

**Planning Commission**  
Mark Piotrowski, Chairperson  
Bruce Copus  
Jason Hammond  
Charito Hulleza  
Bruce Kantor  
Les Stansbery  
Anna Thompson

CITY OF LATHRUP VILLAGE  
**PLANNING COMMISSION AGENDA**  
**Tuesday, December 17, 2019**  
**5:30 p.m.**

27400 SOUTHFIELD RD., LATHRUP VILLAGE, MI 48076  
CITY COUNCIL CHAMBERS

1. Call to order and Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of meeting minutes
  - a. Regular Meeting – November 19, 2019
5. Public Comment – regarding items not listed on the agenda
6. Old Business and Table Items
  - a. Comprehensive Plan discussion
7. New Business
  - a. Conceptual Site Plan – 26710 – 26780 Southfield Rd. (Lathrup Shopping Plaza)
  - b. 2020 Regular Planning Commission Meeting dates
  - c. 2020 Joint City Council-Planning Commission-DDA Meeting dates
  - d. 2019 Annual Report
8. Other Matters for Discussion
9. General communication & correspondence
  - a. Legal Update
  - b. DDA Update
  - c. Staff Update
10. Adjournment

At 7:03 p.m. the Regular Planning Commission meeting was called to order by Mark Piotrowski on Tuesday, November 19, 2019 in the City Council Chambers of the Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan.

Commissioners Present: Mark Piotrowski, Chair  
Jason Hammond, Secretary  
Charito Hulleza-Resident  
Bruce Kantor – Council Liaison  
Les Stansbery - Resident  
Anna Thompson – Resident

Absent: Bruce Copus

Staff Present: Dr. Sheryl Mitchell, City Administrator, Susie Stec, Community and Economic Development Manager and Yvette Talley, City Clerk

Also Present: Jill Bahm and Matthew Wojciechowski of Giffels Webster

All present joined in the Pledge of Allegiance.

**PC-93-19 APPROVAL OF AGENDA**

Motion by Commissioner Thompson, seconded by Commissioner Stansbery to approve the Agenda.

Motion carried.

**PC-94-19 MINUTES OF REGULAR MEETING September 17, 2019**

Motion by Commissioner Stansbery, seconded by Commissioner Kantor to approve the minutes of the Regular Meeting of September 17, 2019 with changes.

Motion carried.

**PC-95-19 MINUTES of Joint Meeting with Planning Commission, City Council and Downtown Development Authority October 29, 2019**

Motion by Commissioner Kantor, seconded by Commissioner Stansbery to approve the minutes of the Joint meeting with Planning commission, City Council and the Downtown Development Authority on October 29, 2019 with changes.

Motion carried.

**PC-96-19 PUBLIC COMMENT**

None

**PC-97-19****NEW BUSINESS****a. Comprehensive Plan: Existing Conditions and Future Land Use map**

Matthew Wojciechowski gave an overview of the topics listed below:

Existing conditions

Population

Education

Purpose of the Master Plan

Housing no new builds since 2010

Transportation

Village Center and Commercial Development

Master Plan and Zoning Ordinance

Planning Process

Role of City Boards and Commissions

Recreation Plan Update

Jill Bahm gave an overview and presented an exercise on the Master Plan-Village Center.

Commissioner Hammond said the concept of walkable community and how to balance a walkable community with some vehicular traffic, bikes, scooters etc. Also, parking concerns in the City.

Commissioners decided to change the format of the meeting and asked Giffels Webster return next month with information as to where the City has made progress within the goals that were set and where they have not made progress. Giffels Webster will return next month to provide the requested information.

**PC-98-19****OLD BUSINESS**

None

**PC-99-19****GENERAL COMMUNICATION & CORRESPONDENCE**

City Attorney- No comments

Susie Stec said Shop Small and Artisan fair will be Saturday. November 30<sup>th</sup>, met with City of Lathrup Village City Council, City of Southfield and City of Beverly Hills to discuss Southfield Road, gas station project moving forward and received Engineering plans. Plans have been received from Precise MRI. Ferris State students will here to present Friday, November 22, 2019.

Commissioner Kantor stated the liquor license for Jagged Fork was approved. City Council met with Southfield schools and they will work on better communication with the city for example, newsletter, add link for school website and share stats of their accomplishments with the City.

Dr. Sheryl Mitchell said the Police Department will have a community dinner on November 22, 2019 6:00 p.m.-8:00 p.m. in the community room. Tree lighting ceremony on December 19<sup>th</sup>. Fee schedule update, indoor/outdoor fees effective Jan 1, 2020 community service credit program far more access to free use of facilities and parks looking forward to partnership. From this program there has been an increase in volunteers for the City.

**PC-100-19      ADJOURNMENT**

Motion by Commissioner Hammond, seconded by Commissioner Stansbery to adjourn this meeting.

Motion carried.

The meeting adjourned at 8:00 p.m.

Submitted by Yvette Talley

Recording Secretary



# memorandum

**DATE:** December 13, 2019

**TO:** Susie Stec, Manager – Community & Economic Development

**FROM:** Jill Bahm & Matt Wojciechowski, Giffels Webster

**SUBJECT:** 2015 Master Plan Action Strategies

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As part of the Comprehensive Plan update, it is important that the Planning Commission review the plan's goals and objectives. These goals and objectives may be reaffirmed, refined or otherwise changed to reflect the city's vision of the future. Based on discussions at the November 19 Planning Commission meeting, we have updated the 2015 Master Plan action strategies to reflect ongoing efforts, completed items and those items that have yet to be completed, keeping in mind the long-range nature of a Master Plan, which may look 10-20 years or more into the future.

In the attached update, note that there is a "lead" body and a "supporting" body – this is intended to reflect the body that may have the authority or directive to take charge of an action item, while also identifying other bodies who may play an advisory or other support role. The "hurdles" column notes, for some action items, issues that need resolution before an action item may begin or is completed. Some action items have been added to reflect efforts completed or in progress – they appear in shaded boxes.

At our upcoming Planning Commission meeting, we will discuss action strategy accomplishments and challenges as well as the impact on the Master Plan goals and objectives. As you prepare for this meeting, consider each goal from a long-range perspective. Are the goals clear? Do they represent the broader vision of the community? Is anything missing? Consider the questions that follow each goal below:

1. **GOAL 1: Create a Village Center.** Redevelop properties in the historic center of the City, transforming this area from suburban strip-style development into a mixed use, multiple story, walkable downtown for the City. Provide opportunities for residential housing, retail, restaurants, office, and entertainment uses. Ensure this area reflects the character of the surrounding neighborhoods. **At a joint meeting earlier this year, city council, planning commissioners and DDA board members reinforced their support for the development of a village center, recognizing that this is a long-term goal and there continues to be factors outside of the city's control (e.g., the redevelopment of Southfield Road, significant parcels being privately owned, etc.). The Planning Commission may wish to consider additional objectives and action strategies that support short- and medium-term economic development while continuing to pursue the overall long-range goal of the Village Center.**
2. **GOAL 2: Improve the appearance of commercial areas outside the Village Center.** Encourage the Improvement of buildings, streetscape, and signage along Southfield and 12 Mile Roads. Improved curb appeal will improve the City's image and attract new business and residents. **While recently there have been some redevelopment projects in the commercial areas along Southfield Road north and south of the Village Center, the corridor as a whole continues to**

present challenges in terms of building style and appearance. The Planning Commission may wish to discuss whether there is any refinement needed to this goal.

3. **GOAL 3: Support economic vitality throughout the City.** An improved local economy benefits the community through job creation, improved property values, and the provision of needed goods and services for City residents. **The previous two goals also support this goal by focusing on property development and redevelopment. This goal focuses on supporting local businesses as well as expanding economic vitality to include residents.**
4. **GOAL 4: Improve connectivity in the City.** Promote the independence and health of all City residents by improving transportation options within the City. Unite all quadrants of the City by improving vehicular and non-motorized transportation access. **This goal recognizes that Southfield Road and I-696 present real challenges to moving people of all ages and abilities in and around the community. One big accomplishment since the 2015 Master Plan was the city's decision to opt-in to SMART transit and the addition of bus stops on Southfield Road. The Planning Commission may wish to discuss whether any refinement is needed to this goal that seeks to provide residents, businesses and the local workforce options for mobility that include non-motorized transportation options.**
5. **GOAL 5: Support placemaking efforts embodied in goals, objectives, and action strategies for the Village Center and Southfield Road Corridor.** Identify and pursue other opportunities to create a sense of place in the City of Lathrup Village, building upon the City's identity as a diverse, caring, and welcoming community that has events and activities for all ages. **Cities, villages and townships across the region and state are recognizing the value of placemaking and are taking active steps to implement placemaking strategies. This goal supports the identity of the city – continuing to make it a desirable place to live and do business. The Planning Commission may wish to discuss how placemaking efforts can keep Lathrup Village competitive in the region for residents and businesses.**
6. **GOAL 6: Preserve and protect the quality and character of residential neighborhoods, while offering variety of housing options.** Encourage preservation and maintenance of existing homes in neighborhoods that contribute to the charm and identity of the City. Ensure that new housing is compatible with existing residential neighborhoods. **The city's biggest strengths are its residential neighborhoods. There are a variety of factors that contribute to residents' housing choices and this goal reflects the city's commitment to ensuring the availability for attractive, safe, appropriate and affordable homes for all residents, both today and in the future.**

Lead Body*	Supporting body	Completed	Hurdles
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**GOAL 1: Create a Village Center.** Redevelop properties in the historic center of the City, transforming this area from suburban strip-style development into a mixed use, multiple story, walkable downtown for the City. Provide opportunities for residential housing, retail, restaurants, office, and entertainment uses. Ensure this area reflects the character of the surrounding neighborhoods.

**Objective 1.1—Public/Private partnerships for Village Center: Create public/private partnerships to facilitate redevelopment of property bounded by California Drive.**

Action	1.1.1	Identify specific key parcels that, when assembled and redeveloped, may leverage additional private investment.	DDA	CC/PC	There has been some effort towards these actions; however, the turnover of municipal staffing has made completion challenging.
	1.1.2	Define the City's role in terms of property acquisition, assembly, and redevelopment. Outline public/private partnership strategy.	DDA	CC/staff	
	1.1.3	Identify funding source(s) and financial mechanisms for public and private investment.	DDA	Staff	

**Objective 1.2—Infrastructure Needs in Village Center: Define infrastructure needs and develop a strategy for implementation. This may include new or improved roads and utilities.**

Action	1.2.1	Conduct an infrastructure audit to understand needs. Prioritize improvements according to the opportunity to leverage private investment through redevelopment .	Staff		Yes
	1.2.2	Identify appropriate funding opportunities for the variety of infrastructure improvements.	CC	Staff	in progress

**Objective 1.3—Streetscape Standards in Village Center: Develop streetscape standards to improve public rights-of-way in the Village Center.**

**Objective 1.4—Placemaking: Incorporate placemaking strategies into all development and redevelopment, in conjunction with the principles and vision of the Master Plan, Village Center Concept, and Village Center Design Guidelines.**

Staff	PC/CC	Yes
PC	Staff	in progress

**GOAL 2: Improve the appearance of commercial areas outside the Village Center.** Encourage the Improvement of buildings, streetscape, and signage along Southfield and 12 Mile Roads. Improved curb appeal will improve the City's image and attract new business and residents.

**Objective 2.1—Property Acquisition along Southfield Road Corridor: Develop a strategy to facilitate acquisition of property along Southfield Road for redevelopment. Acquisition priorities should include vacant buildings, obsolete buildings, and properties considered "strategic" due to location and proximity to the proposed Village Center. A variety of funding options should be included in this strategy.**

Action	2.1.1	Create a survey of structures and incorporate these properties into a list of strategic property acquisitions.	Staff	DDA/CC	There has been some effort towards these actions; however, the turnover of municipal staffing has made completion challenging.
	2.1.2	Define the City's role in assembling development sites through strategic land banking.	Staff	CC	
	2.1.3	Identify funding source(s) and financial mechanisms for public and private investment.	Staff	CC	

**Objective 2.2—Zoning Ordinance Amendments: Continue to assess the impact of Zoning Ordinance standards and refine as needed to facilitate quality redevelopment needs along the Southfield Road Corridor.**

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			Lead Body*	Supporting body	Completed	Hurdles
Action	2.2.1	Conduct a Zoning Audit and identify a plan for zoning amendments	Staff	PC	yes	
Action	2.2.1	Update the Zoning Ordinance as needed to facilitate development and redevelopment consistent with the Master Plan vision.	PC	Staff	ongoing; most recent update 10/19	
Objective 2.3—Design Guidelines for Southfield Road Corridor: Develop design guidelines and zoning standards to direct the improvement and maintenance of buildings and signage.						
Action	2.3.1	Create design guidelines, similar to the guidelines for the Village Center, for the rest of Southfield Road	PC	Staff		Resources needed to complete.
Objective 2.4—Streetscape Standards for Southfield Road Corridor: Develop streetscape standards to improve the appearance of the public right-of-way.						
Action	2.4.1	Create streetscape standards - based on Southfield Road future road design	PC	Staff	Waiting on the RCOC to finalize the design	
Objective 2.5—Gateways at City Boundaries: Create gateways to the City through the creation of distinct “Gateways” that combine landscape architecture and architectural techniques and structures. These gateway areas will reinforce the idea of Lathrup Village being a destination for shopping and doing business.						
Action	2.5.1	Determine location for gateways; create design(s) and identify funding source and timeline	DDA	Staff/CC/PC		
Objective 2.6—Parking Solutions for the Corridor: Identify where parking constraints limit redevelopment opportunities and create strategies to address those constraints.						
Action	2.6.1	Assess impact of parking requirements on properties ripe for redevelopment; identify potential problem areas	Staff	DDA/CC	Ongoing; Southfield road parking mitigation nearly complete	
	2.6.2	Explore zoning changes that might improve redevelopment opportunities, while maintaining an appropriate buffer to adjacent residential properties.	PC	Staff	ongoing	
	2.6.3	Consider the pros and cons of DDA district expansion in terms of meeting the objectives.	DDA	CC		
Objective 2.7—Infrastructure Needs in Southfield Road Corridor: Define infrastructure needs along the Southfield Road Corridor and develop a strategy for implementation. This will include new or improved roads and utilities.						
Action	2.7.1	Conduct an infrastructure audit to understand needs. Prioritize improvements according to the opportunity to leverage private investment through redevelopment .			yes	
	2.7.2	Identify appropriate funding opportunities for the variety of infrastructure improvements.			ongoing	

Lead Body*	Supporting body	Completed	Hurdles

GOAL 3: Support economic vitality throughout the City. An improved local economy benefits the community through job creation, improved property values, and the provision of needed goods and services for City residents.

**Objective 3.1—Dialog with Businesses: Establish a dialog with existing business owners to understand their needs for growth and redevelopment.**

Action

- 3.1.1** Develop communications tools (i.e., surveys, phone calls, in-person visits) to gather input from business owners. Consider an approach that solicits the positives as well as the challenges.
- 3.21.2** Evaluate the participation and findings of communication tools and identify strategies to support redevelopment activities.

Staff	DDA/CC	Yes - update as needed
Staff	DDA/CC	

			Lead Body*	Supporting body	Completed	Hurdles
<b>Objective 3.2—Make City a Destination: Promote the City as a destination by attracting destination commercial uses.</b>						
	3.2.1	Understand what destination commercial uses need to be successful and assess how Lathrup Village can meet those needs now and in the future.	Staff	DDA	Yes - being updated with this master Plan	
Action	3.2.2	Develop a recruitment strategy that matches key parcels suitable for destination commercial with available property in the City.	Staff	DDA	Yes - update	
	3.2.3	Consider what types of incentives are needed to supplement the assets the City already has to offer new businesses.	Staff	DDA/CC	Yes - update	
	3.2.4	Develop strategies to retain existing businesses that fit the recommendations of the market analysis.	Staff	DDA	Yes - update	
<b>Objective 3.3—Keep City Development Ready: Continue to improve the City's development ready process.</b>						
Action	3.3.1	Assess the City's development review process annually for efficiency and effectiveness. Make improvements as needed.	Staff	DDA/CC	Yes - the city is RRC certified; continue to update as needed	
	3.3.2	Through proactive marketing efforts, position Lathrup Village as the community of choice for developers that understand the City's vision.	Staff	DDA/CC	Yes - update	
GOAL 4: Improve connectivity in the City. Promote the independence and health of all City residents by improving transportation options within the City. Unite all quadrants of the City by improving vehicular and non-motorized transportation access. [Note: The goals of the 2011 Complete Streets Plan have been incorporated into the following objectives. Additional strategies from that plan will be incorporated into the Action Strategies chapter that follows.]						
<b>Objective 4.1—Connect all City Quadrants:</b>						
Action	4.1.1	Work with the RCOC and MDOT to provide safe crossings for Southfield Road & I-696 that connect all parts of the City.	Staff	CC	Ongoing	
<b>Objective 4.2—Southfield Road Improvement Plan: The proposed road improvement project should be designed in conjunction with the City's Complete Streets Plan, its Access Management Plan, and local input. The resulting plan should suggest corridor enhancements, on-street parking areas, pedestrian crossings, traffic signalization, corridor lighting, and geometric changes to the roadway.</b>						
Action	4.2.1	Work with the Road Commission for Oakland County (RCOC) to complete the environmental assessment and Design Plan for Southfield Road.	Staff	CC	Ongoing	
<b>Objective 4.3—Non-Motorized Transportation: Continue to use the Capital Improvement Plan, the Non-Motorized Transportation Plan, and other funding opportunities to make improvements to the City's existing non-motorized transportation network that connect residential areas, parks and recreational facilities, civic uses, and commercial destinations, pursuant to the City's Non-Motorized Transportation Plan. Integrate Complete Streets infrastructure and design features into street planning, design, construction, and reconstruction to improve the safety and accessibility of the City's transportation network.</b>						

			Lead Body*	Supporting body	Completed	Hurdles
Action	4.3.1	Incorporate plan strategies with planned infrastructure improvements. Identify funding sources for plan implementation	Staff	CC	Ongoing	
Action	4.3.2	Identify funding sources for plan implementation	Staff	CC	Ongoing	
Objective 4.4—Public Transportation: Improve transportation options for residents and business owners by exploring the City’s participation in SMART as a first step to provide mass transit options to residents. Additional steps include discussions with other Southfield Road communities to evaluate other mass transit alternatives as well as promoting and encouraging City residents to take advantage of non-motorized travel options through education and awareness.						
Action	4.4.1	Participate in SMART	Staff	CC	Yes	
Objective 4.5—Promote Complete Streets in Adjacent Communities: Advocate for Complete Streets when other jurisdictions plan, design, and construct street projects that impact the City’s transportation network. Work with adjacent communities to establish connections to the railways program that exist in nearby communities to create a more walkable community and provide additional recreational opportunities.						
Action	4.5.1	Meet jointly with neighboring communities	Staff	CC	Ongoing - next meeting Jan 2020	
Objective 4.6—Improve Comfort and Aesthetics of Pedestrian Environment: Enhance the experience of non-motorized users by integrating street lighting, furniture, and other amenities as appropriate, given street function and land use context.						
Action	4.6.1	Implement streetscape standards associated with Action item 2.4.1	Staff	CC		
GOAL 5: Support placemaking efforts embodied in goals, objectives, and action strategies for the Village Center and Southfield Road Corridor. Identify and pursue other opportunities to create a sense of place in the City of Lathrup Village, building upon the City’s identity as a diverse, caring, and welcoming community that has events and activities for all ages.						
Objective 5.1—Recreation Opportunities: Strengthen and support the City’s recreation opportunities by improving existing parks and continuing to develop engaging programming. Partner with neighborhood and civic groups, private property owners, and adjacent communities where appropriate to provide quality experiences.						
Action	5.1..1	Update City Rec Plan every five years	Staff	CC	Currently underway	
Objective 5.2—Farmers Market: Seek opportunities to improve the City’s farmers market by retaining popular vendors, drawing new and unique vendors, as well as attracting more shoppers each year. The market fills nutritional needs as well as offers opportunities for civic engagement and strengthens community ties.					N/A	

			Lead Body*	Supporting body	Completed	Hurdles
Objective 5.3—Schools: Support efforts of Southfield Public Schools to engage Lathrup Village families by sharing the district’s educational accomplishments and promoting opportunities for quality education.						The city is continuing to improve relationships with schools and neighboring communities, while recognizing the limits of its control.
Action	5.1..1	Meet jointly with schools to support efforts to improve education	CC	staff	ongoing	
Objective 5.4—Relationships with Neighboring Communities: Strengthen relationships with adjacent communities to facilitate quality development, regional connectivity, and efficient and effective municipal services.						
Action	5.1..1	Meet jointly with schools to support efforts to improve education	CC	staff	ongoing	
GOAL 6: Preserve and protect the quality and character of residential neighborhoods, while offering variety of housing options. Encourage preservation and maintenance of existing homes in neighborhoods that contribute to the charm and identity of the City. Ensure that new housing is compatible with existing residential neighborhoods.						
Objective 6.1: Tree preservation & protection. Evaluate the need to create a tree preservation, protection and replacement ordinance in the City. The principal asset of the City are the historic residential neighborhoods with their wooded lots and tree-lined streets. A tree preservation, protection and replacement ordinance would manage this resource, require the timely replacement of trees, and determine the reasonableness and replacement of trees slated for removal						
Action	6.1..1	Consider creating a tree protection ordinance	CC	Staff		
Objective 6.2: Maintain quality City services, including, but not limited to leaf and snow removal, and waste and recycling services.						
Action	6.2.1	Provide resources that support quality city services	CC	Staff		
Objective 6.3: Assist homeowners with the management of housing costs, including maintenance and utility costs, by encouraging energy and water conservation, alternative energy, and home maintenance services referral. Continue to support and promote the Lathrup Village Time Bank and its opportunities to match homeowner needs with those within the community with related skills.						
Action	6.3.1	Develop resource kit for homeowners	Staff	CC		
Objective 6.4: Encourage a variety of housing options to meet the needs of young adults, families, and older adults.						
Action	6.4.1	Identify potential areas for additional housing	Staff	PC/CC		
Action	6.4.2	Work with development community on development projects involving housing	Staff	PC/CC	Ongoing	

\*PC (Planning Commission), DDA (Downtown Development Authority), CC (City Council), SC (Staff/Consultant)



December 16, 2019

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

# Site Plan Review

## Building addition

**Site:** Southfield Road  
**Applicant:** N/A  
**Plan Date:** 11-25-19  
**Zoning:** CV - Commercial Vehicular  
**Parcel ID:** 24-24-103-032  
**Proposal:** New vinyl canopy

Dear Planning Commissioners,

We have reviewed the plans submitted and a summary of our findings are below. Items in **bold** require specific action by the applicant. **We note that the applicant did not submit a site plan for this project; a topographic survey (2002), building elevations and a floor plan were used to complete this review. The applicant should submit an updated survey that correctly shows the existing conditions and proposed improvements according to section 6.1.4.**

### Summary of Findings

#### Existing Conditions

1. **Summary.** The site is zoned CV - Commercial Vehicular. Properties to the north (across I-696), south and west (across Southfield Road) are also zoned CV - Commercial Vehicular. A 20-ft wide public alley separates the subject site from the parcels to the east, which are zoned R-1 – Single Family Residential. The subject site is currently developed with two occupied commercial buildings.
2. **Existing site.** The site is approximately 100' deep and 330' wide and has one existing one-story structure on site that is approximately 9,450 sf.
3. **Adjacent land uses.** Adjacent uses include retail and commercial north, south, and west of the site. East of the site, adjacent to the public alley, are single family homes.
4. **Site configuration and access.** There are currently two drive cuts from Southfield Rd. The alley adjacent to the rear of the lot also provides vehicular access to the site from Ramsgate (south) and from 11 mile (north).

#### Proposed

5. **Use.** The Applicant is proposing to add a covered seating area of approximately 312.5 sf comprised of a vinyl canopy to the north side of the existing building.

6. **Building Materials.** Except as otherwise provided in this ordinance, on all permanent buildings, exterior wall construction and exposed, exterior chimneys shall be either brick, natural stone, masonry materials other than brick, or a combination thereof, provided all such materials comply with the following specifications:

1. All brick made from clay, shale, fire clay, or mixtures thereof shall be hard burned facing brick meeting all the specifications contained in American Society for Testing and Materials Standard C216-65, for grade SW facing brick.
2. All other brick, stone and other masonry materials not included in the foregoing paragraphs shall nevertheless meet the durability, strength, and rate of absorption standards established in said above-mentioned specifications.
3. Architectural trim material may be wood, aluminum, or other material of equal strength and durability if the building walls proper are of fire resistant material. Such trim material shall not cover more than ten percent of the exterior wall construction.
4. All building materials must also conform to state and local building code requirements.

**The applicant's plans indicate the proposed addition would be comprised of a vinyl façade and make no reference to a temporary or seasonal use; the Planning Commission may wish to discuss with the applicant the nature of this structure to determine whether this standard is met.**

7. **Required Parking.** The parking requirements for the site are based on the number of maximum customers, as well as the number of employees for the establishment. The zoning ordinance requires one space for two employees, plus one per 2 maximum customers for fast food establishments. The addition to the building would permit an additional 24 customers on the site; therefore, 12 additional parking spaces would be required. The applicant included a plan that shows 61 parking spaces provided on site. The breakdown by tenant space has not been provided. Generally, if the building included personal service or retail uses, with 9,450 sf, 48 parking spaces would be required; however, restaurants require more parking and we are unable to determine the number of spaces, based on the information provided. **The applicant shall provide the size of the restaurant portion of the building and/or employee/customer counts.**
8. **Landscaping & Screening.** The applicant should provide details of the “new landscaped screening wall: and add this to their site plan.
9. **Setbacks.** The dimensional requirements for the CV district are noted below:

Development Standard	Zoning Ord Section	Required	Proposed	Comments
Lot Size	3.1.7	5,000 square feet	Not provided	Existing
Maximum height	3.1.7	2 stories; 30 feet	14' 8"	Compliant
Front yard	3.1.7	3 feet	Not provided	Information not included on plan
Side yard (west)	3.1.7	5 feet on one side; 15 feet total	Not provided	
Rear yard	3.1.7	20 feet	Not Provided	

10. **Outdoor Lighting.** *All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities. The applicant should confirm whether exterior lighting is proposed as part of this addition.*

We will look forward to discussing the site plan with the Planning Commission.

Regards,

**Giffels Webster**



**Jill Bahm, AICP**  
Principal Planner



**Matt Wojciechowski**  
Associate Planner

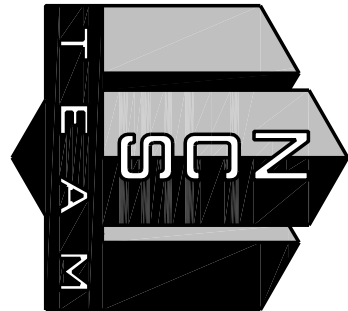


# LATHRUP SHOPPING PLAZA



PROPOSED FACADE IMPROVEMENTS FOR 26700-26780 SOUTHFIELD RD.





**NCS TEAM**  
One Towne Square  
Suite 1840  
Southfield, MI 48076  
Tel: 248-850-2223  
www.ncs-team.com

# LATHRUP SHOPPING PLAZA

## 26710-26780 Southfield Rd.

### Lathrup Village, MI.

#### GENERAL NOTES:

##### GENERAL NOTES:

THESE GENERAL ARCHITECTURAL, MECHANICAL AND ELECTRICAL NOTES APPLY TO EACH SHEET OF DRAWINGS LISTED HEREIN BELOW AS WELL AS THOSE PREPARED BY OTHERS RESPONSIBLE FOR SEALED MECHANICAL AND ELECTRICAL PERMIT, BIDDING AND CONSTRUCTION.

THE SCOPE OF WORK INVOLVES THE RENOVATION AND/OR BUILD-OUT OF DEMISED OFFICE SPACE COMPLETE AND READY FOR OCCUPANCY BY THE TENANT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL MECHANICAL AND ELECTRICAL SYSTEMS, MATERIALS, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT READY FOR OCCUPANCY.

THE SCOPE OF PLUMBING, HVAC, FIRE PROTECTION, ELECTRICAL, FIRE ALARM AND RELATED WORK SHOWN IN THESE DRAWINGS AND SPECIFICATIONS REFLECT DESIGN INTENT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL MECHANICAL AND ELECTRICAL SYSTEMS, MATERIALS, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT READY FOR OCCUPANCY.

A COPY OF ALL SEALED DRAWINGS PREPARED FOR THIS PROJECT FOR WORK SCOPE AND TRADES OTHER THAN ARCHITECTURAL SHALL BE FORWARDED TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

EACH CONTRACTOR EMPLOYED ON THIS PROJECT SHALL FORWARD A CERTIFICATE OF INSURANCE REFLECTING COI, AUTO WORKERS COMP AND UMBRELLA COVERAGES TO SCHEIBLE ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

EACH CONTRACTOR IS RESPONSIBLE FOR KEEPING THE CONSTRUCTION AREA AS WELL AS THE REMAINDER OF THE BUILDING BOTH THE DELIVERY OF MATERIALS AND THE REMOVAL OF DEBRIS SHALL BE COORDINATED WITH THE BUILDING MANAGEMENT INCLUDING, BUT NOT LIMITED TO, PERMITTED HOURS OF WORK, BUILDING AND CONSTRUCTION AREA ACCESS, LOCATION OF DUMPSTERS, TEMPORARY TOILET FACILITIES, USE OF ELEVATORS AND TEMPORARY PROTECTION OF EXISTING FINISHED MATERIALS.

EACH CONTRACTOR IS RESPONSIBLE FOR MINIMIZING NOISE AND DISRUPTION OF OTHER TENANTS AND THEIR VISITORS - BOTH ADJACENT TO AND THE OCCUPANTS OF THE FLOORS ABOVE AND BELOW THE DEMISED SPACE.

INTERUPTION OF EXISTING BUILDING SYSTEMS INCLUDING, BUT NOT LIMITED TO, POWER, LIGHTING, FIRE PROTECTION, FIRE ALARM, MEANS OF EGRESS, ACCESS TO EXISTING ENTRANCES, ELEVATORS AND ELEVATOR SHAFTS, SHALL BE COORDINATED WITH THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS.

EACH CONTRACTOR EMPLOYED ON THE PROJECT IS SOLELY RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES AND FOR COORDINATION OF THE WORK OF OTHER CONTRACTORS EMPLOYED BY THE BUILDING OWNERS) AND/OR ITS AUTHORIZED AGENTS.

PATCHING AND REPAIR OF EXISTING CONSTRUCTION OR SYSTEMS SHALL BE COMPLETED AND REFINISHED, AS NECESSARY AND APPROPRIATE, TO ASSURE AN EVEN FINISH TO MATCH EXISTING ADJACENT CONSTRUCTION. FOR CONTINUOUS SURFACES, REFINISH TO THE NEAREST INTERSECTION. FOR AN ASSEMBLY, REFINISH THE ENTIRE UNIT.

EACH CONTRACTOR IS RESPONSIBLE FOR SECURING INSPECTIONS AND OBTAINING THE WRITTEN APPROVAL OF REGULATORY AGENCIES HAVING JURISDICTION OVER THE PROJECT, INCLUDING FINAL INSPECTIONS AND OCCUPANCY.

CONFIRM WITH THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS THE REQUIREMENTS FOR "PROJECT CLOSEOUT" INCLUDING WARRANTIES, MANUFACTURER'S PRODUCT DATA, SHOP DRAWINGS, SAMPLES AND "AS-BUILT" DRAWINGS. PROVIDE COPIES OF CLOSEOUT DOCUMENTS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

##### ARCHITECTURAL NOTES:

UNLESS OTHERWISE NOTED, THE SCOPE OF WORK REFLECTED IN THESE DRAWINGS AND SPECIFICATIONS IS INTENDED TO MATCH EXISTING, AND/OR BUILDING STANDARD PROMULGATED BY THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS.

EACH CONTRACTOR EMPLOYED ON THIS PROJECT IS RESPONSIBLE FOR VISITING THE SITE AND VERIFYING EXISTING CONDITIONS AFFECTING ITS WORK OR WORK WHICH MUST BE COORDINATED WITH OTHER TRADES. SUBMIT A REQUEST FOR INFORMATION (RFI) TO THE ARCHITECT IDENTIFYING CONFLICTS OR SEEING CLARIFICATION. PRIOR TO THE BEGINNING OF CONSTRUCTION, THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING, DO NOT SCALE DRAWINGS

SELECTIVE DEMOLITION SHOWN ON THE DRAWINGS, UNLESS OTHERWISE NOTED, SHALL INCLUDE THE COMPLETE REMOVAL AND LEGAL DISPOSAL OF EXISTING CONSTRUCTION, UNLESS OTHERWISE NOTED TO BE SALVAGED. COORDINATE SELECTIVE DEMOLITION OPERATIONS WITH PLUMBING, HVAC AND ELECTRICAL TRADES, WHERE SHOWN OR NECESSARY.

IN CONSULTATION WITH THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS, KEY THE DEMISED SPACE AS REQUIRED BY THE TENANT.

##### MECHANICAL (PLUMBING, HVAC & FIRE PROTECTION) NOTES:

MECHANICAL WORK, BOTH SELECTIVE DEMOLITION AND NEW CONSTRUCTION, SHOWN ON THESE DRAWINGS REFLECT "DESIGN INTENT". MECHANICAL TRADES CONTRACTOR(S) ARE RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS, BOTH INTERNAL AND EXTERNAL, AND FOR THE DESIGN AND CONSTRUCTION OF ALL MECHANICAL AND ELECTRICAL SYSTEMS, MATERIALS, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT READY FOR OCCUPANCY.

UNLESS OTHERWISE NOTED, CONSTRUCTION AND MATERIALS SHALL MATCH EXISTING AND CONFORM TO BUILDING STANDARD. REVIEW LOCATION OF THERMOSTATIC VALVES AND THERMOSTATS WITH THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS, PRIOR TO INSTALLATION.

FORWARD A COPY OF THE APPROVED, SEALED DRAWINGS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

BRING ANY COORDINATION ISSUES AND CONFLICTS BETWEEN THE MECHANICAL, ELECTRICAL AND THE ARCHITECTURAL DRAWINGS TO THE ATTENTION OF THE ARCHITECT PRIOR TO THE BEGINNING OF CONSTRUCTION. ANY CONFLICTS OR COORDINATION ISSUES ARISING DURING CONSTRUCTION, SUBMIT AN RFI TO THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK. THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING.

TO THE EXTENT POSSIBLE, CONTINUE TO USE EXISTING OR PROVIDE TEMPORARY PLUMBING, FIRE PROTECTION AND HVAC SYSTEMS INCLUDING, BUT NOT LIMITED TO, DUMPSTERS, GULLIES, IN CONTROLS, RISERS AS THE WORK PROGRESSES. TEMPORARY PLUMBING SHALL BE INSTALLED IN A MANNER THAT DOES NOT CONTAMINATE EXISTING DUCTWORK TO REMAIN OR EXISTING HVAC EQUIPMENT SERVING THE DEMISED SPACE OR ADJACENT PORTIONS OF THE BUILDING. CHANGE FILTERS UPON COMPLETION AND PRIOR TO OCCUPANCY.

PRIOR TO PROJECT COMPLETION, BALANCE ALL WATER & AIR SYSTEMS AND ISSUE A REPORT TO THE BUILDING OWNERS) AND/OR THEIR AUTHORIZED AGENTS WITH COPIES TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

##### ELECTRICAL, PHONE/DATA & FIRE ALARM NOTES:

ELECTRICAL WORK, BOTH SELECTIVE DEMOLITION AND NEW CONSTRUCTION, SHOWN ON THESE DRAWINGS REFLECT "DESIGN INTENT". ELECTRICAL TRADE CONTRACTOR(S) ARE RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS, BOTH INTERNAL AND EXTERNAL, AND FOR THE DESIGN AND CONSTRUCTION OF ALL ELECTRICAL SYSTEMS, MATERIALS, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT READY FOR OCCUPANCY.

UNLESS OTHERWISE NOTED, CONSTRUCTION AND MATERIALS SHALL MATCH EXISTING AND CONFORM TO BUILDING STANDARD. REVIEW LOCATION OF THERMOSTATIC VALVES AND THERMOSTATS WITH THE BUILDING OWNERS) OR THEIR AUTHORIZED AGENTS, PRIOR TO INSTALLATION.

FORWARD A COPY OF THE APPROVED, SEALED DRAWINGS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

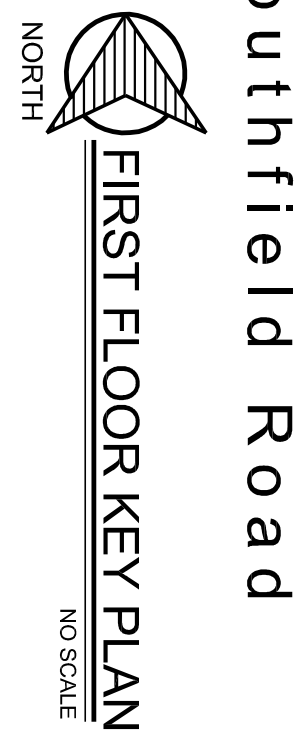
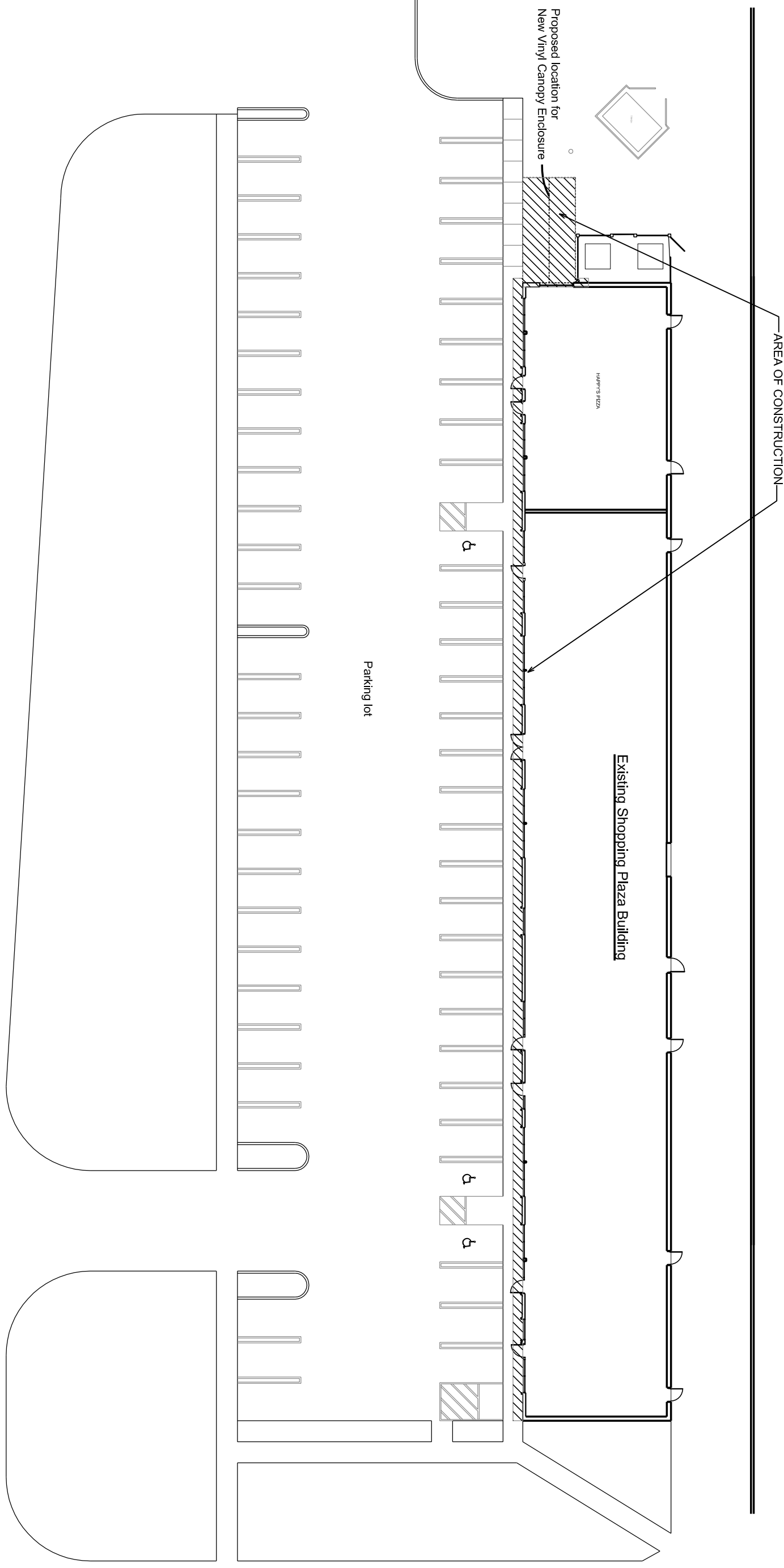
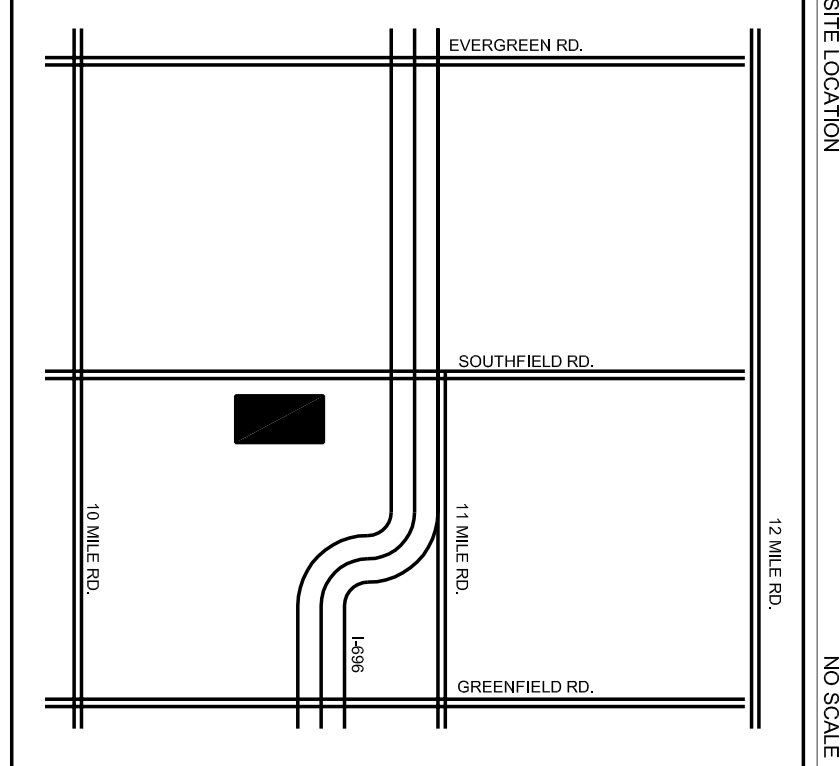
BRING ANY COORDINATION AND CONFLICTS BETWEEN THE ELECTRICAL, MECHANICAL AND THE ARCHITECTURAL DRAWINGS TO THE ATTENTION OF THE ARCHITECT PRIOR TO THE BEGINNING OF CONSTRUCTION. ANY CONFLICTS OR COORDINATION ISSUES ARISING DURING CONSTRUCTION, SUBMIT AN RFI TO THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK. THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING.

TO THE EXTENT POSSIBLE, CONTINUE TO USE EXISTING ELECTRICAL SYSTEMS, MODIFYING LIGHTING OR POWER PANELS, SWITCHING, EXIT AND EMERGENCY LIGHTING AND PROVIDE TEMPORARY POWER & LIGHTING DURING CONSTRUCTION OPERATIONS.

PRIOR TO PROJECT COMPLETION, CLEAN ALL LIGHT FIXTURES USED AS TEMPORARY LIGHTING. TEST ALL CIRCUITS AND FIRE ALARM DEVICES AND PROVIDE NEW LABELS IN POWER & LIGHTING PANELS.

##### CODE SUMMARY HAPPY'S PIZZA:

HAPPY'S PIZZA (EXISTING TENANT) BUILDING DESCRIPTION:	PARKING DATA:
ZONING DISTRICT: COMMERCIAL - VEHICULAR EXISTING TENANT IN ONE STORY BUILDING - 1,942 SQUARE FEET USE GROUP: A-2 ASSEMBLY CONSTRUCTION CLASSIFICATION: VB AUTOMATIC FIRE SUPPRESSION SYSTEM: NO	REQUIRED COMMERCIAL - VEHICULAR (9,530 SQUARE FEET USABLE FLOOR) (1/17SS.F.) - 55 SPACES TOTAL REQUIRED BARRIER FREE REQUIRED - 3 SPACES PROVIDED STANDARD - 51 SPACES PROVIDED BARRIER FREE - 2 SPACES PROVIDED VAN BARRIER FREE - 2 SPACES TOTAL PROVIDED - 55 SPACES
OCCUPANCY CALCULATIONS (HAPPY'S PIZZA)	
DINING/WAITING: 834 S.F./15 = 55 KITCHEN/STORAGE: 964 S.F./200 = 4 OFFICE: 52 S.F./100 = 1 TOTAL: 60 OCCUPANTS (MAX.)	
2 EXITS REQUIRED, 2 EXITS EXISTING 200 FEET MAXIMUM TRAVEL DISTANCE	
PLUMBING FIXTURES (2 EXISTING BARRIER FREE RESTROOMS) 2 W.C. REQUIRED, 2 W.C. EXISTING 2 LAV. REQUIRED, 2 LAV. EXISTING 1 SERVICE SINK REQUIRED, 1 SERVICE SINK EXISTING	



##### LIST OF DRAWINGS

TITLE SHEET, GENERAL NOTES, LOCATION MAP, KEY PLAN, CODE ANALYSIS	ARCHITECT INFO
1-1 A-1 A-2 A-3 A-4 A-5	NAME: DONALD J SCHEIBLE LICENSE NUMBER: 1301018960 EXPIRATION DATE: 10-31-20 2015 MICHIGAN BUILDING CODE 2015 MICHIGAN MECHANICAL CODE 2017 NATIONAL PLUMBING CODE 2017 NATIONAL ELECTRIC CODE 2009 ICC/ANCI A117.1

TOTAL FLOORS IN BLDG. 1

##### OVERALL BUILDING DESCRIPTION:

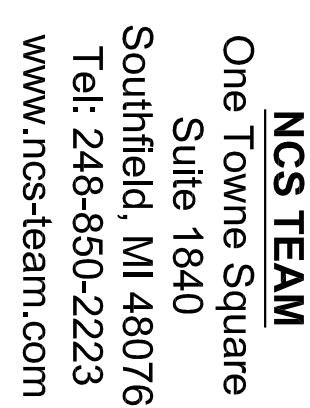
ZONING DISTRICT: COMMERCIAL - VEHICULAR  
EXISTING ONE STORY BUILDING - 8,811 SQUARE FEET  
USE GROUP: MIXED USE (MERCANTILE, BUSINESS, ASSEMBLY)  
CONSTRUCTION CLASSIFICATION: VB  
AUTOMATIC FIRE SUPPRESSION SYSTEM: NO

## LATHRUP SHOPPING PLAZA

26710-26780 Southfield Rd.  
Lathrup Village, MI.

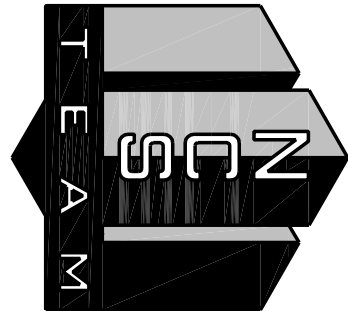
ISSUED FOR:  
REVIEW SET

EXISTING 20" WIDE ASPHALT ALLEY



ISSUED FOR:  
REVIEW SET  
11-25-19

[illegible]



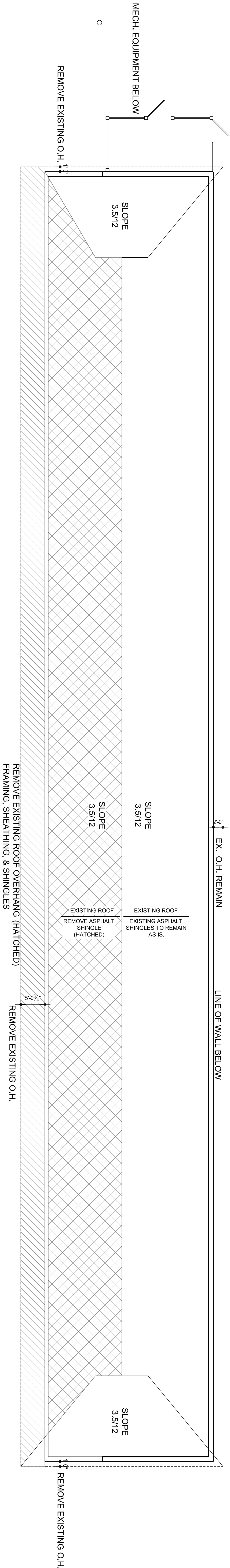
**NCS TEAM**  
One Towne Square  
Suite 1840  
Southfield, MI 48076  
Tel: 248-850-2223  
www.ncs-team.com

# LATHRUP SHOPPING PLAZA

26710-26780 SOUTHFEILD RD  
LATHRUP VILLAGE, MICHIGAN

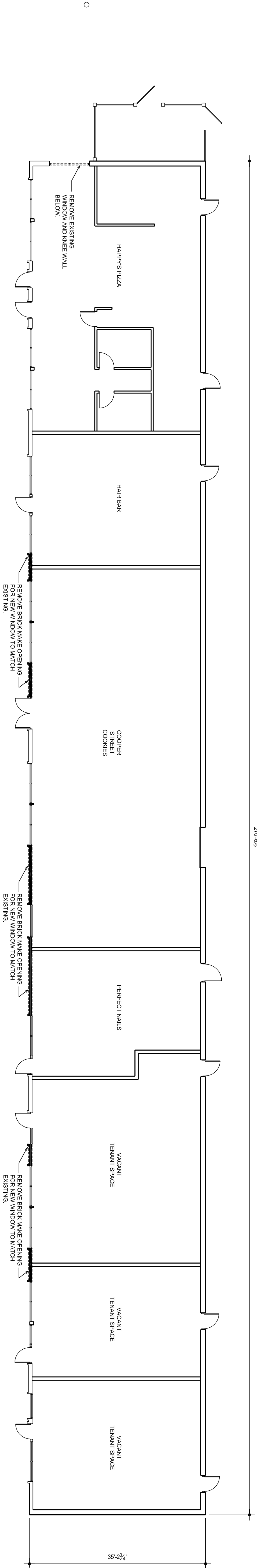
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REVIEW SET  
11-25-19

SEAL:



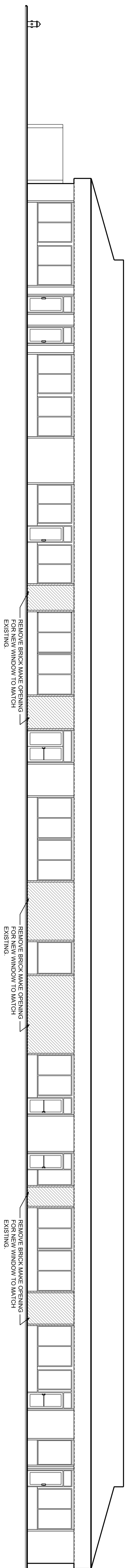
**DEMOLITION ROOF PLAN**  
SCALE: 3/32" = 1'-0"

NORTH



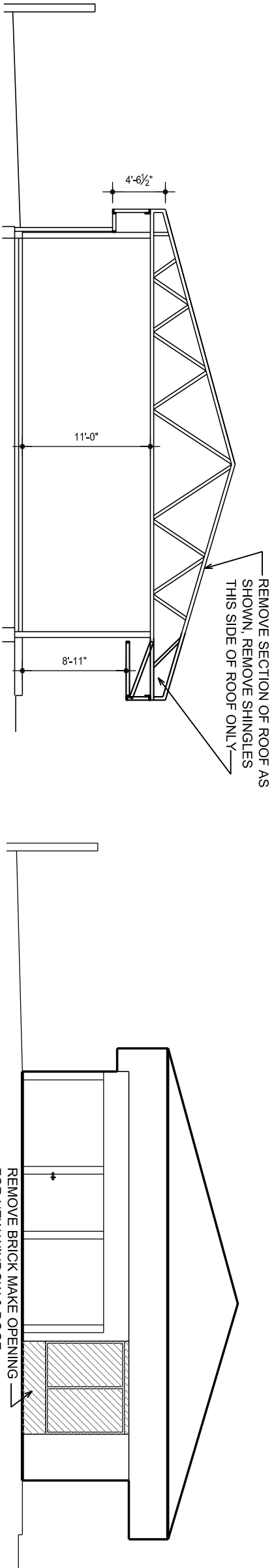
**DEMOLITION BUILDING PLAN**  
SCALE: 3/32" = 1'-0"

NORTH



**EAST ELEVATION DEMO**

SCALE: 3/32" = 1'-0"

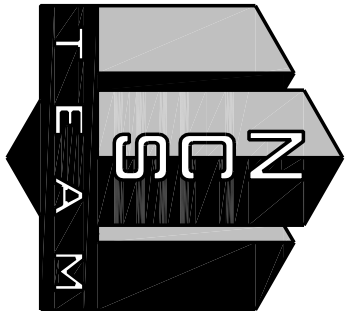


**DEMO SECTION**

SCALE: 3/32" = 1'-0"

**NORTH ELEVATION DEMO**

SCALE: 3/32" = 1'-0"



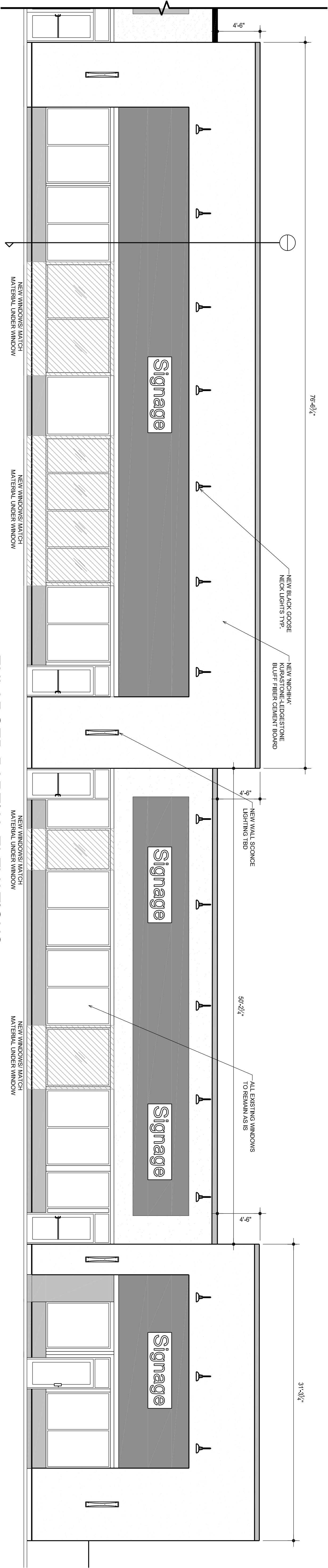
**NCS TEAM**  
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Tel: 248-850-2223  
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# LATHRUP SHOPPING PLAZA

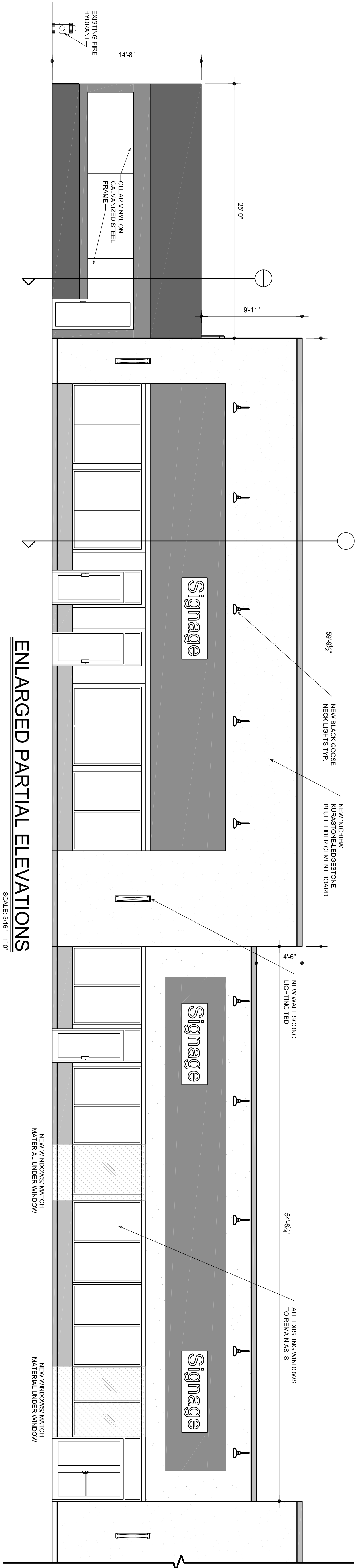
26710-26780 SOUTHFIELD RD.  
LATHRUP VILLAGE, MICHIGAN

ISSUED FOR:  
REVIEW SET  
11-25-19

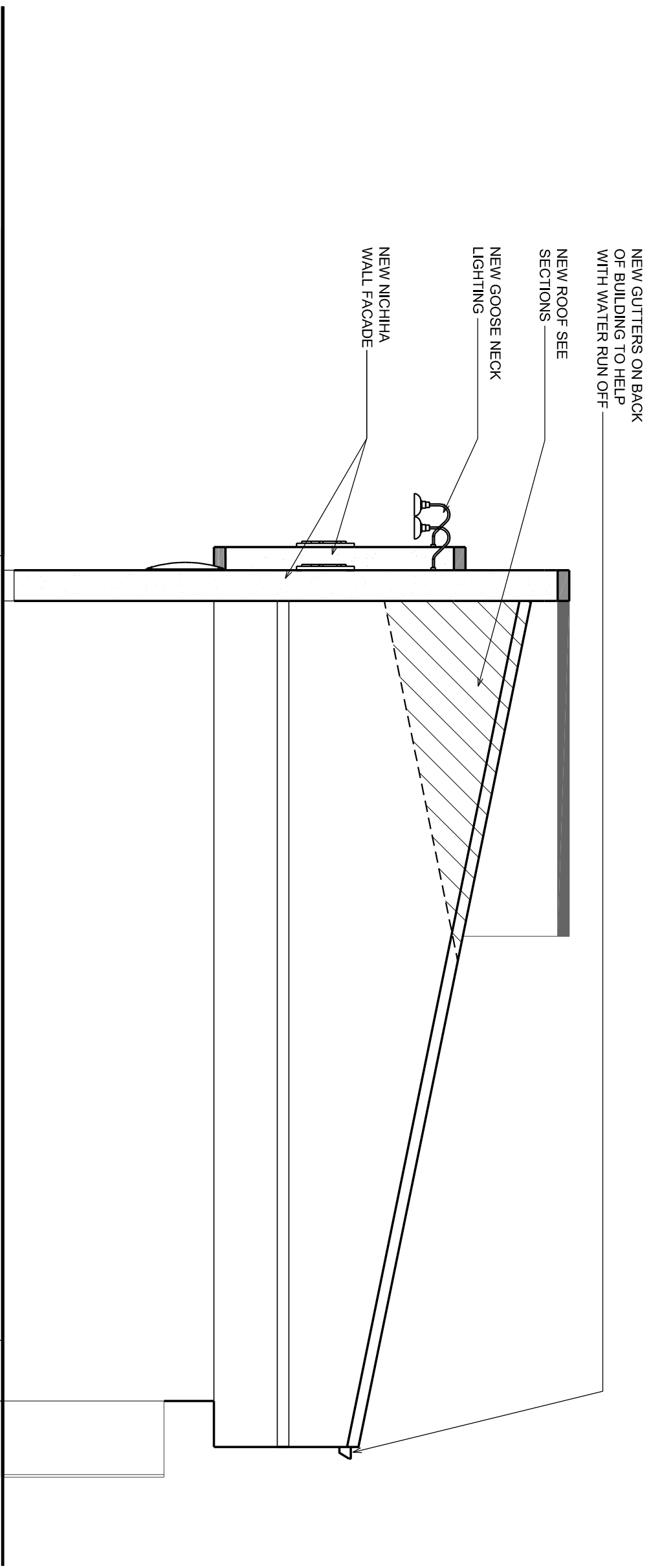
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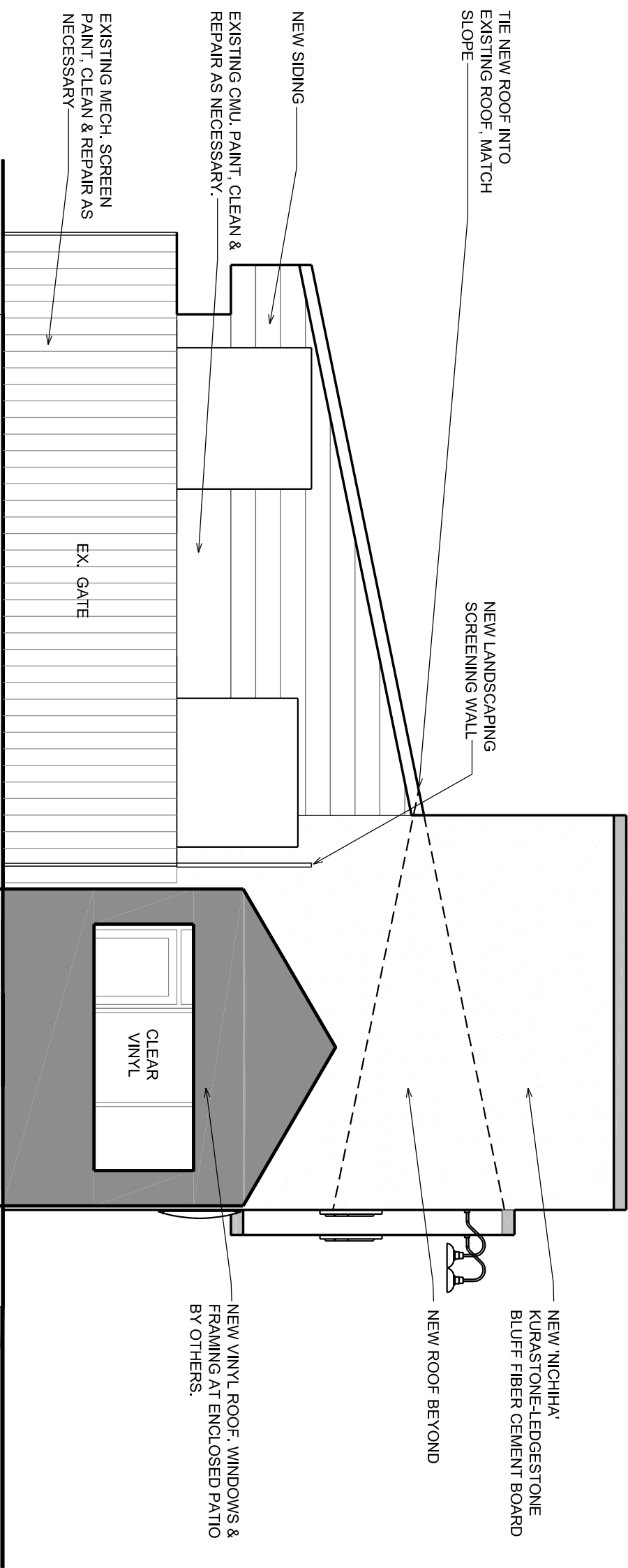
ENLARGED PARTIAL ELEVATIONS  
SCALE: 3/16" = 1'-0"



ENLARGED PARTIAL ELEVATIONS  
SCALE: 3/16" = 1'-0"




SOUTH ELEVATION  
SCALE: 3/16" = 1'-0"

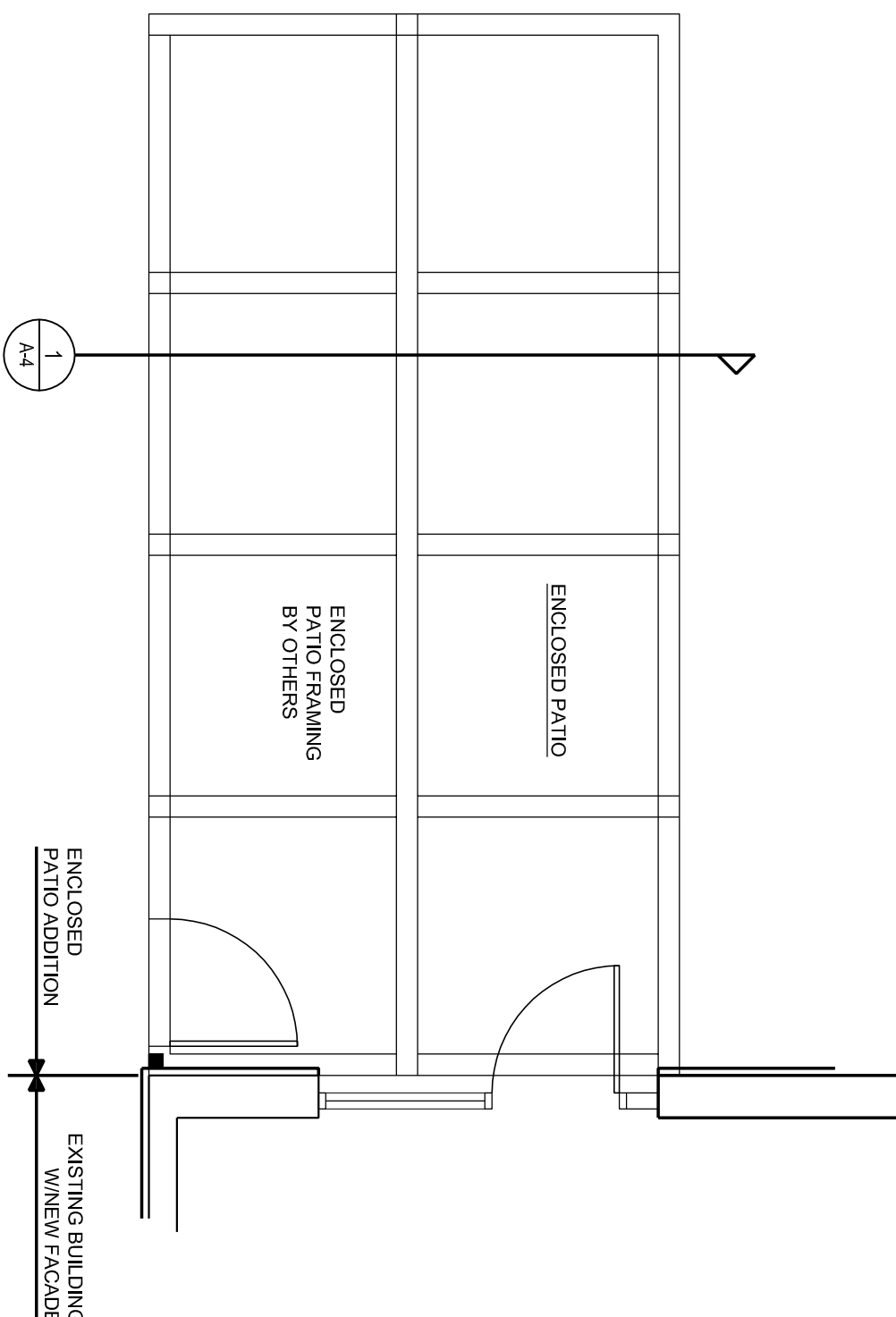


NORTH ELEVATION  
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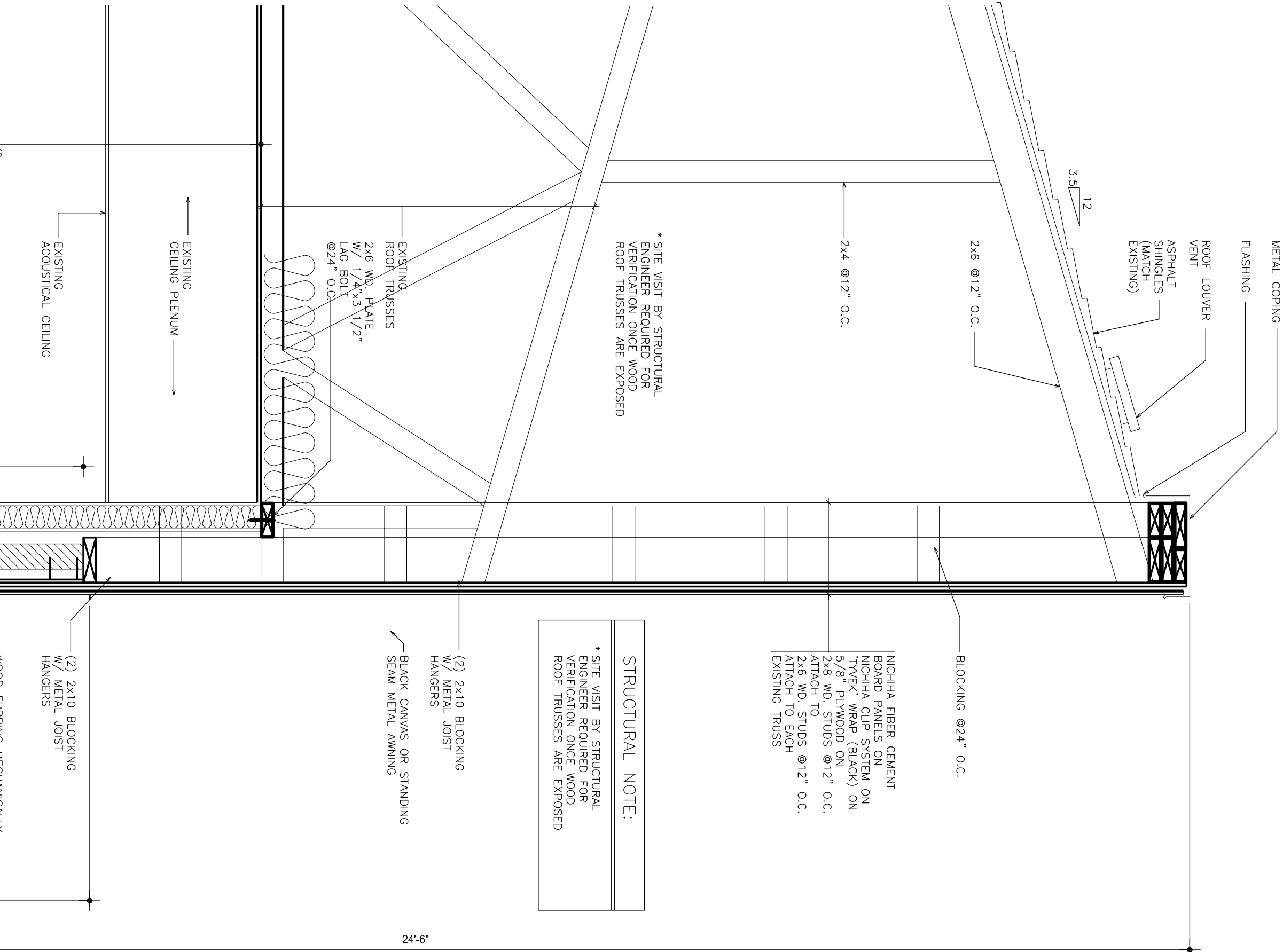




One Towne Square  
Suite 1840  
Southfield, MI 4807  
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www.ncs-team.com



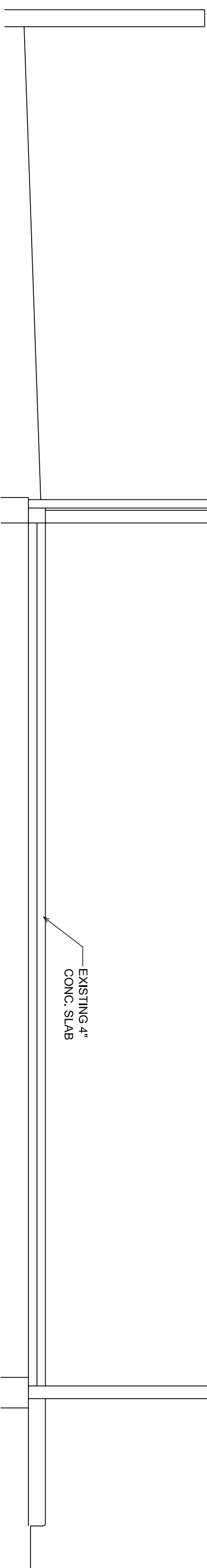
SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

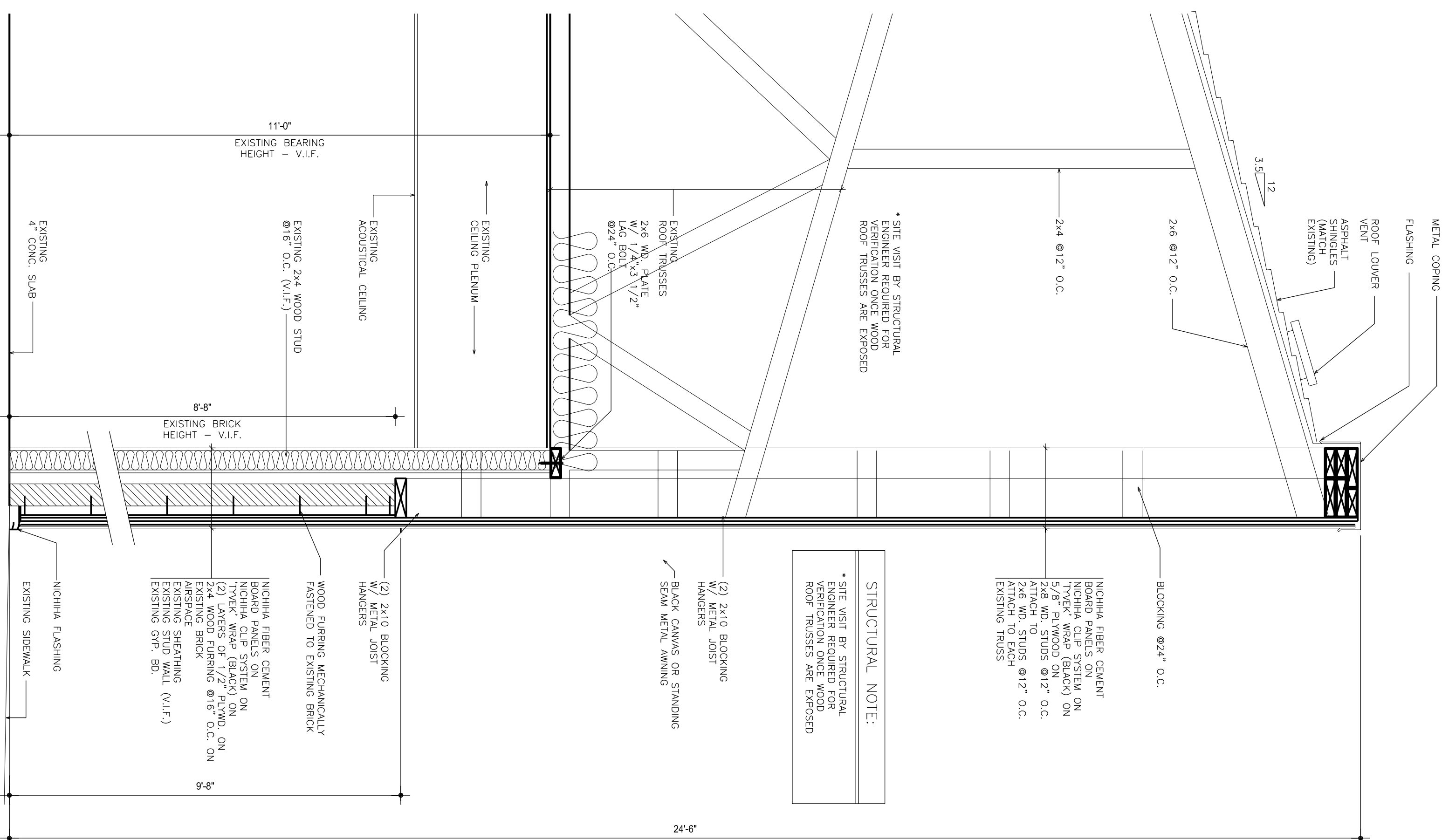
SCALE: 3/8" = 1'-0"

## SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

## SCALE: 3/4" = 1'-0"



SEAL

A-4

LATHRUP SHOPPING PLAZA  
26710-26780 SOUTHFIELD RD  
LATHRUP VILLAGE, MICHIGAN

# LATHRUP SHOPPING PLAZA

## 26710-26780 Southfield Rd.

### Lathrup Village, MI.

GENERAL NOTES:

THESE GENERAL ARCHITECTURAL, MECHANICAL AND ELECTRICAL NOTES APPLY TO EACH SHEET OF DRAWINGS LISTED HEREIN BELOW AS WELL AS THOSE PREPARED BY OTHERS RESPONSIBLE FOR SEALED MECHANICAL AND ELECTRICAL PERMIT, BIDDING AND CONSTRUCTION.

THE SCOPE OF WORK INCLUDES THE DEMOLITION AND/OR BUILD-OUT OF DEMISED SPACE OF ROOMS AND/OR TENANT. THE ARCHITECTURAL TRADES WORK IS REFLECTED IN THESE DRAWINGS AND SPECIFICATIONS WHICH ARE RELEASED FOR PERMITS, BIDDING AND CONSTRUCTION. CONTRACTOR'S BID PROPOSAL SHALL INCLUDE ALL COSTS TO PROVIDE ANY AND ALL LABOR, MATERIALS, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT. READY FOR OCCUPANCY.

THE SCOPE OF PLUMBING, HVAC, FIRE PROTECTION, ELECTRICAL, FIRE ALARM AND RELATED WORK SHOWN IN THESE DRAWINGS AND SPECIFICATIONS REFLECT DESIGN INTENT. CONTRACTOR(S) FOR TRADES OTHER THAN ARCHITECTURAL MUST PREPARE DRAWINGS AND/OR SPECIFICATIONS FOR PERMIT, BIDDING AND ON CONSTRUCTION WHICH FULLY DOCUMENT THE SCOPE OF WORK, ARE COMPLIANT WITH CODES AND ORDINANCES PROULATED BY BOIES HAVING JURISDICTION OVER THE PROJECT AND ARE IN CONFORMANCE WITH THE REQUIREMENTS SET FORTH IN THE STATE OF MICHIGAN. CONTRACTOR BID PROPOSALS SHALL INCLUDE ALL COSTS TO PROVIDE ANY AND ALL LABOR, MATERIAL, EQUIPMENT, SUPERVISION AND PERMITS NECESSARY TO COMPLETE THE PROJECT READY FOR OCCUPANCY.

A COPY OF ALL SEALED DRAWINGS PREPARED FOR THIS PROJECT FOR WORK SCOPE AND TRADES OTHER THAN ARCHITECTURAL SHALL BE FORWARDED TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

EACH CONTRACTOR EMPLOYED ON THIS PROJECT SHALL FORWARD A CERTIFICATE OF INSURANCE REFLECTING COGL, AUTO, WORKERS COMP AND UMBRELLA COVERAGES TO SCHEIBLE ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

EACH CONTRACTOR IS RESPONSIBLE FOR KEEPING THE CONSTRUCTION AREA AS WELL AS THE REMAINDER OF THE BUILDING BOTH THE DELIVERY OF MATERIALS AND THE REMOVAL OF DEBRIS SHALL BE COORDINATED WITH THE BUILDING MANAGEMENT INCLUDING, BUT NOT LIMITED TO, PERMITTED HOURS OF WORK, BUILDING AND CONSTRUCTION AREA ACCESS, LOCATION OF DUMPSTERS, TEMPORARY TOILET FACILITIES, USE OF ELEVATORS AND TEMPORARY PROTECTION OF EXISTING FINISHED MATERIALS.

EACH CONTRACTOR IS RESPONSIBLE FOR MINIMIZING NOISE AND DISRUPTION OF OTHER TENANTS AND THEIR VISITORS – BOTH ADJACENT TO AND THE OCCUPANTS OF THE FLOORS ABOVE AND BELOW THE DEMISED SPACE.

INTERUPTION OF EXISTING BUILDING SYSTEMS INCLUDING, BUT NOT LIMITED TO, ELECTRICAL, PLUMBING, HVAC, FIRE PROTECTION, AND FIRE ALARM SHALL NOT BE ALLOWED. EXITS, ELEVATORS AND OTHER IMPACTS TO LIFE SAFETY MUST HAVE THE PRIOR APPROVAL OF AND BE COORDINATED WITH THE BUILDING OWNER(S) AND/OR THEIR AUTHORIZED AGENTS.

EACH CONTRACTOR EMPLOYED ON THE PROJECT IS SOLELY RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, SCHEDULING, SEQUENCING AND COORDINATING ALL CONSTRUCTION AND DEMOLITION WORK. ALL CONSTRUCTION AND DEMOLITION WORK SHALL BE COORDINATED WITH THE BUILDING OWNER(S) AND/OR ITS AUTHORIZED AGENTS.

PATCHING AND REPAIR OF EXISTING CONSTRUCTION OR SYSTEMS SHALL BE COMPLETED AND REFINISHED, AS NECESSARY AND APPROPRIATE, TO ASSURE AN EVEN FINISH TO MATCH EXISTING ADJACENT CONSTRUCTION FOR CONTINUOUS SURFACES. FINISHES SHALL BE MATCHED TO THE NEAREST INTERSECTION FOR AN ASSEMBLY, FINISH THE ENTIRE UNIT.

EACH CONTRACTOR IS RESPONSIBLE FOR SECURING INSPECTIONS AND OBTAINING THE WRITTEN APPROVAL OF REGULATORY AGENCIES HAVING JURISDICTION OVER THE PROJECT, INCLUDING FINAL INSPECTIONS AND OCCUPANCY.

CONFER WITH THE BUILDING OWNER(S) AND/OR THEIR AUTHORIZED AGENTS THE REQUIREMENTS FOR "PROJECT CLOSEOUT" INCLUDING WARRANTIES, MANUFACTURERS PRODUCT DATA, SHOP DRAWINGS, SAMPLES AND "AS-BUILT" DRAWINGS, PROVIDE COPIES OF CLOSEOUT DOCUMENTS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

#### ARCHITECTURAL NOTES:

UNLESS OTHERWISE NOTED, THE SCOPE OF WORK REFLECTED IN THESE DRAWINGS AND SPECIFICATIONS IS INTENDED TO MATCH EXISTING AND/OR BUILDING STANDARD PROMULGATED BY THE BUILDING OWNER(S) AND/OR THEIR AUTHORIZED AGENTS.

EACH CONTRACTOR EMPLOYED ON THIS PROJECT IS RESPONSIBLE FOR VISITING THE SITE AND VERIFYING EXISTING CONDITIONS AFFECTING ITS WORK OR WORK WHICH MUST BE COORDINATED WITH OTHER TRADES. SUBMIT A REQUEST FOR INFORMATION (RFI) TO THE ARCHITECT IDENTIFYING CONFLICTS OR SEEKING CLARIFICATION PRIOR TO CONSTRUCTION. THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING, DO NOT SCALE DRAWINGS.

SELECTIVE DEMOLITION SHOWN ON THE DRAWINGS, UNLESS OTHERWISE NOTED, SHALL INCLUDE THE COMPLETE REMOVAL AND LEGAL DISPOSAL OF EXISTING CONSTRUCTION. DEMOLITION OPERATIONS WITH PLUMBING, HVAC AND ELECTRICAL TRADES, WHERE SHOWN OR NECESSARY.

IN CONSULTATION WITH THE BUILDING OWNER(S) AND/OR THEIR AUTHORIZED AGENTS, KEY THE DEMISED SPACE AS REQUIRED BY THE TENANT.

#### MECHANICAL (PLUMBING, HVAC & FIRE PROTECTION) NOTES:

MECHANICAL WORK, BOTH SELECTIVE DEMOLITION AND NEW CONSTRUCTION, SHOWN ON THESE DRAWINGS REFLECT "DESIGN INTENT". MECHANICAL TRADES CONTRACTOR(S) ARE RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS, BOTH INTERNAL AND EXTERNAL, AND FOR PROVIDING THE NECESSARY PERMITS, BIDDING AND CONSTRUCTION DRAWINGS, RISERS, SPECIFICATIONS AND CALCULATIONS NECESSARY PERMIT, BIDDING AND CONSTRUCTION DRAWINGS SHALL BE COORDINATED WITH THESE DRAWINGS AND THOSE OF OTHER CONTRACTORS AND MUST BEAR THE SEAL OF AN ARCHITECT OR ENGINEERING LICENSED IN THE STATE OF MICHIGAN.

UNLESS OTHERWISE NOTED, CONSTRUCTION AND MATERIALS SHALL MATCH EXISTING AND CONFORM TO BUILDING STANDARD. REVIEW LOCATION OF THERMOSTATIC CONTROLS WITH THE BUILDING OWNER(S) AND/OR THEIR AUTHORIZED AGENTS, PRIOR TO INSTALLATION.

FORWARD A COPY OF THE APPROVED, SEALED DRAWINGS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

BRING ANY COORDINATION ISSUES AND CONFLICTS BETWEEN THE MECHANICAL, ELECTRICAL, AND THE ARCHITECTURAL DRAWINGS TO THE ATTENTION OF THE ARCHITECT FOR RESOLUTION PRIOR TO ENTERING INTO CONTRACT. THE ARCHITECT SHALL BE PROMPTLY ADVISED OF ANY CONFLICTS OR COORDINATION ISSUES ARISING DURING CONSTRUCTION. SUBMIT AN RFI TO THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK. THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING.

TO THE EXTENT POSSIBLE, CONTINUE TO USE EXISTING OR PROVIDE TEMPORARY PLUMBING, FIRE PROTECTION AND HVAC SYSTEMS INCLUDING, BUT NOT LIMITED TO, DUCTWORK, DIFFUSERS, GRILLES OR CONTROLS TO SERVE AS TEMPORARY HEATING AND/OR COOLING DURING CONSTRUCTION OPERATIONS. ASSURE THAT DUST AND DIRT, FROM CONSTRUCTION OPERATIONS BY ANY TRADE, DOES NOT CONTAMINATE EXISTING OR ADJACENT PORTIONS OF THE BUILDING. CHANGE FILTERS UPON COMPLETION AND PRIOR TO OCCUPANCY.

PRIOR TO PROJECT COMPLETION, BALANCE ALL WATER & AIR SYSTEMS AND ISSUE A REPORT TO THE BUILDING OWNER AND/OR ITS AUTHORIZED AGENTS WITH COPIES TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

#### ELECTRICAL, PHONE/DATA & FIRE ALARM NOTES:

ELECTRICAL WORK, BOTH SELECTIVE DEMOLITION AND NEW CONSTRUCTION SHOWN ON THESE DRAWINGS REFLECT "DESIGN INTENT". ELECTRICAL TRADE CONTRACTOR(S) ARE RESPONSIBLE FOR VERIFYING EXISTING CONDITIONS, BOTH INTERIOR AND EXTERIOR, AND FOR PROVIDING THE NECESSARY PERMITS, BIDDING AND CONSTRUCTION SPECIFICATIONS AND CALCULATIONS NECESSARY PERMIT, BIDDING AND CONSTRUCTION DRAWINGS SHALL BE COORDINATED WITH THESE DRAWINGS AND THOSE OF OTHER CONTRACTORS AND MUST BEAR THE SEAL OF AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF MICHIGAN.

UNLESS OTHERWISE NOTED, CONSTRUCTION AND MATERIALS SHALL MATCH EXISTING AND CONFORM TO BUILDING STANDARD. REVIEW LOCATION OF THERMOSTATIC CONTROLS WITH THE BUILDING OWNER(S) OR THEIR AUTHORIZED AGENTS, PRIOR TO INSTALLATION.

FORWARD A COPY OF THE APPROVED, SEALED DRAWINGS TO SCHEIBLE & ASSOCIATES AND NCS-TEAM FOR THEIR FILES.

BRING ANY COORDINATION AND CONFLICTS BETWEEN THE ELECTRICAL, MECHANICAL AND ARCHITECTURAL DRAWINGS TO THE ATTENTION OF THE ARCHITECT FOR RESOLUTION PRIOR TO ENTERING INTO CONTRACT. THE ARCHITECT SHALL BE PROMPTLY ADVISED OF ANY CONFLICTS OR COORDINATION ISSUES ARISING DURING CONSTRUCTION. SUBMIT AN RFI TO THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK. THE ARCHITECT WILL PROMPTLY RESPOND, IN WRITING.

TO THE EXTENT POSSIBLE, CONTINUE TO USE EXISTING ELECTRICAL SYSTEMS, MODIFYING LIGHTING OR POWER PANELS, SWITCHING, EXIT AND EMERGENCY LIGHTING AND FIRE ALARM TO SERVE AS TEMPORARY POWER & LIGHTING DURING CONSTRUCTION OPERATIONS.

PRIOR TO PROJECT COMPLETION, CLEAN ALL LIGHT FIXTURES USED AS TEMPORARY LIGHTING. TEST ALL CIRCUITS AND FIRE ALARM DEVICES AND PROVIDE NEW LABELS IN POWER & LIGHTING PANELS.

#### CODE SUMMARY HAPPY'S PIZZA:

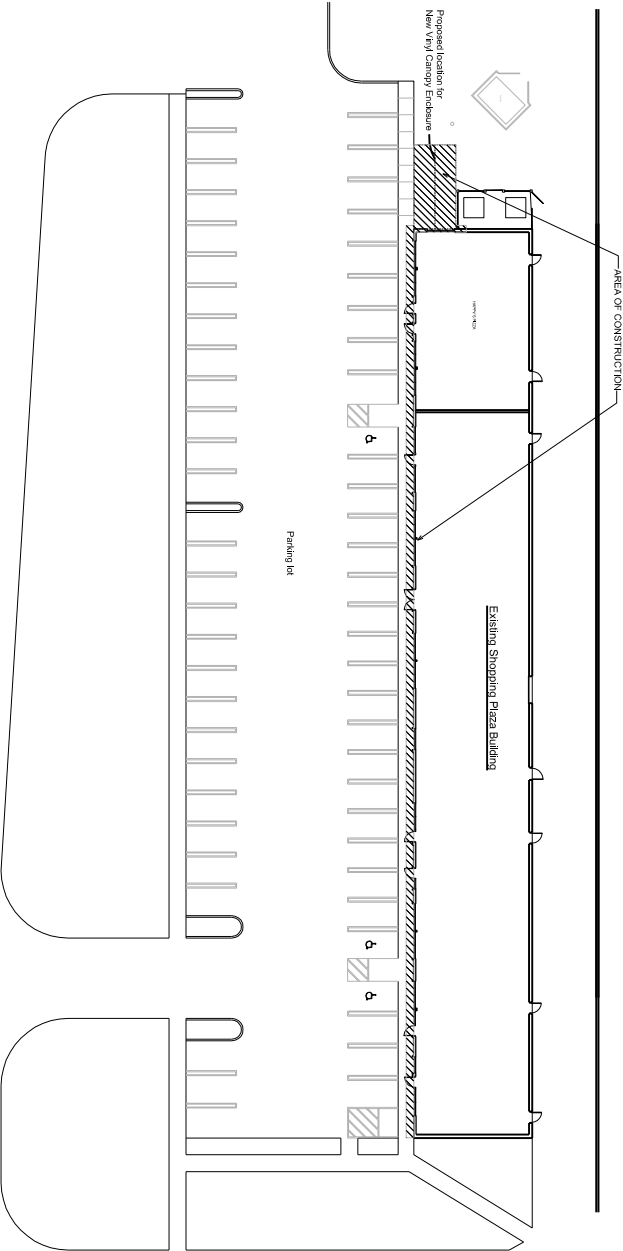
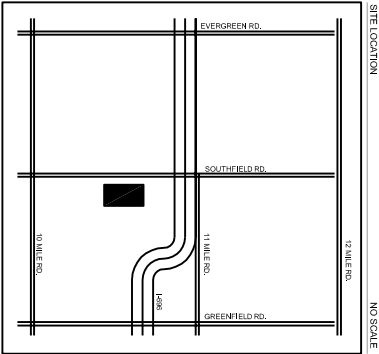
HAPPY'S PIZZA (EXISTING TENANT) BUILDING DESCRIPTION:

ZONING DISTRICT: COMMERCIAL - VEHICULAR  
EXISTING TENANT IN ONE STORY BUILDING - 1,942 SQUARE FEET  
USE GROUP: A-2 ASSEMBLY  
CONSTRUCTION CLASSIFICATION: VB  
AUTOMATIC FIRE SUPPRESSION SYSTEM: NO

OCCUPANCY CALCULATIONS (HAPPY'S PIZZA)

DINING/WAITING: 834 S.F./15 = 55  
KITCHEN/STORAGE: 954 S.F./200 = 4  
OFFICE: 52 S.F./100 = 1  
TOTAL: 80 OCCUPANTS (MAX.)

2 EXITS REQUIRED, 2 EXITS EXISTING  
200 FEET MAXIMUM TRAVEL DISTANCE  
PLUMBING FIXTURES (2 EXISTING BARRIER FREE RESTROOMS)  
2 W.C. REQUIRED, 2 W.C. EXISTING  
2 LAV. REQUIRED, 2 LAV. EXISTING  
1 SERVICE SINK REQUIRED, 1 SERVICE SINK EXISTING



#### LIST OF DRAWINGS

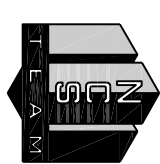
#### CODE ANALYSIS

T-1	TITLE SHEET, GENERAL NOTES, LOCATION MAP, KEY PLAN, CODE ANALYSIS	ARCHITECT INFO
A-1	DEMOLITION FLOOR PLAN	NAME: DONALD J SCHEIBLE LICENSE NUMBER: 1301018960 EXPIRATION DATE: 10-31-20
A-2	PARTITION FLOOR PLAN	
A-3	OUTLET / FURNITURE FLOOR PLAN	REVIEW CODE
A-4	REFLECTED CEILING PLAN	2015 MICHIGAN BUILDING CODE 2015 MICHIGAN MECHANICAL CODE 2015 MICHIGAN PLUMBING CODE 2017 NATIONAL ELECTRICAL CODE 2009 ICC/AMCI A117.1
A-5	FINISH MATERIALS FLOOR PLAN	

TOTAL FLOORS IN BLDG. 1

#### OVERALL BUILDING DESCRIPTION:

ZONING DISTRICT: COMMERCIAL - VEHICULAR  
EXISTING ONE STORY BUILDING - 8,811 SQUARE FEET  
USE GROUP: MIXED USE (MERCANTILE, BUSINESS, ASSEMBLY)  
CONSTRUCTION CLASSIFICATION: VB  
AUTOMATIC FIRE SUPPRESSION SYSTEM: NO



One Towne Square  
Suite 1840  
Southfield, MI 48076  
Tel: 248-850-2223  
www.ncs-team.com

DRAWN BY:

ARCHITECT:

LATHRUP SHOPPING PLAZA  
26710-26780 Southfield Rd.  
Lathrup Village, MI.

ISSUED FOR:  
REVIEW SET

SEAL:

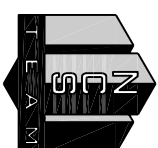
SHEET#

DATE:  
JOB#

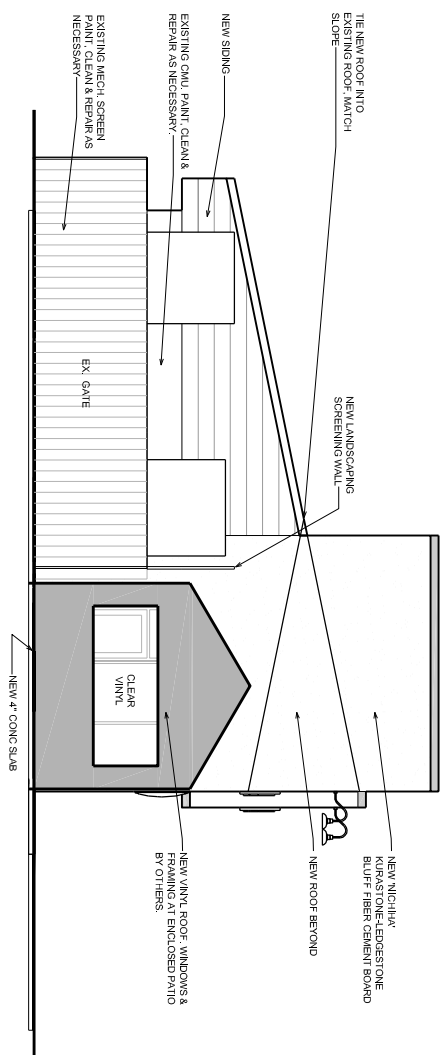
T-1

ARCHITECT:

DRAWN BY:

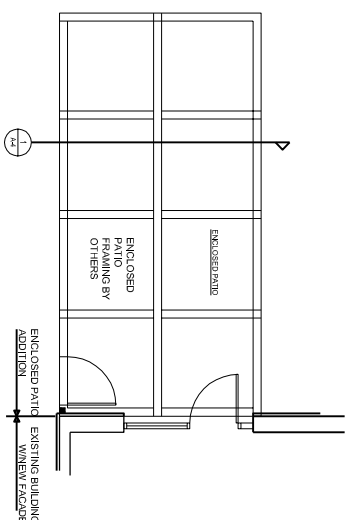


**NCS TEAM**  
One Towne Square  
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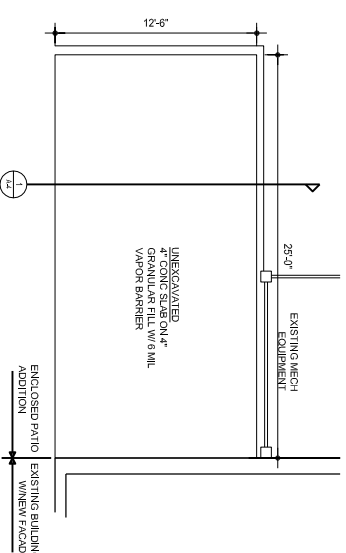
PROPOSED SIDE ELEV.

SCALE: 3/16" = 1'-0"



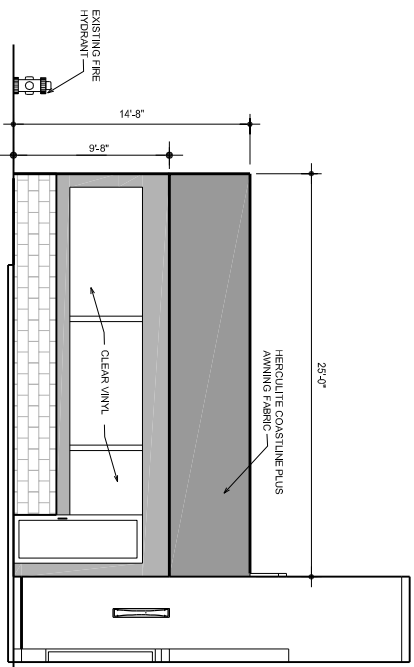
## PROPOSED FRAMING PLAN

SCALE: 3/16" = 1'-0"



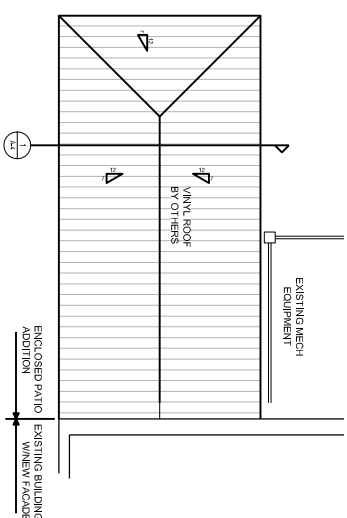
## PROPOSED CONCRETE PLAN

SCALE: 3/16" = 1'-0"



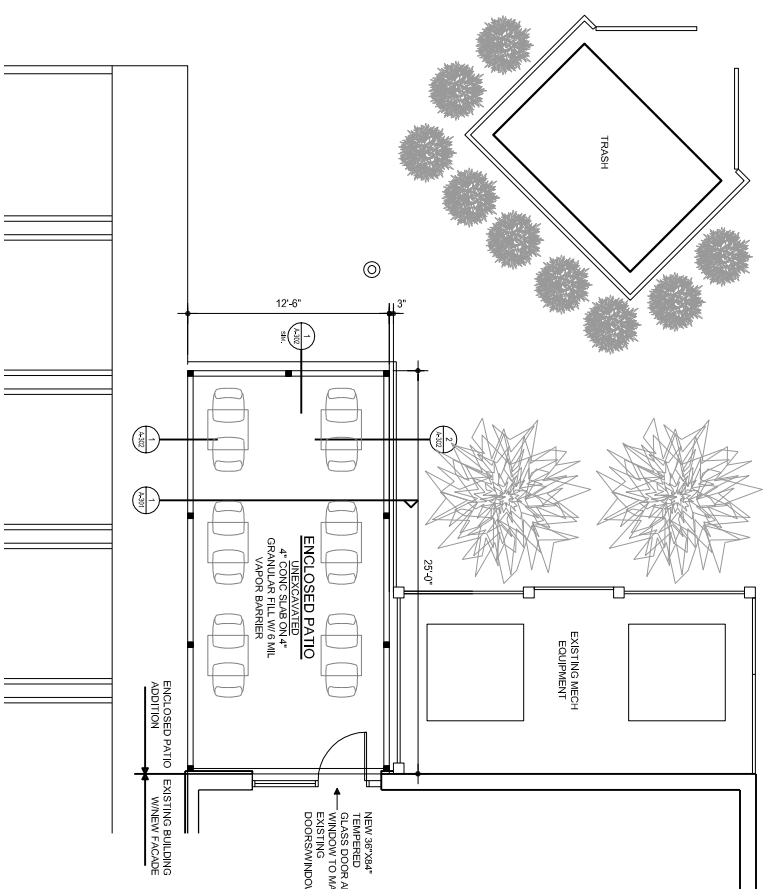
PROPOSED FRONT ELEV.

SCALE: 3/16" = 1'-0"



PROPOSED FRONT ELEV.

SCALE: 3/16" = 1'-0"



## PROPOSED FLOOR PLAN

SCALE: 3/16" = 1'-0"

SEAL

ISSUED FOR:  
REVIEW SET

# LATHRUP SHOPPING PLAZA

26710-26780 SOUTHFIELD RD  
LATHRUP VILLAGE, MICHIGAN

SHEET#

S-1

DATE:

JOB#



**Planning Commission**  
Mark Piotrowski, Chairperson  
Bruce Copus  
Jason Hammond  
Charito Huleza  
Bruce Kantor  
Les Stansbery  
Anna Thompson

## MEMORANDUM

**To:** Lathrup Village Planning Commission

**From:** Susie Stec, Manager – Community & Economic Development

**cc:** Sheryl Mitchell, City Administrator; Yvette Talley, City Clerk; Scott Baker, City Attorney

**Date:** December 13, 2019

**Re:** Proposed 2020 Meeting dates

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The following are the recommended 2020 dates for the regular meetings of the Planning Commission. All dates are on the *3<sup>rd</sup> Tuesday of each month at 7:00pm.*

January 21, 2020

February 18, 2020

March 17, 2020 (*St. Patrick's Day*)

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

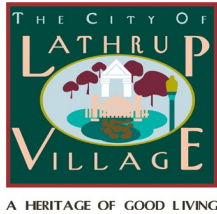
August 18, 2020

September 15, 2020

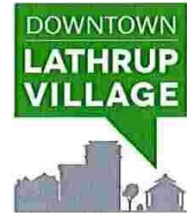
October 20, 2020

November 17, 2020

December 15, 2020



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



## MEMORANDUM

To: City Council, DDA Board of Directors, and Planning Commission

From: Susie Stec, Manager – Community & Economic Development / DDA Director

cc: Sheryl Mitchell, City Administrator; Yvette Talley, City Clerk; Scott Baker, City Attorney

Date: December 13, 2019

Re: Proposed 2020 Joint Meeting dates

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At the Joint City Council-Planning Commission-DDA meeting in October we discussed the 2020 Joint Meeting dates. It was generally agreed that the 5<sup>th</sup> Mondays would be suitable, with the exception of the January meeting. Meetings will be held at 6:00 pm in the Community Room.

The following are the recommended dates:

January 13, 2020

March 30, 2020

June 29, 2020

November 30, 2020



## 2019 PLANNING COMMISSION ANNUAL REPORT

December 2019

Prepared with Assistance by:

giffels   
webster

# 2019 PLANNING COMMISSION ANNUAL REPORT

## INTRODUCTION

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires the Planning Commission to prepare, file and present an annual written report to the City Council. This document is intended to meet the state requirement as well as provide an overview of 2019 accomplishments.

The Planning Commission in Lathrup Village is comprised of seven members, many of whom have been on the Planning Commission for several years. These members come from a variety of professional backgrounds in architecture, business, finance, city planning, and education. The various perspectives and knowledge brought by these members creates a well-rounded Commission that maintains fair and thoughtful deliberations.

## 2019 PLANNING COMMISSION ROSTER

Name	Term Ending
Bruce Copus (Vice Chairperson)	2/27/20
Jason Hammond (Secretary)	5/21/21
Charo Hulleza (Member)	5/21/21
Bruce Kantor, City Council Liaison	
Mark Piotrowski, (Chairperson)	3/1/22
Les Stansbery (Member)	3/1/22
Anna Thompson (Member)	3/1/22

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT STAFF

Susan Stec, Community & Economic Development Manager. Ms. Stec joined this city this year.

Giffels Webster assists the city with planning and zoning services. Our team assists city staff with technical planning and zoning related calls, emails, and visits to the city. We also prepare reviews, memoranda, and reports for the Planning Commission, ZBA, and City Council, as needed. We attend all Planning Commission meetings as well as City Council meetings as requested. The GW team is directed by Jill Bahm, AICP, partner at GW, and supported by Matthew Wojciechowski, associate planner as well as our GIS team.

## 2019 DEPARTMENT ACTIVITIES

### Development Reviews

In 2019, the Planning Commission reviewed 6 development applications (this includes 2 Zoning Board of Appeals applications).

**Site Plan Reviews.** Site plan review takes place when an application is submitted for new construction or additions to ensure that development plans meet the standards of the Zoning Ordinance. These standards are primarily non-discretionary standards – these are objective standards such as setback, landscaping, lighting, and parking requirements.

Four site plans were reviewed by the Planning Commission in 2019. These site plans included applications for “by right” development (permitted uses) as well as special land uses. Site plan approvals are valid for twelve months, with a one-year extension permitted by the Planning Commission. These site plans included:

- 26727 Southfield Road (Gas station)
- 27047-27051 Southfield Road (re-occupancy by office/massage therapy)
- 28601 Southfield Road (restaurant)
- 26710-26780 (multi-tenant shopping center)

**Special Land Uses.** Special land uses are uses that may be permitted in certain locations within the city, provided that certain standards are met. The Zoning Ordinance provides general standards for special land uses, and some uses have their own additional standards. Generally, most standards are non-discretionary, but there are some discretionary standards that the Planning Commission considers during the review process. Two special land use requests were reviewed and approved by the Planning Commission, including one gas station (26727 Southfield Road) and a restaurant serving alcohol (28601 Southfield Road).

**Public Input/Public Hearings.** The Planning Commission meetings are open to the public, and “public comment” is an agenda item at every meeting. Public hearings are required for PUD, special land use, and rezoning applications. Throughout 2019, two public hearings were held on these requests. Additional public hearings were held for zoning ordinance amendments discussed below.

## ZONING UPDATES

The Planning Commission worked on several amendments to the Zoning Ordinance this year:

- **Planned Unit Development.** In April of this year, the Planning Commission was approached with a concept for a drive-through facility in the Village Center district, where such uses are currently not allowed. The Planning Commission discussed the potential economic benefit of allowing properties to develop in a way that reflects the market, while reinforcing the concept of a walkable Village Center for the city. Recognizing the benefit of the “planned unit development” tool as a way to review and approve projects that meet certain city goals and objectives, the Planning Commission reviewed new zoning language to include standards and a process for Planned Unit Developments. These amendments were adopted in June 2019.
- **Drive-through standards.** The Planning Commission created standards for drive-through uses that will apply throughout the city. They are aimed at improving the appearance and safe pedestrian and vehicular circulation for such uses. This amendment was adopted in June 2019.



## OTHER HIGHLIGHTS

- The Planning Commission, City Council and DDA had two joint meetings this year to improve communication between the boards and commissions as well as to develop a shared vision for the future.
- The Community & Economic Development Department continues to work with the Michigan Economic Development Corporation (MEDC) to ensure that the city retains its Redevelopment Ready certification.

## MEETINGS

Body	Number of Meetings
Planning Commission	11
Zoning Board of Appeals	2
Joint City Council, Downtown Development Authority & Planning Commission	2

## THE YEAR AHEAD

**Comprehensive Plan.** In 2019, the city's Master Plan was ready for its five-year review, which is required by state law. This review was initiated by the Planning Commission in 2019 and the Planning Commission found that an update is needed. Since the Recreation Plan and Downtown Plan also need to be updated, the city launched a process to update all three plans as a Comprehensive Plan. This will allow the city to see how each of these plans relate to each other as well as encourage all boards and commissions responsible for implementation to see how their efforts are connected. This plan will be completed in 2020.

**Zoning Amendments.** The Comprehensive Plan will likely include zoning action strategies that recommend specific changes that may be needed to the Zoning Ordinance. Zoning-related work will likely occur after the planning process is complete.