



Planning Commission
Mark Piotrowski, Chairperson
Wilbert Fobbs III
Jason Hammond
Charito Hulleza
Bruce Kantor
Les Stansbery
Anna Thompson

CITY OF LATHRUP VILLAGE
PLANNING COMMISSION AGENDA

Tuesday, July 17, 2020

7:00 p.m.

HELD REMOTELY

1. Call to order and Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of meeting minutes
 - a. Regular Meeting – June 16, 2020
5. Public Comment – regarding items not listed on the agenda
6. New Business
 - a. Site Plan Review – JMC Management (27208 - 60 Southfield Rd)
 - b. Site Plan Review – JMC Management (28600 – 90 Southfield Rd)
 - c. Site Plan Review – JMC Management (28820 – 80 Southfield Rd)
7. Old Business and Tabled Items
 - a. Comprehensive Plan update – Recreation Plan
8. Other Matters for Discussion
9. General communication & correspondence
 - a. Legal Update
 - b. Planning Update
 - c. Staff Update
10. Adjournment

ZOOM WEBINAR

Webinar ID: 940 0224 1299

Password: 333849

NOTICE OF ELECTRONIC PUBLIC MEETING
CITY OF LATHRUP VILLAGE
PLANNING COMMISSION

Meeting – Tuesday, July 21, 2020
7:00pm

In accordance with Gov. Whitmer's Executive Order 2020-48, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Planning Commission will be meeting electronically using Zoom for videoconference and public access.

This meeting is a regular meeting.

The electronic public meeting will be held as a Zoom electronic webinar. The public can participate via the Zoom application, internet and/or telephone. The public will be able to listen to all discussion by Planning Commission members and will be permitted to speak for up to 3 minutes during the public comment section of the agenda.

Please note that callers/viewers will automatically be muted. Public comments can be submitted via the Chat Room or during Public Comment, when viewers are unmuted on an individual basis. Comments may also be emailed in by 12noon of the date of the meeting to: cityclerk@lathrupvillage.org,

ZOOM WEBINAR SIGN IN INFORMATION

When: Jul 21, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Lathrup Village Planning Commission Meeting - July 21st

Please click the link below to join the webinar:

<https://zoom.us/j/94002241299?pwd=eJExcFBxM3NIS0xDM05JaTA5cng2Zz09>

Password: 333849

Or iPhone one-tap :

**US: +13017158592,,94002241299#,,,0#,,333849# or
+13126266799,,94002241299#,,,0#,,333849#**

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

**US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or
+1 346 248 7799 or +1 669 900 9128**

Webinar ID: 940 0224 1299

Password: 333849

International numbers available: <https://zoom.us/u/acIB1vdz8e>

At 7:02 p.m. the Regular meeting was called to order by Chair Piotrowski on Tuesday, June 16, 2020 remotely via Zoom.

Commissioners Present: Mark Piotrowski, Chair
Jason Hammond, Vice Chair
Anna Thompson, Secretary
Wilbert Fobbs, III, Resident
Les Stansbery, Resident

Excused: Commissioners - Charito Hulleza and Bruce Kantor

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

Also Present: Scott Baker, City Attorney, Jill Bahm and Meghan Cuneo of Giffels Webster

All present joined in the Pledge of Allegiance.

PC-28-20 CALL TO ORDER AND ROLL CALL

Roll call was taken. Motion by Commissioner Hammond, seconded by Commissioner Stansbery to excuse Commissioner Charito Hulleza and Commissioner Bruce Kantor from this meeting.

Motion carried.

PC-29-20 APPROVAL OF AGENDA

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

Motion carried.

PC-30-20 MINUTES OF REGULAR MEETING – May 19, 2020

Motion by Commissioner Stansbery, seconded by Commissioner Thompson to approve the minutes of the Regular Meeting of May 19, 2020.

Motion carried.

PC-31-20 PUBLIC COMMENTS

None

None

a. Comprehensive Plan-Virtual Open House

Meghan Cuneo gave a summary of public input of the Comprehensive Plan – Virtual Open House.

Participants were asked - Thoughts on Lathrup Village. Words used to describe Lathrup Village were community, friendly, beautiful and diverse.

Transportation and Mobility – comments were – bike lanes on Southfield Rd., bike trails, wider sidewalks and safer crossings. Other recommendations were – sidewalk repair, eliminate chronic and persistent flooding of sidewalks.

Sustainability and Resiliency - improving sidewalks, eliminating flooding, drainage system improvements, make grocery and restaurant access available on a walkable basis.

Discussed - How should the city prepare for the next natural disaster. Setting up a response team to make sure resources are ready to be dispersed, develop a disaster recovery plan, make sure there are adequate police, fire and medical staff.

Discussed -How much would residents be willing to spend annually- 50% residents willing to spend \$1-\$50 per year to make improvements.

Discussed Southfield Rd. on-site parking- buildings on Southfield Rd. should be improved, cars should be parked in lots, not on city streets, expanding parking areas should be permitted but only with a development project, landscaped screening of parking areas are important.

Discussed - Additional Feedback- code enforcement, drainage system, create strategic volunteer engagement through tree planting. Participants were able to select a place on the map and leave a corresponding comment about that location; example the blight on Southfield Rd. to make that a priority. Green scape around I 696 intersection and safer signage.

Jill gave an overview and answered specific questions on neighborhoods and development sights.

Discussed - Neighborhoods – are important because they draw people together and are the building blocks of the community. Social networks within the neighborhoods tend to be significant because they encourage civic participation. Disconnected neighborhoods people are less likely to feel like they're part of the overall community. Strengthening the neighborhood ties the community together and improves the quality of life for everybody.

Discussed why there is low resident participation in the survey from those who live south of I-696. Why?

Commissioner Hammond stated most city events are held at civic center district. Most businesses that are frequented are in the civic center district. It takes effort for those in the southern portion of the city to participate. We need to find ways to integrate neighborhoods in the southern area of the city into the community.

Commissioner Fobbs said it feels like to two separate Lathrup Village's. Commissioner Piotrowski said he feels there are larger areas to walk about in the northern neighborhoods. The expressway contributes to the feeling of separation and newer homes are in the southern section of the city and the housing character becomes less historic. Commissioner Stansbery discussed what's the perception of Lathrup Village as real estate agents market the neighborhoods. Jill Bahm stated the lack of trees south of I-696 makes big difference in how the neighborhoods feel.

Discussed – Parks and open space, convenient shopping a place to relax meet with friends the city doesn't have a lot of this type of space but we do have several park areas – mini parks are within a five-minute walk radius from neighborhoods, neighborhood parks are 10- minute walk. Convenience goods- gas stations, grocery store (Kroger 12 mile/Evergreen), a couple restaurants on the north end of the city the library and there are no pubs/bars in the city. Comprehensive Plan and future land use map show a mix of uses along Southfield Rd. and the civic center/village center area in the middle. Years ago a non-motorized transportation plan was done along with a complete streets plan. Mile roads commercial/automotive uses at the intersections, single purpose office district, multiple family districts. Years ago a non-motorized transportation plan was done along with a complete street plan and due to the city being divided into 4 sections, we need to make the city more walkable. Lathrup Village is a unique city and each time we meet with the Oakland County Road Commission it is stressed to make the city more walkable. Bike route signage and repair stations coming to the city soon and will continue to work with the Oakland County Road Commission. We may have to think about a way for people get around the city by making additional improvements within the neighborhood to be more accessible for pedestrian and bicycle access. A possible solution would be to create a neighborhood association to get people more engaged. Commissioners Fobbs said we need more community connection-suggested block parties. Commissioner Hammond said we need to try to engage the people who are active in the city like; City Council to help identify a leader in each section of the city to be a liaison for each quadrant of the city. Other suggestions to bring residents together– competition between different neighborhoods-for a small prize/bragging rights and cross neighborhood potlucks.

Jill Bahm gave an update on the 3 redevelopment sites –

1. House in the Woods – open house feedback from residents suggested build residential housing, walking trail, gardens, or a dog park. Attorney Baker stated City Council will send an RFP to list the property. Discussion – the design of the homes built on that property has to fit in with the current design of homes.
2. Southfield Rd. south of I-696 between Margate/Rainbow there is a vacant lot designated as mixed use. Susie Stec gave history of property – it's overflow parking for Primerica (doesn't think it's being utilized in that manner)
3. Annie Lathrup School – located in the village center can be utilized. Suggested uses – condominiums, refurbished stores/office space, senior living or an expansion of the civic center. Discussion – a lot of work needs to be done on the property to make this a viable redevelopment without incentives. It's a historical gem for the city. Will come back with some concepts/images that maybe respond to what was heard from the community and the comments made by the Planning Commissioners. Next step is to work on draft plan and update as needed. Planning Commission and Downtown Development Authority

discussion in August. Tentative dates – When ready, City Council will approve distribution of final draft. Will hold Public hearing and adoption by December 2020.

PC-34-20 OTHER MATTERS FOR DISCUSSION

Jill Bahm gave an update on Panera Bread – She has discussed with Mr. Surnow about a different type of use (medical use) and what the timeline would be.

PC-35-20 GENERAL COMMUNICATION & CORRESPONDENCE

a. Legal Update

Scott Baker stated June 15th was first reading of the swimming pool ordinance to permit above ground pools. Will remove confusing language from the ordinance about the apron being at ground level. Pools must comply with all requirements of the zoning ordinance. The ordinance should be approved next month.

b. Planning Update

None

Staff Update

Susie Stec discussed- how Panera is doing through the pandemic and they're doing well with curbside pick-up. Thanked everyone for assisting with Southfield Rd. corridor clean-up -30 participants. Distributed 156 re-open kits to Lathrup Village and Beverly Hills businesses. (80 Lathrup Village businesses) Patronicity goal was met \$6,000 along with \$4,000 match from Oakland County will be used for mini-grants for DDA businesses. Planters/hanging flower baskets will be displayed along the business corridor. Susie Stec's Summer hours – Monday, Tuesday, and Thursday and working from home Wednesday and Friday.

Dr. Sheryl Mitchell said City Hall has reopened -8:00 a.m.-4:30 p.m. Please wear mask and practice social distancing. You may make payments, submit forms by using the locked drop box located on north side of city hall, use the lock box for absentee applications/ballots and our online systems.

PC-36-20 ADJOURNMENT

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

Motion carried.

The meeting adjourned at 8:37p.m.

Submitted by Yvette Talley

Recording Secretary

July 14, 2020

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

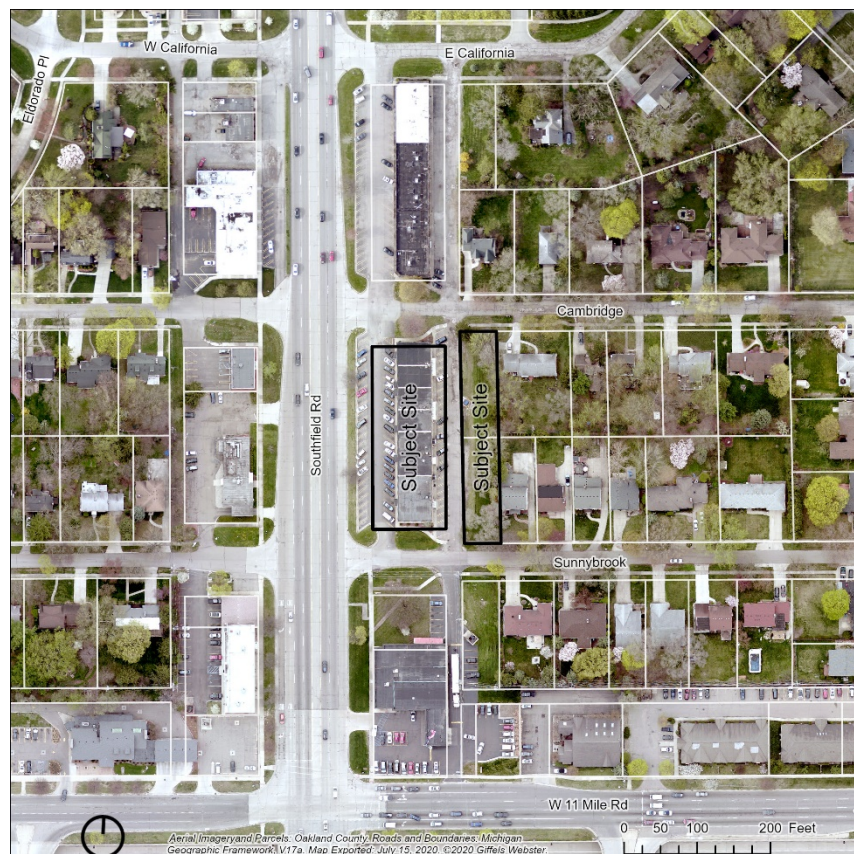
Site Plan Review

1st Review

Site: 27208-27260 Southfield Road
Applicant: Lathfield Investments LLC
Plan Date: 4/7/2020
Zoning: MX- Mixed Use District
Parcel ID: 24-13-357-001; 24-13-357-002; 24-13-357-008
Proposal: 27206-60 Southfield Mixed Use

Dear Planning Commissioners,

We have reviewed the site plan and a summary of our findings are below. Items in **bold** require specific action by the applicant.



Summary of Findings

Existing Conditions

1. **Summary.** The 39,000-square foot (0.9-acre) site is located on the east side of Southfield Road between Cambridge and Sunnybrook and is zoned MX – Mixed Use District. Properties to the north and west (across Southfield Road) are also zoned MX-Mixed Use District. Properties to the south are zoned CV-Commercial Vehicular. The alley separates the subject site from the parcels to the east, which are zoned R-1 – Single Family Residential but do not have any structures on the parcels. The adjacent parcel to the east is under common ownership with the subject parcel. The subject site is currently developed with an occupied two-story, 22,456-square foot commercial building. The site was likely approved as an office building; now that a mixture of uses occupy the building, an updated site plan is required, primarily to ensure minimum parking standards are met, but also to bring the site into as much compliance with current zoning standards as possible.
2. **Existing site.** The proposed site is currently comprised of a 0.9-acre parcel. The existing structure has two floors, each 11,228 square feet. The building fronts on Southfield Road and is 244 feet long. There are three existing landscaped areas located on the western portion of the site (buffering the parking lot from Southfield Road), and the north and south ends of the site. The applicant's site plan notes the alley is 17 ft wide, but parcel maps show the alley is 20 ft wide. **The applicant shall note the correct width of the alley.**
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, is vacant residential property.
4. **Site configuration and access.** There are currently four drive cuts, two from Sunnybrook Avenue and two from Cambridge Avenue that provide access to the site. The front and rear parking is accessible on Cambridge Avenue and contains one-way driving lanes. The alley adjacent to the rear of the site has an existing dumpster area and 28 parking spaces.

Proposed

5. **Use.** The applicant intends to renovate the interior of the existing building and maintain the mixture of uses operating in the building. The building that is proposed to be renovated has a gross floor area of 22,456-square feet; no additional space is proposed to be added.
6. **Parking lot design.** The zoning ordinance has several standards for parking spaces and lots that apply to this site.
 - a. Section 2.9 states that a parking space must measure 9' x 20'. Proposed parking spaces measure 9' x 20' in the front parking lot. **However, in the rear parking lot abutting the alley, all of the 28 parking spaces measure less than 20' in length. Some spaces measure 18' and others (in locations where the sidewalk protrudes) the spaces only measure 15'7".**
 - b. Section 5.13.9.B. states where parking abuts a sidewalk or other pavement (seven-foot minimum width) two feet may be credited toward the total required parking space dimension. **The applicant seems to have utilized this two-foot overhang in the plan however the sidewalk abutting the parking is not seven feet in width therefore the sidewalk cannot be counted towards the required parking space dimension.**
 - c. 28 of the proposed spaces are located partially within the public alley abutting the site to the west. Section 5.13.8 [c+d] states that "[C] All persons who use portions of adjacent public rights-of-way (including both streets and alleys) for driveways or as part of their required off-street parking facilities shall maintain and repair the abutting area between the main traveled

portion of the street or roadway and their property line and the abutting portion also of the alley in the same fashion as they are required to maintain the portion of the off-street parking facility which is on private property. [D] Failure to maintain and repair off-street parking facilities or adjacent driveways and rights-of-way used for the parking of invitee's vehicles shall be grounds for revoking or suspending a certificate of occupancy and/or permission to continue to use such adjacent rights-of-way for such purposes. **City Council shall make the final determination on the appropriate legal conditions for use of the alley.**

7. **Required Parking.** The parking requirements for the site are based on usable square footage of the gross floor area as well as the gross leasable area. The zoning ordinance requires one space for every 275 sq-ft of GLA for professional and administrative offices, 1 per 175 sq-ft of GLA for professional offices of doctors, dentists or similar professions, and 1 per 200 sq-ft of usable area for personal services and retail uses. The applicant has not indicated the useable square footage calculation on the plans and does not indicate which uses will be occupying the building. Based on the strictest standard of 1 space per 175 sf of GLA, and assuming 80% of the total floor area is usable, 103 parking spaces would be required. Ninety-four spaces are provided. If there were no medical offices, based on one space/200 sf of GLA, 90 spaces would be required. The site plan notes 82 spaces are provided; however, 28 of the provided spaces are located in the public right-of-way and may not be included in the total of provided parking. In addition, the layout does not meet the ordinance requirements as noted above. **The applicant shall provide the usable/leasable floor area and mix of uses to determine the correct minimum parking standard for the site. The applicant should be prepared to discuss alternative solutions for parking.**
8. **Loading.** Delivery vehicle space is required for sites that have buildings with a floor area over 3,000 square feet. **The proposed building is 22,456 square feet; therefore, one 40' x 10' space is required to be provided on site; no loading space is shown on the proposed plan.**
9. **Traffic and Circulation.** The applicant is proposing to keep both access drives from Cambridge Avenue and Sunnybrook Avenue. Both entrances would accommodate one-way traffic and allow for left and right turns onto Southfield Road.
10. **Waste & Rubbish.** Plans indicate the existing dumpster enclosure will remain in the northeast corner of the rear parking lot, across the alley and on the R-1 zoned parcel. As presented, the proposed dumpster must meet the following site standards for waste and rubbish (section 5.3):
 - a. **Location.** Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. **The dumpster does not meet the 5' setback and it located on the adjacent residentially-zoned parcel.**
 - b. **Screening.** All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. This standard is met.

- c. **Bollards.** Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. **No such bollards are indicated on the site plan.**

11. Landscaping & Screening. Section 5.15 specifies landscape standards for properties in the MX district as follows:

- a. **Landscape Plan.** No landscape plan was submitted with the application. Existing landscaped areas are shown, but existing trees, shrubs, and plant species are not indicated on the site plan. **Applicant shall provide a landscape plan to show existing and proposed landscaping on the site, if any.**
- b. *Minimum landscaped area of 5%.* **Applicant appears compliant but landscaped area coverage not indicated on the plan. Applicant shall confirm that at least 5% of the lot is landscaped.**

12. Screen Wall. Section 5.5 of the zoning ordinance outlines barrier wall requirements for MX lots that abut residential (R-1 or R-2) lots. **No barrier wall indicated on plan.**

1. It shall be a continuous and solid face brick, masonry, or stone wall at least five feet high (but not more than six feet high) as measured from the side of the wall farthest from the R1 district as finally and properly graded.
2. It shall be at least eight inches thick and reinforced with steel, pilasters, or the equivalent and shall provide for proper drainage to flow through or around the wall in accordance with sound engineering practice.
3. It shall extend the full length of the property being put to use by the provider of the wall; provided, however, it shall not be extended to within the front 20 feet of an abutting R1 lot and may be reduced to three feet high in the end 20 feet.
4. It shall be placed adjacent to and along the property line which abuts the R-1 district where the two districts abut each other.
5. The building official, in the exercise of his sound discretion, may provide for minor deviations from the foregoing specifications as provided in Section 6.1.B

13. Setbacks. The dimensional requirements for the MX district are noted below:

Development Standard	Zoning Ord Section	Required	Provided	Comments
Lot Size	3.1.9	5,000 square feet	39,000 square feet	Compliant
Maximum height	3.1.9	3 stories; 40 feet	Existing building: two story	Compliant
Front yard	3.1.9	0 ft minimum; 10 ft maximum	Existing building: approx. 71 ft	Existing building is legally nonconforming
Side yard	3.1.9	0 feet	Existing building: 34 ft.	Compliant
Rear yard	3.1.9	5 feet	Existing building: 0 ft	Existing building: legally nonconforming

Build-to-line Coverage	3.1.9	60%	77%	Compliant
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14. **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 did not submit a lighting plan for consideration. Existing lighting on the site appears to be compliant but the applicant should confirm that all lighting meets the standards provided in this ordinance.**

15. **Additional.**

- a. The location map cited on the plan does not match the addresses noted in the application.

There are many outstanding issues to be resolved with this site plan; however, we believe the applicant will benefit from review and direction by the Planning Commission.

Regards,

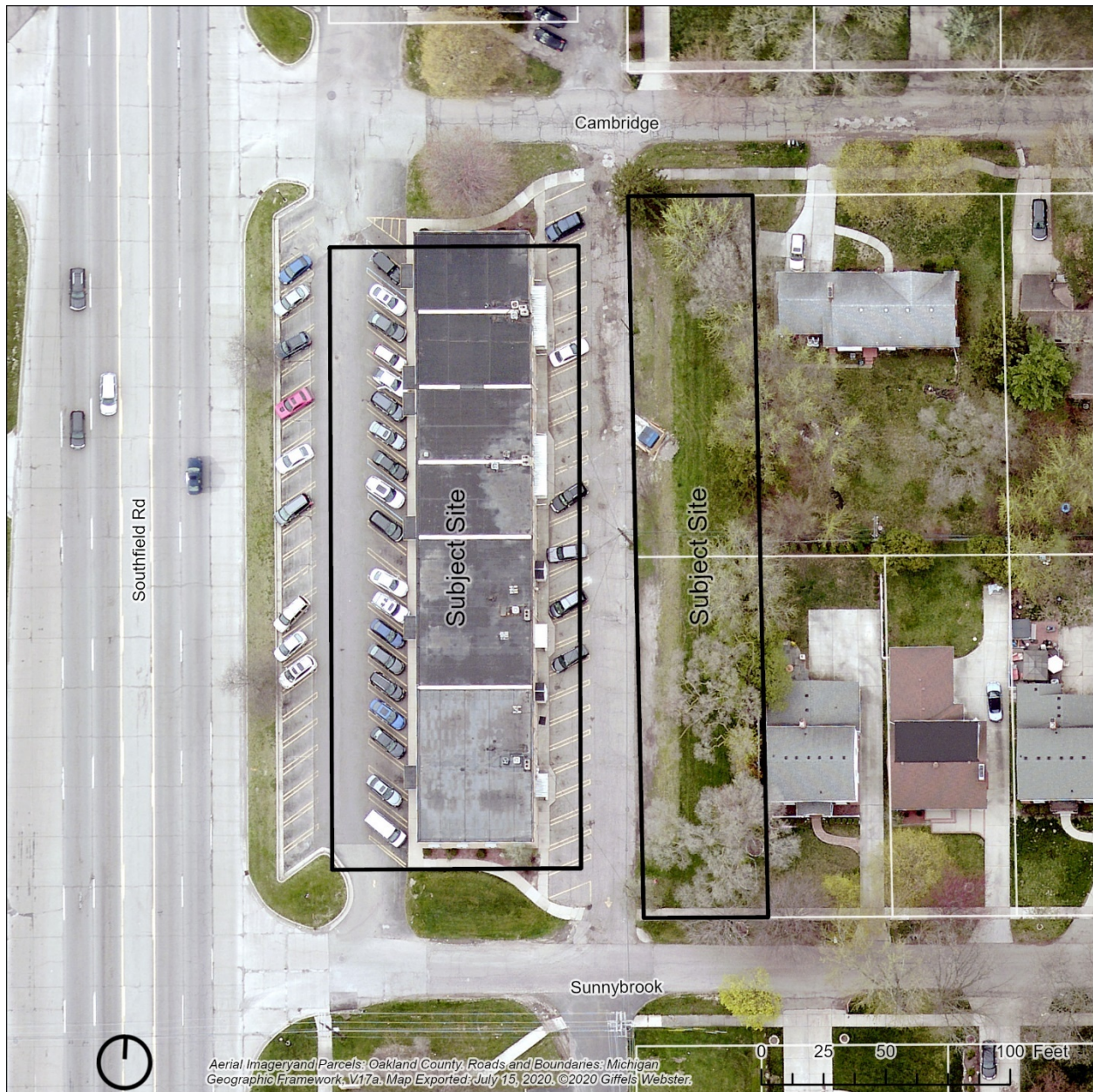
Giffels Webster



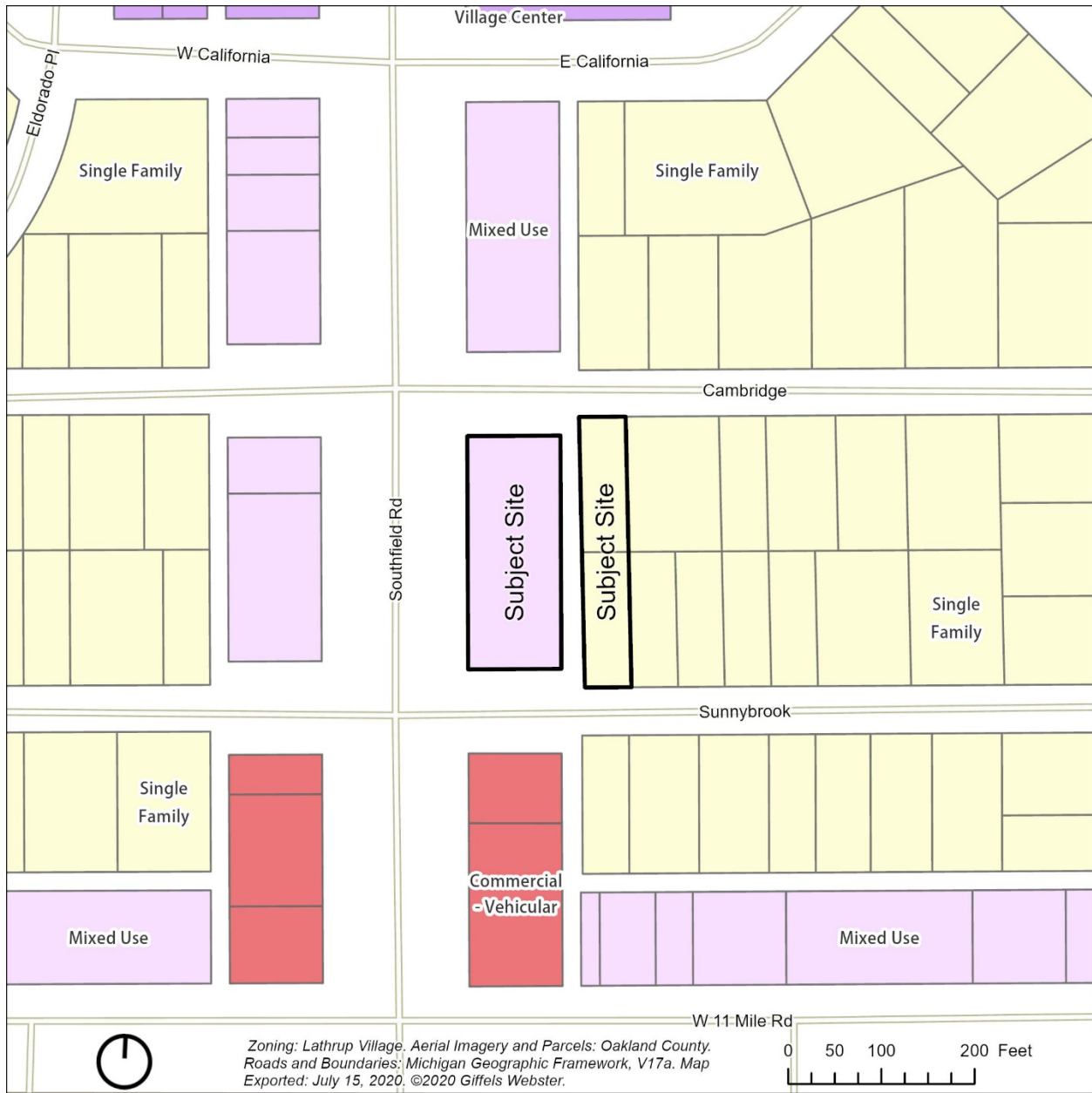
Jill Bahm, AICP
Principal Planner

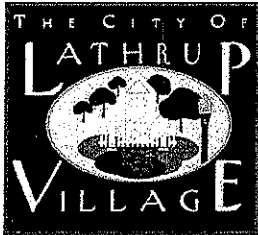


Meghan Cuneo
Staff Planner



Aerial Imagery and Parcels: Oakland County; Roads and Boundaries: Michigan
Geographic Framework V17a; Map Exported: July 15, 2020; ©2020 Giffels Webster





A HERITAGE OF GOOD LIVING

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

Office Use Only	
Date Submitted:	_____
Administrative Review Date:	_____
Site Plan Review Date:	_____

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address: 27208-60 SOUTHFIELD RD, Lathrup Village
Subject Property Parcel Number: 24-13-357-001; 24-13-351-002; 24-13-357-008
Project Name: 27208-60 SOUTHFIELD

Applicant Information

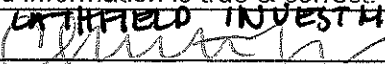
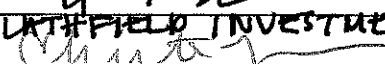
Name: LATHFIELD INVESTMENTS LLC
Address: 30801 Orchard Lake Rd Ste 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: _____
Email Address: Christina.Rice@jmcmanagement.com
Interest in Property: Property Manager

Property Owner Information

Name: LATHFIELD INVESTMENTS LLC
Address: 30801 ORCHARD LAKE RD STE 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: 313-505-4519
Email Address: Christina.Rice@jmcmanagement.com

Proposed Building/Alteration Information

Proposed Use: MIXED USE (Office, Retail, Professional Services, Etc.)
Existing Zoning: MX
Square Footage of New/Altered Building: NA
Number of existing jobs: _____ New jobs created: _____ FT _____ PT _____

Project Architect				
Name:	Jeffery Scott Architects PC			
Address:	32316 Grand River Farmington	State:	MI	Zip Code: 48336
Phone Number:	248-476-8800	Cell:		
Email Address:	mhominy@jsscottarchitects.com			
Project Engineer				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Project Attorney				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Required Submittal Information				
Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.				
☐	One (1) completed and signed copy of the application for site plan review			
☐	Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file			
☐	Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city			
Signatures				
Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.				
Applicant's Signature:	 , Authorized Agent			
Applicant's Printed Name:	LATHFIELD INVESTMENTS, LLC B.P. Christina Klee, MA			
Date:	4.7.20			
Owner's Signature:	 , Authorized Agent			
Owner's Printed Name:	LATHFIELD INVESTMENTS, LLC B.P. Christina Klee			
Date:	4.7.20			

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y N N/A

☒	☐	Applicant's name and address, and telephone number.
☒	☐	Title block indicating the name of the development.
☒	☐	Scale.
☒	☐	Northpoint.
☒	☐	Dates of submission and revisions (month, day, and year).
☒	☐	Location map drawn to scale without northpoint.
☒	☐	Legal and common description of property.
☒	☐	The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
☐	☒	A schedule of completing the project, including the phasing or timing of all proposed developments.
☒	☐	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
☒	☐	Written description of proposed land use.
☒	☐	Zoning classification of applicant's parcel and all abutting parcels.
☒	☐	Proximity to driveways serving adjacent parcels.
☐	☒	Proximity to section corner and major thoroughfares.
☐	☒	Notation of any variances which have or must be secured.
☒	☐	Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y N N/A

☒	☐	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
☒	☐	Front, side, and rear setback dimensions.
☐	☒	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
☒	☐	Proposed site plan features, including buildings, roadway widths and names, and parking areas.
☐	☒	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
☐	☒	Acceleration, deceleration, and passing lanes, where required.
☒	☐	Proposed location of driveway entrances and on-site driveways.
☐	☒	Typical cross-section of proposed roads and driveways.
☐	☒	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
☐	☒	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
☒	☐	Location of sidewalks within the site and within the right-of-way.
☒	☐	Exterior lighting locations and method of shielding lights from shining off the site.
☒	☐	Trash receptacle locations and method of screening, if applicable.
☐	☒	Transformer pad location and method of screening, if applicable.

Y N N/A

☒	☐	☐	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
☒	☐	☐	Parking Calculations in accordance with Zoning Ordinance Standards
☒	☐	☐	The location of lawns and landscaped areas, including required landscaped greenbelts.
☐	☐	☒	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
☐	☐	☒	Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
☐	☐	☒	Cross-section of proposed berms.
☐	☒	☐	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
☐	☒	☐	Designation of fire lanes.
☐	☒	☐	Loading/unloading area.
☐	☐	☒	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y N N/A

☒	☐	☐	Location, height, and outside dimensions of all proposed buildings or structures.
☒	☐	☐	Indication of the number of stores and number of commercial or office units contained in the building.
☒	☐	☐	Building floor plans.
☒	☐	☐	Total floor area.
☐	☒	☐	Location, size, height, and lighting of all proposed signs.
☐	☒	☐	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
☒	☐	☐	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y N N/A

☐	☒	☐	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
☐	☒	☐	Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
☐	☒	☐	Indication of site grading and drainage patterns.
☐	☒	☐	Types of soils and location of floodplains and wetlands, if applicable.
☐	☒	☐	Soil erosion and sedimentation control measures.
☐	☒	☐	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

☐	☐	☒	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
☐	☐	☒	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
☐	☐	☒	Underground storage tanks locations.
☐	☐	☒	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

☐	☐	☒	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
☐	☐	☒	Density calculations by type of residential unit (dwelling units per acre).
☐	☐	☒	Lot coverage calculations.
☐	☐	☒	Floor plans of typical buildings with square feet or floor area.
☐	☐	☒	Garage and carport locations and details, if proposed.
☐	☐	☒	Pedestrian circulation system.
☐	☐	☒	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
☐	☐	☒	Community building location, dimensions, floor plans, and facade elevations, if applicable.
☐	☐	☒	Swimming pool fencing detail, including height and type of fence, if applicable.
☐	☐	☒	Location and size of recreation open areas.
☐	☐	☒	Indication of type of recreation facilities proposed for recreation area.

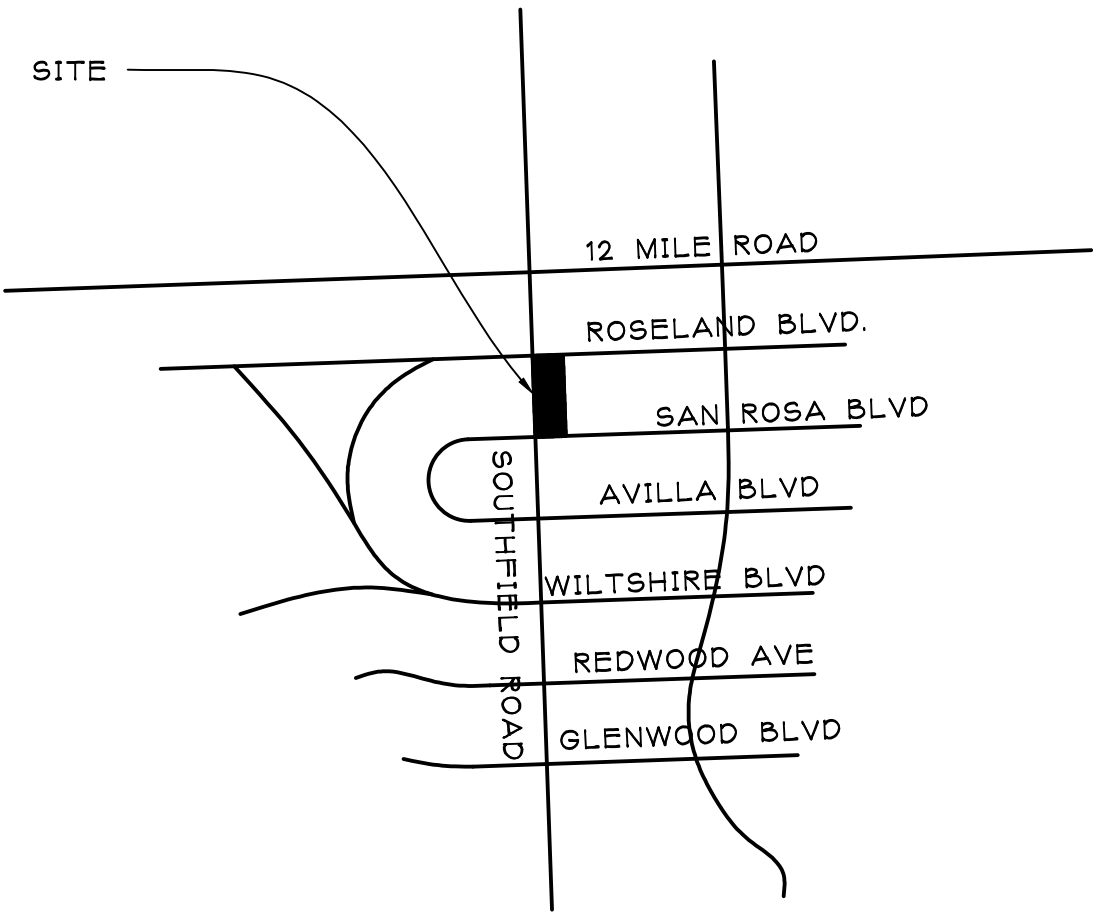
Please Note:

Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

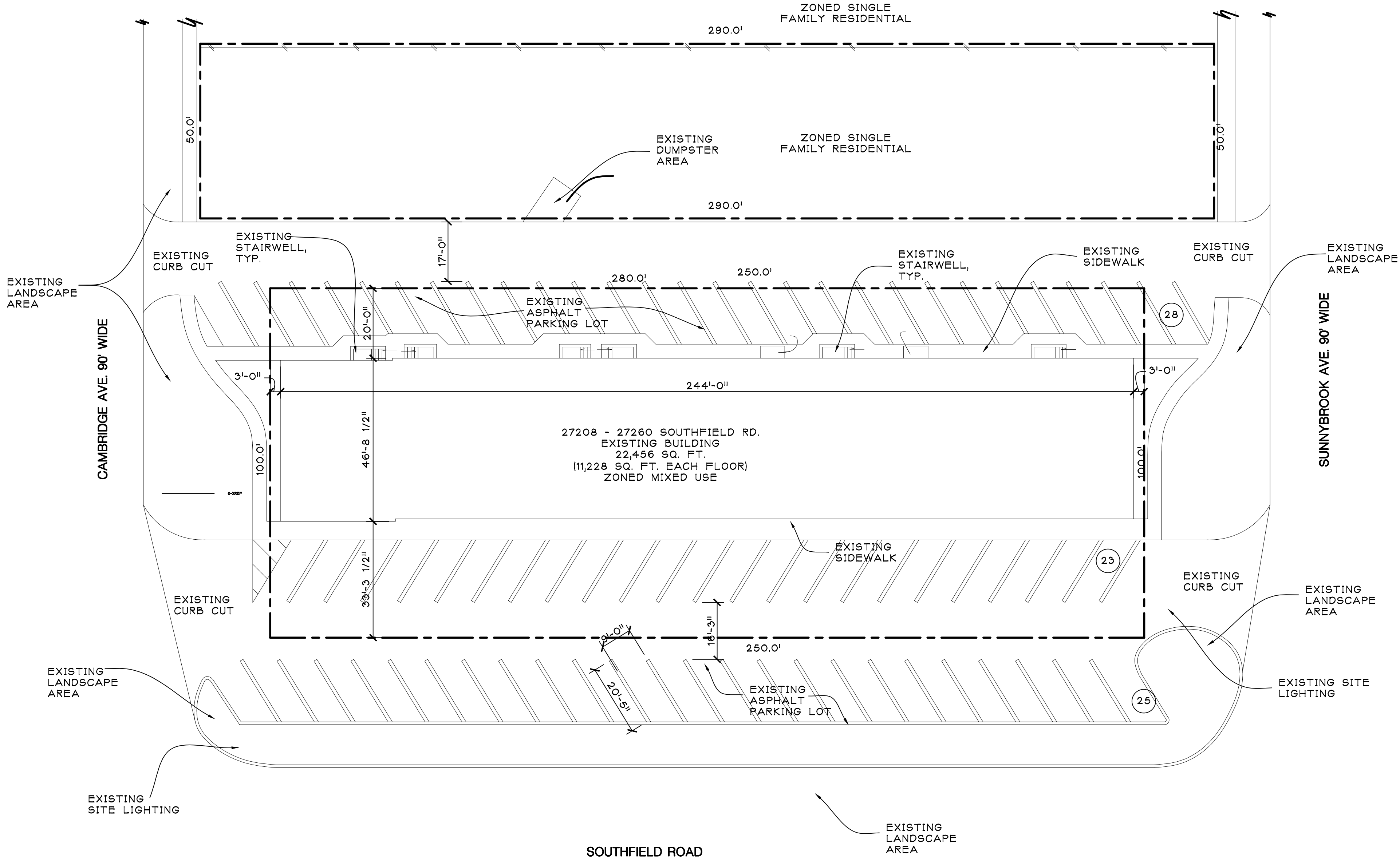
DETAILS OF PROPERTY			
EXISTING PROPERTY USE: MIXED USE (OFFICE, RETAIL, PROFESSIONAL SERVICE)			
DATA		REQUIRED	PROVIDED
ZONING		MU - MIXED USE DISTRICT	
SETBACKS	FY		33'-3 1/2"
	SY		3'-0"
	SY		3'-0"
	RY		20'-0"
NET LOT AREA (SQ.FT)		39,000 SQ. FT.	
NET LOT AREA (ACERAGE)		.90 ACRES	
EXISTING GROSS FLOOR AREA		22,456 SQ. FT. (11,228SQ. FT./FLOOR)	
EXISTING BUILDING COVERAGE		28.79%	
PARKING CALCULATION			
PROFESSIONAL SERVICE/OFFICE 1/275 SQ. FT. GLA			
TOTAL PARKING		76	82

LEGAL DESCRIPTION:

LOTS 1750 THROUGH 1761, INCLUSIVE, AND LOTS 2212 AND 2235; LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBN. NO.3 OF THE WEST 1/2 OF THE WEST 1/2 OF SECTION 13, T.1 N., R.10 E., SOUTHFIELD TWP. (NOW CITY OF LATHRUP VILLAGE), OAKLAND COUNTY, MICHIGAN. AS RECORDED IN LIBER 32 OF PLATS, PAGE 26 OF OAKLAND COUNTY RECORDS.



LOCATION MAP
NO SCALE



ARCHITECTURAL SITE PLAN
SCALE: 1" = 20'-0"

ARCHITECT:



jeffery a. scott
architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

copyright © 2019

SHEET TITLE:

ARCHITECTURAL
SITE PLAN

PROJECT:

LOFTS AT
VILLAGE POINT
27208-27260 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:
QTY REVIEW 04/08/2020
SP. APPROVAL 4/22/2020

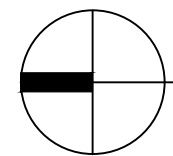
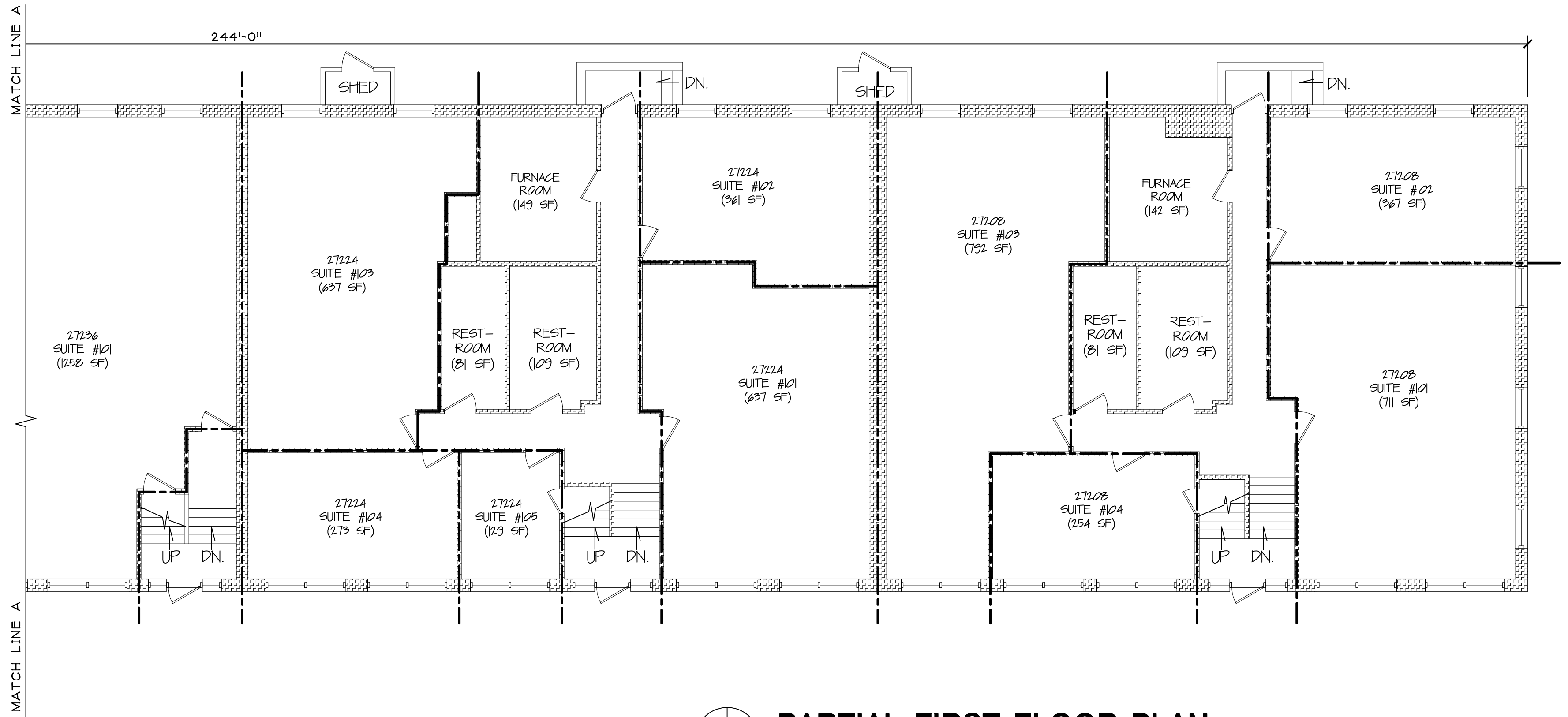
DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY
JOB NO.

20043

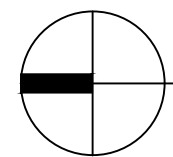
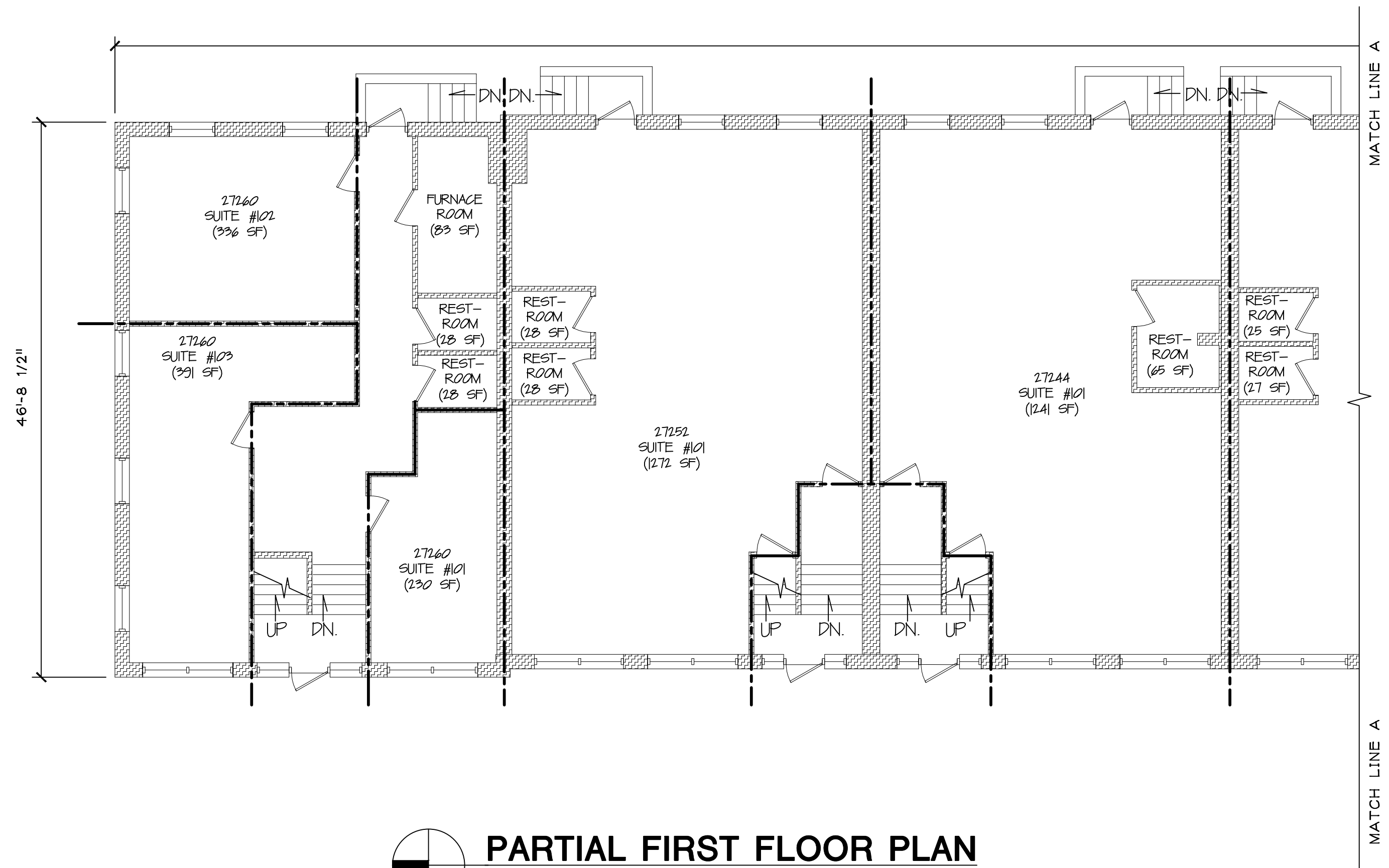
SHEET NO.

ASP100

PLOT SIZE: 36"X24"

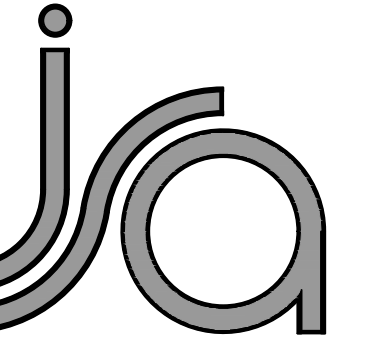


PARTIAL FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



PARTIAL FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

ARCHITECT:



**jeffery a. scott
architects p.c.**

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SHEET TITLE:

FIRST FLOOR PLAN

PROJECT:

**LOFTS AT
VILLAGE POINT**
27208-27260 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:

S.P. APPROVAL 4/22/2020

DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY

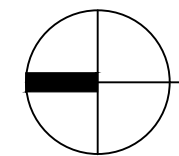
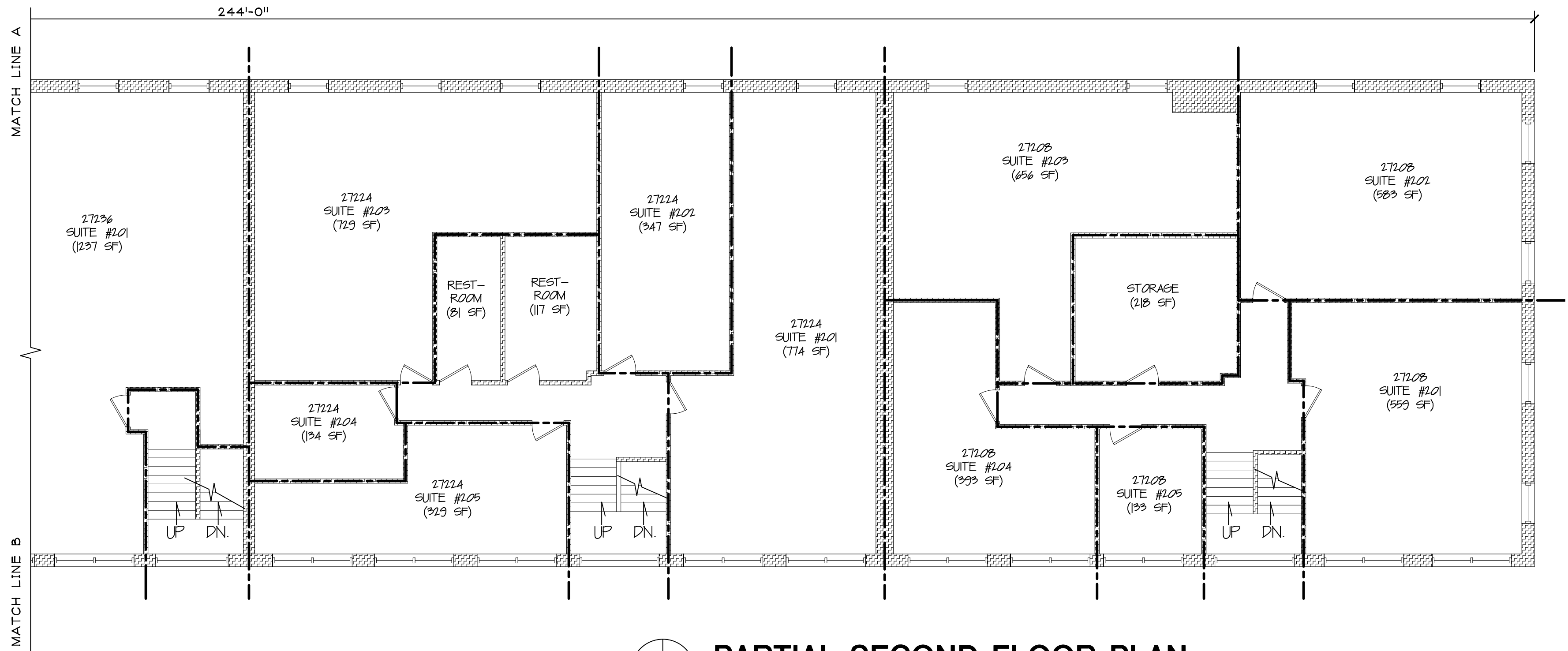
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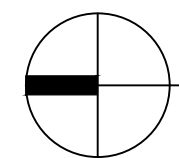
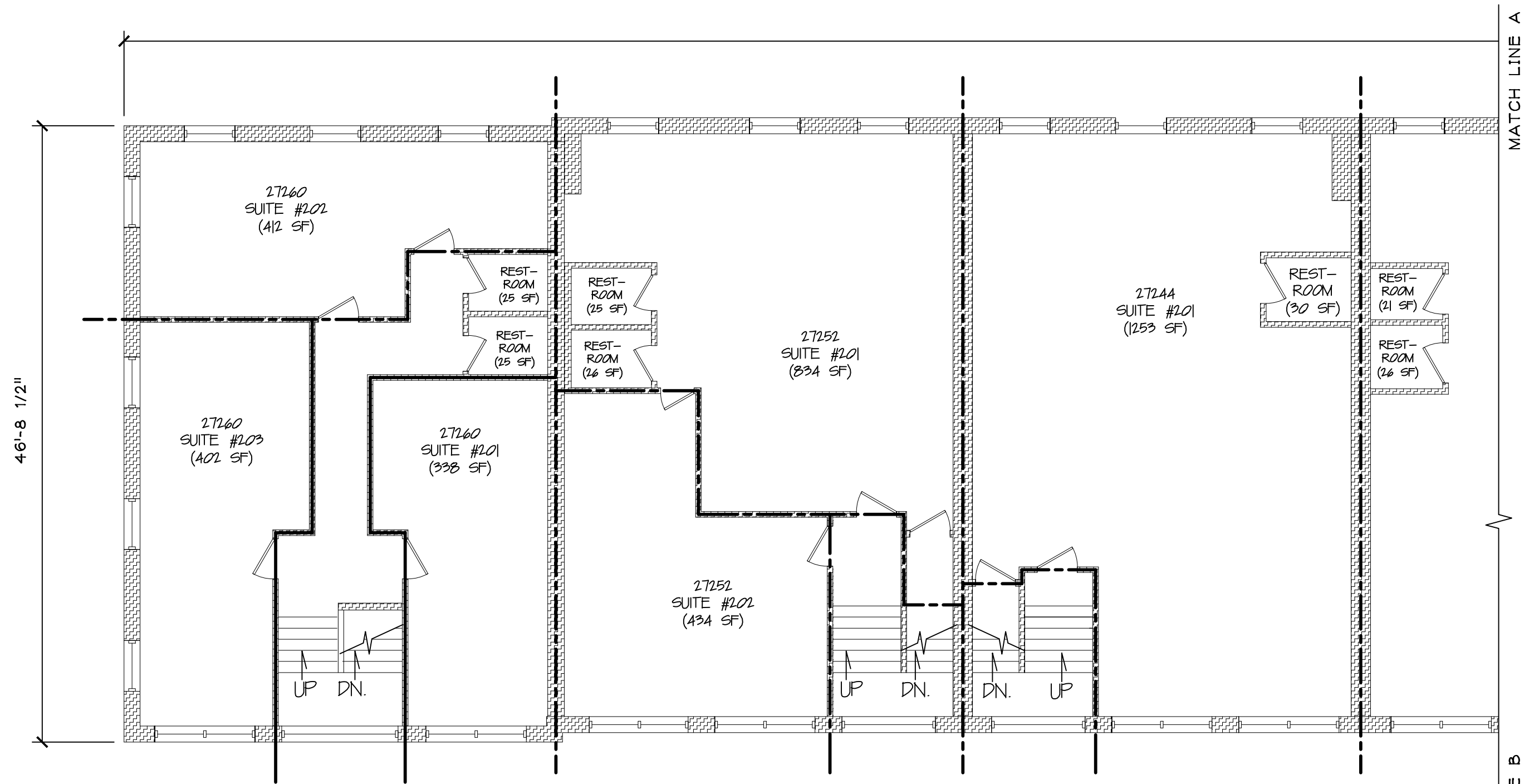
SHEET NO.

A100

PLOT SIZE: 36"X24"

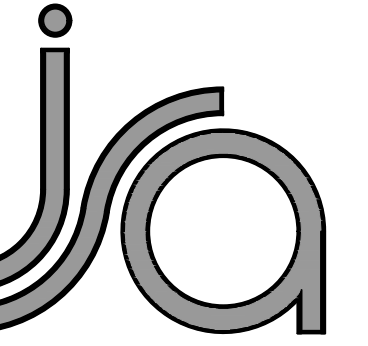


PARTIAL SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



PARTIAL SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

ARCHITECT:



**jeffery a. scott
architects p.c.**

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suite 200
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248-476-8800
JSCOTTARCHITECTS.COM

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SHEET TITLE:

**SECOND FLOOR
PLAN**

PROJECT:

**LOFTS AT
VILLAGE POINT**
27208-27260 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:

S.P. APPROVAL 4/22/2020

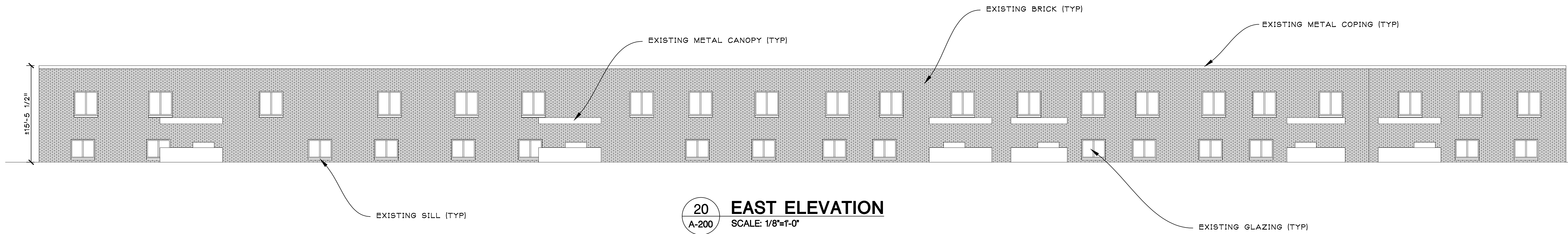
DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY
JOB NO.

20043

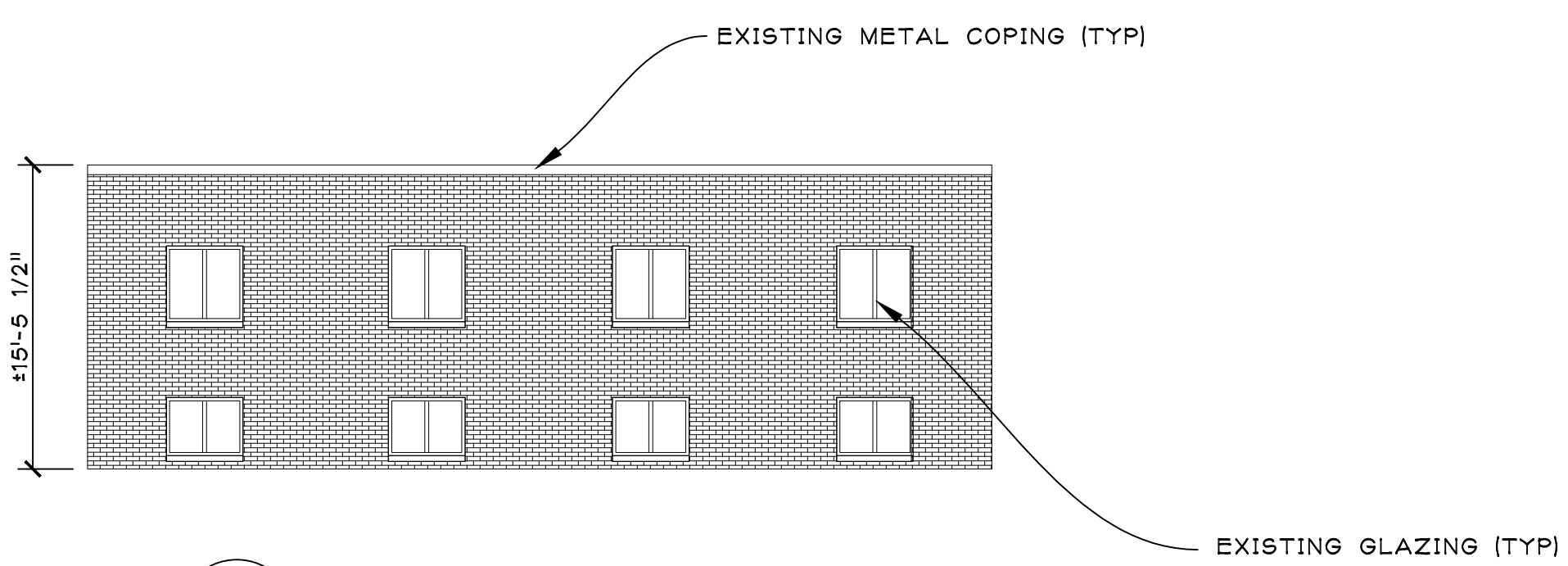
SHEET NO.

A101

PLOT SIZE: 36"X24"



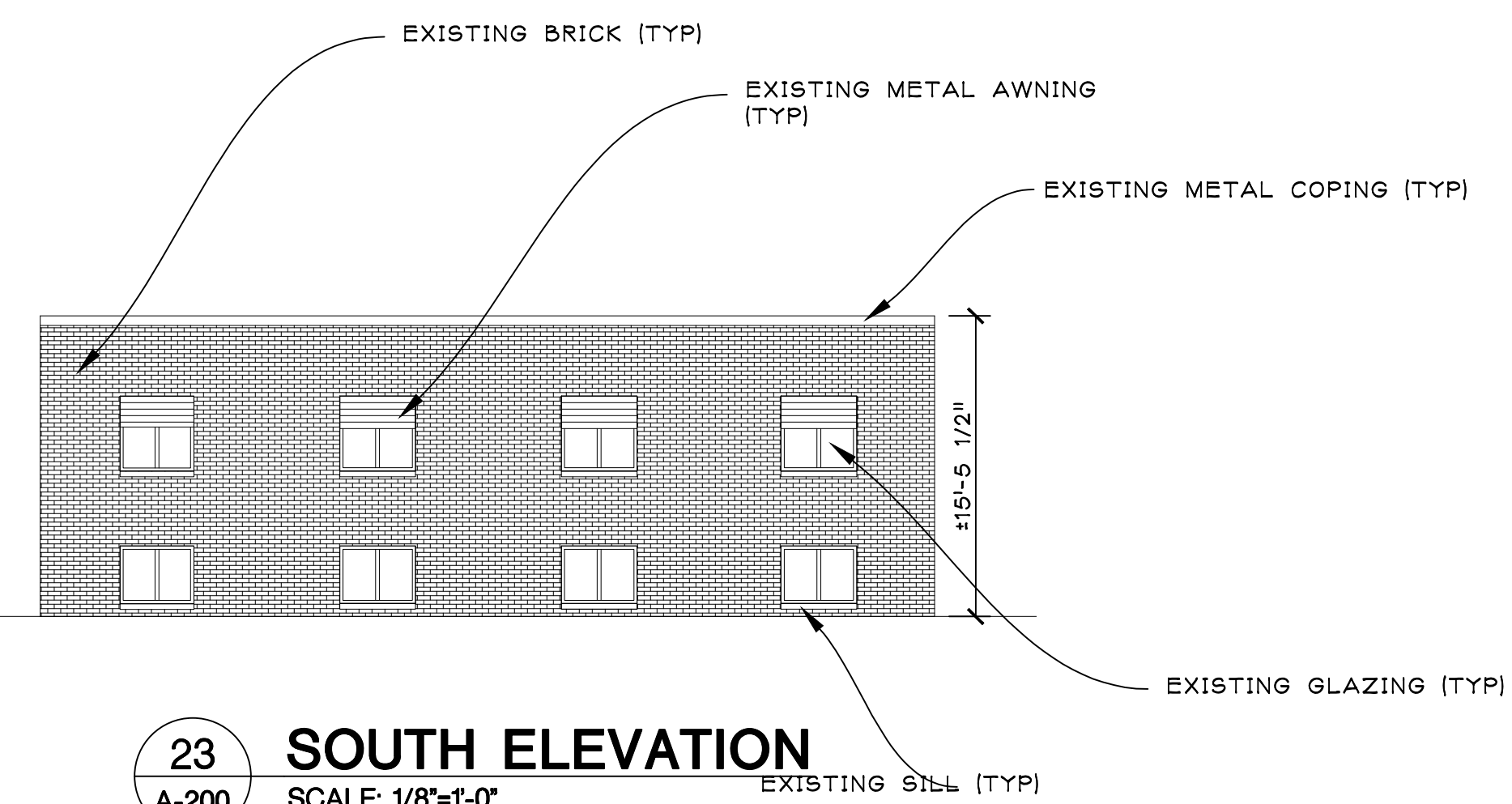
20
A-200
EAST ELEVATION
SCALE: 1/8"=1'-0"



21
A-200
SOUTH ELEVATION
SCALE: 1/8"=1'-0"



22
A-200
WEST ELEVATION
SCALE: 1/8"=1'-0"



23
A-200
SOUTH ELEVATION
SCALE: 1/8"=1'-0"

July 17, 2020

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

Site Plan Review

1st Review

Site: 28600-28690 Southfield Road
Applicant: Lathfield Partners, LLC
Plan Date: 04/07/2020
Zoning: MX – Mixed Use District
Parcel ID: 24-13-105-001; 24-13-105-019; 24-13-105-017
Proposal: 28600-90 Southfield Mixed Use

Dear Planning Commissioners,

We have reviewed the site plan and a summary of our findings are below. Items in **bold** require specific action by the applicant.



Summary of Findings

Existing Conditions

1. **Summary.** The 28,000-square foot (0.94-acre) site is located on the east side of Southfield Road between San Rosa and Avilla and is zoned MX – Mixed Use District. Properties to the north, south, and west (across Southfield Road) are also zoned MX-Mixed Use District. A public alley separates the subject site from the parcels to the east, which are zoned R-1 – Single Family Residential but do not have any structures on the parcels. The adjacent lot to the east is owned in common with the subject parcel. The subject site is currently developed with an occupied two-story, 23,730-square foot commercial building. The site was likely approved as an office building; now that a mixture of uses occupy the building, an updated site plan is required, primarily to ensure minimum parking standards are met, but also to bring the site into as much compliance with current zoning standards as possible.
2. **Existing site.** The proposed site is currently comprised of a .94-acre parcel, including the residential parcels to the east of the building. The existing structure has two floors, each 11,865 square feet. The building fronts on Southfield Road and is 274 feet long. There are three existing landscaped areas located on the western portion of the site (buffering the parking lot from Southfield Road), and the north and south ends of the site. The applicant's site plan notes the alley is 18.5 ft wide, but parcel maps show the alley is 20 ft wide. **The applicant shall note the correct width of the alley.**
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, is vacant residential property.
4. **Site configuration and access.** There are currently six drive cuts, two from Santa Rosa Boulevard and two from Avilla Boulevard that provide access to the site. There are also two drive cuts from Southfield road at the northwest and southwest corners of the site. The alley adjacent to the rear of the site does not have an existing dumpster enclosure.

Proposed

5. **Use.** The applicant intends to renovate the interior of the existing building and maintain the mixture of uses operating in the building. The building that is proposed to be renovated has a gross floor area of 23,730-square feet; no additional space is proposed to be added.
6. **Parking lot design.** The zoning ordinance has several standards for parking spaces and lots that apply to this site.
 - a. Section 2.9 states that a parking space must measure 9' x 20'. Proposed parking spaces measure 9' x 20' in the front parking lot. **However, in the rear parking lot abutting the alley, all of the parking spaces measure 16' in length.** With a 90-degree angle parking layout, 42 feet is required for the parking space and maneuvering aisle. This area appears to be deficient. If the layout is changed to a 45-degree angle parking layout, 32 feet is required.
 - b. Section 5.13.9.B. states where parking abuts a sidewalk or other pavement (seven-foot minimum width) two feet may be credited toward the total required parking space dimension. **The applicant seems to have utilized this two-foot overhang in the plan however the sidewalk abutting the parking is not seven feet in width therefore the sidewalk cannot be counted towards the required parking space dimension.**
 - c. The parking spaces in the rear of the building are located partially within the public alley abutting the site to the west. Section 5.13.8 [c+d] states that "[C] All persons who use portions of adjacent public rights-of-way (including both streets and alleys) for driveways or as part of their required off-street parking facilities shall maintain and repair the abutting area between

- the main traveled portion of the street or roadway and their property line and the abutting portion also of the alley in the same fashion as they are required to maintain the portion of the off-street parking facility which is on private property. [D] Failure to maintain and repair off-street parking facilities or adjacent driveways and rights-of-way used for the parking of invitee's vehicles shall be grounds for revoking or suspending a certificate of occupancy and/or permission to continue to use such adjacent rights-of-way for such purposes. **City Council shall make the final determination on the appropriate legal conditions for use of the alley.**
7. **Required Parking.** The parking requirements for the site are based on usable square footage of the gross floor area as well as the gross leasable area. The zoning ordinance requires one space for every 275 sq-ft of GLA for professional and administrative offices, 1 per 175 sq-ft of GLA for professional offices of doctors, dentists or similar professions, and 1 per 200 sq-ft of usable area for personal services and retail uses. The applicant has not indicated the useable square footage calculation on the plans and does not indicate which uses will be occupying the building. Based on the strictest standard of 1 space per 175 sf of GLA, and assuming 80% of the total floor area is usable, 109 parking spaces would be required. Ninety-four spaces are provided. If there were no medical offices, based on one space/200 sf of GLA, 95 spaces would be required. The site plan notes 99 spaces are provided; however, only 31 spaces are fully contained on the subject parcel. In addition, the layout does not meet the ordinance requirements as noted above. **The applicant shall provide the usable/leasable floor area and mix of uses to determine the correct minimum parking standard for the site. The applicant should be prepared to discuss alternative solutions for parking.**
 8. **Loading.** Delivery vehicle space is required for sites that have buildings with a floor area over 3,000 square feet. **The proposed building is 23,730 square feet; therefore, one 40' x 10' space is required to be provided on site; no loading space is shown on the proposed plan.**
 9. **Traffic and Circulation.** The applicant is proposing to keep all six access drives from Avilla, Santa Rosa, and Southfield Road. The south Southfield Road and north San Rosa entrances would accommodate one-way traffic and allow for left and right turns onto Southfield Road.
 10. **Waste & Rubbish.** No dumpster is noted on the site plan; however, there is an existing dumpster on site that is not compliant. **The applicant shall confirm that the existing dumpster will be removed. If the dumpster is to remain, the following standards will apply:**
 - a. **Dumpster.** The owners and occupants of every building shall provide proper receptables for said waste and keep receptables clean and not exposed on the grounds outside of a building.
 - b. **Location.** Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district.
 - c. **Screening.** All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides.

- d. **Bollards.** Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence.

11. **Landscaping & Screening.** Section 5.15 specifies landscape standards for properties in the CV district as follows:

- a. Landscape Plan. No landscape plan was submitted with the application. Existing landscaped areas are shown, but existing trees, shrubs, and plant species are not indicated on the site plan. **Applicant shall provide a landscape plan to show existing and proposed landscaping on the site, if any.**
- b. *Minimum landscaped area of 5%.* **Applicant appears compliant but landscaped area coverage not indicated on the plan. Applicant shall confirm that at least 5% of the lot is landscaped.**

12. **Screen Wall.** Section 5.5 of the zoning ordinance outlines barrier wall requirements for MX lots that abut residential (R-1 or R-2) lots. It should be noted that the applicant owns the adjacent residential lot. **No barrier wall indicated on plan.**

1. It shall be a continuous and solid face brick, masonry, or stone wall at least five feet high (but not more than six feet high) as measured from the side of the wall farthest from the R1 district as finally and properly graded.
2. It shall be at least eight inches thick and reinforced with steel, pilasters, or the equivalent and shall provide for proper drainage to flow through or around the wall in accordance with sound engineering practice.
3. It shall extend the full length of the property being put to use by the provider of the wall; provided, however, it shall not be extended to within the front 20 feet of an abutting R1 lot and may be reduced to three feet high in the end 20 feet.
4. It shall be placed adjacent to and along the property line which abuts the R-1 district where the two districts abut each other.
5. The building official, in the exercise of his sound discretion, may provide for minor deviations from the foregoing specifications as provided in Section 6.1.B

13. **Setbacks.** The dimensional requirements for the MX district are noted below:

Development Standard	Zoning Ord Section	Required	Provided	Comments
Lot Size	3.1.9	5,000 square feet	40,800 square feet	Compliant
Maximum height	3.1.9	3 stories; 40 feet	Existing building: two story	Compliant
Front yard	3.1.9	0 ft minimum; 10 ft maximum	Existing building: approx. 83 ft	Existing building: legally nonconforming
Side yard	3.1.9	0 ft	Existing building: 41 ft.	Compliant
Rear yard	3.1.9	0 ft if adjacent to alley; 25 ft if no alley	Existing building: 0 ft	Compliant

Build-to-line Coverage	3.1.9	60%	75%	Compliant
---------------------------	-------	-----	-----	-----------

14. **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 did not submit a lighting plan for consideration. Existing lighting on the site appears to be compliant but the applicant should confirm that all lighting meets the standards provided in this ordinance.**

There are many outstanding issues to be resolved with this site plan; however, we believe the applicant will benefit from review and direction by the Planning Commission.

Regards,

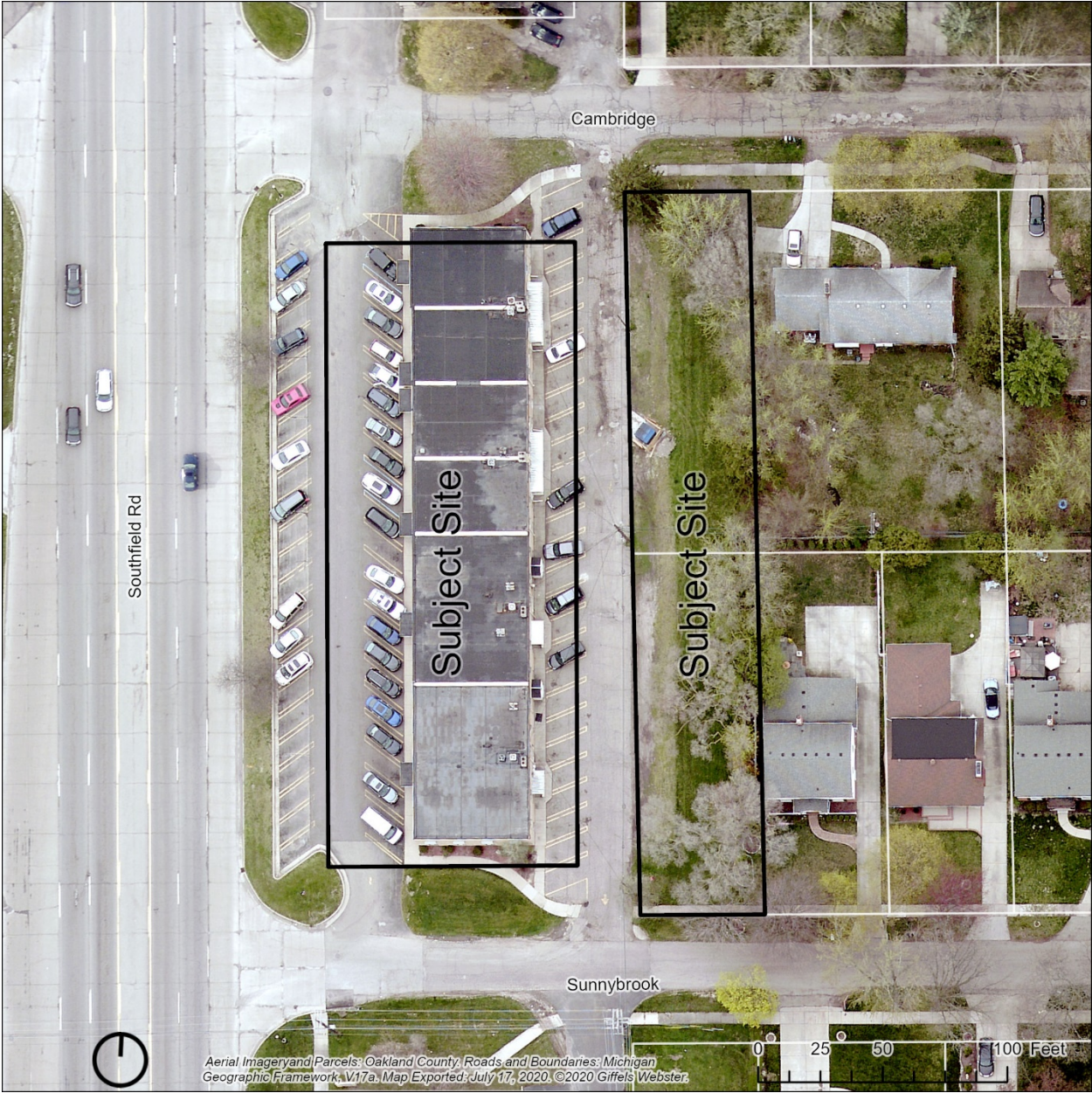
Giffels Webster

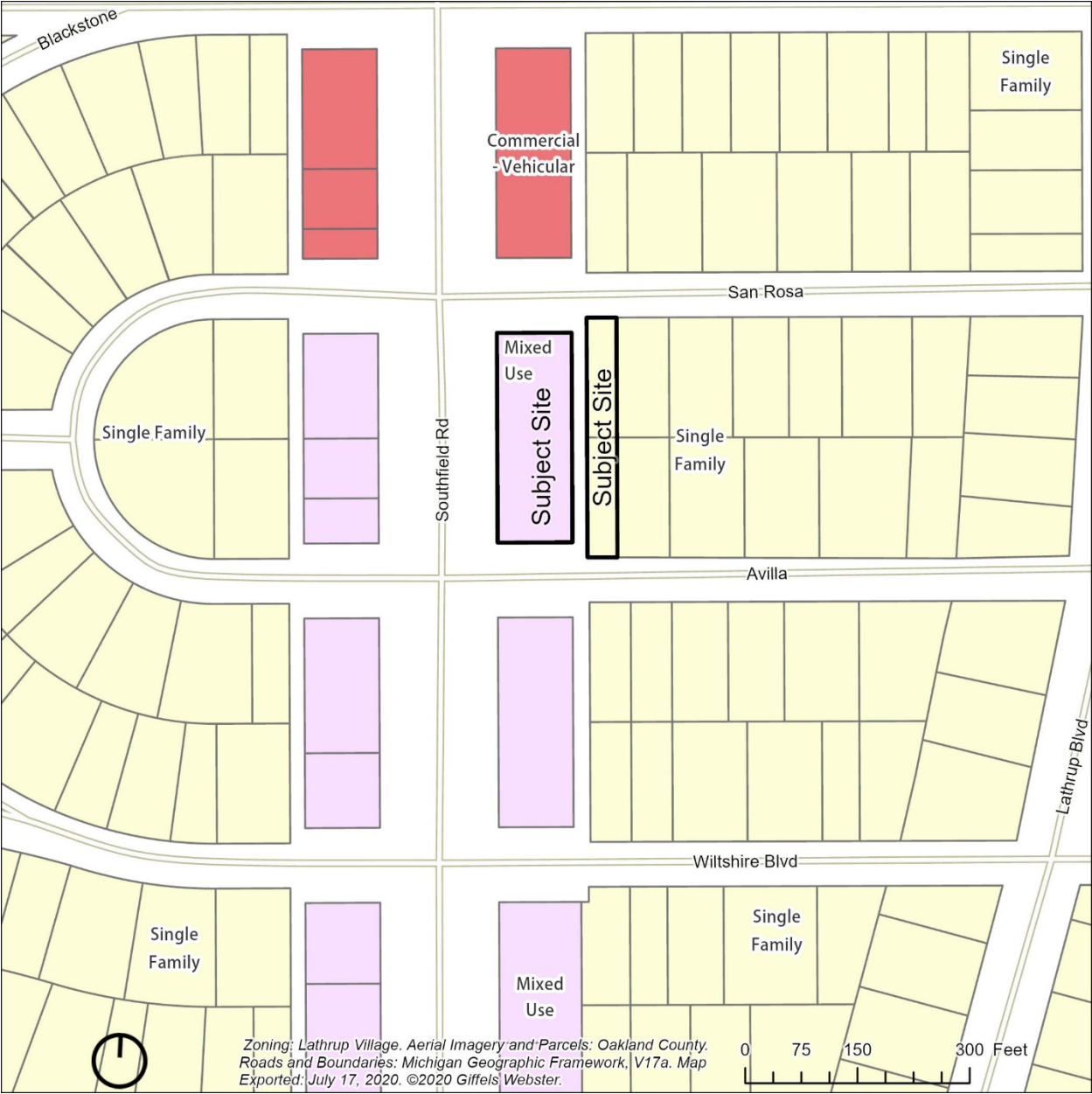


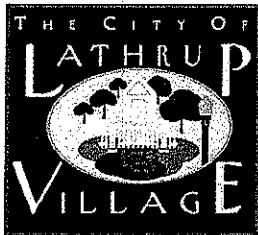
Jill Bahm, AICP
Principal Planner



Meghan Cuneo
Staff Planner







A HERITAGE OF GOOD LIVING

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

Office Use Only

Date Submitted: _____

Administrative Review Date: _____

Site Plan Review Date: _____

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address: 28600-90 SOUTHFIELD RD, Lathrup Village
Subject Property Parcel Number: 24-13-105-001; 24-13-105-019; 24-13-105-017
Project Name: 28600-90 SOUTHFIELD

Applicant Information

Name: LATHFIELD PARTNERS, LLC
Address: 30801 Orchard Lake Rd Ste 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: _____
Email Address: Christina.rice@jmcmanagement.com
Interest in Property: Property Manager

Property Owner Information

Name: LATHFIELD PARTNERS LLC
Address: 30801 ORCHARD LAKE RD Ste 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: 313-505-4519
Email Address: christina.rice@jmcmanagement.com

Proposed Building/Alteration Information

Proposed Use: MIXED USE (Office, Retail, Professional Service, etc)
Existing Zoning: MX
Square Footage of New/Altered Building: NA
Number of existing jobs: _____ New jobs created: _____ FT _____ PT _____

Project Architect				
Name:	Jeffery Ascott Architects, PC			
Address:	32316 Grand River Ste 200 Farmington	State:	MI	Zip Code: 48336
Phone Number:	248-476-8800	Cell:		
Email Address:	mhornin@iscottarchitects.com			
Project Engineer				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Project Attorney				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Required Submittal Information				
Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.				
☐	One (1) completed and signed copy of the application for site plan review			
☐	Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file			
☐	Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city			
Signatures				
Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.				
Applicant's Signature:	LATHFIELD PARTNERS, LLC <i>[Signature]</i> Authorized Agent			
Applicant's Printed Name:	Lathfield Partners, LLC BY: Christina Rice, MA			
Date:	4.7.20			
Owner's Signature:	LATHFIELD PARTNERS, LLC <i>[Signature]</i> Authorized Agent			
Owner's Printed Name:	LATHFIELD PARTNERS, LLC BY: Christina Rice, MA			
Date:	4.7.20			

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y N N/A

☒	☐	Applicant's name and address, and telephone number.
☒	☐	Title block indicating the name of the development.
☒	☐	Scale.
☒	☐	Northpoint.
☒	☐	Dates of submission and revisions (month, day, and year).
☒	☐	Location map drawn to scale without northpoint.
☒	☐	Legal and common description of property.
☒	☐	The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
☐	☒	A schedule of completing the project, including the phasing or timing of all proposed developments.
☒	☐	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
☒	☐	Written description of proposed land use.
☒	☐	Zoning classification of applicant's parcel and all abutting parcels.
☒	☐	Proximity to driveways serving adjacent parcels.
☐	☒	Proximity to section corner and major thoroughfares.
☐	☒	Notation of any variances which have or must be secured.
☒	☐	Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y N N/A

☒	☐	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
☒	☐	Front, side, and rear setback dimensions.
☐	☒	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
☒	☐	Proposed site plan features, including buildings, roadway widths and names, and parking areas.
☐	☒	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
☐	☒	Acceleration, deceleration, and passing lanes, where required.
☒	☐	Proposed location of driveway entrances and on-site driveways.
☐	☒	Typical cross-section of proposed roads and driveways.
☐	☒	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
☐	☒	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
☒	☐	Location of sidewalks within the site and within the right-of-way.
☒	☐	Exterior lighting locations and method of shielding lights from shining off the site.
☒	☐	Trash receptacle locations and method of screening, if applicable.
☐	☒	Transformer pad location and method of screening, if applicable.

Y N N/A

☒	☐	☐	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
☒	☐	☐	Parking Calculations in accordance with Zoning Ordinance Standards
☒	☐	☐	The location of lawns and landscaped areas, including required landscaped greenbelts.
☐	☐	☒	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
☐	☐	☒	Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
☐	☐	☒	Cross-section of proposed berms.
☐	☒	☐	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
☐	☒	☐	Designation of fire lanes.
☐	☒	☐	Loading/unloading area.
☐	☐	☒	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y N N/A

☒	☐	☐	Location, height, and outside dimensions of all proposed buildings or structures.
☒	☐	☐	Indication of the number of stores and number of commercial or office units contained in the building.
☒	☐	☐	Building floor plans.
☒	☐	☐	Total floor area.
☐	☒	☐	Location, size, height, and lighting of all proposed signs.
☐	☒	☐	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
☒	☐	☐	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y N N/A

☐	☒	☐	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
☐	☒	☐	Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
☐	☒	☐	Indication of site grading and drainage patterns.
☐	☒	☐	Types of soils and location of floodplains and wetlands, if applicable.
☐	☒	☐	Soil erosion and sedimentation control measures.
☐	☒	☐	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

☐	☐	☒	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
☐	☐	☒	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
☐	☐	☒	Underground storage tanks locations.
☐	☐	☒	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

☐	☐	☒	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
☐	☐	☒	Density calculations by type of residential unit (dwelling units per acre).
☐	☐	☒	Lot coverage calculations.
☐	☐	☒	Floor plans of typical buildings with square feet or floor area.
☐	☐	☒	Garage and carport locations and details, if proposed.
☐	☐	☒	Pedestrian circulation system.
☐	☐	☒	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
☐	☐	☒	Community building location, dimensions, floor plans, and facade elevations, if applicable.
☐	☐	☒	Swimming pool fencing detail, including height and type of fence, if applicable.
☐	☐	☒	Location and size of recreation open areas.
☐	☐	☒	Indication of type of recreation facilities proposed for recreation area.

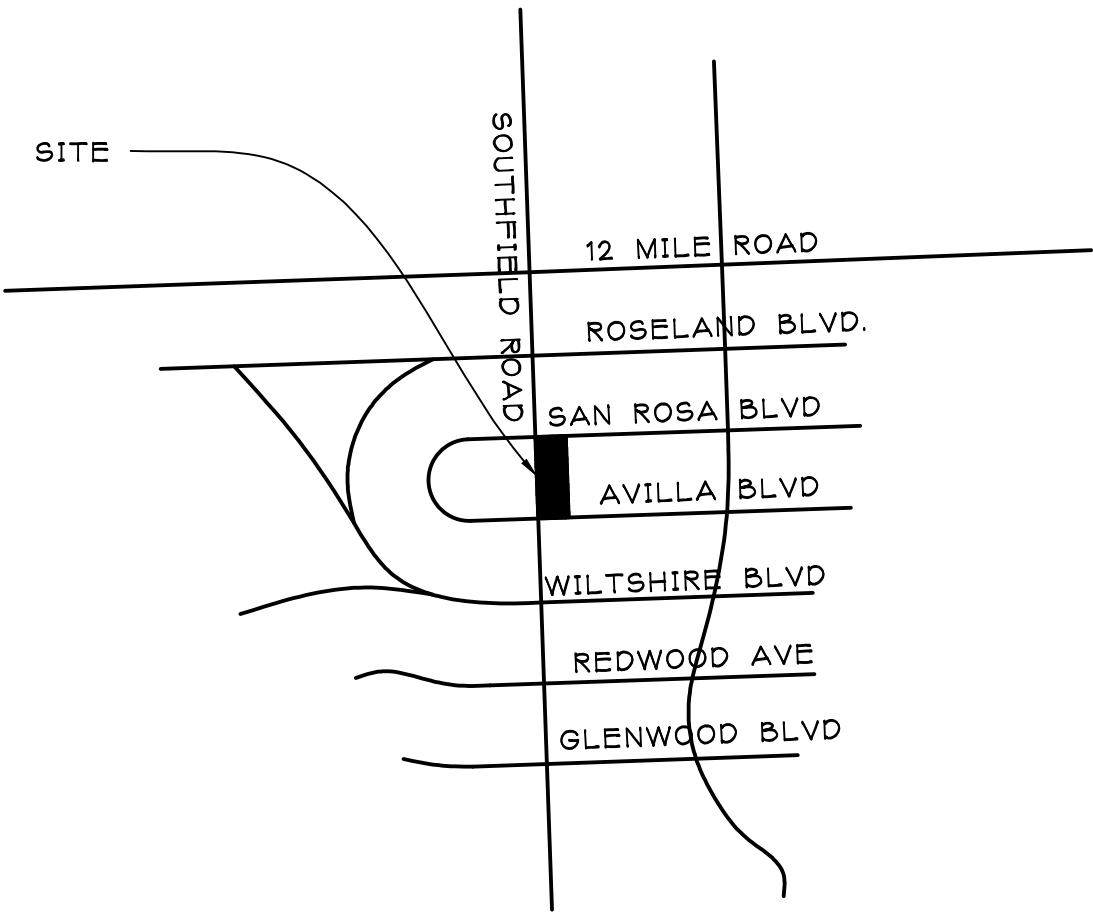
Please Note:

Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

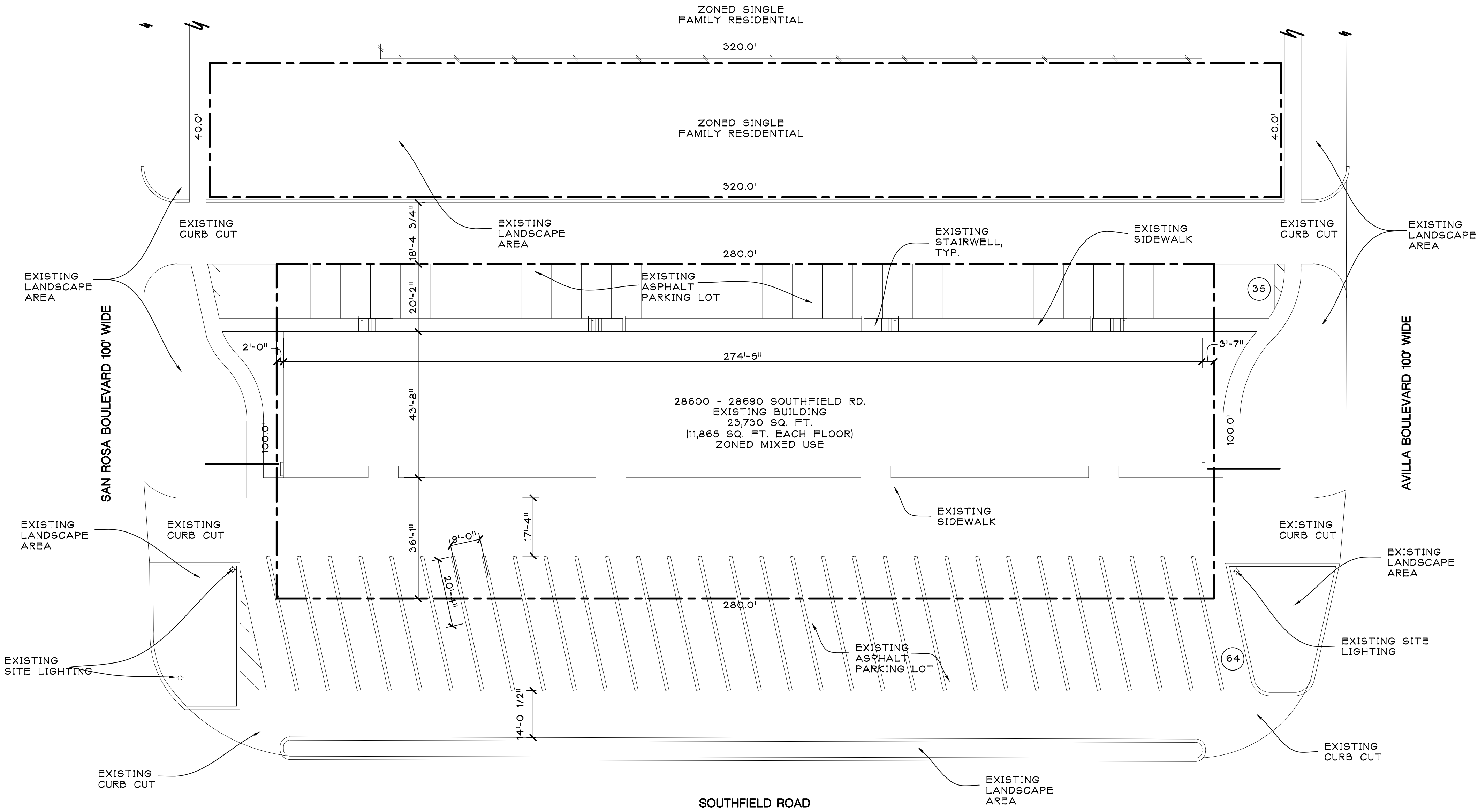
DETAILS OF PROPERTY		
EXISTING PROPERTY USE: MIXED USE (OFFICE, RETAIL, PROFESSIONAL SERVICE)		
DATA	REQUIRED	PROVIDED
ZONING	MU - MIXED USE DISTRICT	
SETBACKS	FY	35'-1"
	SY	2'-0"
	SY	3'-7"
	RY	20'-2"
NET LOT AREA (SQ.FT)	28,000 SQ. FT. + 12,800 SQ. FT.	
NET LOT AREA (ACERAGE)	.94 ACRES	
EXISTING GROSS FLOOR AREA	23,730 SQ. FT.	
EXISTING BUILDING COVERAGE	29.08%	
PARKING CALCULATION		
PROFESSIONAL SERVICE/OFFICE 1/275 SQ. FT. GLA		
TOTAL PARKING	86	99

LEGAL DESCRIPTION:

LOTS 1550 THROUGH 1563, INCLUSIVE, THE WEST 40 FEET OF LOT 2018 AND THE WEST 40 FEET OF LOT 2042, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBN. NO.3 OF THE WEST 1/2 OF THE WEST 1/2 OF SECTION 13, T.1 N., R.10 E., SOUTHFIELD TWP. (NOW CITY OF LATHRUP VILLAGE), OAKLAND COUNTY, MICHIGAN, AS RECORDED IN LIBER 32 OF PLATS, PAGE 26 OF OAKLAND COUNTY RECORDS.



LOCATION MAP
NO SCALE



ARCHITECTURAL SITE PLAN
SCALE: 1" = 20'-0"

ARCHITECT:



jeffery a. scott
architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

copyright © 2019

SHEET TITLE:

ARCHITECTURAL
SITE PLAN

PROJECT:

LOFTS AT
VILLAGE POINT
28600-90 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:
OWNER REVIEW 4/15/2020
S.P. APPROVAL 4/22/2020

DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY
JOB NO.

20041
SHEET NO.
ASP100

PLOT SIZE: 36"x24"

ARCHITECT:



jeffery a. scott
architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

copyright © 2019

SHEET TITLE:

FIRST FLOOR PLAN

PROJECT:

LOFTS AT
VILLAGE POINT
28600-90 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:
OWNER REVIEW 4/16/2020
S.P. APPROVAL 4/22/2020

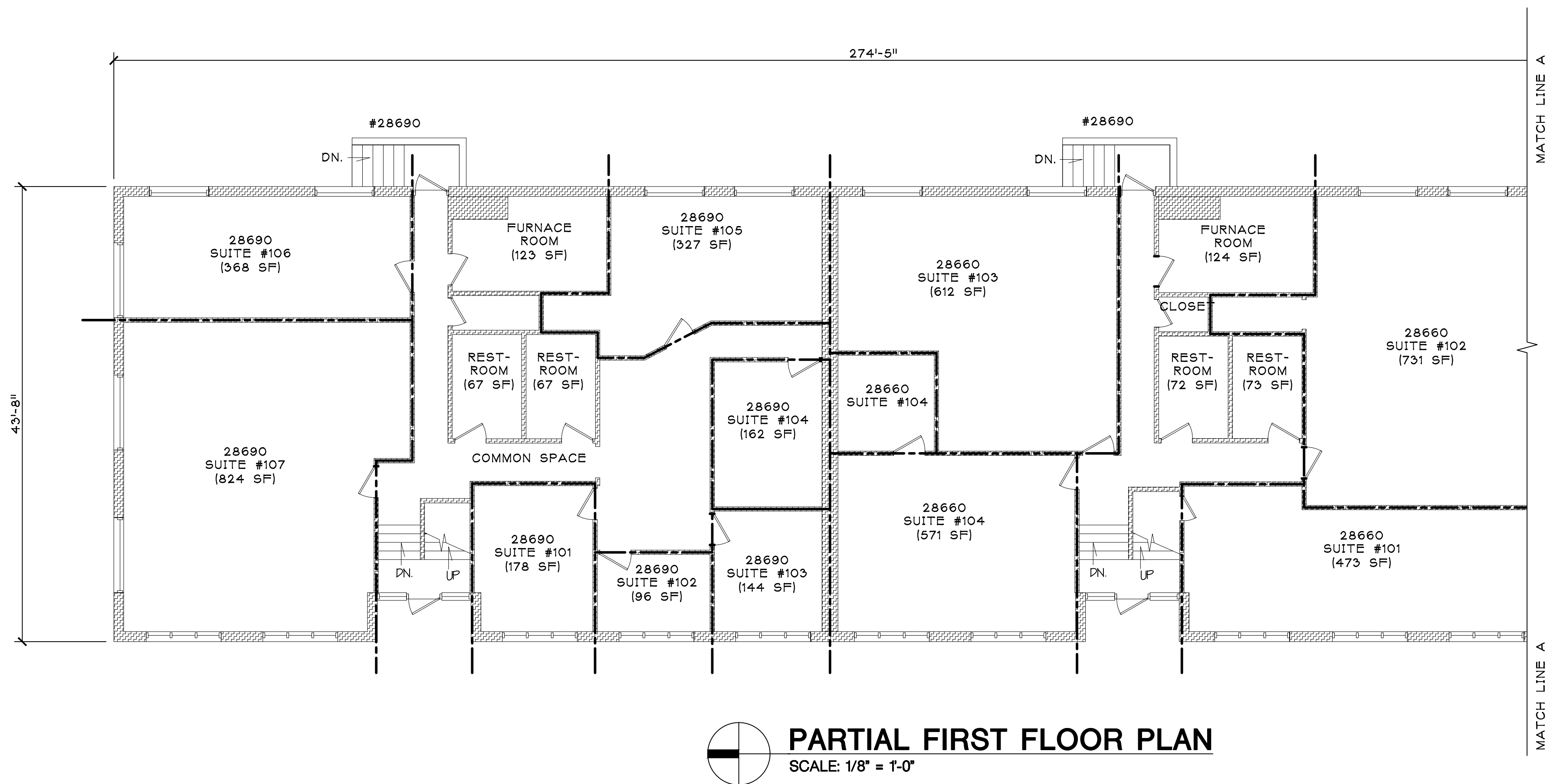
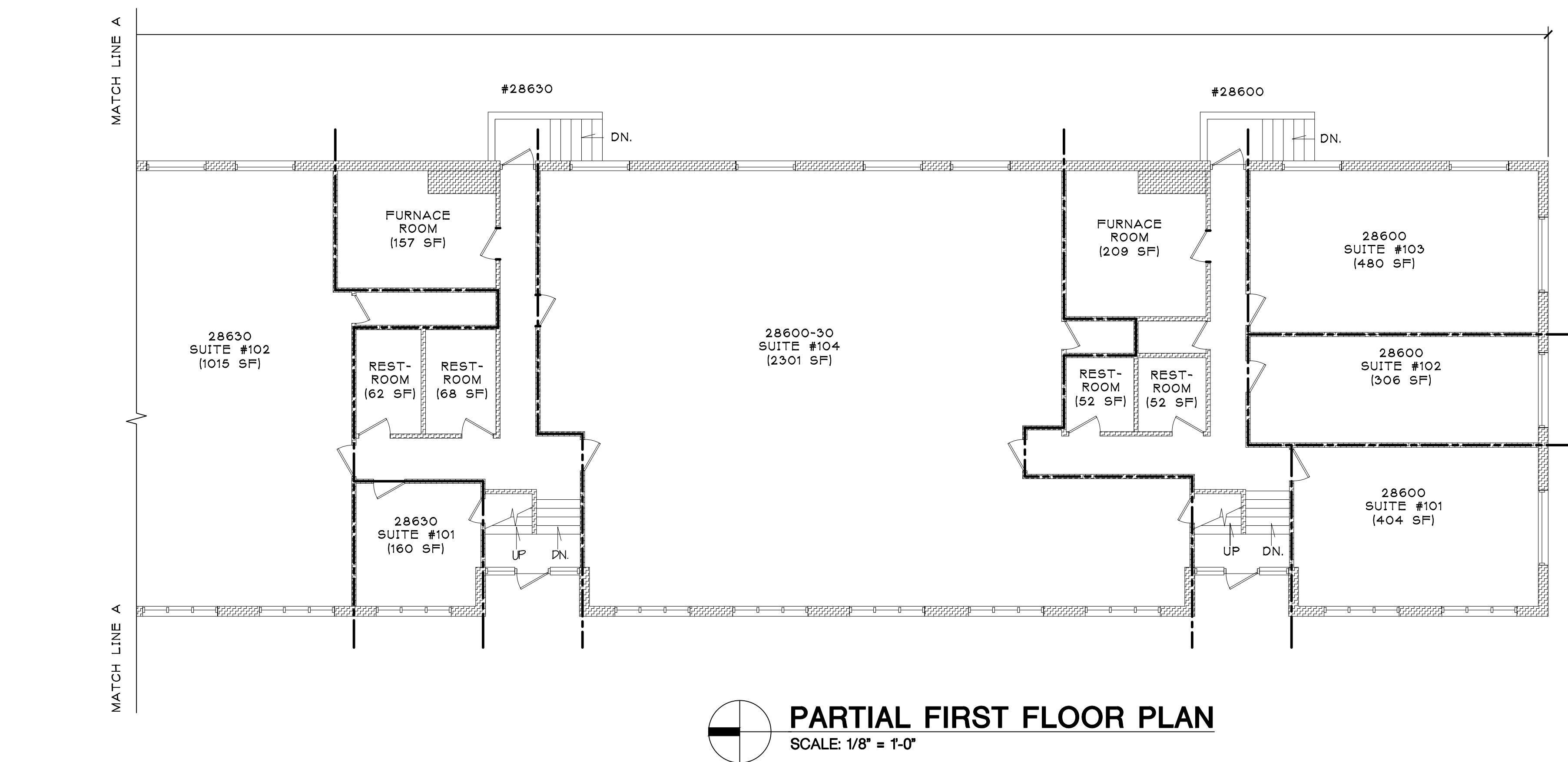
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USE FIGURED DIMENSIONS ONLY
JOB NO.

20041

SHEET NO.

A100

PLOT SIZE: 36"X24"



SECOND FLOOR PLAN

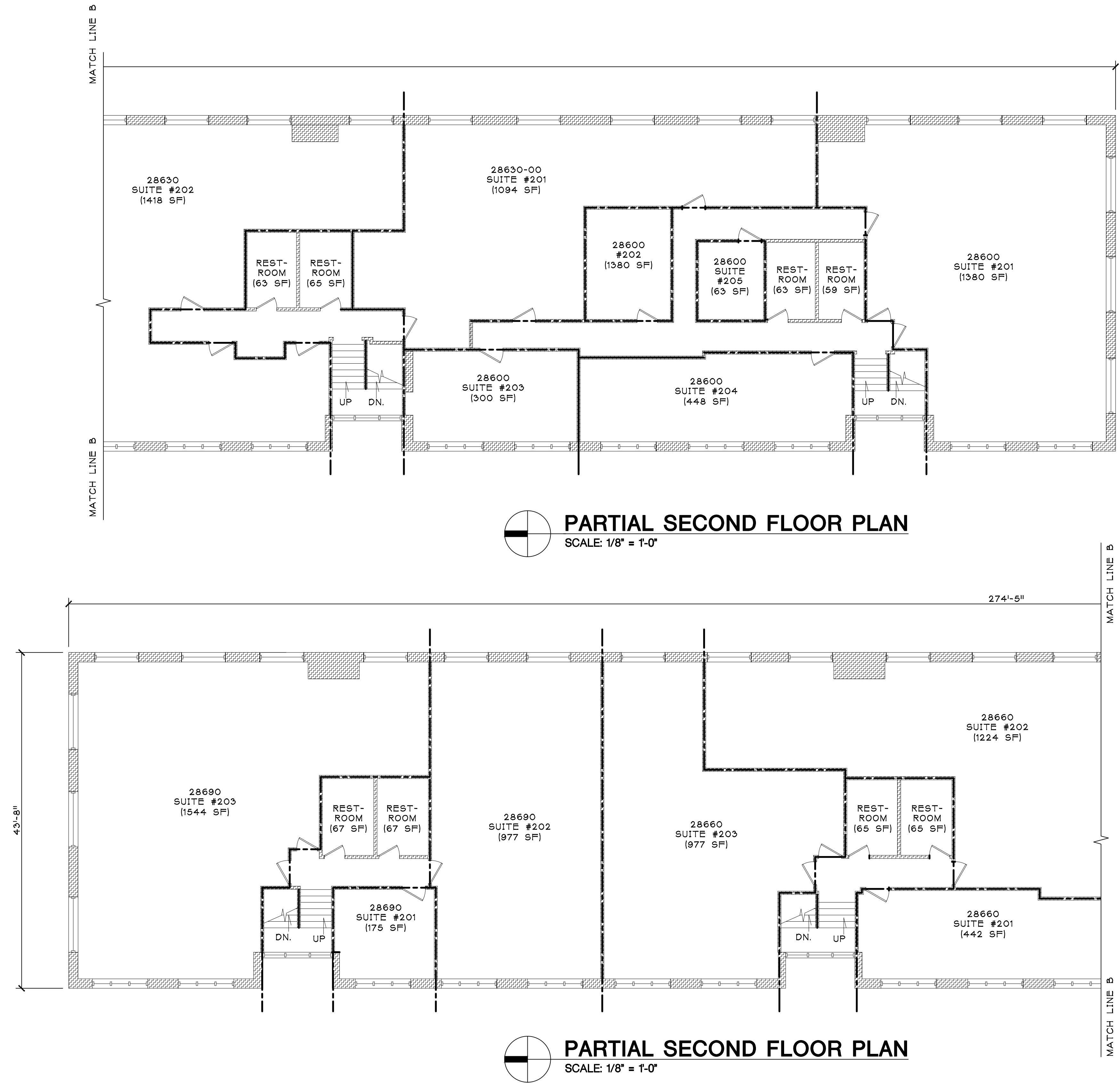
**LOFTS AT
VILLAGE POINT**
28600-90 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

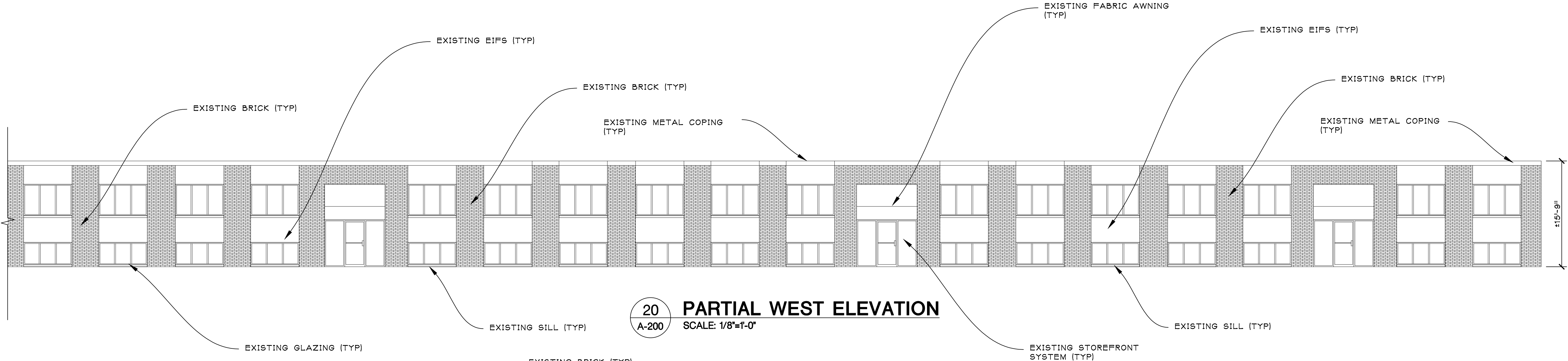
OWNER REVIEW 4/16/2020
P. APPROVAL 4/22/2020

20041

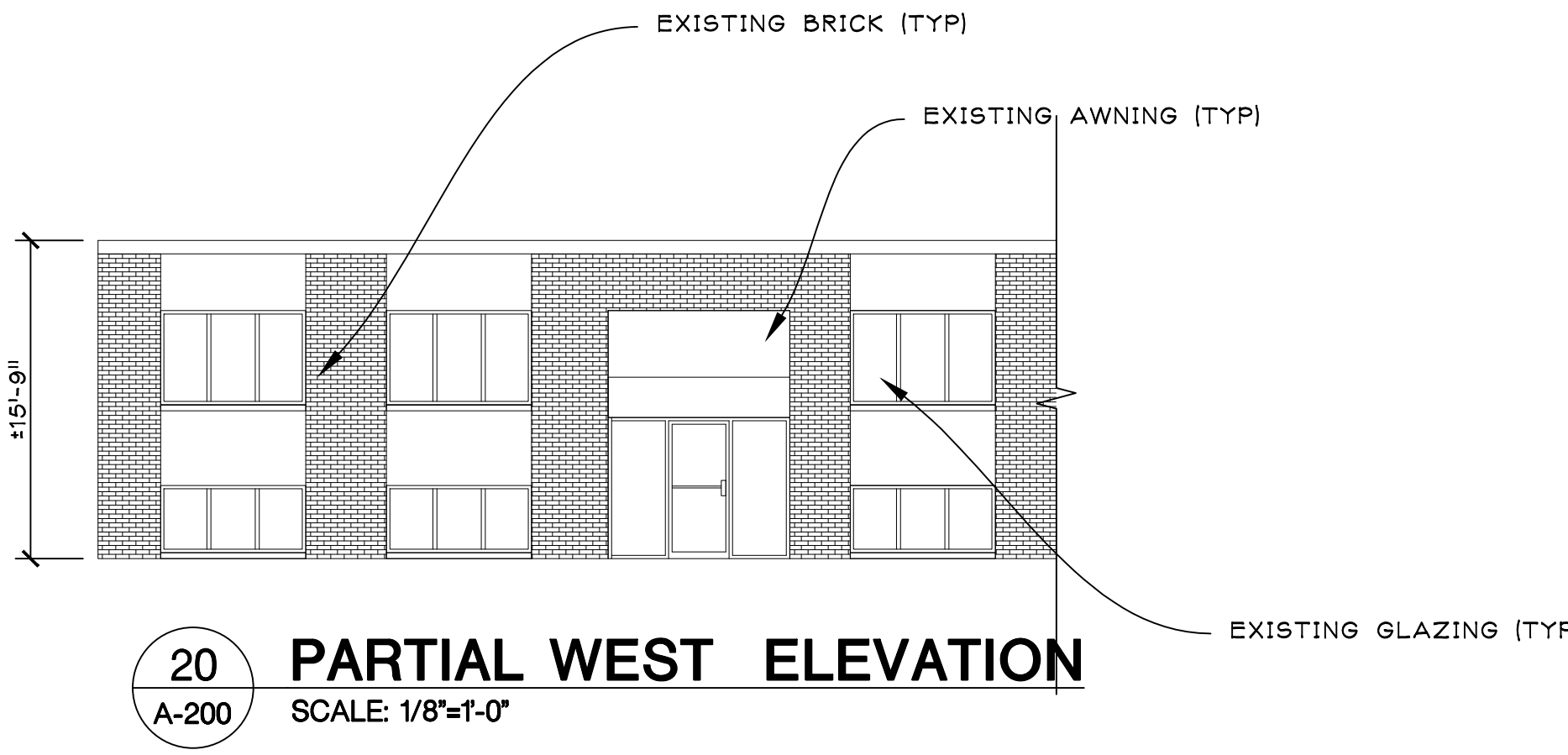
A101

DOT SIZE: 36"X24"

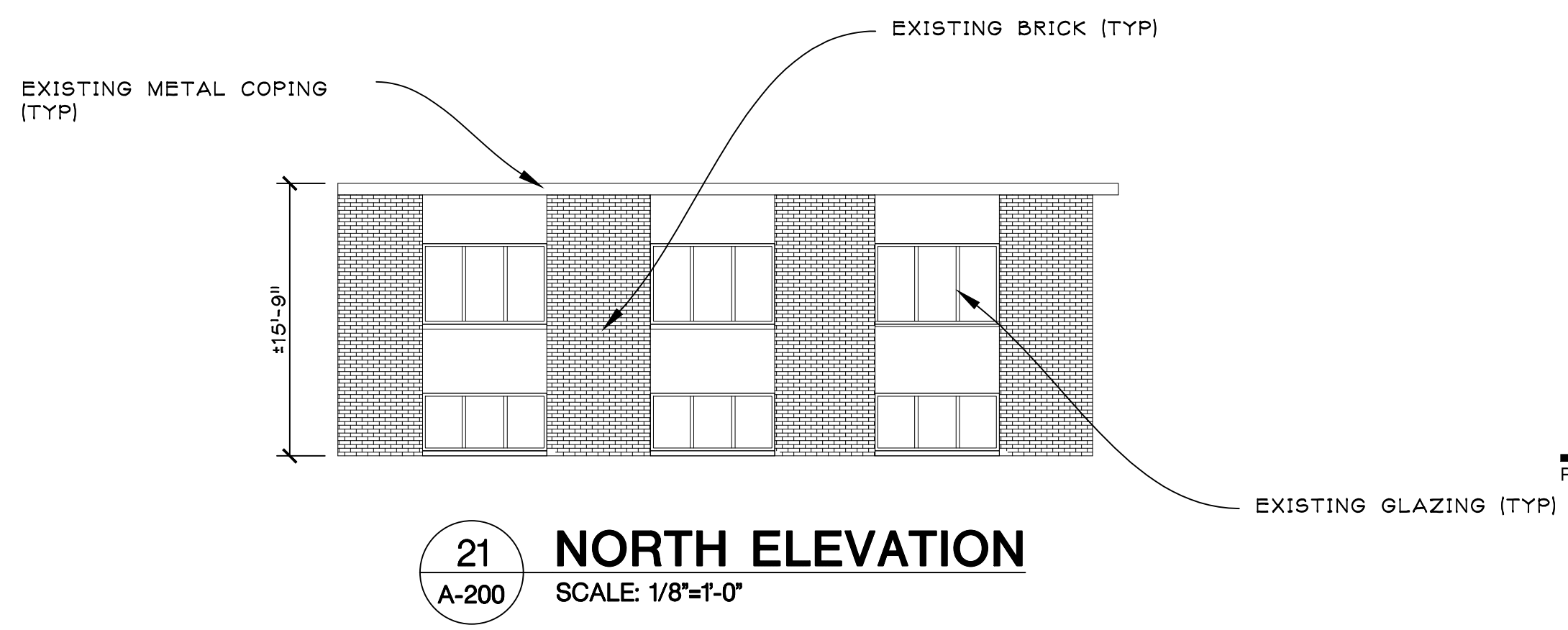




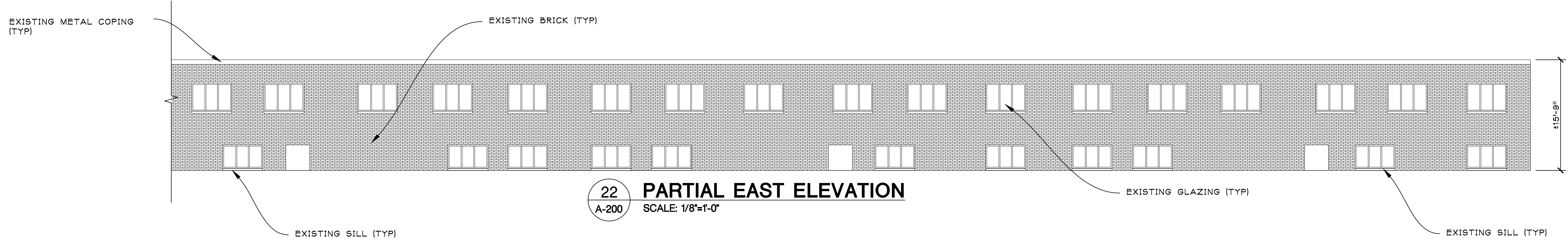
20
A-200
PARTIAL WEST ELEVATION
SCALE: 1/8"=1'-0"



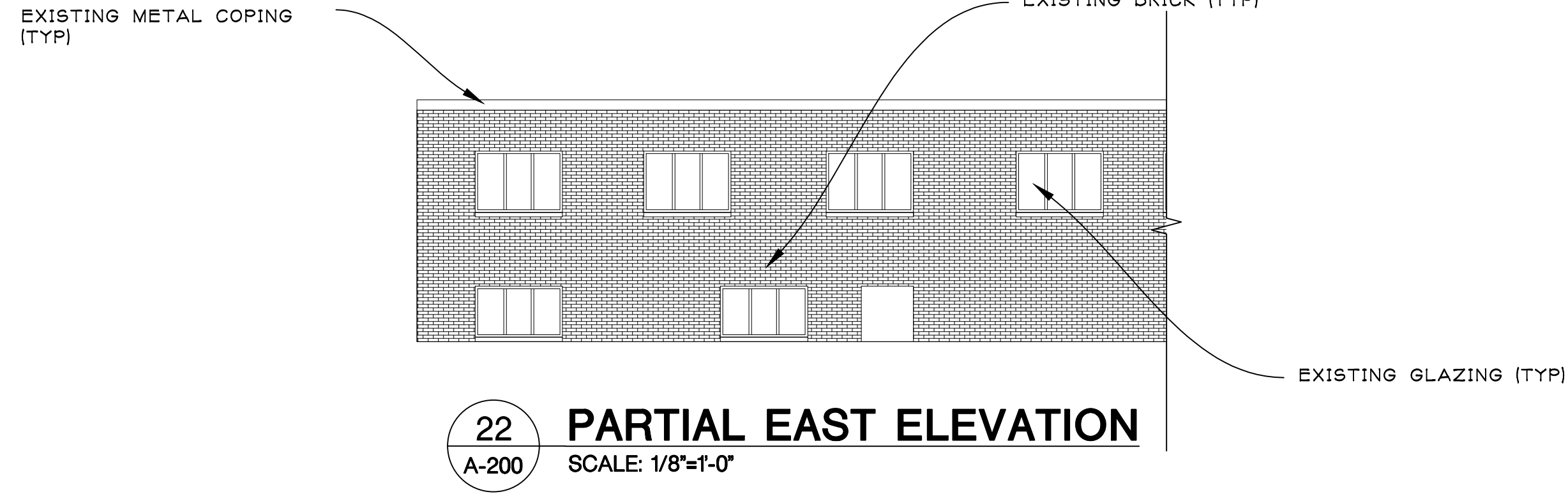
20
A-200
PARTIAL WEST ELEVATION
SCALE: 1/8"=1'-0"



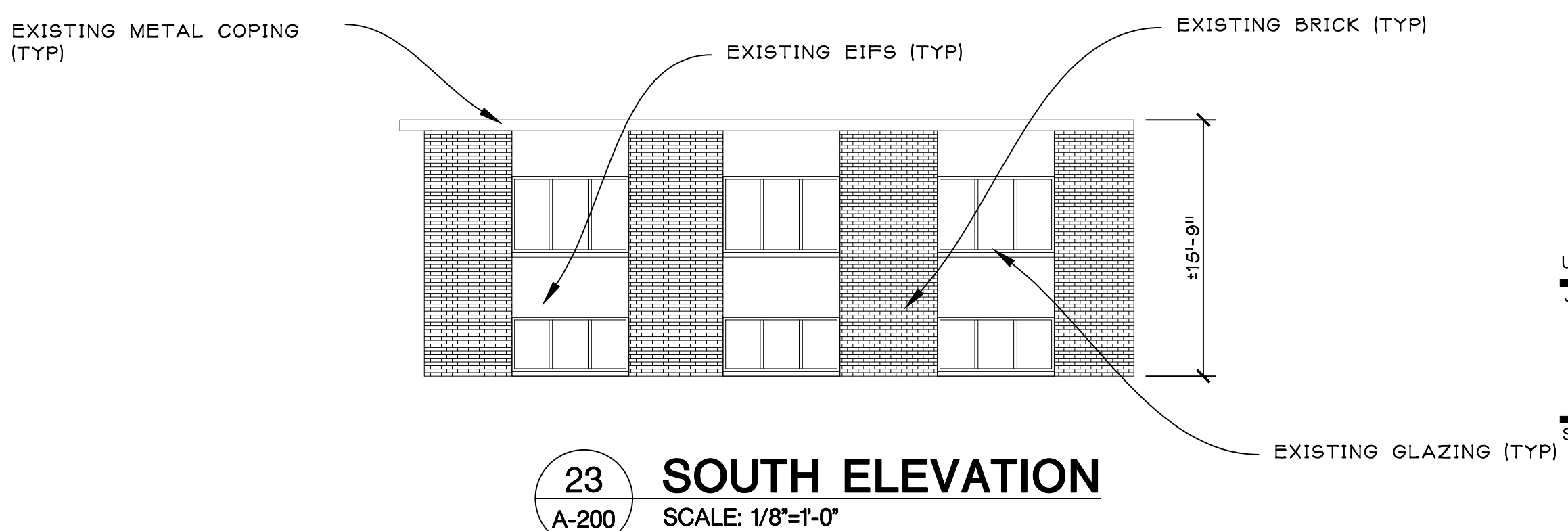
21
A-200
NORTH ELEVATION
SCALE: 1/8"=1'-0"



22
A-200
PARTIAL EAST ELEVATION
SCALE: 1/8"=1'-0"



22
A-200
PARTIAL EAST ELEVATION
SCALE: 1/8"=1'-0"



23
A-200
SOUTH ELEVATION
SCALE: 1/8"=1'-0"

July 17, 2020

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

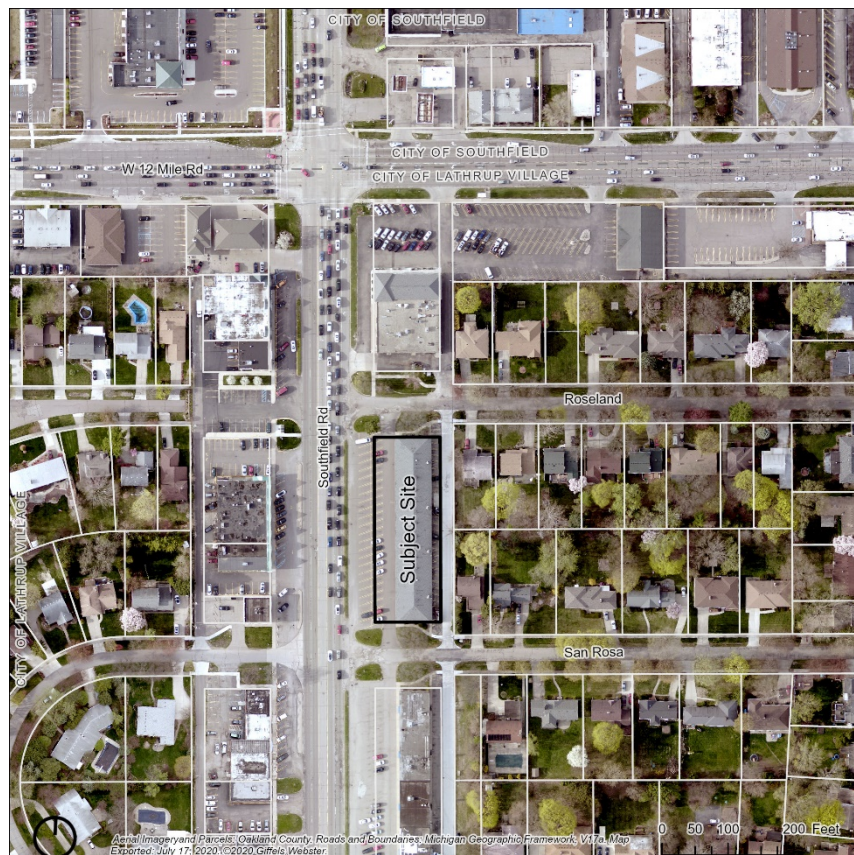
Site Plan Review

1st Review

Site: 28820-28880 Southfield Road
Applicant: Lathfield Holdings, LLC
Plan Date: 04/07-2020
Zoning: CV - Commercial Vehicular
Parcel ID: 24-13-103-001
Proposal: 28820-80 Southfield Mixed Use

Dear Planning Commissioners,

We have reviewed the site plan and a summary of our findings are below. Items in **bold** require specific action by the applicant.



Summary of Findings

Existing Conditions

1. **Summary.** The 28,000-square foot (0.64-acre) site is located on the east side of Southfield Road between Roseland and San Rosa and is zoned CV - Commercial Vehicular. Properties to the north and west (across Southfield Road) are also zoned CV - Commercial Vehicular. The parcel to the south is zoned MX-Mixed Use District. A 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 one commercial building. This site was likely approved as an office building; now that a mixture of uses occupy the building, an updated site plan is required, primarily to ensure minimum parking standards are met, but also to bring the site into as much compliance with current zoning standards as possible.
2. **Existing site.** The proposed site is currently comprised of a 0.64-acre parcel. The existing structure has two floors, each 11,990 square feet, or 23,980 square feet total. The building fronts on Southfield Road and is 274 feet long. In total, 94 parking spaces are located on the site. There are three existing landscaped areas located on the western portion of the site (buffering the parking lot from Southfield Road), and the north and south ends of the site.
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, is residential property. **The applicant shall note the correct width of the alley.**
4. **Site configuration and access.** There are currently six drive cuts, two from San Rosa Boulevard and two from Roseland Boulevard that provide access to the site. There are also two drive cuts from Southfield road at the northwest and southwest corners of the site. The alley adjacent to the rear of the site does not have an existing dumpster enclosure.

Proposed

5. **Use.** The applicant intends to make interior renovations to the existing building and maintain the mixture of uses operating in the building. No additional space is proposed to be added to the existing building.
6. **Parking lot design.** The zoning ordinance has several standards for parking spaces and lots that apply to this site.
 - a. Section 2.9 states that a parking space must measure 9' x 20'. Proposed parking spaces measure 9' x 20' in the front parking lot. The spaces behind the building are laid out in an approximate 45-degree angle, and at least 32 ft of combined parking and maneuvering aisle space is required. The applicant did not include the width of the alley, but assuming it is 20 ft wide, there may be 32 ft of combined parking and maneuvering aisle space. **The applicant shall confirm the width of the alley and utilization of the sidewalk adjacent to the building.**
 - b. Section 5.13.9.B. states where parking abuts a sidewalk or other pavement (seven-foot minimum width) two feet may be credited toward the total required parking space dimension. **See above.**
 - c. Thirty of the proposed spaces are located partially within the public alley abutting the site to the west. Section 5.13.8 [c+d] states that "[C] All persons who use portions of adjacent public rights-of-way (including both streets and alleys) for driveways or as part of their required off-street parking facilities shall maintain and repair the abutting area between the main traveled portion of the street or roadway and their property line and the abutting portion also of the alley in the same fashion as they are required to maintain the portion of the off-street parking

facility which is on private property. [D] Failure to maintain and repair off-street parking facilities or adjacent driveways and rights-of-way used for the parking of invitee's vehicles shall be grounds for revoking or suspending a certificate of occupancy and/or permission to continue to use such adjacent rights-of-way for such purposes. **City Council shall make the final determination on the appropriate legal conditions for use of the alley.**

7. **Required Parking.** The parking requirements for the site are based on usable square footage of the gross floor area as well as the gross leasable area. The zoning ordinance requires one space for every 275 sf of GLA for professional and administrative offices, 1 per 175 sf of GLA for professional offices of doctors, dentists or similar professions, and 1 per 200 sf of usable area for personal services and retail uses. The applicant has not indicated the useable square footage calculation on the plans and does not indicate which uses will be occupying the building. Based on the strictest standard of 1 space per 175 sf of GLA, and assuming 80% of the total floor area is usable, 110 parking spaces would be required. If there were no medical offices, based on one space/200 sf of GLA, 96 spaces would be required. The site plan notes 94 spaces are provided; however, 28 of the provided spaces are located in the public right-of-way and may not be included in the total of provided parking. In addition, the layout does not meet the ordinance requirements as noted above. **The applicant shall provide the usable/leasable floor area and mix of uses to determine the correct minimum parking standard for the site.**
8. **Loading.** Delivery vehicle space is required for sites that have buildings with a floor area over 3,000 square feet. **The proposed building is 23,980 square feet; therefore, one 40' x 10' space is required to be provided on site; no loading space is shown on the proposed plan.**
9. **Traffic and Circulation.** The applicant is proposing to keep all six access drives from Roseland, San Rosa, and Southfield Road. The south Southfield Road and north Roseland entrances would accommodate one-way traffic and allow for left and right turns onto Southfield Road.
10. **Waste & Rubbish.** No dumpster is noted on the site plan; however, there is an existing dumpster on site, in an area designated as parking on the site plan. **The applicant shall confirm that the existing dumpster will be removed. If the dumpster is to remain, the number of spaces will need to be adjusted and the following standards will apply:**
 - a. **Dumpster.** The owners and occupants of every building shall provide proper receptacles for said waste and keep receptacles clean and not exposed on the grounds outside of a building. **Applicant does not indicate a location for a dumpster or waste receptacle for the building.**
 - b. **Location.** Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. **No dumpster located on the plan.**
 - c. **Screening.** All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. **No dumpster located on the plan.**

- d. **Bollards.** Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. **No such bollards are indicated on the site plan.**

11. **Landscaping & Screening.** Section 3.8.2 specifies landscape standards for properties in the CV district as follows:

- a. Landscape Plan. No landscape plan was submitted with the application. Existing landscaped areas are shown, but existing trees, shrubs, and plant species are not indicated on the site plan. **Applicant shall provide a landscape plan to show existing and proposed landscaping on the site, if any.**
- b. Minimum landscaped area of 5%. **Applicant appears compliant but landscaped area coverage not indicated on the plan. Applicant shall confirm that at least 5% of the lot is landscaped.**
- c. Minimum perimeter landscaping at least three feet wide on any portion of the lot lying within 100 feet of Southfield Road or Eleven Mile Road. Existing landscaped areas are shown at the perimeter of the site along Southfield Road, Roseland, and San Rosa (southern, northern, and western property lines); this standard is met
- d. Where permission is received from the governmental unit having jurisdiction over any adjacent public right-of-way, the owner of the CV lot may provide and maintain all or a portion of the required buffer strip and wall on the right-of-way under such terms and conditions as may be approved by such governmental unit. **The applicant shall add a notation to their landscaping plan that the plantings will not interfere with the overhead utilities.**

12. **Screen Wall.** Section 5.5 of the zoning ordinance outlines barrier wall requirements for CV lots that abut residential (R-1 or R-2) lots. The existing wood fence is nonconforming; the Planning Commission may wish to discuss the following standards with the applicant:

1. It shall be a continuous and solid face brick, masonry, or stone wall at least five feet high (but not more than six feet high) as measured from the side of the wall farthest from the R1 district as finally and properly graded.
2. It shall be at least eight inches thick and reinforced with steel, pilasters, or the equivalent and shall provide for proper drainage to flow through or around the wall in accordance with sound engineering practice.
3. It shall extend the full length of the property being put to use by the provider of the wall; provided, however, it shall not be extended to within the front 20 feet of an abutting R1 lot and may be reduced to three feet high in the end 20 feet.
4. It shall be placed on R1 side of any alley, in the alley, when there is an alley which runs between the two districts.
5. The building official, in the exercise of his sound discretion, may provide for minor deviations from the foregoing specifications as provided in Section 6.1.B

13. **Setbacks.** The dimensional requirements for the CV district are noted below:

Development Standard	Zoning Ord Section	Required	Provided	Comments
Lot Size	3.1.7	5,000 square feet	28,000 square feet	Compliant

Maximum height	3.1.7	2 stories; 30 feet	Existing building: 2 story; 12'8"	Compliant
Front yard	3.1.7	3 feet	Existing building: 84ft	Compliant
Side yard (west)	3.1.7	5 feet on one side; 15 feet total	Existing building: 43 ft	Compliant
Rear yard	3.1.7	20 feet	Existing building: 46 ft	Compliant

14. **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 did not submit a lighting plan for consideration. Existing lighting on the site appears to be compliant but the applicant should confirm that all existing or proposed lighting meets the standards provided in this ordinance.**

15. **Additional.**

- a. The location map provided on the plan does not match the addresses listed for the site.
- b. The plan shows San Rosa Boulevard and Avilla Boulevard as the side streets but the address for the plan is located between San Rosa Boulevard and Roseland Boulevard.

There are many outstanding issues to be resolved with this site plan; however, we believe the applicant will benefit from review and direction by the Planning Commission.

Regards,

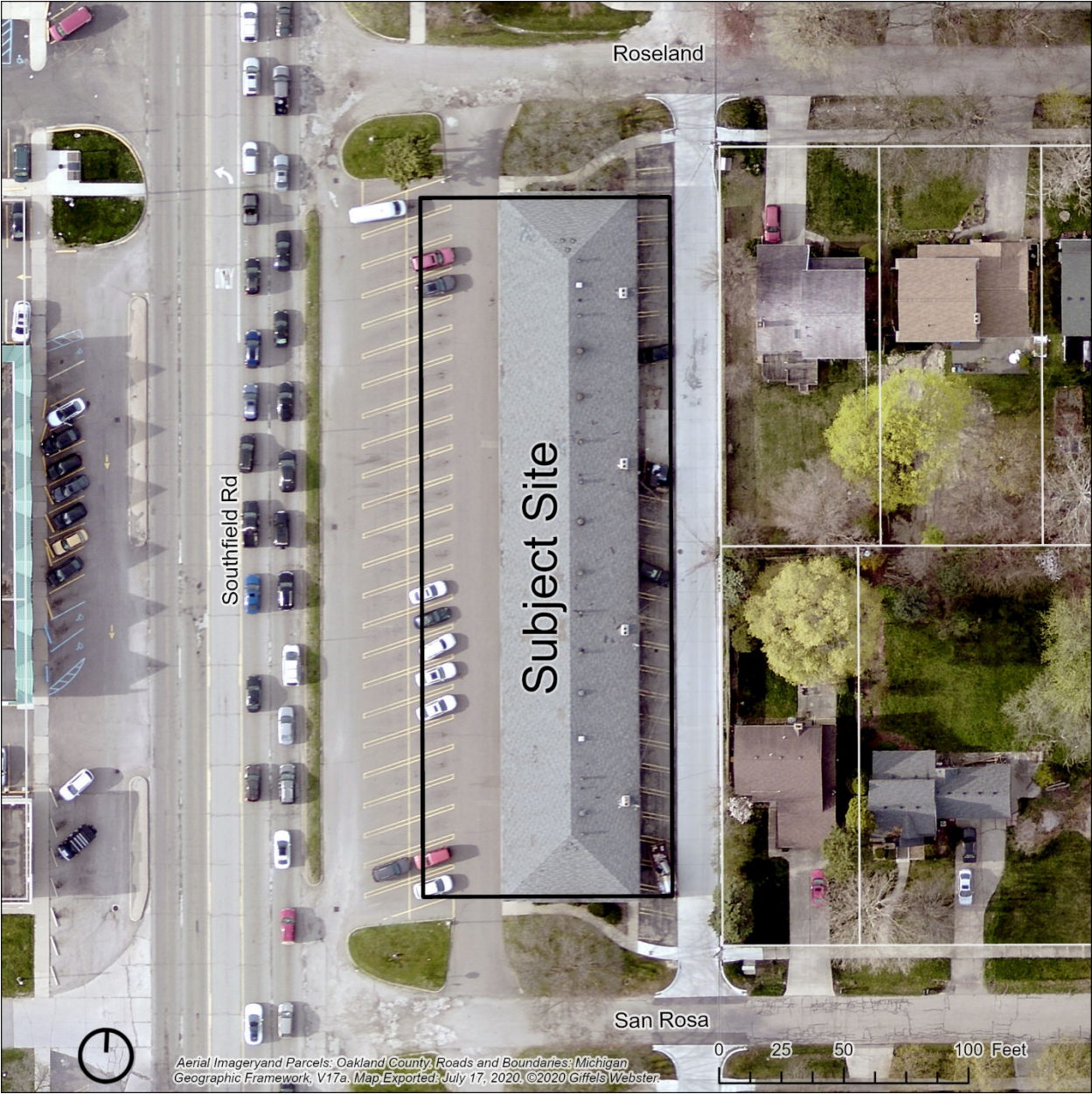
Giffels Webster

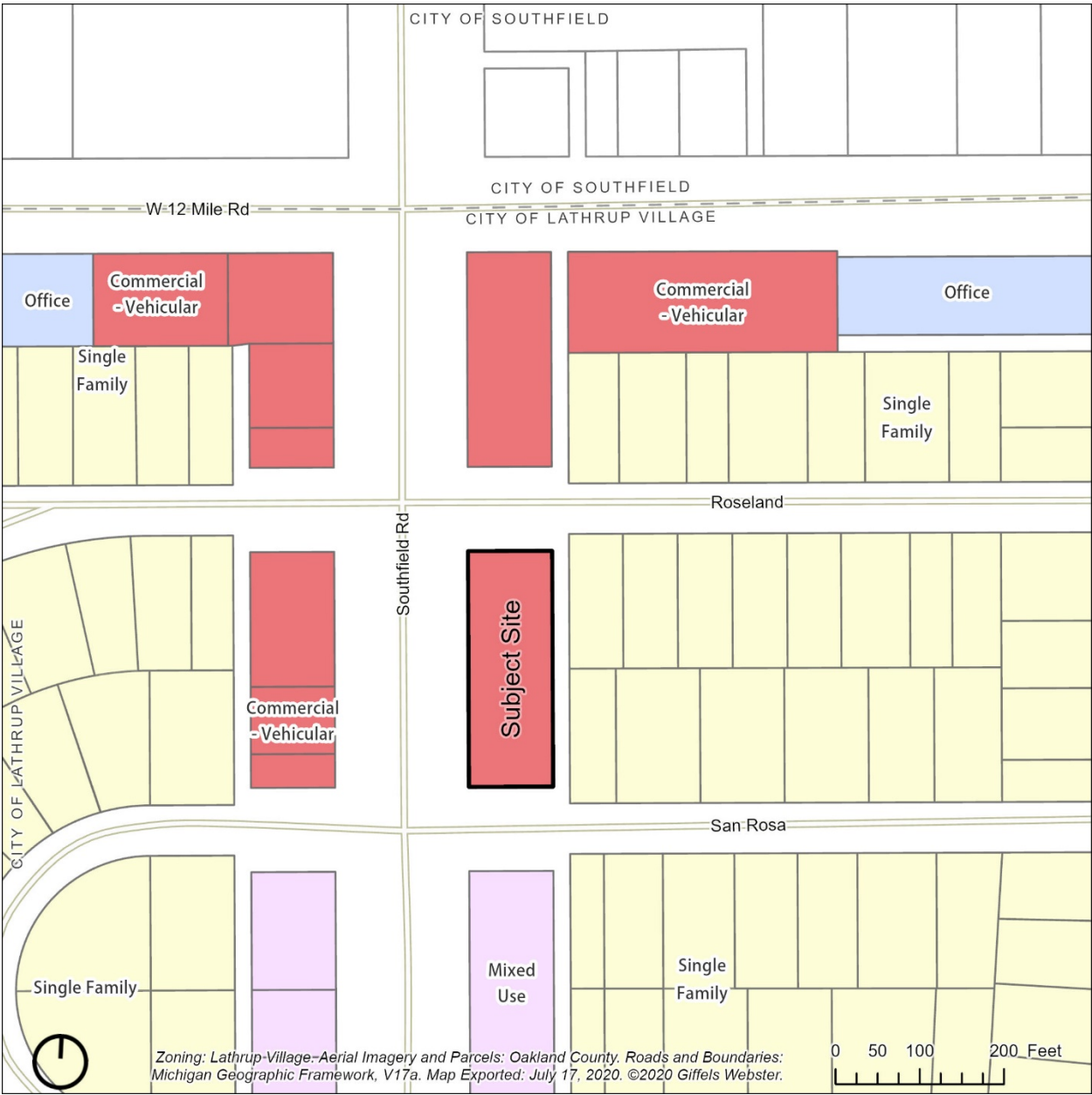


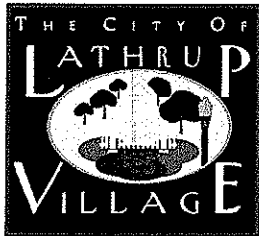
Jill Bahm, AICP
Principal Planner



Meghan Cuneo
Staff Planner







A HERITAGE OF GOOD LIVING

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

Office Use Only

Date Submitted: _____

Administrative Review Date: _____

Site Plan Review Date: _____

Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

Project Location

Subject Property Address: 28820 - 80 Southfield Rd, Lathrup Village
Subject Property Parcel Number: 24-13-103-001
Project Name: 28820 - 80 Southfield

Applicant Information

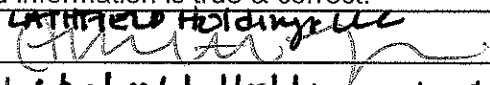
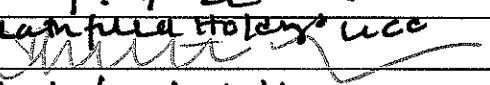
Name: LATHFIELD HOLDINGS, LLC
Address: 30001 Orchard Lake Rd Ste 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: _____
Email Address: Christina.Rice@jmcmanagement.com
Interest in Property: Property Manager

Property Owner Information

Name: LATHFIELD HOLDINGS LLC
Address: 30001 ORCHARD LAKE RD Ste 110 State: MI Zip Code: 48334
Phone Number: 586-427-9410x112 Cell: 313-505-4519
Email Address: Christina.Rice@jmcmanagement.com

Proposed Building/Alteration Information

Proposed Use: MIXED USE (Office, Retail, Professional Service, etc)
Existing Zoning: CV
Square Footage of New/Altered Building: NA
Number of existing jobs: _____ New jobs created: _____ FT _____ PT _____

Project Architect				
Name:	Jeffery A. Scott Architects, PC			
Address:	32316 Grand River Ste 200	State:	MI	Zip Code: 48336
Phone Number:	248-476-8800	Cell:		
Email Address:	mhbrnina@scottarchitects.com			
Project Engineer				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Project Attorney				
Name:				
Address:		State:		Zip Code:
Phone Number:		Cell:		
Email Address:				
Required Submittal Information				
Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.				
☒	One (1) completed and signed copy of the application for site plan review			
☒	Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file			
☐	Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city			
Signatures				
Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.				
Applicant's Signature:	 , Authorized Agent			
Applicant's Printed Name:	Lampfield Holdings LLC By: Christina Ricci, AA			
Date:	4.7.20			
Owner's Signature:	 , Authorized Agent			
Owner's Printed Name:	Lampfield Holdings LLC By Christina Ricci, AA			
Date:	4.7.20			

Site Plan Review Checklist

Pursuant Lathrup Village Zoning Ordinance Sec. 6.1.4 Required information on all site plans, the following items are required to complete an application for Site Plan Review. It is the responsibility of the applicant to ensure that the application is complete, factual and complies with the city's ordinances.

Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than one inch = 20 feet for property less than one acre, one inch = 30 feet for property larger than one acre but less than three acres, and one inch = 50 feet for property larger than three acres. Sheet size shall be at least 24 inches by 36 inches.

Sec. 6.1.4 (B) Descriptive and Identification Data

Y N N/A

☒	☐	Applicant's name and address, and telephone number.
☒	☐	Title block indicating the name of the development.
☒	☐	Scale.
☒	☐	Northpoint.
☒	☐	Dates of submission and revisions (month, day, and year).
☒	☐	Location map drawn to scale without northpoint.
☒	☐	Legal and common description of property.
☒	☐	The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
☐	☒	A schedule of completing the project, including the phasing or timing of all proposed developments.
☒	☐	Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
☒	☐	Written description of proposed land use.
☒	☐	Zoning classification of applicant's parcel and all abutting parcels.
☒	☐	Proximity to driveways serving adjacent parcels.
☐	☒	Proximity to section corner and major thoroughfares.
☐	☒	Notation of any variances which have or must be secured.
☒	☐	Net acreage (minus right-of-way) and total acreage, to the nearest one-tenth acre.

Sec. 6.1.4 (C) Site Data

Y N N/A

☒	☐	Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
☒	☐	Front, side, and rear setback dimensions.
☐	☒	Topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark.
☒	☐	Proposed site plan features, including buildings, roadway widths and names, and parking areas.
☐	☒	Dimensions and centerlines of existing and proposed roads and road rights-of-way.
☐	☒	Acceleration, deceleration, and passing lanes, where required.
☒	☐	Proposed location of driveway entrances and on-site driveways.
☐	☒	Typical cross-section of proposed roads and driveways.
☐	☒	Location of existing drainage courses, floodplains, lakes and streams, with elevations.
☐	☒	Location and dimensions of wetland areas. If deemed necessary because of site or soil conditions or because of the scope of the project, a detailed hydrology study may be required.
☒	☐	Location of sidewalks within the site and within the right-of-way.
☒	☐	Exterior lighting locations and method of shielding lights from shining off the site.
☒	☐	Trash receptacle locations and method of screening, if applicable.
☐	☒	Transformer pad location and method of screening, if applicable.

Y N N/A

☒	☐	☐	Parking spaces, typical dimensions of spaces, indication of total number of spaces, drives, and method of surfacing.
☒	☐	☐	Parking Calculations in accordance with Zoning Ordinance Standards
☒	☐	☐	The location of lawns and landscaped areas, including required landscaped greenbelts.
☐	☐	☒	Landscape plan, including location, size, type and quantity of proposed shrubs, trees and other live plant material.
☐	☐	☒	Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after proposed development.
☐	☐	☒	Cross-section of proposed berms.
☐	☒	☐	Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
☐	☒	☐	Designation of fire lanes.
☐	☒	☐	Loading/unloading area.
☐	☐	☒	The location of any outdoor storage of materials and the manner by which it will be screened.

Sec. 6.1.4 (D) Building and Structure Details.

Y N N/A

☒	☐	☐	Location, height, and outside dimensions of all proposed buildings or structures.
☒	☐	☐	Indication of the number of stores and number of commercial or office units contained in the building.
☒	☐	☐	Building floor plans.
☒	☐	☐	Total floor area.
☐	☒	☐	Location, size, height, and lighting of all proposed signs.
☐	☒	☐	Proposed fences and walls, including typical cross-section and height above the ground on both sides.
☒	☐	☐	Building facade elevations, drawn to a scale of one inch equals = four feet, or another scale approved by the building official and adequate to determine compliance with the requirements of this article. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory building, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers, including the method of screening such equipment. Such equipment shall be screened from view of adjacent properties and public rights-of-way. Such screening shall be designed to be perceived as an integral part of the building design.

Sec. 6.1.4 (E) Information Concerning Utilities, Drainage, and Related Issues

Y N N/A

☐	☒	☐	Schematic layout of existing and proposed sanitary sewers and septic systems; water mains, well sites, and water service leads; hydrants that would be used by public safety personnel to service the site; and, the location of gas, electric, and telephone lines.
☐	☒	☐	Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes should be specified on the site plan.
☐	☒	☐	Indication of site grading and drainage patterns.
☐	☒	☐	Types of soils and location of floodplains and wetlands, if applicable.
☐	☒	☐	Soil erosion and sedimentation control measures.
☐	☒	☐	Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.

Y N N/A

☐	☐	☒	Listing of types and quantities of hazardous substances and polluting materials which will be used or stored on-site at the facility in quantities greater than 25 gallons per month.
☐	☐	☒	Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas.
☐	☐	☒	Underground storage tanks locations.
☐	☐	☒	Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.

Sec. 6.1.4 (F) Information Concerning Residential Development.

Y N N/A

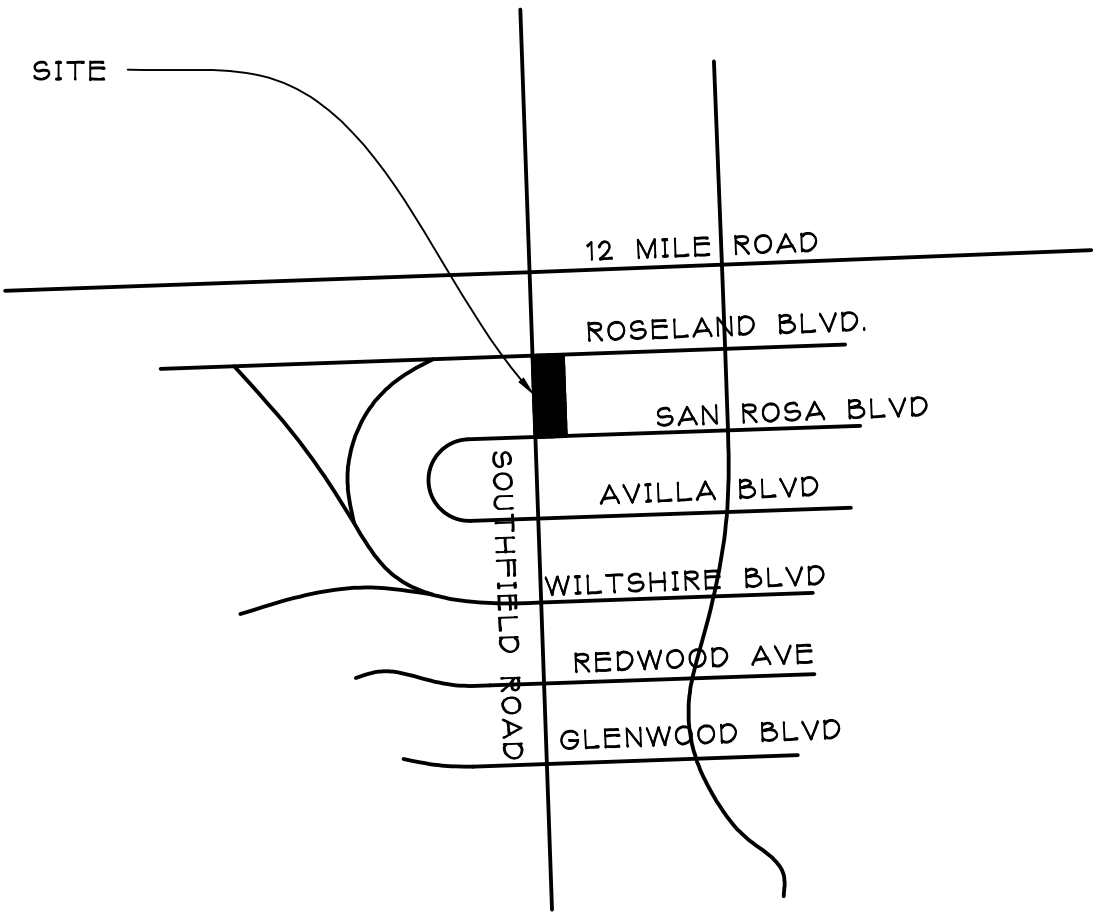
☐	☐	☒	The number, type and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.).
☐	☐	☒	Density calculations by type of residential unit (dwelling units per acre).
☐	☐	☒	Lot coverage calculations.
☐	☐	☒	Floor plans of typical buildings with square feet or floor area.
☐	☐	☒	Garage and carport locations and details, if proposed.
☐	☐	☒	Pedestrian circulation system.
☐	☐	☒	Location and names of roads and internal drives with an indication of how the proposed circulation system will connect with the existing adjacent roads. The plan should indicate whether proposed roads are intended to be private or dedicated to the public.
☐	☐	☒	Community building location, dimensions, floor plans, and facade elevations, if applicable.
☐	☐	☒	Swimming pool fencing detail, including height and type of fence, if applicable.
☐	☐	☒	Location and size of recreation open areas.
☐	☐	☒	Indication of type of recreation facilities proposed for recreation area.

Please Note:

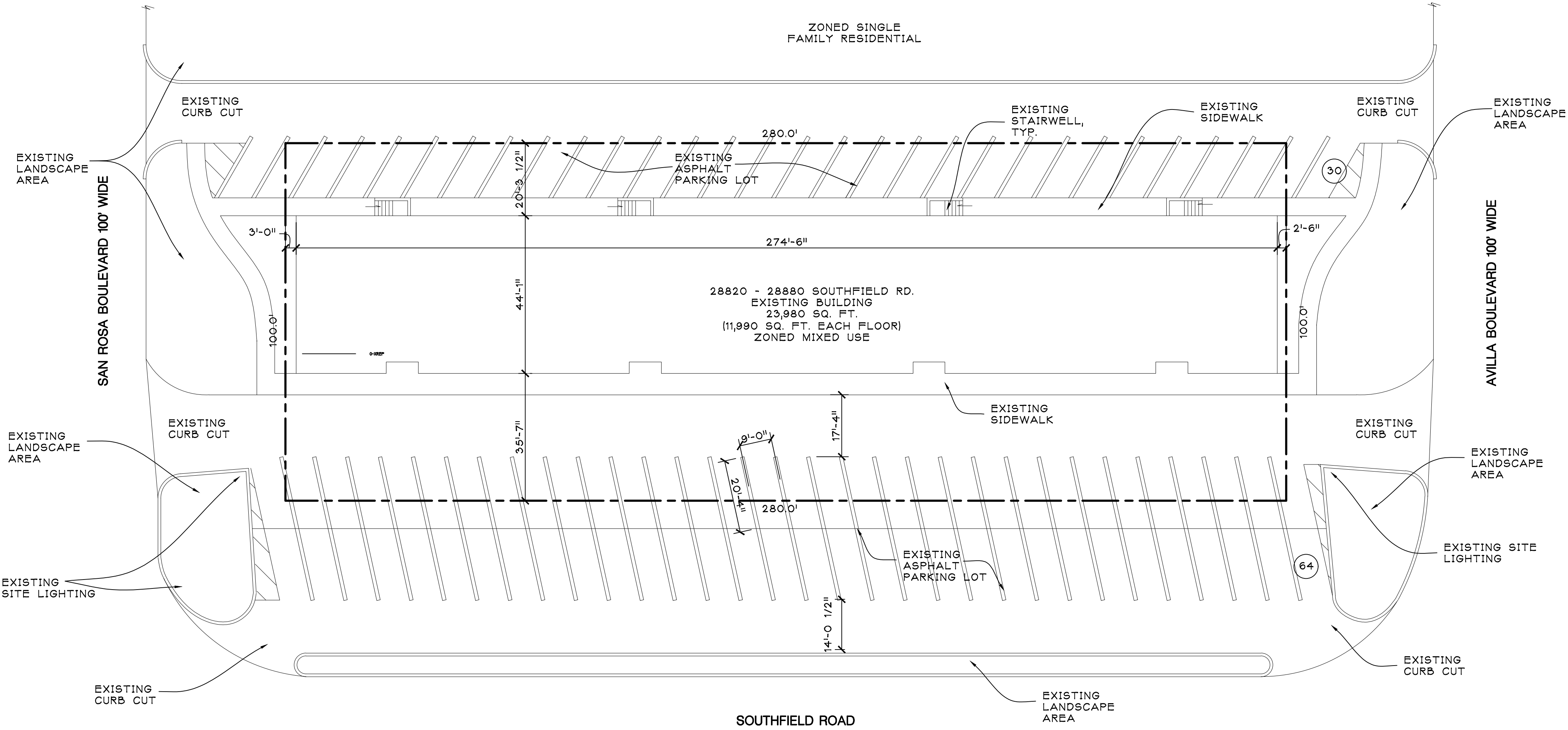
Other data which may be required. Other data may be required if deemed necessary by the city administrative officials, planning commission, or city council to determine compliance with the provisions in this article. Such information may include traffic studies, market analysis, environmental assessment and evaluation of the demand on public facilities and services.

DETAILS OF PROPERTY			
EXISTING PROPERTY USE: MIXED USE (OFFICE, RETAIL, PROFESSIONAL SERVICE)			
DATA		REQUIRED	PROVIDED
ZONING		MU - MIXED USE	DISTRICT
SETBACKS	FY		35'-7"
	SY		3'-0"
	SY		2'-6"
	RY		20'-3 1/2"
NET LOT AREA (SQ.FT)		28,000 SQ. FT.	
NET LOT AREA (ACERAGE)		.64 ACRES	
EXISTING GROSS FLOOR AREA		23,980 SQ. FT. (11,990 SQ. FT./FLOOR)	
EXISTING BUILDING COVERAGE		42.82%	
PARKING CALCULATION			
PROFESSIONAL SERVICE/OFFICE 1/275 SQ. FT. GLA			
TOTAL PARKING		87	94

LEGAL DESCRIPTION:
LOTS 1536 THROUGH 1549, INCLUSIVE; LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBN. NO.3 OF THE WEST 1/2 OF THE WEST 1/2 OF SECTION 13, T.1 N., R.10 E., SOUTHFIELD TWP. (NOW CITY OF LATHRUP VILLAGE), OAKLAND COUNTY, MICHIGAN. AS RECORDED IN LIBER 32 OF PLATS, PAGE 26 OF OAKLAND COUNTY RECORDS.



LOCATION MAP
NO SCALE



ARCHITECTURAL SITE PLAN
SCALE: 1" = 20'-0"

ARCHITECT:

ja

jeffery a. scott architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

copyright © 2019

SHEET TITLE:

**ARCHITECTURAL
SITE PLAN**

PROJECT:

**LOFTS AT
VILLAGE POINT
NORTH**
28820 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:

QTY REVIEW	04/08/2020
S. P. APPROVAL	4/22/2020

DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY

JOB NO.

20042

SHEET NO.

ASP100

PLOT SIZE: 36"x24"

ARCHITECT:



jeffery a. scott
architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

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SHEET TITLE:

FIRST FLOOR PLAN

PROJECT:

LOFTS AT
VILLAGE POINT
NORTH
28820-80 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:

S. P. APPROVAL 4/22/2020

DO NOT SCALE PRINTS

USE FIGURED DIMENSIONS ONLY

JOB NO.

20042

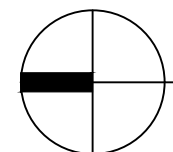
SHEET NO.

A100

PLOT SIZE: 36"X24"

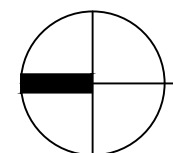
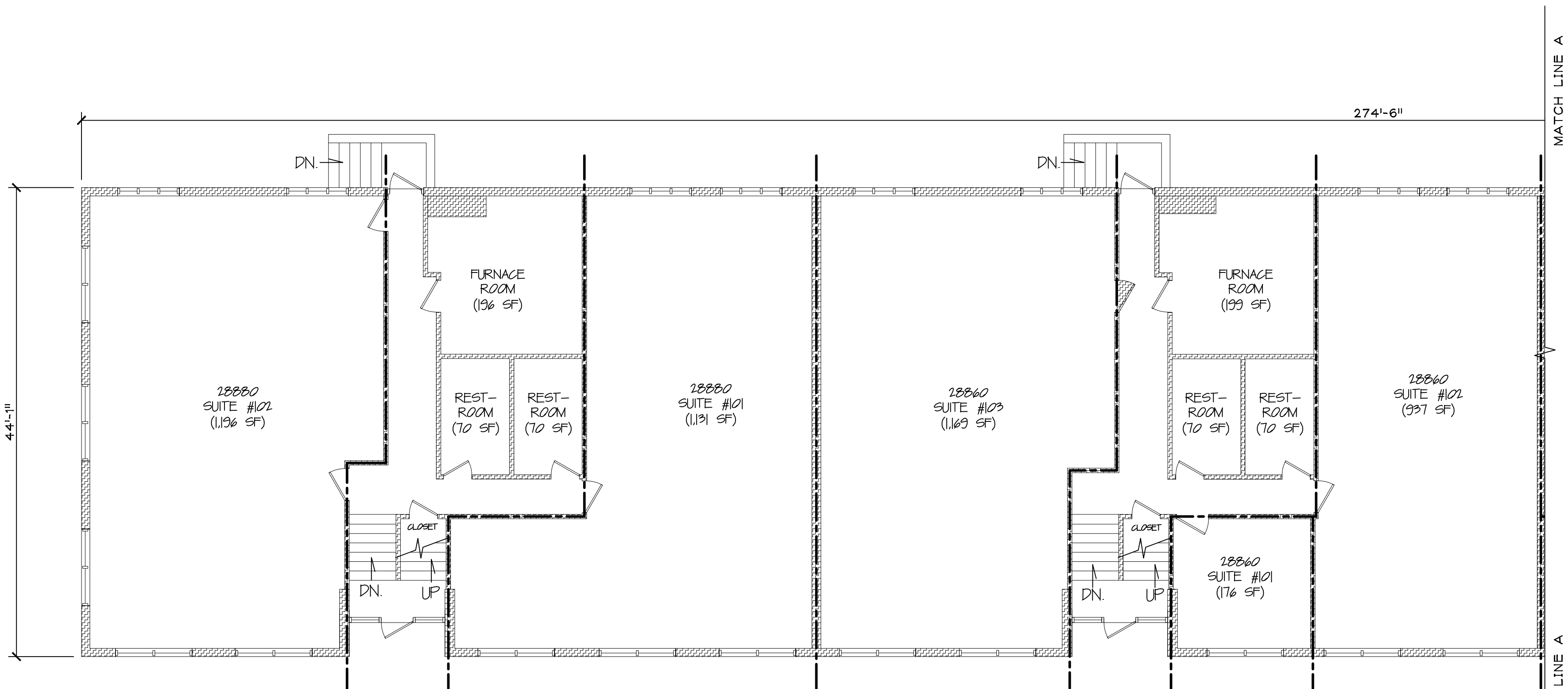
MATCH LINE A

MATCH LINE A



PARTIAL FIRST FLOOR PLAN

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



PARTIAL FIRST FLOOR PLAN

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

ARCHITECT:



jeffery a. scott
architects p.c.

32316 grand river ave.
suite 200
farmington, mi 48336
248-476-8800
JSCOTTARCHITECTS.COM

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SHEET TITLE:

SECOND FLOOR
PLAN

PROJECT:

LOFTS AT
VILLAGE POINT
NORTH
28820-80 SOUTHFIELD RD.
LATHRUP VILLAGE, MI

ISSUED FOR:

S. P. APPROVAL 4/22/2020

DO NOT SCALE PRINTS
USE FIGURED DIMENSIONS ONLY

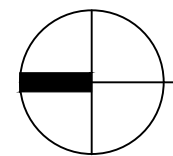
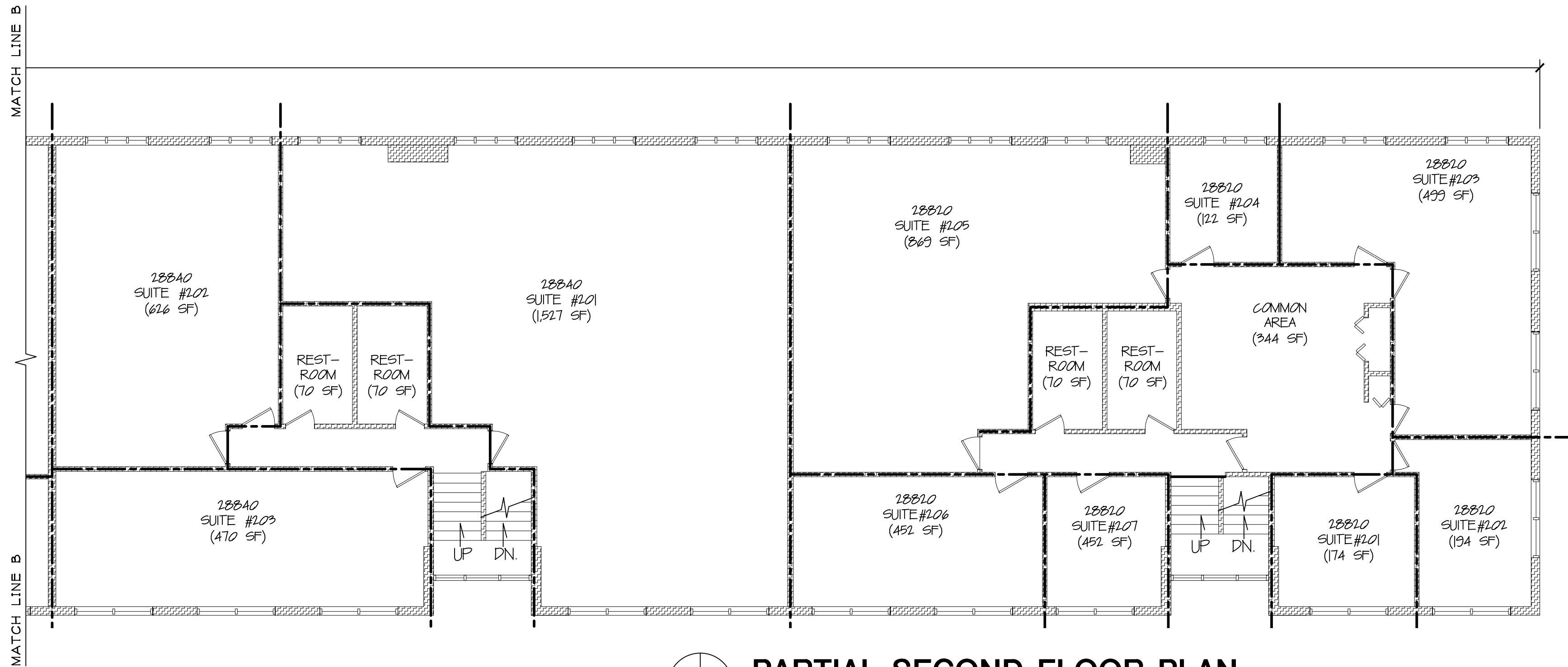
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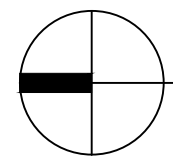
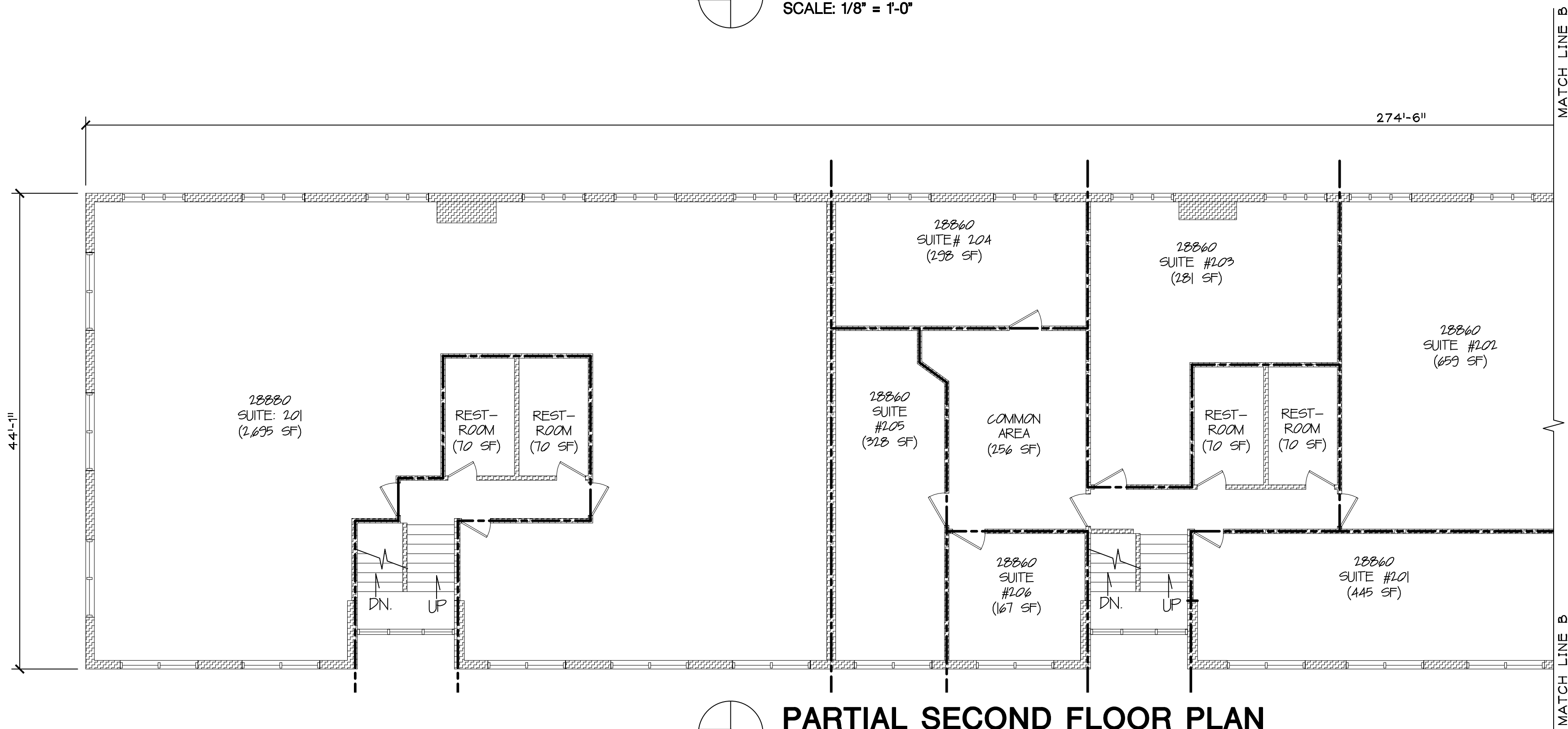
A101

PLOT SIZE: 36"X24"



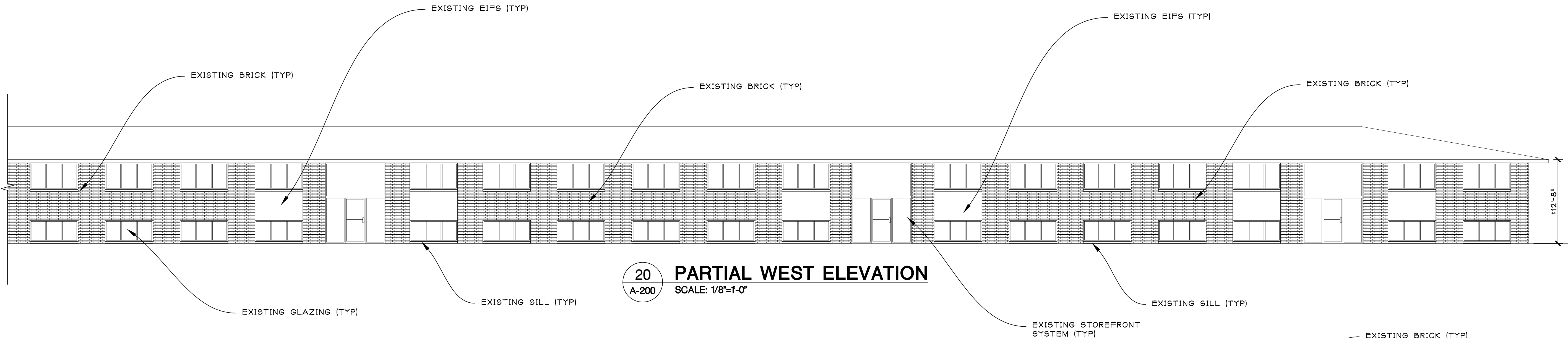
PARTIAL SECOND FLOOR PLAN

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

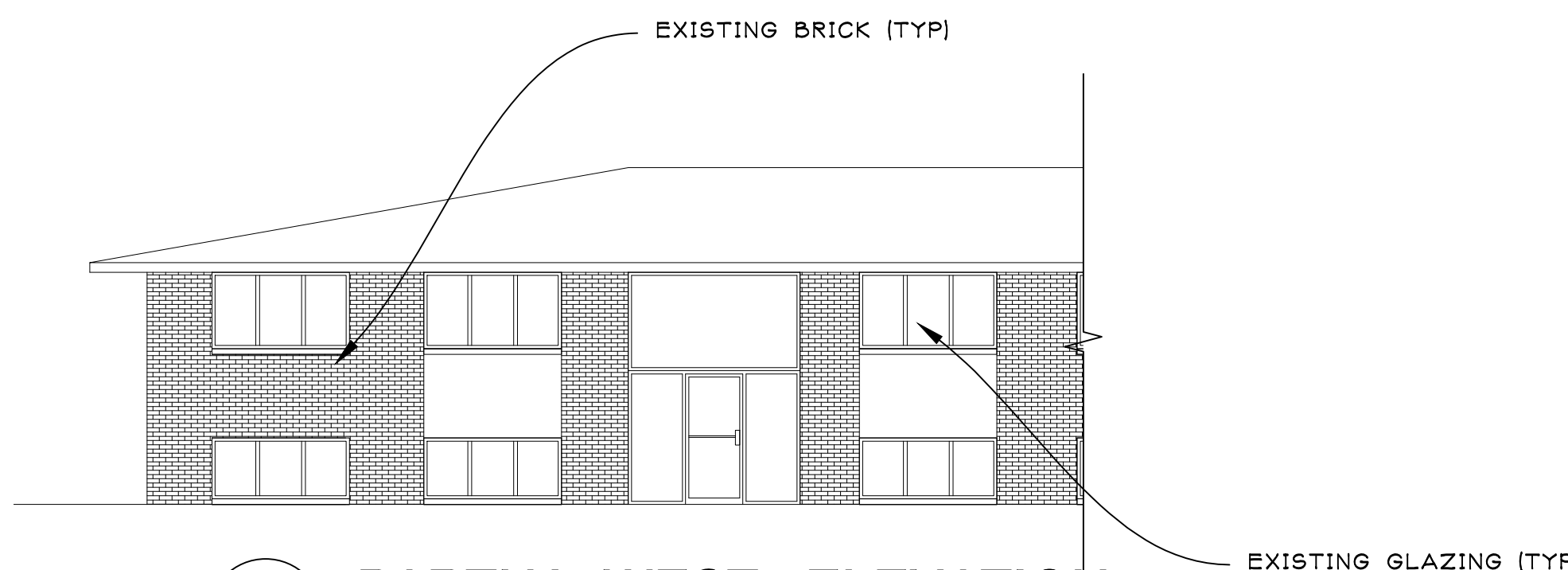


PARTIAL SECOND FLOOR PLAN

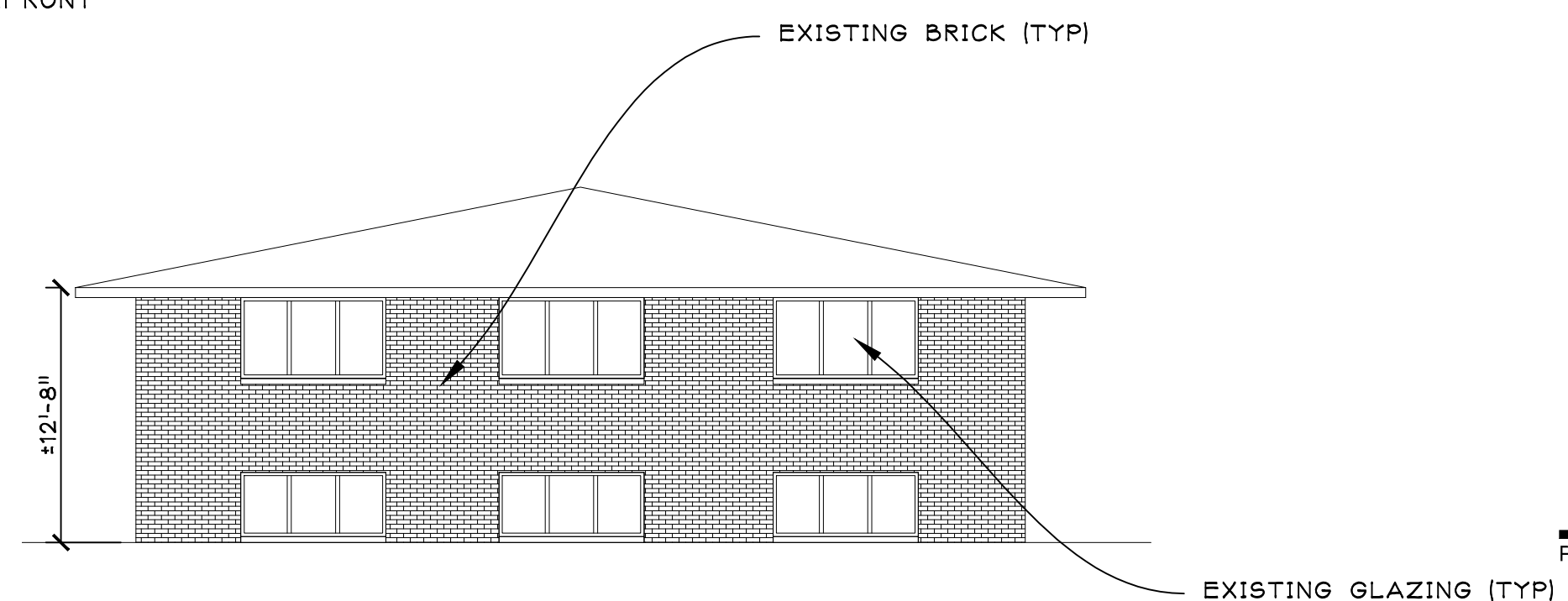
SCALE: 1/8" = 1'-0"



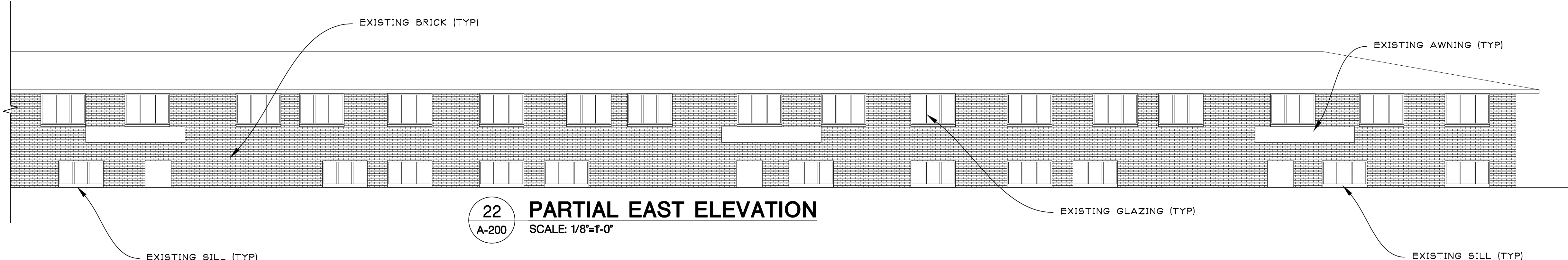
20
A-200
PARTIAL WEST ELEVATION
SCALE: 1/8"=1'-0"



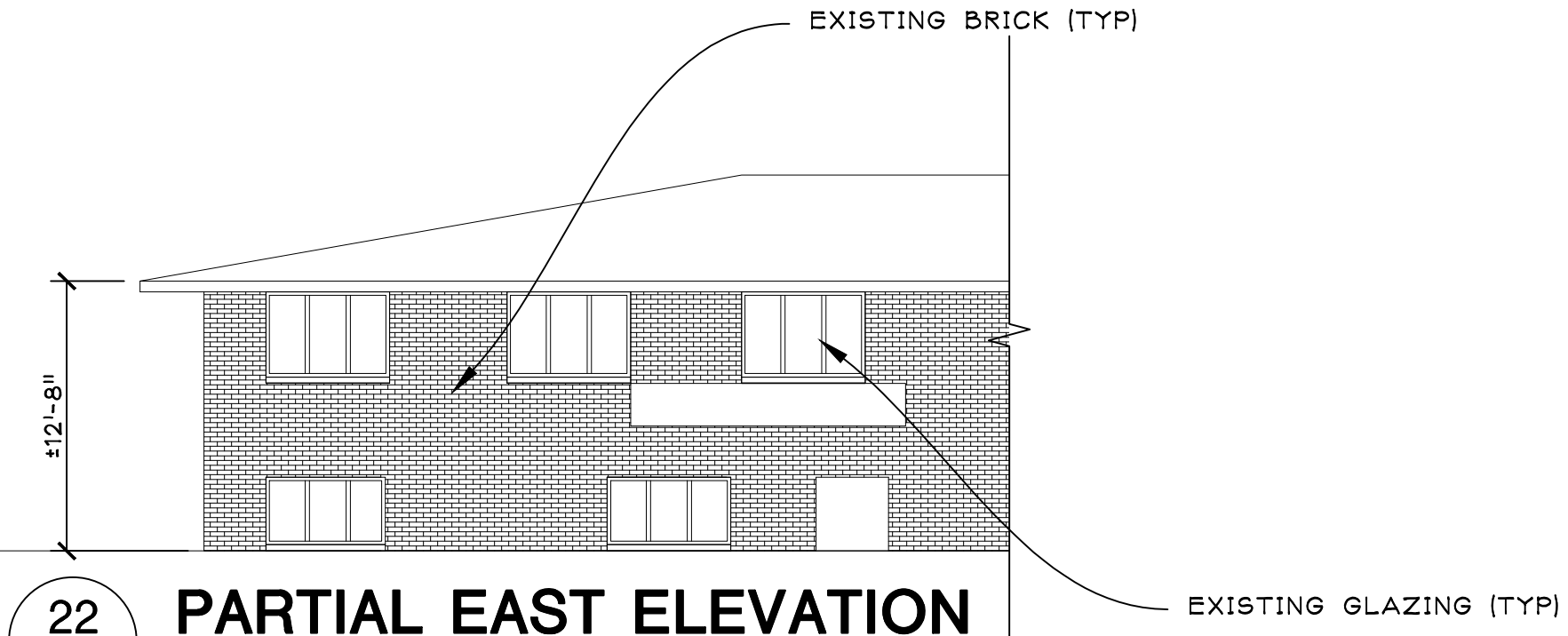
20
A-200
PARTIAL WEST ELEVATION
SCALE: 1/8"=1'-0"



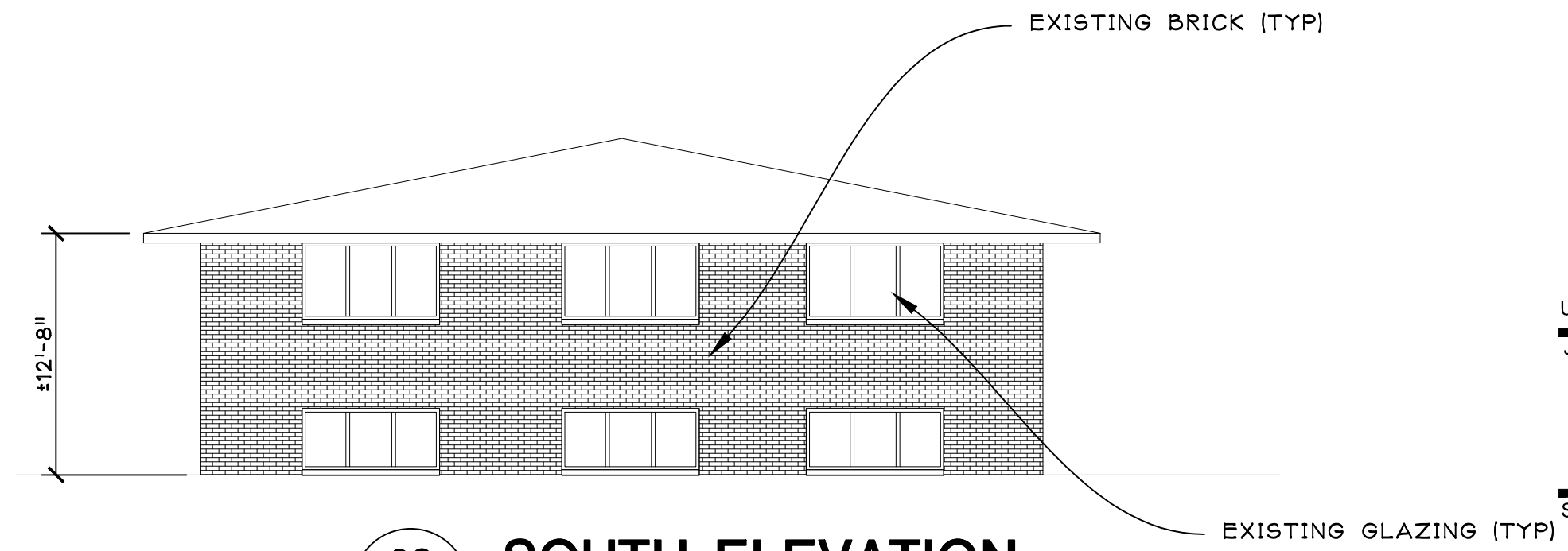
21
A-200
NORTH ELEVATION
SCALE: 1/8"=1'-0"



22
A-200
PARTIAL EAST ELEVATION
SCALE: 1/8"=1'-0"



22
A-200
PARTIAL EAST ELEVATION
SCALE: 1/8"=1'-0"



23
A-200
SOUTH ELEVATION
SCALE: 1/8"=1'-0"



City of Lathrup Village Recreation Plan

PREPARED FOR:
The City of Lathrup Village

July 2020

Acknowledgments

Recreation Advisory Committee

Loretta DeLoach

Cynthia Martin

Cheryl Rogers

Elaine Mantinan

Regina Jones

Marcella Rogers

Lynda Ludy

Parks and Recreation Department

Christopher Clough, Recreation Coordinator

City Council

Kelly Garrett (Mayor)

Bruce Kantor (Mayor Pro Tem)

Ian Ferguson

Donna Stallings

Saleem Siddiqi

Planning Consultants

Giffels Webster

www.giffelswebster.com

Administrative Structure



The City of Lathrup Village has one staff member, the Recreation Coordinator, who is responsible for developing and implementing the following:

- Managing community events, including Concerts in the Park
- Coordinating recreation programming, including researching and hiring instructors for all classes offered
- Managing the Fitness Center in the lower level of the municipal building and overseeing the parks
- Managing the City Recreation Budget
- Recruiting volunteers and sponsors
- Developing working relationships with local community organizations and businesses.

The Recreation Coordinator relies heavily on the participation and support of the City's volunteer system. While offering quality recreational and leisure experiences, the department could not effectively carry out these activities without the assistance of these dedicated individuals.

Knowing that the participation and opinions of the community are necessary for the planning and implementation of successful and effective recreation programs, the Lathrup Village City Council in May of 1983 adopted a standing resolution forming the Recreation Advisory Committee. The Recreation Advisory Committee is composed of six or more members representing the various areas and age groups of the City. The committee members are appointed by the City Council and members serve for a minimum of three years. The Recreation Coordinator acts as the chairperson of the committee.

The duties of the Advisory Committee are as follows:

- Advise the Recreation Coordinator on effectiveness and desirability of current programs
- Suggest new programs and changes in current programs
- Suggest new development or improvement strategies for existing parks, or the potential development of new parks as the opportunity arises.
- Assist the Recreation Coordinator in the development and monitoring of the Five Year Recreation Plan.



Some of the Recreation Advisory Committee at a meeting in October 2019

City of Lathrup Village Recreation Budget

The Recreation Budget is projected to be just over \$80,000 for FY 2020-2021. The budget is funded by the General Fund. Capital improvements are under the direction of the City Administrator.

Community Events are the recreational “backbone” of Lathrup Village. The Recreation Coordinator has worked diligently with the various community groups to seek financial support for many of these events. The Recreation Department has also developed a wonderful working relationship with several of the major businesses who participate in community events as sponsors.

Community events require many hands to ensure a safe and fun environment. The Recreation Coordinator has cultivated a strong and reliable volunteer group. These volunteers offer their time throughout the year to carry out many different duties. Because of the City’s limited human and financial resources for parks and recreation activities, the value of the City’s volunteers cannot be overstated.

TABLE R-1: LATHRUP VILLAGE RECREATION BUDGET FY 2019 - 2021

	FY: 2019-2020	FY: 2020-2021
Salaries & Wages	\$32,250.00	\$32,859.00
Employee Benefits and Insurance	\$9,213.00	\$8,661.00
Community Events	\$20,000.00	\$23,000.00
Contracted Programming	\$20,000.00	
Youth Programs		\$1,000.00
Adult Programs		\$1,000.00
Senior Programs		\$6,000.00
Concerts in the Park	\$10,000.00	\$7,300.00
Park Maintenance (Public Services Budget)	\$5,000.00	\$5,000.00
Bus Transportation	\$3,000.00	\$3,000.00
Office Supplies	\$500.00	\$250.00
Fitness Center	\$500.00	\$0.00
Total	\$101,463.00	\$80,106.00

Parks & Recreation Inventory



The City of Lathrup Village has one central park adjacent to City Hall. In addition, the City has several small neighborhood and “island parks.” Surrounding Lathrup Village is the City of Southfield, who has several parks that are accessible for Lathrup Village residents.

Schools in the Southfield School system also offer recreational opportunities to nearby residents with playgrounds and sports fields. University High School Academy (the former Southfield Lathrup High School) is located in the City of Lathrup Village and there are five other schools nearby, offering playgrounds and sports fields.

Lathrup Village is located in Oakland County, which owns and maintains a county park system. There is one county-owned park, Catalpa Oaks, about a half mile east of Lathrup Village in neighboring Southfield. This 24-acre park offers sports fields and a picnic pavilion.

The convenient location of Lathrup Village near an Interstate highway affords residents easy access to numerous regional parks. The region contains a significant number of recreational resources, including state parks and Metroparks.

The Huron-Clinton Metropark Authority (HCMA), a regional parks authority, owns and maintains recreational resources along the Huron and Clinton Rivers in southeast Michigan. The HCMA has developed a system of 13 regional parks, several of which are within a 30- to 45-minute drive of the City of Lathrup Village. Activities such as picnicking, swimming, fishing, boating, wildlife study and horseback riding can be enjoyed at many of the HCMA parks.

There are one dozen State Parks or Recreation areas within a 45-minute to one hour drive of the City of Lathrup Village. Among their many available activities, these State Parks offer camping, hunting, hiking, cross-country skiing and snowmobile trails.

Other nearby recreational opportunities include public golf courses located around the City of Lathrup Village. There are numerous fitness clubs within a 15-minute drive of the City, as well as arenas for indoor skating and hockey and indoor soccer.

The inventory that follows provides a detailed look at the amenities available at each City park, as well as the local schools, private recreation areas, and regional parks in the area.

The most recent DNR grant award project is listed in the following description; a complete listing of funded projects is provided in the Appendix.

Parks and Schools: City of Lathrup Village

Legend:

- Parks and Schools
- City of Lathrup Village

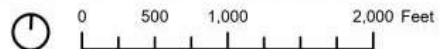
Map Labels:

Streets: Willowick, Evergreen, 12 Mile, Heritage, Southgate, Westbrook, Rambling, Rock Creek, Candlewood, Kesh, Guy, Roseland, San Rosa, Avilla, Wiltshire, Redwood, Catalpa, Stuart, Simms Park, Glasgow, Pierce, Shagbark, Lexington, Red Leaf, Johnny Cake, Sunnybrook, Cambridge, California, Goldengate, Sanford, San Diego, San Quentin, San Jose, Dolores, Glenwood, Bloomfield, Eldorado, Somerset, Blackstone, Alhambra, La Crosse, Woodworth, Villia, Kingsgate, Lowell, Larkmo, Fortana, Covington, Winchester, Brookshire, Harbor, Ledgestone, Alice M. Birney K-8 School, Rainbow, Rackham, Sunnybrook, Southfield, Coral Gables, Coralex, Middlesex, Bayard, Bob White, Civic Center, Civic Center Park/Evergreen Hills Golf Course, W 1696, 11 Mile, E 1696, Ramsgate, Meadowood, Kilbirnie, Margate, Rainbow, Desot, Lincoln, Shervilla, Woodvilla, Castleton, Cornwall, Cedarcroft, Oakcrest, Sunnybrook, Spring Arbor, Red Leaf, Johnny Cake, Lexington, Shagbark, Pierce, Catalpa, Stuart, Simms Park, Glasgow, Pierce.

Parks and Schools: Bussey Center for Early Child Education, Southfield-Lathrup High School, McIntyre Elementary School, Sarrackwood Park, Dorothy Warren Park, Goldengate Park, Annie Lathrup Park, Lathrup Village Municipal Park.

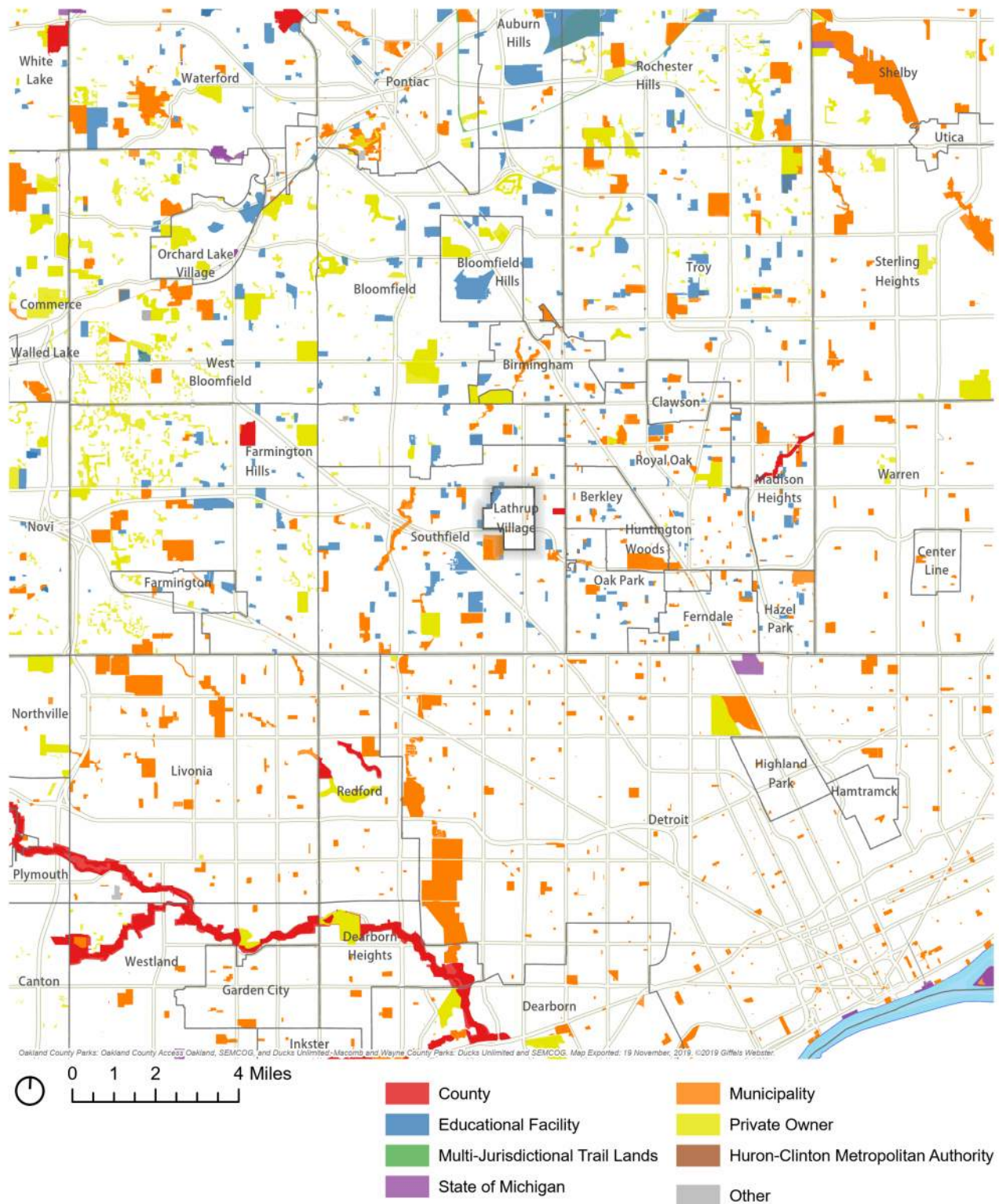
Map Information: Map Exported: November 19, 2019 ©2019 GiffelsWebster

Parks and Schools: City of Lathrup Village. Roads and Parcels: Oakland County Open Data Portal. Map Exported: November 19, 2019. ©2019 GiffelsWebster



-  Southfield Park
 Schools
 Lathrup Village Park

CITY OF LATHRUP VILLAGE REGIONAL PARK FACILITIES



City of Lathrup Village Facilities

Lathrup Village Municipal Park

This park is located directly behind the City's Municipal Building and encompasses two acres. It serves as the central gathering place for City events, including concerts in the park. The park includes:

- 1 Gazebo
- 1 picnic shelter with grill
- Picnic tables
- Children's garden
- Playground equipment
- Benches



Annie Lathrup Park

This two-acre park is adjacent to City Hall. It features a 1/4-mile walking/jogging path. The park's amenities include

- Benches
- Asphalt paved trail



Goldengate Park

This 2.5-acre park provides opportunities for residents in the south section of the City, south of I-696, west of Southfield Road. The park's playground equipment was updated in 2012.

- Playground equipment
- Benches
- Asphalt paved trail
- Picnic tables/grills
- Parking lot



Sarrackwood Park

This 3/4-acre park is located at Saratoga, Rackham, and Woodworth Way streets. It serves the local neighborhood in the northeast quadrant of the City.

- Playground equipment
- Benches
- Garden area

**Dorothy Warren Park**

This 1/2-acre park is located on Rainbow Drive in the northeast portion of the City. It is undeveloped but is maintained with a grassy lawn.

**Lathrup Village Fitness Center**

The lower level of the municipal building is home to the Studio and also the Fitness Center. The center holds over 17 pieces of commercial grade equipment, including treadmills, ellipticals, recumbent bikes, and two-man weight station. Current fees are: \$50/year for ages 18-54 and \$40 /year for those over age 55.



Other Recreation Facilities

Nearby Schools

- **University High School Academy.** Located in the City of Lathrup Village, at the northwest corner, this facility includes sports fields, tennis courts, and a track.
- **McIntyre Elementary School.** This school is located on the east side of Evergreen Road, south of 12 Mile, and is adjacent to the western border of the City. It is accessible on foot to residents in Lathrup Village. This school offers a playground and sports fields.
- **Birney K-8 School.** This school is located on the west side of Evergreen Road and is across the street from Lathrup Village's west boundary. This school has sports fields.
- **Adler Elementary School.** This school is within walking distance of Lathrup Village residents in the south end of the City. It contains a playground.
- **Thompson K-8 International Academy.** This school is located within walking distance of residents in the southeast corner of the City. It contains a playground, sports field, and two tennis courts.
- **Vandenburg World Cultures Academy.** Located across 12 Mile Road from the City's northern border, this school offers a playground and sports fields.

City of Southfield Facilities

The City of Southfield has several parks within a short walk, bike ride, or drive of Lathrup Village residents in all quadrants.

- **Civic Center Park.** The largest facility is the Civic Center Park, which abuts the City of Lathrup Village's southwest corner and offers a wide variety of recreational opportunities, including: nature trails, amphitheater, swimming pool, fitness center, sports fields and courts, tennis courts, and a golf course. A multi-use path connects residents of Lathrup Village to the Southfield Civic Center.
- **Neighborhood Parks.** Eight of Southfield's neighborhood parks are in an accessible distance to Lathrup Village. These parks offer picnic areas, sports fields, and courts, trails, playlots, senior activities, and historical points of interest.

County Parks

- **Catalpa Oaks.** The only Oakland County park near Lathrup Village, this park is located on the west side of Greenfield Road between 11 and 12 Mile Roads. It offers nearly 24 acres of recreational space. The park contains eight sporting fields, a pavilion for rent, playlots, and picnic areas. Fees are required to enter county parks.

Huron-Clinton Metropolitan Authority Metroparks

- **Indian Springs - White Lake Township - 2,214 AC.** Cross-country skiing, picnicking, sledding, "tot lot" playscape, paved hike-bike trail, 18-hole golf course, Environmental Center.
- **Kensington - Milford Township - 4,357 AC.** Disc golf, picnicking, bird-watching, canoeing, cross-country skiing, fishing, ice fishing, camping, horseback riding, swimming, sledding and tobogganing, 18-hole golf course, nature center, farm learning center, beaches with boat rentals, paved hike-bike trail, fitness trail.
- **Lake St Clair - Harrison Township - 770 AC.** Marinas, boat ramps, Olympic swimming pool with water slides, beach, spray ground, boardwalk, nature center, nature trails, par-3 golf course, miniature golf course.
- **Stony Creek - Shelby Township - 4,461 AC.** Hiking, biking, disc golf, fishing, ice fishing, ice skating, swimming, sledding, snowboarding, tobogganing, cross-country skiing, picnicking, canoeing, bird-watching, nature center, boat launch, fitness trail, 18-hole golf course.
- **Wolcott Mill - Ray Township - 2,625 AC.** Camping, hiking, horseback riding, 18-hole golf course, historic grist mill, farm learning center, activity building and picnic pavilion.

State Parks and Recreational Facilities

Nearby Schools

- **Bald Mountain Recreation Area - Lake Orion**
Organizational camping, picnic area, playground, boat launch, shooting range, swimming, beach house, hiking, mountain biking, fishing, wildlife viewing, snowmobiling, cross-country skiing.
- **Dodge #4 State Park - Waterford Township McIntyre Elementary School.** Picnic shelters, playground, boat launch, swimming, beach house, fishing, snowmobiling.
- **Highland Recreation Area - White Lake Township.** Rustic and organizational camping, picnic areas and shelters, beach house, boat launch, swimming, hunting, fishing, mountain biking, horseback riding, hiking, wildlife viewing, interpretive programs, snowmobiling, cross-country skiing.
- **Island Lake State Park - Brighton.** Rustic and organizational camping, fishing, swimming, beach house, picnic areas, playgrounds, hiking, hunting, canoeing, wildlife viewing, interpretive programs, snowmobiling.
- **Maybury State Park - Northville.** Organizational camping, visitor center, picnic areas, shelters, hiking, fishing, mountain biking, horseback riding, cross-country skiing, farm, interpretive programs.
- **Pontiac Lake Recreation Area - Waterford Township.** Modern and organizational camping, picnic shelters, playgrounds, swimming, beach house, fishing, hiking, mountain biking, horseback riding, hunting, snowmobiling, cross-country skiing.
- **Proud Lake Recreation Area - Commerce Township.** Modern and organizational camping, nature trails, horseback riding, picnic shelters, beach house, fishing, hunting, canoeing, boat launch, swimming, interpretive programs, snowmobiling, cross-country skiing.
- **W.C. Wetzel State Park - Marine City.** Hiking, hunting, cross-country skiing, snowmobiling, picnicking, softball.

Barrier-Free Analysis

A critical component in planning for recreation facilities is providing barrier-free access to accommodate the needs of both physically and mentally challenged visitors. Barrier-free access includes, but is not limited to, ensuring that adequate barrier-free parking spaces, sidewalks, trails, picnic tables, and playground equipment are provided for renovated or new recreational facilities. Standards from The Accessibility Checklist, a guidebook founded upon the Uniform Federal Accessibility Standards (UFAS) and the codes and standards of the Americans with Disabilities Act (ADA), were used to verify barrier-free compliance.

The MDNR Guidelines require that a barrier-free ranking be given to each facility for assessing its accessibility to persons with disabilities. The assessment considers the accessibility of both the facilities themselves as well as the access routes to them. The following system, provided by the MDNR Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans (01/27/06), was used to assess each park:

- Rank 1: None of the facilities / park areas meet accessibility guidelines.
- Rank 2: Some of the facilities / park areas meet accessibility guidelines.
- Rank 3: Most of the facilities / park areas meet accessibility guidelines.
- Rank 4: The entire park meets accessibility guidelines.
- Rank 5: The entire park was developed / renovated using the principals of universal design.

Examples of facilities that support barrier-free access are illustrated on the right. Note how paving connects park elements for those with mobility concerns.

In the City of Lathrup Village, there are general improvements that could be made to each park that would make the parks more accessible: (see Appendix C for more detailed list of guidelines)

- Provide concrete pads adjacent to existing benches that allow users in wheelchairs the ability to be seated next to a friend on a bench.
- Move trash receptacles adjacent to the paved walkways
- Develop paved or stabilized pathways for all amenities within the parks; make all paths of sufficient width for two people to walk side-by-side or pass
- Provide smooth transitions between trails and parking areas, etc.
- Where picnic tables are provided, use a variety of table styles, some with clear sitting space on the side
- When making playground improvements, provide ramps and transfers, and use “poured-in-place” or rubber tiles under equipment, rather than loose fill material such as woodchips; as playground equipment requires replacement, provide ramps and transfers to all play components.
- Provide accessible routes to all sides of ball fields and sport courts, with accessible seating spaces.



DNR Grant Inventory

The City of Lathrup Village has received three grants from the State of Michigan as described below:

Goldengate Park Improvement: 1989

Project number: BF89 287 Protecting Michigan's Future Bond

Grant Amount: \$52,500

In 1989 the City of Lathrup Village developed Goldengate Park. The following improvements for the overall project included: play equipment, site amenities such as benches, picnic tables, BBQ's, trash cans, landscaping, and paved pathways

Current status: Completed



Lathrup Municipal Park: 1999

Project number: CM99 151 Clean Michigan Initiative Recreation Bond Fund

Grant amount: \$53,861

The development of the Lathrup Village Municipal Park incorporated not only funds from the City and the State of Michigan but several community groups also stepped forward to become an "invested" participant. Improvements included: a 30 foot colonial gazebo, decorative lighting, park benches, landscaping, brick paver walkways, picnic tables, new bike racks and an informational kiosk which were all added to develop a sense of charm and function. Underground sprinklers were added to keep the large grassy area lush and inviting.

Current Status. Completed. The Lathrup Village Municipal Park has become the leisure focal point of the city and is home to many community events and activities.



Goldengate Park Improvement: 2011

Project number: MNRTF 11-012

Grant Amount: \$50,000

The following improvements for the overall project included: Barrier-free play equipment and ADA compliant surfacing
Correct drainage on the site to eliminate flooding, especially near the playground.

Current status: Completed

Parks & Recreation Analysis



To analyze the recreational needs of city residents and determine deficiencies within recreation programs, it is helpful to consider standards for recreation service areas, land needs based on future population, and the ultimate size and extent of recreation facilities and their location. These recreation planning standards are a useful tool in making an assessment of future recreation needs. Standards may be used effectively only as a means for comparing present conditions to what is thought to be suitable or desirable, and as a general guide toward estimating future needs and demands.

The following organizations have developed guidelines for recreation, which are referenced in this analysis of Lathrup Villages recreation facilities:

- Heritage Conservation & Recreation Service (HCRS). The HCRS recommends standards based on compiled data on standards used or recommended by various city, county, metropolitan, state, and federal park and recreation agencies.
 - Urban Land Institute (ULI). The ULI, a private research organization concerned with planning and development of land, recommends standards for recreation areas for community and neighborhood development.
 - National Recreation and Park Association (NRPA). The NRPA developed the following recommended standards and guidelines for recreation, parks and open space
- The major types of community recreation facilities recommended by the above organizations include:
- Playgrounds/Mini-Parks. Specialized facilities that serve a concentrated or limited population, or specific groups such as small children or senior citizens. For example, suggested recreational amenities for an individual mini-park are a tot lot, two picnic tables and ½ acre open space.
 - Playfield or Athletic Fields/Neighborhood Park. Neighborhood parks should offer a variety of activities to accommodate a range of ages, physical abilities, and recreational interests.
 - Community Parks. Community-wide parks include larger parks with diverse environmental quality. A variety of passive and active uses are provided, including athletic fields, sledding hills, trails, picnic areas, and playgrounds. In addition to parks, the DNR recognizes the important role of trails and pathways for non-motorized travel:
 - Connector Trails. Connector trails would include a multi-use trail to give non-motorized access to parks and other uses throughout the city and connect to regional trails. Modes of travel include walking, biking, and in-line skating. These trails could be located in an independent right-of-way, such as along the utility corridors, or within the road rights-of-way.

NRPA Annual Agency Review

Each year, the NRPA surveys parks and recreation agencies across the US and shares this data to help communities benchmark their programs and facilities against similar-sized peers. The NRPA recognizes that applying standards and guidelines often prove challenging due to the variety of populations served and funding sources available. Table R-2 below shows current benchmarks for certain park facilities based on populations under 20,000. The list illustrates the number of facilities that might be expected in the City of Lathrup Village, based on its current and future population.

TABLE 1
2019 NRPA AGENCY PERFORMANCE REVIEW COMPARISON OF COMMUNITIES
WITH POPULATIONS UNDER 20,000

	NUMBER OF RESIDENTS PER FACILITY: POPULATION UNDER 20,000	BENCHMARK NUMBER OF FACILITIES FOR 2020 LATHRUP VILLAGE POPULATION (4,010)	BENCHMARK NUMBER OF FACILITIES FOR PROJECTED 2045 LATHRUP VILLAGE POPULATION (3,803)	CURRENT NUMBER OF FACILITIES
Playgrounds	2,523	2	2	2
Basketball courts	4,090	1	1	
Tennis Courts - outdoor	2,922	1	1	
Diamond fields: baseball - youth	3,396	1	1	
Diamond fields: softball fields - adult	5,072	0 - 1	0 - 1	
Rectangular fields: multi-purpose	4,683	6	6	TBD
Diamond fields: softball fields - youth	5,691	0 - 1	0 - 1	4
Dog park	10,000	0 - 1	0 - 1	0
Diamond fields: baseball - adult	7,804	0 - 1	0 - 1	4
Rectangular fields: soccer field - adult	7,665	0 - 1	0 - 1	2
Rectangular fields: football field	7,500	0 - 1	0 - 1	2
Multi-use courts - basketball, volleyball	7,866	0 - 1	0 - 1	TBD
Multipurpose synthetic field	8,530	0 - 1	0 - 1	0
Overlay field	3,771	1	1	0
Outdoor swimming pool	8,023	0 - 1	0 - 1	0

State of Michigan Department of Natural Resources (MDNR)

The DNR includes a Recommended Classification System for Local and Regional recreation Open Space and Trails (see Table 4) for the development of recreation plans. On the pages that follow, these standards outline recommendations for developed recreation acreage and for the various types of recreation activities; however, it should be noted that these standards are guidelines and the city should consider other recreation opportunities within the area as well as the ability to maintain community facilities. These standards are compared with the recreation opportunities provided by the city in the table on the following pages.

TABLE 2
RECOMMENDED CLASSIFICATION SYSTEM FOR LOCAL AND REGIONAL
RECREATION OPEN SPACE AND TRAILS

TYPE OF PARK	GENERAL DESCRIPTION	LOCATION CRITERIA	SIZE CRITERIA	ACRES / 1,000 POPULATION	ACRES / 1,000 POPULATION
				(MIN)	(MAX)
Mini-Park	Used to address limited, isolated or unique recreational needs.	Less than ¼ mile distance in residential setting.	Between 2500 sq. ft. and one acre in size.	0.25	0.5
Neighborhood Park	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	¼- to ½-mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size. 5 to 10 acres is optimal.	1	2
School-Park	Depending on circumstances, combining parks with school sites can fulfill the space requirements for other classes of parks, such as neighborhood, community, sports complex and special use.	Determined by location of school district property.	Variable- depends on function.		Variable
Community Park	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site Usually serves two or more neighborhoods and ½ to 3-mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.	5	8
Large Urban Park	Large urban parks serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves the entire community.	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres being optimal.		Variable
Regional Metropolitan Park	Land set aside for preservation of natural beauty or environmental significance, recreation use or historic or cultural interest use.	Located to serve several communities within 1 hour driving time.	Optimal size is 200+ acres, but size varies based on accommodating the desired uses.	5	10
Greenways	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	Variable.		Variable

TABLE 3
LATHRUP VILLAGE COMPARISON TO MDNR RECOMMENDED
CLASSIFICATION SYSTEM FOR LOCAL AND REGIONAL RECREATION
OPEN SPACE AND TRAILS

CLASSIFICATION	LATHRUP VILLAGE 2019 POPULATION		LATHRUP VILLAGE 2019 PROJECTED POPULATION		EXISTING (ACRES)	RECOMMENDED (ACRES)	COMMENTS
	4,010		3,803				
	Min (acres)	Max (acres)	Min (acres)	Max (acres)			
Mini-Park	1	2	1	2		1-2 acres	Maintain existing parks
Neighborhood Park	4	5	4	8		4-8 acres	Explore opportunities to acquire new developments to incorporate recreational open space into new developments
School-Park					-	-	The city currently utilizes several nearby school facilities to meet the recreation needs of the residents; additional opportunities could be explored
Community Park	20	32	20	32		20-32 AC	Explore opportunities to partner with adjacent communities for community park access
Large Urban Park					-	-	Not needed
Regional Metropolitan Park	229	457	260	520	770	260-770	Kensington, Stony Creek and Wolcott Mill Metroparks offer some recreation amenities within the region for city residents.
Greenways					-	1+	Seek partnership opportunities to creates a greenway withing or near city limits

Other Recreational Facilities

Due to the small size of Lathrup Village and the fact it is divided into quadrants by the physical barriers of Southfield Road and I-696, it is difficult to apply any standards for park space at a level greater than the mini-park. In fact, most of the City's residents are within walking distance of a park and/or school within the City of Southfield. The parks and recreation director has expressed interest in providing a neighborhood park in the southeast quadrant, about the size of a residential parcel or two. Additionally, the City has taken steps to enhance maintaining the existing facilities and creating connections between them.

In determining the total recreational needs for the City as a whole, it is important to consider location of existing parks and facilities—those in Lathrup Village as well as those that may serve Lathrup Village residents in adjacent communities. In order to evaluate the recreational needs of more specific areas and identify those that may be under served, the City's parks and recreation facilities were evaluated based on their location and service area. The following conclusions can be drawn from the location and service area analysis illustrated by the park service area map on the following page: (Note that major roads act as walking barriers for this map)

The basic recreational needs of its residents appears to be met; Most residents are within a 10-minute walk to a park, and all are within 20 minutes.

The schools, serving a roughly 1/4 mile radius, appear to be well-positioned in each of the City's four quadrants and offer basic recreational facilities, from playgrounds to sport courts.

There are significant geographic barriers to most of the mini parks offered in the City of Lathrup Village; this limits the service area of some of the City's parkland.

Planned Trails and Greenways should be pursued in and around the City of Lathrup Village and in partnership with the City of Southfield, per the City's Non-motorized Transportation Plan. Consideration should be given to pedestrian crossings to ensure safe travel around the City.

LOOKING FORWARD

This recreation plan identifies two feasibility studies; a dog park and a splash pad.

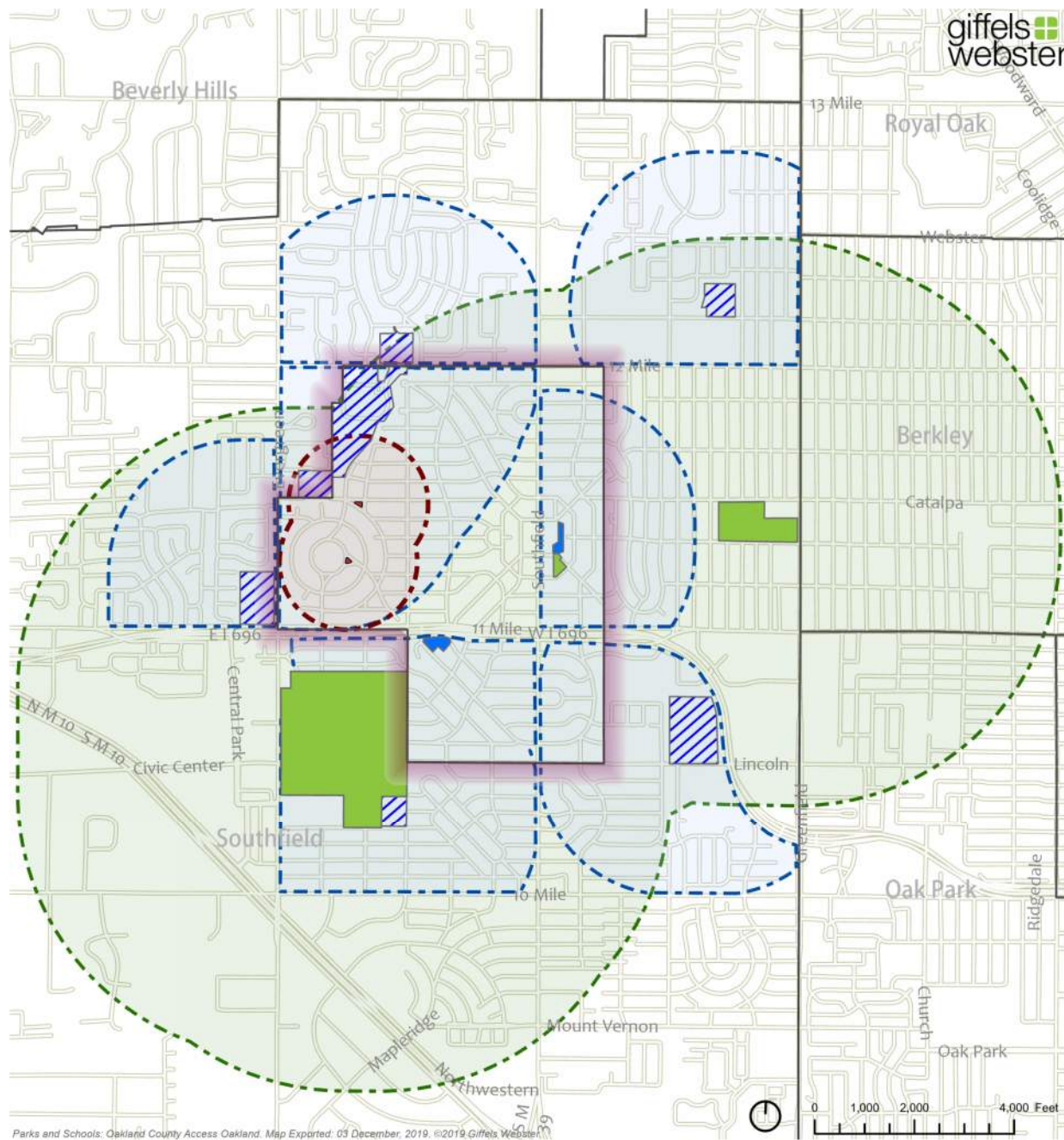


Splash Pad at Brandenburg Park in Chesterfield, MI (Source; Giffels Webster)



Dog Park in Oakland County (Source; Giffels Webster)

Existing Lathrup Village streets provide easy access to local parks and may be included in as part of an overall trail system, given proper signage and safety considerations.



- | | |
|---|---|
| Mini-Park | 5-Minute Walk Radius (1/4 Mile) |
| Neighborhood Park | 10-Minute Walk Radius (1/2 Mile) |
| School | 20-Minute Walk Radius (1 Mile) |
| Community Park | |

Park Service Area

CITY OF LATHRUP VILLAGE

Recreation Planning Process

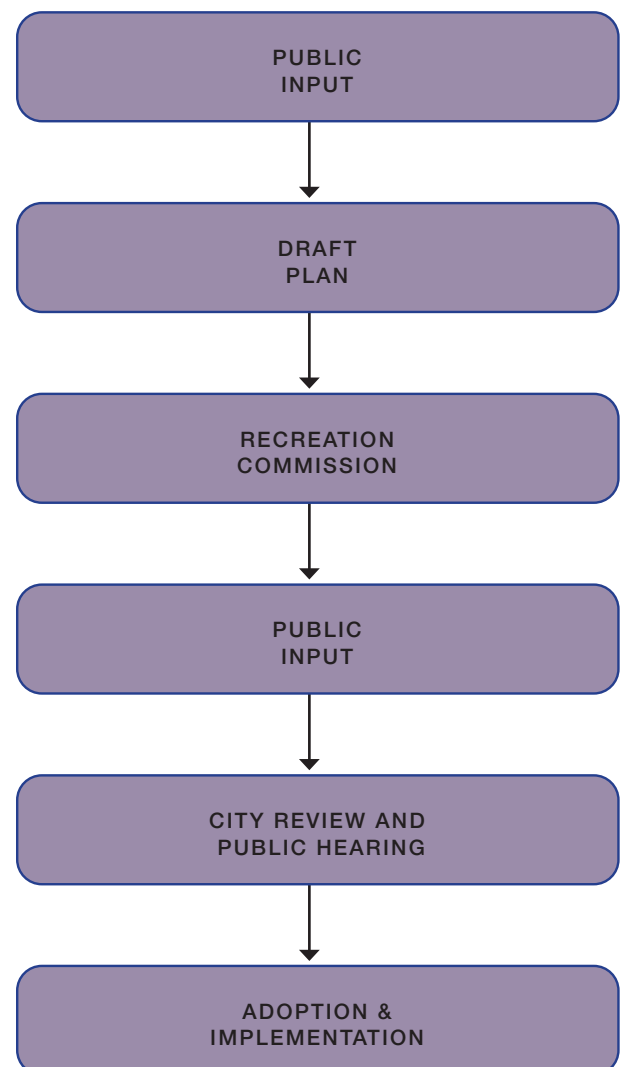


The recreation planning process in the City of Lathrup Village is intended to involve individuals who represent a broad cross-section of the community's population. The City Council is responsible for implementing the Recreation Plan, but the Recreation Advisory Committee provides input, analysis and recommendations.

The planning process began with an inventory of all City of Lathrup Village parks facilities and those within the City of Southfield. A survey was developed and posted online. Public input suggests for the City to concentrate its efforts in continued community events such as the Concerts in the Park series and Summer in the Village, develop sports courts, and connections with nature in parks.

Using the inventory, the results of the public workshop and survey findings, this Recreation Plan identifies strengths and opportunities of the current parks facilities, along with goals for the future. The draft plan, along with a 5-year action program of priority projects, will be reviewed by the Recreation Advisory Committee.

Following the recommendation of approval by the Recreation Advisory Committee, the plan will be presented to City Council. The draft plan will be made available for public review and comment for at least 30 days prior to formal adoption by the City Council. Notice of the public review period will be provided in the local newspaper.



Goals



Goals and Objectives formulated by the City of Lathrup Village are the basis of the recreation planning process. They form the framework for public and private decision-making regarding recreational facilities and programs in the City. This Recreation Plan seeks to pursue long-range recreational goals and objectives through specific short-range actions on the part of the City, County, and State as well as private entities.

Following the parks inventory and public input process, the Goals and Objectives were considered by the Parks and Recreation Commission. The Goals state the general concepts regarding what the City intends to accomplish, while the Objectives offer the more specific recommendations for achieving the Goals. The Goals and Objectives were developed utilizing the park observation and inventory, as well as from the public input received via the survey and the public input meeting.

GOAL 1: TAKE CARE OF EXISTING PARKS AND RECREATIONAL FACILITIES.

OBJECTIVE	To maintain continual cleanliness and functionality of recreation parks, facilities, and grounds.
OBJECTIVE	Continue to build the volunteer base to help with park maintenance and increase pride in local parks

GOAL 2: PROVIDE A VARIETY OF NEW AND IMPROVED RECREATION FACILITIES FOR PUBLIC USE.

OBJECTIVE	Develop neighborhood parks according to the resident preferences and community knowledge.
OBJECTIVE	Continue to work with adjoining communities to develop a non-motorized multi-use trail loop and system.

Inventory of Proposed Park Improvements



City staff and the Parks & Recreation Advisory Board have identified the following park improvements that should be targeted for the 2021-2025 5-year cycle. Many of these improvements will be included in on-going maintenance of the City's park system. Several of the larger-scale projects may become the subject of future recreation grant applications and/or included within future Lathrup Village capital improvements planning.

General Park System Needs

The most common request from the 2019 Parks & Recreation Master Plan Survey regarding department priorities was to improve park landscaping and maintenance. The requested items will improve the functionality and aesthetics of the parks without requiring a significant investment.

Lathrup Village Municipal Park

- Purchase and installation of park signage
- Purchase and installation of message board
- Purchase and installation of two trash receptacles on established pads

Annie Lathrup Park

- Installation of pocket wildflower areas
- Replacement of 20 flowering memorial trees (\$4,000)

Sarrackwood

- Replace playground equipment
- Installation of butterfly/pollinator gardens in the three current planters
- Purchase and installation of park signage
- Purchase and installation of message board

Goldengate Park

- Planning feasibility study for upgrade or remodel
- Removal of dead trees and overgrowth at Goldengate Park
- Purchase and installation of message board

Dorothy Warren Park

- None

Potential projects to study

- Establish Community vegetable garden
- Explore addition of a Southeast quadrant mini-park
- Explore addition of potential dog park
- Study feasibility of City Splash pad

Action Plan



The City's long range plan for recreational facilities and programs is based on the goals and objectives developed during the planning process. The Action Program describes what the City hopes to achieve in the near future. The City has identified the following main priorities for the next five years:

Action Plan Implementation

Proposed Park Improvement	Estimated Cost	Timeline
LATHRUP VILLAGE MUNICIPAL PARK		
Purchase and installation of park signage	\$800	TBD
Purchase and installation of message board	\$800	TBD
Purchase and installation of two trash receptacles on established pads	\$3,000	TBD
TOTAL	\$4,600	
ANNIE LATHRUP PARK		
Installation of pocket wildflower areas	\$1,000	TBD
Replacement of 20 flowering memorial trees (\$4,000)	\$4,000	TBD
TOTAL	\$5,000	
SARRACKWOOD PARK		
Replace playground equipment	\$40,000	2021-2022
Installation of butterfly/pollinator gardens in the three current planters	\$1,000	TBD
Purchase and installation of park signage	\$800	TBD
Purchase and installation of message board	\$800	TBD
TOTAL	\$42,600	
GOLDENGATE PARK		
Planning feasibility study for upgrade or remodel	\$5,000	2021-2022
Removal of dead trees and overgrowth at Goldengate Park	\$5,000	TBD
Purchase and installation of message board	\$800	TBD
TOTAL	\$10,800	
DOROTHY WARREN PARK		
None	-	
STUDIES		
Establish Community vegetable garden	\$8,000	TBD
Explore addition of a Southeast quadrant mini-park	TBD	TBD
Explore addition of potential dog park	\$5,000	2020-2021
Study feasibility of City Splash pad	\$5,000	2021-2022
TOTAL	\$15,000	Ongoing

OUR CHANGING REALITY

Community Adaptation Strategies and Best Practices: Part 1

The COVID-19 pandemic presents uncharted territory for communities and planning professionals. The American Planning Association (APA), Michigan Association of Planning (MAP), National Association of City Transportation Officials (NACTO), and the International City Managers Association (ICMA) are updating their resource libraries with a diverse set of tools and data to guide the reopening of businesses and the development of safe public spaces. Giffels Webster is tracking recommendations from leading case studies and land use organizations to help communities respond to the unprecedented times with resilience and equity. This newsletter is first in a series that summarizes these recommendations as strategies for today and ideas for the future. We will explore senior adult challenges, transportation and public engagement strategies in our next issue.

Communication is first and foremost. As your community begins to reopen, consider creating accessible space such as a dedicated webpage for the crucial, credible information that residents and businesses need. Posting regularly on social media in conjunction with a frequently updated webpage builds trust among citizens and instills a confidence in the community's preparedness.

Exploring our Changing Reality

Recovery Plans. The APA started a 'Road to Recovery' web series providing interviews with various community stakeholders. People experience the pandemic with a wide variety of hardships and perspectives. Small business owners and low-income people are disproportionately affected by the virus and its economic fallout and may require additional support. Typically, the primary source of income for communities is sales tax, gas tax, and property tax. Stay at Home orders and fears of contagion have severely decreased tax revenues while job losses have spurred spending on unemployment benefits. This is why creating a sense of safety by the leadership is essential for residents to contribute to economic growth.

Recovery plans vary. At Giffels Webster, we created two teams, short-term recovery and long-term recovery, to anticipate possible roadblocks and create a phased plan for getting back to "normal". The teams collected employee input through a brief survey and used feedback to lay out a plan to reopen in-office operations which included options for employees with different limitations and perspectives. This created a sense of overall comfort. The same would apply to communities.

Zoning Law Update

MMMA PRIMARY CAREGIVER

Recently, the Michigan Supreme Court has ruled in the case of *DeRuiter v Byron Township* that the 2008 Michigan Medical Marihuana Act (MMMA) does not nullify a municipality's ability to regulate medical marihuana primary caregivers under the Michigan Zoning Enabling Act, as long as municipalities do not prohibit or penalize the cultivation of medical marihuana, and as long as regulations are reasonable and consistent with those established by state law. This MI Supreme Court's ruling was a reversal of lower court decisions that local zoning regulations were preempted by the MMMA for otherwise compliant primary caregiver operations, finding that since enclosed, locked facilities may be found in various locations on various types of property, a zoning ordinance that limits the location of caregiver cultivation does not directly conflict with the MMMA.

This is an important law update for any community dealing with primary caregivers. As the MMMA is silent on zoning implications, many communities until now have understandably not pursued any significant land use restrictions on primary caregivers. This has left little in the way of these operations, which may have up to 12 customer patients, from locating in the middle of a residential subdivision with no local zoning consideration.

Continue reading on next page

Zoning Law Update

continued from page 1

This no longer has to be the case if desired. Now, communities that have been hesitant to regulate the location of primary caregivers can have confidence to pursue reasonable location-based regulations. What this looks like for individual communities is a policy decision and may range from allowing caregivers only in industrial areas, to requiring caregivers operate as a home occupation at a primary residence, as is required by Byron Township. At the very least, this is a reminder to verify that reasonable permitting and fee structures are in place to process and track the location of caregivers allowed by-right or with local restrictions.



Village of Milford, Dining Parklets to extend outdoor spaces to meet physical distancing protocols.
(Source: Unilock)

Today. Each community should have a recovery team, adopt a recovery plan and provide clear guidelines to all businesses involved. As one example, the [City of Jackson, Mississippi](#) created a long list of guidelines and restrictions for each type of business and public gatherings. These include limits on occupancy, frequency for sanitizing, requirements for face coverings, among others. They also created standard signage for all local businesses, to use and to reopen with confidence. This clarifies expectations for residents in your community and ensures public health protocols are met.

Future Idea. Develop a community resiliency plan for future emergencies and shocks; these may include external shocks related to weather, public health or the economy. Communities should consider lessons learned to better prepare for the future.

Restaurants. As communities and businesses begin to reopen, restaurants have utilized new techniques to meet physical distancing protocols while accommodating on-site dining. Parking spot conversion is a popular tactic that allows local businesses to expand outdoor dining and retail sales into the street with proper buffering from vehicular traffic. Dining parklets offer restaurants the ability to safely serve customers in accordance to physical distancing while creating a more pedestrian-oriented experience. Legislative changes are in progress to amend liquor laws to help bars and restaurants hurt by the coronavirus. [HB 5811](#) allows licensees to fill and sell containers with alcohol for consumption off premises and allows delivery. [HB 5781](#) allows local governments to establish social districts for the sale of alcohol. Both bills have passed and have been signed by the Governor.

Today. Check out [NACTO's Guide to Parklet Design](#) or [Ground Play](#), and [Giffels Webster's recent blog post](#) to learn more about getting a parklet program started in your community.

Future Idea. Explore additional conversions of “automobile-spaces” to “people-spaces.” This type of transformation, especially near denser residential areas, can offer new places for people as well as mitigate the appearance of empty or under-used parking lots and businesses. It can also reset priorities for use of public right-of-way.

Giffels Webster News

2020 INSPIRING PLANNING PROJECT AWARD. Giffels Webster's ‘City of New Baltimore Wayfinding Sign Plan’ has won the 2020 Inspiring Planning Project Award from the American Planning Association's Planners Private Practice Division. Way to go Team!

CONGRATULATIONS MEGHAN CUNEO. This spring, our staff planner Meghan Cuneo graduated from Wayne State University with a Master's of Urban Planning (Housing and Community Development). Congratulations, Meghan!

WELCOME SRI RAVALI KOMARAGIRI. We're excited to welcome senior planner Sri Ravali Komaragiri to our planning team! Sri previously worked for the City of Novi's Planning and Community Development Department. Sri has Bachelor of Architecture and Master of City and Regional Planning degrees. Welcome Sri!

For more information, please contact Giffels Webster at 866.271.9663. www.giffelswebster.com

Basic Information and Questions

Dining platforms and parklets are activated spaces for people that are installed where parking was once permitted. For the duration of all COVID-19 related emergency orders issued by the State of Michigan, cities and other communities may consider permitting dining platforms or parklets to occupy public parking spaces or off-street parking lots. Approval can be valid through the fall or for extended seasonal use every year, depending on the community's preference. The purpose of permitting these platforms is to aid local establishments during the period when full occupancy of a restaurant's indoor space is not permitted. They can also be used to establish outdoor gathering places when limited sidewalk space is available. Transforming parking spaces to parklets and dining platforms shifts the focus from cars to people.

What is a dining platform?

A dining platform is a structure designed to provide outdoor space for restaurant seating.

What is a parklet?

It's similar to a dining platform but may be used for other small gatherings beyond dining. It may contain seating, waste receptacles, and seasonal plants. Parklets are great opportunities to add more "people space" to a street to create a sense of vibrancy and activity.

Can there be a dining area on the sidewalk and a dining platform in a parking space?

Yes. Local establishments may utilize sidewalk dining that is in accordance with the existing outdoor patio standards in addition to dining platforms in a parking space if the right-of-way is locally owned. Otherwise permits will be required from the applicable road agency.

Where can an outdoor dining platform or parklet be established?

Public parking or public on-street parking areas are the most common locations. The community can grant approval to dining platforms in public parking spaces within designated districts. If an establishment wishes to use more than one on-street parking space and one of these is not directly in front of the establishment, the consent of the owner of the property with frontage on the space is typically required. On private property, an establishment may apply for the use of one or two parking spaces as outdoor dining space for the stated period, provided that the property owner, if different from the applicant, supports the application.

Can alcohol be served on a dining platform?

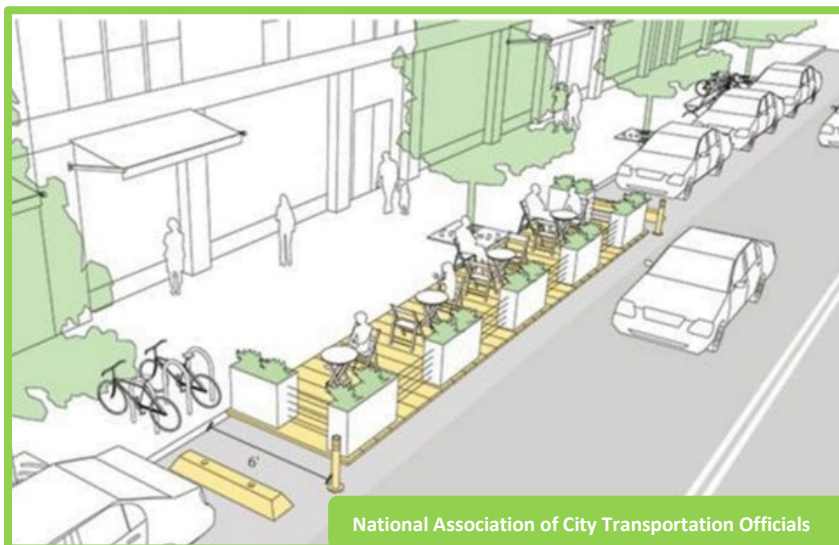
Establishments must apply to the Michigan Liquor Control Commission for permission to serve alcohol on the dining platform and furnish proof of said permission to the community.



Birmingham, MI



Northville, MI



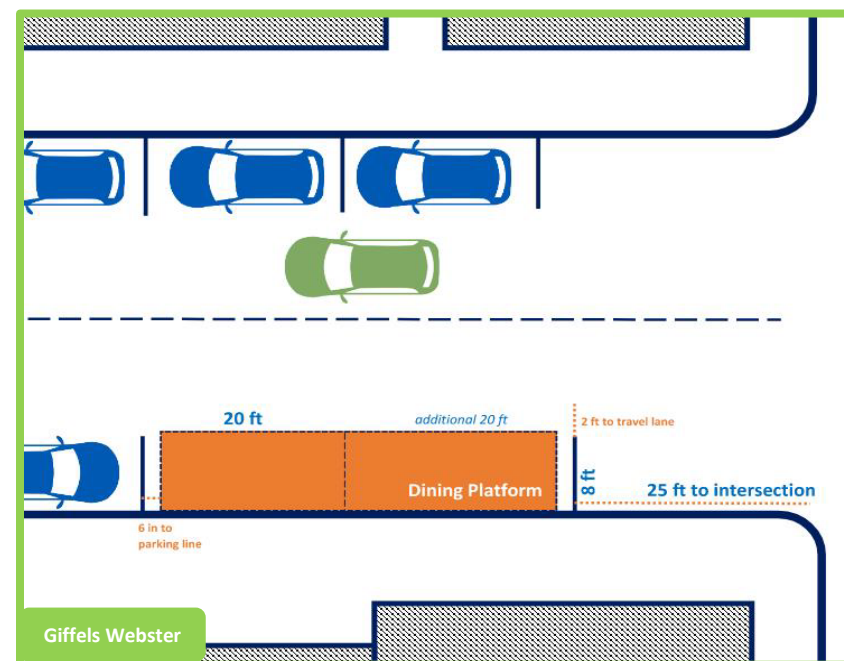
Parklet Design Guide from NACTO

- Parklets should have a **4 ft. buffer** from active parking spots using a wheel stop.
- Parklets should incorporate **vertical elements** to make them visible to traffic.
- The **minimum width** of a parklet should be 6 ft. Ideally, parklets occupy one or more parallel spots or 3-4 angled parking spots.
- Parklets should have a **flush transition to the sidewalk** to avoid tripping hazards.
- **Seating should be incorporated** into the design of the parklet.
- The sub-structure of the parklet should provide a level surface. “Bison pedestals” can be useful for sloping streets.
- Parklets should use **slip-resistant** surfaces to minimize hazards.

Platform Design

Sample Dimensional Requirements

- Dining platforms or parklets shall not be larger than 8 ft wide by **20 ft long**. A second 20 ft-long platform may be permitted.
- The dining platform shall be located a minimum of **2 feet from the adjacent travel lane**.
- A dining platform in an off-street parking space shall **maintain six inches of distance between the edge of the platform and the lines marking the parking space**. A dining platform or parklet shall also maintain one foot of unoccupied space at the end of the space closest to the maneuvering lane.
- A dining platform or parklet shall not be closer **than 25 feet to a street intersection or driveway**.





Milwaukee, WI

Sample Design Guidelines

The style of the dining platform or parklet may or may not be regulated. However, in the interest of maintaining an atmosphere of high-quality design in your community and promoting the comfort of visitors, the following design guidelines are suggested for all dining platforms or parklets:

- Materials used to construct a dining platform should be high **quality and durable**.
- Green features**, such as planter boxes and potted plants, are strongly encouraged. On busy streets especially, planters on top of the safety fence will help to mitigate traffic noise and exhaust.
- Consider **overhead cover**, such as umbrellas or an open-sided canopy.
- Matching furniture** is encouraged to achieve a coherent appearance.
- The incorporation of **public art** is strongly encouraged.
- The incorporation of **bicycle parking** is encouraged.
- The use of **very dark materials for the surface of the platform is discouraged**, as this contributes to a heat island effect.

Recommended Minimum Design Requirements

- The area of the platform shall have a **ground cover**. The manner of cover is encouraged to be a deck with an elevation flush with the adjacent sidewalk. The gap between the deck and the sidewalk curb should not exceed one half-inch.
- The dining platform or parklet shall be **surrounded on all sides** bordering either a street or a parking space not occupied by a dining platform with a fence or other barrier a minimum of 36 inches and a maximum of 42 inches tall, as measured from the deck of the platform, or from grade where a platform is not elevated. In an off-street parking lot, the fence shall not be closer than 6 inches to the line marking the parking space. In an on-street parking area, the fence or barrier shall not project greater than three inches toward the street from the edge of the platform.
- The **spacing of seating** shall be in accordance with the state distancing orders in place at the time; the spacing of seating may be changed in accordance with new distancing orders, as they are issued by the state.
- Street drainage** shall be maintained.
- The corners of the fencing shall be fitted with **reflectors**.
- Platforms shall **not interfere with utility access, bus zones, or curbside drainage**. Every platform shall meet construction standards of both the city's Building Code and the Americans with Disabilities Act Accessibility Guidelines.
- All platforms shall be located **at least one parking space away from an intersection or street corner** or shall be protected by a curb-extension (bulb-out) or some other physical barrier.
- All **additional appurtenances**, such as planters, landscape materials, umbrellas and the like shall be contained within the confines of the platform.

Elements to Consider for your Dining Platform or Parklet

- | | |
|---|---|
| <ul style="list-style-type: none"> Buffers from traffic Decking material Tables Physical Distancing Seating Shade Vegetation and landscaping | <ul style="list-style-type: none"> Amenities: Hand sanitizer stations, bike parking, trash, lighting, sound Public restrooms Liability insurance Input from local attorney, planner, and traffic engineer |
|---|---|



Portland, OR

Process for establishing a Dining Platform or Parklet in your Community

Similar to establishing an outdoor space for dining on a public sidewalk, your community can require an establishment to apply for permission to construct a dining platform or parklet using an **“Application for Outdoor/Sidewalk Cafes or Display Area Approval”** and pay a review fee. Some are waiving fees during COVID-19 restrictions. The application may include:

- Fully dimensioned illustrations showing the proposed platform and identifying the parking space or spaces to be used. Required dimensions include:
 - the height of the platform
 - height of railings
 - number of tables and seats to be accommodated and their distance from each other
 - the height of any appurtenances such as heat lamps or umbrellas
 - the slope and sidewalk encroachment of any ramp leading to the platform
 - the length and width of the platform
 - the length and width of the parking space
- An illustration identifying the parking space or spaces to be occupied by the platform. Aerial images are acceptable.
- If the use of a parking space on private property is requested, the signature of the property owner, if different from the applicant.
- Where the parking space requested for use is in a parking lot adjacent to a residential property, the distance from the proposed platform to the nearest residential property line.
- The proposed hours of operation of the platform.
- A brief description of the operations proposed on the platform.
- Proof of General Commercial Liability Insurance extending to operation of the platform. The city shall be named on such liability policies as "Additional Named Insured".



San Luis Obispo, CA



University City, PA



Vancouver, Canada



Santa Monica, CA