

CITY OF SOUTHGATE PLANNING COMMISSION AGENDA

MONDAY, January 13th, 2025

6:30 pm – Informal Planning Commission/Work Study Meeting

7:00 pm – Regular Planning Commission Meeting

I. CALL TO ORDER

II. ROLL CALL

Anderson, Clark, Codrington, Godbout, Moul, Nemeth, Orman, Wilson, Yoos

III. MINUTES

1. Minutes of regular Planning Commission Meeting date November 18th,
2024

IV. ADMINISTRATIVE REPORTS

V. PUBLIC HEARINGS / NEW BUSINESS

1. Site plan review for proposed coffee shop, 12554 Fort Street
2. Master Plan update
3. Election of Officers

VI. OLD BUSINESS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

City of Southgate

Planning Commission Meeting

November 18, 2024

This meeting of the Planning Commission was held in the Municipal Caucus Room, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, November 18, 2024 and called to order by Chairman James Yoos, at 6:30 p.m.

PRESENT: James Yoos, Mark Nemeth, Andrew Moul, Jerry Orman, Eric Codrington,
Linda Clark, Leticia Wilson, Chad Godbout

ABSENT: Patricia Anderson (excused)

ALSO PRESENT: City Planner Joe Pezzotti, City Administrator, Dan Marsh, Building Inspections
Director Tim Leach, City Attorneys, Ed Zelenak, Amelia Zelenak, Council Member
Ayres-Reiss

Minutes:

Moved by Codrington, supported by Orman, that the minutes of the Planning Commission Meeting dated September 9, 2024 be approved. MOTION APPROVED UNANIMOUSLY.

Moved by Clark, supported by Orman, that the minutes of the Planning Commission Meeting dated October 14, 2024 be approved. MOTION APPROVED UNANIMOUSLY.

Administrative Reports:

City Administrator Marsh stated the Southgate Towers Project is progressing nicely.

New Business:

Discussion held on updating the Master Plan. A copy of the 2011 Master Plan will be available for review. Will discuss further at the meeting in January.

Adjournment:

Moved by Wilson, supported by Clark, that this meeting of the Planning Commission be adjourned at 6:57 p.m. MOTION APPROVED UNANIMOUSLY.

James Yoos
Chairman, Planning Commission
as

RETURN TO:
Clerk's Office
City of Southgate
14400 Dix-Toledo
Southgate, MI 48195

Case No. PC 02-2025Date Received 12.13.2024

CITY OF SOUTHGATE APPLICATION FOR PLANNING COMMISSION REVIEW

Concerning a request to be heard before the Southgate Planning Commission on the following:

TO BE COMPLETED BY THE APPLICANT:

Owner/Applicant	Agent
Name <u>AHMAD IBRAHIM</u>	Name <u>MA DESIGNERS INC.</u>
Address <u>42591 Collingham Ct. Canton, MI</u>	Address <u>ALEX</u>
<u>CANTON</u> <u>MI</u> <u>48187</u>	<u>5710 ROWLE CIRCLE</u>
(City) (State) (Zip)	<u>DEARBORN HIGHTS MI 48127</u>
	(City) (State) (Zip)
Telephone <u>313-585-6368</u>	Telephone <u>313-995-1515</u>

Information regarding the site:

MADESIGN19@YAHOO.COM

Street Address: 12554 FORT. ST.Major Cross Streets: WARD & FORT

Parcel / Lot No.: _____

Acreage: .25 Dimensions of Parcel / Lot: 140' x 100' Frontage: 110.0'Current Zoning (please circle): RE R-1 R-1A R-1B RM RO C-1 C-2 C-3 M-1 MH PD P-1Current Use: AUTO DETAIL SHOP

Requested action:

☐ Rezoning Requested District: _____

☒ Conditional Use Approval Requested Use: _____

☐ Site Plan Review

☐ Plat Review

☐ Other
Please Specify _____

Information regarding request:
I hereby request a hearing before this body to:

(Please supply detailed information. For example, why you are requesting the proposed action, a complete description of the project, how the request is compatible with adjacent land uses and zoning districts, how the request is in compliance with the goals, policies, and future land use plan of the City of Southgate Master Plan, any information you feel is pertinent to your application, etc. Feel free to attach additional documents to this application if it will help describe your project or if you need more room than is provided below.)

PROPOSED NEW COFFEE SHOP

A SKETCH CLEARLY DEPICTING THE REQUEST MUST BE ATTACHED TO THIS APPLICATION FOR IT TO BE VALID. FOR SITE PLAN REVIEW, A SITE PLAN MEETING THE REQUIREMENTS OF SECTION 1298.07 MUST BE ATTACHED.

The Applicant / Agent must appear before the Planning Commission on JANUARY 13, 2025
(Date)

THE OWNER OF THE PROPERTY DESCRIBED ON THIS APPLICATION AND THAT ALL STATEMENTS HEREIN AND IN THE DOCUMENTS SUBMITTED ARE TRUE.

Signature – Owner / Agent: [Signature] Date: 12-13-2024

To review your application properly, Planning Commission members may need access to the property in question. Please initial if permission is given for property access. INITIALS AS

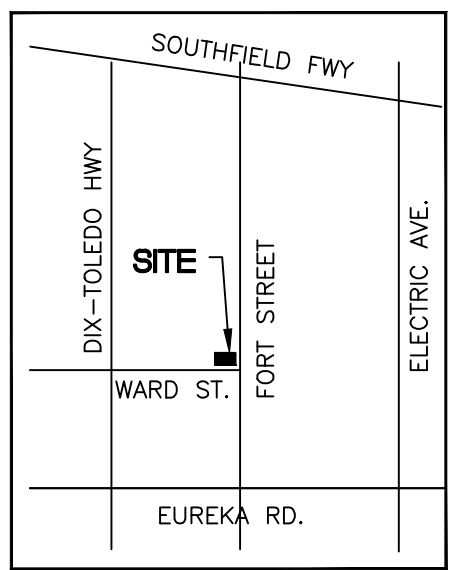
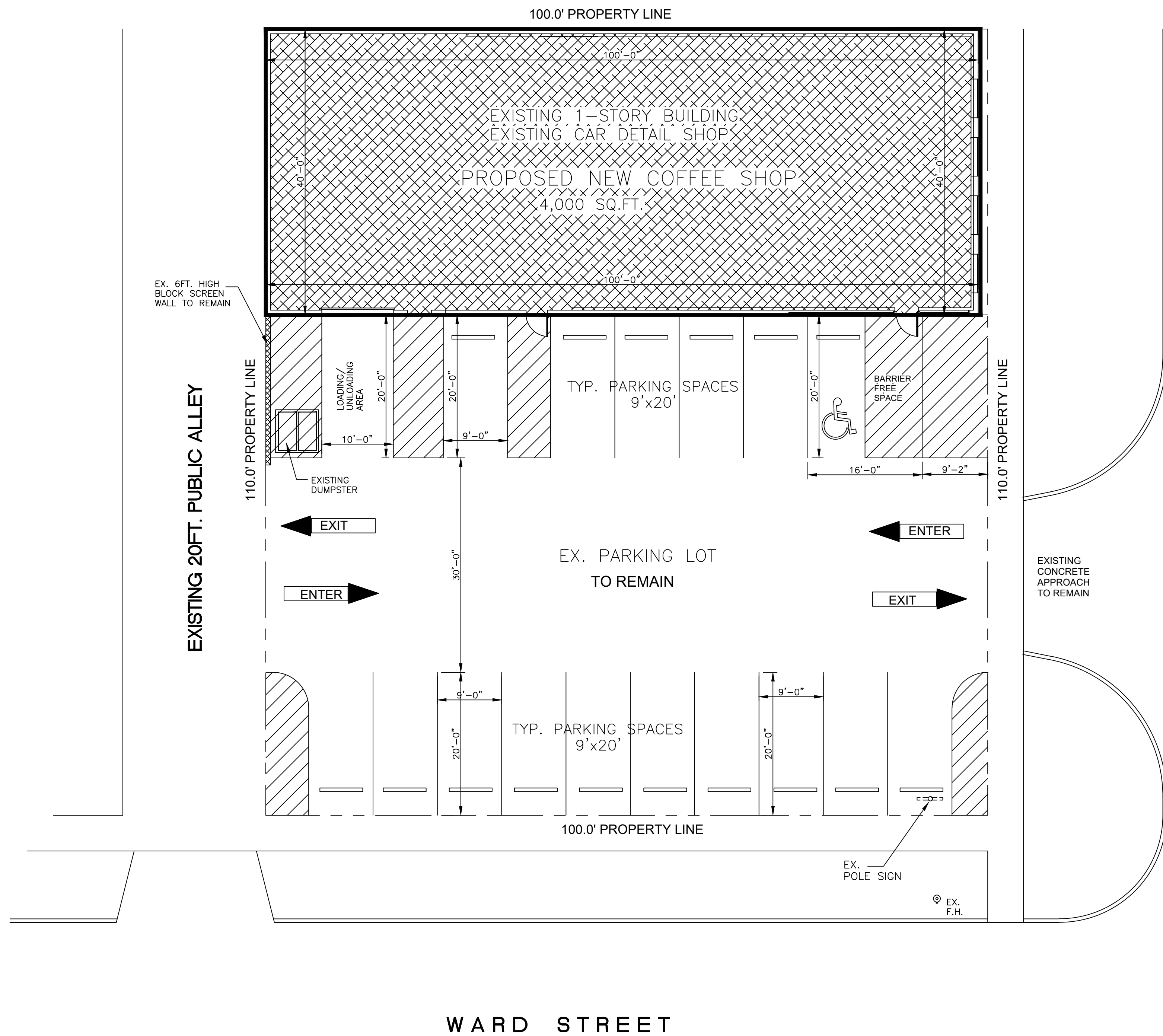
Fees must be paid at the same time this application is submitted to the City.

OFFICE USE:

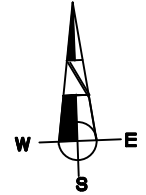
Date Received: _____ Received By: _____
(Staff's Name)

Fee Charged: _____

Check No.: _____ Receipt No.: _____



KEY PLAN



SITE DATA

TOTAL SITE AREA	11,000 SQ.FT.
EXISTING 1-STORY BUILDING AREA	4,000 SQ.FT.
USE GROUP =	A2
CONSTRUCTION TYPE =	IIB
PARKING SPACES REQUIRED	
COFFEE SHOP =	4,000 SQ.FT. x .8 = 3200/200 = 16
REQUIRED PARKING SPACES =	16 SPACES
EXISTING PARKING SPACES =	16 SPACES
TYP. PARKING DIM.	9'-0" x 20'-0" (15)
H.C. PARKING SPACE (B.F.)	16' x 20' (MIN) (1)

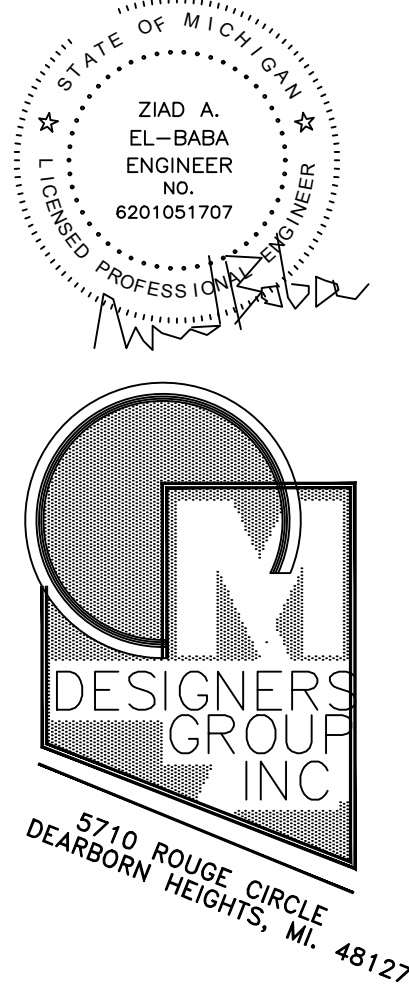
SITE NOTES

- ALL CONSTRUCTION SHALL CONFORM THE CURRENT STANDARDS AND SPECIFICATIONS OF CITY OF SOUTHGATE.
BUILDING TO BE DESIGNED IN ACCORDANCE WITH STATE OF MICHIGAN CONSTRUCTION CODE 2015 MICHIGAN BUILDING CODE.
- HANDICAPPED PARKING SHALL BE IDENTIFIED WITH THE INTERNATIONAL SYMBOL.
- THE CONTRACTOR SHALL NOTIFY "MISS DIG" AT LEAST 72 HOURS BEFORE CONSTRUCTION START.
- NO TOXIC HAZARDOUS OR EXPLOSIVE MATERIAL SHALL BE STORED ON SITE.
- ALL PARKING STRIPING TO BE PAINTED YELLOW PER CITY STANDARDS.
- ALL UTILITIES SHOWN ARE APPROXIMATE.
- PARKING SPACES SHALL BE (9'-0"x20'-0") U.N.O.
BARRIAR FREE (16'-0"x20'-0")
- ALL EXISTING CURBS TO REMAIN NOT TO BE DISTURBED.



EXISTING SITE PLAN

SCALE 1"=10'



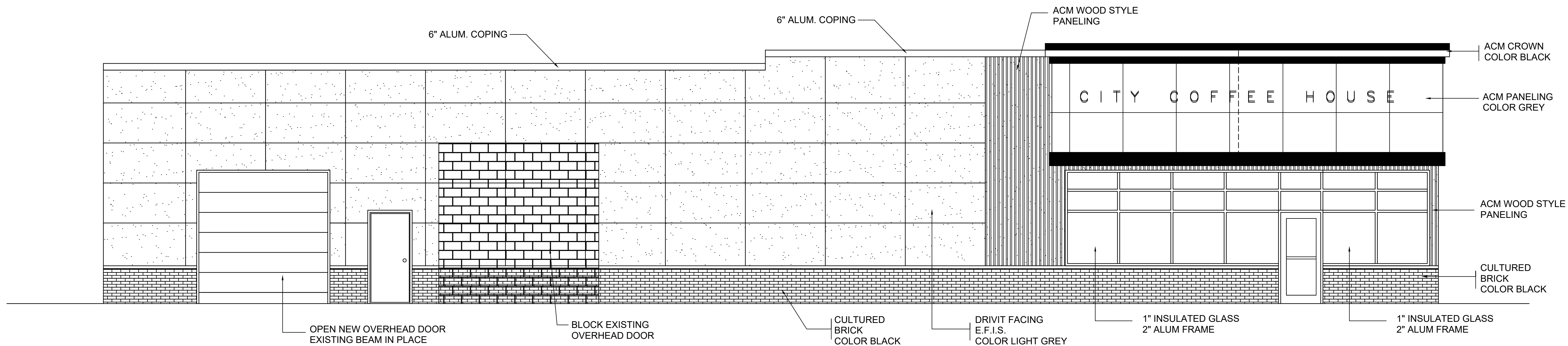
(313)995-1515
MADESIGN19@YAHOO.COM

PROJECT NO.: 12102024
FILE NAME: FORT-COFFEE-A1

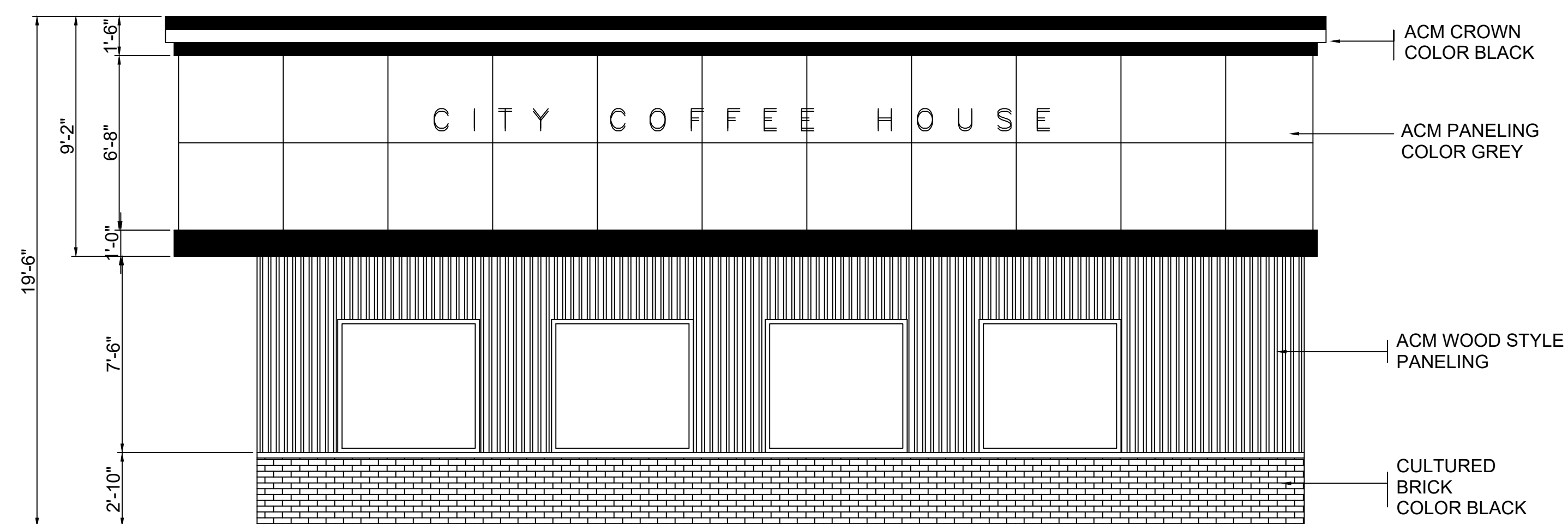
PROJECT NAME: PROPOSED NEW COFFEE SHOP
INSIDE EXISTING 1-STORY BUILDING
12638-58 FORT ST., SOUTHGATE, MICHIGAN
OWNER: CITY COFFEE HOUSE
1238-58 FORT STREET
SOUTHGATE, MICHIGAN

DRAWN BY: AR
CHECKED BY: HS
DATE PLOTTED: 12-10-2024
DATE SUBMITTED: 12-10-2024
REVISIONS:

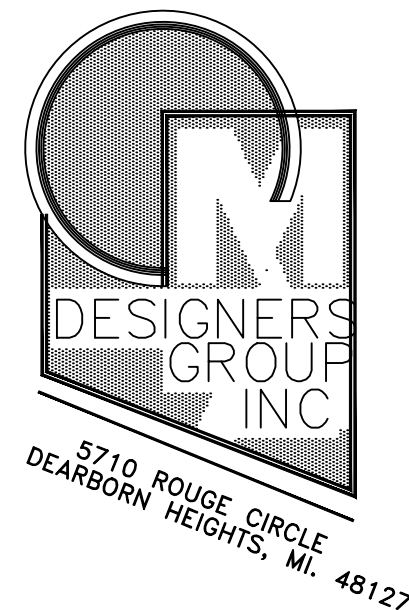
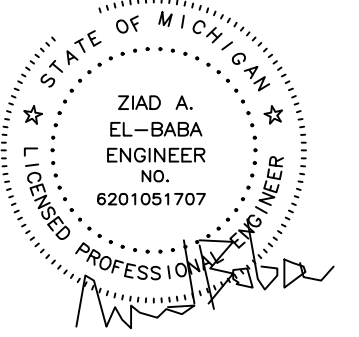
SHEET NO.: SP-1



PROPOSED SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



PROPOSED EAST ELEVATION
SCALE: 1/4" = 1'-0"



(313)995-1515
MADESIGN19@YAHOO.COM

PROJECT NO.: 12102024
FILE NAME: FORT-COFFEE-A1

PROJECT NAME: PROPOSED NEW COFFEE SHOP
INSIDE EXISTING 1-STORY BUILDING
12638-58 FORT ST., SOUTHGATE, MICHIGAN
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SOUTHGATE, MICHIGAN

DRAWN BY: AR
CHECKED BY: HS
DATE PLOTTED: 12-10-2024
DATE SUBMITTED: 12-10-2024

REVISIONS:

NO.	DESCRIPTION

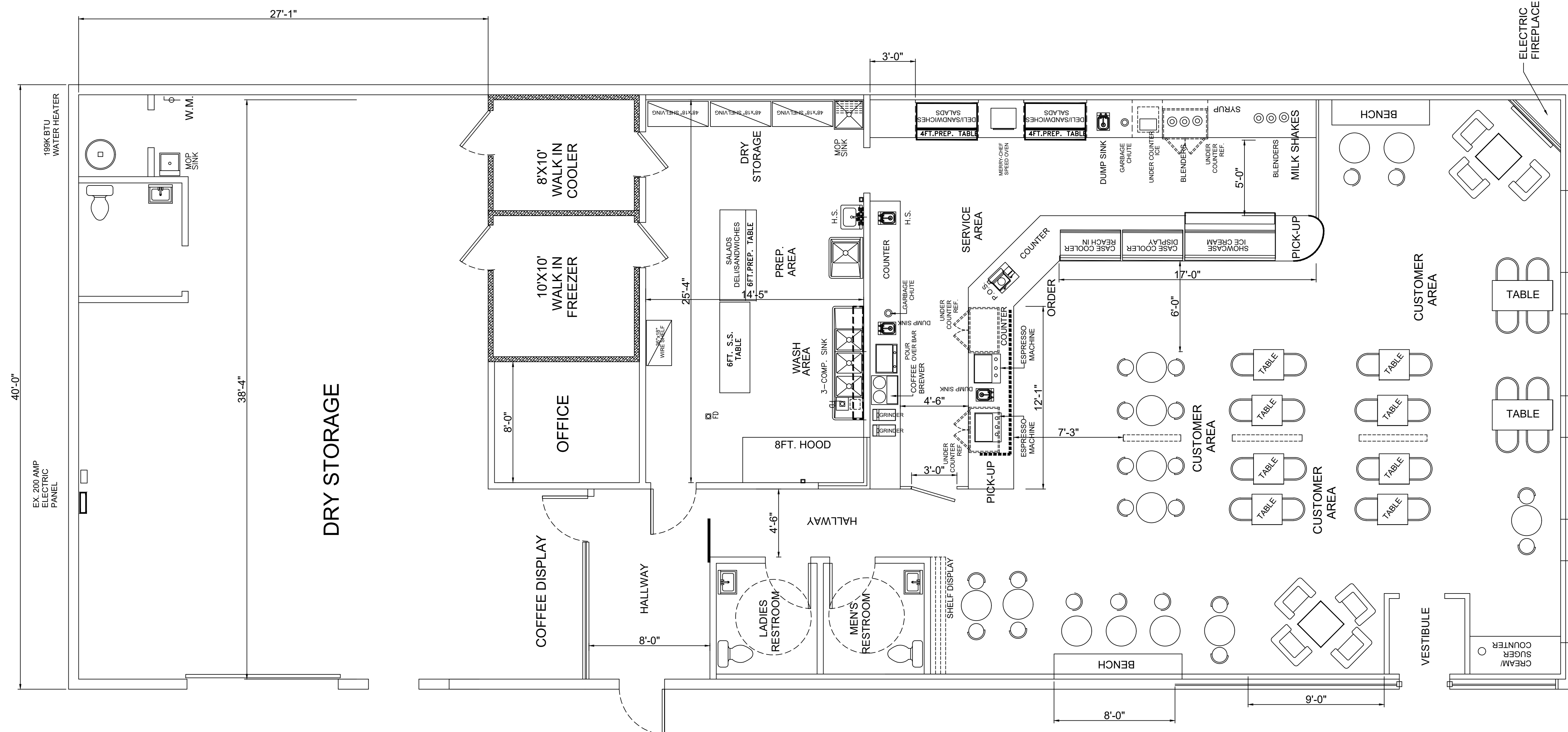
SHEET NO.: A-2



CITY & COFFEEHOUSE
ARTISAN ROASTED COFFEE • 189.1898



CITY & COFFEEHOUSE
ARTISAN ROASTED COFFEE • 189.1898



USE GROUP :	A2
CONSTRUCTION TYPE :	II B
NEW COFFEE SHOP AREA:	4,000 S.F. (1 STORY)
OCCUPANT LOAD:	
COFFEE SHOP AREA: 4,000/100	= 40

[illegible][illegible]



Carlisle | Wortman
ASSOCIATES, INC.

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

December 18, 2024

Special Condition & Site Plan Review

City of Southgate, Michigan

APPLICANT: Ahmad Ibrahim

ADDRESS: 42591 Collingham Ct
Canton, MI 48187

PARCEL ADDRESS/ID: 12554 Fort St
53-001-04-0173-000

CURRENT ZONING: C-1, Community Business

ACTION REQUESTED: Special Condition Review

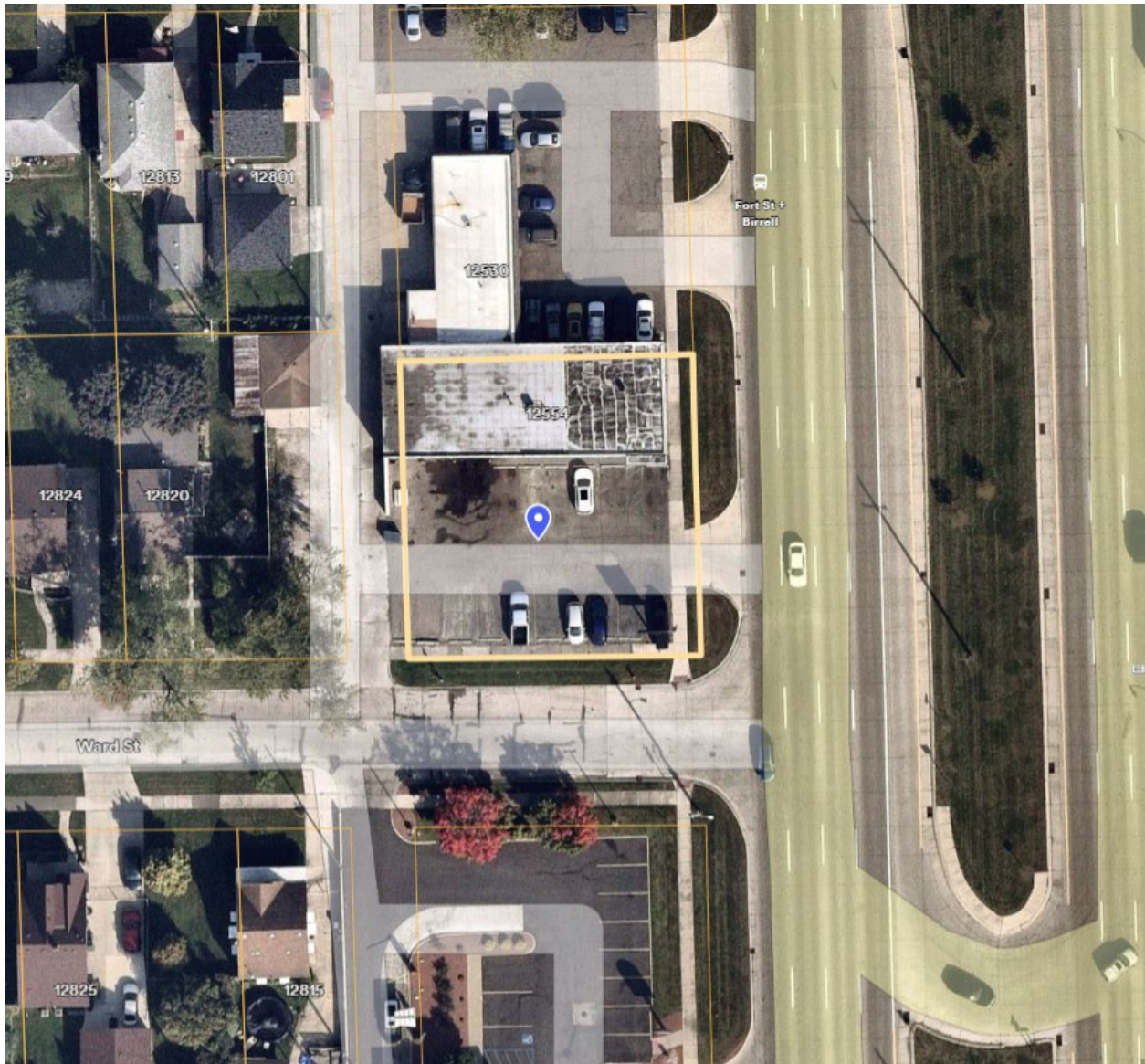
PROJECT AND SITE DESCRIPTION

An application was received to rehabilitate an existing auto detail shop located on the corner of Fort Street and Ward Street. The applicant is requesting to renovate the existing building into a public coffee shop establishment. The property is approximately 0.25 acres in size. The parcel is currently zoned C-1, Community Business where coffee shops are a permitted use within the district, subject to special conditions that require approval by the Planning Commission via a public hearing.

Access is proposed directly off two access drives, one along Fort Street and the other along Ward Street, which uses the existing public alley. The proposed site layout does not include any major changes to the existing parking lot or parking space arrangement. The provided site plan indicates a remodel of the interior space and the restriping of parking spaces within the existing parking lot, intended for two-way traffic.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

Figure 1. Aerial View of Property



Source: Nearmap, aerial photo date October 7, 2024

AREA, WIDTH, HEIGHT, SETBACKS

The new project will make use of the existing auto detail building, and no footprint changes are proposed. The table below shows the C-1 District area requirements based on the Schedule of Regulations per Section 1298.01:

	Required	Provided	Meets Requirement
Lot Area	N/A*	0.25	Yes
Lot Width	N/A*	100 feet	Yes
Setbacks			
Front	25 feet	0 feet (Fort) 70 feet (Ward)	Yes

Side	20 feet	0 feet	Yes
Rear	20 feet	20 feet (alley)**	Yes
Lot Coverage	N/A*	36%	Yes
Building Height	1 story, 20 feet	1 story, 19.5 feet	Yes

*Per footnote (f), “the minimum lot area and width and the maximum percent of lot coverage shall be determined on the basis of off-street parking and loading, greenbelt screening, yard setback or usable open space requirements as set forth in this Zoning Code.”

**Section 1298.01(j) allows the right-of-way width of an alley to serve as the rear yard setback.

Items to be Addressed: None.

ZONING AND LAND USE

Surrounding zoning and existing land uses are summarized in the table below.

Table 2. Zoning and Land Use

	Existing Land Use	Surrounding Zoning
Site	• Auto detail shop	C-1, Community Business
North	• Auto repair shop	C-2, General Business
East	• Office establishments	City of Wyandotte, O-S, Office Service
West	• Single-family homes	R-1B, One-Family Residential
South	• Taco Bell	C-2, General Business

Items to be Addressed: None.

BUILDING LOCATION AND SITE ARRANGEMENT

The proposed coffee shop will be located in the existing auto detail building located on the northern portion of the site. An existing parking lot makes up the southern portion of the site. A dumpster is located on the southwest corner of the building, with the existing screening wall remaining as is. A freestanding sign is also located on the southeast corner of the site which is also indicated to remain.

Items to be Addressed: None.

PARKING, LOADING

Eating establishments for sale and consumption on the premises of beverages, food or refreshments, except those serving alcoholic beverages are required to provide one space for each 75 square feet of usable floor area. Area intended for storage is not counted in this calculation.

Based on approximately 2,800 square feet of usable floor area, thirty-seven (37) parking spaces including two (2) barrier free spaces are required. Sixteen (16) spaces including one (1) barrier free space are proposed using the existing parking lot.

A summary of parking and loading requirements per section 1292.02 is located within the table below.

	Requirement	No. of Spaces Required & Other	No. Spaces Provided & Other	Meets Requirement
Off-street parking spaces	one space for each 75 square feet of usable floor area	37 spaces	15 spaces	No
Barrier Free	2 spaces per 26-50 parking spaces	2 spaces	1 space	No
Maneuvering Lane Width	22 feet	-	30 feet	Yes
Size of parking space/width & length	Length – 19 feet Width – 10 feet	-	Length – 20 feet Width – 9 feet	No
Loading spaces	10 sf per 1 foot of building frontage	1400 sf	1 space, 200 sf	Yes

Section 1292.03 requires parking space dimensions for 90-degree parking to measure at least 10x19 feet. Current plans show a width of nine (9) feet, which does not meet ordinance requirements. A two-way Maneuvering Lane width of thirty (30) feet has been provided, meeting requirements. A loading space adjacent to the dumpster enclosure has been provided, and while the square footage does not meet the required amount, we are comfortable with the provided space to meet this requirement.

A variance through the City’s Board of Zoning Appeals will need to be obtained for the proposed number of parking spaces and space dimensions.

Items to be Addressed: Obtain variance from Board of Zoning Appeals for proposed parking layout.

SITE ACCESS AND CIRCULATION

Site Access: The coffee shop will be accessed via two (2) existing access approaches, with one along Fort Street and the other on Ward Street. Please note any work performed in the Fort Street right of way will require MDOT approval, and any work in the Ward Street right of way will require City approval.

Circulation: Maneuvering lane widths are based on the angle of parking spaces, in this case 90-degree spaces are proposed, where maneuvering lanes are required to be twenty-two (22) ft. in width. As mentioned previously, the proposed thirty (30) foot wide maneuvering lane meets ordinance requirements.

Waste/Dumpster Enclosure: A dumpster enclosure is proposed on the southwest corner of the building. Site plans will need to be submitted to the City Fire Department for review to ensure the department is comfortable with access throughout the site.

Items to be Addressed: 1) Confirm if any work is to be conducted in road rights-of-way and receive proper approval. 2) Submit plans to Fire Department for review.

UTILITIES

A utility plan for the site has not yet been provided. We ask the applicant to clarify if any changes to existing utilities are proposed. If so, we defer further review of all proposed utilities to the City Engineer for approval once plans have been submitted. If not, Engineer approval would not be required, however we recommend the applicant confirm the condition of existing utilities with the Department of Public Services.

Items to be Addressed: *Provide utility plan for City Engineer approval if changes are proposed.*

LANDSCAPING

A landscape plan has not been provided. Section 1298.09 states “Development which occurs in a nonresidential district shall provide, in addition to any existing or proposed street right of way, at least ten percent of the net site area (exclusive of buildings, off-street parking areas, etc.) as landscaped open space.” Current plans do not include this calculation.

Section 1298.09 also states a landscape plan shall consist of planting cross-section details, as well as planting size and spacing dimensions. The proposed method of irrigation to be used for the site will also need to be provided.

Items to be Addressed: *1) Provide landscape plan 2) Provide landscaping materials to meet 10% area calculation. 3) Provide method of irrigation.*

EXTERIOR LIGHTING

A photometric plan has not been provided. We ask the applicant to provide more information regarding proposed exterior lighting. All forms of lighting shall be down shielded, and any proposed pole lighting shall not exceed twenty (20) feet.

Items to be Addressed: *Provide lighting plan.*

SIGNS

Current plans indicate an existing pole mounted sign on site is intended to remain. Please note any signage change will require a submitted and approved application through the City Building Department before installation can occur.

Items to be Addressed: *Obtain Building Department approval for proposed signage.*

FLOOR PLAN AND ELEVATIONS

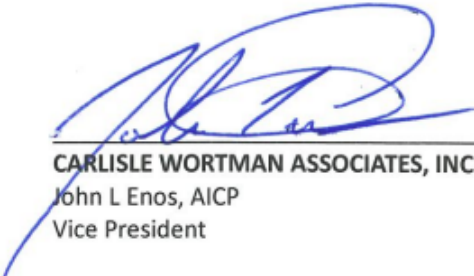
Dimensioned Floor plans and elevations of all buildings have been provided. The proposed exterior building renovation will need to consist of Building Department approved materials, and uniform architectural design and materials are present on all sides of the building.

Items to be Addressed: *Building Department approval of proposed building materials.*

RECOMMENDATION

Based on the information provided, we recommend the presented site plan for the proposed coffee shop be tabled for a further date to allow the applicant time to seek a variance from the Board of Zoning Appeals for the proposed parking layout while also providing the items below.

1. Obtain variance from Board of Zoning Appeals for proposed parking layout.
2. Confirm if any work is to be conducted in road rights-of-way and receive proper approval.
3. Submit plans to Fire Department for review.
4. Provide utility plan for City Engineer approval if changes are proposed.
5. Provide landscape plan.
6. Provide landscaping materials to meet 10% area calculation.
7. Provide method of irrigation.
8. Provide lighting plan.
9. Obtain Building Department approval for proposed signage.
10. Building Department approval of proposed building materials.



CARLISLE WORTMAN ASSOCIATES, INC.
John L. Enos, AICP
Vice President



CARLISLE WORTMAN ASSOCIATES, INC.
Joe Pezzotti
Community Planner