



## City of Rochester

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400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

### PLANNING COMMISSON REGULAR MEETING AGENDA

**Chair David Gassen**  
**Vice Chair & Council Member Christian Hauser**  
**Mayor Nancy Salvia**  
**Members: Daniel Bachmann, Jessica Clauser, David Hardin,**  
**Richard Kendziuk, Laura Murphy & Matthew Stone**

**\*See Attached Document for Virtual Meeting Instructions\***

<b>400 Sixth Street</b>	<b>October 6, 2025</b>	<b>7:00 PM</b>
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1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
4. Approval of the Minutes
  - A. Consideration of the Minutes of the Regular Meeting of September 2, 2025.
5. Public Hearings
6. Considerations:
  - A. Consideration of 440 South St : Consideration for scheduling of a public hearing for site plan and special exception approval for limited retail on the Industrial zoned site
  - B. Consideration of Zoning Board of Appeals Recommendations
  - C. Consideration of 215 S. Main - Request for Facade Material Modification
7. Miscellaneous
  - A. Schedule Planning 101 Training with Mckenna
8. Public Comment

## 9. Adjourn

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-733-3700 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations, including auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting.



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### Procedure for Hybrid Public Meeting

The City has returned to in-person public meetings as of September 7, 2023, with limited online capabilities. The public bodies (our boards and commissions) are meeting in-person; however, some staff, consultants, and guests will still be able to participate remotely. While in-person audience seating is now available, with limited COVID-19 procedures in place, staff asks that anyone who feels sick not attend in-person.

If you choose to participate virtual, please follow the links and information below:

- Live stream audio and video content on two (2) separate streaming platforms available at the City's [YouTube](#) and at the City's website at [www.rochestermi.org/201/City-Webcasts](http://www.rochestermi.org/201/City-Webcasts). (Click the "Live" links to go there.)
- The City remains committed to accessibility; however, due to the limitations of technology, City staff encourages residents to send an email with your comments to [rsvp@rochestermi.org](mailto:rsvp@rochestermi.org) prior to the meeting, but not later than Noon on the day of the meeting, so that your comments can be read into the record. This will decrease the demand on our virtual meeting infrastructure. (After Noon on the day of the meeting, email comments to: [jpeckens@rochestermi.org](mailto:jpeckens@rochestermi.org))
- For those who prefer to use a telephone to participate, you will need to call (312) 626-6799 and enter meeting **ID: 872 4266 8038** When prompted, enter a participant number or just touch the # key. During the call, use \*9 to raise hand and you will be "called on" by the last 3-digits of your phone number. (For example, my last digits are 8029. Callers will be asked to speak by referencing the last 4-digits of their phone number.) Note: Phone participants will have their numbers masked, for privacy.
- To provide additional opportunity to participate, members of the public are welcome to join the meeting by copying and pasting the following link in their browser: **<https://us02web.zoom.us/j/87242668038>** (Downloading Zoom is required.)
- We appreciate your understanding as staff will do our best to assist everyone; but, **please be advised for virtual meetings there is a three (3) minute limit for public comments.**

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1. CALL TO ORDER AND ROLL CALL

A meeting of the City of Rochester Planning Commission (PC) was called to order on September 2, 2024, at 7:00 p.m. by Chairman Gassen.

PRESENT: David Gassen, Chairman  
Dan Bachmann, Commissioner  
Jessica Clauser, Commissioner  
David Hardin, Commissioner  
Richard Kendziuk, Commissioner  
Laura Murphy, Commissioner

ABSENT: Christian Hauser, Vice Chairman  
Nancy Salvia, Mayor  
Matt Stone, Commissioner

quorum was present.

Also Present: Nik Banda, City Manager  
Jeff Kragt, City Attorney (Zoom)  
Vidya Krishnan, McKenna Planner (Zoom)  
Jeremy Peckens, Planning and Zoning Administrator  
Rose McKinney, Planning Clerk (Zoom)

2. PLEDGE OF ALLEGIANCE

Chairman Gassen led the reciting of the Pledge of Allegiance.

3. PUBLIC COMMENT NON-AGENDA ITEMS

There was no public online or in person that wished to be heard.

4. APPROVAL OF MINUTES

A. Consideration of the Minutes of the Planning Commission Meeting of August 4, 2025.

MOTION by Murphy supported by Kendziuk to approve the minutes of August 4, 2025.

Ayes: Gassen, Bachmann, Clauser, Hardin, Kendziuk, Murphy

Nays:

Absent: Hauser, Salvia, Stone

MOTION Carried.

5. PUBLIC HEARINGS

A. 313 S Street – Request for Site Plan Approval and Façade Change

Chairman Gassen opened the public hearing at 7:01 p.m.

Vidya, Mckenna planner gave an overview of the request. The site is a small area; the use will be used as warehouse storage and office. The site is non-conforming and received variances from the Zoning Board of Appeals. Sidewalks are not required as the area is too small and there is no connection. The monument sign that is proposed will not fit and will need to be changed to a wall sign. The site plan is recommended for site plan approval with the following stipulations.

The sign is changed to a wall sign with administration approval.  
The Applicant to address Trash removal.

The applicant Sal Lorenzано from Design Haus was present and stated that the trash would roll out to the curb. There will not be a sign on the building.

There was no one online or in the public that wished to speak.

Chairman Gassen Closed the public hearing at 7:13 p.m.

MOTION by Clauser supported by Murphy to approve site plan and façade change with the following stipulations.

Potential need for sidewalk in the future  
Wall sign be placed instead of a monument sign  
Revised/modified plans are submitted to administration

Ayes: Gassen, Bachmann, Clauser, Hardin, Kendziuk, Murphy

Nays:

Absent: Hauser, Salvia, Stone

MOTION Carried.

B. 120 S. Main St – Request for Site Plan Approval and Façade Change

Chairman Gassen opened the public hearing at 7:17 p.m.

Vidya, McKenna planner, gave her overview of the site plan. The proposed sign will be a new medical/therapy office in the CBD district. The Block will be painted a dark grey, the addition will conceal the block and engineered wood siding will be used on the addition portion. The roof will consist of black fiberglass.

Sixteen parking spaces are needed and twenty are present. The planters on the current render have been removed, and it would be recommended that they be placed back. Lighting is decorative and will be installed on the underside of the awning. This is a challenging site; previous proposals did not work for this site. The project is recommended for approval with the five conditions stated in the McKenna letter dated August 24, 2025. The applicant will also need to address the public benefit.

Vidya explained the difference between the previous requests of Professional services versus Special Project.

Travis Riley was present and stated the trash would be minimal and either taken home or entered an agreement with the neighboring property. Travis is not opposed to greenbelt, but it will be difficult as the space is small.

Ruth of 543 Main stated that there are special considerations for medical facilities.

Mr. Pille of 242 Mill inquired if the site will be cleaned up of debris and brush.

Discussion ensued in regard to the modern look of the building and the overhead doors. Color scheme was also addressed in keeping with the look of the downtown area. The overhead doors were specifically requested by the tenant to have and do not pose a privacy issue. Planters from the drawing were just dropped off rendering the planters will be placed. The A/C unit cannot go on the roof as the roof access will be difficult and could pose a safety risk for the contractor.

Chairman Gassen closed the public hearing at 7:42 P.M.

MOTION by Kendziuk supported by Clauser to move forward to City Council with the following stipulations

1. Two planters are placed at the front façade.
2. Five feet of green space be added.
3. Modification of the existing exterior materials.
4. Written statement of public benefit.

Ayes: Bachmann, Clauser, Hardin, Kendziuk, Murphy

Nays: Gassen

Absent: Hauser, Salvia, Stone

MOTION Carried.

6. CONSIDERATIONS

A. 543 N Main – Request for site plan for public hearing

Vidya McKenna Planner gave an overview of this project. Parking automated gates are proposed two on University, One on Main St and two on Pine St. The plan provided is from 1990 and is not signed or sealed. The Pine St islands are encroached on the public sidewalk; the islands are in the City owned right of way. The main street entrance only allows one vehicle. The University will allow one car to be stacked, however, places the vehicle on the public sidewalk. Main St. Is MDOT and will need MDOT approval with that approval submitted to the City. A proper site plan needs to be submitted, showing how the parking lot will be striped, and how emergency vehicles will enter. A Traffic impact study needs to be conducted. If kiosks are on City property that will need City Council approval.

Brief explanation was given by City Manager, Nik Banda on the code enforcement issues with the property. They have been working on an improvement plan. Some delays were caused by the winter weather. Maintenance has been an ongoing issue.

Dr. Atallah was present and discussed code enforcement issues and the project. Pavers were removed and replaced with concrete. The fountain was removed outside Silver Spoon. Dr. Atallah gave an overview of the proposed project. Additional parking spaces are being added. Plans were submitted tonight.

Vidya stated for clarification that the plan that Dr. Atallah is discussing is not the plan that was submitted for her review.

Dr. Pierre Atallah was also present, and the goal is to preserve and protect the existing parking lot. Vandalism and misuse of the property have been going on for years. Unauthorized vehicles have been left for days; trash has been left behind. Homeless people have sought shelter; the dumpster has been used. The parking lot has been advertised for use by the City and Arts and Apples. Vendors have been told to park in the lot. People have thought for decades that the lot was public, and it is not. The goal is to improve the safety and security of the property.

No action was taken on this request.

Brief Discussion ensued with concerns over the site plan over trash, failing technology. How the tenants and businesses on the property feel about parking gates.

7.MISCELLANEOUS

Jeremy Peckens Planning Administrator informed the Commission of Vidya to conduct a training session such as Planning 101 for the newer members. A list of dates will be emailed to the Commission members.

8.PUBLIC COMMENT

There was no public online or in person that wished to speak.

9.ADJOURNMENT

Hearing there is no further business to discuss, the meeting was Adjourned at 9:24 P.M.

Respectfully Submitted,  
Rose McKinney, Building and Planning Clerk



# MCKENNA

September 29, 2025

Planning Commission  
City of Rochester  
400 Sixth Street  
Rochester, MI 48307

**Subject:** Assistance League of Southeastern Michigan/440 S. Street; preliminary plan review for scheduling only; site plan dated 7/15/2024; Recd. By City 9/3/2025.

Dear Commissioners:

At the City’s request, we have conducted a preliminary review of a request from Jana Yezak on behalf of the Assistance League of Southeastern Michigan to provide retail sales of furniture and large goods at their warehouse facility located on South Street. The subject site is a 1.12 acre parcel located on the south side of South Street in the I-1 (Industrial-1) District.

The site is occupied by an existing 12,227 sq. ft building which is divided into a major 8,895 sq. foot unit in the front occupied by the Assistance League and a rear 3,332 sq. ft occupied by Mann’s Lumber for storage purposes. The applicant proposes to accommodate the retail sales of furniture which is donated to them in the rear of the main unit designated as “furniture annex.” The City recently adopted a zoning text amendment that would permit limited retail use in the industrial areas on South Street. The limited retail use is permitted as a special exception in the I-1 District, but only as an accessory use clearly incidental and subordinate to a principal permitted use on the property [Section 1703 (7)].

This preliminary review is to ensure adequate information has been submitted for the plan to be forwarded to Planning Commission to set a date for its hearing and does not constitute a complete site plan review.

## COMMENTS

1. The site plan the gross floor area as 12,694 sq. ft. and net floor area as 12,227 sq. ft. The retail use can occupy no more than *25% of the tenant space up to 1,500 sq. ft.* The building is a multi-tenant structure because of the area leased to Mann’s lumber. The applicant’s cover letter incorrectly calculates the usage based on the GFA of the entire building rather than the tenant space occupied by the Assistance League. Correct the discrepancy in the letter for the record.
2. The proposed furniture annex occupies 1,421 sq. ft which is approximately 15.97% of tenant space and is within limits.
3. The site plan and floor plan must be updated to show the location of the furniture annex with dimensions to ensure it complies with ordinance limits.
4. Access to the site is currently off South Street and remains unchanged. However, note area on the site plan where buyers will park for loading/unloading of furniture.

5. The site's frontage on South Street has no sidewalk. An existing sidewalk terminates at the property's northeast corner. Goldfish Swim School and Rewold were required to add sidewalks along their frontages to create a continuous pedestrian walkway. A 5' wide concrete sidewalk must be installed.
6. The subject site appears to share the access drive and main parking area with the abutting property to the west. Clarify if there is a shared access agreement in place and provide a copy of the same to the City.
7. Provide detailed truck circulation diagram to show on-site circulation for delivery, loading and unloading area of trucks, as required by Section 2405 of the Zoning Ordinance.
8. Parking requirement for the subject site is one (1) space per 1,500 sq. ft for the entire building. Based on the building size, the site requires a total of 8 space, and 10 have been provided.
9. The site plan notes one (1) barrier free accessible space on the northwest corner of the building. Clarify if the door closest to the space is at grade and appropriately sloped for handicap access. The site must provide barrier free access to the furniture annex as required per ADA rules.
10. The site plan shows parking spaces abutting the west wall of the building. Clarify if there is a curb, wheel stops or other means to protect the building from vehicle encroachment.
11. The site plan does not show a trash enclosure for the site, which is required for all industrial sites. Clarify.
12. The site plan notes the location of wall mounted light fixtures on the building. Demonstrate adequate illumination in the area where the retail furniture annex is to be located.
13. The applicant proposes no changes to the exterior building façade. However, for site plan approval, the submission must include elevations of all facades of the building (not just the front). We recommend that elevations or color photographs in lieu of elevations be submitted.
14. The submission includes no landscape plan. Please provide copy of an existing landscape plan. While the Zoning Ordinance does not have specific landscaping requirements for the Industrial district, landscaping is a critical element of site design. We suggest that the applicant consider adding one (1) deciduous tree such as a Red Maple to the front lawn area to enhance the site.
15. Clarify if any additional signage is proposed to advertise the retail use.



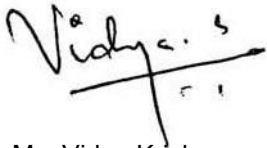
**RECOMMENDATION**

While the applicant is proposing to designate a portion of an existing building for a different use (retail), the process of site plan and special exception review does not exempt the site from complying with the Zoning Ordinance requirements for all properties. The applicant is subject to the same rules and regulations as any other industrial parcel on South Street.

The site plan submitted at this time is deficient in most items of required information. Subject to the information noted above being provided on a revised and dated set of plans, we recommend that the Planning Commission place the above-mentioned plan on the next available agenda for consideration of site plan and special exception approval.

Respectfully,

**McKENNA**



Ms. Vidya Krishnan  
Senior Principal Planner

Cc: Jeremy Peckens  
Nik Banda  
Jeff Kragt  
Rose McKinney





City of Rochester Planning Commission  
City of Rochester  
400 Sixth Street  
Rochester, MI 48307

Subject: Application for Special Exception – Retail Sales at 440 South Street, Rochester

To whom it may concern,

This letter is a formal request for the Assistance League of Southeastern Michigan's Application for Special Exception to have a Point of Sale at our property at 440 South Street in Rochester.

Assistance League of Southeastern Michigan (ALSM), an all-volunteer 501©3, purchased 440 South Street to serve as a warehouse for meetings, assemblies, and storage of materials. Over \$220,000 was spent renovating and bringing the building up to code in all areas, and we were issued a Certificate of Occupancy in October, 2024.

The warehouse is divided into two warehouses: the main being 8,895 sq. ft., and a smaller unit at 3,332 sq. ft. The smaller, back section is being leased to Mann's Lumber, who owns a building next door on South Street. Our organization occupies the larger space. Two donors provided funds to install a firewall 30 feet from the rear wall of the main warehouse in order to sell used furniture. This Furniture Annex is an extension of our store at 204 S. Main Street in Rochester. We lease the property on Main Street in Rochester, and operate an upscale resale store to raise funds to support our 9 philanthropic programs. The ReSale Connection sells women's clothing, housewares, and small furniture pieces. Donors to the ReSale Connection have wanted to donate larger pieces of furniture that we did not have room for in the Main Street store. We seek to enhance our service to the community by offering limited, direct sales to customers from the Furniture Annex in the warehouse. This retail activity will be 2-3 days per week for 3-4 hours each day. We are committed to ensuring that it will not negatively impact the surrounding area in terms of traffic, noise, or safety.

The ability to sell used furniture at the Furniture Annex in the building at 440 South Street will provide additional revenue for our philanthropic work. We have been an Assistance League chapter of the national organization for over 30 years, based in Rochester. The ReSale



Connection has been a mainstay on Main Street; our store has been in operation for over 25 years. We provide many goods and services in the tri-county area. ALSM distributes new clothing to over 4000 school children each year through Operation School Bell, provides new clothing for survivors of domestic abuse and/or sexual violence, gives needy new mothers layette kits and portable cribs, makes monetary donations to the Neighborhood House Food Bank, furnishes scholarships, tutoring, and assistance to Foster Care children, Veterans, Seniors, etc. Our impact in the community is significant.

The included Site Plan is exactly the same as when it was approved August 13, 2024. There are no changes to the footprint, the outside of the building, landscaping, or parking, all of which has received prior City of Rochester approval.

The gross total area of the warehouse is 12,694 square feet. The total floor area is 12,227 sq.ft. Our Furniture Annex, for which we are requesting the Special Exception, is 1,421 sq.ft. The Furniture Annex is 11.2% of total gross area, and 11.6% of total floor area. This figure is well below the 25% requirement limit for sales.

This letter is accompanied with the required 6 copies of the Site Plan, as well as an electronic copy, and payment of fees. We respectfully ask that this request be placed on the agenda for the next meeting of the Planning Commission, and that we be notified of any further steps required to move forward.

Thank you for your time and consideration. Should you require any additional information or clarification, please contact Jana Yezak at 248-821-8357 or [jyezak1016@yahoo.com](mailto:jyezak1016@yahoo.com), or Karen Boyk, 248-321-6026 or [karenbyk@aol.com](mailto:karenbyk@aol.com).

Best regards,

**Jana Yezak**

ALSM City of Rochester Representative

**Karen Boyk**

ALSM Warehouse Chair

Transforming Lives • Strengthening Community

P.O. Box 80932, Rochester, MI 48308-0932 • ReSale Connection, 204 S. Main St., Rochester, MI 48307 • (248) 656-0414  
www.semich.AssistanceLeague.org • Nonprofit, 501(c)(3), all-volunteer organization • Federal Tax ID#: EIN 38-3181336

# ASSISTANCE LEAGUE of SOUTHEASTERN MICHIGAN

Warehouse Building  
440 South Street  
Rochester, MI 48307



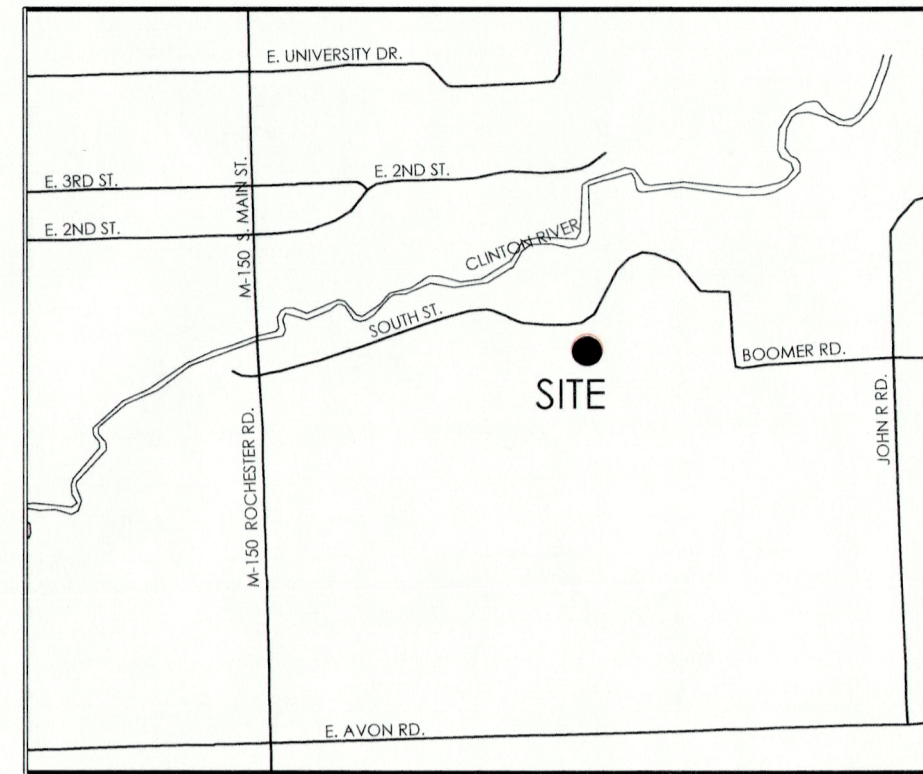
FRONT ELEVATION FROM SOUTH STREET



FRONT WAREHOUSE



REAR WAREHOUSE



North  
LOCATION MAP  
NO SCALE

REVISIONS		SHEET INDEX		
		SHEET NO.	SHEET DESCRIPTION	
4	3	2	1	ARCHITECTURAL
		SP101	PROPOSED SITE PLAN	
		A100	BF DETAILS & LIFE SAFETY PLAN	
		A101	FLOOR PLAN	
		A102	REFLECTED CEILING PLAN	
		A103	FURNITURE/SHELVING PLAN	

### SITE PLAN KEY NOTES

- 1 EXISTING ASPHALT PAVING
- 2 EXISTING CONCRETE DRIVE
- 3 EXISTING LAWN AREA
- 4 PROPOSED (1) 3' BOXWOOD SHRUBS IN 4" WIDE MULCH BED - KNOT TOGETHER AS A HEDGE 24" HIGH AND (1) "RED SUNSET RED MAPLE" 2 1/2" DB
- 5 BARRIER FREE WALL SIGN
- 6 NEW STRIPING FOR ADA ACCESS AISLE AND PARKING
- 7 EXISTING BUILDING MOUNTED LIGHTS
- 8 EXISTING TRENCH DRAIN
- 9 EXISTING STORM DRAIN
- 10 EXISTING MANHOLE
- 11 EXISTING CONC CURB/GUTTER STREET
- 12 EXISTING TREE LINE
- 13 EXISTING LINE OF ASPHALT PAVING
- 14 EXISTING UTILITY POLE
- 15 REPLACE CONCRETE SLAB AT ENTRY
- 16 ROOF DOWNSPOUT
- 17 NEW ASPHALT AREA INDICATED TO PROVIDE 2% RUNNING AND CROSS-SLOPE IN BF SPACE AND ACCESS AISLE
- 18 SHARED CURB CUT
- 19 LOADING AREA

### BUILDING TRASH NOTE:

GOODS WAREHOUSED IN THE BUILDING WILL BE MAINTAINED IN THEIR PACKAGING FOR FUTURE DISTRIBUTION. ANY MISCELLANEOUS TRASH WILL BE REMOVED FROM THE BUILDING BY OWNERS. NO DUMPSTER WILL BE ONSITE.

### LEGAL DESCRIPTION

THE LAND REFERRED TO IN THIS COMMITMENT IS DESCRIBED AS FOLLOWS:  
LAND SITUATED IN THE CITY OF ROCHESTER, COUNTY OF OAKLAND, STATE OF MICHIGAN DESCRIBED AS FOLLOWS:  
T3N, R11E, SEC 14 SUPERVISOR'S PLAT NO 2 PART OF LOT 50 BEG AT NE LOT COR, TH S 04-50-15 W 455.40 FT, TH N 89-06-20 W 105.25 FT, TH N 04-50-15 E 454.68 FT, TH S 89-30-00 E 105.30 FT ALG N LOT LINE TO BEGINNING, CONTAINING 1.2 AC (+/-)

### INFORMATION SOURCE

THIS DRAWING WAS PRODUCED FROM INFORMATION OBTAINED FROM THE FOLLOWING SOURCES:  
ArcGIS: PROPERTY DESCRIPTION MAP  
LINK: <https://www.arcgis.com/apps/webappviewer/index.html?id=bc6e0b7138af484b98018bd6b748ea44>  
OAKLAND COUNTY MICHIGAN - PROPERTY GATEWAY  
LINK: <https://gis.oakgov.com/PropertyGateway/Home.mvc>

### SITE DATA

PROPERTY ADDRESS  
440 SOUTH STREET  
ROCHESTER, MI 48307

PROJECT DESCRIPTION: WAREHOUSE RENOVATION, NO ADDITION TO BUILDING AREA.

ZONING ORDINANCE: CITY OF ROCHESTER - DATED February 14, 2024

PARCEL NUMBER: 68-15-14-176-023

EXISTING ZONING: I-1 (INDUSTRIAL)

LAND USE DESCRIPTION: WAREHOUSE

SITE AREA: 48,671 S.F. = 1.12 ACRES

SETBACKS:

YARD FRONT (NORTH)	REQUIRED 25 FT
SIDE (EAST)	15 FT MIN
REAR (SOUTH)	20 FT
SIDE (WEST)	25 FT (40 FT TOTAL OF SIDE YARDS)

BUILDING HEIGHT MAXIMUM: 50 FT

BUILDING HEIGHT ACTUAL: 20 FT(+/-)

EXISTING GROSS BUILDING AREA: 12,694 S.F.

EXISTING USE: WAREHOUSE

PARKING REQUIREMENTS:

REQUIRED:

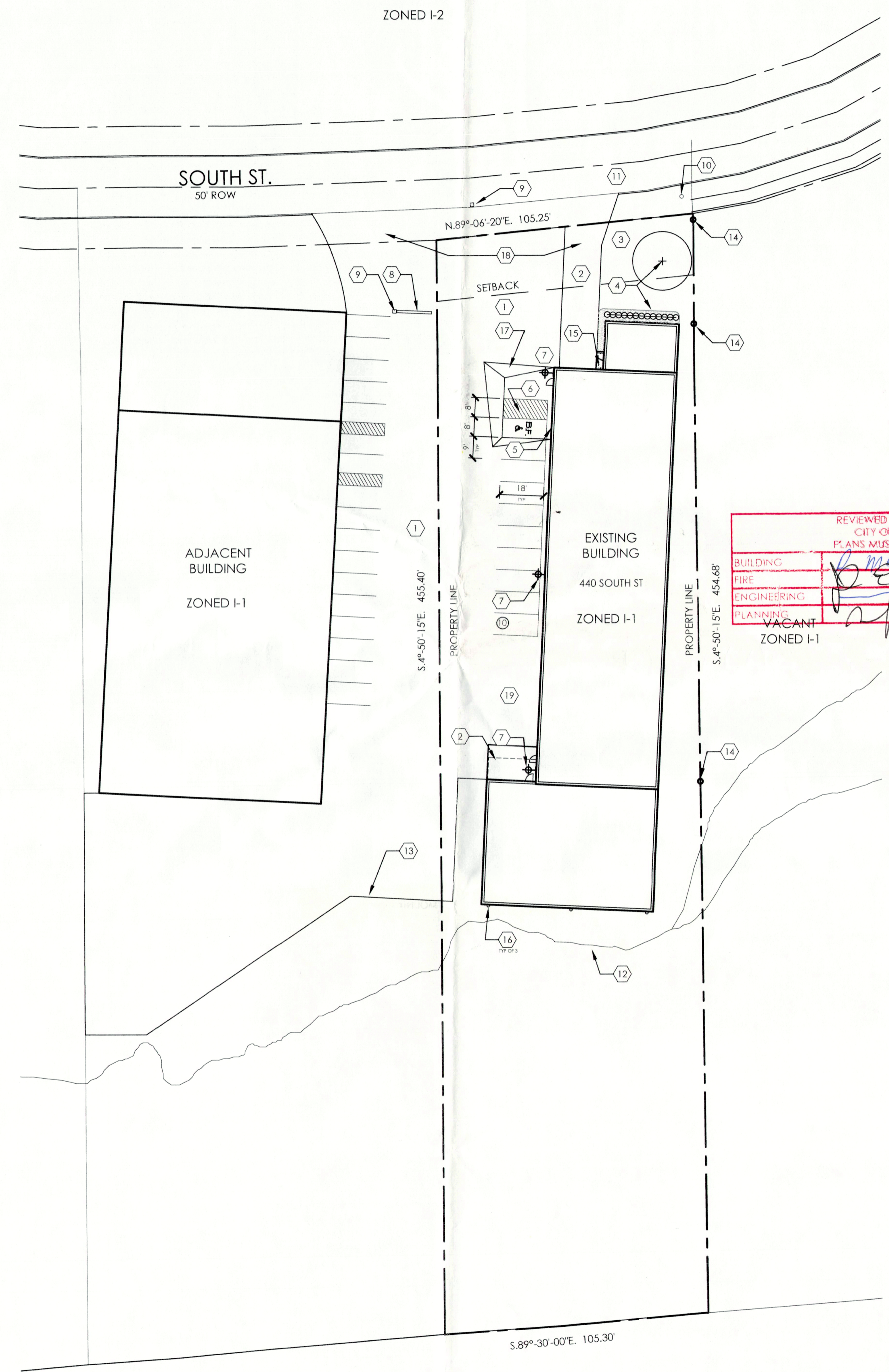
WAREHOUSE	1 PER 1500 S.F. GFA 12,694/1,500 = 8.46 = 8
PARKING PROVIDED @ 9' X 18'	9
BARRIER FREE PARKING:	
BARRIER FREE PARKING REQUIRED - 1/25	1
BARRIER FREE PARKING PROVIDED	1
TOTAL PARKING PROVIDED:	10

BARRIER FREE SIGN: INSTALL NEW BARRIER FREE SIGNS PER DETAIL

UTILITIES: ALL UTILITIES ARE EXISTING

PAVEMENT DRAINAGE: MAINTAIN EXISTING SITE DRAINAGE CONDITIONS

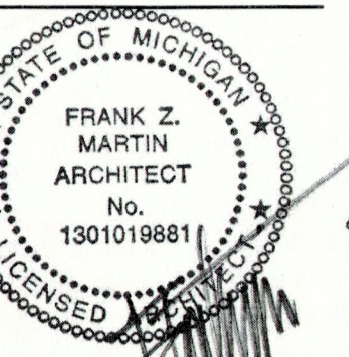
RIGHT OF WAY: ALL WORK WITHIN STATE, COUNTY OR CITY RIGHT OF WAY MUST RECEIVE APPROVAL OF THAT AGENCY BEFORE BEGINNING WORK



1 Site Plan  
1" = 30'-0"

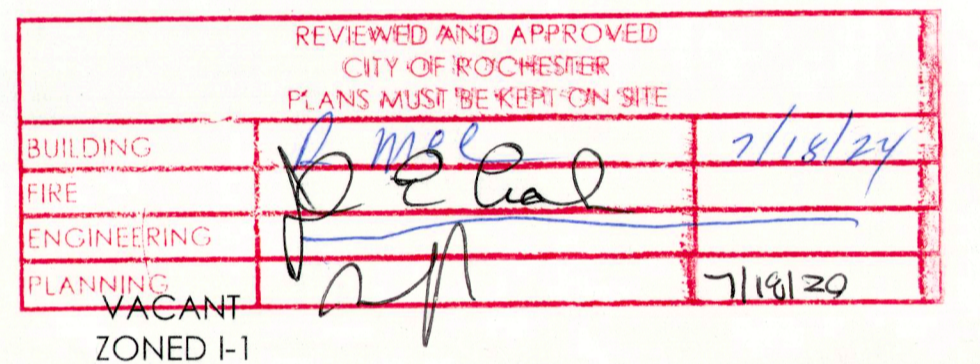
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Do not scale drawings.  
Use figured dimensions only



architect seal

SUBJECT TO  
FIELD INSPECTION



Issue / revision date
7-10-24 Administrative SPA
7-12-24 Owner Review
7-15-24 Bid Permit

drawn by checked by

Assistance League of S.E. Michigan  
Warehouse  
440 South Street  
Rochester, MI  
Site Plan  
project: sheet title:

**dma**  
DORCHEN / MARTIN

Dorchen/Martin Associates, Inc.  
Architects/Planners  
29895 Greenfield Rd., Suite 107  
Southfield, Michigan 48076  
(248) 557-1062  
www.dorchenmartin.com

job number sheet number  
24037 SP101



FIRE PARTITION INFORMATION	
<b>3-HOUR GYPSUM BOARD METAL STUD WALL ASSEMBLY</b>	U-4105 ASSEMBLY
(3) LAYERS OF 1/2" TYPE "X" GYPSUM BOARD ON EACH SIDE OF 3.5" 20 GAUGE METAL STUDS AT 24" O.C. WALL ASSEMBLY TO FILL THE ENTIRE OPENING WHEN THE EXISTING OVERHEAD DOOR IS REMOVED.	
<b>3-HOUR CONCRETE DOUBLE-T WALL ASSEMBLY</b>	CONCRETE DOUBLE-T WALL PANEL
SEE DOCUMENTATION PREPARED BY McDOWELL & ASSOCIATES, DATED JUNE 4, 2024, REGARDING WALL ASSEMBLY RATING.	
PROVIDE (3) HOUR RATED SEALANT IN ALL VERTICAL JOINTS OF THE 3-HOUR CONCRETE DOUBLE-T WALL ASSEMBLY - FIRE PARTITION. SEALANT AS MANUFACTURED BY 3M. FIRE BARRIER SILICONE SEALANT 1000 MG OZ OTHER EQUIVALENT MANUFACTURER.	

GENERAL PROJECT NOTES	
1.	PATCH AND REPAIR WALLS, FLOORS AND CEILINGS TO BRIDGE FLOOR LEVEL SURFACE TO RECEIVE ANY NEW FINISH MATERIAL.
2.	ALL EXISTING FLOOR FINISHES TO REMAIN EXCEPT AS NOTED. THE FLOOR SUBSTRATE SHALL BE PREPARED FOR NEW FLOOR FINISH INSTALLATION.
3.	EXISTING HVAC SYSTEM TO REMAIN FOR OFFICE AREA - ADJUST REGISTER AND DIFFUSER LOCATIONS PER FLOOR PLAN AND CEILING GRID.
4.	EXISTING FURNACE AND WATER HEATER ARE LOCATED ON THE UTILITY MEZANINE AND WILL REMAIN UNCHANGED.
5.	EXISTING LIFE POWER AND DATA SYSTEMS TO REMAIN. RELOCATE POWER AND DATA PER EQUIPMENT MANUFACTURER'S REQUIREMENTS.
6.	ALL WORK TO MEET LOCAL, STATE AND NATIONAL BUILDING AND FIRE CODES.
7.	UTILIZE HEPA FILTER AIR UNITS TO MINIMIZE DUST DURING DEMOLITION & NEW WORK. PROVIDE TEMPORARY FILTER COVERS ON ALL RETURNS.
8.	REMOVE DEBRIS FROM BUILDING IN A MANNER THAT DOES NOT RESTRICT NORMAL BUILDING USE AND MAINTAIN BUILDING IN A SAFE MANNER. MAINTAIN ALL AUTHORIZED FACILITIES LICENSED TO RECEIVE CONSTRUCTION WASTE MATERIALS.

Page -2-

Job No. 35774

**McDowell & Associates**  
 Geotechnical, Environmental & Hydrogeological Services • Materials Testing & Inspection  
 21335 Fletcher Avenue, Farmdale, NY 11737  
 Phone: (815) 339-2137  
 www.mcdowells.com

May 10, 2024

Attention: Mrs. Sue Dohbelstein  
 Fire-Resistance Rating  
 Existing Separation Wall  
 440 South Street  
 Rochester, Michigan

Job No. 35774  
 Assistance League of Southeastern Michigan  
 P.O. Box 80932  
 Rochester, Michigan 48308-0932

Dear Mrs. Dohbelstein:

In accordance with your request, McDowell & Associates conducted a site visit to the subject existing building on May 6, 2024. The purpose of the visit was to verify the fire-resistance rating for the separation wall within the building.

It is understood that the existing one-story building will be of mixed use for two different occupancies. Based on the information provided to McDowell & Associates, the front area will be used to store children's clothing, meeting supplies and used furniture for resale. The rear area will be occupied for lumber storage uses. It is further understood that your request is to verify the fire resistance for the existing wall separating the two areas.

The separated bearing wall was identified as a precast concrete wall consisting of ten foot (10') wide double tee panels. The panel thickness is six inches (6") and the ribbed section is twelve inches (12") in length and six and one-half inches (6.5") in width spaced five feet (5') on center.

We consulted the International Building Code (IBC) and Precast and Prestressed Concrete Design Handbook (PCI). Our findings are as follows:

The two occupancies can be classified as Moderate-Hazard Storage, Group S-1.

As indicated in the IBC - Section 707.3.10, the fire barriers, fire walls or horizontal assemblies or combination thereof, separating a single occupancy from different fire areas shall have a fire-resistance rating of not less than one (1) hour for S-1. The fire barriers, fire walls or horizontal assemblies or combination thereof separating fire areas or mixed occupancies shall have a fire-resistance rating of not less than the highest fire-resistance rating of the occupancies under consideration. Based on the construction classification in IBC Section 601, the fire-resistance rating requirements for building elements is one (1) hour.

**Mid-Michigan Office**  
 3730 James Savage Road, Midland, MI 48842  
 Phone: (989) 496-3610 • Fax: (989) 496-3190

Page -2-

Job No. 35774

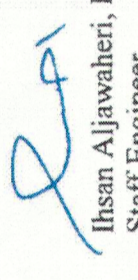
We assumed that the precast panels were cast of normal weight concrete and prepared by mixing lime-sulfate aggregate. The minimum equivalent thickness of cast in-place or precast concrete walls (load bearing or non-load bearing) for a fire resistance of three (3) hours is 5.7 inches.

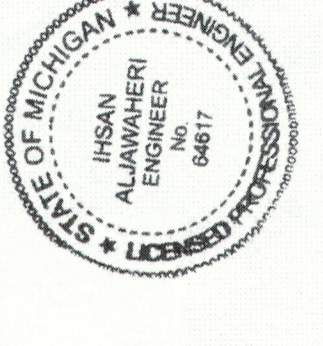
It appears that the existing separation wall will meet the required fire-resistance rating for the proposed above-mentioned occupancies. However, penetrations and joints between precast wall panels shall be protected if required by mortar or other approved materials to resist the passage of the fire for a time period not less than the required fire resistance of the wall.

The openings should be protected in accordance with the requirements of the IBC. The openings shall be limited to a maximum aggregate of twenty-five percent (25%) of the length of the wall and the maximum area of any single opening shall not exceed one hundred fifty-six square feet (156 sq. ft.). We suggest that you discuss the opening protective requirements with specialist manufacturers or suppliers.

If you have any questions or if we can be of further assistance, please do not hesitate to call.

Very truly yours,  
 McDOWELL & ASSOCIATES

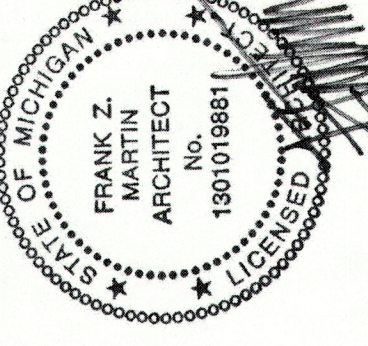
  
 Ihsan Aljawaheri, P.E.  
 Staff Engineer  
 Director of CMT Services  
 International Code Council Member  
 Certification No. 8092469  
 State of Michigan Registered Code Official and Inspector  
 License No. TNSP00487  
 Individual Builders License  
 No. 2101142151  
 BB-1A/Jfb



KEYED NOTES	
1	EXISTING MASONRY WALL CONSTRUCTION
2	EXISTING PRECAST DOUBLE-T CONCRETE WALL PANELS (6" THICK)
3	EXISTING PRECAST CONCRETE DOUBLE-T FIRE PARTITION (3) HOUR RATED
4	NEW (3) HOUR RATED GYPSUM BOARD FIRE PARTITION
4a	PROVIDE FIRE RATED SEALANT AT ALL VERTICAL JOINTS BETWEEN DOUBLE-T WALL PANELS - FLOOR TO CEILING
5	EXISTING GYPSUM BOARD/STUD PARTITIONS - INSTALL GYPSUM BOARD AS REQUIRED - PAINT
6	EXISTING STUD PARTITION TO BE REMOVED
7	EXISTING OVERHEAD DOOR
8	REMOVE EXISTING OVERHEAD DOOR
9	EXISTING INSULATED METAL WALL PANELS ON MASONRY BULKHEAD
10	EXISTING AL/GLASS DOOR
11	NEW EXTERIOR HOLLOW METAL DOOR/FRAME W/CLOSER, WEATHERSTRIPPING, THRESHOLD AND LOCKSET
12	EXISTING (3) HOUR HOLLOW METAL DOOR AND FRAME
13	ELECTRICAL PANEL
14	EXISTING HOLLOW METAL DOOR/FRAME
15	EXISTING DRINKING FOUNTAIN
16	EXISTING LINE OF CANOPY
17	ELECTRICAL DISTRIBUTION CENTER
18	RELOCATE EXISTING UTILITY SINK AND TRIM TO NEW UTILITY ROOM AND CONNECT TO EXISTING SANITARY/HOT AND COLD WATER IN PARTITION
19	FIRE EXTINGUISHER LOCATION (N) NEW AND (E) EXISTING
20	INSTALL BREAK METAL OR COMPOSITE CEMENT VERTICAL CLOSURE OVER EXISTING DOUBLE-T JOINT - PROVIDE SEALANT AS NECESSARY
21	NEW WOOD DOOR IN HOLLOW METAL FRAME
22	EXISTING CABINET WITH PLASTIC LAMINATE COUNTER, SINK AND FAUCET

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architect seal

  
 FRANK Z. MARTIN  
 ARCHITECT  
 1391019881



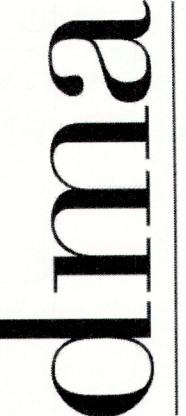
1  
 1/8" = 1'-0"

Issue / revision date  
 7-10-24 Administrative SPA  
 7-12-24 Owner Review  
 7-15-24 Bid Permit

drawn by \_\_\_\_\_ checked by \_\_\_\_\_

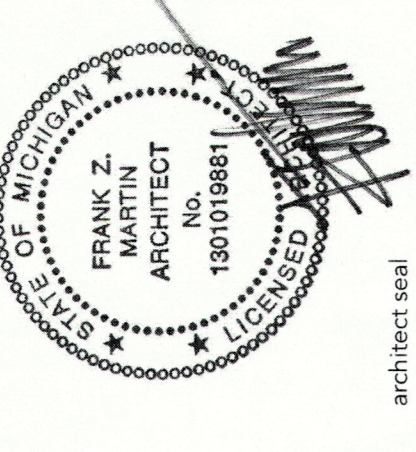
project: Assistance League of S. Michigan  
 Warehouse  
 440 South Street  
 Rochester, MI

sheet title:  
 Floor Plan  
 Keyed Notes  
 Fire Partition Information

  
**DORCHEN/MARTIN**  
 Dorchen/Martin Associates, Inc.  
 Architects/Planners  
 29895 Greenfield Rd., Suite 107  
 Southfield, Michigan 48076  
 (248) 557-1062  
 www.dorchemartin.com

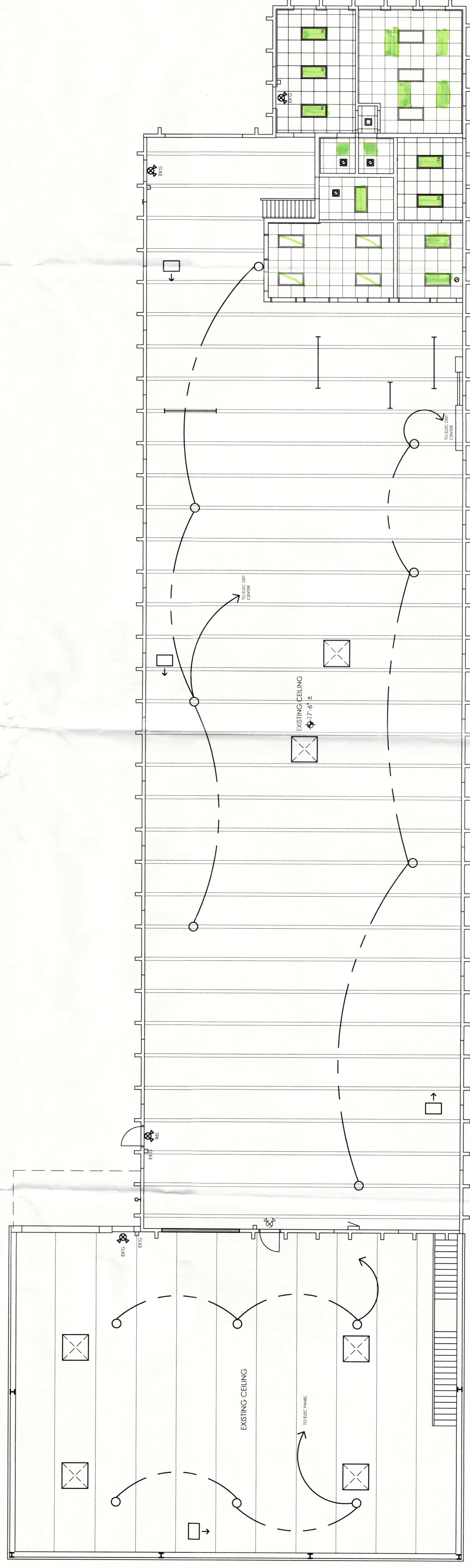
job number 24037  
 sheet number A101

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REFLECTED CEILING PLAN LEGEND	
	EXISTING CEILING GRID 2X2 WITH PADS
	EXISTING SIGN/EMERGENCY LIGHTING BATTERY BACKUP
	EXISTING SIGN/EMERGENCY LIGHTING BATTERY BACKUP TO BE RELOCATED
	EXISTING 2x4 FLUORESCENT LIGHT
	EXISTING EXHAUST FAN
	EXISTING EXHAUST FAN WITH LIGHT
	EXISTING FLUORESCENT LIGHT FIXTURE
	EXISTING PENDANT LIGHT
	EXISTING WALL MOUNTED LIGHT
	EXISTING SKYLIGHT
	NEW CEILING GRID
	RELOCATED SIGN/LIGHT
	NEW FLUORESCENT LIGHT
	NEW 2x4 FLUORESCENT LIGHT
	EXISTING SUSPENDED HEATING UNITS



issue / revision date  
 7-10-24 Administrative SPA  
 7-12-24 Owner Review  
 7-15-24 Bid Permit

drawn by \_\_\_\_\_ checked by \_\_\_\_\_

project: Assistance League of S.E. Michigan Warehouse  
 440 South Street Rochester, MI  
 sheet title: Reflected Ceiling Plan

dma  
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 Architects/Planners  
 29895 Greenfield Rd., Suite 107 Southfield, Michigan 48076  
 (248) 557-1062  
 www.dorchenmartin.com  
 job number 24037 sheet number A102

1 Reflected Ceiling Plan  
 1/8" = 1'-0"





## City of Rochester

400 Sixth Street  
 Rochester, MI 48307  
 P: (248) 651-9061  
 F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### **PLANNING COMMISSION SITE PLAN PROCEDURE GUIDE**

The Rochester Zoning Ordinance requires site plan approval in a number of situations. This Procedure Guide is intended to assist you in processing a site plan. This guide does not replace nor supersede any provisions of the Zoning Ordinance or any other Code of Ordinance of the City. It is recommended that you obtain a copy of the Zoning Ordinance, as amended. The attached form must be submitted with your request for site plan review.

The Planning Commission will examine the impact of the proposed development on adjoining and nearby properties, persons and activities and will, therefore, be interested in the configuration of the new structures, durability and standards of design. The site plan submittal shall accurately depict the location, height, mass of buildings, grading plans and typical elevations and all other data required by Article 27 of the Zoning Ordinance. Site plans deemed to be incomplete may be returned by the city without placing them on the Planning Commission agenda or the Planning Commission may table (postpone) the site plan review without discussion. Final building plans are not required as part of the site plan submittal; however, a Building Permit cannot be issued except for the plans that conform to the site plan and final engineering approval. Site plan approval by the City does not include a finding of conformance with deed restrictions. If the site plan involves a need for variance from the Board of Appeals, the site plan should first be submitted to the Planning Commission so that the Board of Appeals may benefit from the findings of the Planning Commission. In such cases, the Planning Commission may, in its discretion, grant a site plan approval conditioned on Board of Appeals action. The Planning Commission may also refer the matter to the Board of Appeals without taking action on the proposed site plan.

### **DEADLINES**

- **Site plan submittals must be received by the Permit Coordinator no later than 4:00 p.m., four (4) weeks prior to the next regular meeting of the Planning Commission.**
- **On items that have been previously considered by the Planning Commission, the revised submittals must be submitted to the Permit Coordinator no later than 4:00 p.m., three (3) weeks prior to the next regular meeting of the Planning Commission.**
- **The city will review the submitted documents and inform the applicant when it will be on the schedule for Planning Commission consideration. There are no set timelines for submittals, as they are dependent on thoroughness of the submitted documents and any revisions that are needed.**

**Note:** The Planning Commission normally meets the first Monday of each month at 7:00 p.m. in the Municipal Building, 400 Sixth Street. Please check the city website for the date of each meeting.

### **REQUIREMENTS**

- **Provide all required documentation and appropriate fee(s) to the Permit Coordinator at [jpeckens@rochestermi.org](mailto:jpeckens@rochestermi.org)**
- **Provide 1 DIGITAL (flash drive) & 9 COPIES of the blueprint drawings of the site plan (pre-folded to ¼ size with the blueprint seal on the outside), including the completed application, any correspondence & written supporting documents.**

- Provide a check payable to the City of Rochester for the site plan/special exception/special project/rezoning submittal fee (see page 2 for appropriate fee amounts).

**APPEARANCE IS REQUIRED:**

APPLICANT OR A REPRESENTATIVE FOR THE APPLICANT MUST ATTEND THE PLANNING COMMISSION MEETING IN ORDER TO ANSWER ANY QUESTIONS BY THE COMMISSION MEMBERS. FAILURE OF THE APPLICANT OR APPLICANT REPRESENTATIVE TO ATTEND THE PLANNING COMMISSION MEETING MAY RESULT IN TABLING CONSIDERATION OF THE SITE PLAN OR DENIAL OF THE SITE PLAN.

**SCHEDULE OF FEES:**

Until all applicable fees have been paid in full, no action shall be taken on any application or appeal. The schedule of fees shall be as follows:

<b>APPLICATION FOR:</b>	<b>FEE:</b>
<b>ZONING BOARD OF APPEALS</b>	<b>\$400</b>
Administrative Processing Fee	<b>\$100</b>
<b>Special Planning Commission Meeting</b>	<b>\$1500</b>
<b>REZONING APPLICATION</b>	
Administrative Processing Fee	<b>\$100</b>
Rezoning Application, less than one acre	<b>\$750</b>
Rezoning Application, more than one acre	<b>\$50 per each additional</b>
<b>SITE PLAN APPLICATION</b>	
Administrative Processing Fee	<b>\$100</b>
Site Plan Review, less than one acre	<b>\$1,250 first review, \$500 each review, thereafter, subject to \$500 resubmittal fee.</b>
Site Plan Review, more than one acre	<b>\$1,250 for 1st acre + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.</b>
<b>CONDOMINIUM PLAN APPLICATION</b>	
Administrative Processing Fee	<b>\$100</b>
Condo Project Application, less than one acre	<b>\$1,000 first review. Each review, thereafter, subject to \$500 resubmittal fee.</b>
Condo Project Application, more than one acre	<b>\$1,000 first review + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.</b>

<b>OTHER</b>	
Special Exception Hearing Application	#758138 \$500
Special Project Application within a Potential Intensity Change Area (PICA)	\$500
Community / Traffic Impact Study Review	As billed by City Consultant

In addition to the aforementioned fees, the applicant shall be responsible for all necessary engineering costs incurred by the City in processing applications for rezoning and/or site plan approval. A cash deposit (as determined by Administration) shall be deposited by the applicant with the City before any such engineering costs are incurred. Thereafter, all engineering costs shall be deducted from said deposit as incurred from time to time. In the event that said deposit shall be insufficient to cover all such engineering costs, the applicant shall be required to deposit additional sums as determined by the City to be necessary to completely recover the remainder of said engineering costs prior to the continuation of such engineering services. An applicant's failure to deposit such additional sums shall result in a cessation of further engineering services or building inspections by the City and may constitute an abandonment of the application. Upon completion or abandonment, as provided for below, all remaining deposits on hand shall be refunded to the applicant.

Inactivity on the part of an applicant for a period of ninety (90) days or longer in the processing of a rezoning request and/or a site plan approval request, shall be deemed an abandonment of the application requiring submission of a new application and repayment of the above fees, unless prior approval of the applicable board or commission is obtained for a longer period of delay due to extenuating circumstances.

**PLANNING COMMISSION - APPLICATION FOR APPROVAL OF SITE PLAN/SPECIAL EXCEPTION/SPECIAL PROJECT**

**\*Return to Permit Coordinator with check & required documents listed on page 1\***

Date Filed: 9/3/2025 Amount of Review Fee Paid : \$ 600<sup>00</sup>

Approval of the site plan is hereby requested for the following parcel of land in the City of Rochester. This application is submitted with the required number of copies of the site plan and payment of the appropriate review fee. The checklist below has been completed to certify the data contained on the site plan. If the required data is not reflected in the site plan, the appropriate box has been checked and a detailed statement is attached explaining why the data is not provided. I understand that if my site plan is deemed to be incomplete, it may be returned by the city without being placed on the Planning Commission agenda or the Planning Commission my table (postpone) the site plan without discussion. By signing this application, the undersigned hereby grants full authority to the City of Rochester, its agents, employees, representatives and/or appointees to enter upon the undersigned lands and properties for the purpose of inspection and examination incidental hereto.

PROJECT COORDINATOR'S NAME: Assistance League

**PROJECT COORDINATOR'S E-MAIL ADDRESS:**

JYezaK1016@yahoo.com

**PROJECT COORDINATOR'S PRIMARY PHONE NUMBER:**

248 821 8257

1. Name of proposed development:

\_\_\_\_\_

2. Location of property: \_\_\_\_\_ side of \_\_\_\_\_ Road, between

\_\_\_\_\_ and  
\_\_\_\_\_ Roads.

3. Street address:

440 South St

4. The property is presently zoned as:

\_\_\_\_\_

5. The total site area is

\_\_\_\_\_ acres(s).

6. Portion of total site being developed:

\_\_\_\_\_

7. It is proposed the property will be developed as:

\_\_\_\_\_

8. A Special Exception is being requested.  Yes  No.

9. Site Plan - Required Data: Check the appropriate line. If "not provided" line is checked, attach detailed explanation.

PROVIDED	NOT PROVIDED	DESCRIPTION
		a. Date, including revision.
		b. Plan scale of 1" equals 10', 1" = 40'
		c. North arrow.

		<b>d. Inserted location sketch showing location of subject property in the mile section.</b>
		<b>e. The seal of one or more of the following: registered architect, registered civil engineer, registered land surveyor, registered landscape architect or registered community planner.</b>
		<b>f. Existing and proposed grades at all lot corners and catch basins, and at a plan grid interval of not more than fifty (50) feet along all lot lines, road center lines and on the site and beyond for at least fifty (50) feet. Any proposed change of more than twenty-four (24) inches in the existing grade shall require specific approval by the Planning Commission as part of a site plan. Highlight any grade changes in excess of 24".</b>
		<b>g. Existing building(s) and street(s) on site and within one hundred (100) feet of site.</b>
		<b>h. Center line and existing and proposed right-of-way lines of all streets and roads on property or adjoining roads or streets.</b>
		<b>i. Boundaries of subject property including distances and bearings.</b>
		<b>j. Proposed buildings and structures on property, including off street parking; walkways, walls, carports and trash receptacles; dimensions of improvements; and acceleration, deceleration and passing lanes, designation of fire lanes and/or other areas in which parking will be prohibited.</b>
		<b>k. Any proposed sidewalks or walkways within the right-of-way of adjoining roads or streets.</b>
		<b>l. Sufficient information describing the proposed use and occupancy of the premises to ascertain compliance with the use of regulations of the district.</b>
		<b>m. As applicable, number of dwelling units, number of bedrooms, number of off-street parking spaces per dwelling unit and per bedroom, percentage of land covered by buildings, total and usable floor areas for purposes of determining off-street parking requirements.</b>
		<b>n. Landscape plan including tree inventory. (Section 2800).</b>
		<b>o. Description of utilities including storm drainage; sewage disposal; electrical distribution; telephone and/or television system; natural gas distribution; exterior lighting; water distribution and source; fire hydrant locations; proposed method of solid waste storage, collection and disposal.</b>
		<b>p. The cover letter, signed by the owner and prospective developer holding an equitable interest in the property, shall include legal description and acreage of property; existing zoning classification and proposed zoning classification, if different; general description or proposed development; and estimation of timetable of development.</b>

		<p>q. The site plan shall be accompanied by architectural sketches showing the proposed building elevations and maximum heights. The site plan package shall also include architectural sketches showing the relationships of the subject building to buildings located to the rear.</p> <p>1) Clearly demonstrate the impact of the proposed building height and bulk on neighboring buildings with "model", color photo or video display.</p>
		<p>r. As applicable, the site plan submittal shall be accompanied by an application form, furnished by the Administrative Office, for rezoning.</p>
		<p>s. Exterior lighting plan and design, with photometrics.</p>

10. Present

landowner:

Assistance League of Southeastern Michigan

E-MAIL: alsemich@gmail.com

Address:

204 S. Main

City: Rochester State: MI Zip: 48307 Phone: 248-656-0414

11. Firm or individual requesting site plan approval:

Jana Yezak

E-MAIL: JYezak1016@yahoo.com

Address:

986 Churchill Cir

City: Rochester State: MI Zip: 48307 Phone: 248 821 5357

Signature

Jana C Yezak of ALSM

Applicant

Print Name

Jana C Yezak

Date

9/3/2025



# Memorandum

**TO:** Planning Commission

**FROM:** Vidya Krishnan

**SUBJECT:** Zoning Issues from Zoning Board of Appeals

**DATE:** September 15, 2025

Dear Planning Commissioners:

Over the past few years the Zoning Board of Appeals has entertained requests for variances from applicants on various issues. Recently, the ZBA requested the Planning Commission to consider a series of amendments to the Zoning Ordinance to address these recurring issues. Per the City’s request, we have reviewed the suggested changes to the Zoning ordinance language and offer the following recommendations:

## 1. Front Porch Lot Coverage Exemption

The Board recommends that front porches be excluded from the overall lot coverage calculation, which is currently capped at 30%, under the following conditions:

- The exempted porch area must not exceed 6 feet in depth and may not be wider than the width of the home.
- This change would support the community's front porch aesthetic and encourage social interaction, while still allowing residents to maximize interior living space.

**Analysis:** The ordinance currently permits porches to project up to 8’ into the front yard setback but porches must maintain a minimum 10’ setback from the property line. Further the porch is required to have a minimum width of 6’. The intent behind this ordinance requirement was to create a ‘neighborhood’ feel with residential streets being dominated by pedestrian friendly facades versus garages. While we understand the value of porches, exempting them from lot coverage calculations is not advisable.

The current permissible lot coverage in the R-1 through R-3 districts, which are located predominantly on the west side of the City is 30%. Lot coverage includes only footprints of buildings and structures, and **does not include** any impervious surface such as patios, driveways etc. The minimum lot size required in the R-1 district (the most prevalent lot size) is 6,000 sq. ft. A lot coverage of 30% would allow for a building footprint of 1,800 sq. ft. Add to this amount a driveway and other impervious surface on the parcel, and the open space left is significantly less. Excluding porches from lot coverage would essentially result in property owners maximizing the building footprint and adding the porch on top of that. This would essentially result in more of the parcel being covered by structures and a reduction in open space. With recent increases in major storm events and consequent run-off and drainage issues, increasing impervious surface is not advisable. Finally, such an exemption would result in smaller parcels being dominated by even larger structures with a small porch in front. This can alter the character of neighborhoods significantly, and not for the better.

Further, the standard required for approval of dimensional variances per the Michigan Zoning Enabling Act is ‘practical difficulty’. A practical difficulty is a physical limitation innate to the parcel itself that would prevent a property owner from complying with the ordinance standards. Not having a front porch to maximize living space does not qualify as a ‘practical difficulty’,

**Recommendation:** No revisions to the current regulations.



## 2. Increase in Maximum Roof Height

The Board proposes increasing the maximum roof height from 25 feet to 30 feet in zoning districts R1, R2, R3, and R4.

- This adjustment remains conservative compared to surrounding communities.
- It would allow for the construction of a functional half-story third floor, which is already permitted by the ordinance but often unfeasible under the current height limit.
- The change would improve architectural flexibility and provide more options for families seeking additional living space.

**Analysis:** The zoning ordinance currently includes the following definitions to assess the height of buildings: *Building height* means the vertical distance measured from the established grade to the highest point of the roof's surface for flat roofs; to the decline of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs.

*Story* means that part of a building, except a mezzanine, as defined herein, included between the surface of one floor and the surface of the next floor, or if no floor above, then the ceiling next above. A part of a building thus defined shall not be counted as a story when more than 50 percent by cubic content is below the height level of the adjoining ground.

*Story, half*, means an uppermost story lying under a sloping roof, the gross floor area of which does not exceed 50 percent of the floor area of the story immediately below it.

We compared these definitions to those found in the ordinances of other communities. We found that, although there is slight variation in the quantification of attic space in different communities (i.e., floor to ceiling height, minimum square footage, usable floor area, etc.), all ordinances define a half-story as that portion of a building between a pitched roof and the uppermost full story – the attic. However, most communities we reviewed allowed for a residential building height of 30 – 35 feet and 2 – 2.5 stories. The ordinance currently allows for maximum building height of 25 feet and 2.5 stories in all residential districts.

The requested amendment to allow for a height increase to 30 feet to provide for a functional half-story or increased ceiling height is consistent with current construction patterns and other municipalities.

**Recommendation:** Initiate text amendment to raise maximum permitted building height in R-1, R-2 and R-3 districts from 25 feet to 30 feet. The City *may* consider additional regulations regarding roof slope/roof design to ensure that the increased height does not create a corresponding increase in the mass of the building.

## 3. Carriage Style Garages – Grading Exception

The Board recommends allowing carriage style garages on lots where front-to-rear grading changes by the equivalent of one story.

- In such cases, rear detached garages are often impractical or impossible due to elevation challenges.
- These lots should be exempt from the standard restrictions on carriage style garages to allow for reasonable accommodation of on-site parking needs.
- This change would provide flexibility for homeowners while maintaining design consistency with challenging topographies.

**Analysis:** The term “carriage-style garage” generally refers to a garage that resembles a traditional carriage house - often a detached structure located at the rear of the property, sometimes with an accessory dwelling unit (ADU) above. However, based on a review of the cases that appeared before the ZBA, it appears the reference is to garage orientation, not style. It is our understanding that the ZBA is referring to attached garages that project in front of the dwelling and can be accessed by vehicles after turning into the site i.e., garage door not facing the front street. The term used for that style of garage is “courtyard” or “side entry” garages.



Per section 2102 (b) of the Zoning ordinance attached garages must be set back a minimum of 4 feet from the front wall of the dwelling and cannot occupy more than 40% of the front building façade facing a street. Further, side entry garages are not permitted to be located in the front yard of parcels located in the R-1 and R-2 districts. The ZBA's recommendation is to amend the ordinance to allow side-entry garages in the front yard for residential parcels where the site has a significant grade change that will prevent the construction of a garage on the rear of the parcel.

Over the past few years, the Planning Commission has also heard of challenges posed by the requirement to place garages only in the rear yard. The intent behind adopting these regulations was to prevent the street façade of homes in residential districts being dominated by garages and making the main entry to the dwelling barely visible. Construction of garages in the front yard also gives a more auto-centric street view rather than a neighborhood feel.

We, however, acknowledge that parcels with grade changes may find it challenging and, in some cases, impossible to meet the ordinance requirement. A variance granted for garages to be in the front yard due to grade challenges would qualify as a 'practical difficulty' per MZEA.

**Recommendation:** Planning Commission consider a text amendment allowing for courtyard entry garages on parcels located within R-1 and R-2 residential districts where the natural grade change (not altered by the owner) from the front lot to the rear lot line is 10 feet or greater. Such a change would acknowledge the challenge faced by some parcels while not defeating the original intent of the ordinance.

I will be present at the Planning Commission meeting to discuss the amendments and answer any questions.

Cc: Jeremy Peckens  
Nik Banda  
Jeff Kragt



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

**To:** Honorable Planning Commission Members

**From:** Jeremy Peckens, Planning and Zoning Administrator

**Date:**

**RE:** Façade Change – 215 S. Main

The purpose of this memo is to inform the Planning Commission that Main Street Billiards, located at 215 S. Main, has requested approval for a simple façade modification. The proposed change involves replacing the existing wood façade with stained cedar plank siding.

This modification is limited in scope and does not involve alterations to the building's structure, signage, or footprint. The intent is to refresh the building's exterior with a more durable and aesthetically pleasing material while maintaining compatibility with the surrounding area.

We would suggest that you set a public hearing for their special exception request at your next available meeting.

Please feel free to call me if you have any questions.

Respectfully submitted,

**Jeremy Peckens, MPA**  
**Planning & Zoning Administrator**



## City of Rochester

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400 Sixth Street  
 Rochester, MI 48307  
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### PLANNING COMMISSION SITE PLAN PROCEDURE GUIDE

The Rochester Zoning Ordinance requires site plan approval in a number of situations. This Procedure Guide is intended to assist you in processing a site plan. This guide does not replace nor supersede any provisions of the Zoning Ordinance or any other Code of Ordinance of the City. It is recommended that you obtain a copy of the Zoning Ordinance, as amended. The attached form must be submitted with your request for site plan review.

The Planning Commission will examine the impact of the proposed development on adjoining and nearby properties, persons and activities and will, therefore, be interested in the configuration of the new structures, durability and standards of design. The site plan submittal shall accurately depict the location, height, mass of buildings, grading plans and typical elevations and all other data required by Article 27 of the Zoning Ordinance. Site plans deemed to be incomplete may be returned by the city without placing them on the Planning Commission agenda or the Planning Commission may table (postpone) the site plan review without discussion. Final building plans are not required as part of the site plan submittal; however, a Building Permit cannot be issued except for the plans that conform to the site plan and final engineering approval. Site plan approval by the City does not include a finding of conformance with deed restrictions. If the site plan involves a need for variance from the Board of Appeals, the site plan should first be submitted to the Planning Commission so that the Board of Appeals may benefit from the findings of the Planning Commission. In such cases, the Planning Commission may, in its discretion, grant a site plan approval conditioned on Board of Appeals action. The Planning Commission may also refer the matter to the Board of Appeals without taking action on the proposed site plan.

#### DEADLINES

- Site plan submittals must be received by the Permit Coordinator no later than 4:00 p.m., four (4) weeks prior to the next regular meeting of the Planning Commission.
- On items that have been previously considered by the Planning Commission, the revised submittals must be submitted to the Permit Coordinator no later than 4:00 p.m., three (3) weeks prior to the next regular meeting of the Planning Commission.
- The city will review the submitted documents and inform the applicant when it will be on the schedule for Planning Commission consideration. There are no set timelines for submittals, as they are dependent on thoroughness of the submitted documents and any revisions that are needed.

*Note: The Planning Commission normally meets the first Monday of each month at 7:00 p.m. in the Municipal Building, 400 Sixth Street. Please check the city website for the date of each meeting.*

#### REQUIREMENTS

- Provide all required documentation and appropriate fee(s) to the Permit Coordinator at [jpeckens@rochestermi.org](mailto:jpeckens@rochestermi.org).
- Provide 1 DIGITAL (flash drive) & 9 COPIES of the blueprint drawings of the site plan (pre-folded to ¼ size with the blueprint seal on the outside), including the completed application, any correspondence & written supporting documents.

- Provide a check payable to the City of Rochester for the site plan/special exception/special project/rezoning submittal fee (see page 2 for appropriate fee amounts).

**APPEARANCE IS REQUIRED:**

APPLICANT OR A REPRESENTATIVE FOR THE APPLICANT MUST ATTEND THE PLANNING COMMISSION MEETING IN ORDER TO ANSWER ANY QUESTIONS BY THE COMMISSION MEMBERS. FAILURE OF THE APPLICANT OR APPLICANT REPRESENTATIVE TO ATTEND THE PLANNING COMMISSION MEETING MAY RESULT IN TABLING CONSIDERATION OF THE SITE PLAN OR DENIAL OF THE SITE PLAN.

**SCHEDULE OF FEES:**

Until all applicable fees have been paid in full, no action shall be taken on any application or appeal. The schedule of fees shall be as follows:

APPLICATION FOR:	FEE:
ZONING BOARD OF APPEALS	\$400
Administrative Processing Fee	\$100
Special Planning Commission Meeting	\$1500
<b>REZONING APPLICATION</b>	
Administrative Processing Fee	\$100
Rezoning Application, less than one acre	\$750
Rezoning Application, more than one acre	\$50 per additional each
<b>SITE PLAN APPLICATION</b>	
Administrative Processing Fee	\$100
Site Plan Review, less than one acre	\$1,250 first review, \$500 each review, thereafter, subject to \$500 resubmittal fee.
Site Plan Review, more than one acre	\$1,250 for 1st acre + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.
<b>CONDOMINIUM PLAN APPLICATION</b>	
Administrative Processing Fee	\$100
Condo Project Application, less than one acre	\$1,000 first review. Each review, thereafter, subject to \$500 resubmittal fee.
Condo Project Application, more than one acre	\$1,000 first review + \$50 per each additional acre, each review, thereafter, subject to \$500 resubmittal fee.

OTHER	
Special Exception Hearing Application	\$500
Special Project Application within a Potential Intensity Change Area (PICA)	\$500
Community / Traffic Impact Study Review	As billed by City Consultant

In addition to the aforementioned fees, the applicant shall be responsible for all necessary engineering costs incurred by the City in processing applications for rezoning and/or site plan approval. A cash deposit (as determined by Administration) shall be deposited by the applicant with the City before any such engineering costs are incurred. Thereafter, all engineering costs shall be deducted from said deposit as incurred from time to time. In the event that said deposit shall be insufficient to cover all such engineering costs, the applicant shall be required to deposit additional sums as determined by the City to be necessary to completely recover the remainder of said engineering costs prior to the continuation of such engineering services. An applicant's failure to deposit such additional sums shall result in a cessation of further engineering services or building inspections by the City and may constitute an abandonment of the application. Upon completion or abandonment, as provided for below, all remaining deposits on hand shall be refunded to the applicant.

Inactivity on the part of an applicant for a period of ninety (90) days or longer in the processing of a rezoning request and/or a site plan approval request, shall be deemed an abandonment of the application requiring submission of a new application and repayment of the above fees, unless prior approval of the applicable board or commission is obtained for a longer period of delay due to extenuating circumstances.

**PLANNING COMMISSION - APPLICATION FOR APPROVAL OF SITE PLAN/SPECIAL EXCEPTION/SPECIAL PROJECT**

\*Return to Permit Coordinator with check & required documents listed on page 1\*

Date Filed : 9/30/25      Amount of Review Fee Paid : \$ 1350 —

Approval of the site plan is hereby requested for the following parcel of land in the City of Rochester. This application is submitted with the required number of copies of the site plan and payment of the appropriate review fee. The checklist below has been completed to certify the data contained on the site plan. If the required data is not reflected in the site plan, the appropriate box has been checked and a detailed statement is attached explaining why the data is not provided. I understand that if my site plan is deemed to be incomplete, it may be returned by the city without being placed on the Planning Commission agenda or the Planning Commission my table (postpone) the site plan without discussion. By signing this application, the undersigned hereby grants full authority to the City of Rochester, its agents, employees, representatives and/or appointees to enter upon the undersigned lands and properties for the purpose of inspection and examination incidental hereto.

PROJECT COORDINATOR'S NAME: BILL HAHN JR

PROJECT COORDINATOR'S E-MAIL ADDRESS:

WHAHNUR@AUTOHAHNNETWORK.COM

PROJECT COORDINATOR'S PRIMARY PHONE NUMBER:

248.343.8568

1. Name of proposed development:  
MAIN STREET BILLIARDS FACADE UPDATE/REPAIRS
2. Location of property: WEST side of ROCHESTER Road, between  
2ND and  
3RD Roads.
3. Street address:  
209 - 215 S MAIN STREET
4. The property is presently zoned as:  
CBD GENERAL BUSINESS
5. The total site area is  
14,654 SF (MAIN STREET BILLIARDS) acres(s).
6. Portion of total site being developed:  
FACADE
7. It is proposed the property will be developed as:  
FACADE UPDATE/REPAIRS

8. A Special Exception is being requested.  Yes  No.

9. Site Plan - Required Data: Check the appropriate line. If "not provided" line is checked, attach detailed explanation.

PROVIDED	NOT PROVIDED	DESCRIPTION
		a. Date, including revision.
		b. Plan scale of 1" equals 10', 1" = 40'
		c. North arrow.

		d. Inserted location sketch showing location of subject property in the mile section.
		e. The seal of one or more of the following: registered architect, registered civil engineer, registered land surveyor, registered landscape architect or registered community planner.
		f. Existing and proposed grades at all lot corners and catch basins, and at a plan grid interval of not more than fifty (50) feet along all lot lines, road center lines and on the site and beyond for at least fifty (50) feet. Any proposed change of more than twenty-four (24) inches in the existing grade shall require specific approval by the Planning Commission as part of a site plan. Highlight any grade changes in excess of 24".
		g. Existing building(s) and street(s) on site and within one hundred (100) feet of site.
		h. Center line and existing and proposed right-of-way lines of all streets and roads on property or adjoining roads or streets.
		i. Boundaries of subject property including distances and bearings.
		j. Proposed buildings and structures on property, including off street parking; walkways, walls, carports and trash receptacles; dimensions of improvements; and acceleration, deceleration and passing lanes, designation of fire lanes and/or other areas in which parking will be prohibited.
		k. Any proposed sidewalks or walkways within the right-of-way of adjoining roads or streets.
		l. Sufficient information describing the proposed use and occupancy of the premises to ascertain compliance with the use of regulations of the district.
		m. As applicable, number of dwelling units, number of bedrooms, number of off-street parking spaces per dwelling unit and per bedroom, percentage of land covered by buildings, total and usable floor areas for purposes of determining off-street parking requirements.
		n. Landscape plan including tree inventory. (Section 2800).
		o. Description of utilities including storm drainage; sewage disposal; electrical distribution; telephone and/or television system; natural gas distribution; exterior lighting; water distribution and source; fire hydrant locations; proposed method of solid waste storage, collection and disposal.
		p. The cover letter, signed by the owner and prospective developer holding an equitable interest in the property, shall include legal description and acreage of property; existing zoning classification and proposed zoning classification, if different; general description or proposed development; and estimation of timetable of development.

		<p>q. The site plan shall be accompanied by architectural sketches showing the proposed building elevations and maximum heights. The site plan package shall also include architectural sketches showing the relationships of the subject building to buildings located to the rear.</p> <p>1) Clearly demonstrate the impact of the proposed building height and bulk on neighboring buildings with "model", color photo or video display.</p>
		<p>r. As applicable, the site plan submittal shall be accompanied by an application form, furnished by the Administrative Office, for rezoning.</p>
		<p>s. Exterior lighting plan and design, with photometrics.</p>

10. Present 205 SOUTH MAIN STREET, LLC landowner:

E-MAIL: WHAHNJR @ AUTOHAHNNETWORK.COM

Address:

500 SOUTH OPDYKE

City: PONTIAC State: MI Zip: 48341 Phone: 248-343-8568

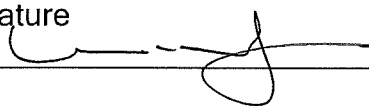
11. Firm or individual requesting site plan approval:  
BILL HAHN JR

E-MAIL: WHAHNJR @ AUTOHAHNNETWORK.COM

Address:

500 S OPDYKE

City: PONTIAC State: MI Zip: 48341 Phone: 248-343-8568

Signature  of Applicant

Print Name WILLIAM E HAHN JR. Date 9/30/25