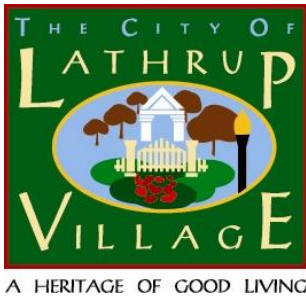


# Planning Commission Agenda

Tuesday, November 18, 2025 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

---

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**
5. **Approval of Meeting Minutes**
  - [A.](#) October Meeting Minutes
6. **Public Comment**
7. **Old Business and Tabled Items**
8. **New Business**
  - [A.](#) Cryptocurrency ATM Ordinance - Public Hearing
  - [B.](#) 27601-27651 Southfield Road - Site Plan Review
9. **General Communication**
  - [A.](#) Site Development Update
10. **Adjourn**



## Planning Commission Minutes

Tuesday, October 21, 2025 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** at 7:01pm
2. **Roll Call**

Present: Hillman, Scussel, Nordmoe, Robinson, Abraham, Hammond, Clarke at 7:05pm

Also Present: DDA Director Colson, Attorney Baker, City Clerk Emanuel, DDA/CED Project Coordinator Kennedy

Absent: N/A

Motion by Commissioner Hammond, seconded by Commissioner Robinson to excuse Commissioner Clarke's tardiness.

Yes: Hillman, Scussel, Hammond, Nordmoe, Abraham, Robinson

No: N/A

Motion Carried

### 3. **Approval of Agenda**

Motion by Commissioner Scussel, seconded by Commissioner Hammond to approve the agenda.

Yes: Hillman, Scussel, Hammond, Nordmoe, Abraham, Robinson

No: N/A

Motion Carried

### 4. **Approval of Meeting Minutes**

#### A. September Meeting Minutes

Motion by Commissioner Robinson, seconded by Commissioner Scussel to approve the September 16, 2025 meeting minutes.

Yes: Hillman, Scussel, Hammond, Nordmoe, Abraham, Robinson

No: N/A  
Motion Carried

## 5. Public Comment

Diane Anderson, commented in part about buildings dating back to the 1950's, Historic status for buildings, grants related to Historic preservation, and the City coordinating with Preservation Michigan.

## 6. Old Business and Tabled Items

### A. Proposed Cryptocurrency ATM Ordinance

DDA Director Colson, DDA/CED Project Coordinator Kennedy, Attorney Baker, and the Planning Commission discussed wording for the proposed Cryptocurrency ATM Ordinance including:

- The response from Lt. Zang regarding the Police view on the proposed ordinance
- Asking about New Customers and how they would be identified
- Daily and weekly truncation limits on the machines similar to what ATM's have
- Enforcement of daily/weekly limits and all aspects of the ordinance through the Code Enforcement Officer and the Police Department
- Requiring Identification
- Location restrictions of at least a mile between the machines
- Banks controlling ATM's versus the City Government for Cryptocurrency machines
- Machines might be owned by the store owner or someone who leases the space in the store
- Machine owner filling out applications and attesting to follow the ordinance during the Licensing process
- A study of the frequency of use of the machines
- Victims that might not have come forward due to embarrassment
- Some machines are mixed use both ATM and Crypto
- Asking City Council to have a Moratorium on these machines
- Notice of adoption published in the paper for approved ordinances

## 7. New Business None

## 8. Other Matters for Discussion None

## 9. General Communication

### A. Site Development Update Report

DDA Director Colson, gave updates on the status of development projects.

### B. Review Attendance Policies

Commissioner Hammond, reiterated some of the discussion from the City Council meeting last night, including that the City Charter already has language regarding attendance, and a former concern of not having quorum due to absences was alleviated when the Commission went from 5 to 7 members, and making sure members know the attendance expectations. Attorney Baker shared that Council

emphasized Committee and Commission members informing the DDA Director or Chair of the Commission if they are going to be absent, so they can be excused.

Commissioner Hillman, expressed the importance of being at the meetings to have quorum for site plans, and providing prior notification if we will not have quorum.

CED/DDA Project Coordinator Kennedy, that City Council wants the Planning Commission to look into the Sign Ordinance, that used to be zoning and is now a general ordinance.

Chair Hillman commented:

- The importance of creating Lathrup Village Planning Commission emails for each member and shared the address of the one that he created.
- Using reply vs reply all when sending emails and the Open Meetings Act and that discussions have to take place in a public meeting.
- City Council passed the Solar Ordinance previously approved by the Commission.
- Thanks to CED/DDA Project Coordinator Kennedy for all his work on the Ordinance.
- What is the next phase of the Master Plan review, and DDA Director Colson said he would email the timeline.
- Asked DDA Director Colson to ask City Administrator Greene to provide more than a 3 day Public notice for residents.

Commissioner Nordmoe, asked about the SWOT analysis he emailed DDA Director Colson and how it will be shared or used and DDA Director Colson, Attorney Baker, and Clerk Emanuel responded, and Commissioner Nordmoe will share his ideas at upcoming meetings.

Commissioner Hillman, commented in part: on the Planning Commission's role in disposition of City owned property and wanting the City Council to pause the solicitation of bids until after the completion of the Master Plan review.

Commissioner Clarke commented:

- Inquired about a link between future updating and the review of the Master Plan
- Future land use map
- Alternate use of the triangle and not giving it away so quickly

Attorney Baker responded to Commissioner Clarke, mentioning that it is not unheard of to contemplate future use of property for the Master Plan, that the City is interested in divesting City owned property to increase revenue, and the City Council liaison can take the concern back to City Council.

Chair Hillman, shared his concern that site plans would be reviewed under the current Master Plan at the same time, that the City is currently updating the Master Plan.

Attorney Baker, added that the Parcel owned by the DDA is out of the City Council's hands, and they can sell it without input or approval by the City Council or any other body.

DDA Colson, shared information about the proposed Urban Nursery that has an educational component and low traffic volume, compared to multi family or commercial uses that would also be allowed in that



Village Center area, and this DDA owned property is the Northeast Triangle and that the City owns the Southwest Triangle.

Commissioner Hammond, clarified that the request to take back to Council is to consider pausing action on the City owned parcel until there is an opportunity to provide input to the Master Plan for future land use.

Chair Hillman, expressed in part: that this is a way to be democratic and use this parcel of land as a topic of conversation in the Master Plan review.

Commissioner Robinson, likes it for a Nature Preserve.

CED/DDA Project Coordinator Kennedy, explained challenges that come with developing these properties, including the need of cutting, clearing, and abatement of invasive species

Chair Hillman, thought that Parks & Recreation might want to have some input on the property's use.

Commissioner Hammond, mentioned that City Council posts these requests for plans, but they do not always take action on the proposals that they receive, and this is the second time that they have asked for proposals and before they did not receive any bids.

## 10. Adjourn

Motion by Commissioner Robinson, seconded by Commissioner Abraham to adjourn at 8:31pm.

Yes: Hillman, Scussel, Hammond, Nordmoe, Abraham, Robinson

No: N/A

Motion Carried

# memorandum

**DATE:** November 14, 2025  
**TO:** Lathrup Village Planning Commission  
**FROM:** Eric Pietsch & Jill Bahm, Giffels Webster  
**SUBJECT:** Zoning Amendment – Cryptocurrency ATMs

---

## Previous Action/Discussion

- At the October 21, 2025 meeting, the Planning Commission reviewed the current draft language of the proposed ordinance amendment pertaining to cryptocurrency ATMs. In response, the Planning Commission requested limiting the number of cryptocurrency ATMs within 1 mile of each other, adding restrictions on the number of transactions allowed within a 24-hour period, and the removal of the language pertaining to new users. These changes are reflected in the updated draft of this proposed ordinance amendment attached.
- On August 19, 2025, the Planning Commission received public comment pertaining to its continued discussion regarding whether or not to allow cryptocurrency ATMs in the city. One person spoke in strict opposition to these types of machines, which led to some consideration of an outright ban. While a ban is an option, there was concern that potential lawsuits could result in a strain on city resources. As an alternative, the Commission was open to allowing them in the Commercial Vehicular (CV) district only. Additionally, it is widely agreed upon that any machine placed in the city should have warning notices that communicate the risks associated with participating in cryptocurrency transactions.
- At the July 15, 2025 meeting, the Planning Commission discussed amending the ordinance to allow cryptocurrency ATMs in certain areas of the city and establishing standards with the intent to protect the health, safety, and welfare of the public. The Commission requested the Virtual Currency Machine Ordinance of Grosse Pointe Farms be used as guidance for consideration of draft language for an ordinance in Lathrup Village.

## Introduction

### *What prompted this amendment?*

- The following information is in response to a request from the Planning Commission's desire to learn more about cryptocurrency and its evolving presence within communities. At a recent Planning Commission meeting where check cashing businesses were a topic of discussion, a resident commented on a report out of Waterford Township, MI that highlighted security concerns while using crypto kiosks or ATMs. There is interest in determining if municipalities are regulating cryptocurrency establishments (mainly kiosks or ATMs) and what the current findings unveil.

## Current Language

*What does the ordinance say?*

- The ordinance does not include any provisions for cryptocurrency/virtual currency or the machines that service cryptocurrency transactions, nor does it define a term, or related term.

*What does the Master Plan say?*

- Cryptocurrency, or digital currency, is a relatively new concept that is increasingly becoming more mainstream. Therefore, the Master Plan is silent as it relates to these terms.

## Security Concerns

- As one example, the legal status of bitcoin, as a cryptocurrency, varies substantially from one jurisdiction to another. Because of cryptocurrency's decentralized nature and its global presence, **regulating bitcoin is difficult**. However, the use of bitcoin can be criminalized, and shutting down exchanges and the peer-to-peer economy in a given country would constitute a de facto ban (*Jacob Weindling "China May Be Gearing Up to Ban Bitcoin"*). The use of bitcoin by criminals has attracted the attention of financial regulators, legislative bodies, and law enforcement. Nobel-prize winning economist Joseph Stiglitz says that bitcoin's anonymity encourages money laundering and other crimes. This is the main justification behind bitcoin bans. As of November 2021, nine countries applied an absolute ban (Algeria, Bangladesh, China, Egypt, Iraq, Morocco, Nepal, Qatar, and Tunisia) while another 42 countries had an implicit ban.

In Lathrup Village, there is recognition that cryptocurrency ATMs offer legitimate currency transactions and that the technology is becoming more widely used. Therefore, when considering an ordinance amendment, the Planning Commission should focus on ways to ensure the public health, safety, and welfare are protected.

## Considerations for Permitting Cryptocurrency ATMs

- Establishing a definition(s)
- Location: which zoning districts to allow the use
- Establish requirements for posted warnings of the risks associated with cryptocurrency transactions.

## Additional Research

The following information was included in previous discussions with the Planning Commission and is provided for reference and familiarity of the terms previously used.

- **Cryptocurrency** is a digital currency in which transactions are verified and records maintained by a [decentralized](#) system using [cryptography](#), rather than by a [centralized](#) authority.
- **Cryptography** is the art of writing or solving codes.
- **Decentralize** means to be controlled by several local offices or authorities rather than one single one.

Per Oswego University of NY:

- Cryptocurrency, or crypto, is a form of digital currency that can be used for internet-based electronic payments or as a store of value. The **idea of "digital cash"** isn't new—credit cards, PayPal, Venmo, and other payment methods permitting easy, traceable electronic transactions came before.
- Cryptocurrency differs from other digital transactions primarily through its **decentralized** nature and use of blockchain technology. Unlike traditional digital transactions that are managed by banks or payment processors, cryptocurrencies operate on a peer-to-peer network secured by cryptography and recorded on a public, transparent blockchain (source: coursera).
- **Blockchain technology** is a shared, immutable (*can't be tampered with*) ledger that records transactions in a secure and transparent way. It's a **decentralized** system where data is stored in blocks that are linked together in a chain, making it difficult to alter or tamper with past records. This technology is often associated with cryptocurrencies like [Bitcoin](#), but it has potential applications in various industries beyond finance.
- **Bitcoin** is the first [decentralized cryptocurrency](#). Based on a [free-market](#) (*supply & demand*) ideology, bitcoin was invented in 2008.

### **Waterford Township Reported Scam**

[Police warn of rise in Bitcoin ATM scams in Waterford, install large signs](#) (wxyz.com)

- The Waterford Police Department started an initiative to post large warning signs next to Bitcoin ATM machines at nearly 20 local businesses around Waterford, cautioning customers before sending large sums of money to potential scammers. However, nothing has been written into an ordinance.
- The report states law enforcement was able to retrieve \$7,000 of the victim's cash, which had the transition gone through, would have amounted to \$16,000.
- Waterford police say these types of attempted scams occur at least once a week and that cases have ranged from \$500 - \$500,000 where the money is almost always lost.

### **State of Michigan**

- There was no finding of any instance of a codified regulation in Michigan, and there are no real statewide guidelines or regulations regarding crypto ATMs – it seemingly continues to be a gray area, policy wise.

### **Other States**

- Omaha, Nebraska, which recently passed an ordinance [requiring](#) all crypto ATMs to have a written warning to alert users of potential fraud or scam risks.

Sec. 3.13. – Cryptocurrency teller machine warning notice.

- (a) Any person or business operating or providing access to a functioning crypto automated teller machine (ATM) or Bitcoin teller machine (BTM) on its premises shall post a written warning in the form of a sign within readable sight of the crypto ATM or BTM providing notice to customers and users of the potential fraud or scam risks associated with utilizing the crypto ATM or BTM.
- (b) The written warning or sign referenced in this section shall be provided by the Omaha Police Department who may cooperate with other law enforcement agencies.

(c) It shall be unlawful for any person or business operating, or providing access to, a functioning crypto automated teller machine (ATM) or Bitcoin teller machine (BTM) not to post such a notice. Any person or business found guilty of violating the provisions of this section shall receive a \$500.00 fine.

- Spokane, Washington City Council voted in June to ban crypto ATMs throughout the entire city. The ordinance reads as follows:

#### **10.90.040 Virtual Currency Kiosks Prohibited**

It shall be unlawful for any person or entity to host, allow, operate, permit, locate or place a Virtual Currency Kiosk within the City of Spokane. All Virtual Currency Kiosks existing in the City as of the Effective Date of this Ordinance must be removed within 60 days after the Effective Date.

#### **10.90.050 Exceptions**

Nothing in this Chapter shall be construed to regulate or restrict a transfer of Virtual Currency. This Section does not apply to any Virtual Currency Transfers that are conducted without the use of a Virtual Currency Kiosk and does not intend to interfere with other types and methods of Virtual Currency Transfers.

#### **10.90.060 Penalty**

Violations of this section may result in a class 1 civil infraction issued to the Virtual Currency Kiosk Operator. In addition, the City of Spokane may cancel or revoke the business license or registration of any Virtual Currency Kiosk Operator in violation of this chapter.

## Cryptocurrency ATM Locations in Lathrup Village

- Unless determined otherwise, a simple online search reveals there are currently no cryptocurrency ATM or BTM kiosks within the city limits of Lathrup Village. However, search results indicate kiosks can be found within close proximity beyond the boundaries of the city.



Real world example of a digitally posted warning sign on a Cryptocurrency ATM:

## **Amend Section 2.2: Definitions to add:**

**Cryptocurrency.** Any digital representation of value for which transactions are recorded on a cryptographically secured ledger or any similar technology or system.

**Cryptocurrency ATM.** Any stand-alone machine, kiosk, ATM device, or similar equipment that is capable of accepting or dispensing legal tender in exchange for virtual currency.

## **Amend Section 3.1.6., Zoning Districts, to add subsection D, Accessory Uses, in the CV Commercial Vehicular District. Add Cryptocurrency ATMs as an accessory use in the CV District. Move Development Standards to a newly added subsection E.**

### Section 3.1.6.D. ACCESSORY USES

- i. Cryptocurrency ATMs

### Section 3.1.6.E. DEVELOPMENT STANDARDS

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

Section 4.24. Cryptocurrency ATMs. When permitted in the Commercial Vehicular District only, the following standards shall apply:

1. **Location.** A cryptocurrency ATM shall not be located any nearer than 1 mile (5,280 feet) to any other cryptocurrency ATM location, whether inside or outside of the city limits.
2. **Registration and Licensing of Cryptocurrency ATMs.** The operator of any cryptocurrency ATM located within the geographic boundaries of the City of Lathrup Village:
  - a. shall, prior to accepting any transactions via such cryptocurrency ATM, register such machine with the Director of Public Safety or his or her designee, on forms provided by the Department of Public Safety, and shall provide the name and address of the operator, the name and address of the person(s) directly responsible for the maintenance and operation of each cryptocurrency ATM, the physical location of each cryptocurrency ATM, and such other information as may be required by the Director of Public Safety;
  - b. shall, prior to accepting any transactions via such cryptocurrency ATM, apply for and obtain a business license issued by the City of Lathrup Village and continually maintain and renew such license while such cryptocurrency ATM is in operation; and
  - c. shall not file any false or misleading information in connection with such registration and license application.
3. **Disclosures and Warnings.** Before entering into any transaction with a customer, the operator of a cryptocurrency ATM shall disclose to the customer in a clear, conspicuous, legible, and easily readable manner, at least the following information and warnings:
  - a. All relevant terms and conditions of the transaction, including the amount of the transaction, the type or category of cryptocurrency, and the timing of any settlement of the transaction;
  - b. the amount of any and all fees related to the transaction to be paid by the customer;

- c. a warning that the transaction is final, that the amount of the transaction of any related fees are not refundable, and that the transaction may not be reversed;
  - d. a consumer fraud warning that a customer should never initiate a transaction involving sending money to a person or entity that they do not know or trust; and;
  - e. the telephone number of the customer service helpline required under this Ordinance, and a request that the customer contact the helpline immediately upon suspicion of any fraudulent activity related to the cryptocurrency machine or any transaction related to such machine.
4. **Customer Service Helpline.** The operator of each cryptocurrency ATM shall maintain, on a continuous basis, while any cryptocurrency ATM is capable of processing transactions, a customer service helpline staffed by trained and responsible natural persons employed by or on behalf of the operator.
  5. **Receipts.** In connection with any transaction processed at a cryptocurrency ATM, the machine must produce a written receipt containing, at minimum, the name of the customer, the amount of the transaction and any related fees, the time and date of the transaction, the name and contact information for the operator of the cryptocurrency ATM, and the telephone number of the customer service helpline required under this Ordinance.
  6. **Limits of Customer Transactions.** The operator of a cryptocurrency ATM shall not process the transaction(s) of any one (1) customer more than two (2) times during any twenty-four (24) hour period, nor shall the value of the combined two (2) transactions within a twenty-four (24) hour period exceed two thousand dollars (\$2,000.00).
  7. **Penalties.** Any violation of the provisions of this Ordinance shall be deemed a civil infraction, and upon a finding of responsibility shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) for each violation. Each day on which a violation of the provisions of this Ordinance continues without remedy shall be deemed a separate violation of this Ordinance.

## Austin Colson

---

**From:** Michael Zang  
**Sent:** Friday, October 17, 2025 10:40 AM  
**To:** Austin Colson; Scott McKee  
**Subject:** RE: Request for Review – Proposed Ordinance on Cryptocurrency/Bitcoin ATMs

Austin,

I appreciate you reaching out for our input on this.

We definitely have concerns about scams and cryptocurrency ATM machines. Just this past week we took a report from a resident who is a victim of a scam and sent over \$60,000 in cash as cryptocurrency to a scammer. Like Waterford PD mentioned, most of these cases result in a total loss to the victims who are often elderly. We are in the process of investigating that case I mentioned, but these suspects move cryptocurrency so quickly to different wallets, then eventually move it to a dormant wallet, which is completely irreversible and offline.

While I understand the legality issues and not being able to ban it outright, would there be a daily limit per user we can impose on these ATMs by ordinance? Creating the limit would help mitigate some losses especially from the elderly. Additionally, could we impose a secondary approval from the store owner for larger transaction amounts? I realize this may bring some unwanted liability to the store owner, but this could maybe help in having another person's opinion on the transaction. I would say at a minimum the mandatory signage at every ATM is extremely important.

If you have any additional questions, please let me know.



Michael Zang  
 Detective Lieutenant  
 Lathrup Village Police Department  
 248-663-6031  
 248-569-2529 - Fax



### LATHRUP VILLAGE POLICE DEPARTMENT

**OFFICIAL SECURITY NOTICE:** This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. Sec. 2510-2521, is confidential and may be official, proprietary or legally privileged. The information is solely for the use of the addressee named above. If you are not the intended recipient, any disclosure, copying, distribution, or other use of the contents of this information is strictly prohibited. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient. If you have received this E-mail in error, please notify us by return E-mail and delete this message. Thank you.

---

**From:** Austin Colson <acolson@lathrupvillage.org>  
**Sent:** Wednesday, October 15, 2025 4:15 PM  
**To:** Scott McKee <smckee@lathrupvillage.org>; Michael Zang <mzang@lathrupvillage.org>  
**Subject:** Request for Review – Proposed Ordinance on Cryptocurrency/Bitcoin ATMs

Hey guys,



The Planning Commission has been considering an ordinance regarding the regulation of Crypto/Bitcoin ATMs in the community, they have asked for your review and input.

National and local agencies report increasing fraud schemes using crypto ATMs, often targeting older residents. Because transactions are nearly anonymous and difficult to reverse, victims are frequently directed by scammers to deposit cash into these kiosks with little transparency or recourse. We're exploring standards to reduce harm and improve traceability.

Key elements under consideration:

- **Registration:** Require all crypto/Bitcoin ATMs operating in the City to register with the police department.
- **Consumer Warnings:** Mandate a highly visible fraud warning label/sign on front of each machine, plus disclosure of fees.
- **Location Limits:** Allow installations only within the Vehicular (CV) district along Southfield Road (and potentially MX), rather than broadly across commercial areas.

The Planning Commission is also discussing an outright ban within our commercial districts. Our City Attorney, Scott Baker, has advised that being the first community to adopt a total ban could expose the City to legal challenge to reinstate the right to install these machines.

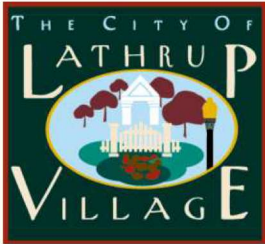
Could you both please review the attached draft and provide any operational, enforcement, or public-safety recommendations—particularly regarding:

- The practicality of the registration process and what information DPS would need;
- Warning label content/placement that would most effectively deter scams;
- Any additional standards that would help protect vulnerable residents;

The Planning Commission asked specifically for your input on both the ordinance approach and the language before it advances. If feasible, a brief written response or redlines ahead of our next meeting would be greatly appreciated.

**Austin Colson**

Community & Economic Development/DDA Director  
City of Lathrup Village  
(248) 639-8530



A HERITAGE OF GOOD LIVING

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

**Office Use Only**

Date Submitted: \_\_\_\_\_

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: 27601-27651 Southfield Road, Lathrup Village, Michigan

Subject Property Parcel Number: 24-14-432-010

Project Name: Surnow Co. Lathrup Village Center -- 2026 Updated Site Plan

**Applicant Information**

Name: Oakland Development, LLC

Address: \_\_\_\_\_ State: MI Zip Code: 48009

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Interest in Property: Owner

**Property Owner Information**

Name: Oakland Development, LLC

Address: 320 Martin Street, Suite 100, Birmingham State: MI Zip Code: 48009

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_



**Proposed Building/Alteration Information**

Proposed Use: Retail &amp; Restaurant

Existing Zoning: Village Center

Square Footage of New/Altered Building: 11,000 Square Feet

Number of existing jobs: \_\_\_\_\_ New jobs created: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_

Project Architect				
Name:	Andrew Rudynyky			
Address:		State:	MI	Zip Code:
Phone Number:		Cell:		
Email Address:				
Project Engineer				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Project Attorney				
Name:	Larry Sherman			
Address:		State:	MI	Zip Code:
Phone Number:		Cell:		
Email Address:				
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.				
<input checked="" type="checkbox"/>	One (1) completed and signed copy of the application for site plan review			
<input checked="" type="checkbox"/>	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			
<input type="checkbox"/>	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:				
Applicant's Printed Name:	Sam Surnow			
Date: Aug 28, 2025	8/28/2025			
Owner's Signature:				
Owner's Printed Name:	Sam Surnow			
Date: Aug 28, 2025	8/28/2025			



## 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name and address, and telephone number.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block indicating the name of the development.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Northpoint.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of submission and revisions (month, day, and year).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map drawn to scale without northpoint.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal and common description of property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A schedule of completing the project, including the phasing or timing of all proposed developments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written description of proposed land use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning classification of applicant's parcel and all abutting parcels.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proximity to driveways serving adjacent parcels.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proximity to section corner and major thoroughfares.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notation of any variances which have or must be secured.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Front, side, and rear setback dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed site plan features, including buildings, roadway widths and names, and parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Acceleration, deceleration, and passing lanes, where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed location of driveway entrances and on-site driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Typical cross-section of proposed roads and driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of sidewalks within the site and within the right-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exterior lighting locations and method of shielding lights from shining off the site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash receptacle locations and method of screening, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Calculations in accordance with Zoning Ordinance Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The location of lawns and landscaped areas, including required landscaped greenbelts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Cross-section of proposed berms.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indication of the number of stores and number of commercial or office units contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Building floor plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total floor area.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location, size, height, and lighting of all proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.






# 27601 - 27651 Southfield Road -- Site Plan Submission -- The Surnow Company

Final Audit Report

2025-08-28

Created:	2025-08-28
By:	Jordan Sherman (jshearn@surnow.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuYDGxJ6lnpAlViaya3qBd8AckSWGqDP5

## "27601 - 27651 Southfield Road -- Site Plan Submission -- The Surnow Company" History

-  Document created by Jordan Sherman (jshearn@surnow.com)  
2025-08-28 - 5:29:37 PM GMT
-  Document emailed to Sam Surnow (sam@surnow.com) for signature  
2025-08-28 - 5:29:57 PM GMT
-  Email viewed by Sam Surnow (sam@surnow.com)  
2025-08-28 - 5:45:57 PM GMT
-  Document e-signed by Sam Surnow (sam@surnow.com)  
Signature Date: 2025-08-28 - 5:46:10 PM GMT - Time Source: server
-  Agreement completed.  
2025-08-28 - 5:46:10 PM GMT



October 31, 2025

Lathrup Village Center  
The Surnow Company  
Retail and Restaurant Parking Counts

In reference to Section 5.13.13 of the Lathrup Village zoning ordinance

Rita's restaurant parking:

1,107 sf GFA / 70 sf GFA = approx. 16 spaces

Salon/H&R retail parking:

2,281 sf GFA / 200 sf GFA = approx. 12 spaces

Retail Parking

1749 sf GFA / 200 sf GFA = approx. 9 spaces

Sobel Eyecare parking:

1740 sf GLA / 175 sf ft GLA = approx. 10 spots

Middle eats parking w/ addition

1 per 2 employees + 1 per 2 max customers

50 max customers + 15 max employees = 65 max occupants/2 = approx. 33 spaces

Total spaces required:

Approx. 80 spaces

Includes 4 handicap

Total spaces provided:

89 spaces

Includes 4 handicap



November 13, 2025

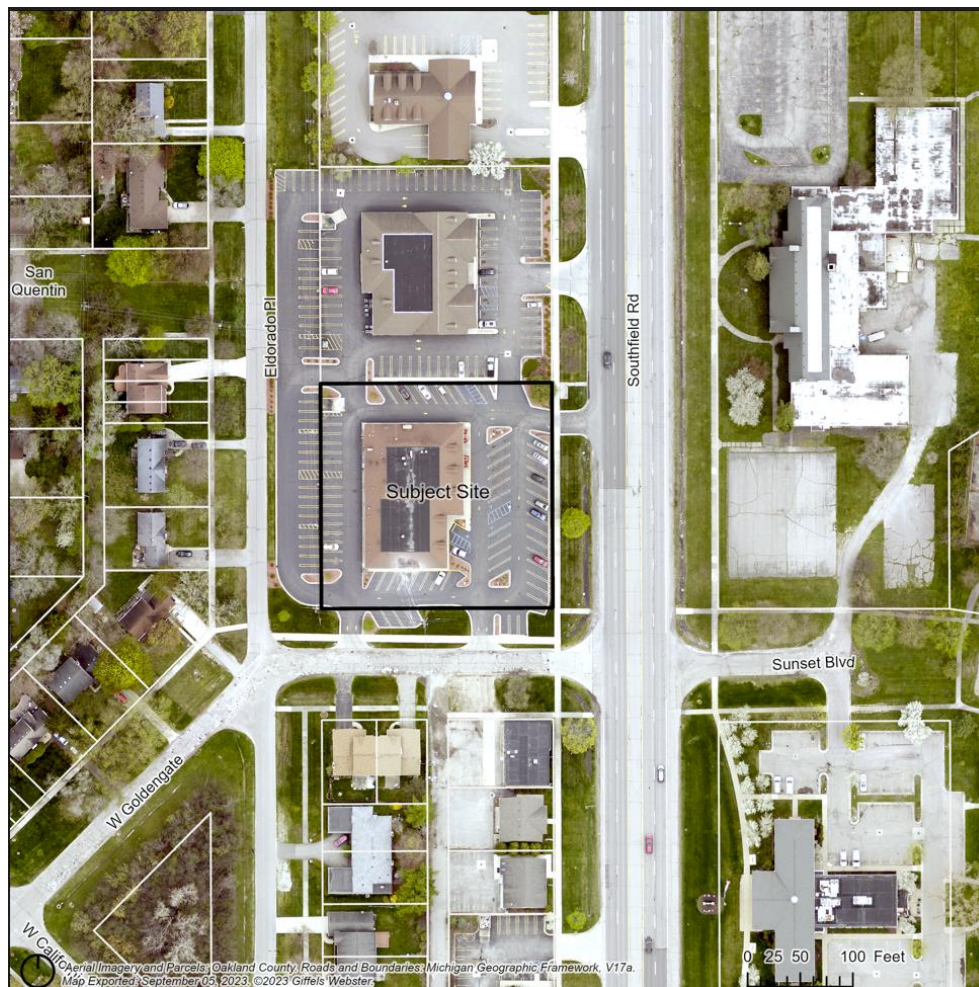
Planning Commission  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

## Site Plan Review

Site: 27601 Southfield Road  
Applicant: Oakland Development, LLC  
Plan Date: November 3, 2025  
Zoning: VC Village Center District  
Parcel ID: 24-14-432-010  
Proposal: Commercial Site Plan Update

Dear Planning Commissioners,

We have reviewed the site plan application, and a summary of our findings is below.



## REVIEW SUMMARY

1. The application requires site plan approval by the Planning Commission (Section 6.1).
2. The existing dumpster and enclosure location in the El Dorado Drive front yard is considered an existing nonconforming accessory structure. This dumpster enclosure will be removed and a new enclosure, consisting of two dumpsters, will be constructed in the east side yard.
3. The Planning Commission may consider requiring additional landscape screening measures to further obscure the view of the dumpster enclosure from the street and adjacent residential properties.
4. The 10' x 40' loading zone will be relocated to the front of the side yard dumpster enclosures.
5. The proposed use classifications for each tenant space results in the subject site providing more parking than the ordinance requires.

## DETAILED REVIEW

### Project Summary

The proposed project reconfigures the sizes of the existing tenant spaces, a portion of which includes restaurant uses. The 1.1-acre site is zoned VC – Village Center District and is located along the west side of Southfield Road, between Sunset Drive to the north and Goldengate Drive to the south. The existing building consists of 11,000 square feet, one floor, and seven tenant lease spaces (5 retail tenants and 2 restaurant tenants). One driveway along Southfield Road provides vehicular access to the site and the adjacent parcel to the north, under common ownership, provides shared access to one additional driveway along Southfield Road. Two additional access points to-and-from Goldengate Drive are provided along the south property line and are proposed to be maintained. The abutting properties on all sides are zoned VC – Village Center, however, the lots west of the site exist as single-family residential. No additional square footage is proposed to be added to the existing 11,000 square foot building.

An approved site plan is on file, as of September 19, 2023.

### Proposed

1. **Use.** The applicant intends to maintain the building's current tenant mix of 7 spaces; however, one of the existing restaurants proposes an expansion within the overall building's floor area. This expansion of the existing restaurant beyond 1,000 square feet into the adjoining vacant space requires reapproval of the site plan from the Planning Commission (Sec. 6.1.1.B.iv.).

2. **Waste and Rubbish (Section 5.3).**

Location (5.3.2.C). Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least 10 feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district.

*An existing dumpster enclosure was shown on the original site plan, abutting the property line in the El Dorado Drive front yard. The west side of the site, facing El Dorado, serves as the back of the facility and therefore, the existing dumpster enclosure location is considered an existing nonconforming structure. When the Planning Commission approved the site plan for the building renovations in September of 2023, there were no proposed changes to the existing dumpster enclosure.*

*The previous site plan showed the expansion of the existing dumpster enclosure to accommodate a second dumpster in the El Dorado Drive front yard. As a result, the 16 on-site parking spaces along the western property line, facing El Dorado Drive, had been reduced by 2 to 14 and the nonconforming structure was expanded, which is not permitted by the ordinance.*



Existing dumpster enclosure from the El Dorado Drive front yard.

The applicant is now proposing to remove the existing dumpster enclosure out of the front yard and install an enlarged enclosure, consisting of two dumpsters, within the site's north side yard.

**Screening (5.3.2.E).** All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six feet in height on three sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three sides so that no refuse bin projects outside of the open side.

**Site Plan Requirements. (5.3.2.G).** The location and method of screening of dumpsters shall be shown on all site plans.

*The proposed dumpster enclosure will be 8'-4" on three sides and opaque gates (of the same height) on the fourth side, all of which will consist of materials listed as acceptable by the ordinance. Additionally, a line of arborvitae exist at the El Dorado property line to provide an evergreen screen that softens the buffer between the dumpster and the right-of-way.*

3. **Building Materials (Section 5.4).** -No proposed change.
4. **Outside Illumination (Section 5.8).** -No proposed change.
5. **Off-Street Parking (Section 5.13)** Off-street parking facilities shall be adequate when the users and their invitees are able to park their motor vehicles in spaces provided while visiting the establishment without resort to the public right-of-way areas or the parking facilities of others except on rare and infrequent occasions or when otherwise permitted in this ordinance. Parking spaces shall comply with the minimum standards of this article.

*Prior to the proposed site plan updates, the off-street parking analysis determined 90 total parking spaces were required for the site (53 spaces for the restaurant tenant and 37 spaces for the retail tenant spaces). To meet this demand, the site provided 91 parking spaces (67 on-site and 24 on-street).*

*Proposed modifications to the existing parking facility result in 64 on-site parking spaces and 24 on-street (El Dorado Drive and Goldengate Drive rights-of-way) to be maintained as-is, resulting in 88 total parking spaces being provided to meet the 96-space parking requirement.*



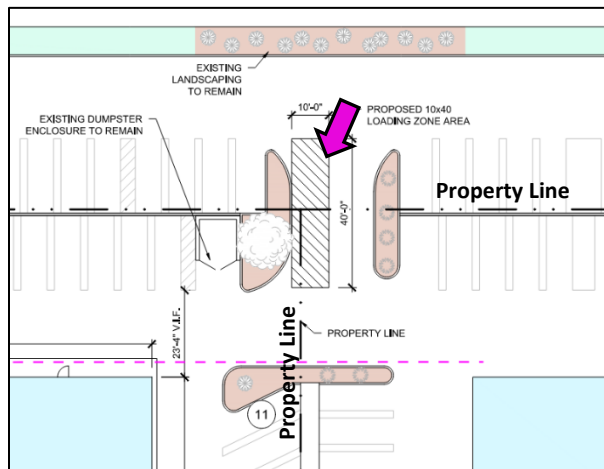
Parking Standards				
Ordinance Standard	Zoning Ord Section	Required	Provided	Comments
27651 Southfield Rd. <b>Restaurant (expanding)<sub>1</sub></b>	Sec. 5.13.13.D.	33 spaces (1 per 2 employees, plus 1 per 2 max. customers)	65 on-site spaces;  24 on-street spaces	<i>The site plan no longer proposes a 3<sup>rd</sup> restaurant tenant space and a shared parking analysis. A parking agreement with the property to the north is no longer proposed.</i>
27641 Southfield Rd. <b>Eye Care Clinic</b>		10 spaces (1 per 175 sf. GLA)		
27631 Southfield Rd. <b>Retail (vacant)</b>		9 spaces (1 per 200 sf. UFA)		
27621 Southfield Rd. <b>Retail</b>		6 spaces (1 per 200 sf. of UFA)		
27611 Southfield Rd. <b>Salon</b>		6 spaces (1 per 200 sq. ft. of usable area)		
27601 Southfield Rd. <b>Restaurant (existing)<sub>2</sub></b>		16 (1 per 70 sf. GFA)		
<b>Tenants Combined</b>		80 spaces	89 spaces	

- 1) The existing anchor tenant, Middle Eats restaurant, initially calculated its ordinance-required parking of 37 spaces by way of the 1 space per 70 square feet of gross floor area ratio. With the proposed expansion, the parking requirement was determined by the sum of the number of employees and the maximum number of customers that could occupy the space. This updated calculation is allowed by the ordinance and results in a requirement of 33 spaces, which is 4 spaces less than originally required, even with the additional floor area.
- 2) The second approved restaurant, Rita's, accounted for 16 of the parking spaces provided. There is no change proposed with this use.
- 3) **Additional parking review comment 1:** Per Section 5.13.10.B., in the VC and MX Districts, a property owner may use or install, at the property owner's cost, on-street parking in the public right-of-way to satisfy up to 25% of the required number of parking spaces. The applicable road right-of-way owner retains all rights to activities within the right-of-way.

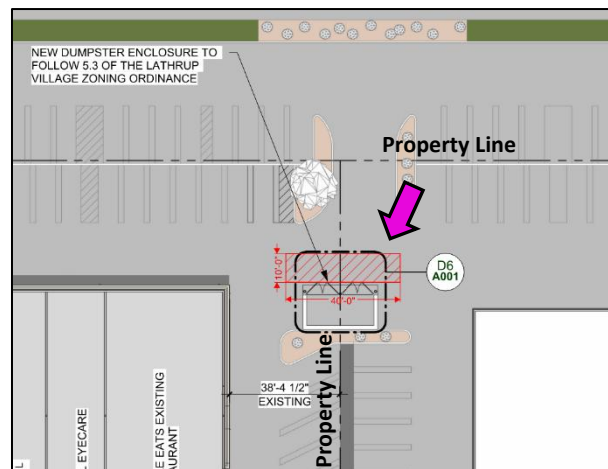
*The site provides 24 parking spaces in the right-of-way and is permitted to do so: 25% of 80 = 20 (18 spaces along El Dorado and 6 spaces along Goldengate).  
20 + the remaining 64 on-site spaces = 84 spaces, which exceeds the requirement by 4.*

6. **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.

*The site plan identifies the designated 10' x 40' loading zone straddling the property line between the subject site and the northern adjacent site, under common ownership of the applicant. As stated above, ordinance-required loading zones shall be independent and unobstructive to driveways, drive aisles, and parking spaces. The Planning Commission may wish to discuss the proposed location of the required loading zone, which is shown to partially obstruct drive aisles and access to the existing dumpster pad. We note that when the loading zone is occupied, the vehicular circulation of the combined sites does not appear to be hindered. No vehicle shall obstruct the the dumpsters during times of waste pick-up.*



Approved Delivery Space Layout



Proposed Delivery Space Layout (10' x 40')

7. **Landscaping (Section 5.15.15).** Special landscaping requirements. No site plan shall be approved unless the plan affirmatively shows that reasonable care and diligence has been exercised to preserve existing healthy trees and shrubs and other valuable mature plant materials on the site.

*The proposed site layout and shared parking plan does not include any changes to the landscaping at the sites. Unless parking lot or building expansions are made, additional landscaping is not required.*

8. **District Development Standards – Village Center (Section 3.1.8).** -No proposed change.
9. **Site Plan Review by Planning Commission (Section 6.1.1.B.vi.)** Construction of an addition to an existing building or expansion of an existing, conforming use, subject to the following:
- No variances to the requirements of this article are required.
  - 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.

*The expansion of the Middle Eats restaurant exceeds the 25% allowance for the proposed scope of work to be considered for administrative site plan approval.*

We will look forward to discussing the site plan application with the Planning Commission at the November 18 Planning Commission meeting.

Regards,

Giffels Webster

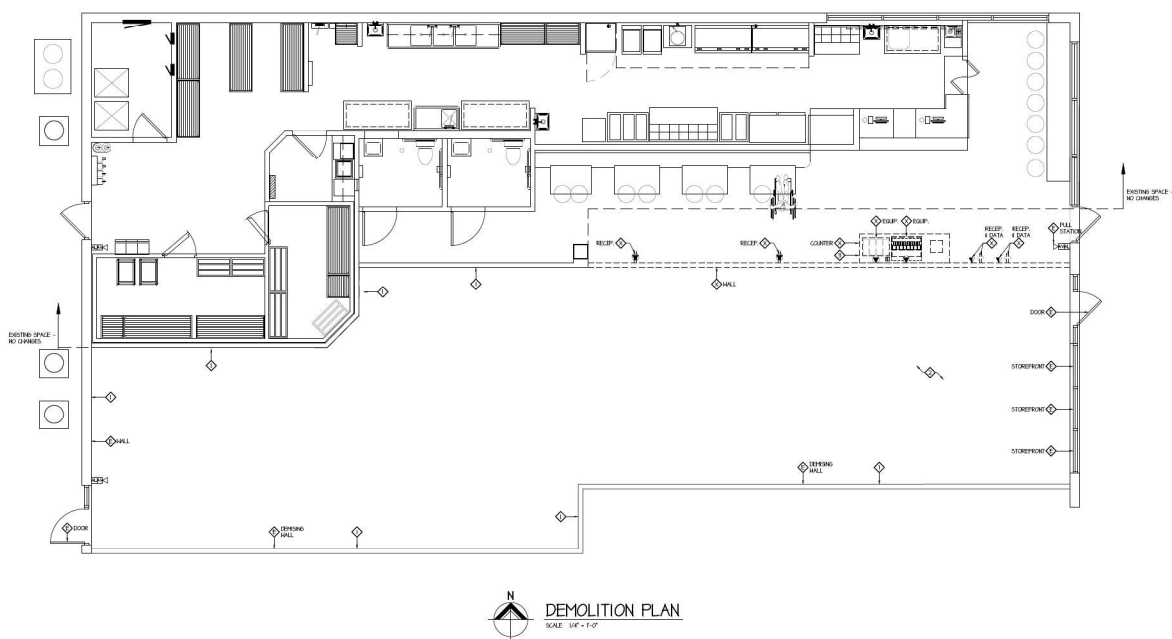
*Jill S. Bahm*

Jill Bahm, AICP  
 Partner

*Eric M. Pietsch*

Eric Pietsch  
 Senior Planner





### Demolition Key Notes

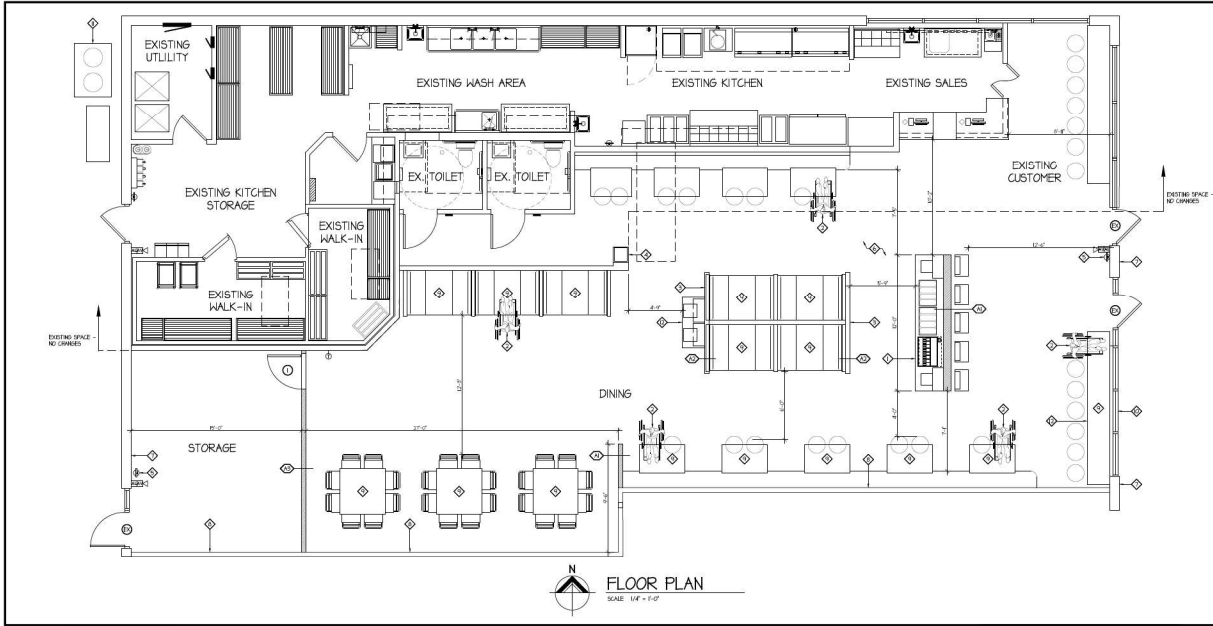
- EXISTING PARTITION IS TO REMAIN**
- EXISTING PARTITION IS TO BE REMOVED INCLUDING: WALL, SWITCHES, OUTLETS, THERMOSTATS, ETC. PATCH EXISTING WALLS, FLOORS AND CEILING AS REQUIRED.
- EXISTING TO REMAIN (UNARMED) PROTECT DURING REDEMITION WORK.**
- TO BE COMPLETELY REMOVED, INCLUDING ALL RELATED SUBSYSTEMS: MECHANICAL, ELECTRICAL, AND PLUMBING. UNARMED CONNECTIONS ARE TO BE REMOVED AND CAPPED TO A POINT THAT WILL NOT INTERFERE WITH THE NEW PLUMB, PATCH EXISTING WALLS, FLOORS AND CEILING AS REQUIRED.
- TO BE COMPLETELY REMOVED, INCLUDING ALL UNARMED CONNECTIONS AND RELOCATED. UNARMED CONNECTIONS ARE TO BE REMOVED AND CAPPED TO A POINT THAT WILL NOT INTERFERE WITH THE NEW PLUMB, PATCH EXISTING WALLS AND CEILING TO REMAIN AS REQUIRED.

### Demolition General Notes

- [illegible]

- [illegible]





#### Floor Plan Notes

- ① CARBONITE WITH HARD SURFACE TOP AT 2'-47\"/>
- ② REFER TO INTERIOR ELEVATIONS & SECTION ON SHEET A1.1
- ③ 16\"/>
- ④ EXISTING CUSTOMER BOARD ENCLOSURE AROUND CULPIT V.I.F. PATCH AND REFER AS REQUIRED
- ⑤ PATCHES PATCHED: GILD AND FIRE FINE EXTRA/EXTERIOR LOCATION
- ⑥ PROVIDE AN OVERSILL WITH FINISH FINISHED AT 24\"/>
- ⑦ EXISTING EXTERIOR WALL PATCH & REFER AS REQUIRED
- ⑧ PATCHING EXTERIOR WALL PATCH & REFER AS REQUIRED
- ⑨ FINISHES BY TYPED
- ⑩ PROVIDE AN OVERSILL FINISH OVER THE EXISTING KITCHEN BEHIND COUNTER. PATCH THE KITCHEN COUNTER WITH 1/2\"/>
- ⑪ EXISTING GREASE TRAP: VERIFY LOCATION IN FIELD SERVICE AS REQUIRED
- ⑫ CARBONITE-BUILT COUNTER WITH HARD SURFACE TOP TOP SURFACE AT 2'-47\"/>

**ARCH AMERICA**  
ARCHITECTS  
1000 N. 10TH AVE., SUITE 200  
DENVER, CO 80202  
TEL: 303.733.8800  
FAX: 303.733.8801

REMODELED RESTAURANT AT  
**27651 Southfield Road**  
LATHRUP VILLAGE, MICHIGAN 48076

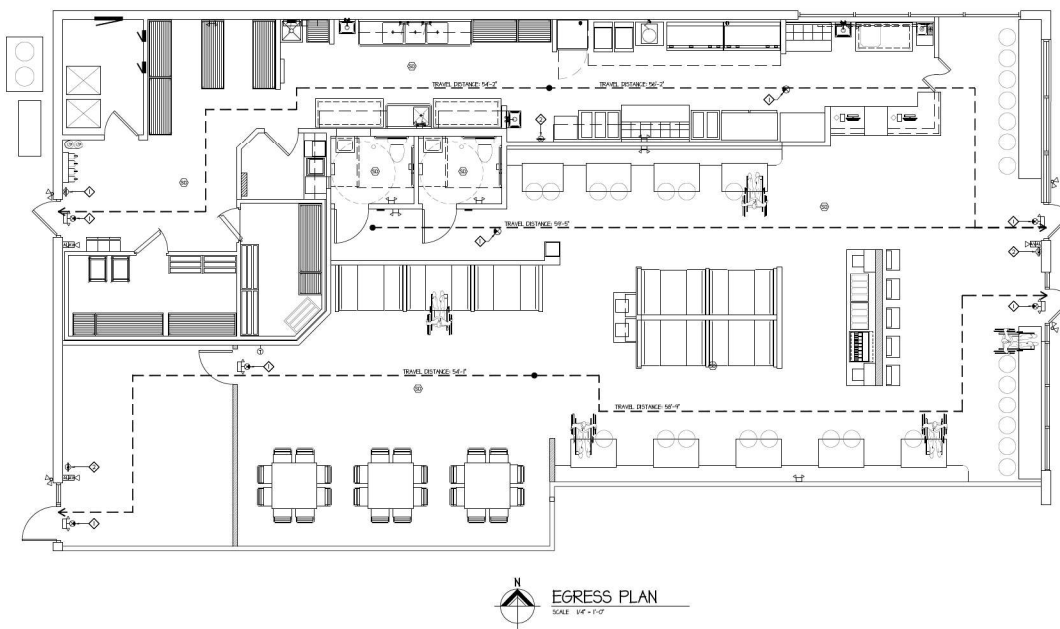
FLOOR PLAN & NOTES

DATE

FOR PERMIT  
8-22-2025

25080

**A1.1**



### Egress Plan Notes

- ① EXT SKIN - REFER TO ELECTRICAL  
② WALL MOUNTED FIRE EXTINGUISHER. REFER TO SHEET A11

### Occupancy Calculations

<b>KITCHEN (COMMERCIAL) (EXISTING)</b>	
OCCUPANT LOAD:	1 PERSON / 200 SQ. FT.
FLOOR AREA:	447 SQ. FT.
TOTAL OCCUPANTS:	2 PERSONS
<b>SERVICE (EXISTING)</b>	
OCCUPANT LOAD:	1 PERSON / 60 SQ. FT.
FLOOR AREA:	136 SQ. FT.
TOTAL OCCUPANTS:	2 PERSONS
<b>STORAGE KITCHEN (EXISTING)</b>	
OCCUPANT LOAD:	1 PERSON / 300 SQ. FT.
FLOOR AREA:	267 SQ. FT.
TOTAL OCCUPANTS:	1 PERSONS
<b>OFFICE (EXISTING)</b>	
OCCUPANT LOAD:	1 PERSON / 100 SQ. FT.
FLOOR AREA:	45 SQ. FT.
TOTAL OCCUPANTS:	1 PERSONS
<b>TOILETS/CORRIDOR (EXISTING)</b>	
OCCUPANT LOAD:	1 PERSON / 50 SQ. FT.
FLOOR AREA:	89 SQ. FT.
TOTAL OCCUPANTS:	3 PERSONS
<b>DINING</b>	
OCCUPANT LOAD:	1 PERSON / 15 SQ. FT.
FLOOR AREA:	326 SQ. FT.
TOTAL OCCUPANTS:	17 PERSONS
<b>STORAGE ROOM</b>	
OCCUPANT LOAD:	1 PERSON / 300 SQ. FT.
FLOOR AREA:	266 SQ. FT.
TOTAL OCCUPANTS:	1 PERSONS
TOTAL:	147 OCCUPANTS





### Egress Capacity Calculations

HORIZONTAL EGRESS

DOORS = 0.2 PER OCCUPANT  
36" DOORS = 180 OCCUPANTS

MAXIMUM TRAVEL DISTANCE  
BUSINESS = MAX. TRAVEL DIST. = 2  
SPRINKLER INCREASE

## Occupancy Plan Symbol

SYMBOL	TAG	DESCRIPTION
	FE	FIRE EXTINGUISHER, WALL MOUNTED
		SMOKE DETECTOR
		EMERGENCY LIGHT COMBO
		EMERGENCY LIGHT

**27651 Southfield Road**  
LATHRUP VILLAGE, MICHIGAN 48076

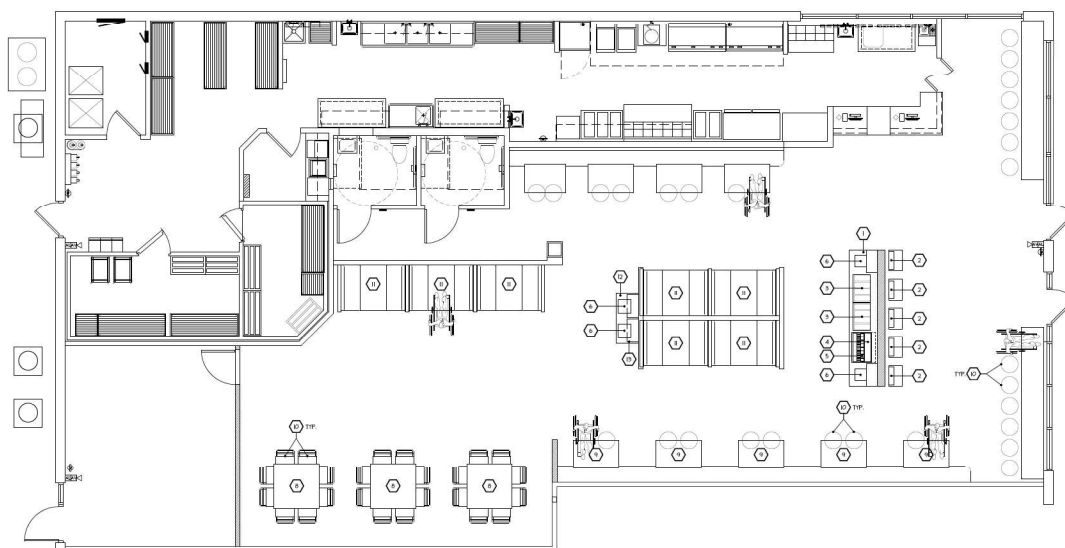
EGRESS PLAN,  
EGRESS CALCULATION,  
SYMBOLS, & NOTES

ATE

DR PERMIT  
4-22-2025

25080

## A2.1



 **EQUIPMENT LAYOUT**  
SCALE: 1/4" = 1'-0"

**WALK-IN COOLERS**  
WALK-IN COOLERS AND FREEZERS, IF SITE ASSEMBLED OR SITE CONSTRUCTED, SHALL COMPLY WITH THE REQUIREMENTS OF IECC SECTION 603.0.2:  
A. BE EQUIPPED WITH AUTOMATIC DOOR CLOSERS UNLESS DOORS ARE FORTY-FIVE INCHES AND MORE IN WIDTH OR MORE THAN SEVEN FEET IN HEIGHT.  
B. COOLER AND FREEZER LIGHTS AND LIGHT BULBS SHALL BE A MINIMUM OF R-30.  
C. COOLER AND FREEZER DOORS SHALL BE A MINIMUM OF R-32.  
D. THE WALK-IN FREEZER FLOOR SHALL HAVE THERMAL RESISTANCE OF NOT LESS THAN R-20.  
E. LIGHTS IN WALK-IN COOLERS, WALK-IN FREEZERS, REFRIGERATED WALK-IN COOLERS AND REFRIGERATED WALK-IN FREEZERS SHALL BE EQUIPPED WITH A DEVICE THAT TURNS OFF THE LIGHTS WITHIN FIFTEEN (15) MINUTES WHEN THE SPACE IS NOT OCCUPIED.

**GAS EQUIPMENT**  
KITCHEN EQUIPMENT WITH WHEELS FOR MOBILITY FOR CLEANING AND MAINTENANCE SHALL REQUIRE A RESTRAINING DEVICE NOT TO EXCEED SIX FEET (6) IN LENGTH CONNECTED TO THE BUILDING AND THE APPLIANCE TO PREVENT THE EQUIPMENT FROM BEING PULLED PAST THE LIMITS OF THE FLEXIBLE GAS CONNECTION.

**BULK CO2**  
CO2 TANKS SHALL BE UNDER 100 lbs. TANKS OVER 100 lbs REQUIRE DETECTION, ALARMS, VENTILATION, ETC. COMPLY WITH THE FIRE CODE IF REQUIRED.

[illegible]

COORDINATE FINAL EQUIPMENT REQUIREMENTS WITH TENANT

DATE \_\_\_\_\_

FOR PERMIT  
0.03.0025

25080

### A3.1

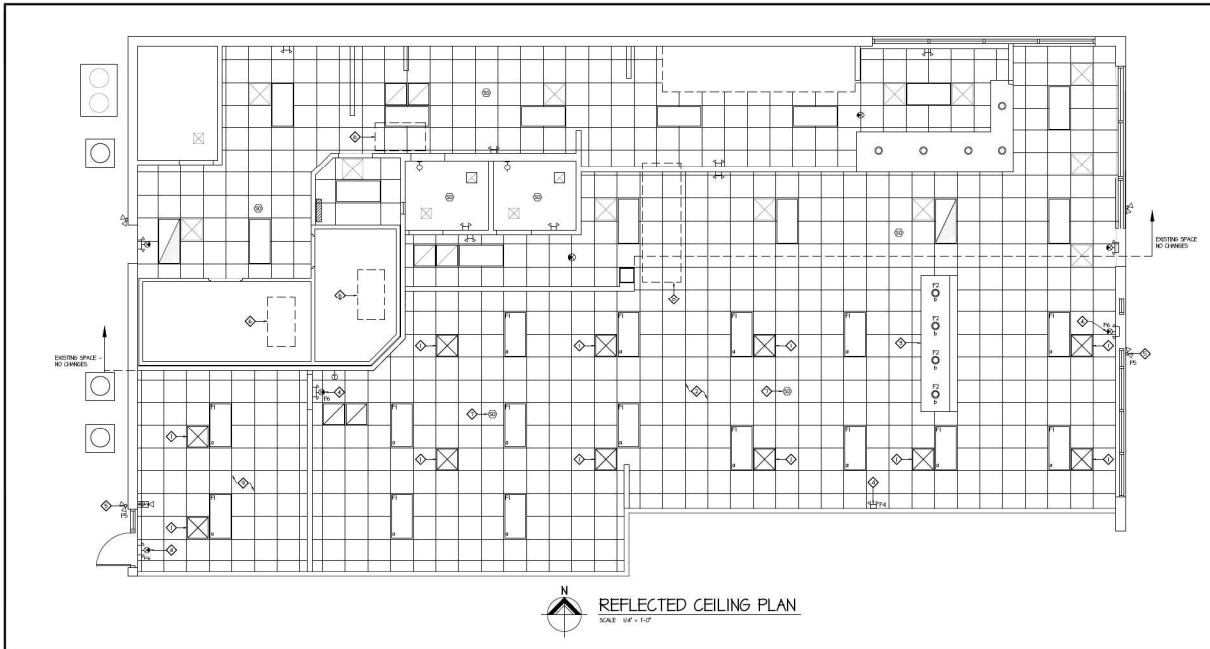


## 33

### C CEILING EXHAUST FAN DETAIL







### Reflected Ceiling Plan Notes

- ◆ MEDICAL SUPPLY / RETURN
- ◆ 30 ACCESSION, GROUND TILES IN A SUSPENDED METAL GRID SYSTEM, COORDINATE WITH TILES
- ◆ APPLIANCE BOARD SHUT, REFER TO DETAIL, THIS SHEET
- ◆ CONNECT EMT / EMERGENCY DEVICE TO THE EMERGENCY CIRCUIT WITH CODE APPROVED BREAKER LOGS, (TYPICAL)
- ◆ REPLICATE UNDER PROOF DUAL LAMP EXIT EMERGENCY LIGHT FEATURE AT ALL EXIT DOORS.
- ◆ PROVIDE AIR HANDLER
- ◆ EXISTING SMOKE DETECTORS AS REQUIRED BY FIRE DEPARTMENT, CONNECT SMOKE DETECTORS TO EMERGENCY CIRCUIT WITH CODE APPROVED BREAKER LOGS, (TYPICAL)
- ◆ EXISTING MAKE-UP AIR UNIT ABOVE
- ◆ EXISTING CEILING TO REMAIN PATCH AND REPAIR AS REQUIRED

**ARCH AMERICA**  
3412 N. US 45, Suite 213  
Graylake, Illinois 60030  
Phone 847-336-6600  
Fax 847-336-6601

**27651 Southfield Road**  
LATHRUP VILLAGE, MICHIGAN 48076

REFLECTED CEILING PLAN,  
SCHEDULES, NOTES  
& DETAIL

## DATE \_\_\_\_\_


FOR PERMIT  
6-02-2026

FOR PERMIT  
9-22-2025

25080

## E2.1

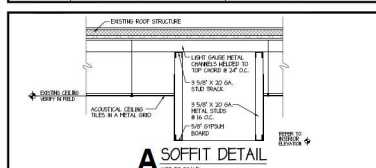
Light Fixture Schedule								
SYMBOL	TAG	MANUFACTURER	CATALOG NUMBER	LAMPS		FINISH	VOLT	REMARKS
				NO.	TYPE			
			LITINA-HPL- 2 4 FOOTER	1	LED 30 W	WHITE	120V	SEE NOTES 3 & 4
	P2		INLO RAIL OF UNLDED COMBULST	1	LED 16 W	WHITE	RECESSED	IC RATED
	P3		LITINA FINOLOS - 2 FOOT	1	LED 30 W	CHROME	CEILING	REVISION UNIT1 LAMP NOT INSTALLED FOR FUTURE
	F4		ELUMINAR LAMP REFLECTOR 12" X 14" X 4"	2	LED 5 W	WHITE	WALL	SEE NOTES 1 & 9
	P5		INLO RAIL OF UNLDED COMBULST	2	LED 5 W	WHITE	INHL	USED TO REVISION IN REVISION UNIT1
	F6		ELUMINAR LAMP REFLECTOR 12" X 14" X 4"	3	LED 5 W	WHITE	UNIVERSAL	SEE NOTES 6, 7, 8, 9
	F7		INLO RAIL OF UNLDED COMBULST	1	LED 2 W	WHITE	CEILING	SEE NOTES 3 & 4
	F8		EXISTING POINT		EXISTING			

### Light Fixture Notes

- |   |   |
|---|---|
| 1. PROVIDE DUAL WEATHER CONDITIONS IN ALL WORK AREAS.   | 7. PROVIDE LOW VOLTAGE - 240VAC OR LESS - 100% WEATHER GUARANTEED. THE WEATHER GUARANTEE / TEST DATES WILL BE RELAYED TO THE BOTTOM OF THE PROJECT SHEET AS A PART OF A G-10-1. |
| 2. ALL WORKS OTHER THAN SOFTS ARE REQUIRED TO HAVE OCCUPANCY SENSORS.   |   |
| 3. ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL THE NECESSARY WEATHER GUARANTEE TO THE PROJECT. THE WEATHER GUARANTEE SHALL BE IN ACCORDANCE WITH THE LOCAL PERMITS AND THE WEATHER GUARANTEE SHALL BE RELAYED TO THE BOTTOM OF THE PROJECT SHEET AS A PART OF A G-10-1. |   |
| 4. ALL SUPPLIES MUST BE PROVIDED WITH AT LEAST 2 REPAIRS.   |   |
| 5. ALL SUPPLIES MUST BE PROVIDED TO THE PROJECT. THE WEATHER GUARANTEE SHALL BE IN ACCORDANCE WITH THE LOCAL PERMITS AND THE WEATHER GUARANTEE SHALL BE RELAYED TO THE BOTTOM OF THE PROJECT SHEET AS A PART OF A G-10-1.   |   |
| 6. ALL SUPPLIES MUST BE PROVIDED TO THE PROJECT. THE WEATHER GUARANTEE SHALL BE IN ACCORDANCE WITH THE LOCAL PERMITS AND THE WEATHER GUARANTEE SHALL BE RELAYED TO THE BOTTOM OF THE PROJECT SHEET AS A PART OF A G-10-1.   |   |

### Wire Size Schedule

120/208V 3Ø, 4W, 3CIRCUITS		
CRUIT BREAKER	CONDUCTOR & RAVENY	BRANCH CIRCUIT DISTANCE
200-1P	4.0/1.180.000-3ØF	0-25
	4.0/1.180.000-3ØF	26-100
	4.0/1.180.000-3ØF	101-300
	4.0/1.180.000-3ØF	301-500
300-3P	4.0/1.180.000-3ØF	0-100
	4.0/1.180.000-3ØF	101-300
	4.0/1.180.000-3ØF	301-500
	4.0/1.180.000-3ØF	501-1000
400-3P	4.0/1.180.000-3ØF	0-100
	4.0/1.180.000-3ØF	101-300
	4.0/1.180.000-3ØF	301-500
	4.0/1.180.000-3ØF	501-1000
500-3P	4.0/1.180.000-3ØF	0-100
	4.0/1.180.000-3ØF	101-300
	4.0/1.180.000-3ØF	301-500
	4.0/1.180.000-3ØF	501-1000
600-3P	4.0/1.180.000-3ØF	0-100
	4.0/1.180.000-3ØF	101-300
	4.0/1.180.000-3ØF	301-500
	4.0/1.180.000-3ØF	501-1000



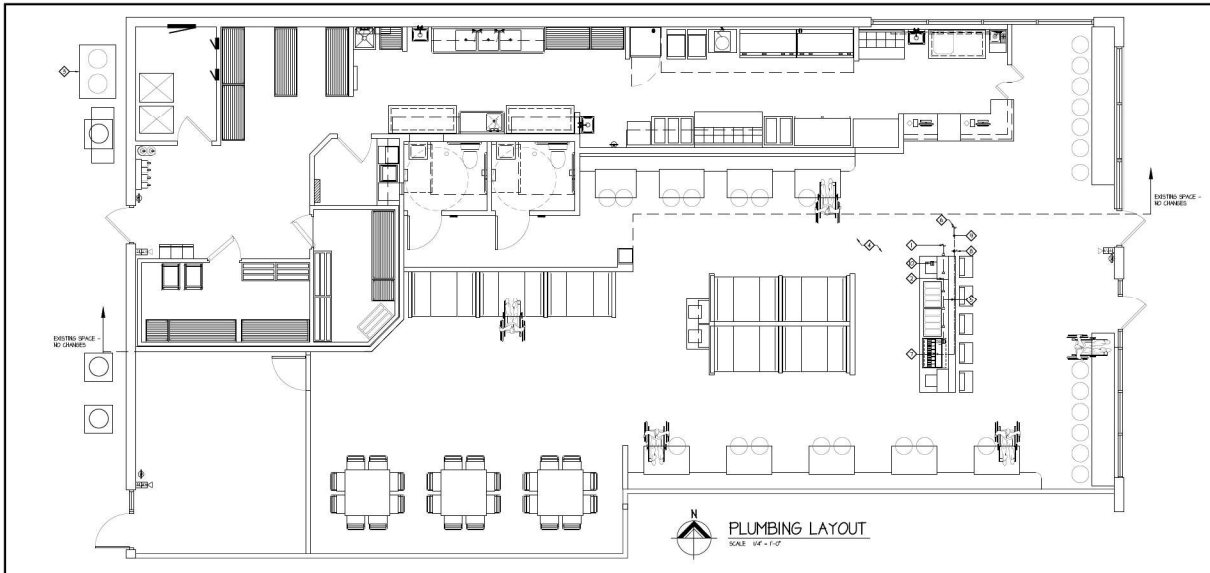
### Panel Schedule "K1"

[illegible]

NOTES:  
1. ALL CIRCUIT BREAKERS TO BE BOLT-ON TYPE BREAKERS.  
2. ALL CABLES/CONDUITS TO BE Labeled WITH PINK TAGS

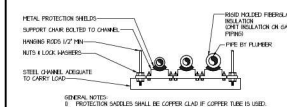






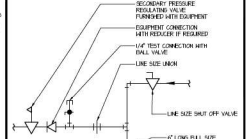
### Plumbing Plan Notes

- [illegible]



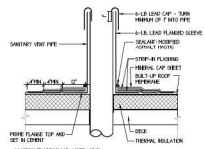
### TRAPEZE HANGER

NO SCALE



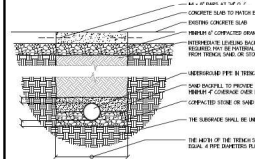
## GAS PIPING CONNECTION

NO SCALE



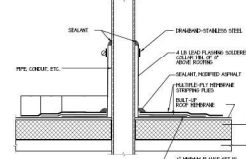
## VFENT STACK

ND SCALE



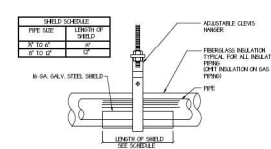
### UNDERGROUND PIPING DETAIL

NOT TO SCALE



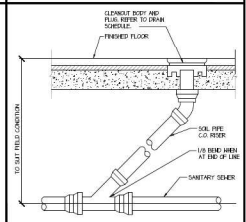
### SMALL ROOF PENETRATION

NO SCALE



### SINGLE PIPE HANGER

NO SCALE



## FLOOR CLEANOUT

NO SCALE



PLUMBING LAYOUT,  
NOTES & DETAILSDATE





FOR PERMIT




25080

**P2.1**

## LATHRUP VILLAGE – SITE DEVELOPMENT STATUS

Facade	ADDRESS	APPLICANT NAME	PZE PROCESS TYPE	STARTED	NOTES
	27000 Southfield Road	Discount Tire	Building Permit	8/15/2024	Discount Tire received administrative approval for interior and exterior renovations due to an existing site plan having been approved previously. The project includes updates to the sales and office areas, new partition walls, refreshed finishes and fixtures, and repainting of the exterior façade. Two new principal wall signs were also installed. Because the property is a corner lot within the Commercial-Vehicular (CV) District, an additional wall sign is permitted.
	27300 Southfield Road	Skylar Laundromat - Lush Nails - Modern Suits & Clothing - The Vapor Shoppe	Site Plan Review	6/15/2023	<p>Planning Commission confirmed that a laundromat is permitted use and subsequently approved the site plan on February 20, 2024.</p> <p>The approved site plan allows retail and personal care uses in the remaining units. A nail salon, smoke shop, and clothing store have completed their interior buildouts, and signage has been installed.</p> <p>An outstanding item from the approved site plan is a requirement for the property owner to install a barrier wall along the rear of the parcel. The property owner is preparing the engineering plans for review.</p>

	27411 Southfield Road	Jay Birds Bar & Grille	Building Permit Review	TBD	The property at 27411 Southfield Road received administrative approval to install a canopy structure over the existing paved patio area. The addition will provide shade and weather protection for outdoor seating and does not alter the building footprint.
	26600 Southfield Road	Holbrook Auto Parts	Site Plan Review	8/1/2024	The Planning Commission approved the site plan on January 21, 2025, and both the interior and exterior buildouts are now complete. The Zoning Board of Appeals granted a variance on August 18, 2025, allowing an increase in the size of the principal wall signage. The approved wall sign is currently in production and will be installed once fabrication is complete. Inventory is being moved into the building, and the business is preparing for opening.
	26710 Southfield Road	Primealete Nutrition	Site Plan Review	4/16/2025	The applicant requested approval to change the use of a commercial unit in the Mixed-Use (MX) district from personal care to retail. The approved use is for a premade meal business that prepares meals off-site in a commercial kitchen and sells them at the retail location. The Planning Commission approved the request at its May 20, 2025 meeting, and a permanent wall sign was installed in June 2025. A business license has been issued, and the business is preparing to open.

	27651 Southfield Road	Surnow	Site Plan Review	9/29/2025	Middle Eats restaurant is proposing to expand its existing restaurant into the adjacent 1,800 sq. ft. unit to the north to enlarge its dining area. The space being incorporated into the restaurant is currently occupied by an eyecare retail business. Because this portion of the building will change from retail to restaurant use, site plan approval is required. The site plan is scheduled for review by the Planning Commission at their November 18 <sup>th</sup> meeting.
	27700 Southfield Road	Surnow	Site Plan Review	10/22/2024	<p>The Lathrup Village Historic District Commission approved the project concept on February 19, 2025. Site plan approval was granted on April 19, 2025, for the historic preservation and adaptive reuse of the former Lathrup Village High School. The approved plan includes converting the building into multi-family housing, co-working space, and activity/event space.</p> <p>The developer is awaiting a response review from the Michigan State Housing Development Authority's (MSHDA) review and response to their financing request.</p>
	26780 Southfield Road	Fahad Aziz	Administrative Review	11/17/2025	The prior tenant, a burrito restaurant, has vacated the space. A new restaurant, Holy Burger, will occupy the unit. Because the new use is the same as the previous use, no site plan approval is required. Exterior signage has been installed. A business license application has been received and is currently under review.