.

City of Mt. Morris

Genesee County, Michigan

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Conditional Use Permit Application for a church at 12055 N. Saginaw Street, Mt. Morris, MI 48458. The parcel identification number is 57-01-576-006.

Request by: Sleep Money Investments, LLC

You are receiving this notice because according to city records, you own or reside on property within 300 feet of the parcel associated with this request. The meeting is open to the public. Anyone wishing to comment on this request, but who is unable to attend the meeting, may send their comments to the City of Mt. Morris Planning Commission, 11649 N. Saginaw St., Mt. Morris, MI 48458. Copies of the application are available at the City of Mt. Morris between 9 a.m. and 8 p.m. on Mondays, and 9 a.m. to 5 p.m. Tuesday – Thursday or by calling city hall at 810-686-2160.



MEMORANDUM

TO: City of Mt. Morris Planning Commission
FROM: Jason Ball, AICP
Senior Planner
SUBJECT: 12055 N. Saginaw Street Conditional Use Application
DATE: May 8, 2023

This is a review of an application to establish a religious institution inside an existing building located at 12055 N Saginaw Street, parcel number 57-01-576-006. The subject property is zoned C - General Business. Analyses of the request's compliance with City of Mt. Morris Zoning Ordinance provisions related to Conditional Uses and Site Plan Review were completed. The following is an overview of missing information and any issues related to zoning ordinance compliance based on the information provided by the applicant.

General Notes:

- The subject property portrayed on the provided plot plan should indicate all parcels. There are three contiguous parcels, owned by Sleep Money Investments, LLC including the subject property. Applicant to confirm all three parcels are to be used for the conditional use permit and to detail the three parcels on the provided plot plan.

Missing Information

- **F. The location of all proposed landscaping, fences or walls (to determine compliance with screening and landscaping requirements).** – Landscaping was not identified on the plot plan.
- **G. The height and dimensions of all structures (to determine compliance with maximum height and lot coverage requirements as well as minimum building size requirements (residential) where applicable).** – The height and dimensions of the existing structure was not provided.
- **K. The location, intensity, and orientation of all lights (to determine compliance with requirements regarding lighting being directed off adjacent premises).** – Existing and proposed lighting was not indicated. Applicant to identify any existing lighting on site and if there are proposed changes to existing lighting, if applicable.
- **L. Buildings within 50 feet of the boundary of the site (to determine compliance with any setback standards linked to structures on adjacent lots, or in the case of a conditional use permit, to determine suitability of the site for the proposed use based on proximity of incompatibility uses).** – Buildings within 50 feet of the subject property were not provided. Applicant to identify adjacent properties and structures on those properties.

SINCE 1962

- **Q. Floor plan showing existing and proposed uses (to verify gross vs. usable floor area and principal vs. accessory uses).** – Applicant provided a floor plan; however, the existing and proposed use and the gross and useable floor area of the principal structure was not provided. Applicant to confirm the gross floor area in the assembly space to verify the required number of parking spaces.

Zoning Ordinance Compliance

- **Section 3.10 Sight Distance** – Applicant to confirm the setback distance between the existing principal building on site and the property lines along N. Saginaw Street (east front lot line) and Garfield Street (north front lot line) to determine if the existing principal building is in the corner clearance triangle.
- **Section 4.02 Nonconforming Structures** – Further information related to site dimensions is needed to determine if the existing principal structure is nonconforming.
- **Section 4.03 Nonconforming Lots of Record** – Further information related to site dimensions is needed to determine if the lot is a nonconforming lot of record.
- **Section 5.02 Off-Street Parking and Off-Street Loading Space Requirements** – Applicant to confirm both the number of seats and square feet of assembly area to determine to the required number of parking spaces.
- **Section 5.04 Design Requirements for Off-Street Parking and Loading Spaces** – Applicant to confirm the following information to determine if the lot is an existing nonconformity and if the site plan needs to be changed. If the applicant is not proposing any changes, then this is irrelevant. However, if changes to any of the below are proposed, it should be shown on the site plan to confirm compliance with the zoning ordinance:
 - It is unclear if the subject property has existing exterior lighting or if the applicant is proposing changes or additional exterior lighting. Applicant to confirm existing lighting and if any proposed changes or additional exterior lighting is proposed.
 - Unclear the parking space widths and lengths. It is also unclear the width of the existing maneuvering lane. Applicant to confirm the dimensions of all the parking spaces and width of the existing maneuvering lane.
 - Unclear where the barrier-free parking spaces are located. Applicant to confirm location of barrier-free parking.
 - Unclear the maneuvering lane width. Applicant to confirm width of maneuvering lane.
- **Section 5.04.A.4.** – A screening wall is required along the west property line which abuts a residential district. Suitable ornamental fencing may be substituted for the screening wall with the approval of the Planning Commission.
- **District Dimensional Requirements** – Applicant to confirm the below requirements to determine if the existing lot and building are nonconforming in nature.
 - Lot area
 - Setbacks from all property lines.
 - Building height
 - Lot width, depth, and lot coverage.

Action Items

Comments regarding the standards for approval of a Conditional Use and Site Plan, along with draft motion language are included in the attached checklists. The Planning Commission will need to make two motions, one for the Conditional Use Permit and one for the Site Plan. The Planning Commission may take one of the following actions:

- **Conditionally approve the Conditional Use Permit and conditionally approve the Site Plan** contingent upon the applicant addressing the outstanding items the Planning Commission deems necessary to be addressed.
- **Approve the Conditional Use Permit while conditionally approving the Site Plan** contingent upon the applicant addressing the outstanding items listed above. It is often easier administratively to attach the conditions to just one of the approvals, typically this is the site plan for technical zoning issues like those identified above.
- **Deny the Conditional Use Permit and deny the Site Plan** based on the applicant failing to meet requirements of the zoning ordinance. If the application is denied, the Planning Commission must provide clear findings of fact to support its decision.
- **Postpone both the Conditional Use Permit and the Site Plan** to allow the applicant to address the outstanding information detailed above or provide other information as requested by the Planning Commission.

Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project. We hope this analysis assists the Planning Commission in your review of the rezoning request. If you have any additional questions, please contact me at jball@rowepsc.com or at 810-341-7500.

Attachments: Conditional Use Checklist
Site Plan Review Checklist

CITY OF MT. MORRIS

CONDITIONAL USE CHECKLIST

Applicant	Sleep Money Investments, LLC
Address	12055 N Saginaw
Parcel ID	57-01-576-006
Case No.	

GENERAL STANDARDS FOR APPROVAL OF CONDITIONAL USE SECTION 8.03			
Standard	Does Site Meet Requirements		
	Yes	No	N/A
<p>The proposed conditional use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.</p>			
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> The proposed conditional use is to permit a religious institution at the subject property. The subject property is zoned C – General Business. The surrounding zoning districts include C – General Business to the north, east and south and R-3 Single Family High Density to the west. 			
<p>Applicants Comments: It's a good central location with a small congregation that will attract new customers to the local businesses.</p>	<p>Planning Consultant Comments: The proposed conditional use would not be uncharacteristic of the area. The area includes existing residential and commercial uses.</p>	<p>Planning Commission Comments:</p>	
<p>The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle interfacing.</p>			
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> The parking area is an existing parking lot. The subject property has access to Saginaw Street and Garfield Ave. There are existing sidewalks along Saginaw Street and Garfield Ave. 			
<p>Applicants Comments: The size of the building will not allow too many people to congregate in this building.</p>	<p>Planning Consultant Comments: The existing parking area has access to both Saginaw Street and Garfield Street. No proposed changes to existing pedestrian sidewalks on site. The site plan does not provide any dimensions</p>	<p>Planning Commission Comments:</p>	

**GENERAL STANDARDS FOR APPROVAL OF CONDITIONAL USE
SECTION 8.03**

Standard		Does Site Meet Requirements		
		Yes	No	N/A
	for the parking lot layout, so evaluating this standard is challenging.			
The proposed use shall be designed as to the location, size intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating there from which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> A 4- to 6-foot-high fence is required along the west property line between the subject property and the R-3 Single-Family High-Density zoning district. 				
Applicants Comments: The church will mostly operate on the weekends. Also, the building is small in size which will conduct services inside.	Planning Consultant Comments: The zoning ordinance requires a screening fence for the adjacent residential area. This is important to shield the residential use from headlights and other impacts of parked cars.	Planning Commission Comments:		
The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The conditional use is to be entirely inside an existing building. There are no proposed changes to the exterior of the principal building. 				
Applicants Comments: No changes to the building or outdoor spaces will be made.	Planning Consultant Comments: Erection of the required screening fence will help to mitigate impacts on adjacent residential.	Planning Commission Comments:		
The conditional use shall not place demands on public services and facilities in excess of current capacity.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> Unclear the existing utilities that service the subject property. Applicant to confirm if utility services are adequate or if there are any proposed changes to the existing utilities that service the subject property. 				

**GENERAL STANDARDS FOR APPROVAL OF CONDITIONAL USE
SECTION 8.03**

Standard			Does Site Meet Requirements		
			Yes	No	N/A
Applicants Comments: No.	Planning Consultant Comments: Applicant to confirm if utility services are adequate or if there are any proposed changes to the existing utilities that service the subject property.	Planning Commission Comments:			
The proposed use shall be so designed, located, planned and operated that the public health, safety and welfare will be protected.					
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> The conditional use is proposed to be entirely inside an existing building. There are no proposed changes to the exterior of the principal building. 					
Applicants Comments: Yes, your services alive with the church.	Planning Consultant Comments: No potential risks to public health, safety, or welfare are apparent.	Planning Commission Comments:			
The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or permitted land uses in the zoning district.					
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> Previously the existing building was a religious institution. The conditional use permit is to reinstate the same use of a religious institution at the subject property. 					
Applicants Comments:	Planning Consultant Comments: The proposed conditional use does not appear to be uncharacteristic of the area or risk any injury to the value of the surrounding properties.	Planning Commission Comments:			

Sample Motion to Approve:

I make a motion to approve a religious institution to be located at 12055 N Saginaw Street based on the conditional use permit meeting all the standards in Section 8.03.

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

-
-

Sample motion to disapprove:

I make a motion to deny the requested conditional use based on the following findings of fact:

- It does not comply with Standard __ based on
- It does not comply with Standard __ based on

Sample motion to postpone:

I make a motion to postpone the approval of the conditional use 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 _____

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CITY OF MT. MORRIS

SITE PLAN REVIEW CHECKLIST

Applicant	Sleep Money Investments, LLC
Address	12055 N Saginaw
Parcel ID	57-01-576-006
Planning Commission Meeting Date	5/3/2023

- ☒ Application complete, signed, and submitted.
- ☒ Application fee paid.
- ☐ 14 copies of the site plan provided to the City Clerk delivered at least 10 working days prior to PC meeting.

SITE PLAN INFORMATIONAL REQUIREMENTS SECTION 7.03				
Requirement	Does Site Plan Include this Information?			Comment
	Yes	No	N/A	
A. Statistical data including: Number of dwelling units, size of dwelling units (e.g., 1-bedroom, 2-bedrooms, 3-bedrooms), if any, and total gross acreage involved. In the case of mobile home parks, the size and location of each mobile home site shall be shown. In all other cases, the location, type, horsepower, fuel, dimensions, and other data of all machinery to be used on the proposed site (to determine compliance with minimum lot size, maximum lot coverage and density requirements and parking requirements)..			X	No proposed machinery to be stored or used on site.
B. The location of principal and accessory buildings on the lot and the relationship of each structure to another (to determine compliance with setback requirements).	X			Existing principal structure shown on plot plans.
C. Vehicular traffic and pedestrian circulation features within and without the site (to determine compliance with traffic access standards including adequacy of access, conflicts between vehicles and pedestrians, turning movement conflicts between the site and other nearby driveways).	X			See provided plot plans.
D. The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces, and other service areas within the development (to determine compliance with parking requirements).	X			See provided plot plans.
E. The location, dimensions, and proposed use of all recreation areas, if any (to determine compliance with standards related to compatibility with adjacent areas).			X	No proposed recreation areas.
F. The location of all proposed landscaping, fences or walls (to determine compliance with screening and landscaping requirements).	?			Not provided.
G. The height and dimensions of all structures (to determine compliance with maximum height and lot coverage requirements as well as minimum building size requirements (residential) where applicable).	?			Not provided.
H. Front, rear, and side elevation of any typical structure proposed for development.			x	The proposed use is proposed to be established in an existing structure.

**SITE PLAN INFORMATIONAL REQUIREMENTS
SECTION 7.03**

Requirement	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
I. The location and capacity of private or public water, sanitary services and solid waste disposal facilities servicing the site (to ensure compliance with the standard requiring adequate water and sewer service, and to prevent overloading the city's water or sewer system).			X	No proposed changes to existing water, sanitary sewer and solid waste services.
J. The location, dimensions, type and lighting of all signs (to ensure compliance with sign requirements).	?			Proposed sign
K. The location, intensity and orientation of all lights (to determine compliance with requirements regarding lighting being directed off adjacent premises).		X		Not provided.
L. Buildings within 50 feet of the boundary of the site (to determine compliance with any setback standards linked to structures on adjacent lots, or in the case of a conditional use permit, to determine suitability of the site for the proposed use based on proximity of incompatible uses).		X		Not provided.
M. Location of any identified wetlands (to comply with standards relating to protection of natural features and/or compliance with local, state and federal laws).			X	Not provided, however, does not appear the subject properties are located within a wetland.
N. Outdoor storage or activity areas (to comply with standards relating to outdoor storage of material or outdoor activities).			X	No proposed outdoor storage or activity areas.
O. Existing and proposed grades at two-foot intervals (to determine any minimum or maximum grade requirements, clear vision requirements and height requirements).			X	Not provided. No proposed changes to the existing grade on site.
P. Cross section showing construction of drives and parking area (to comply with requirements regarding pavement surface and adequacy of base material).			X	Not provided, however, no proposed changes to existing drives or parking area.
Q. Floor plan showing existing and proposed uses (to verify gross vs. usable floor area and principal vs. accessory uses).	?			Floor plan showing proposed use provided. Gross and usable floor area of the principal building not provided. It is required to have 1 space per 3 seats or per 21 square feet of assembly space, whichever will require the largest number or parking.
R. Location of trash receptacles (to determine compliance with ordinance requirements regarding location and screening).	X			Location of waste receptacle provided.
S. Designation of fire lanes (to determine compliance with fire code requirements).	X			Provided on plot plan.

The individual or body responsible for reviewing and approving a site plan may waive any of the requirements above either on an individual basis or by establishment of an administrative rule when the information is not needed to determine compliance of the site with the requirements of this appendix.

ARTICLE 3 GENERAL REQUIREMENTS

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 3.09 Accessory Buildings				
A. Non-Residential Districts: Any part of a detached accessory building shall be at least fifty five (55) feet from any front lot line when the adjoining lot is located in a residential district.			X	No proposed accessory buildings.
B. Residential Districts: No accessory building shall be erected in other than a side or rear yard. The garage or similar accessory building may be built up to within five (5) feet of the side and/or rear lot line; provided that such structure adjacent to such side or rear lot line is constructed to achieve the proper fire rating in compliance with the local building code. When the rear line of a corner lot abuts the side line of an adjoining lot in a residential district, no accessory building shall be within five (5) feet of such abutting lot line nor closer to the side street lot line than the setback of the principal building on the same adjoining lot. When the rear line of a corner lot abuts the rear line of any other lot or is directly across an alley therefrom, no accessory building shall be closer to the side street lot line than the setback of the principal building on the same lot.			X	No proposed accessory buildings.
Sec. 3.10 Sight Distance. No obstruction to vision shall be permitted at the intersection of any street or road with another street or road or street or road junction between the heights of two feet and eight feet above centerline elevation of said streets or roads within the triangular area formed by the intersection of the street right-of-way lines and a line connecting two points which are located on those intersection right-of-way lines 25 feet from the point of intersection of the right-of-way lines.	?			Applicant to confirm the setback distance between the existing principal building and the property lines along N Saginaw Street and Garfield Street in order to determine if the existing principal building is located in the corner clearance triangle.
Sec. 3.11 Lot Grades				
A. All structures shall be constructed or located with a ground elevation such as to provide a sloping grade to cause the surface drainage to flow away from the walls of such structures.			X	No proposed change to the existing grade on site.
B. Grades on any lot upon which new construction or earth movement is to be carried out shall be related to existing grades and drainage systems such as to provide adequate drainage and not jeopardize such existing drainage systems, and shall be approved by the zoning administrator and such other authorities having jurisdiction over such system.			X	Not a proposed new construction or earth movement.
Sec. 3.12 Curb Cuts and Driveways Curb cuts and driveways may be located only upon approval by the zoning administrator and such other county and state authorities as required by law; provided, however, such approval shall not be given where such curb cuts and driveways shall cause unreasonable increase in traffic hazards.			X	No proposed changes to existing curb cuts and driveways.
Section 3.16 Private Roads			X	No proposed private roads.

ARTICLE 4 NONCONFORMING USES, STRUCTURES

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Section 4.01 (A) Class A and B nonconforming uses			X	Subject property is not identified as a Class A or Class B nonconforming use.
Section 4.02 Nonconforming Structures	?			Further information related to district dimensional requirements and corner clearance is needed to determine if the existing principal structure is nonconforming.
Section 4.03 Nonconforming Lots of Record	?			Further information related to the district dimensional standards is needed to determine if the lot is a nonconforming lot of record.

OFF-STREET PARKING REQUIREMENTS SECTION 5.01

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. All future development of land or expansion of existing uses shall meet these parking requirements:				
B. Off-street parking spaces for nonresidential uses in residential districts shall be located within a rear yard or within a side yard.			X	The subject property is commercially zoned not residentially zoned.
C. Off-street parking for other than residential uses shall be either on the same lot or within 300 feet of the building it is intended to serve (or a distance approved by the planning commission), measured from the nearest point of the building to the nearest point of the off-street parking lot. Parking may not be located across Saginaw or Mt. Morris streets from the business it serves.	X			Existing parking located on site.
D. The storage, maintenance or repair of merchandise, motor vehicles or other equipment on required off-street parking spaces is prohibited.			X	No proposed storage, maintenance or repair of merchandise in the parking area.
E. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the planning commission considers is similar in type.			X	Use is specifically mentioned.
F. When units of measurements determining the number of required parking spaces result in the requirement of a fractional space, all fractions over one-half shall be rounded up.				

**OFF-STREET PARKING AND OFF-STREET LOADING SPACE REQUIREMENTS
SECTION 5.02**

Required*		Provided	
Off-Street Parking Spaces	1 space per 3 seats or per 21 square feet of assembly space, whichever will require the largest number or parking. ??	Off-Street Parking Spaces	15
Off-Street Loading Spaces	Not required.	Off-Street Loading Spaces	None.

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES
SECTION 5.04**

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Off-street parking lots spaces shall be laid out, constructed and maintained in accordance with the following requirements:				
1. No parking lot shall be construed without a zoning permit issued by the zoning administrator. Parking lots that are part of site plan approved by the Planning Commission do not require a separate zoning permit.	X			Existing parking area to be reviewed during site plan review by Planning Commission.
2. Adequate ingress and egress to the parking lot shall be provided for vehicles by means of clearly limited and defined drives.	X			Access to subject property by Saginaw Street and Garfield Street.
3. Parking spaces shall be set back from abutting residential districts as follows:				
a. Where the parking lot abuts on side lot lines, the required setback shall be ten feet from the side lot lines.			X	The existing parking area does not abut the side lot line.
b. Where the parking lot abuts on a contiguous common frontage in the same block, the required setback from the street right-of-way shall be equal to the residential required setback, or average of existing setbacks in the common block frontage, whichever is greater.	X			The existing building appears to be in line with the other existing buildings on Saginaw Street between Garfield Street and Monroe Ave.
c. Where the parking lot is across the street and opposite, with residential lots fronting on such streets, the required setback from the street right-of-way shall be equivalent to the opposite residential required setback.			X	Parking area is located on site.
d. Where the parking lot abuts the rear lot line, the required setback shall be ten feet from the street lot line.		X		The existing parking spaces to the west side of the subject property abut a rear lot line. There are no proposed changes to the existing parking area, thus not increasing the nonconformity.

DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES
SECTION 5.04

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
4. Where the parking lot boundary adjoins property zoned for residential use, a suitable screening wall shall be provided. Suitable ornamental fencing may be substituted for the screening wall with the approval of the planning commission. Said wall or fence shall not extend into the required front open space of abutting residential lots. The height of the wall or fence shall be at least four feet but no higher than six feet.	?			A screening wall is required along the west property line.
5. All lighting for parking areas shall be limited to 20 feet in height and shall be directed away from and shielded from adjacent property and rights-of-way, especially residential areas, and shall be arranged to not adversely affect driver visibility on adjacent roads.	?			Unclear if the subject property has existing exterior lighting or if the applicant is proposing exterior lighting.
6. The parking lot shall be drained to eliminate surface water in such a way as to preclude drainage onto adjacent property or toward buildings.			X	The proposed parking area is an existing parking lot.
7. The surface of the parking lot, including drives and aisles, except for the buffer strips, shall be constructed of concrete, bituminous asphalt or similar dustless and durable all-weather surface material.			X	No proposed changes to the existing parking area.
8. The parking facilities design and layout meets the minimum dimensional requirements.	?			Unclear the parking spaces width and length, also unclear the maneuvering lane width.
9. All parking lots shall meet Michigan Barrier Free parking space requirements.	?			Unclear where barrier free parking is proposed.
10. All parking areas (including loading and unloading areas) must provide for sufficient access for fire fighting and access by other emergency vehicles.	?			Unclear the maneuvering lane width.
B. Off-street loading spaces for specified land uses shall be provided in accordance with the following requirements:				
1. Retail uses. All retail sales facilities exceeding 10,000 square feet in floor area shall provide two loading spaces plus one loading space for each additional 30,000 square feet of floor area over 10,000 feet.			X	Not a proposed retail use.
2. Industrial uses. All industrial land uses shall provide one loading space for each 10,000 square feet of floor area, with a minimum of not less than two loading spaces.			X	Not a proposed industrial use.
3. All loading spaces shall be located and designed to avoid creating traffic hazard to public use of all public rights-of-way.			X	No proposed loading spaces.

**OFF-STREET LOADING REQUIREMENTS
SECTION 5.05**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Each parking space shall consist of an area not less than ten feet wide by 20 feet deep; provided, however such dimensions shall be increased, when necessary, to permit safe ingress and egress thereto.	?			Unclear the parking spaces width and length.
B. Required off-street parking areas for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, and so that any automobile may be parked and maneuvered without moving or damaging another.	X			See provided plot plan for parking space identification.
C. For purposes of rough computation, an off-street parking space and necessary access and maneuvering room may be estimated at 300 square feet, but off-street parking requirements will be considered to be met only when actual spaces meeting the requirements above are provided and maintained, or improved in a manner appropriate to the circumstances of the case, and in accordance with all ordinance and regulations of the city.	?			Unclear the maneuvering lane width.
D. Any lighting used to illuminate any off-street parking and loading area shall be so arranged so as to direct light away from adjoining property and streets.	?			Unclear if any existing or proposed lighting on site.
E. Off-street parking and loading areas shall be surfaced with asphalt, bituminous or concrete pavement, and shall be graded and drained to dispose of all surface water into the storm sewer system.			X	No proposed changes to the existing parking area.
F. Any construction or rearrangement of existing drives which involve the ingress and/or egress of vehicular traffic to or from a public street shall be so arranged so as to ensure the maximum of safety and the least interference with traffic upon said streets and shall be approved by the zoning administrator, in writing.			X	No proposed changes to existing drives.

**DISTRICT DIMENSIONAL REQUIREMENTS
SECTIONS 6.14 & 6.15**

Zoning District: C General Business

Proposed Use: Religious Institution

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Minimum Lot Area (sq. ft.)	N/A	??
Minimum Setbacks – Front (E)	The existing building setback	??
- Front (N)	The existing building setback	??
- Side (S)	Zero	??
- Rear (W)	Fifty feet when adjacent to a single-family residential district	??
Maximum Building Height (ft)	With approved firefighting capabilities	??
Minimum Lot Width (ft.)	N/A	??
Minimum Lot Depth (ft.)	N/A	??
Maximum Lot Coverage (%)	N/A	??
Maximum Number of Accessory Structures	Height of principal structure	No proposed accessory structures
Maximum Height of Accessory Structures	N/A	No existing or proposed accessory structures.

ARTICLE 9. DESIGN STANDARDS

<i>Requirement</i>	<i>Does Site Plan Meet the Requirement?</i>			
	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comment</i>
Sec. 9.01. Adult foster care family and small group homes site design standards.			X	Not applicable to the proposed use.
Sec. 9.02. Adult foster care medium and large group homes site design standards.			X	Not applicable to the proposed use.
Sec. 9.03. Adult uses site design standards.			X	Not applicable to the proposed use.
Sec. 9.04. Cemeteries, municipal, denominational and private cemeteries site design standards.			X	Not applicable to the proposed use.
Sec. 9.05. Cluster subdivision site design standards.			X	Not applicable to the proposed use.
Sec. 9.06. Family day care home and group day care home site design standards.			X	Not applicable to the proposed use.
Sec. 9.07. Fire station and water tower site design standards.			X	Not applicable to the proposed use.
Sec. 9.08. Garden apartment and townhouse site design standards.			X	Not applicable to the proposed use.
Sec. 9.09. Home occupations site design standards.			X	Not applicable to the proposed use.
Sec. 9.10. Hospitals, sanitariums, clinics, nursing and rest homes and charitable institutions for human care site design standards.			X	Not applicable to the proposed use.
Sec. 9.11. Industrial park site design standards.			X	Not applicable to the proposed use.
Sec. 9.12. Mixed use site design standards.			X	Not applicable to the proposed use.
Sec. 9.13. Mobile home park site design standards.			X	Not applicable to the proposed use.
Sec. 9.14. Planned unit development site design standards.			X	Not applicable to the proposed use.
Sec. 9.15. Public parks, golf courses, country clubs, tennis courts, and similar recreational uses site design standards.			X	Not applicable to the proposed use.
Sec. 9.16. Radio and television station site design standards.			X	Not applicable to the proposed use.
Sec. 9.17. Shopping center site design standards.			X	Not applicable to the proposed use.

ARTICLE 9. DESIGN STANDARDS

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 9.18. Drive-thru facilities in central business district.			X	Not applicable to the proposed use.
Sec. 9.19. Wireless telecommunications towers and antennas.			X	Not applicable to the proposed use.

GENERAL STANDARDS FOR APPROVAL OF SITE PLANS
SECTION 7.06

<i>Standard</i>		Does Site Plan Include this Information?		
		Yes	No	N/A
<p>A. Sidewalks and other walkways, driveways, parking areas, loading areas and maneuvering lanes will be designed to promote traffic safety, minimize turning movement conflicts, eliminate the stacking of cars within the public right-of-way, minimize vehicle/pedestrian conflicts, provide adequate access for fire, police, ambulance and other emergency services personnel, minimize the number of driveways with access onto major streets, promote adequate spacing between driveways, ensure adequate geometric design of streets and promote shared access.</p>				
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> There are many outstanding requirements related to the parking area of the subject property. Applicant to address outstanding items. 				
Applicants Comments:	<p>Planning Consultant Comments:</p> <p>There are many outstanding requirements related to the parking area the applicant must address. The planning commission may determine that these are not relevant if the parking area is existing, and no changes are proposed.</p>	Planning Commission Comments:		
<p>B. Adequate transition areas or buffers will be provided between land uses to minimize off-site conflicts due to noise, light, smoke, odor or other nuisances and to maintain physical attractiveness.</p>				
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> A 4- to 6-foot-high screening fence is required along the west property line between the subject property and the R-3 Single-Family High-Density zoning district. Applicant to erect the screening fence to comply with ordinance standards. 				
Applicants Comments:	<p>Planning Consultant Comments:</p> <p>Applicant to erect a screening fence to comply with ordinance standards.</p>	Planning Commission Comments:		

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS
SECTION 7.06**

<i>Standard</i>		Does Site Plan Include this Information?		
		Yes	No	N/A
C. Utility service is adequate to serve the needs of the development. Water pressure and capacity are adequate to meet usage and fire fighting needs. Sewer lines are adequate to handle the increased flow projected by the land use, and the city has adequate treatment capacity at the county wastewater treatment plant. Storm water facilities are adequate to handle any increased water run-off, which will be minimized through the use of storm water retention and detention facilities when appropriate. The site shall be designed to ensure that there is no increase in runoff onto adjacent sites or that existing drainage patterns are harmed.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> Unclear the existing utilities that service the subject property. Applicant to confirm if utility services are adequate or if there are any proposed changes to the existing utilities that service the subject property. 				
Applicants Comments:	Planning Consultant Comments: Applicant to confirm if utility services are adequate or if there are any proposed changes to the existing utilities that service the subject property.	Planning Commission Comments:		
D. Physical improvements including sidewalks, drives and parking areas shall be built to adequate standards to minimize premature deterioration.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> There are many outstanding requirements related to the parking area of the subject property. Applicant to address outstanding items. 				
Applicants Comments:	Planning Consultant Comments: There are many outstanding requirements related to the parking area the planning commission may require to be addressed.	Planning Commission Comments:		
E. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.				
COMMENTS/FINDINGS OF FACT: <ul style="list-style-type: none"> No proposed hazardous substances to be used or stored on site. 				
Applicants Comments:	Planning Consultant Comments: No proposed hazardous substances to be used or stored on site.	Planning Commission Comments:		

Sample Motion to Approve:

I make a motion to approve the requested site plan for 12055 N Saginaw Street based on the requested site plan meeting all the requirements in Section 7.06.

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

-

Sample motion to disapprove:

I make a motion to deny the requested site plan use based on the following findings of fact:

- The site plan fails to meet Standard ___ because...
- The site plan fails to meet Standard ___ because...

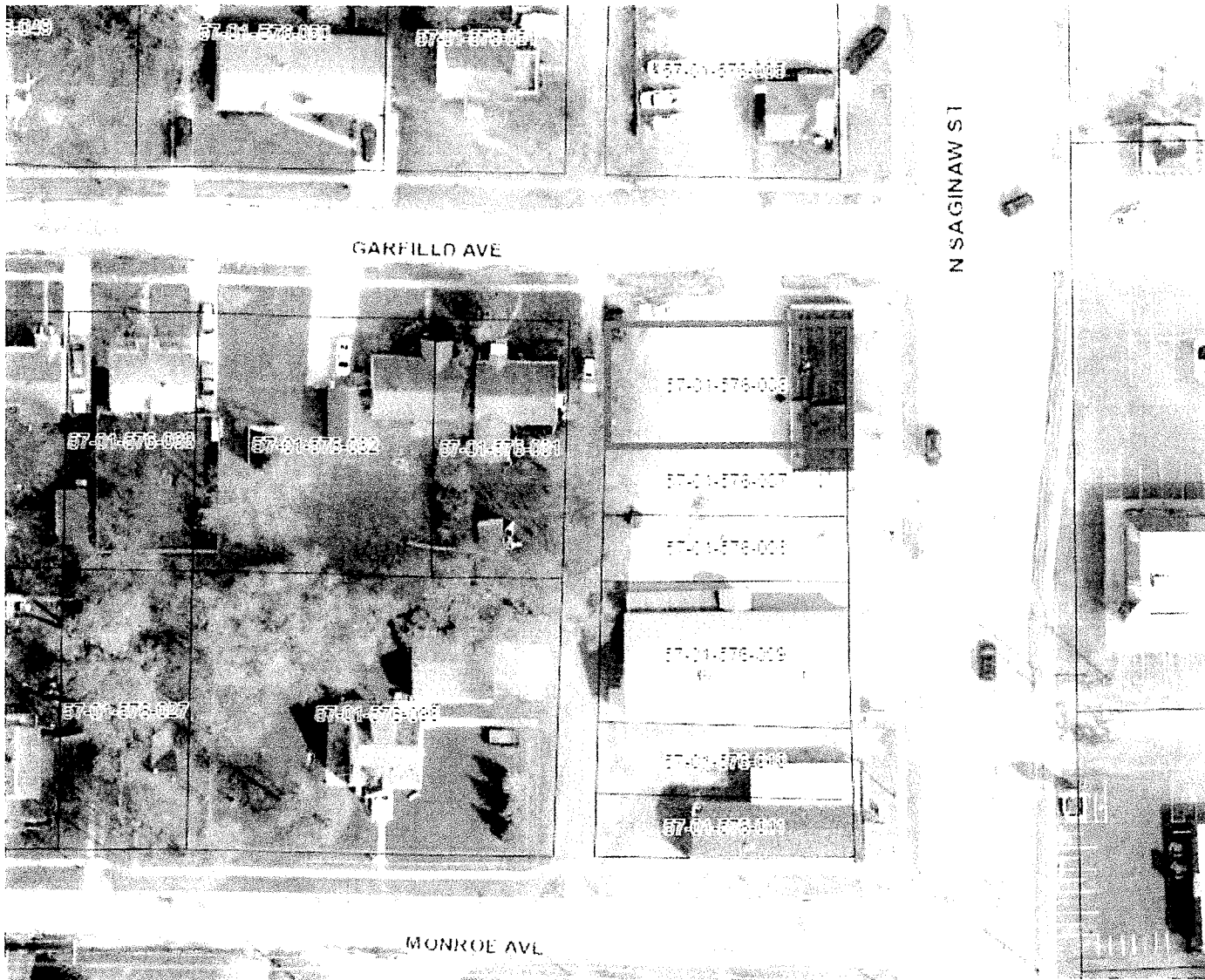
Sample motion to postpone:

I make a motion to postpone the approval of the conditional use 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 _____

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Site Aerial



Subject property