

SHAWN MACDONELL, Chairperson
LINDA JUNOD, Secretary
PATRICIA ODETTE, Mayor
PETER CHRISTOFF, Board Member
CARRIE COX, Board Member
CODY GIBSON, Board Member
AL PETRI, Board Member
PHILIP BATTEN, Board Member
MATTHEW SMITH, Board Member
STEPHEN PENTE, Board Member
JOSH SMITH, Board Member
JEFF HARRIS, Board Member



J.P. CACCIAGLIA, DDA Director
DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF WOODHAVEN
21869 West Road
Woodhaven, MI 48183
Phone: (734) 675-4959
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www.woodhavenmi.org

CITY OF WOODHAVEN
DOWNTOWN DEVELOPMENT AUTHORITY
March 14, 2022 AT 8:00AM

1. Call Meeting to Order
2. Roll Call
3. Approval of Consent Calendar
 - a. Approval of Agenda
 - b. Approval of DDA Meeting Minutes November 15th, 2022
 - c. Approval of Invoices \$237,549.37
 - d. Financial Reports
4. Approval of Redevelopment of Christoff's Restaurant and Parcel
5. Update on Projects
6. Adjournment

CITY OF WOODHAVEN
COUNTY OF WAYNE, STATE OF MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY MEETING OF NOVEMBER 15, 2022

Regular Downtown Development Authority Meeting of November 15, 2022, held at Woodhaven City Hall, 21869 West Road, Woodhaven, Michigan. Shawn MacDonell, Chairperson, called the meeting to order at 8:00 a.m.

PRESENT: Mayor Patricia Odette, Shawn MacDonell, Al Petri, Al Petri & Sons Bicycling & Fitness, Matthew Smith, Sneaky's Sports Bar & Grill, Cody Gibson, Chick-Fil-A, Linda Junod, Resident, Jeff Harris, City Administrator,

ABSENT: Stephen Pente, Comerica Bank, Joshua Smith, Resident, Peter Christoff, Christoff's Family Restaurant, Carrie Cox, The Hair Culture Studio 3, Philip Batten, Beyond Juicery & Eatery (all excused)

ALSO PRESENT: Kristie Keene, Clerk, J. P. Cacciaglia, DDA & Economic Development Director

Moved by Petri, seconded by Junod to approve the Consent Calendar

- A. Approval of DDA Agenda for November 15, 2022.
- B. Approval of DDA Meeting minutes July 26, 2022.
- C. Approval of DDA Meeting minutes September 13, 2022.

MOTION CARRIED.

Moved by Mathew Smith, seconded by Junod, to approve to replace Street Lights on Allen Road from West Road to the Rail Road tracks. This is a budgeted item not to exceed \$213,891.00. MOTION CARRIED.

Discussion was held regarding DDA Master Plan.

Update on Projects

- Wayne County still is looking to move forward with the Grade Separation Project.

Meeting adjourned at 8:20 a.m.

Shawn MacDonell, Chairperson

Ms. Kristie Keene, Clerk

GL Report
CITY OF WOODHAVEN

Balances as of 02/28/2023

| GL Number | Description | Prev Bal | DR Activity | CR Activity | Balance |
|-----------------|-------------------------|--------------|-------------|-------------|--------------|
| 248-000-001.000 | CHECKING | 1,184,837.38 | 0.00 | 24,477.46 | 1,160,359.92 |
| 248-000-016.975 | INVESTMENTS - DDA | 1,115,341.72 | 0.00 | 0.00 | 1,115,341.72 |
| 248-000-017.210 | US GOVERNMENT MONEY MKT | 351,858.55 | 0.00 | 0.00 | 351,858.55 |
| | Total: | 2,652,037.65 | 0.00 | 24,477.46 | 2,627,560.19 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|---|--------------|--------------------------------|--------------------------------------|------------------|----------|------------|---------|
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Dept 729 DDA OPERATING EXPENDITURE | | | | | | | |
| 248-729-725.155 | 11/01/22 | MADISON NATIONAL LIFE INS CO., | POLICY #17927 LONG TERM DISABILITY | 11/1/22 | 12/06/22 | 41.47 | 19163 |
| 248-729-725.155 | 11/01/22 | MADISON NATIONAL LIFE INS CO., | POLICY #17920 SHORT TERM DISABILITY | 11/1/22 | 12/06/22 | 4.40 | 19163 |
| 248-729-725.155 | 11/01/22 | SECURIAN LIFE INSURANCE COMPAN | LIFE INSURANCE PREMIUMS | 11/1/22 | 12/06/22 | 17.75 | 19182 |
| 248-729-725.155 | 01/01/23 | MADISON NATIONAL LIFE INS CO., | POLICY #17927 LONG TERM DISABILITY | 1/1/23 | 01/03/23 | 41.47 | 19317 |
| 248-729-725.155 | 01/01/23 | MADISON NATIONAL LIFE INS CO., | POLICY #17920 SHORT TERM DISABILITY | 1/1/23 | 01/03/23 | 4.40 | 19317 |
| 248-729-725.155 | 01/01/23 | SECURIAN LIFE INSURANCE COMPAN | LIFE INSURANCE PREMIUMS POLICY #706 | 1/1/22 | 01/03/23 | 17.75 | 19326 |
| 248-729-725.155 | 02/01/23 | MADISON NATIONAL LIFE INS CO., | POLICY #17927 LONG TERM DISABILITY | 2/1/23 | 02/01/23 | 41.46 | 19430 |
| 248-729-725.155 | 02/01/23 | MADISON NATIONAL LIFE INS CO., | POLICY #17920 SHORT TERM DISABILITY | 2/1/23 | 02/01/23 | 4.40 | 19430 |
| 248-729-725.155 | 02/01/23 | SECURIAN LIFE INSURANCE COMPAN | LIFE INSURANCE PREMIUMS POLICY # 70 | 2/1/23 | 02/01/23 | 17.75 | 19434 |
| 248-729-727.000 | 11/05/22 | GORDONS FOOD SERVICE | MEETINGS ELECTION | 8015250020143221 | 12/06/22 | 29.49 | 19086 |
| 248-729-727.000 | 11/09/22 | GRIMCO INC | SIGN MATERIAL | 29578749-01 | 12/06/22 | 176.66 | 19086 |
| 248-729-727.000 | 11/09/22 | GRIMCO INC | CREDIT WAS NOT A CC PURCHASE | 29578749-01A | 01/03/23 | (176.66) | 19293 |
| 248-729-727.000 | 11/09/22 | GRIMCO INC | CORRECTED INVOICE CHARGE | 29578749-01B | 01/03/23 | 176.66 | 19310 |
| 248-729-727.000 | 12/02/22 | WAL-MART | EXTENSION CORDS | 23360028344 | 02/07/23 | 7.96 | 19441 |
| 248-729-727.000 | 01/19/23 | GRIMCO INC | SIGN MATERIAL | 29914474-01 | 02/07/23 | 16.58 | 19495 |
| 248-729-775.306 | 11/01/22 | HOME DEPOT | NUT AND BOLT | 27385226519 | 12/06/22 | 5.50 | 19086 |
| 248-729-775.306 | 09/09/22 | A-1 LAWN SPRINKLERS | FOUNTAIN DAMAGE | 54433 | 12/20/22 | 2,339.25 | 19209 |
| 248-729-775.306 | 08/30/22 | A-1 LAWN SPRINKLERS | FOOTBALL FIELD DAMAGE | 54427 | 12/20/22 | 633.75 | 19209 |
| 248-729-775.306 | 11/01/22 | HOME DEPOT | NUT AND BOLT | 27385226519 | 02/07/23 | (5.50) | 19441 |
| 248-729-802.000 | 10/27/22 | HENNESSEY ENGINEERS, INC. | TOPO SURVEY | 162356 | 12/06/22 | 300.00 | 19143 |
| 248-729-802.000 | 11/18/22 | AMERICAN OFFICE SOLUTIONS | USAGE PERIOD 10/18/22 - 11/17/22 | IN320209 | 12/20/22 | 86.50 | 19219 |
| 248-729-802.000 | 12/11/22 | AMERICAN OFFICE SOLUTIONS | USAGE PERIOD 11/18/22 - 12/17/22 | IN323138 | 01/03/23 | 62.50 | 19296 |
| 248-729-802.000 | 01/18/23 | AMERICAN OFFICE SOLUTIONS | USAGE PERIOD 12/18/22 - 1/17/23 | IN325911 | 02/07/23 | 49.68 | 19447 |
| 248-729-804.300 | 02/01/23 | BS&A SOFTWARE | ANNUAL SERVICE - FIXED ASSETS/UTILIT | 145581 | 02/07/23 | 367.50 | 19456 |
| 248-729-805.525 | 12/18/22 | DETROIT FREE PRESS | NEWSPAPER | DEC22 | 02/07/23 | 11.99 | 19441 |
| 248-729-805.525 | 10/18/22 | DETROIT FREE PRESS | ONLINE NEWSPAPER | OCT22 | 02/07/23 | 11.99 | 19441 |
| 248-729-852.975 | 11/30/22 | WADE TRIM | ALLEN RD GRADE PLANS | 2025935 | 12/20/22 | 3,850.00 | 19284 |
| 248-729-882.000 | 11/03/22 | WAL-MART | REPLACEMENT LIGHTS FOR CITY HALL CA | 7RHM4Y1541QP | 12/06/22 | 1,432.00 | 19086 |
| 248-729-882.000 | 11/22/22 | WAL-MART | HOLIDAY DECOR CITY HALL | 3065459579936559 | 12/06/22 | 173.22 | 19086 |
| 248-729-882.000 | 11/03/22 | WAL-MART | REPLACEMENT AND ADDITIONAL LIGHTS | 0553831629380712 | 12/06/22 | 1,432.30 | 19200 |
| 248-729-882.000 | 12/01/22 | HOME DEPOT | DPS | 12/1/22 | 12/20/22 | 300.64 | 19213 |
| 248-729-882.000 | 12/02/22 | LOWE'S | SUPPLIES FOR TREE LIGHTING | 4656925 | 12/20/22 | 27.02 | 19213 |
| 248-729-882.000 | 12/02/22 | LOWE'S | CHRISTMAS LIGHTS | 10506 | 12/20/22 | 104.20 | 19213 |
| 248-729-882.000 | 12/05/22 | LOWE'S | LIGHT FOR SANTA | 12/5/2022 | 12/20/22 | 34.98 | 19213 |
| 248-729-882.000 | 11/30/22 | MICHAELS | DECOR | 9135160000111/30 | 12/20/22 | 34.95 | 19213 |
| 248-729-882.000 | 11/30/22 | WAL-MART | TREE LIGHTING | 5543183635271730 | 12/20/22 | 94.16 | 19213 |
| 248-729-882.000 | 02/01/23 | GROSSE ILE LAWN SPRINKLER, INC | LED MINI LIGHTS - USED FOR HOLIDAY | 79336 | 02/07/23 | 9,054.00 | 19496 |
| 248-729-921.000 | 11/28/22 | CONSTELLATION NEWENERGY - GAS | FEBRUARY BILLING - 9/23/22 - 10/21/ | 3613412 | 12/20/22 | 30.66 | 19233 |
| 248-729-921.000 | 12/14/22 | CONSTELLATION NEWENERGY - GAS | NOVEMBER BILLING - 10/22/22 - 11/22 | 3636557 | 01/03/23 | 29.96 | 19303 |
| 248-729-921.000 | 01/11/23 | CONSTELLATION NEWENERGY - GAS | DECEMBER BILLING - 11/23/22 - 12/21 | 3652764 | 02/07/23 | 42.20 | 19467 |
| 248-729-921.000 | 02/09/23 | CONSTELLATION NEWENERGY - GAS | JANUARY BILLING - 12/22/23 - 1/23/2 | 3676035 | 02/21/23 | 33.38 | 19586 |
| 248-729-961.670 | 12/07/22 | WOLVERINE FIREWORKS | FIREWORKS DISPLAY - ANNUAL TREE LIG | 12202022 | 12/20/22 | 2,700.00 | 19287 |
| 248-729-977.000 | 11/15/22 | DETROIT EDISON-1 | ALLEN ROAD REPLAMENT LIGHTS WEST TO | ALLEN RD LIGHTIN | 12/06/22 | 213,891.00 | 19116 |
| Total For Dept 729 DDA OPERATING EXPENDITURE | | | | | | 237,549.37 | |
| Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | 237,549.37 | |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|-----------|--------------|--------------|---------------------------------------|---------|----------|-------------------|---------|
| | | Fund Totals: | | | | | |
| | | | Fund 248 DOWNTOWN DEVELOPMENT AUTHORI | | | 237,549.37 | |
| | | | Total For All Funds: | | | <u>237,549.37</u> | |

PATRICIA A. ODETTE, Mayor
JANET SIKES, Mayor Pro-Tem
ROBERT TOTH, Council Member
JC MOCZYDLOSKY, Council Member
DARREL PENIX, Council Member
PRESTON ABADIE, Council Member
DON BELCHER, Council Member



CITY OF WOODHAVEN
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To: DDA Board Members

From: JP Cacciaglia

Date: March 14th, 2022

Re: Redevelopment of Christoff's

After reviewing the plan changed for the redevelopment of Christoff's to meet DDA design standards for building materials the following changes should be made

The main EFIS areas should be reduced to be under 10% and be switched to either Brick, stone, or a cement board, The CMU Block area should be constructed in brick stone or other durable material. EFIS should be no more than accent areas on a façade and shouldn't be a main building surface.

The dumpster enclosure should match the brick of the building and the dumpster enclosure doors should be that of a material that is either solid metal or wood to provide screening and durability.

Other recommendations would be for the building to have some additional accent lighting (Up/Down Sconces) to provide some character depth at night. Signage should conform to ordinance for tenants. Also note that the drive up window shown is a pickup window. There will be NO menu board or the ability for someone to order at the window.

WOODHAVEN, MICHIGAN

Dine • Shop • Enjoy



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: March 7, 2023

**Site Plan Review
For
City of Woodhaven, Michigan**

Applicant: Peter Christoff (Stonefield Engineering)

Project Name: Christoff's

Plan Date: February 16, 2023

Location: 22900 Allen Road

Zoning: CBD, Central Business District

Action Requested: Site Plan Review

Required Information: As provided herein.

PROJECT AND SITE DESCRIPTION

The applicant is proposing to demolish the existing Christoff's Restaurant in order to redevelop the site with a 9,182 square foot multi-tenant commercial building, parking, landscaping and associated site improvements. We note the south elevation of the building demonstrates the use of a drive-up/pick-up window. In discussions with the applicant prior to submittal of the plans for formal review, it was determined that the use of a drive-up window to be accessory to the restaurant use. This interpretation is based on the fact the pickup window will not have stacking spaces or a menu board.

The site is located along the east side of Allen Road just north of West Road and at the southern terminus of Ziegler Avenue (service drive); and is zoned CBD, Central Business District. Restaurants without drive-throughs are listed as a permitted use in the CBD zoning district.

Figure 1. – Aerial Photo



AREA, WIDTH, HEIGHT, SETBACKS

Section 110-488 outlines the dimensional requirements of the CBD zoning district as follows:

| | <u>Required</u> | <u>Provided</u> | <u>Complies</u> |
|---|---------------------|-------------------|-------------------|
| Front Setback (Allen Road) minimum | 72 feet | 145 feet | Complies |
| Front Setback (Allen Road) maximum | 127 feet | 145 feet | Variance required |
| Side Setback (south) | 10 feet | 31.5 feet | Complies |
| Side Setback (north) | 10 feet | 48.4 feet | Complies |
| Rear Setback (west) | 10 feet | 116.5 feet | Complies |
| Parking Setback from Allen Road | 75 feet | 75 feet | Complies |
| Building Height | 2-stories / 30 feet | 1-story / 24 feet | Complies |

Based upon the information provided, the applicant will be seeking a variance from the maximum Allen Road front yard setback to allow the building to be placed an additional 18 feet from the Allen Road right-of-way. If a variance is not granted, the building will be required to meet the maximum front yard setback as noted. All other dimensional requirements of the CBD district have been met.

Items to be Addressed: *Applicant to obtain a variance to allow an increased maximum Allen Road front setback or relocate the structure to meet minimum and maximum setbacks from Allen Road.*

NATURAL RESOURCES

The subject site is currently developed and there are no significant natural features present.

Items to be Addressed: *None.*

ESSENTIAL SERVICES

Essential services including, water sewer and stormwater management will be reviewed by the City Engineer and Utility Director.

Items to be Addressed: *City Engineer and Utility Director review of site's essential services.*

BUILDING LOCATION AND SITE ARRANGEMENT

Site configuration appears logical; however, the Woodhaven Fire Department should be comfortable with access and the ability to fight a fire around the entire building. Turning radii for delivery, emergency and garbage trucks will need to be provided.

Items to be Addressed: *1) Review and approval by Woodhaven Fire Department. 2) Provide truck turning radii for delivery, emergency, and garbage trucks throughout the site.*

PARKING, LOADING

Section 110-602(c)(1) outlines the required parking calculation formula for *retail businesses having less than 400,000 square feet gross leasable floor area shall provide 4.5 spaces for each 1,000 square feet of gross leasable floor area.* Additionally, Section 110-602(c)(6)(a) requires *restaurant/lounges with sit down capacity provide 14 spaces for each 1,000 square feet of gross leasable area or one space for each two employees plus one for each two customers allowed under maximum capacity, whichever is greater.*

| | <u>Required</u> | <u>Provided</u> |
|---|------------------|------------------|
| Retail – 4,703 SF (4.703 x 4.5= 21 spaces) | 84 spaces | 74 spaces |
| Restaurant – 4,479 SF (4.479 x 14) = 63 spaces | | |
| Barrier Free | 3 | 3 |
| Loading | 1 | 0 |

The applicant is providing ten (10) spaces less than the ordinance requires. The Ordinance allows for the Planning Commission to consider a reduction in the number of parking spaces when off-street parking spaces will be used by more than one use. The applicant must provide a shared parking study for consideration by the Planning Commission demonstrating parking for the uses on the site are adequate.

Parking spaces are dimensioned in accordance with Section 110-603.

We note Section 110-492 requires parking within the CBD shall be located at the side and rear of structure. Limited parking is permitted in the front of buildings but is limited to one (1) bay of parking which includes one (1) row of parking and a drive aisle. As provided, the applicant has demonstrated two (2) rows of parking and a drive aisle in front of the proposed structure. A variance will need to be granted by the Zoning Board of Appeals to allow this configuration. If a variance is not granted, the applicant will need to reconfigure the site to meet this requirement.

Section 110-492(j) requires loading areas for all office and commercial developments within the rear yard and effectively screened from all public rights-of-ways. No loading space has been provided. The applicant should provide a note on the plans indicating type and timing of deliveries on the site plan.

Items to be Addressed: 1) Provide parking study demonstrating adequate parking is provided. 2) Planning Commission to consider reduction in required parking calculation. 3) Applicant to obtain a variance from the Zoning Board of Appeals to allow additional parking in front of building or reconfigure the site to meet parking requirements. 4) Provide type and timing of deliveries on the site plan.

SITE ACCESS AND CIRCULATION

Access to the site will remain as currently configured with an access drive from Ziegler Avenue (termination of service drive) at the north parking area. An existing two-way driveway is also located at Allen Road. This access point will be modified to allow for right-turn-in and right-turn-out movements only. The existing two-way western shared access to Aldi will also remain.

An internal pedestrian connection is provided from the existing public sidewalk along the north property line to the northeast corner of the building.

Items to be Addressed: *None.*

LANDSCAPING

A landscaping plan has been provided on Sheet C-7 of the plan set.

Parking Lot Landscaping:

Section 110-603(9) requires one (1) tree for each six (6) parking spaces. Seventy-four (74) parking spaces are proposed; therefore, 12 parking lot trees are required. Twelve (12) parking lot trees are proposed.

In addition, 15 square feet of landscape area is required per parking space. This equates to 1,110 square feet of landscape area. The applicant has provided 1,994 square feet of interior parking lot landscaping.

Parking Lot Perimeter Landscaping:

Section 110-492(h) requires that parking lots shall be screened from all public rights-of-ways by either a three (3)-foot ornamental brick wall or an alternative screening treatment that will effectively result in an equivalent opacity, as approved by the Planning Commission. The applicant is proposing an ornamental vinyl fence with brick piers along the Allen Road frontage and a shrub row to provide additional opacity. Detail of the proposed fence is provided on Sheet C-10.

Greenbelt Landscaping:

A five (5)-foot wide planting area is required along any dedicated street right-of-way or easement. A shrub row is proposed along the outside of the proposed ornamental fence screening the parking area and providing for greenbelt plantings along Allen Road.

Dumpster Enclosure:

The dumpster enclosure is proposed in the southwest corner of the site. Detail of the dumpster enclosure is provided on Sheet C-10 and is proposed as split face block. The applicant should verify the enclosure will match the proposed building materials/colors.

Items to be Addressed: *1) Planning Commission to consider proposed ornamental fence and shrub row for parking lot screening. 2) Verify dumpster enclosure will match proposed building materials/colors.*

LIGHTING

A lighting plan has been provided. Section 110-742 requires the maximum illumination levels at any property line shall not exceed 1.5 foot-candles.

Two (2) building-mounted lights and five (5) pole mounted light fixtures are proposed throughout the site. Illumination levels along all property lines are demonstrated at less than 1.5 foot-candles as required. Detail of the fixtures is provided on Sheet C-6.

The height of all light poles is 20 feet. Lighting located in the perimeter of the parking area is limited to a height of 16 feet. "B" and "C" fixtures will need to be reduced to 16 feet in height as they are located along the east and south perimeter of the parking lot.

Items to be Addressed: *Reduce height of "B" and "C" light poles at perimeter of parking lot to 16 feet.*

SIGNS

Freestanding Signage:

The location of a new monument sign is demonstrated at the southeast corner of the site. Freestanding signage is strongly discouraged in the CBD district. As such, setbacks are not specifically noted for freestanding signage in the CBD district. For new CBD freestanding signage, past practice has been to require the same setback requirements outlined for the other commercial district freestanding sign regulations. This includes 15-foot setbacks from any street right-of-way and 20 feet from an abutting non-residential property line.

As proposed, the location of the proposed monument sign does not meet the required setback from the Allen Road right-of-way or the southern property line. Detail of the proposed signage has not been provided for review at this time.

Wall Signage:

Wall signage has not been demonstrated at this stage of review.

Items to be Addressed: *1) Relocate the proposed monument sign 15 feet from the Allen Road right-of-way and 20 feet from the southern property line. 2) Provide detail of proposed monument sign. 3) Wall signage will be reviewed at a future date.*

FLOOR PLAN AND ELEVATIONS


Building elevations and floor plans have been provided. The exterior building materials include brick; EIFS cornice; and metal panels. A color rendering should be provided for Planning Commission consideration.

Items to be Addressed: Provide color rendering for Planning Commission consideration.

RECOMMENDATIONS

The following items will need to be addressed prior to Planning Commission approval of the site plan:

1. Applicant to obtain a variance to allow an increased maximum Allen Road front setback or relocate the structure to meet minimum and maximum setbacks from Allen Road.
2. City Engineer and Utility Director review of site's essential services.
3. Review and approval by Woodhaven Fire Department.
4. Provide truck turning radii for delivery, emergency, and garbage trucks throughout the site.
5. Provide parking study demonstrating adequate parking is provided.
6. Planning Commission to consider reduction in required parking calculation.
7. Applicant to obtain a variance from the Zoning Board of Appeals to allow additional parking in front of building or reconfigure the site to meet parking requirements.
8. Provide type and timing of deliveries on the site plan.
9. Planning Commission to consider proposed ornamental fence and shrub row for parking lot screening.
10. Verify dumpster enclosure will match proposed building materials/colors.
11. Reduce height of "B" and "C" light poles at perimeter of parking lot to 16 feet.
12. Relocate the proposed monument sign 15 feet from the Allen Road right-of-way and 20 feet from the southern property line.
13. Provide detail of proposed monument sign.
14. Wall signage will be reviewed at a future date.
15. Provide color rendering for Planning Commission consideration.



CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP
Senior Associate