

August 14, 2025

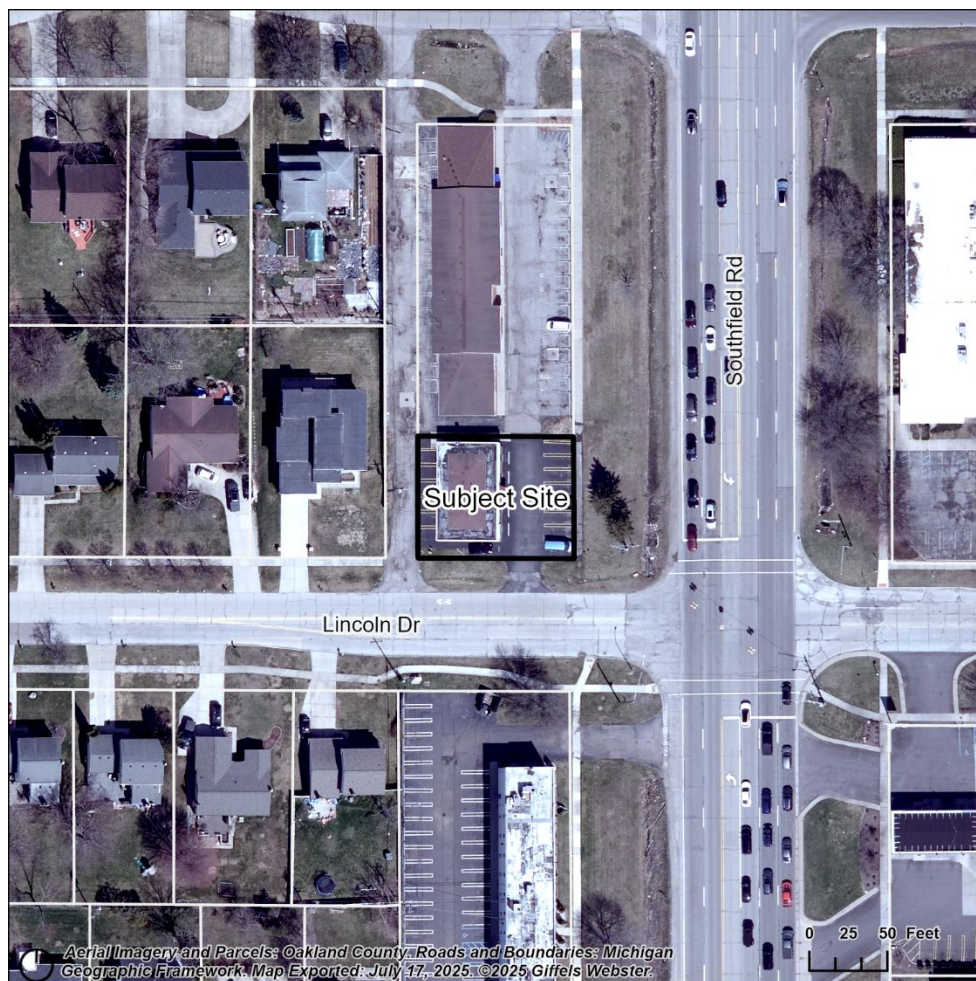
Planning Commission  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

## Site Plan Review

Site: 26021 Southfield Road, Ste. 103  
Applicant: Layth Alsashei for Babylon Printing L.L.C.  
Plan Date: July 15, 2025  
Zoning: MX Mixed Use District  
Parcel ID: 24-23-280-037  
Proposal: Business Services Printing

Dear Planning Commissioners,

We have reviewed the site plan application and a summary of our findings is below. Review comments are highlighted in **bold**.



## REVIEW SUMMARY

1. An approved site plan is not on file for the subject site; therefore, approval by the Planning Commission is required (Sec. 6.1.1.B.)
2. The application consists of a change of use from a tailoring shop (Retail Commercial Use) to a screen printing shop (Business Service Use). These two uses require the same amount of parking, and therefore, no additional impact on the site will be incurred.
3. The Mixed-Use district is intended to allow flexibility in the redevelopment of property along Southfield Road.
4. The ordinance standards outlined below are found to be the result of existing conditions at the site.

## DETAILED REVIEW

### Project Summary

The 8,000 square foot (0.18-acre) site is zoned MX – Mixed Use District and is located along the west side of Southfield Road, between Lincoln Drive to the south and Rainbow Drive to the north. The existing building consists of two levels and five (5) tenant lease spaces with a total area of approximately 5,120 square feet. The northernmost tenant space on the lower level is proposed to be converted to a use that will accommodate a business service use, more specifically a screen printing business. Vehicular parking spaces are accessible from both Lincoln and Rainbow, and additional existing parking spaces are accessible via an alley along the back (west) side of the site. No direct vehicular access is taken from Southfield Road. The existing surface parking lot contains 16 off-street parking spaces, which include two handicap spaces. Parcels fronting Southfield Road, south of the site, are zoned Office Service (city of Southfield), while parcels fronting Southfield Road north and east of the site are zoned Mixed-Use. Parcels west of the site are zoned R-1 Single-Family Residential. The subject site's previous use was tailoring business. No additional square footage is proposed within the scope of work for this development.

### Proposed

1. **Use.** The applicant intends to occupy the interior of the existing suite 103 tenant space for a new use. The proposed floor plan divides the 312 square foot space in half; between office space and a work station. The screen printing business is classified as a business service, which is a principally permitted use within the ordinance. *Business services uses* are defined as establishments that provide services principally to other businesses, such as photocopying and printing; photo finishing; business equipment and furniture rental and leasing; computer and telephone sales, software and support; advertising, mailing, marketing and promotions; business or office incubator; co-working center; and similar uses as determined by the approval authority. The applicant states, 1) the business will be operated on a small scale, as per orders received from customers and will not have any manufacturing or mass production; 2) no chemicals or containers of ink (only ink cartridges) will be used or stored at the facility, and 3) the materials used will be textiles (T-shirts, hats, tote bags, etc.).
2. **Waste and Rubbish (Section 5.3.2.E.).** Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than 1 ft. higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than 6 ft. in height on 3 sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the 3 sides



so that no refuse bin projects outside of the open side. **The submitted information provided by the applicant does not indicate an area with a dumpster enclosure nor the location of individual trash receptacles. A site visit to the property observed an area that may accommodate up to 5 exposed waste cans, located near the alley on the north side of the building. An adjacent, approximately 6'-high wooden fence provides relative obscurity from the public when viewed from the front of the building. This is an existing condition of the site and no change is proposed.**

3. **Outside Illumination (Section 5.8).** All lighting apparatus used for outside illumination shall direct all light downward and shall be so constructed as to prevent the directed light from extending beyond the lot being illuminated. Except as otherwise provided in this ordinance, no lighting apparatus shall be placed more than 18 feet above grade as measured to the point on the ground nearest the light. No light source shall cause or permit direct, indirect, or reflected light to extend beyond the lot upon which it is placed so as to be annoying to any occupant of a neighboring lot who is of ordinary sensibilities. **The screen printing business proposes occupancy in one of the available suites, without any exterior changes to the existing overall site.**
4. **Off-Street Parking (Section 5.13.3)** Increase of floor area or change in use. Whenever a use requiring off-street parking is increased in floor area and such uses are located in a building existing on or before the effective date of this article, and whenever a use of existing premises is changed to one requiring greater off-street parking, parking facilities for the total floor area and use shall first be provided and thereafter maintained in the amounts specified in this article. **An off-street parking analysis was not found within the set of plans. An analysis and site visit of the property determined the data, shown in the following table below.**
5. **Minimum number of parking spaces required (Section 5.13.14.Table C.iv.).**

Parking Standards				
Ordinance Standard	Zoning Ord Section	Required	Provided	Comments
Suite 101 <b>Barber Shop</b>	Sec. 5.13.14.D.	1 space per 200 sf. of usable area.	16 on-site spaces	Approximately 2 spaces.
Suite 102 <b>Salon</b>		1 space per 200 sf. of usable area.		Approximately 2 spaces.
Suite 103 <b>Printing Services</b>		1 space per 200 sf. of usable floor area.		312 sf. = 2 spaces.
Suite 201 <b>Personal Services</b>		1 space per 200 sf. of usable area.		Approximately 2 spaces.
Suite 202 <b>Real Est. Services</b>		1 space per 275 sf. of gross leasable area.		Approximately 2 spaces.

**When calculating the parking requirement for each tenant space, 312 square feet, the size of the subject space, was applied to each of the four other spaces. The previous tailoring shop is the same use classification as the proposed screen printing shop, and therefore, there is no change to the off-street parking.**

6. **Landscaping (Section 5.15.15).** Special landscaping requirements. When requested by the building official, all site plans submitted for approval shall include a landscape element which clearly shows all existing trees which are more than 6" in trunk caliper when measured 3' above ground level in height. The plans must clearly designate which of such trees are to be saved and which will be destroyed by the development. The landscape element must also show the landscape design features of the development. No site plan shall be approved unless the plan affirmatively shows that reasonable care and diligence has been exercised to preserve existing healthy trees and shrubs and other valuable mature plant materials on the site. The proposed plan does not include additional landscaping. **Unless parking lot or exterior changes are made, additional landscaping is not required.**



7. District Development Standards – Mixed Use (Section 3.1.8.D.).

Development Standard	Zoning Ord Section	Required	Provided	Comments
Lot Size	3.1.9	5,000 sq. ft.	Approx. .18 acre; 8,000 sq. ft.	Compliant
Maximum Height		30 ft. or 2 stories, whichever is less	Two levels (existing bldg.)	Compliant
Front Yard		10 ft. minimum	Approx. 45 ft. (existing bldg.)	Compliant
Side Yard		0 ft. – each side	Approx. 3'-5' ft. (north side) Approx. 15 ft. (south side)	Compliant (existing)
Rear Yard		5 feet	Approx. 15 ft. (west side)	Compliant (existing)



Development Procedures for Site Plan Review (Section 6.1.)

1. Site Plan approval.

- A. Planning Commission approval. Planning Commission approval of a site plan is required prior to establishment, construction, expansion, or structural alteration of any structure or use, as follows:
  - i. All special uses, conditional zoning, and planned development requests subject to the provisions of this article. N/A
  - ii. All residential uses, single-and multiple-family except the following:
    - a. Construction, moving, relocating or structurally altering a single- or two-family home, including any customarily incidental accessory structure by the homeowner. All necessary building permits are required. N/A
    - b. Family day care homes, as licensed by the State of Michigan and as defined in Section 2.2. N/A
  - iii. All office, commercial, and industrial uses, subject to the provisions of this article.

**Per Section 6.1.1.B., in the case of reuse or expansion of an existing development, an approved site plan must be on file at the city to be eligible for administrative review. A search of City records did not result in attaining an approved site plan, otherwise, the**

**change of use may have qualified as an administrative review considering the minor change of use.**

- iv. All other uses, not specifically mentioned in subsection B.
- v. Construction, expansion or alteration of a condominium, as defined by state law, shall be subject to the procedures and standards of this section. N/A
- vi. Construction, expansion, or alteration of a planned development (PD) project shall be subject to development plan approval in accordance with the procedures and standards of this Zoning Ordinance. N/A
- vii. Essential services and public utilities and facilities. N/A
- viii. Development of a non-single-family residential use in a single-family district. N/A
- ix. Any excavation, filling, soil removal, mining or landfill, or creation of ponds, except as otherwise specified in subsection B., following. N/A
- x. Any development that proposes a new means of ingress and egress onto a public or private road. N/A
- xi. Vacation of a road easement. N/A

We will look forward to discussing the site plan application with the Planning Commission on Aug. 19, 2025.

Regards,  
**Giffels Webster**



Jill Bahm, AICP  
Partner



Eric Pietsch  
Senior Planner

## **Zoning.**

