



MEMORANDUM

DATE: January 31, 2025

TO: Planning Commission

FROM: Planning Division

SUBJECT: SP 25-02-07 – Site Plan at 4823 Leafdale Blvd. (parcel no. 20-32-378-042).
Construction of addition and interior/exterior renovations to industrial building for establishment of offices and warehouse for residential contractor (Trademark Building & Development).
Petitioner & Owner: Trademark Building & Development.

The above-referenced site plan is scheduled for consideration by the Planning Commission at the next regular meeting. Should the Planning Commission wish to consider approval of the site plan, including all discretionary items, the planning division recommends the following contingencies:

1. The petitioner shall submit a revised site plan for review and approval by the planning division to address the following:
 - a) The proposed driveway on the south side of the building shall be designated for either inbound or outbound one-way traffic only.
 - b) The waste receptacle enclosure shall be moved to a location that complies with the minimum required maneuvering aisle width of 20 feet for off-street parking spaces in accordance with [§ 770-109](#) F of the Zoning Ordinance, and does not interfere existing overhead doors. The location shall be shown consistently on all plan sheets.
2. Corner vision clearance setbacks for the proposed driveway on the south side of the building shall be as depicted on the site plan or as determined necessary by the Planning Commission in accordance with [§ 770-29](#) of the Zoning Ordinance.
3. The utility pole near the southeast corner of the site shall be relocated prior to any construction related to the proposed driveway along the south side lot line.
4. Screening between off-street parking on the north side of the building and the public sidewalk shall be as depicted on the site plan or as otherwise determined necessary and advisable by the Planning Commission in accordance with [§ 770-90](#) E (2) of the Zoning Ordinance.
5. All paving, utilities, and work within public rights-of-way shall be in accordance with the specifications and standards of the city engineer, including, but not limited to, removing asphalt between the sidewalk and curb and replacing it with landscaping.
6. All exterior lighting fixtures shall comply with [§ 770-96](#) B of the Zoning Ordinance and other city codes and ordinances.

7. All signage shall comply with the Sign Ordinance ([Chapter 607](#)) or receive the necessary variances from the Planning Commission.
8. A performance bond shall be posted in an amount to be determined by the building official.
9. The site plan shall meet all other code and ordinance requirements, as determined by the building official and city engineer, including, but not limited to, the Michigan Building Code and the city's Stormwater Detention Ordinance ([Chapter 644](#)), prior to issuance of any building or right-of-way permits.

cc: Brian P. McAndrews, McAndrews Properties 4, LLC
Michael Lancina, Trademark Building & Development
Teon C. Sujak, PE, Sujak Engineering, PLC

It is recommended that the petitioner or a representative attend the Planning Commission meeting on February 11, 2025. The meeting starts at 7:00 p.m. in the City Commission chambers on the first floor of City Hall.