



Memorandum

To: Planning Commission Members
From: Elizabeth J Corwin, PE, AIPC; Planning Director
Date: January 23, 2025
Re: URSA 24-06
Applicant: Skilken/Gold and Property Owner: Hannah & Hannah Investments, LLC
Vacant W Highland Road
PIN 11-22-352-005, -006, -010, and -011,

You are asked to review applications for Special Approval of Land Use to establish a gas station at the SW Corner of M-59 and Milford Road (former site of Highland Lumber, NAPA and other businesses) as well as Site Plan Review. The site covers the entire block bounded by M-59, Milford Road, Ruggles Road and John Street. The parcels are in the Highland Station Business Zoning District and identified in the Highland Station Master Plan as Highway Oriented Commercial.

As you are aware, Highland Station is a unique zoning district that permits greater flexibility in dealing with the challenges of preserving the character of the existing neighborhoods, while accommodating new growth. As you approach your review, I remind you to consult with the Highland Station Master Plan and Highland Station Design Guidelines, in addition to the intent statements in Section 9.05 of the Zoning Ordinance, which is District Specific Standards for the Highland Station. And as we have discussed in the past, the Standards of Approval in Section 6.03.H should be fully evaluated as part of your recommendation to the Board.

Your packet includes the applications, copy of the public notice for the public hearing for Special Use Approval, and review letters from the Township Engineer, Fire Marshal, Highland Downtown Development Authority and Township Planning Consultant.

I am also aware that the Road Commission for Oakland County and the Michigan Department of Transportation have completed conceptual reviews of the site and have provided guidance to the site designers as to acceptable location for driveways.

There are a few unique circumstances that arise from the development of this site. First, you will find that the septic system is not actually located on this site, but rather in a land lease on the west side of John Street on the HVSD property. The Oakland County Health Division has witnessed soils borings and is working with the applicant on permits.

Warm inside. Great outdoors.



In exchange for the land lease, the project will include a public watermain extension along Ruggles Road, and a private water service extension across school property to Highland Elementary School. Highland Township has not sought a water extension to serve Township Hall. The 8-inch watermain is sized in conformance with the Township Master Water System Plan.

Since the watermain will be extended along Ruggles Street, the project will also include providing a connection for adjacent properties, which include the Legacy Credit Union and a couple single family homes.

Another element specific to development of this site involves the demolition of the existing Highland Station "Ticket Station". The Board of Trustees negotiated to deed over the park area in exchange for the replication of the ticket station at the Veteran's Park. The lamp posts will be salvaged and delivered to the Township for use elsewhere, and the brick pavers will also be salvaged. This agreement is between the Board and the property owner and is independent of the Sheetz proposal.

Because the Township has transferred the corner parcel, Sheetz has agreed to allow space on their monument sign to accommodate our changeable message sign and a Township logo. The Township will operate the sign under an easement agreement and will continue to manage the messaging. Due to the public benefit afforded by this arrangement, the sign is larger than would otherwise be allowed for a commercial property. The Planning Commission may consider the appropriateness of the scale and location of the sign, but is not strictly constrained by the standards of the ordinance.

The HDDA continues to negotiate an entrance treatment to the downtown area that might be incorporated into the landscape design in the NE corner of the site.

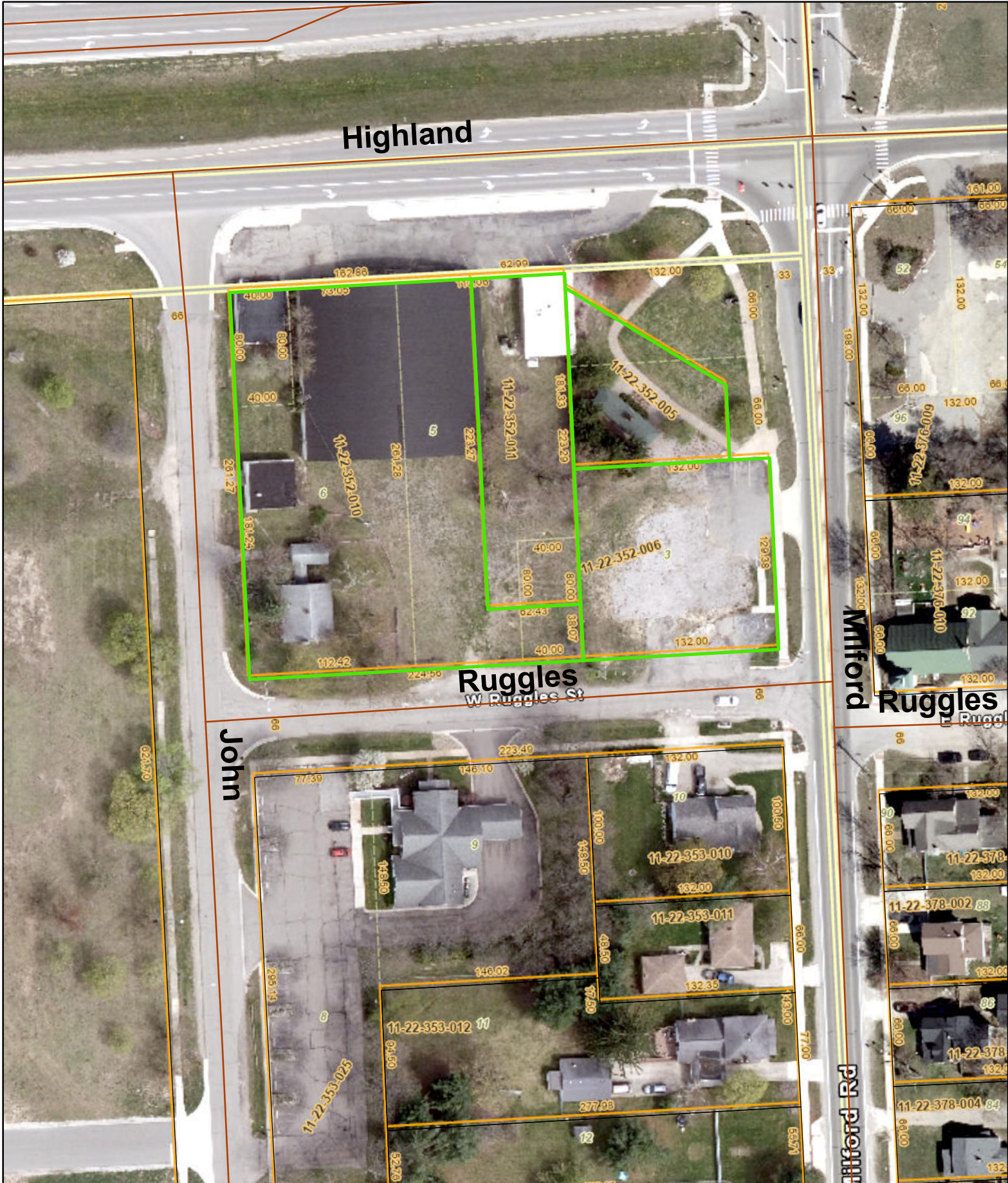
Also, as you review the plans, you'll find they include a landscape plan that appears to satisfy Township standards as outlined in Article 12 of the Zoning Ordinance. However, in the HDDA Design Committee review, the density of the trees and the choices of planting materials was found to be not quite in the spirit of the Highland Station Master Plan. Supervisor Hamill is working on specific landscape recommendations for the site, and that portion of the site design (Sheets L1.0 and L1.1) will be replaced.

I would also like to take a moment to remind you that in the Highland Station, setbacks are determined by the Planning Commission through evaluation of the site plan and site surroundings. I also note that this site technically has four front yards. There are some features, such as the dumpster enclosure, loading/unloading zones and drive thru that will technically be in a front yard. If the Planning Commission determines that these features are appropriate for the site and the design is consistent with the Highland Station Master Plan, it will not be necessary to obtain variance approvals from the Zoning Board of Appeals.

Another thing to remember as you review the plans, there have been two recent zoning ordinance text amendments that impact this site design. Z-031 and Z-032 that deal with issues specifically impacting gas station standards (lighting, parking, canopy design, etc). If you refer to the Zoning Ordinance as published at Municode.com, those amendments are not yet codified, and must be viewed in the .pdf files published at the Home button of the Highland Township Ordinance.

Another design element I think you should be aware of as your review the land use is the unique nature of the drive-thru ordering system. This is a touch screen kiosk—not the traditional “squawk box” you would find at most drive-thru restaurants. The drive-thru is open when the store is open, which a 24-hour daily operation with breakfast, lunch and dinner offerings. I’ll leave further explanation to the applicants.

This report is meant to provide a framework of information that will not necessarily come across in site plans and transmittal letters. The Planners report should dig deeper into issues related to the design and its conformance with ordinance regulations. I understand that the applicant and their representatives will be present to address your questions and explain the proposal in greater detail.





**PUBLIC HEARING
CHARTER TOWNSHIP OF HIGHLAND
PLANNING COMMISSION
January 23, 2025
7:30 P.M.**

NOTICE IS HEREBY GIVEN that a public hearing will be held at the Highland Township Hall, 205 N. John St. on Thursday, January 23, 2025, at 7:30 p.m.

Notice is further given that all interested parties are invited to review the request and offer comment through the internet or mail. The application may be viewed at <http://highlandtwp.net> under the Planning Commission meeting page. Comments may be submitted to planning@highlandtwp.org, mailed to the Township offices or dropped in our secure drop box at the Township Offices, 205 N. John St. If you have any questions, please call 248-887-3791, ext. 2.

TO CONSIDER:

Request for Use Requiring Special Approval submitted by applicant Derick Riba, Skilken/Gold and property owner Hannah & Hannah Investments, LLC.

REQUEST:

Section 4.12. Highland Station Business District (HS) Subsection C.4 Gas Station and Article 6, Special Land Use Procedures and Standards.

LOCATION: Parcel 11-22-352-010, 11-22-352-011, 11-22-352-005; 11-22-352-006, vacant W Highland Road (M-59)



Kevin Curtis, Chairman
Highland Township Planning Commission

(Publish: on or before January 8, 2025)



December 18th, 2024

Ms. Beth Corwin, P.E., AICP
Planning Director
Highland Township
205 N. John Street
Highland, MI 48357

**RE: Site Plan Submittal
Sheetz – Highland (M59 & Milford)
Highland, MI**

Dear Ms. Corwin,

Please find enclosed site plans for the Sheetz Highland Project in Highland Township for your review and approval. This project is for the proposed construction of a Sheetz convenience store, drive thru restaurant, and gasoline fuel station. The project includes associated improvements for new pavement, parking, walk, utility, landscaping, building and stormwater management; also including a proposed public watermain extension to the nearby school and public sanitary sewer, and storm sewer service connections.

Please find the following documents attached for the submittal of the Sheetz Highland Site Plan:

- Twenty (20) sets of Site Plans dated 12/17/2024
Site Plan Package Includes:
 - Civil Site Plans (Signed and Sealed), Photometric Plans, and Architectural Plans

Please let us know if you have any questions while performing your review. I can best be reached at 734-497-2272.

Sincerely,

KIMLEY HORN OF MICHIGAN, INC

A handwritten signature in black ink that reads "Tyler Smith".

Tyler Smith, P.E.
Project Manager

Cc: Alex Siwicki, Sheetz
David Bruckelmeyer, Sheetz
Yasmeena Krstovski, Sheetz
Derick Riba, Skilken Gold



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|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Site Plan Review |
| <input type="checkbox"/> | Rezoning |
| <input checked="" 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: _____ Fee: _____ Escrow: _____ Case Number: _____

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

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: Derick Riba
ADDRESS: 4270 Morse Rd
Columbus, OH 43230
PHONE: 419-799-7656
EMAIL: driba@skillengold.com

OWNER INFORMATION

NAME: Isaac w. Hanna
ADDRESS: 32600 Stephenson Hwy
Madison Heights, Mich, 48071
PHONE: 248 765-5700
EMAIL: Isaac@IwhtCompanies.com

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: Highland Road (M59) between N. John Street & N. Millford Road
LOT WIDTH: ±356' LOT DEPTH: ±261' LOT AREA: 1.94 acres (net & gross)
PARCEL IDENTIFICATION NUMBER(S): Parcel 1: 11-22-352-010, Parcel 2: 11-22-352-011, Parcel 3: 11-22-352-005, Parcel 4: 11-22-352-006

3. PROJECT INFORMATION

PROJECT NAME: Sheetz Highland
PRESENT ZONING: HS (Highland Station) PROPOSED ZONING: HS w/ Special Use *
PRESENT USE: Highland Station Depot (Park) PROPOSED USE: Convenience, Drive Thru Restaurant, Fuel Station

APPLICANT

SIGNATURE: _____
PRINT NAME: Derick Riba

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.

State Of Michigan
County Of Oakland

Notary Public: _____

OWNER

SIGNATURE: [Signature]
PRINT NAME: Isaac w. Hanna

On the 18th day of December, 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.

State Of Michigan
County Of Oakland

Notary Public: [Signature]



• 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.



January 10, 2025

Highland Township
205 North John Street
Highland, MI 48357

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

Re: Site Plan Review
Sheetz Highland
Sidwell Nos. 11-22-352-010, 11-22-352-011, 11-22-352-005 & 11-22-352-006

HRC Job No. 20240432.02

Dear Ms. Corwin:

As requested, this office has reviewed the plans for the above-mentioned project as prepared by Kimly Horn (dated December 18, 2024). The proposed improvements include a new fuel station on existing properties at the northeast corner of Highland Road and N. John Street. We have the following comments:

Water Supply

1. A water main extension from the water main on the east side of N. Milford Road is proposed along Ruggles Street, John Street and on the property of Highland Elementary. The proposed water main will be required to be designed in accordance with Highland Township Engineering Design Standards and will require the review and approval of the Oakland County Water Resources Commissioner's Office (WRC). Additional hydrants and valves will be needed once the water main route has been finalized.
2. The water main connection at N Milford Road should connect to the existing 8 inch stub and the crossing of N Milford Road will need to be jack and bored.

Wastewater Disposal

1. The plans indicate that a proposed septic system will provide wastewater disposal for this site on the vacant lot on the west side of N. John Street. This will require the review and approval of the Oakland County Department of Environmental Health and will require easements shown on the plans.

Storm Water Management

1. All proposed storm sewer improvements will need to be designed in accordance with Highland Township Engineering Design Standards.
2. Storm water detention will be provided in an underground detention system which outlets to N Milford Road. The underground detention system will be required to meet the design requirements of the Oakland County WRC. Soil boring info showing the ground water level will need to be added to the plans.

Paving and Grading Improvements

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

2. A permit from the Road Commission for Oakland County (RCOC) will be required for the proposed work within the rights-of-way on N. Milford Road, Ruggles Street and N. John Street.
3. Site circulation will need to be reviewed and approved by the Township Planner and Fire Department.

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 construction drawings, this office does not object to the proposed site plan. This office is available to discuss any of these comments with the applicant prior to submittal of the construction drawings. 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
HRC; R. Alix, File



Charter Township of Highland - Fire Department

**1600 W. Highland Rd.
Highland, MI 48357
(248)887-9050**

Re: 155 Highland Rd.
Highland, MI 48357**

January 16, 2025

To Whom It May Concern:

**Project Overview: Proposed site plan for a Sheetz Convenience store/ restaurant and gas station at 155 Highland Rd.

I have reviewed the site plan for the proposed project at the above location, and I am pleased to approve the submitted plans.

Please note that review and approval by the Authority Having Jurisdiction does not relieve the applicant of their responsibility to comply with all applicable codes.

If you have any questions regarding this plan review report, please do not hesitate to contact me.

Respectfully submitted,

Shawn Bell
Fire Marshal
Highland Township Fire Department
