

PHONE: 810-231-1000
FAX: 810-231-4295



P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

To: Planning Commission

From: Amy Steffens, AICP
Planning and Zoning Director

Date: May 31, 2023

Project address and Description: SUP 23-002: Special use permit review to allow an addition to the Hamburg Township Police Department building located at 10409 Merrill Road (TID 15-26-100-017) per Sections 36-171 and 36-36 of the Township Zoning Ordinance.

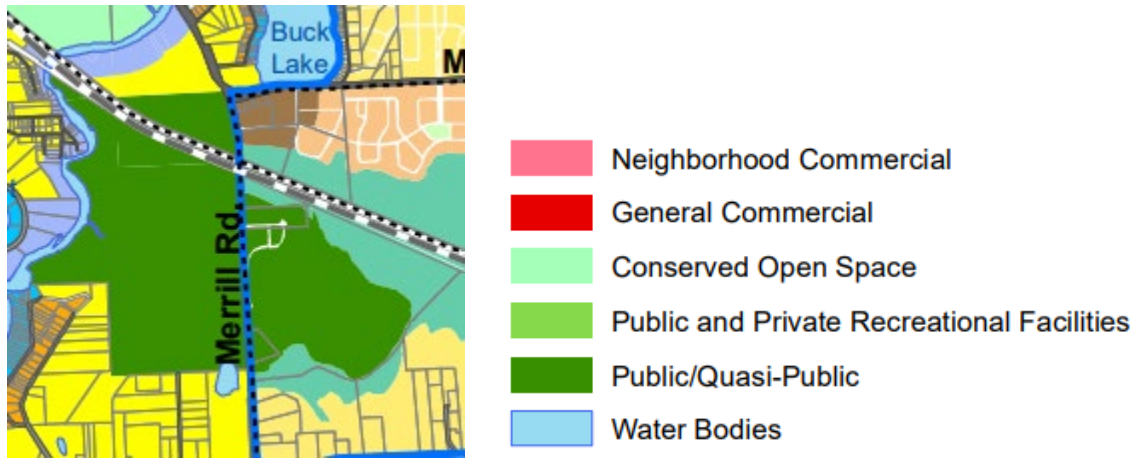
Owner: Hamburg Township



The subject site is the Hamburg Township Police Department building at 10409 Merrill Road on the township municipal complex. The complex is currently zoned RA, medium density residential, but is planned for *Public/Quasi-public* uses in the 2020 Master Plan.

	Current Zoning Classification	Current Use of Property	Future Land Use Designation
Subject Site	Single-family residential	Municipal	Public/Quasi-public
North	Single-family residential	Municipal/Lakelands Trail	Public/Quasi-public
South	Single-family residential	vacant	Residential/Conserved open space
East	Single-family residential	vacant	Public/Quasi-public
West	Single-family residential	Municipal/Park	Public/Quasi-public

Future Land Use Map



PROJECT DESCRIPTION

The submitted plans, file-dated April 24, 2023, propose a 2,100-square foot addition to the north west façade of the existing 7,270 square-foot police department building to provide for a training room, storage, and office space. An existing unpaved parking area of approximately 1,500 square feet to the south of the proposed addition will be hard surfaced.

Per Section 36-171, Schedule of use regulations, of the township Zoning Ordinance, *public buildings, fire stations, community centers, and maintenance buildings* are special uses in the RA district. Section 36-36(h) specifies that an increase of a building’s useable floor area by more than 25 percent constitutes a major amendment to an existing special use and requires new application for special land use review. The proposed addition will increase the building’s usable floor area by 29 percent.

DISCRETIONARY REVIEW STANDARDS:

Below are the Special Use Permit Standards from Section 36-36 of the Zoning Ordinance in **Bold** followed by staff analysis.

Special Use Permit Review, Basis of Determinations (Section 36-36(c)):

The Township Planning Commission shall review the proposed special land use in terms of the standards stated within this Ordinance and shall establish that such use and the proposed location:

- 1. Compatibility with the Master Plan: Will be harmonious and in accordance with the general objectives or any specific objectives of the Hamburg Township Master Plan.**

The 2020 Master Plan envisions *Public/Quasi-public* uses for the township municipal complex. The proposed expansion of the police department building is harmonious with the existing use and in accordance with the future land use objectives of the Master Plan.

- 2. Compatibility with Surrounding Area: Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will not change the essential character of the area, and will not be hazardous or disturbing to existing or future nearby uses. In determining whether a special land use will be compatible and not create a significant detrimental impact, as compared to the impacts of permitted uses, consideration shall be given to the degree of impact the special land use may have on adjacent property, as compared with the expected value to the community. The following types of impacts shall be considered:**
 - 1. Use activities, processes, materials, equipment or conditions of operation;**
 - 2. vehicular circulation and parking areas;**
 - 3. outdoor activity, storage and work areas;**
 - 4. hours of operation;**
 - 5. production of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light;**
 - 6. impacts on adjacent property values; and**
 - 7. the relative ease by which the impacts above will be mitigated.**

Because the police department building is located in within the township's approximate 370-acre municipal complex, the proposed addition would be compatible with the surrounding area of municipal buildings along the east side of Merrill Road and would not impact park area to the west side of Merrill Road. The addition is for storage and training spaces, with no outside changes except for hard surfacing an existing parking area that is not visible by the public. There will be no changes to production of traffic, noise, vibration, smoke, fumes, odors, dust, glare, or light, nor will there be any impact to adjacent property values.

- 3. Improvement to the Immediate Vicinity: Will be an improvement in relation to property in the immediate vicinity and to the Township as a whole.**

Expanding the current police department building allows for continued use of a municipal building without relocating to another site in the township.

4. **Impact of Traffic on the Street System:** The location and design of the proposed special land use shall minimize the negative impact on the street system in consideration of items such as vehicle trip generation (i.e. volumes), types of traffic, access location and design, circulation and parking design, street and bridge capacity, traffic operations at proposed access points, and traffic operations at nearby intersections and access points. The Township may require submittal of a traffic impact study to ensure compliance with this standard. Such a traffic study shall be in accordance with standard practices and procedures, and prepared by a qualified traffic professional. The Township may require mitigation to maintain traffic operations at a level that is consistent with other types of permitted uses in the district. Route and operational restrictions (such as hours, cleaning of dust, or debris) may be established for construction traffic to minimize negative impacts.

Staff expects no impact of traffic on the street system, as the building expansion will serve the police department and not a general use public facility. There are no changes proposed to access location and design, circulation and parking design, or traffic operations.

5. **Impact on the Overall Environment:** The proposed special land use shall not have an unacceptable significant adverse effect on the quality of the natural environment in comparison to the impacts associated with typical permitted uses. The Planning Commission may require a quantitative comparison of the impacts of typical permitted uses and the special land use to assist in making this determination (such as an overlay of conceptual development plans, on a natural features map, illustrating other site development options to demonstrate the impacts have been minimized to the extent practical). If the cumulative impact creates or contributes to a significant environmental problem, mitigation shall be provided to alleviate the impacts associated with the environmental problem, mitigations shall be provided to alleviate the impacts associated with the requested use.

The subject site is an existing municipal building and associated parking lot. The proposed addition on the north west façade of the building will be using an existing manicured lawn and will use the existing stormwater drainage infrastructure. When compared to the infrastructure requirements for permitted uses in the RA district the proposed addition is extremely low-impact and will make use of existing grassed yard.

6. **Public Services Impact:** Will be served adequately by essential public services and facilities or that the persons responsible for the establishment of the proposed use will provide adequately any such service or facility, will not create excessive additional public costs and will not be detrimental to the economic welfare of the Township. Public facilities shall include, but not be limited to: streets, pedestrian or bicycle facilities, police and fire protection, drainage systems, water and sewage facilities, and schools.

The township has adequate public services and facilities capacity to service the 2,100-square foot addition, which staff finds would not have an adverse impact on streets, public safety protection, utility systems, schools, or pedestrian or bicycle facilities.

7. Compliance with Zoning Ordinance Standards: Will be consistent with the intent and purposes of this Ordinance and be designed, constructed, operated, and maintained to meet the stated intent of the zoning district.

The site is zoned RA, medium density residential, the intent of which is to provide a stable and sound environment for single-family detached dwellings with suitable open space at a medium density. The requirements of this district are designed to protect the medium density residential character of development by restricting uses and activities which are not beneficial or appropriate in such an area, and by permitting construction and occupancy of single-family dwellings on fringes of higher density urban development and may be served by public sewerage systems and other appropriate urban facilities and services in the future. However, the requirements of this district are designed to permit the safe and healthful use of on-site water supply and waste disposal. There is no intent to promote by these regulations a district of lower quality and desirability than in the RAA Residential District, although a higher density of population is permitted herein.

While the intent of the RA district envisions residential development, the special uses envisioned by the RA district include municipal-related uses such as public buildings, parks, and open spaces, as well as public or private schools and churches. The intent of the RA district, in addition to providing for medium density residential development, is also to allow via special use review a number of low-impact non-residential uses.

The proposed addition will be designed, constructed, operated, and maintained to meet the intent of the RA district for facilities and services requirements.

RECOMMENDATION:

Staff recommends the Planning Commission review, discuss and make a determination on SUP 23-002 Special use permit review to allow an addition to the Hamburg Township Police Department building located at 10409 Merrill Road (TID 15-26-100-017) per Sections 36-171 and 36-36 of the Township Zoning Ordinance.

Example Approval Motion:

The Planning Commission approves Special Use Permit 23-002 to allow a 2,100-square foot addition to the Hamburg Township Police Department building located at 10409 Merrill Road (TID 15-26-100-017) per Sections 36-171 and 36-36 of the Township Zoning Ordinance.

Condition 1: The special land use permit for the proposed addition to the Hamburg Township police department building is only valid with approval of a final site plan from Hamburg Township. The site plan submitted for the project on this site shall not increase the size or significantly change the location of the proposed use on the subject site.

Condition 2: The special land use permit shall be null and void unless a land use permit for the addition on the site is granted within one year from the date of this approval.

Example Denial Motion:

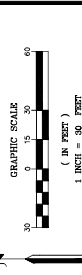
The Planning Commission denies Special Use Permit 23-002 to allow a 2,100-square foot addition to the Hamburg Township Police Department building located at 10409 Merrill Road (TID 15-26-100-017) per Sections 36-171 and 36-36 of the Township Zoning Ordinance.

EXHIBITS:


Exhibit A: Project plans

Exhibit B: Rendering

Exhibit C: Application



- LEGEND**
- WIS. SPACT MARKER
 - WELL WATER
 - BOLLARD
 - STOP SIGN / PEDESTRIAN CROSSING SIGN
 - SIGN / MONUMENT SIGN
 - FLAG POLE
 - HANDICAP PARKING INDICATION
 - LIGHT FIXTURE / RECREATING LIGHT
 - LIGHT POLE
 - UTILITY MARKING: GAS, WATER, METAL, PHONE, COV. CAN, BOX, MAIL, ELEC., JAIL, ETC.
 - AIR CONDITIONER UNIT
 - LIGHT POLE W/50' WIRE
 - OVERHEAD UTILITY LINE (ELECTRIC/PHONE/FIBER)
 - VAP. UTILITY LINE (BRIND/FREE OPTIC/ELECTRIC/PHONE/FIBER)
 - BODDARD'S TREE W/SHRUBBER
 - CONIFEROUS TREE W/SHRUBBER
 - FENCE (CHAIN LINK, INLIES, CHIMNEY STAIRS)
 - EDGE OF GRAVEL
 - CONCRETE CURB (SLOPED DRAINAGE STRIPS)
 - SAWHAY SINGI MANHOLE VALVE/SHUTTER
 - GROUND PUMP
 - SAWHAY SINGI PIPE
 - CLEAN OUT
 - STORM WATER MANHOLE W/SHRUBBER
 - CATCH-BASIN W/SHRUBBER
 - CONTROL STRUCTURE
 - FURROW IN SECTION
 - STORM WATER DRAINAGE PIPE
 - TYPHANT
 - WATER MAIN
 - GAS MANHOLE
 - GAS SHUT OFF
 - 1/2" GAS
 - 1" CONTOUR
 - 5" CONTOUR
 - PROP. EDGE OF CONCRETE
 - PROP. WATER LINE
 - PROP. CONC. PAVEMENT
 - PROP. BITUMINOUS PAVEMENT
 - E.S. SPOT ELEV.



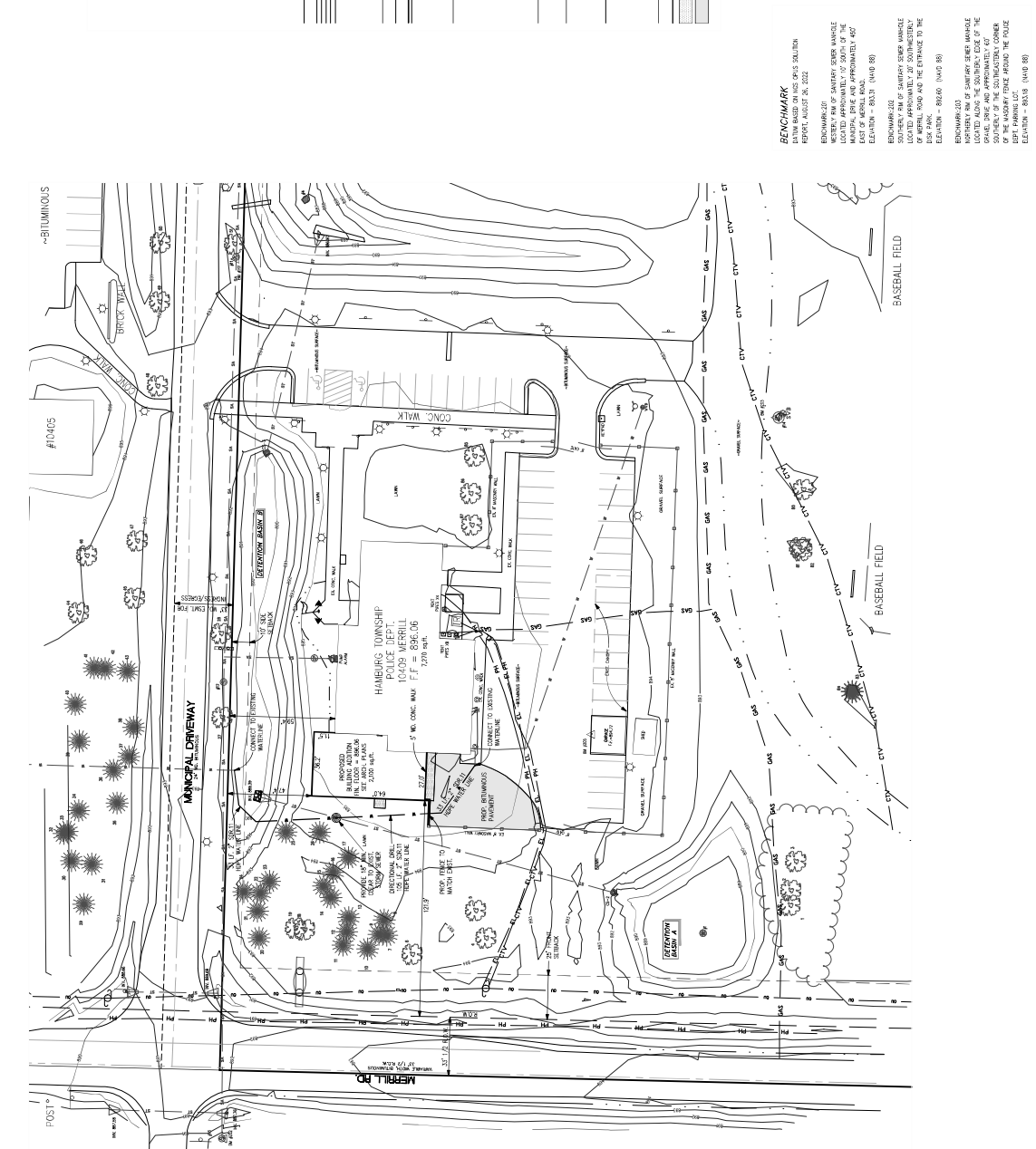
SPD

SCALE: 1" = 30'

PROJECT NO.: 214189

DWG NAME: 4108 SP

ISSUED: MAR. 21, 2023



BENCHMARK
SOUTHWEST CORNER OF EXISTING BUILDING
REPORT: AUGUST 10, 2022

REMARKS:
WESTERN END OF SANITARY SEWER MANHOLE
LOCATED APPROXIMATELY 10' SOUTH OF THE
WESTERN END OF SANITARY MANHOLE
EAST OF MERRILL ROAD.
ELEVATION = 803.3 (NA8 88)

BENCHMARK-222
SOUTHWEST CORNER OF SANITARY SEWER MANHOLE
EAST OF MERRILL ROAD AND THE ENTRANCE TO THE
BASEBALL FIELD.
ELEVATION = 806.0 (NA8 88)

BENCHMARK-223
SOUTHWEST CORNER OF SANITARY SEWER MANHOLE
LOCATED ALONG THE SOUTHWEST CORNER OF THE
GRADE. 20' ± AND APPROXIMATELY 10' ±
WEST OF THE SANITARY SEWER MANHOLE
OF THE MANHOLE FORCE AROUND THE POLICE
DEPT. PARKING LOT.
ELEVATION = 806.0 (NA8 88)

CLIENT: POLICE DEPARTMENT

DESIGNER: FLOCCI & VOLLMAR

588 E GRAND RIVER SITE 100B

BRIGHTON, MICHIGAN 48116

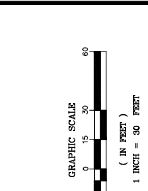
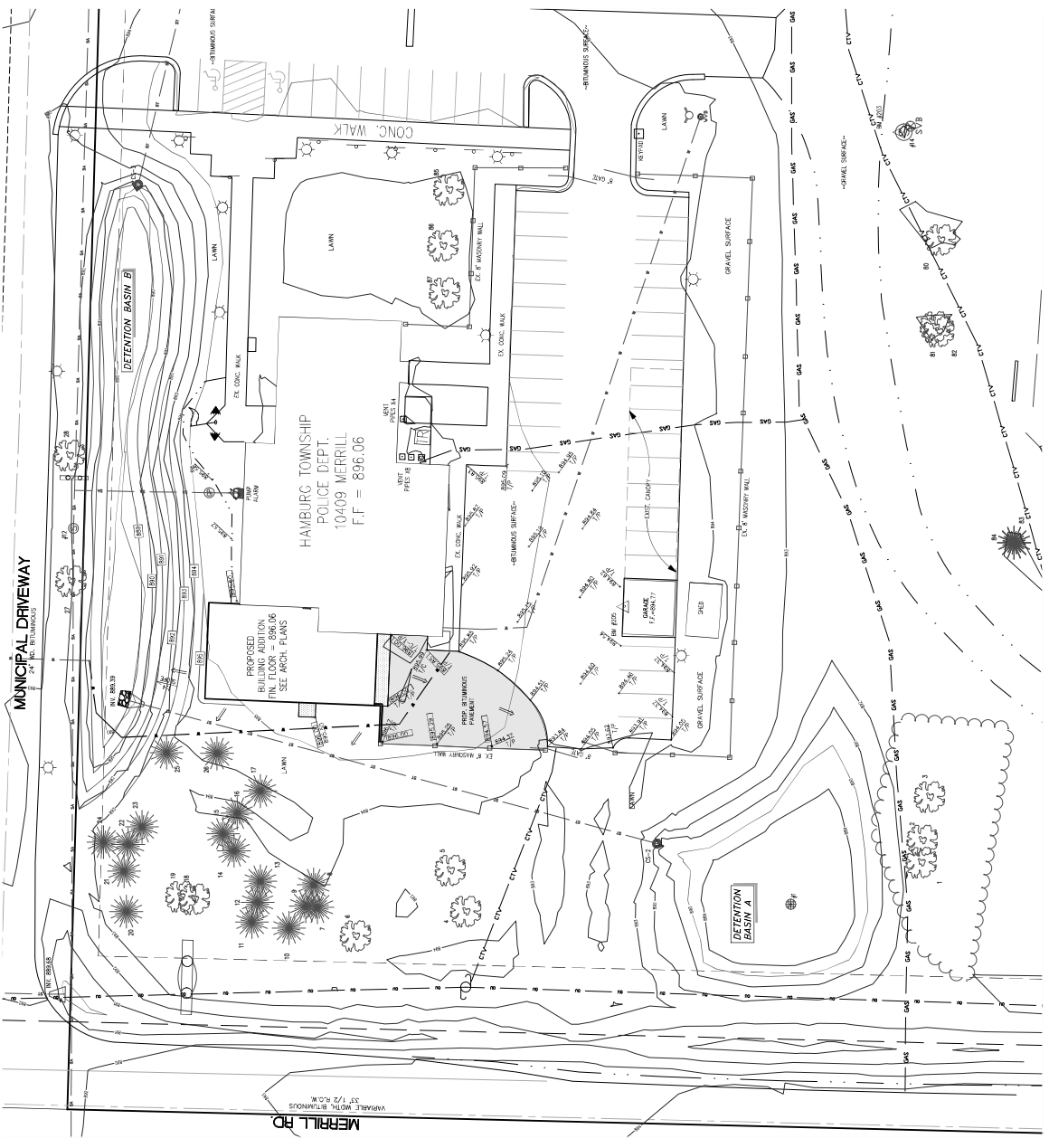
910-225-2600

HAMBURG TOWNSHIP
POLICE DEPARTMENT
SITE PLAN

HAMBURG TOWNSHIP
POLICE DEPARTMENT

REVISION #	DATE	REVISION DESCRIPTION	REVISION #	DATE	REVISION DESCRIPTION

DESIGN: WWP
DRAFT: HWP
CHECK: WWP



- LEGEND**
- = WEG SURFACE IMPROVEMENT
 - = WELL WATER
 - = BOLLARD
 - = STOP SIGN / PEDESTRIAN CROSSING SIGN
 - = SIGN / MONUMENT SIGN
 - = FLAG POLE
 - = HANDICAP PARKING INDICATION
 - = LIGHT FIXTURE / ALUMINUM LIGHT
 - = LIGHT RAKE
 - = UTILITY MARKERS (ELECTRIC, WATER, GAS, FIBER OPTIC, CATV, TEL, RAIL, ETC.)
 - = AIR CONDITIONER UNIT
 - = LIGHT POLE W/50' WIRE
 - = OVERHEAD UTILITY LINES (ELECTRIC/WIRE/COILED)
 - = UTILITY LINES (UNDERGROUND/UNDER/UNDER/UNDER)
 - = DECIDUOUS TREE W/SHRUB
 - = CONIFEROUS TREE W/SHRUB
 - = FENCE (CHAIN LINK, UNLESS OTHERWISE NOTED)
 - = EDGE OF GRAVEL
 - = CONC. CURB (UNLESS OTHERWISE NOTED)
 - = SANITARY SEWER MANHOLE (ASPH/CON)
 - = GROUND PUMP
 - = SANITARY SEWER PIPE
 - = CLEAN OUT
 - = STORM WATER MANHOLE W/REINFORCER
 - = CATCH-BASIN W/REINFORCER
 - = CONTROL STRUCTURE
 - = FURROWED SECTION
 - = STORM WATER DRAINAGE PIPE
 - = PERMANENT
 - = WATER MAIN
 - = GAS MANHOLE
 - = GAS SHUT OFF
 - = 1/2" GAS
 - = 1" CONTOUR
 - = 5' CONTOUR
 - = PROP. EDGE OF CONCRETE
 - = PROP. WATER LINE
 - = PROP. CONC. FOOTING
 - = PROP. BITUMINOUS PAVEMENT
 - = EX. SPOT ELEV.
 - = TOP OF PAVEMENT
 - = PROPOSED OUTDOOR
 - = DRAINAGE LOW MARK

BENCHMARK
 SOUTHWEST CORNER OF EXISTING BUILDING
 REPORT AUGUST 26, 2022

811
 Know what's below.
 Call before you dig.
 1-800-4-A-ROOT
 CALL BY TUESDAY, 10:00 AM (EST)
 OR VISIT CALLBEFOREYOU.DIG

GR
 CIVIL ENGINEERS
 LAND SURVEYORS
 2183 PLESS DRIVE
 BRIGHTON, MICHIGAN 48116
 (810) 277-8533

DESIGN W/P
DRAFT
CHECK W/P

REVISION # **DATE** **REVISION DESCRIPTION**

CLIENT
 POLICE DEPARTMENT
 GRADING PLAN

HAMBURG TOWNSHIP
POLICE DEPARTMENT

PROJECT INFO
 CLIENT: FLOOD & VOLLMAR
 PROJECT NO.: 214189
 DWG NAME: 4189.GR
 588 E GRAND RIVER SITE 100B
 BRIGHTON, MICHIGAN 48116
 810-277-8533

ISSUE DATE
 21 MAR 2023

SCALE
 1" = 30'

DATE
 21 MAR 2023

ISSUED BY
 MAR 21 2023





FAX 810-231-4295
PHONE 810-231-1000

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139

Special Use Permit Application

(FEE \$750)

Please note: All required information, copies, fees, and other materials as appropriate must be submitted and complete before the Township Planning Commission will set a public hearing date on the Special Use Permit Application.

The undersigned hereby makes application for a Special Use Permit for:

Proposed Use:

Building expansion to the existing Hamburg Township Police building

To be located at:

10409 Merrill Road, Hamburg, Michigan

Tax Parcel ID Number: 15-26-100-017

By signing this Special Use Application, I/we hereby certify and agree that all use for which this application is made will conform to the date and information submitted with this application and all ordinances affecting Hamburg Township, Livingston County, Michigan.

I/we further agree that any deviation from the date submitted or the breach of any additional safeguards, conditions or requirements the Hamburg Township Planning Commission may impose in granting this permit shall constitute a violation of the Ordinance and invalidate the permit granted.

Owner: Hamburg Township

Address: 10405 Merrill Road, Hamburg, Michigan 48139

Phone: 810-231-1000

Signature: [Signature] Date: 5-2-2023

Designer: Wayne M. Perry, P.E., Desine Inc.

Address: 2183 Pless Drive, Brighton, Michigan 48114

Phone: 810-227-9533

Signature: [Signature] Date: MAY 1, 2023

Basis for Determination

Please supply any supporting evidence and/or details as may be appropriate when answering each question. Use extra sheets if necessary.

1. Will the special use be harmonious with and in accordance with the general or any specific objectives of the Hamburg Township Master Plan? Yes No

If no detail variations from the Master Plan:

2. Will the special use be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity? Yes No

If no please detail your answer:

Will this special use change this character of the area? Yes No

If yes state how the area's character would be changed:

3. Will the special use be hazardous or disturbing to existing or future nearby uses? Yes No

If yes state how this special use would be hazardous or disturbing:

4. Will the special use be an improvement in relation to property in the immediate vicinity and to the community as a whole? (Please give details supporting your answer.) Yes No

The proposed project will not significantly change or impact property in the immediate vicinity.

5. Will the special use be served adequately by essential public facilities and services? Yes No

If no what persons or agencies responsible for the establishment of the proposed use will provide adequately any such services or facility? (Give responsible party and service to be provided by each party.)

6. Will the special use create excessive additional requirements at public cost? Yes No If yes please state what additional requirements will be needed:

How will the special use affect the economic welfare of this Township?

The modification of the existing Special Use will improve the ability of the Hamburg Township Police Dept, to provide services to the Township and it's residents.

7. Will this special use be consistent with the intent and purposes of the Hamburg Township Zoning Ordinance?
 Yes No

If no please state reasons: _____

.....

For Office Use Only

Date of public hearing set by the Hamburg Township Planning Commission: _____

This Special Use Permit was:

[] Denied by the Hamburg Township Planning Commission for the following reason (s):

[] Approved by the Hamburg Township Planning Commission on: _____

Special Conditions:

Jeff Muck
Planning Commission Chairman

