

**ROYAL OAK PLANNING COMMISSION  
CITY OF ROYAL OAK, MICHIGAN**

**April 11, 2023  
7:00 p.m.**

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**AGENDA**

**A. Call to Order**

**B. Approval of Minutes for March 14, 2023**

**C. Public Comment on Non-Agenda Items**

**D. Master Plan Update**

**E. New Business**

- 1. Public Hearing – Special Land Use Permit & Site Plan (SP 23-04-06)** to install rooftop deck for restaurant with alcoholic beverage service (Fifth Avenue) at **215 W. 5<sup>th</sup> St.** (parcel nos. 25-21-278-003 & 25-21-278-004)

215 W. Fifth, LLC, Petitioners & Owners  
HF Architecture, Architect

- 2. Public Hearing – Special Land Use Permit & Site Plan (SP 23-04-07)** to install walk-up service window on west building façade for restaurant with alcoholic beverage service (Ronin Sushi) at **326 W. 4<sup>th</sup> St.** (parcel no. 25-21-227-006)

Ronin Sushi Royal Oak, LLC, Petitioner  
Scott Monchnik & Associates, Inc., Architect  
Washington Square Plaza, LLC, Owner

**F. Other Business**

- 1. SV 23-04-01 – Sign Variance** request to replace fuel pump canopy signs for automobile filling station (Citgo) at **28992 Woodward Ave.** (parcel no. 25-17-206-001) with following sign variances:
- a. Allow two canopy signs on west canopy fascia;
  - b. Allow portion of canopy sign on west canopy fascia to project beyond top of canopy;
  - c. Waive 11.9 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on west canopy fascia; and
  - d. Waive 5.9 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on north and south canopy fascia.

Baza Construction & Imaging, Inc., Petitioner & Contractor  
Beydoun Brothers Property 1, LLC, Owner & Tenant

- 2. SV 23-04-02 – Sign Variance** request to install new fuel pump canopy signs for automobile filling station (Marathon) at **1708 Crooks Rd.** (parcel no. 25-16-204-006) with following sign variances:
- a. Waive 3.25 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on north and south canopy fascia; and
  - b. Waive 16.13 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on west canopy fascia.

Maya Construction & Imaging, Petitioner & Contractor  
RKA Petroleum Companies Inc., Owner

- 3. Regulations for Channel or Tube Lights** [Added to Agenda at Request of Commissioner Douglas]

**4. Rules of Procedure**

**G. Adjournment**

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**Present**

Sharlan Douglas, City Commissioner  
Jim Ellison  
Michael Fournier, Mayor  
Woody Gontina  
Gary Quesada, Chairperson

**Absent**

Ann Bueche

**Staff**

Nick Grochowski, Assistant City Attorney  
Joseph Murphy, Director of Planning  
Tim Thwing, Director of Community Development

**Also Present**

Matthew Lambert, DPZ Co-Design (by remote video connection)  
Paul Urbiel, McKenna

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**A. Call to Order**

Chairperson Quesada called the April 11, 2023, regular meeting of the Royal Oak Planning Commission to order at 7:00 p.m.

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**B. Approval of Minutes for March 14, 2023**

**Moved** by Mr. Gontina  
**Seconded** by Commissioner Douglas

**To approve** the minutes of the March 14, 2023, regular meeting of the Royal Oak Planning Commission as presented.

**Motion adopted unanimously.**

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**C. Public Comment on Non-Agenda Items**

Chairperson Quesada invited members of the audience to comment on any issues that were not part of the meeting's agenda. As no members of the audience came forward Chairperson Quesada closed the public comment portion of the agenda.

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**D. Master Plan Update**

Mr. Lambert and Mr. Urbiel reviewed the upcoming design charrette and revised schedule for the master plan update with the planning commission. No formal action was taken.

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**E. New Business**

- 1. Public Hearing – Special Land Use Permit & Site Plan (SP 23-04-06)** to install rooftop deck for restaurant with alcoholic beverage service (Fifth Avenue) at **215 W. 5<sup>th</sup> St.** (parcel nos. 25-21-278-003 & 25-21-278-004)  
215 W. Fifth, LLC, Petitioners & Owners  
HF Architecture, Architect

Chairperson Quesada opened the public hearing and invited members of the audience to comment on the application. After all interested members of the audience came forward Chairperson Quesada closed the public hearing.

**Moved** by Mr. Gontina  
**Seconded** by Mr. Ellison

**To approve a special land use permit** to install a rooftop deck for a restaurant with alcoholic beverage service (Fifth Avenue) at **215 West 5<sup>th</sup> Street** (parcel nos. 25-21-278-003 & 25-21-278-004).

**Motion adopted unanimously.**

**Moved** by Commissioner Douglas  
**Seconded** by Mr. Ellison

**To approve SP 23-04-06, a site plan** to install a rooftop deck for a restaurant with alcoholic beverage service (Fifth Avenue) at **215 West 5<sup>th</sup> Street** (parcel nos. 25-21-278-003 & 25-21-278-004), with the following contingencies:

- a. The city commission shall approve an amended plan of operation for the establishment's liquor license in accordance with § 770-52 D of the zoning ordinance.
- b. All paving, utilities, and work within public rights-of-way shall be in accordance with the specifications and standards of the city engineer.
- c. All exterior lighting fixtures shall comply with § 770-96 B of the zoning ordinance and other city codes and ordinances.
- d. All signage shall comply with the sign ordinance (Chapter 607) or receive the necessary variances from the planning commission.
- e. A performance bond shall be posted in an amount to be determined by the building official.
- f. The site plan shall meet all other code and ordinance requirements, as determined by the building official and fire marshal, including, but not limited to, the state building code and the city's fire prevention ordinance (Chapter 340), prior to issuance of any building permits.

**Motion adopted unanimously.**

- 2. Public Hearing – Special Land Use Permit & Site Plan (SP 23-04-07)** to install walk-up service window on west building façade for restaurant with alcoholic beverage service (Ronin Sushi) at **326 W. 4<sup>th</sup> St.** (parcel no. 25-21-227-006)  
Ronin Sushi Royal Oak, LLC, Petitioner  
Scott Monchnik & Associates, Inc., Architect  
Washington Square Plaza, LLC, Owner

Chairperson Quesada opened the public hearing and invited members of the audience to comment on the application. As no members of the audience came forward Chairperson Quesada closed the public hearing.

**Moved** by Mr. Ellison  
**Seconded** by Mr. Gontina

**To approve a special land use permit** to install a walk-up service window on the west building façade for a restaurant with alcoholic beverage service (Ronin Sushi) at **326 West 4<sup>th</sup> Street** (parcel no. 25-21-227-006).

**Motion adopted unanimously.**

**Moved** by Mr. Ellison  
**Seconded** by Mr. Gontina

**To approve SP 23-04-07, a site plan** to install a walk-up service window on the west building façade for a restaurant with alcoholic beverage service (Ronin Sushi) at **326 West 4<sup>th</sup> Street** (parcel no. 25-21-227-006), with the following contingencies:

- a. The city commission shall approve a license agreement for the walk-up service window and, if necessary, an amended plan of operation for the establishment's liquor license in accordance with § 770-52 D of the zoning ordinance.
- b. All paving, utilities, and work within public rights-of-way shall be in accordance with the specifications and standards of the city engineer.
- c. All exterior lighting fixtures shall comply with § 770-96 B of the zoning ordinance and other city codes and ordinances.
- d. All signage shall comply with the sign ordinance (Chapter 607) or receive the necessary variances from the planning commission.
- e. A performance bond shall be posted in an amount to be determined by the building official.
- f. The site plan shall meet all other code and ordinance requirements, as determined by the building official, including, but not limited to, the state building code, prior to issuance of any building permits.

**Motion adopted unanimously.**

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## F. Other Business

1. **SV 23-04-01 – Sign Variance** request to replace fuel pump canopy signs for automobile filling station (Citgo) at **28992 Woodward Ave.** (parcel no. 25-17-206-001) with following sign variances:
  - a. Allow two canopy signs on west canopy fascia;
  - b. Allow portion of canopy sign on west canopy fascia to project beyond top of canopy;
  - c. Waive 11.9 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on west canopy fascia; and
  - d. Waive 5.9 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on north and south canopy fascia.

Baza Construction & Imaging, Inc., Petitioner & Contractor  
Beydoun Brothers Property 1, LLC, Owner & Tenant

**Moved** by Mr. Gontina  
**Seconded** by Commissioner Douglas

**To postpone SV 23-04-01, a sign variance** request to replace fuel pump canopy signs for an automobile filling station (Citgo) at **28992 Woodward Avenue** (parcel no. 25-17-206-001), until the next regular meeting due to the petitioner not being in attendance.

**Motion adopted 4 to 1.**

**Yes: Commissioner Douglas, Mr. Ellison, Mayor Fournier, Mr. Gontina**

**No: Mr. Quesada**

2. **SV 23-04-02 – Sign Variance** request to install new fuel pump canopy signs for automobile filling station (Marathon) at **1708 Crooks Rd.** (parcel no. 25-16-204-006) with following sign variances:
- a. Waive 3.25 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on north and south canopy fascia; and
  - b. Waive 16.13 sq. ft. from maximum permitted 8-sq. ft. canopy sign area on west canopy fascia.
- Maya Construction & Imaging, Petitioner & Contractor  
RKA Petroleum Companies Inc., Owner

**Moved** by Commissioner Douglas

**Seconded** by Mr. Gontina

**To grant** the following **sign variance** for **SV 23-04-02**, a **sign variance** request to install new fuel pump canopy signs for an automobile filling station (Marathon) at **1708 Crooks Road** (parcel no. 25-16-204-006): (b) waive 16.13 square feet from the maximum permitted 8-square foot canopy sign area on the west canopy fascia.

**Motion adopted unanimously.**

**Moved** by Mr. Ellison

**Seconded** by Mr. Gontina

**To postpone** the following **sign variance** for **SV 23-04-02**, a **sign variance** request to install new fuel pump canopy signs for an automobile filling station (Marathon) at **1708 Crooks Road** (parcel no. 25-16-204-006), until the next regular meeting to allow the petitioner an opportunity to modify their application for a larger sign: (a) waive 3.25 square feet from the maximum permitted 8-square foot canopy sign area on the north and south canopy fascia.

**Motion adopted unanimously.**

3. **Regulations for Channel or Tube Lights**

Commissioner Douglas discussed the need for regulations for channel or tube lights being installed around and inside windows on commercial buildings. Staff were directed to prepare potential ordinance amendments for such lights based on the commission's comments and present them at a future meeting.

4. **Rules of Procedure**

The planning commission discussed proposed modifications to their rules of procedure. Staff were directed to update the proposed modifications based on the commission's comments and present them at a future meeting.

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G. **Adjournment**

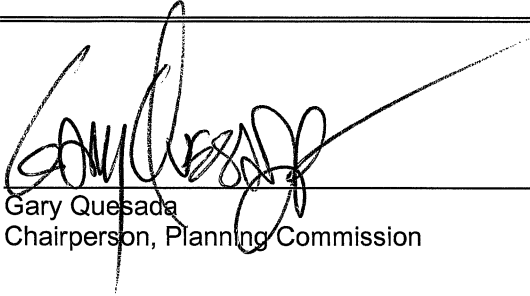
**Moved** by Mr. Gontina

**Seconded** by Mr. Ellison

**To adjourn** the April 11, 2023, regular meeting of the Royal Oak Planning Commission at 9:51 p.m.

**Motion adopted unanimously.**

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Gary Quesada  
Chairperson, Planning Commission

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Timothy E. Thwing  
Director of Community Development