



**PLANNING COMMISSION
MEETING AGENDA**
City Council Chambers – 7:00 P.M.
611 E. Grand River, Howell, MI 48843



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Wednesday, August 20, 2025

COUNCIL - MANAGER
GOVERNMENT

Commission members
and other officials normally
in attendance:

1. Robert Ellis
Mayor
2. Kathleen Kline-Hudson
Chairperson
3. Maryanne Vukonich
Vice Chairperson
4. Jan Lobur
*Commission Member/
Council Liaison*
5. James Davis
Commission Member
6. Jon Hougaboom
Commission Member
7. Jeff Schuett
Commission Member

Kristi Troy
*Planning and Zoning
Administrator*

Paul Montagno
*CWA Planning
Consultant*

1. Call to Order
2. Approval of Minutes
 - A. Minutes of July 16, 2025
3. Call to the Public
4. Correspondence
5. Public Hearing(s)
 - A. 25-08 QuikTrip zoning change to PUD
6. Items for Consideration
 - A. New Business
 - i. 25-07 108 Pulford land division
 - B. Old Business
7. Planning and Zoning Administrator Comments
8. Commissioner Comments
9. Adjournment

*Visitors are cordially invited to attend all meetings of the Commission.
If you wish to address the Council, you will be recognized by the Chairperson.*

NOTE: Please turn off or silence pagers and cell phones during meetings. In the case of an emergency, if a call needs to be taken, please leave the Chambers.

**Regular Meeting of the Howell Planning Commission
Wednesday, July 16, 2025
Howell City Council Chambers
611 E. Grand River Ave.
Howell, Michigan 48843**

1. CALL TO ORDER

The regular meeting of the Planning Commission was called to order by Chairperson Kline-Hudson at 7:00 p.m.

COMMISSIONERS PRESENT: Chairperson Kathleen Kline-Hudson, Jan Lobur, Maryanne Vukonich, Jon Hougaboom, James Davis and Jeff Schuett.

Also Present: Planning & Zoning Administrator Kristi Troy and Planning Consultant Paul Montagno

Others in Attendance: Councilmembers Jacob Schlitter and Eric Britten, Mike and Sheila Miles, Michael Gaitan-Flores, Melissa Milton-Pung, Mileah Rakestraw, Jeff Doyle and Joe Schmizzi.

2. ELECTION OF OFFICERS

Jan Lobor nominated Kathleen Kline-Hudson for Chairperson, seconded by Maryanne Vukonich, passed unanimously as no other nomination were made.

Jon Hougaboom nominated Maryanne Vukonich for Vice-Chairperson, seconded by James Davis, passed unanimously as no other nomination were made.

Chairperson Kline-Hudson stated that Crystal Simmons, City of Howell Community Development Administrative Assistant, handles the record keeping for the commission so there is no need to elect a recording secretary.

3. APPROVAL OF MINUTES

Motion to approve the June 18, 2025, regular Planning Commission meeting minutes as presented.

MOTION by Vukonich, SUPPORT by Hougaboom, MOTION CARRIED (6-0).

4. CALL TO THE PUBLIC

None.

5. CORRESPONDENCE

None.

6. PUBLIC HEARING

25-06 732 S Michigan Ave Special Land Use for outdoor vehicle storage

Administrator Troy spoke on the application stating that a 300ft mailing was sent out and there was no correspondence from that mailer along with no comments from DPW or Howell Fire.

Planning Consultant Montagno gave a review regarding the property and stated that there was a prior special land use issued to the parcel for outdoor storage of 2 commercial vehicles. It was stated that screening should be installed around the

parking area and that the driveway leading into the area where the vehicles are to be stored should be narrowed and landscaping should be added to avoid the re widening of the drive. Consultant Montagno stated that the approval for storage of 2 commercial vehicles that was issued to the parcel for Kona Ice will stay with the property until the special land use is removed which can be done at a future meeting.

Public Hearing Opened 7:18 pm

There were no comments on the application from the public.

Public Hearing Closed 7:18pm

Commissioner Hougaboon asked for clarity on the screening sides. Commissioner Vukonich stated the north and west sides of the lot. Commission Hougaboom also stated that the size of the drive needs to be specified at 25'.

Motion to approve Special Land Use application #25-06 for 732 S Michigan Ave parcel ID # 4717-36-304-038, to allow for an establishment of plumbers, heating contractors, decorators, electricians or similar tradesman that provides its services off-site with vehicles that are stored on-site, subject to the following conditions:

1. No direct sales will take place on the site.
2. A maximum of 5 commercial vehicles will be stored in the location indicated in the application.
3. Additional screening shall be provided along the north and west sides of the vehicle storage area.
4. The driveway width shall be narrowed to 25' and a greenbelt installed along the roadway.
5. No maintenance or service of the vehicles can take place on site
6. Applicant to work with staff on screening

MOTION by Lobur, SUPPORT by Vukonich, MOTION CARRIED (6-0).

7. ITEMS FOR CONSIDERATION

645 W Grand Ricer, Howell Health Hub, parking calculation

Administrator Troy and Consultant Montagno gave an overview regarding the parking space located across grand river from 645 W Grand River, the Howell Health Hub. It was stated that the parking lot was used for required parking spaces based on the occupancy numbers of the prior occupant of 645 W Grand River, Citizens Insurance. The building has since changed occupants and the need for the extra parking spaces is no longer required based on parking calculations.

Motion to accept the parking calculations presented to allow the land on the north side of Grand River to be unencumbered by parking requirements for 645 W Grand River Ave.

MOTION by Lobur, SUPPORT by Schuett, MOTION CARRIED (6-0).

8. MICHIGAN MUNICIPAL LEAGUE / WILLIAM & WORKS PRESENTATION

Melissa Milton-Pung and Mileah Rakestraw from William & Works, Engineers/Surveyors/Planers from Grand Rapids, MI gave a presentation that identified areas that could use clarification, improvement, or other revisions that would result in a more user friendly code that the City and developers alike can utilize to facilitate high quality, people oriented development in the City of Howell.

The presentation included three properties in the city and rendering were drawn up to show what these properties could potentially be.

9. PLANNING AND ZONING ADMINISTRATOR COMMENTS

Administrator Troy mentioned there is one application for the August meeting.

10. COMMISSIONER COMMENTS

Motion to excuse Mayor Ellis from tonight's meeting.

MOTION by Lobur, SUPPORT by Vukonich, MOTION CARRIED (6-0).

11. ADJOURN

Motion made to adjourn the meeting at 8:22 p.m.

MOTION by Hougaboom, SUPPORT by Davis, MOTION CARRIED (6-0).

Crystal Simmons, Recording Secretary

DRAFT

CITY OF HOWELL

MEMORANDUM

TO: Planning Commission
FROM: Kristi Troy, Planning and Zoning Administrator
DATE: August 20, 2025
RE: 24-03 QuikTrip PUD Application

Background: The applicant is seeking rezoning and Planned Unit Development (PUD) approval for the development of a travel center, including fuel pumps and a QuikTrip convenience store. The subject site is a 7.32-acre parcel that is currently vacant. The site is located in the S Mich – South Michigan Avenue zoning district, a form based district. The proposed development includes an 8,296-square-foot store with a full-service kitchen, thirty-two (32) fueling stations for passenger vehicles, twelve (12) diesel fueling stations for commercial vehicles, forty (40) parking spaces, and seven (7) commercial truck parking stalls. The site will also accommodate a newly proposed public road that would provide access to the Motorsports Gateway development to the east.

PUD Process: As in the past, there are multiple steps in the PUD rezoning application process. The first step is to hold a preapplication meeting with the Zoning Administrator along with any City staff and consultants the Administrator deems appropriate. This was done. Secondly, the applicant must submit a preliminary site plan for the proposed PUD. The Planning Commission shall review the preliminary site plan and shall provide the applicant with written comments, which shall be part of the official minutes of the Planning Commission. Review and comment upon a preliminary plan by the Planning Commission shall not bind the City to approval of a final PUD plan. This is before you now, along with a public hearing on the project. The final step is for the Planning Commission to review the final PUD site plan and make a recommendation to City Council to approve or deny the proposed PUD based on the criteria in Article 9 of the Zoning Ordinance.

Suggested Action: As referenced above, prior to the Planning Commission taking action on the PUD, the applicant must revise and resubmit plans that address the following items identified in the revised planning report dated 8.14.25 and any items from the engineers report dated 8.15.2025.

1. Applicant shall provide the proposed finished design height(s) of the retaining wall.
2. Applicant shall include floor plans and elevations within site plan document.
3. Applicant shall remove the second sign reference from the site plan.
4. Applicant must amend parking space dimensions to comply with requirements of Sec. 10.06.g.
5. Applicant shall demonstrate how the proposed parking is sufficient to accommodate the proposed use.
6. Applicant must provide for evaluation a traffic impact study that takes into account the proposed development as well as the current and future phases of the Motorsports Gateway project.

7. Applicant shall revise the vehicle circulation map to indicate how emergency vehicles will access the area around the passenger fuel canopy.
8. Applicant shall provide the correct planting heights in the landscape plan.
9. Applicant shall provide sufficient greenbelt screening trees along Raceway Drive frontage.
10. Applicant shall provide masonry wall height details, as mentioned previously in this report.
11. Applicant shall include all lighting details within one site plan document.
12. Applicant shall demonstrate that all canopy mounted lights include flat fixtures with recessed lights so that glare from the bulbs cannot be seen from the roadway.

Further, we recommend that the Planning Commission discuss the findings in Sections 9.02 and 9.04 offered in this report along with any additional information presented by the applicant to determine whether to approve a rezoning, with or without conditions, to PUD. The Planning Commission should consider the following deviations proposed by the applicant.

1. Planning Commission to consider building form deviation.
2. Planning Commission to consider deviation from requirement for primary building entrance to front the public street.
3. Planning Commission to consider deviation from transparency and ground story activation requirements of form-based zoning district from Section 4A.03(e).
4. Planning Commission to review the proposed fuel canopy design with regard to the vision for the area.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: August 8, 2025
Revised: August 14, 2025

Planned Unit Development Review For Howell, Michigan

GENERAL INFORMATION

Applicant: QuikTrip Corporation
Project Name: QuikTrip 7412
Plan Date: April 9, 2025
Revised: August 8, 2025
Parcel ID: 4717-01-100-130
Address: 1291 South Michigan Avenue
Zoning: S Mich – South Michigan Avenue
Action Requested: Rezoning/PUD Approval

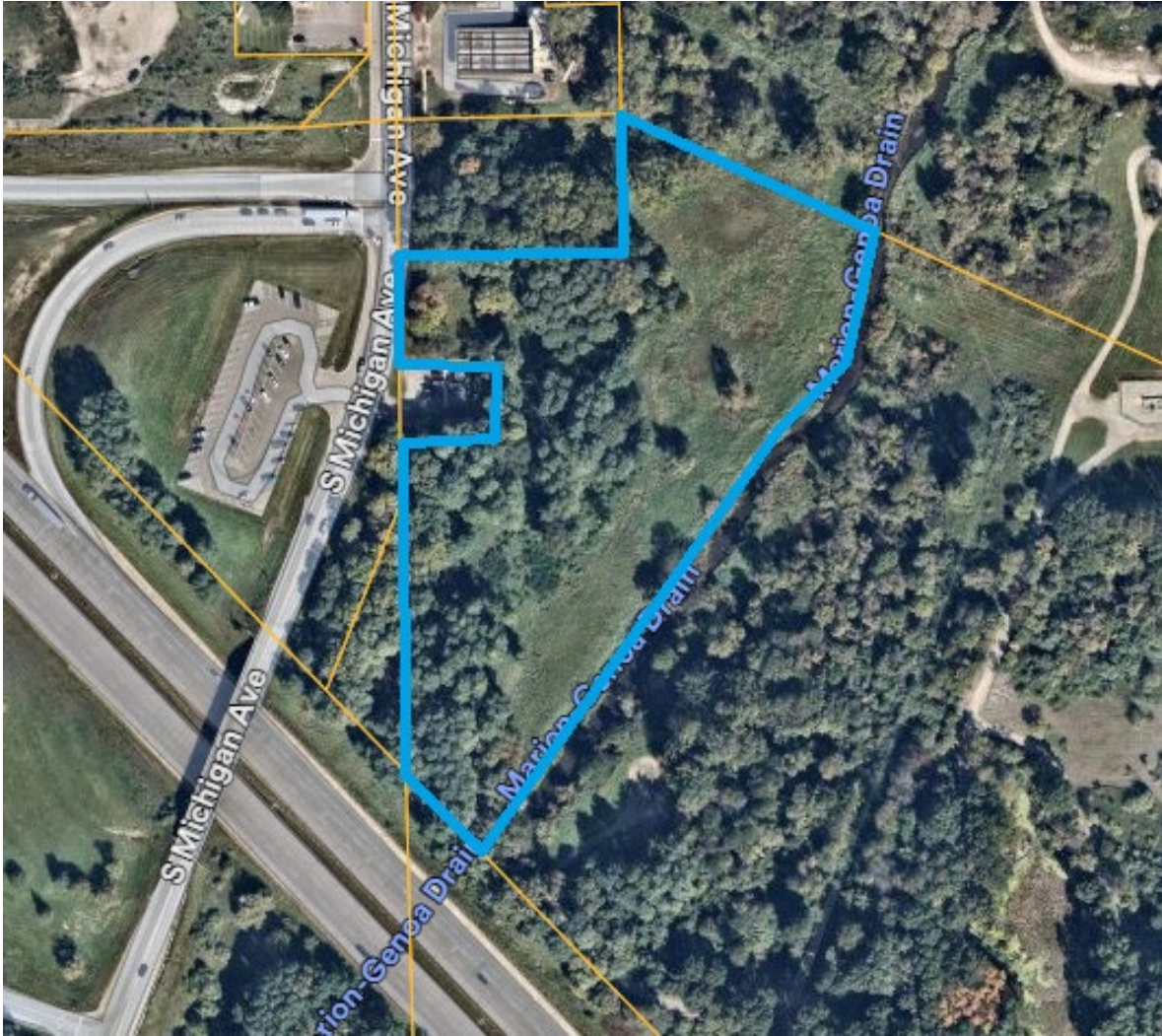
PROJECT AND SITE DESCRIPTION

The applicant is seeking rezoning and Planned Unit Development (PUD) approval for the development of a travel center, including fuel pumps and a QuikTrip convenience store. The subject site is a 7.32-acre parcel that is currently vacant. The site is located in the S Mich – South Michigan Avenue zoning district, a form based district. The proposed development includes an 8,296-square-foot store with a full-service kitchen, thirty-two (32) fueling stations for passenger vehicles, twelve (12) diesel fueling stations for commercial vehicles, forty (40) parking spaces, and seven (7) commercial truck parking stalls. The site will also accommodate a newly proposed public road that would provide access to the Motorsports Gateway development to the east.

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

The applicant previously applied for site plan approval for the proposed project; after five revisions based on site plan review, the applicant applied for four (4) variances. Prior to the BZA meeting at which the variances would be heard, the applicant withdrew all variance requests and instead opted to apply for the requested rezoning/PUD approval with several deviations from the requirements of the form based district.

Figure 1. Aerial Image of the Subject Site and its Vicinity



Source: NearMap

PUD/REZONING PROCESS

Article 9 of the zoning ordinance details regulations under which an applicant may apply for PUD approval, the procedure for review, the design standards, and PUD conditions. An application for a PUD rezones the subject parcel from the existing zoning district – in this case, the S Mich Avenue form based zoning district – to PUD. Section 13.01. of the Zoning Ordinance outlines the requirements and procedures to review a rezoning petition.

For the PUD/rezoning, the Planning Commission must hold a public hearing, deliberate on their findings, and make a recommendation to the City Council to approve or deny the application. A rezoning to PUD may only occur in conjunction with an approved PUD plan.

The Planning Commission may require reasonable conditions as part of the approval of a PUD to protect natural resources and the public health, safety and welfare of individuals in the project, those immediately adjacent and the community as a whole; to meet the intent and purpose of this Zoning Ordinance; and to ensure compliance with the standards of this Zoning Ordinance. All conditions imposed shall be made part of the record of the approved PUD.

SURROUNDING LAND USE

Neighboring zoning and land uses are summarized in Table 1.

Table 1. Zoning, Land Use

	Zoning	Existing Land Use
Subject Site	S Mich	Vacant
North	S Mich	Gas Station, Water Treatment Plant
South	I-96	1-96
West	S Mich <i>Marion Township</i>	Realty Office <i>Park-and-Ride/Highway Ramps</i>
East	PUD (MGH Phase II Entertainment District)	Vacant

The subject site is surrounded by a variety of uses, including a gas station, and the water treatment plant to the north, I-96 to the south, and a small realty office, and a park-and-ride lot to the west. The currently vacant parcel to the east is the location of the approved future Motorsports Gateway PUD, which will include an “entertainment zone” immediately east of the subject site. This entertainment zone is intended to be a hub of activity with a built environment that is walkable and vibrant.

The proposed vehicle use is permitted within the existing zoning district. The proposed QuikTrip use appears to be consistent with the existing surrounding uses and location adjacent to I-96; however, the use may not be consistent with the intended future development of the S Mich Avenue form based district and the adjacent entertainment district unless design treatments are applied to make it compliant with the regulations of the form based district, some of which the applicant is requesting to deviate from through the redesignation to a PUD.

AREA, WIDTH, HEIGHT, SETBACKS

The South Michigan Avenue form based district permits projects based on the building form. Considering the site and the proposed project, building forms B or C appear to be the most appropriate for this development. Specific regulations for building forms B and C are provided in Table 4A-3 and Table 4A-4 in the Zoning Ordinance.

Currently, the project does not comply with the requirements of either Building Form B or C, and the applicant is requesting a deviation from these standards as part of the PUD request. In order to comply with Building Form B regulations, the proposed building would need to comply with the setback requirements detailed in Table 2. Specifically, the building must be built to a maximum setback distance of ten (10) feet from the right of way (ROW). In this case, the ROW would be the proposed Raceway Drive. To comply with Building Form C regulations, the project would need to introduce a second story as well as adhere to setback requirements. Table 2 dimensional regulations apply to the convenience store and the fuel canopies.

Table 2. Dimensional requirements

	Requirement – Building Form B	Requirement – Building Form C	Provided	Compliance
Building Height	Minimum 1 story (14 ft) Maximum 3 stories (38 ft)	Minimum 2 stories (24 ft) Maximum 4 stories (25 ft) Ground floor: 14-foot minimum height	20 feet No second story	Complies with Building Form B Does not comply with Building Form C
Building Placement:				
Front Yard	Maximum 10-ft required build-to line	Maximum 60-ft build-to line	197.44 feet	Does not comply with Building Forms B or C
Side Yard	No minimum side setback If provided, 5-ft minimum	No minimum side setback If provided, 5-ft minimum	78 feet	Complies
Rear Yard	Minimum 10-ft setback	Minimum 30-ft setback	145.5feet	Complies
Impervious Surface	Maximum 80%	Maximum 80%	54.9%	Complies

Items to be addressed: *Planning Commission to consider building form deviation.*

BUILDING LOCATION AND SITE ARRANGEMENT

In addition to the setback/build to requirements in the building form tables, Section 4A.03(e) provides design standards including building placement and orientation. The intent is that there would be engagement between the building and the road frontage, promoting pedestrian access, walkability, and visual interest. Section 4A.03(e)(2)B.2. states that the primary building entrance shall front on the public street and have a direct pedestrian

access from the parking area. All building entrances shall be located so that they are easily identifiable with convenient public access.

We recognize that there are unique constraints on the site due to the proposed new road that was planned to surround the north and east sides of the site and there is significant road frontage making it difficult to meet the minimum road frontage requirements. However, the roadway configuration has changed and the most recent set of plans indicates that the new road is just along the north side of this development.

There have been a number of resubmittal designs that have arranged the site in various different ways. In the current design, the portion of the site that would be located at the corner of South Michigan Ave and Raceway Drive has been removed and replaced with a proposed community gateway feature including landscaping and a Welcome to Howell sign. The site plan appears to include a second sign adjacent to the Welcome to Howell sign, but only one (1) freestanding sign is permitted per parcel, as set forth in Sec. 7.03. This second sign reference should be removed from the site plan. The proposed community gateway feature configuration eliminates the corner building requirement and provides a community amenity.

The new configuration still does not meet the minimum ten (10) foot build to line, and there is a proposed paved area and landscape strip between the building and the right-of-way. Also, the building is oriented such that the main entrance does not face the right-of-way. There are doors on multiple sides of the building. If the building were rotated so that at least one customer entrance was facing the road and the building elevations were dressed up to appear as a prominent entry, it could satisfy the requirements even if there was another prominent entrance on the parking lot side. The applicant has instead indicated that they are seeking a deviation from these building entrance requirements as part of the PUD request.

There are specific requirements for the location of parking and the treatment of those parking areas that are identified in both Table 4A-3 and Table A4-4. Specifically, the ordinance states that parking shall be located in a side or rear yard; when located in a side yard and abutting the required build-to line adjacent to the right-of-way, parking shall be screened with a minimum 30-inch masonry wall on the required build-to line, or within five (5) feet of the required build-to line, provided that a landscape treatment is added between the wall and the required build-to line. On the landscape plan, the applicant has provided this treatment along the area adjacent to the roadway indicating a four (4) foot solid wall. This is appropriate. In a previous submittal, the applicant's response letter indicates that additional wall details will be provided on construction plans. However, details of the wall material should be provided now, as required by Section 5.10(c)(4).

The diesel fueling stations are situated to the southwest portion of the site fronting along the new road ROW. A solid four (4) foot wall and landscaping is provided along the road side of this area. The latest site plan includes retaining wall details on Sheet 15, including

Illustrations of varying heights but without an indication of what the proposed finished design heights are.

The applicant submitted floor plans and elevations for the building and fuel canopies in a separate file with a previous site plan submission.

Items to be Addressed: (1) Planning Commission to consider deviation from requirement for primary building entrance to front the public street. (2) Applicant shall provide the proposed finished design height(s) of the retaining wall. (3) Applicant shall include floor plans and elevations within site plan document. (4) Applicant shall remove the second sign reference from the site plan.

PARKING, LOADING

Table 3 shows the parking requirements for automobile filling stations with convenience stores.

Table 3. Parking calculations

Regulation	Required	Provided	Compliance
1 per pump unit + 2 per service stall + 1 per 100 sq ft of usable floor area devoted to retail sales and customer service + 1 per each employee	22 pump units + 0 service stalls + (8,296 square feet / 100) + 2 employees = 85	22 pump units + 0 + 47, including 2 barrier-free	Does not Comply

The latest site plan includes forty-seven (47) parking spaces, including two (2) barrier free. The proposed parking space dimensions are eighteen (18') feet in length. The widths are not indicated. As set forth in Sec. 10.06.g., spaces must be at least twenty (20') feet long and nine (9') feet wide.

The Planning Commission may permit deviations from the requirements of Section 10.04 and may require more or less parking based upon a finding that such deviations are more likely to provide a sufficient number of parking spaces to accommodate the specific characteristics of the use in question. This option is possible as part of a regular site plan review as well as through PUD approval. However, the applicant should demonstrate how the proposed number of parking spaces is sufficient.

Items to be Addressed: (1) Applicant must amend parking space dimensions to comply with requirements of Sec. 10.06.g. (2) Applicant shall demonstrate how the proposed parking is sufficient to accommodate the proposed use.

SITE ACCESS AND CIRCULATION

Vehicle access to the site is provided from Raceway Drive, proposed as a new access road that will provide access to this development and the neighboring PUD Motorsports Gateway development to the east of the subject site. Raceway Drive is proposed as a paved access road for future phases of the approved Motorsports Gateway PUD. Although the Motorsports Gateway PUD is approved, the details for permanent access road have not been finalized.

Access to the QuikTrip site is dependent on the proposed access road. No additional new curb cuts are proposed along South Michigan Avenue to support access to this project, limiting potential traffic hazards. However, a traffic impact study (TIS) showing the impact on the intersection with D-19, that takes into account the proposed development as well as the current and future phases of the Motorsports Gateway project must be provided for evaluation. The applicant indicated in their response letter dated April 1, 2025, that a traffic impact study will be submitted with the construction plan submittal, after site plan approval. A traffic impact study (TIS) is necessary to evaluate the proposed layout of the site and help to understand what improvements are necessary to support this site during the site plan approval process. Such improvements may affect the layout of the development; therefore, it would be inappropriate to approve a preliminary site plan without first reviewing the TIS.

The revised site plan indicates three (3) access points from Raceway Drive: two on the north side of the property and one on the south side. All driveways provide two-way access. The driveways are thirty (30'), thirty-five (35'), and forty (40') feet wide. The access on the south appears to be stubbed for a potential future connection.

A revised circulation map is provided to indicate how vehicle travel is intended throughout the site from Michigan Avenue, including a semi-trailer truck, a single unit truck, and a rear load garbage truck. The circulation map does not demonstrate how emergency vehicles will access the area around the passenger fueling canopy.

The form based district design standards require pedestrian connections from the primary street to the building front. A four (4') foot wide concrete sidewalk is shown surrounding three sides of the proposed building. A five (5') foot wide sidewalk connection to the street is shown on the east side of the primary vehicle entrance to the site. Five (5) foot concrete sidewalks are also shown along the northern property line, connecting from S Michigan Avenue to the northeastern corner of the property. Crosswalk striping is shown through the drive and pump areas to provide a direct connection to the building.

Items to be Addressed: (1) Access to the site is contingent on the approval of the final layout for Raceway Drive. (2) Applicant must provide for evaluation a traffic impact study that takes into account the proposed development as well as the current and future phases of the Motorsports Gateway project. (3) Applicant shall revise the vehicle circulation map to indicate how emergency vehicles will access the area around the passenger fuel canopy.

LANDSCAPING

The latest site plan includes a landscape plan on Sheet 11, showing a landscape buffer surrounding the site, comprised of existing vegetation and new plantings. A four (4') foot wall and landscape buffer are also shown surrounding the majority of the project area.

Per our recommendation, the previously submitted landscape plan shows a landscaped welcome area with a gateway corridor sign situated near the roundabout, in the sloped northwest corner of the property. We find this to be an appropriate entry feature for the city as this is a gateway to the community.

Table 4 indicates all of the landscape and screening requirements for the site. There are conflicting details regarding the planting height. The landscape schedule indicates a planting height of five (5') to six (6') feet, the landscape requirements table indicates a planting height of six (6') feet, and the site map itself indicates a six (6') foot height at maturity. The landscape plan must be corrected to uniformly indicate that the minimum planting height will be six (6') feet for trees used as screening between uses and twelve (12) feet for trees used as a greenbelt buffer, in compliance with the standards of Sec. 5.10.

Table 4. Landscape and screening calculations

Area	Requirement	Provided	Compliance
Screening between subject site and I-96 corridor	6 ft high buffer creating 80% opacity	5-6 ft skyrocket juniper	Planting height does not comply
Parking lot Landscaping	1 tree per 8 parking spaces (minimum 50 sq ft) 47 spaces / 8 = 5.875 = 6 trees	6 trees, 2.5" caliper	Complies
Greenbelt buffer, along road frontage	1 tree per 30 linear feet Minimum 12' height, 2.5" caliper = 7 trees	6 willow oak trees, spaced every 30 feet, 12' in height Tree missing east of northeastern driveway	Does not comply
Site Landscaping	10% of additional site area landscaping 269,419 sq ft x 10% = 26,941.9 sq ft	147,305 sq ft of landscaped area	Complies
Parking lot screening, abutting front or side yard	Parking shall be screened with a minimum 30-inch masonry wall on or within 5 feet of the build-to line.	Design height details not provided	Cannot be determined

Items to be Addressed: (1) Applicant shall provide the correct planting heights in the landscape plan. (2) Applicant shall provide sufficient greenbelt screening trees along Raceway Drive frontage. (3) Applicant shall provide masonry wall height details, as mentioned previously in this report.

LIGHTING

A lighting plan was included in the site plan, indicating the locations of twenty (20) pole-mounted lights, including seven double-lights mounted at twenty-five (25') feet and two triple-lights, one double-light, and ten single-lights mounted at twenty-two (22') feet. The lighting plan also shows fifty-three (53) ceiling mounted lights on the fueling canopies, and seven (7) wall-mounted lights and thirteen (13) soffit lights around the building perimeter. The ceiling mounted light fixtures proposed appear to have slightly angled LED lighting elements that will protrude below the canopy. All canopy mounted lights should be flat fixtures with recessed lights so that glare from the bulbs cannot be seen from the roadway. The applicant provided a separate lighting cut sheet indicating that the lights will be LED, recessed, and flush mounted; these details must be included within the site plan.

The revised plan submission includes a photometric grid of the entire parcel, indicating how illumination complies with the 1-footcandle maximum along the property line.

Items to be Addressed: (1) Applicant shall include all lighting details within one site plan document. (2) Applicant shall demonstrate that all canopy mounted lights include flat fixtures with recessed lights so that glare from the bulbs cannot be seen from the roadway.

FLOOR PLANS AND ELEVATIONS

Floor plans and elevations for the building and fuel pump canopies were provided as a separate file alongside the most recent site plan submission.

The building includes a large store with frozen, refrigerated, and shelved food areas, a food service counter connected to a small commercial kitchen, an employee training room, facility support room, storage and office spaces, and two multiple-stall restrooms. The building elevations indicate a brown, masonry façade with gray paneling, elevated windows, red awnings, and aluminum fascia. The form based districts have architectural design standards, including façade variation, ground story activation, and prominent architectural or site feature requirements. The façade on the proposed building appears to offer sufficient articulation. However, 50% transparency is required for front-facing facades, and 30% transparency is required for the other facades. The east, or rear elevation, which is closest to raceway drive does not have any transparency or architectural features, and the applicant has indicated that they are seeking a deviation from transparency requirements as part of the PUD request.

There are six (6) diesel fueling bays and eight (8) two-sided passenger vehicle fueling stations. The diesel canopy perspective document is labeled “5 bay”, but six (6) bays are shown. The distance between two bays for the diesel canopy is 17’-4”, limiting this drive to one-way access. The elevations show that fuel pumps are provided on each side of the six (6) diesel bays. The passenger vehicle bays are spaced 32’-0” apart, thereby offering two-way access with a bypass lane. Both the passenger canopies and diesel canopies reach a maximum height of 25-6”. The fuel pump canopies are proposed to be faced with brushed aluminum fascia with a red accent band awning. The support poles will be painted black. The fuel stations themselves will include the red and white QuikTrip sign. The Planning Commission should review the proposed fuel pump canopies design to ensure they are consistent with the vision for the area. All signs will require a separate sign permit.

Items to be Addressed: (1) *Planning Commission to consider deviation from transparency and ground story activation requirements of form based zoning district from Section 4A.03(e).* (2) *Planning Commission to review the proposed fuel canopy design with regard to the vision for the area.*

PUD / REZONING CRITERIA

As set forth in Section 9.02, the applicant for a PUD must demonstrate all of the following as a condition to being entitled to PUD treatment:

(1) Granting of the PUD will result in one (1) of the following:

- 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;

CWA Comment: The applicant included a narrative discussing the community benefits of the proposed convenience store, including the generation of 20-25 jobs, and 24-hour operations, though most of the benefits listed are general requirements of doing a development. The applicant has indicated that the PUD would allow the project to deviate from the standards of the South Michigan Avenue form based zoning district with regard to site layout, building orientation, and building transparency. The Planning Commission should consider the deviations and the suggested benefits to determine if they are in fact recognizable and material benefits that would not otherwise be achieved without deviation. Furthermore, the Intent of the PUD option, as stated in Section 9.01, is to provide for various types of land uses, planned in a manner to conserve natural resources, encourage innovation in land use planning, provide enhanced housing, employment, shopping, and recreational opportunities, improve traffic and pedestrian circulation, and bring about a greater compatibility of design and use. The Planning Commission should consider whether the creation of an auto-centric convenience store at the gateway to the South Michigan Avenue form based district reflects this intent of the PUD option.

- B. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the PUD regulations;

CWA Comment: The proposed project develops a vacant parcel, about half of which is wooded. This condition does not appear to apply.

- C. A *nonconforming use* shall, to a material extent, be rendered more conforming, or less offensive, to the zoning *district* in which it is situated.

CWA Comment: The property is currently vacant, with no nonconformities.

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

CWA Comment: The proposed project is situated on a new road part of the Motorsports Raceway project. The QuikTrip store does not appear to result in an unreasonable burden upon public services, facilities, roads, or utilities.

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

CWA Comment: The future land use designation for this property in the 2023-2028 Howell Master Plan is Mixed Use. As the first property off of I-96, this area is the gateway to the City and is zoned as the beginning of the South Mich Avenue form based zoning designation. The Master Plan further designates this property as an Opportunity Site with development potential for urban mixed-use design to transform this area “in a way that will extend the type of land uses and design that is so desirable in the downtown area along the major corridors that make the backbone of the city.”

(4) The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land.

CWA Comment: The QuikTrip does not appear to result in any unreasonable environmental impact. However, we recommend enhanced vegetative buffering along the adjacent drain to the east of the development.

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

CWA Comment: The QuikTrip does not appear to result in any unreasonable economic impact on surrounding properties.

PUD PROJECT DESIGN STANDARDS

Section 9.04 establishes design standards required for PUD approval, detailed below.

(b) Nonresidential Design Standards

- (1) Nonresidential *uses* may be permitted in combination with other nonresidential uses or as part of a common development with residential *uses*.

CWA Comment: The proposed use includes a travel center with a fueling facility with convenience store. No residential uses are proposed.

- (2) Nonresidential *uses*, including parking and drives, shall be separated and *buffered* from residential units.

CWA Comment: There are no adjacent residential units.

(c) General Design Standards

- (1) All regulations applicable to *setbacks*, parking and loading, general provisions, and other requirements shall be met in relation to each respective land use in the development based upon the zoning *district* in which the *use* is listed as a permitted or specially permitted *use*. In all cases, the strictest provisions shall apply.

Notwithstanding the immediately preceding paragraph, deviations with respect to such regulations may be granted as part of the overall approval of the PUD, provided there are features or elements designed into the project plan for the purpose of achieving the objectives of this article.

CWA Comment: As noted in the “AREA, WIDTH, HEIGHT, SETBACKS” section of this report, the applicant is requesting a deviation from the maximum setback requirement for the S Michigan Avenue form based district. This standard was created to allow for the consolidation and creative redevelopment of parcels to develop a building pattern set close to the street. The proposed travel center proposes a deviation from the standard but does not provide a feature or element within the site plan that otherwise achieve this objective.

- (2) To the maximum extent feasible, the development shall be designed so as to preserve natural resources and natural features.

CWA Comment: The site plan proposes 54.9% impervious coverage with preservation of some of the mature trees along the west property boundary, adjacent to the existing Realty office.

- (3) There shall be a perimeter *setback* and *berming*, for the purpose of *buffering* the development in relation to surrounding properties. Such perimeter *setback* shall be

established with a dimension from the property line of up to one hundred (100) feet in the discretion of the City Council, upon the recommendation of the Planning Commission, taking into consideration the *use or uses* in and adjacent to the development. The *setback* distance need not be uniform at all points on the perimeter of the development.

CWA Comment: In general, a buffer of this nature would not be appropriate to achieve the goals of the form based district. However, there is a natural elevation change and existing vegetation between this use and the adjacent realty office.

- (4) Thoroughfare, drainage and utility design shall meet or exceed the standards otherwise applicable in connection with each of the respective types of *uses* served.

CWA Comment: The thoroughfare design makes use of the proposed Raceway Drive encircling the north and east sides of the subject property. This design appears appropriate given the high volume of expected vehicle traffic and low volume of pedestrian traffic for the proposed use. As noted above the layout of Raceway Drive may be changing. We defer to the City Engineer to analyze the drainage and utility design.

- (5) There shall be underground installation of utilities, including cable, electricity and telephone, as found necessary by the City.

CWA Comment: It appears that all infrastructure will be installed underground.

- (6) Signage, lighting, landscaping, building architecture and materials, and other features of the project, and shall be designed to achieve an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area.

CWA Comment: The site plan incorporates landscaping that meets the standards of the zoning ordinance, with the exception of the screening buffer between the site and I-96, as detailed in the “LANDSCAPING” section of this report. The building architecture and materials do not reflect the character and vision of the South Michigan Avenue mixed use corridor, as required by the form based district or as articulated in the Master Plan. Additional lighting details are needed to determine compliance, as detailed in the “LIGHTING” section of this report. The site plan includes a sign at the corner of S Michigan Avenue and Raceway Drive with surrounding landscaping; the details of this sign have not yet been provided. In general, the use and building architecture, however, do not appear to be consistent with the intended community character.

- (7) Where nonresidential uses adjoin residentially zoned property, noise reduction and visual screening mechanisms, such as landscape berms and/or decorative walls, shall be employed.

CWA Comment: No adjoining residentially zoned property.

The City Council, upon the recommendation of the Planning Commission, shall resolve all ambiguities as to applicable regulations using the Zoning Ordinance, Master Plan and other City standards or policies as a guide.

RECOMMENDATIONS

We recommend that prior to the Planning Commission taking action on the PUD, the applicant must revise and resubmit plans that address the following items identified in our report.

1. Applicant shall provide the proposed finished design height(s) of the retaining wall.
2. Applicant shall include floor plans and elevations within site plan document.
3. Applicant shall remove the second sign reference from the site plan.
4. Applicant must amend parking space dimensions to comply with requirements of Sec. 10.06.g.
5. Applicant shall demonstrate how the proposed parking is sufficient to accommodate the proposed use.
6. Applicant must provide for evaluation a traffic impact study that takes into account the proposed development as well as the current and future phases of the Motorsports Gateway project.
7. Applicant shall revise the vehicle circulation map to indicate how emergency vehicles will access the area around the passenger fuel canopy.
8. Applicant shall provide the correct planting heights in the landscape plan.
9. Applicant shall provide sufficient greenbelt screening trees along Raceway Drive frontage.
10. Applicant shall provide masonry wall height details, as mentioned previously in this report.
11. Applicant shall include all lighting details within one site plan document.
12. Applicant shall demonstrate that all canopy mounted lights include flat fixtures with recessed lights so that glare from the bulbs cannot be seen from the roadway.

Further, we recommend that the Planning Commission discuss the findings in Sections 9.02 and 9.04 offered in this report along with any additional information presented by the applicant to determine whether to approve a rezoning, with or without conditions, to PUD. The Planning Commission should consider the following deviations proposed by the applicant.

1. Planning Commission to consider building form deviation.
2. Planning Commission to consider deviation from requirement for primary building entrance to front the public street.
3. Planning Commission to consider deviation from transparency and ground story activation requirements of form-based zoning district from Section 4A.03(e).
4. Planning Commission to review the proposed fuel canopy design with regard to the vision for the area.

Furthermore, the Planning Commission should note that access to the site is contingent on the approval of the final layout for Raceway Drive.

Respectfully submitted,



CARLISLE/WORTMAN ASSOC., INC.
Paul Montagno, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin, AICP
Community Planner

#104-2400

cc. Suida, City Manager
Troy, Planning and Zoning Administrator
Malczewski, City Engineer



August 15, 2025

City of Howell
611 E Grand River Ave
Howell, MI 48843

Attn: Ms. Kristi Troy, Planning & Zoning Administrator

Re: Site Plan Review #7
QuikTrip No. 7412
Section 1, City of Howell
Parcel No. 4717-01-100-130

HRC Job No. 20240088.02

Dear Ms. Troy:

As requested, this office has reviewed the proposed Site Plan Package for the above-mentioned project, as prepared by Jacobs Engineering Group Inc., (dated August 8, 2025) and offer the following comments:

General

1. With each resubmittal, please provide a response letter, providing a summary of revisions to the plans and how each comment was addressed.
2. A Traffic Impact Study (TIS) will be required for the proposed development, along with each phase of the Motorsports Gateway (MGH) project, that show anticipated traffic calculations and the impact on the intersection of D-19 and the proposed roadway. Please forward the traffic impact report to HRC once it is finalized.
3. Please provide an engineer's opinion of construction cost with future plan submittals.
4. A soil erosion control permit will be required for this project, the plans should be submitted to the Livingston County Drain Commissioner's Office for their review and approval.
5. All engineering construction plans shall contain the latest version of the relevant City of Howell Standard Detail Sheets.
6. Please note that all applicable rules and regulations must be followed for the installation, maintenance, and spacing of the proposed underground storage tanks and fuel pumps.
7. Since the proposed site is near the Marion-Genoa Drain, please verify if wetlands are present on the proposed site. If present, they will need to be delineated in the construction drawings, and if impacted, all relevant permits will need to be applied for and if impacted, a mitigation plan will be required.
8. Per the City of Howell Engineering Design Standards, an itemized quantity list will need to be shown on the plans. Please include it with future construction plan submittals.

9. Provide finished grades of all water main, sanitary, and storm structures on future construction plan submittals.
10. Per the City of Howell Engineering Design Standards, all storm and sanitary sewer under the 45-degree zone of influence of existing or proposed sidewalks, roadways, drives and parking lots shall be backfilled with CL II Sand, compacted to 95%.

Water Main

1. The proposed plans show services connecting to a proposed water main per HRC plans titled “Loop Road Connector Project Phase II” and dated 10/17/2024. Due to issues with Panhandle Eastern, these plans are no longer applicable. It is now anticipated that the proposed water main by the city will follow the public ROW extension shown on these plans. Coordination and scheduling for the water main connection and/or installation will be required.
2. With the construction plans, please clarify the size of the proposed water services. Both services have different sizes called out.

Sanitary Sewer

1. Per the City of Howell Engineering Design Standards, the minimum slope of building leads is 1.00%.
2. A *Sanitary Determination of Use* Application will need to be filled out and submitted with future construction plan submittals. Copies can be found on the city’s website.
3. With the construction plans, provide design details and information related to the proposed private sanitary sewer lift station.

Storm Water Management

1. Per the City of Howell Engineering Design Standards, storm sewer design calculations, including a drainage area map must be submitted with the construction plans.
2. Based on the underground detention sizing calculations shown, there is not sufficient storage provided on the site. Please revise the calculations to meet the current version of the LCDC Detention/Retention Design Standards.
3. Per City of Howell Engineering Design Standards, an agreement for the long-term operation and maintenance of all detention systems must be completed by the owner and submitted to the city prior to final acceptance of the project by the city. The owner or developer must annually provide the city with documentation that they have completed their site inspections as outlined in the Operation and Maintenance procedure for the site.
4. Note that Livingston County Drain Commission review and approval will be required for all stormwater improvements.

Paving & Grading

1. Due to the Panhandle Eastern issues listed above, the city no longer plans to cross the Marion-Genoa Drain at the south end of the project as shown on the plans. Therefore, this drain crossing can be removed, and the revised location for the drain crossing will be at the east end of the proposed public road Right-of-way as shown on the drawings. Planning for this revised drain crossing will need to be coordinated with QuikTrip, Hubbell, Roth & Clark, the City of Howell, and Motorsports Gateway.
2. The proposed public road shown on the plans from D-19/Pinckney Road to the Marion-Genoa Drain must be designed as a Class A roadway. Paving cross sections, sidewalk details, and curb details in accordance with the City of Howell Engineering Design Standards will need to be provided with a construction plan set.
3. Per the City of Howell Engineering Design Standards, please note that all ramp and sidewalk work shall conform to the current American with Disabilities Act (ADA) guidelines.
4. All proposed retaining walls over 3' in height will require design calculations prepared by a Professional Engineer, licensed in the State of Michigan, and will require review by Hubbell, Roth, & Clark, Inc. and the City of Howell's Building Department.
5. The truck circulation plan must show a WB-67 truck navigating the site without over-tracking into oncoming traffic or leaving the public roadway. If this is not possible, further discussion regarding the alignment of the road on the north end of the site will be required.
6. The truck circulation plan shows the circulation of a WB-50 (intermediate semi-trailer). It is expected that a WB-67 truck will utilize this facility. Therefore, please revise this plan to show the circulation of a WB-67 truck template.

Summary

Subject to the above comments being addressed in future construction plan submittals, this office does not object to the approval of the proposed site plan.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Travis J. Pietila

TJP/tjp

pc: City of Howell; E. Suida, M. Davis, M. Spitler, C. Simmons
HRC; A. Malczewski, File



Rezoning/PUD Application

City of Howell – Community Development Department
611 E. Grand River • Howell, MI 48843 • (517)546-3861

Date of Application: 7/21/2025 Commercial Residential Fee: \$100

PROPERTY INFORMATION

Parcel I.D. 4717-01-100-130 Address: 1291 Michigan Ave. Howell, MI

Name of Proposed Development: QuikTrip 7412

Gross Acreage 7.26 Net Acreage _____

Total Number of Lots: 1 Units: 0 Buildings: 0

Estimated Cost of Site Work: TBD Estimated Cost of Vertical Building: 1.25 Million

Proposed Date of Construction: 12/1/2025

SUBMITTAL INFORMATION

Rezoning

Planned Unit Development (PUD)

PUD Project Description: See Attached

APPLICANT INFORMATION

Applicant Name: Skyler Evans

Company Name: QuikTrip Corporation an Oklahoma Corporation

Address: 50 South Main St. Suite 200, Naperville, IL 60540

Phone: 918-699-9916 Email: sevans@quiktrip.com

Site Planner/Engineer Company: Jacobs Engineering

Contact Name: Mario Reyes Number: _____

Address: 911 Central Parkway North, Suite 200 State/Zip: San Antonio, TX 78232

Email: mario.reyes@jacobs.com Fax: _____

Return completed applications to the Howell City Hall or
email to building@cityofhowell.org

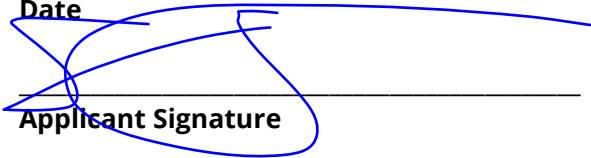
APPLICANT REQUIREMENT CHECKLIST

- Project Fees (Must be paid by cash or check when application is submitted)
- Completed Application Form
- (3) full size sets and (1) reduced 11 x 17 sets for PUD application
- An electronic copy of the entire plan set for PUD application

The applicant (s) represents that they are the owner(s) of the subject property or are acting on behalf of the above listed owner, and herewith file thirteen (4) copies of the identified drawing of the property or site plan and all supporting material. The applicant also acknowledges that the filing of this application grants permission for City staff and or officials to enter the property to determine the accuracy of the submitted information including existing conditions.

7/21/2025

Date



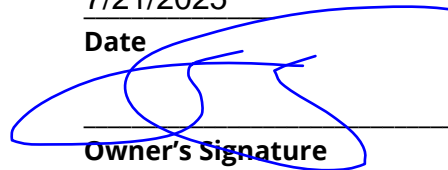
Applicant Signature

Skyler Evans

Printed Name

7/21/2025

Date



Owner's Signature

Skyler Evans

Printed Name

STAFF USE ONLY

Received by: _____

Date: _____

Project Cost: _____

Plan Review Fee: _____

Application Fee: \$100.00

Permit Fee: _____

Performance Bond: _____

Total Amount Due: _____



QuikTrip #7412 Narrative
1291 Michigan Ave.

QuikTrip Corporation is pleased to submit this Planned Unit Development (PUD) narrative for the proposed construction of a modern, full-service convenience store and fueling station on an undeveloped parcel within the City of Howell. This PUD proposal replaces previously requested variances, offering a more holistic and flexible framework to support a high-quality development that prioritizes customer safety, operational efficiency, and community enhancement.

The proposed QuikTrip development will feature:

- An 8,296 square foot convenience store
- A full-service made-to-order kitchen, hot grab-and-go selections, and over 20 slushie flavors
- 8 passenger vehicle fueling pumps (16 fueling positions)
- 5 diesel fueling positions to support commercial vehicles
- 37 passenger vehicle parking spaces
- 5 dedicated truck parking stalls
- State-of-the-art 24/7 security, including full 360-degree camera coverage and remote monitoring
- 20–25 employment opportunities, contributing to local job creation and round-the-clock operations

QuikTrip is proposing a PUD designation for this development due to the unique conditions of the property and the constraints imposed by the existing overlay requirements. As a national operator with more than 1,150 locations, QuikTrip has refined its site designs to meet industry-leading standards for pedestrian, vehicle, and delivery safety. Strict adherence to the overlay's form-based design standards would limit QuikTrip's ability to deploy its proven, safety-first layout—potentially introducing conflicts between delivery vehicles, passenger traffic, and pedestrians.

The PUD framework will allow the project to deviate appropriately from specific overlay provisions—such as building orientation, transparency requirements, and setback limitations—while preserving the overall intent of the district and enhancing site functionality. This flexibility will enable QuikTrip to implement critical safety features, including separate circulation paths for trucks and passenger vehicles, enhanced lighting, visibility, and safe ingress/egress that integrates with the surrounding roadway network.

Beyond safety and functionality, this development also represents a transformative revitalization of currently vacant land. QuikTrip's meticulous site planning and commitment to long-term maintenance will result in a clean, well-lit, and aesthetically pleasing commercial anchor that enhances the surrounding area and supports additional growth.



QuikTrip #7412 Narrative
1291 Michigan Ave.

Community Benefits:

1. **Enhanced Safety** – Active 24-hour operations, lighting, and surveillance will help deter crime and improve security for all users.
2. **Economic Development** – The store will generate 20–25 new local jobs with opportunities for growth and stable, long-term employment.
3. **Infrastructure Improvement** – The site design supports efficient traffic flow, minimizes congestion, and is compatible with the newly designed roadway network. QuikTrip will continue to work with the City as well as neighboring developments to provide the most suitable option for the community
4. **Modern Convenience** – With a full kitchen, wide variety of grab-and-go offerings, frozen drinks, and self-serve coffee bar, the store will serve as a valuable amenity for residents and travelers alike.
5. **Environmental Responsibility** – The development will meet all applicable environmental regulations and incorporate best practices in waste management and energy efficiency.

QuikTrip respectfully submits this PUD narrative in support of the proposed development, which represents a meaningful investment in the Howell community. By allowing for flexible design standards without compromising quality or safety, this PUD will enable QuikTrip to deliver a first-class facility that reflects its national reputation while aligning with the City's vision for thoughtful, community-oriented growth

Skyler Evans
QuikTrip Real Estate Project Manager

CITY OF HOWELL

MEMORANDUM

TO: Planning Commission
FROM: Kristi Troy, Planning and Zoning Administrator
DATE: August 20, 2025
RE: 25-07 108 Pulford land division application

Background: The applicant is requesting a land division of a 0.32 acre parcel of land at the northeast corner of Michigan Avenue and Pulford Street, located in the SMich, South Michigan Avenue Zoning district. The proposed division would result in two parcels at .17 acres and .20 acres.

Photo provided is a rough idea of what the applicant would like to build on the (if approved) vacant parcel.

Suggested Motion: Motion to approve the land division application for 108 Pulford Street with property ID #: 4717-01-102-019 because it meets all of the standards for review in Section 1216.07.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: August 8, 2025

Land Division Review For City of Howell, Michigan

Applicant: Jacob Kozdron
ADDRESS: 108 Pulford Street
PROPERTY ID #: 4717-01-102-019
ZONING: SMich, South Michigan Avenue
APPLICATION DATE: June 21, 2021

PROPOSAL

The applicant is requesting a land division of a 0.32 acre parcel of land at the northeast corner of Michigan Avenue and Pulford Street, located in the SMich, South Michigan Avenue Zoning district. The proposed division would result in two parcels at .17 acres and .20 acres.

BACKGROUND

The existing parcel contains an existing approximately 1200 square foot single story residential structure and a garage that has access from Pulford St. If the land division were approved, it would result in a vacant .17 acre parcel on the corner and a .20 acre parcel on Pulford that would contain the existing structures. The site is located in the SMich, South Michigan Avenue form based zoning district. The drawing submitted with the application indicates that the side yard setback for the accessory structure would be 5 feet and 38.4 feet to the principal building. These setbacks meet the minimum requirement for the zoning district. The other setbacks are not provided, however, these setbacks will not be affected by the proposed division and therefore do not need to be considered as part of this application.

An aerial photo of the subject parcel below indicates the existing parcel boundary line in blue with the proposed new parcel line in red.



LAND DIVISION PROCESS

Under the City's land division ordinance, the City Planning Commission may provide preliminary approval, preliminary approval with conditions, or preliminary denial of any application for a land division. If preliminary approval or preliminary approval with conditions is granted by the Planning Commission, the application is then reviewed by City staff, including the Community Development Department and the City Assessor. After survey and legal descriptions are determined to be correct, the applicant may file the land division with the County Register of Deeds. If preliminary approval is denied by the Planning Commission, the applicant may appeal to the Board of Zoning Appeals or the City Council, depending on the nature of the appeal.

In its preliminary review of land divisions, the Zoning Ordinance requires that the Planning Commission review five (5) standards for approval (Section 1216.07). The review of these standards is provided in this report to assist the Planning Commission in their decision-making. Please note that the Planning Commission is required to make a determination of how the application meets (or does not meet) the standards of approval in its minutes and also must indicate the reasons for approval with conditions or denial for the record.

STANDARDS

In the review of land divisions, the Planning Commission must review each application for conformity to the five (5) standards of Section 1216.07. The standards are as follows:

(a) Zoning Compliance. No application for division of land shall be approved unless the minimum requirements of the Zoning Code are met.

The parcel is located in the south Michigan form based district. The site is currently designated as a site type A in the regulating plan. Site type A is the smallest site type and is composed of lots one-half (0.5) acre or smaller, and are reserved primarily for residential use and for smaller non-residential use which is compatible with a residential setting. Site Type A is generally located in areas which serve as a transition between the street and neighboring residential areas. There is no minimum lot size for these sites. The existing structures meet the minimum 5 foot setback to the proposed new lot line.

(b) Access: No division shall be created unless accessibility is provided by either a public road, a private road of record at the time of enactment of this chapter or a private road constructed on a permanent unobstructed easement and approved by the City Council.

Each resulting lot will have frontage on a public road, however, new access to the proposed resulting vacant lot will have to be considered closely when a new development is proposed because proximity to the corner.

(c) Layout: The size, shape, and orientation of the land division shall be appropriate for the type of development and land use contemplated, access to remaining or abutting properties shall be considered. No division shall be approved which would conflict with existing drainage courses, easements, or public rights of way.

The proposed split would not conflict with any existing drainage course, easement, or public right-of-way. Access to surrounding properties would not change and the development/land use in the area should not be affected.

(d) Utility Easements. No application for the division of land shall be approved without adequate provisions made for utility easements. Where such utility easements are needed, written evidence of their availability shall be submitted prior to approval.

There are no known utilities or easements for utilities on the property. It does not appear that any easements would be needed as a result of the proposed split.

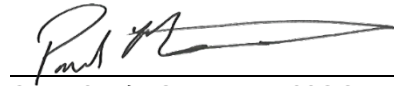
(e) Compliance with Subdivision Control Act. In the event approval be granted where the divisions are contrary to, or in violation of, the Michigan Subdivision Control Act, being Act 288 of the Public Acts of 1967, as amended.

The proposed division would not be in violation of the Michigan Subdivision Control Act.

RECOMMENDATION

Staff recommends that the Planning Commission make a motion to approve the land division application for 108 Pulford Street with property ID #: 4717-01-102-019 because it meets all of the standards for review in Section 1216.07.

Respectfully submitted,



CARLISLE/WORTMAN ASSOC., INC.
Paul Montagno, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin, AICP
Community Planner

#104-2504

cc. Kristi Troy, Interim City Manger
Crystal Simmons



RECEIVED
JUL 10 2025

Land Application

City of Howell – Community Development Department
611 E. Grand River • Howell, MI 48843 • (517)546-3861

BY:

Date: 7-9-25

Fee: \$200 plus \$100 per each additional parcel created

You **MUST** answer all questions and include all attachments, or this application will be returned to you. This application may be submitted by mail or in person at the Community Development Department.

Division Combination Line Adjustment

LOCATION OF PROPERTY TO BE DIVIDED

Address: 108 Pulford, Howell, 48843, MI

Parent parcel number: 4717-17-01-102-019

Legal description of parent parcel (**provide on separate sheet**)

OWNER INFORMATION

Name: Jacob Kozdron

Address: 113 Coyote Ct, Pinckney, 48169, MI

Phone Number: 734-626-9909

Email Address: Jacobkozdron@yahoo.com

APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

In addition to a completed application, the following must be provided in order for the application to be reviewed by staff:

- A survey of the existing parcel as well as all proposed parcels. Such a survey will also need to indicate any existing structures on the property. NOTE: In lieu of a survey, this application may be submitted along with a sketch of the existing property along with the proposed divisions. A survey will be required when the application is deemed otherwise complete. Accurate legal descriptions of all existing and proposed parcels are always required.
- Any additional documentation or information that the Zoning Administrator or Assessor deem necessary to decide on approval or denial of this application.

OWNER INFORMATION

Number of new parcels (and acreage for each): .17

Intended use (residential, commercial, etc.): Residential

Legal descriptions for each new parcel (**attach as separate sheets**)

Indicate the # of future divisions being transferred to each new parcel:

AFFIDAVIT:

I agree that the statements made above are true, and if found not to be true that this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the city, county, and the State of Michigan to enter the property where this parcel division is proposed for the purposes of inspection to verify the information on the application is correct. Finally, I understand that this is a parcel division that conveys only certain rights under a municipal land division ordinance and the Michigan Land Division Act and is not a representation or determination that the resulting parcels comply with other ordinances or regulations and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.

Property Owner's Signature: Jack Kozdron Date: 7-9-25

Applicant's Signature: Jack Kozdron Date: 7-9-25

STAFF USE ONLY

Zoning Administration:

Do proposed divisions comply with the following:

- Road access: YES / NO
- Minimum lot width: YES / NO
- Minimum lot area: YES / NO
- Meets setbacks: YES / NO

Zoning Administrator Signature: _____ Date: _____

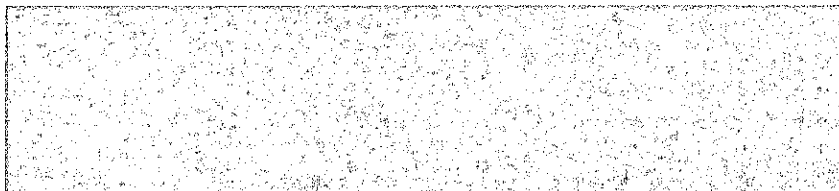
Assessing:

Adequate legal descriptions: YES / NO

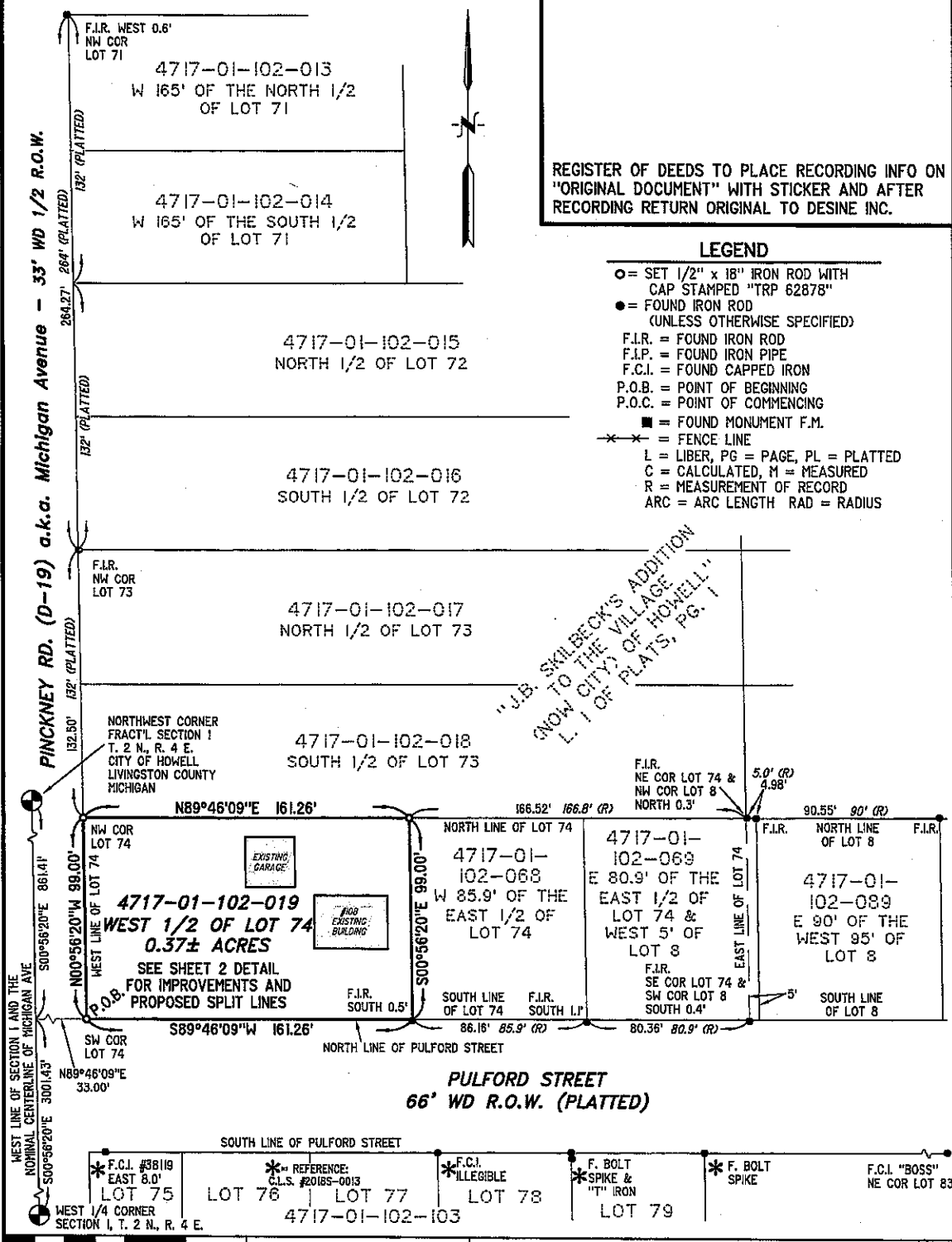
No prior divisions within last 10 years: YES / NO

Has **not** reached limit on divisions: YES / NO

Assessor Signature: _____ Date: _____



ARGYLE STREET
66' WD R.O.W. (PLATTED) CERTIFIED LAND SURVEY
EXISTING CONDITIONS



REGISTER OF DEEDS TO PLACE RECORDING INFO ON "ORIGINAL DOCUMENT" WITH STICKER AND AFTER RECORDING RETURN ORIGINAL TO DESINE INC.

- LEGEND**
- = SET 1/2" x 18" IRON ROD WITH CAP STAMPED "TRP 62878"
 - = FOUND IRON ROD (UNLESS OTHERWISE SPECIFIED)
 - F.I.R. = FOUND IRON ROD
 - F.I.P. = FOUND IRON PIPE
 - F.C.I. = FOUND CAPPED IRON
 - P.O.B. = POINT OF BEGINNING
 - P.O.C. = POINT OF COMMENCING
 - = FOUND MONUMENT F.M.
 - *—*— = FENCE LINE
 - L = LIBER, PG = PAGE, PL = PLATTED
 - C = CALCULATED, M = MEASURED
 - R = MEASUREMENT OF RECORD
 - ARC = ARC LENGTH RAD = RADIUS

SCALE: 1" = 60' ALL DISTANCES SHOWN ARE IN FEET OR DECIMALS THEREOF.

CIVIL ENGINEERS
 LAND SURVEYORS

DESINE INC

(810) 227-9533
 FAX (810) 227-9460
 EMAIL: desine@desineinc.com
 2183 PLESS DRIVE
 BRIGHTON, MICHIGAN 48114

PREPARED FOR
JACOB KOZDRON

SECTION 1, TOWN 2 NORTH, RANGE 4 EAST
 CITY OF HOWELL, LIVINGSTON COUNTY, MICHIGAN

JOB No. 1-11-01-254908 DATE 07/07/25

DWG 254908-132 DRAWN LMC SHEET 1 OF 5

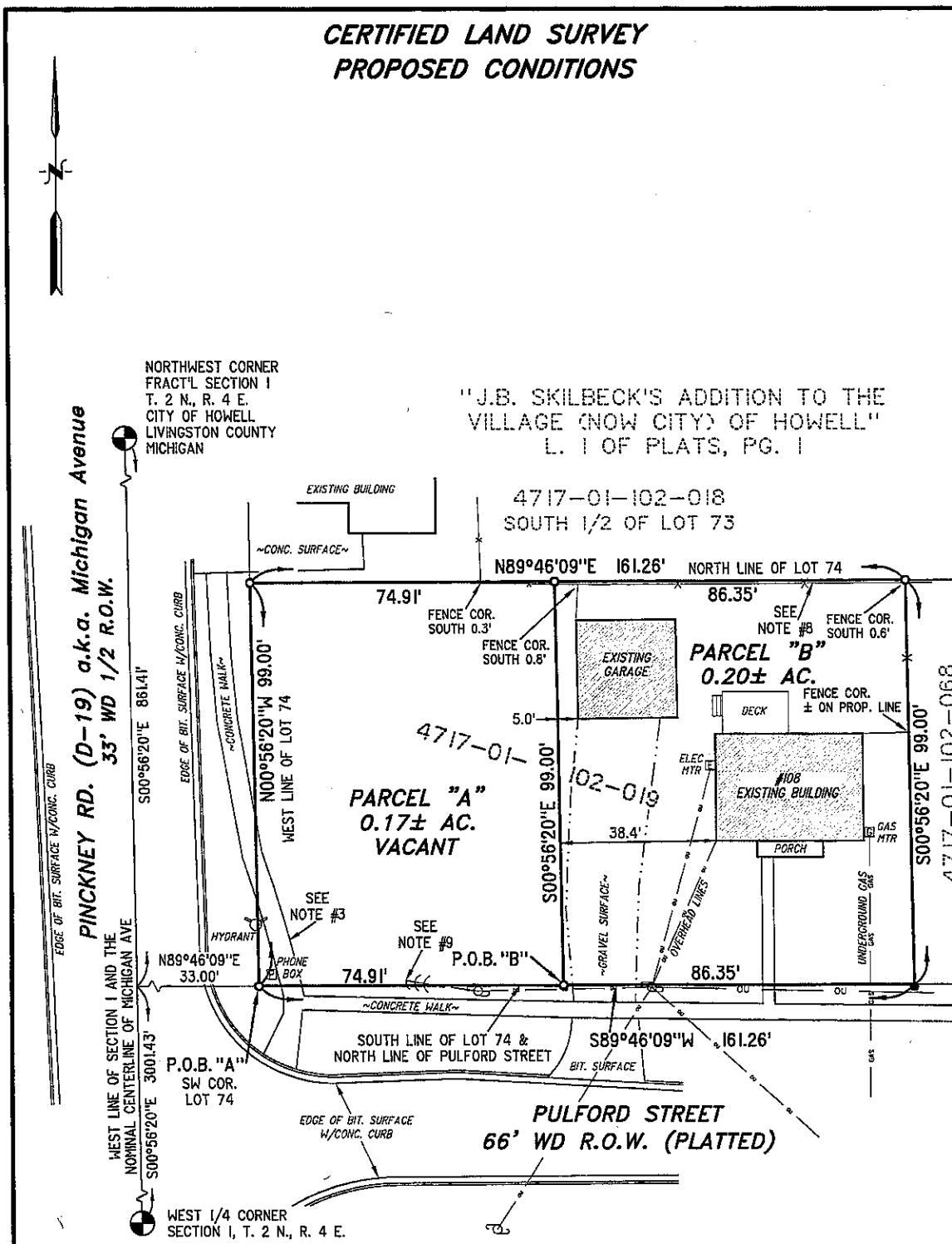
Travis R. Pratt

TRAVIS R. PRATT
 PROFESSIONAL SURVEYOR No. 4001062878

STATE OF MICHIGAN
TRAVIS RAY PRATT
 License No. 4001062878

AFTER RECORDING RETURN ORIGINAL TO DESINE INC.

**CERTIFIED LAND SURVEY
PROPOSED CONDITIONS**



<ul style="list-style-type: none"> ○ = SET 1/2" x 18" IRON ROD WITH CAP STAMPED "TRP 62878" ● = FOUND IRON ROD (UNLESS OTHERWISE SPECIFIED) 	<p>LEGEND</p> <ul style="list-style-type: none"> F.I.R. = FOUND IRON ROD F.I.P. = FOUND IRON PIPE F.C.I. = FOUND CAPPED IRON 	<ul style="list-style-type: none"> P.O.B. = POINT OF BEGINNING P.O.C. = POINT OF COMMENCING ■ = FOUND MONUMENT F.M. --- = FENCE LINE 	<ul style="list-style-type: none"> L = LIBER, PG = PAGE, PL = PLATTED C = CALCULATED, M = MEASURED R = MEASUREMENT OF RECORD ARC = ARC LENGTH RAD = RADIUS
---	--	--	--

SCALE: 1" = 30' ALL DISTANCES SHOWN ARE IN FEET OR DECIMALS THEREOF.

CIVIL ENGINEERS
LAND SURVEYORS

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DWG 254908-132	DRAWN LMC SHEET 2 OF 5

Travis R. Pratt
TRAVIS R. PRATT
PROFESSIONAL SURVEYOR No. 4001062878

STATE OF MICHIGAN

**TRAVIS
RAY
PRATT**
License No.
4001062878

REGISTERED PROFESSIONAL SURVEYOR

AFTER RECORDING RETURN ORIGINAL TO DESINE INC.

LEGAL DESCRIPTION OF RECORD

**Reference: Warranty Deed as recorded in Document No. 2025R-010216,
Livingston County Records.**

Situated in the City of Howell, County of Livingston and State of Michigan, and described as follows:

West 1/2 of Lot 74 of "J.B. Skilbeck's Addition to the Village (now City) of Howell," a Subdivision of part of the Northwest 1/4 of Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan, according to the plat thereof, as recorded in Liber 1 of Plats, Page 1, Livingston County Records.

Tax ID No.: 4717-01-102-019

Also known as: 108 Pulford Street, Howell, Michigan 48843

Refer to the current policy for title insurance for proof of ownership and all encumbrances affecting title to the described above parcel.

LEGAL DESCRIPTION SUBSEQUENT TO SURVEY

PARCEL No. 4717-01-102-019 0.37± Acres

The West 1/2 of Lot 74 of "J.B. Skilbeck's Addition to the Village (now City) of Howell," a Subdivision of part of the Northwest 1/4 of Fractional Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan, according to the plat thereof, as recorded in Liber 1 of Plats, Page 1, Livingston County Records, more particularly described as follows:

BEGINNING at the Southwest Corner of said Lot 74, also being the intersection point of the North line of Pulford Street (66-foot-wide Right-of-Way) and the East line Pinckney Road (D-19) a.k.a. Michigan Avenue (33-foot wide 1/2 Right-of-Way);

thence N00°56'20"W 99.00 feet along the common line of said Lot 74 and said East line of Pinckney Road to the Northwest Corner of said Lot 74;

thence N89°46'09"E 161.26 feet along the North line of said Lot 74;

thence S00°56'20"E 99.00 feet along the East line of the West 1/2 of said Lot 74 as monumented;

thence S89°46'09"W 161.26 feet along the common line of the South line of said Lot 74 and the North line of said Pulford Street to the Place of Beginning.

Containing 0.37 acres of land, more or less. Subject to and together with all easements and restrictions affecting title to the above described premises.

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CITY OF HOWELL, LIVINGSTON COUNTY, MICHIGAN
JOB No. 1-11-01-254908 DATE 07/07/25
DWG 254908-132 DRAWN LMC SHEET 3 OF 5

TRAVIS R. PRATT
PROFESSIONAL SURVEYOR No. 4001062878



AFTER RECORDING RETURN
ORIGINAL TO DESINE INC.

PARCEL "A" 0.17± Acres

The West 74.91 feet of the West 1/2 of Lot 74 of "J.B. Skilbeck's Addition to the Village (now City) of Howell," a Subdivision of part of the Northwest 1/4 of Fractional Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan, according to the plat thereof, as recorded in Liber 1 of Plats, Page 1, Livingston County Records, more particularly described as follows:

BEGINNING at the Southwest Corner of said Lot 74, also being the intersection point of the North line of Pulford Street (66-foot-wide Right-of-Way) and the East line Pinckney Road (D-19) a.k.a. Michigan Avenue (33-foot wide 1/2 Right-of-Way);
 thence N00°56'20"W 99.00 feet along the common line of said Lot 74 and said East line of Pinckney Road to the Northwest Corner of said Lot 74;
 thence N89°46'09"E 74.91 feet along the North line of said Lot 74;
 thence S00°56'20"E 99.00 feet along the East line of the West 74.91 feet of said Lot 74;
 thence S89°46'09"W 74.91 feet along the common line of the South line of said Lot 74 and the North line of said Pulford Street to the Place of Beginning.

Containing 0.17 acres of land, more or less. Subject to and together with all easements and restrictions affecting title to the above described premises.

PARCEL "B" 0.20± Acres

The East 86.35 feet of the West 1/2 Lot 74 of "J.B. Skilbeck's Addition to the Village (now City) of Howell," a Subdivision of part of the Northwest 1/4 of Fractional Section 1, Town 2 North, Range 4 East, City of Howell, Livingston County, Michigan, according to the plat thereof, as recorded in Liber 1 of Plats, Page 1, Livingston County Records, more particularly described as follows:

Commencing at Southwest Corner of said Lot 74, also being the intersection point of the North line of Pulford Street (66-foot-wide Right-of-Way) and the East line Pinckney Road (D-19) a.k.a. Michigan Avenue (33-foot wide 1/2 Right-of-Way);
 thence N89°46'09"E 74.91 feet along the common line the South line said Lot 74 and said North line of Pulford Street to the **PLACE OF BEGINNING**;
 thence N00°56'20"W 99.00 feet to the North line of said Lot 74;
 thence N89°46'09"E 86.35 feet along said North line of Lot 74;
 thence S00°56'20"E 99.00 feet along the East line of West 1/2 of said Lot 74 to said common line of the South line of Lot 74 and the North line of Pulford Street;
 thence S89°46'09"W 86.35 feet along said common line to the Place of Beginning.

Containing 0.20 acres of land, more or less. Subject to and together with all easements and restrictions affecting title to the above described premises.

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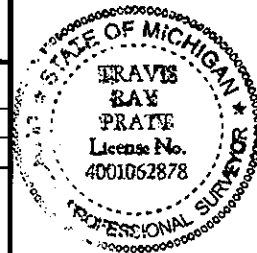
PREPARED FOR

JACOB KOZDRON

SECTION 1, TOWN 2 NORTH, RANGE 4 EAST
 CITY OF HOWELL, LIVINGSTON COUNTY, MICHIGAN

JOB No. 1-11-01-254908	DATE 07/07/25
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TRAVIS R. PRATT
 PROFESSIONAL SURVEYOR No. 4001062878



AFTER RECORDING RETURN
 ORIGINAL TO DESINE INC.

NOTES:

- 1) Bearings are in relation to the centerline of Highway D-19 (West line of Section 1) as depicted on Michigan Department of Transportation Right-of-Way Map, File No. 47-R-2, Route I-96, Sheet No. 34. Bearing N00°56'20"W.
- 2) Legal description of record provided by client. Surveyor was not supplied with a Title Search at this time. Refer to the current policy for title insurance for proof of ownership and all encumbrances affecting title to the surveyed parcel.
- 3) Sidewalk crossing property line without the benefit of an easement. Location is shown on survey.
- 4) (PL) (platted as) denotes line value related to the Platted of "Skilbeck's Addition to the Village (now City) of Howell."
- 5) (R) (recorded as) denotes line bearing value as recorded.
- 6) Parcel description covers the same land as that which is described in the descriptions of record and the tax descriptions.
- 7) This Certified Land Survey was prepared for the exclusive use of the person, persons or entity named in the Certification block hereon. Said Certification does not extend to any unnamed additional parties without an express Recertification by the Surveyor naming said additional parties.
- 8) Lines of occupation (fences) do not coincide exactly with ownership (deed) lines. Location shown on survey.
- 9) Guy wires and overhead wires are crossing Surveyed Parcel without the benefit of a known easement. Location shown on survey.

REFERENCES:

L.C.R. = Livingston County Records

- 1) Certified Land Survey as recorded in Document No. 2018S-0013, L.C.R. (Parcel No. 4717-01-102-103)
- 2) Warranty Deed as recorded in Document No. 2025R-010216, L.C.R. (Parcel No. 4717-01-102-019)

WITNESSES FOR CORNERS OF SECTION 1

Town 2 North, Range 4 East
City of Howell, Livingston County, Michigan

Northwest Corner (K-01) – Found Brass Disk Stamped "Livingston Co. Monumentation Corner"

Ref: L.C.R.C., L.S.C. #568M

N55°E	53.70'	Centerline of the South Bolt on a Traffic Pole
S57°E	41.38'	Northerly Corner of a Catch Basin
S51°W	59.34'	Centerline of the North Bolt on a Traffic Pole
S89°W	107.93'	Monument Box, Corner K-13, Town 3 North, Range 4 East
N48°W	60.51'	Southerly Corner of Catch Basin

East 1/4 Corner (K-02) – Found Brass Disk Stamped "Livingston Co. Monumentation Corner"

Ref: L.C.R.C., L.S.C. #539M

N85°W	33.68'	Nail & Tag* in the North Side of a 7" Locust
North	32.23'	Nail & Tag* in the Top of a Guard Post at East End of Guard Railing
N40°E	24.44'	South Edge of Concrete Shoulder of East Bound I-96 at its Nearest Point to Corner
South	1'±	Fence Post Channel Iron
East	392.5'±	Centerline of D-19

(*) = Tag Stamped "Liv. Co. Survey Witness"

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE PARCEL(S) HEREON DESCRIBED AND THAT THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THAT ALL THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

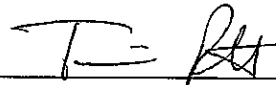
CIVIL ENGINEERS
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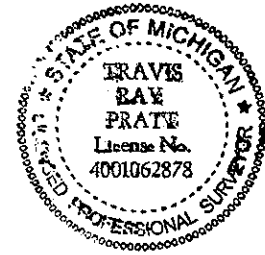


PREPARED FOR

JACOB KOZDRON

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