



# City of Plymouth Planning Commission

## Regular Meeting Agenda

Wednesday, June 11, 2025 – 7:00 p.m.  
City Hall & Online Zoom Webinar

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234

<https://us02web.zoom.us/j/89385887808>

Passcode:596126

Webinar ID: 893 8588 7808

1. CALL TO ORDER
  - a. Roll Call
2. CITIZENS COMMENTS
3. APPROVAL OF THE MINUTES
  - a. Approval of the May 14, 2025 meeting minutes
4. APPROVAL OF THE AGENDA
5. COMMISSION COMMENTS
6. PUBLIC HEARINGS
7. OLD BUSINESS
8. NEW BUSINESS
  - a. SP25-03: 503 Amelia, Change of use for warehouse and office. The property is zoned I-2, Heavy Industrial District.
9. REPORTS AND CORRESPONDENCE
10. ADJOURNMENT

*Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.*

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to [clerk@plymouthmi.gov](mailto:clerk@plymouthmi.gov).

# City of Plymouth Strategic Plan 2022-2026

## GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

### OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

## GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

### OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

## GOAL AREA THREE - COMMUNITY CONNECTIVITY

### OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

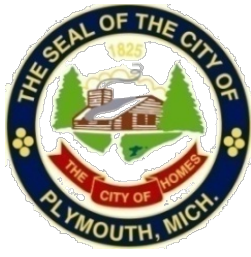
## GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

### OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

### 2025 Planning Commission Goals

1. Adopt the master plan
2. Complete “quick” zoning ordinance amendments (zoning audit)
3. Complete the multi-family/housing ordinance amendments (MSHDA Grant)
4. Work toward completing a residential compatibility ordinance



**Plymouth Planning Commission**  
**Regular Meeting Minutes**  
**Wednesday, May 14, 2025 - 7:00 p.m.**  
Plymouth City Hall 201 S. Main  
Plymouth, Michigan 48170

City of Plymouth  
201 S. Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
734-453-1234

**1. CALL TO ORDER**

Chair Hollie Saraswat called the meeting to order at 7:00 p.m.

Present: Chair Saraswat, Vice Chair Kyle Medaugh, Commissioners Joe Hawthorne, Marni Schroeder, Zach Funk, Trish Horstman, Dave Scott, Katie Rossie

Absent: Commissioner Sidney Filippis

Also present: Planning and Community Development Director Greta Bolhuis, and Planning Consultant Sally Elmiger

**2. CITIZENS COMMENTS**

David Pierce of 1147 W. Ann Arbor Trail spoke in opposition to the Planning Commission's recent approval of the Champion PUD project.

Mary Gladchun of 1000 W. Ann Arbor Trail spoke in opposition to the Champion PUD approval.

Ron Picard of 1373 Sheridan offered suggestions.

**3. APPROVAL OF MEETING MINUTES**

Medaugh moved to approve the minutes from the April 9th meeting as written. Hawthorne seconded. The motion carried unanimously.

**4. APPROVAL OF THE AGENDA**

Hawthorne made a motion to approve the agenda as written for the May 14th meeting. Funk seconded. The motion carried unanimously.

**5. COMMISSION COMMENTS**

Medaugh reminded the commission to be proactive regarding summer conflicts and meeting schedules.

**6. PUBLIC HEARINGS**

a. **PUD24-02:** 900 Starkweather, Revised Preliminary PUD

Planning Consultant Sally Elmiger presented an overview of the revised preliminary PUD application for 900 Starkweather. She noted the main deviation requested was to allow a restaurant serving alcohol with extensive outdoor seating, which is not permitted in the Mixed Use (MU) district. Elmiger said the applicant was proposing public benefits including repurposing the historic depot building and providing more green space and usable deck areas. She outlined some remaining questions about the façade design, community connector path, parking arrangements, and other details that still needed to be addressed.

The applicants, Justin Booth and team, presented updates to their plans based on previous Commission feedback. Architect John Disbrow described efforts to accurately restore historic architectural elements of the depot building. Landscape architect Tim Shoemaker explained the site layout and outdoor spaces designed to create an inviting community gathering place.

The applicants addressed questions from commissioners about materials, window configurations, canopy designs, and other architectural details. They clarified the community connector path would remain publicly accessible. For parking, they noted agreements would be secured to utilize 29 total spaces on-site and on nearby properties.

Chair Sarawat opened the public hearing at 7:54 p.m.

- Don Sonen, owner of Chicane Restaurant at 885 Starkweather, expressed concerns about late-night noise from outdoor seating and inadequate parking.
- Mark Oppat of 253 Blanche supported the project but suggested improving a nearby alley and organizing additional parking in the area.
- Kristy Holmes of 633 Starkweather strongly supported approval, saying it would enhance Old Village.
- Ellen Elliott of 404 Irvin felt the plans did not fully meet historic preservation standards, particularly regarding the placement of the telegrapher's bay window.
- Joe Elliott of 404 Irvin finished Ms. Elliott's comments and stated the bay window did not have to be functional.
- Kyle Gomez of 850 Starkweather raised concerns about impacts on garage access for neighboring properties.
- Jan Waller of 1051 North Mill Street expressed support on behalf of the Old Village Association.
- Mike O'Shea, owner of property on 872 & 878 Starkweather, confirmed willingness to provide shared parking spaces on adjacent property.
- Ron Picard of 1373 Sheridan spoke in support of the project.
- Gail Owens of Canton spoke in support of the project.

Chair Saraswat closed the public hearing at 8:20 p.m.

The Commission deliberated on the nine PUD criteria. There was extensive discussion about historic preservation standards, parking requirements, circulation impacts, noise concerns, and other issues.

There was a recess from 9:08 p.m. to 9:16 p.m.

Hawthorne offered a motion, seconded by Scott, to grant preliminary PUD approval for PUD 24-02 at 900 Starkweather with the following conditions:

1. Address utility conditions per Carlisle Wortman recommendations
2. Provide updated public safety impact report per Carlisle Wortman recommendations
3. Submit final landscaping and lighting plans per Carlisle Wortman recommendations
4. Provide shared access agreements per the Carlisle Wortman recommendations
5. Obtain fire chief approval per Carlisle Wortman recommendations
6. Preserve historic character including gables, windows, and lighting
7. Obtain written agreements for 15 additional parking spaces within 300 feet, as a starting point, for a total of 30 spaces
8. Adhere to city ordinance on patio hours of operation
9. Provide further clarification on roll-up canopy for exterior patio

Bolhuis offered a friendly amendment that reference to a patio "ordinance" be changed to "policy".

Horstman offered a friendly amendment to ensure that the pedestrian pathway is listed in the PUD agreement and is provided in perpetuity.

Hawthorne and Scott agreed to the amendments.

Hawthorne restated the motion and added preservation of the north side bay window to #7. Scott seconded the motion. The conditions are as follows:

1. Address utility conditions per Carlisle Wortman recommendations
2. Provide updated public safety impact report per Carlisle Wortman recommendations
3. Submit final landscaping and lighting plans per Carlisle Wortman recommendations
4. Provide shared access agreements per the Carlisle Wortman recommendations
5. Obtain fire chief approval per Carlisle Wortman recommendations
6. Preserve historic character including gables, windows, lighting, and north side bay window
7. Obtain written agreements for 15 additional parking spaces within 300 feet, as a starting point, for a total of 30 spaces
8. Adhere to city policy on patio hours of operation
9. Provide further clarification on roll-up canopy for exterior patio
10. Develop a PUD agreement with performance guarantees for public access to the connector path in perpetuity

There was a roll call vote.

Yes: Rossie, Funk, Scott, Horstman, Hawthorne, Medaugh, Schroeder, Saraswat  
MOTION PASSED 8-0

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

- a. **SP25-02:** 995 W. Ann Arbor Trail, Change of use for a coffee shop/satellite TV studio. The property is zoned B-2, Central Business District.

Planning Consultant Sally Elmiger presented an overview of the proposed change of use for 995 W. Ann Arbor Trail to a coffee shop with a small TV broadcast studio and podcast room. She noted some outstanding questions about how the broadcast spaces would function, loading/unloading procedures, and façade changes.

Architect Joseph Philips and WDIV Vice President Bob Ellis presented details on the project. Ellis explained the space would primarily be a coffee shop to foster community conversations, with a small area for remote broadcasts and podcasting. They clarified there would be no satellite dishes or other external equipment needed. Philips described the building renovations, including replacing the existing sunroom with a new, similar structure. He addressed questions about loading, which would occur in the narrow driveway area during off-peak hours.

The Commission discussed the project, including parking requirements and a previous condition for EG Nick's to screen their dumpster which is shared by this property. They determined that the enforcement of the dumpster screening should be handled separately by the city.

Ellen Elliot of 404 Irvin spoke in support of the project.

Hawthorne offered a motion, seconded by Scott, to approve site plan SP25-02 for 995 W. Ann Arbor Trail as presented, with the condition that any new signage or exterior lighting changes be addressed administratively for compliance with city ordinances.

There was a roll call vote.

Yes: Rossie, Funk, Scott, Horstman, Hawthorne, Medaugh, Schroeder, Saraswat  
MOTION PASSED 8-0

b. 2025 Planning Commission Goals – Sub-Committees

The Commission briefly discussed forming two subcommittees - one for zoning ordinance amendments and one for the MSHDA Grants efforts. Volunteers were solicited for each group, with the Chair to follow up separately to schedule meeting times.

**9. REPORTS AND CORRESPONDENCE**

Commissioner Brock Minton welcomed Commissioner Rossie to the board. There were no other reports or correspondence.

**10. ADJOURNMENT**

Schroeder made a motion to adjourn. Hawthorne seconded. The motion carried unanimously. The meeting was adjourned at 10:16 p.m.

CITY OF PLYMOUTH  
 SITE PLAN REVIEW APPLICATION

MAY 20 2025

ITEM 8) a

Community Development Department  
 201 S. Main Street Plymouth, MI 48170  
 Ph. 734-453-1234 ext. 232  
 www.plymouthmi.gov

CITY OF PLYMOUTH  
 COMMUNITY DEVELOPMENT

I. Site/Project Information

|  |  |                                 |
|--|--|---------------------------------|
| Site Address<br>503 Amelia Plymouth MI                 | Current Zoning Classification<br>L2            | Date of Application<br>5/1/2025 |
| Name of Property Owner<br>Frank Hradil Residuary Trust | Phone Number<br>248-467-6922                   |                                 |
| Mailing Address<br>5160 Maltby Hills Road              | Email Address (Required)<br>mlhradil@yahoo.com |                                 |
| City<br>South Branch                                   | State<br>MI                                    | Zip Code<br>48761               |

II. Applicant and Contact Information

|  |                              |             |                   |        |
|--|------------------------------|-------------|-------------------|--------|
| Indicate Who the Applicant Is. If Property Owner, Skip to Section III. | Architect                    | Developer   | Engineer          | Lessee |
| Applicant/Company Name<br>Justin Pingston                              | Phone Number<br>734-474-4029 |             |                   |        |
| Applicant/Company Address<br>799 N Harvey St                           | City<br>Plymouth             | State<br>MI | Zip Code<br>48170 |        |
| Email Address (Required)<br>jbpingston@gmail.com                       |                              |             |                   |        |

III. Site Plan Designer and Contact Information

|   |                              |   |                   |  |
|---|------------------------------|---|-------------------|--|
| Site Plan Designer Company Name<br>Hartman Architects | Phone Number<br>248-258-5811 |   |                   |  |
| Company Address<br>6905 Telegraph Rd Suite 101        | City<br>Bloomfield Hills     | State<br>MI   | Zip Code<br>48301 |  |
| Registration Number                                   | Expiration Date              | Email Address (Required)<br>hartmanarchitects@ameritech.net |                   |  |

IV. Type of Project (Please Select All that Apply)

|                                     |                                       |                                   |  |   |   |
|-------------------------------------|---------------------------------------|-----------------------------------|--|---|---|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> New      | <input type="checkbox"/> Remodel         | <input checked="" type="checkbox"/> Change of Use | Is this project located in the Historic District?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Mixed Use  | <input type="checkbox"/> Industrial   | <input type="checkbox"/> Addition | <input type="checkbox"/> Interior Finish | <input type="checkbox"/> Special Land Use         |   |

V. Historic District

VI. Description of Work

|               |
|---------------|
| Change of Use |
|               |
|               |
|               |

**VII. Applicant Signature**

|  |                 |
|--|-----------------|
| Signature of Applicant<br><i>Austin Ringston</i> | Date<br>5/20/25 |
|--|-----------------|

**VIII. Property Owner Signature**

|  |                   |
|--|-------------------|
| Signature of Property Owner<br><i>Marcie Hadel</i> | Date<br>4/30/2025 |
|--|-------------------|

Subscribed and sworn before me this 30th day of April, 2025.

**LORI SHELLEY**  
 NOTARY PUBLIC, STATE OF MICHIGAN  
 COUNTY OF OGEMAW  
 MY COMMISSION EXPIRES, JUNE 17, 2027  
 ACTING IN OGEMAW COUNTY

Notary Public: Lori Shelley  
 My Commission expires: 6-17-2027

**For Office Use Only**

|  | YES/DATE | NO | N/A |
|--|----------|----|-----|
| 1. Pre-Application Meeting             |          |    |     |
| 2. Digital Copy of Application Package |          |    |     |
| 3. Public Hearing Notice               |          |    |     |
| 4. CWA Review                          |          |    |     |
| 5. Municipal Services Review           |          |    |     |
| 6. Fire Department Review              |          |    |     |
| 7. Engineering Review                  |          |    |     |

### BUSINESS NARRATIVE

THE BUSINESS USE IN THIS BUILDING WILL BE GENERAL OFFICE USE IN THE OFFICE CONFERENCE SPACES AND STORAGE IN THE WAREHOUSE AREA. EXPECTED OCCUPANT LOAD IN THE OFFICE AREA IS TWO OCCUPANTS WITH FIVE TO SIX PEOPLE ON OCCASION FOR MEETINGS. THERE ARE NO EMPLOYEES OR OCCUPANTS PLANNED FOR THE WAREHOUSE AREA.

### PARKING REQUIREMENTS

PER ZONING ORDINANCE :

OFFICES 503 AMELIA ST.  
PROFESSIONAL OFFICES, 2,315 GROSS SQ. FT.  
2,106 USABLE SQ. FT. / 300 SQ. FT = 7 SPACES

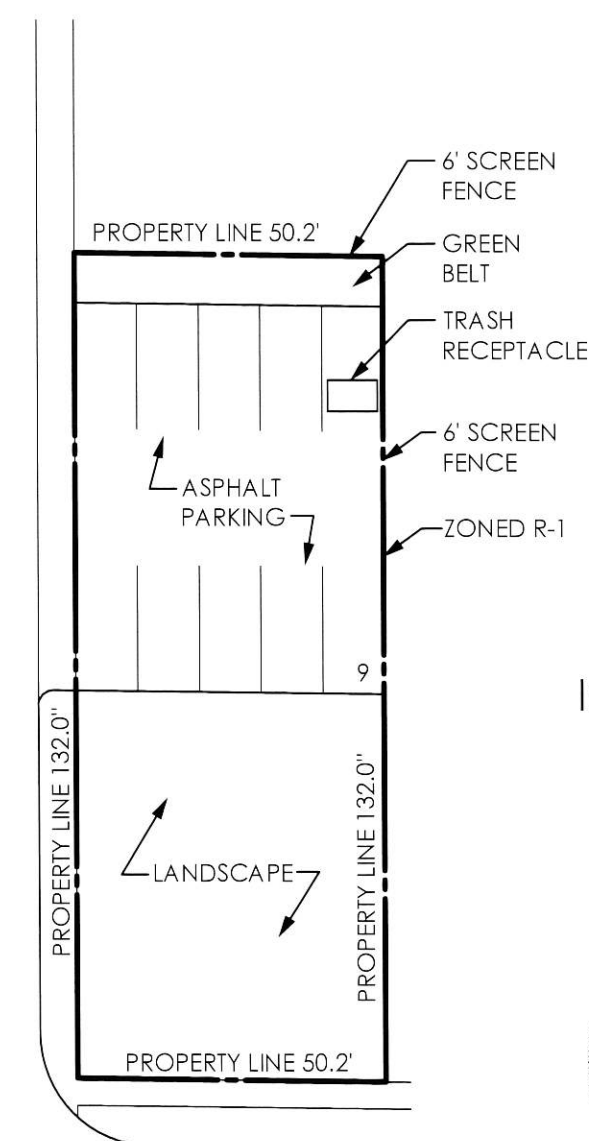
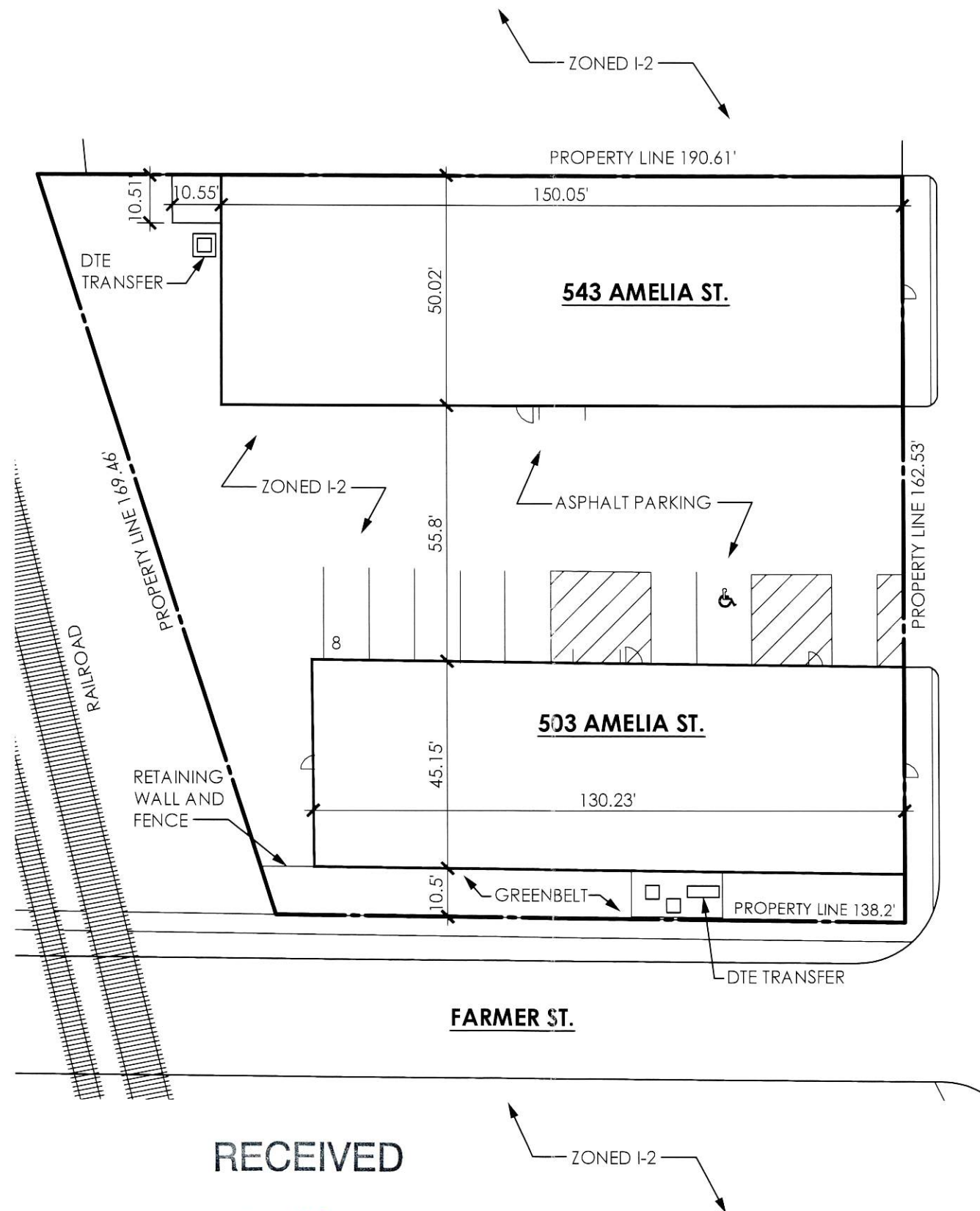
INDUSTRIAL 503 AMELIA ST.  
WAREHOUSE, 3161 GROSS SQ. FT.  
1 PER SHIFT = 1 SPACE

543 AMELIA ST.  
WAREHOUSE, 7529 GROSS SQ. FT.  
3 PER SHIFT = 3 SPACES

ESTIMATED TOTAL SPACES REQUIRED = 11 SPACES  
TOTAL SPACES PROVIDED ON-SITE = 17 SPACES

BARRIER FREE: 1 BARRIER FREE SPACE REQUIRED

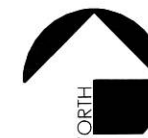
LOADING SPACES: 1 LOADING SPACE REQUIRED



RECEIVED

MAY 20 2025

CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT



### SITE PLAN

SCALE: 1" = 30'

SP25-03 503 Amelia  
Change of Use Rvw for: General  
Office/Warehouse storage  
PC Mtg 6/11/25



George J. Hartman  
Architects, P.C.

6905 Telegraph Road  
Suite 101  
Bloomfield Hills, MI 48301

248-258-5811 ph.  
hartmanarchitects@ameritech.net

Released For:

Site Plan April 22, 2025

\_\_\_\_\_

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Project:

### 503 Amelia Interior Office Renovation

503 Amelia St.  
Plymouth, MI 48170



*[Handwritten Signature]*

GHA Project #2511

A-1.0

2511 - Site Plan



George J. Hartman  
Architects, P.C.

6905 Telegraph Road  
Suite 101  
Bloomfield Hills, MI 48301

248-258-5811 ph.  
hartmanarchitects@amefftech.net

Released For:

Site Plan April 22, 2025

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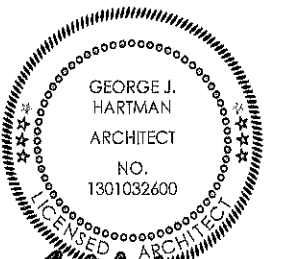
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Project:

503 Amelia  
Interior Office  
Renovation

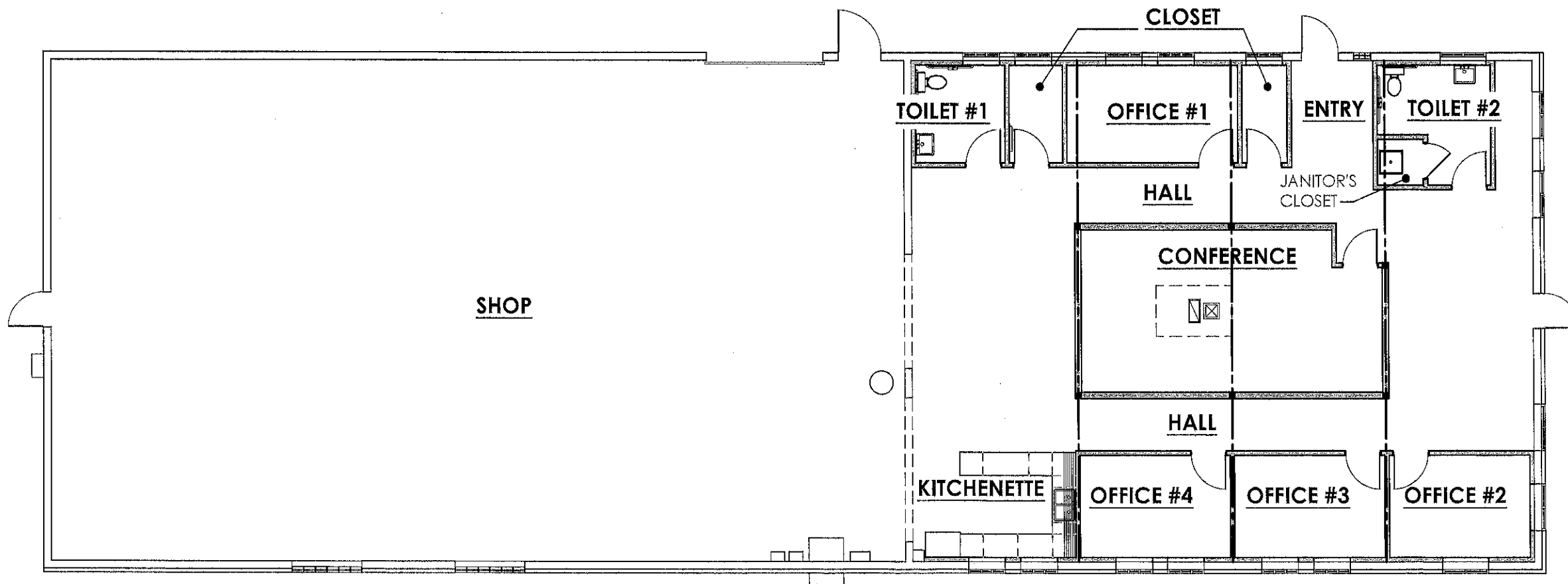
503 Amelia St.  
Plymouth, MI 48170



GHA Project #2511

A-2.0

2511 - Site Plan



FLOOR PLAN

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



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

Date: June 6, 2025

**Site Plan Review – Change of Use  
For  
Plymouth, Michigan**

**Applicant:** Justin Pingston  
799 N Harvey Street  
Plymouth, MI 48170

**Project Name:** 503 Amelia Change of Use

**Plan Date:** April 22, 2025

**Location:** 503 Amelia  
(Northwest corner of Farmer Street and Amelia Street)

**Zoning:** I-2 – Heavy Industrial District

**Action Requested:** Change of Use/Site Plan Approval

**Required Information:** Any deficiencies are noted in the report.

**PROJECT AND SITE DESCRIPTION**

The future tenant of 503 Amelia Street would like to establish a business called AVK Automation Inc., operating as a mix of general office and storage. The business is an electrical and mechanical installation business for large manufacturers. Four (4) offices and one (1) conference room will be utilized in addition to the large area labeled “Shop” to be used for storage (per the application). Additional warehouse storage will be available in the neighboring 543 Amelia building. Both professional offices and the storing of materials are permitted in the Heavy Industrial District.

Per the site plan, this parcel includes both 503 Amelia Street and 543 Amelia Street which will operate in conjunction with each other. Both buildings are one story, and no exterior changes are proposed to the site.

This review considers the change of use, per Sec. 78-242(10) in Article XX. - Site Plan Review.

An aerial of the subject site is shown in **Figure 1** on the next page.

**Figure 1. Subject Site**



Source: Near Map (April 17, 2025)

The applicant provided an email on June 5 explaining that the storage area will contain tools and materials for upcoming projects. The offices will be used for business operations activities.

**Items to be Addressed:** None.

**AREA, WIDTH, HEIGHT, SETBACKS**

The site must meet the minimum standards for the I-2 District, as stated in Section 78-190 and summarized in **Table 1** below:

**Table 1. I-2 Schedule of Regulations Summary**

|                    | Required | Provided |
|--------------------|----------|----------|
| <b>Setbacks</b>    |          |          |
| <b>Front:</b>      |          |          |
| Adj. Amelia Street | 50 ft.   | 0 ft.    |
| Adj. Farmer Street | 50 ft.   | 10.5 ft. |

**Table 1. I-2 Schedule of Regulations Summary, Continued.**

|                        | Required | Provided                 |
|------------------------|----------|--------------------------|
| <b>Side:</b>           |          |                          |
| Minimum                | 20 ft.   | N/A                      |
| Total of Two           | 40 ft.   | N/A                      |
| <b>Rear:</b>           |          |                          |
| Opposite Amelia Street | 20 ft.   | >10 ft. (see below)      |
| Opposite Farmer Street | 20 ft.   | Not provided (see below) |
| <b>Building Height</b> | 60 ft.   | 1 story                  |

**Front Setbacks:** The front setback along Farmer Street and the front setback along Amelia Street are both existing non-conformities and may remain so long as they are not expanded per Section 78-351.

**Rear Setbacks:** The rear setback opposite Amelia Street and the rear setback opposite Farmer Street are also both existing non-conformities and may remain so long as they are not expanded per Section 78-351.

No expansions are proposed at this time.

**Items to be Addressed: None.**

## PARKING, LOADING

Section 78-270 lists parking requirements for the proposed office and warehouse storage in the I-2 District. **Table 2** below summarizes the required and provided number of parking spaces for this site:

**Table 2. Parking Requirements**

|  | REQUIRED  | PROVIDED  |
|--|---|-----------|
| <b>Existing Uses:</b>  |   |           |
| Wholesale and warehouses establishments and related accessory offices (non-retail warehouse) | One (1) for every one (1) employee in the largest working shift, or one (1) for every 1,700 square feet of usable floor space, whichever is greater.<br><br>12,796 square feet / 1,700 square feet =<br><b>8 spaces</b> | 17 spaces |
| Barrier Free Space(s)  | 1 space   | 1 space   |
| Loading Space(s)   | 1 space   | 1 space   |

Parking requirements for warehouse storage are calculated from gross square feet rather than usable floor space. Per the June 5 email from the applicant, they stated that they will typically have one to three employees on site at a time.

**Dimensions.** By scaling the plans, it appears that the regular parking spaces on this site meet the minimum dimensional requirements, as does the barrier-free parking space. The parking lot between the buildings needs to be stripped to clearly delineate the regular and barrier-free parking spaces. We would recommend that this be a condition of any approval granted by the Planning Commission.

**Loading/Unloading.** The plans provide a loading space north of 503 Amelia. However, the applicant has not provided information on expected shipments and deliveries. How loading/unloading will be handled, expected frequency, and what types of trucks will be used should be described on the site plan.

**Items to be Addressed:** *1) Recommend conditioning any approval on the parking lot between buildings to be stripped to clearly delineate the regular and barrier-free parking spaces. 2) Applicant to provide description of how loading/unloading will be handled, expected frequency, and what types of trucks will be used should be added to the site plan.*

#### **SITE ACCESS AND CIRCULATION**

The site and both parking areas are accessed via passenger vehicles from Amelia St. Pedestrian traffic can reach this property via public sidewalks.

**Items to be Addressed:** *None.*

#### **LANDSCAPING, LIGHTING, SIGNAGE, WASTE RECEPTACLE**

The applicant is proposing a change of use and no modifications to the existing structures or site.

This property is an existing building and site, with nonconforming front and rear setbacks. For nonconforming sites, Sec. 78-351, *Non-Conforming Lots and Sites*, states that this section of the ordinance permits for re-use and improvements to these sites, and that compliance with the ordinance requirements be proportional to the improvements being made to the site. This section goes on to say that the Planning Commission may allow needed flexibility to encourage gradual site improvements.

**Table 3. Landscaping Requirements**

|   | REQUIRED  | PROVIDED                   |
|---|---|----------------------------|
| <b>Parking Lot Between Buildings</b><br><b>Approx. 8,145 s.f.</b><br><br><b>(See Streetview on next page)</b> | <b>Screening From Street:</b>   |                            |
|   | Landscaped strip of at least ten (10) feet  | None<br><b>(See Below)</b> |
|   | One (1) tree for every thirty (30) feet or fraction thereof of street frontage of the parking lot.    | None<br><b>(See Below)</b> |
|   | Five (5) shrubs for every thirty (30) feet or fraction thereof of street frontage of the parking lot. | None<br><b>(See Below)</b> |
|   | <b>Interior Parking Lot Landscaping:</b>  |                            |
|   | One (1) s.f. of landscaping per 15 s.f. of parking lot. (Min. 150 s.f. per area)                      | None<br><b>(See Below)</b> |
|   | One (1) deciduous tree per 300 s.f. landscaped area.  |                            |

**Figure 2. Streetview of Existing Parking Lot Between Buildings Abutting Amelia**



Source: Google Maps Streetview (Image Capture October 2024)

Given that this pavement exists, the new use will not modify the exterior of the buildings or site, and that installing landscaping will require pavement removal, we would consider the lack of landscaping on this site to be an existing non-conformity that may remain as is (as long as it is not expanded).

**Table 3. Landscaping Requirements**

|   | REQUIRED  | PROVIDED   |
|---|---|--|
| <b>Parking Lot East Side of Amelia<br/>Approx. 3,082 s.f.</b> | <b>Screening From Street:</b>   |  |
|   | Landscaped strip of at least ten (10) feet  | Amelia: None<br>Farmer: None<br><b>(See Below)</b> |
|   | One (1) tree for every thirty (30) feet or fraction thereof of street frontage of the parking lot.    | Ameila: None<br>Farmer: None<br><b>(See Below)</b> |
|   | Five (5) shrubs for every thirty (30) feet or fraction thereof of street frontage of the parking lot. | Amelia: None<br>Farmer: None<br><b>(See Below)</b> |

**Figure 3. Streetview of Existing Parking Lot East Side of Amelia (View from Amelia)**



Source: Google Maps Streetview (Image Capture October 2024)

**Figure 4. Streetview of Existing Parking Lot East Side of Amelia (View from Farmer)**



Source: Google Maps Streetview (Image Capture October 2024)

This parking lot also has no landscaping. However, an opportunity exists to screen this lot from Farmer St. The Farmer Street frontage is 50-feet-wide, which would require two (2) deciduous trees (min. 2.5" caliper) and 10 shrubs (min. 30" height). We recommend any approval of this project be conditioned upon the applicant installing the landscape screen along the edge of the parking lot that is visible from Farmer St.

Since this parking lot is less than 5,000 s.f., the "interior" parking lot landscaping requirements do not apply.

### **Lighting**

Regarding lighting, if any new exterior light fixtures are proposed, they will need to conform to Sec. 78-204, *Exterior Lighting*. We defer evaluation of the exterior building lighting to the Building Official.

### **Signage**

Information regarding new signage for the professional office and warehouse storage has not been provided. Any new exterior signage will require a sign permit, and conformance with Article XIX of the zoning ordinance. We defer evaluation of signage to the Building Official.

### **Waste Receptacle**

The existing dumpster is unscreened and located directly next to a residential duplex. Sec. 78-351(e) states that whenever modifications are proposed, or any expansion to the building or site proposed, then required screening walls for waste receptacles, fencing of outdoor storage, or screening from adjacent residential uses shall be provided. This dumpster is clearly visible from Amelia and Farmer, and its likely that a trash hauler disturbs the nearby residential neighbors when it is emptied. While the ordinance requires a dumpster screen, the same goals could be achieved by moving the dumpster from this location to the rear of the paved area between buildings on the west side of Amelia. We recommend this be a condition of any approval for this project.

**Items to be Addressed:** *1) Recommend conditioning any approval on installation of two (2) deciduous trees and 10 shrubs that meet minimum size requirements of the ordinance to screen the southern edge of the parking lot on the east side of Amelia from view of Farmer St. 2) Defer evaluation of site lighting (if any new exterior light fixtures are proposed) and new signage to Building Official. 3) Recommend conditioning any approval on moving the dumpster from the parking lot on the east side of Amelia (currently next to the residential duplex) to the rear of the large expanse of pavement between the two buildings on the west side of Amelia.*

## **FLOOR PLAN AND ELEVATIONS**

The submission includes floor plans for 503 Amelia which includes four (4) office spaces, a conference room, two (2) bathrooms, and a kitchenette in addition to the storage area located at the west end of the building. Floor plans for 543 Amelia have not been provided but is planned for warehouse storage.

Dimensional elevations are not provided. As modifications to the exterior are not proposed, dimensioned elevations of the exterior of the building are not required.

**Items to be Addressed:** *None.*

## RECOMMENDATIONS

The proposed uses are permitted uses in this district and their functioning are expected to mix well with other uses along this street.

### Additional Information

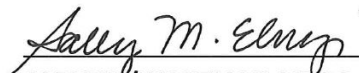
The applicant should provide the following information before the Planning Commission makes any decisions about the proposal:

- 1) Description of how loading/unloading will be handled, expected frequency, and what types of trucks will be used on the site plan.

### Recommended Conditions

If the information provided above is satisfactory to the Planning Commission, we recommend Site Plan/Change of Use approval, conditioned upon the following:

- 1) The parking lot between buildings is stripped to clearly delineate the regular and barrier-free parking spaces.
- 2) Installation of two (2) deciduous shade trees and 10 shrubs (that meet minimum size requirements of the ordinance) to screen the southern edge of the parking lot on the east side of Amelia from view of Farmer St.
- 3) Building Official to confirm that any new site lighting and signage are compliant with the relevant ordinances.
- 4) The existing dumpster is relocated from the parking lot on the east side of Amelia (currently next to the residential duplex) to the back of the large expanse of pavement between the two buildings on the west side of Amelia so that it is out of view from the street.

  
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