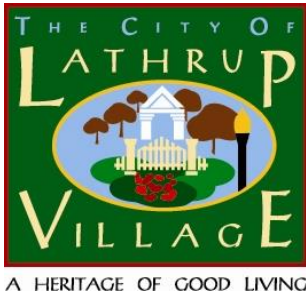




Planning Commission Agenda

Tuesday, July 18, 2023 at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes**
 - A. [PC Minutes 2023 06 20](#)
5. **Public Comment**
6. **Old Business and Tabled Items**
7. **New Business**
 - A. [Site Plan Review - 26780 Southfield Road \(44 Burrito\)](#)
 - B. [Discussion - Laundromat Zoning Standards](#)
 - C. [Discussion - Mobile Food Vending \(Food Trucks\) Zoning Amendments](#)
8. **Other Matters for Discussion**
9. **General Communication**
 - A. [2023 07 17 Development Project Update](#)
10. **Adjourn**



Planning Commission Draft Meeting Minutes

Tuesday, June 20, 2023, at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** at 7:00 pm
2. **Pledge of Allegiance**
3. **Roll Call**

Present: Chair Hammond
Vice Chair Stansbery
Secretary Fobbs
Commissioner Kantor
Commissioner Powell
Commissioner Tamarelli

Staff Present: Scott Baker, City Attorney; Kelda London, City Clerk.

Also Present: Jill Bahm and Eric Pietsch, Engineer, Giffels Webster

Commissioner Kantor moved to excuse Commissioner Dizik, motion seconded by Commissioner Tamarelli. Motion carried.

4. **Approval of Agenda**

Commissioner Kantor moved to approve the agenda. Motion seconded by Commissioner Fobbs. Motion carried.

5. **Approval of Meeting Minutes**

- A. PC Minutes 2023 05 16

Vice Chair Stansbery moved to approve the May 16, 2023, meeting minutes. Motion seconded by Commissioner Powell. Motion carried.

6. **Public Comment**

None

7. Old Business and Tabled Items

None

8. New Business

A. Zoning Determination - 27300 Southfield Road

Eric Pietsch of Giffels Webster explained that the property owner at 27300 Southfield Road has proposed a laundry mat at the site. After reviewing the zoning ordinance, it was determined that the property is zoned mixed-use. There is no specific determination for a permitted use for a laundry mat. Jill Bahm suggested two approaches to take 1) Consider this is similar to personal services use, or 2) Consider a text amendment and add this to the list of uses, and create some standards that may accompany the amendment.

After discussion, the Planning Commission directed Giffels Webster to draft language for a text amendment.

B. Planning & Zoning Refresher

Jill Bahm of Giffels Webster provided a general overview of the duties and expectations of the Planning Commission. She will continue the refresher at a future meeting to discuss the history of the city’s development.

9. Other Matters for Discussion

Commissioner Fobbs mentioned that Michigan Economic Developers Association (MEDA) has its conference in August on Mackinac Island. They offer several very interesting study sessions.

10. General Communication

None

11. Adjourn

The meeting adjourned at 7:32 pm.

July 14, 2023

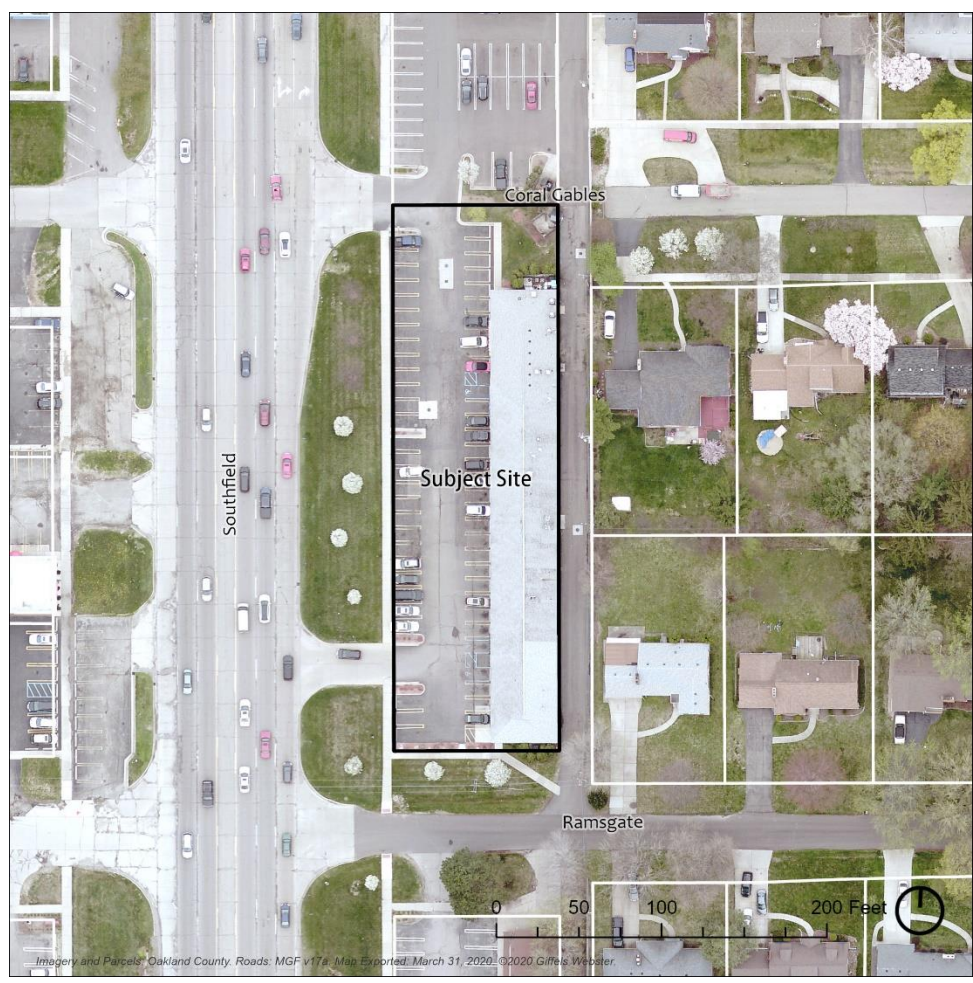
Planning Commission
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Site Plan Review

Site: 26780 Southfield Road
Applicant: 44 Burrito, LLC
Plan Date: July 6, 2023
Zoning: CV Commercial Vehicular District
Parcel ID: 24-24-103-032
Proposal: Outdoor Patio Addition

Dear Planning Commissioners,

We have reviewed the site plan application and a summary of our findings is below. Items in **bold** require specific action by the applicant.



REVIEW SUMMARY

- 1. Site plan approval is required for the addition of an outdoor patio area at an existing commercial site. The tenant lease space that will include the outdoor patio is proposed to be a restaurant, a use that is not changing from the previous occupant of the space.
- 2. The plan shall show the fence fully enclosing the outdoor patio area.
- 3. The plan shall demonstrate access to the patio area can accommodate minimum barrier-free access standards (specifically the width of the gate or fence opening facing the sidewalk).
- 4. The site plan identifies an existing dumpster enclosure on-site. Upon submittal for permitting, the plan shall show the minimum dimensional ordinance standards for dumpster enclosures.
- 5. The plans shall indicate if any exterior lighting is proposed for the proposed restaurant use and outdoor patio area use. The lighting standards of Section 5.8 shall apply, with special attention given to the adjacent single-family neighborhood to the east.
- 6. Overall site plan approval for a building renovation occurred in 2020. The proposed occupancy is not a change of use (restaurant-to-restaurant) and therefore, no change to the existing parking facility is proposed. The ordinance states the Planning Commission has the authority to consider whether an outdoor patio should require additional parking spaces.

DETAILED REVIEW

Project Summary

The approximately 30,012 square foot site is zoned CV – Commercial Vehicular District and is located along the east side of Southfield Road, between Coral Gables Street to the north and Ramsgate Drive to the south. The existing building consists of one floor and contains seven (7) tenant lease spaces totaling 9,450 square feet. The northernmost 1,872 square foot lease space is proposed to be renovated for use as a restaurant with a 130 square foot outdoor dining patio and no drive-thru. Two driveways from Southfield Road provide access to the site and a 20-foot public alley separates the site from single-family (R-1) lots to the east. The properties to the north and west of the site are zoned CV – Commercial Vehicular and the lots to the south are zoned MX-Mixed Use.

In early 2020, the commercial building on the site received approval to update the façade with new materials including Nichiha fiber cement panels, cultured stone, metal ribbed panels, new roofing, and vinyl fabric awnings to replace the existing wood fascia.



Lease space – August 2018

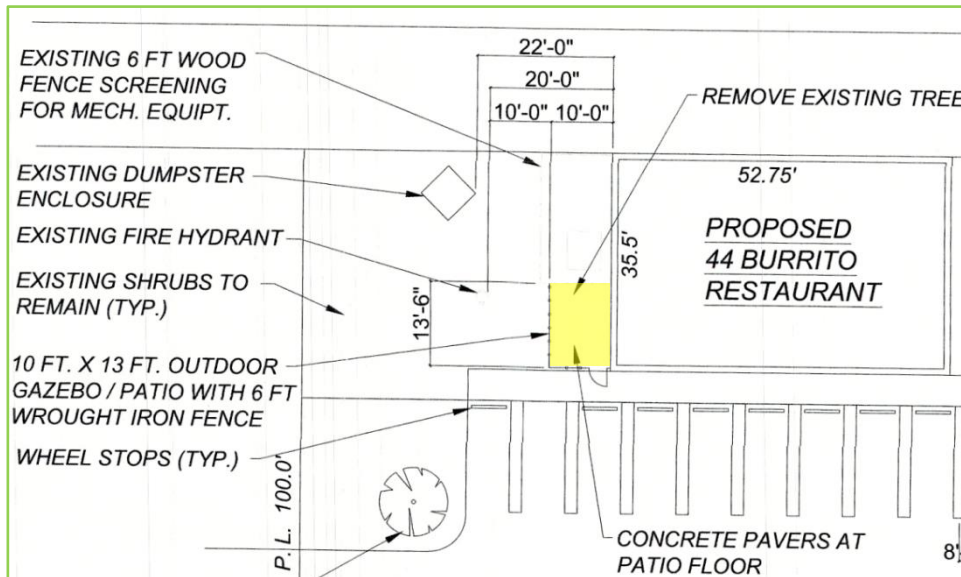


Lease space – July 2023

Proposed

- 1. **Use (Section 3.1.7.B).** The applicant intends to renovate the interior of the existing commercial lease space to be used as a restaurant. Restaurant is a principal permitted use in the Commercial Vehicular District, and permitting activity that includes an outdoor dining area requires site plan review and Planning Commission approval. The applicable ordinance criteria outlined below are to be applied to the general renovation of the tenant space, based on the plans as submitted.
- 2. **Outdoor Dining (Section 4.8).**
 - a. The Planning Commission shall review requests for outdoor dining through the site plan review process.
 - b. Outside seating area **shall be enclosed** by masonry walls or decorative fencing elements or shall otherwise be physically delineated or limited in a manner acceptable to the Planning Commission. Restaurants and food services establishments selling or serving alcoholic beverages shall further be subject to the requirements of the Michigan Liquor Control Commission.

*A 6' tall, wrought iron fence will enclose the 10' x 13', covered outdoor dining area. **The plan should demonstrate a return of the fence to the building on the north side of the patio area.** Per the applicant, alcoholic beverages are not to be sold at the proposed establishment.*



- c. Setbacks for such outside areas involving the construction of “structures” as defined by the building code shall be at least equal to those required for conventional buildings within this district.

*The designated outdoor dining area aligns with the existing exterior front wall of the building. **The proposed gazebo structure shall comply with all applicable building codes.***

- d. Outdoor dining areas shall not occupy required sidewalk or landscaped areas unless adequate sidewalk width is provided for barrier-free access and projected pedestrian flow. In considering requests for such outside activity areas, the Planning Commission shall encourage the enhancement of landscape areas, where appropriate, in order to improve the environment of the outside dining area.

Access to the fenced outdoor dining area shall be wide enough to accommodate barrier-free access. The Planning Commission may consider landscape screening enhancements due to the close proximity of the dumpster enclosure and rear exterior mechanical units on the building.

- e. Where pedestrian entry to such outdoor dining areas is limited to access from the interior of the main building, direct emergency egress shall be provided from these enclosed outdoor dining areas per the current building codes.

Per the plans reviewed, access to the outdoor dining area is not provided from the interior of the restaurant.

- f. Provision of such outdoor dining areas shall not impair emergency vehicle access to the subject property. *This standard appears to be met.*
- g. Parking shall be provided for the uses in such outdoor dining areas, in addition to that required for uses in the main building. The Planning Commission may require modification or re-arrangement of inside and outside seating areas in order to assure that adequate parking is available.

See parking comment below. The overall site received site plan approval in 2020 and no change to the site is proposed, other than the addition of a restaurant's outdoor dining patio.

- h. Applications for outdoor dining shall be accompanied by fully dimensioned plans or drawings indicating the location and layout of the proposed seating area within the subject site, and the delineations method proposed.

The plans show the dimensioned location of the proposed outdoor patio space in relation to the existing building and site.

- 3. **Development Standards (Section 3.1.7.D & 3.8).** The proposed improvements are interior to an existing site and therefore the development standards of lot size, lot coverage, setbacks, and building heights are not being altered.

- 4. **Waste and Rubbish (Section 5.3.1).** No garbage, sewage, filth, refuse, waste, trash, debris, or rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any offensive or obnoxious matter, shall be kept in open containers or piled, placed, or stored on the open ground. The owners and occupants of every building shall provide proper, covered receptacles for said waste and keep receptacles clean and in an inconspicuous location, out of public view, on the grounds outside of a building.

*The site plan shows the location of the dumpster enclosure on the premises. **For permitting purposes, the site plan shall be updated to include the dimensional standards of Section 5.3.2 pertaining to dumpsters, to ensure the minimum standards are met.***

- 5. **Building Materials (Section 5.4).** Except as otherwise provided in this ordinance, on all permanent buildings, exterior wall construction and exposed, exterior chimneys shall be either brick, natural stone, masonry materials other than brick, or a combination thereof, provided all such materials comply with the specifications outlined in this section.

The proposed improvements pertain to interior renovations only and no exterior changes to the building materials are proposed.

- 6. **Outside Illumination (Section 5.8).** All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities.

The plans shall show any proposed exterior lighting fixtures, particularly those facing east toward the alley and adjacent single-family residential lots. For permitting purposes, existing and proposed outside illumination shall demonstrate compliance with this ordinance standard.

- 7. **Off-Street Parking (Section 5.13.3)** Increase of floor area or change in use. Whenever a use requiring off-street parking is increased in floor area and such uses are located in a building existing on or before the effective date of this article, and whenever a use of existing premises is changed to one requiring greater off-street parking, parking facilities for the total floor area and use shall first be provided and thereafter maintained in the amounts specified in this article.

The overall site received site plan approval in 2020. The tenant space was previously used as a restaurant (Happy's Pizza) and no change of use is occurring to expand the gross floor area of the leasable space, except for the addition of 130 square feet of outdoor dining area. Applying the ordinance parking standard of 1 parking space for every 70 square feet of gross floor area for restaurants, the patio may warrant an additional 1.9 (or 2) parking spaces.

Site plan analysis and application of the ordinance standards allows the Planning Commission the authority to determine if up to 2 additional parking spaces should be accounted for if the outdoor patio were approved.

- 8. **Off-street parking layout standards (Section 5.13.9).** N/A – no changes proposed.
- 9. **Delivery vehicle space. (Section 5.13.12).** On the premises of every building or use involving the frequent receipt or shipment of goods by motor, there shall be provided in addition to the otherwise required parking spaces and access drives, an area reserved for standing, loading, and unloading sufficient to avoid undue interference with public use of streets, alleys, driveways, aisles, and other parking spaces. A delivery space shall be a clear area 10 feet by 40 feet with 14-foot height clearance, and the minimum numbers of such spaces required is specified in the table that follows. The Board of Zoning Appeals may permit delivery spaces to be used for the overnight parking of vehicles prohibited in parking facilities under the provisions of 5.13.16.

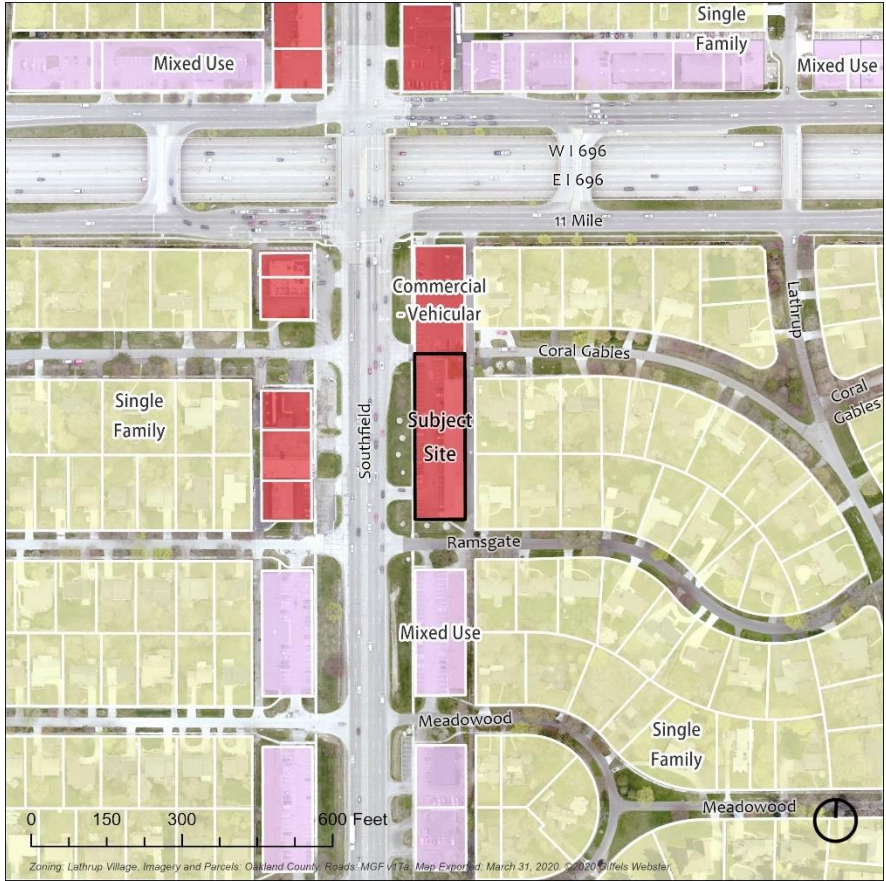
According to the ordinance, the overall site requires 1 (one) 10' x 40' vehicle delivery space. Since the existing site does not contain a vehicle delivery space and the proposed restaurant is not a change in use, this standard may be considered an existing nonconformity.

- 10. **Screening Standards for Site Plan Approval (Section 6.1.5.O).** Off-street parking, loading, and unloading areas, outside refuse storage areas, and other storage areas that are visible from adjacent homes or from public roads, shall be screened by walls or landscaping of adequate height.

11. **Landscaping (Section 5.15.15).**

All site plans submitted for approval shall include a landscape element which clearly shows all existing trees which are more than six inches in trunk caliper when measured 3 feet above ground level in height. The plans must clearly designate which of such trees are to be saved and which will be destroyed.





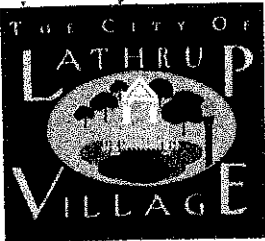
We will look forward to discussing the site plan application with the Planning Commission on July 18, 2023.

Regards,

Giffels Webster

Jill Bahm, AICP
Partner

Eric Pietsch
Senior Planner



A HERITAGE OF GOOD LIVING

City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
 Phone: (248) 557-2600
 www.lathrupvillage.org

Office Use Only	
Date Submitted:	06.01.23
Administrative Review Date:	
Site Plan Review Date:	

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address:	26780 Southfield Rd, Lathrup Village 48076		
Subject Property Parcel Number:			
Project Name:	44 Burrito, LLC		

Applicant Information

Name:	TARA Young		
Address:	6312 Wynford Dr. W. Bloomfield	State:	MI Zip Code: 48322
Phone Number:		Cell:	(248) 910-0858
Email Address:	fortyfourburrito@yahoo.com		
Interest in Property:			

Property Owner Information

Name:	Surnow Birmingham		
Address:	320 North St. Unit 100	State:	MI Zip Code: 48009
Phone Number:	(248) 590-2667	Cell:	Steve (248) 817-0686
Email Address:	sb1um@surnow.com		

Proposed Building/Alteration Information

Proposed Use:							
Existing Zoning:							
Square Footage of New/Altered Building:	1855 sq. ft.						
Number of existing jobs:	5	New jobs created:	5	FT	7	PT	

Project Architect

Name: Sketch Design Group, LLC DAN THOMPSON
 Address: 26520 Grand River Ave. Redford State: MI Zip Code: 48240
 Phone Number: (248) 890-3036 Cell: 954) 804-3955
 Email Address: sketchtimedesign@gmail.com DAN@INDIAOSHORESOS.COM

Project Engineer

Name: ALEX NAGY
 Address: 2598 Genes Dr. Auburn Hills State: MI Zip Code: 48326
 Phone Number: 248) 521-7952 Cell: 248) 521-7952
 Email Address: ALEXNAGY@AOL.COM

Project Attorney

Name: Foley & Lardner LLP
 Address: 301 E. Pine Street + Ste. 1200 orlando State: FL Zip Code: 32801
 Phone Number: (407) 244-3271 Cell: (904) 347-9178
 Email Address: pbrown@foley.com

Required Submittal Information

Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.

- One (1) completed and signed copy of the application for site plan review
- Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file
 Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file
- Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city

Signatures

Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.

Applicant's Signature: [Signature]
 Applicant's Printed Name: TARA L. YOUNG
 Date: 5/31/23
 Owner's Signature: [Signature]
 Owner's Printed Name: STEVE KWAPIS ON BEHALF OF SURNOW CO, LLC
 Date: 5-31-23

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y	N	N/A	
<input checked="" type="checkbox"/>			Applicant's name and address, and telephone number.
<input checked="" type="checkbox"/>			Title block indicating the name of the development.
<input checked="" type="checkbox"/>			Scale.
<input checked="" type="checkbox"/>			Northpoint.
<input checked="" type="checkbox"/>			Dates of submission and revisions (month, day, and year).
		<input checked="" type="checkbox"/>	Location map drawn to scale without northpoint.
<input checked="" type="checkbox"/>			Legal and common description of property.
<input checked="" type="checkbox"/>			The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
		<input checked="" type="checkbox"/>	A schedule of completing the project, including the phasing or timing of all proposed developments.
<input checked="" type="checkbox"/>			Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
		<input checked="" type="checkbox"/>	Written description of proposed land use.
<input checked="" type="checkbox"/>			Zoning classification of applicant's parcel and all abutting parcels.
<input checked="" type="checkbox"/>			Proximity to driveways serving adjacent parcels.
<input checked="" type="checkbox"/>			Proximity to section corner and major thoroughfares.
		<input checked="" type="checkbox"/>	Notation of any variances which have or must be secured.
		<input checked="" type="checkbox"/>	Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y	N	N/A	
<input checked="" type="checkbox"/>			Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
		<input checked="" type="checkbox"/>	Front, side, and rear setback dimensions.
		<input checked="" type="checkbox"/>	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
<input checked="" type="checkbox"/>			Proposed site plan features, including buildings, roadway widths and names, and parking areas.
		<input checked="" type="checkbox"/>	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
		<input checked="" type="checkbox"/>	Acceleration, deceleration, and passing lanes, where required.
		<input checked="" type="checkbox"/>	Proposed location of driveway entrances and on-site driveways.
		<input checked="" type="checkbox"/>	Typical cross-section of proposed roads and driveways.
		<input checked="" type="checkbox"/>	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
		<input checked="" type="checkbox"/>	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
		<input checked="" type="checkbox"/>	Location of sidewalks within the site and within the right-of-way.
		<input checked="" type="checkbox"/>	Exterior lighting locations and method of shielding lights from shining off the site.
<input checked="" type="checkbox"/>			Trash receptacle locations and method of screening, if applicable.
		<input checked="" type="checkbox"/>	Transformer pad location and method of screening, if applicable.

Y	N	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parking Calculations in accordance with Zoning Ordinance Standards
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of lawns and landscaped areas, including required landscaped greenbelts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-section of proposed berms.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Designation of fire lanes.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Loading/unloading area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location, height, and outside dimensions of all proposed buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indication of the number of stores and number of commercial or office units contained in the building.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building floor plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total floor area.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, height, and lighting of all proposed signs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indication of site grading and drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Types of soils and location of floodplains and wetlands, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Soil erosion and sedimentation control measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground storage tanks locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Density calculations by type of residential unit (dwelling units per acre).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lot coverage calculations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floor plans of typical buildings with square feet or floor area.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Garage and carport locations and details, if proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pedestrian circulation system.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community building location, dimensions, floor plans, and facade elevations, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Swimming pool fencing detail, including height and type of fence, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and size of recreation open areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indication of type of recreation facilities proposed for recreation area.

Please Note:

Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

DRAWN BY: S. ALLEN
CHK BY: I. THOMPSON
DATE: 05/09/23
REV: 07/06/23



- VENTILATION NOTES**
1. VENTILATION SYSTEM CONSTRUCTION AND MATERIAL SHALL COMPLY WITH THE LATEST STATE OF MICHIGAN AND LOCAL MECHANICAL CODES.
 2. VENTILATION CONTRACTOR SHALL SUPPLY ROOF CURBS FOR ALL ROOF TOP EQUIPMENT AND LOCATE AT ROOF (CUTTING, FRAMING AND FLASHING BY ROOF CONTRACTOR AFTER APPROVAL FROM A STRUCTURAL ENGINEER, OWNER, AND LOCAL ORDINANCE.)
 3. VENTILATION CONTRACTOR TO VERIFY EXISTING ROOF STRUCTURE PRIOR TO PLACING ANY EQUIPMENT ON ROOF. STRUCTURAL SUPPORT TO BE DONE BY OWNER AFTER APPROVAL FROM A STRUCTURAL ENGINEER AND LOCAL ORDINANCE.
 4. ALL EXHAUST FANS MUST BE INTERLOCKED WITH MAKE UP AIR UNIT.
 5. TERMINATE EXHAUST FAN 40" MINIMUM ABOVE ROOF OR 12" ABOVE ANY PARAPET WALL WITHIN 10 FEET.
 6. KEEP FRESH AIR INTAKES (MUA OR RTU) 10" HORIZONTAL OR 3" VERTICAL FROM FANS, VENTS OR FLUES.
 7. GREASE EXHAUST DUCTS ARE 16 GAUGE CARBON STEEL WELDED SEAM AND JOINTS. CLEAN OUTS AT CHANGE OF DIRECTION AND EVERY 12 FEET HORIZONTAL.
 8. PROVIDE SLOPE OF MINIMUM OF 1/4" PER FOOT FOR HORIZONTALLY EXHAUST DUCTS; SLOPE DOWN TOWARDS HOOD.
 9. KEEP 18" MINIMUM CLEARANCE FROM COMBUSTIBLE OR PROVIDE REDUCED CLEARANCE METHODS AS PER NFPA96 AND LOCAL CODES.
 10. UL-300 FIRE SUPPRESSION SYSTEM BY SEPARATE LICENSED CONTRACTOR.
 11. ALL PERMITS TO BE PULLED IN ADVANCE.
 12. PERFORM AIR BALANCE WITH REPORT & SMOKE CAPTURE TEST.

KITCHEN VENTILATION SCHEDULE

UNIT NO.	AREA SERVED	MODEL NO.	HP	SUPPLY	EXHAUST	OFA	PRESSURE
EF-1 & 2	HOOD # 1	GREENHECK	1/2	---	7600	---	-7600
EF-3	RESTROOM	---	---	---	175	---	-175
MUA-1	FOOD PREP	SA-A2-D.500-G15	---	7775	---	7775	+7775
				TOTAL	7775	7775	0.00

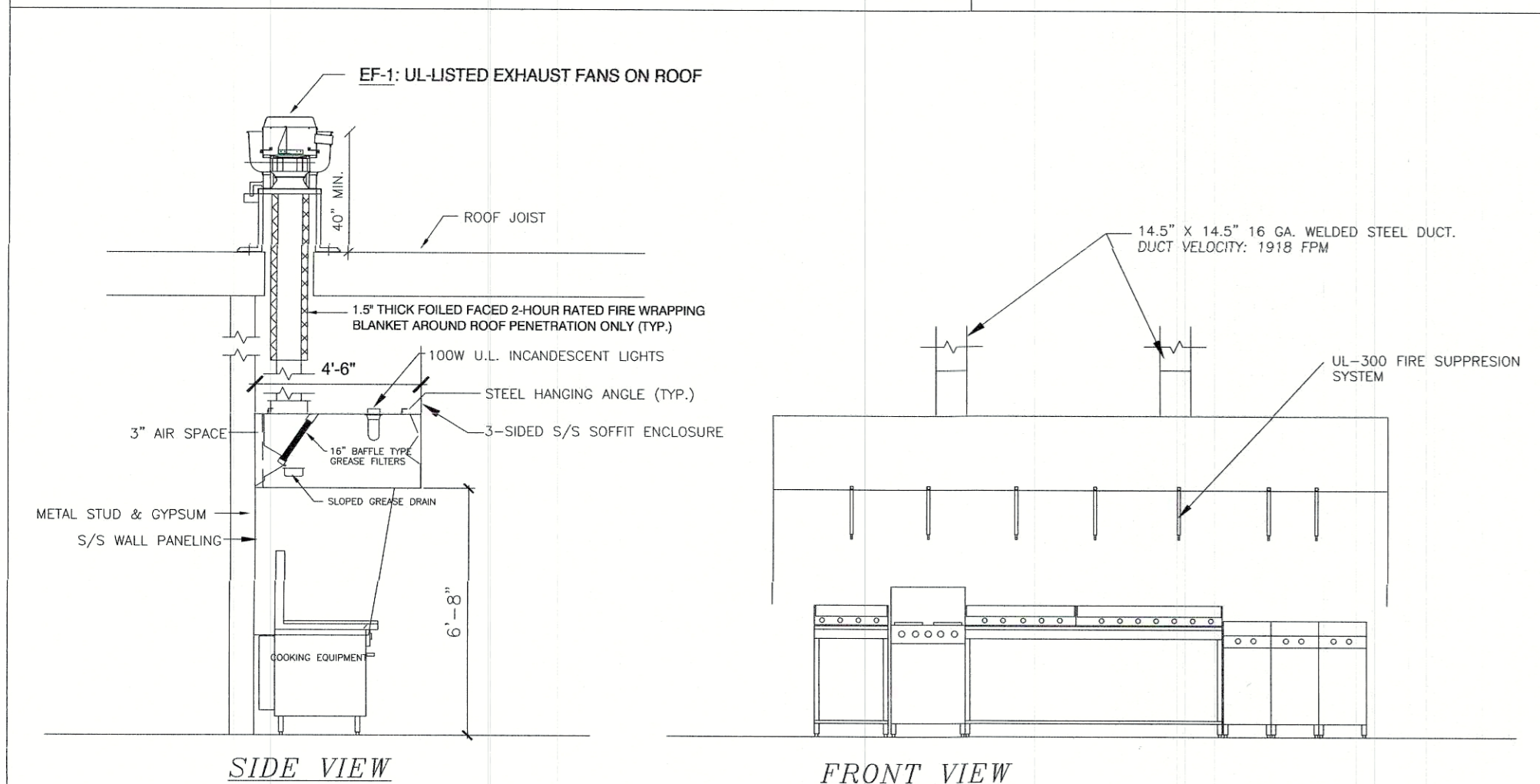
NOTES:

- CFM CALCULATIONS BASED ON THE MANUFACTURER UL-LISTING AND MMC-2015 STATE MECHANICAL CODE
- EXHAUST AND MAKE-UP AIR MUST BE INTERLOCKED AT ALL TIMES.
- EXHAUST AND MAKE-UP AIR QUANTITIES MUST BE BALANCED. FINAL BUILDING PRESSURE SHOULD NOT EXCEED +/-.02 WATER GAUGE.
- SMOKE CAPTURE TEST TO BE WITNESSED BY THE MECHANICAL INSPECTOR

NOTE:

THESE PLANS ARE BEING SUBMITTED FOR THE INTERIOR RENOVATION ONLY AND NOT THE PATIO AT THIS TIME.

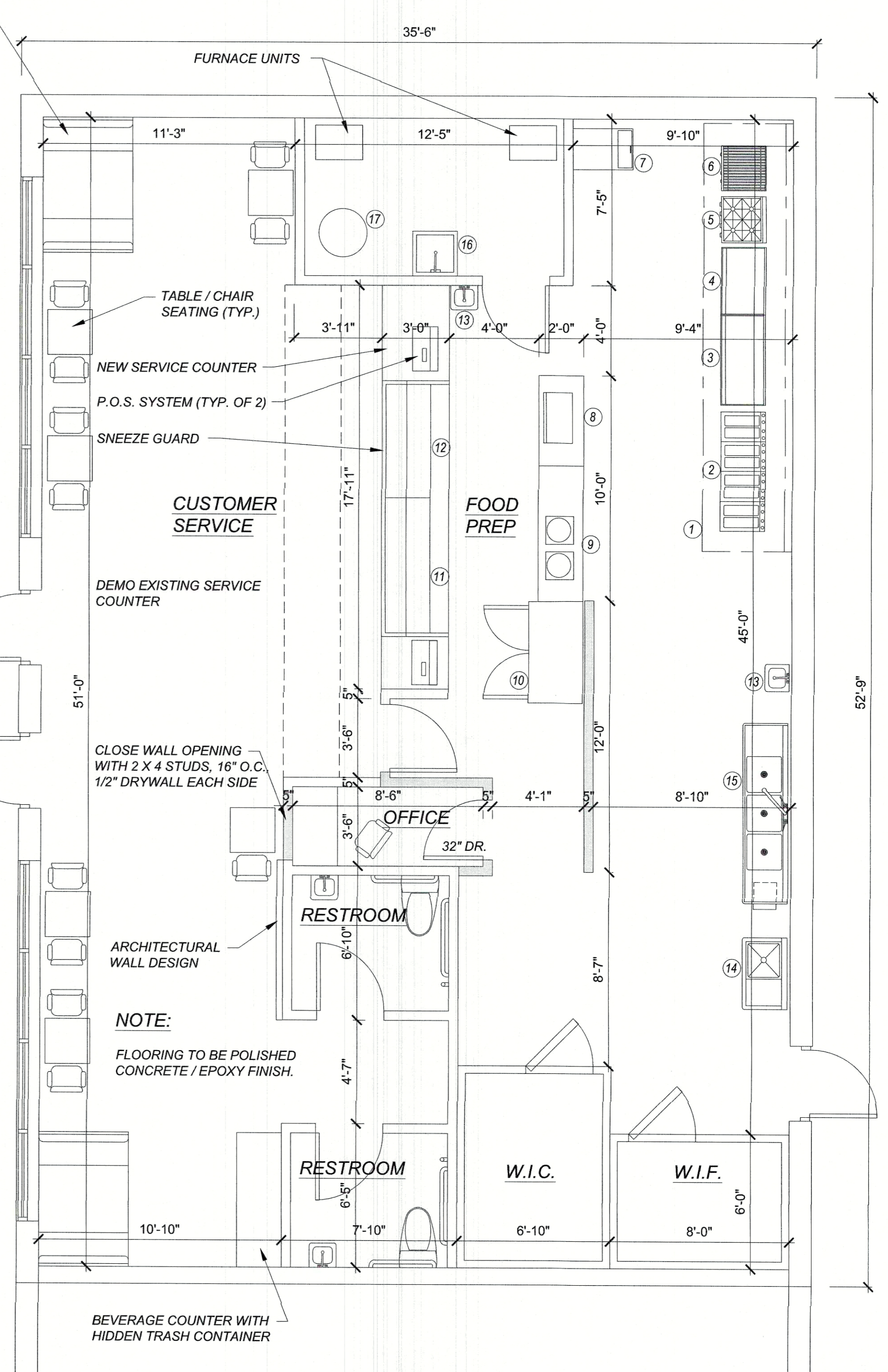
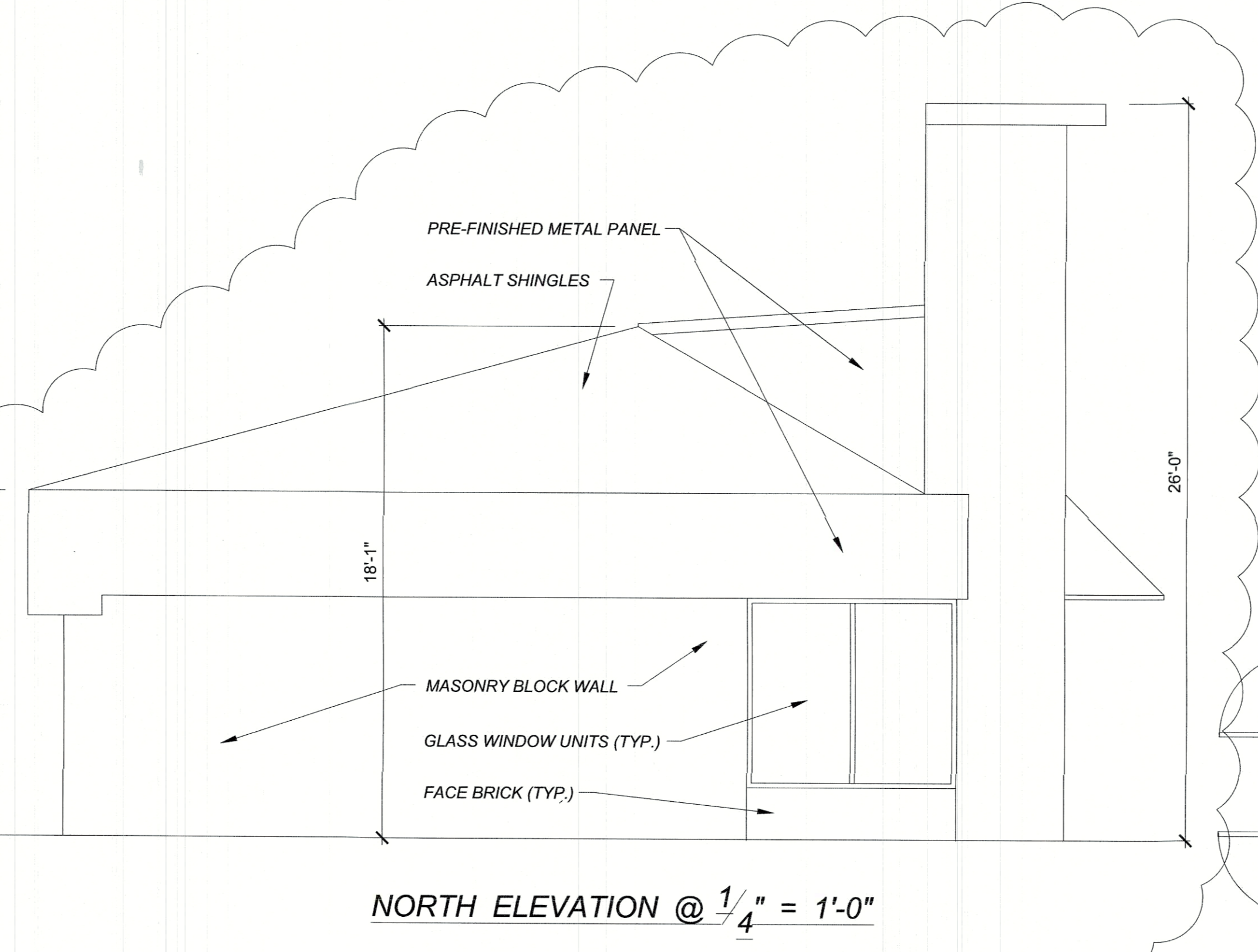
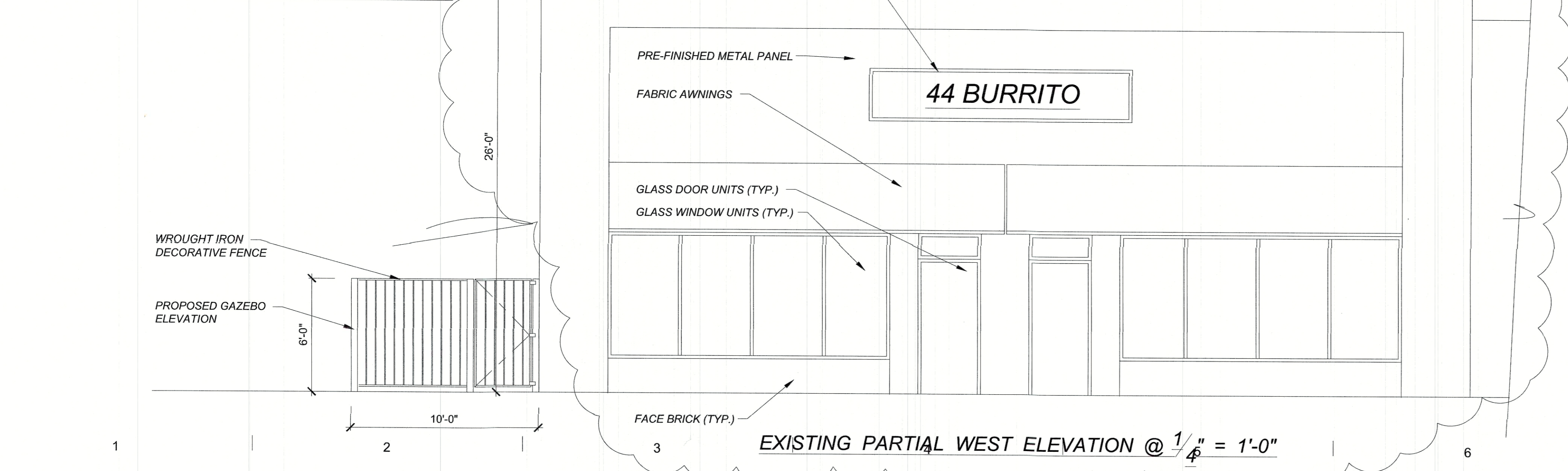
THIS WAS PREVIOUSLY AN EXISTING RESTAURANT. THERE IS NO CHANGE TO THE EXISTING MECHANICAL, ELECTRICAL OR PLUMBING SERVICE.



HOOD DETAIL: CANOPY STYLE HOOD
SCALE: 1/4" = 1'-0"

KITCHEN EQUIPMENT SCHEDULE

ITEM	QTY	DESCRIPTION
1	1	19 FT. S.S. EXHAUST HOOD w/FIRE SUPPRESSION SYSTEM
2	4	FRYERS
3	1	4 FT. GRILL
4	1	3 FT. GRILL
5	1	STOVE
6	1	CHARBROILER
7	1	ICE MACHINE
8	1	S.S. PREP TABLE WITH SPEED BAKE OVEN
9	3	S.S. PREP TABLE WITH MARGARITA / SLUSH MACHINE
10	1	2DR. REACH IN COOLER
11	1	COOLING PREP TABLE
12	1	STEAM TABLE
13	2	S.S HAND SINK
14	1	S.S. PREP SINK WITH DRAIN BOARD
15	1	S.S. 3 COMPARTMENT SINK w/ DRAIN BOARDS AND GREASE TRAP
16	1	MOP SINK
17	1	HOT WATER HEATER



FLOOR PLAN @ 1/4" = 1'-0"

ICS

INDIGOSHORES
CONSULTANT
SERVICES

44 BURRITO RESTAURANT
AND OUTDOOR GAZEBO
26780 SOUTHFIELD ROAD
LATHRUP VILLAGE, MICHIGAN

44 BURRITO RESTAURANT AND OUTDOOR GAZEBO 26780 SOUTHFIELD ROAD LATHRUP VILLAGE, MICHIGAN

DATA:

GROSS SITE AREA = 30012.84 SQ. FT.
 EXISTING BUILDING: = APPROX. 1,709 SQ. FT.
 USE GROUP = GROUP B
 TYPE OF CONSTRUCTION: = IIIB
 ZONING = M2
 OCCUPANT LOAD = KITCHEN (200 GROSS / 773 = 4)
 SEATING AREA = 22
 PARKING REQUIRED = 1 PER 70 SQ. FT. OF GROSS FLOOR
 70 SQ. FT. / 1,709 SQ. FT. = 24 SPACES

CODE COMPLIANCE:

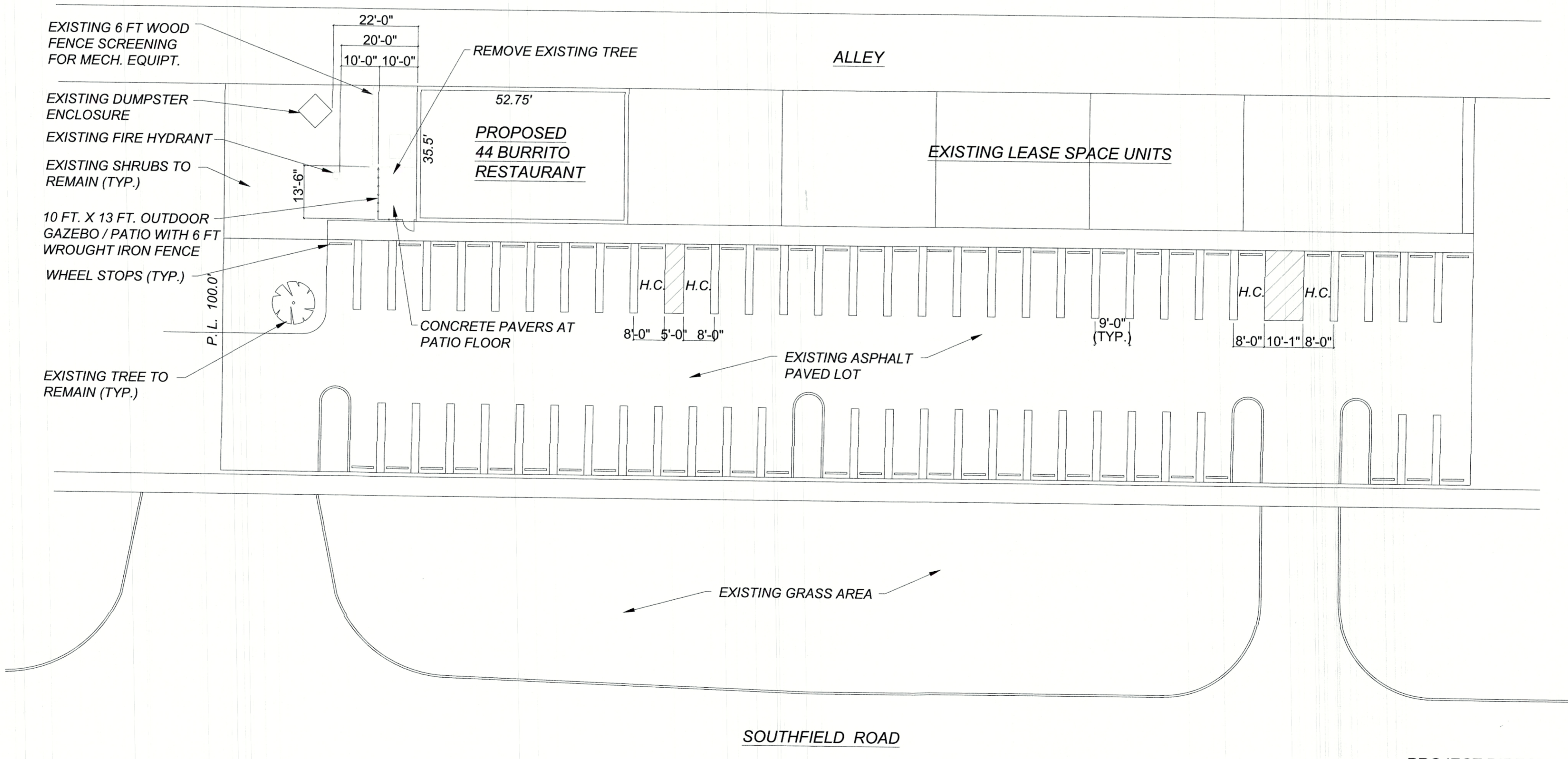
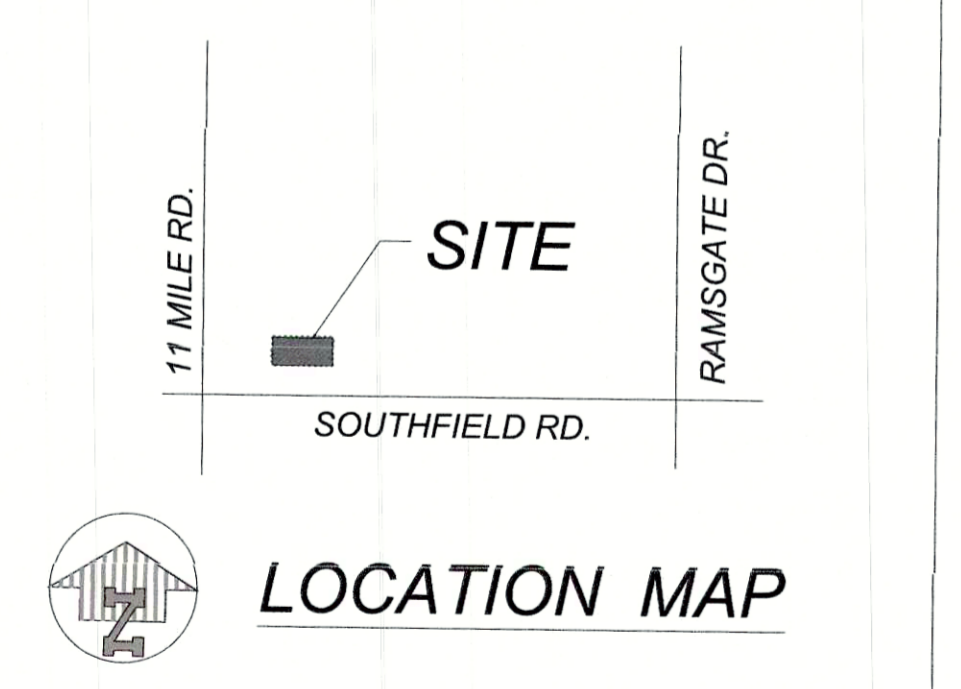
MICHIGAN REHABILITATION CODE 2015
 ALTERATION LEVEL 2
 COMPLIANCE METHOD - WORK AREA / LESS THAN 50%

LEGAL DESCRIPTION:

PARCEL ID: 2424103032
 COMMONLY KNOWN AS: 26710 SOUTHFIELD ROAD

DRAWING INDEX

SHT. A000 EXISTING SITE PLAN
 SHT. A100 FLOOR PLAN, PARTIAL ELEVATION



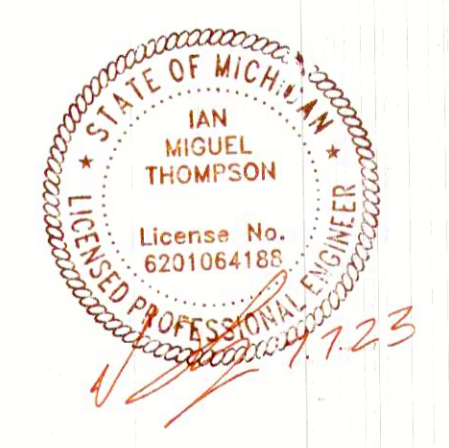
EXISTING SITE PLAN @ 1" = 20'-0"

PROJECT DIRECTORY

DESIGNER:

INDIGOSHORES CONSULTANT SERVICES PLC.
 26520 GRAND RIVER BLVD., SUITE 101
 REDFORD TWP., MI 48240
 EMAIL: IAN@INDIGOSHORES.COM
 PH: 954.804.3955

CHK BY: I. THOMPSON
 DATE: 06/04/23



A000

PROJECT #221380

memorandum

DATE: July 14, 2023
TO: Lathrup Village Planning Commission
FROM: Jill Bahm & Eric Pietsch, Giffels Webster
SUBJECT: Zoning Amendment – Laundromat Facilities

Introduction

What prompted this amendment?

A developer intends to renovate the interior and exterior of a multi-tenant commercial facility with one of the tenant lease spaces proposed to be a laundromat facility. The zoning ordinance does not identify laundromats as a principal permitted use or special land use in any of the zoning districts, so the Planning Commission was asked to consider if laundromats may be considered under a similar use contained in the ordinance or if an amendment to provide specific direction and standards for laundromat uses should be pursued.

Current Ordinance

The ordinance does not include any provisions for laundromat facilities.

Considerations

What are the appropriate options for laundromat facilities?

SELF-SERVICE LAUNDRY/LAUNDROMAT.

Article 2. Definitions.

Laundromats. Commercial establishments offering coin-operated washing machines and dryers for public use. Excludes commercial laundries, dry cleaning plants, and other similar heavy commercial/industrial uses.

Article 4. Use Standards. Self-service, laundry establishments shall be subject to the following standards and regulations:

- A. Service shall be rendered directly to customers who shall bring in and take away the articles to be cleaned.
- B. The establishment shall not provide pick-up or delivery service.
- C. The customers shall operate the machines provided to do their own laundry.
- D. The entire cleaning and drying process shall be carried on within completely enclosed solvent recleaning units.
- E. All solvents used in the cleaning process and the vapors therefrom shall be nonexplosive and nonflammable.

Summary / Recommendation

At the June 20th, 2023 meeting, the Planning Commission requested additional information from the planning consultant to be considered at the July 18th meeting. A search of area zoning codes indicates that while laundry facilities are commonly listed as a principal permitted use, standards were limited. Outside the region, however, we were able to identify a few standards that seemed to address some of the concerns of the Planning Commission with respect to the type of services - focusing on the laundromat being more of a personal service than an industrial use. Given the relatively minor nature of this amendment, we propose that the Planning Commission consider the language above, examples below, make any modifications, and set a public hearing for the next regular meeting.

Impacts to utilities such as water and electric would be under review by the Building Official; however, the Planning Commission may consider additional impacts related to parking, noise, smells, and waste removal.

Zoning Provisions for Self-Service Laundromats

Berkley

- Permitted use in RHM, high rise multiple family residential district, 12 mile district, Gateway district, Local business district
- Need one parking space per two washers and drying machines.

Royal Oak

- Neighborhood business II, Neighborhood Business zoning categories they are permitted uses.
- Need one parking space per two washers and drying machines.

Ferndale

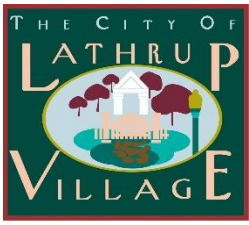
- Not specifically listed, but could be considered a service/repair establishment?
- Service and repair establishments (photographic studios; barber and beauty shops; tanning studios; body decorating salons; watch, clothing, and shoe repair shops; dressmaking, interior decorating, lock smith, small household appliances, musical instruments, bicycles, furniture, eyeglasses, office or business machines and similar establishments)
- Permitted in CBD, C-2, C-3, OS, MXD-1, MXD-2
- Only exact match was in the parking parameters which includes 1 parking space per two washer/dryer units.

Oak Park

- Need one parking space per two washers and drying machines.
- Permitted in B-1, B-2 (Commercial and Mixed-use districts, IF (Industrial)

Birmingham

- Laundry allowed B3 (cannot be a cleaning plant). Special land use for auto laundry in B1, B2, B2b, B2C.



A HERITAGE OF GOOD LIVING

City of Lathrup Village

27400 Southfield Road
Lathrup Village, Michigan 48076
248.557.2600

www.lathrupvillage.org

Memorandum

To: Planning Commission
From: Susie Stec, Director – Community & Economic Development
Date: July 14, 2023
RE: Discussion - Mobile Food Vending (Food Trucks) Zoning Amendments

The City currently permits Mobile Food Vending units (food trucks) as a temporary, permitted use in the Village Center (VC) district. Standards for Mobile Food Vending are detailed in 6.1.B.xii.

Over the past several months, the Community & Economic Development Department (CEDD) has received requests from business/property owners to host food trucks on-site. In all instances, the prospective food truck locations are outside the VC district; typically in the Mixed Use or Commercial Vehicular districts. The mobile vending units are also typically part of a larger event organized for a specific business, similar to having an event catered. There have been instances; however, when mobile food vendors have been told to relocate to a permitted district.

The CEDD would like the Planning Commission to discuss amending the zoning ordinance to expand the permitted districts in which mobile food vendors may locate, and to provide a mechanism for businesses wishing to incorporate mobile food vendors into their events.

existing, conforming use, subject to the following:

- a. No variances to the requirements of this article are required.
 - b. The proposed addition or expansion shall not increase the total square footage of the building or area occupied by the use by more than 25 percent or 1,000 square feet, whichever is less, provided further that no other expansion has occurred within the past three years.
- vii. Reuse or reoccupancy of an existing building that has been vacant for more than 90 days, subject to the following:
- a. No variances to the requirements of this article are required.
 - b. The proposed use shall be conducted within a completely enclosed building.
 - c. The proposed use shall not require additional parking demands, access changes or other substantial modifications and improvements to the existing site or building.
- viii. Any excavation, filling, soil removal, mining or creation of ponds not to exceed 2,500 square feet, provided that such activity is not related to a residential, office, commercial or industrial development project.
- ix. Family day care homes (less than six children), as licensed by the State of Michigan.
- x. Temporary construction building and uses.
- xi. Accessory structures and uses specified in article 2 (accessory buildings, structures and uses).
- xii. Mobile Food Vending, as a temporary land use, subject to the following conditions:
- a. Location. Mobile food vending is permitted in the Village Center district on private property that is vacant or used for non-residential purposes. The vendor must provide approval of the property owners. Mobile food vending units shall be located and maintained on a dust-free surface and shall not be placed on existing landscaped areas.
 - b. Number of Vendors. There is no limit on the number of mobile food vendors allowed on a site, provided that all of the requirements of this section are met. However, if there are more than two mobile food vending units on a parcel at any one time, the following shall apply: 1) a designated on-site manager is required to direct traffic flow and maintain the site as described in this section, and 2) a restroom shall be provided within 200 ft of the vending area.
 - c. Duration. A mobile food vending unit may be allowed to park at an approved location for up to 3 days per year. The Zoning Administrator may grant two additional 3-day periods if the applicant has satisfied all of the requirements of this section. A vendor may seek a new approval for a location on a different property in the City within the same calendar year.
 - d. Goods available. Mobile food vending units may only sell food and non-alcoholic beverages. Sales of alcoholic beverages are prohibited. No others goods or services may be sold from a mobile food vending unit.
 - e. Trash and upkeep. Mobile food vending units and the area upon which they are temporarily located shall be kept in good repair and free of refuse and debris. A trash receptacle shall be provided and emptied daily, or more frequently to meet demand.
 - f. Hours of operation. Mobile food vending units shall not be in operation between the hours of 10 p.m. and 7 a.m. The Zoning Board of Appeals may extend operating hours upon finding that such extension will not negatively impact adjacent uses.
 - g. Parking. Mobile food vending units shall not occupy any parking spaces required for the existing use of the property. The City may



take into consideration seasonal variation in parking demand and building occupancy when making this determination. There shall be at least three parking spaces for the mobile food vending unit provided and maintained on a dust-free surface.

- h. Site amenities permitted. Mobile food vending units may provide seating for up to twelve customers within 30 ft of the mobile food vending unit. Such seating shall not occupy any required parking spaces and shall be kept in good repair. One additional parking space shall be provided for every two seats.
- i. Signage. Mobile food vending units may be painted with signage but shall not have any signs or otherwise objects that otherwise attract attention projecting from the unit. No additional site signage is permitted.
- j. Sound. Sound amplifying equipment is prohibited. The decibel level of any equipment used in association with the mobile food vending unit, including generators, shall not exceed 70 decibels (dbA) as measured at the property lines.
- k. Lighting. Mobile food vending units shall be lit with available site lighting. No additional exterior lighting is permitted unless permitted by the zoning board of appeals upon finding that proposed exterior lighting mounted to the mobile vending unit will not spill over on to adjacent residential uses as measured at the property line.
- l. Temporary restroom facilities. Temporary restroom facilities, if provided, shall only placed on the subject property from one day before until one day after the approved mobile vending dates. Any temporary restroom facility shall be placed a minimum of 100 ft from a single family residential use, as measured from the property line.

m. Permits. Administrative approval is valid for the duration of the mobile food vending in the approved location, but in no case greater than 3 days, unless granted an extension of the site plan for two additional 3-day periods in one calendar year. The mobile food vendor shall comply with all additional required permits and licenses as applicable.

xiii. The city planner, city administrator, building official or applicant shall have the option to request planning commission review of a project otherwise eligible for administrative site plan approval.

A sketch plan, rather than a complete site plan package, shall be required for projects eligible for administrative approval involving a legally existing and conforming use and building, and where proposed alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use, vehicular or pedestrian circulation, drainage patterns, the demand for public infrastructure or services, significant environmental impacts or increased potential for hazards.

- 2. Site plan review applications and procedures.
 - A. Optional pre-application conference. In order to facilitate processing of a site plan in a timely manner, the applicant may request a pre-application site plan conference with the city planner and city administrator or designee. The purpose of such a conference is to provide information and guidance to the applicant that will assist in preparation of the site plan. The applicant need not present drawings or site plans at a pre-application conference, but even if drawings or site plans are presented, no formal action shall be taken on a site plan at a pre-application conference. The city planner's fee for any such pre-application conference shall be paid by the applicant if such charges are not covered by the city's monthly retainer.
 - B. Optional conceptual review by planning commission. An applicant may file a written request for conceptual review of a preliminary site plan by the planning commission, prior to submission of a site plan for formal review. A site plan

