



## 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>May 5, 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 April 7, 2025.
5. Public Hearings
  - A. Notice of Public Hearing: 203 E. University – Request for Special Exception for outdoor dining and Payment in Lieu of Parking requirements.
6. Considerations:
  - A. Consideration of 406 S. Main – Request to Set Public Hearing for Site Plan Approval, Facade Change and Payment in Lieu of Parking requirements.
7. Miscellaneous
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: 813 2779 9923** 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/81327799923>** (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 April 7, 2025, at 7:00 p.m. by Vice Chairman Hauser.

PRESENT: Christian Hauser, Vice Chairman  
Nancy Salvia, Mayor  
Dan Bachmann, Commissioner  
Jessica Clauser, Commissioner  
David Hardin, Commissioner  
Richard Kendziuk, Commissioner  
Laura Murphy, Commissioner  
Matt Stone, Commissioner

ABSENT: David Gassen, Chairman

quorum was present.

Also Present: Nik Banda, City Manager  
Jeff Kragt, City Attorney  
Vidya Krishnan, McKenna Planner (Zoom)  
Lee Ann O'Connor, City Clerk  
Brian D'Annunzio, Deputy City Clerk  
Rose McKinney, Planning Clerk (Zoom)

2. PLEDGE OF ALLEGIANCE

Vice Chairman Hauser 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 March 3, 2025.

MOTION by Kendziuk supported by Murphy to approve the minutes of March 3, 2025.

Ayes: Hauser, Salvia, Bachmann, Clauser, Hardin, Kendziuk, Murphy, stone

Nays:

Absent: Gassen

MOTION Carried.

5. PUBLIC HEARINGS

- A. Notice of Public Hearing: 816 Ludlow, Rochester Community House request for Special Exception of Temporary Tent for Outdoor gatherings.
- B. Notice of Public Hearing: 816 Ludlow, Rochester Community House request for Site Plan Approval.

City Manager Nik Banda gave a brief overview of the request for the Tent on the property.

Vidya gave her an overview of the project. New addition of a banquet hall in the basement. The sidewalk will be connected and barrier free. Existing parking on site is adequate. Clarification of outdoor furniture is still needed. The building is attractive, a minor change was made to the dormers on the new building. That was previously proposed.

It is recommended that the planning commission approve the Special Exception and Site plan approval with the following stipulations:

1. Clarify timeline of construction of eastside boulder wall area to prevent soil erosion.
2. Patio furniture in keeping with the building architecture style.
3. Fencing along residential properties.
4. City planting of 29 replacement trees in the municipal park if required.
5. Planning Commission approval of original building architecture and material of what was previously approved with the minor modification to the dormers.

Alan Smith, Director of the Community House, was present. The tent will be situated in the same location as the previous years. The construction will be about seven weeks. The tent is sealed, and DJs are not allowed. The boulder wall was explained. The patio furniture is stored and nothing will change except for the foot path that will lead to the new basement. Replacement trees are down and were taken down about four years ago. Building materials will be white with a charcoal color roof.

Vice Chairman Hauser opened the public hearing at 7:23 p.m.

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

Vice Chairman Hauser Closed the public hearing at 7:23 p.m.

Motion by Salvia supported by Clauser for approval of items A. & B. with the five stipulations stated.

Ayes: Hauser, Salvia, Bachmann, Clauser, Hardin, Kendziuk, Murphy, Stone

Nays:

Absent: Gassen

MOTION Carried.

C. Notice of Public Hearing: 265 E 2<sup>nd</sup> St. – Request for Modification of Existing Site Plan.

Vidya, McKenna planner stated that the site was previously approved in August of 2024 for an open-air market and stage for outdoor events. It was discovered during the start of construction that the building was not as sound as previously thought. Some of the Changes are a new full metal shade structure. A new metal awning is being proposed for outdoor dining, however that awning is in the front yard setback and will require action from the Zoning Board of Appeals. The Sidewalk on E. Second and Water St will be connected. The barrier free ramp to the stage will be relocated as it was too steep in the original location. The space still meets the parking requirements. The façade will look bigger than previously approved due to the condition of the building that had to change. The lighting plan meets the ordinance requirements, however one of the fixtures shown in the new set of plans is not considered a shielded fixture. It is recommended it be replaced with the previous original fixture that was approved. The changes are an improvement, and it is recommended to approve the revised proposal with the following four stipulations.

1. Zoning Board of Appeals for front yard setback for the awning.
2. Minimum loss of any parking in the farmers parking lot.
3. The replacement of the light fixture.
4. Instillation of enhanced landscaping within the island of the Northeast corner of the stage.

Chairman of the DDA Ben Giovanelli along with Steve Auger Architect were present. Parking and landscaping areas were addressed.

Vice Chairman Hauser opened the public hearing at 7:39 p.m.

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

Vice Chairman Hauser Closed the public hearing at 7:40 p.m.

Mayor Salvia commented on the improved building materials that will mean less maintenance in the future on a city owned DDA building.

Motion by Murphy supported by Salvia to approve the modifications with the four stipulations.

Ayes: Hauser, Salvia, Bachmann, Clauser, Hardin, Kendziuk, Murphy, Stone

Nays:

Absent: Gassen

MOTION Carried.

D. Notice of Public Hearing: 203 E. University – Request for Special Exception for outdoor dining and payment in lieu of parking requirements.

Plans were not able to be available yet by the developer.

Motion by Salvia supported by Bachmann to table for the May meeting.

Ayes: Hauser, Salvia, Bachmann, Clauser, Hardin, Kendziuk, Murphy, Stone

Nays:

Absent: Gassen

MOTION Carried.

E. Notice of Public Hearing: 626 N. Main – Request for Site Plan Approval and Façade Change.

Vidya, McKenna planner shared the site plan. The facade change was made without Planning Commission approval. Vidya went over the items on the letter from the previous review. There will be a new trash enclosure. The building had two dormers previously and one dormer was removed, and the gable was added which made a change to the building. A gable should have been placed to balance the building, or the former dormer should have been maintained. The Commission provided the applicant with feedback and the applicant has provided the exact same site plan as last submitted. The response letter stated that the changes are an improvement and need no further changes. We do not want Symmetry. It is my recommendation that it does not provide balance or enhance Main St. façade. It is not recommended to accept the site plan as it stands currently.

Vice Chairman Hauser asked Vidya if she could give the process of what an applicant does to submit for a Façade change to the planning commission. Vidya explained the submittal process and stated that the city does a wonderful job of guiding business owners. Which is why businesses want to come to Rochester.

Commissioner Murphy inquired if she were to have a business and changed her façade without permits or Site Plan approval, what would happen. City Manager, Nik Banda stated there would be a stop work order issued and that they can be told to tear down the façade unless they get approval from the Planning Commission for the proposed changes.

Bruce Calhoun Architect was present along with James from Cottage Inn. Bruce explained why another gable was not going to be added. It would be too much structure with snow on the roof and direct water to the center of the building. Bruce handed out an elevation to the Commission at this time. The barrier free parking and the light can be updated on the plan. Greg Carr of Universal Signs was present and stated that the building did not have a practical place for signs. Greg was told by the general contractor that the permit was in place, which is why the sign was placed.

Chief Cieslik stated for the record that a temporary Certificate of Occupancy was granted, not full.

Discussion ensued regarding the condition of the building. The second dormer is not in the best condition. The corner moldings are missing along with a gutter in the front, the front gutter appears to be patched and leaking. The back has missing downspouts. The Decision for this process has been taken away from the Planning Commission to review and discuss. There is a process that everyone else has had to follow. At the last Planning Commission meeting it was clearly stated that the design did not appeal to the Commission. If this would have come before the Commission properly the Commission would have had the chance to review and discuss.

Vice Chairman Hauser opened the public hearing at 8:05 p.m.

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

Vice Chairman Hauser Closed the public hearing at 8:05 p.m.

Motion by Stone supported by Kendziuk to return the project back to the original elevation look prior to the construction. An updated set of plans with the planners' comments addressed must be submitted and the modifications to the roof line restored to its original condition or the temporary C of O should be rescinded.

Ayes: Hauser, Salvia, Bachmann, Clauser, Hardin, Kendziuk, Murphy, Stone

Nays:

Absent: Gassen

MOTION Carried.

A letter will be sent with a thirty-day time frame to comply.

- F. Notice of Public Hearing: Consideration to Amend the City of Rochester Official Zoning Map in accordance with the Michigan Zoning Enabling Act Pub Act 110 of 2006 as amended.

City Manager, Nik Banda gave a brief overview of how the process has been since getting to this stage. Once complete this issue will not come back up until 2027.

John Jackson, McKenna was present and gave an overview of the proposed map and changes.

John explained that no action would be taken tonight regarding the proposed changes.

Office hours will be scheduled in future to talk with us on your property and the process.

Understanding that not everyone will be happy with the outcome. Tonight's feedback will be processed. The future land use plan map and the proposed Zoning map were placed on the screen and explained. The next steps of the process were explained. The special project designation was explained and how it works on the map and in process.

Vice Chairman Hauser let the public know that emails have been received, and they have spoken to many residents.

Vice Chairman Hauser opened the public hearing at 8:25 p.m.

Sandy Yezak of 986 Churchill Cir. And member of Assistance League at 440 South St. Spoke about what the Assistance league provides to the public. Voiced her concern on retail sales on South St. not being allowed as they do not compete with Main St.

Jeff Russell, Owner of Albertson LLC at 322 and 326 Albertson was present and was in support of the changes. Jeff gave a presentation of the past, present and future of the property 322 and 326 Albertson change that is proposed and why he supports the change. Jeff also explained how the fuel oil had contaminated the soil at the property. Grants to clean up the property were not available.

John Gaber, Attorney for Albertson LLC, gave his opinion on legal perspective regarding the changes to the 322 and 326 Albertson through the years and the current ordinances. Also explaining how the site cannot be cleaned up for residential.

Kurt Koella was on Zoom from Lakeshore environmental specialist for 322 and 326 Albertson. Stated It is not LLC's responsibility to clean up the site as they did not contribute to the contamination from Amaco. Kurt also explains what it would take to clean the site.

Margaret Mountain of 160 Albertson St. spoke on the 322 and 326 Albertson going from residential to light industrial is not in favor of the change.

Pete and Linda Gamage of 333 Griggs were not in favor of the change for 322 and 326 Albertson.

Tammy Snow of 159 Woodward was in not in favor of rezoning without a traffic mitigation plan.

Michael Coleman of 337 Griggs said that he would like 322 and 326 Albertson to remain in its current zoning. Michael also spoke about non-conforming areas.

Ann Wing of 318 Griggs spoke on 322 and 326 Albertson and was not in favor of the zoning change. There is a bus stop nearby with the area booming with families and children.

Cody Smith of 528 Ludlow had concerns of the Dillman/Upton and Solaronics area. Would like to see no deviation from the master plan and get that in writing and have justification to look back on.

Andy Norton of 312 Griggs was not in favor of the change at 322 and 326 Albertson at some point there seems to be the need for a long-term solution.

Jane Pitchford of 177 Albertson stated the property is a challenging situation and is not in favor of the change at 322 and 326 Albertson.

Kim Russell 345 Lysander property owner 322 and 326 Albertson. Kim gave some background information on the history of the Albertson property and its challenges. It is a non-conforming property and cannot be cleaned up, homes would be preferred for this site.

Lauren Coleman 337 Griggs spoke and the question at hand is what is best for this property and the residents moving forward. Changing zoning to light industrial will affect the surrounding homes. The business there has been good neighbors.

There was no online public that wished to speak.

Vice Chairman Hauser Closed the public hearing at 9:35 p.m.

Vice Chairman Hauser asked that administration place notifications/information on the website and stated that all the commission members have emails for correspondence. It is also asked that Mr. Jackson from McKenna set up meetings for residents to attend inside city hall.

Commissioner Clauser had comments on the south side regarding retail, can those areas be looked at to allow retail flexibility. The Albertson/Russel property makes a compelling case should it be kept at the

lesser intensity option and keep special exceptions. Woodward/Ludlow area some areas change to residential some stay light industrial one. That area seems to have some inconsistencies.

CITY OF ROCHESTER  
400 SIXTH STREET  
ROCHESTER, MI 48307

PLANNING COMMISSION  
REGULAR MEETING MINUTES  
April 7, 2025

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Commissioner Murphy also spoke on Albertson property and lives in the area. They have been great neighbors and never had an issue, and this property needs more discussion.

Commissioner Bachmann felt the comments were very helpful to the commission. The question was asked of attorney Kragt on the best and highest zoning use. Attorney Kragt answered "Highest and best use is a planning term, but in who's eyes. What is best for the property owner does not mean it is best for the City, so best in what sense. John Jackson stated the highest and best is more a real estate term as to what use would generate the value/profit to a property. Highest and best use is not a guiding principle. Attorney Kragt also mentioned eliminating non-conforming to match the zoning does not make it legal. In other words, you do not rezone it to make it legal.

Mayor Salvia spoke about this being an aggressive task updating the Future Land Use Map. The map has not been current in a long time and that could create problems for the Planning Commission. Mayor Salvia thanked everyone for their hard work in getting to this point.

Motion by Salvia supported by Stone to table to a future meeting.

Ayes: Hauser, Bachmann, Clauser, Kendziuk, Murphy, Salvia, Stone

Nays:

Absent: Gassen

MOTION Carried.

#### 6. CONSIDERATIONS

There were no considerations for this meeting.

#### 7. MISCELLANEOUS

Commissioner Kendziuk inquired if the Brownstones are for sale. The City Manager stated that two of the units are for sale.

#### 8. PUBLIC COMMENT

Brian Bower of 415 W. fourth St. spoke that he and some others were there on other properties and wanted to make sure the Commission knows and to please not rush through the process. Nik Banda asked for Brian to make an appointment so they know what other properties are in question so that they can address them.

#### 9. ADJOURNMENT

Hearing there is no further business to discuss, the meeting was Adjourned at 10:00 P.M.

Respectfully Submitted,  
Rose McKinney, Building and Planning Clerk

DRAFT



# MCKENNA

April 25, 2025

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

**Subject:** **Rochester Train Depot/203 East University Drive; Site Plan and Special Exception Review #2**; Site Plan dated 3-6-2025.

Dear Commissioners:

At the City’s request we have reviewed a proposal from Grant Kosch on behalf of Rochester Train Depot to create an outdoor dining area for the existing business located at the subject site. The parcel is located on the northwest corner of E University and Water Street and is zoned B-1 (General Business) District.

Upon a brief presentation from the City Staff, the Planning Commission at its meeting held on December 2, 2024, recommended scheduling the project for a public hearing and consideration of site plan upon submission of a full site plan for review by the planner. The Rochester Train Depot building is a historical landmark owned by Depot Plaza Properties LLC (The Smith Family Trust).



Source: Nearmap, October 2024



Source: Applicant

## COMMENTS

We have reviewed the request based on sound planning and design principles and offer the following comments for your consideration:

**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

○ 248.596.0920  
F 248.596.0930  
**MCKA.COM**

Communities for real life.



1. **Use.** The use is a retail store selling artisan chocolates and refreshments, *while also being available for private rentals for special events*. At this time, the applicant is adding an outdoor dining area for patrons. Per a floor plan previously submitted, the interior will now include a take-out food counter or something similar with the creation of new seating and food prep areas, which qualifies it as a restaurant also. Restaurants and retail uses are permitted as a principal permitted uses in the B-1 District per Section 1301(1) of the Zoning Ordinance. Outdoor dining is permitted as a special exception use per Section 1303 9&).
2. **Dimensional Standards.** The minimum required front yard is 15 feet and side yard is 10 feet per Section 2005 (a). The existing building is non-conforming and appears to encroach into E. University r-o-w. This is an existing nonconformity that is not being altered in any way. *The structure is deemed an existing legal nonconforming structure.*
3. **Access and vehicular circulation.** The subject site fronts onto E. University and Water Streets. The site does not appear to have its own dedicated access drive or parking.
4. **Pedestrian circulation.** The subject site has sidewalks along both street frontages and sidewalk connections throughout the site. The widths of all sidewalks along the frontages has been noted. The applicant's letter clarifies that the entrances to the building off Water and University are both at-grade and barrier free accessible at this time.
5. **Parking.** Parking requirement for retail use is 1 space/200 sq. ft of gross floor area and parking for restaurants that do not serve alcohol is one space (1) per 150 sq. ft of gross floor area. Per the City, the site is located in the DDA's parking exempt district. The current retail use only of the structure grandfathers it in 8 spaces. The conversion of the space to restaurant increases the parking need for 8 to 10, resulting in a shortfall of 2 spaces. The applicant is seeking approval of payment in lieu of parking for 2 spaces. The site is in close proximity to Main Street and municipal parking lot and per the applicant customers would typically use the public parking and access the business while walking downtown.

A seating plan for the interior has not been provided and it appears that the outdoor seating is intended as a seasonal activity only. Based on the info provided by City Staff, the outdoor citing does not require additional parking spaces based on seating capacity.

6. **Dumpster.** Proposed method of trash removal is through pick-up of trash containers stored on the northwest corner of the building on an existing deck. Since the site is highly visible, the applicant is proposing to build a 6' tall wooden screen around a portion of the deck to screen it from view.
7. **Façade changes.** No façade changes are proposed at this time. The applicant intends to maintain the historic appearance of the train depot building.
8. **Lighting.** The subject site has DDA light pole fixtures along its E. University and Water Street frontages, and the central plaza area on the west side of the building is also illuminated by the DDA's existing 'hook and bell' style fixtures. The existing building is illuminated by gooseneck style light fixtures above the entrance doors which are downward directed and shielded. The fixture design is in keeping with the architectural style of the building.



**9. Landscaping.** The applicant has submitted a landscaping plan for the site. The plan notes the addition of planters with seasonal flowers at the building entrances and hanging flower baskets. The plan notes the installation of 100 boxwood shrubs along the east and south sides of the building and around the outdoor seating area. We had previously recommended the use of other perennial flowering shrubs which add more aesthetic appeal than boxwoods. The applicant's letter dated 4/23/2025 acknowledges the recommendation and notes that "new shrubs, flowers and mulch" shall be provided for "the surrounding of the building", but the landscape plan note is unchanged. Please clarify if the boxwoods will be replaced with perennial flowering shrubs.

The plan also proposes the removal of a large spruce tree to accommodate a new flagpole and seasonal Christmas tree in the middle of the outdoor seating area.

**10. Signage.** The plan notes the addition of wall signage which has been submitted to the City for administrative approval.

**RECOMMENDATION**

The applicant has been working with the City to provide a site plan and additional information that meets the ordinance standards and includes adequate information to enable the planning Commission to make a decision. The plan and additional information submitted at this time meets the requirements.

Therefore, we recommend that the Planning Commission grant site plan and special exception approval for the proposed outdoor dining area with associated food service use at the Rochester Train Depot located at 203 E. University Drive, subject to the following conditions:

- 1. Planning Commission consideration of payment in lieu of parking for 2 spaces.
- 2. Replacement of boxwood shrubs with perennial flowering shrubs around the building and outdoor seating plaza area.

Respectfully,  
**McKENNA**

Ms. Vidya Krishnan  
Senior Principal Planner

Cc: Jeremy Peckens  
Nik Banda  
Rose McKinney



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**To:** Honorable Planning Commission Members

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

**Date:** March 10, 2025

**RE:** Special Exception for outdoor Dining and Payment in Lieu of providing parking request of 2 additional spaces for 203 E. University

We are in receipt of a request from the new tenants of Rochester Train Depot, located at 203 E. University. The applicant is requesting 2 special exceptions for this property.

The first for seasonal outdoor dining to enhance the plaza adjacently located to 203 E University. This does not trigger the need for additional parking spaces based on section **Sec. 2403.C**. This section states that no additional parking is needed as long as outdoor dining areas on a "weather permitting basis" with seating for 30 or less patrons and does not offer the use awnings, roofs, or similar permanent or temporary structures.

The second is for payment in lieu of parking, based on the use change to from general retail to a restaurant without alcohol. This put them into a parking deficit of required parking by 2 spaces. They are now seeking a Special Exception for payment in lieu of providing for the 2 spaces.

In reviewing their new floor plan layout, we determined that 1484 sq. feet of space must be designated as a restaurant by our Zoning Ordinance Standards. The calculation for required parking for a restaurant without alcohol is 1 parking space per 150 gross sq. ft. of area or 10 spaces. This space is credited at a rate which is calculated at 1 space per 200 gross sq. feet of area (general retail) or 8 spaces. That leaves the applicant with a 2 parking spaces deficit. The cost per space is \$1,000 and they are seeking the special exception for 2 spaces.

Staff is in support of their request; we think the use of this space fits nicely into our downtown retail/service offerings.

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.



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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:
<b>ZONING BOARD OF APPEALS</b>	\$ 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 acre
<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 :** 10/8/2024 **Amount of Review Fee Paid :** \$ 600

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: Grant Kosch

PROJECT COORDINATOR'S E-MAIL ADDRESS:

grantkosch@gmail.com\_\_\_\_\_

PROJECT COORDINATOR'S PRIMARY PHONE NUMBER:

248.550.5323\_\_\_\_\_

1. Name of proposed development:

Rochester Train Depot\_\_\_\_\_

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

Water\_\_\_\_\_ and  
Rochester\_\_\_\_\_ Roads.

3. Street address:

203 E University\_\_\_\_\_

4. The property is presently zoned as:

Commercial retail\_\_\_\_\_

5. The total site area is

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

6. Portion of total site being developed:

100%\_\_\_\_\_

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

Commercial Restaurant\_\_\_\_\_

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.
X		b. Plan scale of 1" equals 10', 1" = 40'
X		c. North arrow.

x		d. Inserted location sketch showing location of subject property in the mile section.
x		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.
x		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”.
x		g. Existing building(s) and street(s) on site and within one hundred (100) feet of site.
x		h. Center line and existing and proposed right-of-way lines of all streets and roads on property or adjoining roads or streets.
x		i. Boundaries of subject property including distances and bearings.
x		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.
x		k. Any proposed sidewalks or walkways within the right-of-way of adjoining roads or streets.
x		l. Sufficient information describing the proposed use and occupancy of the premises to ascertain compliance with the use of regulations of the district.
x		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.
x		n. Landscape plan including tree inventory. (Section 2800).
x		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.
	x	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>
x		<p>r. As applicable, the site plan submittal shall be accompanied by an application form, furnished by the Administrative Office, for rezoning.</p>
	x	<p>s. Exterior lighting plan and design, with photometrics.</p>

10. Present

landowner:

Mark Smith

E-MAIL: Mark.Smith@frontierdistributing.com

Address:

201 E Drahner Rd, Oxford, MI 48371

•  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Firm or individual requesting site plan approval:


Grant Kosch

E-MAIL: grantkosch@gmail.com

Address:

203 E University

City: Rochester State: MI Zip: 48307 Phone: \_\_\_\_\_

Signature  of Applicant

Print Name Grant Kosch Date 10/8/2024



## Rochester Train Depot

248-550-5323 [info@rochestertraindepot.com](mailto:info@rochestertraindepot.com) 203 E. University, Rochester MI 48307

April 23, 2025

Vidya Krishnan  
Senior Principle Planner  
McKenna  
235 E Main St, Ste 105  
Northville, MI 48167

Dear Vidya,

Thank you for the opportunity to submit additional information for the Rochester Train Depot. It has been a pleasure to be a part of this project. I sincerely appreciate the time and attention given to help the Rochester Train Depot and Depot Plaza.

1. *Use Statement - On a signed and dated letter (not email; preferably on letterhead) write down what exactly your use is. Is it retail and coffee shop? Is it retail and food? What exactly do you do there? You need to provide me with a 2-3 line use statement.*

The Rochester Train Depot will be a cozy retail spot serving artisan chocolates and refreshments weekdays and weekends, while also being available for private rentals for special events. Its historic charm will be showcased through carefully curated period pieces, decor, and artifacts, preserving Rochester's heritage for all to enjoy.

2. *Email me an electronic copy of your site plan. I know you must have submitted an electronic copy to the City. Forward that to me too.*

Attached File: RTD Site Plan.pdf

3. *What is the width of all the sidewalks in front of your side on University Street, On Water Street and around your building? Use a measuring tape if necessary, measure it and note it on the plan.*

Noted on Attached File: RTD Site Plan.pdf. 94 inches wide on University Street, 48 inches wide on Water Street and 94 inches around Depot Plaza.

4. *Your building needs to be handicap accessible. This is ADA rules. Where is the ramp? I have asked for this multiple times. How will someone in a wheelchair get into your building? Label those ramps on the site plan.*

The main entry doors facing both University and Water street are ground level and accessible to wheelchairs for entry into the building. The main level has both the restroom and service counter. The rear service entrance door is elevated and a service ramp is intend for additional needs.

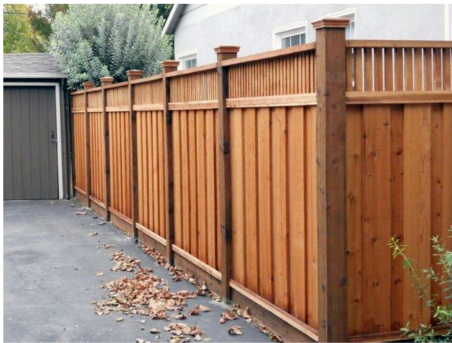
Shown labeled on attachment; RTD Site Plan w/ service ramp label.pdf

5. *What is the size of your building? Parking is required 1/200 sq. Ft. You have zero parking. How many spaces are you going to pay to the City for in order to use the public lot? I need to know this number (Jeremy or Nik can help with that number)?*

\*Parking Memo supplied by Jeremy P.

6. *You show a new trash area with enclosure/fence but give us no details. I need to see what this fence looks like? How tall is it? What color is it?*

Example photo here. 72 inches tall. Painted the same exterior crimson red as existing exterior paint. To be built on and enclose the existing rear service platform.



7. *Are you going to plant any new flowers or shrubs? Remove any trees? If so which ones? Give us location and number. We had also recommended that you not plant more boxwoods but perennial flowering shrubs.*

Yes, Pichniks Landscaping a Nursery has provided a quote for new shrubs, flowers and mulch for the surrounding of the building. Hanging flower pots will be hung on both sides of the building as well (See picture example). Yes one tree will be removed, the existing spruce and replaced by a flag pole (shown on site plan).



8. *Are you going to add any signs to the site? IF yes, show us. If no, just write on the site plan "no signage proposed". Or add that note to the letter i referenced in comment 1, above.*

Yes. To preserve and honor the historic heritage of the building, recreations of the Water street sign "Rochester" and University Street facing "Rochester" signs. Depot Plaza facing main entry door more customized with "Historic Heritage Site" and "Train Depot." Renderings shown here;





9. *Note hours of information (you can add this to your letter).*

Monday - Sunday  
10:00am-6:00pm

Sincerely yours,

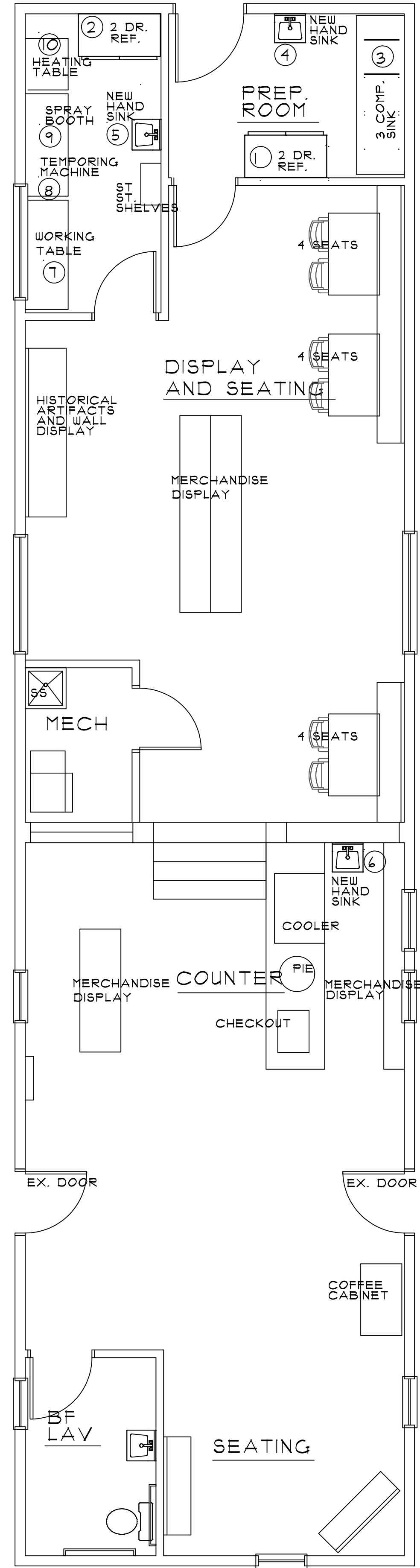
Grant Gordon Kosch

Proprietor

Rochester Train Depot

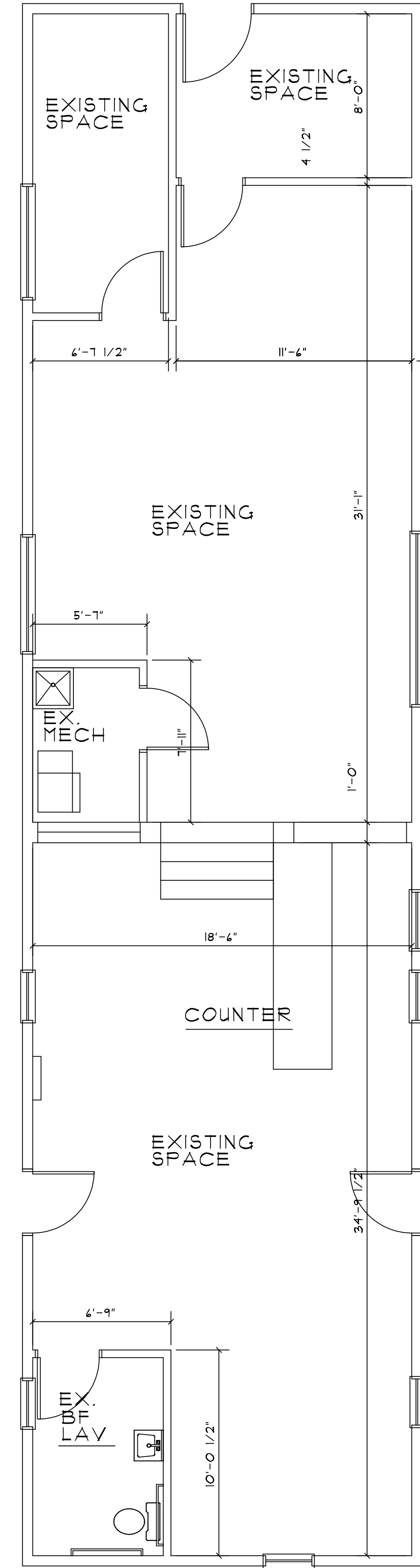
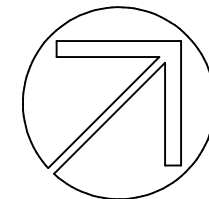
**EQUIPMENT LEGEND**

- ① 2 DOOR REFRIGERATOR
- ② 2 DOOR REFRIGERATOR
- ③ 3 COMPARTMENT SINK EAGLE GROUP  
19 1/2" X 11 1/2" SINKS WITH 2" 30" DRAIN
- ④ STAINLESS STEEL HAND SINK
- ⑤ STAINLESS STEEL HAND SINK
- ⑥ STAINLESS STEEL HAND SINK
- ⑦ STAINLESS STEEL WORKING TABLE
- ⑧ STAINLESS STEEL TEMPORING TABLE
- ⑨ SPRAY BOOTH
- ⑩ HEATING TABLE



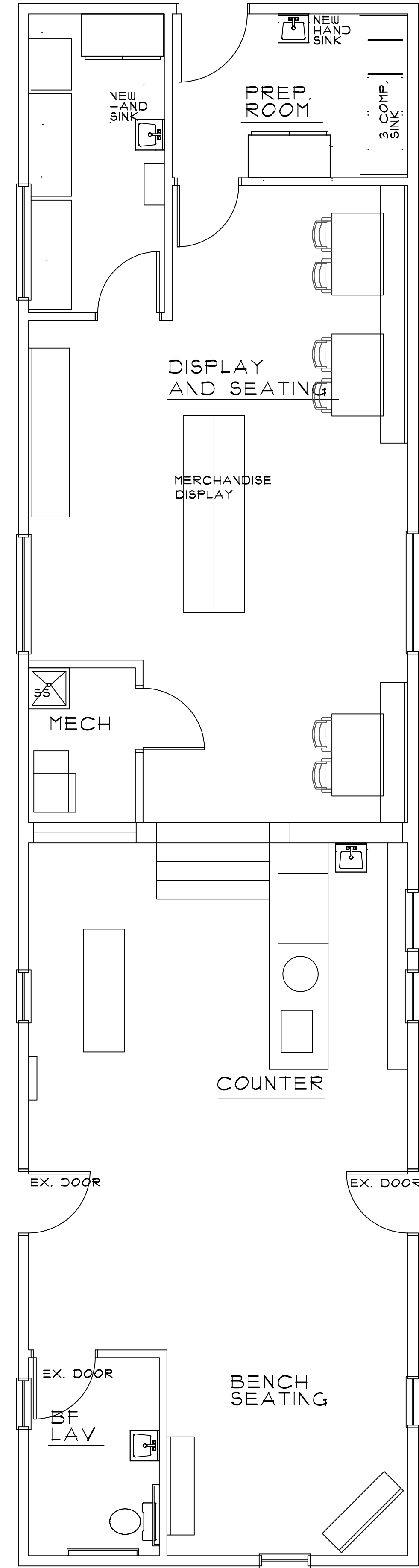
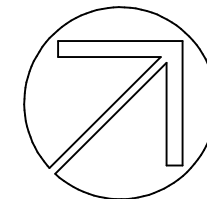
**EQUIPMENT PLAN**

SCALE: 1/4"=1'-0"  
14 SEATS



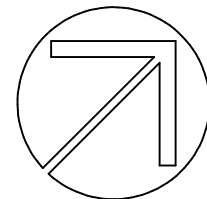
**EXISTING FLOOR PLAN**

SCALE: 1/4"=1'-0" AREA: 1,484 SF



**PROPOSED FLOOR PLAN**

SCALE: 1/4"=1'-0" AREA: 1,484 SF



NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS AND EXISTING BUILDING CONDITIONS BEFORE BEGINNING WORK. NOTIFY ARCHITECT IF ANY CONDITIONS OTHER THEN DRAWN ARE ENCOUNTERED SO ADJUSTMENTS MAY BE MADE TO THE DOCUMENTS

**ROOM FINISH NOTES**

WALL AND CEILING FINISH REQUIREMENTS NON-SPRINKLERED  
 USE GROUP EXIT ENCLOSURES CORRIDORS ROOMS AND ENCLOSED SPACES  
 B B B  
 INTERIOR FLOOR FINISHES CLASS II; DOC FF-1 "FILL TEST" (CPSC 16 CFR, PART 1630)  
 CLASS B FLAME SPREAD 25-74 SMOKE DEVELOPMENT 0-450

**CODE CHART**

CODES USED FOR REVIEW  
 BUILDING: MBC 2015 (MICHIGAN BUILDING CODE 2015)  
 ACCESSIBILITY REQUIREMENTS- (ICC/ANSI A117.1 2009 AS PART 8 OF THE STATE CONSTRUCTION CODE).  
 MICHIGAN PLUMBING CODE 2021  
 MICHIGAN MECHANICAL CODE 2021  
 ELECTRICAL CODE 2023 NFPA 70 2023 NATIONAL ELECTRICAL CODE WITH PART 8 AMENDMENTS AND ADDITIONS  
 ENERGY CODE:  
 COMMERCIAL: MBC 2015 (MICHIGAN BUILDING CODE 2015) - CHAPTER 13 & 14  
 MICHIGAN ENERGY CODE 2015 - CHAPTERS 1 THROUGH 4  
 MICHIGAN ENERGY CODE, PART 104. RULES (ANSI/ASHRAE/IES STANDARD 90.1-2019)  
 USE GROUP A-2  
 CONSTRUCTION CLASS VB  
 AREA: 1,484 SF



**HEINS & KWAPIS ARCHITECTS P.C.**

126 E. THIRD STREET  
 ROCHESTER, MICHIGAN  
 48307  
 PH: 248-651-6766  
 FAX: 248-651-8969  
 heinsandkwapis@globalnet.net

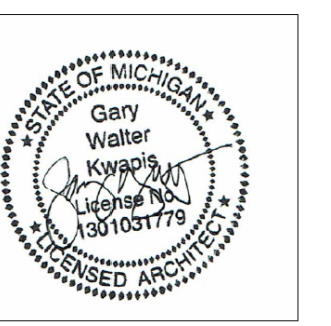
ROCHESTER TRAIN DEPOT  
 RENOVATION  
 203 UNIVERSITY

REVISION: 11-1-2024

DRAWN BY:

CHECKED BY:

DATE: 10-24-2024



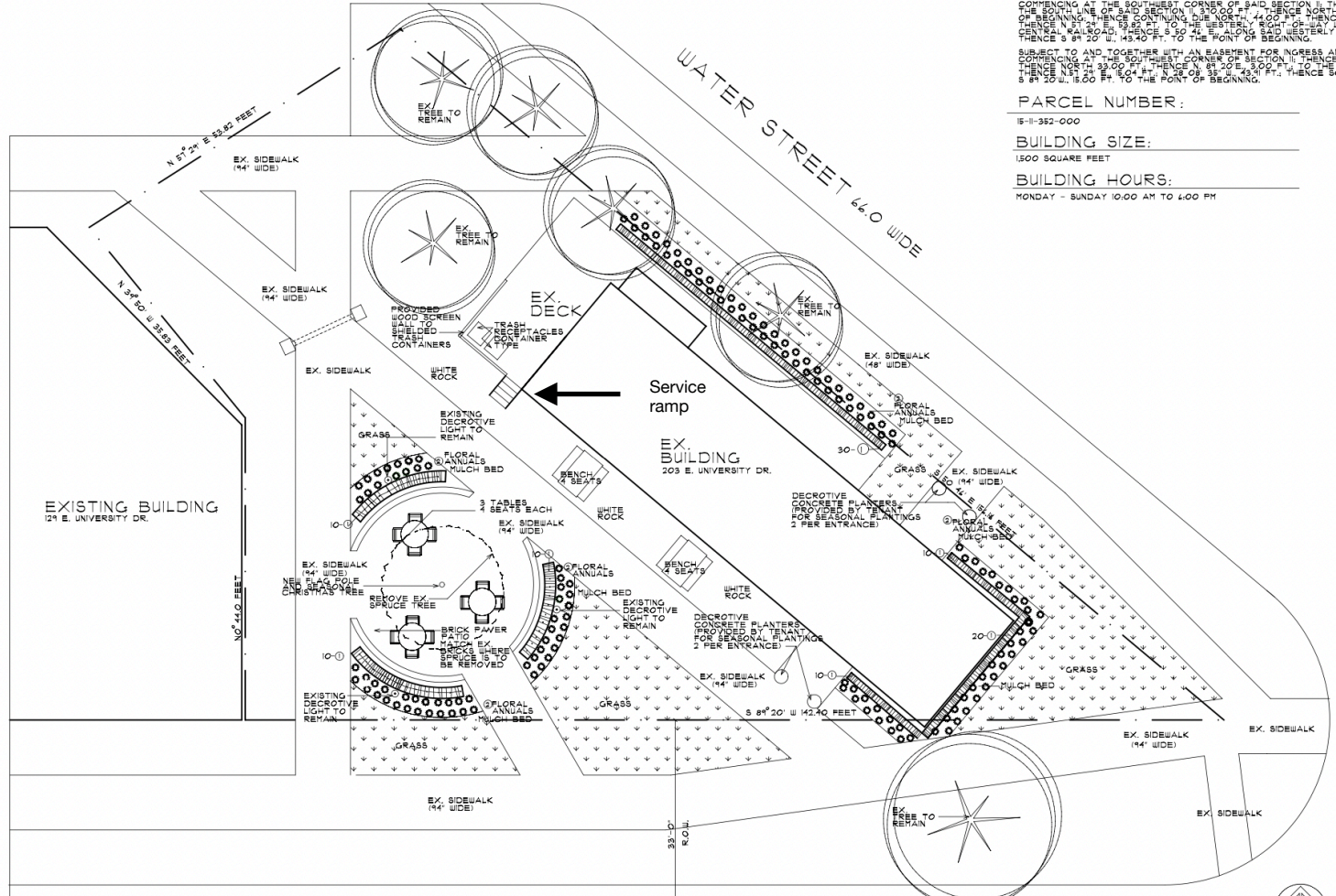
SEAL

SHEET NO.

A 100

JOB NUMBER

24-053-C



**LEGAL DESCRIPTION**

LAND IN THE CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN,  
 PART OF THE SOUTHWEST 1/4 OF SECTION 11, T33N, R11E,  
 DESCRIBED AS FOLLOWS:  
 COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 11; THENCE N89°20' E, ALONG  
 THE SOUTH LINE OF SAID SECTION 11, 300.00 FT.; THENCE NORTH 33.00 FT. TO THE POINT  
 OF BEGINNING; THENCE CONTAINING THE NORTH 4.00 FT.; THENCE N 39°50' W, 35.83 FT.;  
 THENCE N 51°24' E, 53.82 FT. TO THE WESTERLY RIGHT-OF-WAY LINE OF NEW YORK  
 CENTRAL RAILROAD; THENCE S 50°42' E, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 156.14 FT.;  
 THENCE S 81°20' W, 43.40 FT. TO THE POINT OF BEGINNING.  
 SUBJECT TO AND TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS AS FOLLOWS:  
 COMMENCING AT THE SOUTHWEST CORNER OF SECTION 11; THENCE N 81°20' E, 300.00 FT.;  
 THENCE NORTH 33.00 FT. TO THE POINT OF BEGINNING; THENCE N 81°20' E, 300.00 FT. TO THE POINT OF BEGINNING;  
 THENCE S 81°20' W, 15.00 FT. TO THE POINT OF BEGINNING.

PARCEL NUMBER:  
 15-11-352-000

BUILDING SIZE:  
 1,500 SQUARE FEET

BUILDING HOURS:  
 MONDAY - SUNDAY 10:00 AM TO 6:00 PM

**USE STATEMENT**

A HISTORICAL RETAIL VENUE INTENDED FOR OPEN PUBLIC TOURS, PRIVATE EVENTS AND  
 FEATURING AN ARTISAN CHOCOLATE STUDIO. THE AIMS IS TO MAINTAIN THE HISTORICAL  
 INTEGRITY OF THE BUILDING WHILE PROVIDING A FUNCTIONAL SPACE FOR CHOCOLATE  
 PRODUCTION AND PRIVATE EVENTS, ENSURING ALL ACTIVITIES ALIGN WITH LOCAL LAWS  
 AND COMMUNITY INTERESTS. (SEE CHELSEA DEPOT AS EXAMPLE: WWW.CHELSEADPOT.COM)

**OWNER:**  
 DEPOT PLAZA PROPERTIES LLC (SMITH FAMILY TRUST)

**PARKING:**  
 BUILDING FOOTPRINT WILL NOT CHANGE  
 PARKING CALCULATIONS WILL NOT BE REVISED.

**ZONED:**  
 B-1 DISTRICT

**LANDSCAPING:**  
 ALL EXISTING VEGETATION IS TO BE REMOVED. THIS SITE PLAN INDICATES  
 THE TYPES OF LANDSCAPING MATERIALS TO BE PLANTED. THE VEGETATION TO  
 BE REMOVED, LARGE EXISTING SPRUCE TREE TO BE RELOCATED OFF SITE.

**ACCESS AND VEHICULAR CIRCULATION**  
 THERE IS NOT SITE ACCESS FOR VEHICLES. THERE IS ADJACENT MUNICIPAL PARKING  
 ACROSS UNIVERSITY DR AS WELL AS NEXT TO THE SITE WITH BOTH METEDED AND  
 NON-METEDED PARKING.

**DUMPSTER:**  
 THE TENANT WILL USE TRASH CONTAINERS  
 PROVIDED THROUGH TRASH SERVICES  
 AND STORED ON EXISTING SCREEN FROM PUBLIC VIEW WITH  
 WOOD SCREEN

**FACADE CHANGES:**  
 NO FACADE CHANGES ARE PROPOSED

**LIGHTING:**  
 ALL LIGHTING IS EXISTING ON THE BUILDING  
 AS NOTED ON THE ROAD AND SURROUNDING THE OUTDOOR SEATING AREA

**SIGNAGE:**  
 A SIGN APPLICATION WAS SUBMITTED TO THE CITY OF ROCHESTER  
 DATED 2-7-2025.

**PROPOSED LANDSCAPE PLAN**

SCALE: 1/8"=1'-0"  
**LANDSCAPE MATERIALS**

ITEM	SIZE	AMOUNT
1	BOXWOOD	100
2	FLORAL ANNUALS	100

**LANDSCAPING NOTES:**  
 MATERIALS TO BE PLANTED SHALL BE PLANTED AT THE POINT OF BEGINNING OF THE PLANTING AREA. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ROCHESTER PLANTING SPECIFICATIONS. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ROCHESTER PLANTING SPECIFICATIONS. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF ROCHESTER PLANTING SPECIFICATIONS.

**HENS & KWAPIS  
 ARCHITECTS P.C.**

203 E. THIRD STREET  
 ROCHESTER, MICHIGAN  
 48007  
 PH: 248-635-6700  
 FAX: 248-635-8000  
 info@henskwapis.com

ROCHESTER TRAIN DEPOT  
 RENOVATION  
 203 UNIVERSITY

REVISION 3-4-2025  
 DRAWN BY:  
 CHECKED BY:  
 DATE: 12-9-2024

SEAL

SHEET NO.  
 LP 100

JOB NUMBER  
 24-053-C



**FERMOB**

# Bistro Chair & Round Folding Table Set

Call us: 1-888-222-4410

## PRODUCT OPTIONS SELECTED

---

### TABLE AND CHAIR COLOR

- Capucine (Textured)

## SPECIFICATIONS

---

### Dimensions:

#### Chair:

- Overall: 16.5 in W x 15 in D x 32.5 in H
- Seat Height: 18 in
- Seat Depth: 12 in

Table: 24 in Dia x 29 in H

### Packaged Dimensions:

- Chair: 40 in W x 8 in D x 18 in H
- Table: 25 in W x 3 in D x 42 in H

### Product Weight:

- Chair:
  - Honey, Lapilli Grey, Gingerbread, Marshmallow, Pesto: 11 lbs.
  - Others: 12.13 lbs.

Table: 13 lbs.

### Packaged Weight:

- Chair: 29 lbs.
- Table: 20 lbs.

## MATERIALS

---

Lacquered steel frame with a steel sheet



## NOTES

Prepared by:

Prepared for:

Project:

Room:

Placement:

Approval:

table top.  
Steel frame with a baked on powder coated finish.

## ADDITIONAL DETAILS

---

### Product URL

<https://www.2modern.com/products/bistro-chair-round-folding-table-set>

### item #:

010145 + 024545



# Rochester Train Depot

Depot Plaza Photos

















# MCKENNA

April 27, 2025

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

**Subject: The Cocktail Lounge/406 S. Main Street;** Preliminary Plan Review; Site Plan dated 3-31-2025.

Dear Planning Commissioners:

At the City's request we have reviewed a proposal from Tom Kalaj on behalf of F and P Companies to operate a cocktail lounge on the first floor and office space on the second floor of an existing two-story building in the downtown. The site is located on the east side of Main Street between W. Fourth and W. University Drive. The site is located within the CBD (Central Business District) and was formerly occupied by Smith Jewelers.

Restaurants are principal permitted uses in the CBD per Section 1101 (3) of the Zoning Ordinance. Professional and administrative offices are permitted by right in the district per Section 1101 (5) only on the second story (not at street level).

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.

## REVIEW COMMENTS

1. The application incorrectly notes the site's zoning designation as B-1.
2. Note the width of sidewalk along Main Street and clarify if Main Street entrance is barrier free accessible since it appears the rear entrance has multiple steps.
3. Based on the use of the existing space as a restaurant and office, the site will require a total of 20 parking spaces. The plan notes the provision of 2 on-site spaces on the rear of the site. Per the City, the prior use of the site for retail on the first floor and an apartment unit on the second floor 'grandfathered it in for 10 parking spaces, resulting in a shortfall of 8 spaces. The applicant intends to seek approval from the Planning Commission for payment in lieu of parking for 8 spaces. The site abuts the City parking deck to the east.
4. The two (2) on-site parking spaces must be properly striped and not cross-hatched with yellow paint as currently shown.
5. The proposed front façade is to be renovated with removal of the mansard and wood paneling, addition of new brick face, metal canopy, windows, limestone window surrounds, crown detail and a centered window design. All proposed building material colors must be noted. We recommend the submission of a colored rendering to enable the Planning Commission to visualize the building and its compatibility to the area. While the existing front façade remodel is attractive and the features incorporated enhance the downtown aesthetic of the building, clarify if any exploratory demolition has been done to determine if there is any original brick or other features underneath the wood paneling that could possibly be retained or restored.

**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

○ 248.596.0920  
F 248.596.0930  
**MCKA.COM**

**Communities for real life.**



Source: Google



Source: Applicant's Site Plan

6. The rear façade does not appear to be in a well maintained condition. Provide elevation details and clarify what improvements are going to be made to improve its appearance. The rear façade faces the City's main parking deck and as such is as visible as the Main Street façade, and needs to be improved.
7. Provide information on proposed exterior lighting on the east and west facades. Submit manufacturer's cut sheet detail of proposed wall mounted fixtures, with our recommendation to use a traditional fixture style in keeping with the historic downtown setting.
8. The existing HVAC equipment is located on the rear landing (as seen in photo) with no screening. The equipment must be screened from public view.
9. The plan refers to perennials in "raised planter boxes" on the rear of the building. These appear to be regular plastic pots. Clarify if these pots are to be replaced. We also recommend the addition of a couple of planters next to the main entrance door on Main Street to enhance the entrance while not obstructing pedestrians because the door is inset.
10. Add a note on the proposed method of trash removal.





11. Provide information on proposed wall signage.

**RECOMMENDATION**

We recommend that the Planning Commission place the above-mentioned plan on the next available agenda for public hearing and consideration of site plan approval, subject to the submission of a complete revised site plan set addressing all of the issues noted in underlined comments above.

Respectfully  
**McKENNA**

Ms. Vidya Krishnan  
Senior Principal Planner

Cc: Jeremy Peckens  
Nik Banda  
Rose McKinney  
Jeff Kragt  
John Cieslik



## 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:** April 23, 2025

**RE:** Special Exception for outdoor Dining and Payment in Lieu of providing parking request of 2 additional spaces for 406 S. Main.

We are in receipt of a request from the new tenants of the former Smith Jewelers, located at 406 S. Main. The applicant is requesting a façade change and Payment in lieu of Parking

The second is for payment in lieu of parking, based on the use change to from general retail to a restaurant with alcohol on the first floor and office on the second floor. This property is credited with 12 parking spaces, this change in use put them into a parking deficit of required parking by 9 spaces. They are now seeking a Special Exception for payment in lieu of providing for the 9 spaces.

In reviewing their new floor plan layout, we determined that on the first floor 1572 sq. feet of space must be designated as a restaurant by our Zoning Ordinance Standards. The calculation for required parking for a restaurant with alcohol is 1 parking space per 100 gross sq. ft. of area or 16 spaces. The second floor of 1572 sq. feet of space must be designated as a office by our Zoning Ordinance Standards. The calculation for required parking for a office is 1 space per 300 gross sq. feet of area or 5 spaces.

This space is credited at a rate which is calculated at 1 space per 200 gross sq. feet of area (general retail) or 8 spaces plus the 2 on site. That leaves the applicant with a 11 parking spaces deficit. The cost per space is \$1,000 and they are seeking the special exception for 11 spaces.

Staff is in support of their request; we think the use of this space fits nicely into our downtown retail/service offerings.

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.



## 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:

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 each additional
<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: 4/07/2025      Amount of Review Fee Paid : \$ 2,350

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: Tom Kalaj

PROJECT COORDINATOR'S E-MAIL ADDRESS:

fandpcompanies@gmail.com

PROJECT COORDINATOR'S PRIMARY PHONE NUMBER:

586-604-6976

1. Name of proposed development:

Cocktail lounge

2. Location of property: East side of Main St. Road, between

University and Fourt St Roads.

3. Street address: 406 S. Main St.

4. The property is presently zoned as:

B1

5. The total site area is 0.035 acres(s).

6. Portion of total site being developed:

\_\_\_\_\_

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

Cocktail lounge

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Date, including revision.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Plan scale of 1" equals 10', 1" = 40'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. North arrow.

X		d. Inserted location sketch showing location of subject property in the mile section.
X		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.
	X	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".
X		g. Existing building(s) and street(s) on site and within one hundred (100) feet of site.
X		h. Center line and existing and proposed right-of-way lines of all streets and roads on property or adjoining roads or streets.
X		i. Boundaries of subject property including distances and bearings.
X		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.
X		k. Any proposed sidewalks or walkways within the right-of-way of adjoining roads or streets.
X		l. Sufficient information describing the proposed use and occupancy of the premises to ascertain compliance with the use of regulations of the district.
X		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.
X		n. Landscape plan including tree inventory. (Section 2800).
	X	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.
X		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.

x		<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>
x		<p>r. As applicable, the site plan submittal shall be accompanied by an application form, furnished by the Administrative Office, for rezoning.</p>
	x	<p>s. Exterior lighting plan and design, with photometrics.</p>

10. Present

landowner:

Peter Khalaj

E-MAIL: fandp.companies@gmail.com

Address: 300 Camelot Way

City: Rochester State: MI Zip: 48306 Phone: 586-604-6976

11. Firm or individual requesting site plan approval:

individual

E-MAIL: fandp.companies@gmail.com

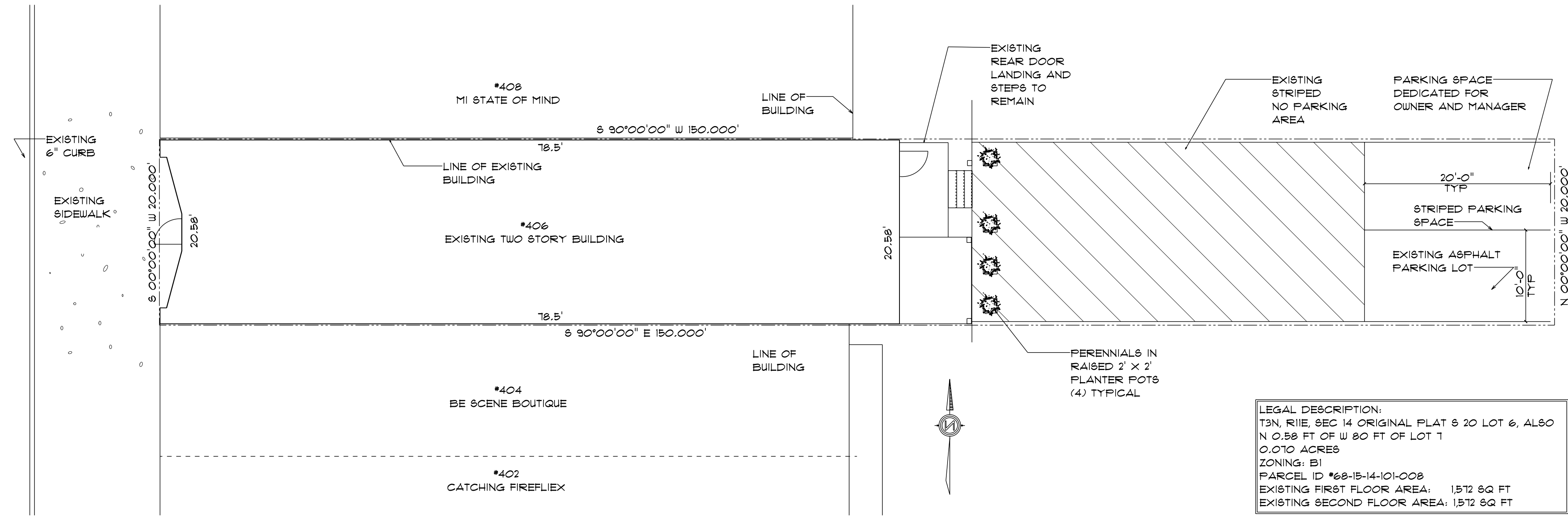
Address: 300 Camelot Way

City: Rochester State: MI Zip: 48306 Phone: 586-604-6976

Signature Peter Khalaj of Applicant

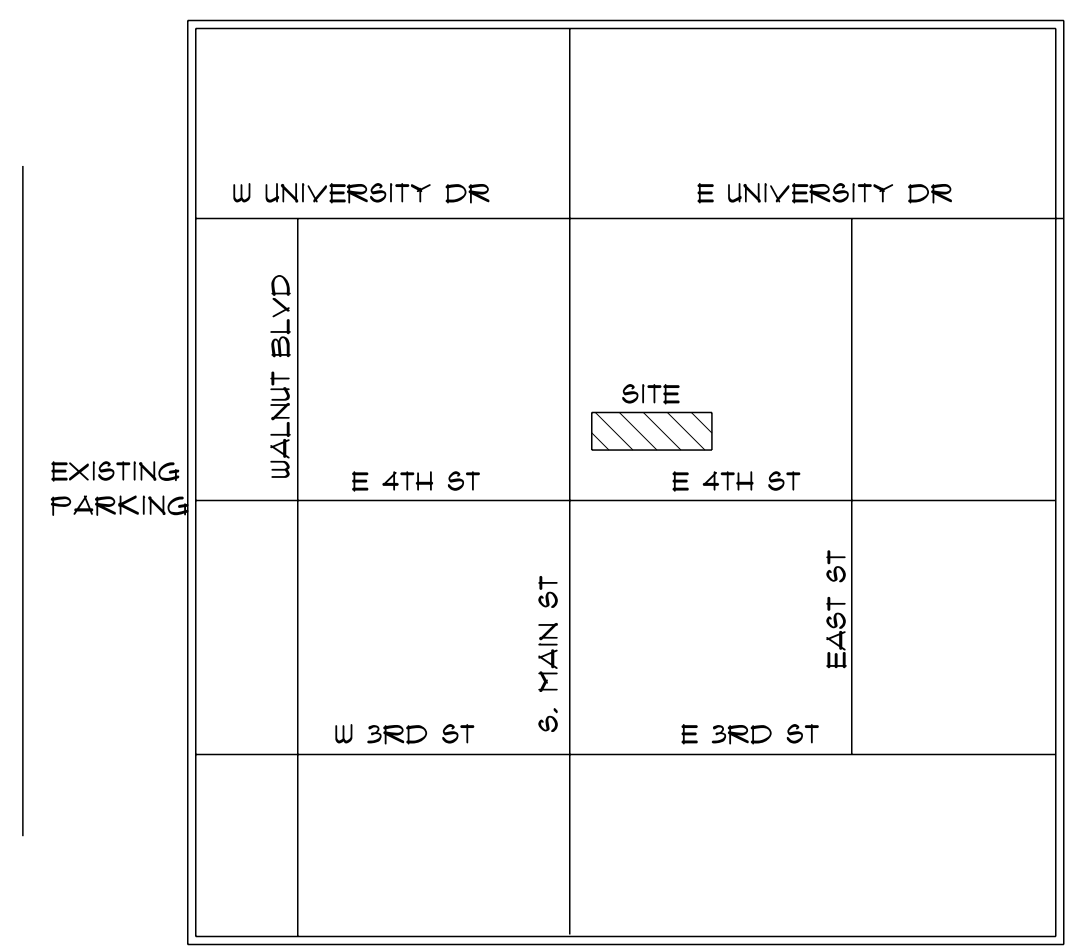
Print Name Peter Khalaj Date 4/07/25

MAIN ST 100' R.O.W.

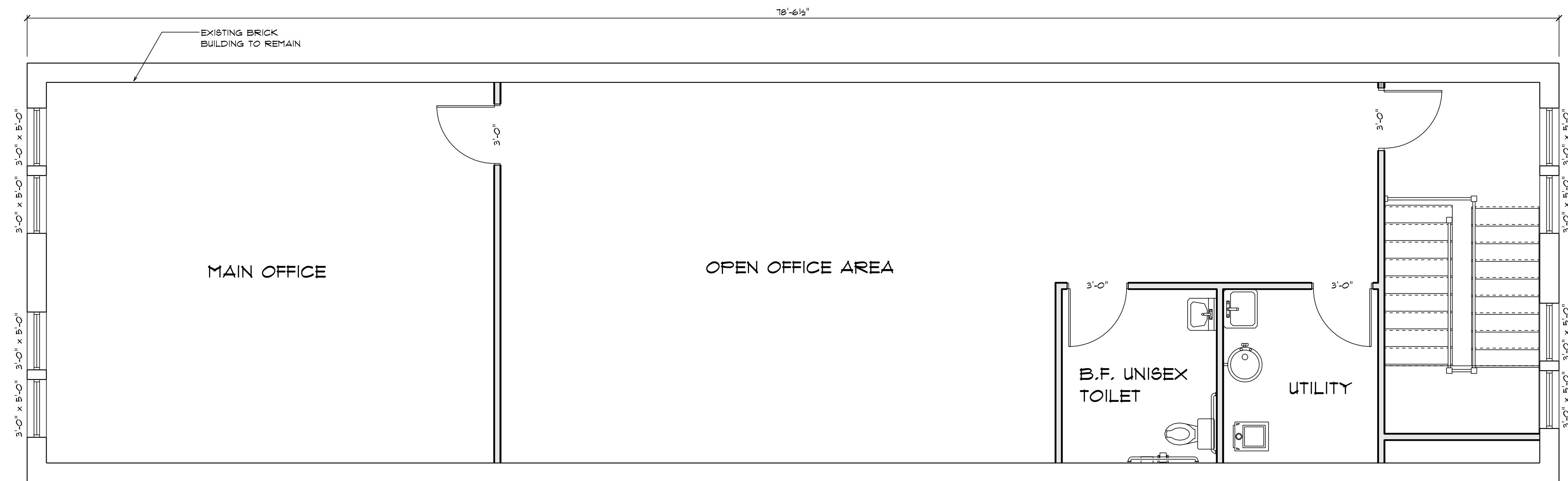


**SITE PLAN**  
SCALE: 1/8" = 1'-0"

LEGAL DESCRIPTION:  
T3N, R11E, SEC 14 ORIGINAL PLAT S 20 LOT 6, ALSO  
N 0.58 FT OF W 80 FT OF LOT 1  
0.070 ACRES  
ZONING: B1  
PARCEL ID #68-15-14-101-008  
EXISTING FIRST FLOOR AREA: 1,572 SQ FT  
EXISTING SECOND FLOOR AREA: 1,572 SQ FT



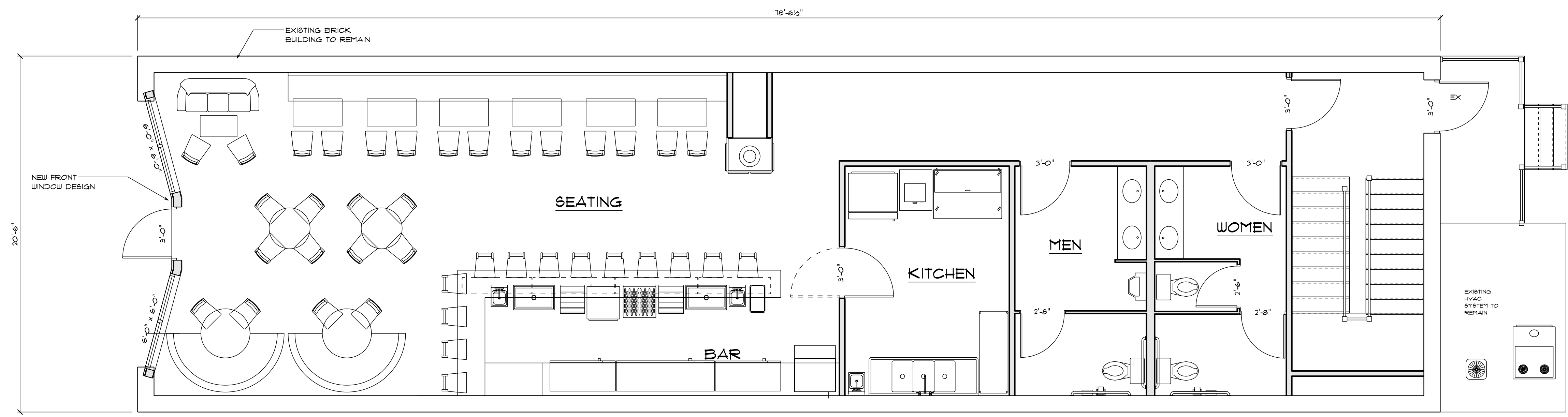
**LOCATION MAP**  
SCALE: NO SCALE



**SECOND FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**MAIN FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

PROPOSED USE OF PROJECT:  
EXISTING JEWELRY STORE IS TO BE RENOVATED WITH A COMPLETE INTERIOR REMODEL AND ALTERATION INTO A NEW COCKTAIL LOUNGE.  
  
THE SECOND FLOOR WILL BE TURNED INTO PRIVATE OFFICE SPACE FOR THE COCKTAIL LOUNGE BELOW. THE EXISTING APARTMENT UNITS WILL BE COMPLETELY REMOVED.  
  
FRONT FACADE WILL HAVE THE EXISTING MANSARD AND WOOD PANELING REMOVED WITH THE EXISTING BRICK AND NEW BRICK FACE, NEW METAL CANOPY, WINDOWS, LIMESTONE WINDOW SURROUNDS, LIMESTONE BASE, CROWN DETAIL AND NEW MAIN CENTERED WINDOW DESIGN

PARKING REQUIREMENTS:	AREAS	TOTAL PARKING
MAIN FLOOR BAR// LOUNGE AREA:	1572 SF/100	15 SPACES
SECOND FLOOR AOFFICE AREA:	1572 SF/300	5 SPACES
BASEMENT UTILITY STORAGE		
<b>TOTAL PARKING REQUIRED:</b>		<b>20 SPACES</b>
<b>TOTAL PARKING PROVIDED ON SITE:</b>		<b>2 SPACES</b>
<b>TOTAL OF PARKING CREDITED:</b>		<b>10 SPACES</b>
<b>CREDITED FROM EXISTING JEWELRY STORE AND 2 UNIT APARTMENT ON SECOND FLOOR</b>		
<b>TOTAL PARKING SPACES NEEDED:</b>		<b>8 SPACES</b>
EXISTING (2) ON-SITE SPACES DEDICATED FOR OWNER AND MANAGER		

**POLYARCH INC.**  
44045 N. GRATIOT AVE.  
CLINTON TWP., MI 48036  
(734) 466-4688 (F) 734-466-1859

ENGINEER:  
STATE OF MICHIGAN  
ROBERT ALAN WALZ  
ENGINEER  
NO. 6201026704  
PROFESSIONAL ENGINEER

CLIENT: THE COCKTAIL LOUNGE  
406 N. MAIN ST  
ROCHESTER, MI

PROJECT: INTERIOR ALTERATION OF EXISTING BUILDING AND FRONT FACADE RENOVATION

DATE: 3-31-25  
PROJECT NO.: 25-034  
DRAWN BY: EKH  
CHECKED BY: RAW  
REVISION DATE:

SHEET •  
**A-1**