



Memorandum

To: Planning Commission
From: Elizabeth J Corwin, PE, AICP; Planning Director
Date: November 7, 2024
Re: SPR 24-09
SA Sheid Properties
Oakland Business Center Ph IV
PIN 11-21-201-005

For your consideration, S.A. Sheid Properties has resubmitted the previously approved site plan for the former Tyler property, located on Enterprise Drive, just south of Unit 3 of Oakland Business Center. The project was delayed due to circumstances beyond anyone's control. The site plan expires after 2 years of inactivity. We understand there are no significant changes from the original plan.

In your packet, you will find the original application and review letters from the Planning Consultant and Township Engineer. The Fire Marshall completed a cursory review and has deferred his final review to the building permit and land use processes as his concerns are related primarily to the end use of each unit within the building. I am also including the minutes of approval from 2022.

We are assuming that the applicant intends to expand the condominium to include this property given the name of the project. If not, a number of cross-easements will be required. The review process for such ownership issues can be handled administratively.





<input checked="" type="checkbox"/>	Site Plan Review
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Use Requiring Special Approval
<input type="checkbox"/>	Land Division
<input type="checkbox"/>	Land Division & Combination
<input type="checkbox"/>	Road Profile
<input type="checkbox"/>	Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John St, Highland, Michigan 48357 (248) 887-3791 Ext. 2

Date Filed: 10/10/24 Fee: \$ 375.00 Escrow: _____ Case Number: SPR 24-09*

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS *see SPR 22-11

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

1. APPLICANT INFORMATION

NAME: Allison Van Haverbeke
 ADDRESS: 1268 Craven Dr.
Highland, MI 48356
 PHONE: 248-505-5227
 EMAIL: allie.obc@gmail.com

OWNER INFORMATION

NAME: S.A. Sheid Properties
 ADDRESS: 1203 Enterprise Dr.
Highland, MI 48357
 PHONE: 248-505-5227
 EMAIL: allie.obc@gmail.com

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: Enterprise Dr.
 LOT WIDTH: 502 LOT DEPTH: 677 LOT AREA: 7.08 acres
 PARCEL IDENTIFICATION NUMBER(S): 11-21-~~426-044~~
11-21-201-005

3. PROJECT INFORMATION

PROJECT NAME: Oakland Business Center Phase IV
 PRESENT ZONING: IM PROPOSED ZONING: IM
 PRESENT USE: IM PROPOSED USE: IM

APPLICANT

SIGNATURE: Allison Van Haverbeke
 PRINT NAME: Allison Van Haverbeke

On the 17 day of OCTOBER 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

Dawn Mecklenborg

State Of Michigan
 County Of Oakland
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
 My Commission Expires 05/25/2030

Notary Public: Dawn Mecklenborg

OWNER

SIGNATURE: Ann M. Heensheid
 PRINT NAME: Ann M. Heensheid

On the 17 day of OCTOBER 2024 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

Dawn Mecklenborg

State Of Michigan
 County Of Oakland
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Notary Public: Dawn Mecklenborg

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.

**Highland Township Planning Commission
Record of the 1393rd Meeting
November 3, 2022**

Roll Call:

Scott Green, Chairperson -absent
Eugene H. Beach, Jr
Grant Charlick (acting chairperson)
Kevin Curtis
Chris Heyn - absent
Beth Lewis - absent
Roscoe Smith
Scott Temple
Russ Tierney

Also Present:

Elizabeth J Corwin, Planning Director
Doug Lewan, Carlisle-Wortman Associates

Visitors:

Chairman Scott Green called the meeting to order at 7:30 p.m.

Work Session

Agenda Item #1:

Parcel #	11-21-426-014
Zoning:	IM, Industrial Manufacturing
Address:	Vacant Enterprise Drive
File#:	SPR 22-11
Request:	Site Plan Review
Applicant:	Scott Hoensheid, S.A. Sheid Properties, LLC
Owner:	S.A. Sheid Properties, LLC

Mr. Charlick disclosed his financial interest in the property under consideration, as he is the contractor developing the project. Mr. Beach moved to allow Mr. Charlick to recuse himself from the discussion. Mr. Tierney supported the motion which carried by voice vote. Mr. Smith assumed the role of chairperson.

Mr. Smith introduced the site plan for review of a multi-tenant industrial building on the vacant parcel just south of the existing Oakland Business Center Unit 3. The parcel is zoned IM, Industrial Manufacturing.

Mr. Charlick noted that the applicant, Scott Hoensheid was unable to attend the meeting. Mr. Charlick represented the applicant in his absence. He noted that Mr. Hoensheid does not intend to start building the structure immediately, but that there was a significant amount of earth balance activity required and that he wanted to prepare the site now. Although he could do the earthwork without Planning Commission approval, he wanted assurance that the building location, parking and similar features would be acceptable.

He explained that the project was similar to the two previous projects on Units 1 and 2 of the industrial park, except that the building footprint for the new building was about the same as the other two buildings

combined. Mr. Hoensheid seeks to offer a wider range of leasable spaces to meet current market demand. He expects some of the existing tenants will move into the new space, backfilling the existing spaces with other prospects.

The parking meets ordinance requirements, and additional reserved parking is indicated on the site plan. Mr. Charlick noted that some of the sports uses allowable in this district generate significantly more peak parking than typical industrial uses. If it proves necessary in the future, the boundary between unit 3 and this new project would be revised to allow for even more parking.

Mr. Charlick noted that Mr. Hoensheid has reviewed the consultant's review letters and is prepared to address the issues identified such as landscaping in the construction plans.

Ms. Corwin asked if the unit would be incorporated into the industrial condominium and subject to the same bylaws and restrictions as the rest of the park. Mr. Charlick noted that the surveyor and attorney are already at work on those ownership issues and that the condominium will be expanded to incorporate this property.

Ms. Corwin noted that the Fire Marshal has reviewed the site plan and has no issues with the layout. The building is serviced by municipal water supply and will include fire suppression. The Fire Marshal will review each unit as a tenant is identified through the land use permit process. Mr. Charlick acknowledged that some units may require alterations such as additional doors or different access routes and fire separation depending upon the use and configuration of the space.

Mr. Beach made a motion to approve the site plan for a new multi-tenant building for the vacant property on the east side of Enterprise Drive, south of Oakland Business Center subject to final review by staff, consultants and the Fire Marshal, with the understanding that staff would refer any issues to the Planning Commission as deemed necessary. Mr. Tierney supported the motion. Roll Call Vote: Mr. Curtis - yes, Mr. Temple - yes, Mr. Beach - yes, Mr. Tierney - yes, Mr. Smith - yes. The motion was approved with five yes votes.

Mr. Charlick returned to the chairperson position for the remainder of the meeting.

Agenda Item #2:

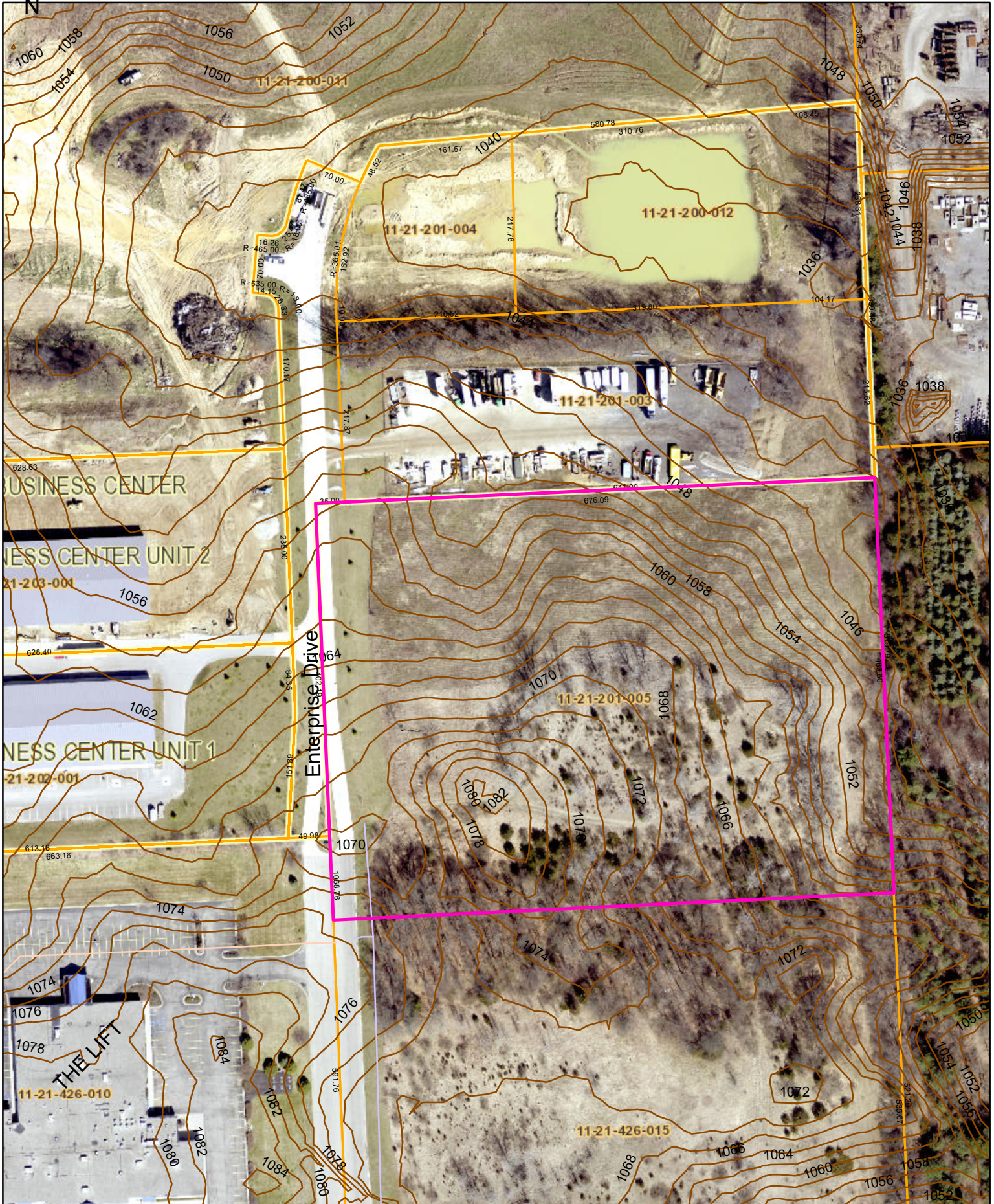
Parcel #	11-08-400-004
Zoning:	R-3, Single-Family Residential; 3 acre min.
Address:	Vacant Middle Road
File#:	PLU 22-0029
Request:	Sketch Plan Review for Class B Farm Market
Applicant:	Michael and Jillian Mantua
Owner:	Michael and Jillian Mantua

Mr. Charlick introduced the agenda item.

The applicant, Mike Mantua explained that the proposal is to build a greenhouse now in order to start flowers and vegetables. There is no plan to provide electric, water or septic service to the structure at this time.

Ms. Corwin explained that the greenhouse would be the principal use until such time as the house is built, at which time the use would become accessory to the principal residence. It is an allowable use with site plan approval as a Class B Farm Market since the Mantua's plan to offer flower sales to the public.

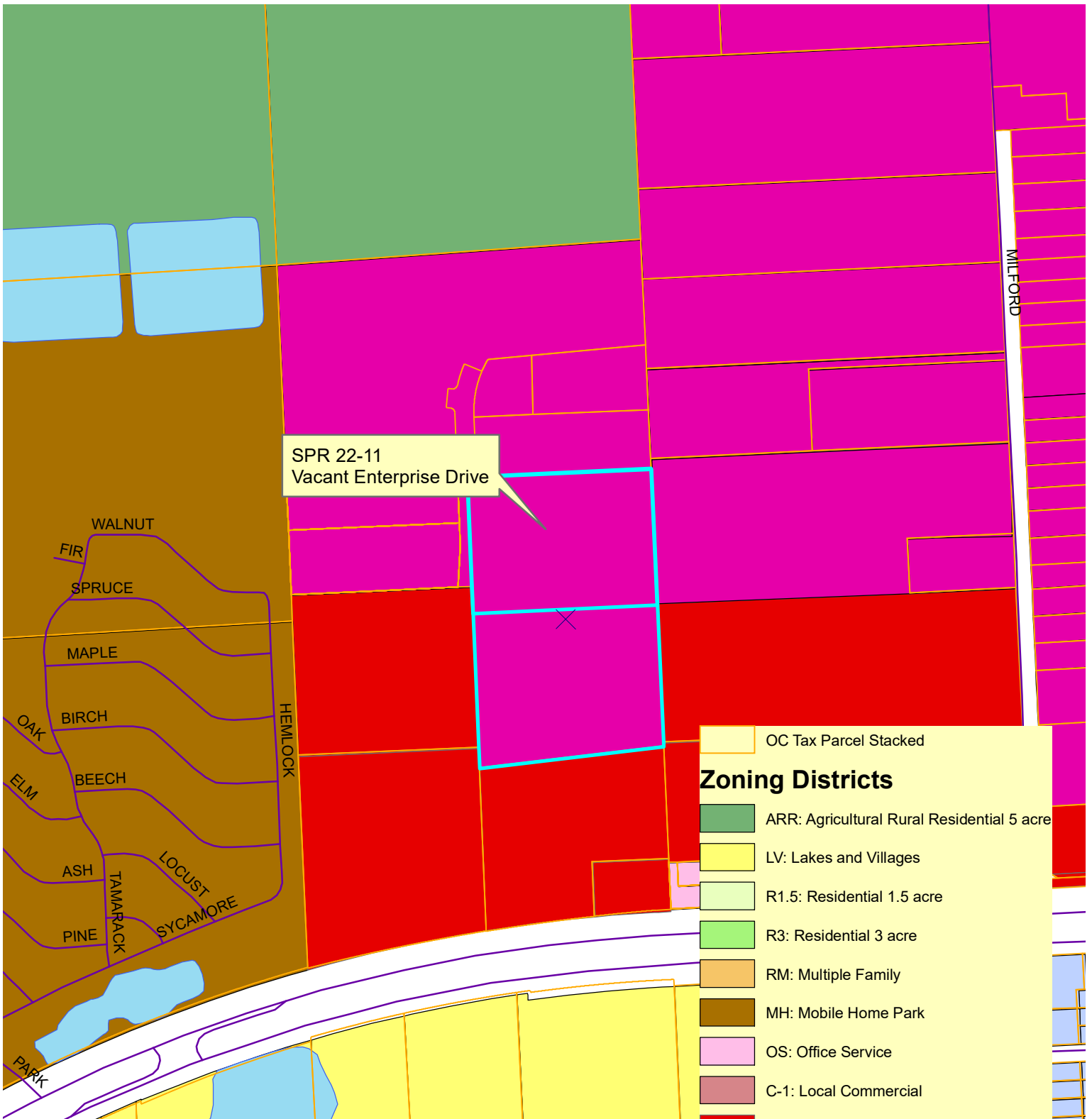
OAKLAND BUSINESS CENTER "PHASE IV" SPR22-11



160 80 0 160 Feet



CHARTER TOWNSHIP OF HIGHLAND ZONING MAP



SPR 22-11
Vacant Enterprise Drive

- OC Tax Parcel Stacked
- Zoning Districts**
- ARR: Agricultural Rural Residential 5 acre
- LV: Lakes and Villages
- R1.5: Residential 1.5 acre
- R3: Residential 3 acre
- RM: Multiple Family
- MH: Mobile Home Park
- OS: Office Service
- C-1: Local Commercial
- C-2: General Commercial
- HS: Highland Station
- TR: Technology and Research
- IM: Industrial Manufacturing



ENACTED: November 18, 2010

CHARTER TOWNSHIP OF HIGHLAND



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John Street, Highland Michigan 48357 (248) 887-3791 Ext. 2

Date filed: 10/11/22 Fee: \$750 Escrow: * Case Number: 22-11

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REQUIRED COPIES OF PLANS

INITIAL REVIEW: 19 COPIES OR RESUBMITTAL: 19 COPIES
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES

** Existing Sheld properties
escrow account*

APPLICANT AND PROPERTY OWNER INFORMATION

Applicant: AL PRUSS
Phone: 517-223-3512 Email: APRUSS@MONUMENTENGINEERIN.COM
Address: 298 VETERANS DRIVE FOWLerville MI 48836
(Street) (City) (State) (Zip)
Property Owner: S.A. SHELD PROPERTIES Phone: 248-505-6815
Address: 1203 ELLER PRASE DR. HIGHLAND, MI 48357
(Street) (City) (State) (Zip)

PROPERTY INFORMATION

Address or Adjacent Streets: ENTERPRISE DRIVE
Lot Width: 502 Lot Depth: 677 Lot Area: 7.08 ACRES
Tax Identification Number(s) (Sidwell): 11-21-426-014

PROJECT INFORMATION

Project Name: OAKLAND BUSINESS CENTER *Phase IV*
Existing Use: C-2 GENERAL COMMERCIAL IN INDUSTRIAL Current Zoning: C-2 IM
Proposed Use: COMMERCIAL INDUSTRIAL / MFG. Proposed Zoning: C-2 IM

APPLICANT
SIGNATURE: [Signature]
NAME: AL PRUSS

OWNER
SIGNATURE: [Signature]
NAME: SCOTT HENSHIELD

On the ___ day of ___ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

On the 2nd day of SEP, 22 before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
County Of Oakland
Notary Public: [Signature]

State Of Michigan
County Of Oakland
Notary Public: [Signature]

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Rev. - 07/27/2015

DAWN MECKLENBORG
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires May 25, 2023
Acting in the County of Oakland

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NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires May 25, 2023
Acting in the County of Oakland



Carlisle | Wortman
ASSOCIATES, INC.

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

Date: October 27, 2022

Site Plan Review For Highland Township, Michigan

Applicant:	S.A. Shield Properties
Project Name:	Oakland Business Park
Plan Date:	November 5, 2021
Location:	East side of Enterprise Drive, north of M-59
Zoning:	IM Industrial Manufacturing
Action Requested:	Site Plan Approval

PROJECT AND SITE DESCRIPTION

The applicant proposes to construct a 68,030 s.f. multi-tenant industrial building and associated parking on an existing 7.8-acre vacant site located east of Enterprise Drive. While the applicant has not provided information on the potential uses of the tenant spaces, we note that they will be limited to those uses that are either permitted or conditional as allowed in the IM Industrial Manufacturing zoning district. The site has access to an existing 100-foot-wide private drive easement know as Enterprise Drive.

SITE PLAN CONSIDERATIONS

As this is a new industrial building, full site plan review is required as outlined in the following sections.

AREA, WIDTH, HEIGHT, SETBACKS

The required area, width, height, and setbacks are noted in the table below. The “zoning information” on sheet C-1.0 incorrectly shows the site as C-2 and as such the applicant has incorrectly noted the required front yard as 80 feet when it is actually 75 feet. The side yards are also incorrectly noted and

should be corrected to a simple 20-foot side yard setback. The rear yard setback is also incorrectly noted as 50 feet and it is required to be 40 feet. While setbacks can be met for this project, all notations found on sheet C-1.0 should be corrected to reflect the IM zoning standards.

In addition to the notes that need to be revised, we would like to see the actual setbacks to the building be added to the site plan. The applicant shows a building envelope, but setbacks to the structure should be added to the site plan.

	<u>Required</u>	<u>Provided</u>
Lot Area	30,000 s.f.	339,855 s.f.
Lot Width	150 feet	497 feet
<u>Setbacks</u>		
Front	75 feet	Not provided.
Side	20 feet	Not provided.
Rear	40 feet	Not provided.
Lot Coverage	30%	17.68%
Building Height	30 feet	*25 feet

*While a building height dimension has been provided, we note that no building elevation drawing was provided in the plan set to confirm the building height.

Items to be Addressed: 1) Correct the “zoning information” table on sheet C-1.0 to reflect the IM zoning standards. 2) Provide setback distances to the proposed building. 3) Provide building elevation to confirm building height.

NATURAL RESOURCES

Natural features information is provided on sheets V-1.1, V-3.0, and CD-1.0 of the plan set and reviewed in the following sections. The information provided meets the informational requirements noted for the required “natural features inventory and stewardship plan” with exceptions noted below.

Topography: We find a 37-foot difference in elevation from the small hill in the southwestern portion of the site to the low spot found in the northeast corner of the site. The grading plan provided on sheet C-7.0 indicates that virtually the entire site is to be mass graded to accommodate the proposed building, parking, and stormwater detention.

Wetlands: A plan note indicates that according to the National Wetland Inventory, there are no regulated wetlands on site and indicates that the site is not within a flood zone.

Woodlands: A partial tree survey was provided along with information on trees to be removed. While the applicant has indicated that all trees on the “hill” of the site are to be removed, we also note that a wooded area is shown along the southern property line in the information provided as well as aerial photography that would also appear to be removed but has not been denoted as such on the plan set. The applicant should clarify if these trees are to be removed as well.

Soil: Soil types are shown on sheet V-1.1 but the location of soils are not provided on the site plan. Soils information should be provided to help determine septic system suitability.

Items to be Addressed: 1) Clarify tree removal along the southern property line, if needed modify site plan to show all trees to be removed.

2) Add the location of soils to the site plan.

BUILDING LOCATION AND SITE ARRANGEMENT

As noted in the section above, the site meets all Township standards for setbacks. The applicant is proposing a single point of access with drive-lanes and parking surrounding the proposed multi-tenant building.

Items to be Addressed: None.

PARKING, LOADING

Based on the use of “light industrial, manufacturing, testing labs, R&D and accessory offices for these uses the ordinance requires one space for each 550 square feet of building area. The minimum required parking for the size of this building would be 124 spaces. The applicant is proposing 147 spaces with 87 spaces planned for banking. The ordinance allows up to 20% more parking than required. The proposed 147 spaces are just under that maximum amount of parking.

At this point it would seem that the proposed banked parking spaces would only be needed if the uses within the building were more of an office configuration rather than an industrial configuration. For example, if the entire building were to be built out as office at one space required for each 250 square feet of building area the ordinance would require 272 spaces. With banked spaces the applicant could provide up to 239 spaces. The amount proposed meets ordinance standards and land banked parking would likely be enough for other uses that could be planned for the space. We calculate the need for five handicap spaces and six are proposed.

Parking spaces are to be 9 feet by 20 feet and the plan indicates spaces of only 18 feet in length with no width dimension provided. Each of the parking spaces must be increased by two feet.

With regard to loading spaces, the size of the building would dictate 3 loading spaces with a dimension of 10 feet wide by 50 feet in length. The site plan indicates 16 overhead doors with a 360 square foot space in front of the overhead doors. This space is smaller in dimension and area (500 s.f. required for each loading space). As designed the loading areas do not meet minimum loading space requirements. The Planning Commission may allow “central loading areas” that service multiple units within a building.

Items to be Addressed: 1) *Revise parking space dimensions to meet ordinance standards as noted.* 2) *Provide the required 3 loading spaces for this size of building.*

SITE ACCESS AND CIRCULATION

The applicant proposes a single driveway access to the site via Enterprise Drive. Truck turning templates have been provided on the plan sheets depicting three different large vehicles circulating the site, including a fire truck. From the templates provided, overall circulation appears to be acceptable. We defer to the Township Fire Department on their specific circulation needs.

Items to be Addressed: *Fire department review of site circulation.*

LANDSCAPING

- Composition:** The proposed composition as well as the proposed plant composition of the detention basin appears acceptable.
- Greenbelt:** Based on a lot width of 497 feet we calculate the need for 17 greenbelt trees and 16 are provided. It would appear that the landscape plan is basing greenbelt trees on a lot width of 472 feet.
- Buffer / Screen:** Not provided as the site is surrounded by industrial used and zoned property.
- Site Landscaping:** The ordinance requires 15% site landscaping. The total amount of site landscaping is not provided on the site plan.
- Details:** Planting and staking details are provided and acceptable.
- Refuse Container:** A single dumpster location for the entire multi-tenant site is proposed in the northeast corner of the site. This single dumpster location appears to be very inconvenient for those tenant spaces in the southwest corner of the site. The applicant should consider adding a second dumpster location. In addition to considering a second dumpster location, we note that details of the dumpster enclosure were not included on the site plan and are required.

Items to be Addressed: *Address landscaping as noted.*

LIGHTING

A detailed photometric plan was provided on the last page of the plan set. It appears that all lighting levels and fixture heights have been met. After 11:00 PM lights are to be reduced in intensity. The applicant should indicate how this requirement is being addressed. We are not also clear as to the location of each of the fixtures. The locations of the lighting fixtures should be provided.

Items to be Addressed: 1) Indicate how the “after hours” lighting levels will be met. 2) Provide location of all site lighting.

SIGNS

New signs are not shown on the plan. If new signage is proposed, it should be provided on the site plan.

Items to be Addressed: Indicate if any new signage is proposed.

FLOOR PLAN AND ELEVATIONS

Not provided. Floor plans and elevations are required to be provided as a part of the site plan review process.


Items to be Addressed: Provide detailed floor plans and elevations for review of the Planning Commission.

RECOMMENDATIONS

Prior to approval of the subject site plan, the comments of this review should be addressed to the satisfaction of the Planning Commission. Our comments are summarized below:

1. Correct the “zoning information” table on sheet C-1.0 to reflect the IM zoning standards.
2. Provide setback distances to the proposed building.
3. Provide building elevation to confirm building height.
4. Clarify tree removal along the southern property line, if needed modify site plan to show all trees to be removed.
5. Add the location of soils to the site plan.
6. Revise parking space dimensions to meet ordinance standards as noted.
7. Provide the required 3 loading spaces for this size of building.
8. Fire department review of site circulation.
9. Indicate how the “after hours” lighting levels will be met.
10. Provide specific locations of all site lighting.
11. Indicate if any new signage is proposed.
12. Provide floor plan.

Oakland Business Center
October 27, 2022



CARLISLE WORTMAN ASSOC., INC.
Douglas J. Lewan, AICP
Executive Vice President

Copy: Beth Corwin, City Engineer



October 26, 2022

Highland Township
205 North John Street
Highland, MI 48357

Attn: Ms. Beth Corwin, P.E.
Planning & Development Director

Re: Site Plan Review
Oakland Business Center, Phase 4
Section 21, Highland Township
Sidwell No 11-21-426-014

HRC Job No. 20221001.02

Dear Ms. Corwin:

As requested, this office has reviewed the plans for the above-mentioned project as prepared by Monument Engineering Group Associates, Inc. (dated November 5, 2021). The proposed improvements include a large building, water main and parking area just south of the Oakland Business Center on Enterprise Drive. We have the following comments:

General

1. The Owner should submit an estimate of cost for the proposed improvements. This information will be used by the Township to establish escrow accounts for plan reviews and construction observation.

Water Supply

1. The proposed water supply improvements will need to be designed and constructed in accordance with Highland Township Engineering Design Standards.
2. The proposed fire hydrant locations will need to be reviewed and approved by the Highland Township Fire Department.

Wastewater Disposal

1. The plans indicate that a septic tank and field will be used for the wastewater disposal of the proposed building. This will require the review and approval of the County Health Department.

Storm Water Management

1. All proposed storm sewer improvements will need to be designed in accordance with Highland Township Engineering Design Standards.
2. Stormwater runoff will be collected in underground pipes which drain to an onsite sediment forebay before discharging into the retention pond of the Oakland Business Center. An offsite easement will need to be dedicated from the property to the north to allow the connection to the retention pond.
3. It appears that the regional retention basin will be modified to accommodate stormwater retention for this site which will also require an offsite easement or confirmation that the storm water can be discharged to this basin.

Paving and Grading Improvements

1. The proposed paving and grading improvements will need to be designed in accordance with Highland Township Engineering Design Standards.

Soil Erosion Control

1. The Soil Erosion and sediment control plans will require the review and permitting of the Oakland County Water Resources Commission.

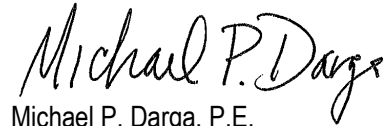
Summary

Subject to the above items being addressed in future construction plan submittals, we do not object to approval of the proposed site plan. One (1) complete set of the construction plans should be submitted to this office for review and approval prior to the issuance of any building permits.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Michael P. Darga, P.E.

MPD/mpd

pc: Highland Township; R. Hamill, K. Littlebear
HRC; R. Alix, File