

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** 

SUP 23-002: Special use permit review to allow an addition to the **Description:** 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.

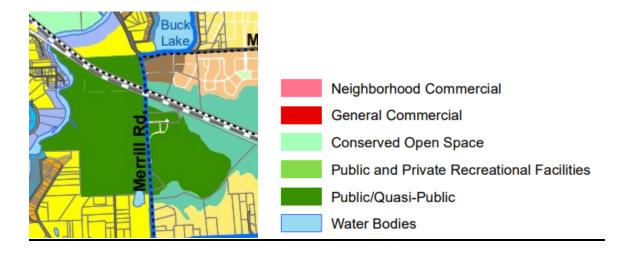
Owner: Hamburg Township



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.

	<b>Current Zoning Classification</b>	<b>Current Use of Property</b>	<b>Future Land Use Designation</b>
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 SITE PLAN FOR

# HAMBURG TOWNSHIP POLICE DEPARTMENT

BUILDING EXPANSION

BEING PART OF SECTION 26, TIN,R5E, HAMBURG TOWNSHIP LIVINGSTON COUNTY, MICHIGAN



LOCATION MAP

# LEGAL DESCRIPTION Reference: Certified Land Survey M287 as recorded in Liber 1381, Page 0704. Livingsten County Records

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DETENTION BASIN A WATER SHED PLAN & DRAINAGE CALCULATIONS DETENTION BASIN B WATER SHED PLAN & DRAINAGE CALCULATIONS

WSB

ARCHITECTURAL PLANS

UTILITY DETAILS SITE DETAILS

EXISTING CONDITIONS AND DEMOLITION PLAN POLICE DEPARTMENT SITE PLAN POLICE DEPARTMENT GRADING DETAIL POLICE DEPARTMENT EROSION CONTROL PLAN

SPD GR SE WSA

POLICE DEPARTMENT

EX

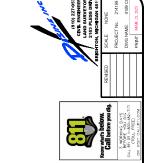
SITE PLAN

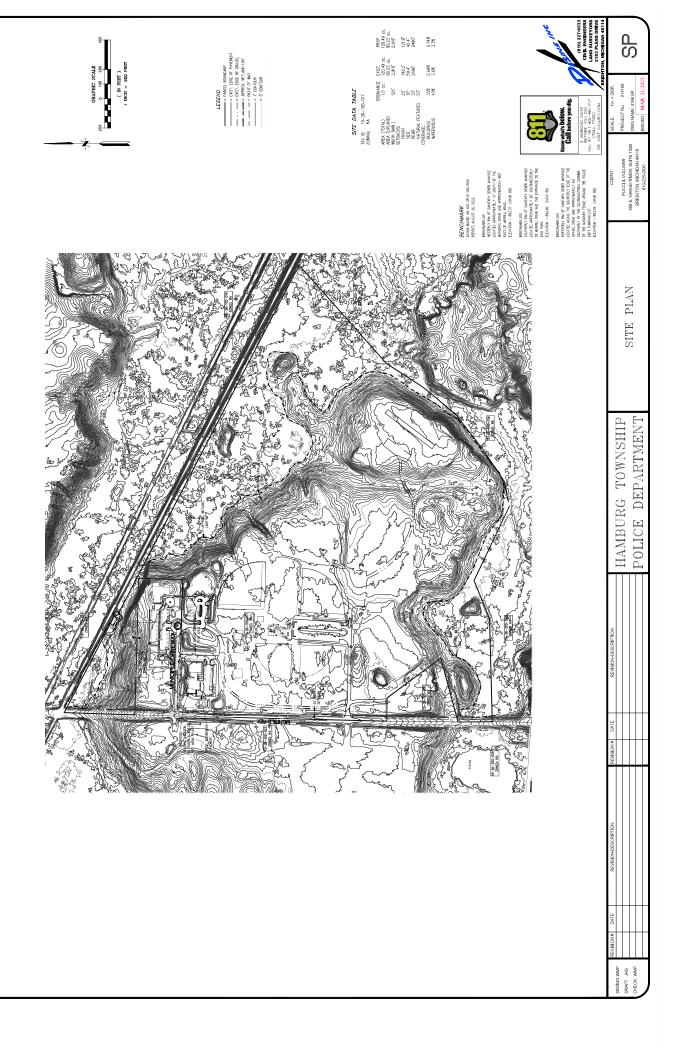
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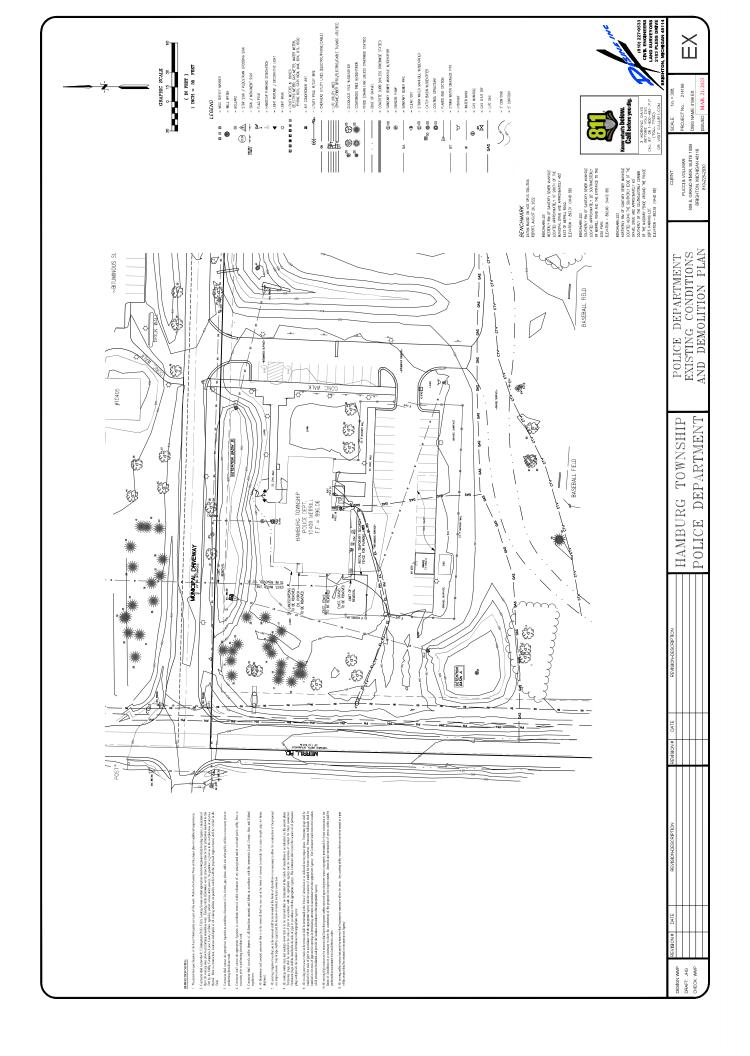
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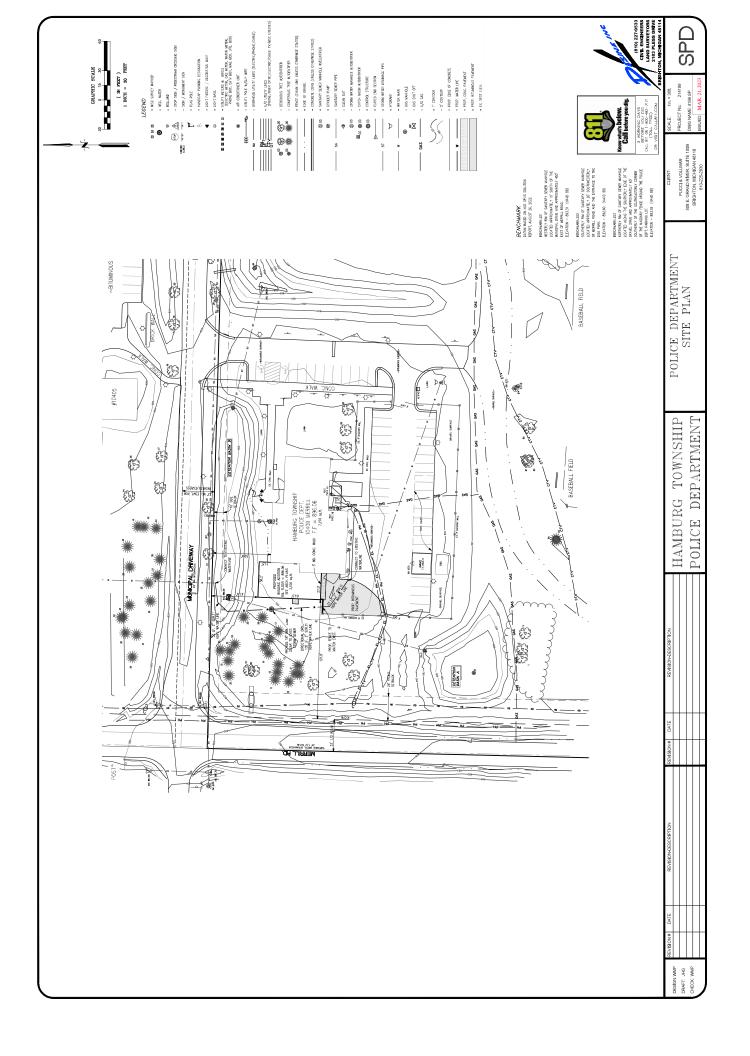
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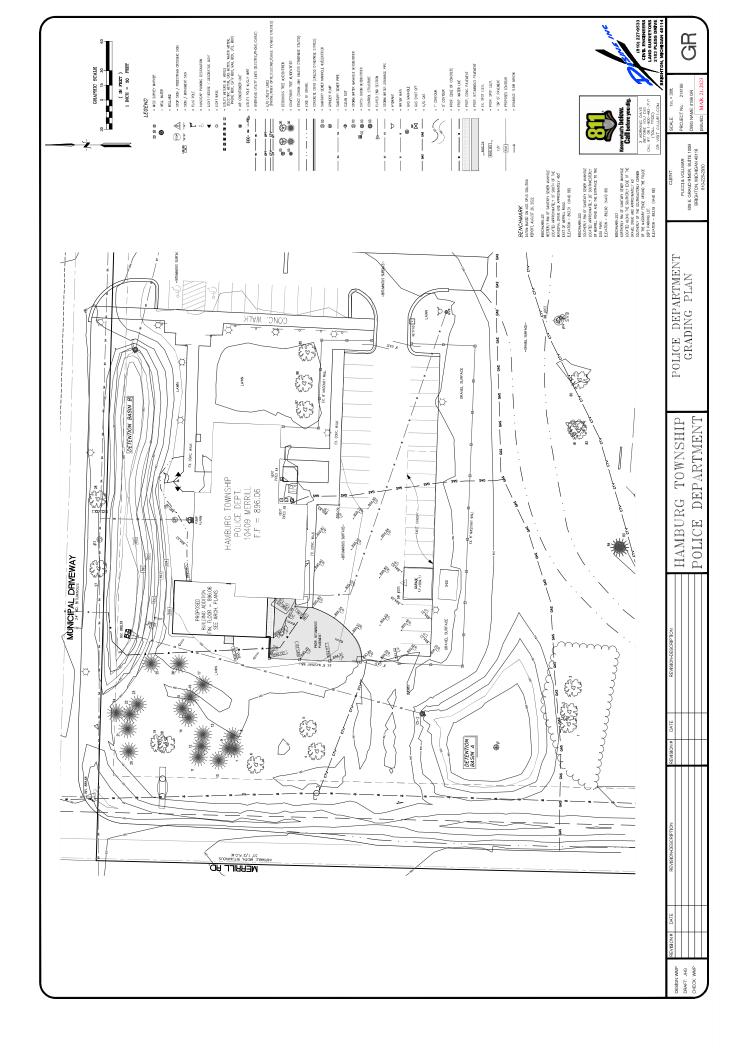
CIVIL ENGINEER / LAND SURVEYOR DESINE, INC. 2183 PLESS DRIVE BRIGHTON, MICHIGAN 48114 810-227-9533

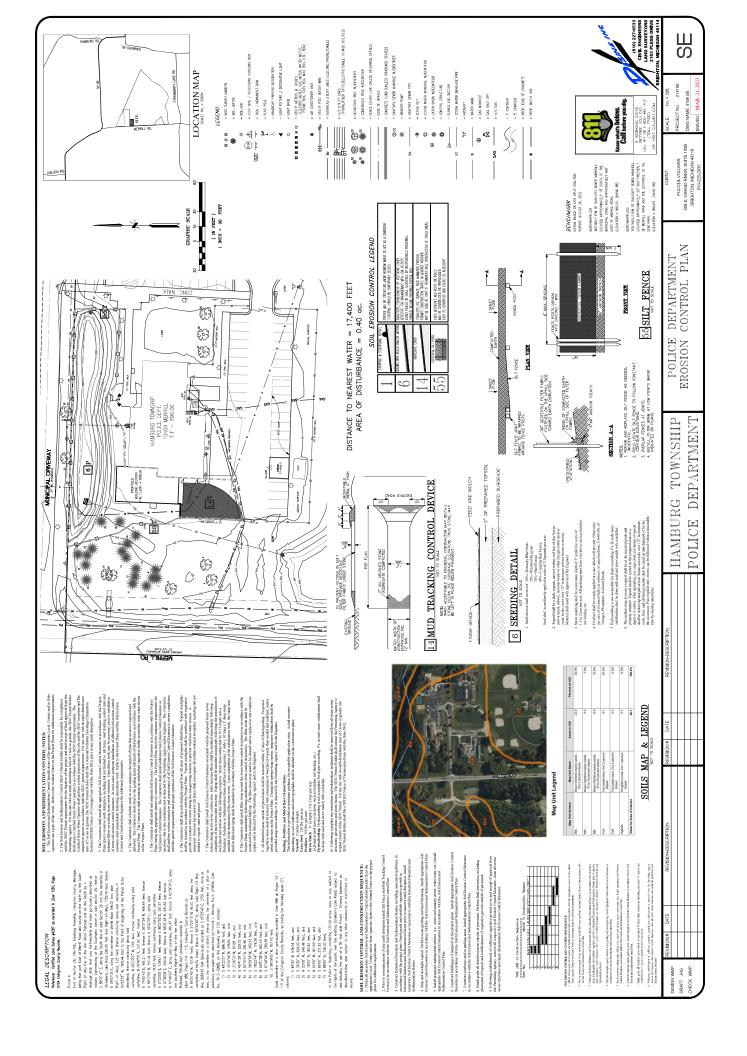


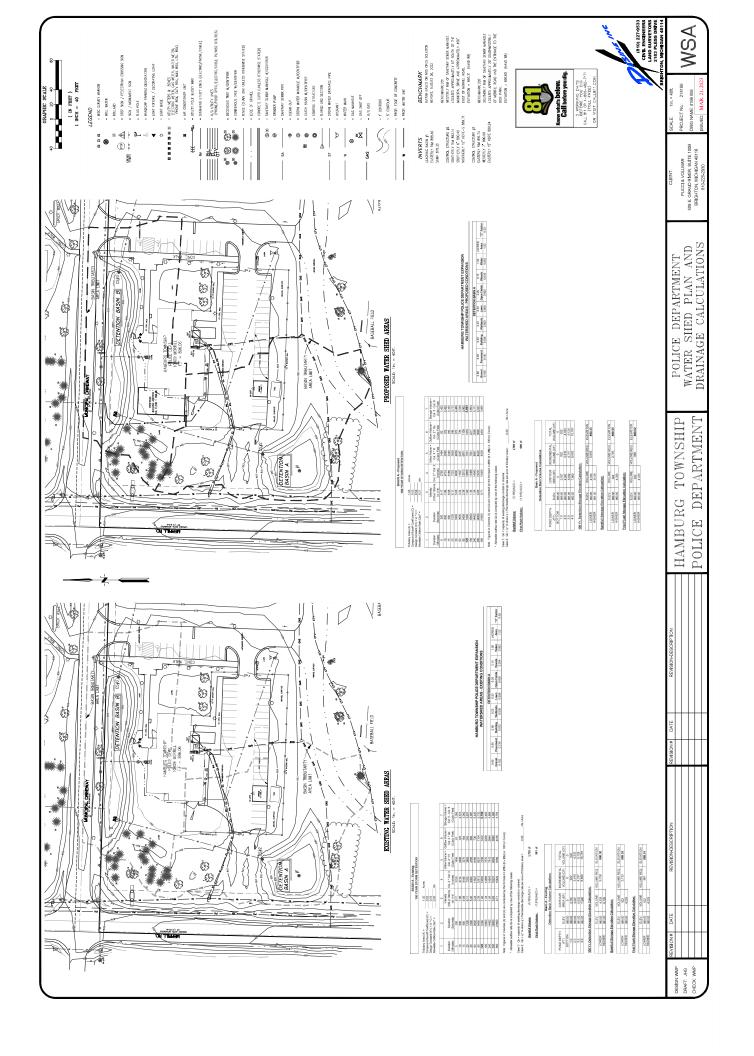


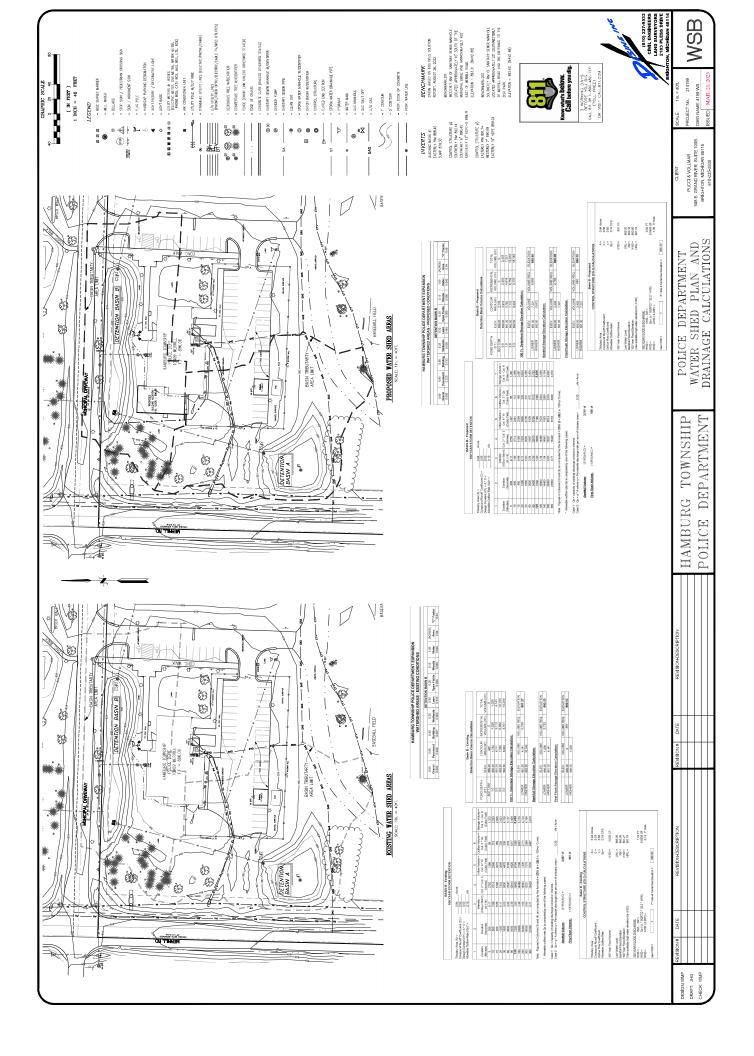














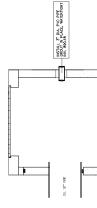
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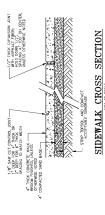
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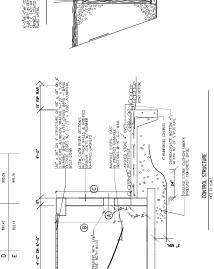
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SITE DETAILS

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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: Tal Superurser Date: 5-2-2023
Designer: Wayne M. Perry, P.E., Desine Inc.
Address: 2183 Pless Drive, Brighton, Michigan 48114
Phone: 810-227-9533  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? 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? 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? 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? 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.)

Special Use Permit Application 3
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