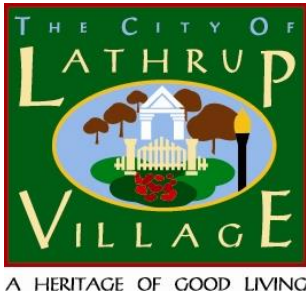


Planning Commission Agenda

Tuesday, August 15, 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 07 18
5. **Public Comment**
6. **Old Business and Tabled Items**
7. **New Business**
 - [A.](#) Public Hearing Zoning Text Amendments Laundromats
 - [B.](#) Zoning Text Amendments Laundromats
 - [C.](#) Public Hearing Zoning Text Amendments Mobile Food Vending (Food Trucks)
 - [D.](#) Zoning Text Amendments Mobile Food Vending (Food Trucks)
8. **Other Matters for Discussion**
9. **General Communication**
10. **Adjourn**



Planning Commission Draft Meeting Minutes

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

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

Commissioners Present: Jason Hammond, Chair
Les Stansbery, Vice Chair
Will Fobbs, Secretary
Commissioner Dizik
Commissioner Kantor
Commissioner Tamarelli

Absent: Commissioners Powell

Staff Present: Susan Stec, Community and Economic Development Manager, City Attorney, Scott Baker, Kelda London, City Clerk,

Also Present: Eric Pietsch, Giffels Webster Engineering

Motion by Commissioner Fobbs to excuse Commissioner Powell, motion seconded by Vice Chair Stansbery. Motion carried.

4. **Approval of Agenda**

Motion by Commissioner Kantor to approve the agenda, motion seconded by Vice Chair Stansbery. Motion carried.

5. **Approval of Meeting Minutes**

A. PC Minutes 2023 06 20

Motion by Commissioner Kantor to approve the meeting minutes of June 20, 2023, motion seconded by Vice Chair Stansbery. Motion carried.

6. **Public Comment**

None

7. Old Business and Tabled Items

None

8. New Business

A. Site Plan Review - 26780 Southfield Road (44 Burrrito)

Eric Pietsch, Giffels Webster explained that the city received an application for a restaurant for 26780 Southfield Rd. The proposed tenant space is requesting an outdoor dining area. In 2020 the facility received approval for the site plan review. The use as an outdoor dining facility requires planning commission approval.

- 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.

Motion by Commissioner Stansbery to resubmit the Site Plan with corrections to the fencing height and the outdoor patio. Motion seconded by Commissioner Kantor. Motion carried.

B. Discussion - Laundromat Zoning Standards

As previously discussed, there is a proposal for a laundromat facility at 27300 Southfield Rd. Giffels Webster Planning Consultant drafted proposed language for use standards as an amendment to Section 4.

- 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.

Commissioner Kantor moved to schedule a Public Hearing for August 15, 2023. Motion seconded by Vice Chair Stansbery. Motion carried.

C. Discussion - Mobile Food Vending (Food Trucks) Zoning Amendments

There have been several businesses requesting food truck service for private events. Currently, food trucks are only allowed in the Village Center. Should they be allowed in other zoning districts?

Commissioner Kantor moved to set a Public Hearing for August 15, 2023, for allowing mobile food trucks in the Mixed-Use district, motion seconded by Vice Chair Stansbery. Motion carried.

9. Other Matters for Discussion

The Commission previously discussed email addresses for each planning commissioner. After further review, it was decided that it's cost prohibitive, so the suggestion is for each commissioner to set up an individual email for planning commission-related correspondence.

Commissioner Fobbs suggested a separate meeting for the purposes of discussing parking issues. The commission will establish a sub-committee for parking.

10. General Communication

A. 2023 07 17 Development Project Update

Susan Stec, Community and Economic Development Manager, was asked to follow up on the fence issue at 28077 Sunset and the culvert issue at 18400 Wiltshire.

11. Adjourn

Commissioner Kantor moved to adjourn seconded Stansbery. Meeting adjourned at 8:55 pm

CITY OF LATHRUP VILLAGE
PLANNING COMMISSION MEETING

NOTICE OF PUBLIC HEARING REGARDING ZONING AMENDMENT

Notice is hereby given that the Lathrup Village Planning Commission will hold a public hearing on August 15, 2023, beginning at 7:00 PM, or as soon thereafter as the agenda allows, at Lathrup Village City Hall, 27400 Southfield Road, Lathrup Village, MI 48076. Meeting information will be provided on the City's website: www.LathrupVillage.org

The purpose of the hearing is to receive public comments on the city's draft Zoning Ordinance amendments to add a definition to Section 2.2, to allow self-service laundromat facilities as a principal permitted use in the MX -Mixed Use zoning district, under Article 3, Zoning Districts, and add a new use standard to Article 4, Section 4.17., pertaining to self-service laundromat facilities.

A copy of the proposed zoning amendment is available for viewing on the City's website (www.LathrupVillage.org) and at Lathrup Village City Hall, 27400 Southfield Road, Lathrup Village, MI 48076, prior to the public hearing, during the City's regular business hours, Monday through Friday, 8:00 AM through 4:30 PM. Written comments may be addressed to the Planning Commission at the City Hall address. Oral comments will be taken during the hearing on August 15, 2023.

This notice is published pursuant to the requirements of the Michigan Zoning Enabling Act, PA 110 of 2006, as amended.

Lathrup Village City Clerk

memorandum

DATE: July 25, 2023
TO: Lathrup Village Planning Commission
FROM: Jill Bahm & Eric Pietsch, Giffels Webster
SUBJECT: Zoning Amendment – Self-Service Laundromat Facilities

Previous Discussion

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.

At the July 18th, 2023 meeting, the Planning Commission formulated a definition for self-service laundromat facilities to be permitted in the Mixed Use zoning district, and limited use standards outlined in Article 4. The information below will be considered and discussed along with a public hearing at the August 15, 2023 Planning Commission meeting.

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 LAUNDROMAT.

Article 2. Definitions.

Self-Service Laundromat. Commercial establishments offering self-pay and self-operated washing machines and dryers for public use. Excludes commercial laundries, dry cleaning plants, and other similar heavy commercial/industrial uses.

Article 3. Zoning Districts. Self-service Laundry facilities shall be a principal permitted use in the MX - Mixed Use zoning district.

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 entire cleaning and drying process shall be carried on within completely enclosed solvent cleaning units.
- C. All solvents used in the cleaning process and the vapors therefrom shall be nonexplosive and nonflammable.

Article 5. Site Development Standards. Off-street parking.

Section 5.13.13.C. Business and Commercial Uses

- xv. One (1) parking space for every 2 washing and drying machines.

Amend Section 2.2: Definitions to add:

Self-Service Laundromat. Commercial establishments offering self-pay and self-operated washing machines and dryers for public use. Excludes commercial laundries, dry cleaning plants, and other similar heavy commercial/industrial uses.

Amend Section 3, Zoning Districts, to add Self-Service Laundromat as a principal permitted use in the MX -Mixed Use Zoning District.

Section 3.19.B.xv. Self-Service Laundromat

Amend Section 4, Use Standards, to add a new standard:

Section 4.17 Self-Service Laundromat

- 1. Service shall be rendered directly to customers who shall bring in and take away the articles to be cleaned.
- 2. The entire cleaning and drying process shall be carried on within completely enclosed solvent cleaning units.
- 3. All solvents used in the cleaning process and the vapors therefrom shall be nonexplosive and nonflammable.

Amend Article 5, Site Development Standards, to add a new off-street parking standard:

Section 5.13.13.C. Business and Commercial Uses

- xv. One (1) parking space for every 2 washing and drying machines.

CITY OF LATHRUP VILLAGE
PLANNING COMMISSION MEETING

NOTICE OF PUBLIC HEARING REGARDING ZONING AMENDMENT

Notice is hereby given that the Lathrup Village Planning Commission will hold a public hearing on August 15, 2023, beginning at 7:00 PM, or as soon thereafter as the agenda allows, at Lathrup Village City Hall, 27400 Southfield Road, Lathrup Village, MI 48076. Meeting information will be provided on the City's website: www.LathrupVillage.org

The purpose of the hearing is to receive public comments on the city's draft Zoning Ordinance amendments to Article 6, Section 6.1.B.xii., pertaining to mobile food vending (food trucks).

A copy of the proposed zoning amendment is available for viewing on the City's website (www.LathrupVillage.org) and at Lathrup Village City Hall, 27400 Southfield Road, Lathrup Village, MI 48076, prior to the public hearing, during the City's regular business hours, Monday through Friday, 8:00 AM through 4:30 PM. Written comments may be addressed to the Planning Commission at the City Hall address. Oral comments will be taken during the hearing on February 21, 2023.

This notice is published pursuant to the requirements of the Michigan Zoning Enabling Act, PA 110 of 2006, as amended.

Lathrup Village City Clerk

memorandum

DATE: July 25, 2023
TO: Lathrup Village Planning Commission
FROM: Jill Bahm & Eric Pietsch, Giffels Webster
SUBJECT: Zoning Amendment – Mobile Food Vending (Food Trucks)

Introduction

What prompted this amendment?

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, which is the only district where they are permitted. It is found that most instances request a location 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.

Current Ordinance

The administrative site plan review standards of Article 6 include mobile food vending as a temporary land use in the Village Center District only and outlines a number of conditions under Section 6.1.B.xii.

Considerations

What are the appropriate options for expanding the permitting of mobile food vending beyond solely the Village Center District?

At the July 18th meeting, the Community and Economic Development Department asked 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.

After discussion and consideration, the Planning Commission supports amending the ordinance to permit mobile food vendors to be located in the MX (Mixed Use) District in addition to the Village Center District. All standards of Section 6.1.B.xii, a through m, will remain the same except standard a. Location, will read,

*Mobile food vending is permitted in the Village Center **and Mixed Use** Districts 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.*

Allowing mobile food vending in the CV, Commercial Vehicular District was considered but determined to not provide the adequate space and functionality as properties in the MX District would. There are no changes to the general code with this proposed zoning ordinance amendment.

Summary / Recommendation

At the July 18, 2023 meeting, the Planning Commission moved to establish a public hearing for the August Planning Commission meeting. Public notice will be posted prior to the public hearing scheduled for August 15, 2023. The attached draft outlines the proposed changes, as mentioned above, that may be considered.

Amend Article 6.1, Administrative Site Plan Review, to revise Section 6.1.B.xii., – Mobile Food Vending

Amend Article 6, Development Procedures, to amend the language of Section 6.1.B.xii. to allow food trucks in the MX district as follows:

Section 6.1.B.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 and Mixed Use Districts 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 other 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.

- I. Temporary restroom facilities. Temporary restroom facilities, if provided, shall only be 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.