



# Memorandum

**TO:** Director Strange, Community Development, City of Marshall Michigan  
Ryan Schmidt, Indigo Design & Development, 920 Cherry Street SE, Suite 3, Grand Rapids MI

**FROM:** Kyle Mucha, AICP, Principal Planner – Planning Consultant  
Jim McManus, AICP, Principal Planner – Planning Consultant

**SUBJECT:** **Millbrook Multi-Unit Residential Development, Phase 1 – Review #2**

**DATE:** November 24, 2025

To Director Strange,

On behalf of the City of Marshall, McKenna has reviewed the application, site drawings and supporting documents, revision date of November 19, 2025, for the development of a multi-unit (multi-family) residential development within the City boundaries. The proposed development is to be located along West Hughes Street, with access from South Kalamazoo Avenue. Further, the proposed development will encompass the following six parcels, once fully built out: 53-002-569-00, 53-002-562-00, 53-002-702-01, 53-002-702-02, 53-002-702-03, 23-002-576-25. The following rendering has been provided by the applicant, which depicts the extent of the project.





## PROJECT SUMMARY

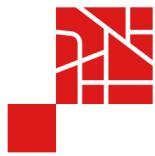
The applicant seeks to establish a 322-unit apartment community (Phase 1) on approximately 38.46 acres, which will consist of: 25 duplex buildings; ten (10) three-story apartment buildings; two (2) two-story apartment buildings; clubhouse; pool; pool house; dog park; maintenance shed and accessory structures; sports courts; on-site parking, including garage spaces; other on-site improvements to service the proposed development.

Five of the subject parcels are currently located within the MFRD, Multiple Family Residential District, with the remaining one parcel -569-00 being located within the R-3 Traditional Residential District.

The development of the subject properties are beholden to the City of Marshall's Zoning Ordinance, specifically but not exclusively limited to Section 3.13 – MFRD Development Requirements – and Section 6.3 – Site Plan Review. As an additional reference, multiple-family dwellings, including apartments, are considered a principal permitted use within the MFRD zone.

Note: a portion of the subject site is located within the Township of Marshall and may be subject to additional zoning regulations.





## FINDINGS OF FACT

The proposed multi-unit (multi-family) residential development revised plan set, dated November 19, 2025, has been reviewed for compliance with the City's Zoning Ordinance and other regulatory statutes. Where appropriate, comments pertaining to the revisions have been placed under the heading of **update (11/24)**. Initial comments and findings have remained underlined within this review, in order to better advise the Planning Commission on the changes between the initial submission and revised versions.

Given the revisions provided, the plan materials appear to generally meet the ordinance stipulations, save for showing the location of utilities (electric, natural gas, telephone, cable tv, etc). The Planning Commission will need to make a determination on whether to allow the applicant the ability to submit these details during the time construction drawings are developed, or if such details need to be placed within the site plan, as stipulated by the City's Zoning Ordinance.

Respectfully submitted,

**McKENNA**



Kyle Mucha, AICP  
Principal Planner  
Planning Consultant



Jim McManus, AICP  
Principal Planner  
Planning Consultant



# Additional Use Standards

Per Section 3.13 – MFRD Development Requirements – all uses and principal and accessory buildings and structures in the district shall be subject to the following development requirements.

1. *The maximum number of multiple-family or attached dwelling units shall not exceed 12 units per acre. Single-family detached dwellings and customary accessory structures shall conform to the area, height, width, and setback standards of the R-3 (Traditional Residential) district, as specified in Section 3.1.4.D.*

Findings: The dimensional standards in terms of area, height, width and setbacks will be further addressed later in this review analysis. Phase 1 of the development notes the following structure types:

- a. Ten (10) 3-story buildings, with 24 units each: 240 units
- b. Two (2) 2-story buildings, with 16 units each: 32 units
- c. Twenty – Five (25) 1-story buildings, with 2 units each: 50 units
- d. Total unit count = 322
- e. Total acreage in Phase 1: 38.46 (per site plan)

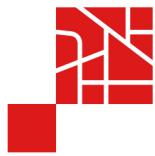
Based on the acreage size of Phase 1, a total of 461 units could be permissible. However, the application material notes a total of 322 units, which is below the maximum threshold. In terms of the maximum units permitted, the applicant meets this provision.

2. *Internal streets may be public or private, subject to the following:*

- a. *All public streets shall meet minimum platting requirements;*
- b. *Private streets shall have a minimum right-of-way of 66 feet;*
- c. *Street shall be surfaced with concrete, bituminous asphalt or other approved hard surface;*
- d. *A typical cross section shall be submitted to the City for approval.*

Findings: The internal road network, as shown on sheet C3.01 notes the use of private streets, with a 30-foot paved street width (face-to-face) with a rolling curb. The pavement cross section is shown to utilize HMA (Hot Mixed Asphalt), with a 15-foot width from centerline of the roadway to the front edge of the rolling curb. An additional 12 feet from the front-edge of the curb to the leading edge of the 5-foot sidewalk is shown, which would account for a total of 32 feet from the center of the roadway to the back edge of the sidewalk.

The plan set dated November 19, 2025 has been revised to show one (1) foot of additional right-of-way space beyond the sidewalk, which will account for a total right-of-way width of 66 feet. This requirement is now satisfied.



3. *In any multiple-family or multiple group development, no building shall be closer than 25 feet to the adjacent boundary line; 50 feet from an R-1, R-2 or R-3 district boundary; and 50 feet from a public right-of-way line.*

Findings: The submitted plan materials delineate a 50-foot building setback along the boundary between the R-3 District (east of the subject site) and the public right-of-way along W. Hughes Street to the south. While Phase 1 appears to meet the provisions of this subsection, in conducting a cursory review of the following phases, it was noted that structures located along the W. Hughes Street frontage are right at the 50-foot setback provision. Given that these buildings are shown to be right at the boundary limit, it is highly encouraged that the boundary line be staked, and that the proposed residential units be field verified prior to excavation and foundation pouring, in order to ensure that the setback provision is upheld throughout the entirety of the project.

4. *In any multiple-family or multiple-group development, 40% of the net site area shall be placed in open space, of which 120 square feet per dwelling shall be developed open space.*

- a. *An area dedicated and improved for active recreation shall be required as part of the net open space requirement, and shall be designed to meet a cross section of the recreation needs of the residents of the development.*
- b. *Required perimeter yard setbacks for the development may be included as open space.*
- c. *The net open space area shall not include off-street parking and loading areas or dedicated rights-of-way or access easements.*

Findings: The site plan data notes Phase 1 as being 38.46 acres in size. Of this amount, there is a proposed total of 401,114 square feet of building area, or approximately 9.2 acres. Per the stipulations noted above, a total of 40% of the net site area shall be placed in open space.

**Update (11/24):** The applicant's revised document notes the following calculations:

- a. *Phase 1 area removing public right-of-way = 1,625,005 s.f. (37.30 acres)*
- b. *Phase 1 open space = 1,083,458 s.f. (24.87 acres);*  
$$1,083,458 / 1,625,005 = 0.66\%$$

Upon the numbers provided within the revised plan set, more than 40% of the subject site will remain undeveloped (open) as it relates to Phase 1.



# Site Plan Review

## SUMMARY

Standards for Site Plan Review are set forth by Section 6.3 of the City's Zoning Ordinance. The proposed development has been reviewed against the provisions as established within this Section. Additionally, where clarifying content and/or additional modifications are needed, such comments have been underlined within this analysis.

## 1. ZONING & USE

The subject site is zoned MFRD, Multiple Family Residential District, which includes the following intent:

*The Multiple Family Residential (MFRD) district is designated to provide sites for concentrated multiple family dwellings and related uses, as opposed to sites for individual accessory or upstairs apartments, which will serve as zones of transition between low density residential and commercial districts. The district is intended to provide areas for townhouse and apartment style housing adequately serviced by public water and sewer facilities. This district is also intended to have direct or convenient access to a major thoroughfare, and not to require traffic to use minor streets for primary access.*

Location	Existing Land Use	Zoning District
Subject Site	Predominately undeveloped, with two areas with established single-unit dwellings.	MFRD, Multi-Family Residential R-3, Traditional Residential
North	Industrial	I-2, General Industrial
South	Agricultural & Local Airport	N/A – Marshall Township
East	Residential	R-3, Traditional Residential
West	Residential	R-1, Residential Estate

The intended development of a multi-unit residential complex is considered a permitted use within the MFRD zone and thus meets the intent of the district in which the project will be located.

## 2. MINIMUM SITE PLAN INFORMATION REQUIRED

Section 6.3.3 – Minimum Site Plan Information Required – stipulates the minimum standards that are required for compliance in terms of site plan review. The following stipulations and findings are offered for consideration.

**A.** *Plans submitted for site plan review shall be stamped by a design professional licensed by the State of Michigan such as a landscape architect, architect, or civil engineer.*



Findings: Design sheets have been stamped by a Licensed Professional Engineer – Allen Patrick – which satisfies this requirement.

**B.** *Site plans shall be drawn to an engineer's scale appropriate for a sheet size of at least 24 inches by 36 inches, not to exceed one inch equals 50 feet. If a large development must be depicted in sections on multiple sheets, then an overall composite sheet shall be provided.*

Findings: The plan set has been drawn to a scale of one-inch equals 50 feet, satisfying this requirement. An overall composite sheet has also been included, which shows the entirety of the proposed residential development.

**C.** *Date, north arrow scale, existing zoning, zoning of adjacent properties, legal description of the property, easements, and the names and addresses of the architect, planner, designer, or civil engineer responsible for the preparation of the site plan.*

Findings: A north arrow, existing zoning of the site, adjacent zoning of properties, the legal description of the property as well as names and addresses of those responsible for the plan set have been provided.

**D.** *The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and a boundary survey of the parcel.*

Findings: The dimensions of the parcels, including measurements adjacent to non-site parcels, have been provided within the topographical survey as well as the dimension control sheet set. This provision has been satisfied.

**E.** *The location, height and dimensions of all existing and proposed structures on the subject property and all existing structures within 100 feet of the subject property.*

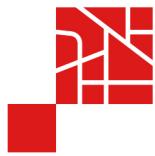
Findings: The plan set includes the location, dimensions and height have been included on sheet C1.01. The MFRD permits building heights of 45 feet, or 3 stories. Per the building data provided by the applicant, the 3-story structures are proposed to be 39.3 feet in height, which is below the maximum permitted for this district.

**F.** *A finished floor elevation and exterior building elevation drawing shall be submitted with the site plan.*

Findings: Finished floor elevations and exterior elevations of the proposed structures have been provided, beginning on sheet A-101-A. The sheet details note a total building width and length, as well as height for the various structures proposed on site.

**G.** *The location of all existing and proposed drives walks and parking areas.*

Findings: Location of all existing and proposed drives walks and parking areas have been included within the plan set. Stipulation regarding drive width, sidewalks and parking areas will be reviewed further in this analysis.



**H. The location and right-of-way widths of all abutting streets and alleys.**

Findings: The adjacent right-of-way on W. Hughes Street and S. Kalamazoo Avenue have been provided and are depicted on the site plan set.

**I. The location and size of all existing and proposed sanitary sewer lines, water lines, and storm drainage facilities must be shown.**

Findings: Utility drawings have been provided within the submission documents. Additional review of the storm drainage, public water and sewer shall be reviewed by the City's Engineer for compliance with applicable codes.

**J. The location and size of all existing and proposed electric, natural gas, telephone, cable TV and solid waste disposal facilities must be shown.**

Findings: The site details appear to contain information for sewer, water and storm drainage. The submission details include notes on site lighting, however, no apparent detail sheets have been included that depict the location of electrical lines, natural gas, telephone, and cable TV. The applicant shall include this information for consideration.

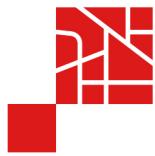
**Update (11/24):** the applicant notes on the 11/19/2025 plan set that "*additional information on the listed underground lines will be provided with further construction plan development*". We advise the applicant that Section 6.3.3 of the City's Zoning Ordinance states the following:

*Minimum Site Plan Information Required. Every site plan submitted to the Planning Commission shall be in accordance with the requirements of this Chapter and shall be reviewed by the Zoning Administrator prior to submission to the Planning Commission for compliance with the minimum standards of this Chapter. The following information shall be included on the site plan".*

The language within the ordinance, by use of **shall** is not a suggestion – it is a requirement as part of the submission materials. As such, *the location and size of all existing and proposed electric, natural gas, telephone, cable TV and solid waste disposal facilities must be shown*. While McKenna acknowledges that the location of such services may be altered during the construction drawing and site preparation, at a minimum, a generalized placement on the site plan of such services will need to be shown. While McKenna has no authority over the Planning Commission approval of the site plan, our team would find it encouraging that a note on the plan set could offer a disclaimer to the nature of "*utility lines are shown for generalized placement; fixed positioning will occur during the development of construction drawings*".

**K. The location, height area of illumination and fixture details of all existing and proposed lighting shall be provided. All lighting shall be located and oriented to have minimal impact on adjacent properties.**

Findings: a lighting plan, including photometrics have been prepared by the applicant. Per the photometric plan, the highest light intensity adjacent to residential structures not part of the overall



development equate to 0.6 footcandles. This level of illumination adjacent to residential property is below the maximum of one foot-candle stipulation, per Section 5.17.2.C.

**L.** *The size, height, location and illumination of all existing and proposed signs shall be provided to insure ordinance compliance.*

Findings: the lighting plan includes specifications for the proposed LED fixtures, including the location throughout the development site. However, it is not apparent what height the fixtures will be mounted on the buildings, nor at what height the free-standing pole fixtures will be. The applicant shall provide this information to ensure compliance with ordinance standards.

**Update (11/24):** the applicant has responded that “*For the buildings, lighting fixtures will be provided for the interior of the entry stairwells at appropriate elevations. One exterior wall mounted sconce is planned at each of the patios approximately 8'-0" above the patio floor elevation. For the pole mounted light fixtures, light fixture and pole specification and height will be given on the plans.*” Sheet ES-102 includes cloud-like/bubble-like call outs, drawing attention to the type of light source/fixture. The plan set notes a pole light fixture height of 20 feet.

**M.** *The location of existing natural features such as wooded areas, floodplains, wetlands, drainage courses, and a topographic survey of spot elevations of the site.*

Findings: a topographical survey has been provided, which notes elevation changes, natural features (Kalamazoo River) and other physical components of the site.

**N.** *Other information as requested by the Zoning Administrator or Planning Commission to verify that the site and use are in compliance with this Chapter.*

Findings: please refer to items underlined within this report.

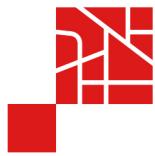
**O.** *The Planning Commission may waive any of the foregoing requirements determined unnecessary for site plan review purposes.*

Findings: The Planning Commission may decide to make a determination that the utilities need not be shown on the site plan at this time; however, McKenna strongly encourages that the plan set shows a diagram of the approximate location of such utilities, as many entities will be involved with the design and implementation of this project throughout its life.

### **3. SITE STANDARDS**

The MFRD also has additional site standards for development that shall be satisfied.

**A.** *Accessory Structures (5.2), are subject to the standards set forth in Section 5.2. For the intent of this review, the community clubhouse, maintenance building, pool shed and residential garages are considered accessory to the principal use of multi-unit residential dwellings. The clubhouse is proposed to be 18.5 feet in height, which is permitted per Section 5.2.3.A, in which a maximum height of 25 is allowed.*



The pool outbuilding, maintenance building and residential garages are proposed to be less than 16 feet in height. For a full listing of building heights, see Sheet C1.01.

Section 5.2.8 stipulates that *no accessory building, structure or use shall be erected in any yard with public street right-of-way frontage, including all such sides of a corner lot*. Sheet C3.01 notes two garages, adjacent to buildings R-12 and R-25, being partially located within the front yard, along Hughes Street. These two garages will need to be modified so as to not be partially located within the yard with public street right-of-way frontage. Additionally, the location of the clubhouse (proposed) appears to be within a portion of the yard with public street right-of-way frontage; it is recommended that the clubhouse be shifted approximately five (5) feet north, so as to have the apartment building be the furthest structure located south, along the W. Hughes Street frontage.

**Update (11/24):** buildings R-12 and R-25 have been modified, per the 11/19/2025 submission, further south, which brings the accessory structures into compliance with the provisions of the City's Zoning Ordinance. Further, the applicant claims that the clubhouse is not an accessory structure; our team does not agree with this statement. The Zoning Ordinance defines accessory structures as:

**Accessory Structure:** *A supplementary building or a portion of a main building, the use of which is incidental to, customarily found in connection with, devoted exclusively to, and subordinate to that of the main building and which is located on the same lot as the main building.*

As such, our recommendation is that the clubhouse be treated as an accessory to the principal purpose of the use on the property, which is multiple-unit housing. Therefore, its placement should align with the District standards for accessory buildings.

- B. Swimming Pools, Private or Public (5.4), shall be permitted as an accessory use in all zoning districts subject to those requirements in Section 5.2, and comply with all applicable provisions of the State Construction Code for pools and hot tubs and any other governmental agencies having jurisdiction.** The proposed on-site pool is shown to be located north of the clubhouse and is separated from other structures. In terms of location, the pool appears to meet the provisions outlined within Section 5.4 and 5.2; however further provisions of the State Construction Code may apply.
- C. Building Grades and Grading of Land (5.11), a minimum sloping grade of one foot above the street level, or other grade as established by the City, shall be required of all buildings having a front yard.** Sheet C5.01 notes first floor elevations to be generally one foot above that of the street grade level. While the plan set appears to meet this stipulation, additional field verification may be appropriate prior to issuance of occupancy permits and/or foundation approval.
- D. Parking, loading and access management (5.14).** Section 5.14 details provisions regarding parking facilities for uses other than single and two-family residential uses. As this proposed project does have elements of two-family dwellings, the predominate development is considered multiple-family. Generally speaking for Phase 1, the location of off-street parking appears to meet the stipulations of Section 5.14.



Section 5.14 also stipulates the minimum number of spaces required for multiple-family residential uses as well as two-family dwellings. The following table notes the requirements for off-street parking.

5.14.5.D Schedule of Minimum Required Parking by Use	
Use	Minimum Spaces Required
<b>A. Residential</b>	
i. Residential, one family and two family	Two per dwelling unit
ii. Multiple-family residential	One and one-half per efficiency or one-bedroom dwelling unit, plus two per unit with two or more bedrooms

The applicant has provided the following parking calculations pertaining to Phase 1:

### **PARKING (PHASE 1)**

#### REQUIRED:

##### MULTI-FAMILY:

1.5 SPACES PER 1 BED UNIT X 170 = 255 SPACES  
2 SPACES PER 2 & 2+ BED UNIT X 152 = 304 SPACES

##### CLUBHOUSE:

1 SPACE PER 4 PEOPLE ALLOWED PER MAX OCCUPANCY  
ASSUME 80 PERSON MAX OCCUPANCY / 4 = 20 SPACES  
= 579 SPACES REQUIRED

494 SPACES(INCL 26 B.F.) + 144 GARAGES = 638 SPACES PROVIDED

The applicants parking calculation notes multiple family use, but does not appear to address the two-unit residential buildings proposed along the eastern portion of the site. However, it is noted that the eastern two-unit structures are also associated with a 24' x 24' garage, with a 12' x 22' open-air space before each garage bay. Given the garage spaces, stacking space in front of the garage, and the additional open-air spaces around the multiple-family structures, it appears that the provisions of this section have been satisfied.

In terms of space design, the applicant shows spaces to be 9' (9 feet) in width, by 20' in depth, which satisfies the provisions for 90 degree parking layouts. The plan sets show a minimum travel lane of 24' which meets the provisions of the Zoning Ordinance. Additional maneuvering lane considerations may be undertaken by the City's Public Safety official to ensure proper emergency access throughout the site.

**E. Access Management Standards (5.14.11).** While the City's Zoning Ordinance provides for Access Management Standards, McKenna will defer to the City's Engineer in terms of applicable regulations and findings. However, one note of concern that was found during this review pertains to the access along S. Kalamazoo Avenue and its location immediately adjacent to a driveway at 804 S. Kalamazoo Avenue. Based



on the Zoning Ordinance, a posted speed limit of 40 miles per hour (apparent speed along S. Kalamazoo Avenue near Cray intersection) is required to have a driveway spacing of at least 75 feet. The Plan set submitted does not appear to meet this provision. Further collaboration with the City Engineer and/or the Michigan Department of Transportation (MDOT) on driveway access will be required.

**F. Private Road Standards (5.14.12).** The Zoning Ordinance provides standards in regards to private roads. It is noted that the regulations contained within this subsection shall not apply to internal access drives to parking within approved site plans for multiple-family developments. The plan set clearly notes “private road” on Sheet C3.01 – McKenna seeks clarification as to past practices pertaining to how private roads that provide access to other elements of multiple family developments have been applied in recent projects. Would the City consider this area of the site as a formal private road, or as a private access drive to the overall site project? Subject to that determination, this subsection may not be applicable.

**Update (11/24):** the response from the applicant notes that the access to the property is intended for a private access drive. Further, the applicant notes additional coordination with the City will be undertaken on how best to view the internal circulation (drive or private road). McKenna has no further comments on this point, as determination will be made outside of our review authority.

#### 4. LANDSCAPING AND SCREENING

The City has established landscaping and screening standards, as stipulated in Section 5.15. The following excerpt describes the plan requirements:

3. Requirements and Timing of Landscaping. All landscape plans, plant installations, and required plant materials shall conform to the following standards:
  - A. Plan required. A separate landscape plan shall be included with any site plan application reviewed by the City, subject to the following:
    - i. The plan shall be prepared at a minimum scale of one inch equals 40 feet.
    - ii. The plan shall show the location, type, size, and spacing of all existing and proposed plant materials, and details and specifications describing planting techniques, installations, planting mixtures, mulch, material depths, seed blends, and other necessary information.
    - iii. Existing and proposed contours shall be shown at intervals not to exceed two (2) feet.
    - iv. Existing and proposed utilities shall be shown.
    - v. All required and proposed walls, fencing, berms and other screening treatments shall be shown on the plan.
    - vi. Protection measures for preserved trees during construction shall be shown in accordance with City standards.
    - vii. The Planning Commission shall require landscape plans to be reviewed and sealed by a State of Michigan licensed landscape architect for parcels of one acre or more in size and may require it for other projects that may have a significant impact on surrounding residential districts.

The applicant has provided a full phase landscaping plan, including sectional details for Phase 1 buildings, as well as contour lines and utilities, per the updated sheet L-100 (revision date of 11/17/2025).



**A. Public Street Plantings:** on every site involving new development or redevelopment, deciduous street trees shall be provided along the fringe of the street right-of-way. The plan set notes the installation of new vegetation along W. Hughes Street, as well as retention of low vegetation in lieu of shrub requirements.

**B. Interior landscaping:** Interior landscaping areas exclusive of any other required landscaping shall be provided, consisting of at least 5% of the total lot area. All interior landscaping shall conform to the following:

- a. One deciduous, ornamental tree or evergreen tree shall be provided for every 400 square feet of required interior landscaping area.

Findings: The site plan does not note the total interior landscaping area, nor the required 5% calculation of the total lot area. Phase 1 is anticipated to encompass approximately 38.46 acres, of which 5% is approximately 1.92 acres (83,755 square feet). While the landscaping plan appears to visually account for this minimum requirement, a total landscape calculation should be provided in order to confirm this stipulation has been met.

**Update (11/24):** A tree and shrub listing has been provided on sheet L-104, including the quantity of individual vegetation and its compliance with ordinance standards.

- b. One shrub shall be provided for every 250 square feet of required interior landscaping area.

Findings: as with the previous provision, a total landscape area calculation shall be provided. Once this number has been generated, the total number of shrubs can be validated for the site. The applicant should provide a ratio table within their landscaping plan to aid in making the determination that this provision has been satisfied.

**Update:** A tree and shrub listing has been provided on sheet L-104, including the quantity of individual vegetation and its compliance with ordinance standards.

- c. The interior landscaping area shall contain grass or other suitable living groundcover.

Findings: Based on the landscaping plan, this provision is satisfied.

**C. Parking Lot Landscaping.** Landscaping islands shall be required at the end of any row of parking. There shall be at least 20 square feet of landscape island per parking space. For parking areas in excess of 40,000 square feet, at least one midpoint landscape island, a minimum of 15 feet deep, shall be placed in a parking row. A minimum of one deciduous canopy tree shall be provided within the boundaries of the parking lot for every ten parking spaces (5.15.B.iii).

Findings: Based on the entirety of Phase 1 landscaping, the applicant shows parking lot islands at the end of the rows of spaces. However, no dimensions have been included within the landscaping plan, therefore, confirmation that the islands meet the ratio provided above cannot be given. Further, some



areas of the parking lots appear to be lacking midpoint landscaping islands. The applicant is encouraged to review the proposed landscaping plan against the provisions of the City's Zoning Ordinance and make the necessary adjustments prior to submitting a revised plan.

In addition, while the plan set notes some canopy trees adjacent to the parking areas, a total tree count has not been provided. Based on the number of spaces proposed (494), a total of 50 canopy trees are stipulated; the plan set does not clearly delineate which trees are proposed to be counted towards this number.

**Update:** A tree and shrub listing has been provided on sheet L-104, including the quantity of individual vegetation and its compliance with ordinance standards. The landscaping diagram has also been modified to incorporate the required provisions of the Ordinance.

**D. Methods of Screening:** *Greenbelts – minimum width shall be ten feet, with at least one deciduous tree and four shrubs per 40 lineal feet of street frontage. The Planning Commission may permit one additional canopy tree in place of four required shrubs.*

**Findings:** Although the landscaping plan does not clearly note the greenbelt along W. Hughes Street, it does provide for green space along said frontage. However, given the ratio of 1 tree per 40 lineal feet, it does not appear that the minimum number of deciduous trees and shrubs are provided. The applicant is requested to provide a tree and shrub count along W. Hughes Street and S. Kalamazoo Avenue, in order to confirm the minimum requirement has been satisfied.

**Update (11/24):** A tree and shrub listing has been provided on sheet L-104, including the quantity of individual vegetation and its compliance with ordinance standards. The landscaping diagram has also been modified to incorporate the required provisions of the Ordinance.

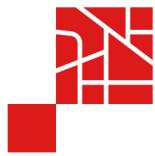
**E. Parking Lot Screening:** *all parking lots shall be separated from a public thoroughfare by a planted hedgerow or by a decorative masonry wall with planting strip or berm a minimum of thirty (30) inches high. The Planning Commission may accept existing vegetation to meet this requirement.*

**Findings:** The southwestern parking lot, adjacent to the dog park and maintenance building, is shown to be screened by a 24" (twenty-four inch) high hedge, which is intended to be totally obscuring from parked vehicles headlights. Given that this is less than the 30 inches required, the Planning Commission will need to authorize this height.

**Update (11/24):** the plan set has been revised to note shrub height of 30 inches.

**F. Evergreen screen or buffer strip.** *A buffer strip may be required where a use abuts residential or other less intensive uses. The intent of the buffer strip is to have a minimum five-foot-high obscuring area along side or rear lot lines.*

**Findings:** The landscape plan set notes the installation of evergreen trees along the eastern property boundary, to screen the higher density residential structures from those existing along S. Kalamazoo



Avenue. The set also notes that existing vegetation along the eastern property boundary will provide additional buffering between the proposed development and those existing structures.

Note: while the use of existing vegetation for screening purposes may be appropriate, the Planning Commission should consider if the applicant is meeting the intent of this section. Vegetation that is located on adjacent property may not be appropriate to count towards the required buffer, for that vegetation is subject to removal at a later date by the property owner. As such, it may be prudent to encourage the installation of additional evergreen trees to provide substantial buffering separation between the proposed development and that of the single unit structures located along S. Kalamazoo Avenue.

**Update (11/24):** additional vegetation has been added to increase visual separation between the project and adjacent land uses.

**G. Waste Receptacle and Mechanical Equipment Screening:** *shall be located, screened and secured in accordance with Section 5.15.4, except if a fence is used it shall be six feet in height, or as provided for in any other City Code of Ordinance.*

Findings: Section 5.15.4 details “special provisions for existing sites” – as this site is not currently existing, as it is a new development entirely, this review does not find that this subsection would be applicable. The landscape plan does not appear to note how the dumpsters will be screened on site. Further details pertaining to dumpster screening will need to be provided.

**Update (11/24):** dumpster enclosure details have been provided, which includes screening material descriptions.

**H. Plant Material Variety, Size and Separation Standards.** Section 5.15.11 notes the type of plant material, as well as the size of such, that is to be utilized on site. While the landscape plan delineates the types of vegetation proposed, no apparent table indicating the quantity nor type has been provided. In order to more readily confirm that the subsection 11 provisions have been satisfied, a planting list is requested.

**Update (11/24):** a planting list has been included in the revised plan set.

**I. Incentives to Preserve Existing Trees.** Section 5.15.13 stipulates the encouragement of the preservation of quality and mature trees by providing credits toward the required trees for greenbelts, buffer strips, interior landscaping, and within parking lots. In order to receive credit, a tree survey shall be submitted to the Zoning Administrator prior to clearing the site.

Findings: The landscape plan set notes existing vegetation along the northern boundary to remain. To McKenna's understanding, no tree survey has been provided for consideration. Should the applicant seek to utilize the tree credit provisions, a tree survey will need to be submitted for review. Based on the existing site conditions, it is conceivable that some of the deficiencies within the parking lot and interior landscaping tree count may be mitigated by a tree survey in terms of applicable tree credits.

**Update (11/24):** The applicant notes that tree credits are not being requested at this time.



## 5. SIDEWALKS

The City has established standards to protect and promote public health, safety, and welfare by specifying standards for design, development and maintenance of a comprehensive non-motorized system to allow for enhanced access. Sidewalks shall be required along both sides of all streets of all subdivision plats, condominiums, and multiple-family developments.

A. *Location: sidewalks shall be installed one foot from the property line, within the dedicated street right-of-way, private street access easements or special easement where grades or other factors prevent placement within the right-of-way or access easement.*

Findings: As referenced in earlier provisions, the apparent dedicated right-of-way is only shown to be 64 feet for the private roads, and not that of 66 feet as required per the City Ordinance. As such, the location of the sidewalks may shift/be modified pending the expansion of the dedicated right-of-way. As such, the applicant shall confirm the location of the sidewalks on their revised drawings, ensuring to note the edge of the right-of-way and the sidewalk location.

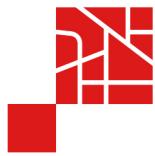
**Update (11/24):** plan set showing a revised right-of-way has been included, noting the sidewalk being located in a conforming location.

B. *Sidewalks (internal). Pedestrian access and connectivity from public right-of-way shall be required for all new site plans. Access shall be provided between public sidewalks and principal building entrances. Accessways shall be provide pedestrian access through parking lots from public sidewalks to building entries in a safe and efficient manner. Where the primary pedestrian access to the site crosses drive aisles or internal roadways, the pedestrian crossing shall emphasize pedestrian access and safety. All designated pedestrian areas which pass through a parking or circulation area shall be clearly marked through pavement striping, alternative paving material or a stamped pattern or texture in the pavement. Walkways shall be a minimum of five (5) feet in width and installed in accordance with the City's engineering design standards. Pedestrian scale lighting fixtures no greater than 15 feet in height shall be provided along walkways to provide ample lighting during nighttime hours.*

Findings: the landscaping and development plan notes the installation of sidewalks along both sides of the private roadway, as well as along the periphery of the parking areas, connecting spaces to building entrances. Additionally, the plan set notes a public sidewalk along W. Hughes Street, which will be a minimum of five (5) feet in width, consistent with all sidewalks shown on the plan set.

The plan set does not appear to incorporate elements nor provisions for crosswalks within the entirety of the project site. The applicant shall update the plan set to clearly delineate the crosswalks, whether that be via pavement striping, alternative paving material or a stamped pattern or texture in the pavement.

In terms of lighting standards, a photometric plan has been provided, however the details pertaining to light pole height have not been provided. The applicant shall provide dimensional details for the lighting fixtures proposed to be located throughout the development to ensure compliance with the provisions herein.



**Update (11/24):** crosswalks have been incorporated into the revised plan drawings.

C. *Construction Standards: all sidewalks shall be concrete, at least five (5) feet wide and constructed to the specifications of the Department of Public Works. An inclined approach shall be required where sidewalks and pathways intersect curbs for barrier free access. Crosswalk pavement markings and signs may be required at intersections.*

Findings: McKenna will defer to the City's Public Works and/or Engineer to determine that the construction of the sidewalks meet established standards. However, as noted previously, the plan set notes sidewalks to be a minimum of five (5) feet wide and constructed with concrete, which satisfies provisions of Section 5.16 of the City's Zoning Ordinance.

## 6. EXTERIOR LIGHTING

The City has established standards pertaining to exterior lighting, per Section 5.17 of the Zoning Ordinance. As stipulated in previous sections, a photometric and locational diagram have been provided for consideration. While the light intensity appears to meet the provisions of the Zoning Ordinance, pole mounted light fixture height has not been provided.

**Update (11/24):** the pole lighting height has been added to the plan set; which notes a height of 20 feet.

## 6. ADDITIONAL AGENCY REVIEWS

Additional supplementary reviews from other agencies may impact the design and layout of the proposed multiple-family residential project. McKenna encourages the applicant to review the supplemental reviews and incorporate their findings into the revised plan set.