NOTICE OF PUBLIC MEETING
CITY OF WALLED LAKE
PLANNING COMMISSION
Tuesday, November 10, 2026 | 7:30 P.M.

This meeting will be held via in-person hybrid phone in conference. For those who want to participate in person, the meeting will be held in Council Chambers located at 1499 E. West Maple Rd, MI 48390. For those that will attend virtually please review the credentials below. The following items are on the agenda for your consideration:

PLEDGE TO FLAG & INVOCATION		
ROLL CALL & DETERMINATION OF A QUORUM		
REQUESTS FOR AGENDA CHANGES		
APPROVAL OF THE MINUTES	1. October 13, 2026	Pg.3
AUDIENCE PARTICIPATION	*Audience members will be able to speak via electronic means as instructed below.*	
COMMUNICATIONS		
UNFINISHED BUSINESS	1. PC 321 750 N. Pontiac Trail, 92-17-34-277-001 Applicant – IFS Holdings, LLC Request Site Plan Amendment	Pg.9
	2. Master Plan Discussion • Summary of Market Place Event from October 21, 2026	
	3. C-377-26 Amendment to Chapter 51, Article 16.00 Planned Unit Development • Discussion of Commissioner Amin's Statement submitted at the October 13th meeting	Pg.20
	4. Commercial Design Standards	Pg.41
NEW BUSINESS		
DISCUSSION		
COMMISSIONERS' COMMENTS		
ADJOURNMENT		

Electronic Meeting Platform

The city will be utilizing the audio-conferencing tool ZOOM. Members of the Walled Lake public body will be able to hear and speak to each other for the entire meeting. Except for closed session portions of the meeting, members of the audience/public will be able to hear members of the Walled Lake public body during the entire meeting but will **only be able to speak** during Audience Participation or Public Hearing.

To connect to the meeting through ZOOM using a laptop PC or Smart Phone, a member of the public may need to do the following:

- Install Zoom App on mobile device.
- Or download Zoom Client at https://zoom.us/download and install on a PC or Mac

When: Nov 10, 2026 07:30 PM Eastern Time (US and Canada)
Topic: Planning Commission November 10, 2026

Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/83078065844
Passcode:963902

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International numbers available: https://us02web.zoom.us/u/kdsdW4lnDK

Procedures for participation by persons with disabilities.
The City will be following its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 624- 4847 in advance of the meeting. An attempt will be made to make reasonable accommodations.

Individuals with Hearing or Speech-Impairments.
Users that are hearing persons and deaf, hard of hearing, or speech-impaired persons can communicate by telephone by dialing 7-1-1.

- Individuals who call will be paired with a Communications Assistant
- Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID with password.

For more information please visit:
https://www.michigan.gov/mpsc/0,9535,7-395-93308_93325_93425_94040_94041---,00.html

Members of the public may also view the broadcast meeting on the City of Walled Lake's YouTube channel: https://www.youtube.com/channel/UCDwQJiyMCqMbmg9Ru-sKMEw/featured

CITY OF WALLED LAKE
PLANNING COMMISSION
TUESDAY, OCTOBER 13, 2026

The Meeting was called to order at 7:30 p.m.

Pledge of Allegiance led by Chairman Schinzing.

ROLL CALL: Amin, Bashi, Fernandes, Martin, Swiatek, Whitt

ABSENT: Schinzing

OTHERS PRESENT: Planning Consultant Ortega and City Clerk Stuart

REQUESTS FOR AGENDA CHANGES: None

Commissioner Whitt explained the city received correspondence Chairman Schinzing would not be in attendance this evening and recommended a temporary chair be appointed for this evening.

PC 10-01-26 MOTION TO HAVE MITAL AMIN AS TEMPORARY CHAIR FOR TONIGHT'S MEETING

Motion by Bashi, seconded by Swiatek, CARRIED UNANIMOUSLY: To have Mital Amin as temporary chair for tonight's meeting.

Commissioner Amin accepted.

APPROVAL OF THE MINUTES

1. Planning Commission Minutes from September 8, 2026

PC 10-02-26 MOTION TO APPROVE SEPTEMBER 8, 2026 PLANNING COMMISSION MINUTES

Motion by Swiatek, seconded by Fernandes, CARRIED UNANIMOUSLY: To approve September 8, 2026 Planning Commission minutes.

AUDIENCE PARTICIPATION: None

PRESENTATION

1. City of Walled Lake Master Plan – Scope of Work Project Initiation

City Planner Ortega under direction of City Council, the Planning Commission is to undertake a review of the master plan. Planner Ortega explained the general scope of work and that the master plan in general is under the authority of the commission. Planner Ortega discussed the tools used to implement the master plan. He explained there will be opportunities to go over existing conditions and every person to voice their vision of the city. He said McKenna Associates is here to offer tools, but it is the city who directs. Planner Ortega explained the state does require that a master plan be reviewed once every five years. Planner Ortega explained that the master lan helps to ensure the commission is heading in the right direction. Residential goals, public services, commercial goals to achieve in the next 20 years will be developed. He explained the Michigan Planning and Enabling Act, the master plan process has specific steps to make it a compliant master plan per state requirements.

Commissioner Swiatek asked if the zoning is such and someone wishes to develop differently than what the zoning allows.

Planner Ortega explained if identified in the zoning ordinance, if not specifically listed in zoning ordinance, they would need to go to the circuit court. It is an option such as a use variance. If someone wants to place a use in that district but it is not listed in zoning ordinance, request a variance before the ZBA because use is not listed in zoning ordinance.

Commissioner Swiatek said it is impossible to list every use down the road how do we protect ourselves.

Planner Ortega said either within the list of uses or other uses as interpreted by the zoning administrator or planning commission and that board makes the determination, the commission has to list the characteristics.

Commissioner Swiatek said if not listed it has to come before the planning commission.

Planner Ortega stated that the option discussed was one possibility. He explained that the city regularly receives questions regarding what is and is not permitted under the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. The City's role is to communicate the applicable regulations and assist applicants through the process. Planner Ortega explained that the roles and responsibilities of the Planning Commission, City Council, and Zoning Board of Appeals are established by law. All boards and commissions must comply with applicable state laws and the Open Meetings Act. Discussions and decisions must take place in public meetings rather than through private, side discussions.

Planner Ortega explained that the Walled Lake Planning Commission is a seven-member board appointed by City Council. The Planning Commission develops the Master Plan and makes recommendations to City Council, which has final authority over its adoption. He described the

Master Plan as the foundation for guiding the City's future development and identifying the types of land uses the community would like to encourage. Although the plan must consider property owners' rights, it also provides an opportunity for the community to express its vision for how land should be used and developed. The Master Plan helps guide land-use regulations by identifying existing conditions and development trends, establishing goals with public input, evaluating alternatives, and providing recommendations for future development. Ortega noted that the plan can provide flexibility in guiding future land use, while zoning ordinances establish the regulations that govern development.

Planner Ortega outlined several components of the Master Plan update, including:

- Inventorying community assets and updating information on existing land uses and development trends.
- Evaluating public facility needs and utility infrastructure.
- Considering access to housing, goods, and services.
- Identifying opportunities for redevelopment, which he noted is particularly important for Walled Lake.
- Evaluating housing opportunities, including where different types of housing may be appropriate.
- Identifying what the community wishes to preserve, enhance, and target for redevelopment.

He explained that the planning process would present options for consideration, with the Planning Commission determining its preferred direction and making a recommendation to City Council. He explained stated that a community survey could be made available both online and in paper format if the Planning Commission wished to pursue that option. McKenna Associates would be present at the City's Marketplace on Wednesday, October 21, 2026, to provide an opportunity for community engagement.

The Master Plan update will be reviewed monthly by the Planning Commission. The process must meet applicable state requirements and public-notice deadlines, with the goal of completing the update and obtaining City Council adoption by the end of June 2027.

The importance of establishing a clear vision for Walled Lake as a mature community, particularly in determining which areas should be preserved, enhanced, or targeted for redevelopment. Planner Ortega explained 1is5 E. Walled Lake Drive as an example of why clear future land-use guidance is important. The property was envisioned for gateway-style, mixed-use development and has three street frontages. Over time, development proposals for the site have ranged from relatively modest projects to very high-density developments. He explained that, without clearly defined future land-use guidance for this area, the City has faced a wide range of development proposals. Fortunately, a development has now been proposed that aligns with the current zoning districts. He indicated that establishing a clear vision through the Master Plan would help guide future development decisions and provide greater direction for properties throughout the City.

Commissioner Martin asked about the categories for zoning. Ms. Martin explained there is a 3.52-acre lot, listed for sale, there is a house on it someone was renting it. She foresees another Forestbrook and asked what can be done to lessen that type of build.

Planner Ortega explained that the site is a legally non-conforming use. He explained under current designation O-1, idea, is for office use. The site has a home right now; they could not tear down a home and build a bigger one. They could request rezone. The first review is of the Future Land Use map. The master plan created the CPD, which is an overlay. He explained as a planned development option, the Planning Commission and City Council have the say. He explained that the 615 N Pontiac Trail is zoned as community service. Now when someone comes in with proposal, any proposal other than a school it is not keeping with master plan.

Commissioner Swiatek explained the first thing is getting everyone's opinion, the vision of what the Planning Commission wishes to see.

Planner Ortega agreed and explained the commission will have opportunities to review statistics before making decisions. Traffic study, population study, etc. This is the Planning Commission vision, then it is up to the property owner to engage this vision or not. Planner Ortega explained that it can be broad but also can be specific. He said roles of the Planning Commission require notifications being sent to adjacent communities, public input, draft documents and chapters to review, and make recommendations to council. There is a 63-day period the master plan is made available to the public. Public hearing at the end of 63 days and then recommend vision to City Council. Planner Ortega reiterated City Council is the legislative body, acting as residents of the city.

Discussion was held on the timeline and if it could be adjusted to coordinate with current ordinance amendments.

Planner Ortega explained zoning ordinances can be adopted if during course of master plan tweaking.

Discussion was held on obtaining the vision and expectations from the Planning Commission and public.

City Manager Whitt requested this be placed on presentation to website and emailed to city council, and city boards and commissions.

UNFINISHED BUSINESS:

1. **C-377-26 Amendment to Chapter 51, Article 16 Planned Unit Development**

City Planner Ortega explained the commission directed staff to draft new ordinance, giving specific guidelines, what can and cannot be allowed.

Commissioner Amin said the draft provided does not address the Planning Commission motion from the August 11th meeting. She said she has provided an alternative draft for all of the reasons listed in her statement.

Commissioner Fernandes said this was just presented to her today just before the meeting and she has not had time to review, line by line as the commission did last month with Planner Ortegas document. Commissioner Fernandes explained the packets are posted with agendas for the public to review. She said she needs time to review what was provided by Commissioner Amin.

Commissioner Martin agreed and said the commission just received Commissioner Amin's document an hour before tonight's meeting, you missed the meeting last month has not had time to review to understand where Commissioner Amin is coming from.

Commissioner Amin said her statement outlined what was missing.

PC 10-03-26 MOTION TO TABLE C-377-26 AMENDMENT TO CHAPTER 51, ARTICLE 16 PLANNED UNIT DEVELOPMENT

Motion by Whitt, seconded by Fernandes, CARRIED UNANIMOUSLY: To table C-377-26 amendment to Chapter 51, Article 16 Planned Unit Development.

Discussion

Planner Ortega explained that the text for the zoning ordinance holds certain criteria, the commission needs to make sure it is the definitive direction they wish to hold. He explained the draft was intended to be broad and the document from Commissioner Amin is specific. What does the commission wish to see.

Commissioner Amin said her document has 90 percent of what the commission discussed and City Attorney Vanerian can review it. Commissioner Amin said what she added was what was missed and she is proposing maybe an overlay to be added to include corridor areas.

Planner Ortega said if that is what the commission wants.

City Attorney Vanerian said he will do a legal review, but will not go into substantive detail, that is the prerogative of the Planning Commission. City Attorney Vanerian said what the Planning Commission as a whole feels the ordinance should contain is what needs to be included.

COMMUNICATION: None

2. Commercial Design Standards

Commissioner Amin asked if we have any neighboring communities design standards.

Planner Ortega explained that the neighboring communities design standards were reviewed prior to the creation of this draft ordinance. Planner Ortega explained when the ordinance is sent to council, they may have changes they wish to have.

Discussion was held on specific façade building material requirements and design standards.

Commissioner Martin said she liked the chart in the draft proposed that includes 75% façade, accent is 25%, the builder the ability to choose other items besides just brick.

PC 10-04-26 MOTION TO EXCUSE CHAIRMAN SCHINZING FROM TONIGHT'S MEETING

Motion by Martin, seconded by Bashi, CARRIED UNANIMOUSLY: To excuse Chairman Schinzing from tonight's meeting.

DISCUSSION: None

COMMISSIONERS' COMMENTS: None

PC 10-04-26 ADJOURNMENT

Motion by Swiatek, seconded by Fernandes, CARRIED UNANIMOUSLY: To adjourn the meeting at 9:41 PM

_____
Jennifer A. Stuart
City Clerk

_____
Mital Amin
Planning Commission Member

KALABAT Engineering
31333 SOUTHFIELD RD, SUITE 250
BEVERLY HILLS, MI 48025
248-600-8707
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Thursday, October 8, 2026

Mario A. Ortega, AICP
Senior Principal Planner
City of Walled Lake
1499 E. West Maple Road
Walled Lake, Ml 48390

RE: Sunoco Building Expansion and Site Renovation – Site Plan Review #1

Dear Rick Miner,

Please find below our responses (in **bold**) to the comments received from the Plan Review Letter dated June 2, 2026 Provided by Mario A. Ortega.

GENERAL NOTES:

1. Review comments may include planning related comments. Any related conflicting planning review comments shall defer to the City Planning Department.
   Acknowledged.

2. At the discretion of the City, all required construction related permits shall be obtained during construction plan review and/or prior to construction.
   Acknowledged.

3. Defer to Building and Planning Department reviews for detailed comments on Landscaping, Electrical Site Lighting, dumpster enclosure, and Building Plans.
   Acknowledged

4. Preliminary Engineering Site plans shall include at a minimum: Cover sheet, Topo sheet, Site plan, Utility plan if site utilities are changed, Prelim. site grading plan, Prelim. stormwater management plan, Dump truck turning plan, Prelim. standard design detail sheets. Some of these plans may be combined on one sheet depending on extent of information.
   Detail construction plans has been submitted

5. Detailed construction plans are required following the site plan review process.
   Detail construction plans has been submitted

6. Oakland Co. Water Resources Commissioner's Office (WRC) utility standards shall apply.
   Acknowledged

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7. Construction details and SESC plans/details will be required as part of the construction plan review process. Preliminary, or general information should be provided during the site plan review process.
   Acknowledged

SHEET C0.0 COVER:

8. A utility contact informational chart shall be provided for affected utilities during the construction plan review process.
   No change to utilities

9. List of all required site permits shall be provided for site plan & construction plan reviews.
   List of permits included in Title Sheet

SHEET C0.1 GENERAL NOTES AND LEGEND

10. This sheet will be reviewed in detail during the construction plan review process. General notes and site construction notes will need to be included.
    Acknowledged. Comprehensive general notes and detailed site construction notes have been added to the plan set to facilitate the construction plan review process.

SHEET 1-TOPOGRAPHIC SURVEY

11. Elevations along the south and east side property lines along the proposed demolition area (and within the demolition area if there are grade changes) to help determine existing and proposed stormwater runoff control. Please include addition elevation data points to clarify existing grading. Proposed elevations will also be needed on the proposed site plan.
    Updated survey attached with additional elevation points.

12. The topo should indicate the detached shed.
    Updated survey attached indicating detached shed

13. Provide information on the changes in surface (concrete, asphalt, grass, etc.) on the east and south sides of the building.
    Updated survey attached showing pavement surface types.

SHEET C2.0 DEMOLITION PLAN

14. The plan shows the entire area behind the existing building scheduled for demo is concrete, however it appears from aerials that some of the area is grass. Revise notes.
    Revised accordingly

15. Note, a soil erosion control (SESC) plan shall be provided for permitting with the City.
    Revised accordingly. SESC plan has been included in the plan set

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SHEET C3.0-SITE PLAN

16. Provide information on the concrete floor within the dumpster enclosure. If it is the same as the proposed concrete approach to the dumpster, then provide on details & hatching on plan.
    Revised accordingly

17. Provide a separate grading plan OR show existing and proposed elevations on the site plan.
    Revised accordingly. See Sheet C3.0

18. Provide information and location of current and proposed changes in impervious/pervious surfaces.
    Revised accordingly

SIGNED AND SEALED PLANS

19. The site plan, floor plans, and elevations are signed and sealed by a professional engineer. Per Sec. 51-21.28.e(4)(f) the architectural plan of the buildings shall be prepared by and bear the seal of an architect
    Acknowledged

DIMENSIONAL STANDARDS

20. The site and principal structure are in compliance with all dimensional ordinance requirements except for the minimum required rear yard setback. The proposed structure is located 2.5 feet from the current property line. The site plan must be revised to show the setback measurement from the building and proposed refuse enclosure to the nearby property lines.
    Revised accordingly

PARKING AND LOADING

21. With the current calculations, the provided parking does meet the requirements
    No revision required.

ADA ACCESSIBLE PARKING

22. Per Sec. 51-19.03.5(k) the applicant is required to provided one ADA accessible parking space that includes the adjacent access/loading lane.The site plan does not include an ADA space and it must be revised to comply with this standard.
    Revised accordingly

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LOADING

23. As the GFA of this proposed use falls under 3,000, a designated loading space is not required. However, due to the nature of the use, with the expectation that deliveries will be frequent, the applicant should provide the updated site plans with a delivery truck plan with the vehicle circulation and maneuvering plan
    The site is an existing, fully operational facility, and site circulation remains predominantly unchanged. A delivery truck turning movement has been provided on the updated site plan to demonstrate safe access, maneuvering, and exit.

LANDSCAPING

24. A landscape plan that identifies the location, species, size, and quantities of proposed plant materials has not been provided. The site is almost entirely paved and currently has limited opportunities for compliance. The zoning ordinance gives the planning commission the authority to modify ordinance standards based on existing conditions. But there should be an attempt to meet the purpose and intent of the landscape ordinance. We would recommend installation of new landscape material at a minimum. The Planning Commission should provide direction to the applicant for compliance.
    A landscape plan has been incorporated into the plan set.

DUMPSTER ENCLOSURE

25. The setback of the refuse enclosure is not provided but appears to be less than 5 feet.
    Location of the dumpster have been moved to provide 5' from the property line.

LIGHTING

26. A photometric lighting plan has not been provided with the site plan submittal. To determine compliance with Sec. 51-21.47, Detailed cut sheets for all fixtures must be provided and the fixtures must be full cut-off, pointed directly downward, and mounted with fixed brackets to ensure fixtures are not capable of being angled after installation. Please ensure the light levels at the driveway approaches are sufficient to clearly illuminate the access points at night
    Revised accordingly. A Photometric Lighting Plan has been added to the plan set on Sheet C7.0.

SIGNS

27. The applicant has not submitted a signage plan. The applicant will be required to submit a separate sign permit application during the construction process. The sign ordinance in effect at the time of application shall be used to review the application and make a determination of compliance with those standards
    A permit will be applied for during constrution process

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FIRE

28. Emergency & Exit Lighting – IFC 1008.2, 1008.3 Provide plans showing the location of all emergency illumination and exit signs. Emergency lighting shall be arranged to provide initial illumination of not less than 1 foot-candle average. Exit signs shall be internally or externally illuminated and on an emergency power system.
    Revised accordingly

29. Means of Egress Door Hardware – IFC 1010.2.2 All egress doors serving the public or required for exit access shall be readily openable from the egress side without the use of a key, special knowledge, or effort. Door hardware shall not require tight grasping, pinching, or twisting of the wrist to operate
    Revised accordingly

30. Portable Fire Extinguishers – IFC 906 Provide a floor plan indicating the type, size, and location of all portable fire extinguishers. Extinguishers shall be installed per IFC 906 and NFPA 10. Maximum travel distance to extinguishers shall not exceed 75 feet for Class A hazards
    Revised accordingly

31. Final Inspection- A final walk-through inspection shall be scheduled with the Fire Code Official and the City of Walled Lake Building Department prior to occupancy. All life-safety systems shall be 100% complete and tested at the time of inspection.
    Acknowledged

Please review the attached revised plans and this response letter, and let us know if there are any additional comments or concerns.

Sincerely,

Iden Kalabat P.E.
KALABAT Engineering

MCKENNA

Memorandum

TO: Jennifer Stuart, City Clerk
City of Walled Lake

FROM: Mario A. Ortega, AICP

SUBJECT: **750 N Pontiac Trail – Wow Gas Station Building Expansion and Site Renovation: Site Plan Administrative Review**

DATE: November 2, 2026

On June 9, 2026, the applicant received site plan approval for the expansion of the existing building and renovation of the site at 750 N Pontiac Trail. The Planning Commission approval was contingent upon the items cited in the June 2, 2026 site plan review letter receiving administrative approval and materials samples and colors approval from the Planning Commission. The applicant submitted revised site plan and revised civil construction plans on October 20, 2026.

We have reviewed these revised documents for compliance with the issues raised in the noted review letter including the following:

1. **ADA Parking.** Sheet C3.0 now shows an ADA designated parking. *The adjacent striped surface must be modified to provide a five-foot-wide access aisle painted ADA blue.*

2. **Truck Circulation Plan.** Sheet C3.0 now includes turning movement graphics for three vehicle types. The graphics appear to show that the vehicles will stop in eastbound E. West Maple Road and travel in reverse into the site. *The preferred circulation movements must be revised to only allow movements that are entering and exiting the site in a forward movement.*

3. **Landscape Plan.** A landscape plan has now been provided on Sheet L-1. The plans are generally in compliance with ordinance standards. *The five-foot wide pavement between the E West Maple Rd sidewalk and the parking space on the northeast corner of the site must be renovated into a raised curb landscape island planted with shrubs to fully comply with ordinance standards.*

4. **Dumpster Relocation.** Sheet C3.0 shows a proposed dumpster and enclosure adjacent to the building on the east elevation. *We defer to the City Fire Chief as to whether this location is acceptable.*

5. **Photometric Plan.** A photometric plan has been provided on sheet C7.0. The pole mounted light fixtures are in compliance with standards. *The proposed CL-1 light fixtures have a clear diffusing lens that drops below or is mounted to the canopy ceiling. The fixture must be replaced with one that is completely flush with the canopy ceiling or fully recessed into the canopy, similar to a residential can light configuration.*

In addition, the applicant has submitted physical samples of the façade materials. The Planning Commission should indicate if the submitted materials are consistent with the standards of approval they granted for the building façade renovation. *The specific material name and color type from the manufacturer must be added to the elevations on the building plan set Sheet A-2.1.*

HEADQUARTERS
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October 30, 2026

Ms. Jennifer Stuart, Planning Commission
City of Walled Lake Building Department
1499 E. West Maple Road
Walled Lake, Michigan 48390

Re: Sunoco, 750 N. Pontiac Trail
Site Plan Review #2

Dear Ms. Stuart:

We are in receipt of the revised site plan for the referenced project, received on October 13, 2026 for site plan review. Some general construction plan review comments may be provided with this review as a courtesy. However, construction plan submittals and review will occur following completion of site plan review and/or approval to proceed to construction plan review by the City. We have provided site plan review of the site plan drawing sheets provided and have the following comments to offer. **Note: Resubmittals shall require written responses to each item prior to additional review.**

Site Plan Review #2

General Notes
1. Previous general notes have been acknowledged. They apply with every review but will not be repeated unless additional information is required.
2. Clouded areas showing where revisions were provided can be removed following city site plan approval and resubmittal to the city as the final site plan.

Sheet C0.0 - Cover
1. Revise title PERMITS to REQUIRED PERMITS and remove "Engineering Permit", as engineering review is part of the overall city approval process and not a separate permit.

Sheet C0.1 – General Notes and Legend
1. This sheet will be reviewed in detail during the construction plan review process.

Sheet 1 – Topographic Survey
1. Provide information on the changes in surface (concrete, asphalt, grass, etc.) on the east and south sides of the building.
   Site designer response indicated that "**Updated survey attached showing pavement surface types.**"
   Comments: These material types are still not shown. However, lines appear to delineate one material from another. This will be acceptable.

3121 E. Grand River, Howell, MI 48843 517.546.4836 fax 517.548.1670 www.bosseng.com

Sheet C3.0 – Site Plan

1. Provide information on the concrete floor within the dumpster enclosure. If it is the same as the proposed concrete approach to the dumpster, then provide on details & hatching on plan.
   Comments: Grades not shown within the dumpster.
2. Provide a separate grading plan OR show existing and proposed elevations on the site plan.
   Comments: Grade percentages outside dumpster do not appear to be correct, particularly the negative slopes. The contour lines appear different than the topo plan. There appears to be an existing (and proposed?) low line somewhere in the pavement between the east building and east property line which ultimately would flow back to the catch basin in the pavement NW of the building. Proposed "ME" elevations along the south property line do not appear to meet the elevations shown in the Topo. Clarify these items in response and grades/elevations/contours.
3. **Comments:** Roof runoff direction should not be altered to prevent adverse impact to adjacent properties. Respond with clarification on existing and proposed building roof runoff discharge locations.

Sheet C6.0 – SESC Plan

1. Further or updated details and/or clarifications will be required for the SESC permit submittal and variance from standards on the structure filter sacks are provided. These can be addressed during construction plan review and/or with the SESC permit.

With clarification of the roof runoff information and verification that proposed grading/runoff control along the east and north sides of the building are like the existing runoff control, it would appear there is insignificant adverse impact to adjacent properties to warrant a detailed stormwater management plan.

We recommend that the petitioner revise the plans to address the site plan comments above and resubmit for further review along **with a written response to each item described above**. If you have any questions, I am available for discussion.

Respectfully submitted,

BOSS ENGINEERING COMPANY



Bradd Maki, P.E.
Senior Project Manager

cc: file: G:\26-155\Submittals\Review Comments\Sunoco – SP Review #2
Mario Ortega, McKenna

Public Safety Director L. Dennis Whitt
248.624.4847
Email: ldenniswhitt@walledlake.com

Fire Chief Jason R Gonzalez
248.960.2040
Email: jgonzalez@walledlake.com

WALLED LAKE FIRE DEPARTMENT
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Walled Lake, Michigan 48390
FAX: 248.624.3768
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October 28, 2026
Building Department
City of Walled Lake
1499 E. West Maple
Walled Lake, MI 48390

RE: Gas Station renovation
750 N Pontiac Trail
Walled Lake, MI 48390

I have reviewed the submittal in accordance with the fire protection requirements of 2021 International Fire Code, Michigan Building Code, NFPA standards and good fire protection practices. The submittal is **Approved** with these comments:

1. FIRE EXTINGUISHERS - FUEL ISLANDS - IFC 2305.5

Provide fire extinguisher coverage at fuel dispensing areas per *2021 IFC 2305.5:*

- Minimum (1) extinguisher with a rating of *2-A:20-B:C* located within *75 feet of each fuel dispenser / island*.
- Extinguishers must be in approved, clearly visible locations on each island or island end. Must be protected from the elements.

3. BUILDING - EMERGENCY AND EXIT LIGHTING - MEANS OF EGRESS

Building emergency and exit lighting compliance per IBC Chapter 10 and IFC Chapter 10:

- *Exit Signs - IFC 1013:* Provide illuminated exit signs at all required exits and exit access doors. Must be internally or externally illuminated with 90-minute battery backup.
- *Emergency Egress Lighting - IFC 1008:* Provide emergency egress lighting for entire means of egress - Exit access, exits, exit discharge. Minimum 1 foot-candle initial, 0.1 minimum. 90-minute battery backup. Test per IFC 1008.3.5.
- *Means of Egress:* Provide continuous and unobstructed path from all portions of building to public way. No obstructions, no storage in egress.

4. DOOR HARDWARE - LOCKS & LATCHES - IFC 1010.2.2

- All egress doors in building must comply with *IFC 1010.2.2*
- Egress doors must be readily openable from egress side without use of key or special knowledge or effort.

Public Safety Director L. Dennis Whitt
248.624.4847
Email: ldenniswhitt@walledlake.com



Fire Chief Jason R Gonzalez
248.960.2040
Email: jgonzalez@walledlake.com

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Walled Lake, Michigan 48390
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- No double-keyed deadbolts, slide bolts, or hook and eye on any egress door.
- Provide listed panic hardware or listed lever handle hardware that is operable with one hand.
- Door handles, pulls, latches, locks, and other operating hardware on accessible doors *shall not require tight grasping, pinching, or twisting of the wrist to operate.*
- Acceptable hardware: Lever handles, push type, panic bars, loop handles.

5. PORTABLE FIRE EXTINGUISHERS - BUILDING - IFC 906

- Per *IFC 906.1* and *IFC 906.5* - Maximum travel distance to extinguisher is *75 feet* throughout building.
- *Fire Marshal preference:* Locate extinguishers at each exit door plus along path of travel to meet 75' coverage. Minimum (1) at each exit.
- Minimum rating: *2-A:10-B:C* for building - unless higher hazard dictates.
- Mounting height 3.5' to 5' AFF per IFC 906.7. Annual maintenance per NFPA 10.

6. KNOX BOX - IFC 506.1

- Building *does not currently have a Knox Box*. *A Knox Box is required* per IFC 506.1.
- Provide Knox Box 3200 series or approved model at main entrance, mounted 6' AFF, accessible to Fire Department with keys to the building.
- knoxbox.com WLFD System code PS-30-0250-03-02
- Installation must be approved by Fire Marshal prior to final.

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7. FINAL WALK-THROUGH INSPECTION

- A *final walk-through inspection* is required prior to occupancy / re-opening.
- Inspection to be scheduled through *City Building Department* to the Fire Code Official / Fire Marshal.
- Building must have all items above complete - Extinguishers mounted, signage installed, emergency / exit lighting tested and functional, door hardware compliant (no tight grasping/pinching/twisting), Knox Box installed, egress unobstructed.

Thank you for your cooperation in keeping our community safe.

If you have any questions, feel free to contact me.

Sincerely,

Jason R Gonzalez

J Gonzalez

Fire Chief/Fire Marshal

Statement of Commissioner Amin
City of Walled Lake Planning Commission

Regarding the September 2, 2026 draft of Article 16, Planned Unit Development, presented in the September 8, 2026 packet

Mr. Chairman, before we take up the revised draft, I ask that this statement be entered into the record.

On August 11, 2026, this commission adopted Motion PC 08-02-26, moved by Chairman Schinzing and seconded by Commissioner Martin, which carried unanimously, 6 to 0. The motion was: to combine the current PUD and CPD ordinances to create a new PD ordinance, as well as updating the use modifications, keeping the quantifiable modifications and eliminating any that are too open for interpretation.

At the same meeting the commission adopted Motion PC 08-03-26, which I moved and Commissioner Bashi seconded, also carried 6 to 0: to create a pre-application process before going into the official application process.

The September 2 draft was the response to those motions. I have reviewed it against both motions and the discussion that led to them. It does not do what the commission asked. The specific points are as follows.

1. **Not combined.** The motion called for one ordinance replacing the PUD and CPD. The draft rewrites Article 16 only. Article 30, the CPD, stays in force.

2. **Unmeasurable standards throughout.** Removing standards that are too open for interpretation is the main reason for this revision. The draft is built on them. Section 51-16.02(C) allows uses “subject to adequate public health, safety, and welfare protection mechanisms.” Section 51-16.02(E) allows any modification that results in a “higher quality of development.” Section 51-16.02(F) allows more density if it “will not adversely affect” water and sewer, storm drainage, road capacity, parks, fire and police services, or the “character of the area,” with no threshold for any of them. Section 51-16.02(G) leaves phasing to what is “reasonable in the discretion of the Planning Commission.” Section 51-16.03 requires benefits that “could not be attained” under conventional zoning, including “high quality architectural design,” “extensive landscaping,” “efficient consolidation of poorly dimensioned parcels” and “a complementary mix of uses.” Section 51-16.04(A) lets the City Manager decide whether a proposal “has merit.” Section 51-16.05 asks the commission and council only to “consider” a “recognizable and material benefit,” an “unreasonable increase” in services, consistency with “preservation of the public health, safety and welfare,” an “unreasonable negative economic impact,” and whether the project is “compatible with adjacent uses.” Section 51-16.06(A) requires “substantial construction” without defining it. Section 51-16.06(C) allows amendments “at the discretion of the City” without naming a body. None of these can be measured, and together

they leave every decision to judgment.

3. **Open-ended changes added.** Draft Section 51-16.02(E) lets council change floor area, setbacks, height, density, parking and landscaping with no limit, says the list is “not limited to” those items, and uses a “higher quality of development” test that cannot be measured. The motion said to remove this kind of language, not add it.

4. **No 10 percent cap.** We discussed capping council’s modification authority at 10 percent. The draft has no percentage cap on any modification except density, which it sets at 150 percent.

5. **Density can be manipulated.** Draft Section 51-16.02(F) measures density against the RM-2 district for every parcel, regardless of its actual zoning, and allows 150 percent of that figure. That is about 17 units per acre on RM-1 land zoned for 8.7, and on commercial land that allows no housing at all.

6. **Uses not tied to zoning.** We said a PUD stops if the use is not already allowed by the zoning and the master plan. Draft Section 51-16.02(C) lists six uses for every PUD district, which puts apartments in C-1 and C-2, where multiple-family dwellings are not permitted today, and retail, restaurants and theaters in RM-1. Draft Section 51-16.05(G) checks only “goals and policies,” not the parcel’s future land use designation.

7. **Parking made changeable.** The city attorney told us on August 11 that parking cannot be modified under the current ordinance, Section 51-16.03(7). Draft Section 51-16.02(E) makes parking modifiable for the whole project, and nothing in the draft ties a density increase to parking for the added units.

8. **ZBA removed, council given variance power.** We said anything beyond the PUD’s own limits should go to the Zoning Board of Appeals for a hardship variance. Draft Section 51-16.06(C) bars the ZBA and instead gives variance authority to the Planning Commission and City Council, with no limit.

9. **Pre-application step is weak.** Draft Section 51-16.04(A) creates the step we asked for in Motion PC 08-03-26, but it lets the City Manager alone decide, applying only the unmeasurable standards of Section 51-16.05, with no deadline and no appeal. It also requires a parallel plan that the draft never uses anywhere.

10. **Agreement bypasses the commission.** Draft Section 51-16.04(D) sends the development agreement to council only, with no required contents and no review by this commission, which the planner himself asked for on August 11.

11. **New contradictions.** Section 51-16.02(E) says the commission approves changes, while Section 51-16.04(C) says it only recommends. Section 51-16.04(E) requires full zoning compliance from a plan that was approved to deviate from zoning. Section 51-16.04(D) leaves out “approve with conditions,” while Section 51-16.04(D)(1) and Section 51-16.05 assume it. Section 51-16.04(A)(5) cites the wrong subsection.

12. **No measurable benefits.** None of the seven benefits in draft Section 51-16.03 has a unit of measure, and the studies that would supply numbers are optional. The two measurable benefits in the current code, open space above the required amount in Section 51-16.03(3)d.1 and a public improvement that could not otherwise be required in Section 51-30.03(9)(a), were dropped.

The planner's memo of September 2 states that the text was written "more generic to allow the planning commission the ability to make their own determinations." That is the opposite of what Motion PC 08-02-26 directed.

For these reasons I do not consider the September 2 draft responsive to the commission's motions. I am submitting a revised draft tonight, prepared to carry out those motions as adopted, and I ask that the commission take it up on that basis.

Thank you.

Commissioner Amin
City of Walled Lake Planning Commission

Draft Planned Development Article: Section Guide

The proposed Article 16.00 replaces the old Planned Unit Development (PUD, Article 16) and Commercial Planned Development (CPD, Article 30) rules with one planned development article and one review process. This guide follows the article section by section: what each part does, how it works, and which earlier problem it fixes.

51-16.01 Intent and 51-16.02 Definitions

The intent section sets the ground rule for everything after it: a PD is optional, the city never has to approve one, and only the listed changes are allowed.

- **Optional, not a right (16.01(c)).** Meeting the rules makes a project eligible, not entitled.
- **The core rule (16.01(d)).** Only the changes listed in the article, within their limits, may be approved. Anything else needs special permission (a variance) from the Zoning Board of Appeals (ZBA).

Four definitions do most of the work against loopholes:

Term	What it means	Loophole it closes
Finished living area	Heated living space only; no garage, basement, porch, deck or attic	Padding a home to reach 2,000 sq ft
Net site area	The site minus all roads, public or private	Counting road land to get more homes
Engineering Design Standards	The city's rules for drainage, grading and utilities, in the version current when each section says	Using outdated rules on later phases
Recognizable community benefit	An item on the 51-16.05 list, measurable, paid for by the applicant	Vague benefits like "high quality design"

Benefits:

- Everyone (developers, residents, staff) knows up front that only the listed changes are possible, so decisions are consistent from one project to the next.
- No back door: a PD can't be used to get an exception that would otherwise need ZBA approval.
- The definitions stop the common tricks: counting a garage toward home size, counting road land to get more homes, and using outdated engineering rules.

51-16.03 Eligibility

Only two kinds of project can use a PD, matched to the city's two needs: mid-size homes on the little land left, and shops with homes above downtown.

	Single-family PD	Commercial (mixed-use) PD
Where	R-1A or R-1B	C-3 Central Business District
Site size	At least 3 acres, or 3+ parcels of 1+ acre each combined	C-3's normal lot rules
Homes	Every home at least 2,000 sq ft finished living area	Apartments above the shops only
Benefit	At least one; mid-size homes count automatically	At least one from the list

- **Not eligible (16.03(c)):** apartment zones (RM-1, RM-2, RM-3) and every other zone. A PD can't be used to build an apartment complex.
- **Ownership (16.03(d)):** the applicant must show ownership or a purchase option for the whole site.
- **Fixes:** points 5 and 6. The old draft let any zone reach apartment-level housing counts and allowed uses the zoning doesn't.

Benefits:

- **Building on leftover lots:** three or more separate parcels of 1 acre or more can be planned as one PD (16.03(e)), so odd-shaped leftover lots can be developed together instead of sitting vacant.
- **Targets the city's real needs:** mid-size homes on the little buildable land left, and storefronts with homes above downtown.
- **No back-door apartments:** apartment zones can't use a PD to add more units.

- **No approvals on land the applicant doesn't control:** the applicant must own or control the whole site before applying.

51-16.04 Design standards

Council may change only the items on two short lists, each with a limit; every other district rule applies as written (16.04(a)).

Never changed in any PD (16.04(b)): parking, storm drainage rules, the number of stories, and the uses the zone allows.

Single-family (16.04(c))

How many homes: (site minus roads) ÷ the district's minimum lot size × 1.25. A fraction is dropped; if it is 0.75 or more, it may be rounded up.

Example, 3 acres in R-1B with 20 percent roads: about 104,500 sq ft ÷ 9,600 = 10.9, × 1.25 = 13.6, so **13 homes**, compared with about 10 in a normal subdivision.

Example, 3 acres in R-1A with 20 percent roads: about 104,500 sq ft ÷ 12,000 = 8.7, × 1.25 = 10.9, so **10 homes**, or 11 if rounded up under the 0.75 rule, compared with about 8 in a normal subdivision.

Council may change	Limit	Why it's needed
Lot size and width	No minimum	Lets homes fit odd-shaped and leftover land; the 2,000 sq ft home keeps lots from getting too small
Distance from side and rear lot lines	No minimum; a home within 5 ft of a side lot line needs recorded access for upkeep and 10 ft between homes	Lets the builder place each home where it fits best, such as closer on one side for a bigger yard on the other
Distance from the street	Not less than the neighbors' average	Lets new homes line up with the homes already on the street
Open space (10 percent)	May be reduced at Council's discretion	The city already has its lake, beach and parks, so the land can go to homes instead

Council may change	Limit	Why it's needed
Hard surface (roofs, driveways, patios)	Any amount, after a Planning Commission recommendation, only if the extra rainwater is stored on site and the City Engineer confirms it before preliminary approval	Room for a 2,000 sq ft home with a garage, driveway and patio, while the extra rainwater is still handled on site
Building footprint	Not more than the hard surface approved	Allows a larger home footprint on a smaller lot, such as a one-story ranch
Landscaping	No minimum	Small lots can't fit landscaping rules written for larger lots

Why: builders fit more mid-size homes on scarce land, while home size, parking and stormwater stay fixed.

Why the flexibility is needed, and what keeps it in balance:

- **Room to design:** smaller lots, larger home footprints and more hard surface let a builder place each home where it best fits the land, including odd-shaped and infill sites.
- **The counterweight:** the 2,000 sq ft minimum home needs room, so lots can't shrink without limit.
- **The incentive, with a ceiling:** the formula allows about 2 to 3 extra homes on a 3-acre site, depending on the district, and never more than 25 percent.
- **Simple math, no costly extra plan:** site minus roads, divided by the district's lot size, times 1.25. No separate sample plan to pay for, and no room to massage the numbers.

Commercial mixed use (16.04(d))

- **Ground floor:** the downtown zone's (C-3) regular shop and office uses only.
- **Upstairs:** one floor of apartments, no larger than the shop floor below; at least 10 percent outdoor space.
- **Unit size:** at least 950 sq ft, except one unit per building may be 650 sq ft. That one smaller unit is the only extra-unit bonus.

- **Parking:** shops meet the city's parking rules and may use downtown's options for nearby or street parking; all resident parking on site, signed and reserved.
- **Council may change:** landscaping (no minimum) and height (up to 10 percent more feet; stories can't change).
- **Design standards:** the city's building design rules apply in full, with no exceptions on materials.

Why these two changes: downtown buildings sit at the sidewalk on small lots, leaving little room for planting beds, so landscaping can be relaxed. Up to 10 percent more height (3 ft on a 30 ft limit) allows taller shop ceilings on the ground floor; the 2-story limit can't change, so it never adds a floor.

Example, a 4,000 sq ft storefront: up to 4,000 sq ft upstairs, at least 400 sq ft of it outdoors, which fits about three apartments once hallways and stairs are counted.

Why: ends the old CPD practice of waiving unit size and parking downtown.

Why the one smaller unit: a 650 sq ft unit per building lets the developer use leftover floor space efficiently, such as the space left after three full-size apartments. It is a small, fixed incentive in place of a unit-count formula or sample plan, so there is nothing to calculate or dispute.

Storm drainage and the ZBA (16.04(e)–(f))

- Each phase meets the drainage rules in effect when that phase's engineering is approved, so old rules can't be locked in.
- Drainage must be built and working before anyone moves in, with a recorded upkeep agreement and money held by the city to finish it if the builder doesn't.
- Anything not on the lists, or beyond a limit, needs ZBA approval under the same hardship test as any property.

How more roofs and driveways still meet the stormwater rules: the builder must hold the extra runoff on site through **detention**, meaning the water is held for a while, then released slowly into the city storm sewer at the rate the city's engineering rules allow. A common method is a stone-filled pit under the driveway with a small outlet, which makes up for the smaller lawns that would otherwise soak up rain. The City Engineer confirms the design before preliminary approval, and it must be built before anyone moves in, maintained under a recorded agreement and backed by a guarantee.

Why it works for Walled Lake: the storage is underground, so no land is lost to a pond, more of the city's remaining 9 percent of buildable land can go to homes, and the city's pipes are not overloaded.

Benefits:

- **More homes on scarce land, with a ceiling:** about three more homes on 3 acres, never more than 25 percent over the district, and every home still 2,000 sq ft or more.
- **Fits irregular and infill sites:** smaller lots and homes close to a side lot line (with an easement) let a builder work around odd shapes.
- **Protects neighbors:** parking and drainage rules can't be reduced, so no overflow parking on the street and no added flooding.
- **No skirting the ZBA:** anything not on the lists goes to the ZBA under the same hardship test as every other property.
- **Downtown done right:** real storefronts on the ground floor, larger apartments, resident parking kept off the street, and building design rules with no exceptions.
- **Drainage rules stay current:** long projects meet today's rules phase by phase, and the city can fix neglected drainage and bill the owners.

51-16.05 Recognizable community benefits

Every PD must provide at least one benefit from a closed list of five; nothing else counts.

Benefit	What it means	Most likely used by
1. Mid-size homes	Homes of at least 2,000 sq ft, filling the gap between the city's smaller homes and large lakefront homes	Single-family (automatic)
2. Homeownership	Units created as condominiums and offered for sale	Mixed use
3. Additional stormwater capacity	Rainwater storage at least 25 percent more than required, verified by the City Engineer	Either
4. Trail connection	A sidewalk or path connecting to the Michigan Air Line Trail	Either
5. Community beautification	At least $10,000 per building to the city for beautification or parks	Mixed use

- **Rules for every benefit (16.05(a)):** measurable, shown on the plan, written into the development agreement, and finished, or paid for in advance through a guarantee, before anyone moves in. Mid-size homes are met home by home as each is built.
- **Details** (path route, number of condos, final dollar amount) are set in the development agreement.
- **Fixes:** point 12. The old draft's benefits, such as "high quality architectural design," had no way to measure them.

Benefits:

- Every PD gives something back that the city can see, measure and enforce through the recorded agreement.
- Each benefit answers a real local need: mid-size homes, ownership instead of more rentals, flood protection, trail access and parks.
- A closed list means no arguing over whether "nice design" counts as a benefit.

51-16.06 Review procedures and 51-16.07 Application requirements

A PD moves through 14 numbered stages, and nothing reaches an agenda until the items for that stage are complete.

1. **Pre-application meeting** — staff explain the route and rules; advisory only, no decision.

2. **Pre-site plan review** — staff check completeness and eligibility; complete 14 days before concept review.
3. **Planning Commission concept review** — public comment, no vote.
4. **Complete site plan and staff review** — due 21 days before the Commission; the City Engineer says whether utilities can serve the site; the City Attorney reviews the proposed agreement; any ZBA variance is obtained first.
5. **Planning Commission recommendation** — approve, approve with conditions, postpone or deny; may recommend agreement terms.
6. **City Council preliminary vote** — public hearing; conditions go into the agreement.
7. **Revised plan and outside agency review** — county and state agencies comment.
8. **Final plan set and compliance check** — every department confirms in writing; the agreement, signed by every owner, is filed.
9. **City Council final vote** — the City signs and records the agreement.
10. **Performance guarantees** — money held by the city to finish each phase's site work if the builder doesn't, posted before building permits.
11. **Building permit.**
12. **How long approvals last** — see 51-16.10.
13. **Phasing** — see 51-16.10.
14. **Certificate of occupancy (permission to move in)** — withheld until the work matches the plan, drainage is working, and the benefit is done or guaranteed.

What the applicant submits (16.07): a short packet at Stage 2 (form, draft plan, sketch plan, benefit, proof of ownership); the full site plan, fee, narrative and proposed agreement at Stage 4; final engineered plans, county and state approvals, phasing schedule and signed agreement at Stage 8. Staff may ask for added studies.

Fixes: points 8, 9, 10 and 11 — a real pre-application step, the ZBA restored, the Commission's role in the agreement, and one clear order of votes.

Benefits:

- **Checks and balances:** staff check completeness, the ZBA decides any variance independently, the Planning Commission recommends, and Council decides after a public hearing, with two Council votes.
- **Residents hear early:** the concept review lets neighbors comment before the developer pays for full plans.
- **No surprises:** incomplete plans never reach an agenda, and the signed agreement is in hand before Council's final vote, so nothing is left to negotiate.

- **Saves developers time and money:** the pre-application meeting and concept review flag problems before expensive engineering.

51-16.08 Approval standards and 51-16.09 Development agreement

The Commission may recommend approval, and Council may approve, only if all seven tests are met; if any one fails, the motion must deny or postpone and name the test.

1. The site is eligible (16.03).
2. Every change is on the list and within its limit.
3. The number of homes is within the maximum, and any apartments meet the mixed-use rules.
4. Parking meets Article 19 and the PD's parking rules.
5. Drainage meets the rules, and the City Engineer confirms water and sewer can serve the site, or the needed upgrades are written into the agreement.
6. At least one community benefit is provided and written into the agreement.
7. Every other rule is met, or the ZBA has granted a variance.

The development agreement (16.09):

- Signed by every owner, recorded at the county, and binding on every later owner.
- States the number of homes, each change and its amount, the benefit and its date, each phase with its dates and cost, maintenance duties, guarantees and every condition.
- **Can't add anything:** any clause granting a change the article doesn't allow is void.

Fixes: points 2 and 10. The old draft asked only that the bodies "consider" vague factors, and the agreement could be used for side deals.

Benefits:

- **Defensible decisions:** yes/no tests make approvals and denials easier to explain and harder to challenge as arbitrary.
- **Fair to applicants:** developers know exactly what they must show before they apply.
- **No side deals:** the agreement can't grant anything the article doesn't, and it binds every future owner.

51-16.10 Time limits, 51-16.11 Amendments, 51-16.12 Effect of approval

Approvals can't sit unused for years, and changes after approval go to a set decision-maker by size.

Time limits (16.10):

Approval	Deadline	What happens if missed
Preliminary	Final plan filed within 12 months	Suspended; staff may reinstate for a fee; expires at 2 years
Final	Building permit within 1 year of recording the agreement; work starts within 6 months of the permit	Expires; the Commission may grant one 12-month extension
Each phase	Finished within 3 years of its permit	Unbuilt phases may expire and must reapply under current rules

Each phase must stand on its own, with its own utilities, access and drainage.

Amendments (16.11):

Tier	Who decides	Examples
Never allowed	No one (ZBA only)	Less parking or drainage, more homes than the maximum, past any limit
Tier 1	City Planner and City Engineer	Shifts under 5 ft, plant swaps, fixes for pipes found during digging
Tier 2	Planning Commission	Equal or better materials, 5–10 ft shifts, phase order
Tier 3	Full process with hearing	More homes, change of use, any Council-granted change, agreement changes

Small changes can't be stacked: once Tier 1 and Tier 2 changes together move a building more than 10 ft, every later change is Tier 3.

Effect of approval (16.12): the approved plan, its conditions and the agreement together are the city's approval for how the property is used; an individual lot owner can still seek a ZBA variance for their own lot.

Fixes: point 2 ("substantial construction" and amendments "at the discretion of the City" were never defined).

Benefits:

- **No zombie approvals:** approvals expire on set dates, and a lapsed project must meet the rules in effect when it comes back.
- **No half-built projects:** each phase must work on its own, with its own roads, utilities and drainage.
- **Fast fixes, full review for big changes:** small field problems can be decided within two business days, while anything significant goes back through a public hearing.
- **No change by inches:** small changes can't be stacked to reshape an approved plan without review.
- **Lot owners keep their rights:** an owner in a PD can still ask the ZBA for a variance on their own lot.

MCKENNA

Memorandum

TO: Walled Lake Planning Commission

FROM: Mario A. Ortega, AICP

SUBJECT: **Article 16 PUD Ordinance – Revised Draft**

DATE: October 7, 2026

Based on our discussion at the September meeting, please find attached a revised draft of a proposed Planned Unit Development (PUD) ordinance.

These changes include allowing those lots smaller than one acre in the downtown/central business district the opportunity to utilize the PUD option. The residential density standards have been revised to permit no more than an additional 5% of the permitted number of units. Another option is proposed as a result of our discussion around allowing some type of flexibility to the density bonus if a developer does go above and beyond and presents something that meets the desires of the City. A additional 5% density bonus is proposed if the applicant meets more of the recognizable benefits criteria. The recognizable benefits have then been edited to provide more detail for each particular category. These edits provide more specific ways that those benefits can be achieved.

We look forward to discussing these revisions and addressing any additional changes.

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MCKA.COM

Communities for real life.

REVISED DRAFT

PLANNED UNIT DEVELOPMENT
ZONING ORDINANCE AMENDMENTS
CITY OF WALLED LAKE, MICHIGAN

First draft of ordinance language is in normal black font.
~~First draft language proposed for removal based on 9/8/2026 PC comments is in red strikethrough font.~~
New proposed text based on 9/8/2026 PC comments is in underlined blue font.

Article 16 – Planned Unit Development

Sec. 51-16.01 – Intent. Planned unit development (PUD) is intended to offer an alternative to traditional development by permitting flexibility in the regulations for development. The PUD standards are provided to allow a combination of uses, while maintaining a consistent implementation of the goals and objectives of the City's Master Plan.

Sec. 51-16.02 – Minimum Requirements and Permitted Modifications.

(A) Permitted Districts. A PUD may be permitted in the RM-1 Multiple Family Residential, RM-2 Multiple Family Residential, RM-3 Multiple Family Residential, C-1 Neighborhood Commercial, C-2, General Commercial and C-3 Central Business zoning districts.

(B) Minimum Lot Area. A PUD in the RM-1, RM-2, RM-3, C-1 and C-2 zoning districts shall contain a minimum land area of one (1) acre. A PUD in the C-3 zoning district shall contain a minimum land area of 1,800 square feet.

(C) Permitted Uses. The following land uses may be included in a PUD, subject to adequate public health, safety, and welfare protection mechanisms being designed into the development to ensure the compatibility of varied land uses both within and outside the development.

1. Attached residential dwelling units
2. Retail commercial uses excluding smoke shops and adult businesses
3. Service commercial uses
4. Professional office uses
5. Restaurants excluding drive-through windows
6. Places of assembly including theaters

(D) Applicable Base Regulations. Unless waived or modified in accordance with Sec. 51-16.02(E), all ordinance standards, including but not limited to the yard and bulk, parking, loading, landscaping and lighting for the district in which a planned unit development is proposed shall be applicable for uses proposed as a part of a planned unit development.

(E) Regulatory Flexibility. To encourage flexibility and creativity consistent with the Planned Unit Development concept, departures from the regulations in Sec. 51-16.02(D) may be permitted, subject to review and approval by the Planning Commission and City Council. Such departures may include, but are not limited to, modifications to floor area standards; setback requirements, building height, density standards; parking, loading, and landscaping requirements. Such modifications may be permitted only if they will result in a higher quality of development than would be possible without the modifications.

(F) Residential Density. The standard permitted number of residential units included within a PUD shall be equal to the number of residential uses allowed under the RM-2 standards in Sec. 51-17.02(d) on the site.

1. **Permitted Residential Density Increase.** Modifications to the density of the residential use within a planned unit development may be permitted upon a determination through the PUD review process that the desired density will not adversely affect water and sewer services, storm water drainage, road capacity, parks and recreation, fire and police services, character of the area, and any planned public and private improvements in the area. The number of permitted reThe maximum permitted increase in residential density shall not exceed ~~150%~~five percent (5%) above ~~of~~ the total permitted number of residential dwelling units ~~if the site were to be~~that may be developed under the regulations of the RM-2 zoning district.

~~(F)~~2. **Additional Residential Density Increase.** An additional five percent (5%) density bonus above the density increase permitted in Sec. 51-16.02(F)(1) above my be granted through the review process if the Planning Commission and City Council make the determination that the proposed PUD will be able to provide a minimum of six (6) of the recognizable benefits outlined in Sec. 51-16.03(A).

(G) Phasing. Where a project is proposed for construction in phases, the planning and design shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure protection of the health, safety, and welfare of the users of the PUD and the residents of the surrounding area. In addition, in developments that include residential and non-residential uses, the relative mix of uses and the scheduled completion of construction for each phase shall be disclosed and determined to be reasonable in the discretion of the Planning Commission.

Sec. 51-16.03 – Recognizable Benefits.

(A) The applicant shall demonstrate to the City that the PUD provides at least four of the following site design elements that could not be attained through a project designed under conventional zoning. In granting the relaxation of any district requirements, the City may require the applicant to demonstrate through documentation that the project will not be detrimental to the public health, safety, welfare of the future occupants, the surrounding neighborhood, or the City as a whole. Such documentation may include, but is not limited to, traffic impact studies, environmental impact studies, market needs assessments, infrastructure impact studies and any other reports or studies.

1. **Exemplary Architectural Design.** The PUD will result in buildings that have ~~H~~high quality architectural design~~, beyond the site plan requirements of this title~~above the minimum requirements of Sec. 51-21.11. Such design may include utilizing brick and stone material on 100% of the walls on all building elevations, utilizing horizontal and vertical design elements on all building elevations, and utilizing architectural design elements on all elevations.

2. **Exemplary Landscaping.** The PUD will result in ~~E~~extensive landscaping, beyond the ~~site plan~~ requirements of ~~this title~~Sec. 51-21.35. Extensive landscaping may include at least an additional 10% increase in the minimum number of required tree and shrubs required on the site, providing all species native to Michigan and the number of trees or shrubs provided not exceeding 15% of the particular any one tree or shrub species.

3. **Historic Preservation.** The PUD shall p~~P~~reserve~~ation~~ or enhance~~ment of~~the historic resources within the City.

4. **Open Space.** The PUD will provide ~~Provision of~~ open space ~~or providing~~in the form of parks, public plazas or gathering spaces.

5. **Efficient and Effective Site Design.** The PUD will result in the ~~E~~efficient consolidation of poorly dimensioned parcels or correct long-standing site issues that eliminate legal and illegally nonconformities.

6. **Efficient Vehicle Access.** The PUD will improve traffic circulation on a site or in the immediate area. This may be done through ~~S~~shared vehicular access between properties or uses~~,~~, elimination of curb cuts that create traffic conflict points on adjacent streets, or reducing the vehicle trips onto adjacent roads.

7. **Mixed Uses.** The PUD will provide a~~A~~ complementary mix of uses or a variety of housing types and commercial opportunities that create a desirable place to live, work and shop on one site.

Sec. 51-16.04 – Review Process.

(A) Pre-Application Conference. Prior to the submission of an application for PUD approval, the applicant shall meet with the City Manager. The applicant shall present the following:

1. A parallel plan illustrating a development using conventional zoning permitted under the City's current zoning designation.

2. A sketch plan illustrating the development proposed under the PUD.

3. Each sketch plan shall include the following information: total number of acres in the project; a statement of the number of residential units, if any; the number and type of nonresidential uses, the number of acres to be occupied by each type of use; the known deviations from ordinance regulations to be sought; and the number of acres to be preserved as open or recreational space.

4. Documentation indicating how the proposed development represents a Recognizable Benefit, Section 51-16.03.

5. If the City Manager agrees that the PUD proposal has merit and has potential to meet the Standards for Approval, an application may be filed for PUD review in conformance with the remaining requirements in Section 51-16.04(A). If the City Manager does not agree that the proposed PUD meets the Standards for Approval, he shall deny the proposal and provide reasons in writing to the applicant.

(B) Preliminary PUD Site Plan: Document Submittal. After the City Manager has determined that the PUD proposal has merit, the applicant shall prepare the following documents for submittal to the City for formal PUD plan review.

1. A full site plan in accordance with zoning ordinance standards.

2. A narrative report prepared by the applicant shall accompany the site plan providing the following:

   a) A description of the project, including all proposed uses
   b) A discussion of the business market concept and feasibility of the project,
   c) An explanation of the manner in which the Standards for Approval have been met
   d) A separately delineated specification of all deviations from this Ordinance which would otherwise be applicable to the uses and development proposed in the absence of the application of the PUD Article.
   e) Hours of operation of the proposed uses.
   f) A specific schedule of the intended development and construction details, including phasing or timing.

g) A specific schedule of the general improvements to constitute a part of the development, including, without limitation, lighting, signage, the mechanisms designed to reduce noise, utilities, and visual screening features.
h) A specification of the exterior building materials with respect to the structures proposed in the project.
i) Signatures of all parties having an interest in the property at the time of submission.
j) Identify the person or entity that will have control over the project.

(C) Preliminary PUD Site Plan: Planning Commission Review. If the City Planner determines that the submitted documents include all required information, a public hearing in compliance with Sec. 51-21.29 shall be scheduled in front of the Planning Commission. Following the hearing, the Planning Commission shall review the preliminary PUD site plan and shall take one of the following actions:

1. ***Recommend Approval.*** Upon finding that the preliminary PUD site plan meets the criteria and standards set forth herein, the Planning Commission shall recommend approval to City Council. Approval shall constitute approval of the uses and design concept as shown on the site plan. Recommendation of the site plan by the Planning Commission shall not bind the City Council to approve the site plan.

2. ***Postponement.*** Upon finding that the site plan does not meet the criteria and standards set forth herein, but could meet such criteria if revised, the Planning Commission may postpone any action on a recommendation. The applicant shall submit a revised PUD plan for additional consideration by the Planning Commission at a future meeting.

3. ***Recommend Denial.*** Upon finding that the preliminary PUD site plan does not meet the criteria and standards set forth herein the Planning Commission shall recommend denial to City Council.

The Planning Commission shall, to the extent it deems appropriate, submit detailed recommendations relative to the PUD project including, without limitation, recommendations with respect to matters on which the City Council shall exercise discretion.

(D) Preliminary PUD Site Plan: City Council Action. Upon receiving a recommendation from the Planning Commission, the City Council shall review the preliminary PUD site plan. Taking into consideration the recommendations of the Planning Commission and the criteria and standards set forth herein, the City Council shall approve, postpone, or deny the preliminary PUD site plan.

Prior to approval of a preliminary PUD site plan, the City Council shall require all standards and conditions of approval to be incorporated in a development agreement. The City Council may cause to have legal documents, covenants, or contracts prepared and may require the execution thereof by the applicant, which documents involve the City and are required as a result of the conditions contained in the PUD approval.

1. ***Conditions of Approval.*** Reasonable conditions may be required with the approval of a PUD, to the extent authorized by law, for the purpose of ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, ensuring compatibility with adjacent uses of land, and promoting the use of land in a socially and economically desirable manner.

(E) Final PUD Site Plan: Planning Commission Approval. Upon approval by City Council for the preliminary PUD site plan, the applicant shall prepare a final site plan and submit the final site plan to the Planning Commission for Final Site Plan Approval. A final PUD site plan shall be a complete civil engineering set of plans that includes all demolition, soil erosion & sediment control, grading, utility connections, pavement and building foundations for the entire project. The final PUD site plan shall be reviewed by the City Engineer, Fire Department and any other city administrative staff as deemed necessary by the City Planner. The Planning Commission shall only grant final PUD site plan approval upon determining that the submitted site plan is in complete compliance with all zoning, engineering and other applicable codes and ordinances.

Sec. 51-16.05 – Standards for PUD Approval. The Planning Commission and City Council shall consider the following standards when determining whether to approve, approve with conditions or deny a proposed preliminary and Final PUD site plan:

(A) A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations. This standard shall include compliance with the Recognizable Benefits of Sec. 51-16.03.

(B) The proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, streets and utilities.

(C) There shall be underground installation of utilities, including electricity and information technology/telecommunication lines, as found necessary by the City.

(D) The proposed development shall be consistent with preservation of the public health, safety and welfare of the City.

(E) The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.

(F) The proposed development shall be under single ownership or control such that there is a single entity having responsibility for completing the project in conformity with this Ordinance.

(G) The proposed development shall be consistent with the Goals and Policies of the Master Plan.

(H) The proposed development shall be compatible with adjacent uses of land.

Sec. 51-16.06 – Procedures and Items for an approved PUD

(A) Commencement of Construction. To ensure completion of required improvements, the City is authorized to impose performance guarantees in accordance with Section 51-21.30. The applicant shall obtain a building permit within one (1) year from the date of Planning Commission final PUD site plan approval. Substantial construction shall be commenced within two (2) months of building permit approval shall proceed substantially in conformance with the schedule set forth by the applicant. If construction is not substantially commenced and continues within such time, approval of the PUD shall expire and be null and void by means of a letter from the City Manager transmitted to the applicant. In the event approval of the PUD has expired, the City Council shall require a new application that shall be reviewed in light of then existing and applicable law and ordinance provisions.

(B) Effect of Approval. When approved, the PUD with all conditions imposed, if any, shall constitute the land use authorization for the property, and all improvement and use shall be in conformity with such authorization. Notice of adoption of the final PUD plan and conditions including the development agreement shall be recorded by the applicant at the Oakland County Register of Deeds.

(C) Amendments. An approved PUD may be amended at the discretion of the City consistent with the procedures for original approval. Further, the Zoning Board of Appeals shall not have the authority to grant variances for the standards contained in this Chapter for any duly approved PUD, such authority being specifically reserved to the Planning Commission and City Council through the review and approval process of Sec. 51-16.04.

MCKENNA

Memorandum

TO: Walled Lake Planning Commission

FROM: Mario A. Ortega, AICP

SUBJECT: **Zoning Ordinance Amendment – Commercial Building Design Standards REVISED**

DATE: November 2, 2026

Based on discussion at the October Planning Commission meeting, attached is a revised version of the proposed commercial building design standards. The permitted materials language in Section 51-21.11(d)(2) has been revised to allow thin-brick that is a minimum of 5/8 inch thickness, prohibits EIFS within four feet of the foundation, prohibits materials from creating glare and states no other materials shall be permitted unless approved by the Planning Commission.

At the appropriate time you may forward this to City Council to begin the public review and ordinance adoption process.

Please contact me with any questions.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

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MCKA.COM

Communities for real life.

DRAFT ZONING ORDINANCE AMENDMENT LANGUAGE

~~Text proposed for removal is in red strikethrough.~~
Proposed new ordinance language is in standard black font.
Revised language based on Planning Commission Oct 2026 comments is in blue underlined font.

Sec. 51-21.11. - ~~Reserved for future use~~Commercial Building Design Standards.

(a) Purpose and Intent. The purpose of the commercial building design standards is to develop compatibility and continuity among buildings in the community and to provide minimum design standards intended to enhance the appearance of the community. The architectural design elements, the relationship between those elements, the façade materials and other building and site components have a strong influence on the character and appearance of the city. Building designs that meet minimum quality standards contribute to the attractiveness and economic well-being and public welfare of a community, making it a better place to live and work.

(b) Projects subject to commercial building design standards. All site plans for the construction of any new buildings and structures and all alterations, renovations, additions or modifications that include exterior changes to existing buildings in the zoning districts identified below shall meet the following minimum appearance standards. All new construction requiring a Building Permit, including additions to existing structures and any renovations visible from the exterior of the building or structure, shall be subject to commercial building design standards. The director of planning and development, or their designee, shall determine whether a proposed scope of work qualifies as an alteration, renovation, addition or modifications that shall require compliance with these commercial building design standards. The zoning districts in which these standards are applicable include:

(1) C-1 Neighborhood Commercial District
(2) C-2 General Commercial District
(3) C-3 Central Business District
(4) O-1 Office District

(c) Architectural Standards

(1) *Required Architectural Elements.* Decorative and functional architectural features, details and ornamentation including but not limited to. arches, colonnades, columns, pilasters, detailed trim, brick bands, contrasting courses of material, cornices or porches, shall be incorporated into all building facades at a scale appropriate to the size and bulk of the building, as determined by the Planning Commission for site plan review and the development director for administrative site plan review.

a. *Front, side and rear façade.* All front building façades shall comply with the commercial building design standards of this section. Any side or rear facades that meets the following criteria shall also comply with the standards of this section.
   1. Visible from a public road
   2. Adjacent to a residentially zoned or occupied property
   3. Adjacent to a vehicle access route, parking lot access aisle or vehicle parking area

   All front, side or rear facades that meet the criteria above shall include windows, building materials, and architectural features similar to those present on the front facade of the building. All sides of a building shall be complementary to each other in design, details, and materials.

b. *Façade variation.* Building façade walls exceeding 100 feet in length shall be subdivided into bays, through the location and arrangement of architectural features and design

variations, to provide a changing and varying facade appearance. Such features and design elements may include, but are not limited to, the following:

1. Projections, bays or recesses, not exceeding ten (10) feet in depth.
2. Enhanced ornamentation and architectural detailing.
3. Variations in building height or window patterns.
4. Distinctively shaped roof forms, detailed parapets, and cornice lines.

(2) Public Entrances. All commercial buildings and uses shall have a public entrance facing the street. Secondary public entrances at the rear or the side of the building shall be clearly defined as a public entrance with a canopy or other design feature. Public entrances shall be emphasized with framing devices, such as, peaked roofs, forms, porches, overhangs, archways, larger door openings, display windows, accent colors, tile, moldings, pedestrian-scale lighting, and similar devices

(3) Windows: Building facades facing the public right-of-way shall consist of at least 20 percent window area. The bottom sill of the windows on the front facade shall be located no higher than four (4) feet above grade. No more than 25 percent of the window area shall be covered with signage or other obscuring elements. When a building is located on a corner, this standard shall apply to both facades facing the rights-of-way, unless one of the rights-of-way faces a residential use.

(4) Awnings and Canopies: Back-lit and internally illuminated awnings shall be prohibited. Awnings shall articulate each window or wall opening.

(5) Roof-Mounted Equipment: All roof-mounted equipment, including but not limited to air conditioning units, heating apparatus, dust collectors, transformers, satellite dishes and antennae, and other communication and mechanical equipment, other than chimneys, flagpoles, and solar energy systems, shall be screened by one of the following architectural elements flagpoles, and solar energy systems, shall be screened by one of the following architectural elements:

a. A parapet wall extending above the roof as tall as the tallest part of the equipment.
b. A screen around the equipment that is as tall as the tallest part of the equipment. The screen shall be constructed to be compatible with the building design.

(d) Building Material Standards.

(1) General Material Standards.

a. Engineered Materials. Engineered equivalent materials are permitted as the original material is permitted in each district. Engineered materials must match the appearance of natural binding materials.
b. Painted Building Materials. Existing exterior masonry may not be painted or stained unless approved by the Planning Commission. Preference will be given to existing building materials that are already painted or stained and when the applicant proposes to stain, not paint, the façade.
c. Building Colors. Exterior finish materials and colors must be consistent or compatible with the character of the surrounding district. Accent colors are permitted to activate the street front and exercise artistic placemaking; this standard is to not be interpreted as prohibiting the incorporation of public art, such as a mural, to buildings or sites.
d. Waivers. The Planning Commission may modify the material standards, based on determination that the proposed materials or colors are high-quality and compatible with the architecture and style of the primary building and context.

(2) Permitted Building Materials. The table below details the permitted exterior building materials allowed on each façade that faces a public street or right of way in each zoning district, whether it is a principal material or an accent material. No material shall be installed which creates glare onto adjacent residences or vehicles traveling along adjacent roads. No other product shall be permitted on building facades unless approved by the Planning Commission.

a. Principal Material (P): Primary building materials must constitute at least 75% of the total façade on each building elevation.
b. Accent Material (A): Accent building materials, altogether, must not constitute more than 25% of the total façade, on each building elevation.

Exterior Building Materials	C-1	C-2	C-3	O-1
Brick (~~including~~either full modular face brick with a thickness of 3 to 4 inches ~~but not~~or modular thin-brick veneer with a minimum thickness of 5/8 inch) Use of mortar joints required.	P	P	P	P
Cut stone, ceramic cladding, cast stone, natural stone, or manufactured stone	P	P	P	P
Wood, including cross laminated timber, dimension lumber, and reclaimed wood	A	A	A	P
Burnished and textured concrete masonry units (CMU)	A	A	A	P
Standard concrete masonry units (CMU)				
Fiber cement siding	P	P		P
Fiber cement panels	A	A		P
Precast concrete panels				
Stone composite panels	A	A	A	A
Closed cavity façade (e.g., glass curtain wall system)	P	P		P
Clear or lightly tinted glass	P	P	P	P
Metal wall panel (including steel)				P
Vinyl siding				P
Exterior Insulation and Finishing System (EIFS) / Artificial Stucco (Not permitted within four (4) feet of foundation)	A	A		A