



NEW HAVEN PLANNING COMMISSION MEETING AGENDA

October 06, 2026 at 7:00 PM
Municipal Council Room – 57775 Main Street

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Village Offices at (586) 749-5301

The New Haven Planning Commission will hold its Regular Meeting at 7:00 pm, at the New Haven Municipal Offices at 57775 Main Street.

- 1. Call to Order/Pledge/Roll Call**
- 2. Public Hearing**
- 3. Approval of Agenda**
- 4. Public Comments on Agenda**
- 5. Approval of the Minutes**
 - [A.](#) Regular meeting minutes from September 1, 2026
- 6. Communications/Correspondence/Workshop**
- 7. Old Business**
 - A.** Data center ordinance special workshop meeting update
 - [B.](#) Land Division Ordinance update
 - [C.](#) Site Plan Ordinance update
- 8. New Business**
 - [A.](#) Redwood fence
- 9. Planner's Report**
- 10. Public Comments on Non-Agenda Items**
- 11. Call from the Table**
- 12. Adjournment**



NEW HAVEN PLANNING COMMISSION MEETING MINUTES

September 01, 2026 at 7:00 PM
Municipal Council Room – 57775 Main Street

1. Call to Order/Pledge/Roll Call

Meeting called to order at 7:07 PM

PRESENT

Chris Dilbert

Rob Pannell

Genevieve Rodzik

Craig Simms

Rachel Whitsett

Alynne Jones

James Shepherd

2. Public Hearing

None

3. Approval of Agenda

Motion made by R. Whitsett to approve the agenda as presented, Seconded by G. Rodzik.

Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett, A. Jones, J. Shepherd

4. Public Comments on Agenda

None

5. Approval of the Minutes

A. Yatooma Oil Public hearing special land use minutes from august 4, 2026

Motion made by R. Whitsett to approve the Public Hearing minutes from August 4, 2026 as presented,
Seconded by C. Simms.

Voting Yea: C. Dilbert, R. Pannell, C. Simms, R. Whitsett, A. Jones, J. Shepherd

Voting Nay: G. Rodzik

B. Regular meeting minutes from August 4, 2026

Motion made by R. Whitsett to approve the regular meeting minutes from August 4, 2026 as presented,

Seconded by A. Jones.

Voting Yea: C. Dilbert, R. Pannell, C. Simms, R. Whitsett, A. Jones, J. Shepherd

Voting Nay: G. Rodzik

6. Communications/Correspondence/Workshop

- A. Macomb Township letter of intent to update master plan

7. Old Business

- A. Data center ordinance special workshop meeting update

Motion made by G. Rodzik to hold a data center ordinance workshop at 6:00 PM on September 22, 2026, Seconded by R. Whitsett.

Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett, A. Jones, J. Shepherd

- B. Land Division Ordinance update

Motion made by G. Rodzik to postpone the Land Division Ordinance to October meeting, Seconded by C. Dilbert.

Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett, A. Jones, J. Shepherd

- C. Lombardo Lot Split Application (26-06-28-426-002) update

Discussion only

- D. Yatooma Oil (26-06-34-353-006 special land use and site plan)

Motion made by G. Rodzik to reconsider the previous motion made for Yatooma Oil parcel #26-06-34-353-006., Seconded by J. Shepherd.

Roll Call - Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett, A. Jones, J. Shepherd

8. New Business

- A. Site Plan Ordinance discussion

Discussion only

9. Planner's Report

Working on ordinance reviews

10. Public Comments on Non-Agenda Items

None

11. Call from the Table

Address date change on the agenda for regular meeting minutes, should be August 4th not 7th.

12. Adjournment

Motion made by R. Whitsett to adjourn at 7:27 PM, Seconded by G. Rodzik.

Voting Yea: C. Dilbert, R. Pannell, G. Rodzik, C. Simms, R. Whitsett, A. Jones, J. Shepherd

Chapter 319

LAND DIVISION AND COMBINATION

§ 319-1.	Short title.	§ 319-6.	Lot divisions in recorded plats.
§ 319-2.	Applicability.	§ 319-7.	Application for property division and combination.
§ 319-3.	Purpose.	§ 319-8.	Variances.
§ 319-4.	Division prohibited without approval.	§ 319-9.	Fees.
§ 319-5.	Approval standards for land division or combination.	§ 319-10.	Definitions.
		§ 319-11.	Violations and penalties.

[HISTORY: Adopted by the Village Council of the Village of New Haven 4-19-2016 by Ord. No. 340. Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 160.

Subdivision regulations — See Ch. 455.

Buildings and structures — See Ch. 168.

Zoning — See Ch. 515.

Historic preservation — See Ch. 300.

§ 319-1. Short title.

This chapter shall be known and cited as the "Village of New Haven Land Division and Combination Ordinance."

§ 319-2. Applicability.

- A. This chapter shall apply to the division or combination of unplatted land not resulting in a subdivision as defined and regulated by Section 102 of the State of Michigan **Land Division Act** of 1967,¹ as amended, and the further division of platted land pursuant to Section 263 of said Act.
- B. The requirements of this chapter shall not apply where there is a minor adjustment of a common boundary line to correct an existing problem and where such does not change the Sidwell numbering system.
- C. After review and written recommendation from the **Village Planner**, to the ~~Zoning Administrator~~ **Planning Commission, and then** to the Council, and upon approval, Council shall submit to the Lenox Township Assessor.

§ 319-3. Purpose.

This chapter has been enacted to:

- A. Implement a definite and orderly procedure for land division or combination.

1. **Editor's Note:** See MCLA § 560.101 et seq.

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B. Implement sound planning techniques and principles.

~~C. Minimize the number of variances sought from the Zoning Board of Appeals by innocent third parties who purchased substandard lots.~~

D. Ensure that newly created parcels are not landlocked and that parcels without the requisite frontage on a public road are given sufficient easement width and quality to ensure adequate access to a public road.

E. Implement the Zoning Ordinance² and to prevent inefficient, illegal and haphazard land divisions or combinations.

~~F. Protect innocent third parties from purchasing substandard lots (i.e., a building permit will not be issued).~~

G. Monitor the creation of new parcels of land.

§ 319-4. Division prohibited without approval.

Land in the Village shall not be divided or combined or attempted to be divided or combined without the prior approval of the Council of the Village of New Haven. No building permit shall be issued on parcels or lots which are not in compliance with this chapter or state law.

§ 319-5. Approval or Disapproval standards for land division or combination.

A. The division or combination of any parcel of land shall require the approval of the Council prior to the effective date of such division or combination. The Village of New Haven will approve or disapprove a proposed division or combination within 45 days of the filing of a complete application conforming to this chapter's requirements and the State Land Division Act, which has been submitted to the Clerk or designee. In the review of the application for the lot division or combination, the Council shall review the report and recommendation of the Planning Commission, prepared by the Village Planner, and shall determine the conformity with the requirements of this chapter and the Village of New Haven Zoning Ordinances. The Council and shall not approve any land division or combination which is not in conformity with the this chapter, the Village of New Haven Zoning Ordinances, same and other requirements of the Subdivision Control Land Division Act of 1967, as amended, MCLA § 560.101 et seq. The applicant shall be promptly notified of the decision, and if denied, the reasons for denial.

B. A proposed land division or combination shall be approved if the following criteria are met:

- (1) All parcels created by the proposed division(s) or combination(s) comply with the applicable lot (parcel), yard and area requirements of the Zoning Ordinance,³ including but not limited to minimum lot (parcel) frontage/width, minimum road frontage, minimum lot (parcel) area, minimum lot width to depth ratio, maximum lot (parcel) coverage and minimum setbacks for existing buildings/structures.
- (2) The proposed division(s) or combination(s) complies with all requirements of the Land Division Act⁴ and this chapter.
- (3) All parcels created and remaining have existing adequate accessibility, as defined in § 319-10 of this chapter, or an area available to provide such accessibility to a public road for public utilities and emergency and other vehicles not less than the requirements of the applicable Zoning Ordinance, master road plan, Road Ordinance and or this chapter. In determining adequacy of accessibility, any ordinance standards applicable to plats shall also apply as a minimum

2. Editor's Note: See Ch. 515, Zoning.
3. Editor's Note: See Ch. 515, Zoning.
4. Editor's Note: See MCLA § 560.101 et seq.

Section 7, Item B.

standard whenever a parcel or tract is proposed to be divided to create four or more parcels.

- (4) There is adequate storm drainage and public utilities to serve the parcels created by the division or combination, and suitable easements are provided to allow the extension of adequate storm drainage and public utilities in the future.
- (5) All taxes and special assessments on the properties sought to be divided or combined have been paid.
- (6) The ratio of depth to width of any parcel created by the division or combination does not exceed a four-to-one ratio. The permissible depth of a parcel created by a land division or combination shall be measured within the boundaries of each parcel from the abutting road right-of-way to the most remote boundary line point of the parcel from the point of commencement of the measurement. The permissible minimum width shall be defined in the applicable Zoning Ordinance, or in the absence thereof, as specified in Subsection B(6)(a) and (b) of this section.
 - (a) The minimum width for a lot or parcel on a cul-de-sac or other irregularly shaped lot or parcel shall be measured as the front yard setback line. Such lots or parcels shall have a minimum width as set forth in the Zoning Ordinance.⁵
 - (b) For corner lots or parcels, the depth of the property shall be measured along the longest front property line which is parallel to or is generally parallel to the public or private street right-of-way or easement. The width of the corner lot or parcel shall be that front property line which is parallel to or is generally parallel to the public or private street right-of-way or easement and is the shorter of the two front lot lines. Where such lines are of equal length, the Village Planner shall determine which property line to use for the purposes of determining width to depth for the purposes of this section.
 - (c) The **Council Planning Commission** may permit the division or combination of a lot or parcel which does not comply with the above provisions, provided that the following findings are made:
 - [1] The greater depth-to-width ratio is necessitated by conditions of the land which make compliance with this section impractical. Such conditions may include topography, road access, soil conditions, wetlands, floodplains, water bodies or other similar unique conditions;
 - [2] The division or combination of land and use of such land will not conflict with other federal, state, county or village ordinances or regulations, unless an appropriate variance of approval is granted as required or permitted by such ordinances or regulations.
- (7) The proposed division or combination shall not cause any existing building or structure to become nonconforming.
- (8) If the parcel or lot which is the subject of the proposed land division or combination is located at the end of a stub street, the applicant agrees, as a condition of approval of the land division or combination, to design and install a cul-de-sac meeting the Village's standards which has been approved by the Village Engineer. Installation of the proposed cul-de-sac or street extension must be completed prior to the approval of the land division.
- (9) The proposed division or combination would not result in a parcel containing more than one

5. Editor's Note: See Ch. 515, Zoning.

zoning classification, unless the **Council** has determined that multiple zoning classifications on a resultant parcel promotes orderly and harmonious development between adjacent parcels, such as creating a desirable transition buffer between adjacent parcels of different zoning classifications.

- (10) The proposed division or combination complies with such additional written regulations, additional conditions and safeguards which have been established by the Village deemed to ensure compliance with the requirements of this chapter.
- (11) Any required roadways or streets shall be completed to the Village's specifications and accepted as public roads by the Village of New Haven.
- (12) No private road shall be created as a result of land division or combination.

§ 319-6. Lot divisions in recorded plats.

No lot in a recorded plat shall be divided into more than four parts, and the resulting lots shall not be less area than permitted by the Zoning Ordinance of the Village.⁶ No building permit shall be issued nor building construction commenced until the division has been approved and the provisions of this chapter shall have been complied with by the proprietor. **This changes to 10 parcels March 24, 2027 due to PA 58 of 2025.**

§ 319-7. Application for property division and combination.

Any owner of land within the Village of New Haven desiring to divide or combine the same shall present a written application thereof to the Clerk prior to any instrument being recorded purporting to divide said property.

A. The application so presented shall include the following:

- (1) Legal documents showing the ownership of all properties involved in the division or combination.
- (2) A survey or sketch showing the dimensions of the original or parent parcel, tract, lot or outlot to be divided or combined. The survey shall also show names of all existing and proposed streets and rights-of-way; all existing structures and physical features which would influence the layout and design of the proposed divisions or combination; and the location, width and purpose of easements.
- (3) A survey, prepared by a registered land surveyor in the State of Michigan, providing the following. The survey shall be prepared on durable white paper, to a scale not greater than 300 feet to one inch, and a sheet size of 8 1/2 inches by 11 inches or 8 1/2 inches by 14 inches.
 - (a) The legal description of the individual parcels or lots to be created;
 - (b) The map showing the size and dimensions of each parcel or lot to be created; all streets existing or proposed; location, size, width and purpose of any easements; the size and location of any existing buildings; and the dimensions to the proposed lot line;
 - (c) The zoning classification of all proposed lots or parcels.

B. In the event that the proposed division or combination will result in parcels, tracts, lots or outlots

6. Editor's Note: See Ch. 515, Zoning.

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being less than the minimum area or size required by the applicable provisions of the State ~~Subdivision Control~~ **Land Division** Act⁷ and/or the New Haven Zoning Ordinance,⁸ the proprietor shall also file with the Clerk or designee a duly executed affidavit suitable in form for recording with the Macomb County Register of Deeds, signed by all persons having a legal or equitable interest in said parcels, tracts, lots or outlots acknowledging that they understand that said parcels, tracts, lots or outlots may not thereafter be developed for use separately, but only in conjunction with adjoining parcels, tracts, lots or outlots which, when together; shall satisfy the minimum area and size requirements of said Act and/or ordinance.

- C. The ~~Zoning Administrator~~ **Village Planner** shall examine the proposed divisions or combination as to whether they comply with the applicable provisions of this chapter, and that the resultant parcels, tracts, lots or outlots are of sufficient area and size so as to comply with applicable provisions of the Village of New Haven Zoning Ordinance. The Clerk or **designee** may request the opinions of the Village Attorney, Village Engineer or Village Planner or seek the advice of state or county departments.
- D. If it appears that there may be a violation of the Village of New Haven Zoning Ordinance or the State **Land Division** ~~Subdivision Control~~ Act, the **Clerk or designee** shall return the documents to the applicant until such conflict is resolved.
- E. The Village Planner shall make **their** ~~its~~ review and then submit **their** ~~its~~ recommendations to the Planning Commission.
- F. The application, all pertinent documents and the review and recommendation of the Planning Commission ~~Planner~~ shall then be submitted to Council for its action.
- G. **The Village Attorney shall draft a resolution of lot combination or lot division to be provided to the Council.** ~~If the Council approves the lot split or combination, a resolution of lot consolidation or lot division shall be drafted by the Village Attorney and adopted by Council. A~~ a copy of the resolution, the survey, and the legal description shall be submitted by the Clerk or designee to the Macomb County Land File/Tax Mapping Division and the Lenox Township Assessor.

§ 319-8. Variances.

- ~~A. The Village Planning Commission may recommend to the Village Council a variance from the provisions of this chapter on a finding that undue hardship may result from strict compliance with specific provisions or requirements of the chapter, or that application of such provision or requirement is impractical. The Planning Commission shall only recommend variances that it deems necessary to, or desirable for, the public interest.~~
- ~~B. In making its findings, as required hereinbelow, the Planning Commission shall take into account the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be recommended unless the Planning Commission finds, after a hearing, that:

 - ~~(1) There are such special circumstances or conditions affecting said property that the strict application of the provisions of this chapter would clearly be impractical or unreasonable. In such cases, the applicant shall first state its reasons, in writing, as to the specific provision or requirement involved and submit them to the Planning Commission.~~~~

7. Editor's Note: See MCLA § 560.101 et seq.

8. Editor's Note: See Ch. 515, Zoning.

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- ~~(2) The granting of specific variance will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.~~
- ~~(3) Such variance will not violate the provisions of Act 288 of the Public Acts of 1967, as amended, the State Subdivision Control Act.⁹~~
- ~~(4) Such variance will not have the effect of nullifying the interest and purpose of this chapter, the Zoning Ordinance, and the Master Land Use Plan of this Village.~~
- ~~C. The Planning Commission shall include its findings and the specific reasons therefor in its report of recommendation to the Village Council and shall also record its reasons and actions in its minutes.~~
- ~~D. The Village Council, upon receipt of the recommendation of the Planning Commission, may grant a variance in accordance with the requirements of this section of the chapter.~~

§ 319-9. Fees.

Fees for land division and lot combination within the Village of New Haven may be established by the Council and shall be in an amount sufficient to defray administrative, legal, engineering or planning expenses processing such applications.

§ 319-10. Definitions.

- A. As used in this chapter, the following terms shall have the meanings indicated:

ACCESSIBLE or ACCESSIBILITY — Refers to a parcel that meets one or more of the applicable following requirements:

- (1) If a one-family residential parcel, the parcel is located upon an existing public street constructed to the requirements of the codes, ordinances and engineering standards of the Village, and the parcel has a width not less than the minimum for such a lot or parcel under the applicable section of the Zoning Ordinance;
- (2) If a one-family residential parcel, the parcel is located adjacent to the public right-of-way meeting the minimum standards of the Village Subdivision Regulations,¹⁰ within which a public street meeting the requirements of the codes, ordinances and engineering standards of the Village will be constructed as a condition of the parcel division, and the parcel has frontage on a public street not less than the minimum width for such a lot or parcel under the applicable section of the Zoning Ordinance;
- (3) If a parcel other than one-family residential, the parcel has an existing driveway easement or public or private street constructed in accordance with the minimum requirements for such access under the codes, ordinances and engineering standards of the Village, which access leads to an existing public street; or
- (4) If a parcel other than one-family residential, the parcel can have a driveway easement or public or private street which will lead to an existing public street, which access will be constructed in accordance with the applicable minimum requirements for such access under the codes, ordinances and engineering standards of the Village as a condition of approval of the parcel division.

9. Editor's Note: See MCLA § 560.101 et seq.

10. Editor's Note: See Ch. 455, Subdivision Regulations.

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CLERK — The New Haven Village Clerk or their duly authorized representative.

COMBINE or COMBINATION — The addition or joining of a parcel, tract, lot or any part of the foregoing with an existing parcel, tract, lot or any part of such area of land to facilitate development or use as a separate zoning parcel or lot under the terms of the Village ordinances.

COUNCIL — The New Haven Village Council.

DIVIDE, DIVISION or FURTHER DIVISION — The partitioning or dividing of parcels or tract of land, or of a lot or outlot, by the proprietor thereof or by their heirs, executors, administrators, legal representatives, successors or assigns for the purpose of sale of lease of more than one year, or of building development.

- B. Other terms or words shall be the same as defined by Section 102 of Act 288, Michigan Public Acts of 1967, as amended.¹¹

§ 319-11. Violations and penalties.

A parcel or lot created in violation of this chapter is declared a "nuisance per se" and subject to abatement. The Village shall further have the authority to initiate injunctive or other relief to prevent any violation or continuance of any violation of this chapter.

11. Editor's Note: See MCLA § 560.102.

Article XVIII. General Provisions

§ 515-100. Site plan review.

This section sets forth the requirements for the site plan review process in the Village of New Haven.

A.

Developments, uses or activities requiring submittal of a site plan. A site plan shall be submitted to the Village in accordance with the procedures in this section for any of the following activities and uses in all zoning districts, excluding single-family homes, two-family homes, and residential accessory structures:

(1)

All new construction, structural alteration, or substantial change in use, as determined by the **Building Official or designee** **Zoning Administrator**, for principal permitted uses in all zoning districts, excluding single-family homes, two-family homes, and residential accessory structures. Excluded residential plans to be prepared and submitted in accordance with the Village plot plan standards.

(2)

All site condominium developments in any district.

(3)

All special land uses in any district.

(4)

Any use that requires a new, modified or expanded parking lot.

(5)

All multiple-family residential developments and manufactured housing parks.

(6)

The improvement, expansion, extension or abandonment of any public or private overhead or underground utility or utility lines or easement.

(7)

All public buildings, structures and parks.

B.

Site plan review process. Site plans shall be reviewed in conformance with the following process:

(1)

Applicant applies to Village Clerk or **designee** for preapplication conference with Village President, **Village Manager**, Planning Commission Chair (or designee), planning consultant, engineering consultant, **Fire Chief or designee** **Zoning Administrator**, and/or other appropriate officials, to discuss the proposed site plan, review procedures, design elements, and ordinance requirements. (Optional, but strongly recommended.)

(2)

Applicant initiates site plan review process by submitting the following information to the Village Clerk:

(a)

Six ~~Fifteen~~ copies of the completed site plan application form. Note: Incomplete applications, including insufficient plans, will not be processed until required information is submitted.

[Amended 6-12-2001 by Ord. No. 272]

(b)

Digital/PDF and fifteen six physical copies of the site plan. A site plan submitted to the Village for preliminary site plan review must contain all of the information set forth in Subsection C below.
[Amended 6-12-2001 by Ord. No. 272]

(c)

Fifteen Six copies of the Hazardous Substance Reporting Form and Environmental Permits Checklist (provided by Village).
[Amended 6-12-2001 by Ord. No. 272]

(d)

Payment of all applicable fees [in accordance with the Village Schedule of Fees.](#)

(3)

Village Clerk or designee distributes complete application and site plan to Planning Commission, Fire Department, engineering consultant and planning consultant for their review. The Planning Commission may require review by other agencies to ensure compliance with applicable standards and requirements.

(4)

When the completed application and site plan have been reviewed by the planning and engineering consultants, the site plan application will be placed on the agenda of a meeting of the Planning Commission. The applicant will be notified of the date, time and place of the meeting at which the Planning Commission will consider the application.

The Applicant or their representative is best advised to attend all meetings at which their proposal is scheduled for discussion or action. The Planning Commission may take action on a scheduled agenda item regardless of the attendance of the applicant or their representative.

~~NOTE: The applicant or a representative should attend all meetings at which his development is scheduled for Planning Commission may take action on a scheduled agenda item regardless of the attendance of the applicant or their representative.~~

(5)

The Planning Commission conducts preliminary site plan review to determine compliance with applicable ordinance requirements. The Planning Commission will consider all review letters and reports from the Village officials and planning and engineering consultants and, where necessary, other agencies, together with such information as the applicant may present concerning the application.

(6)

Upon determination by the Planning Commission that a preliminary the site plan is in compliance with the Zoning Ordinance, as amended, and other applicable standards and requirements, the applicant may then proceed to the final site construction-plan review process. Where a preliminary site plan is not in compliance and extensive revisions to the preliminary site plan are necessary to meet applicable standards and requirements, the required changes shall be stated in writing/ shown clearly on updated plans and the applicant shall revise the site plan and resubmit the site plan for preliminary site plan review. If changes are minor, they shall be made a part of the final site construction plan submission, subject to the planning and engineering consultants' determination.

(7)

If a resubmittal is necessary, tThe applicant initiates final revised site plan review by submitting the following information to the Village Clerk or designee:

(a)

Twelve copies of the site plan revised to address all preliminary plan review comments.

(b)

Submission of any additional required information to address preliminary site plan review comments.

(c)

Additional data required for final site plan approval.

(8)

The Village planning consultant and engineering consultant shall review and make recommendations to approve, approve with conditions, or deny the final site plan after review and consideration of other reviewing agencies' comments, together with information the applicant presents concerning the application as applicable.

(9)

Upon approval of the final site plan, such approval shall be indicated on the plan including the stamp of the Planning Commission Chairperson. (confirm this with planning)

(10)

If revisions to the final site plan are necessary to meet conditions of approval, ordinance requirements or standards, the final site plan shall be revised by the applicant and resubmitted to the Village Clerk for verification of compliance with necessary plan revisions. The Village Clerk may request assistance in verifying compliance with required plan revisions from the Planning Commission, Village consultants, or other applicable agencies.

(11)

All denials, along with the reasons for denial, shall be indicated in writing. If the applicant desires to prepare an alternative plan, the same procedure as outlined above, beginning with submittal of final site plans for Planning Commission review, shall be followed.

(12)

When all conditions of approval are met by the applicant, the Village Planning Commission Chair shall stamp the final site plans "APPROVED" and shall transmit copies in accordance with the following:

Applicant: 1 copy, Village Clerk or designee: 1 copy, Building Department: 2 copies, Fire Department: 1 copy, Planning Commission Chair: 1 copy (Hard or Digital?)

Sent To

~~Applicant~~

~~Village Clerk~~

~~Zoning Administrator~~

(13)

Applicant may apply for building permits by submitting final construction plan only after the site plan has been approved and released by the Planning Commission.

C.

Site Plan submission requirements.

(1)

Site plan application form contents.

(a)

Applicant's name, address and phone number. The applicant must maintain current contact information throughout the process. Incorrect contact information will halt the review.

(b)

Name of proposed development.

(c)

Common description of property and complete legal description.

(d)

Land acreage and frontage on public roads or rights-of-way.

(e)

Existing zoning of subject property and adjacent properties.

(f)

Detailed description of the proposed use of the land.

(g)

Name, address and phone number of:

[1]

Firm(s) or individual(s) who prepared site plan(s).

[2]

Legal owner(s) of property.

(h)

Signature of applicant and legal owner(s) of property, if not the applicant.

(2)

~~Preliminary~~ site plan submission/data requirements. The following information shall be detailed on the ~~preliminary~~ site plan:

(a)

Name of development and title block.

(b)

Location map showing site location, major roads, and railroads.

(c)

The site plan shall be drawn to scale ~~of not less than one inch equals 50 feet.~~ Scale should customarily be provided at 1" = 20' or 1" = 30'. For large scale development, 1" = 50' or 1" = 100' may be acceptable.

(d)

Date, North arrow, and scale.

(e)

Property ~~address~~, identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.

(f)

Location of all existing and proposed structures, uses, number of stories, gross building area, required and proposed setback lines, and distances between structures on the subject property.

(g)

~~Topographic survey at 1-foot contours showing~~ location of all existing structures within 100 feet of the subject property lines.

(h)

All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces and location of loading areas on the subject property.

(j)

All existing and proposed roadways, drives, parking areas and pedestrian paths within 200 feet of the subject property.

(j)

Location and height of all walls, fences and landscaping, including a plan for landscaping of the development and the method by which landscaping is to be maintained.

(k)

Location and widths of all abutting streets, existing and proposed rights-of-way, easements and pavement.

(l)

Types of existing and proposed surfacing of all roads, such as asphalt or concrete paving

(m)

Types of facing materials to be used on structures.

(n)

Elevations (front, sides, and rear views) of all sides of the building(s).

(o)

A floor plan drawing showing the specific use areas of all existing and proposed building on site.

(p)

Seal of registered architect, landscape architect, land surveyor, or civil engineer who prepared the plan.

(q)

Density calculations (for multiple-family projects).

(r)

Principal and accessory buildings.

(s)

Designation of units by type of buildings.

(t)

Interior walks and pedestrian or bicycle paths within rights-of-way.

(u)

Photometric plan showing Exterior lighting locations, type of fixtures, and methods of shielding from projecting onto adjoining properties.

(v)

Trash **receptacle enclosure** and transformer locations and method of screening.

(w)

Drive or street approaches, including acceleration, deceleration and passing lanes, where appropriate.

(x)

All utilities located on or serving the site, including waterlines/wells and septic/sanitary sewer lines. If any **public** water or sewer system is proposed which serves more than one building or use, detailed

construction plans shall be submitted for review prepared and designed by the Village's engineering consultant. All necessary-related reviews and designs and permits processing shall be obtained and verified funded by the applicant prior to final site plan review.

(v)

Loading and unloading areas.

(z)

Designation of fire lanes. Location of fire hydrants.

(aa)

Address location on building and size of numbers.

(bb)

Location and boundaries of existing and proposed wetlands, one-hundred-year floodplains, lakes, streams, rivers, detention basins, drainageways, or other bodies of water, with water elevation levels indicated.

(cc)

Soil types and characteristics using the U.S. Soil Conservation Service's Soil Survey of Macomb County, Michigan, or more detailed surveys if available.

(dd)

Location, size and types of all proposed signs.

(ee)

Preliminary storm system layout and flow arrows, demonstrating that storm flow connections and disposal methods are feasible.

(ff)

Typical existing and proposed cross sections for streets, roads, alleys, parking lots, etc., as applicable, including right-of-way.

(gg)

Existing and proposed ground contours at intervals of two-feet one foot or spot elevations sufficient to review the proposed grading and drainage plan, as determined by the Village's consulting engineer.

(hh)

Meets current IFC and local fire coeds regarding proposed turning radius, know box, fire lanes, Proposed fire lanes and fire lane signs. A fire truck simulation must be included.

(ii)

Proposed signs and specifications for control of traffic flow.

(jj)

Location of all tree stands and measures to be taken to protect existing on-site trees not proposed for removal as part of the development.

(kk)

Landscape plan showing species, spacing and size of each tree and plant material and ground cover.

(ll)

Such other reasonable and relevant information as may be required by the Village to assist in the review of the proposed development.

(3)

Final ~~site civil engineering~~ plan submission/data requirements. In addition to the ~~preliminary~~ site plan data specified above, the following minimum information must be submitted for ~~final site construction~~ plan review and approval:

(a)

Site engineering plans prepared by a registered civil engineer. Such plans shall be submitted for the Village ~~engineering and planning officials and~~ consultant's review and approval. Plans shall include the following:

[1]

A proposed grading and drainage plan. The plan shall show proposed finished floor elevations, finished grades at structures, proposed stormwater collection system, storm outlet(s), ultimate downstream outlet and, when required, retention/detention basin design calculations. Any areas of filled or reclaimed land shall be identified and all development shall detain stormwater so that the runoff from the property does not negatively impact upon adjacent properties or public and private rights-of-way. Compliance with engineering standards shall be determined by the Village Engineering consultant. The ~~Planning Commission Village~~ shall require compliance with current Village engineering standards, ~~as authorized by Council~~, and as published and updated periodically by the Village consulting engineer and subject to the Village consulting engineer's ~~final approval~~, review and recommendations ~~as a condition of final site plan approval~~.

[2]

All utilities located on or serving the site, including sizes of waterlines and sewer lines, wells, proposed hydrants, proposed meter size, and proposed fire suppression line into building. Proposed sanitary leads, proposed sanitary sewers or on-site disposal systems must also be shown, as applicable.

[3]

Proposed streets and drives showing types of surfacing, whether public or private, and grade elevations.

[4]

Modifications to the site plan demonstrating compliance with all ~~preliminary~~ site plan review conditions of approval.

D.

Site plan review criteria. In reviewing site plans, the Village and its consultants shall consider and require compliance with the following:

(1)

All application and site plan review submittal criteria have been met.

(2)

The site plan is in full conformance with all applicable Zoning, ~~Fire, and Engineering~~ Ordinance requirements.

(3)

The location of development features, including principal and accessory buildings, open spaces, parking areas, driveways and sidewalks, minimize possible adverse effects on adjacent properties and promote pedestrian and vehicular traffic safety.

(4)

On-site circulation of both vehicular and pedestrian traffic will achieve both safety and convenience of persons and vehicles using the site.

(5)

Landscaping, earth berms, fencing, signs and obscuring walls are of such a design and location that the proposed development is aesthetically pleasing and is harmonious with nearby existing or proposed developments.

(6)

Utility services, including proposed water, sanitary sewer and stormwater runoff systems, are sufficient to fulfill the projected needs of the development and the recommendation of the Village consulting engineer. Approval by a **State of Michigan or Macomb County** department having jurisdiction, such as the Department of Health, Office of Public Works **Drain Commission** or Roads **Commission**, may also be a prerequisite to approval.

(7)

Notwithstanding any other provisions of this chapter, the Village may require as a condition of final site plan approval, landscaping, berming, fencing, construction of walls, marginal access drives or other appurtenances as necessary or desirable to promote the health, safety and welfare of the community; to provide adequate protection to surrounding properties, to preserve and promote the character of the district and the intent of this chapter; and to achieve a lasting and desirable improvement to the community.

E.

Site plan review standards for groundwater protection. The following provisions shall apply to all uses and facilities which require site plan review under the provisions of this chapter.

(1)

Hazardous substances and polluting materials are defined as a chemical or other material which is or may be injurious to the public health, safety or welfare, or the environment.

(2)

Site plan review information requirements.

(a)

The applicant for site plan review shall complete and submit the Hazardous Substances Reporting Form for Site Plan Review and the Environmental Permits Checklist at the time of application for site plan review (forms provided by Village).

(b)

The Village may require a listing of the type and quantity of all hazardous substances and polluting materials which will be used, generated, produced or stored on the site.

(c)

The site plan shall detail the location of the following:

[1]

Public or private wells on site and on adjacent sites.

[2]

Septic systems and other wastewater treatment systems, including the location of all subcomponents of the system.

[3]

Interior and exterior areas to be used for the storage, use, loading, recycling, production or disposal of any hazardous substances and polluting materials.

[4]

Underground storage tanks. (Note material to be stored.)

[5]

Aboveground storage tanks. (Note material to be stored.)

[6]

Exterior and interior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed or intended to collect, store or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.

[7]

Wetlands, watercourses, lakes, ponds, rivers and streams.

[8]

Soil characteristics of the parcel, at least to the detail provided by the U.S. Soil Conservation Service Soil Survey.

[9]

Areas on the site which are known or suspected to be contaminated, along with a report on the status of cleanup efforts, if applicable.

(3)

Groundwater protection standards.

(a)

General.

[1]

The project shall be designed to protect the natural environment, including lakes, ponds, streams, wetlands, floodplains and groundwater, and to ensure the absence of an impairment, pollution and/or destruction of the air, water or other natural resources.

[2]

Stormwater management and drainage facilities shall be designed to retain the natural retention and storage capacity of any wetland, water body or watercourse and shall not increase flooding or the potential for pollution of surface water or groundwater, on site or off site.

[3]

Floor drains shall be connected to a public sewer system, an on-site holding tank without an outlet, or a system authorized by through a state groundwater discharge permit.

[4]

Sites shall be designed to prevent spills and discharges of hazardous substances and polluting materials to the air, surface of the ground, groundwater or surface water.

[5]

State and federal agency requirements for storage, spill prevention, recordkeeping, emergency response, transport and disposal of hazardous substances and polluting materials shall be met. No discharges to groundwater, whether direct or indirect, shall be allowed without required permits and approvals.

[6]

In determining compliance with the standards in this chapter, the Village may utilize appropriate and applicable reference standards regarding best management practices for groundwater protection.

(b)

Aboveground storage and use areas for hazardous substances and polluting materials.

[1]

Secondary containment of hazardous substances and polluting materials shall be provided. Secondary containment shall be sufficient to store the substance for the maximum anticipated period of time necessary for the recovery of any released substance.

[2]

Outdoor storage of hazardous substances and polluting materials shall be prohibited except in product-tight containers which are protected from weather, leakage and vandalism.

[3]

Secondary containment structures shall not have floor drains or other outlets, except as necessary for connection to pumping trucks for removal of spilled product.

[4]

Areas and facilities for loading, handling, production, use or disposal of hazardous substances and polluting materials shall be designed and constructed to prevent discharge or runoff to floor drains, rivers, lakes, ponds, wetlands, groundwater or soils.

(c)

Underground storage tanks for the storage of hazardous substances and polluting materials.

[1]

Existing and proposed underground storage tanks shall be registered with the authorized state agency in accordance with applicable state and federal law.

[2]

Installation, operation, maintenance, closure and removal of underground storage tanks shall be in accordance with requirements of the authorized state agencies. Leak detection, corrosion protection, spill prevention and secondary containment requirements shall be met. Records of monthly monitoring and inventory control shall be retained and available for review by appropriate federal, state and local government officials in the event of a product release or spill.

[3]

Out-of-service or abandoned underground tanks shall be emptied and removed from the ground in accordance with requirements of the authorized state and federal agencies.

(d)

Sites with contaminated soils and/or groundwater.

[1]

Site plans shall detail the location and extent of any contaminated soils or groundwater on the site.

[2]

Written verification from the authorized state agencies shall be provided as a part of site plan review application that indicates their approval of the proposed use or activity in relation to the contamination on site and cleanup efforts underway or anticipated.

F.

Expiration of site plan approval.

(1)

The approval of any preliminary site plan under the provisions of this chapter shall expire and be void one year after the date of such approval unless final site construction plan approval has been granted or is in an active stage of review. Approval of any final site construction plan under the provisions of the chapter shall expire and be void one year after the date of such approval unless actual construction has commenced in accordance with the issuance of a valid building permit. Upon expiration of a construction final site plan approval, all preliminary site plan approvals shall expire.

(2)

The time limits set forth above may be extended by the body which approved the site plan, subject to the following:

(a)

The extension must be requested in writing prior to the expiration of the ~~preliminary or final~~ site plan ~~and/or construction plan~~ approval period;

(b)

An extension may be granted for any period of time not to exceed one year; and

(c)

No more than two one-year extensions may be granted.

G.

Fees. Any application for site plan ~~preliminary or final~~ ~~or construction plan~~ approval shall be accompanied by a fee as determined from ~~time to time~~ by resolution of the Village Council.

H.

Performance guarantee.

(1)

The Village may require a cash deposit, certified check, irrevocable bank letter of credit, or surety bond to cover the estimated cost of improvements necessary to ensure compliance with this chapter. This performance guarantee shall be deposited with the Clerk of the Village to ensure faithful completion of the improvement. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or the project.

(2)

Whenever a cash deposit is required, the Village shall establish a reasonable rebate of such cash deposit based on a proportion of work completed versus the total work required. This section shall govern whenever a financial guarantee is required by authority of this chapter notwithstanding any provisions to the contrary.

I.

Approval and issuance of building permits. Building permits shall not be issued until site plan approval has been granted by the Planning Commission and, where applicable, the Village engineering consultant has ~~approved~~ ~~recommended approval~~ of the final engineering plans for the site.

J.

Amendments of approved site plans.

(1)

An approved site plan may be amended by written application to the Village Clerk in accordance with the submittal and review procedures for site plan review detailed in § **515-100**. Where the changes are minor, the Planning Commission may waive the ~~preliminary~~ site plan review process and refer the revisions to staff or consultants for final action.

(2)

Any actual construction or plan changes made during construction which are not approved by the Planning Commission and which differ from an approved site plan shall be made at the applicant's own risk without any assurances that the Planning Commission will approve such changes. It shall be the responsibility of the developer and/or applicant to apply for and receive site plan approval for any modifications to approved site plans.

K.

Inspection. Inspections of all construction shall be conducted by the Building Inspector, Fire Chief or designee, consultants as applicable and trade inspectors Administrative Official in conformance with §§ 515-198, 515-199 and 515-201.

L.

Staging or phasing of development.

(1)

Whenever a project is proposed to be developed in stages, each stage shall be clearly denoted on the preliminary and final site plan.

(2)

Site plan review and approval shall be required (including fees) for each subsequent stage which is proposed to begin later than one year after the original approval. An extension may be granted by the body which approved the site plan, subject to the following:

(a)

The extension must be requested in writing prior to the expiration of the original site plan approval period;

(b)

An extension may be granted for any period of time not to exceed one year; and

(c)

No more than two one-year extensions may be granted.

M.

Certificates of occupancy and performance guarantees. Certificates of occupancy shall only be considered by the appropriate administrative official in conformance with the provisions in §§ 515-199 and 515-200.

N.

Violations and enforcement. Violations and enforcement of the provisions of this section shall be addressed in accordance with the provisions in § 515-206.



Re: Redwood Fence

From David Scurto <dscurto@cwaplan.com>

Date Thu 10/1/2026 4:47 PM

To Robert Pannell <rob.planningcomm@gmail.com>; Rebecca Hollis <rhollis@newhavenmi.org>; ssaif@tri-countyeng.com <ssaif@tri-countyeng.com>; gmrodzik.newhaven@gmail.com <gmrodzik.newhaven@gmail.com>; Rachel Whitsett <rwhitsett@newhavenmi.org>

Cc Josh Guerrero <JGuerrero@newhavenmi.org>; Jeff Yaroach <JYaroach@newhavenmi.org>; Daniel Stier <dstier@newhavenmi.org>

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Yes to adding at the table. Add it before the agenda is adopted that night. I will see if the change qualifies for admin. review tomorrow when back in the office.

Sent from my T-Mobile 5G Device

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From: Robert Pannell <rob.planningcomm@gmail.com>

Sent: Thursday, 01 October 2026 16:01:40

To: Rebecca Hollis <rhollis@newhavenmi.org>; David Scurto <dscurto@cwaplan.com>; ssaif@tri-countyeng.com <ssaif@tri-countyeng.com>; gmrodzik.newhaven@gmail.com <gmrodzik.newhaven@gmail.com>; Rachel Whitsett <rwhitsett@newhavenmi.org>

Cc: Josh Guerrero <JGuerrero@newhavenmi.org>; Jeff Yaroach <JYaroach@newhavenmi.org>; Daniel Stier <dstier@newhavenmi.org>

Subject: Re: Redwood Fence

Thank you, Becky,

I was thinking maybe Rachael wasn't done yet because I have not seen it sent out.

I thought Rachael was on the email I responded to, so I am adding her to this one.

Dave, if you think we might have to take action on redwood, I would like to get it on the agenda, not sure if we can add something like that from the table without the public being able to see it.

Thanks, Rob

From: Rebecca Hollis <rhollis@newhavenmi.org>

Sent: Thursday, October 1, 2026 3:49 PM

To: Robert Pannell <rob.planningcomm@gmail.com>; dscurto <dscurto@cwaplan.com>; ssaif@tri-countyeng.com <ssaif@tri-countyeng.com>; gmrodzik.newhaven@gmail.com <gmrodzik.newhaven@gmail.com>

Cc: Josh Guerrero <JGuerrero@newhavenmi.org>; Jeff Yaroach <JYaroach@newhavenmi.org>; Stier <dstier@newhavenmi.org>
Subject: Re: Redwood Fence

Rob,
 I've already sent to October PC agenda to Rachel to send the packet out.
 Can this be added at the table or do I need to send Rachel an updated agenda for October with this item included?

Thank you.

Rebecca Hollis

Village of New Haven
 57775 Main Street | PO Box 480429
 New Haven, MI 48048
 Direct: 586-749-5301 x214
www.newhavenmi.org

From: Robert Pannell <rob.planningcomm@gmail.com>
Sent: Thursday, October 1, 2026 3:26 PM
To: Rebecca Hollis <rhollis@newhavenmi.org>; dscurto <dscurto@cwaplan.com>; ssaif@tri-countyeng.com <ssaif@tri-countyeng.com>; gmrodzik.newhaven@gmail.com <gmrodzik.newhaven@gmail.com>
Cc: Josh Guerrero <JGuerrero@newhavenmi.org>; Jeff Yaroach <JYaroach@newhavenmi.org>; Daniel Stier <dstier@newhavenmi.org>
Subject: Re: Redwood Fence

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Hello,
 Please add this to the agenda for Tuesday, if not we, can add it at the table if we need to take action to keep this moving forward.
 Thanks, Rob

From: Rebecca Hollis <rhollis@newhavenmi.org>
Sent: Thursday, October 1, 2026 8:58 AM
To: dscurto <dscurto@cwaplan.com>; ssaif@tri-countyeng.com <ssaif@tri-countyeng.com>; gmrodzik.newhaven@gmail.com <gmrodzik.newhaven@gmail.com>; Robert Pannell <rob.planningcomm@gmail.com>
Cc: Josh Guerrero <JGuerrero@newhavenmi.org>; Jeff Yaroach <JYaroach@newhavenmi.org>; Daniel Stier <dstier@newhavenmi.org>
Subject: Fw: Redwood Fence

Good morning,
 Emily Engelhart reached out again about the proposed fence for the Redwood site yesterday. The email is below.

Back in July, I let Emily know PC approval is required for the changes to the site plan, and she need to submit a revised site plan review. Please confirm that this is still the correct process. Are signed approval letters from residents, whose rear fences will be replaced, need to be included with the submittal to PC?

Thank you,

Rebecca Hollis

Village of New Haven
57775 Main Street | PO Box 480429
New Haven, MI 48048
Direct: 586-749-5301 x214
www.newhavenmi.org

From: Emily Engelhart <EEngelhart@byRedwood.com>
Sent: Wednesday, September 30, 2026 3:34 PM
To: Rebecca Hollis <rhollis@newhavenmi.org>
Subject: Redwood Fence

Disclaimer

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Hi Becky -

Happy fall 🍂

I am still working on this fence item. We have reached a few of the property owners along Carl Street who have existing fences. We broached the idea of removing and replacing their existing rear fences with a new privacy fence (assuming its approved and permitted by the Village) and it seems most owners are on board.

What I'm hoping to confirm with you is exactly what the site plan amendment process will look like with the Village. Is it a full hearing before the Planning Commission to have a fence approved if neighbors are in support? Is it something that can be approved upon administrative village review? Would a signed letter from the neighbors with approval of a replacement fence be sufficient for approval, or what document might you require? I presume if there is no existing fence no neighbor approval will be required. We are endeavoring not to create a "double fence" anywhere.

Perhaps it would be helpful for me to swing by or speak to the Planner directly? Does he or she hold regular hours at the Village?

Thank you so much!
Emily

Emily Engelhart
VP of Land Acquisitions

Mobile: [\(248\) 930-2123](tel:(248)930-2123) **Office:** [\(216\) 360-9441](tel:(216)360-9441) byRedwood.com

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