

**CITY OF MT. MORRIS  
PLANNING COMMISSION AGENDA  
March 17<sup>th</sup>, 2025  
6:30 p.m.**

- 1. MEETING CALLED TO ORDER:** Chairperson Sara Black.
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** Approval of January 21<sup>st</sup>,2025 regular meeting minutes.
- 5. COMMUNICATIONS:**  
None.
- 6. PUBLIC COMMENT:**
- 7. UNFINISHED BUSINESS:**
  - a. None
- 8. NEW BUSINESS:**
  - a. Action on site plans for 11725 N. Saginaw
- 9. PUBLIC COMMENT:**
- 10. UPDATES:**
- 11. PLANNING COMMISSION COMMENTS:**
- 12. ADJOURNMENT:**

**PLEASE BE COURTEOUS TO OTHERS  
SILENCE ALL CELL PHONES & OTHER DEVICES PRIOR TO THE MEETING**

**CITY OF MT MORRIS  
PLANNING COMMISSION  
January 21<sup>st</sup>, 2025**

At **6:30 p.m.**, City Manager/Clerk Spencer Lewis called the Planning Commission Meeting to Order.

**PRESENT:** Melissa Neuwirth, City Manager/Clerk Spencer Lewis, Yusef Harrold, Andrew Sorensen, Wayne Walter and Mayor Sara Dubey.

**ABSENT:** Sara Black.

**OTHERS:** None.

**ROLL CALL:**

None.

**ELECTION OF CHAIRMAN AND OATH OF OFFICE:**

City Manager/Clerk Spencer Lewis opened the floor for nominations for the Election of Chairman to the Planning Commission at 6:34 p.m.

A motion was made by Wayne Walter, and seconded by Spencer Lewis to nominate Sara Black as Chairperson to the Planning Commission.

With no further nominations the floor was closed for nominations for the Election of Chairman at 6:35 p.m.

Vote for the Election of Sara Black as Chairperson to the Planning Commission:

All Ayes.

Motion Carried.

**ELECTION OF VICE-CHAIRMAN AND OATH OF OFFICE:**

City Manager/Clerk Spencer Lewis opened the floor for nominations for the Election of Vice-Chairperson to the Planning Commission at 6:35 p.m.

A motion was made by Mayor Sara Dubey, seconded by Wayne Walter to nominate Yusef Harrold as Vice-Chairperson to the Planning Commission.

With no further nominations, City Manager/Clerk Spencer Lewis closed the floor for nominations for the Election of Vice-Chairperson to the Planning Commission at 6:36 p.m.

Vote for the Election of Yusef Harrold as Vice-Chairman to the Planning Commission.

All Ayes.

Motion carried.

Yusef Harrold was sworn in as Vice-Chairperson of the Planning Commission for 2025 by City Manager/Clerk Spencer Lewis.

**ELECTION OF SECRETARY AND OATH OF OFFICE:**

City Manager/Clerk Spencer Lewis opened the floor for nominations for the Election of Secretary to the Planning Commission at 6:37 p.m.

A motion was made by Mayor Sara Dubey, seconded by Wayne Walter to nominate Melissa Neuwirth as Secretary to the Planning Commission.

With no further nominations City Manager/Clerk Spencer Lewis closed the floor for nominations for the Election of Secretary to the Planning Commission at 6:37 p.m.

Vote for Election of Melissa Neuwirth as Secretary to the Planning Commission.

Planning Commission  
January 21<sup>st</sup>, 2025.  
Page Two.

All Ayes.  
Motion carried.

Melissa Neuwirth was sworn in as Secretary to the Planning Commission for 2025 by City Manager/Clerk Spencer Lewis.

**APPROVAL OF AGENDA:**

A motion was made by Yusef Harrold, seconded by Andrew Sorensen to approve the agenda.

All Ayes.  
Motion Carried.

**APPROVAL OF MINUTES:**

A motion was made by City Manager/Clerk Spencer Lewis, seconded by Mayor Sara Dubey to approve the minutes of the regular meeting held on July 15<sup>th</sup>, 2024.

All ayes.  
Motion carried.

**COMMUNICATIONS:**

None.

**PUBLIC COMMENT:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**a. RESOLUTION 25-01A: Planning Commission Meeting Dates for 2025.**

A motion was made by Melissa Neuwirth, and seconded by Andrew Sorensen to approve RESOLUTION 25-01A: Planning Commission Meeting Dates for 2025.

All Ayes.  
Motion carried.

**b. Public Hearing: A request to rezone 11741 N. Saginaw from C-R to C.**

A motion was made by Wayne Walter, seconded by Melissa Neuwirth to open the public hearing at 6:42 p.m.

All Ayes.  
Motion Carried.

**Jeff Roth, 11974 Howell** – Jeff stated he did come in today and look at the site plans for the proposed gas station. He believes that the space is too small for a gas station and that there is no feasible way for a tanker truck to enter and exit the station without using other properties.

**Nate Shango, Valley Liquor** – Nate stated that they currently have trucks coming in daily for deliveries, that would be no different than an oil tanker coming in. He stated that he is working with bar owner to the west, on getting an easement agreement to be able to use that entrance/exit.

**Hamzah, 10156 N. Saginaw** – Hamzah stated that he doesn't see the need to open another gas station in that area, since we already have plenty.

**Husam, 11901 N. Saginaw, Sunoco** – We already have too many gas stations in this small town, he does not see the need for another.

A motion was made by Wayne Walter, seconded by Mayor Sara Dubey to close the public hearing at 6:48 p.m.

All Ayes.  
Motion Carried.

**c. Action on request to rezone 11741 N. Saginaw**

A motion was made by City Manager/Clerk Spencer Lewis, and seconded by Mayor Sara Dubey to recommend to city council to approve the ordinance.

Andrew Sorensen stated that we have talked a lot about rezoning in the past couple of meetings, and that he can see the pros and cons to rezoning this property, but ultimately it is a new business in the city.

Yusef Harrold questioned if we had already rezoned this property for this purpose?

City Manager/Clerk Spencer Lewis stated that the last rezoning we did was for 11725 N. Saginaw, the old blue hotel building, and that this rezoning was specifically for the Valley Liquor Store.

Roll call:         4     Ayes                         2     Nays                         1     Absent  
  (Harrold)                                     (Black)  
  (Walter)

Motion Carried.

**PUBLIC COMMENT:**

None.

**UPDATES:**

None.

**PLANNING COMMISSION COMMENTS:**

Yusef Harrold stated that he can see the pros and cons of another gas station in town. He can appreciate the adjustments being made by Mr. Shango to better his business, but not sure if another gas station in the City of Mt. Morris is a benefit for the city.

Wayne Walter stated that this is a double-edged sword. He doesn't believe that what the city needs is another gas station, but is grateful for everyone coming out tonight for the public hearing.

Mayor Sara Dubey said that she wants to see more businesses here in the city, and this one just happens to be a gas station.

City Manager/Clerk Spencer Lewis stated that he believes the rezoning of the liquor store to match the newly zoned commercial lot, that council approved last year, is a step in the right direction.

**ADJOURNMENT:**

With no further business, the meeting was adjourned at **6:56 p.m.**

**From:** [Donald Fremd](#)  
**To:** [Spencer Lewis](#)  
**Subject:** Re: Proposed gas station site plans  
**Date:** Friday, March 7, 2025 9:24:44 AM

---

To whom it may concern,

The proposed gas station site and building plans for the City of Mt. Morris look great. There is adequate room for a fire truck to maneuver around the building and pumps in case a fire did break out with the 2 alley ways that are in place. If you have any further questions or concerns, please feel free to reach out to me.

Thank you,

Genesee Township Fire Department  
Chief

*Donald Fremd*

---

**From:** Spencer Lewis <clerk@cityofmtmorris.org>  
**Sent:** Thursday, March 6, 2025 3:25 PM  
**To:** Donald Fremd <d.fremd@geneseeetwpmi.gov>  
**Subject:** Proposed gas station site plans

**[EXTERNAL SENDER]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good afternoon Don,

Can you please respond to this email about your thoughts of the proposed gas station site plans? So I can take it to them with what the fire chief thought.

Thank you sir !

Spencer Lewis  
City Manager/Clerk  
Phone: (810) 686-2160 | Fax: (810) 686-7330  
City of Mt. Morris | 11649 N. Saginaw St. | Mt. Morris, MI 48458  
[clerk@cityofmtmorris.org](mailto:clerk@cityofmtmorris.org) | [www.cityofmtmorris.org](http://www.cityofmtmorris.org)

"This institution is an equal opportunity provider and employer."  
"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-5964 (TDD)." CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information and it is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. Please

## April Niedecken

---

**From:** Bldoff3889 <bldoff3889@aol.com>  
**Sent:** Wednesday, March 5, 2025 10:45 AM  
**To:** April Niedecken  
**Subject:** Re: Gas Station

I reviewed the site plan for the gas station north of the City Hall. I thought it looked good and would be a nice improvement to that corner. Call me if you have any questions. Rob Kehoe

On Tuesday, March 4, 2025 at 01:21:06 PM EST, April Niedecken <aniedecken@cityofmtmorris.org> wrote:

Hello,

We received some plans for the gas station that Nate shango is wanting to put next to valley liquor.

Would you be able to come up and look at the building permits before the next planning commission meeting that is March 17<sup>th</sup>?

Warmly,

April Niedecken

Treasurer/Building Clerk

Phone: (810) 686-2160 | Fax: (810) 686-7330

City of Mt. Morris | 11649 N. Saginaw St. | Mt. Morris, MI 48458

[aniedecken@cityofmtmorris.org](mailto:aniedecken@cityofmtmorris.org) | [www.cityofmtmorris.org](http://www.cityofmtmorris.org)

"This institution is an equal opportunity provider and employer."

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-5964 (TDD).

"CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information and it is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient.

*Thank you for your compliance.*



October 17, 2024

Mr. Paul Zumbach,  
City of Mt. Morris  
Department of Public Works/Code Enforcement  
11649 North Saginaw Street  
Mt. Morris, MI 48458

**RE: Valley Liquor, Gas Station, and Food Truck Court Site Plan Review**

Dear Mr. Zumbach:

ROWE Professional Services Company is in receipt of a site plan for review for Valley Liquor, Gas Station, and Food Truck Court at 1079 E. Caro Road. We have reviewed the plans for compliance with the city's zoning ordinance and offer the following comments.

**General Comments:**

- The parcel the gas station pumps are proposed on is zoned C. The liquor store where the gas station point-of-sales and dispensing is proposed is zoned C-R.
- The applicant is proposing to construct gas pumps on the parcel zoned C. However, the point-of-sale for these gas pumps will be within the existing convenience store; this parcel is still zoned C-R. Given that the store itself is the point-of-sale for the gas pumps, we contend that the point-of-sale parcel also must be rezoned to C to allow for the use of land of a gas station to occur at this location.
- There is a public right of way that separates the gas pump parcel and the store parcel. The applicant is proposing to use this area as a maneuvering lane between the pumps and associated convenience store.
- There are concerns with the proposed vehicle maneuvering plan for these parcels:
  - The parking spaces adjacent to the building will be backing up into oncoming traffic going to/from the gas pumps.
  - How is the applicant proposing the fuel truck enter the site? It looks as though it is entering from the Downtown Development Authority (DDA) parcel or backing up to the tanks.
  - Do cross access/maintenance easements exist for these parcels and the DDA owned parking lot?
- The site plan includes a food truck area. It is our understanding that the city is reviewing which zoning district(s) food truck should be permitted in. Currently, they are not listed within the zoning ordinance.

**SINCE 1962**

- The plans call for new curb cuts for ingress and egress for the trucks through the downtown public sidewalk extremely close to a major intersection. There is a concern with traffic conflicts, pedestrian conflicts, and public safety issues. Has the city Department of Public Works (DPW) reviewed these proposed curb cuts? We expect these curb cuts to be non-compliant with several city DPW driveway standards.
- Where is the loading area for the food truck? Where will they park to restock the trucks?
- The applicant could look into shipping container eateries like in downtown Fenton. They do not require curb cuts and are stationary, which would resolve public safety, traffic, and pedestrian concerns.

**Information Requirements:**

The following items from the list of informational requirements for a site plan in Section 7.03 of the City Zoning Ordinance were not included in the site plan submittal. The letter at the beginning of each item references where the information requirement is located. The planning commission in subsections of this section has the right to waive any information identified as unnecessary to determine compliance with requirements in the zoning ordinance.

- C. Vehicular traffic and pedestrian circulation features within and without the site (to determine compliance with traffic access standards including adequacy of access, conflicts between vehicles and pedestrians, turning movement conflicts between the site and other nearby driveways). - **The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area. How is the applicant proposing the fuel truck enter the site? A more detailed vehicle maneuvering plan sheet could be submitted to show how the fuel truck will enter and maneuver throughout the site. There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to the city DPW about these curb cuts onto a city owned road?**
- D. The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces, and other service areas within the development (to determine compliance with parking requirements). - **Applicant to provide dimensions of the barrier free parking spaces.**
- G. The height and dimensions of all structures (to determine compliance with maximum height and lot coverage requirements as well as minimum building size requirements) (residential) where applicable. - **Peak height of gas pump canopy is not provided. Height information for food trucks is not provided.**
- H. Front, rear, and side elevation of any typical structure proposed for development. - **Mural design is not provided. Food truck elevations are not provided.**
- I. The location and capacity of private or public water, sanitary services and solid waste disposal facilities servicing the site (to ensure compliance with the standard requiring adequate water and sewer service, and to prevent overloading the city's water or sewer system). - **Plans do not detail permanent water or sanitary services for the food truck area. Has the applicant spoken with the city DPW about installing permanent food truck spots in this area? What is the opinion of the city DPW?**
- J. The location, dimensions, type and lighting, of all signs (to ensure compliance with sign requirements). - **Signage does not include dimensions. A mural is noted for the north elevation – what are the design details of the mural?**



- K. The location, intensity and orientation of all lights (to determine compliance with requirements regarding lighting being directed off adjacent premises). - **A photometric plan is required and is not included in the site plan.**
- N. Outdoor storage or activity areas (to comply with standards relating to outdoor storage of material or outdoor activities). - **Is the applicant proposing any outdoor sales at the gas pumps (mulch, deer feed, etc.)? If so, that needs to be shown.**
- P. Cross section showing construction of drives and parking area (to comply with requirements regarding pavement surface and adequacy of base material). - **Cross sections for drives, sidewalks, paving areas, etc. are not provided.**
- Q. Floor plan showing existing and proposed uses (to verify gross vs. usable floor area and principal vs. accessory uses). - **Floor plan of existing structure to remain on site not provided.**
- R. Location of trash receptacles (to determine compliance with ordinance requirements regarding location and screening). - **Trash receptacles for the liquor store/gas station are not shown. How will the trash generated from the proposed food trucks be handled? Additionally, there are concerns about garbage truck maneuverability within this site.**
- S. Designation of fire lanes (to determine compliance with fire code requirements). - **Fire lanes not provided. Has the applicant spoke to a local fire chief concerning the proposed site improvements? We recommend the fire chief with jurisdiction review these prints.**

The following items from the list of informational requirements for a site plan in Article 3 General Requirements of the City Zoning Ordinance were not included.

- Sec. 3.10 Sight Distance. No obstruction to vision shall be permitted at the intersection of any street or road with another street or road or street or road junction between the heights of two feet and eight feet above centerline elevation of said streets or roads within the triangular area formed by the intersection of the street right-of-way lines and a line connecting two points which are located on those intersection right-of-way lines 25 feet from the point of intersection of the right-of-way lines. - **The applicant is proposing a skyline locust tree near the intersection of W. Mt. Morris and N. Saginaw. A shorter ornamental tree may be a better option.**
- Sec. 3.12 Curb cuts and driveways curb cuts and driveways may be located only upon approval by the zoning administrator and such other county and state authorities as required by law; provided, however, such approval shall not be given where such curb cuts and driveways shall cause unreasonable increase in traffic hazards. - **ROWE Planning has concerns with the location of the proposed food truck curb cuts. Has the city DPW reviewed these proposed locations? Does public works have any comment to offer?**

The following items from the list of informational requirements for a site plan in Article 4 Nonconforming Uses, Structures Requirements of the City Zoning Ordinance were not included.

- Section 4.01 (A) Class A and B nonconforming uses - **Currently, the point-of-sale location for the gas pumps is zoned C-R. Gas pumps and sales are only allowed in the C zoning district. That being said, the proposed use of a gas station is currently a proposed Class B non-conforming use. If permitted without rezoning, this would be considered an illegal nonconforming use of land. ROWE Planning recommends the applicant seek a rezoning of all associated gas station parcels included in this site plan.**

The following items from the list of informational requirements for a site plan in Section 5.02 Off-Street Parking and Off-Street Loading Space Requirements of the City Zoning Ordinance were not included.

- The plan proposed eight parking spaces.
- Per the ordinance, the gasoline service station requires one space per gas pump plus two spaces per hoist, but a minimum of five spaces = eight spaces
- Per the ordinance, the convenience store requires one space per 200 square feet of sales area, but not less than five spaces = five Spaces
- The ordinance does not reference the number of required parking spaces or loading zones for food truck areas.
- **The plan proposes eight spaces, including one barrier free space, which does not meet the above ordinance requirements. Based on existing ordinance language, this site requires at least 13 parking spaces for the gas station. This total does not take into account any required parking for the food truck area.**

The following items from the list of informational requirements for a site plan in Section 5.04 Design Requirements for Off-Street Parking and Off-Street Loading Spaces of the City Zoning Ordinance were not included.

- 2. Adequate ingress and egress to the parking lot shall be provided for vehicles by means of clearly limited and defined drives. - **The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area. How is the applicant proposing the fuel truck enter the site? A more detailed vehicle maneuvering plan sheet could be submitted to show how the fuel truck will enter the site. There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to the city DPW about these curb cuts onto a city owned road? Does the applicant have an ingress/egress agreement with the adjacent DDA parking lot?**
- 5. All lighting for parking areas shall be limited to 20 feet in height and shall be directed away from and shielded from adjacent property and rights-of-way, especially residential areas, and shall be arranged to not adversely affect driver visibility on adjacent roads. - **A photometric plan is required and is not provided.**
- 6. The parking lot shall be drained to eliminate surface water in such a way as to preclude drainage onto adjacent property or toward buildings. - **It appears that surface water may drain onto the adjacent DDA owned parking lot. ROWE Planning recommends an engineering review be done of the site to confirm the proposed stormwater system will hold water on site.**
- 8. The parking facilities design and layout meets the minimum dimensional requirements. - **All parking spaces, except for parallel parking spaces, must be 10 foot by 20 foot in size. Spaces adjacent to the building are non-compliant.**
- 9. All parking lots shall meet Michigan Barrier Free parking space requirements. - **The dimensions of the barrier free space are not provided.**
- 10. All parking areas (including loading and unloading areas) must provide for sufficient access for firefighting and access by other emergency vehicles. - **Fire department to review plans for requirements.**

The following items from the list of informational requirements for a site plan in Section 5.05 Off-Street Loading Requirements of the City Zoning Ordinance were not included.

- A. Each parking space shall consist of an area not less than ten feet wide by 20 feet deep; provided, however such dimensions shall be increased, when necessary, to permit safe ingress and egress thereto. - **Spaces adjacent to the building are non-compliant due to proposed size.**
- B. Required off-street parking areas for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, and so that any automobile may be parked and maneuvered without moving or damaging another. - **The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area. How is the applicant proposing the fuel truck enter the site? A more detailed vehicle maneuvering plan sheet could be submitted to show how the fuel truck will enter the site. There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to the city DPW about these curb cuts onto a city owned road?**
- C. For purposes of rough computation, an off-street parking space and necessary access and maneuvering room may be estimated at 300 square feet, but off-street parking requirements will be considered to be met only when actual spaces meeting the requirements above are provided and maintained or improved in a manner appropriate to the circumstances of the case, and in accordance with all ordinance and regulations of the city. - **Spaces adjacent to the building are non-compliant.**
- D. Any lighting used to illuminate any off-street parking and loading area shall be so arranged so as to direct light away from adjoining property and streets. - **A photometric plan is required and is not provided.**
- E. Off-street parking and loading areas shall be surfaced with asphalt, bituminous, or concrete pavement, and shall be graded and drained to dispose of all surface water into the storm sewer system. - **Drawings to confirm storm water is not draining to the adjacent DDA parking lot. Engineering review of the site recommended.**
- F. Any construction or rearrangement of existing drives which involve the ingress and/or egress of vehicular traffic to or from a public street shall be so arranged so as to ensure the maximum of safety and the least interference with traffic upon said streets and shall be approved by the zoning administrator, in writing. - **The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area. How is the applicant proposing the fuel truck enter the site? A more detailed vehicle maneuvering plan sheet could be submitted to show how the fuel truck will enter the site. There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to the city DPW about these curb cuts onto a city owned road?**

The following items from the list of informational requirements for a site plan in Sections 6.14 and 6.15 District Dimensional Requirements of the City Zoning Ordinance were not included.

Zoning District: Commercial – Retail (C-R)  
 What is the use: Existing liquor store, proposed gas station

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Front Minimum Setbacks	Five feet adjacent to ROW. Five feet interior	<b>0 ft, Existing Structure</b>
Sides (1) Minimum Setbacks	15 ft	<b>Unknown</b>
Sides (2) Minimum Setbacks		<b>Unknown</b>
Rear Minimum Setbacks	25 ft	<b>0 ft</b>
Permitted Use	Gas station is not a permitted use in C-R. Gas station point of sale is zoned C-R	<b>Gas station is not a permitted use in C-R. Gas station point of sale is zoned C-R</b>

Zoning District: Commercial – Retail (C-R)  
 What is the use: Proposed food truck area

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Front Minimum Setbacks	Five feet adjacent to ROW. Five feet interior	<b>Unknown</b>
Sides (1) Minimum Setbacks	15 ft	<b>Unknown</b>
Sides (2) Minimum Setbacks	15 ft	<b>Unknown</b>
Rear Minimum Setbacks	25 ft	<b>Unknown</b>
Maximum Building Height (ft)	Within approved firefighting capabilities	<b>Unknown</b>
Maximum Height of Accessory Structures	Height of principal structure	<b>Are there accessory buildings with this use?</b>
Permitted Use	Food trucks are not addressed in the ordinance.	<b>Food trucks are not addressed in the ordinance.</b>

Zoning District: Commercial (C)  
 What is the use: Proposed Gas Pumps

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Rear Minimum Setbacks	Twenty-five feet. Fifty feet when adjacent to road or residential district.	<b>Setback to railroad tracks not provided.</b>
Maximum Height of Accessory Structures	Within approved firefighting capabilities.	<b>Total height of canopy not provided, only height to underside.</b>

In addition to these comments, we have attached a checklist which contains additional information for your use. Outstanding items are highlighted in yellow in the checklist. As a reminder, to be approved, site plans must be found to have met all five standards in Section 7.06 of the zoning ordinance.

Mr. Paul Zumbach  
October 17, 2024  
Page 7

Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project. If you have any questions or require additional information, please contact me at ABontempo@rowepsc.com or 810-341-7500.

Sincerely,  
ROWE Professional Services Company

Amy  
Bontempo

Digitally signed by Amy  
Bontempo  
Date: 2024.10.21  
10:12:35 -04'00'

Amy Bontempo, AICP

Attachment

R:\Projects\19C0278\Docs\Planning and Zoning Services\Planning Commission\Site Plan Review\Valley Liquor\Valley Liquor - Site Plan Review Letter Submission 1.docx

# CITY OF MT. MORRIS

## SITE PLAN REVIEW CHECKLIST

Applicant	Namir Shango – Valley Liquor
Address	11725-45 N. Saginaw St, Mount Morris, 48458
Parcel ID	57-12-528-017, 57-12-526-001, 57-12-526-002 & 57-12-526-003
Planning Commission Meeting Date	

- Application complete, signed, and submitted.
- Application fee paid.
- 14 copies of the site plan provided to the City Clerk delivered at least 10 working days prior to PC meeting.

### SITE PLAN INFORMATIONAL REQUIREMENTS SECTION 7.03

<i>Requirement</i>	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
A. Statistical data including: Number of dwelling units, size of dwelling units (e.g., 1-bedroom, 2-bedrooms, 3-bedrooms), if any, and total gross acreage involved. In the case of mobile home parks, the size and location of each mobile home site shall be shown. In all other cases, the location, type, horsepower, fuel, dimensions, and other data of all machinery to be used on the proposed site (to determine compliance with minimum lot size, maximum lot coverage and density requirements and parking requirements)..			X	N/A
B. The location of principal and accessory buildings on the lot and the relationship of each structure to another (to determine compliance with setback requirements).	X			Provided on S2

**SITE PLAN INFORMATIONAL REQUIREMENTS  
SECTION 7.03**

<i>Requirement</i>	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
C. Vehicular traffic and pedestrian circulation features within and without the site (to determine compliance with traffic access standards including adequacy of access, conflicts between vehicles and pedestrians, turning movement conflicts between the site and other nearby driveways).		X		<p>The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area.</p> <p>How is the applicant proposing the fuel truck enter the site? A more detailed, vehicle maneuvering plan sheet, could be submitted to show how the fuel truck will enter the site.</p> <p>There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to City DPW about these curb cuts onto a City owned road?</p>
D. The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces, and other service areas within the development (to determine compliance with parking requirements).		?		Applicant to provide dimensions of the barrier free parking spaces
E. The location, dimensions, and proposed use of all recreation areas, if any (to determine compliance with standards related to compatibility with adjacent areas).			X	N/A
F. The location of all proposed landscaping, fences or walls (to determine compliance with screening and landscaping requirements).	X			A landscaping plan provided on S1b.
G. The height and dimensions of all structures (to determine compliance with maximum height and lot coverage requirements as well as minimum building size requirements (residential) where applicable).		?		<p>Total height of gas pump canopy is not provided.</p> <p>Height information for food trucks is not provided.</p>

**SITE PLAN INFORMATIONAL REQUIREMENTS  
SECTION 7.03**

<i>Requirement</i>	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
H. Front, rear, and side elevation of any typical structure proposed for development.	?			Gas station canopy elevation on S-2. Building elevations provided on A-1.  <b>Mural design is not provided.</b>  <b>Food truck elevations are not provided.</b>
I. The location and capacity of private or public water, sanitary services and solid waste disposal facilities servicing the site (to ensure compliance with the standard requiring adequate water and sewer service, and to prevent overloading the city's water or sewer system).		?		<b>Plans do not detail water or sanitary services for the food truck area. Has the applicant spoken with City DPW about permanent food truck spots in this area?</b>
J. The location, dimensions, type and lighting of all signs (to ensure compliance with sign requirements).		?		<b>Signage does not include dimensions.</b>  <b>A mural is noted for the North elevation – what are the details of the mural?</b>
K. The location, intensity and orientation of all lights (to determine compliance with requirements regarding lighting being directed off adjacent premises).		?		<b>A photometric plan is required and is not included in the site plan.</b>
L. Buildings within 50 feet of the boundary of the site (to determine compliance with any setback standards linked to structures on adjacent lots, or in the case of a conditional use permit, to determine suitability of the site for the proposed use based on proximity of incompatible uses).	X			Provided.
M. Location of any identified wetlands (to comply with standards relating to protection of natural features and/or compliance with local, state and federal laws).			X	N/A – there appears to be no wetlands in the vicinity
N. Outdoor storage or activity areas (to comply with standards relating to outdoor storage of material or outdoor activities).		?		<b>Is the applicant proposing any outdoor sales at the gas pumps (mulch, deer feed, etc)? If so, that needs to be shown?</b>
O. Existing and proposed grades at two-foot intervals (to determine any minimum or maximum grade requirements, clear vision requirements and height requirements).	X			Provided on S2
P. Cross section showing construction of drives and parking area (to comply with requirements regarding pavement surface and adequacy of base material).		X		<b>Cross sections for drives, sidewalks, paving areas, etc are not provided.</b>
Q. Floor plan showing existing and proposed uses (to verify gross vs. usable floor area and principal vs. accessory uses).		X		<b>Floor plan of existing structure to remain on site, not provided.</b>



**SITE PLAN INFORMATIONAL REQUIREMENTS  
SECTION 7.03**

<i>Requirement</i>	Does Site Plan Include this Information?			
	Yes	No	N/A	Comment
R. Location of trash receptacles (to determine compliance with ordinance requirements regarding location and screening).		?		<b>Trash receptacles for the liquor store/gas station are not shown. How will the trash generated from the proposed food trucks be handled?</b>
S. Designation of fire lanes (to determine compliance with fire code requirements).		X		<b>Fire lanes not provided. Has the applicant spoke to a local fire chief concerning the proposed site improvements? We recommend the fire chief with jurisdiction review these prints.</b>
<i>The individual or body responsible for reviewing and approving a site plan may waive any of the requirements above either on an individual basis or by establishment of an administrative rule when the information is not needed to determine compliance of the site with the requirements of this appendix.</i>				

**ARTICLE 3 GENERAL REQUIREMENTS**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
<b>Sec. 3.09 Accessory Buildings</b>				
A. Non-Residential Districts: Any part of a detached accessory building shall be at least fifty five (55) feet from any front lot line when the adjoining lot is located in a residential district.			X	N/A
B. Residential Districts: No accessory building shall be erected in other than a side or rear yard. The garage or similar accessory building may be built up to within five (5) feet of the side and/or rear lot line; provided that such structure adjacent to such side or rear lot line is constructed to achieve the proper fire rating in compliance with the local building code. When the rear line of a corner lot abuts the side line of an adjoining lot in a residential district, no accessory building shall be within five (5) feet of such abutting lot line nor closer to the side street lot line than the setback of the principal building on the same adjoining lot. When the rear line of a corner lot abuts the rear line of any other lot or is directly across an alley therefrom, no accessory building shall be closer to the side street lot line than the setback of the principal building on the same lot.			X	N/A
Sec. 3.10 Sight Distance. No obstruction to vision shall be permitted at the intersection of any street or road with another street or road or street or road junction between the heights of two feet and eight feet above centerline elevation of said streets or roads within the triangular area formed by the intersection of the street right-of-way lines and a line connecting two points which are located on those intersection right-of-way lines 25 feet from the point of intersection of the right-of-way lines.		?		<b>The applicant is proposing a skyline locust tree near the intersection of W. Mt. Morris and N. Saginaw. A shorter ornamental tree may be a better option.</b>
Sec. 3.11 Lot Grades A. All structures shall be constructed or located with a ground elevation such as to provide a sloping grade to cause the surface drainage to flow away from the walls of such structures.	X			Slopes provided on S-2

### ARTICLE 3 GENERAL REQUIREMENTS

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
B. Grades on any lot upon which new construction or earth movement is to be carried out shall be related to existing grades and drainage systems such as to provide adequate drainage and not jeopardize such existing drainage systems, and shall be approved by the zoning administrator and such other authorities having jurisdiction over such system.				
Sec. 3.12 Curb Cuts and Driveways Curb cuts and driveways may be located only upon approval by the zoning administrator and such other county and state authorities as required by law; provided, however, such approval shall not be given where such curb cuts and driveways shall cause unreasonable increase in traffic hazards.		X		<p><b>ROWE Planning has concerns with the location of the proposed food truck curb cuts.</b></p> <p><b>Has City DPW reviewed these proposed locations? Does Public Works have any comment to offer?</b></p>
Section 3.16 Private Roads			X	N/A

### ARTICLE 4 NONCONFORMING USES, STRUCTURES

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Section 4.01 (A) Class A and B nonconforming uses		X		<p>Currently, the point-of-sale location for the gas pumps is zoned C-R. Gas pumps and sales are only allowed in the C zoning district. That being said, the proposed use of a gas station is currently a proposed Class B non-conforming use. If permitted without rezoning, this would be considered an illegal nonconforming use of land. ROWE Planning recommends the applicant seek a rezoning of all associated gas station parcels included in this site plan.</p>
Section 4.02 Nonconforming Structures		X		N/A
Section 4.03 Nonconforming Lots of Record		X		N/A

### OFF-STREET PARKING REQUIREMENTS SECTION 5.01

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. All future development of land or expansion of existing uses shall meet these parking requirements:				
B. Off-street parking spaces for nonresidential uses in residential districts shall be located within a rear yard or within a side yard.			X	

**OFF-STREET PARKING REQUIREMENTS  
SECTION 5.01**

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
C. Off-street parking for other than residential uses shall be either on the same lot or within 300 feet of the building it is intended to serve (or a distance approved by the planning commission), measured from the nearest point of the building to the nearest point of the off-street parking lot. Parking may not be located across Saginaw or Mt. Morris streets from the business it serves.	X			Parking provided on lot and lot across the public alley
D. The storage, maintenance or repair of merchandise, motor vehicles or other equipment on required off-street parking spaces is prohibited.			X	
E. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the planning commission considers is similar in type.				
F. When units of measurements determining the number of required parking spaces result in the requirement of a fractional space, all fractions over one-half shall be rounded up.				

**OFF-STREET PARKING AND OFF-STREET LOADING SPACE REQUIREMENTS  
SECTION 5.02**

Required*		Provided	
Off-Street Parking Spaces – Gasoline service stations	Service stations 1 space per gas pump plus 2 spaces per hoist, but a minimum of 5 spaces = 8 spaces	Off-Street Parking Spaces	8 spaces, including 1 barrier free space
Off-Street Loading Spaces – Gasoline service stations	N/A	Off-Street Loading Spaces	N/A
Off-Street Parking Spaces – Convenience Store	1 space per 200 square feet of sales area, but not less than 5 spaces = 5 Spaces	Off-Street Parking Spaces	8 spaces on site
Off-Street Loading Spaces – Convenience Store	N/A	Off-Street Loading Spaces	N/A
Off-Street Parking Spaces – Food truck area	Unknown – not addressed in the zoning ordinance	Off-Street Parking Spaces	None provided for this use
Off-Street Loading Spaces – Food truck area	Unknown – not addressed in the zoning ordinance	Off-Street Loading Spaces	None provided for this use
<b>Total Loading Spaces</b>	<b>0</b>		<b>0</b>
<b>Total Parking Spaces</b>	<b>13 spaces</b>		<b>8 spaces</b>

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES  
SECTION 5.04**

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Off-street parking lots spaces shall be laid out, constructed and maintained in accordance with the following requirements:				
1. No parking lot shall be construed without a zoning permit issued by the zoning administrator. Parking lots that are part of site plan approved by the Planning Commission do not require a separate zoning permit.	X			Proposed parking area work is included in this site plan.

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES  
SECTION 5.04**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
2. Adequate ingress and egress to the parking lot shall be provided for vehicles by means of clearly limited and defined drives.		?		<p>The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area.</p> <p>How is the applicant proposing the fuel truck enter the site? A more detailed, vehicle maneuvering plan sheet, could be submitted to show how the fuel truck will enter the site.</p> <p>There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to City DPW about these curb cuts onto a City owned road?</p> <p>Does the applicant have an ingress/egress agreement with the adjacent DDA parking lot?</p>
3. Parking spaces shall be set back from abutting residential districts as follows:				
a. Where the parking lot abuts on side lot lines, the required setback shall be ten feet from the side lot lines.			X	N/A
b. Where the parking lot abuts on a contiguous common frontage in the same block, the required setback from the street right-of-way shall be equal to the residential required setback, or average of existing setbacks in the common block frontage, whichever is greater.			X	N/A
c. Where the parking lot is across the street and opposite, with residential lots fronting on such streets, the required setback from the street right-of-way shall be equivalent to the opposite residential required setback.			X	N/A
d. Where the parking lot abuts the rear lot line, the required setback shall be ten feet from the street lot line.			X	N/A

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES  
SECTION 5.04**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
4. Where the parking lot boundary adjoins property zoned for residential use, a suitable screening wall shall be provided. Suitable ornamental fencing may be substituted for the screening wall with the approval of the planning commission. Said wall or fence shall not extend into the required front open space of abutting residential lots. The height of the wall or fence shall be at least four feet but no higher than six feet.			X	N/A
5. All lighting for parking areas shall be limited to 20 feet in height and shall be directed away from and shielded from adjacent property and rights-of-way, especially residential areas, and shall be arranged to not adversely affect driver visibility on adjacent roads.		?		<b>A photometric plan is required and is not provided.</b>
6. The parking lot shall be drained to eliminate surface water in such a way as to preclude drainage onto adjacent property or toward buildings.		?		<b>It appears that surface water may drain onto the adjacent DDA owned parking lot. ROWE Planning recommends an engineering review be done of the site, to confirm the proposed stormwater system will hold water on site.</b>
7. The surface of the parking lot, including drives and aisles, except for the buffer strips, shall be constructed of concrete, bituminous asphalt or similar dustless and durable all-weather surface material.	X			Complies
8. The parking facilities design and layout meets the minimum dimensional requirements		X		<b>All parking spaces, except for parallel parking spaces, must be 10'x20' in size. Spaces adjacent to the building are non-compliant.</b>
9. All parking lots shall meet Michigan Barrier Free parking space requirements.		?		<b>The dimensions of the barrier free space are not provided.</b>
10. All parking areas (including loading and unloading areas) must provide for sufficient access for firefighting and access by other emergency vehicles.		?		<b>Fire department to review plans for requirements.</b>
<b>B. Off-street loading spaces for specified land uses shall be provided in accordance with the following requirements:</b>				
1. Retail uses. All retail sales facilities exceeding 10,000 square feet in floor area shall provide two loading spaces plus one loading space for each additional 30,000 square feet of floor area over 10,000 feet.			X	N/A
2. Industrial uses. All industrial land uses shall provide one loading space for each 10,000 square feet of floor area, with a minimum of not less than two loading spaces.			X	N/A
3. All loading spaces shall be located and designed to avoid creating traffic hazard to public use of all public rights-of-way.	X			Loading space is not provided nor required.

**OFF-STREET LOADING REQUIREMENTS  
SECTION 5.05**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES  
SECTION 5.04**

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
A. Each parking space shall consist of an area not less than ten feet wide by 20 feet deep; provided, however such dimensions shall be increased, when necessary, to permit safe ingress and egress thereto.		<b>X</b>		<b>Spaces adjacent to the building are non-compliant.</b>
B. Required off-street parking areas for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, and so that any automobile may be parked and maneuvered without moving or damaging another.		<b>X</b>		<p>The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area.</p> <p>How is the applicant proposing the fuel truck enter the site? A more detailed, vehicle maneuvering plan sheet, could be submitted to show how the fuel truck will enter the site.</p> <p>There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to City DPW about these curb cuts onto a City owned road?</p>
C. For purposes of rough computation, an off-street parking space and necessary access and maneuvering room may be estimated at 300 square feet, but off-street parking requirements will be considered to be met only when actual spaces meeting the requirements above are provided and maintained, or improved in a manner appropriate to the circumstances of the case, and in accordance with all ordinance and regulations of the city.		<b>X</b>		<b>Spaces adjacent to the building are non-compliant.</b>
D. Any lighting used to illuminate any off-street parking and loading area shall be so arranged so as to direct light away from adjoining property and streets.		<b>X</b>		<b>A photometric plan is required and is not provided.</b>
E. Off-street parking and loading areas shall be surfaced with asphalt, bituminous or concrete pavement, and shall be graded and drained to dispose of all surface water into the storm sewer system.	<b>?</b>			<p>Surfaces meet the requirement.</p> <p><b>Drawings to confirm storm water is not draining to the adjacent DDA parking lot. Engineering review of the site recommended.</b></p>

**DESIGN REQUIREMENTS FOR OFF-STREET PARKING AND LOADING SPACES  
SECTION 5.04**

Requirement	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
F. Any construction or rearrangement of existing drives which involve the ingress and/or egress of vehicular traffic to or from a public street shall be so arranged so as to insure the maximum of safety and the least interference with traffic upon said streets and shall be approved by the zoning administrator, in writing.				<p>The existing parking spaces will be backing up into traffic going to the gas pumps. Applicant is proposing to utilize a public alley for their maneuvering lane in this area.</p> <p>How is the applicant proposing the fuel truck enter the site? A more detailed, vehicle maneuvering plan sheet, could be submitted to show how the fuel truck will enter the site.</p> <p>There are concerns with the proposed curb cuts for the food truck area through the existing public sidewalk and the location of those curb cuts near the intersection. Has the applicant reached out to City DPW about these curb cuts onto a City owned road?</p>

**DISTRICT DIMENSIONAL REQUIREMENTS  
SECTIONSS 6.14 & 6.15**

Zoning District: <b>Commercial – Retail (C-R)</b>		
What is the use: <b>Existing liquor store, proposed gas station – USE NOT PERMITTED</b>		
Is use permitted in the district it is located in      By Right <input type="checkbox"/> By SUP <input type="checkbox"/>		
District Requirement	Ordinance Standard	Proposed Site Plan
Minimum Lot Area (sq. ft.)	N/A	N/A
Minimum Setbacks - Front	Five feet adjacent to ROW. Five feet interior	0 ft
- Sides (1)	15 ft	Unknown
- Sides (2)		Unknown
- Rear	25 ft	0 ft
Maximum Building Height (ft)	Within approved firefighting capabilities	~18 ft
Minimum Lot Width (ft.)	N/A	N/A
Minimum Lot Depth (ft.)	N/A	N/A
Maximum Lot Coverage (%)	N/A	N/A
Maximum Number of Accessory Structures	N/A	N/A
Maximum Height of Accessory Structures	Height of principal structure	N/A
Permitted Use	Gas station is not a permitted use in C-R. Gas station point of sale is zoned C-R	Gas station is not a permitted use in C-R. Gas station point of sale is zoned C-R

**DISTRICT DIMENSIONAL REQUIREMENTS  
SECTIONSs 6.14 & 6.15**

Zoning District: **Commercial – Retail (C-R)**  
 What is the use: **Proposed food truck area - This use is not addressed in the ordinance.**  
 Is use permitted in the district it is located in      By Right       By SUP

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Minimum Lot Area (sq. ft.)	N/A	N/A
Minimum Setbacks - Front	Five feet adjacent to ROW. Five feet interior	<b>Unknown</b>
- Sides (1)	15 ft	<b>Unknown</b>
- Sides (2)	15 ft	<b>Unknown</b>
- Rear	25 ft	<b>Unknown</b>
Maximum Building Height (ft)	Within approved firefighting capabilities	<b>Unknown</b>
Minimum Lot Width (ft.)	N/A	N/A
Minimum Lot Depth (ft.)	N/A	N/A
Maximum Lot Coverage (%)	N/A	N/A
Maximum Number of Accessory Structures	N/A	N/A
Maximum Height of Accessory Structures	Height of principal structure	<b>Are there accessory buildings with this use?</b>
Permitted Use	Food trucks are not addressed in the ordinance.	<b>Food trucks are not addressed in the ordinance.</b>

**DISTRICT DIMENSIONAL REQUIREMENTS  
SECTIONSs 6.14 & 6.15**

Zoning District: **Commercial (C)**  
 What is the use: **Proposed Gas Pumps**  
 Is use permitted in the district it is located in      By Right       By SUP

<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Site Plan</i>
Minimum Lot Area (sq. ft.)	NA	
Minimum Setbacks - Front	The minimum front yard setback in the C district is the lesser of these: i Fifty feet. ii The average setback of structures within 300 feet of the center of the lot front, along the same side of the street (see illustration on file with the city). iii <u>The existing buildings setback. In the event there is new construction (including additions to existing buildings on the same lot) such new construction may have the same setback.</u> An expansion onto another lot may use the existing setback of the currently existing building, if the increase in building frontage does not exceed 50 percent of the width of the front of the building and the expansion in the front yard of the property in question is designed to permit development of parking in the rear	Existing building that is being demolished has zero setback along N. Saginaw St.  Canopy is proposed to be 26 ft from property line along N. Saginaw.



- Sides (1)	Zero feet. Fifty feet when adjacent to road or residential district	N/A
- Sides (2)	Zero feet. Fifty feet when adjacent to road or residential district	15 ft from canopy to southern property line
- Rear	Twenty-five feet. Fifty feet when adjacent to road or residential district.	<b>Setback to railroad tracks not provided.</b>
Maximum Building Height (ft)	Within approved firefighting capabilities.	<b>Total height of canopy not provided, only height to underside.</b>
Minimum Lot Width (ft.)	N/A	
Minimum Lot Depth (ft.)	N/A	
Maximum Lot Coverage (%)	N/A	
Maximum Number of Accessory Structures	N/A	
Maximum Height of Accessory Structures	Height of principal structure.	N/A
Permitted Use	Gas stations are permitted in C.	Zoning and use comply.

### ARTICLE 9. DESIGN STANDARDS

<i>Requirement</i>	Does Site Plan Meet the Requirement?			
	Yes	No	N/A	Comment
Sec. 9.01. Adult foster care family and small group homes site design standards.			X	
Sec. 9.02. Adult foster care medium and large group homes site design standards.			X	
Sec. 9.03. Adult uses site design standards.			X	
Sec. 9.04. Cemeteries, municipal, denominational and private cemeteries site design standards.			X	
Sec. 9.05. Cluster subdivision site design standards.			X	
Sec. 9.06. Family day care home and group day care home site design standards.			X	
Sec. 9.07. Fire station and water tower site design standards.			X	
Sec. 9.08. Garden apartment and townhouse site design standards.			X	
Sec. 9.09. Home occupations site design standards.			X	
Sec. 9.10. Hospitals, sanitariums, clinics, nursing and rest homes and charitable institutions for human care site design standards.			X	
Sec. 9.11. Industrial park site design standards.			X	
Sec. 9.12. Mixed use site design standards.			X	
Sec. 9.13. Mobile home park site design standards.			X	
Sec. 9.14. Planned unit development site design standards.			X	
Sec. 9.15. Public parks, golf courses, country clubs, tennis courts, and similar recreational uses site design standards.			X	
Sec. 9.16. Radio and television station site design standards.			X	
Sec. 9.17. Shopping center site design standards.			X	
Sec. 9.18. Drive-thru facilities in central business district.			X	
Sec. 9.19. Wireless telecommunications towers and antennas.			X	

R:\Projects\19C0278\Docs\Planning and Zoning Services\Planning Commission\Site Plan Review\Valley Liquor\Mt. Morris Site Plan Review Checklist.docx

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS  
SECTION 7.06**

<i>Standard</i>	Does Site Plan Include this Information?		
	Yes	No	N/A
<p>A. Sidewalks and other walkways, driveways, parking areas, loading areas and maneuvering lanes will be designed to promote traffic safety, minimize turning movement conflicts, eliminate the stacking of cars within the public right-of-way, minimize vehicle/pedestrian conflicts, provide adequate access for fire, police, ambulance and other emergency services personnel, minimize the number of driveways with access onto major streets, promote adequate spacing between driveways, ensure adequate geometric design of streets and promote shared access.</p>			
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>			
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:	
<p>B. Adequate transition areas or buffers will be provided between land uses to minimize off-site conflicts due to noise, light, smoke, odor or other nuisances and to maintain physical attractiveness.</p>			
<p>COMMENTS/FINDINGS OF FACT:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:	

**GENERAL STANDARDS FOR APPROVAL OF SITE PLANS  
SECTION 7.06**

<i>Standard</i>	Does Site Plan Include this Information?		
	Yes	No	N/A
C. Utility service is adequate to serve the needs of the development. Water pressure and capacity are adequate to meet usage and fire fighting needs. Sewer lines are adequate to handle the increased flow projected by the land use, and the city has adequate treatment capacity at the county wastewater treatment plant. Storm water facilities are adequate to handle any increased water run-off, which will be minimized through the use of storm water retention and detention facilities when appropriate. The site shall be designed to ensure that there is no increase in runoff onto adjacent sites or that existing drainage patterns are harmed.			
COMMENTS/FINDINGS OF FACT: •			
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:	
D. Physical improvements including sidewalks, drives and parking areas shall be built to adequate standards to minimize premature deterioration.			
COMMENTS/FINDINGS OF FACT: •			
Applicants Comments:	Planning Consultant Comments:	Planning Commission Comments:	
E. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.			
COMMENTS/FINDINGS OF FACT: •			
Applicants Comments:	Planning Consultant Comments: N/A	Planning Commission Comments:	

**Sample Motion to Approve:**

I make a motion to approve the requested site plan for *11725 N. Saginaw St.* based on the following findings of fact:

- The proposed site plan addresses Standard A because it provides adequate on-site circulation and meets parking design standards contained in the ordinance.
- The proposed site plan addresses Standard B because it provides adequate transition areas and buffers with adjacent land uses, including residentially-zoned properties.
- The proposed site plan addresses Standard C because existing utility services are adequate to serve the needs of the development.
- The proposed site plan addresses Standard D because proposed physical improvements are built to standards that will prevent premature deterioration.
- The proposed site plan addresses Standard E because *the hazardous substances stored on-site are designed to prevent spill or discharges to the air, surface of the ground.....*

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve:

- 
- 

**Sample motion to disapprove:**

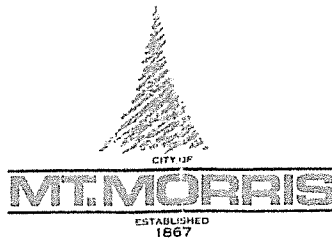
I make a motion to deny the requested site plan based on the following findings of fact:

- 
- It does not comply with Standard \_\_\_\_\_ because of...

**Sample motion to postpone:**

I make a motion to postpone the approval of the site plan until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on \_\_\_\_\_ to verify compliance with \_\_\_\_\_
- Information on \_\_\_\_\_ to verify compliance with \_\_\_\_\_



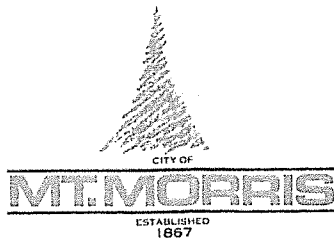
Namir Shango  
11745 N. Saginaw St  
Mt. Morris, MI 48458

October 23, 2024

Reference: Zoning Permit

The Zoning Permit Application for the proposed gasoline station located at 11725 & 117547 N. Saginaw St has been denied for the following reasons.

- The parcel # 57-12-528-017 which the proposed fuel station pump will be located is zoned C. The liquor store where the fuel station point-of-sales is zoned C-R. The point-of sale parcel 57-12-526-003 must also be zoned C to allow for the use of land of a gas station to occur at this location.
- There is a public right of way that separates the gas pumps parcel and the point- of- sale parcel. The applicant is proposing to use this area as a maneuvering lane between the pumps and the point-of-sale store.
- There are concerns with the proposed vehicle maneuvering plan for these parcels.
  - The parking spaces adjacent to the building will be backing up into oncoming traffic going to/ from the fuel pumps.
  - There are no access agreements /maintenance easements for these parcels and the Down Development Authority or other surrounding parcels.
  - There are concerns about the location of the fuel storage tanks in close proximity to the Buckeye Petroleum Pipeline located near the southwest portion of the parcels.
- Information Requirements
  - Vehicular traffic and pedestrian circulation features to determine compliance with traffic access standards, including access for fuel delivery vehicles
  - A more detailed vehicle maneuver plan sheet could be submitted
  - The Applicant has not provided off street parking dimensions for service lane, loading spaces, barrier free parking spaces. The current plan does not meet the ordinance requirements.
  - The Applicant has not provided Peak Height of the fuel pump canopy.
  - The Applicant has not provided proposed curb cut dimension for the food truck area or contacted the Department of Public Works in reference to traffic flow near the intersection.
  - The Applicant has not provided signage dimensions.



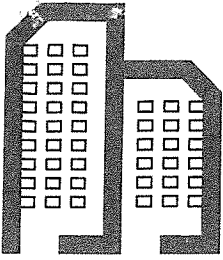
- The Applicant has not provided a photometric (lighting) plan for this site
- The Applicant has not provided Cross sections for drives, sidewalks for base materials and pavement surfaces.
- The Applicant has not provided a sales floor plan for the existing structure to include the point-of-sale for the gas station.
- The Applicant has not provided a location for trash receptacles or garbage truck maneuverability.
- The Applicant has not provided review plans to Genesee Township Fire Department for review.
- The Applicant has not provided plans for Genesee County Water and Waste Services for review, or the Genesee County Surface Water Management Division
- The Applicant is proposing an ornamental locust tree, this may obstruct vision of the street and nearby intersection.
- The underground fuel storage tanks do not appear to meet minimum setback requirements.
- The submitted plans do not include a utility sheet.
- The submitted plans do include a grade sheet that meets the requirements of section 7.03. Proposed grades must be at 2' intervals.

The City of Mt. Morris highly recommends that an engineering study should be carried out on the site to confirm storm water flow is not being directed to nearby parcels.

### **Appeal Process**

Appeals of administrative actions shall be taken to the Zoning Board of Appeals (ZBA) within 21 days of a notice. An appeal shall be filed with the officer from whom the appeal is taken and with the ZBA specifying the grounds for the appeal.

Paul Zumbach  
Zoning Administrator



# Creekwood Architecture, Inc.

1111 Creekwood Trail • Burton, MI 48509

November 11, 2024

Mr. Paul Zumbach  
Mt. Morris Twp  
Zoning Permit Review  
11725 & 11754 N. Saginaw

Re: Valley Liquor

Following is a response to your review for the

1. We are requesting rezoning for the parcel 57-12-326-003 to be rezoned to C-Commercial. This would have been rezoned when the other adjacent parcel was rezoned to C-Commercial if it was required at the time of rezoning.
2. The Existing 12 ft alley (public R.O.W.). This width of this drive is shown to be widened to 22 ft. This is 10 ft. wider than what is now existing. The location of the pumps will allow enough room for circulation between the cars at the pumps and the existing diagonal parking. We will request that the public alley be abandoned thus connecting the two parcels.
- 3A. The parking spaces backing up at a diagonal to the pump is not a concern and is common between most gas pumps and parking.
- B. We are in the process of obtaining a cross access agreement with the neighbor to the west to allow fuel trucks to enter along the drive next to his building. No cross access is required to the city parking although unless the city places a fence along the property line circulation will take place to and from both parcels.
- C. We do not require access to the adjacent parcel to have adequate circulation around the site.

- D. Buckeye petroleum pipeline has been located on our S1 plan. It appears to be 90 ft away from our tanks with an elevated railroad between. Information provided by Genesee County Drain Commission plans by Rowe Engineering dated 1/10/18 Saginaw Resurfacing and Watermain Replacement Drawings.

### **Information Requirements**

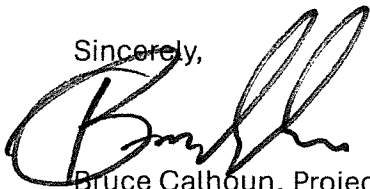
1. A circulation plan has now been provided.
2. See Item #1.
3. All dimensions are shown on existing and proposed spaces. A loading space of 10 x 50 is shown on the south side of the underground tanks.
4. The total height of the gas canopy is shown on plan, 17 ft. ht.
5. The curb cut (drive) dimensions are shown on the plan, S1. 24 ft exist on to Mt. Morris Rd and 16 ft entrance from Saginaw St. The Saginaw Street entrance is over the existing sidewalk and mountable curb. The Mt. Morris exit drive will have the 24 ft. portion of sidewalk and curb removed and replaced with a concrete approach with 8" conc. And 8" base with slope and cross slopes called out. Plans were to be sent to all jurisdictions for review by the Planning Dept. We will submit for review if this has not happened.
6. Signage dimensions are shown on the canopy sign, sheet S2 of 8' wide x 3'-6" tall, 28 sq. ft. Building signs are shown on the building elevations sheet A1 and are 19' x 20" tall, 31.6 sq. ft. each.
7. A photo metric is now added to the plans for the building as well as canopy lighting.
8. Cross sections have been provided per the new asphalt and concrete paving surface. No new sidewalks.
9. A trash dumpster & screen fence with gate has been added to the plan.
10. Plans were given to the City Planning Dept to be given to all reviewing agencies. If this has not been done, we will provide plans to each agency for review.



11. See #10.
12. The tree was added but it is behind the location of the previous building that was removed. If the Road Commission sees this as a problem with their review, it can be removed.
13. No setback requirement were found in the Ordinance for the underground tanks. They are located 10' from the property line and can be moved further from the property line if this is an issue.
14. We are in the process of designing an electrical plan for the added electrical for the tanks. The utility plan will be part of this electrical plan. All other utilities are existing and will not change. The existing utilities are shown on the S1 Plan as well as the Survey.
15. All grades are existing and matching up to surrounding asphalt surfaces. The new spot grades are within the max 2' interval.
16. The proposed new concrete and asphalt surfaces match up to surrounding surfaces and drive surfaces. The new concrete for the asphalt canopy area clearly shows the surface water being redirected to a new catch basin structure and water treatment structure prior to connecting to the existing storm on site. Some areas of the existing asphalt slope to adjacent parcels but this is an existing situation and can not be changed without drastically changing the existing flow patterns. Again a large portion of the existing site has been redirected and the entire site was and still is all hard surface not including the added landscape areas.

If you have any further questions or comments regarding this information, please contact me.

Sincerely,

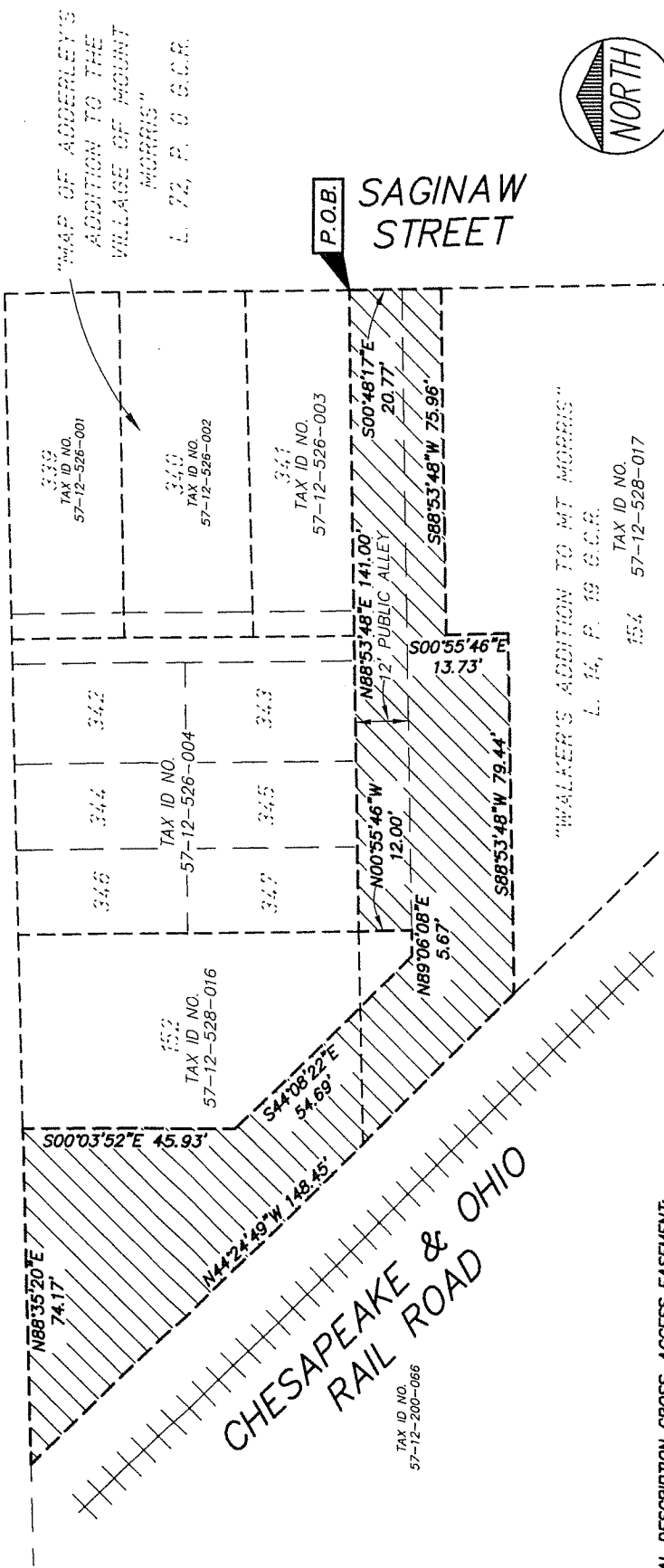


Bruce Calhoun, Project Manager

**SKETCH OF CROSS-ACCESS EASEMENT**  
 PART OF "WALKER'S ADDITION TO MT MORRIS" AND  
 "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS"  
 CITY OF MT MORRIS, GENESEE COUNTY, MICHIGAN

PREPARED FOR:  
 VALLEY LIQUORS  
 11741 SAGINAW ST  
 MT MORRIS, MI 48458

MT MORRIS STREET



0 15 30  
 SCALE: 1" = 30'

P.O.B. SAGINAW STREET

940 S. GRAND TRAVERSE ST  
 FLINT, MI 48502  
**meridian** TEL: 810-339-6605  
 LAND SURVEYING info@meridianis.com

---

FLD/OFC: DS/MA  
 SHEET: 1 of 1

---

DATE: 11-25-24  
 JOB No. 2024198

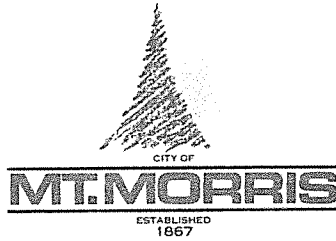
**LEGAL DESCRIPTION CROSS-ACCESS EASEMENT:**  
 Part of the Lot 152 and Lot 154 of "WALKER'S ADDITION TO MT MORRIS" recorded in Liber 14, Page 19, Genesee County Records and part of the 12 foot wide public alley of "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS" Liber 70, Page 0, Genesee County Records, being more particularly described as: BEGINNING at the Southeast corner of Lot 341 of said "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS", thence S00°48'17"E, 22.77 feet along the West line of Saginaw Street; thence S88°53'48"W, 75.96 feet; thence S00°55'46"E, 13.73 feet; thence S88°53'48"W, 79.44 feet to the Northeast right of way line of Chesapeake and Ohio Rail Road; thence N44°24'49"W, along said Northeast line of Chesapeake and Ohio Rail Road, 148.45 feet to the South line of Mount Morris Street; thence N88°35'20"E, along said South line, 74.17 feet; thence S00°03'52"E, 45.93 feet; thence S44°08'22"E, 54.69 feet; thence N89°06'08"E, 5.67 feet to the West line of said public Alley; thence N00°55'46"W along said West line, 12.00 feet to the North line of said Alley; thence N88°53'48"E, along said North line 141.00 feet to the POINT OF BEGINNING. Containing 7,990 square feet of land also subject to easements and restrictions of record, if any.

"WALKER'S ADDITION TO MT MORRIS"  
 L. 14, P. 19 G.C.R.  
 TAX ID NO. 154 57-12-528-017

TAX ID NO. 57-12-200-066

CHESAPEAKE & OHIO  
 RAIL ROAD

"MAP OF ADDERLEY'S  
 ADDITION TO THE  
 VILLAGE OF MOUNT  
 MORRIS"  
 L. 72, P. 0 G.C.R.



Namir Shango  
11745 N. Saginaw St  
Mt. Morris, MI 48458

February 18, 2025

Reference: Zoning Permit

Below are the remaining items that need to be addressed before the scheduled Planning Commission Meeting, about the letter received from Creekwood Architecture dated November 11, 2024.

- The City of Mt. Morris Department of Public Works and Genesee County Water and Waste Services have reviewed the submitted plans. The public alley will not be abandoned as requested in the review response section 2.
- A cross-access agreement still has not been received from the Downtown Development Authority for parcel 57-12-528-018 or from the owner of parcel 57-12-528-016. Section C indicates that access to adjacent parcels is not needed to have adequate circulation, according to the submitted site plans on sheet S1 on parcel 57-12-528-016 is labeled that cross-access easement is required. On sheet S3 the exit of fuel delivery tankers indicates crossing parcel 57-12-528-018.
- Indicated on sheet S5 the elevation of the existing sidewalk appears to be incorrect. There must be a barrier with free access to the point of sale inside Valley Liquor. Please confirm the elevations of the existing sidewalks and other barrier free dimensions.
- Creekwood Architecture has not provided cross sections for driveways and sidewalks.
- The City of Mt. Morris Department of Public Works have reviewed the plans for sheet S2, the additional curb cuts on West Mt. Morris Road will not be allowed for access to food trucks to parcel 57-12-526-001.
- Creekwood Architecture has not provided a utility sheet as requested. Sheet S1 does not include electrical service to the gasoline canopy or to the fuel storage tanks. An electrical design plan has not been submitted as stated response letter from Creekwood.

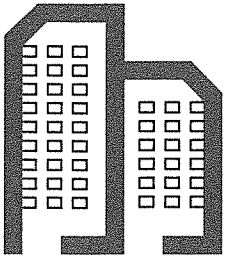


- The cover sheet of the site plans indicates that site plans have not been submitted to Genesee Township Fire as requested.
- Sheet S1 does not include traffic control or lane closure during demolition of the existing structure. Please confirm with the demolition contractor that no lane closure will be required.

When the final site plans and agreements have been submitted, the City of Mt. Morris may submit the plans to a professional engineering firm for final review in accordance with the Zoning Ordinance of the City of Mt. Morris. All costs for the review will be the responsibility of the owner.

Paul Zumbach  
City of Mt. Morris Zoning Administration

Cc: Spencer Lewis City Manager  
Rob Kehoe Building Inspector



# Creekwood Architecture, Inc.

1111 Creekwood Trail • Burton, MI 48509

February 27, 2025

City of Mt. Morris  
Department of Public Works  
Code Enforcement  
11649 N. Saginaw St  
Mt. Morris, MI 48458

RE: Valley Liquor

Mr. Paul Zumbach:

The alley is not proposed to be abandoned. An easement is proposed through the alley to Mt. Morris Rd. See copy of cross access agreement along with written agreement with the neighbor.

The sidewalk is existing and has an existing barrier free ramp off the barrier free space. No changes are proposed to this ramp.

No cross section of driveway or sidewalk is needed. The drive is existing and is to have 24" of curb removed to match existing. No new sidewalk is on the plan.

A utility plan has been provided.

Plans have been given to the City for Fire Review.

Burnash is removing the existing building and will coordinate with the City for any lane closures.

If you have any other questions, please contact me.

Sincerely,

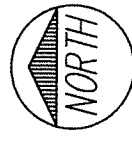
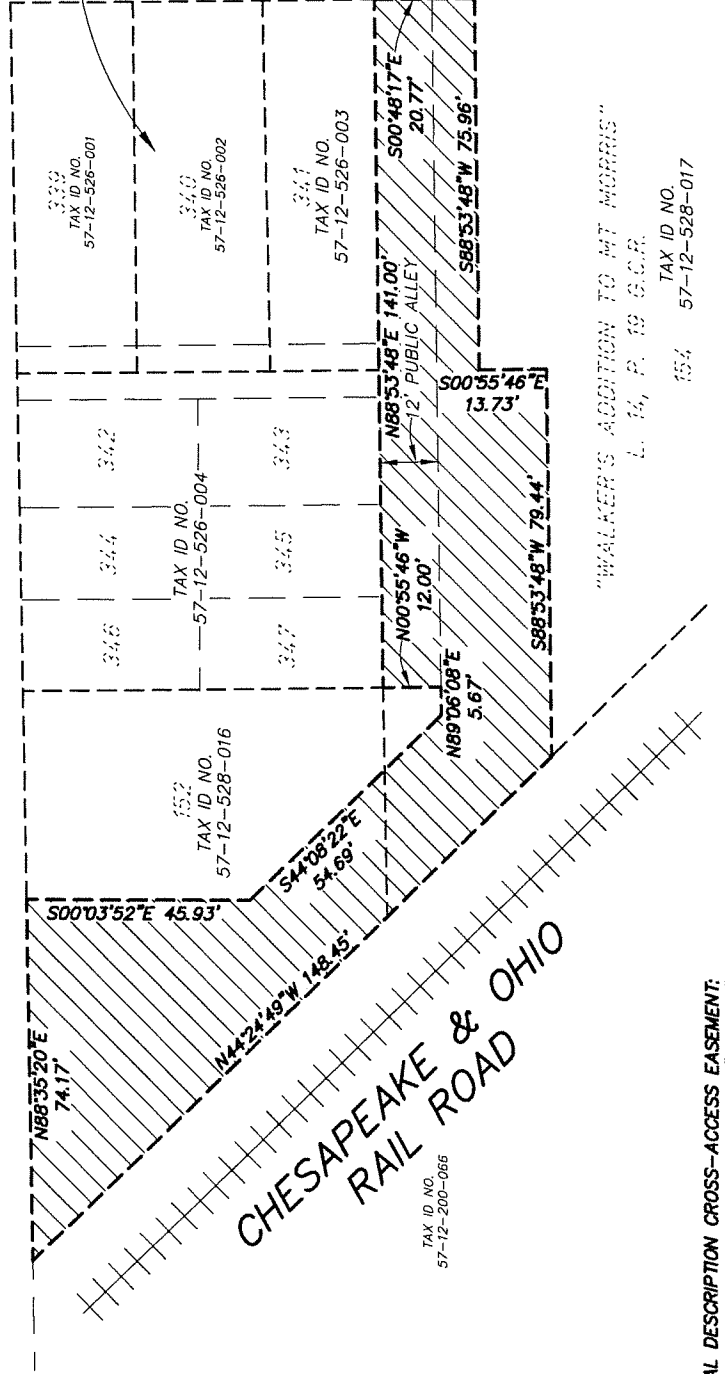
Bruce Calhoun, Project Manager

Saved As: 25-Zumbach, Paul City of Mt. Morris  
Valley Liquor # 24015

**SKETCH OF CROSS-ACCESS EASEMENT**  
 PART OF "WALKER'S ADDITION TO MT MORRIS" AND  
 "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS"  
 CITY OF MT MORRIS, GENESSEE COUNTY, MICHIGAN

PREPARED FOR:  
 VALLEY LIQUORS  
 11741 SAGINAW ST  
 MT MORRIS, MI 48458

MT MORRIS STREET



0 15 30  
 SCALE: 1" = 30'

940 S. GRAND TRAVERSE ST  
 FLINT, MI 48502  
**meridian**  
 LAND SURVEYING  
 TEL: 810-339-6605  
 info@meridianland.com

DATE: 11-25-24  
 FLD/OFFICE: DS/MA  
 JOB No. 2024198  
 SHEET: 1 of 1

**LEGAL DESCRIPTION CROSS-ACCESS EASEMENT:**

Part of the Lot 152 and Lot 154 of "WALKER'S ADDITION TO MT MORRIS" recorded in Liber 14, Page 19, Genessee County Records and part of the 12 foot wide public alley of "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS" Liber 70, Page 0, Genessee County Records, being more particularly described as: BEGINNING at the Southeast corner of Lot 341 of said "MAP OF ADDERLEY'S ADDITION TO THE VILLAGE OF MOUNT MORRIS"; thence S00°48'17"E, 22.77 feet along the West line of Saginaw Street; thence S88°53'48"W, 75.96 feet; thence S00°55'46"E, 13.73 feet; thence S88°53'48"W, 79.44 feet to the Northeast right of way line of Chesapeake and Ohio Rail Road; thence N44°24'49"W, along said Northeast line of Chesapeake and Ohio Rail Road, 148.45 feet to the South line of Mount Morris Street; thence N88°35'20"E, along said South line, 74.17 feet; thence S00°03'52"E, 45.93 feet; thence S44°08'22"E, 54.69 feet; thence N89°06'08"E, 5.67 feet to the West line of said public alley; thence N00°55'46"W, along said West line, 12.00 feet to the North line of said Alley; thence N88°53'48"E, along said North line 141.00 feet to the POINT OF BEGINNING. Containing 7,990 square feet of land also subject to easements and restrictions of record, if any.

February 13, 2025

To Whom It May Concern:

I, Samir Shango, of 646 W. Mt. Morris Street, Mt. Morris, MI 48458, approve and grant Namir Shango and the property located at 11741 N. Saginaw St. the easement as shown on attached drawings as prepared by Meridian Land Surveying on 11/25/24, Job No. 2024198, for access around my building and on my property from Saginaw St. to Mt. Morriss Rd. for car, delivery trucks, and fueling tankers as needed.

Thank you,



Samir Shango

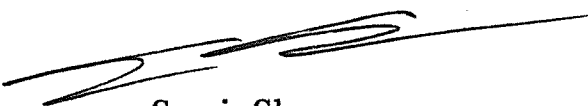
2-19-2025

February 13, 2025

To Whom It May Concern:

I, Samir Shango, of 646 W. Mt. Morris Street, Mt. Morris, MI 48458, approve and grant Namir Shango and the property located at 11741 N. Saginaw St. the easement as shown on attached drawings as prepared by Meridian Land Surveying on 11/25/24, Job No. 2024198, for access around my building and on my property from Saginaw St. to Mt. Morriss Rd. for car, delivery trucks, and fueling tankers as needed.

Thank you,



Samir Shango

2-19-2025

---