

**AGENDA**  
**City Planning Commission**  
**June 17, 2026, 5:30 PM**  
**Council Chambers – Hillsdale City Hall**

- I. Call to Order**
  - a. Pledge of Allegiance
  - b. Roll Call
- II. Public Comment – Agenda Items Only**
- III. Consent Agenda**
  - a. Approval of Agenda
  - b. Review and Approval of Draft Minutes
    - i. May 20, 2026
- IV. Communications**
  - a. Notice of Intent to Amend the City Master Plan
- V. Public Hearing**
  - a. None
- VI. Consideration of Applications**
  - a. Commercial Site Plan Review – 96 W Carleton Rd
- VII. Old Business**
  - a. Bylaws Review – XII through XVI (pg. 14-17)
- VIII. New Business**
  - a. Set Public Hearing – Rezoning of 8 E Bacon St et al
- IX. Staff Report**
- X. Public Comment – Commission Items**
- XI. Commissioner Comment**
- XII. Adjournment**
  - a. Next Meeting: July 15, 2026 at 5:30 PM

**City Planning Commission**  
**May 20, 2026, 5:30 PM**  
**Council Chambers – Hillsdale City Hall**  
**Minutes**

**Roll Call**

Commissioner Kniffin – Absent, Excused  
All other commissioners present

Public Present: Jack McClain

**Public Comment**

Jack McClain asked questions about two buildings on West St. that were on the Code Enforcement update that was distributed to the Planning Commission. He also suggested zoning inspections and a mandatory code enforcement inspection upon the purchase of a property.

**Consent Agenda**

Commissioner Winter moved to approve the consent agenda.  
Seconded by Commissioner Morrisey.  
All in favor.

**Old Business**

**Bylaws Review**

- There was an extended discussion about potential revisions to sections III-XI of the Commission’s Bylaws. Record of the suggested changes was presented to the Commission by Commissioner Winter and further revisions agreed upon by the Commissioner were noted by Zoning Administrator Smith. This discussion was continuing an ongoing process of reviewing all the sections of the Bylaws with the intention of presenting proposed revisions to Council.

**Ordinance Review: (26-2) and 9(5)**

- There was a discussion about the interpretation of a sign ordinance, especially whether the ordinance distinguishes between “Billboards” and “Off-premises” signs.
- Commissioner Coykendall suggested that the two categories are functionally the same, and that the likely intention of the ordinance writers was to treat them the same way.
- Commissioner Winter emphasized the need for definitions, arguing that although Commissioner Coykendall is correct about the probable intentions of the ordinance writers, the actual language in the code is ambiguous.
- Commissioner Laycock suggested the primary issue is the “Temporary Sign” status and suggested that the ordinance be amended to include specific time constraints to define “temporary.”

**Ordinance Review: 26-33**

- A potential project is located on a C-1 zoned property that is not college-owned. There was a question about whether 26-33 about sign regulations would treat said property as B-1 or C-1 for the purposes of signage.

- After a lengthy discussion clarifying the issue, the Commission agreed that the practical solution was to have the property treated as B-1 for the purposes of the sign regulation found in 26-33.

## **New Business**

### **2026 Master Plan Update – Discussion**

- Zoning Administrator Smith presented the most recent Master Plan and asked for guidance from the Commission whether Staff ought to prepare for amending that Master Plan or begin the expensive process of adopting a new Master Plan.
- Commissioner Winter suggested that the city should amend the current plan rather than spend money this year on writing a new master plan.
- Commissioner Coykendall suggested that no major changes were necessary to the Master Plan, and therefore it would be a waste of money to overhaul the whole plan.
- Commissioner Laycock suggested that in that amendment process, we should be sure to update the goals of the master plan to be current; he also suggested that section be added that would give a progress report and previous goals/initiatives outlined in former Master Plans.

## **Staff Report**

### **Q1 Assessing, Code Enforcement, & Zoning Report to City Council**

- Zoning Administrator Smith presented an update, the highlight of which was the code enforcement document and zoning report included in the packet.
- Commissioner Coykendall asked about the timing of when houses were condemned, and what the legal process looks for the code enforcement on the properties listed.
- Commissioner Winter asked about the timing of the demolition of houses that are condemned.

## **Public Comment (Commission-related items)**

- Jack McClain suggested a moratorium on solar farms for the City of Hillsdale.
- Jack McClain also suggested that the City ordinances ought to require a permit for having a temporary sign.

## **Commissioners Comments**

- Commissioner Winter wondered aloud about the process for codifying a moratorium on solar farms in response to Jack McClain's public comment.

## **Adjournment**

- Commissioner Winter moved to adjourn at 7:00PM
- Commissioner Morrissey seconded the motion.
- All in favor.

June 1, 2026

## Notice of Intent to Amend the City Master Plan

Pursuant to the Michigan Planning Enabling Act (Act 33 of 2008), the City of Hillsdale Planning Commission hereby provides notice of its intent to prepare an amendment to the City Master Plan. In accordance with Section 125.3839, all relevant parties are being notified and invited to participate in the review process.

The proposed amendment will update outdated census information and incorporate current conditions related to Community Facilities and Services. In addition, the Goals and Objectives outlined in the 2021 Master Plan will be re-evaluated to ensure they continue to reflect the needs and priorities of the community.

A draft of the amendment will be released for public review and comment later in the process, as required by the Act. The 2021 Edition of the City Master Plan is available on the City's website at [www.cityofhillsdale.org](http://www.cityofhillsdale.org) or in hard copy upon request.

Please submit written comments, questions, or concerns to:

**City of Hillsdale**  
**Attn: Planning and Zoning**  
**97 N Broad St**  
**Hillsdale, MI 49242**  
[planning@cityofhillsdale.org](mailto:planning@cityofhillsdale.org)

We look forward to your cooperation and comment.

Respectfully submitted,



Olivia C. Smith  
Zoning Administrator  
City of Hillsdale, Michigan



**To: Planning Commission**

**From: Zoning Administrator**

**Date: June 17, 2026**

**Re: Consideration of Applications – 96 W Carleton Rd**

**Background:**

On behalf of the Property Owner, Priority Engineering LLC submitted a Commercial Site Plan for proposed redevelopment of the property located at 96 W Carleton Rd.

Staff provided written review of the submitted package. The Zoning Administrator provided a comprehensive report of department feedback (enclosed).

**Recommendation:**

Staff recommends that if the Planning Commission approves the site plan, it is approved contingent upon MDOT approval.



Hillsdale County GIS



Map Publication:  
06/09/2026 3:31 PM



**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.

June 4, 2026

**Re:** Department Head Review – Commercial Site Plan

**Project:** PZ2026-017  
96 W CARLETON RD  
HILLSDALE, MI 49242  
NEW MULTI-TENANT COMMERCIAL BUILDING

Below is a list of items cited following review of the plans submitted for the proposed new multi-tenant commercial building at 96 W Carleton Rd, Hillsdale, MI 49242. Please also find the Conceptual Design Review from April 1, 2026 enclosed.

**Board of Public Utilities (BPU)**

- Water and Sewer Department
  - **Did not see a list or drawing displaying any water or sewer specifications. There was not enough information provided for Staff to be able to comment.**

**Department of Public Services (DPS)**

- **Both M99 and Lewis St drive approaches need to be upgraded to MDOT M-opening style**
  - Per Doug Jordan of MDOT-Jackson TSC in a 3/24/2026 email, the access to M99 will need to be built to meet MDOT specifications (34' back of curb wide with 25' radius).
- Traffic impact study, per MDOT request, for the M99 drive approach.
- In the memo submitted with the application, it states, “At this time, no improvements within the MDOT right-of-way are proposed.” And that “MDOT coordination notes associated with M-99 frontage improvements and access considerations” were “incorporated into the submission package.”
  - **Applicant must provide plan approval and comments from MDOT staff.**

**City Engineer**

- Recommend that the ADA ramps for the handicap parking be shown. The van accessible access aisle alignment looks to be in line with the door to end tenant space. The sidewalk does not appear to be wide enough to allow for the ramp and landing space in front of the door. A 10' sidewalk would allow for a ramp to be in-line with a door and have a 5' landing area in front of the door. Or, the ramp needs to be offset from the door (similar to how the 5 access aisle is located).
- With an 18' parking stall, larger trucks will likely overhang the sidewalk. The sidewalk should be 7' wide, if vehicle overhand is considered.
- Recommend that the Lewis St drive entrance be a minimum of 60' from the radius point of the intersection with Carleton Rd.

- **Provide calculations for the following:**
  - **Allowable Outflow**
  - **Design Outflow**
  - **Sizing of the restrictor**
  - **Details of the outlet control structure**

### **Police & Fire**

*No additional feedback provided since 04/01/2026 conceptual design review*

### **Zoning**

- Municipal contact information correction (C-1.0)
  - Engineering – 45 Monroe St, Hillsdale, MI 49242
  - Public Services – 149 Waterworks Ave, Hillsdale, MI 49242
  - Chief of Police and Fire – 97 N Broad St, Hillsdale, MI 49242
- **Parking stalls need to meet the minimum requirements found in [Sec. 36-623](#).**
  - Parallel parking stalls are a foot short (23' minimum required)
  - The 90 degree stalls are 2 feet short (20' minimum required)
  - Width of 45 degree parking stalls not provided for verification. Length of stalls are 2 feet short (20' minimum required)
- **No required landscaping plan presented with application. An amended site plan including landscaping must be submitted. Per [Sec. 36-149](#), “No site plan shall be approved unless the site plan shows landscaping, greenbelt, and screening consistent with the requirements set forth in this section.”**

The application and all accompanying documents will be brought before the Planning Commission at their next regularly scheduled meeting – **June 17, 2026 at 5:30 PM**.

Please provide any amendments, in both a physical and digital format, **by 06/10/2026** so that it may be included in the packet distributed to the Commission. If not submitted by June 10, please bring printed copies with your representative to the meeting. Please plan to have a representative for the project present, in-person, at the meeting to answer any project-specific questions that the Commission may have.

April 1, 2026

**Re:** Conceptual Design Review  
March 31, 2026, 10:00 AM  
Council Chambers – Hillsdale City Hall  
97 N Broad St, Hillsdale, MI 49242

**Project:** 96 W CARLETON RD  
NEW 6,000 SF MULTI-TENANT BUILDING

**Present:** Rob Stiverson (City Engineer), Jason Blake (Director of Public Services), Mark Becker (Water & Sewer Operator), Sam Fry (Assistant City Manager), Kristopher Joswiak (Chief of Police and Fire), Mark Hawkins (Deputy Fire Chief), Randy Borders (Line Leader, Electric), Eric Sheffer (Line Foreman, Electric), Bret Hart (Priority Engineering, virtual), Mike Howard (virtual), Teon Sujack (Priority Engineering, virtual), and Olivia Smith (Zoning Administrator)

Below are a list of items following the review of the conceptual plan submitted for proposed multi-unit development located at 96 W Carleton Rd, Hillsdale, MI 49242:

**MDOT**

- Drainage requirements need to be followed. Refer to the enclosed *Jackson TCS Urban Drainage Design Checklist for Jackson, Hillsdale, and Lenawee Counties*.
- Complete *Drainage Design Requirements for Accessing State Trunkline Drainage Systems* (form 2484), enclosed.
- Drainage feedback provided by: Jared T. Boll  
Utility/Drainage Engineer  
MDOT – Jackson TSC  
[bollj@michigan.gov](mailto:bollj@michigan.gov)
- The access to M99 will need to be built to meet MDOT specifications. The access on the conceptual plan does not.
- A traffic impact study may be needed. That determination is up to the MDOT traffic engineer.
- Construction feedback provided by: Doug Jordan  
Construction Permits  
MDOT – Jackson TSC  
[jordanr@michigan.gov](mailto:jordanr@michigan.gov)

**Engineering/Department of Public Services/Board of Public Utilities**

- There is a City storm sewer that runs along the south and east property lines.
  - If the project is to connect to the City storm sewer, consider Pre-Development Conditions and Post-Development Conditions and detain the rest with consideration for the capacity of the existing storm sewer.
- The drive approach off of Lewis Street will need to be built to MDOT specifications as well.

- The drive approach off of Lewis St will need to be relocated further south such that it aligns with a driveway on the west side of Lewis St

### **Public Safety**

- Knoxbox required for each tenant.
- No on-site fire hydrant required.

### **Zoning**

- Proposed use is permitted within the B-3 zoning designation
- Required parking spaces per use category selected: 60. Only 55 presented on the concept design.
  - Suggests the use category (15) *Retail stores and retail centers less than 100,000 square feet of floor area*. This use category would require a minimum of one space per 200 square feet of usable floor area and a maximum of one space per 150 square feet of usable floor area. This would cut the required parking spaces from 60 to 30-40.
- Fencing would not be required due to the parcel not abutting a residential district.



May 28, 2026

City of Hillsdale  
Planning & Zoning Department  
Attn: Olivia Smith, Zoning Administrator  
97 N. Broad Street  
Hillsdale, Michigan 49242

**RE: Site Plan Submission**

Proposed Multi-Tenant Commercial Development  
96 W. Carleton Road (M-99)  
Hillsdale, Michigan 49242  
Parcel ID: 006-222-455-02

Dear Ms. Smith,

On behalf of the property owner, Priority Engineering, LLC is pleased to submit the enclosed Site Plan Package for the proposed redevelopment of the property located at 96 W. Carleton Road in the City of Hillsdale.

The proposed development consists of a new, approximately 6,681 square foot multi-tenant commercial building including associated parking, access drives, stormwater management facilities, utility improvements, landscaping, ADA improvements, and related site infrastructure improvements. The current concept includes four tenant spaces, including one tenant space with a proposed drive-thru lane.

The subject property is approximately 1.49 acres in size and is zoned B-3 General Business. The proposed redevelopment has been designed to generally conform with the applicable zoning and development requirements of the City of Hillsdale.

The enclosed Site Plan Package includes the following:

- Cover Sheet
- Existing Conditions Plan
- Site Layout Plan
- Paving & Grading Plan
- Utility Plan
- Pavement Markings & Signage Plan



In addition, the following supporting information has been incorporated into the submission package:

- Preliminary stormwater management and detention concept
- Preliminary utility layout and service connections
- Parking calculations and zoning summary
- ADA accessibility improvements
- Preliminary drive-thru circulation and stacking analysis
- MDOT coordination notes associated with M-99 frontage improvements and access considerations

At this time, no improvements within the MDOT right-of-way are proposed. All site runoff is proposed to be captured and conveyed to the on-site stormwater management system.

We respectfully request review of the enclosed Site Plan Package and placement on the next available Planning Commission agenda. Should you require any additional information, revisions, or supplemental documentation during the review process, please do not hesitate to contact our office.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bret Hart'.

Bret Hart  
Priority Engineering, LLC



# COMMERCIAL SITE PLAN REVIEW APPLICATION

Applicant Name Mike Howard

Address 5525 Schultz Drive  
Sylvania, Ohio 43560

Daytime Phone ( 419 ) 290-0561  
Evening Phone ( 419 ) 290.0561

Property Address if other than above 96 W. Carleton Road  
Hillsdale MI

Agent Name Priority Engineering LLC,

Address 950 Selden St  
Detroit, MI 48201

Daytime Phone ( 586 ) 242-5341  
Evening Phone ( 586 ) 242-5341

Zoning B-3 Project Estimate 2.0 million

Applicant Signature Mike Howard Digitally signed by Mike Howard  
Date: 2026.05.27 08:49:14 -04'00' Date 5/27/2026

Meeting Date June 17, 2026

For projects requiring Planning Commission approval, all Site Plan Materials must be submitted along with a completed application and appropriate fees a minimum of 10 days prior to the next scheduled Planning Commission meeting.

Please submit to: **City of Hillsdale**  
**Planning and Zoning Department**  
97 North Broad Street  
Hillsdale, Michigan 49242  
p. – 517.437.6449



OCS

# Proposed Multi-Tenant Commercial Development Site Plan Package

## 96 W. Carleton Road Hillsdale, Hillsdale County, Michigan 49242



PRIORITY ENGINEERING LLC



Engineer's Seal



Certification

North SCALE

Project  
**PROPOSED MULTI-TENANT  
COMMERCIAL DEVELOPMENT**

Project Location  
**96 W. CARLETON ROAD  
(HWY M-99)  
HILLSDALE, MICHIGAN**

Sheet Name  
**COVER SHEET**

**ISSUED FOR SITE PLAN  
APPROVAL**

REV	ISSUED FOR	ISSUE DATE	BY

Date: 05/05/2026

Reviewed By: BH

ENG/CADD: BH

Checked By: BH

PE Project No. 26-0015

Sheet No. C-1.0

### UTILITY/MUNICIPAL CONTACTS

PLANNING & ZONING DEPARTMENT  
OLIVIA SMITH – ZONING ADMINISTRATOR  
97 N BROAD STREET  
HILLSDALE, MI 49242  
PH: (517) 437-6449

PUBLIC SERVICES / ENGINEERING  
ROB STIVerson – ENGINEERING REVIEWER  
20 MCCOLLUM STREET  
HILLSDALE, MI 49242  
PH: (517) 437-6479

PUBLIC SERVICES DEPARTMENT  
JASON BLAKE – PUBLIC SERVICES DIRECTOR  
20 MCCOLLUM STREET  
HILLSDALE, MI 49242  
PH: (517) 437-6492

HILLSDALE BOARD OF PUBLIC UTILITIES  
DAVID MACKIE – DIRECTOR  
45 MONROE STREET  
HILLSDALE, MI 49242  
PH: (517) 437-3387

WATER & SEWER DEPARTMENT  
HILLSDALE BOARD OF PUBLIC UTILITIES  
45 MONROE STREET  
HILLSDALE, MI 49242  
PH: (517) 437-3387

FIRE DEPARTMENT  
KRISTOPHER JOSWIAK – FIRE CHIEF  
21 S BROAD STREET  
HILLSDALE, MI 49242  
PH: (517) 437-6461

MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
JACKSON TRANSPORTATION SERVICE CENTER  
1040 COOPER STREET  
JACKSON, MI 49202  
PH: (517) 780-7540

HILLSDALE COUNTY DRAIN COMMISSIONER  
33 MCCOLLUM STREET, SUITE 200  
HILLSDALE, MI 49242  
PH: (517) 437-2231

HILLSDALE COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
20 CARE DRIVE  
HILLSDALE, MI 49242  
PH: (517) 437-7395

EGLÉ JACKSON DISTRICT OFFICE  
WATER RESOURCES DIVISION  
301 E LOUIS GLICK HIGHWAY  
JACKSON, MI 49201  
PH: (517) 780-7690

### LEGAL DESCRIPTION:

LAND SITUATED IN THE CITY OF HILLSDALE, COUNTY OF HILLSDALE, MICHIGAN, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTH 1/4 CORNER OF SECTION 22, TOWN 6 SOUTH, RANGE 3 WEST; THENCE NORTH 00°03'46" WEST 117.72 FEET ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 22; THENCE SOUTH 58°32'08" EAST 226.06 FEET ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF CARLETON ROAD (M-99); THENCE SOUTH 31°27'52" WEST 165.00 FEET; THENCE SOUTH 58°32'07" WEST 25.54 FEET; THENCE SOUTH 00°01'22" WEST 35.30 FEET; THENCE NORTH 89°55'08" WEST 185.00 FEET TO THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 22; THENCE NORTH 00°03'46" WEST 97.48 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING.

CONTAINING 1.49 ACRES OF LAND, MORE OR LESS.

SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD.

### PROJECT DESCRIPTION:

THE PROJECT CONSISTS OF THE PROPOSED REDEVELOPMENT OF THE PROPERTY LOCATED AT 96 W. CARLETON ROAD IN HILLSDALE, MICHIGAN, FOR A COMMERCIAL DEVELOPMENT INCLUDING ASSOCIATED SITE IMPROVEMENTS AND SUPPORTING INFRASTRUCTURE. THE WORK INCLUDES SITE PREPARATION, DEMOLITION AS REQUIRED, EARTHWORK, GRADING, PAVEMENT IMPROVEMENTS, PARKING LOT CONSTRUCTION, DRIVEWAY IMPROVEMENTS, TRAFFIC CIRCULATION IMPROVEMENTS, STORMWATER MANAGEMENT FACILITIES, WATER AND SANITARY UTILITY IMPROVEMENTS, DRAINAGE IMPROVEMENTS, LANDSCAPING, ADA COMPLIANCE IMPROVEMENTS, TRAFFIC CONTROL, RESTORATION, AND ALL RELATED APPURTENANCES NECESSARY TO SUPPORT THE PROPOSED DEVELOPMENT.

### DEVELOPER

MICHEAL HOWARD  
5525 SCHULTZ DRIVE  
SYLVANIA, OH 43160

CONTACT: MICHEAL HOWARD M.B.A., J.D.  
PH: 248.724.8226

### ARCHITECT



SERENITY ARCHITECTURE COMPANY  
5232 GREAT OAKS CT  
WEST BLOOMFIELD TWP, MICHIGAN 48323

CONTACT: ROBER L. JORDAN, AIA, NCARB  
PH: 248.830.3311  
EMAIL: rjordan@serenityarchitecture.com  
www.serenityarchitecture.com

### DRAWING INDEX:

SHEET No.	SHEET TITLE
C-1.0	COVER SHEET
C-2.0	EXISTING SITE CONDITIONS PLAN
C-3.0	SITE LAYOUT PLAN
C-4.0	PAVING & GRADING PLAN
C-5.0	UTILITY PLAN
C-6.0	PAVEMENT MARKINGS & SIGNAGE PLAN

### ENGINEER



PRIORITY ENGINEERING, LLC  
23208 EMERSON WAY  
LAND O LAKES, FLORIDA 34639

CONTACT: TEON C. SUJAK, P.E.  
PH: 248.885.8431  
EMAIL: SUJAK@PRIORITY-ENG.COM  
www.priority-eng.com

PROJECT NO. 22-0008

### MDOT NOTE:

ALL SITE RUNOFF SHALL BE CAPTURED AND CONVEYED TO THE ON-SITE STORM SYSTEM; NO DISCHARGE TO MDOT ROW.

### FLOODPLAIN NOTE:

THE SUBJECT PROPERTY LIES IN FLOOD ZONE "X", ACCORDING TO FLOOD INSURANCE RATE MAP, MAP NO. 26059C0167D FOR HILLSDALE COUNTY, COMMUNITY NO. 260086, HILLSDALE COUNTY, MICHIGAN, DATED FEBRUARY 19, 2014 AND ISSUED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. LINES SHOWN HAVE BEEN DIGITALLY TRANSLATED FROM DFIRM DATABASE INFORMATION SUPPLIED BY THE FEMA MAP SERVICE CENTER [HTTPS://MSC.FEMA.GOV/](https://msc.fema.gov/).

### LANDSCAPE ARCHITECT



DUL LANDSCAPE ARCHITECTURE  
212 DAINES STREET  
BIRMINGHAM, MI 48009

CONTACT: MICHAEL L. JACOBS PLA  
PH: 248-644-3410



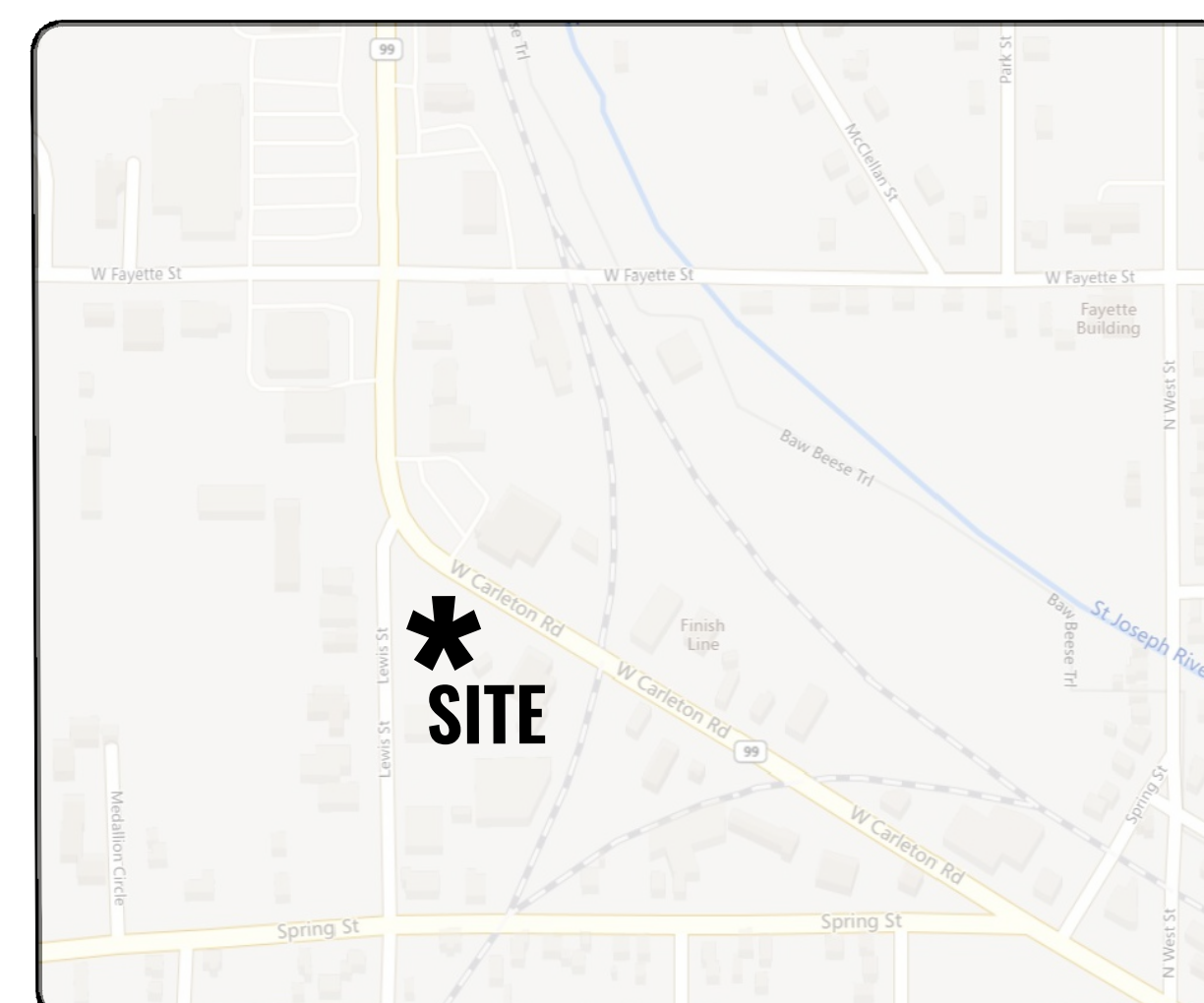
### OVERALL SITE PLAN

NOT TO SCALE



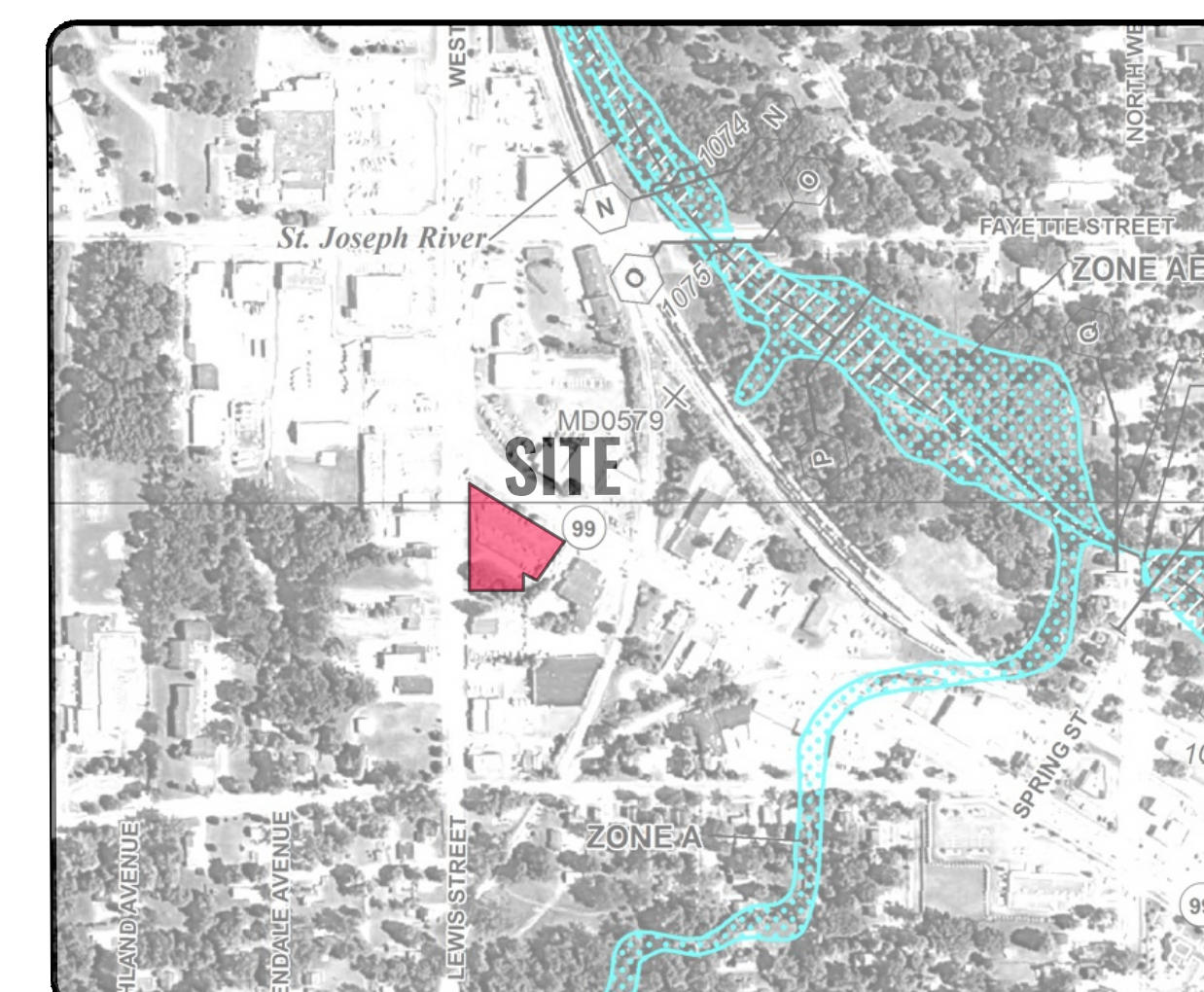
### COUNTY MAP

NOT TO SCALE



### SITE LOCATION MAP

NOT TO SCALE



### FLOOD ZONE MAP

NOT TO SCALE



SITE DATA TABLE	
Project Address	96 W. Carleton Road, Hillsdale, MI 49242
County	Hillsdale
Parcel ID	006-222-455-02
Jurisdiction	City of Hillsdale
Zoning District	B-3 General Business District
Current Use	Existing Commercial Development
Proposed Use	Multi-Tenant Commercial Development with Drive-Thru
Parcel Area	1.50 AC (65,340 SF)
Proposed Building Area	6,860 SF
Flood Zone	Zone X
Front Yard Setback	40 FT Minimum
Side Yard Setback	None Required Along Interior Side Lot Lines
Rear Yard Setback	None Required
Maximum Building Height	35 FT (2.5 Stories)
Required Parking	54 Spaces
ADA Parking Required	3 Spaces (1 Van Accessible)
Parking Provided	54 Spaces
Loading Requirement	Rear Loading Area Required
Road Frontage	Carleton Road (M-99) and Lewis Street
Stormwater Management	Detention Based on Net Increase in Impervious Area
Utilities	Public Water and Sanitary Sewer
Applicable Agencies	City of Hillsdale, MDOT, BPU

**UTILITY WARNING!!**  
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.



Know what's below.  
Call before you dig.

DRAWING NOTE: SCALE SHOWN IS ALWAYS FOR 1"=20' AND WILL SCALE INVERSELY IF PRINTED ON A8 OR FROM THE NUMBERED SET OF 24". NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF PRIORITY ENGINEERING, LLC. © 2024



PRIORITY ENGINEERING LLC



Engineer's Seal

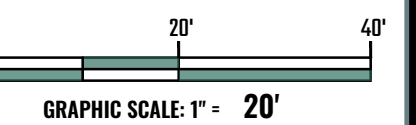


Certification

North



SCALE



GRAPHIC SCALE: 1" = 20'

Project

PROPOSED MULTI-TENANT  
COMMERCIAL DEVELOPMENT

Project Location

96 W. CARLETON ROAD  
(HWY M-99)  
HILLSDALE, MICHIGAN

Sheet Name

EXISTING SITE CONDITIONS

ISSUED FOR SITE PLAN  
APPROVAL

Revisions

REV	ISSUED FOR	ISSUE DATE	BY

Date: 05/05/2026

Reviewed By: BH

ENG/CADD: BH

Checked By: BH

PE Project No. 26-0015

Sheet No. C-2.0

LEGAL DESCRIPTION:

LAND SITUATED IN THE CITY OF HILLSDALE, COUNTY OF HILLSDALE, MICHIGAN, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTH 1/4 CORNER OF SECTION 22, TOWN 6 SOUTH, RANGE 3 WEST; THENCE NORTH 00°03'46" WEST 117.72 FEET ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 22; THENCE SOUTH 58°32'08" EAST 226.06 FEET ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF CARLETON ROAD (M-99); THENCE SOUTH 31°27'52" WEST 165.00 FEET; THENCE NORTH 58°32'07" WEST 25.54 FEET; THENCE SOUTH 00°01'22" WEST 35.30 FEET; THENCE NORTH 89°55'08" WEST 185.00 FEET TO THE WEST LINE OF THE SOUTHEAST 1/4 OF SECTION 22; THENCE NORTH 00°03'46" WEST 97.48 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING.

CONTAINING 1.49 ACRES OF LAND, MORE OR LESS.

SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS-OF-WAY OF RECORD.

EXISTING LEGEND

- CONTOUR --- 851 ---
- INDEX CONTOUR --- 850 ---
- WATER MAIN --- WTA ---
- COMBINED SEWER --- STW ---
- STORM SEWER --- STS ---
- SANITARY SEWER --- SBA ---
- CABLETV --- CATV ---
- OVERHEAD UTILITY --- OH ---
- FIBER OPTIC --- FO ---
- GAS --- GAS ---
- ELECTRICAL --- E ---
- CHAIN LINK FENCE --- CLF ---
- IRON FENCE --- IF ---
- WOOD FENCE --- WF ---
- HYDRANT --- H ---
- GATE VALVE --- GV ---
- POST INDICATOR VALVE (PIV) --- PIV ---
- WATER MAIN MANHOLE --- WMH ---
- SQUARE CATCH BASIN --- SCB ---
- ROUND CATCH BASIN --- RCB ---
- BEEHIVE CATCH BASIN --- BCB ---
- SANITARY MANHOLE --- SMH ---
- END SECTION --- ES ---
- CULVERT --- CV ---
- STORM MANHOLE --- SMH ---
- CLEAN OUT --- CO ---
- SIGN --- S ---
- UTILITY POLE --- UP ---
- GUY WIRE --- GW ---
- LIGHT POLE --- LP ---
- LANDSCAPE LIGHT RISER --- LLR ---
- ELECTRICAL BOX --- EB ---
- ELECTRICAL MANHOLE --- EMH ---
- FLAG POLE --- FP ---
- MAILBOX --- MB ---
- TOP OF CURB --- TOC ---
- GUTTER --- G ---
- EX. GRADE --- EG ---
- EDGE OF ASPHALT --- EA ---
- TOP OF WALL --- TW ---
- BOTTOM OF WALL --- BW ---
- TREE --- T ---
- CONCRETE --- C ---
- ASPHALT PAVEMENT --- AP ---
- GRAVEL --- G ---

BENCHMARK DATA:

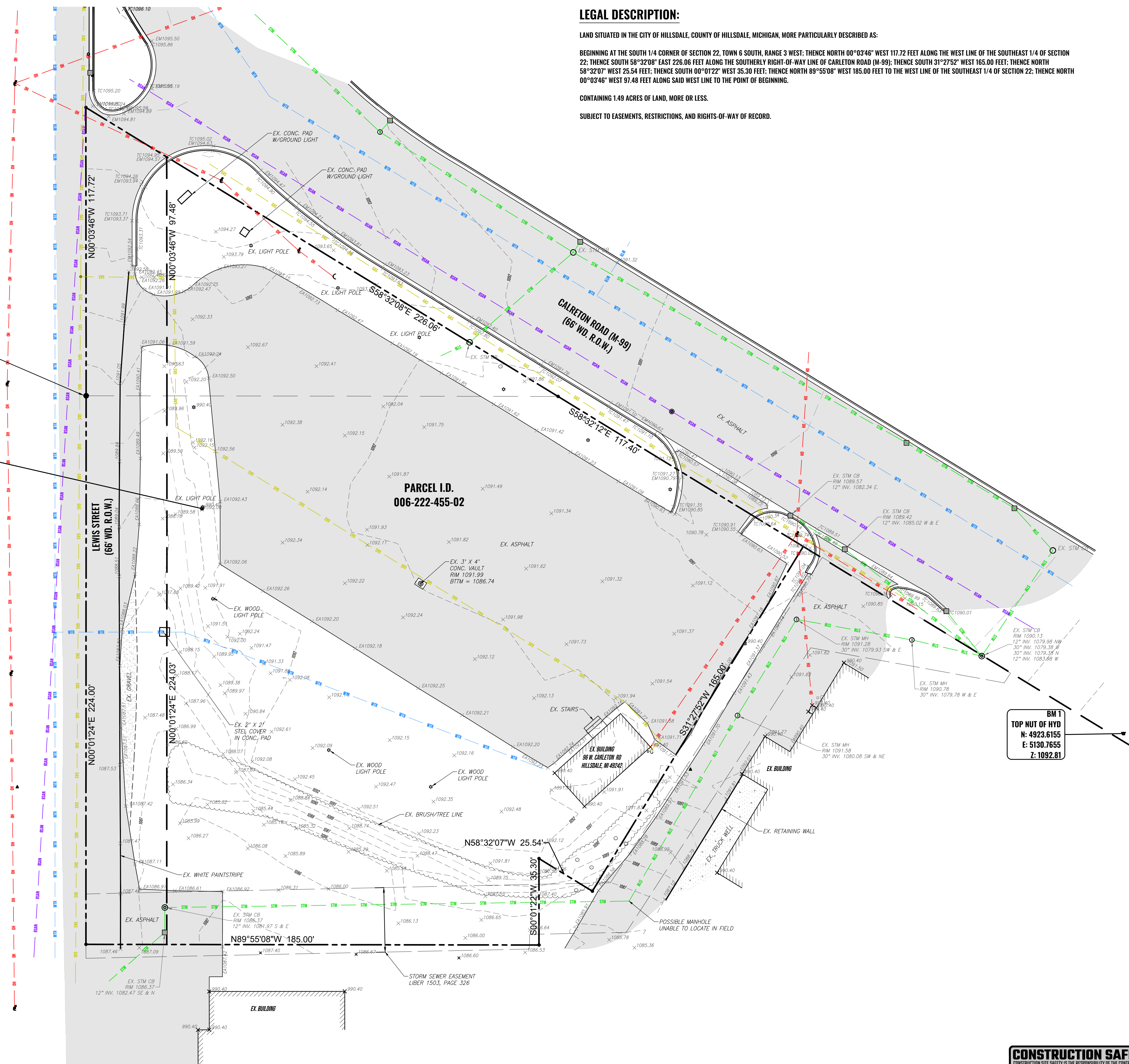
- BM 1  
TOP NUT OF HYDRANT  
ELEVATION: 1092.81  
(NAVD88 DATUM)
- BM 2  
PK ON POLE  
ELEVATION: 1094.57  
(NAVD88 DATUM)

NOTES

- DRAWING BASED ON NAD83 MICHIGAN STATE PLANE COORDINATES SYSTEM, SOUTH ZONE, INTERNATIONAL FOOT.
- THIS SURVEY WILL NOT SHOW ALL EASEMENTS OF RECORD UNTIL AN UPDATED TITLE POLICY HAS BEEN FURNISHED TO THE SURVEYOR BY THE OWNER.
- ALL ELEVATIONS ARE EXISTING ELEVATIONS
- THE LOCATION OF THE EXISTING UTILITIES AS SHOWN WERE OBTAINED FROM MUNICIPAL AND UTILITY COMPANIES RECORDS. NO GUARANTEE CAN BE MADE REGARDING THE COMPLETENESS OR EXACTNESS OF THE UTILITIES LOCATION. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY IN THE FIELD THE LOCATION OF ALL UTILITIES.

**CONSTRUCTION SAFETY!!**  
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

**UTILITY WARNING!!**  
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.



S 1/4 SECTION 22  
T. 6 S., R. 3 W.  
D. HILLSDALE REMON.  
N 1/4 SECTION 27  
T. 6 S., R. 3 W.

BM 2  
PK ON POLE  
N: 5015.4684  
E: 4754.4801  
Z: 1094.57

BM 1  
TOP NUT OF HYD  
N: 4923.6155  
E: 5130.7655  
Z: 1092.81

PARCEL I.D.  
006-222-455-02

N58°32'07"W 25.54'

S31°27'52"W 165.00'

N89°55'08"W 185.00'

N00°01'24"E 224.00'

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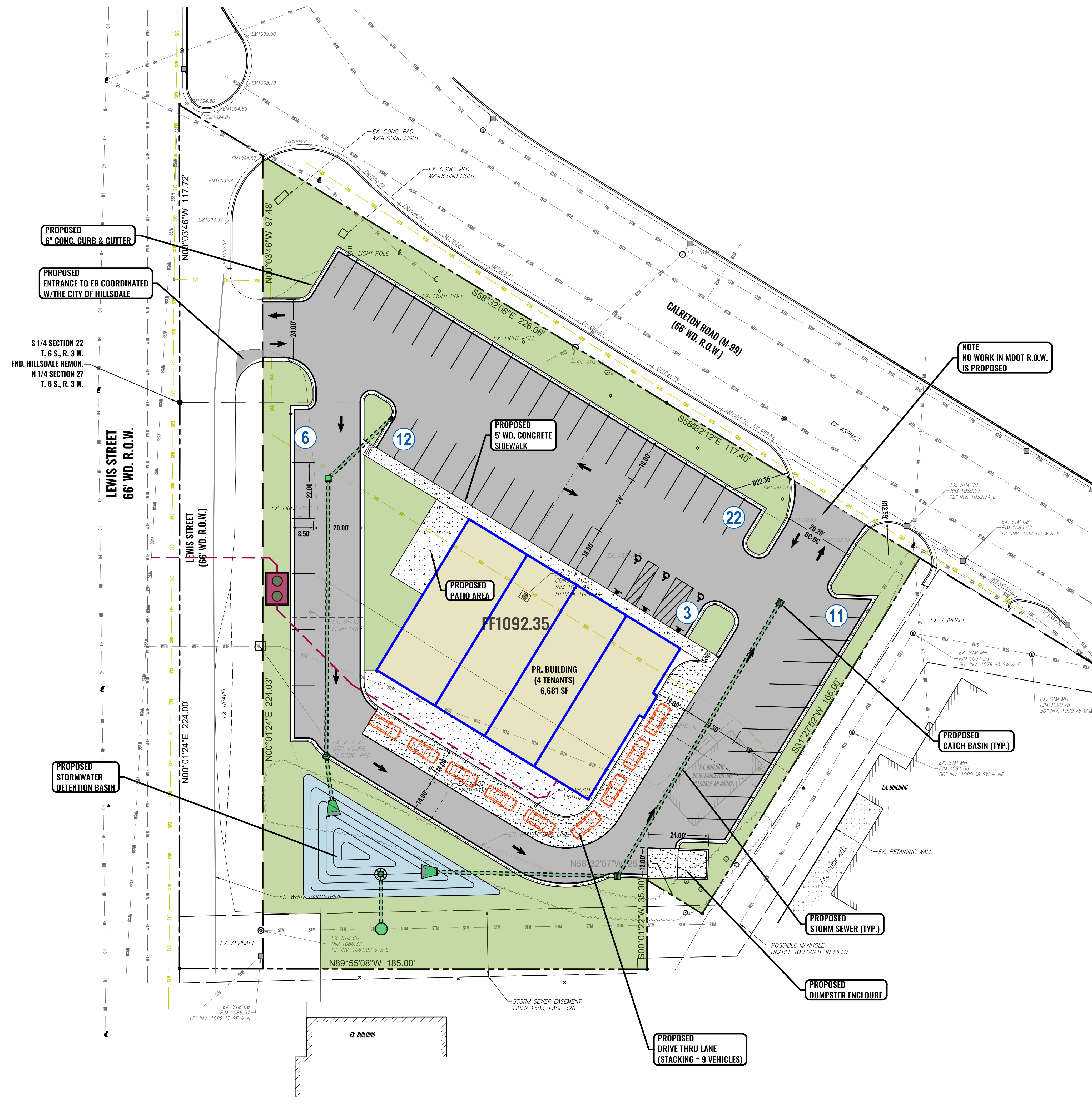
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**CONCEPT PLAN LEGEND**

- PROPERTY BOUNDARY LINE
- EASEMENT (AS NOTED)
- RIGHT OF WAY LINE
- SETBACK LINE
- GREENBELT AREA
- PROPOSED HMA PAVEMENT SECTION
- PROPOSED CONCRETE PAVEMENT SECTION
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE CURB & GUTTER
- FURNISH AND INSTALL WOOD FENCE
- FURNISH AND INSTALL CHAIN LINK FENCE
- PROPOSED STORM SEWER STRUCTURE AS NOTED
- PROPOSED DOWNSPOUT
- SANITARY MANHOLE
- SANITARY CLEANOUT
- HYDRANT
- GATE VALVE
- PROPOSED SIGN
- FURNISH AND INSTALL WHEEL STOP
- FURNISH AND INSTALL BOLLARD
- FURNISH & INSTALL TRUNCATED DOME FOR ADA RAMP
- PROPOSED PARKING COUNT

**SITE DATA / ZONING SUMMARY**

**PROJECT ADDRESS:**  
96 W CARLETON RD, HILLSDALE, MI

**PARCEL AREA:**  
1.50 AC (65,340 SF) (PER SURVEY / OWNER)

**PROPOSED DEVELOPMENT:**  
6,860 SF MULTI-TENANT COMMERCIAL BUILDING  
(4 TENANTS; ONE WITH DRIVE-THRU)

**JURISDICTION:**  
CITY OF HILLSDALE, MICHIGAN

**ZONING DISTRICT:**  
B-3 GENERAL BUSINESS DISTRICT

**B-3 HEIGHT / SETBACKS (SEC. 36-411)**

**MAXIMUM BUILDING HEIGHT:**  
35 FT (2.5 STORIES)

**MINIMUM FRONT YARD SETBACK:**  
40 FT (MEASURED FROM NEAREST SIDE OF EXISTING/PROPOSED ROW, WHICHEVER IS GREATER)

**MINIMUM SIDE YARD SETBACK:**  
NONE ALONG INTERIOR SIDE LOT LINES; IF ABUTTING RESIDENTIAL DISTRICT: MINIMUM 10 FT

**MINIMUM REAR YARD SETBACK:**  
NONE

**RESIDENTIAL ADJACENCY SCREENING:**  
PROVIDE 4'-6" OBSCURING WALL/FENCE ON SIDES ABUTTING RESIDENTIAL ZONING

**FRONT-YARD PARKING:**  
PERMITTED AFTER PLANNING COMMISSION APPROVAL OF PARKING LAYOUT AND ACCESS POINTS

**OFF-STREET PARKING REQUIREMENTS**

**RESTAURANT / TAKE-OUT:**  
1 SPACE PER 100 SF = 1,715 SF → 18 SPACES

**RESTAURANT W/ DRIVE-THRU:**  
1 SPACE PER 100 SF = 1,715 SF → 18 SPACES

**RETAIL TENANT:**  
1 SPACE PER 200 SF = 1,715 SF → 9 SPACES

**RETAIL TENANT:**  
1 SPACE PER 200 SF = 1,715 SF → 9 SPACES

**TOTAL PARKING REQUIRED:**  
54 SPACES

**ADA REQUIRED (INCLUDED IN TOTAL):**  
3 SPACES (1 VAN ACCESSIBLE)

**TOTAL PARKING PROVIDED:**  
54 SPACES

**LOADING (B-3 – SEC. 36-411)**

**LOADING SPACE REQUIREMENT:**  
PROVIDE REAR LOADING AREA AT RATIO OF 10 SF PER FRONT FOOT OF BUILDING  
(COMPUTED SEPARATELY FROM PARKING)



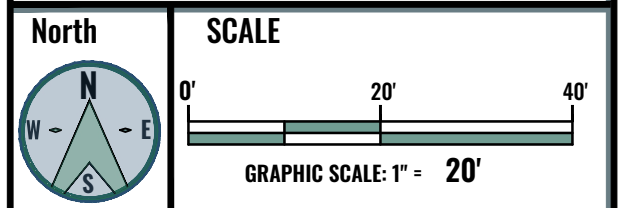
**PRIORITY ENGINEERING LLC**



Engineer's Seal



Certification



Project  
**PROPOSED MULTI-TENANT COMMERCIAL DEVELOPMENT**

Project Location  
**96 W. CARLETON ROAD (HWY M-99) HILLSDALE, MICHIGAN**

Sheet Name  
**SITE PLAN**

**ISSUED FOR SITE PLAN APPROVAL**

REV	ISSUED FOR	ISSUE DATE	BY

Date: **05/05/2026**

Reviewed By: **BH**

ENG/CADD: **BH**

Checked By: **BH**

PE Project No. **26-0015**

Sheet No. **C-3.0**

DRAWING NOT SCALE DRAWN TO MEET FOR 1"=20' AND WILL SCALE INCONSEQUENTLY. IF PRINTED OR REPRODUCED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF PRIORITY ENGINEERING, LLC, THE USER ASSUMES ALL LIABILITY FOR ANY ERRORS OR OMISSIONS. © 2026





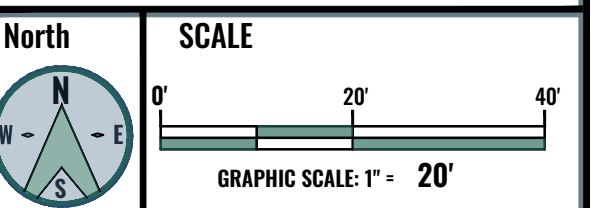
PRIORITY ENGINEERING LLC



Engineer's Seal



Certification



Project  
**PROPOSED MULTI-TENANT  
COMMERCIAL DEVELOPMENT**

Project Location  
**96 W. CARLETON ROAD  
(HWY M-99)  
HILLSDALE, MICHIGAN**

Sheet Name  
**UTILITY PLAN**

**ISSUED FOR SITE PLAN  
APPROVAL**

Revisions

REV	ISSUED FOR	ISSUE DATE	BY

Date: 05/05/2026

Reviewed By: BH

ENG/CADD: BH

Checked By: BH

PE Project No. 26-0015

Sheet No. C-5.0

DRAWING NOTES: SCALE DRAWN TO MEET PER 1"=20' AND WILL SCALE ACCORDINGLY IF PRINTED ON A DIFFERENT SIZE. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF PRIORITY ENGINEERING, LLC.

**UTILITY LEGEND**

- PROPOSED STORM SEWER
- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER CLEANOUT
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED DRAINAGE INLET STRUCTURE AS NOTED
- PROPOSED DRAINAGE MANHOLE
- PROPOSED DRAINAGE END SECTION (OUTFALL)
- PROPOSED CATCH BASIN AS NOTED
- PROPOSED REAR YARD CATCH BASIN
- PROPOSED MECHANICAL FOREBAY
- PROPOSED OUTLET CONTROL STRUCTURE
- PROPOSED OVERFLOW MANHOLE
- PROPOSED STORM CLEANOUT
- PROPOSED DOWNSPOUT

**STORMWATER MANAGEMENT NOTE:**

PRELIMINARY STORMWATER DETENTION HAS BEEN ESTIMATED AT APPROXIMATELY 2,500 CUBIC FEET BASED ON THE NET INCREASE IN IMPERVIOUS AREA BETWEEN EXISTING AND PROPOSED CONDITIONS FOR THE 100-YEAR STORM EVENT. FINAL DETENTION VOLUME, WATER QUALITY TREATMENT, OUTLET CONTROL, ALLOWABLE RELEASE RATE, AND SUPPORTING CALCULATIONS SHALL BE REFINED AND SUBMITTED WITH THE FINAL ENGINEERING PLANS FOR REVIEW AND APPROVAL. PROPOSED VOLUME PROVIDED 3,600 CF.

**PRELIMINARY STORMWATER DETENTION CALCULATIONS**

TOTAL PARCEL AREA = 54,372 SF = 1.248 AC

EXISTING IMPERVIOUS AREA:  
BUILDING = 664 SF  
PAVEMENT = 27,301 SF  
TOTAL EXISTING IMPERVIOUS = 27,965 SF

PROPOSED IMPERVIOUS AREA:  
BUILDING = 6,681 SF  
PAVEMENT = 29,829 SF  
TOTAL PROPOSED IMPERVIOUS = 36,510 SF

NET INCREASE IN IMPERVIOUS AREA:  
36,510 SF - 27,965 SF = 8,545 SF

NET INCREASE AREA:  
A = 8,545 SF / 43,560 SF/AC  
A = 0.196 AC

**II. RUNOFF COEFFICIENTS**

EXISTING CONDITION:  
PERVIOUS / GREENBELT AREA  
C = 0.30

PROPOSED CONDITION:  
IMPERVIOUS AREA  
C = 0.95

**III. RUNOFF VOLUME EQUATION**

V = 3.630(P)(C)(A)

WHERE:  
V = RUNOFF VOLUME, CF  
P = RAINFALL DEPTH, INCHES  
C = RUNOFF COEFFICIENT  
A = DRAINAGE AREA, ACRES

**IV. 50-YEAR STORM EVENT**

P = 4.70 INCHES

EXISTING RUNOFF VOLUME:  
V = 3.630(4.70)(0.30)(0.196)  
V = 1,004 CF

PROPOSED RUNOFF VOLUME:  
V = 3.630(4.70)(0.95)(0.196)  
V = 3,179 CF

REQUIRED DETENTION STORAGE:  
V = 3,179 CF - 1,004 CF  
V = 2,175 CF

50-YEAR STORAGE REQUIRED = 2,200 CF

V. 100-YEAR STORM EVENT CHECK

P = 5.40 INCHES

EXISTING RUNOFF VOLUME:  
V = 3.630(5.40)(0.30)(0.196)  
V = 1,154 CF

PROPOSED RUNOFF VOLUME:  
V = 3.630(5.40)(0.95)(0.196)  
V = 3,653 CF

REQUIRED DETENTION STORAGE:  
V = 3,653 CF - 1,154 CF  
V = 2,499 CF

100-YEAR STORAGE REQUIRED = 2,500 CF

VI. REQUIRED STORAGE PROVIDED

REQUIRED DETENTION STORAGE = 3,600 CF MINIMUM

**EX. WATER SERVICE LEAD:**

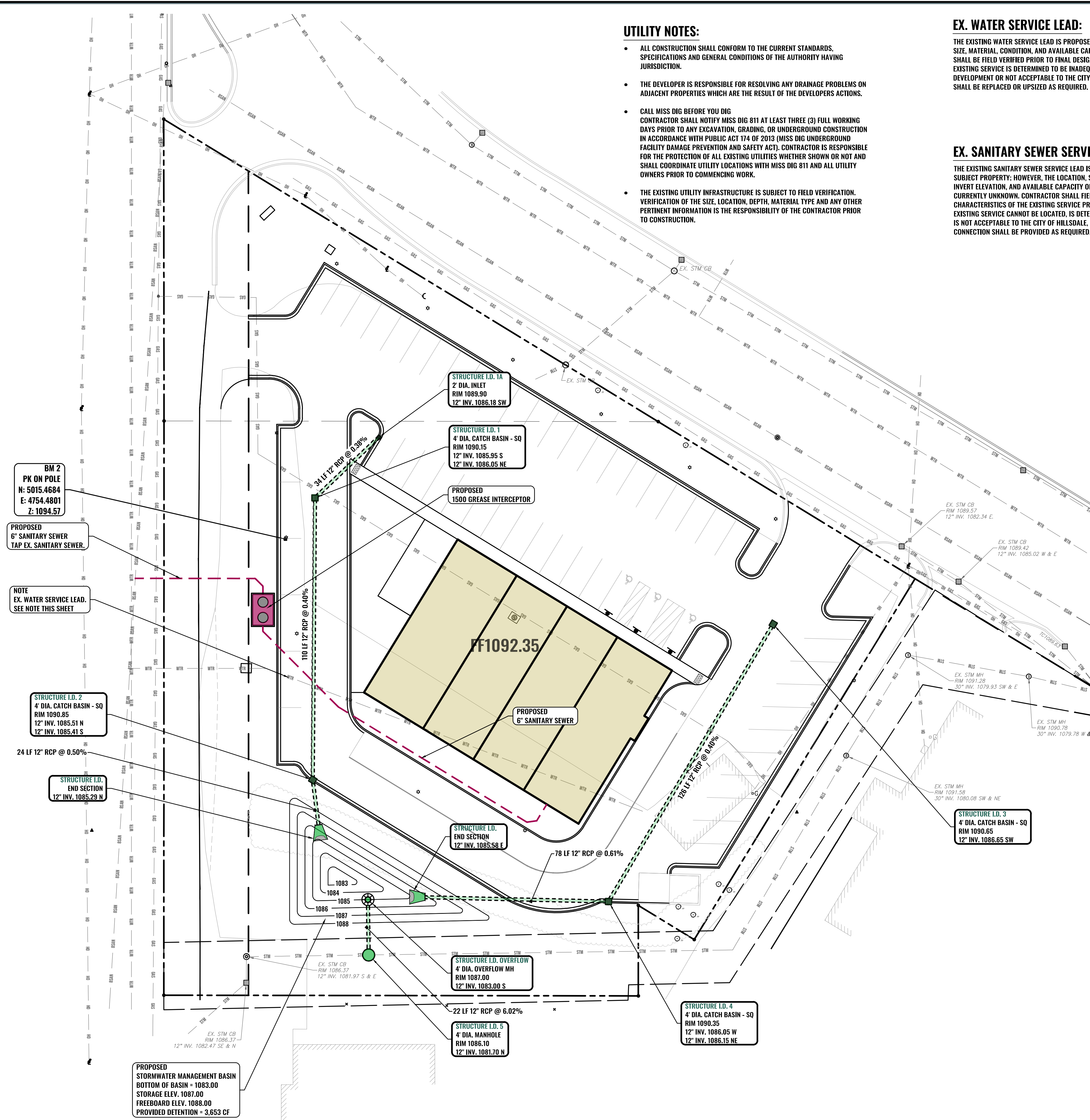
THE EXISTING WATER SERVICE LEAD IS PROPOSED TO BE REUSED. THE LOCATION, SIZE, MATERIAL, CONDITION, AND AVAILABLE CAPACITY OF THE EXISTING SERVICE SHALL BE FIELD VERIFIED PRIOR TO FINAL DESIGN AND CONSTRUCTION. IF THE EXISTING SERVICE IS DETERMINED TO BE INADEQUATE TO SERVE THE PROPOSED DEVELOPMENT OR NOT ACCEPTABLE TO THE CITY OF HILLSDALE, THE SERVICE SHALL BE REPLACED OR UPSIZED AS REQUIRED.

**EX. SANITARY SEWER SERVICE LEAD:**

THE EXISTING SANITARY SEWER SERVICE LEAD IS BELIEVED TO SERVE THE SUBJECT PROPERTY. HOWEVER, THE LOCATION, SIZE, MATERIAL, CONDITION, INVERT ELEVATION, AND AVAILABLE CAPACITY OF THE EXISTING SERVICE ARE CURRENTLY UNKNOWN. CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND CHARACTERISTICS OF THE EXISTING SERVICE PRIOR TO CONSTRUCTION. IF THE EXISTING SERVICE CANNOT BE LOCATED, IS DETERMINED TO BE INADEQUATE, OR IS NOT ACCEPTABLE TO THE CITY OF HILLSDALE, A NEW SANITARY SERVICE CONNECTION SHALL BE PROVIDED AS REQUIRED.

**UTILITY NOTES:**

- ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT STANDARDS, SPECIFICATIONS AND GENERAL CONDITIONS OF THE AUTHORITY HAVING JURISDICTION.
- THE DEVELOPER IS RESPONSIBLE FOR RESOLVING ANY DRAINAGE PROBLEMS ON ADJACENT PROPERTIES WHICH ARE THE RESULT OF THE DEVELOPERS ACTIONS.
- CALL MISS DIG BEFORE YOU DIG  
CONTRACTOR SHALL NOTIFY MISS DIG 811 AT LEAST THREE (3) FULL WORKING DAYS PRIOR TO ANY EXCAVATION, GRADING, OR UNDERGROUND CONSTRUCTION IN ACCORDANCE WITH PUBLIC ACT 174 OF 2013 (MISS DIG UNDERGROUND FACILITY DAMAGE PREVENTION AND SAFETY ACT). CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES WHETHER SHOWN OR NOT AND SHALL COORDINATE UTILITY LOCATIONS WITH MISS DIG 811 AND ALL UTILITY OWNERS PRIOR TO COMMENCING WORK.
- THE EXISTING UTILITY INFRASTRUCTURE IS SUBJECT TO FIELD VERIFICATION. VERIFICATION OF THE SIZE, LOCATION, DEPTH, MATERIAL TYPE AND ANY OTHER PERTINENT INFORMATION IS THE RESPONSIBILITY OF THE CONTRACTOR PRIOR TO CONSTRUCTION.



BM 2  
PK ON POLE  
N: 5015.4684  
E: 4754.4801  
Z: 1094.57

PROPOSED  
6" SANITARY SEWER  
TAP EX. SANITARY SEWER.

NOTE  
EX. WATER SERVICE LEAD.  
SEE NOTE THIS SHEET

STRUCTURE I.D. 2  
4" DIA. CATCH BASIN - SQ  
RIM 1090.85  
12" INV. 1085.51 N  
12" INV. 1085.41 S

STRUCTURE I.D.  
END SECTION  
12" INV. 1085.29 N

24 LF 12" RCP @ 0.50%

PROPOSED  
STORMWATER MANAGEMENT BASIN  
BOTTOM OF BASIN = 1083.00  
STORAGE ELEV. 1087.00  
FREEBOARD ELEV. 1088.00  
PROVIDED DETENTION = 3,653 CF

STRUCTURE I.D. 1A  
2" DIA. INLET  
RIM 1089.90  
12" INV. 1086.18 SW

STRUCTURE I.D. 1  
4" DIA. CATCH BASIN - SQ  
RIM 1090.15  
12" INV. 1085.95 S  
12" INV. 1086.05 NE

PROPOSED  
1500 GREASE INTERCEPTOR

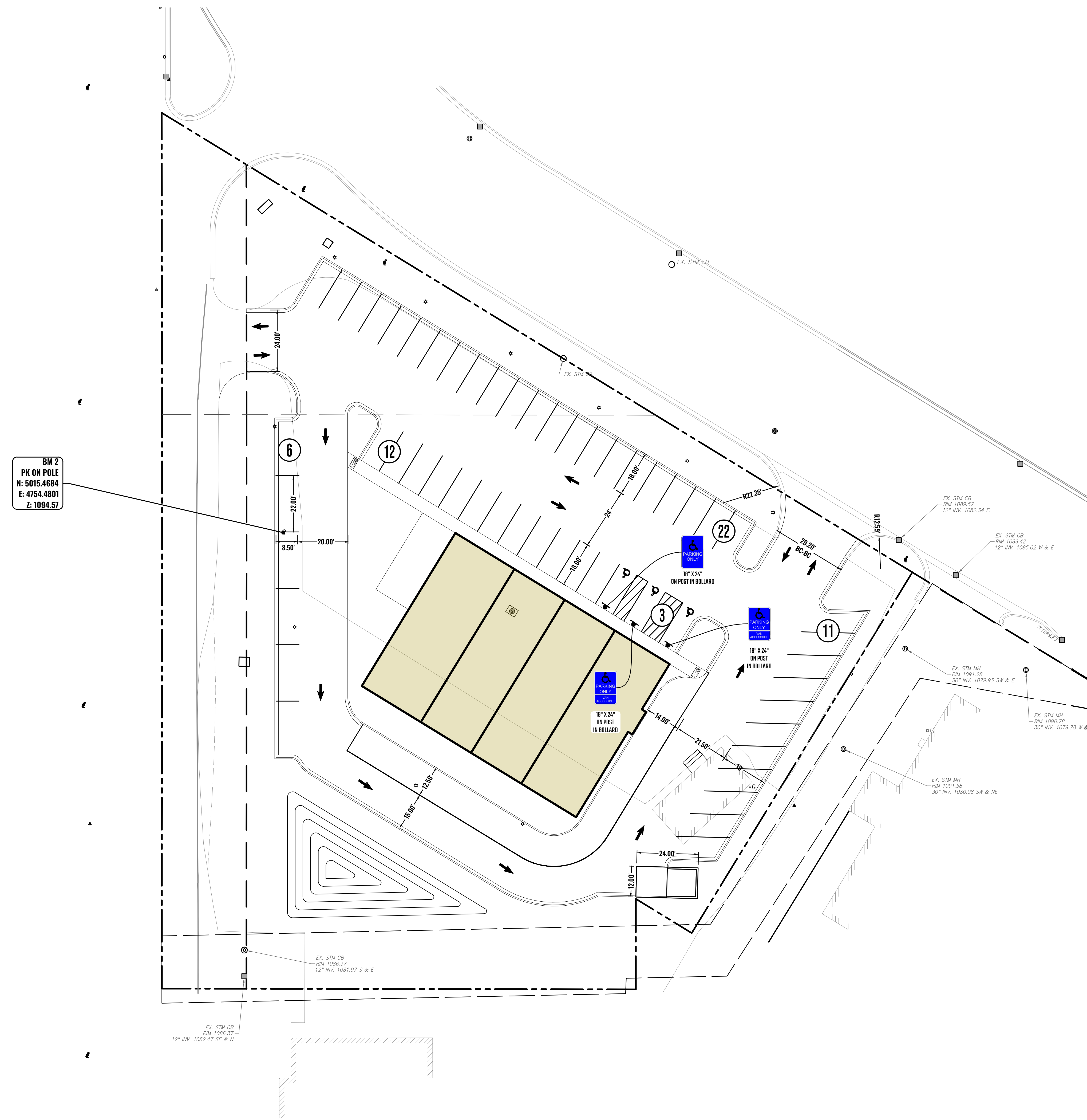
STRUCTURE I.D.  
END SECTION  
12" INV. 1085.88 E

STRUCTURE I.D. OVERFLOW  
4" DIA. OVERFLOW MH  
RIM 1087.00  
12" INV. 1083.00 S

STRUCTURE I.D. 5  
4" DIA. MANHOLE  
RIM 1086.10  
12" INV. 1081.70 N

STRUCTURE I.D. 4  
4" DIA. CATCH BASIN - SQ  
RIM 1090.35  
12" INV. 1086.05 W  
12" INV. 1086.15 NE

STRUCTURE I.D. 3  
4" DIA. CATCH BASIN - SQ  
RIM 1090.65  
12" INV. 1086.65 SW



BM 2  
PK ON POLE  
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E: 4754.4801  
Z: 1094.57

**PAVEMENT MARKINGS & SIGNAGE LEGEND**

- PROPOSED 24" WHITE STOP BAR (YELLOW IN CONCRETE AREAS)
- PROPOSED 4" THICK SOLID YELLOW LINE
- PROPOSED PEDESTRIAN CROSSWALK
- PROPOSED HATCH MARKINGS @ 45° & 2' O.C.
- PROPOSED ADA SYMBOL
- PROPOSED PAINTED ARROWS
- PROPOSED SIGN ON POST IN GREENBELT AS INDICATED ON PLANS
- PROPOSED SIGN ON POST IN BOLLARD AS INDICATED ON PLANS

**STRIPING & SIGNAGE GENERENOTE:**

- ALL PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND ANY APPLICABLE STATE OR LOCAL AMENDMENTS.
- ALL PAVEMENT MARKINGS SHALL BE PAINT UNLESS OTHERWISE SPECIFIED. PAINT SHALL BE DURABLE, WATERBORNE, OR HIGH-BUILD TRAFFIC PAINT WITH GLASS BEADS MEETING ASTM D 6359 OR EQUIVALENT.
- MARKINGS SHALL BE APPLIED ONLY AFTER THE FINAL SURFACE COURSE IS PLACED, CLEANED, AND COMPLETELY DRY. NO PAINTING SHALL OCCUR WHEN TEMPERATURES ARE BELOW 50 °F OR WHEN PRECIPITATION IS EXPECTED WITHIN 24 HOURS.
- APPLY PAVEMENT MARKINGS IN TWO UNIFORM COATS AT A MINIMUM 15 MIL WET FILM THICKNESS PER COAT, OR AS RECOMMENDED BY THE MANUFACTURER. ALLOW EACH COAT TO CURE FULLY BEFORE TRAFFIC IS PERMITTED.
- LINE WIDTHS AND DIMENSIONS SHALL CONFORM TO MUTCD STANDARDS:  
4" — LANE LINES, EDGE LINES, AND PARKING STALLS  
6" — CHANNELIZING OR GORE LINES  
12" — STOP BARS  
24" — CROSSWALKS AND YIELD LINES  
YELLOW — CENTERLINES AND OPPOSING TRAFFIC SEPARATION  
WHITE — LANE AND PARKING MARKINGS  
BLUE — ACCESSIBLE (ADA) STALLS AND SYMBOLS
- ALL LAYOUT AND STRIPING SHALL BE FIELD-VERIFIED PRIOR TO APPLICATION. ADJUST MARKINGS AS NECESSARY TO ALIGN WITH AS-BUILT CURB LINES, PAVEMENT EDGES, AND DRIVE ENTRANCES.
- REMOVE ALL CONFLICTING OR OBSOLETE PAVEMENT MARKINGS BY GRINDING OR WATER-BLASTING PRIOR TO RESTRIPING. PAINTING OVER EXISTING LINES IS NOT PERMITTED.
- ALL NEWLY APPLIED MARKINGS SHALL ACHIEVE MINIMUM INITIAL RETROREFLECTIVITY OF:  
WHITE > 250 MCD/M<sup>2</sup>/LX  
YELLOW > 150 MCD/M<sup>2</sup>/LX  
(MEASURED PER ASTM E1710.)
- CONTRACTOR SHALL MAINTAIN APPROPRIATE TRAFFIC CONTROL DURING ALL STRIPING AND SIGN WORK IN ACCORDANCE WITH MUTCD PART 6, TEMPORARY TRAFFIC CONTROL.
- ALL PERMANENT TRAFFIC SIGNS SHALL BE FABRICATED FROM ALUMINUM BLANKS WITH ASTM D4956 TYPE IV (HIGH-INTENSITY PRISMATIC) REFLECTIVE SHEETING, UNLESS OTHERWISE NOTED.
- SIGN POSTS SHALL BE GALVANIZED OR PERFORATED SQUARE STEEL TUBE WITH BREAKAWAY BASES, INSTALLED PLUMB AND ALIGNED WITH TRAFFIC FLOW.
- SIGN INSTALLATION HEIGHTS AND OFFSETS SHALL CONFORM TO MUTCD REQUIREMENTS:  
7 FT MINIMUM CLEARANCE FROM BOTTOM OF SIGN TO GRADE IN PEDESTRIAN AREAS  
5 FT MINIMUM IN RURAL AREAS  
2 FT MINIMUM LATERAL OFFSET FROM FACE OF CURB (URBAN) OR 6 FT FROM PAVEMENT EDGE (RURAL)
- ALL SIGN LOCATIONS SHOWN ARE APPROXIMATE; VERIFY IN THE FIELD FOR VISIBILITY, SIGHT DISTANCE, AND CONFLICTS WITH UTILITIES, LANDSCAPING, OR STRUCTURES.
- PROTECT ALL NEWLY PAINTED MARKINGS AND INSTALLED SIGNAGE UNTIL FULLY CURED AND ACCEPTED. DAMAGED OR MARRED MARKINGS SHALL BE REMOVED AND REPLACED AT NO ADDITIONAL COST.
- ACCESSIBLE PARKING SPACES AND SIGNAGE SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) 2010 STANDARDS FOR ACCESSIBLE DESIGN AND APPLICABLE STATE ACCESSIBILITY CODES.
- ALL STRIPING AND SIGNAGE WORK SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER AND THE GOVERNING AUTHORITY PRIOR TO FINAL ACCEPTANCE.

**PROPOSED PARKING DATA**

STD STALLS = 51  
ADA STALLS (STD) PROVIDED = 3



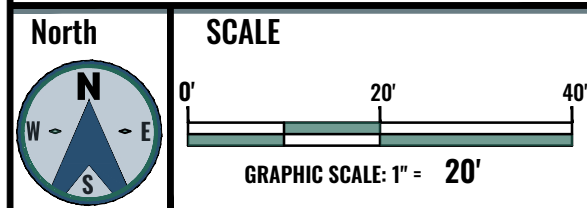
**PRIORITY ENGINEERING LLC**



Engineer's Seal



Certification



Project  
**PROPOSED MULTI-TENANT  
COMMERCIAL DEVELOPMENT**

Project Location  
**96 W. CARLETON ROAD  
(HWY M-99)  
HILLSDALE, MICHIGAN**

Sheet Name  
**PAVEMENT MARKING &  
SIGNAGE PLAN**

**ISSUED FOR SITE PLAN  
APPROVAL**

Revisions	ISSUED FOR	ISSUE DATE	BY
REV			

Date: 05/05/2026

Reviewed By: BH

ENG/CADD: BH

Checked By: BH

PE Project No. 26-0015

Sheet No. C-6.0

DRAWING NOTE: SCALE SHOWN IS MEANT FOR 24" X 36" AND WILL SCALE INACCURATELY IF PRINTED ON A SIZE OTHER THAN SHOWN. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF PRIORITY ENGINEERING, LLC.



97'-0"

27' x 70"

23' x 70"

23' x 70"

24' x 70"

**DUNKIN'**

Mobile Phones

**SUBS**

**BUFFALO WILD WINGS GO**

**BARRON COMMONS**

**DUNKIN'** Mobile Phones

**SUBS** **BUFFALO WINGS GO**

HILLSDALE, MICHIGAN

OVERALL DEPTH = 70'-0"

10' 20' 30' 40' 50' 60' 70' 80' 90' 90'



**To: Planning Commission**

**From: Zoning Administrator**

**Date: June 17, 2026**

**Re: Old Business – Bylaws Review**

**Background:**

At their February 18, 2026 meeting, the Planning Commission approved a working review calendar of their existing Bylaws.

To keep on schedule, it was proposed that the June 17, 2026 meeting include review of sections XII – XVI (pgs. 14-17). Enclosed are the applicable sections from the existing document.

shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

### **C. Site Plan Review**

The Commission shall review and act on all site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

### **D. Appeals**

The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

## **XII. Plan Reviews**

The Commission shall review all adjacent, or contiguous, local government plans (township, village, and city), adjacent county plans, local governments government plans (township, village, and city plans) within the boundaries serviced by the Commission, and the county plans in which the Commission's service area is located. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

The review should focus on:

- A. First and foremost, the process is intended to increase coordination of planning between governments.
- B. Consistencies or inconsistencies with your government's plan(s) for matters such as:
  - a. Border issues
  - b. Issues of greater than local concern
  - c. Comparison with local plan contents
  - d. Comparison with county/regional plan contents
  - e. Comparison to other relevant adopted plans (such as an historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.).
  - f. Comparison to various implementation strategies.
- C. The review shall be in the form of a letter and shall take into account:
  - a. Respect for the idea that the submission and review stages are near the end of a plan adoption process. A community may be ready to adopt and others may be waiting for the task to be done. Do not extend the adoption more than necessary.
  - b. Focus only on significant issues, in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
  - c. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments.
  - d. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

### **XIII. Capital Improvements Review**

#### **Capital Improvements**

The removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public way, grounds, agricultural land, open spaces, buildings, or properties before work is started and after municipal capital improvement planning approval is obtained. All preliminary plans and reports for the physical development of the City of Hillsdale, including the general location, character and extent of streets and roads, viaducts, bridges, farmland, agricultural land, forest land, parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to Section V of these Bylaws.

When reviewing the proposed project the planning commission should at a minimum consider the following issues. If the answer to any of the below is “no,” then the planning commission’s review of the project should not be favorable.

- A. Is the proposed project consistent with adopted plans?
- B. Is the project consistent with other governmental management plans?
- C. Is the project consistent with the plans of each municipality located within or contiguous to the City of Hillsdale?
- D. Is the project consistent with adopted, if any, capital improvement plans?

The review shall be in the form of a letter, sent within 35 days after the proposal is filed for review, and shall take into account:

- A. Respect for the idea that the submission and review stages are near the end of a process. A community may be ready to start construction and others may be waiting for the task to be done.
- B. Focus only on significant issues in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
- C. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments or agencies of governments.
- D. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

### **XIV. Subdivision Review**

Prepare a Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), or amendments to the same, to submit to the City of Hillsdale Council.

#### **A. Proposed Subdivisions**

The Commission is to implement the following:

1. Staff for the Commission is to receive a plat and determine that the submission is complete. If incomplete, the plat shall be returned to the applicant with a list of deficiencies. If complete, the plat shall be received on behalf of the Commission.
2. Conduct a review of plats of proposed subdivisions (and/or site-condominium).

3. Hold a hearing on a proposed subdivision (and/or site-condominium) with notice of the hearing sent not less than 15 days before the date of the hearing.
4. The notice shall contain an explanation of what the hearing is for, the location and nature of the proposed development, the date, and time, place of the hearing, where written comments may be submitted, and the deadline for those written comments.
5. The notice shall be sent to the person indicated on the plat (and/or draft site-condominium master deed) as the proprietor or other person(s) to whom notice of the hearing shall be sent, the property owner, and adjacent property-owners.
6. The notice shall be published in a newspaper of general circulation in the City of Hillsdale.
7. Any others as required by the Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance).
8. Within 63 days of a complete plat (and/or draft site-condominium master deed) being submitted, act on the proposed subdivision (and/or site-condominium) in the form of a recommendation to the City of Hillsdale Council of the municipality in which the proposed subdivision (and/or site-condominium) is located.
9. If applicable standards under the Land Division Act (M.C.L.560.101 et seq.), Condominium Act (M.C.L. 559.101 et seq.) if applicable, and Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), the Commission shall recommend approval.
10. Grounds for any recommendation of disapproval of a plat (and/or Site-Condominiums) shall be stated upon the record of the Commission.
11. If the Commission does not act within the 63-day period, the plat (and/or Site-Condominiums) shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the Commission upon request of the applicant. The applicant may waive the 63-day period and grant an extension.

**B. Master Plan Amendment**

Commission approval of a subdivision shall be considered to be an amendment to the master plan and a part thereof. The Commission shall cause the official copies of the master plan to be modified to reflect the amendment to the master plan within 30 days of the subdivision approval.

**XV. Other Matters to be considered by the Commission**

**Commission Action**

The following matters shall be presented for consideration at a meeting of the Commission:

- A. At least annually, the adoption of priorities for the Commission's plan of work.
- B. Annually, preparation of an annual report of the Commission.
- C. Office, or Administrative Policy and ruling of interpretation of regulations by the Commission or its staff.
- D. Land subdivision plats.
- E. All Planning reports and plans before publication.
- F. Such other matters as the Zoning Administrator shall find it advisable or essential to receive consideration by the Commission.

**XVI. Adoption, Repeal, Amendments**

Upon adoption of these Bylaws all previous Bylaws shall be repealed.

The Commission may suspend any one of these Bylaws, for duration of not more than one agenda item or meeting.

These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.



**To: Planning Commission**

**From: Zoning Administrator**

**Date: June 17, 2026**

**Re: Set Public Hearing – Rezoning of 8 E Bacon St et al**

**Background:**

On May 21, 2026, La Rue’s Pest Control LLC, owner of 8 E Bacon St, 10 E Bacon St Lot, and 10 E Bacon St Alley, filed a petition to rezone to the Planning Commission.

The Property Owner is currently operating a commercial business on the property. Historically, the building has housed McCance Medical Clinic, Volume Salon, and, most recently, Bucklin Law PLC.

The Property Owner contacted the Zoning Administrator to inquire whether a shipping container could be placed on the property as an accessory structure. The Zoning Administrator informed the Property Owner that the commercial use of the property is non-conforming with the current zoning designation (RM-1, Multiple-Family Residential). Per Sec. 26-432(10), “The use of semi-trailers, enclosed trailers, trucks, rail cars or vehicles as storage buildings or structures or as accessory buildings or structures is prohibited.” Therefore, placing that type of storage structure on the property, as it is currently zoned, is prohibited.

The Zoning Administrator recommended the Property Owner petition rezoning so the existing commercial use may become compliant and that future accessory structure requests could be reviewed through the zoning compliance process.

**Recommendation:**

Staff recommends the Planning Commission do all of the following:

1. Set the public hearing for the requested rezoning at the next regularly scheduled Planning Commission meeting - July 15, 2026, at 5:30 PM
2. Direct the Zoning Administrator to notice the hearing in accordance with MCL 125.3103.

ORDINANCE #2026-\_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 36-143 OF DIVISION 1, OF ARTICLE III OF CHAPTER 36 OF THE CODE OF THE CITY OF HILLSDALE.

THE CITY OF HILLSDALE ORDAINS that the zoning classification of the following described properties should be and is hereby changed from RM-1, Multiple-Family Residential to B-2, Downtown District:

8 E Bacon St – Parcel No. 006-327-427-04

E 1/2 LOT 26 EXC S 12 FT PT LOT 26 SOUTH ADD SEC 27 T6S R3W AS OF  
12/31/2018 - WARD 4

10 E Bacon St Lot – Parcel No. 006-327-427-05

NORTH 130½ FT LOT 27 BLOCK 11 SOUTH ADD SEC 27 T6S R3W AS OF  
12/31/2018 - WARD 4

10 E Bacon St (Alley) – Parcel No. 006-327-427-06

N 51 FT S 67 1/2 FT LOT 27 BLK 11 SOUTH ADD SEC 27 T6S R3W AS OF  
12/31/2018 - WARD 4

THE CITY OF HILLSDALE FURTHER ORDAINS that Section 36-143 of Division 1 of Article III of Chapter 36 of the Code of the City of Hillsdale and zoning boundaries of RM-1, Multiple-Family Residential and B-2, Downtown District, referenced herein should be and are hereby amended so as to comport with and reflect the changes in the zoning classification above provided.

Except as hereinbefore specifically amended, Chapter 36 of the Code of the City of Hillsdale and all articles, divisions, and sections contained therein are hereby ratified and affirmed.

This ordinance and/or a summary of its regulatory effect and its effective date shall be published within fifteen (15) days from the date of its passage as required by law.

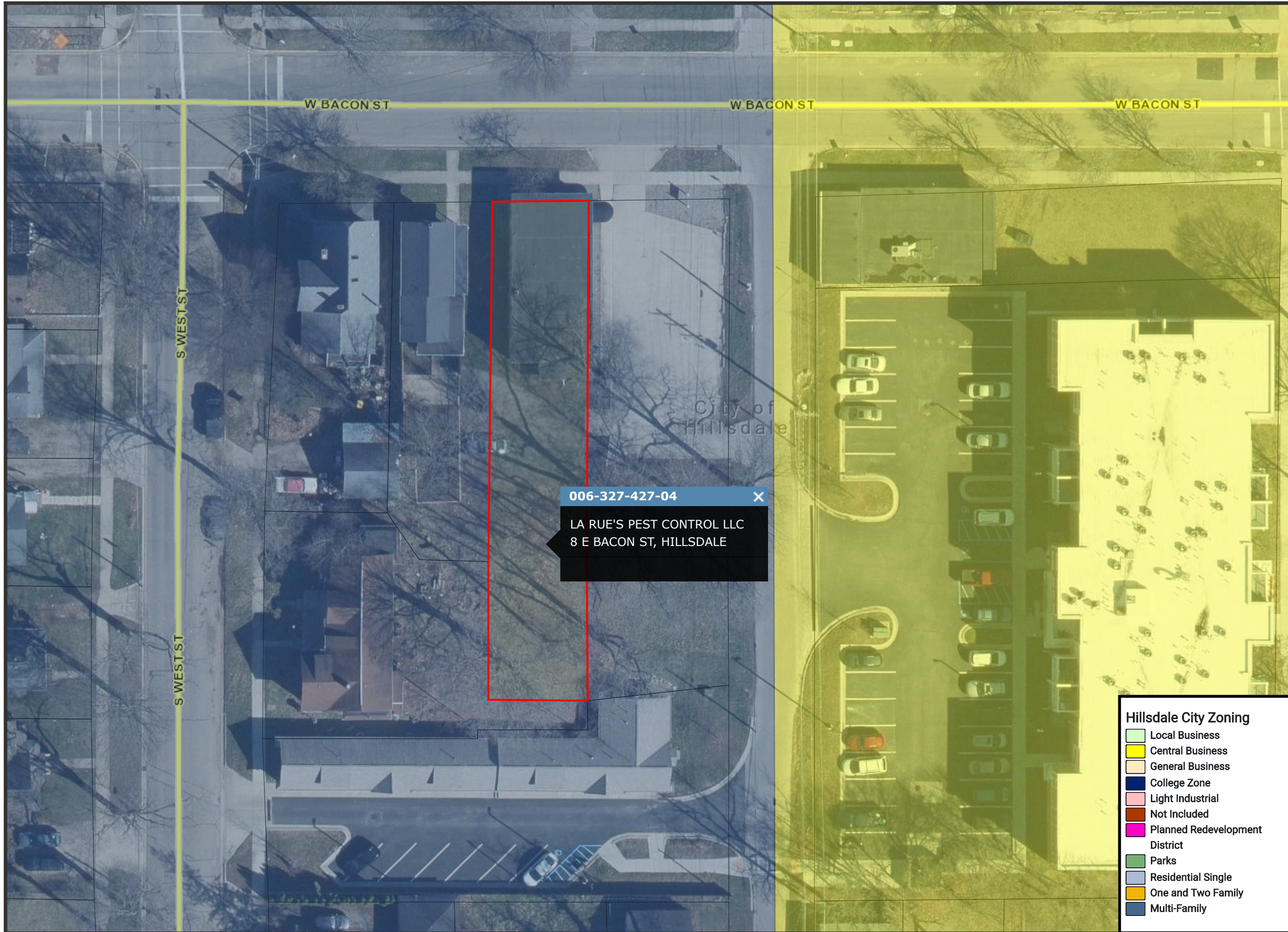
Subject to said publication having occurred as above provided, this ordinance shall become effective fifteen (15) days from the date of its passage.

Passed at a regular meeting of the Council of the City of Hillsdale held on the twentieth day of July 2026.

CITY OF HILLSDALE

By: \_\_\_\_\_  
Scott Sessions, Mayor

By: \_\_\_\_\_  
Katy Price, City Clerk



006-327-427-04 X  
 LA RUE'S PEST CONTROL LLC  
 8 E BACON ST, HILLSDALE



Hillsdale County GIS



Map Publication:  
 06/09/2026 3:35 PM



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**FetchGIS** 

- Hillsdale City Zoning**
- Local Business
  - Central Business
  - General Business
  - College Zone
  - Light Industrial
  - Not Included
  - Planned Redevelopment District
  - Parks
  - Residential Single
  - One and Two Family
  - Multi-Family

**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.



006-327-427-05 X  
 LA RUE'S PEST CONTROL LLC  
 10 E BACON ST LOT, HILLSDALE



Hillsdale County GIS



Map Publication:  
 06/09/2026 3:35 PM



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**FetchGIS**

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Hillsdale County GIS



Map Publication:  
06/09/2026 3:35 PM



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**Hillsdale City Zoning**

- Local Business
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