



City of Rochester

400 Sixth Street
Rochester, MI 48307
P: (248) 733-3700
F: (248) 733-3170
www.rocheatermi.org

PLANNING COMMISSON REGULAR MEETING AGENDA

**Chair Richard Kendziuk
Vice Chair & Council Member Christian Hauser
Mayor Debbie Jones
Members: Daniel Bachmann, David Berletich, Jenna Campbell,
David Hardin, Laura Murphy & Matthew Stone**

See Attached Document for Virtual Meeting Instructions

400 Sixth Street	September 8, 2026	7:00 PM
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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 August 5, 2026.
5. Public Hearings
 - A. Notice of Public Hearing: 118 W 3rd St: Special Project & Site Plan Review. Request for City Council Review.
 - B. Notice of Public Hearing: 333 S. Main: Request for Payment in Lieu of Parking.
 - C. Notice of Public Hearing: 1120 N. Main St: Site Plan Review for Facade Modification.
6. Considerations:
 - A. Consideration of 530 Pine St Site Plan Review.
7. Miscellaneous

- A. Zoning Ordinance Section 2118: Amendment Update
- B. Planning Commission: Amendment to the Bylaws
- 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](https://www.youtube.com/c/CityofRochesterMI) and at the City's website at 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 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: bdannunzio@rochestermi.org)
- For those who prefer to use a telephone to participate, you will need to call (312) 626-6799 and enter meeting **ID: 869 6488 0005** 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/89890124313> (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.**

1. CALL TO ORDER AND ROLL CALL

A meeting of the City of Rochester Planning Commission (PC) was called to order on August 5, 2026, at 7:00 p.m. by Chairman Kendziuk.

PRESENT: Richard Kendziuk, Chairman
David Hardin, Vice Chairman
Debbie Jones, Mayor
Christian Hauser, Council Member
David Berletich, Commissioner
Jenna Campbell, Commissioner
Laura Murphy, Commissioner
Matt Stone, Commissioner

ABSENT: Dan Bachmann, Commissioner

quorum was present.

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

2. PLEDGE OF ALLEGIANCE

Chairman Kendziuk 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 July 6, 2026.

MOTION by Murphy supported by Berlitch to approve the minutes of July 6, 2026.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

5. PUBLIC HEARINGS

A. Notice of Public Hearing: 134 S. Main St: Site Plan Review for Facade Modification.

Given the structural necessity of the design change and compliance with relevant design standards, we recommend that the Planning Commission grant site plan approval of amendment #1 of the Brillati Family Office/134 S. Main Development, assuming that the previously noted conditions, listed below, are still met:

1. Coordination with the property owner to the south (120 S. Main) and the City prior to any vegetation cleaning in the alley.
2. City Administration approval of mural design prior to installation.

Roger Berant Architect was present and was looking for approval on the curved awning however was not opposed to the straight awning. The vegetation was all removed and the plan in place for the mural is planned at a later date.

The Public Hearing was opened at 7:19p.m.

There was no public online or in person.

Public Hearing was closed at 7:20 p.m.

The MOTION by Murphy supported by Stone to approve the Site plan review and façade modification with the Straight awning to be built.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

B. Notice of Public Hearing: 139 Romeo: Site Plan Review & Special Exception Related to Parking.

At the City's request we have reviewed a proposal from Joe Iacopelli to demolish a 4,837 sq. ft e The applicant appeared before the Planning Commission for a preliminary hearing on December 1, 2025, and a public hearing was held at the February 2026 meeting, where conditional approval was granted subject to eight conditions.

The applicant was unable to meet the parking requirements and has resubmitted requesting a reduction of the parking standard. This request received a preliminary review and discussion at the July 2026 Planning Commission meeting.

Their request of a parking waiver to fulfill that the final condition comes after a concerted effort to meet the requirement by other means. It is recommended the Commission make the final decision for site plan approval.

The Public Hearing was opened at 7:26 p.m.

David Kleve of 124 Charles was present and spoke about parking concerns on his property.

Public Hearing was closed at 7:28 p.m.

Joe Iacopelli was present gave background on the one parking space and that an easement was not wanted in case there were future development opportunities for the landowner.

Brief discussion with changing to office to retail/mixed use and granting conditional approval based on use. There was a concern from Joe with office as there are so many vacant office buildings, the property is difficult to development. Joe stated he has a lot of time and money into the project since December.

MOTION by Jones supported by Stone to conditionally approve the Site plan review and façade modification to allow the applicant to comply with the one parking space that is needed, with denying the parking waiver.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

C. Notice of Public Hearing: 530 Pine St: Site Plan Review.

At the City's request we have reviewed a proposal submitted on behalf of Atallah Development Co. & Associates (ADCO) for the installation of a paid parking camera system and the associated construction of parking lot islands at 530 Pine Street. The preliminary hearing for the site took place at the July 2026 Planning Commission meeting.

It is noted that the parking bollards at the Main St entrance were installed without approval. Parking islands containing the proposed camera poles are proposed at each entrance but would not block access or traffic flow for standard vehicles. It should be noted that the proposed camera system is an alternative to the gating system discussed in the Traffic Study provided.

While the proposed improvements to 530 Pine Street do not inherently fail to comply with the Zoning Ordinance, one of the key purposes of zoning is the maintenance of public health and safety. Therefore, it is recommended that site approval be granted, contingent on compliance with the requirements of the Fire Department, as included in the review letter and listed below: Remove the concrete entrance island located at the N. Main Street entrance to Rochester River Square, 530 Pine Street, in its entirety.

- Remove all bollards associated with the concrete island configuration at the Main Street entrance throat.
- Restore the entrance lane width to a minimum unobstructed width of 20 feet in compliance with IFC Section 503.2.1.
- Provide written confirmation of compliance to the Fire Chief upon completion of the removal.

James from Metropolis parking clarified that 10-foot poles could and would be used for the cameras.

Professor Pierre Attalah introduced his team, Dr. Pierre Attalah gave a presentation of the fire department's request. Martin from CBI Architect and Travis, Attorney, were also present. Travis discussed defects in the fire department memo and that other city documents were conflicting.

Discussion ensued to have Chief Scott at the next meeting to clarify and address issues at the next meeting. Possibly to have a meeting with all parties prior to the next Planning Commission Meeting.

MOTION by Hauser supported by Stone to table request of site plan approval

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

6. CONSIDERATIONS

A. Consideration 118 W 3rd St: Special Project & Site Plan Review, Request to set a Public Hearing

The existing building is a three-story Craftsman-style house that most recently operated for several decades as a tea house before closing. The proposed reuse includes office space on the ground floor with a two-bedroom residential apartment comprising the upper floors.

As stated in the project narrative provided by the applicant, this project advances several of the Master Plan's central themes, including providing a variety of housing types, preservation of Rochester's existing character, and rehabilitation of an underutilized building in the downtown.

The proposed use will have minimal impact on the surrounding area. As a structure that previously housed a commercial use, the proposed use will actually reduce the intensity of the site and serve as an appropriate transition between the core downtown and the neighboring residential uses.

Subject to the items listed in underlined comments on McKenna's letter dated July 29, 2026, being addressed, it is recommended that the Planning Commission schedule the project for public hearing of site plan and special project approval on the next available agenda.

Commissioner Jenna Campbell excused herself from this appeal due to conflict of interest. At this time Commission Hauser made a motion to excuse Commissioner Campbell due to conflict of interest.

MOTION by Hauser supported by Jones to excuse Commissioner Campbell from this request.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

John Cambell was present and addressed concerns about any rotted wood. John gave some history of the property. A lighting plan is in place and will be complied with in updated plans for the public hearing.

MOTION by Murphy supported by Hauser to approve for a public hearing at the next available meeting.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

B. Consideration: 326 Albertson St: Site Plan and Special Project Review.

This item was removed from the agenda by the applicants.

For clarification purposes the applicant will return for consideration with request for a public hearing, when the applicants are ready to return.

C. Consideration: 333 S. Main payment in lieu of parking

We are in receipt of a request from the new tenants of the former Che Belle Salon, located at 333 S. Main. The applicant is Beauty mark Spa and Wellness they are requesting a Special Exception for Payment in lieu of Parking.

The request for payment in lieu of parking is based on the conversion from office to med-spa that is proposed on the submitted floor plan. This unit of the property is credited with 2 parking spaces. This proposed use change will add 2 spa stations, requiring a total of 4 spaces. This change of use will put them into a parking deficit of parking by 2 spaces. They are now seeking a Special Exception for payment in lieu of providing for 2 spaces.

Staff are support of their request; the use of this space is consistent with what was previously there for many years. We would suggest that you set up a public hearing for their special exception request at your next available meeting.

Eric Hyder was present representing the tenant. Eric spoke about the hours and said that the salon will be appointment driven with one appointment at one time.

MOTION by Hauser supported by Berletich to approve payment in lieu of parking for two spaces

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

- D. Consideration: 1120 N Main site plan review for facade modification Request to set a public hearing.

The applicant received Planning Commission approval in August 2024 for a Site Plan and Special Exception Use to construct the existing two-and-a-half-story mixed-use building, including office space on the first floor and residential units on the upper floors. The current request is limited to modifications to the building's exterior elevations.

The current application proposes the addition of eight windows on the second floor of the north elevation, two windows on the first floor of the north elevation, and a new door on the east elevation facing the parking lot. The proposed changes are generally consistent with the building's existing architectural style and do not alter the overall appearance of the approved development.

The addition of windows on the north elevation and a new entrance on the east elevation is compatible with the previously approved design and does not substantially alter the appearance of the building. Therefore, 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.

Zander, Architect was present explained the windows needed to be shifted due to the interior walls.

MOTION by Hardin supported by Berletich to approve a public hearing at the next available meeting.

Ayes: Kendziuk, Hauser, Jones, Berletich, Campbell, Hardin, Murphy, Stone

Nays:

Absent: Bachmann

MOTION Carried.

7.MISCELLANEOUS

Commissioner Hauser gave an update on the planning commission bylaws completion, and they may be ready for the next meeting.

Commissioner Hardin gave his update on the Design Standards.

Chairman Kenziuk gave information on the housing study and second street project and that it would be split into two committees.

Nik Banda, City Manager gave updates on the Collision shop, the old fieldstone winery. The Roxy has purchased Damarco's the Kalaj property is still in development. The Solaronics property is working on the dirt removal.

The City Calendar needs to be updated with the correct meeting dates for September and November meeting dates. September 8, 2026, and November 4, 2026 being the corrected dates.

8.PUBLIC COMMENT

There was no online public that wished to speak.

Audience member thanked the Commission for all the work they are doing to update policies etc.

9.ADJOURNMENT

Hearing there is no further business, the meeting was Adjourned at 9:35 P.M.

Respectfully Submitted,
Rose McKinney, Building and Planning Clerk



City of Rochester

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Planning Commission

NOTICE OF PUBLIC HEARING

400 Sixth Street

September 8, 2025

7:00 pm

NOTICE IS HEREBY GIVEN THAT THE ROCHESTER PLANNING COMMISSION will hold a Public Hearing for the consideration for 118 W. 3rd St – Request for Special Project Site Plan review and special exception for upper story residential in the CBD. The public hearing is scheduled for Tuesday, September 8th, 2026, at 7:00 p.m. at the Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307.

All interested citizens are requested to attend the Hearing. Public comments may be submitted in writing or presented orally at the time of the meeting. To submit written comments in advance, or for assistance and questions about accessing and/or making public comment during the meeting, our Planning Coordinator can provide assistance; please reach out to Jeremy Peckens at (248) 733-3700 or by email: Jpeckens@rochestermi.org.

If you are unable to be present at the Public Hearing, please submit your written comments to the Office of the City Manager, Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307, PRIOR to the scheduled Public Hearing.

For further information, please contact **Jeremy Peckens, Planning and Zoning Administrator**, at **248-733-3700**. See Planning Commission Agenda Packet for Zoom participation information.

Publish on or before August 24th, 2026

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.



MCKENNA

September 1, 2026

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

Subject: **118 W. Third Street; Special Project and Site Plan Review;** Site Plan and Project Narrative received August 18, 2026.

Dear Commissioners:

At the City's request we have reviewed a proposal submitted by 118 W 3rd Street LLC proposing an adaptive reuse of the house at 118 W. Third Street. The site is located on the north side of Third Street between Walnut Boulevard and S. Main Street and falls within the CBD Central Business District zoning district and Special Projects Boundary. The applicant appeared before the Planning Commission on August 5, 2026 for a preliminary review. At that time, the project was approved to be set for a public hearing.

The existing building is a three-story Craftsman-style house that most recently operated for several decades as a tea house before closing. The proposed reuse includes office space on the ground floor with a two-bedroom residential apartment comprising the upper floors. The basement will be used for storage. Offices are permitted by-right in the CBD; upper-story apartments are permitted as a special exception use in the CBD, subject to the standards of Section 2111. Given the absence of specific adaptive reuse standards in the Zoning Ordinance, this application will follow the special project review process, which per Section 2115, allows an applicant to seek special project approval from the Planning Commission to facilitate the development of a project on a site, in an innovative manner which cannot be accomplished by a strict application of the regulations of the Zoning Ordinance. A request for special projects approval grants the Planning Commission flexibility and discretionary approval authority for a site plan and alleviates design and landscaping standards that may otherwise be brought into consideration.

An evaluation of the project for a "sustainability score" is attached here. This evaluation has been provided to document consistency with the prescribed Special Project review process. However, it has also been previously documented that this review process places limitations on plans that are located on small parcels and/or that reuse an existing structure, both of which apply to this proposed project. Therefore, the review has provided explanation of the criteria in relation to this project.

COMMENTS

Article 27, Section 2701 of the Zoning Ordinance, outlines the requirements for site plan review. We offer the following comments for your consideration:

- 1. Consistency with the Master Plan.** As stated in the project narrative provided by the applicant, this project advances several of the Master Plan's central themes, including providing a variety of housing types, preservation of Rochester's existing character, and rehabilitation of an underutilized building in the downtown. The Future Land Use Map designates the parcel as, "Downtown Interface," outside of the "Downtown Core," and intended to bridge the gap between the dense downtown and the neighboring residential uses.
- 2. Use.** The proposed use is an office space on the ground floor with a two-bedroom residential apartment on the upper floors. Offices are permitted by-right in the CBD; upper-story apartments are permitted as

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Northville, Michigan 48167

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a special exception use in the CBD, subject to the standards of Section 2111. The proposed upper-story apartment meets the prescribed standards. Given that this is a special project, the upper-story apartments do not require a separate approval of the special exception.

3. **Dimensional Standards.** The structure meets all dimensional standards for the underlying zoning of CBD.
4. **Architecture.** The intent of this project is to maintain the existing building, preserving the existing character, façade, and design features. This is consistent with the character of the surrounding area, although deviates from design goals for the CBD zoning district (Section 2118). The special project review has been implemented to help facilitate this preservation.
5. **Parking.** The development provides 10 parking spaces (one labeled barrier-free) on the side and rear of the property. This exceeds the requirement for the desired use. Three spaces are required for the first-floor office space and 2 are required for the two-bedroom, upper-story apartment.
6. **Access and Circulation.** An Access and Circulation plan has been provided for the property. The maneuvering lane along the angled parking off of Third Street is only 13'6" wide. The ordinance requires maneuvering lanes of less than 15' to be designated for one-way traffic only. Based on images of the site, it appears that the marking does exist, but should be updated for clarity.
7. **Landscape Plan.** The applicant intends to maintain the existing greenspace on the site, while refreshing plantings in a way that is consistent with the surrounding character of the neighborhood.
8. **Utilities Plan.** A description of utilities and waste management for the site are addressed by the applicant narrative.
9. **Lighting.** An updated photometric plan has been provided and lighting on the property now complies with the minimum and maximum footcandles allowed for each lighting type, by land use, as defined by Section 2306 of the Ordinance. The proposed lighting fixtures are downward facing and comply with all relevant standards.
10. **Impact.** The proposed use will have minimal impact on the surrounding area. As a structure that previously housed a commercial use, the proposed use will actually reduce the intensity of use on the site and vehicle trips produced by the site, and serve as an appropriate transition between the core downtown and the neighboring residential uses.
11. **Signage.** No signage is proposed at this time. Any additional signage proposed will require administrative approval from the City's Planning Staff.
12. **Special Project Consideration.** Site plan approval of the proposed project shall be conditioned on the applicant receiving special project approval from city council.

Given the existing designation as a special project site in the Master Plan, it is clear that the flexibility provided by this boundary has already been deemed appropriate for this parcel and consistent with larger goals for the City. Due to the character of the proposed project as a small facility that is reusing the existing structure, it is difficult for the project to receive a high sustainability score, which has previously been experienced by other similar projects. Therefore, the score given



in this case should be used to review the areas in which the proposed project is able to contribute to the overall sustainability goals of the City, despite being a small development. Overall, the proposed development brings low-impact activity appropriate to the area, reinvesting in a property that is consistent with larger goals for land use as well as maintenance of existing character in the area.

RECOMMENDATION

This parcel was identified as part of the special project boundary in the Master Plan given its unique location at the edge of the Central Business District. The proposed land use is consistent with uses in the area. While the maintenance of the existing structure deviates from current design standards for the CBD, it is consistent with larger goals in the City, as well as the intent of the Downtown Interface Future Land Use Map designation. Given the relative sustainability score received and the overall consistency with the Master Plan's goals for the area, we recommend that the Planning Commission recommend to the City Council consideration of special project approval for 118 W. Third Street.

Respectfully
McKENNA

Lori Morgan, AICP
Senior Planner

Cc: Jeremy Peckens
 Nik Banda
 Jeff Kragt
 Rose McKinney



Project Evaluation Worksheet – 118 W. Third Street

At the City’s request, we have reviewed a Project Evaluation Worksheet submitted by 118 W 3rd Street LLC with reference to a proposal to reoccupy the site with office space on the first floor and an upper-story two-bedroom apartment at 118 W. Third Street.

The Evaluation Worksheet consists of 20 Development Components used to determine threshold criterion which will either be met or not met by the project. If the criterion is met, it receives 1 point. There are 20 criteria, with a maximum score of 20 points.

- A score between 0-7 points is not sustainable and does not meet city goals
- A score between 8-14 points indicates the project must further mitigate
- A score between 15-20 points is sustainable and meets city goals

Information specific to the proposed project is included under the column “required information.” As a non-residential use within the DDA, the project has been scored based on the points available for a “NON-RES” project “Impacting DDA.”

The information provided will be used to determine the proposed development’s sustainability score based on its ability to bring the City of Rochester’s existing baseline closer to its target.

DEVELOPMENT COMPONENT	INDICATOR	BASELINE	TARGET	REQUIRED INFORMATION		IMPACTING DDA			NOT IMPACTING DDA			SCORE
						MIXED	RES	NON-RES	MIXED	RES	NON-RES	
1. Development Balance	Acres of Parkland, Open Space per 1,000 Residents	24.8 acres/1,000 residents	10% increase of acres per 1,000 residents	Number of units	1 units	1						0
				Acres of usable open space	0 acres							
2. Natural Features Protection	Net Tree Change	Site Specific	15% increase in total number of trees	Existing number of trees	1 tree	1						.5
				Number of trees proposed to be removed	0 trees							
				Number of trees proposed for planting or payment in lieu (in trees replaced, if applicable)	0 trees proposed.							
3. Watershed Health	Development within Flood Hazard Zone	Existing Development within Flood Hazard Zone	0% net increase	Existing building footprint square footage within the flood hazard zone	Completely outside	1						1
				Proposed building footprint square footage within flood hazard zone	Completely outside							
4. Walkability	Intersection Density	20.8 to 192.3 per square mile	10% increase of pedestrian connections	Number of proposed pedestrian connections	0	2						0

						IMPACTING DDA			NOT IMPACTING DDA			SCORE
						MIXED	RES	NON-RES	MIXED	RES	NON-RES	
5. Traffic	Trip Generation	Site Specific – ITE peak hour trip generation average of adjacent parcel	5% higher trip generation than average of adjacent parcels	ITE existing peak trip generation estimates for each adjacent parcel	Similar to adjacent parcels	1						0
				Estimated ITE peak trip generation estimates for proposed development	Similar to adjacent parcels							
6. Travel Time	Intersection Delay	Site Specific	15% higher peak hour intersection delay	Existing intersection delay	Unchanged.	1						1
				Proposed intersection delay	Unchanged.							
7. Nonmotorized Infrastructure	Nonmotorized Transportation Infrastructure	61 miles	15% increase	Linear feet of proposed nonmotorized infrastructure	0	1.5						0
8. Tax Base Growth	Increase in Taxable Value Per Acre	Average SEV/acre of four surrounding properties	15% above the average adjacent parcels SEV / acre	Average existing SEV/acre of adjacent parcels and development property	No change.	.5						0
				Proposed SEV/acre of development property								
9. Development Impact	Housing Units Per Acre	1 – 5 units	10% increase of block group housing units per acre	Number of units per acre of block group (see report)	1 unit	.5		N/A			N/A	.5
				Number of proposed residential units per acre	1 unit							
10. Pipe Maintenance	Linear Feet of Pipe	Combined Pipe Length – 398,723 linear ft.	2% increase	Proposed linear feet of public pipe	0	.5						0
11. Pipe Condition	Percent of Deficient/Critical Pipes	High Risk Sanitary Pipe – 9,985 linear ft. Water Pipes < than 8 in. (diameter) – 88,207 linear ft.	Sanitary – Reduce 15% Water – Reduce 5%	Proposed linear feet of sanitary pipe replacement	0	.5						0
				Proposed linear feet of water pipe replacement	0							



						IMPACTING DDA			NOT IMPACTING DDA			SCORE
						MIXED	RES	NON-RES	MIXED	RES	NON-RES	
12. System Capacity	Net Change in ERU	At capacity	0% change	Proposed capacity improvement (in ERU)	No proposed improvements, but potential decrease to demand.	.5						0
				Expected ERU								
				Net ERU								
13. School Impact	Tax Generated for School District	\$ 2,333,461	5% increase	Proposed increase in taxable value	No change.	.5						0
14. Public Safety	Emergency Response Time	Existing Coverage	0% change	Travel distance from Fire Station	No change.	1						1
15. Housing Mix	Number of Multifamily Units	2,144 units	20% increase of total multifamily units	Number of multiple family units	1 unit.	1		N/A				1
16. Housing Affordability	Median Unit Price	\$361,735/\$861	10% of units at median housing cost	Number of total units	1	2		N/A				2
				Number of units priced at or less than median housing cost (value or rent)	1							
17. Workforce Development	Mixed-Use Percentage within DDA	72% commercial use within DDA	5% increase of commercial within DDA	Percentage of property nonresidential use within the DDA	50%	1						.5
18. Historic Preservation	Compliance with Sight Lines within DDA	Existing skyline	0% change	Sight diagrams	Repurposing existing building will maintain sight lines.	1.5						1.5
19. 5Business Attraction	Number of New Businesses within DDA District	432	5% increase within DDA	Number of tenant spaces within the DDA	1	1.5						1.5
20. Parking Efficiency	Public Parking Provided	1,314 paid parking spots	10% increase	Public parking provided	0	.5						0
				Event parking provided	0							
				Drop-off space provided	0							
Total Possible Points						20						9.5

While this project's individual scores can be tallied to a score of 9.5, this overall score should not be used as a final metric given the difficulty for projects that repurpose existing structures on small lots to receive many of the points available. Instead, this score should be used to recognize how many points the parcel was able to earn, despite its disadvantage in the rubric. While the specific proposed project does not increase these elements, it is repurposing a site that already scores well for many of the overall goals of this assessment. This is discussed further in the Site Plan and Special Project Review Letter attached.



PROJECT NARRATIVE

Adaptive Reuse of the Former Victorian Rose Tea House

118 W 3rd St. • Rochester, Michigan 48307

Submitted to the City of Rochester Planning Commission

Applicant / Owner: 118 W 3RD STREET LLC

Property Address: 118 W 3rd St., Rochester, MI 48307

Parcel ID: 15-15-232-005

Zoning District: CBD (Central Business District)

Existing Use: Vacant former restaurant/tea house (originally a single-family residence)

Proposed Use: Office/commercial on the main level; one residential apartment on the upper levels, storage space in the basement.

Date: August 11, 2026

1. Introduction and Request

On behalf of 118 W 3RD STREET LLC, this narrative is submitted in support of site plan and special project approval for the adaptive reuse of the property at 118 W 3rd St. The building is a three-story Craftsman-style house constructed in the early 1900s that most recently operated for nearly three decades as the Victorian Rose Tea House before its closure. We propose to thoughtfully rehabilitate the structure and return it to productive use as an office/commercial establishment on the main level with a single residential apartment on the upper levels and storage space in the basement.

The proposal is modest in scale and consistent with the established character of the block. It requires no demolition of the historic structure, no expansion of the building footprint, and no change to the fundamental residential-scale form that has defined this property for more than a century. Our request is intended to align with the City of Rochester's long-range planning goals while preserving a beloved and historically significant building in the heart of downtown.

2. Property History and Existing Conditions

The structure at 118 W 3rd St. was built in the early 1900s as a single-family residence. In 1995, the home was converted to the Victorian Rose Tea House, and it continued in that use — later as Tonia's Victorian Rose — until its closure. For a generation it served as a gathering place for showers, birthdays, and community events, and it remains a recognizable and cherished landmark within the downtown.

The building retains the form, scale, and many of the architectural details characteristic of its period. Its conversion to commercial use in 1995 demonstrated that the structure can comfortably

accommodate non-residential activity without compromising its residential character or its compatibility with the surrounding streetscape. We intend to build on this proven adaptability.

Current condition. The building as it sits today retains its original charm but suffers from deferred maintenance accumulated over the past several decades. Our intent is to bring new life to the building while celebrating its architectural character and maintaining its contribution to the streetscape. We plan to preserve all existing exterior elements and simply update the exterior with fresh paint. On the interior, we intend to keep as many original architectural elements as possible, build a lobby providing access to both units, and refresh various finishes. We are also upgrading the main level powder room to comply with today's ADA accessibility standards.

3. Zoning Context and Proposed Use

The property is located within Rochester's Central Business District (CBD), the City's downtown core. The CBD is a pedestrian-oriented, mixed-use district that accommodates a range of retail, office, service, civic, and residential uses. The building's proposed combination of ground-floor office/commercial space with residential use on the upper levels is consistent with that established mixed-use character.

Proposed Use

We propose the following two complementary uses within the existing building:

- **Main level** — Office and/or commercial use of an executive, administrative, or professional nature, serving downtown patrons and contributing daytime activity to the 3rd St. block.
- **Upper levels** — One two-bedroom residential apartment, adding a downtown dwelling unit and ensuring the building is occupied and cared for around the clock.
- **Basement** — Storage space for occupants.

This vertical mix of uses — active commercial space at street level with residential above — is a classic downtown development pattern. It places residents within walking distance of shops, restaurants, parks, and services, supports local businesses, and keeps the building in continuous, well-maintained use.

Hours, intensity, and operations. The main level office space is intended to be occupied by 4-6 (maximum) persons during regular business hours, approximately 8:00 a.m. to 5:00 p.m. The apartment is modest in scale, with two bedrooms to support a range of potential occupants, from an individual to a couple or a small family. Both uses are designed to have a low impact on surrounding properties on a day-to-day basis. Trash removal for this property has been handled via the community dumpster located at the northeast corner of the parcel, and we intend to continue this arrangement with future tenants.

4. Consistency with the City's Master Plan and Strategic Vision

The City of Rochester's Master Plan provides the official statement of the community's goals, objectives, and policies for land, buildings, and infrastructure, and the Future Land Use Map expresses the development pattern the community desires. Our proposed adaptive reuse advances

several of the Plan’s central themes and the City’s broader strategic priorities, including a vibrant and walkable downtown, economic vitality, housing variety, and preservation of community character.

A Vibrant, Pedestrian-Oriented Downtown

Returning a vacant building to active use directly supports the City’s long-standing emphasis on a healthy, active downtown. An occupied office/commercial space generates daytime activity and foot traffic on 3rd St., while a resident living above contributes evening and weekend vitality. The project strengthens the pedestrian environment that the City’s downtown is designed to promote, without introducing auto-oriented uses or large-format development out of keeping with the block.

Economic Development and Reinvestment

The Master Plan and the City’s economic development strategy emphasize a continued focus on a vibrant downtown. By investing private capital to rehabilitate an under-utilized building, the project returns the property to the tax rolls at a higher and more stable value, supports a downtown business and the jobs it provides, and signals continued confidence in Rochester’s commercial core. Adaptive reuse of an existing structure is among the most sustainable and fiscally responsible forms of development, leveraging existing infrastructure rather than requiring new construction.

Housing Choice and a Live-Work Downtown

The addition of a residential apartment supports the goal of a diverse downtown housing supply and a true live-work environment. A single, well-integrated dwelling unit introduces a downtown housing option without the scale or density impacts of larger residential development, and it advances the mixed-use vision the City has articulated for its downtown core.

Preservation of Historic Character and Community Identity

Perhaps most significantly, the project preserves an early-1900s building that contributes to the historic and architectural character of downtown Rochester. Rather than demolition or insensitive alteration, we propose to retain the building’s residential-scale form and period detailing. This approach is consistent with the City’s commitment to protecting historically and culturally significant assets and maintaining the distinctive sense of place that defines downtown Rochester. We welcome coordination with the Rochester-Avon Historical Society and City staff regarding the building’s history and any features worth highlighting. Our appreciation for preserving the architectural integrity of historic buildings is evident in our rehabilitation of the property directly to the east (114 W 3rd St.).

5. Site, Parking, and Design Considerations

Building and exterior. Exterior changes will be limited and sympathetic to the building’s historic character. All updates will retain the residential scale and existing rooflines. We intend to preserve the original windows and simply paint the exterior siding and trim, and update the front entry door.

Parking and access. Existing parking is to be maintained and exceeds the use requirements for both the office space and the apartment. We will add one ADA-accessible parking space, as the current configuration does not include one on this parcel.

Landscaping and screening. Existing landscaping is intended to be refreshed by maintaining the existing greenspace and adding plantings that fit the vernacular of the neighborhood. The footprints of the current green spaces will be maintained.

Signage. Signage will be minimal and will comply with the City’s requirements once an office tenant is signed.

Lighting and utilities. Two exterior lights are to be added — one on the east elevation and one on the rear elevation — to illuminate the parking areas as required. Please see the photometric plan for more detail.

6. Compatibility with Surrounding Area

The proposed use is consistent in scale, intensity, and character with the surrounding downtown context. The building has functioned as a commercial establishment within a residential-scale structure for nearly thirty years, demonstrating that the use mix proposed here is compatible with neighboring properties and the 3rd St. streetscape. The reintroduction of a single residential unit further softens the transition between the commercial core to the east and the residential neighborhood to the west, serving as a complementary buffer rather than an intrusion. No adverse impact on adjacent street capacity, utilities, or City services is anticipated.

7. Conclusion and Request

The proposed adaptive reuse of 118 W 3rd St. preserves a treasured early-1900s building, returns it to active and well-maintained use, and introduces a compatible mix of office/commercial and residential uses that advance the City of Rochester’s Master Plan and strategic vision for a vibrant, walkable, economically healthy, and historically rich downtown. The project leverages existing infrastructure, adds a downtown dwelling unit, supports local business activity, and protects the community’s architectural heritage.

For these reasons, we respectfully request that the Planning Commission grant a special exception for the residential apartment on the upper levels and approve the proposed use as described in this narrative and the accompanying plans. We look forward to working with the Commission and City staff to address any questions and to refine the proposal as appropriate.

Respectfully submitted,
John Campbell
118 W 3RD STREET LLC
248.672.4402

118 W. 3rd St. LLC
118 W. 3rd St.
Rochester, MI 48307

ZONING CLASSIFICATION = CBD - CENTRAL
BUSINESS DISTRICT

MAIN LEVEL OFFICE
1 SPACE / 300 SF OFFICE
871 SF / 300 SF = 2.9 SPACES

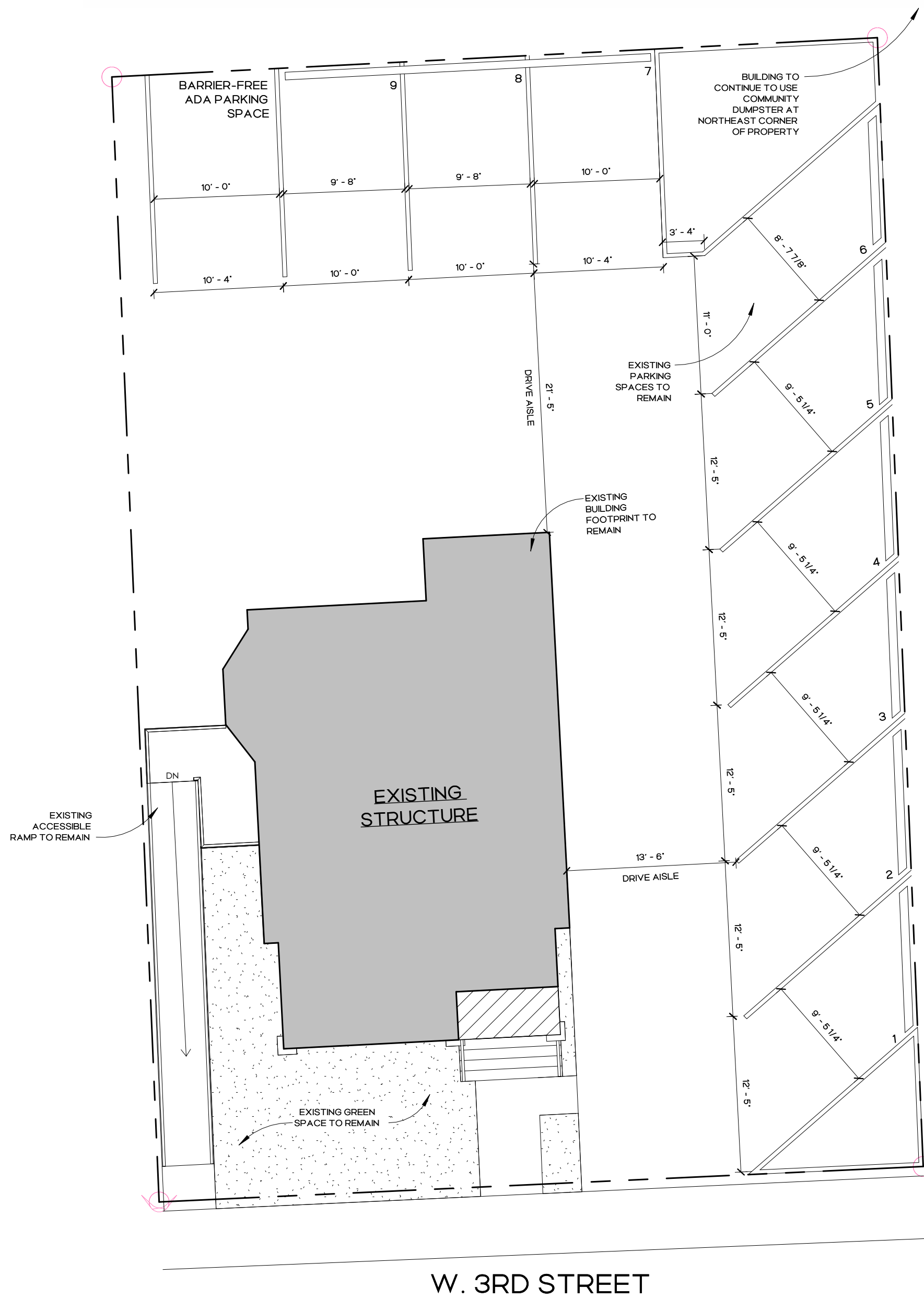
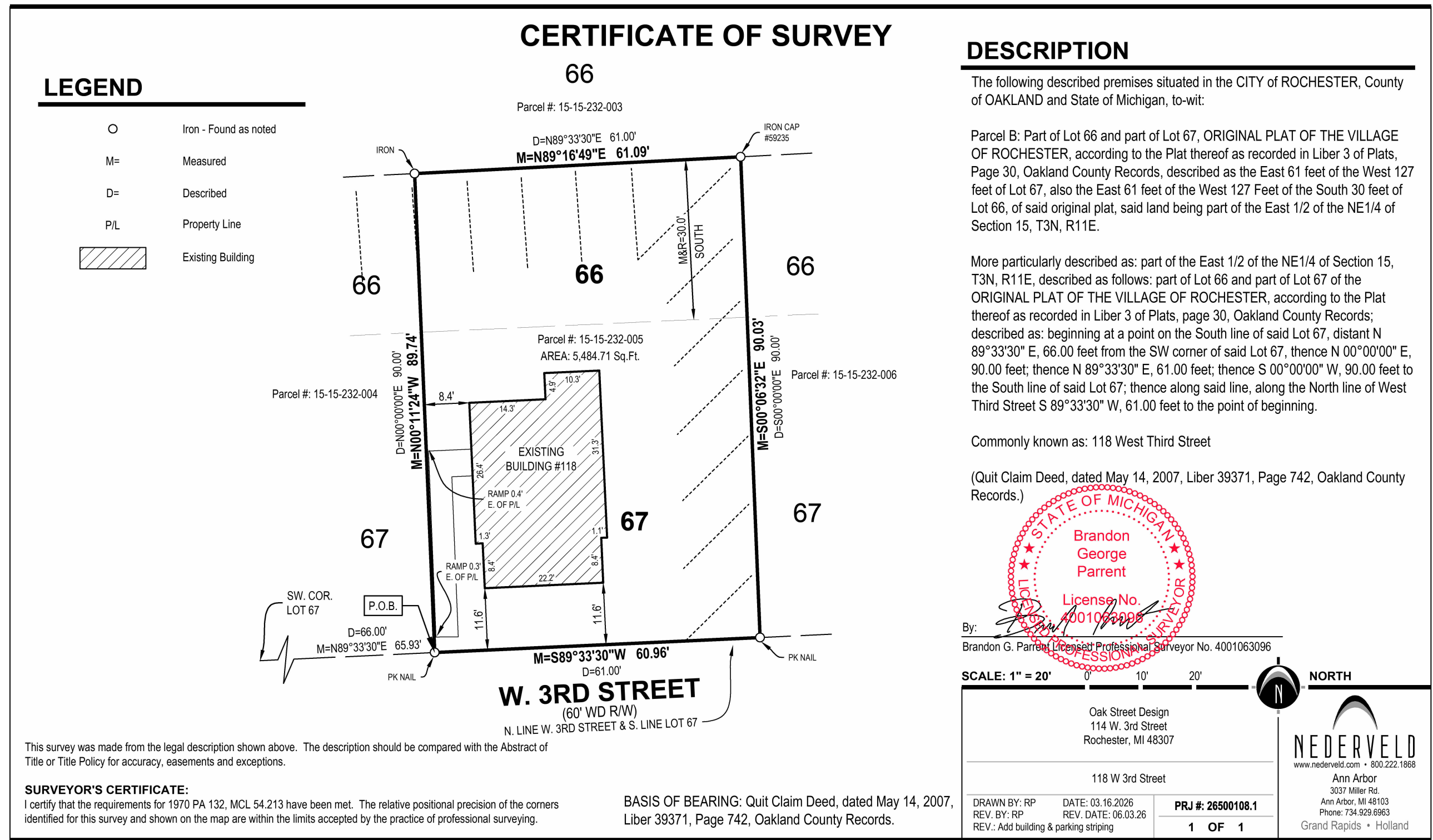
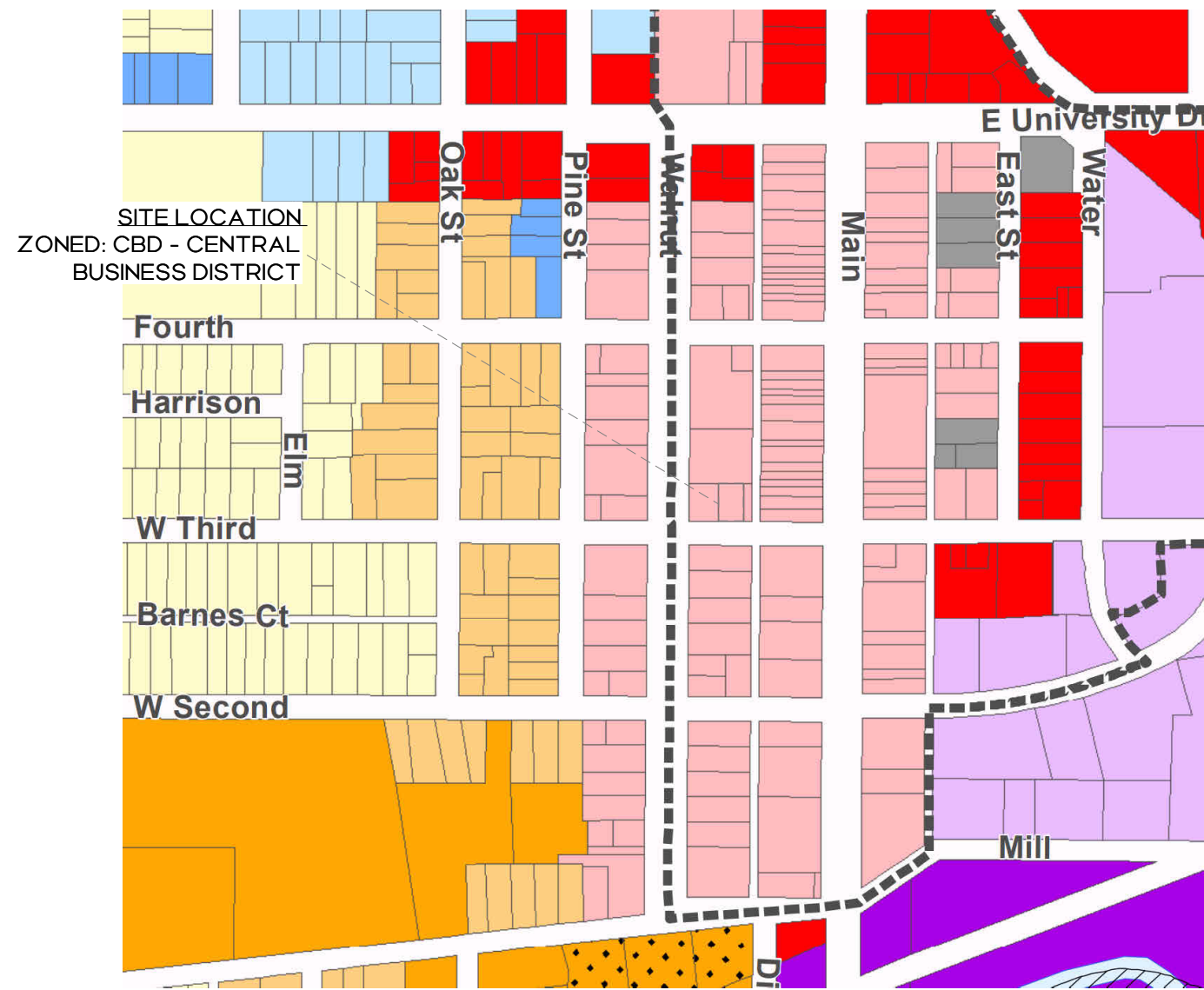
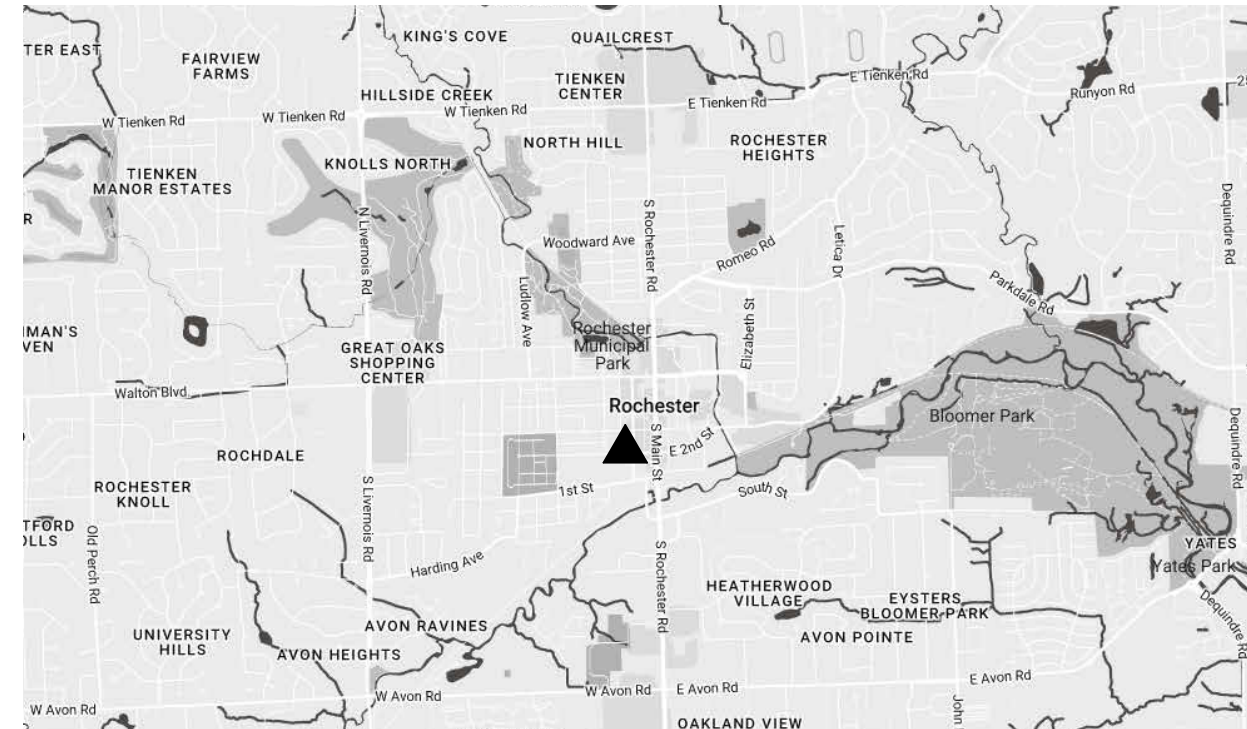
UPPER LEVEL APARTMENT
2 SPACES / 2 BEDROOMS

5 SPACES REQUIRED
9 SPACES PROVIDED + 1 BARRIER-FREE
ADA PARKING SPACE

MAIN LEVEL	=	871 SF
SECOND LEVEL	=	613 SF
THIRD LEVEL	=	138 SF
TOTAL APT. SQUARE FT	=	751 SF
TOTAL SQUARE FT	=	1,622 SF
FINISHED LOWER LEVEL SQUARE FEET	=	- -

Zoning	
ZONING CLASSIFICATION	CBD - CENTRAL BUSINESS DISTRICT

Parking Requirements	
<u>MAIN LEVEL OFFICE</u>	
1 SPACE / 300 SF OFFICE	
871 SF / 300 SF = 2.9 SPACES	
<u>UPPER LEVEL APARTMENT</u>	
2 SPACES / 2 BEDROOMS	
5 SPACES REQUIRED	
9 SPACES PROVIDED + 1 BARRIER-FREE ADA PARKING SPACE	



DESCRIPTION

The following described premises situated in the CITY OF ROCHESTER, County of OAKLAND and State of Michigan, to-wit:

Parcel B: Part of Lot 66 and part of Lot 67, ORIGINAL PLAT OF THE VILLAGE OF ROCHESTER, according to the Plat thereof as recorded in Liber 3 of Plats, Page 30, Oakland County Records, described as the East 51 feet of the West 127 feet of Lot 67, also the East 61 feet of the West 127 feet of the South 30 feet of Lot 66, of said original plat, said land being part of the East 1/2 of the NE1/4 of Section 15, T3N, R11E.

More particularly, described as follows: part of the East 1/2 of the NE1/4 of Section 15, T3N, R11E, described as follows: part of Lot 66 and part of Lot 67 of the ORIGINAL PLAT OF THE VILLAGE OF ROCHESTER, according to the Plat thereof as recorded in Liber 3 of Plats, page 30, Oakland County Records; described as: beginning at a point on the South line of said Lot 57, distant N 89°33'30"E, 66.00 feet from the SW corner of said Lot 67, thence N 00°00'00"E, 90.00 feet; thence N 89°33'30"E, 61.00 feet; thence S 00°00'00"E, 90.00 feet to the South line of said Lot 67; thence along said line, along the North line of West 127 feet S 89°33'30"E, 61.00 feet to the point of beginning.

Commonly known as: 118 West Third Street

(Quit Claim Deed, dated May 14, 2007, Liber 39371, Page 742, Oakland County Records.)

By: 
 Brandon George Parrent
 License No. 265008108
 Notary Public for the State of Michigan

Brandon G. Parrent, (Exempt) Professional Surveyor No. 4001053096

SCALE: 1" = 20' 0' 10' 20'

Oak Street Design
114 W. 3rd Street
Rochester, MI 48307

118 W 3rd Street

DRAWN BY: RP
REV: RP
DATE: 06.10.2008
DATE: 06.10.2008

PRJ: 265008108
1 OF 1

 NORTH

 **NEEDERFELD**
www.neederfeld.com • 800.222.1868
Aero Arch
2037 Millers Hill
Aero Arch, Inc. #6115
Phone: 714.500.9993
Grand Rapids • Holliston

Sheet Index		DRAWING INDEX KEY:		ISSUED FOR:		
		☐ NOT ISSUED ☐ PREVIOUSLY ISSUED ☐ ISSUED ☒ REFERENCED		06/04/2008 SITE PLAN SUBMITTAL	07/03/2008 SITE PLAN SUBMITTAL	08/05/2008 SITE PLAN SUBMITTAL
No.	Title					
CS-1	COVER SHEET			☐	☐	☐
A-1	EXISTING FLOOR PLANS			☐	☐	☐
A-2	EXISTING ELEVATIONS			☐	☐	☐
A-3	PROPOSED FLOOR PLANS			☐	☐	☐
A-3a	CODE COMPLIANCE			☐	☐	☐
A-4	PROPOSED ELEVATIONS			☐	☐	☐
A-5	ACCESS AND CIRCULATION PLANS			☐	☐	☐
A-6	PHOTOMETRIC PLAN			☐	☐	☐

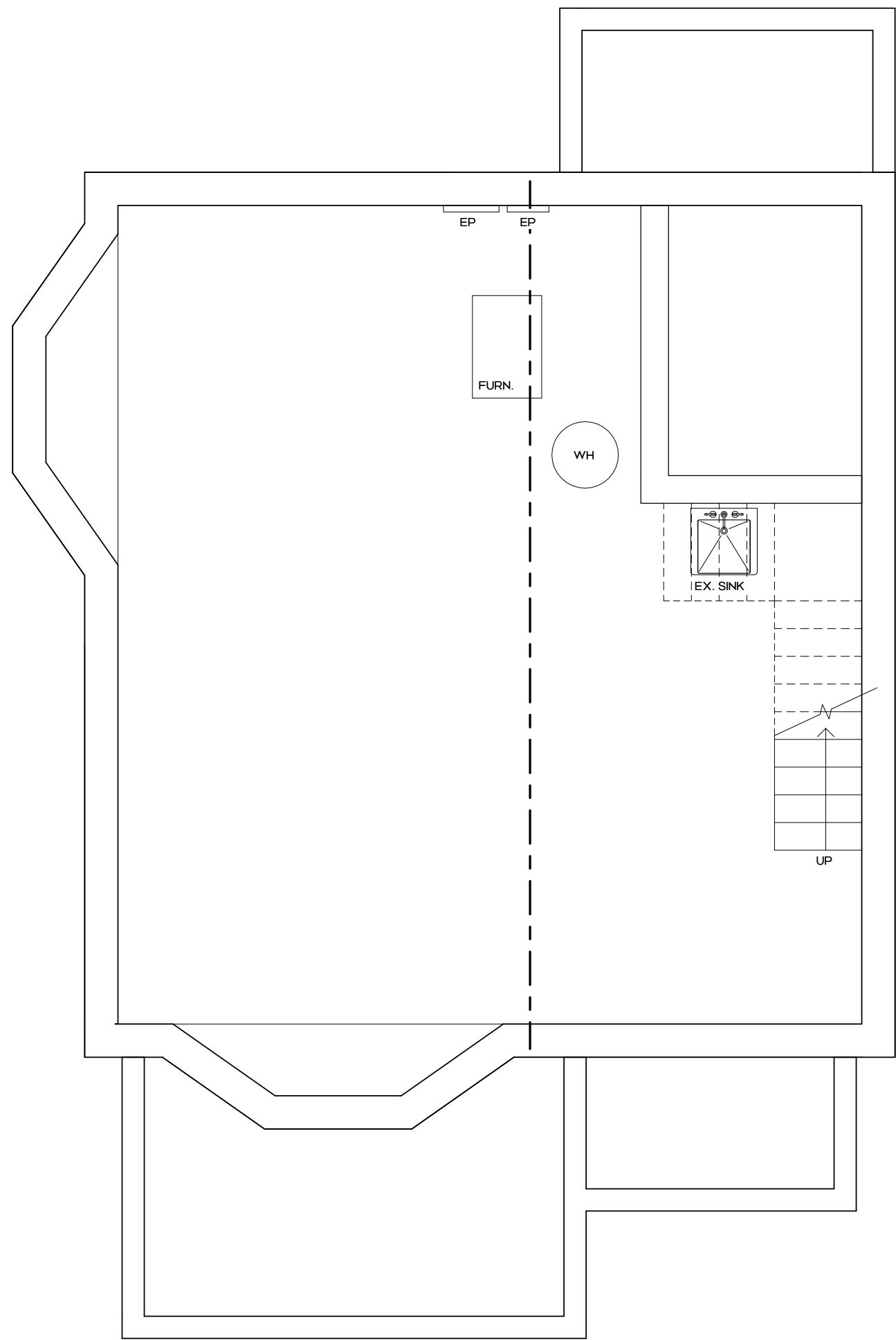
114 W. Third St.
Rochester, MI 48307
jenna@oakstdesign.co
(248) 891 1629

118 W. 3rd St.
LLC

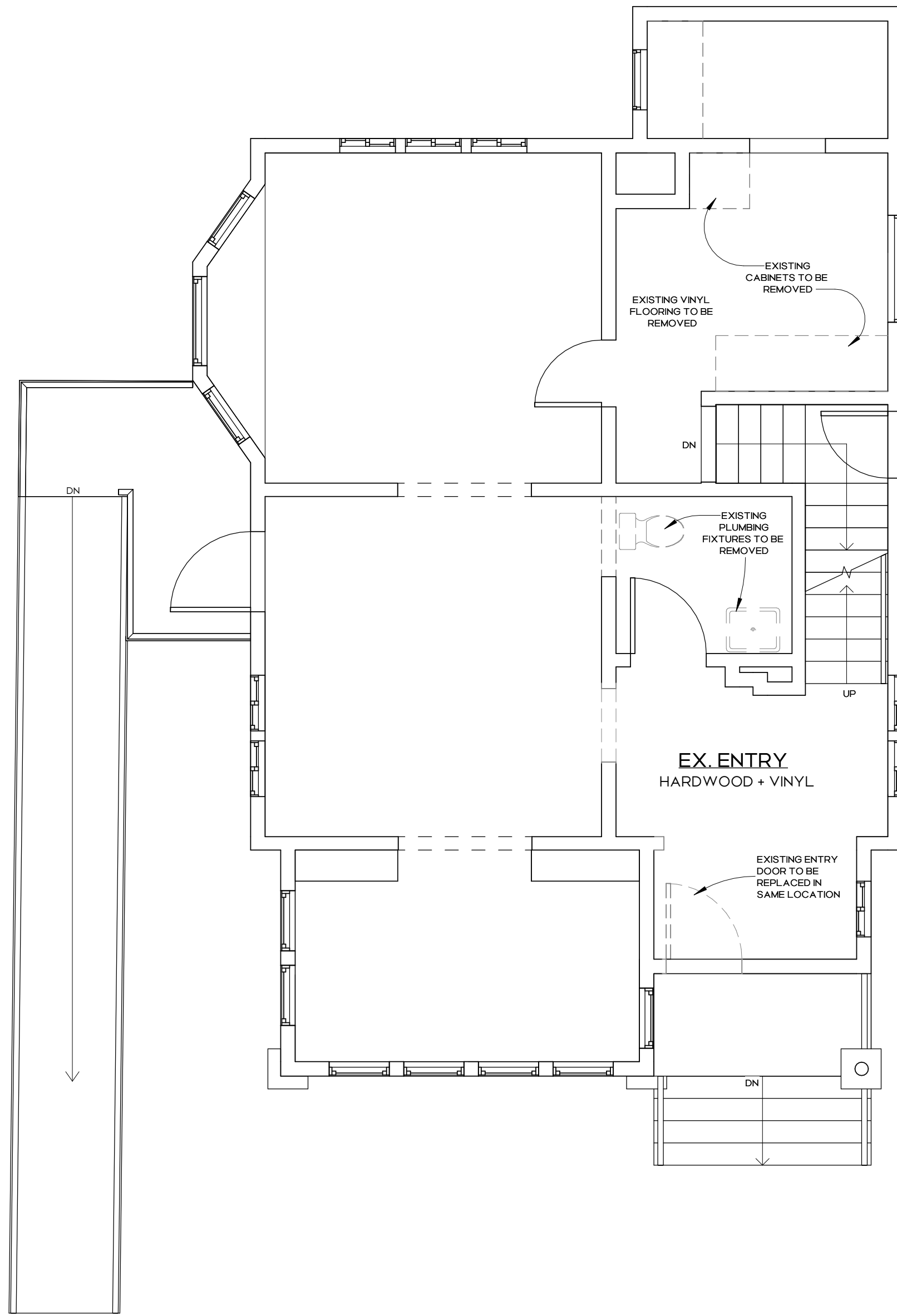
118 W. 3rd St. | Rochester, MI 48307

PC	06/04/2026
PC 2	07/23/2026
PC 3	08/05/2026

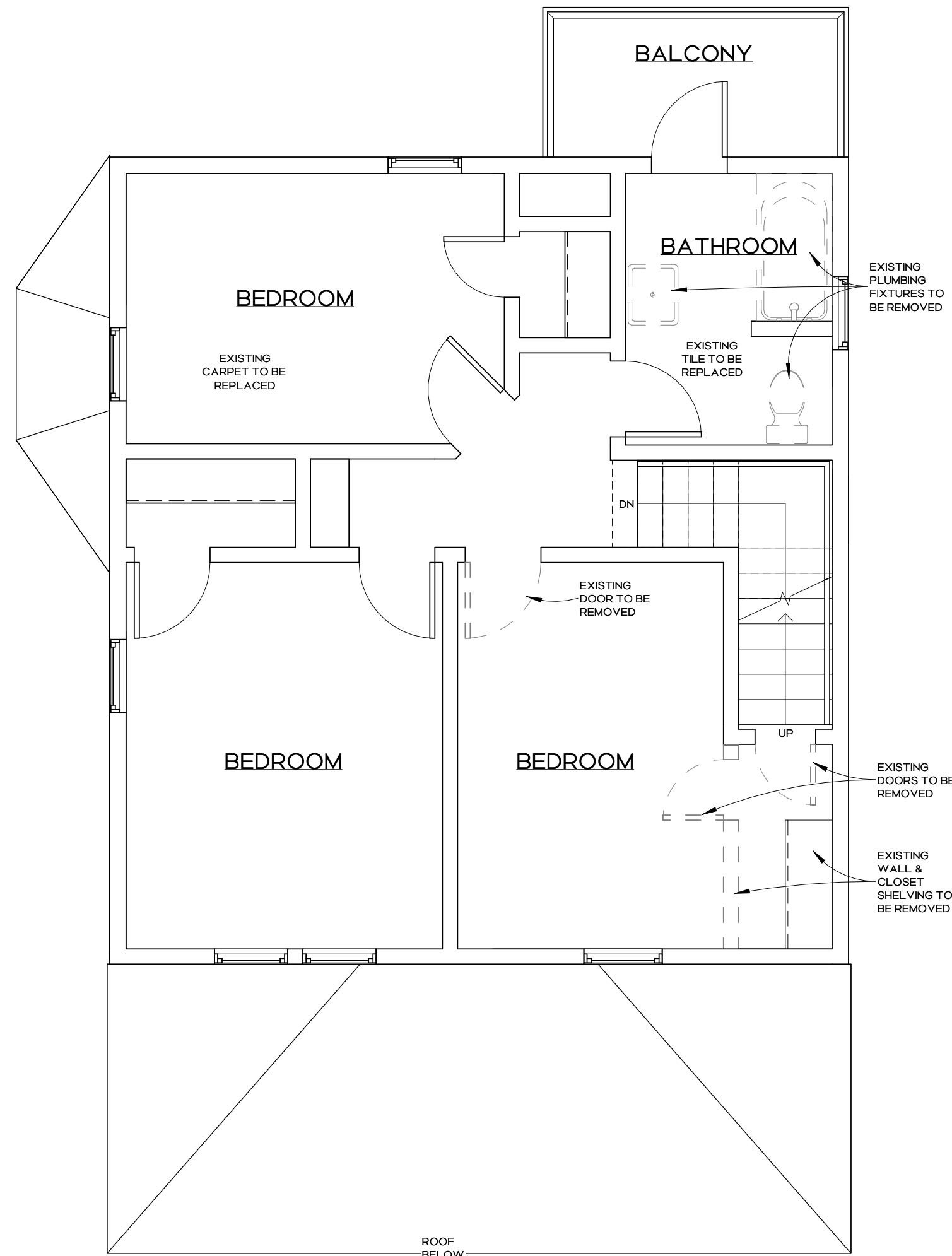
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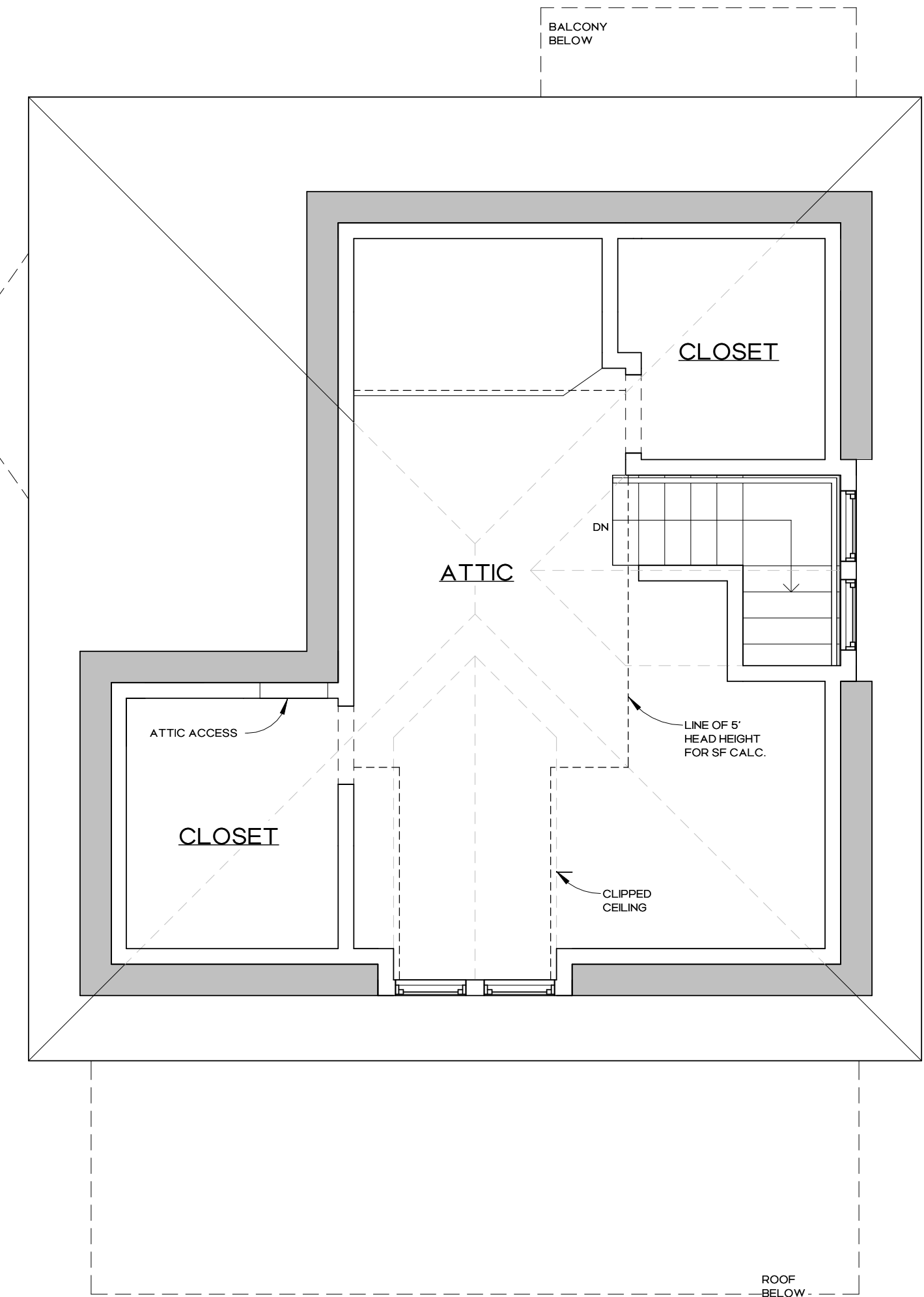
Existing Lower Level Plan
1/4" = 1'-0"



Existing Main Level Plan
1/4" = 1'-0"



Existing Upper Level Plan
1/4" = 1'-0"



Existing Third Level
1/4" = 1'-0"



Existing South Elevation
1/4" = 1'-0"



Existing East Elevation
1/4" = 1'-0"



Existing North Elevation
1/4" = 1'-0"



Existing West Elevation
1/4" = 1'-0"

OAK ST.
DESIGN

114 W. Third St.
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jenna@oakstdesign.com
(248) 891 1629

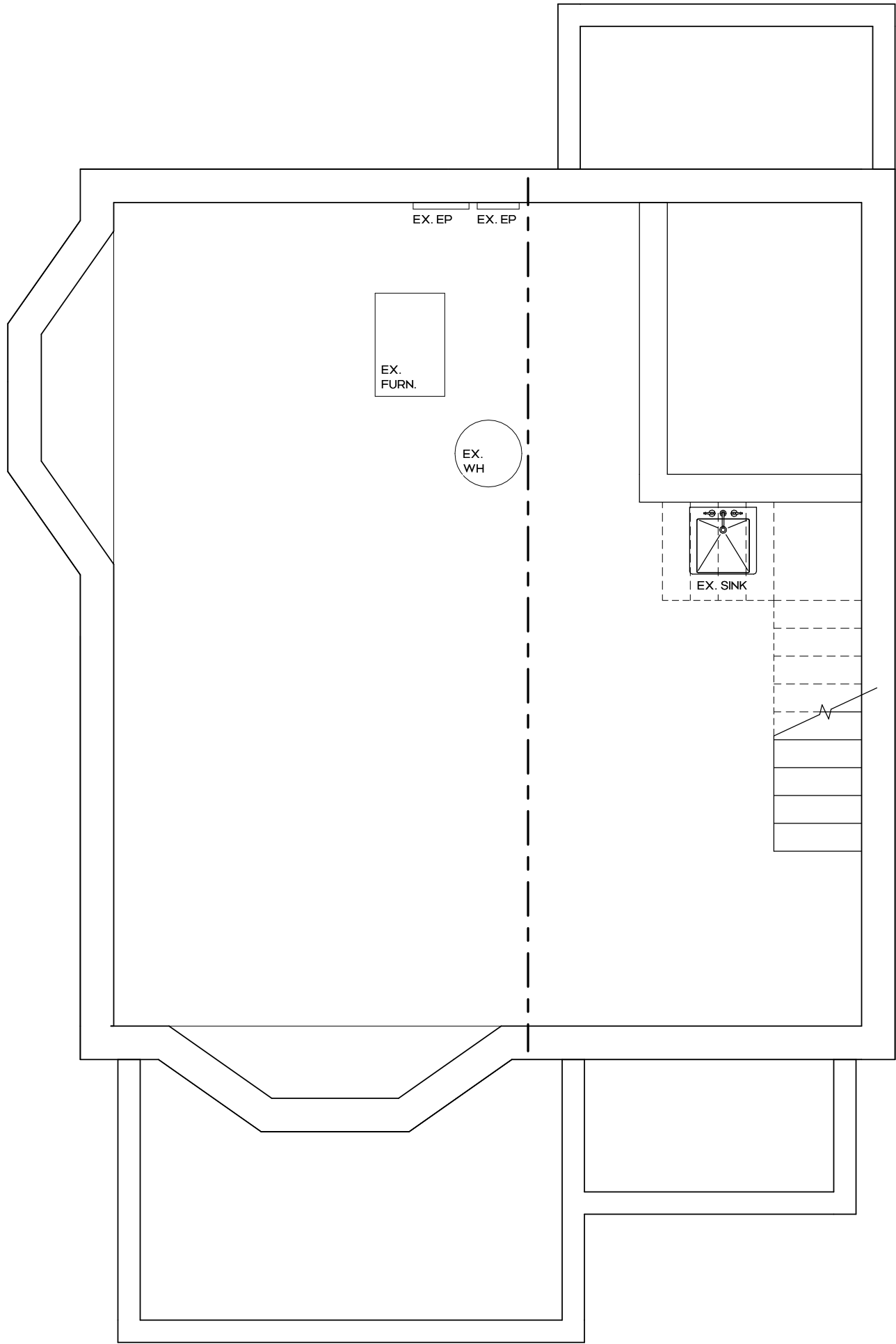
Yurk Construction
yurkconstruction@comcast.net
810.660.2556

118 W. 3rd St.
LLC
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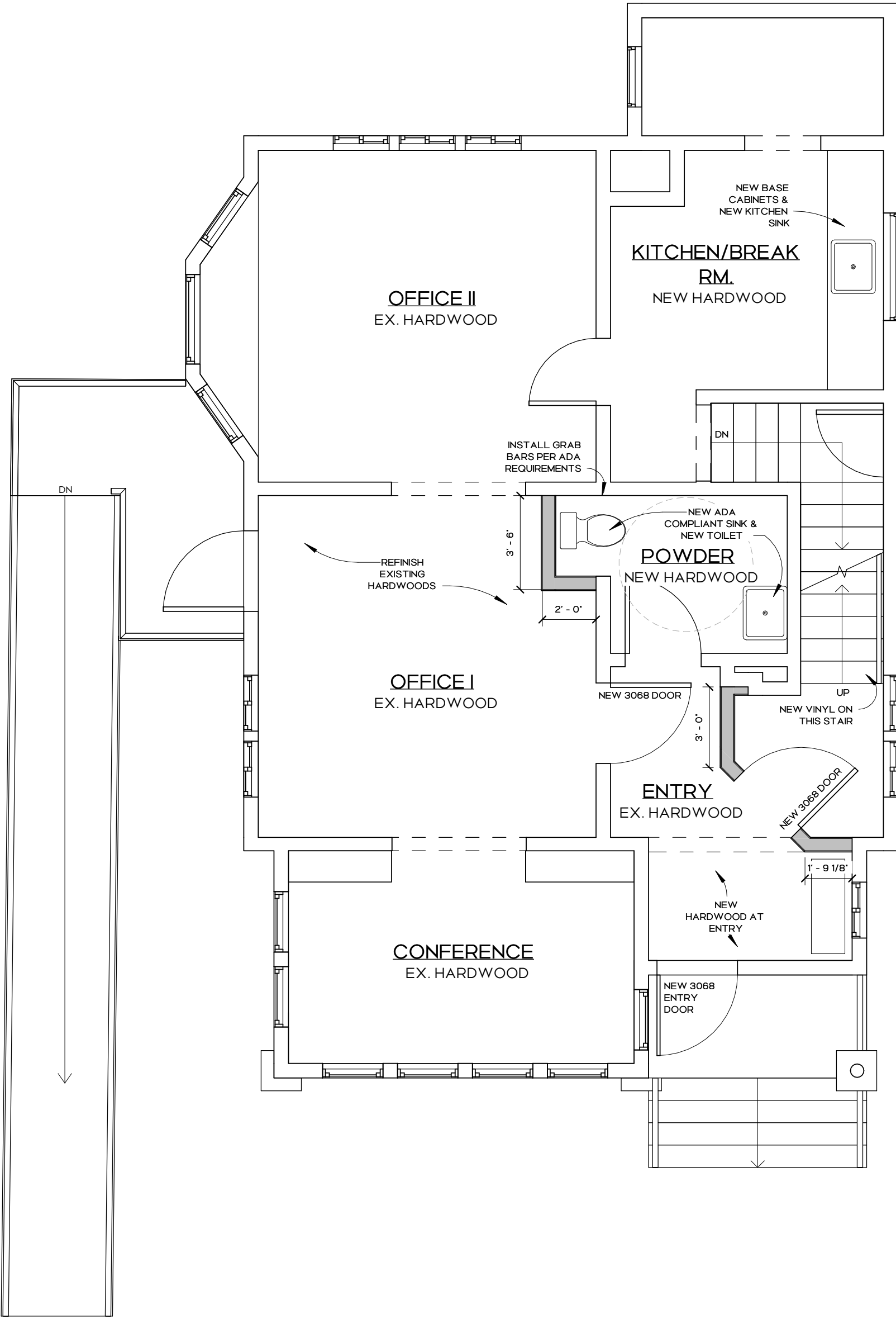
PC 06/04/2026
PC 2 07/23/2026
PC 3 08/05/2026

EXISTING
ELEVATIONS

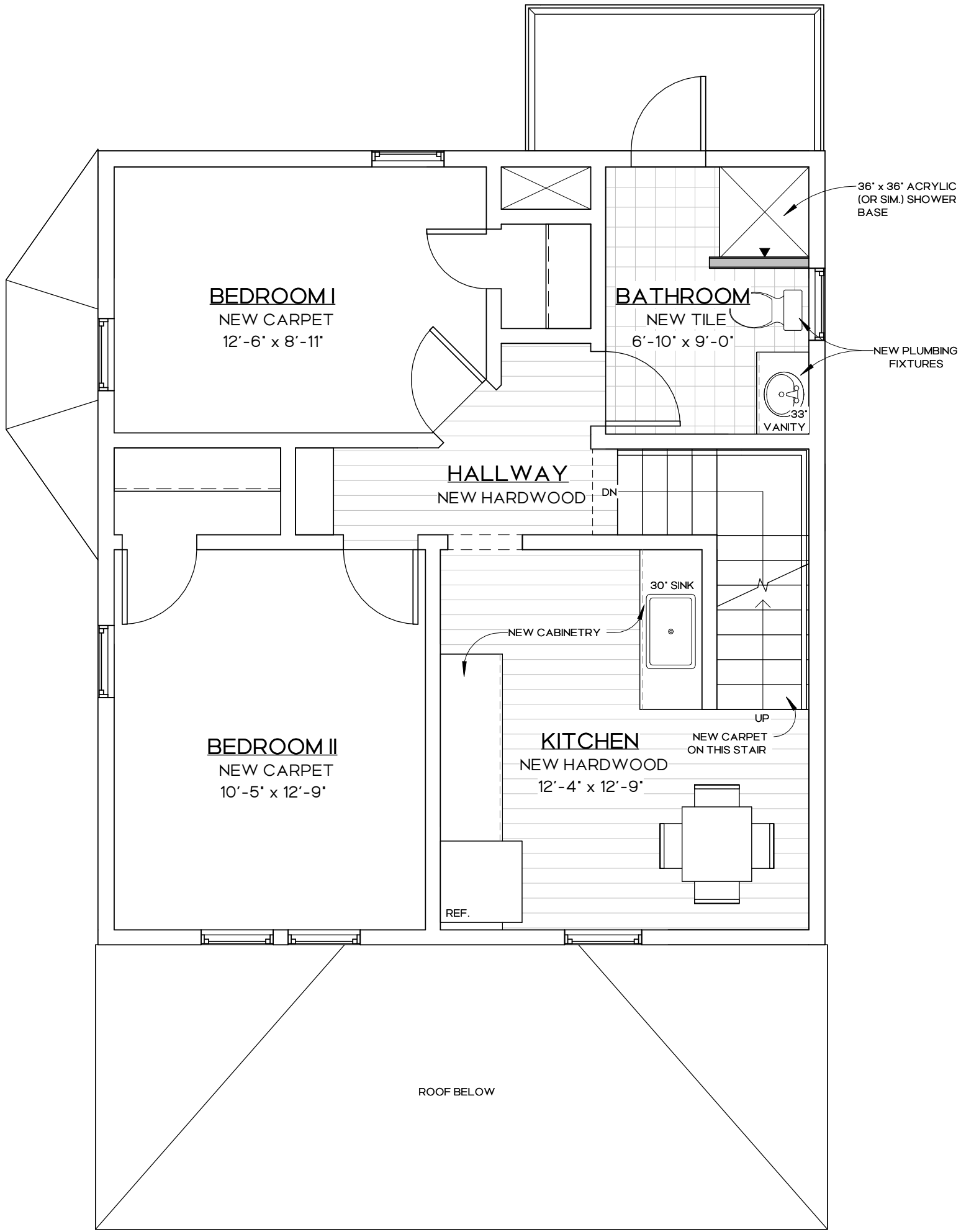
A-2



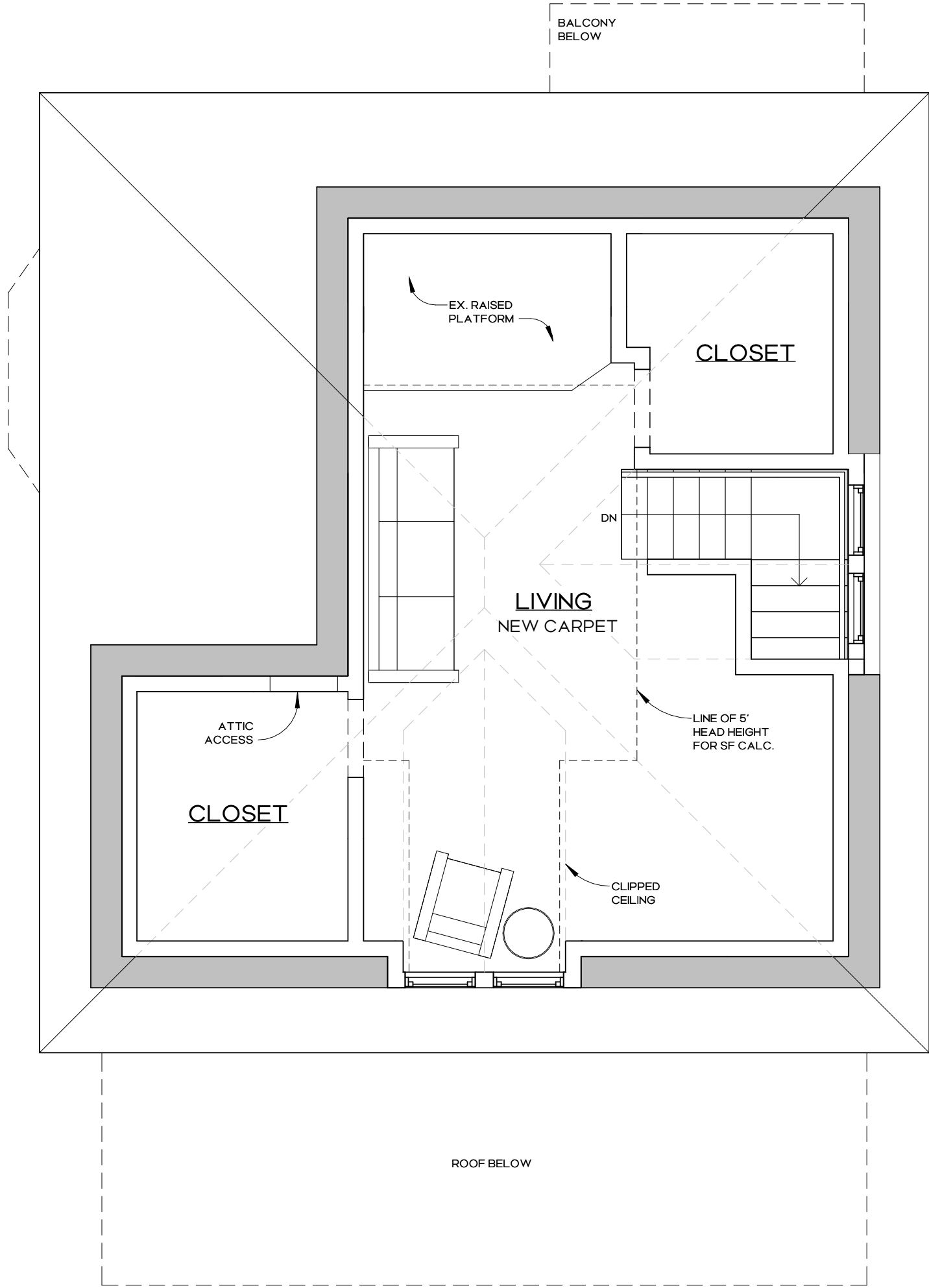
Proposed Lower Level Plan
1/4" = 1'-0"



Proposed Main Level Plan
1/4" = 1'-0"



Proposed Upper Level Plan
1/4" = 1'-0"



Proposed Third Level Plan
1/4" = 1'-0"

OAK ST. DESIGN

114 W. Third St.
Rochester, MI 48307
jenna@oakstdesign.com
(248) 891 1629

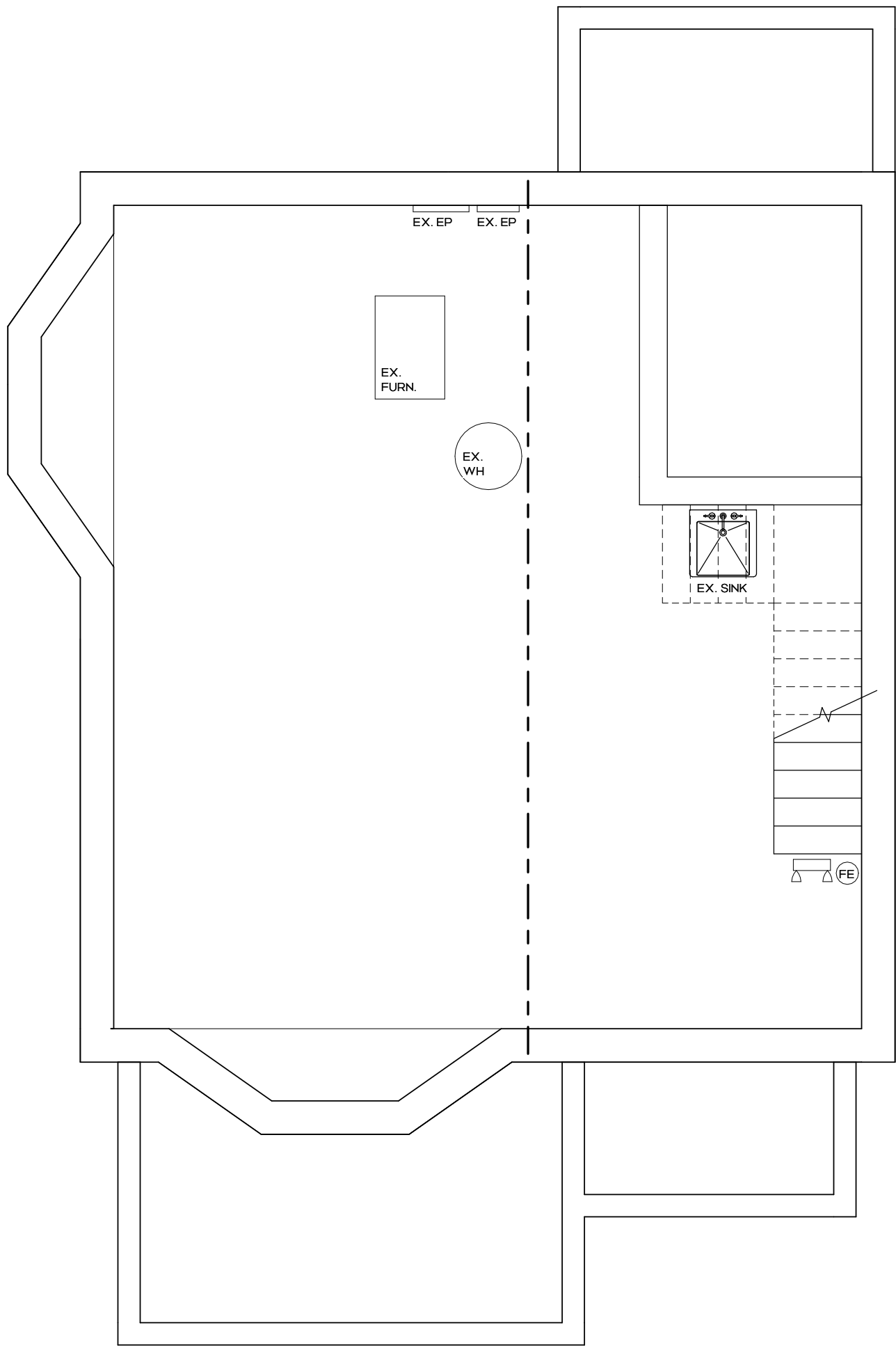
Yurk Construction

yurkconstruction@comcast.net
810.660.2556

118 W. 3rd St. LLC

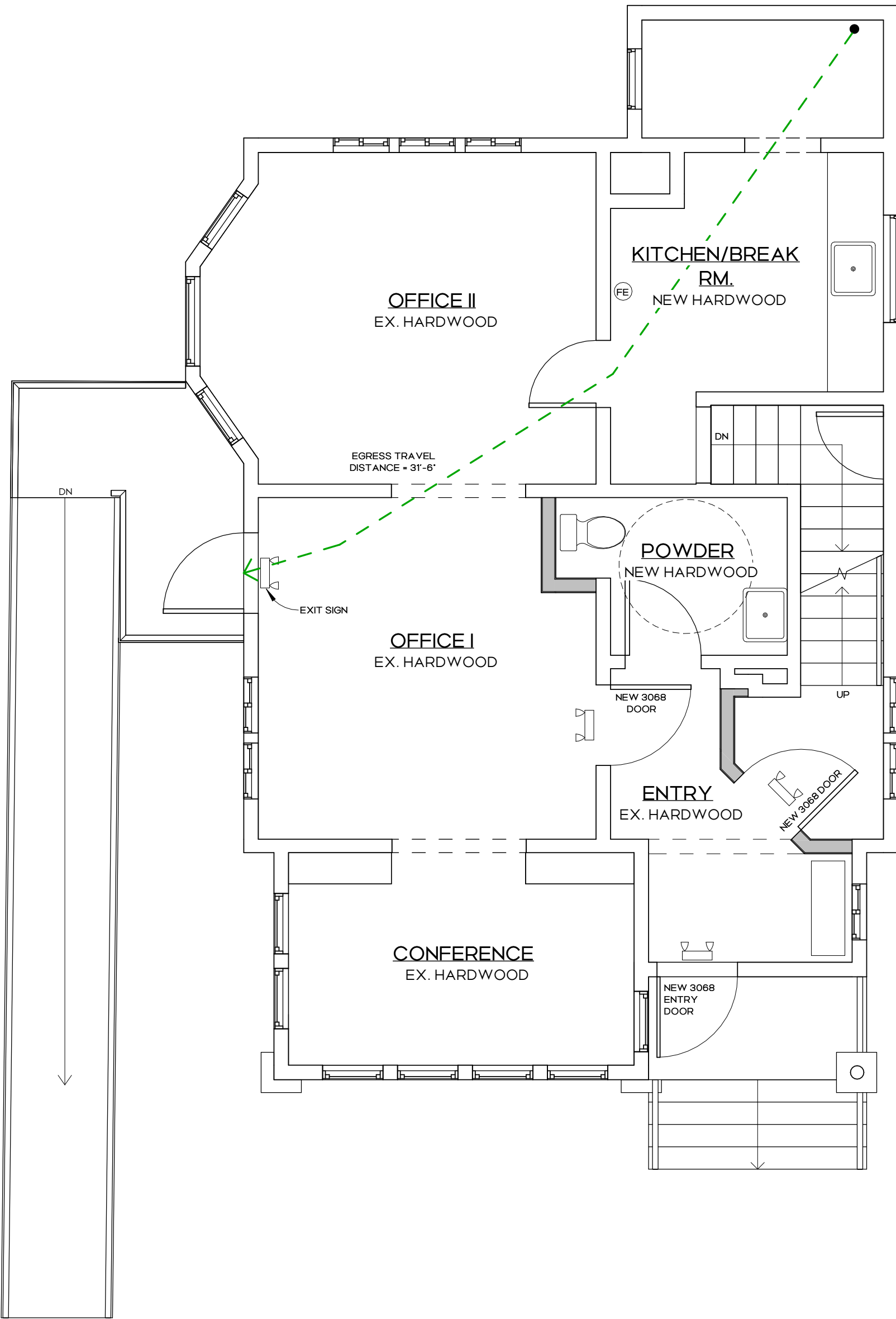
118 W. 3rd St. | Rochester, MI 48307

PC 06/04/2026
PC 2 07/23/2026
PC 3 08/05/2026



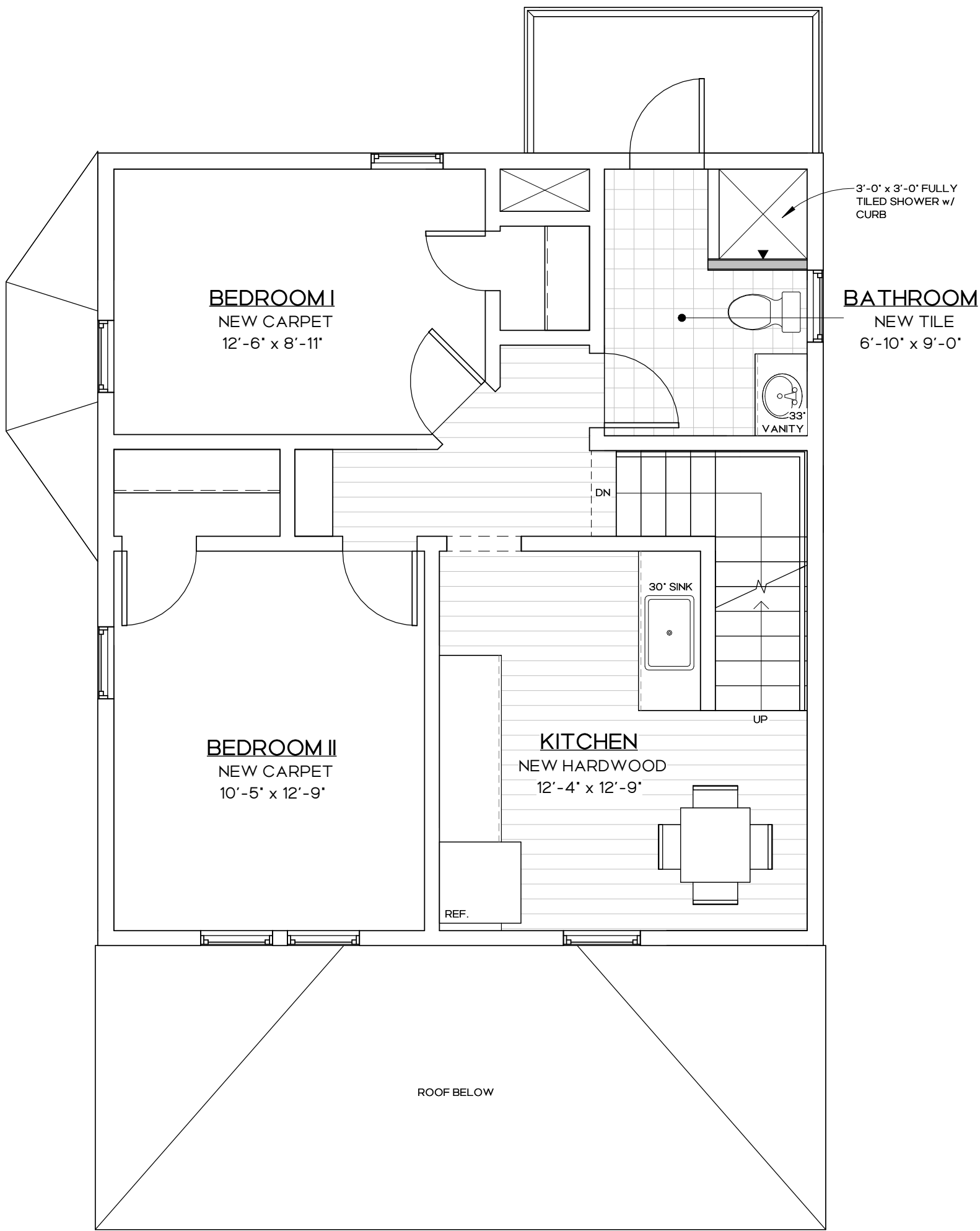
Lower Level Compliance Plan

1/4" = 1'-0"



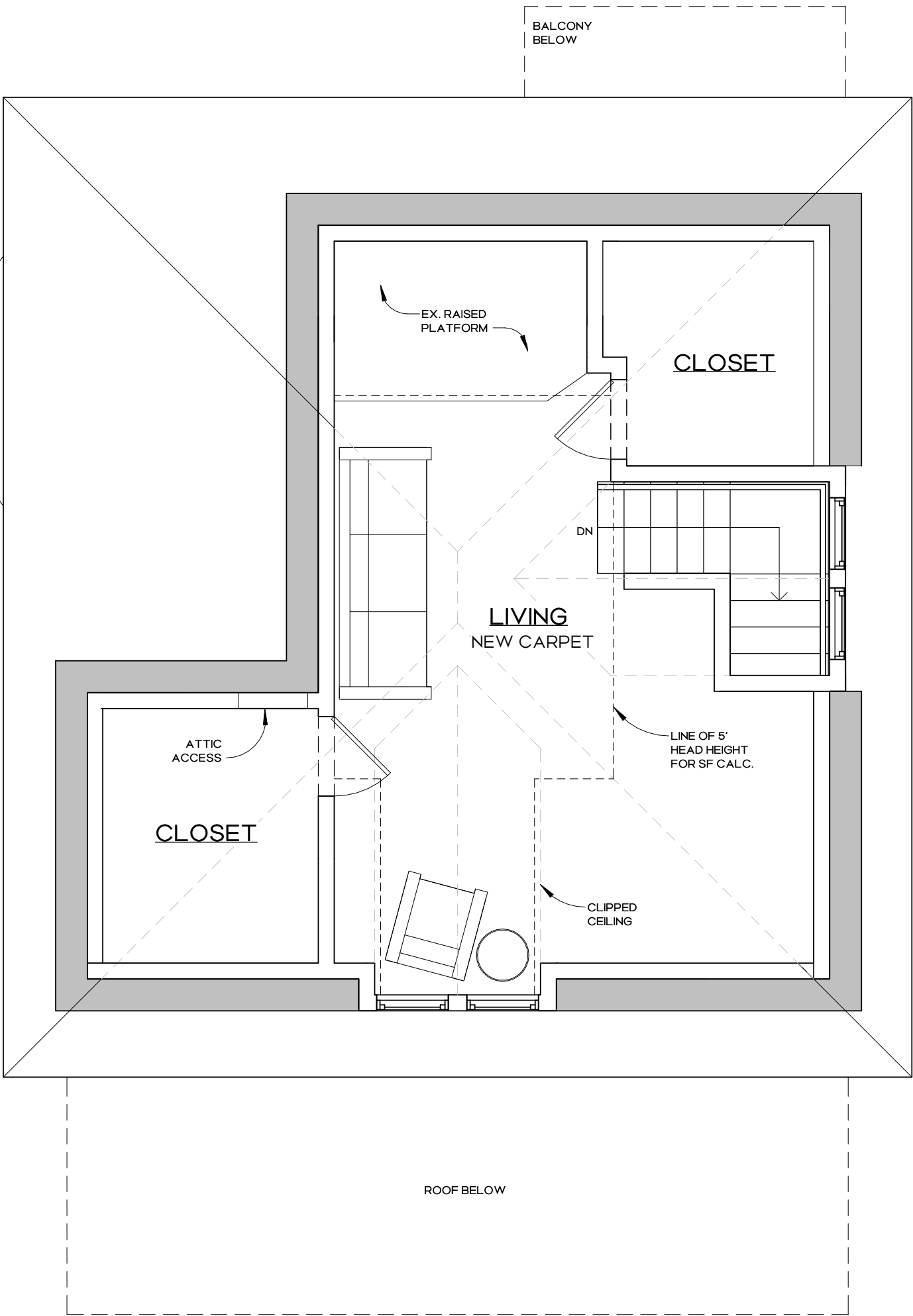
Main Level Compliance Plan

1/4" = 1'-0"



Upper Level Compliance Plan

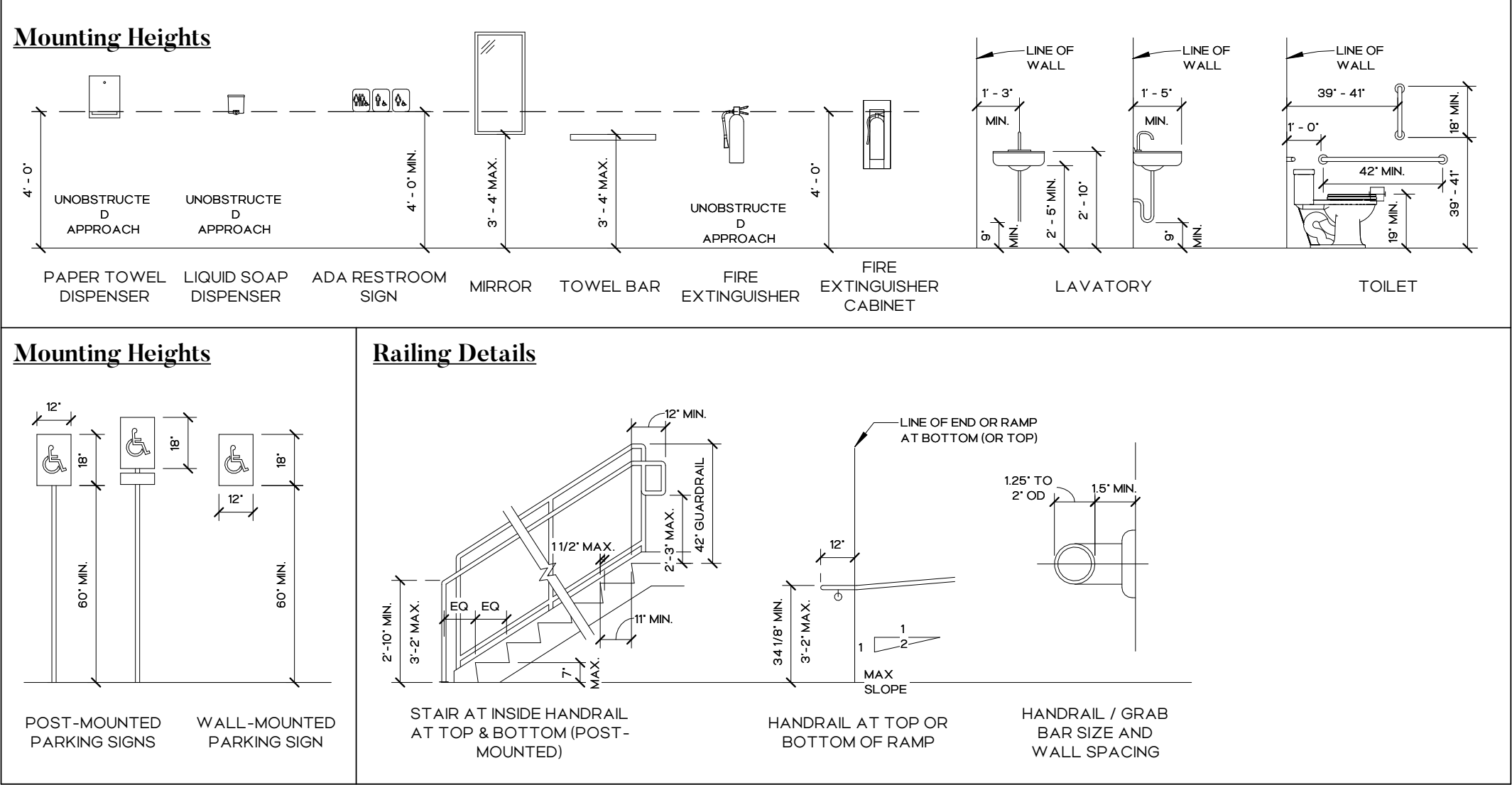
1/4" = 1'-0"



Third Level Compliance Plan

1/4" = 1'-0"

Code Compliance			
TITLE	SECTION	ALLOWED / REQUIRED	ACTUAL
APPLICABLE CODES			
2021 MICHIGAN BUILDING CODE			
2021 MICHIGAN REHABILITATION CODE	505	LEVEL 2 ALTERATION	INTERIOR RENOVATION LESS THAN 5000
2017 NATIONAL ELECTRIC CODE			
2018 MICHIGAN PLUMBING CODE			
ZONING			
ZONING ORDINANCE	CITY OF ROCHESTER, MI		CBD
TYPE OF CONSTRUCTION			
TYPE OF CONSTRUCTION	TABLE 601		V-B
BUILDING AREA			
BASE STORIES ALLOWED	TABLE 504.4	3 STORIES	2 STORIES
ALLOWABLE BUILDING HEIGHT	TABLE 504.3	55'	30'
FIRE PROTECTION SYSTEMS			
AUTOMATIC SPRINKLER SYSTEM	903.2.1.3	LESS THAN 12,000 SF NOT REQUIRED	NOT PROVIDED
FIRE ALARM AND DETECTION SYSTEMS	907	LESS THAN 100 PEOPLE NOT REQUIRED	NOT PROVIDED
MEANS OF EGRESS			
DOOR EGRESS WIDTH	1005.3.2	36"	36"
EXIT ACCESS TRAVEL DISTANCE	TABLE 1017.2	-	315 FEET
NUMBER OF EXITS	TABLE 1006.3.1	-	3 EXITS
STAIR EGRESS WIDTH	TABLE 1005.3.1	36"	-
ELECTRICAL			
EMERGENCY LIGHTING	1008.1	WILL COMPLY	ON COMPLIANCE DRAWINGS
EMERGENCY POWER	1008.3.2, 1008.3.3	WILL COMPLY	ON COMPLIANCE DRAWINGS
EXISTING SIGNS	1011	WILL COMPLY	ON COMPLIANCE DRAWINGS
PLUMBING			
DRINKING FOUNTAIN REQUIREMENTS	410	NOT REQUIRED	NOT PROVIDED
LAVATORY REQUIREMENTS	TABLE 403.1	-	1 UNSEX
SERVICE SINK REQUIREMENTS	TABLE 403.1	-	EXISTING
WC REQUIREMENTS	TABLE 403.1	-	1 UNSEX



Compliance Legend	
SYMBOL	ITEM
(FE)	FIRE EXTINGUISHER
	EGRESS LIGHTING
---	TRAVEL DISTANCE

Code Compliance General Notes

1. ENSURE EXIT SIGNS ARE MOUNTED ABOVE THE DOORS AND VISIBLE FROM 75 FEET AWAY. ALL EGRESS LIGHTING IS TO POINT DOWN TO ILLUMINATE THE EGRESS PATH OF TRAVEL.
2. ALL FIRE EXTINGUISHERS ARE TO BE ABC EXTINGUISHERS, UNLESS NOTED OTHERWISE. ALL EXTINGUISHERS ARE TO BE TAGGED WITH THE CURRENT YEAR'S INSPECTION ON IT. ANNUAL INSPECTIONS ARE TO OCCUR FOR ALL FIRE EXTINGUISHERS.
3. PROVIDE ADA RESTROOM SIGNS AT ALL RESTROOMS, CORRESPONDING TO THE CORRECT SEX.
4. SEE T002 FOR MOUNTING HEIGHTS AND LOCATIONS
5. SEE T003 FOR ADDITIONAL CODE COMPLIANCE INFORMATION
6. FURNITURE AND EQUIPMENT SHOWN ON COMPLIANCE DRAWINGS ARE FOR REFERENCE ONLY

OAK ST!
DESIGN

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810.660.2556

Yurk Construction

118 W. 3rd St.
LLC

118 W. 3rd St. | Rochester, MI 48307

PC 06/04/2026
PC 2 07/23/2026
PC 3 08/05/2026

CODE
COMPLIANCE

A-3a



Proposed South Elevation

1/4" = 1'-0"



Proposed East Elevation

1/4" = 1'-0"



Proposed North Elevation

1/4" = 1'-0"



Proposed West Elevation

1/4" = 1'-0"

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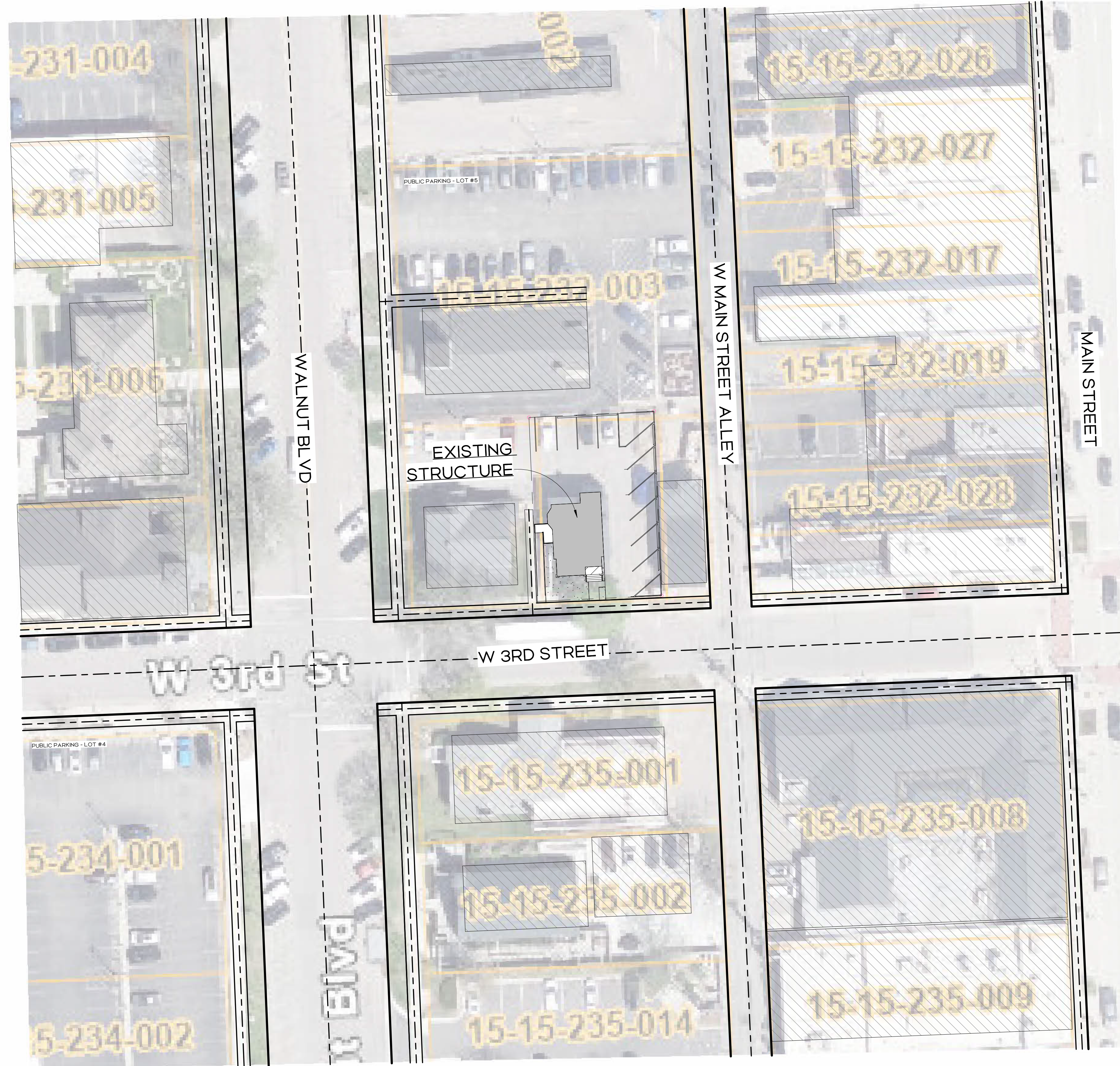
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PC
PC 2
PC 3

06/04/2026
07/23/2026
08/05/2026

PROPOSED
ELEVATIONS

A-4



Access and Circulation Plan

1" = 30'-0"

**118 W. 3rd St.
LLC**
118 W. 3rd St. | Rochester, MI 48307

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**ACCESS AND
CIRCULATION
PLANS**

A-5



Statistics

Schedule								
Symbol	Label	QTY	Manufacturer	Catalog Number	Description	Lumens per Lamp	LLF	Wattage
	A	2	Lithonia Lighting	DSXW1 LED P4 30K 70CRI T4M	5000 3000K 70CRI Type 4 Medium, Wall Mount Luminaire	3957	0.9	28.68
	B	2	Existing Fixture	Existing Fixture	Existing Fixture, Porch Light	879	0.9	9.5

Mounting Height Note
MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

118 W THIRD
PHOTOMETRIC PLAN
GASSER BUSH ASSOCIATES
WWW.GASSERBUSH.COM

118 W. 3rd St.
LLC

OAK ST.
DESIGN

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PC	06/04/2026
PC 2	07/23/2026
PC 3	08/05/2026

PHOTOMETRIC PLAN

A-6



City of Rochester

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

Planning Commission

NOTICE OF PUBLIC HEARING

400 Sixth Street

September 8, 2026

7:00 pm

NOTICE IS HEREBY GIVEN THAT THE ROCHESTER PLANNING COMMISSION will hold a Public Hearing for the consideration of Payment in lieu of Parking for 333 S. Main Street for 2 spaces. The space's current use is second floor office, and this project is seeking to convert this space into Beautymark Spa and Wellness. The public hearing is scheduled for Tuesday, September 8th, 2026, at 7:00 p.m. at the Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307.

All interested citizens are requested to attend the Hearing. Public comments may be submitted in writing or presented orally at the time of the meeting. To submit written comments in advance, or for assistance and questions about accessing and/or making public comment during the meeting, our Planning Coordinator can provide assistance; please reach out to Jeremy Peckens at (248) 733-3700 or by email: Jpeckens@rochestermi.org.

If you are unable to be present at the Public Hearing, please submit your written comments to the Office of the City Manager, Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307, PRIOR to the scheduled Public Hearing.

For further information, please contact **Jeremy Peckens, Planning and Zoning Administrator**, at **248-733-3700**. See Planning Commission Agenda Packet for Zoom participation information.

Publish on or before August 24th, 2026

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.



City of Rochester

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

To: Honorable Planning Commission Members

From: Jeremy Peckens, Planning and Zoning Administrator

Date: July 9, 2026

RE: Request of Payment in Lieu of providing parking request of 2 additional space for 333 S. Main.

We are in receipt of a request from the new tenants looking to convert a second floor office space, located at 333 S. Main. The applicant is Beautymark Spa and Wellness they are requesting a Special Exception for Payment in lieu of Parking.

The request for payment in lieu of parking is based on the conversion from office to med-spa that are proposed on the submitted floor plan. This unit of the property is credited with 2 parking spaces. This proposed use change will add 2 spa stations, requiring a total of 4 spaces. This change of use will put them into a parking deficit of parking by 2 spaces. They are now seeking a Special Exception for payment in lieu of providing for 2 spaces.

In reviewing their new floor plan layout, City administration used the City Zoning Ordinance Standards to calculate the parking for this for salon expansion. The parking calculation for this use is 2 spaces per each spa station.

Existing Office Layout – 570 sqft requires 2 spaces (2 credited – 0 Provided)
Proposed Spa Layout - 2 stations requires 4 spaces (2 credited – 0 Provided)

The cost per space is \$1,000 and they are seeking the special exception of 2 spaces.

Staff is in support of their request; the use of this space is consistent with what was previously there for many years. 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,

Jeremy Peckens, MPA
Planning & Zoning Administrator

Lot 3 Parking Study

Number of vehicles parked (297 Spaces)

	8/17/2026	8/19/2026	8/21/2026	8/25/2026	8/27/2026	8/29/2026	8/30/2026
11AM	125	159	147	157	153	134	80
4PM	129	151	139	143	143	115	82
8PM	68	99	113	93	99	107	82
*Numbers above reflect available spaces							

July 9, 2026

To: City of Rochester Planning Commission,

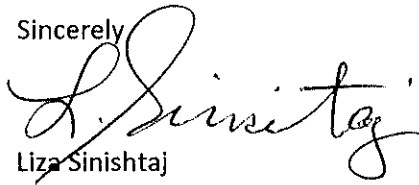
Opening my own medical spa has been a longtime dream of mine, and I cannot think of a better place to bring that dream to life than Downtown Rochester. I have always admired the city's vibrant atmosphere, strong sense of community, and family-oriented environment. It is a place where people come together to shop, dine, and support local businesses, and I would be honored to become a part of that community.

I chose Downtown Rochester because its values closely align with my own. I believe in creating a welcoming space where every client feels comfortable, respected, and genuinely cared for. My commitment is to provide exceptional aesthetic care with kindness, integrity, and compassion while maintaining the highest standards of patient safety and evidence-based practice.

As a registered nurse, my priority has always been the well-being of my patients. That same commitment will be the foundation of my business. I strive to help my clients feel confident while ensuring they receive honest guidance, individualized treatment plans, and safe, high-quality care.

I look forward to contributing to the continued growth and success of Downtown Rochester by building meaningful relationships with my clients, supporting neighboring businesses, and becoming an active member of this exceptional community. It would be an honor to establish my business here and serve the residents of Rochester for many years to come.

Sincerely

A handwritten signature in black ink, appearing to read 'L. Sinishtaj', written over the printed name.

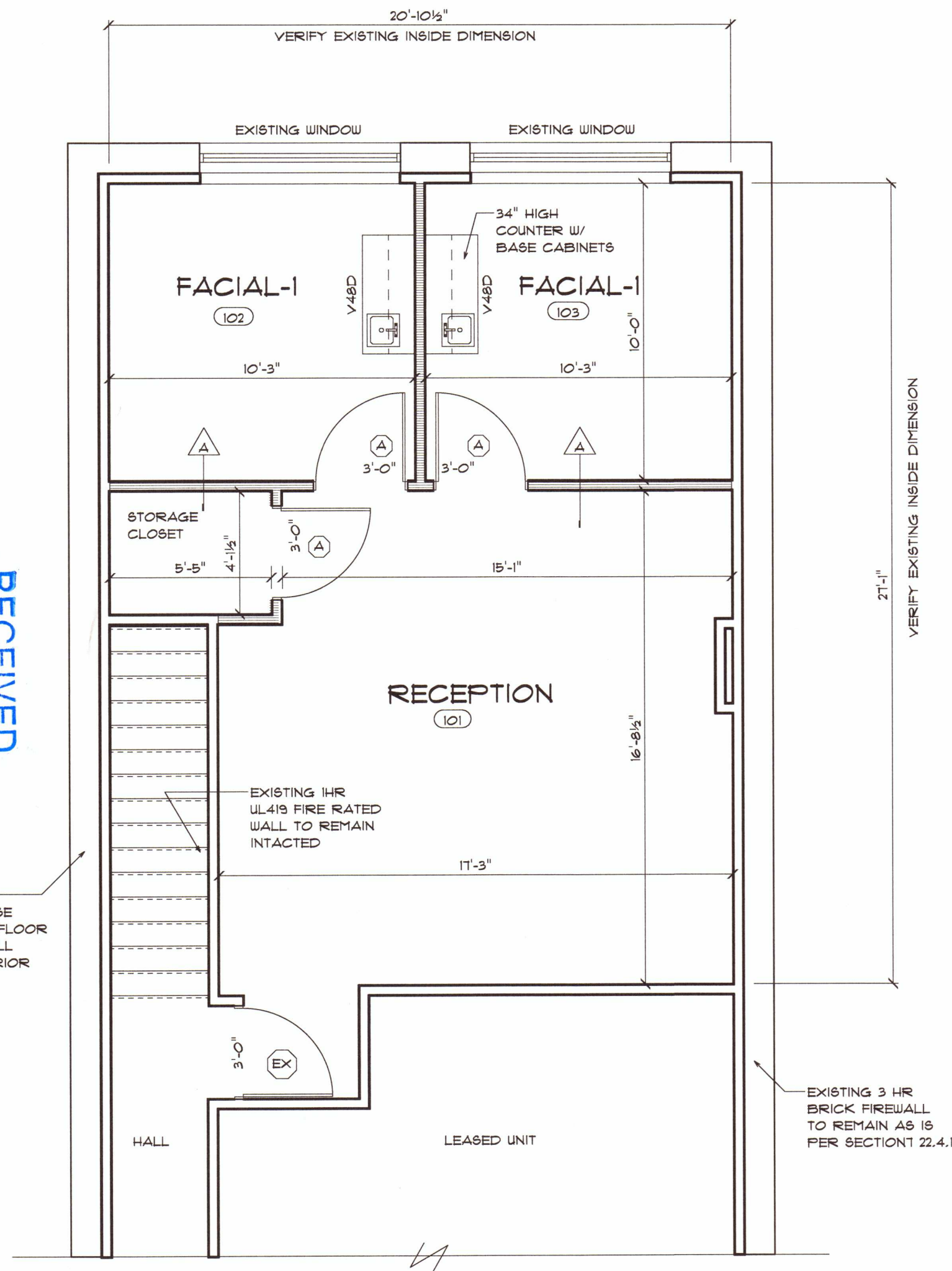
Liza Sinishtaj

BeautyMark Spa and Wellness, LLC

RECEIVED
JUL 09 2025
CITY OF ROCHESTER

WALL SCHEDULE

- [- - - - -] - EXISTING TO BE REMOVED
[] - EXISTING TO REMAIN
[2 X 4 STUDS @ 16" O.C. W/ 5/8" GYPSUM BD EACH SIDE]
[] - BRICK STRUCTURE EXISTING TO REMAIN



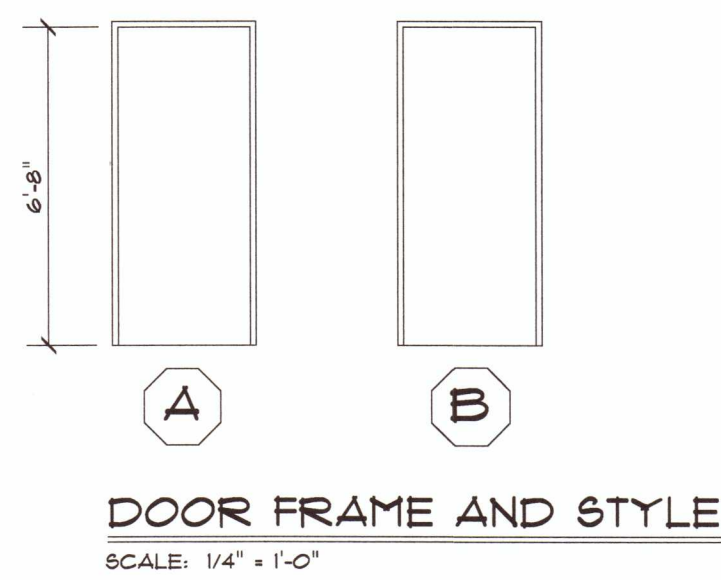
MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

DOOR SCHEDULE

MARK	SIZE	DOOR			FRAME			HOW	REMARKS
		TYPE	MATERIAL	FINISH	MATERIAL	FINISH			
	3'-0" x 6'-8"		HOLLOW METAL		HOLLOW METAL				
	EXISTING		WOOD		ALUMINUM				
	1 2 3		1 2 3		1 2 3				
(A)	3		3	STAIN	3				CLOSER

ABBREVIATIONS

ACT - ACOUSTICAL CEILING TILE	WD - WOOD (TBD BY OWNER/DESIGNER)
CLG - CEILING	CT - CERAMIC TILE
FRP - FIBERGLASS REINFORCED PLASTIC	GYP. BD. - GYPSUM BOARD
FL - FLOOR	PT - PAINT
HT - HEIGHT	VCT - VINYL COMPOSITION TILE
RB - RUBBER BASE	VCCT - VINYL CLAD CEILING TILE (KITCHEN AREA)
LF - LAMINATE FLOOR	CB - CARPET BASE
EXIST. - EXISTING	QT - QUARRY TILE (KITCHEN AREA)

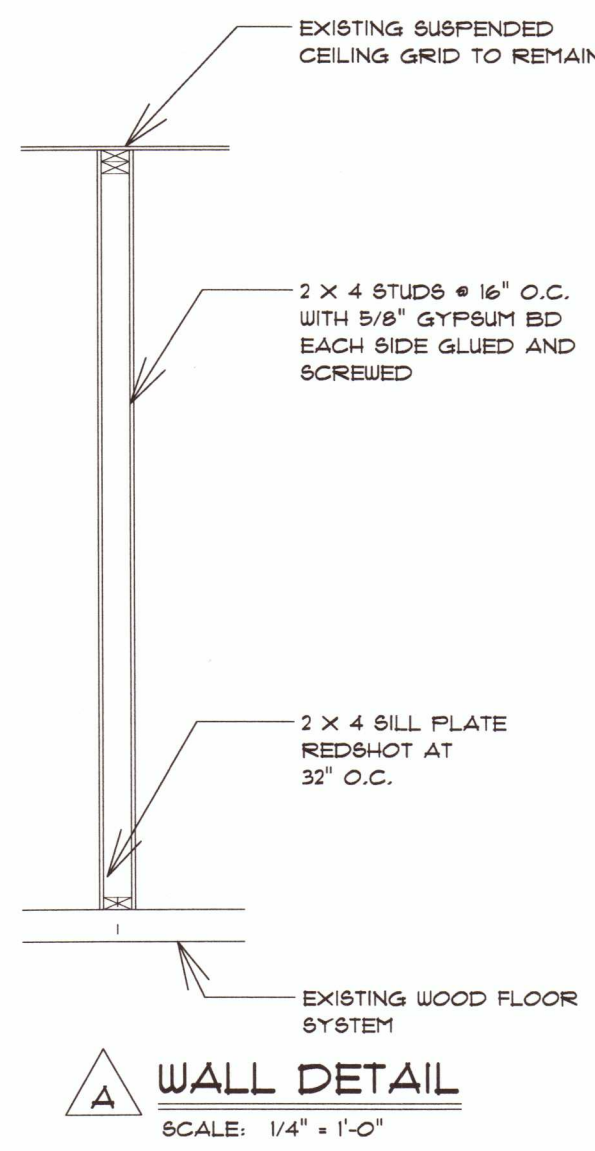


DOOR FRAME AND STYLE
SCALE: 1/4" = 1'-0"

EXISTING TENANT SPACE:
ALL MECHANICAL IN SPACE IS EXISTING AND TO REMAIN
INTACTED. NO WORK TO DUCTWORK, FURNACE UNIT, SUPPLY
AND RETURN TO BE COMPLETED.

ALL ELECTRICAL IN SPACE INCLUDING CEILING LIGHTS, SWITCHES,
OUTLETS AND PANEL ARE ALL EXISTING. ONLY A FEW NEW RECEPTACLES
TO BE INSTALLED IN EACH ROOM.

ONLY PLUMBING IS THE HOOK UP OF TWO NEW SINKS IN THE
EACH ROOM IN COUNTER CABINET.



WALL DETAIL
SCALE: 1/4" = 1'-0"

GENERAL CONSTRUCTION NOTES

- DO NOT SCALE DRAWINGS. NECESSARY DIMENSIONS ARE GIVEN. DIMENSIONS ARE TO BE VERIFIED IN THE FIELD FOR EXISTING CONDITIONS. DISCREPANCIES OR QUESTIONS REGARDING DIMENSIONS SHOULD BE DIRECTED TO THE ATTENTION OF THE ARCHITECT.
- THE FLOOR PLAN IS A COMPOSITE DRAWING OF THE EXISTING BUILDING AND NEW CONSTRUCTION. THE EXISTING IS INDICATED IN LIGHTER LINE OR OUTLINE FORM. NEW CONSTRUCTION IS SHOWN BY A HEAVIER LINE WEIGHT AND IDENTIFIED BY LABEL. NOTE, MATERIAL PATTERN OR REFERENCED DRAWINGS.
- MASONRY OR EXISTING WALL DIMENSIONS ON FLOOR PLANS ARE TO THE FACE OF BASIC WALL FINISH. DIMENSIONS TO NEW STUD WALLS ARE TO THE FACE OF DRYWALL.
- CONTRACTOR SHALL VERIFY AND COORDINATE THE LOCATIONS, ELEVATIONS, AND CONFIGURATIONS OF ALL MECHANICAL, PLUMBING, AND ELECTRICAL ITEMS TO BE PROVIDED. POTENTIAL INTERFERENCES SHOULD BE DIRECTED TO THE ATTENTION OF THE ARCHITECT.
- OCCUPIED ROOMS ARE TO COMPLY WITH BARRIER-FREE REQUIREMENTS.
- PROVIDE WALL REINFORCEMENT IN STUD WALLS FOR ATTACHMENT OF ALL ROOM ACCESSORIES, SHELVING, FURNITURE ETC., INCLUDING OWNER SUPPLIED AND INSTALLED UNITS (COORDINATE W/ OWNER).

QUALITY ASSURANCE NOTES

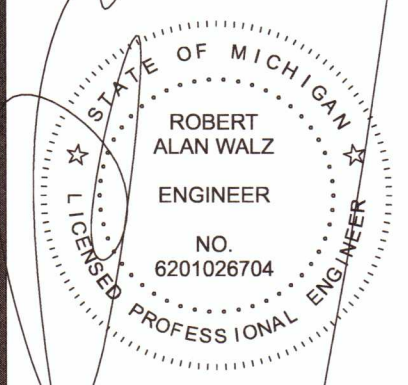
- ALL WORK SHALL BE DONE ACCORDING TO APPLICABLE BUILDING CODES AND ORDINANCES AS WELL AS THE BEST PRACTICE AND STANDARDS OF THE TRADE. SUBCONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING PROPER PERMITS AND PAYING ALL APPLICABLE FEES.
- THE CONTRACT DOCUMENTS DO NOT ATTEMPT TO DIVIDE AND ASSIGN WORK TO THE SUBCONTRACTORS. VERIFY WITH THE CONTRACTOR ASSIGNMENTS OF WORK, ESPECIALLY THOSE ITEMS WHICH COULD BE ASSIGNED TO VARIOUS CONTRACTORS.
- EACH CONTRACTOR IS SOLELY RESPONSIBLE TO BE INFORMED, TO PROVIDE FOR AND TO MAINTAIN SAFETY OF OPERATING EQUIPMENT AND HANDLING OF MATERIALS. THE CONTRACTOR SHALL COMPLY WITH SAFETY STANDARDS OF OSHA, MIOSHA AND ANY OTHER STANDARD ENFORCEABLE BY LAW.

GENERAL NOTES:

- ALL WORK PROVIDED AND INSTALLED BY THE CONTRACTORS SHALL MEET THE LATEST EDITIONS OF ALL STATE, LOCAL, FEDERAL AND N.E.C. REGULATIONS AND CODES.
- ALL INTERIOR PARTITIONS ARE 3 5/8" METAL STUDS @ 16" O.C. W/ 1/2" GYP. BD. EACH SIDE (TYP., UNLESS NOTED OTHERWISE).
- PROVIDE BARRIER FREE BUILDING SIGNAGE AT ENTRANCES AND TOILET ROOMS AS PER "BARRIER-FREE" DESIGN REQUIREMENTS.
- EQUIPMENT LOCATIONS AND SIZES SHOWN ARE FOR REFERENCE ONLY. EXACT LOCATIONS AND SIZES ARE TO BE FIELD VERIFIED WITH OWNER AND EQUIPMENT SUPPLIER.
- CONTRACTOR IS TO COORDINATE ALL WALL, CEILING, FLOOR, ETC. FINISHES, LOCATIONS AND MATERIAL SPECIFICATIONS WITH OWNER PRIOR TO CONSTRUCTION.
- ALL INTERIOR FINISHES SHALL BE IN ACCORDANCE WITH ALL LOCAL CODES.
- SERVICE COUNTER SHALL HAVE A PORTION A MINIMUM OF 36" WIDE AND MAX. 34" HIGH (2'-10") FOR BARRIER-FREE ACCESS.
- INSTALL NEW ENTRY DOOR BY OWNER.
- FOR BIDDING PURPOSES ONLY. ACTUAL, FIELD VERIFICATION, OF ALL EXISTING CONDITIONS SHALL BE UTILIZED PRIOR TO LAYOUT AND INSTALLATION OF ANY NEW CONSTRUCTION.
- CONTRACTOR IS TO COORDINATE ALL INTERIOR PAINTING, INCLUDING BUT NOT LIMITED TO, ALL EXPOSED PIPING, CONDUIT, ETC. THE EXISTING LAYOUT AND DIMENSIONS SHOWN ARE APPROXIMATE AND SHOULD BE USED.

DESIGN FIRM:
POLYARCH INC.
44045 N. GRATIOT AVE.
CLINTON TWP., MI 48036
(734) 468-4190 (P) 586-468-1889

ENGINEERING FIRM:
ROBERT WALZ ENG.
14899 TOWERING OAKS
SHELBY TWP, MI 48315
586.710.6814



CLIENT: **BEAUTYMARK SPA AND WELLNESS**
333 S. MAIN ST SUITE 2A
ROCHESTER, MI

PROJECT: **INTERIOR REMODEL TO AN
EXISTING TENANT SPACE**

DATE: 6-23-26
PROJECT NO. 26-121
DRAWN BY: EKH
CHECKED BY: RAW
REVISION DATE:

SHEET •

A-1



City of Rochester

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

Planning Commission

NOTICE OF PUBLIC HEARING

400 Sixth Street

September 8, 2025

7:00 pm

NOTICE IS HEREBY GIVEN THAT THE ROCHESTER PLANNING COMMISSION will hold a Public Hearing for the consideration for 1120 N. Main Street – Request for modification to a previously approved Site Plan. The public hearing is scheduled for Tuesday, September 8th, 2026, at 7:00 p.m. at the Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307.

All interested citizens are requested to attend the Hearing. Public comments may be submitted in writing or presented orally at the time of the meeting. To submit written comments in advance, or for assistance and questions about accessing and/or making public comment during the meeting, our Planning Coordinator can provide assistance; please reach out to Jeremy Peckens at (248) 733-3700 or by email: Jpeckens@rochestermi.org.

If you are unable to be present at the Public Hearing, please submit your written comments to the Office of the City Manager, Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307, PRIOR to the scheduled Public Hearing.

For further information, please contact **Jeremy Peckens, Planning and Zoning Administrator, at 248-733-3700**. See Planning Commission Agenda Packet for Zoom participation information.

Publish on or before August 24th, 2026

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.



MCKENNA

September 1, 2026

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

Subject: Elle on Main/1120 N. Main Street; Site Plan and Special Exception Review, Amendment #1; Elevation plan dated 7/9/2026.

Dear Commissioners:

At the City's request, we have reviewed a proposal from Damiano Dimercurio to modify the exterior elevations of the existing two-and-a-half-story mixed-use building located on the northeast corner of N. Main Street and Highland Avenue. The building contains office space on the first floor and three residential townhouse units on the second and third floors. The subject site is zoned O-2 (Restricted Office District).

BACKGROUND

The applicant received Planning Commission approval in August 2024 for a Site Plan and Special Exception Use to construct the existing two-and-a-half-story mixed-use building, including office space on the first floor and residential units on the upper floors. The current request is limited to modifications of the building's exterior elevations based on revisions found during the building permit review process. The site plan amendment was considered and recommended for public hearing at the August 5, 2026 Planning Commission meeting.

COMMENTS

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

1. **Use.** No changes to the approved uses are proposed as part of this amendment application. The existing mixed-use building contains business and professional office space on the first floor and upper-story residential units on the second and third floors. The office use is permitted by right in the O-2 (Restricted Office) District pursuant to Section 1501(1) and (2) of the Zoning Ordinance, while the upper-story residential units were approved by the Planning Commission as a Special Exception Use pursuant to Sections 1504(a)(5) and 2111 of the Zoning Ordinance.
2. **Access and vehicular circulation.** The existing access and circulation on the site remain unchanged, and no modifications are proposed as part of this application. The subject site has frontage along Main Street to the west and Highland Avenue to the south. Vehicular access is provided by two existing driveways from Highland Avenue, which serve the covered parking area beneath the building and the surface parking area.
3. **Pedestrian circulation.** The subject site contains existing sidewalks along its Main Street and Highland Avenue frontages, as well as sidewalk connections to the building entrances.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

- 
4. **Parking.** No changes to the parking layout or number of spaces are proposed as part of the proposed amendment. The existing building provides the required parking for the approved office and residential uses, including one accessible parking space.

The existing parking lot is located adjacent to the R-1 One-Family Residential District to the east. A previously approved variance permits the existing parking setback along Highland Avenue, and the required landscape screening remains in place. The City has determined that the variance remains valid.

No dedicated loading space is provided or required for the existing use. Deliveries are accommodated within the existing parking area.

5. **Dumpster.** The amendment does not propose any changes to refuse collection on the site. Trash is stored within a designated interior storage area on the first floor beneath the stairs. A cleaning service collects trash from the office and residential units for disposal.
6. **Façade changes.** The existing building is constructed predominantly of red brick with limestone accents and includes numerous architectural details, including decorative metal railings, arched window elements, and a pitched roof, consistent with the Planning Commission's previously approved design.

The current application proposes the addition of eight windows on the second floor of the north elevation, two windows on the first floor of the north elevation, and a new door on the east elevation facing the parking lot. No other modifications to the building's exterior design, materials, or overall architectural character are proposed. The proposed changes are generally consistent with the building's existing architectural style and do not alter the overall appearance of the approved development.

7. **Lighting.** The existing site lighting remains unchanged, and no modifications are proposed as part of this application. The site includes bollard fixtures along the Main Street frontage, decorative wall-mounted fixtures on the building, flush-mounted fixtures beneath the covered parking area, and pole-mounted fixtures within the surface parking lot. The existing lighting was previously reviewed and found to comply with the applicable Ordinance standards.
8. **Screening.** The existing decorative brick masonry wall along the east property line remains in place, and no modifications are proposed as part of this application. The wall was constructed in accordance with the previously approved site plan and the requirements of Section 2804(e) of the Zoning Ordinance.
9. **Landscaping.** The previously proposed landscaping remains unchanged, and no modifications are proposed as part of this application. The site includes landscaping along the street frontages, building foundations, parking lot, and property lines, as well as screening for mechanical equipment and the parking area adjacent to Highland Avenue.
10. **Signage.** Signage is not proposed with this application.





RECOMMENDATION

The proposed exterior elevation modifications are minor in scope and maintain the architectural character of the existing mixed-use building. The addition of windows on the north elevation and a new entrance on the east elevation are compatible with the previously approved design and do not substantially alter the appearance of the building. Therefore, we recommend that the Planning Commission grant site plan amendment approval for the proposed major façade modification proposed for Elle on Main (1120 N Main Street).

Respectfully,
McKENNA



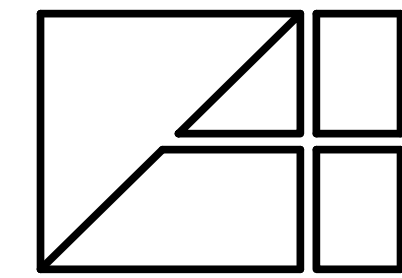
Lori Morgan, AICP
Senior Planner



Liz Hart, AICP
Senior Planner

Cc: Nik Banda
Jeremy Peckens
Jeff Kragt
Rose McKinney



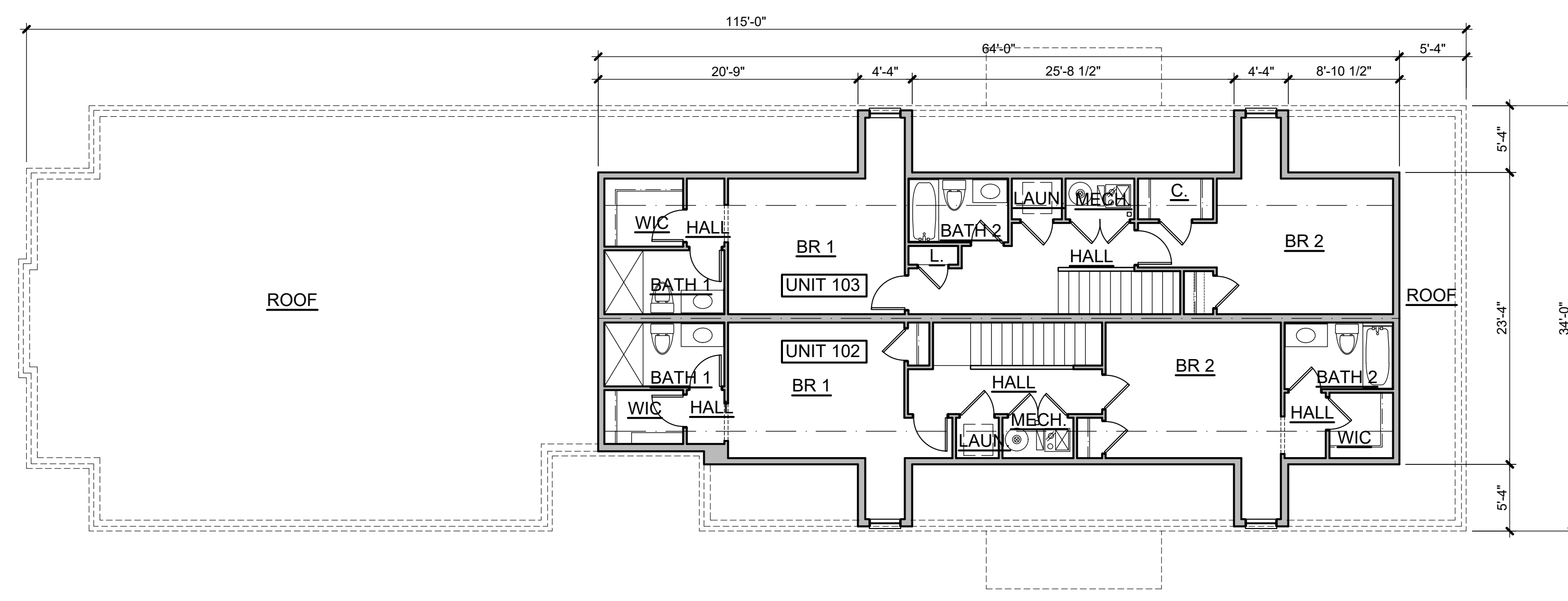
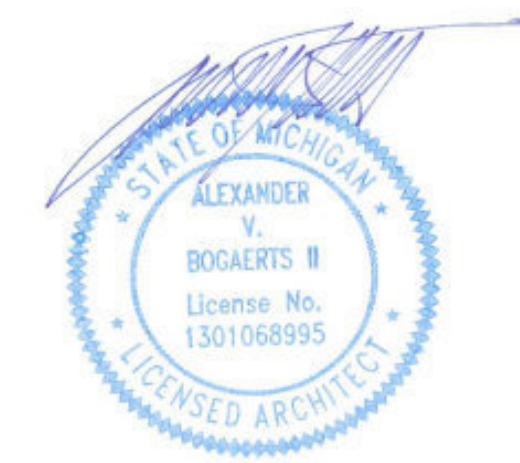


Alexander V. Bogaerts + Associates, P.C. • Interior Design
2445 Franklin Road
Bloomfield Hills, MI 48302
248 • 334 • 5000

SHEET TITLE
FLOOR PLANS
FIRST, SECOND &
HALF-STORY

CLIENT PROJECT
MIXED USE DEVELOPMENT
1120 N. MAIN ST.
ROCHESTER, MICHIGAN

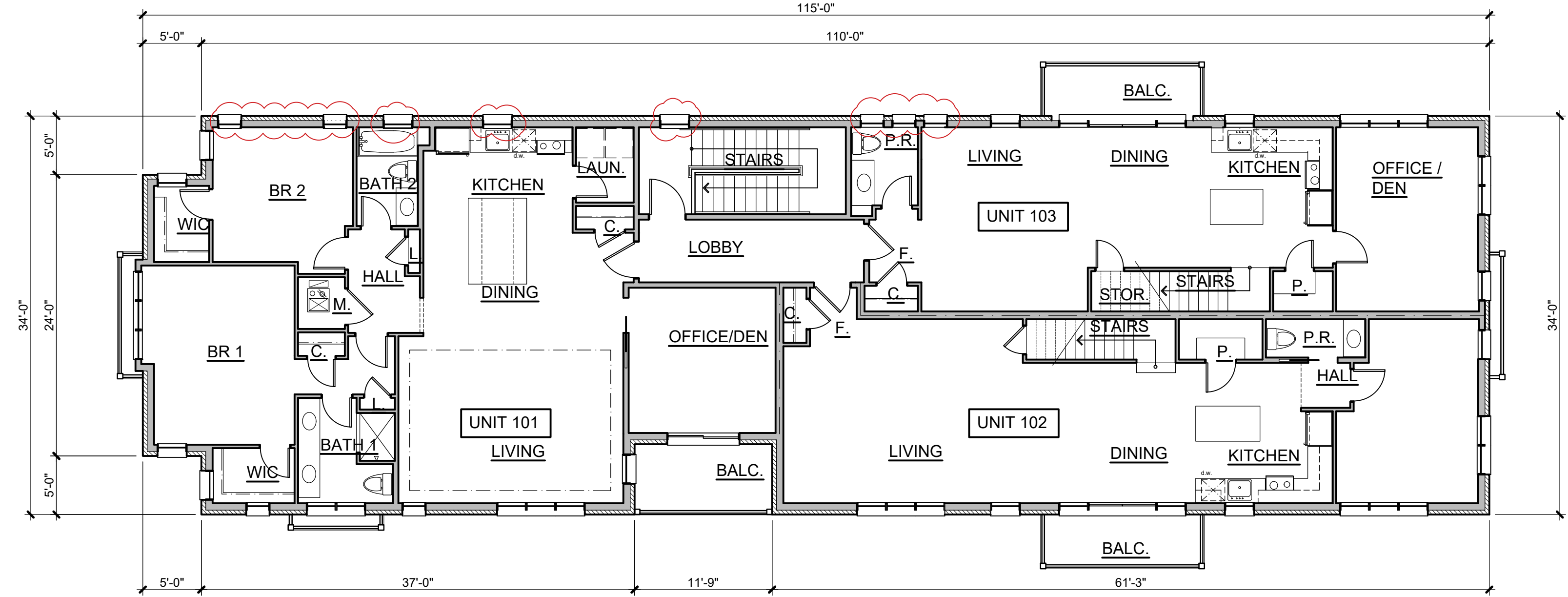
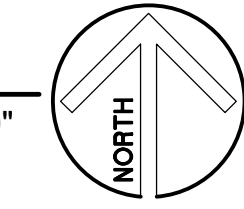
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2026-05-08
☐ CONSTRUCTION
REVISIONS
SA 02-07-2024
SPA 07-09-2026
DRAWN BY
AMM
CAD FILENAME
2804
CHECKED BY
JOB NUMBER
2804
DATE
SHEET NUMBER
1



TOWNHOUSE - SECOND FLOOR 1/2 STORY LESS THAN 50% OF STORY BELOW

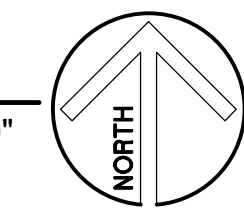
FLOOR BELOW = 3790 SF (50% = 1895 SF)
HALF STORY = 1511 SF

SCALE: 1/8" = 1'-0"

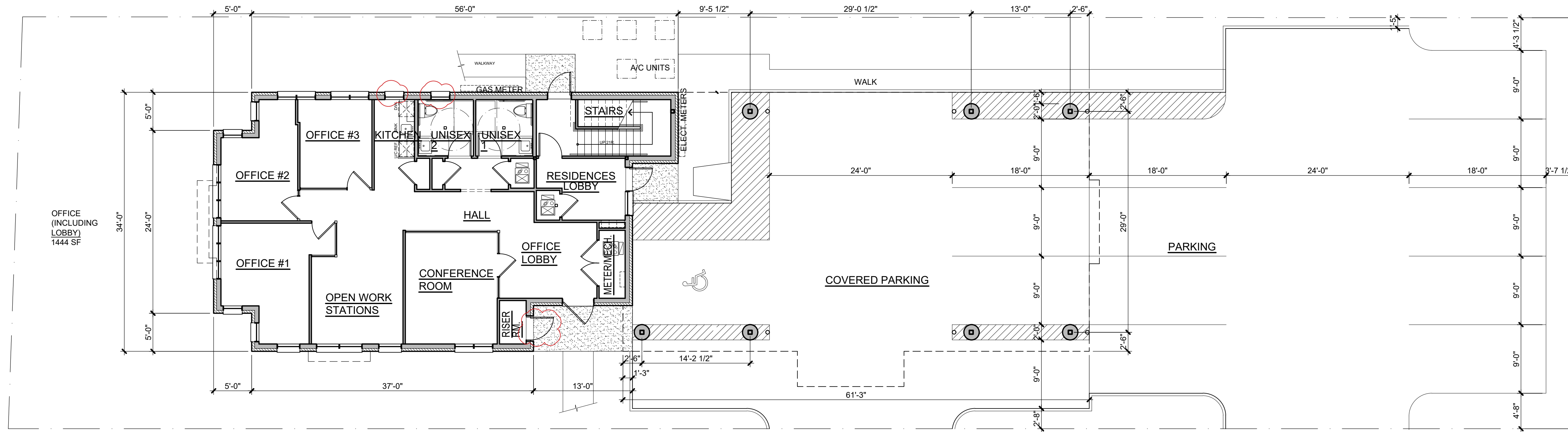


SECOND FLOOR PLAN (RESIDENTIAL)

SCALE: 1/8" = 1'-0"

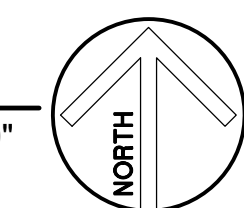


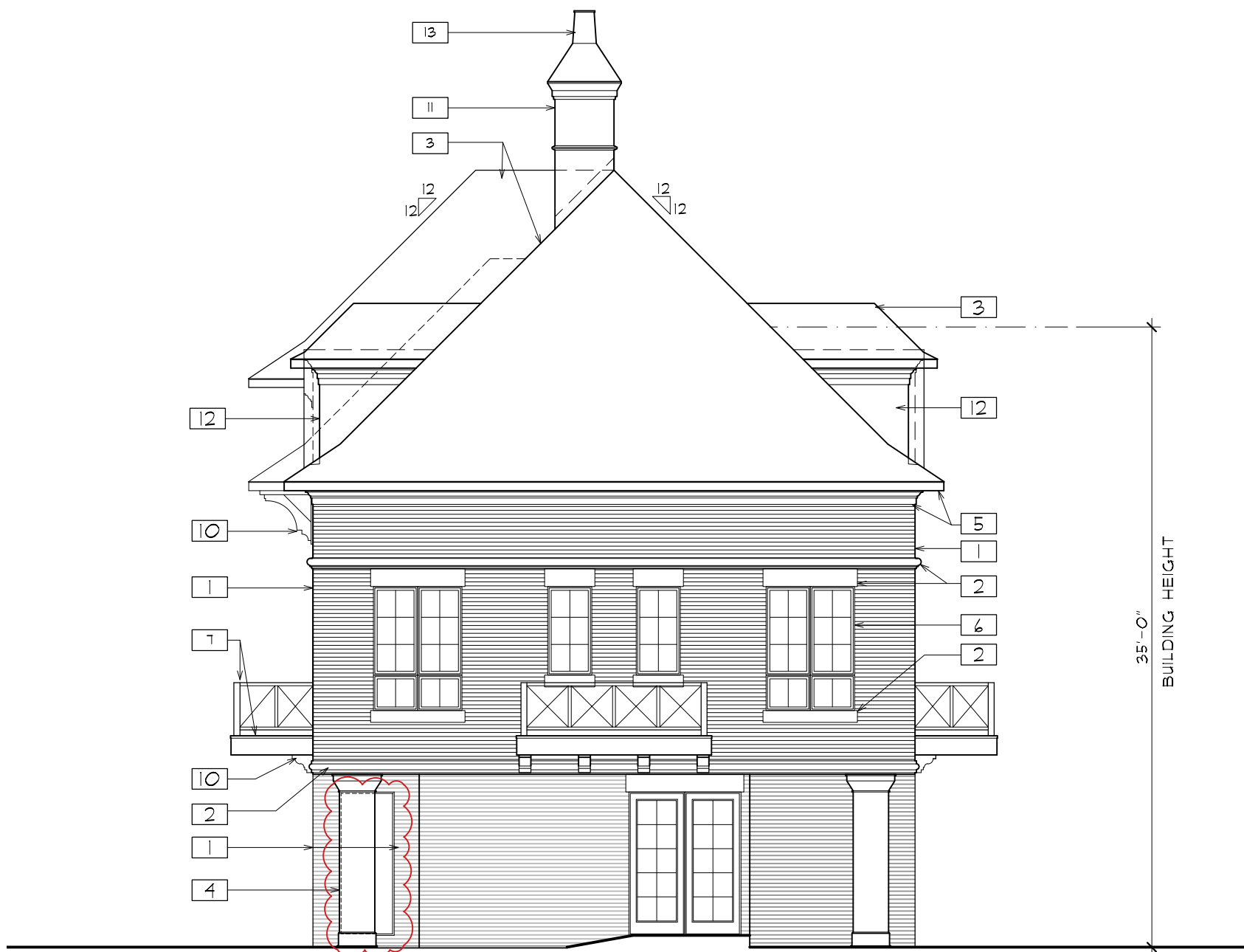
LEGEND	
OFFICE (INCLUDING LOBBY)	1444 SF
UNIT 101 - RANCH	1550 SF
UNIT 102 - TOWNHOUSE	
1ST FLOOR	1050 SF
2ND FLOOR	751 SF
	1801 SF
UNIT 103 - TOWNHOUSE	
1ST FLOOR	920 SF
2ND FLOOR	760 SF
	1680 SF
RESIDENTIAL LOBBIES (INCLUDING STAIR)	469 SF
TOTAL	6944 SF
METER / MECH / RISER ROOMS	214 SF
BUILDING TOTAL	7158 SF



FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"





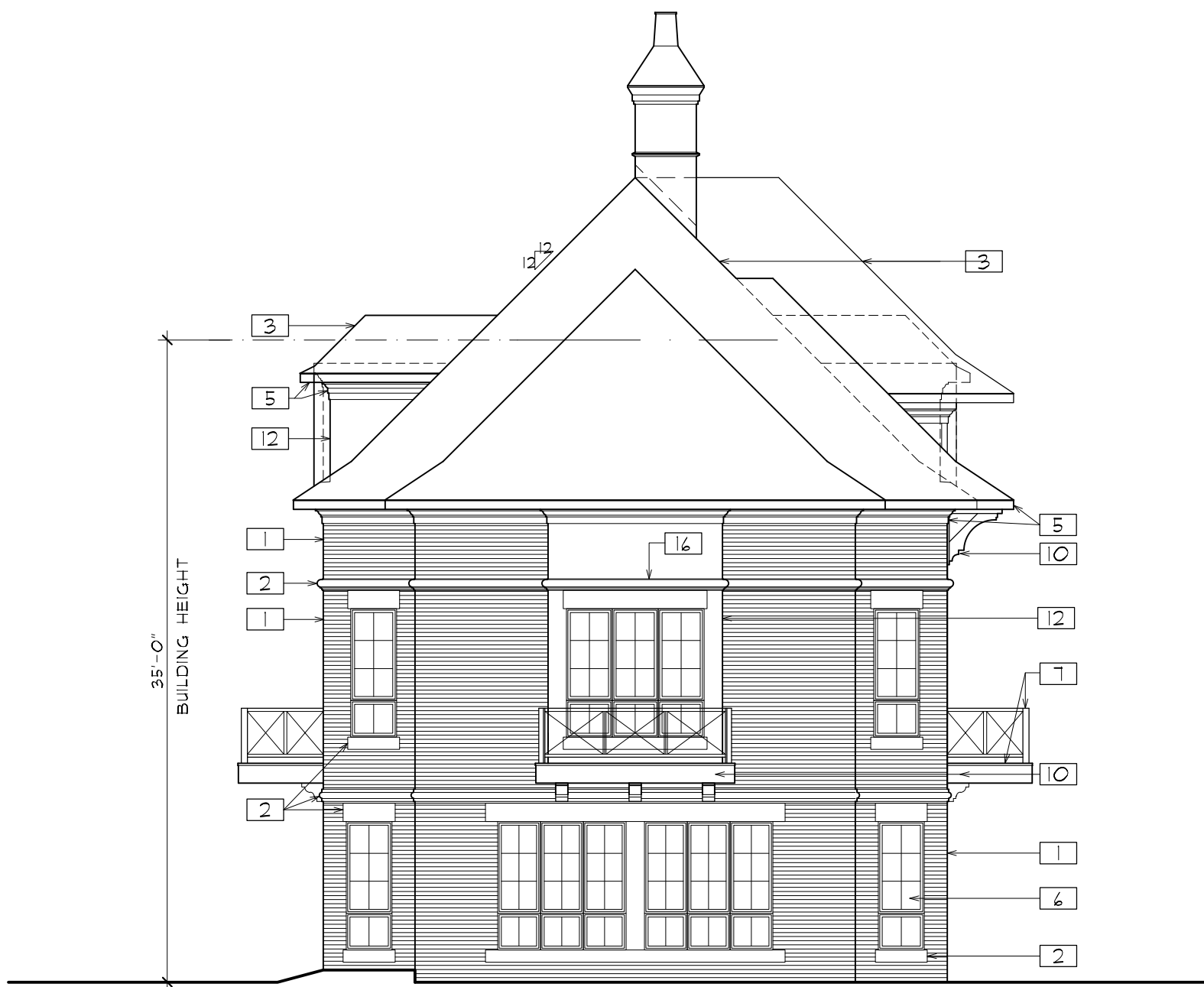
EAST SIDE ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST ELEVATION (MAIN STREET)

SCALE: 1/8" = 1'-0"



SOUTH ELEVATION (HIGHLAND STREET)

SCALE: 1/8" = 1'-0"

EXTERIOR MATERIAL LEGEND					
KEY NAME	M A T E R I A L	MANUFACTURER	NAME/DESCR./COLOR	SIZE	NOTES
1	BRICK	GLEN GERY BRICK	MEDALIA COLLECTION COLOR: ROSEWOOD		
2	LIMESTONE	---	---	---	BANDS, WINDOW and DOOR SURROUNDS, LINTELS, and SILLS
3	ASPHALT SHINGLES	CERTAINTED	LANDMARK PRO DESIGNER SERIES COLOR: MAX DEF PEWTER	---	---
4	FIBERGLASS COLUMN	---	PAINTED FIBERGLASS, COLOR: BENJAMIN MOORE PAINT #OC-11 CLAY BEIGE	---	---
5	WOOD TRIM (color 1)	---	COLOR: BENJAMIN MOORE PAINT #OC-11 CLAY BEIGE	---	MISC. TRIM, FASCIA, SQUARE BAY BUMPOUT and CROWN/FRIEZE BD.
6	WINDOW	MI PRODUCTS	COLOR: CLAY	---	---
7	MISCELLANEOUS WOOD TRIM AND METAL	SHERWIN WILLIAMS PAINT	COLOR: #SW 2811 ROOKWOOD BLUE GREEN	---	BALCONY: FASCIA, TRIM, METAL RAIL BOX-OUT BAY: AS NOTED
8	DOOR	---	COLOR: COMMERCIAL GRADE COLOR TO MATCH BALCONY RAILINGS	---	---
9	GUTTER / DOWNSPOUT	---	PAINTED ENAMEL TO MATCH TRIM COLOR	---	---
10	CORBEL / BRACKET	---	EIFS PAINTED TO MATCH TRIM COLOR	---	---
11	EIFS (color 1)	STUCCO SYSTEM	TO MATCH SHERWIN WILLIAMS COLOR: #SW 0007 DECOROUS AMBER	---	CHIMNEY
12	EIFS (color 2)	STUCCO SYSTEM	TO MATCH BENJAMIN MOORE PAINT #OC-11 CLAY BEIGE	---	DORMERS
13	CHIMNEY POTS - TERRACOTTA	---	TERRACOTTA	---	---
14	CEILING @ COVERED PARKING	---	GREENBOARD GYPSUM BOARD PAINT COLOR TO MATCH TRIM (color 1)	5/8"	---
15	QUOIN - LIMESTONE	---	LIMESTONE	---	---
16	FYPON	---	TO MATCH BENJAMIN MOORE PAINT #OC-11 CLAY BEIGE		FORMED TO MATCH LIMESTONE BAND "SAPPHIRE" PROFILE

Alexander V. Bogaerts + Associates, P.C. • Architecture • Planning • Interior Design

2445 Franklin Road

Bloomfield Hills, MI 48302

248 • 334 • 5000

CLIENT/PROJECT

MIXED USE DEVELOPMENT

1120 N. MAIN ST.

ROCHESTER, MICHIGAN

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☐ PRELIMINARY

☐ BIDS

☒ PERMITS

☐ CONSTRUCTION

2026-05-08

REVISIONS

SPA 02-07-2024

SPA 07-09-2026

DRAWN BY

AMM

CAD FILENAME

2804

CHECKED BY

JOB NUMBER

2804

DATE

SHEET NUMBER

2

Dilusso Mixed Use Building

City of Rochester, Michigan



ARA Armstrong Maple
(*ACER RUBRUM* 'ARMSTRONG')



CB Columnar European Hornbeam
(*CARPINUS BETULUS*)



CF Flowering Dogwood
(*CORNUS FLORIDA* 'RUBRA')



AC Autumn Brilliance Serviceberry
(*AMELANCHIER CANADENSIS* 'AUTUMN BRILLIANCE')



AF Autumn Blaze Red Maple
(*ACER X* 'JEFFERSON RED')



TO Emerald Green Arborvitae
(*THUJA OCCIDENTALIS* 'EMERALD')



BM Green mountain Boxwood
(*BUXUS X* 'GREEN MOUNTAIN')



BW Winter Gem Boxwood
(*BUXUS M.* 'WINTER GEM')



BT Crimson Pygmy Barberry
(*BERBERIS THUNBERGII* 'CRIMSON PYGMY')



HP Little Quick Fire Hydrangea
(*HYDRANGEA P.* 'SMILFIRE')



HL L.A. Dreamin Hydrangea
(*HYDRANGEA* 'LADREAMIN')



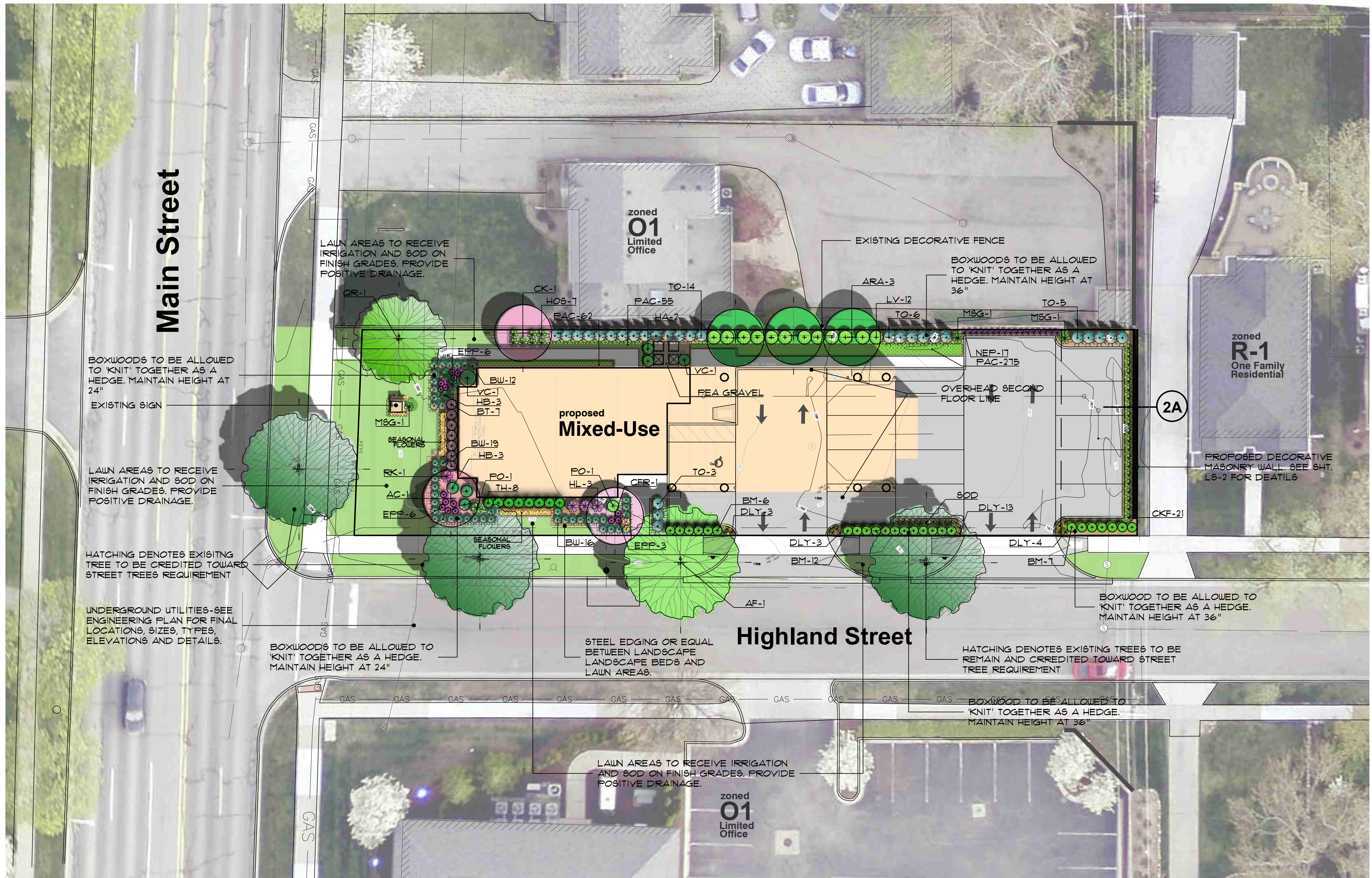
HA Annabelle Hydrangea
(*HYDRANGEA A.* 'ANNABELLE')



PO Center Glow Ninebark
(*PHYTOCARPUS OPULIFOLIUS* 'CENTER GLOW')



VC Korea Spice Viburnum
(*VIBURNUM CARLESII*)



NEP Walker's Low Catmint
(*NEPETA X. FASASSENII* 'WALKER'S LOW')



PAB Little Bunny Fountain Grass
(*PENNISETUM A.* 'LITTLE BUNNY')



CKF Karl Foerster's Feather Reed Grass
(*CALAMAGROSTIS X A.* 'KARL FOERSTER')

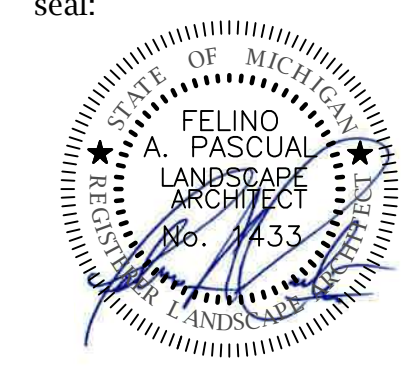


MSG Narrow Leaved Japanese Silver Grass
(*MISCANTHUS SINENSIS* 'GRACILLIMUS')



RK Double Red Oso Easy Rose
(*ROSA X.* 'OSO EASY DOUBLE ROSE')

FP A
FELINO A. PASCUAL
and ASSOCIATES
Community Land Planner and
registered Landscape Architect
24333 Orchard Lake Rd., Suite G
Farmington Hills, Michigan 48336
phone: (248) 557-5588



project sponsor:
DILUSSO BUILDING COMPANY
1120 N. Main Street,
City of Rochester,
Michigan

project:
DILUSSO MIXED-USE BUILDING

project location:
City of Rochester,
Michigan
1120 N. Main Street

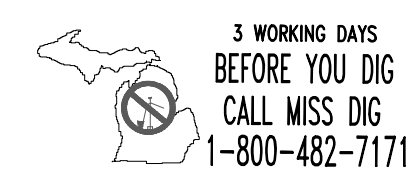
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LS23.014.06 SPA 6-1-2023
LS24.054.05 SPA 5-6-2024
LS24.054.06 SPA 6-28-2024
LS24.054.07 SPA 7-2-2024

drawn by:
JP
checked by:
FP
date:
5-4-2023

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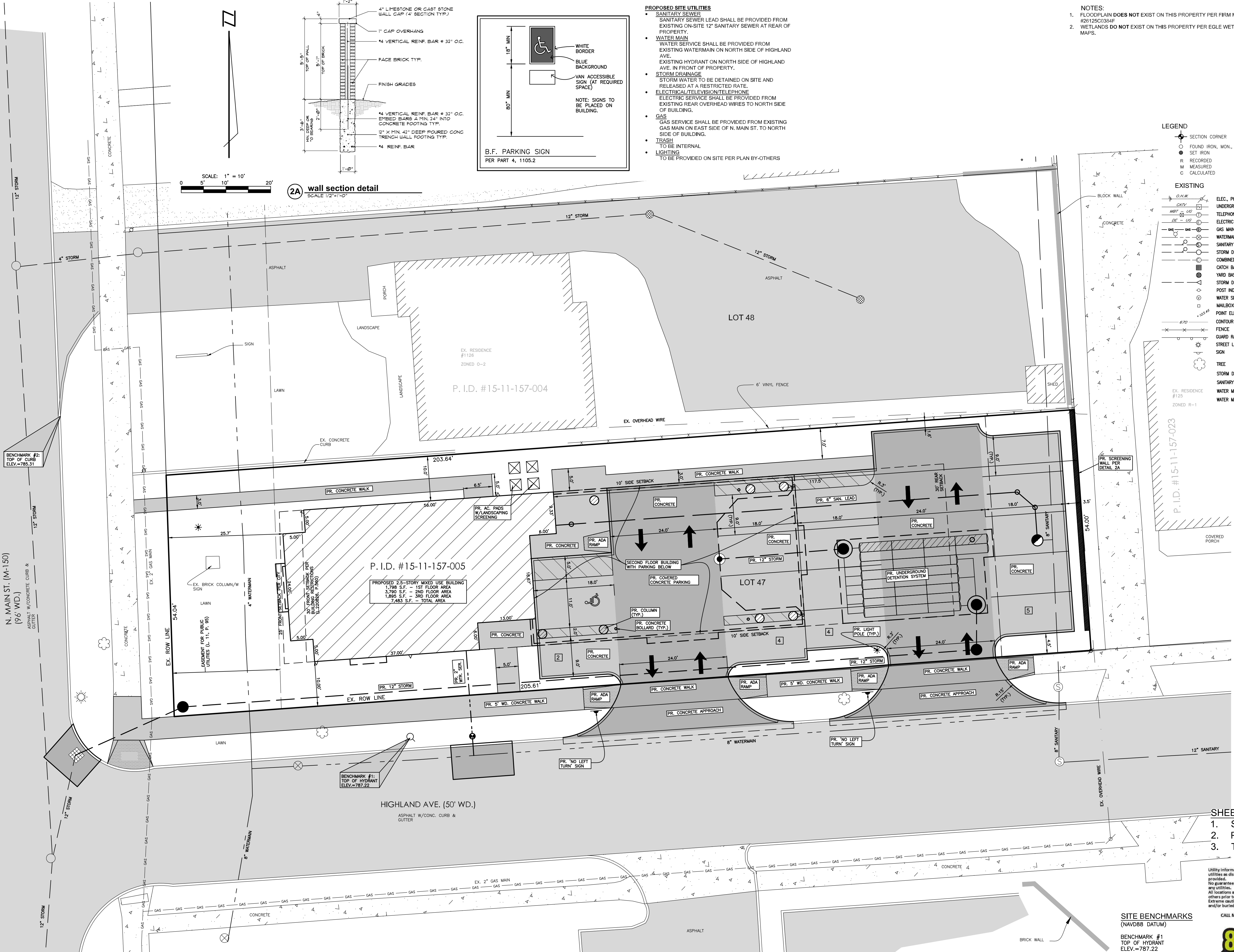
For free location of public utility lines
The location and elevations of existing underground utilities as shown on this drawing are only approximate. No guarantee is either expressed or implied as to the completeness of accuracy. Contractor shall be exclusively responsible for determining the exact location and elevation prior to the start of construction

project no:
LS24.054.05

sheet no:
LS-1 of 2



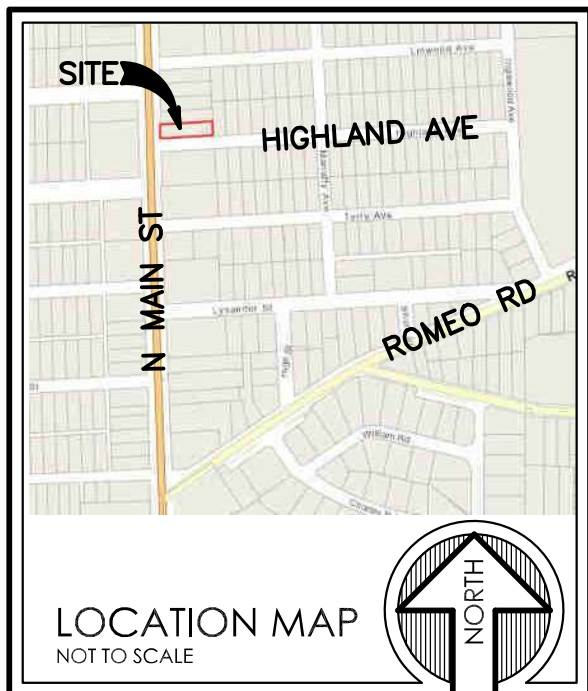




PROPERTY DESCRIPTION
PART OF THE NW 1/4 OF SECTION 11, T3N, R1E, CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN,
DESCRIBED AS:
LOT 47 OF "HILLCREST" SUBDIVISION, ALSO VACATED EAST 24 FT OF MAIN STREET ADJACENT TO SAME, AS
RECORDED IN L24, P.8, O.C.R.

- PROPOSED SITE UTILITIES**
- SANITARY SEWERS**
SANITARY SEWER LEAD SHALL BE PROVIDED FROM EXISTING ON-SITE 12" SANITARY SEWER AT REAR OF PROPERTY.
 - WATER MAIN**
WATER SERVICE SHALL BE PROVIDED FROM EXISTING WATERMAIN ON NORTH SIDE OF HIGHLAND AVE. EXISTING HYDRANT ON NORTH SIDE OF HIGHLAND AVE. IN FRONT OF PROPERTY.
 - STORM DRAINAGE**
STORM WATER TO BE DETAINED ON SITE AND RELEASED AT A RESTRICTED RATE.
ELECTRICAL/TELEVISION/TELEPHONE
ELECTRIC SERVICE SHALL BE PROVIDED FROM EXISTING REAR OVERHEAD WIRES TO NORTH SIDE OF BUILDING.
 - GAS**
GAS SERVICE SHALL BE PROVIDED FROM EXISTING GAS MAIN ON EAST SIDE OF N. MAIN ST. TO NORTH SIDE OF BUILDING.
 - TRASH**
TO BE INTERNAL
 - LIGHTING**
TO BE PROVIDED ON SITE PER PLAN BY-OTHERS

- NOTES:**
- FLOODPLAIN DOES NOT EXIST ON THIS PROPERTY PER FIRM MAP #26125C0384F
 - WETLANDS DO NOT EXIST ON THIS PROPERTY PER EGLE WETLAND MAPS.



- LEGEND**
- EXISTING**
- SECTION CORNER
 - FOUND IRON, MON., NAIL
 - SET IRON
 - RECORDED
 - MEASURED
 - CALCULATED
- PROPOSED**
- ELEC., PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE
 - UNDERGROUND CABLE TV
 - TELEPHONE U.G. CABLE, SPLICING BOX & MANHOLE
 - ELECTRIC U.G. CABLE & MANHOLE
 - GAS MAIN & VALVE
 - WATERMAIN, HYD., GATE VALVE, TAPPING SLEEVE & VALVE
 - SANITARY SEWER, CLEANOUT & MANHOLE
 - STORM DRAIN & MANHOLE
 - COMBINED SEWER & MANHOLE
 - CATCH BASIN, INLET
 - YARD BASIN
 - STORM DRAIN & END SECTION
 - POST INDICATOR VALVE
 - WATER SERVICE SHUTOFF, HYDRANT VALVE BOX
 - MAILBOX
 - POINT ELEVATION (AT X OR END OF LEADER)
 - CONTOUR LINE
 - FENCE
 - GUARD RAIL
 - STREET LIGHT
 - SIGN
 - TREE
 - STORM DRAIN STRUCTURE NUMBER
 - SANITARY SEWER MANHOLE NUMBER
 - WATER MAIN FIRE HYDRANT NUMBER
 - WATER MAIN VALVE NUMBER

SITE DATA:

ZONING
O-2 RESTRICTED OFFICE DISTRICT

SITE AREA
11,049 SF (0.25 AC)

SETBACKS
FRONT - 25'
REAR - 30'
SIDE - 10' LEAST ONE
20' TOTAL OF TWO
20' IF ABUTTING RESIDENTIAL

MAX BUILDING HEIGHT
35', 2.5 STORIES

REQUIRED PARKING
OFFICE:
1 SPACE PER 300 SF
1433 SF / 300 = 5 SPACES

RESIDENTIAL:
2 SPACES PER 2-BEDROOM UNIT
3-2-BEDROOM UNITS x 2 = 6 SPACES

PARKING PROVIDED
15 SPACES
INCLUDING 1 BARRIER FREE SPACE

- SHEET INDEX**
- SITE PLAN
 - PRELIMINARY GRADING PLAN
 - TOPOGRAPHIC MAPPING

SITE BENCHMARKS
(NAVD88 DATUM)

BENCHMARK #1
TOP OF HYDRANT
ELEV.=787.22

BENCHMARK #2
TOP OF CURB
ELEV.=785.31

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72 HOURS (3 WORKING DAYS - EXCLUDING SAT., SUN. & HOLIDAYS)
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OR
811
(TOLL FREE) FOR THE LOCATION OF UNDER GROUND FACILITIES

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14933 Commercial Drive, Shelby Township, MI 48315
Phone: 586-254-9577 Fax: 586-254-9020
www.fennsurveying.com

SITE PLAN
1120 N MAIN STREET
PART OF THE NW 1/4 OF SECTION 11, T3N, R1E
CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN

DISTRIBUTION	
●	PRELIMINARY
○	APPROVAL
○	CONSTRUCTION
○	AS-BUILT
REVISIONS	
DATE	REMARKS
01/26/23	PER CLIENT
02/14/23	PER CLIENT
04/10/23	PER CITY
07/01/24	PER CLIENT

SEAL
JESSICA SUTTER
ENGINEER
60593
PROFESSIONAL ENGINEER

CLIENT
DILUSSO BUILDING
1120 N. MAIN STREET
ROCHESTER, MI 48307
248-841-1294

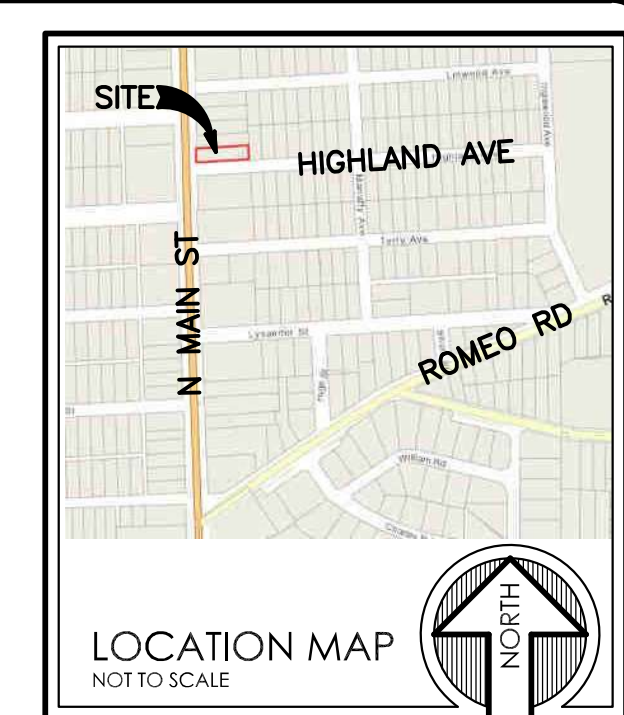
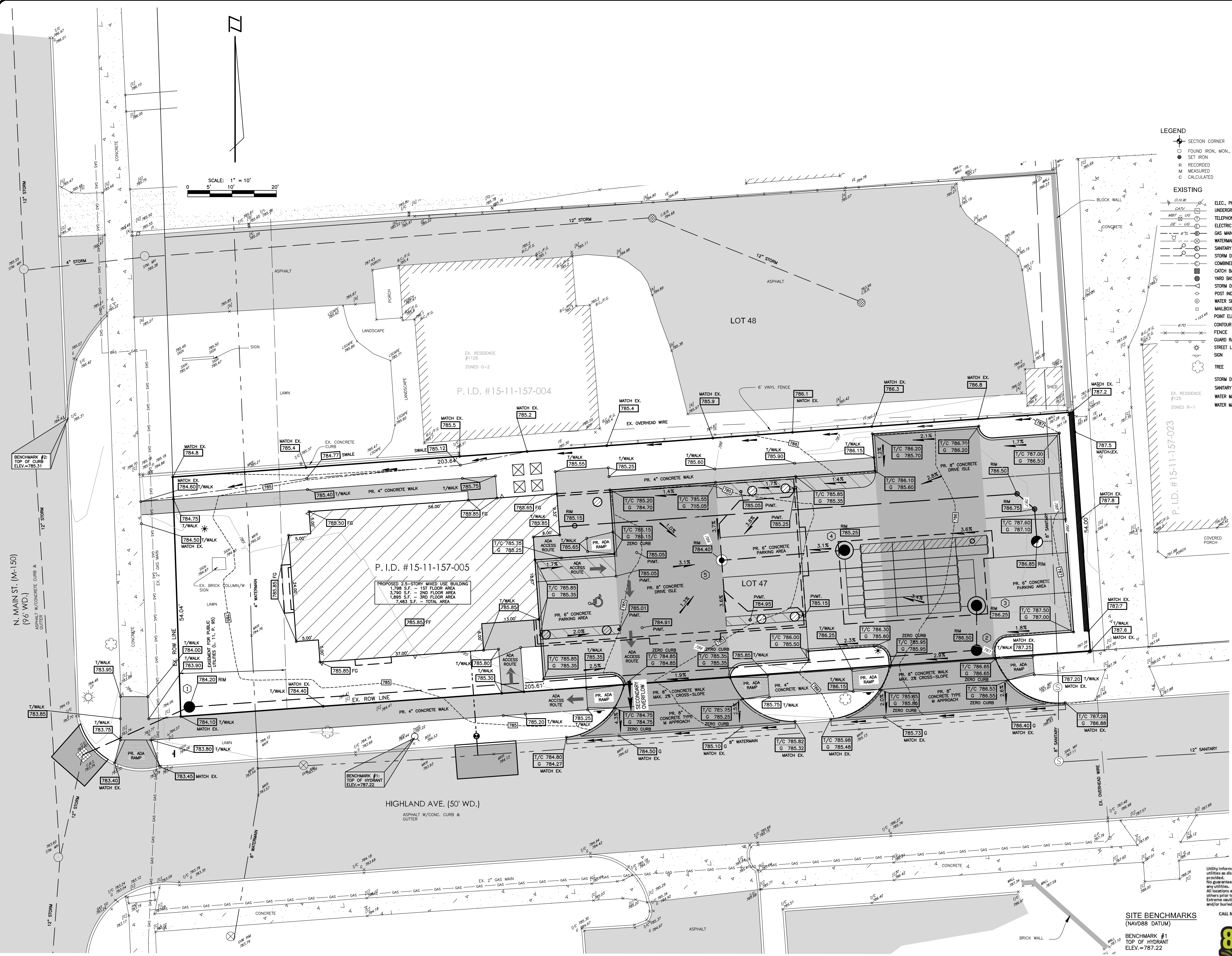
PROJECT NAME
1120 N. MAIN STREET

PROJECT NUMBER
C22-039.08X

SHEET NAME
SITE PLAN

DRAWING SCALE: 1" = 10'
DATE: 12/14/22
PROJECT MANAGER, JSR, PE/TWO
DESIGNED BY: JJS, PE
DRAWN BY: JJS, PE
FIELD BY: BHHVA
CHECKED BY: JSR, PE

SHEET NUMBER
1 OF 3



LEGEND	
SECTION CORNER	EXISTING
FOUND IRON, MON., NAIL	ELEC., PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE
SET IRON	UNDERGROUND CABLE TV
RECORDED	TELEPHONE U.G. CABLE, SPlicing BOX & MANHOLE
MEASURED	ELECTRIC U.G. CABLE & MANHOLE
CALCULATED	GAS MAIN & VALVE
	WATERMAIN, HYD., GATE VALVE, TAPPING SLEEVE & VALVE
	SANITARY SEWER, CLEANOUT & MANHOLE
	STORM DRAIN & MANHOLE
	COMBINED SEWER & MANHOLE
	CATCH BASIN, INLET
	YARD BASIN
	STORM DRAIN & END SECTION
	POST INDICATOR VALVE
	WATER SERVICE SHUTOFF, HYDRANT VALVE BOX
	MAILBOX
	POINT ELEVATION (AT X OR END OF LEADER)
	CONTOUR LINE
	FENCE
	GUARD RAIL
	STREET LIGHT
	SIGN
	TREE
	STORM DRAIN STRUCTURE NUMBER
	SANITARY SEWER MANHOLE NUMBER
	WATER MAIN FIRE HYDRANT NUMBER
	WATER MAIN VALVE NUMBER

PROPERTY DESCRIPTION
PART OF THE NW 1/4 OF SECTION 11, T3N, R11E, CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN,
DESCRIBED AS:
LOT 47 OF "HILLCREST" SUBDIVISION, ALSO VACATED EAST 24 FT OF MAIN STREET ADJACENT TO SAME, AS
RECORDED IN L.24, P.8, O.C.R.

- NOTES:**
- FLOODPLAIN DOES NOT EXIST ON THIS PROPERTY PER FIRM MAP
 - WETLANDS DO NOT EXIST ON THIS PROPERTY PER EGLE WETLAND MAPS.

SITE BENCHMARKS
(NAVD88 DATUM)
BENCHMARK #1
TOP OF HYDRANT
ELEV.=787.22
BENCHMARK #2
TOP OF CURB
ELEV.=785.31

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PRELIMINARY GRADING PLAN
1120 N MAIN STREET
PART OF THE NW 1/4 OF SECTION 11, T3N, R11E
CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN

DISTRIBUTION	
●	PRELIMINARY
○	APPROVAL
○	CONSTRUCTION
○	AS-BUILT
REVISIONS	
DATE	REMARKS
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CLIENT
DILUSSO BUILDING
1120 N. MAIN STREET
ROCHESTER, MI 48307
248-841-1294

PROJECT NAME
1120 N. MAIN
STREET

PROJECT NUMBER
C22-039.08X

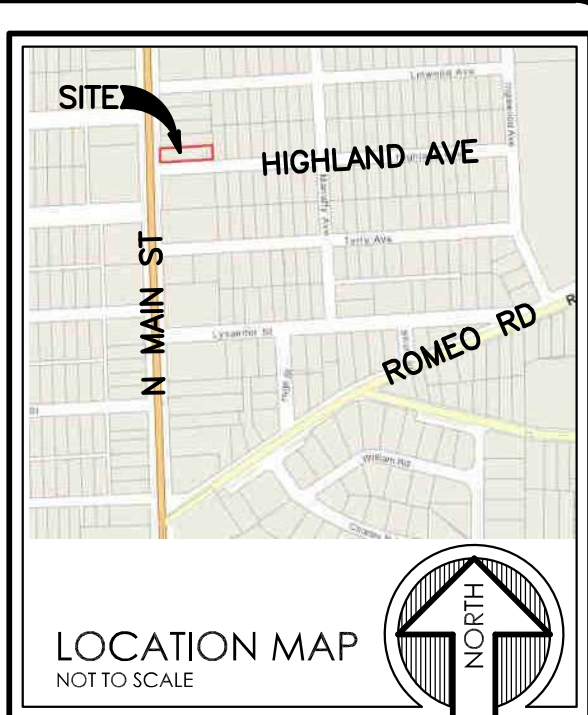
SHEET NAME
PRELIMINARY
GRADING PLAN

DRAWING SCALE: 1" = 10'
DATE: 12/14/22
PROJECT MANAGER: JSR, PE/TWO
DESIGNED BY: JJS, PE
DRAWN BY: JJS, PE
FIELD BY: BHHVA
CHECKED BY: JSR, PE

SHEET NUMBER
2 OF 3



NOTES:
1. FLOODPLAIN DOES NOT EXIST ON THIS PROPERTY PER FIRM MAP #26125C0384F
2. WETLANDS DO NOT EXIST ON THIS PROPERTY PER EGLE WETLAND MAPS.



- LEGEND**
- SECTION CORNER
FOUND IRON, MON., NAIL
SET IRON
- EXISTING**
- UTILITY POLE
UNDERGROUND CABLE TV
TELEPHONE U.G. CABLE, SPLICING BOX & MANHOLE
ELECTRIC U.G. CABLE & MANHOLE
GAS MAIN & VALVE
WATERMAIN, HYD., GATE VALVE, TAPPING SLEEVE & VALVE
SANITARY SEWER, CLEANOUT & MANHOLE
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MAILBOX
POINT ELEVATION (AT X OR END OF LEADER)
CONTOUR LINE
FENCE
GUARD RAIL
STREET LIGHT
SIGN
TREE
- EXISTING DESCRIPTION**
- U.P. = UTILITY POLE
E/W/S = EDGE OF WOODS
B/D/M = BOTTOM OF BERM
T/S/M = TOP OF SLOPE
(A) = EDGE OF ASPHALT
(C) = EDGE OF CONCRETE
C/M/P = CORRUGATED METAL PIPE INVERT
T/WALL = TOP OF WALL
B/WALL = BOTTOM OF WALL
E/W = EDGE OF WATER
B.C./F.G. = BUILDING CORNER/FINISHED GRADE
M/S = MARKER
W/SO = WATER SHUT OFF
CL = CENTERLINE
S.M. M.H. = SANITARY MANHOLE
C.B.B. = CATCH BASIN BEEHIVE
T/O = TOP OF CURB
S.M. M.H. = STORM MANHOLE
T/B = TOP OF BANK
C.B. = CATCH BASIN
C.L. = CENTERLINE
L.P. = LIGHT POLE
G.V. = GATE VALVE/WELL
F.I. = FOUND IRON

SITE DATA:
ZONING
O-2 RESTRICTED OFFICE DISTRICT
SITE AREA
11,049 SF (0.25 AC)

TREE SURVEY				
TAG #	DIA. (IN.)	SPECIES	SPREAD (FT.)	NOTES
1692	20	MAPLE	40	PROTECTED
1693	10	MAPLE	30	PROTECTED
1694	14	ELM	35	PROTECTED
1695	17	MAPLE	40	PROTECTED
1696	27	OAK	50	LANDMARK
1697	10	MAPLE	15	PROTECTED

PROPERTY DESCRIPTION
PART OF THE NW 1/4 OF SECTION 11, T3N, R11E, CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN.
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RECORDED IN L24, P.8, O.C.R.

Utility Information, as shown, indicates the approximate locations and types of
utilities as disclosed to this firm by various utility company's marking(s) and/or plans
provided.
No guarantee is provided or implied as to the existence, accuracy, or completeness of
any utilities.
All locations and depths of any utilities that may exist shall be verified in the field by
others prior to the start of construction.
Extreme caution shall be utilized during construction when operating near overhead
and/or buried utilities.

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TOPOGRAPHIC MAPPING
1120 N MAIN STREET
PART OF THE NW 1/4 OF SECTION 11, T3N, R11E
CITY OF ROCHESTER, OAKLAND COUNTY, MICHIGAN

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☐	APPROVAL
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☐	AS-BUILT

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SEAL

CLIENT
DILUSSO BUILDING
1120 N. MAIN STREET
ROCHESTER, MI 48307
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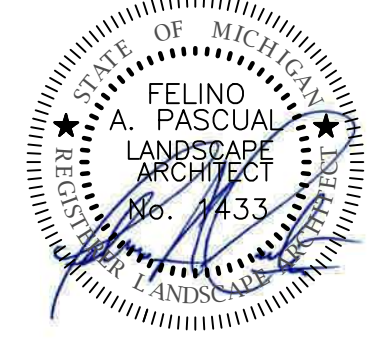
PROJECT NAME
1120 N. MAIN STREET

PROJECT NUMBER
C22-039.08X

SHEET NAME
TOPOGRAPHIC MAPPING

DRAWING SCALE: 1" = 10'
DATE: 12/14/22
PROJECT MANAGER, JSR, PE/TWO
DESIGNED BY: JJS, PE
DRAWN BY: JJS, PE
FIELD BY: BHHVA
CHECKED BY: JSR, PE

SHEET NUMBER
3 OF 3



project sponsor:
**DILUSSO BUILDING
COMPANY**
1120 N. Main Street,
City of Rochester,
Michigan

project:
**DILUSSO
OFFICE
BUILDING**

project location:

City of Rochester ,
Michigan
1120 N. Main Street

sheet title:
**LANDSCAPE
PLAN**

job no. / issue / revision date:
LS23.014.01 REVIEW 2-13-2023
LS23.014.04 SPA 4-13-2023
LS23.014.06 SPA 6-1-2023
LS24.054.05 SPA 5-6-2024
LS24.054.06 SPA 6-28-2024

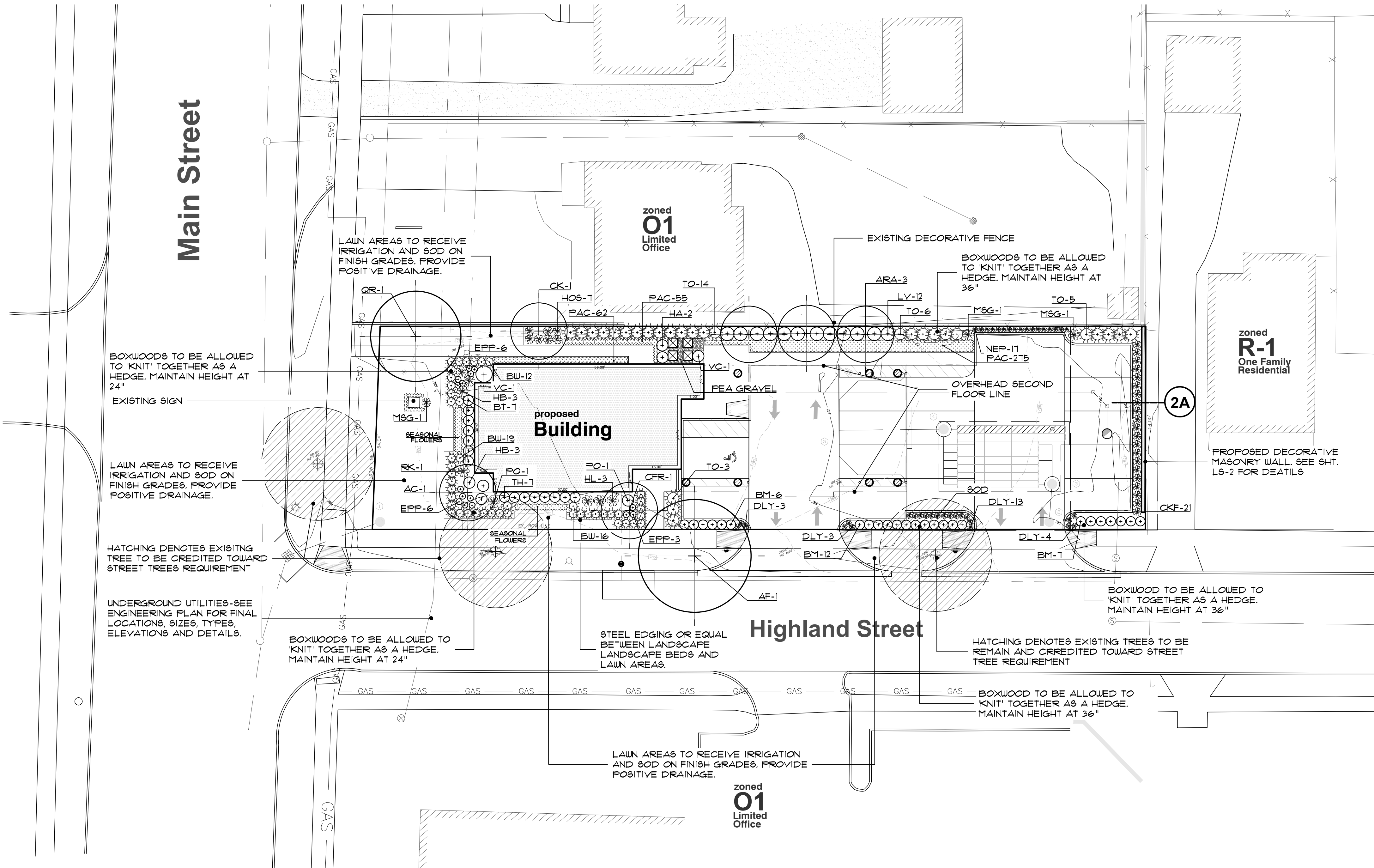
drawn by:
JP
checked by:
FP
date:
5-4-2023

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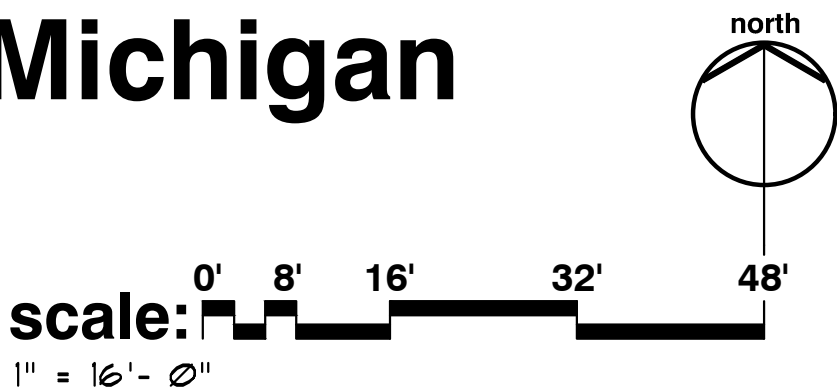
project no:
LS24.054.05

sheet no:
LS-1 of 2



landscape plan for:
Dilusso Office Building
City of Rochester, Michigan

note:
unless noted otherwise, numerical value on landscape
quantities specified on plan take precedence over
graphic representation.



landscape requirement summary			
street trees		REQUIRED	PROVIDED
TOTAL LIN.FT. OF MAIN STREET FRONTAGE		54' ±	
ONE (1) CANOPY TREES PER 50' (54' / 50' = 1.04 TREE)		1	1-EXISTING
TOTAL LIN.FT. OF HIGHLAND STREET FRONTAGE		205' ±	
(205' LESS 45' DRIVE ACCESS=160')			
ONE (1) CANOPY TREES PER 50' (160' / 50' = 3.14 TREE)		3	2-EXISTING + 1-NEW
replacement trees			
TOTAL NO. OF REGULATED TREE ON SITE			6
NO. OF REGULATED TREE ON REMOVED		1 (17')	
NO. OF LANDMARK TREE ON REMOVED		2 (21' & 20')	
TOTAL CALIPER INCHES OF REPLACEMENT TREE REQUIRED			76"
100 % REGULATED TREE (17" X 1.0 = 17')		17'	
125 % LANDMARK TREE (41" X 1.25 = 50.75')		54"	
TOTAL CALIPER INCHES REPLACEMENT TREE PROVIDED			21" (A)
1-6' CANOPY TREE		5"	
1-9' ORNAMENTAL TREE		9"	
23-8' HIGH ARBORVITAE		14"	
(SEC. 20-74. (4) 25% REPLACEMENT ALLOWABLE FOR 8' HIGH ARBORVITAE * 76"x25 = 191')			
*A=REPLACEMENT TREES DEFICIENCIES TO BE PAID TOWARDS TREE FUND			

landscape maintenance notes:

LANDSCAPE MAINTENANCE PROCEDURES AND FREQUENCIES TO BE FOLLOWED SHALL BE SPECIFIED ON THE LANDSCAPE PLAN, ALONG WITH THE MANNER IN WHICH THE EFFECTIVENESS, HEALTH AND INTENDED FUNCTIONS OF THE VARIOUS LANDSCAPE AREAS ON THE SITE WILL BE ENSURED.

1. LANDSCAPING SHALL BE KEPT IN A NEAT, ORDERLY AND HEALTHY GROWING CONDITION, FREE FROM DEBRIS AND REFUSE.

2. PRUNING SHALL BE MINIMAL AT THE TIME OF INSTALLATION, ONLY TO REMOVE DEAD OR DISEASED BRANCHES, SUBSEQUENT PRUNING SHALL ASSURE PROPER MATURATION OF PLANTS TO ACHIEVE THEIR APPROVED PURPOSE.

3. ALL DEAD OR DISEASED PLANT MATERIAL SHALL BE REMOVED AND REPLACED WITHIN SIX (6) MONTHS AFTER IT DIES OR IN THE NEXT PLANTING SEASON, WHICHEVER OCCURS FIRST. THE PLANTING SEASON FOR DECIDUOUS PLANTS SHALL BE BETWEEN MARCH 15 AND NOVEMBER 15 OR UNTIL THE PREPARED SOIL BECOMES FROZEN. THE PLANTING SEASON FOR EVERGREEN PLANTS SHALL BE BETWEEN MARCH 1 AND JUNE 1. PLANT MATERIAL INSTALLED TO REPLACE DEAD OR DISEASED MATERIAL SHALL BE AS CLOSE AS PRACTICAL TO THE SIZE OF THE MATERIAL IT IS INTENDED TO REPLACE.

4. THE APPROVED LANDSCAPE PLAN SHALL BE CONSIDERED A PERMANENT RECORD AND INTEGRAL PART OF THE SITE PLAN APPROVAL. UNLESS OTHERWISE APPROVED IN ACCORDANCE WITH THE AFOREMENTIONED PROCEDURES, ANY REVISIONS TO, OR REMOVAL OF, PLANT MATERIALS WILL PLACE THE PARCEL IN NON-CONFORMITY WITH THE APPROVED LANDSCAPE PLAN, AND SHALL BE VIEW AS A VIOLATION OF THIS ORDINANCE AND THE AGREED UPON TERMS OF THE FINAL SITE PLAN APPROVAL.

general landscape notes:

1. LANDSCAPE CONTRACTOR SHALL VISIT THE SITE, INSPECT EXISTING CONDITIONS, REVIEW PROPOSED PLANTINGS AND RELATED WORK. CONTACT THE OWNER AND/OR LANDSCAPE ARCHITECT WITH ANY CONCERNS OR DISCREPANCY BETWEEN THE PLAN, PLANT MATERIAL LIST, AND/OR SITE CONDITIONS.
2. PRIOR TO BEGINNING OF CONSTRUCTION ON ANY WORK, CONTRACTORS SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES, GAS, ELECTRIC, TELEPHONE, CABLE TO BE LOCATED BY CONTACTING MISS DIG 1-800-482-7171. ANY DAMAGE OR INTERRUPTION OF SERVICES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. COORDINATE ALL RELATED WORK ACTIVITIES WITH OTHER TRADES AND REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER PRIOR TO COMMENCING
3. NUMERICAL VALUE ON THE LANDSCAPE QUANTITIES SPECIFIED ON THE PLAN TAKE PRECEDENCE OVER GRAPHIC REPRESENTATION. VERIFY ANY CONCERN-DISCREPANCY WITH LANDSCAPE ARCHITECT.
4. ALL CONSTRUCTION AND PLANT MATERIAL LOCATION TO BE ADJUSTED ON SITE IF NECESSARY
5. ALL SUBSTITUTIONS OR DEVIATIONS FROM THE LANDSCAPE PLAN MUST BE APPROVED BY CITY OF ROCHESTER AND LANDSCAPE ARCHITECT
6. ALL LARGE TREES AND EVERGREENS TO BE STAKED, GUYED AND WRAPPED AS DETAIL SHOWN ON PLAN.

7. PLANT BEDS TO BE DRESSED WITH MIN. 4" OF FINELY DOUBLE SHREDDED HARDWARK MULCH.
8. DIG SHRUB PITS 1' LARGER THAN SHRUB ROOT BALLS AND TREE PITS 2' LARGER THAN ROOT BALL. BACK FILL WITH ONE PART TOP SOIL AND ONE PART SOIL FROM EXCAVATED PLANTING HOLE.
9. NATURAL COLOR, FINELY SHREDDED HARDWOOD BARK MULCH REQUIRED FOR ALL PLANTINGS.

10. REMOVE ALL TWINE, WIRE AND BURLAP FROM TREE AND SHRUB EARTH BALLS, AND FROM TREE TRUNKS. 4" THICK BARK MULCH FOR TREES IN 4" DIA. CIRCLE WITH 3" PULLED AWAY FROM TRUNK. 4" THICK BARK MULCH FOR SHRUBS AND 4" THICK BARK MULCH FOR PERENNIALS.

11. PLANT MATERIAL QUALITY & INSTALLATION SHALL BE IN ACCORDANCE WITH THE CURRENT AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE STANDARDS.

12. PROVIDE PEAT SOD FOR ALL NEW AND DISTURBED LAWN AREAS UNLESS NOTED OTHERWISE.

13. ALL PLANTING AREAS TO BE PREPARED WITH APPROPRIATE SOIL MIXTURES AND FERTILIZER BEFORE PLANT INSTALLATION.

14. PLANT TREES AND SHRUBS GENERALLY NO CLOSER THEN THE FOLLOWING DISTANCES FROM SIDEWALKS, CURBS AND PARKING STALLS:
- a) SHADE TREES 5 FT.
 - b) ORNAMENTAL AND EVERGREEN TREES (CRAB, PINE, SPRUCE, ETC.) 10 FT.
 - c) SHRUBS THAT ARE LESS THAN 1 FOOT TALL AND WIDE AT MATURITY 2 FT.

15. NO TREES OR EVERGREENS TO BE INSTALLED OVER ANY PROPOSED OR EXISTING UTILITY LINES AS SHOWN ON THE OVERALL LANDSCAPE PLAN. SEE ENGINEERING PLANS FOR LOCATION AND DETAILS.

16. ALL LAWN AREAS AND LANDSCAPE BEDS TO BE FULLY IRRIGATED WITH A AUTOMATIC UNDERGROUND SYSTEMS. IRRIGATION SYSTEM TO HAVE SEPARATE ZONES FOR LAWN AREAS, PARKING ISLANDS, AND SHRUB BEDS WITH DIFFERENT CONTROL. MOISTURE LEVEL ADJUSTMENT PER ZONE AS REQUIRED
17. UNLESS NOTED OTHERWISE, LANDSCAPE BEDS ADJACENT TO LAWN TO RECIEVE EDGING. EDGING SHALL BE 4" X 1/8" METAL (FINISH BLACK OR GREEN) OR APPROVED EQUAL AND TO BE INSTALLED WITH HORIZONTAL METAL STAKES AT 32" O.C. OR PER MANUFACTURER'S SPECIFICATION.

18. ALL NEW PARKING ISLANDS AND LANDSCAPE BEDS ADJACENT AND NEXT TO BUILDING SHALL BE EXCAVATED OF ALL BUILDING MATERIALS AND FLOOR SOILS A MIN. OF 16"-18" DEPTH. BACK FILL WITH GOOD, MEDIUM TEXTURED PLANTING SOILS, ADD A MIN. 4" OF TOPSOIL OVERFILL TO FINISH GRADE. PROVIDE POSITIVE DRAINAGE.
19. WATERING OF ALL PLANTS AND TREES TO BE PROVIDED IMMEDIATELY AND MULCHING WITHIN 24 HOURS AFTER INSTALLATION.

planting landscape notes:

- GENERAL NOTES:
1. PLANT MATERIALS TO BE INSTALLED ACCORDING TO THE CITY OF ROCHESTER AND CURRENT AMERICAN ASSOCIATION OF NURSERYMEN'S STANDARDS.
2. PLANT MATERIALS TO BE GUARANTEED FOR 2 YEARS. REPLACE FALLING MATERIAL WITHIN 1 YEAR, OR THE NEXT APPROPRIATE PLANTING PERIOD.
3. PLANT MATERIALS TO BE OF PREMIUM QUALITY, NO. 1 GRADE, NORTHERN NURSURY GROWN, IN HEALTHY CONDITION, FREE OF PESTS AND DISEASES.
4. MULCH IS TO BE NATURAL COLORED, FINELY SHREDDED HARDWOOD BARK OF 4" THICK BARK MULCH FOR TREES IN 4" DIA. CIRCLE AND 3" PULLED AWAY FROM TRUNK. 3" THICK BARK MULCH FOR SHRUBS AND 2" THICK BARK MULCH FOR PERENNIALS.
5. CALL MISS DIG AT 1-800-482-7171 PRIOR TO ANY CONSTRUCTION.

- DECIDUOUS & EVERGREEN TREE:
- 1) TREE SHALL BE INSTALLED SAME RELATIONSHIP TO FINISH GRADE AS IT BORE ORIGINALLY OR SLIGHTLY HIGHER THAN FINISH GRADE UP TO 6" ABOVE GRADE, IF DIRECTED BY LANDSCAPE ARCHITECT FOR HEAVY CLAY SOIL AREAS.
- 2) DO NOT PRUNE TERMINAL LEADER. PRUNE ONLY DEAD OR BROKEN BRANCHES.
- 3) REMOVE ALL TAGS, STRING, PLASTICS AND OTHER MATERIALS THAT ARE UNSIGHTLY AND COULD CAUSE GIRDLING.
- 4) REMOVE TREE STAKES, GUY WIRES AND TREE WRAP AFTER ONE WINTER SEASON.
- SHRUB:
- 1) SHRUB SHALL BE INSTALLED SAME RELATIONSHIP TO FINISH GRADE AS IT BORE ORIGINALLY OR SLIGHTLY HIGHER THAN FINISH GRADE UP TO 4" ABOVE GRADE, IF DIRECTED BY LANDSCAPE ARCHITECT FOR HEAVY CLAY SOIL AREAS.
- 2) DO NOT PRUNE TERMINAL LEADER. PRUNE ONLY DEAD OR BROKEN BRANCHES.
- 3) REMOVE ALL TAGS, STRING, PLASTICS AND OTHER MATERIALS THAT ARE UNSIGHTLY AND COULD CAUSE GIRDLING.

lawn area:

SOD LAWN AREAS SHALL BE KENTUCKY BLUE GRASS BLEND GRASS IN A SOD NURSERY ON LOAM SOIL. SOD TO BE INSTALLED ON MINIMUM 4" TOPSOIL.

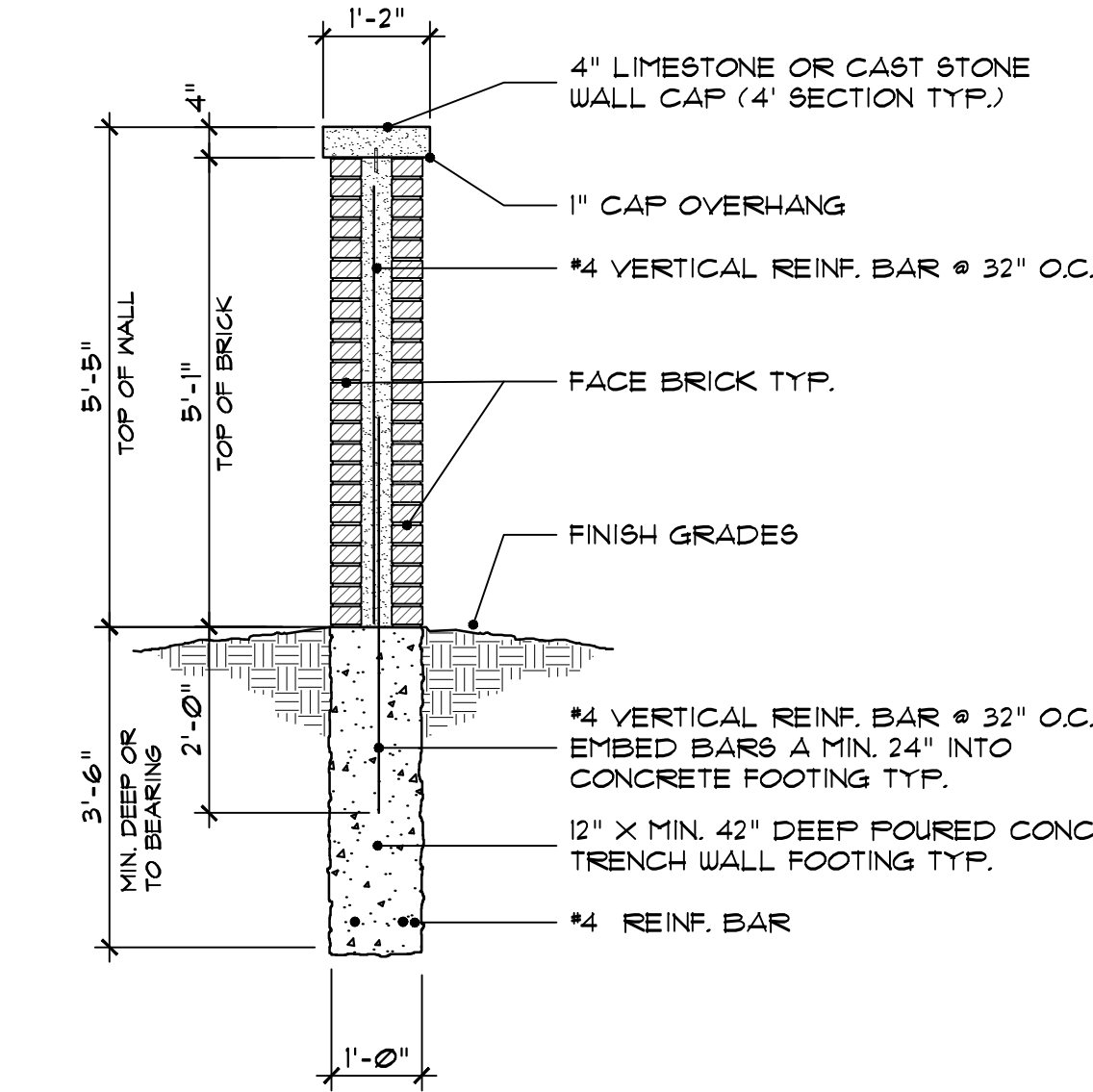
SEEDED LAWN AREAS SHALL CONSIST OF THE FOLLOWING TYPES AND PROPORTIONS:

- 5% PERENNIAL RYE GRASS
- 10% RED FESCUE
- 25% CHEWING FESCUE
- 60% KENTUCKY BLUE GRASS

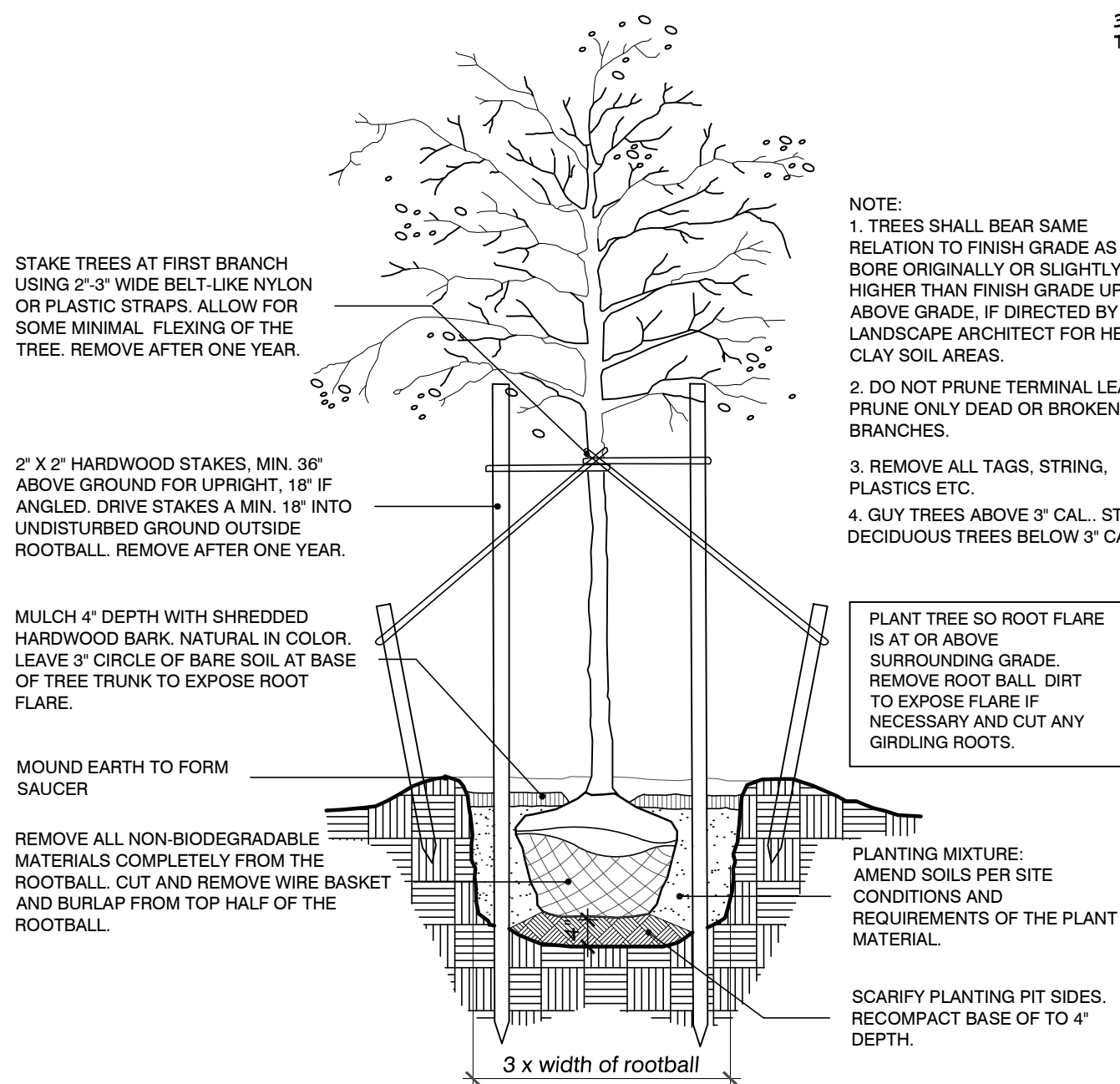
SEED MIX SHALL BE APPLIED AT A RATE OF 200 POUNDS PER ACRE AND WEED CONTENT SHALL NOT EXCEED 1%. SEED, PROVIDE A MINIMUM 4" TOP SOIL ON ALL SEEDED LAWN AREA

plant material list

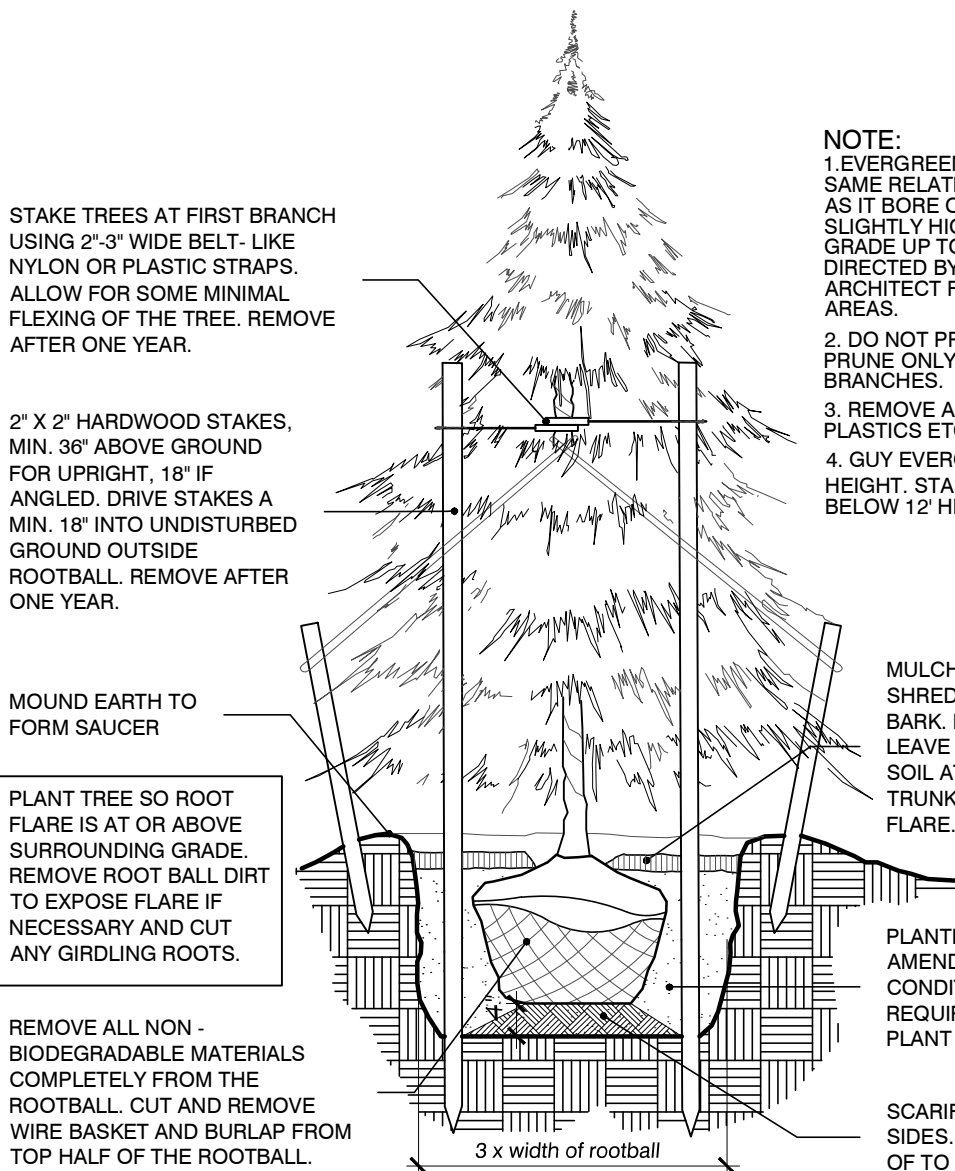
key	quant. LS-1	botanical name	common name	size	comments
CANOPY AND EVERGREEN TREES					
ARA	3	ACER R. 'ARMSTRONG'	ARMSTRONG RED MAPLE	3" BB	
AF	1	ACER R. 'JEFFERSON'	AUTUMN BLAZE RED MAPLE	3" BB	STREET TREE
QR	1	QUERCUS X WAREI 'LONG REGAL PRINCE'	REGAL PRINCE OAK	5" BB	REPLACEMENT
AC	1	AMECHANCIER CANADENSIS	AUTUMN BRILLIANCE SERVICEBERRY	8" BB	MULTI-STEM
CFR	1	CORNUS FLORIDA 'RUBRA'	PINK FLOWERING DOGWOOD	3" BB	REPLACEMENT
CK	1	CORNUS KOUSA	KOUSA DOGWOOD	2" BB	
DECIDUOUS AND EVERGREEN SHRUBS					
BT	1	BERBERIS THUNBERGII 'ROSE GLOW'	ROSE GLOW JAPANESE BARBERRY	24" CONT.	24" O.C. SPACING
FO	2	PHYTOSCARPUS OPULIFOLIUS 'SUMMER WINE'	SUMMER WINE NINEBARK	30" CONT.	36" O.C. SPACING
HA	2	HYDRANGEA ANNEBELLE	ANNABELLE HYDRANGEA	30" CONT.	36" O.C. SPACING
HB	6	HYDRANGEA PANICULATA 'ILYOB0'	BOBO HYDRANGEA	30" CONT.	36" O.C. SPACING
HL	3	HYDRANGEA 'LINDSEY ANN'	LA DREAMIN HYDRANGEA	30" CONT.	36" O.C. SPACING
VC	2	VIBURNUM CARLESII	KOREAN SPICE VIBURNUM	36" BB	36" O.C. SPACING
BW	31	BUXBUS M. 'WINTER GEM'	WINTER GEM BOXWOOD	18" CONT.	24" O.C. SPACING
BM	25	BUXBUS X. 'GREEN MOUNTAIN'	GREEN MOUNTAIN BOXWOOD	30" CONT.	30" O.C. SPACING
TO	28	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD GREEN ARBORVITAE	8" BB	36" O.C. SPACING
RK	1	ROSA X. 'OSO EASY DOUBLE RED'	OSO EASY DOUBLE ROSE	30" CONT.	36" O.C. SPACING
TH	1	TAXUS XM. 'HICKSII'	HICK'S YEW	30" CONT.	36" O.C. SPACING
LV	12	LIGUSTRUM X 'VICARYI'	GOLDEN VICARY PRIVET	36" CONT.	36" O.C. SPACING
PERENNIALS AND GRASSES					
MSG	3	MISCANTHUS SINENSIS 'GRACILLIMUS'	NARROW LEAVES JAPANESE SILVER GRASS	5" CONT.	36" O.C. SPACING
NEP	11	NEPETA X FASABSENII 'WALKER'S LOW'	WALKER'S LOW CATMINT	4" CONT.	24" O.C. SPACING
OKF	21	CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	5" CONT.	36" O.C. SPACING
PAC	392	PACHYSANDRA TERMINALIS 'GREEN CARPET'	GREEN CARPET PACHYSANDRA	32 / FLAT	10" O.C. SPACING
DLY	23	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	4" CONT.	18" O.C. SPACING
HOB	3	HOSTA 'PATRIOT'	PATRIOT HOSTA	4" CONT.	18" O.C. SPACING
EFP	15	ECHINACEA 'CRAZY PINK'	'CRAZY PINK' CONEFLOWER	4" CONT.	18" O.C. SPACING



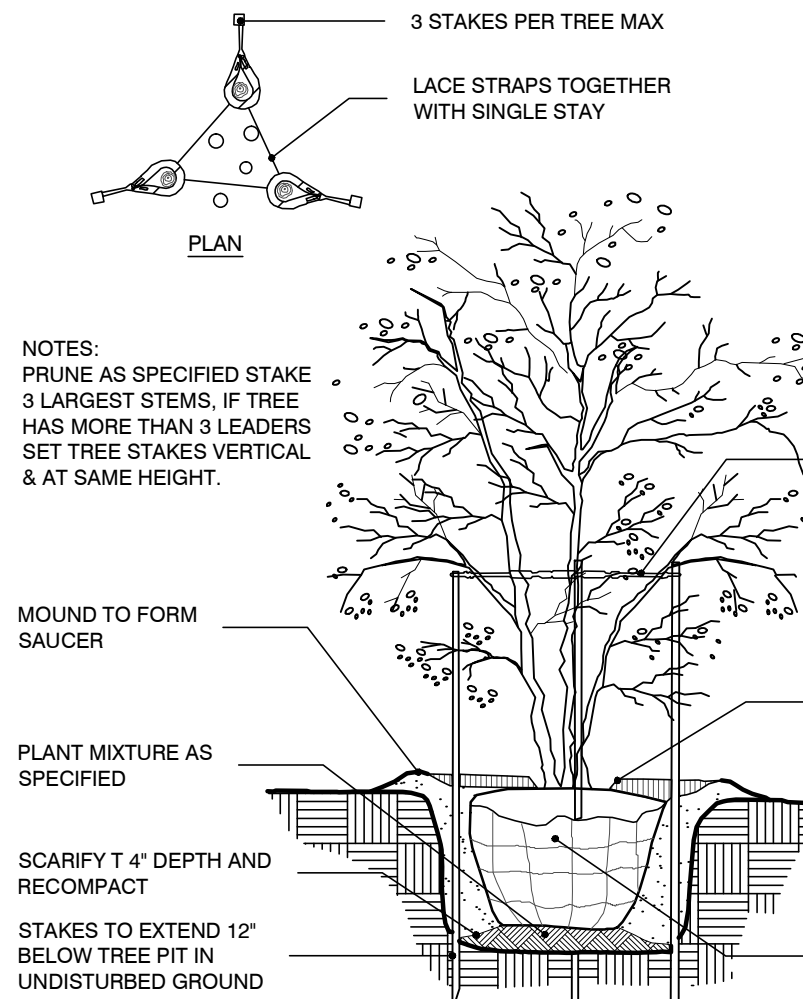
2A wall section detail
SCALE 1/2"=1'-0"



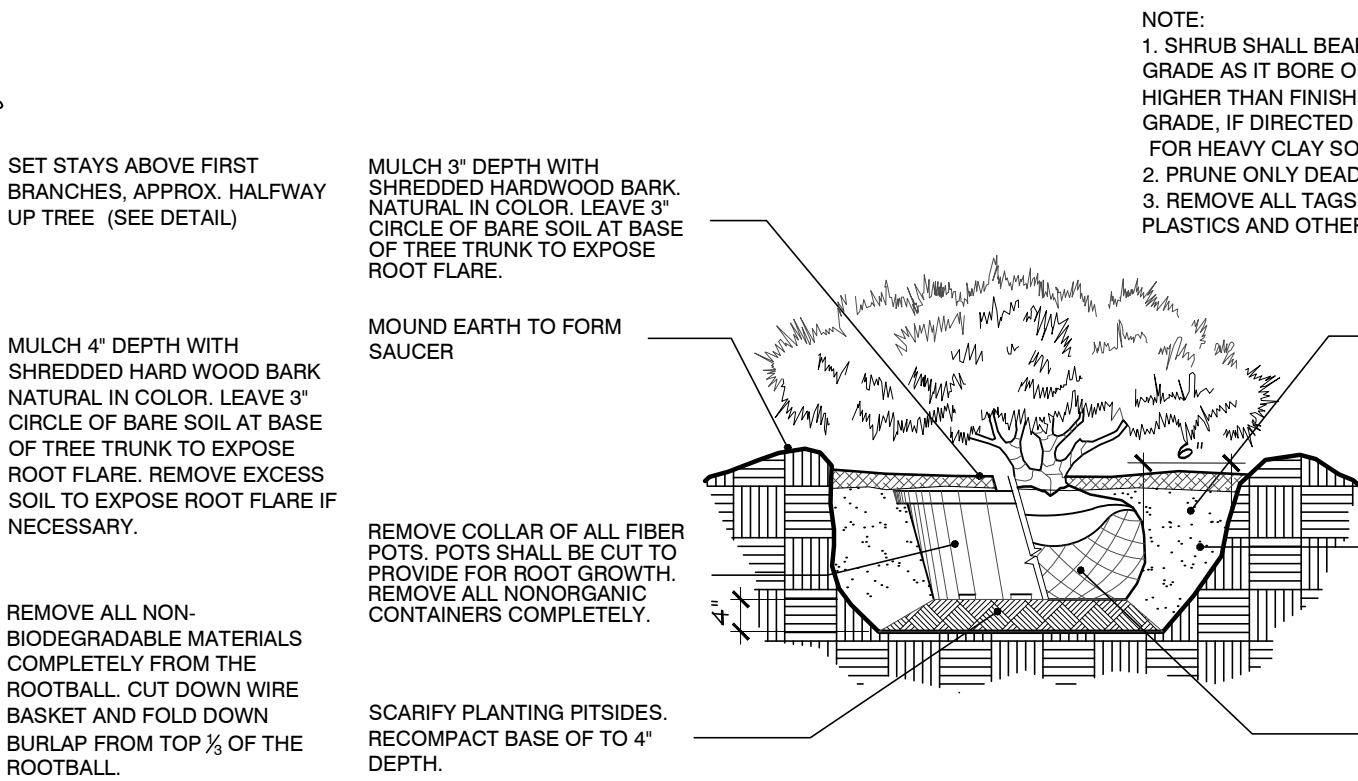
tree planting detail
no scale



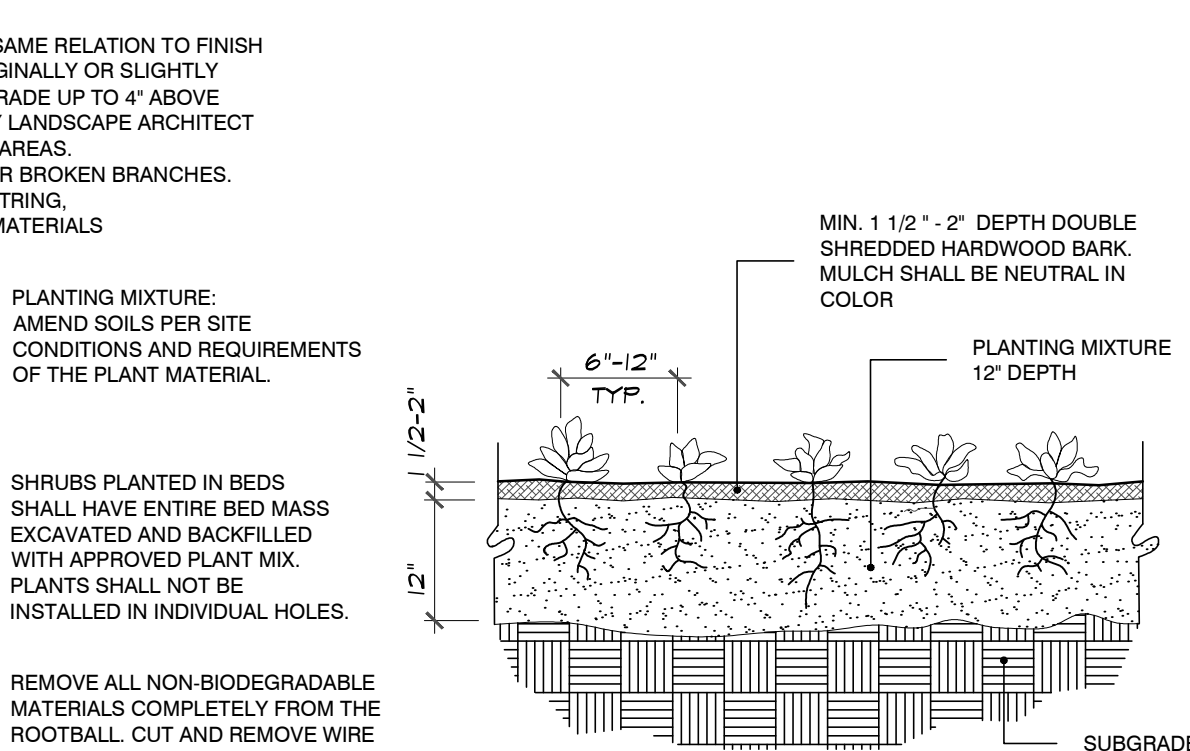
evergreen planting detail
no scale



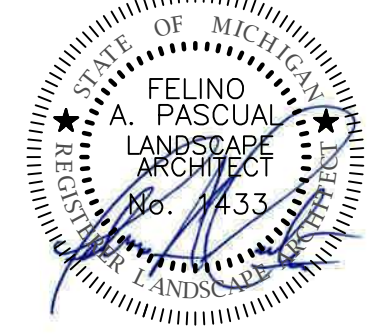
multi-stem tree planting detail
no scale



shrub planting detail
no scale



perennial planting detail
no scale



project sponsor:
DILUSSO BUILDING COMPANY
1120 N. Main Street,
City of Rochester,
Michigan

project:
DILUSSO OFFICE BUILDING

project location:

City of Rochester ,
Michigan
1120 N. Main Street

sheet title:
PLANT LIST, PLANT DETAILS AND NOTES

job no. / issue / revision date:
LS23.014.01 REVIEW 2-13-2023
LS23.014.04 SPA 4-13-2023
LS23.014.06 SPA 6-1-2023
LS24.054.05 SPA 5-6-2024
LS24.054.06 SPA 6-28-2024

drawn by:
JP
checked by:
FP
date:
5-4-2023

notice:
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3 WORKING DAYS BEFORE YOU DIG
CALL MISS DIG 1-800-482-7171
For free location of public utility lines
The location and elevations of existing underground utilities as shown on this drawing are only approximate. no guarantee is either expressed or implied as to the completeness of accuracy, contractor shall be exclusively responsible for determining the exact location and elevation prior to the start of construction

project no:
LS24.054.05
sheet no:



MCKENNA

July 29, 2026

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

Subject: **530 Pine Street; Site Plan Review;** Revised Site Plan dated July 20, 2026, Traffic Study dated December 22, 2025, and Land Survey dated October 14, 2025.

Dear Commissioners:

At the City's request we have reviewed a proposal submitted on behalf of Atallah Development Co. & Associates (ADCO) for the installation of a paid parking camera system and the associated construction of parking lot islands at 530 Pine Street. The preliminary hearing for the site took place at the July 2026 Planning Commission meeting.

BACKGROUND

The site is located on the east side of Pine Street, near Rochester Municipal Park, and according to the survey provided, is comprised of three separate lots. Zoning on the site includes O-1 limited office, B-1 General Business, and CBD Central Business, which can be seen in the portion of the City of Rochester Zoning Map included below. The adjacent parcel to the north is zoned R-2 One Family Residential and is currently occupied by Rochester Municipal Park.

The subject site is currently occupied by several different uses; however, only the parking areas and points of ingress and egress will be impacted by the proposed improvements. This includes the entrances to the parking lot along Pine Street, W. University Drive, and S. Rochester Road. Parking islands containing the proposed camera poles are proposed at each entrance but would not block access or traffic flow for standard vehicles.

It should be noted that the proposed camera system is an alternative to the gating system discussed in the Traffic Study provided.

REVIEW COMMENTS

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

1. **Use.** The proposed improvements do not include a change of use to any of the existing businesses or parcels included in the site.
2. **Dimensional Standards.** The proposed parking islands comply with all relevant setbacks. The proposed cameras will be mounted on poles that are 10 feet in height and comply with the height maximum of the district.
3. **Parking.** The updated plans indicate that the six parking spaces originally thought to be lost as part of the update will not be lost. While the parking calculations provided as part of the updated plans do not accurately reflect the use mix in the development, the spaces provided by the plan are deemed sufficient for the existing development.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
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4. **Access and Circulation.** While the proposed site plan does not propose a change to the current access and circulation on the site, the island and bollards currently present at the North Main Street entrance were installed without approval from the City. As part of this review process, this point of ingress was reviewed by the City of Rochester Fire Department for compliance with all relevant codes. Details of this review can be found in the attached letter dated July 24, 2026. Maintenance of public safety and compliance with any official protecting public safety supersedes all other standards of the Zoning Ordinance (Section 405 (c)), therefore requiring that all requirements of the Fire Department's review are met, in order to receive site plan approval.
5. **Lighting.** No additional lighting is proposed as part of the plan. According to Metropolis, the proposed parking administrator, the cameras being used will not require lighting that poses a risk of light trespass on surrounding sites.

RECOMMENDATION

While the proposed improvements to 530 Pine Street do not inherently fail to comply with the Zoning Ordinance, one of the key purposes of zoning is the maintenance of public health and safety. Therefore, it is recommended that site approval be granted, contingent on compliance with the requirements of the Fire Department, as included in the review letter and listed below:

- Remove the concrete entrance island located at the N. Main Street entrance to Rochester River Square, 530 Pine Street, in its entirety.
- Remove all bollards associated with the concrete island configuration at the Main Street entrance throat.
- Restore the entrance lane width to a minimum unobstructed width of 20 feet in compliance with IFC Section 503.2.1.
- Provide written confirmation of compliance to the Fire Chief upon completion of the removal.

Respectfully

McKENNA

Lori Morgan, AICP
Senior Planner

Cc: Jeremy Peckens
Nik Banda
Jeff Kragt
Rose McKinney



CITY OF ROCHESTER FIRE DEPARTMENT OFFICIAL MEMORANDUM

Emergency Vehicle Access — Rochester River Square, 530 Pine Street

TO:	City of Rochester Planning Commission / City Manager Nicholas Banda / Jeremy Peckens / Property Owner — Rochester River Square
FROM:	Scott Demoff, Fire Chief — City of Rochester Fire Department
DATE:	July 24, 2026
PROPERTY:	Rochester River Square — 530 Pine Street, Rochester, MI 48307 Parcel #15-10-477-029 and Parcel #15-10-477-005
RE:	Request for Removal of Concrete Island and Bollards at Main Street Entrance to Allow Unobstructed Emergency Vehicle Access

BASIS FOR THIS REQUEST

This memorandum is issued pursuant to the authority of the Fire Chief under the City of Rochester Fire Department's fire prevention and life safety responsibilities, and in accordance with NFPA 1 (Fire Code), Michigan Fire Prevention Code, and the International Fire Code (IFC) Section 503 — Fire Apparatus Access Roads. The City of Rochester Fire Department has an obligation to ensure that all commercial properties within the City maintain adequate and unobstructed emergency vehicle access at all times.

SECTION 1 — PROPERTY AND SITE DESCRIPTION

The Rochester River Square development located at 530 Pine Street encompasses Parcel #15-10-477-029 and Parcel #15-10-477-005, comprising portions of Lot 5, Lot 6, and Lot 7 of Sprague's Addition, Part of the SE 1/4 of Section 10, T.3N., R.11E., City of Rochester, Oakland County, Michigan. The property fronts N. Main Street to the south and Pine Street to the north, with access points on both street frontages. The architectural site plan prepared by CBI Design Professionals (Project No. 26011) depicts a parking structure with multiple drive aisles, parking bays, and designated entrance and exit points.

A Certificate of Survey prepared by Jarrett L. Miller, Professional Land Surveyor, License No. 4001052454, dated October 10, 2025 (Job No. 250922-11367), documents the parcel boundaries, dimensions, and site configuration referenced in this memorandum.

SECTION 2 — IDENTIFIED EMERGENCY ACCESS CONCERN

The Rochester Fire Department has reviewed the architectural site plan and conducted a field assessment of the N. Main Street entrance to Rochester River Square. It is the determination of the Fire Chief that the current or proposed configuration of the Main Street entrance — specifically the presence of a concrete island and bollards at the entrance throat — creates an unacceptable impediment to emergency vehicle access and must be modified.

The Rochester Fire Department formally requests the immediate removal of the concrete entrance island and all associated bollards at the N. Main Street entrance to Rochester River Square, 530 Pine Street.

- The following conditions support this determination:**
- **Narrow entrance lane width:** The concrete island and bollard configuration narrows the drivable entrance width at the Main Street access point to a dimension that prevents a standard fire apparatus — including the department's pumper and ladder units — from making an unobstructed, single-motion entry into the property. Per IFC Section 503.2.1, fire apparatus access roads shall have an unobstructed width of not less than 20 feet. The current island configuration reduces the effective entry width below this standard.
 - **Congested traffic conditions during high-demand periods:** N. Main Street is among the highest-traffic corridors in the City of Rochester, particularly during Art & Apples, the Big Bright Light Show, Cruise Nights, and other signature community events that regularly draw thousands of visitors to the downtown corridor. During these periods, emergency vehicles responding via Main Street face significant civilian traffic, reduced sight lines, and constrained maneuvering space. Any reduction in the entrance width at this access point directly compounds the difficulty of achieving timely entry into the property.
 - **Time-critical access:** In the event of a structure fire, cardiac event, or other life-safety emergency within Rochester River Square or the immediate vicinity, every second matters. A concrete island and bollard configuration that requires an apparatus driver to slow, reposition, or make multiple attempts to navigate the entrance adds critical time to the initial response — time that directly affects patient and occupant outcomes. The removal of this obstruction eliminates that delay entirely.
 - **Aerial apparatus access:** In a multi-story or elevated parking structure scenario, aerial apparatus positioning is essential. The ability to enter the property without obstruction and position an aerial device on the Pine Street or Main Street frontage requires an unimpeded approach. Bollards and concrete islands at the primary entrance point restrict this capability.

SECTION 3 — APPLICABLE CODE REQUIREMENTS

IFC Section 503.1	Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 for every facility, building, or portion of a building constructed or moved into or within the jurisdiction.
IFC Section 503.2.1	Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

IFC Section 503.4	Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 through 503.2.6 shall be maintained at all times.
IFC Section 503.5	Required fire apparatus access roads shall be identified by permanent NO PARKING — FIRE LANE signs. The authority having jurisdiction may require the installation of gates, bollards, or other obstructions only where such installations do not compromise emergency access.
NFPA 1 — Chapter 18	Fire department access to buildings and facilities shall be designed to permit the rapid deployment of equipment and personnel. Access roads, gates, and obstructions shall be maintained to permit unimpeded emergency response.

SECTION 4 — REQUEST AND REQUIRED ACTION

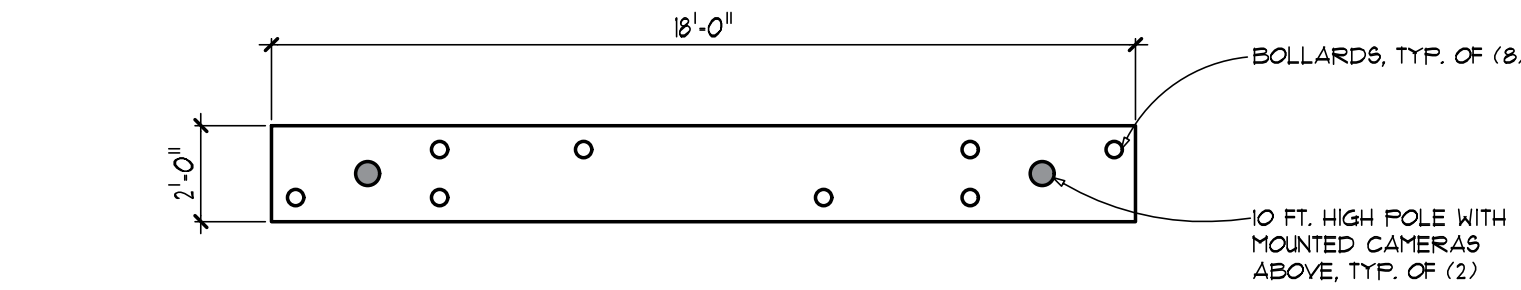
Based on the site plan, field assessment, and the code requirements cited above, the City of Rochester Fire Department formally requests the following corrective action:

REQUIRED ACTION
- Remove the concrete entrance island located at the N. Main Street entrance to Rochester River Square, 530 Pine Street, in its entirety. - Remove all bollards associated with the concrete island configuration at the Main Street entrance throat. - Restore the entrance lane width to a minimum unobstructed width of 20 feet in compliance with IFC Section 503.2.1. - Provide written confirmation of compliance to the Fire Chief upon completion of the removal.

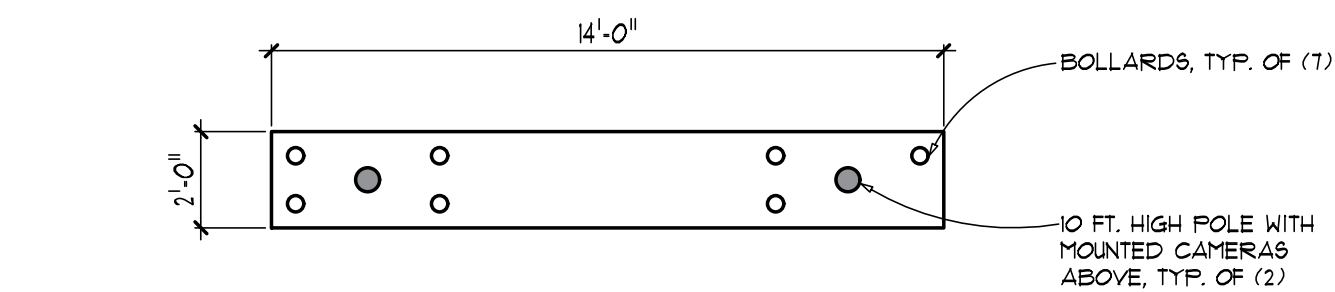
The Rochester Fire Department is available to meet with the property owner, developer, and design team to discuss compliant alternatives that may address site design objectives while maintaining the required emergency access width. We encourage that conversation to occur prior to any further site construction.

_____ Scott Demoff, Fire Chief Rochester Fire Department (248) 651-9611 sdemoff@rochestermi.org	_____ Date
---	---------------

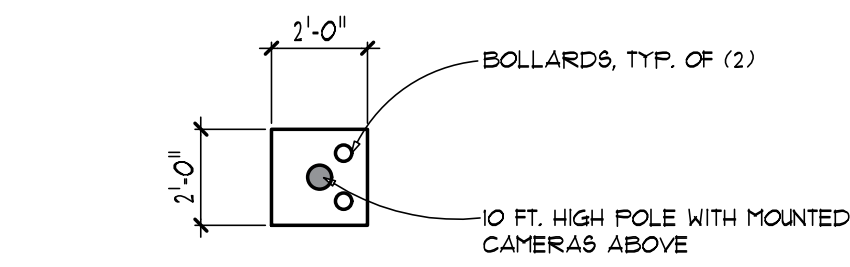
cc: City Manager Nicholas Banda | City Attorney Jeff Kragt | Rochester Planning Commission | City Building Department



1 ISLAND DETAIL
SCALE: 1/4" = 1'-0"



2 ISLAND DETAIL
SCALE: 1/4" = 1'-0"

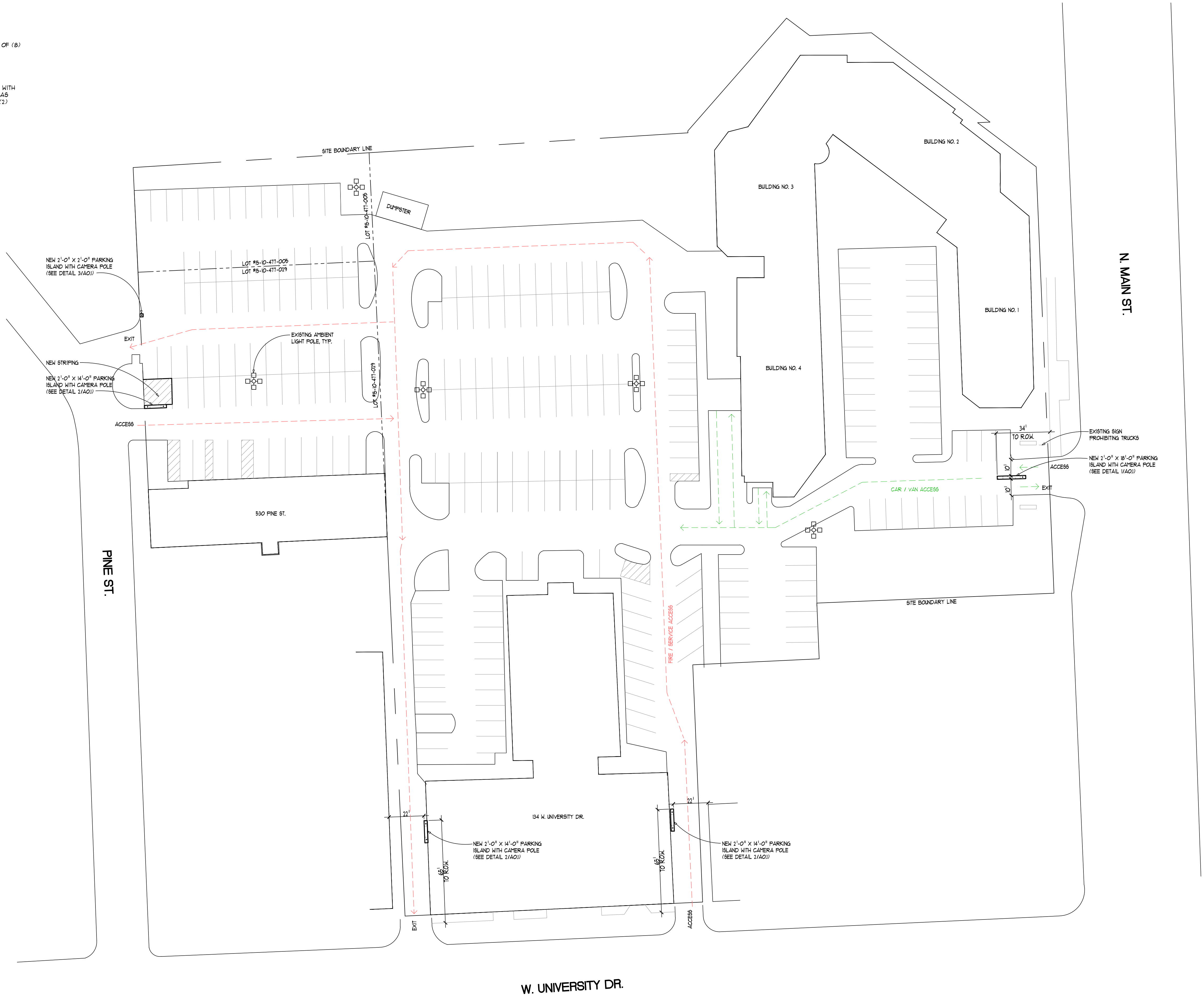


3 ISLAND DETAIL
SCALE: 1/4" = 1'-0"

- NOTES:
- EXISTING SITE INFORMATION DEVELOPED USING OAKLAND PROPERTY GATEWAY AND A SITE PLAN BY EVOLUTION DRAFTING LLC.
 - NOTES FOR NEW CAMERA AND ISLAND INFORMATION BY CBI DESIGN PROFESSIONALS.
 - PLAN PROVIDED FOR SITE PLAN APPROVAL OF PAID PARKING CAMERA SYSTEM INSTALLATION.
 - NO ADDITIONAL LIGHTING TO BE PROVIDED.
 - SIGNAGE PROVIDED BY OTHERS.

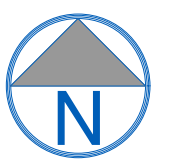
530 PINE ST. BUILDING DATA
SQUARE FOOTAGE: ± 9,000 SF. (4500 SF. PER FLOOR)
NUMBER OF STORIES: 2
USE: OFFICE

PARKING CALCULATIONS
PARCELS #5-10-411-008 AND #5-10-411-029 ONLY
PARKING PROVIDED: 72
PARKING REQUIRED: 9,000 SF. / 300 SF./SPOT = 30 SPOTS

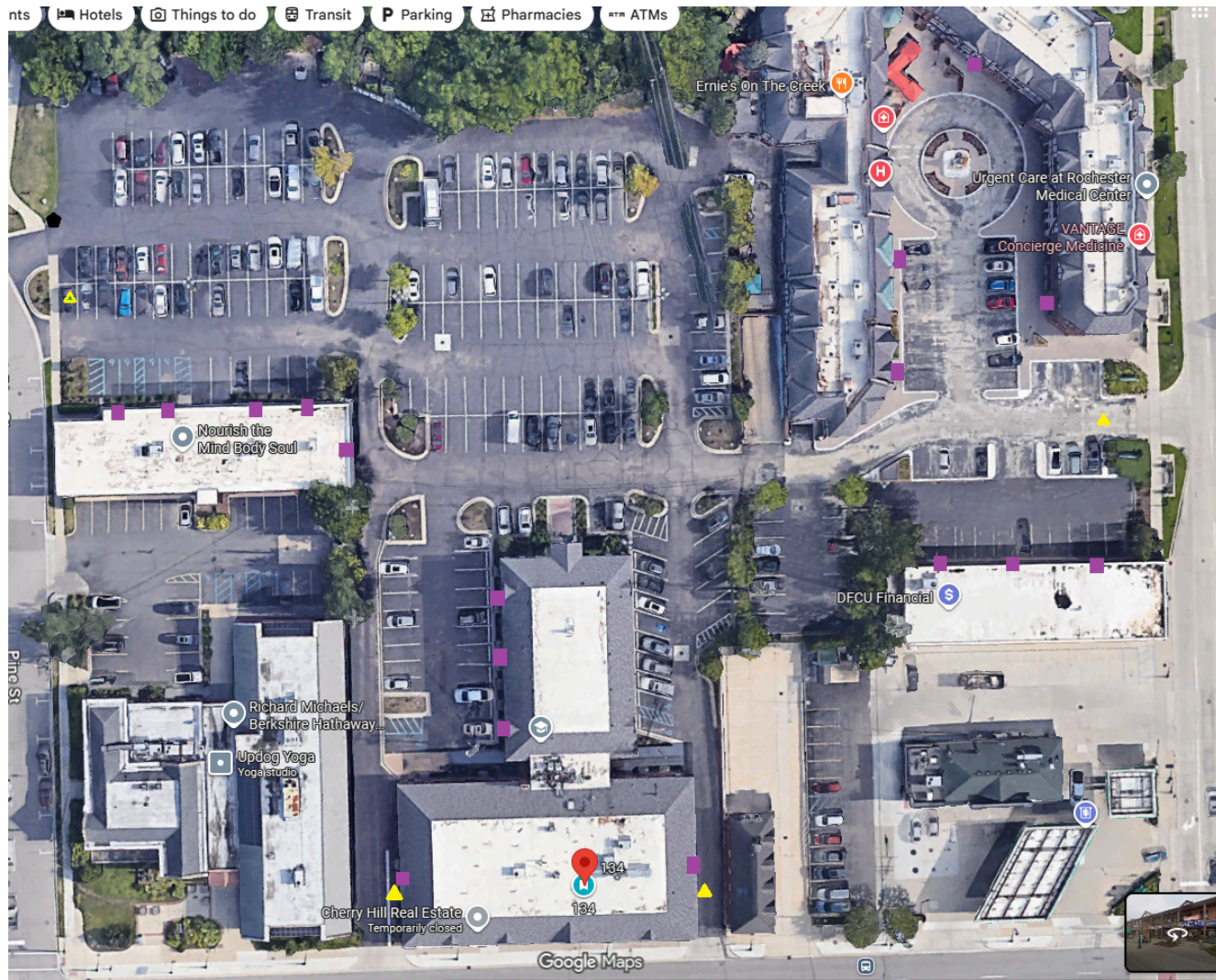


ARCHITECTURAL SITE PLAN

SCALE: 1/32" = 1'-0"



Sign Placement - Parking Lot 134 University Dr.



Signage Plan

-  = Wall Mounted Sign - Directional and Scan to pay
-  = Bollard Mounted sign - Directional sign
-  = Directional Sign on standard 2"x2" Y-Channel post
-  = Rate Sign

Ticket Cover – Just Drive In – Right – Large – 28" X 44"



TC-JDI-R-L-S-28X44

Ticket covers are ONLY available on the store in 24x36 or 28x44 sizes. If you need custom sizes or full box PARCs covers, please email Erin O'Boyle (eoboyle@metropolis.io) with the PARCs dimensions and quantity of both the drive in and drive out specific signs you will need.

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

28" X 44"



Direction

Right

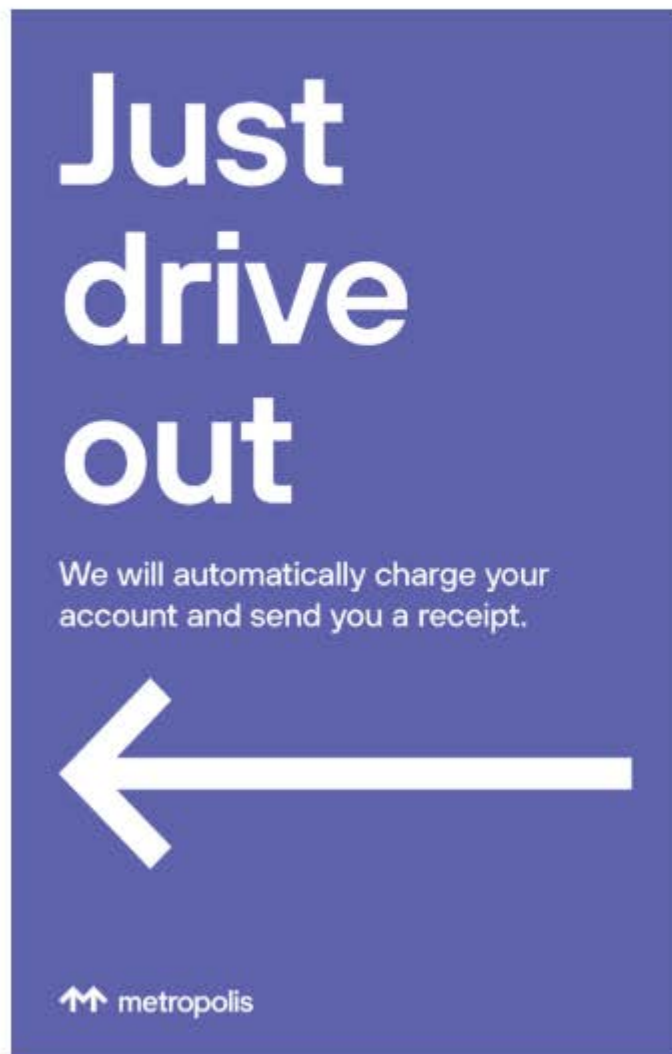


Quantity:

8

57

Ticket Cover – Just Drive Out – Left – Large – 28" X 44"



TC-JDO-L-L-S-28X44

Ticket covers are ONLY available on the store in 24x36 or 28x44 sizes. If you need custom sizes or full box PARCs covers, please email Erin O'Boyle (eoboyle@metropolis.io) with the PARCs dimensions and quantity of both the drive in and drive out specific signs you will need.

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

28" X 44"



Direction

Left



Quantity:

8

58

Pricing – Standard Font 4 Rate Max – Custom Hours

Welcome to
Site Name

Street Address

0000

Hours of operation

Mon – Fri 00:00am–00:00pm

Sat – Sun 00:00am–00:00pm

Rates

Rate 1 \$00.00

Rate 2 \$00.00

Rate 3 \$00.00

Rate 4 \$00.00

+ taxes and fees



Enforced 24/7
Payment required

P-PS-A-IV-24X36

Ordering Instructions: Pricing Sign A has 2 time slots and 4 rate slots – if you need less/more inputs see other sku options.

Product Description: 1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

24" X 36"



Quantity:

1

Customize Product

Enforcement – Terms and Conditions – 18" X 27"

This contract limits our liability, please read it!

You are licensed to park and lock one vehicle in a designated area at your sole risk and at posted rates, during the hours of operation.

Operator does not guard or assume care, custody or control of your vehicle or its contents and is not responsible for fire, theft, damage or loss. You park and lock your own car, therefore we cannot assume responsibility for theft or damage to the car or its contents. Only a license of space is granted and no bailment is created.

You can find our full terms and conditions at www.metropolis.io/terms

E-TC-S-18X27

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

18" X 27" 

Quantity:

4

 Customize Product

Enforcement – Dont Chance It – Medium – 24" X 36"



E-DCI-M-S-24X36

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

24" X 36" 

Quantity:

8

 Customize Product



Brand Moments – LP Reminder – 28" X 44"

0000

First time?

Remember your license plate to sign up and pay.

1	Scan the QR code to get started.	
2	Add your phone number, license plate, and payment method.	
3	Just drive out to pay. That's it.	



Need help?
Call (856) 485-9703

BM-LPR-IQ-28X44

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

28" X 44" 

Quantity:

4

 [Customize Product](#)



Pay by Phone – VISION – Medium – Enforced – 24" X 36"



New to Metropolis?

- | | |
|---|---|
| 1 | Scan the QR above to get started. |
| 2 | Add your phone number, license plate and payment method to sign up. |
| 3 | Just drive out when you're ready and we'll automatically charge your account. |

Already signed up?

Just drive out to pay. Really. We'll automatically charge your account and send you a receipt.



PP-VISION-M-E-IQ-24X36

1/8" Dibond. Made with two sheets of corrosion resistant aluminum permanently bonded to polyethylene core. Fits most display stands and are perfect for long-term outdoor and indoor use. Holes punched center-top and bottom.

Size

24" X 36" 

Quantity:

25

 [Customize Product](#)





Memorandum

TO: City of Rochester Planning Commission Zoning Subcommittee
FROM: Lori Morgan, AICP
SUBJECT: Section 2118 Proposed Amendments- CBD Design Guidelines
DATE: September 1, 2026

The following memo captures proposed amendments to Section 2118: Architectural Guidelines and Standards for Nonresidential and Mixed-Use Buildings and Projects, of the City of Rochester Zoning Ordinance. This draft captures the comments received since the previous draft was sent via email on August 11, 2026.

SECTION 2118 SUGGESTED AMENDMENTS- CENTRAL BUSINESS DISTRICT (CBD) DESIGN GUIDELINES

The requirements of this section are intended to promote architectural and site design treatments that will enhance and maintain the visual appearance and character of development within the City of Rochester. The standards represent the city's desire to create and maintain a strong community image and identity.

The objective of the design standards is to guide the creation of buildings of timeless character that are in harmony with the natural and built environment. This is a function of good architectural principles such as selecting durable materials, composing elevations using good proportions, selecting harmonious colors, and combining all the architectural elements in a balanced composition. The design standards are not intended to promote buildings that appear uniform and similar. Variety and creativity in design are encouraged.

ARCHITECTURAL GUIDELINES FOR THE CENTRAL BUSINESS DISTRICT

- (1) Development in the Central Business District.
 - a. *Applicability.*
 1. *New construction.* All new developments that require site plan review after the effective date of this ordinance amendment shall fully comply with the development standards in this section.
 2. *Existing buildings.*
 - i. Any application that proposes modifications to a structure qualifying as a major façade change as defined by Section 2700 of the Ordinance shall be required to comply with the standards established by the section.
 - ii. Any proposed change to use group as defined by Section 2700 of the Ordinance shall be required to comply with the standards established by the section.



- iii. Any proposed change that requires site plan approval for a structural alteration, based on Section 2700.
- iv. Any expansion or redevelopment of a site less than 25 percent of the existing building area or site need not comply with the development standards. Expansion or redevelopment that exceeds 25 percent of the existing building area or site shall require the site to become more compliant, and shall not result in the site being less compliant, with the development standards in this section.
- b. *Modifications.* The Planning Commission may waive or modify the regulations set forth in this section; provided that, the planning commission finds that the modification will uphold the intent of this Ordinance.
- c. *Façade standards.* All exterior building façades that face a public right-of-way shall be designed to maintain the existing character of the district and to stimulate visual interest through the use of materials and architectural treatments. Architectural features shall be compatible with the established pattern of neighboring buildings.
 - 1. *Building form.*
 - i. Rectangular forms should be dominant and should be vertically oriented consistent with existing development in the district.
 - ii. The front building facade line shall be maintained on upper floors.
 - iii. *Base, middle and cap.* Flat-roofed, two-story buildings, shall incorporate a base, middle, and cap, as is applicable, on all façades facing a street right of way (Figure X).



- a. *Base.* The base shall include an entryway with transparent windows and a horizontal molding or reveal (also known as an intermediate cornice line or beltline) placed between the first and second stories or over the second story. If a one story building is



proposed, the molding or reveal is not required, but the cap would still be.

- b. *Middle*. The middle may include bands or windows that are located between the reveal and the cap area.
- c. *Cap*. The cap includes the area from the ceiling of the top floor to the roof of the building, and shall include a cornice, parapet, and/or roof overhang.

- 2. *Façade variation*. To ensure compatibility with the existing character of the district and to promote visual interest, front facades must include the following:
 - i. Changes in façade materials shall occur at intervals no greater than twenty feet, horizontally. For this purpose, glazing shall be considered a façade material.
 - ii. Variations in the wall plane, created by a change in façade material or otherwise, shall be used to maintain a human scale. Minimum one- to 1½-inch variation in the wall plane shall be used to create interest on the façade surface.
- 3. *Materials and colors*. Exterior building materials and colors contribute significantly to the visual impact of a building on the community. The use of certain materials on facades in the Central Business District is permitted as follows:
 - i. *Primary façade materials*. Primary façade materials, referring to the materials making up the majority of all façades facing the street right of way, shall comprise a minimum of 65 percent of the façade of the base and a minimum of 50 percent of the façade of the middle and cap.
 - ii. *Secondary façade materials*. Secondary façade materials or components shall compose of less than 35 percent of the façade base and less than 50 percent of the façade middle and cap.
 - iii. *Façade material measurement*. The façade material percentage shall be calculated by area of each portion of the building form (i.e. base, middle, and cap). The exterior wall area for each portion shall be calculated and then the percent façade material shall be calculated using the following formula. Percentages shall be rounded to the nearest whole number.

$$\text{Façade Material \% by building portion} = \frac{\text{Area of Material Type (in square feet of exterior wall)}}{\text{Total Exterior Wall Area (in square feet, by building portion)}} \times 100$$

- iv. *All other façade materials*. Materials used for façades not facing a right of way may vary in accordance with Table X.
- v. *Permitted exterior wall materials*.



- a. Primary and secondary façade materials shall use similar scaled elements and materials found in the district such as brick and modular stone.
 - i. The use of treatments that obscure or diminish the natural qualities of masonry surfaces, including the use of paint on brick and stone is prohibited on façades facing the Main Street right-of-way. This may be permitted with Planning Commission approval on façades at the rear of the building or on side façades that extend above the roofline of the neighboring building.
 - 1. Ordinary maintenance and repainting of previously painted surfaces is exempt unless otherwise specified.
- b. Table X below defines permitted façade materials for the Central Business District:
 - i. Non-front facades refer to facades at the rear of the structure or that do not face a street right-of-way, even if visible from the road



Table X. Permitted Façade Materials in the Central Business District

✓ = Allowed		X = Prohibited		N/A = Irrelevant as a result of other processes for allowance.		
Material	Primary		Secondary		Non-Front Façades	
	Permitted	Permitted with Planning Commission Approval	Permitted	Permitted with Planning Commission Approval	Permitted	Permitted with Planning Commission Approval
Brick Masonry	✓	N/A	✓	N/A	✓	N/A
Painted Masonry	X	X	X	X	X	✓
Concrete slab (e.g., poured-in-place, tilt-up construction)	X	✓	X	✓	X	✓
Concrete masonry units (CMU)	-	-	-	-	-	-
Split Face Block	X	✓	X	✓	X	✓
Scored Block	X	✓	X	✓	X	✓
Ground Face-Block and smooth face block	X	✓	X	✓	X	✓
Decorative Tile	X	✓	✓	✓	X	✓
Stone (e.g. limestone, granite)	✓	✓	✓	✓	✓	✓
Wood Materials	-	-	-	-	-	-
Wood (lap, board and	✓	✓	✓	✓	✓	✓



batten, shake)						
Wood siding	X	✓	✓	✓	X	X
Decorative wood molding, trim, and paneling	✓	✓	✓	✓	X	X
Metal panel and siding	X	X	X	✓	X	X
Composite metal panel	X	X	X	X	X	X
Vinyl Siding	X	X	X	X	X	X
EIFS	X	X	✓	X	✓	X
All Other Material	As approved by the Planning Commission.					

- vi. *EIFS*. Exterior insulation finish systems (EIFS), siding, or other synthetic materials may be approved by the Planning Commission for decorative or accent features. Only smooth versions will be permitted. Such materials may be used as facade materials provided they are installed at a height of twelve feet or greater above grade and provided that they constitute not more than 20 percent of the total facade area, excluding window areas.
- 4. *Windows*. Glass to wall percentages should reflect the different uses of the building.
 - i. Facades of first floor commercial uses shall incorporate display windows at a minimum of 40 percent of the front facade area. Non reflective clear glass windows shall be used on the first floor to prevent glare and to increase pedestrian interest. The use of tinted or mirrored glass, or plexi-glass is prohibited.
 - ii. Upper story office and residential facades should have a glass area ranging from 15 percent to 50 percent of the facade area. Windows on upper stories should be vertically oriented.
- 5. *Entrances*. Well-defined entrances shall be encouraged to attract pedestrian interest. Main entrances shall incorporate design features such as canopies, recessed entrances, and architectural details such as moldings, unique door pulls and decorative tile work.



6. *Blank walls.* Blank wall areas on any facade shall not exceed eight feet in vertical direction or twelve feet in horizontal direction.
7. *Roofs.* Flat rooflines with detailed parapets and embellished cornice lines for architectural interest shall be the dominant roof form consistent with the character of the district. Flat roofs shall be required for all new development. Only pitched roofs existing or that have received site plan approval at the time of the adoption of these standards shall be allowed in the Central Business District.
 - i. *Parapets.* Parapets are a permitted and encouraged design element:
 - a. Parapets shall be no less than 12 inches tall measured above the roof.
 - b. Parapets should contribute to visually appealing and varying façades.
 - i. For structures with façades greater than 30 feet in width, a variation in parapet height of at least 12 inches in width shall be provided for every 10 feet of façade width.
 - ii. The parapet height may match the height of a neighboring building on one side, but must vary by a minimum of 12 inches in height on the other side.
 - c. Parapets shall include architectural detailing such as:
 - i. Cornices, coping, or cap elements;
 - ii. Brick corbelling or decorative courses.
 - d. Parapets on side facades should step down toward the rear of the building, with the exception of corner buildings. Exceptions may also be approved to provide appropriate screening of mechanical equipment where visible from the roadway.
8. *Alley facades.* Alley facades should be maintained to provide an attractive face to rear entrances and parking areas. The following design requirements apply to alley facades:
 - i. Mixed-use buildings with residential uses shall have direct access to residential units from the alley facade.
 - ii. All residential access points shall be at the rear of the building.
 - iii. Alley facades shall maintain interest through the use of additive structures such as stairways, decks and outdoor terraces. Outdoor terraces should be encouraged as an amenity for residential units in mixed-use buildings.
 - iv. Buildings should step down to the more narrow scale of the alley.
 - v. Glazing on alley facades shall be adequate to allow sufficient light and ventilation into the building.



9. *Exterior Lighting.* All proposed exterior lighting shall comply with all applicable standards established by this ordinance.
- d. *Architectural accessory components.* To ensure developments contribute to the character, operation, and overall goals of the Central Business District, all developments must include architectural accessory components consistent with the following standards. Elements designed to comply with the façade design standards may be used to comply with these architectural accessory component standards. All architectural accessories must comply the standards of this ordinance unless otherwise specified:
1. *Primary Architectural Accessories.* All proposed designs must include at least three of the following elements:
 - i. Raised parapet with cornice over primary customer entrance, integrated with the building's massing and style.
 - ii. Awnings, canopies, or porticos integrated with the building's massing and style. All awnings shall be attached directly to the building, rather than supported by columns or poles. Awnings must be made of non-fading canvas fabric or similar non-fading material. Metal awnings shall be permitted if they are a permanent building architectural element. Plastic or rigid fiberglass awnings are not permitted. Awnings shall not be made of high gloss, shiny or translucent materials, and shall not be internally illuminated.
 - iii. Ornamental and structural details that are integrated into the building structure such as but not limited to decorative coursework, pilasters or columns, corbeling, reveals or caps.
 - iv. Recessed Entrances. Entrances shall be recessed approximately four feet for adequate space and to create a distinct threshold from the street.
 - v. Additional elements as approved by the Planning Commission.
 - vi. Variations in wall plane greater than 1½ inches, especially at material transitions.
 2. *Secondary Architectural Accessories.* All proposed designs must include at least two of the following elements:
 - i. Artwork, including murals, sculpture, stone or ceramic decorative tiles or similar features and excluding corporate logos or advertising.
 - a. Clarify mural not facing Main St.
 - b. Will require additional approval from the DDA.
 - ii. Decorative landscaping urns or planters. All proposed planters must comply with all applicable standards established by this ordinance.
 - iii. Arches or arched forms.



- iv. Decorative architectural or design features, including but not limited to ornamental door pulls, window boxes, or other elements as approved by the Planning Commission.
 - v. Decorative lighting installations that are appropriate for the character of the area and are approved by the Planning Commission.
 - vi. Additional elements as approved by the Planning Commission.
- e. *Building mass scale and form.* The placement, mass and scale of buildings help to maintain the coherent visual image and character of the downtown. The following requirements are intended to maintain and enhance that established character by providing for compatible new development.
- 1. *Setback.* A maximum front yard setback of zero feet shall be maintained in the Central Business District to maintain the street wall, unless otherwise approved by the Planning Commission.
 - 2. *Corner units.* Corner buildings should exhibit similar two-story facades to those on the principal street, with slightly greater height allowed at the corner as an anchor feature of the block.
 - 3. *Height.* Facade height of new buildings should fall within the established range of the block and respect historic proportions of height to width.
 - i. Buildings must meet a minimum height of 24 feet. The total height may include architectural features.
 - 4. *Outdoor seating.* In the Central Business District, the Planning Commission may approve a portion of the building wall to be set back from the sidewalk to provide for outdoor seating or public space if the front line of the building is maintained through the use of planters, railings, columns or similar features.
 - i. *The setback may not exceed 8 feet in depth.*
 - 5. *Parking.* Off-street parking shall be provided behind the building.

CITY OF ROCHESTER, MICHIGAN
PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE

ADOPTED
DECEMBER 6, 1993

AMENDED
[MONTH DAY,] 2026

**CITY OF ROCHESTER, MICHIGAN
PLANNING COMMISSION**

BYLAWS AND RULES OF PROCEDURE

1. AUTHORITY

These Bylaws and Rules of Procedure are adopted by the City of Rochester Planning Commission (hereinafter called the Planning Commission) pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, the Michigan Zoning Enabling Act, Public Act 110 of 2006, the Freedom of Information Act, Public Act 442 of 1976, and Chapter 2, Article IV, Division 5 the City of Rochester Code of Ordinances.

2. PURPOSE AND OBJECTIVES

- 2.1 The general purpose of the Planning Commission shall be to guide and promote efficient and coordinated development within the City of Rochester in a manner which will best promote the public health, safety, prosperity, and general welfare of its residents.
- 2.2 The powers and duties of the Planning Commission shall be as set forth in the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

3. MEMBERSHIP

- 3.1 The Planning Commission shall consist of nine (9) members. Seven (7) members shall be appointed by the Mayor subject to approval of the City Council. The eighth and ninth members shall be the Mayor and a member of City Council appointed by the City Council as ex officio members.
- 3.2 Each member shall be appointed and serve for a term of three (3) years, except that the term of an ex officio member appointed by the City Council shall expire if the member is no longer a member of the City Council and otherwise shall be for the length of time stated in the resolution of appointment. In case of a vacancy, the Mayor, with approval of the City Council, shall appoint a non-ex officio member to serve the remainder of the unexpired term. Members who want to remain on the Planning Commission at the expiration of their term shall reapply for appointment by the Mayor.
- 3.3 Members shall serve on special committees as appointed by the Chairperson.

4. OFFICERS

4.1 Selection of the Officers

- a) The officers of the Planning Commission shall consist of Chairperson, Vice Chairperson, and Secretary selected by the general membership of the Planning Commission.
- b) The election of all officers shall occur at the Planning Commission's first regular meeting in July each year.
- c) Any member nominated for an office on the Planning Commission shall have served on the Planning Commission for at least one (1) year.
- d) Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held.
- e) All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination, and nominees must accept or decline the nomination before a vote is taken.
- f) All elections shall be conducted by a roll call vote, with each nominee receiving a roll call vote in the order the nominations were received. If there is only one (1) nominee for an office, that nominee shall be assumed to be unanimously elected.
- g) To be elected to an office, a nominee must receive a minimum of five (5) votes, and no further votes shall be taken once a nominee receives the minimum votes.
- h) The Planning Commission officers shall take office immediately following their election.
- i) Officers shall hold their office for a term of one (1) year, or until their successors are elected and assume office.
- j) In the event an office becomes vacant due to death, resignation or otherwise, the Planning Commission shall elect an officer to serve the remainder of the term.
- k) The City Manager, other administrative appointee, or ex officio members shall not serve as officers of the Planning Commission.

4.2 Resignation of Officers

- a) An officer may resign his or her office by submitting a letter to the Planning Commission addressed to the Chairperson or Vice Chairperson, as appropriate.
- b) The resignation from office will not become effective until acted upon and accepted by the Planning Commission at its next regularly scheduled meeting.

4.3 Duties of the Officers

- a) The Chairperson shall:
 - 1) preside at all meetings and shall conduct all meetings in accordance with these bylaws and rules, in accordance with the usual duties conferred by parliamentary procedure on the position of Chairperson of an assembly, and in accordance with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.
 - 2) clearly state the agenda items before the Planning Commission.
 - 3) have voting privileges and participate in debate , reserving his or her opinions on an issue until the other members of the Planning Commission who so wish have spoken on the issue.
 - 4) appoint special committees as shall from time to time be deemed necessary
 - 5) as appropriate, act as a liaison between the Planning Commission and the planning staff, consultants, and all other pertinent agencies or agents of the City of Rochester and, in so doing shall utilize proper administrative channels of authority.
 - 6) attend all City Council meetings which include a planning issue or send another member of the Planning Commission as his or her representative. The councilperson appointed to the Planning Commission shall normally serve in this capacity, on behalf of the Chairperson.

- b) The Vice Chairperson shall:
 - 1) act in the capacity of Chairperson when the elected Chairperson is absent or otherwise unavailable, and at such times shall have all the powers and be subject to all the duties of the Chairperson.
 - 2) assist the Chairperson in recognizing members who may wish to speak.
- c) The Secretary shall:
 - 1) act for the Chairperson when the Chairperson and Vice Chairperson are absent or otherwise unavailable, and at such times shall have all the powers and be subject to all the duties of the Chairperson.
 - 2) direct the Planning Commission's recording secretary to record the minutes of all meetings.

5. **MEETINGS**

5.1 Meeting Notices

- a) All meetings of the Planning Commission shall be posted at City Hall by City Administration according to the Michigan Open Meetings Act, as amended.
- b) The notice shall include the date, time and place of the meeting.
- c) Notice of any change in the date or time of a meeting shall be posted in the manner required by the Michigan Open Meetings Act at least 18 hours in advance.

5.2 Regular Meetings

- a) Regular meetings of the Planning Commission shall be held monthly on the first Monday of the month and shall begin promptly at 7:00 p.m.
- b) When a regular meeting date falls on or near a legal holiday, the Planning Commission shall select a suitable alternate meeting date in the same month in accordance with the Michigan Open Meetings Act, as amended.

5.3 Special Meetings

- a) Special meetings of the Planning Commission shall be held at the call of the Chairperson or upon written request by at least three (3) Planning Commission members.
- b) The Planning Commission may hold special meetings for training, planning purposes, or other purposes specified in the Michigan Planning Enabling Act, as amended.
- c) Special meetings may be on a date which is not a regular meeting date.
- d) Notification of such special meetings shall be in accordance with the Michigan Open Meetings Act, as amended.
- e) Special meetings may be conducted with another agency of the City or a neighboring community.
- f) The costs of a special meeting held to review a particular application, such as consultant fees, recording secretary fees and Planning Commissioners' per diem fees, shall be born by the petitioner who requested the special meeting.

5.4 Quorum

- a) The presence of five (5) members of the Planning Commission shall constitute a quorum of the Planning Commission.
- b) If a quorum is not present, the members of the Planning Commission may discuss matters of interest but can take no action until the next regular or special meeting.
- c) All public hearings without a quorum shall be continued to and scheduled for the next regular or special meeting.

5.5 Public Hearings

- a) Public hearings shall be scheduled and due notice given in accordance with the provisions of Section 1 of these Bylaws and Rules of Procedure and the City of Rochester Zoning Ordinance. Once a Public Hearing has been scheduled, noticed and published on an Agenda, the Public Hearing shall be heard at the designated Planning Commission meeting. However, the Planning Commission may, in its discretion, continue the Public Hearing to a specific date.
- b) The order of presentation and discussion shall be as follows:
 - o Planning Commission Consultants and Staff
 - o Planning Commission Questions for Consultants and Staff
 - o Petitioner
 - o Planning Commission Questions for Petitioner
 - o Public Comments and Correspondence
 - o Planning Commission Discussion and Decision

- c) The petitioner shall limit remarks to ten (10) minutes, unless extended at the discretion of the chairperson.
 - 1) The Chairperson shall instruct the petitioner to sum up remarks when the Chairperson or Planning Commission members feel that the petitioner has strayed from the pertinent facts, has become repetitive or is being disrespectful to the Planning Commission.
 - 2) If the petitioner has a spokesperson, that spokesperson may make the presentation and the petitioner may also speak, but both speakers shall not exceed the time limit without permission of the Chairperson.
- d) Any member of the public wishing to address the Planning Commission during a public hearing shall give their name, address, and position on the issue under discussion.
 - 1) The general public shall limit remarks to three (3) minutes each.
 - 2) All speakers shall address their remarks to the Chairperson only.
 - 3) No person shall be permitted to speak twice on the same issue until everyone wishing to be heard has had a chance to speak. Persons will only be recognized a second time if they have something new to add that has not already been brought to the Planning Commission's attention.
 - 4) No person, other than a Planning Commission member, city consultant or city staff, shall be allowed to address an issue for public hearing following the closing of that public hearing unless recognized by the Chairperson.

5.6 Matters for Consideration

- a) The order of presentation and discussion shall be as follows:
 - o Planning Commission Consultants and Staff
 - o Planning Commission Questions for Consultants and Staff
 - o Petitioner
 - o Planning Commission Questions for Petitioner
 - o Correspondence
 - o Planning Commission Discussion and Decision
- b) Procedures detailed in Section 5.5(c) are applicable.
- c) All speakers shall address their remarks to the Chairperson only.

5.7 Public Comment on Items Not Scheduled for Public Hearing

- a) During this portion of the agenda, a member of the audience may address the Planning Commission on any issue which is not scheduled for a public hearing on that agenda.
- b) A member of the audience speaking during this portion of the agenda shall limit remarks to three (3) minutes.

5.8 Order of Business

- a) A written agenda for all meetings shall be prepared and followed, and the general order of business shall be the following:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Approval of Minutes
 - 5. Public Comment
 - 6. Public Hearings
 - 7. Matters for Consideration
 - 8. Miscellaneous
 - 9. Public Comment
 - 10. Adjournment
- b) No additions to the agenda shall be accepted after the agenda packets have been delivered unless the Planning Commission, by separate action, accepts the matter for discussion or action.
- c) A written agenda for special meetings shall be prepared and followed; however, the form as enumerated in 5.8(a) shall not be necessary.

5.9 Rules of Order

- a) All meetings of the Planning Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Order".
- b) Motions
 - 1) All motions shall be restated by the Chairperson, who shall also restate the question after discussion and debate before a vote is taken.
 - 2) The names of the maker and seconder of each motion shall be recorded.
- c) Voting
 - 1) An affirmative vote of five (5) Planning Commission members shall be required for the approval of any requested action or motion placed before the Planning Commission (except Master Plan decisions and going to a closed session, which require six (6) affirmative votes).
 - 2) Voting shall be by roll call, which shall be recorded.
 - 3) Any member of the Planning Commission shall be recused, by majority vote of the remaining commissioners present, from discussing or voting on any issue in which that member, or the member's immediate family, has a financial interest other than the common public interest or some other stated conflict of interest for which the member clearly cannot render an impartial decision.
 - 4) On all other issues, each member who is present is required to vote unless excused by the unanimous consent of the remaining members present.

6. **MINUTES**

- 6.1 The Planning Commission minutes shall be prepared by the recording secretary.
- 6.2 The minutes shall contain, among other things, the following:
 - a) A record of attendance.
 - b) A synopsis of the discussion.
 - c) A complete restatement of all motions and resolutions, and a record of all transactions, findings, and determinations.
 - d) A record of the outcome of Planning Commission roll call votes.
 - e) A summary of the conditions or recommendations made on any action.

7. **OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- 7.1 All meetings of the Planning Commission shall be open to the public and held in a place available to the general public, except for closed sessions as permitted in the Michigan Open Meetings Act, as amended.
- 7.2 All deliberations and decisions of the Planning Commission shall be made at a meeting open to the public, except discussions made at a closed session.
- 7.3 A person shall be permitted to address a hearing of the Planning Commission under the rules established in subsection 5.5 and to address the Planning Commission concerning non-hearing matters under the rules established in subsection 5.7 and 5.8 to the extent that they are applicable.
- 7.4 A person shall not be excluded from a meeting of the Planning Commission except for breach of the peace committed at the meeting or a closed session.
- 7.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions.

8. **PLANNING COMMISSIONER TRAINING**

- 8.1 New Planning Commissioners should receive orientation material and training by City administration prior to their first meeting, but in no case later than one (1) month after the member's appointment.
- 8.2 The Planning Commission should schedule at least one (1) annual group training session. Training topics shall be determined by the Planning Commission.

9. **AMENDMENTS**

These By-Laws and Rules of Procedure may be amended by the Planning Commission by a concurring vote pursuant to subsection 5.9(c) during any regular meeting, provided that all members have received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

THESE BY-LAWS AND RULES OF PROCEDURE ARE ADOPTED ON THIS _____
DAY OF _____, 2026.

CITY OF ROCHESTER PLANNING COMMISSION

Chairperson

Vice Chairperson

Secretary

AMENDMENTS:

City of Rochester Planning Commission: Special Committee to Recommend Bylaws Amendments

Final Report

This summary highlights the substantive changes between the current Planning Commission bylaws (originally adopted in 1993) and the special committee's recommended amendments. The amendments generally modernize the bylaws, align references with current Michigan statutes, clarify procedures, and establish additional governance and training expectations.

Committee Members

Debbie Jones, Mayor, Council Member, and Planning Commissioner

Christian Hauser, Council Member and Planning Commissioner

Rich Kendziuk, Planning Commissioner and Chair, *ex officio* committee member

Dan Bachmann, Planning Commissioner and Special Committee Chair

Process & Procedure

1. Genesis & Preparation

- The Planning Commission established a special committee to recommend bylaws amendments and an education program at the March 2, 2026 regular meeting
- Committee members conducted due diligence by reviewing Planning Commission bylaws from neighboring communities: Rochester Hills; Troy; Lake Orion; Novi; Royal Oak; and, Bloomfield Hills
- Committee members compared the referenced bylaws to the current City of Rochester Planning Commission bylaws, through traditional methods and through a comparison produced by artificial intelligence
- Committee members reviewed proposed draft amendments provided by two committee members which were used as a basis to efficiently amend the existing bylaws, paragraph by paragraph, and create a recommended amendments text

2. Meetings

- Four meetings were held: April 15; May 11; May 27; and, July 16
- Across the four meetings, the committee met for a cumulative duration of 5 hours 53 minutes, producing 100 motions to generate the final recommended amendments text
- The body of work produced by the committee was memorialized across 127 pages of consolidated meeting minutes, including addendums and appendices

Process & Procedure (continued)

3. Review & Recommendation

- At the City Manager's direction, the City Attorney reviewed the amendments draft produced at the May 27 committee meeting and provided feedback, based on which a revised amendments draft was finalized at the July 16 meeting, which the City Attorney attended
- The committee recommends the Planning Commission adopt the committee's proposed bylaws amendment text through a full text substitution of the existing bylaws and rules of procedure – the text of the main motion will be eligible for further amendments through subsidiary motions to amend, if so desired by Planning Commissioners

Summary of Proposed Planning Commission Bylaws Amendments

1. Overall Modernization and Legal Updates

- The draft amendments text updates legal authority references from the repealed Municipal Planning Act 285 of 1931 to current state statutes, including the Michigan Planning Enabling Act, Zoning Enabling Act, Open Meetings Act, and Freedom of Information Act
- The recommended text adds a formal purpose and objectives section describing the Planning Commission's role and duties

2. Membership Provisions

- The recommended amendments text adds a dedicated membership section that clearly defines the composition of the Planning Commission
- The recommended text documents appointment procedures, ex officio membership of the Mayor and City Council representative, term lengths, vacancy procedures, reappointment expectations, and service on special committees
- These provisions largely reflect existing practice but are now consolidated and more clearly stated

3. Officer Selection and Duties

- The recommended amendments text clarifies and clearly states the customary nomination and voting procedures
- The committee removed the former limitation that a member could not hold the same office for more than three consecutive terms
- The recommended text provides more detailed vacancy procedures and prohibits ex officio members, the City Manager, or other administrative appointees from serving as officers
- The recommended text also clarifies officer responsibilities and succession

4. Meeting Procedures

- The recommended amendments text offers material changes to meeting procedures, to align with current practices with respect to start time, order of business, and order of presentation
- The recommended text adds detailed provisions for special meetings and removes several administrative provisions regarding site plan scheduling, agenda omissions, and meeting end times

5. Public Hearings and Public Participation

- The recommended amendments text creates a more structured format and order of presentation for both public hearings and matters for consideration that align with current practices
- The recommended text retains public speaking limits but clarifies that a petitioner's time may be extended at the chairperson's discretion
- The recommended text also creates a clearer framework for public comments on items not scheduled for public hearing

6. Agenda, Voting, and Decision-Making

- The recommended amendments text updates the standard order of business to align with current practices and clarifies that agenda additions after packet distribution require separate Planning Commission action
- The recommended text highlights key elements of Robert's Rules of Order and clarifies other elements, such as explicitly requiring roll call voting on all actions
- The recommended text clarifies that Master Plan actions and closed session motions require six affirmative votes
- The recommended text also strengthens conflict-of-interest provisions by allowing recusal through majority vote when a member cannot render an impartial decision

7. Open Meetings Act

- The recommended amendments text replaces litigation-specific language with broader language permitting closed sessions as authorized under applicable law

8. New Planning Commissioner Training Requirements

- The recommended amendments text adds a new section recommending the City Administration provide orientation and training for newly appointed Planning Commissioners no later than one month after appointment
- The recommended text also encourages at least one annual group training session, with topics determined by the Planning Commission

Key Takeaways

- The recommended amendments text does not fundamentally change the Planning Commission's role or authority but substantially reorganizes and modernizes the bylaws
- The recommended text incorporates current state-law references, improves procedural clarity, formalizes membership and training provisions, and establishes more detailed guidance for meetings, elections, voting, public participation, and conflicts of interest
- Overall, the proposed amendments provide a more comprehensive and current governance document while preserving the Planning Commission's core operating practices

CITY OF ROCHESTER, MICHIGAN
PLANNING COMMISSION

~~BY-LAWS~~BYLAWS AND RULES OF PROCEDURE

ADOPTED

DECEMBER 6, 1993

AMENDED
[MONTH DAY,] 2026

CITY OF ROCHESTER, MICHIGAN PLANNING COMMISSION

~~BY-LAWS~~BYLAWS AND RULES OF PROCEDURE

1. AUTHORITY

These ~~by-laws~~Bylaws and ~~rules~~Rules of ~~procedure~~Procedure are adopted by the City of Rochester Planning Commission (hereinafter called the Planning Commission) pursuant to the Michigan Planning Enabling Act, Public Act 28533 of 19312008, as amended, the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, the Michigan Zoning Enabling Act, Public Act 110 of 2006, the Freedom of Information Act, Public Act 442 of 1976, and Chapter 2, Article IV, Division 5 the City of Rochester Code of Ordinances.

2. PURPOSE AND OBJECTIVES

2.1 The general purpose of the Planning Commission shall be to guide and promote efficient and coordinated development within the City of Rochester in a manner which will best promote the public health, safety, prosperity, and general welfare of its residents.

2.2 The powers and duties of the Planning Commission shall be as set forth in the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended.

3. MEMBERSHIP

3.1 The Planning Commission shall consist of nine (9) members. Seven (7) members shall be appointed by the Mayor subject to approval of the City Council. The eighth and ninth members shall be the Mayor and a member of City Council appointed by the City Council as ex officio members.

3.2 Each member shall be appointed and serve for a term of three (3) years, except that the term of an ex officio member appointed by the City Council shall expire if the member is no longer a member of the City Council and otherwise shall be for the length of time stated in the resolution of appointment. In case of a vacancy, the Mayor, with approval of the City Council, shall appoint a non-ex officio member to serve the remainder of the unexpired term. Members who want to remain on the Planning Commission at the expiration of their term shall reapply for appointment by the Mayor.

3.3 Members shall serve on special committees as appointed by the Chairperson.

2.4. OFFICERS

2.14.1 Selection of the Officers

- a) The officers of the Planning Commission shall consist of Chairperson, Vice- Chairperson, and Secretary selected ~~from~~by the general membership of the Planning Commission.
- b) The election of all officers shall occur at the Planning Commission's first regular meeting in July each year.
- c) Any member nominated for an office on the Planning Commission shall have served on the Planning Commission for at least one (1) year.
- d) Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held.
- e) All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination, and nominees must accept or decline the nomination before a vote is taken.
- f) All elections shall be conducted by a roll call vote~~;~~, with each nominee receiving a roll call vote in the order the nominations were received . If there is only one (1) nominee for an office, that nominee shall be assumed to be unanimously elected.
- g) To be elected to an office, a nominee must receive a ~~majority of the votes of the full Planning Commission~~minimum of five (5) votes, and no further votes shall be taken once a nominee receives the minimum votes.
- ~~h) — All terms of office shall be for one year.~~
- ~~h) A member of the~~ The Planning Commission ~~may serve in same~~officers shall take office immediately following their election.
- ~~i) Officers shall hold their office of the~~ for a term of one (1) year, or until their successors are elected and assume office.
- ~~i) j)~~ In the event an office becomes vacant due to death, resignation or otherwise, the Planning Commission for any number of terms, but not more than three consecutive terms shall elect an officer to serve the remainder of the term.

j+k) The ~~city manager or~~ City Manager, other administrative appointee,
or ex officio members shall not serve as ~~the~~
~~chairperson~~ officers of the Planning Commission.

2.24.2 Resignation of Officers

- a) An officer may resign his ~~/ or~~ her office by submitting a letter to the Planning Commission addressed to the Chairperson or Vice Chairperson, as appropriate.
- b) The resignation from office will not become effective until acted upon and accepted by the Planning Commission at its next regularly scheduled meeting.

2.34.3 Duties of the Officers

- a) The Chairperson shall:
 - 1) preside at all meetings and shall conduct all meetings in accordance with these bylaws and rules, in accordance with the usual duties conferred by parliamentary procedure on the position of Chairperson of an assembly, and in accordance with the Michigan Open Meetings Act, (Public Act 267 of 1976, as amended), and the rules provided herein.
 - 2) clearly ~~_____~~ state ~~the _____ issues _____ before _____ the~~ the agenda items before the Planning Commission.
 - 3) have voting privileges and participate in debate , reserving his or her opinions on an issue until the other members of the Planning Commission who so wish have spoken on the issue.
 - 4) appoint special committees as shall from time to time be deemed necessary
 - 3-5) as appropriate, act as a liaison between the Planning Commission and the planning staff, consultants, and all other pertinent agencies or agents of the City of Rochester and, in so doing shall utilize proper administrative ~~/management~~ channels of authority.
 - 4-6) attend all ~~city~~ City Council meetings which include a planning issue or send another member of the Planning Commission as his or her representative. The councilperson appointed to the Planning Commission shall normally serve in this capacity, on behalf of the Chairperson.

b) The Vice Chairperson shall:

- 1) act ~~for~~in the capacity of Chairperson when ~~needed~~the elected Chairperson is absent or otherwise unavailable, and at Commission, City Council, or other meetings such times shall have all the powers and be subject to all the duties of the Chairperson.
- 2) assist the Chairperson in recognizing members who may wish to speak.
- ~~3) — shall succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of Vice Chairperson at the earliest practical time.~~

- c) The ~~secretary~~Secretary shall:
- 1) act for the Chairperson ~~in the absence of~~when the Chairperson and Vice Chairperson ~~at Commission, City Council~~are absent or otherwise unavailable, and other meetingsat such times shall have all the powers and be subject to all the duties of the Chairperson.
 - 2) direct the Planning Commission's recording secretary to ~~summarize pertinent correspondence received by the Commission which deals with an issue before the Commission~~record the minutes of all meetings.

~~2.4 The General Membership shall:~~

- ~~a) Not speak until recognized by the Chairperson.~~
- ~~b) Serve on special committees as appointed by the Chairperson.~~

3.5. MEETINGS

3.15.1 Meeting Notices:

- a) All meetings of the Planning Commission shall be posted at ~~the~~ City Hall by City Administration according to the Michigan Open Meetings Act, as amended.
- b) The notice shall include the date, time and place of the meeting.
- c) Notice of any change in the date or time of a meeting shall be posted in the manner required by the Michigan Open Meetings Act at least 18 hours in advance.

3.25.2 Regular Meetings ~~Special Meetings~~

- a) Regular meetings of the Planning Commission shall be held monthly on the first Monday of the month and shall begin promptly at 7:00 p.m.
- ~~b) Special meetings of the Commission shall be held at the call of the Chairperson or upon written request by at least 3 commission members.~~
- ~~e)~~ b) When a regular meeting date ~~or a special meeting date~~ falls on or near a legal holiday, the Planning Commission shall select a suitable alternate meeting date in the same month in accordance with the Michigan Open Meetings Act, as amended.

5.3 Special Meetings

- ~~a) Special meetings of the Planning Commission shall be held at the call of the Chairperson or upon written request by at least three (3) Planning Commission members.~~
- ~~b) The Planning Commission may hold special meetings for training, planning purposes, or other purposes specified in the Michigan Planning Enabling Act, as amended.~~
- ~~d)~~ e)c) Special meetings may be on a date which is not a regular meeting date.
- ~~d) Notification of such special meetings shall be in accordance with the Michigan Open Meetings Act, as amended.~~
- ~~f)~~ e) Special meetings may be conducted with another agency of the City or a neighboring community.
- ~~f) The costs of a special meeting held to review a particular application, such as consultant fees, recording secretary fees and Planning Commissioners' per diem fees, shall be born by the petitioner who requested the special meeting.~~

~~3.3~~5.4 Quorum

- a) The presence of five (5) members of the Planning Commission shall constitute a quorum of the Planning Commission.

- b) If a quorum is not present, the members of the Planning Commission may discuss matters of interest, but can take no action until the next regular or special meeting.
- c) All public hearings without a quorum shall be continued to and scheduled for the next regular or special meeting, ~~notice of which shall be posted at least 18 hours in advance in the manner required by the Open Meetings Act. [MCL 15.265; MSA 4.1800 (15)].~~

~~3.4~~ — PUBLIC HEARINGS

5.5 Public Hearings

- a) Public hearings shall be scheduled and due notice given in accordance with the provisions of Section 1 of these Bylaws and Rules of Procedure and the City of Rochester Zoning Ordinance. Once a Public Hearing has been scheduled, noticed and published on an Agenda, the Public Hearing shall be heard at the designated Planning Commission meeting. However, the Planning Commission may, in its discretion, continue the Public Hearing to a specific date.
~~1 of these By-Laws and Rules of Procedure and the City Zoning Ordinance.~~
- b) The order of presentation and discussion shall be as follows:
 - o Planning Commission Consultants and Staff
 - o Planning Commission Questions for Consultants and Staff
 - o Petitioner
 - o Planning Commission Consultants/Planning Staff Questions for Petitioner
 - o Public Comments and Correspondence
 - ~~Public Testimony~~
 - o Planning Commission Discussion/ and Decision

- c) The petitioner shall limit ~~his/her~~ remarks ~~or presentation~~ to ten (10) minutes, unless extended at the discretion of the chairperson.
- 1) The Chairperson shall instruct the petitioner to sum up ~~his/her~~ remarks when the Chairperson or Planning Commission members feel that ~~he/she~~ the petitioner has strayed from the pertinent facts, has become repetitive or is being disrespectful to the Planning Commission.
 - 2) If the petitioner has a spokesperson, that spokesperson may make the ~~main~~ presentation and the petitioner may also speak, but both speakers shall not exceed the time limit ~~of this rule~~ without permission of the Chairperson.
- d) Any member of the public wishing to address the Planning Commission during a public hearing shall give their name, address, and position on the issue under discussion.
- 1) The general public shall limit ~~their~~ remarks to three (3) minutes each.

2→

2) All speakers shall address their remarks to the Chairperson only.

3) No person shall be permitted to speak twice on the same issue until everyone wishing to be heard has had a chance to speak. Persons will only be recognized a second time if they have something new to add that has not already been brought to the Planning Commission's attention.

3)

4) No person, other than a Planning Commission member, city consultant or city staff, shall be allowed to address an issue for public hearing following the closing of that public hearing unless recognized by the Chairperson.

5.6 Matters for Consideration

- a) The order of presentation and discussion shall be as follows:
 - o Planning Commission Consultants and Staff
 - o Planning Commission Questions for Consultants and Staff
 - o Petitioner
 - o Planning Commission Questions for Petitioner
 - o Correspondence
 - o Planning Commission Discussion and Decision
- b) Procedures detailed in Section 5.5(c) are applicable.
- c) All speakers shall address their remarks to the Chairperson only.

e)-

5.7 Public Comment on Items Not Scheduled for Public Hearing

3.5

- a) During this portion of the agenda, a member of the audience may address the Planning Commission on any issue which is not scheduled for a public hearing on that agenda.
- b) A member of the audience speaking during this portion of the agenda shall limit remarks to three (3) minutes.

3.65.8 Order of Business

- a) A written agenda for all meetings shall be prepared and followed, and the general order of business shall be the following:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Approval of Minutes
 - 5. Public Comment
 - 6. Public Hearings
 - 7. Matters for Consideration
 - 8. Miscellaneous
 - 9. Public Comment
 - 10. Adjournment
- b) No additions to the agenda shall be accepted after the agenda packets have been delivered unless the Planning Commission, by separate action, accepts the matter for discussion or action.
- c) A written agenda for special meetings shall be prepared and followed;

however, the form as enumerated in 5.8(a) shall not be necessary.

5.9 Rules of Order

- a) All meetings of the Planning Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Order".

3-8b) Motions

- a) 1) All motions shall be restated ~~or summarized~~ by the Chairperson, who shall also restate the question after discussion and debate before a vote is taken.
- b) 2) The ~~name~~names of the maker and ~~supporters~~seconder of the ~~motion~~each motion shall be recorded.

3-9c) Voting

- a) 1) An affirmative vote of five (5) Planning Commission members shall be required for the approval of any requested action or motion placed before the Planning Commission (except Master Plan decisions and going to a closed session, which require six (6) affirmative votes).
- b) ~~Adoption of amendments to the Master Plan of the City of Rochester require the affirmative vote of 6 members of the Commission.~~
- e) ~~Voting shall ordinarily be by a roll call vote.~~
- d) 2) Roll call votes, which shall be recorded.
- e) ~~Any member of the Planning Commission shall be ~~excused~~recused, by majority vote of the remaining commissioners present, from discussing or voting on any issue in which that member, or the member's immediate family, has a financial interest other than the common public interest, or some other stated conflict of interest.~~
- f) 3) Any ~~for which the~~ member of the Commission shall be excused from voting on any issue concerning that member's ~~conduct~~clearly cannot render an impartial decision.

~~on~~
~~4)~~ On all other issues, each member who is present is required to vote unless excused by the unanimous consent of the remaining members present.

~~3.105.10~~ Order of Business

~~a) A written agenda for all meetings shall be prepared and followed: The general order of business shall be the following:~~

~~2. CALL TO ORDER~~

~~3. ROLL CALL~~

APPROVAL OF

4.6. MINUTES

~~5. PUBLIC HEARINGS~~

~~6. MATTERS FOR CONSIDERATION (ACTION ITEMS), SUCH AS, NEW BUSINESS, OLD BUSINESS, AND THE LIKE,~~

~~7. MATTERS FOR DISCUSSION BY COMMISSIONERS~~

~~8. MISCELLANEOUS~~

ADJOURNMENT

~~9. The~~

~~b) A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.~~

~~3.11 Public Comment on Items Not Scheduled For Public Hearing~~

~~a) During this portion of the agenda, a member of the audience may address the Commission on any issue which is not scheduled for a public hearing on that agenda.~~

~~b) A member of the audience speaking during this portion of the agenda shall limit his/her remarks to 3 minutes.~~

~~3.12 Additions to the Agenda~~

~~a) No matters for consideration shall be accepted after the agenda packets have been delivered unless the Commission, by separate action, accepts the matter for discussion/action.~~

~~3.13 Rules of Order~~

~~All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Order".~~

~~3.14 Beginning and Ending Times~~

- ~~a) All Commission meetings shall begin promptly at 7:30 p.m.~~
- ~~b) Every effort should be made to conclude Commission meetings by 11:00 p.m. unless:~~
 - ~~1) there are applicants remaining on the agenda, or~~
 - ~~2) planning staff needs direction on a matter that cannot wait until the next meeting~~

~~3.15 Site Plans~~

- ~~a) No site plan shall be considered by the Commission unless the following conditions have been met by the Monday preceding the meeting during which the site plan would normally be considered:~~
 - ~~1) The site plan includes all of the information required by the City of Rochester Zoning Ordinance, as determined by the City Manager or his designated agent.~~
 - ~~2) All site plan application data shall be submitted in accordance with the procedures outlined in the Site Plan Review and Approval Standards at least four weeks before the Planning Commission meeting at which the applicant wishes to be heard.~~
- ~~b) The Commission reserves the right to allow the City administration to limit its agenda. In this regard, a petitioner for site plan review has no right to be heard or to be placed on the agenda of the first possible Planning Commission meeting.~~
- ~~c) No site plan will be considered during special meetings established for planning purposes only.~~

~~3.16 Unnecessary Omission~~

~~No matter for consideration which otherwise meets the requirements of these By-Laws and Rules of Procedure may be omitted by the Planning Commission from the agenda for more than one (1) meeting (excluding special meetings established for planning purposes only). That is, except through the fault of the petitioner, any item properly submitted for Planning Commission review must be noticed~~

~~for, and considered at the second meeting for which it is eligible.~~

~~3.17~~ **Special Planning Meetings**

~~a) The Commission may hold special meetings for planning purposes or other purposes specified in the Municipal Planning Act 285 of 1931, as amended.~~

~~b) a) Special meetings may be on a date which is not a regular meeting date.~~

~~c) Notification of such special meetings shall be in accordance with Sections 3 and 5 of these By-Laws and Rules of Procedure.~~

~~d) b) Special meetings may be conducted with another agency of the City or a neighboring community.~~

~~e) 6.2~~ The costs of a special meeting held to review a particular application, such as consultant fees, minutes shall be prepared by the recording secretary fees and commissioners' per diem fees, shall be born by the petitioner who requested the special meeting.

~~3.18~~ **Zoning Ordinance Amendments**

~~All requests for zoning ordinance review and/or revision shall be addressed to the Planning Commission for determination and recommendation to the City Council.~~

~~4.~~ **MINUTES**

~~4.1 The Commission minutes shall be prepared by the recording secretary~~

~~4.26.3~~ The minutes shall contain, among other things, the following:

a

~~a) A record of attendance.~~

~~a) b) A synopsis of the discussion, .~~

a

~~b) c) A complete restatement of all motions and resolutions, and a record of all transactions, findings, and determinations, .~~

a

~~e) d) A record of the outcome of Planning Commission ~~voice votes and a recording of~~ roll call votes, .~~

a

~~d) e)~~ A summary of the conditions or recommendations made on any action;
and .

~~e) — a record of attendance.~~

~~4.3 — The minutes of the Commission including all attached communications, actions, and resolutions shall be deposited with the City Clerk. Proposed minutes shall be available for public inspection by eight business days after the meeting to which the minutes refer, and approved minutes shall be available by five business days after the meeting at which the minutes are approved. Corrections in the minutes shall be made not later than the next meeting after the meeting to which they refer and shall be made available no later than the next meeting after correction. (MCL 15.269; MSA 4.1800(19)).~~

5.7. **OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

1

5.7.1 All meetings of the Planning Commission shall be open to the public and held in a place available to the general public, except for closed sessions **involving ongoing litigation where an open session might jeopardize the City's position in the lawsuit** as permitted in the Michigan Open Meetings Act, as amended.

5.27.2 All deliberations and decisions of the Planning Commission shall be made at a meeting open to the public, except ~~decisions~~ discussions made at a closed session ~~involving litigation, as noted in 5.1.~~

~~5.3 —~~ A person shall be permitted to address a hearing of the Planning Commission under the rules established in subsection ~~3.4~~ 5.5 and to address the Planning Commission concerning non-hearing matters under the rules established in subsection ~~3~~ 5.7 and

7.3 ~~3~~ 5.8 to the extent that they are applicable.

5.47.4 A person shall not be excluded from a meeting of the Planning Commission except for breach of the peace committed at the meeting or a closed session ~~involving ongoing litigation, as noted in 5.1.~~

5.57.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions ~~involving ongoing litigation, as noted in 5.1.~~

8. PLANNING COMMISSIONER TRAINING

8.1 New Planning Commissioners should receive orientation material and training by City administration prior to their first meeting, but in no case later than one (1) month after the member's appointment.

8.2 The Planning Commission should schedule at least one (1) annual group training session. Training topics shall be determined by the Planning Commission.

~~6.9.~~ AMENDMENTS

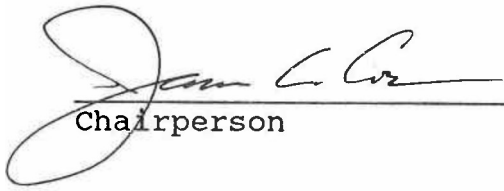
These By-Laws and Rules of Procedure may be amended by the Planning Commission by a concurring vote pursuant to subsection 3.65.9(c) during any regular meeting, provided that all members have

received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.➡

THESE BY-LAWS AND RULES OF PROCEDURE ARE ADOPTED ON THIS _____

DAY OF _____ DECEMBER, 1993 _____, 2026.

CITY OF ROCHESTER PLANNING COMMISSION


Chairperson


Vice Chairperson


Secretary

Chairperson

Vice Chairperson

Secretary

AMENDMENTS: