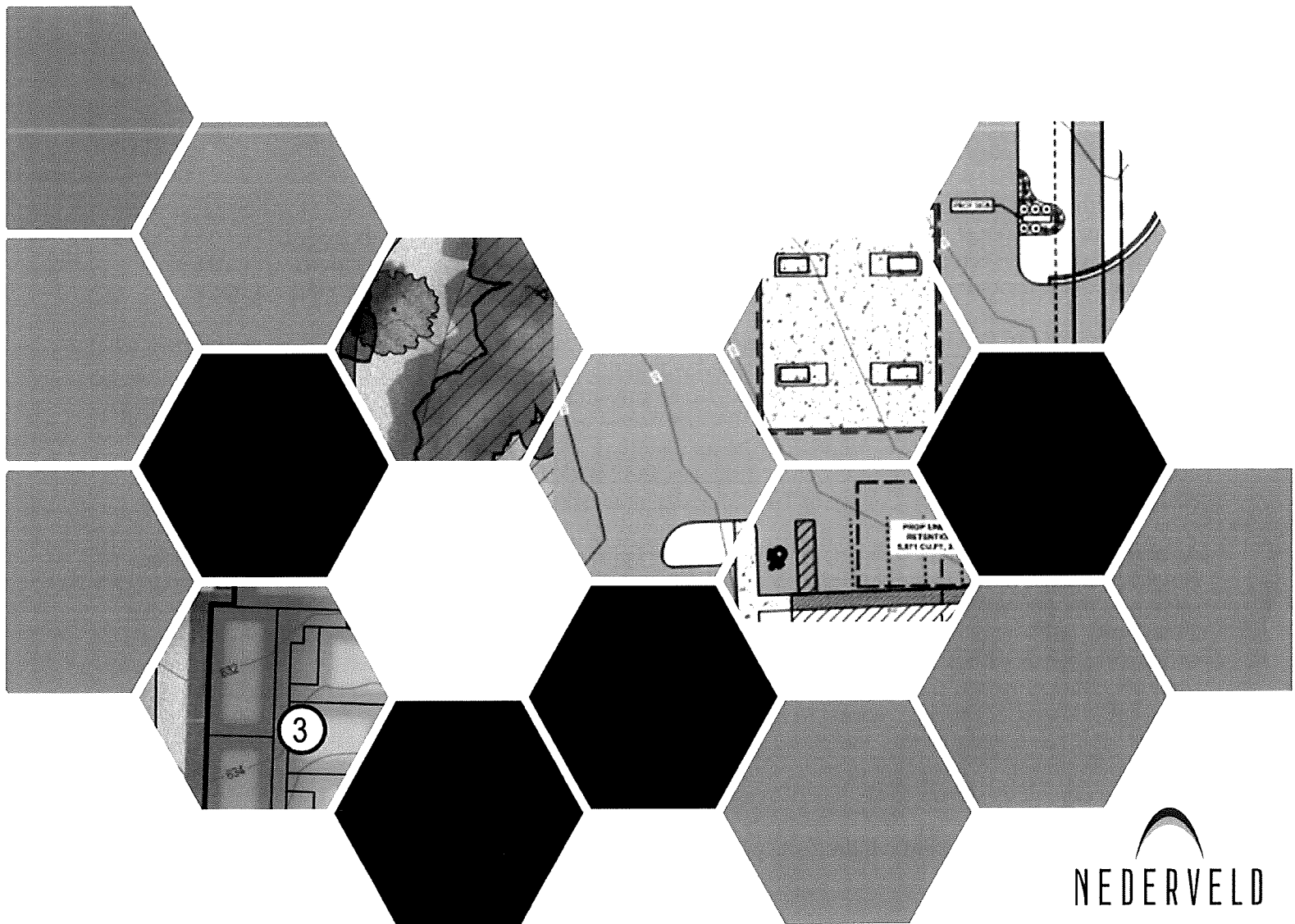


# 11324 S US 31

Williamsburg, Michigan



# PROJECT NARRATIVE

## Overview

This project proposal is for the property located at 11324 S US 31, currently the location of the US 31 Discount Liquor store owned by Mr. Gurwinder Malvia (11324 US 31, LLC). This site plan application is for the addition of fuel service to the existing store. This application is pursuant to Section 17.04 of the Elk Rapids Township Zoning Ordinance. Included within this submittal, pursuant to the ordinance, an application signed by the applicant has been provided. A proof of ownership, in the form of a Trustee's Deed, has been provided as well. The engineer for this site is Nederveld, Inc. and there is no official project title. This project represents no significant impact on the existing infrastructure or natural environment within Elk Rapids. The project will not result in any increased traffic or burden on utility systems within the Township. This project will simply provide an needed amenity within the community, while utilizing and enhancing an existing structure.

The project, as mentioned above, consists of converting an existing liquor store into a full service gas station. The US 21 Liquor store, formerly the Hacienda restaurant, has been in business for over 2 years in this location. The project proposes to keep the existing structure in its place, while adding fuel pumps, fuel storage, a canopy, and a revised drive entry location. A revised parking area of 16 parking spaces, including, one handicapped space per code, is designed on the site. Dumpster locations and loading space are shown on the site plan as well. The dumpster is proposed to be a treated wood structure.

The applicant has also chosen to show a couple of amenities on the site plan. First, a proposed 8' bike path is shown adjacent to US 31. This is in response to a request from Planning Staff, who indicated that the Nakwema Trail is proposed to connect from Elk Rapids to Traverse City. Therefore, accommodations for this path have been made within the site plan. Furthermore, a proposed concrete patio, with tables and chairs as well as landscaping, has been provided on the east side of the site adjacent to the proposed bike path. This amenity space is intended for any guests to enjoy if they needed a break from the road, particularly cyclists who would like to stop for refreshments during their ride on Nakwema Trail.

Access to the site has been revised to eliminate the southern drive entrance to the site. This was as a result of discussions with MDOT representatives. The new drive entrance is compliant with the MDOT GEO 680-B curb detail and has been provided to MDOT for their initial review. The communications with MDOT representatives, including their preliminary approval of this design, is provided within this submittal.

Utilities for the site will largely remain intact for the existing building. The current building is equipped with a septic system, the records of which are included within this submittal. Note that the site plan has accommodated all necessary isolation distances for stormwater, septic, well, and underground fuel storage. The existing building is fully equipped with all other necessary utilities and no changes are proposed. The stormwater system on the site is proposed to be an underground retention system. This is necessary to accommodate the aforementioned isolation distances and MDOT requirements. The stormwater system is designed to comply with any County or Township detention standards regarding stormwater detention.

As noted above, this project does not propose any new building architecture, as the structure is to remain. However, images of the fuel pump canopy have been provided within this submittal. In the General Notes section of the site plan set, all required setbacks and area calculations are provided. It should be noted that the existing building is not compliant with the front yard setback, however this is an existing condition and will not change as part of this project. Also, it should be noted that there is a proposed sign located on the site plan. This proposed sign is shown within the required 50' front yard setback. It is the intent of the applicant to submit a variance request to the Board of Zoning Appeals which will outline the details of the request. It is requested that this site plan be reviewed with the understanding that the sign will be located in the location shown. A landscaping plan, with proposed parking lot screening and approximate treeline of existing greenbelt, is shown on the site plan as well.

The following is a notation of required site plan items from the Zoning Ordinance:

A. At a minimum, the application shall include the following information:

1. The applicant's full name, address and phone number including area code.

*Included in application*

2. Proof of property ownership, and whether there are any options on the property, or liens against it.

*Trustee's Deed included within submittal*

3. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.

*Owner has signed the application*

4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).

*N/A*

5. The address and parcel (Tax Roll) number of each parcel contained in the proposed site plan.

*Provided within application*

6. The name and address of the developer (if different from applicant).

*N/A*

7. Name and address of the engineer, architect and/or land surveyor.

*Provided within application*

8. Project title.

*Referred to simply as 11324 US 31 Liquor*

9. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation utilities to be provided, and related information as pertinent or otherwise required by the ordinance.

*See narrative above*

10. A vicinity map drawn at 1" = 2,000' with north point indicated.

*Included within site plan set.*

11. The gross and net acreage of all parcels in the project.

*Noted on sheet C-205 of the site plan set*

12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels.

*Noted on sheet C-205 of the site plan set*

13. Project development phases and completion schedule.

*This project will not be phased. Estimated completion is Spring 2026.*

14. Written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools and existing utilities) and on the natural environment of the site and adjoining lands.

*See narrative above*

B. The site plan shall consist of an accurate, reproducible drawing at a scale of 1" = 100' or less, showing the site and all land within 150' of the site. If multiple sheets are used, each shall be labeled and the preparer identified. Each site plan shall depict the following:

1. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.  
*Included within site plan.*
2. Existing topographic elevations at two (2) foot intervals, proposed grades and directional drainage flows.  
*Included within site plan.*
3. The location and type of existing soils on the site.  
*Included as an attachment within this submittal.*
4. Location and type of significant existing vegetation, and how it will be altered to permit construction of the project.  
*Included within site plan.*
5. Location and elevations of existing water courses and water bodies, including county drains, man-made surface drainage ways, floodplain and wetlands (as identified by the DNR in an official determination request).  
*N/A*
6. Location of existing and proposed buildings and intended use thereof as well as the length, width and height of each building, and typical elevation views of proposed structures.  
*Included within site plan.*
7. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where required.  
*No accessory structures proposed.*
8. Location of existing public roads, rights-of-way and private easements of record and abutting streets.  
*Included within site plan.*
9. Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes serving the development. Details of entryway and sign locations shall be separately depicted with an elevation view.  
*Included within site plan.*
10. Location, design and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and methods of surfacing) fire lanes and all lighting thereof.  
*Included within site plan.*
11. Location, size and characteristics of all loading and unloading areas.  
*Included within site plan.*
12. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.  
*Included within site plan.*
13. Location of water supply lines and/or wells, including fire hydrants and shut off valves, and the location and design of storm sewers, retention and detention ponds, waste water lines, cleanout locations, connection points and treatment systems, including septic systems if applicable.  
*Locations of these items are shown on the site plan set.*
14. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam.  
*Location of utility poles and above-ground utility lines are shown on the existing site conditions plan.*

15. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings and swimming pools if applicable.

*Outdoor amenity space shown on plan set.*

16. Location, size and specifications of all signs and advertising features showing all views.

*Sign shown on site plan set. Note that it is understood that the sign is located within the required setback and will require a variance.*

17. All exterior lighting including lighting for parking areas or for the external illumination of buildings or grounds, or for the illumination of signs and other uses shall be directed away from and shall be shielded from residential districts and shall also be so arranged and directed as to not adversely affect driver visibility on adjacent streets. Dark sky lighting principals shall be implemented in the design of lighting. For example, lighting fixtures should be of the shoebox variety directing light downward not outward, including wall and pole mounted fixtures. A fixture proposed on a light pole shall be no greater than twenty five (25) feet in height. Site lighting shall not exceed twenty (20) foot candles directly under the fixture as measured six (6) feet above the ground surface.

*Exterior lighting to be provided via the fuel pump canopy; details of the canopy are provided within the plan set. Further lighting details, if necessary, including a photometric plan can be provided upon request.*

18. Location and specifications for all fences, walls and other screening features with cross sections.

*No fences around the perimeter of the site are proposed.*

19. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.

*Included within site plan.*

20. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.

*Screening for the trash receptacle is shown on the site plan set. This screening, if required, is proposed to be a wood fence structure with wooden doors. Further details of trash receptacle screening can be provided upon request.*

21. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.

*Underground fuel storage location is provided on the site plan set.*

22. Identification of any significant site amenities or unique natural features.

*None are present.*

23. Identification of any significant views onto or from the site to or from adjoining areas.

*N/A*

24. North arrow, scale and date of original submission and last revision.

*Included within site plan.*

25. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan.

*Seal is provided on plan set.*

26. Building elevations for typical units of new buildings or exterior remodeling of existing buildings, illustrating exterior building materials, building heights, and proposed wall sign or window sign area.

*Existing building to remain; details of the canopy are provided within this submittal.*

27. In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:
- a. Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent.  
*N/A*
  - b. Certifications from the appropriate agencies, including the local fire department, that proposed utility systems, are or will be adequate to handle the proposed development and that all necessary easements have been provided.  
*N/A*
  - c. Legal documentation establishing property owner associations or other legal entities responsible for control over required common areas and facilities.  
*N/A*
  - d. Bonds, letters of credit, or other surety devices.  
*N/A*
  - e. Time schedules for the completion of phases in the occurrence of a staged development.  
*Project is not proposed as a phased development.*
  - f. Calculations for drainage and storm water design detention/retention.  
*Calculations can be provided upon request.*
  - g. Drainage - Site Plans shall fully conform to the Antrim County Drain Commission standards.  
*The site and drainage plans will fully conform with these standards.*
  - h. Erosion - Site Plans shall fully conform to the Antrim County Soil Erosion and Sedimentation Control Ordinance.  
*The site plan will conform with soil erosion and sedimentation control standards. The site plan provides details of this.*
  - i. Hazardous Waste Management - Site Plans shall demonstrate that reasonable precautions will be taken to prevent hazardous materials from entering the environment.  
*N/A*
  - j. Public Health - Site Plans shall fully conform to the requirements of the Michigan Department of Public Health and the Antrim County Health Department.  
*Site plans will conform with this.*
  - k. Statutory Compliance - Site Plans shall fully conform to all applicable state and federal statutes.  
*Site plans will conform with this.*
  - l. Conformance with Township Master Plan - Site Plans shall fully conform to the land use policies, goals and objectives of the Elk Rapids Township Master Plan.  
*Site plans will conform with this.*

**Elk Rapids Township, Antrim County, Michigan  
Planning Commission APPLICATION**

**1**

**Applicant** Gurwinder Malvia  
(Property Owner)

**Agent** Nederveld, Inc.

**Address** 423 S James Street

**Address** 217 Grandville Ave, SW; Ste 302

**City – State – Zip Code** Ludington, MI 49431

**City – State – Zip Code** Grand Rapids, MI 49503

**Phone / Cell** 231-907-8283

**Phone / Cell** 616-575-5190

**Fax Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Email** amanbassil14@icloud.com

**Email** choyt@nederveld.com

**INSTRUCTIONS**

For your reference, the Elk Rapids Township Zoning Ordinance is on-line at <http://www.elkrapids.com/Township>

The Planning Commission regularly meets on the second Monday of the month as scheduled at the Government Center, 315 Bridge St. in Elk Rapids. Applicants desiring a public hearing must submit this completed Application accompanied by any other required documentation and the Hearing Fee no later than 33 days prior to a Planning Commission meeting.

**Applications should be delivered to either:**

Elk Rapids Township Zoning Administrator  
315 Bridge St., P.O. Box 365  
Elk Rapids, MI 49629-0365

or

Elk Rapids Township Clerk  
315 Bridge St., P.O. Box 365  
Elk Rapids, MI 49629-0365

The fees as established in the Elk Rapids Township Fee Resolution Schedule must accompany the complete application. (Ordinance Section 17.04)

**Site Plan Review**

Applicants seeking a formal Site Plan Review Hearing are advised to study the complete Site Plan submission requirements found in Chapter 17 of the Elk Rapids Township Zoning Ordinance, and that applicable section where a Site Plan is required for specific use.

**Time Limitation of a Site Plan Review**

Any approval of a Site Plan becomes null and void twelve months from the date of approval unless the owner or agent shall have taken substantial steps toward effecting the Site Plan as approved by the Planning Commission. (Ordinance Section 17.07)

Except for plans in the Single and Two Family Zones, a copy of the proposed Site Plan must be provided to the Elk Rapids Township Emergency Services Departments as listed on the Elk Rapids Township Web Site for review.

**Updated 2-5-2025**



**A. Action Requested**

I/We the undersigned request a hearing before the Elk Rapids Township Planning Commission for the purpose indicated below:

Special Exception - Special Use Permit

Rezoning Request

Site Plan Review for:

Commercial Zone

Planned Development Zone

Manufacturing Zone

Multiple Family (R-3) Zone

Environmental Zone

Agricultural Zone

Modifications to Previously Approved Site Plan

Approval Date of Previous Site Plan \_\_\_\_\_

Other \_\_\_\_\_

**B. Property Information**

1. Present Zoning Classification C, Commercial Property Tax # 05-06-032-008-00

2. Present Use gas station Physical Address 11324 S US 31

3. If property is platted, name of Plat and Lot #: n/a

4. If unplatted, Legal Description of property affected by this request. Attach a complete property description with this application. n/a

5. Are there any deed or plat restrictions affecting this parcel of property?  Yes  No. If Yes, attach a copy of these restrictions with this application.

6. Names and addresses of all persons and/or firms other than yourself having a legal interest in the business and/or land.

None

7. Attach ten (10) copies of the Site Plan including dimensioned location and size of existing and proposed buildings, property size, and all other pertinent information per Zoning Ordinance Chapter 17, Sections 17.01 - 17.11.

8. What public utilities are available or in use at this property? Gas, Electric

9. List any other Authorities which may have jurisdiction or overlapping interest in this proposed project: (i.e. Elk Rapids Village or adjacent Township, MDEQ, Antrim County Health Department or Soil Erosion Department, U.S. Corps of Engineers, etc.)

MDOT, Antrim County Health Dept, Antrim County Drain Commission



**C. Describe the proposed Use or Structural changes that make Planning Commission Review necessary:**

See attached Narrative

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**D. Possible positive impacts of this proposal on the surrounding properties and the Township:**

See attached Narrative

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**E. Possible negative impacts of this proposal on the surrounding properties:**

See attached Narrative

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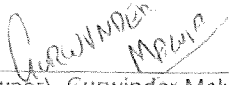
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F. AFFIDAVIT

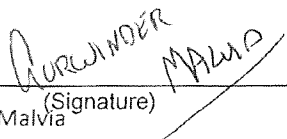
The undersigned acknowledges that if a change is granted or other decisions affecting the property represented by the undersigned are reached by the Planning Commission, the said decision does not relieve the applicant from compliance with all other provisions of the Township Zoning Ordinance. The undersigned further affirms that he/she is or they are the:

1 owner(s) \_\_\_\_\_ authorized agent of the owner of the property involved in the appeal, (owners **MUST sign**) and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of the knowledge and belief of the undersigned.

 (owner) Gurwinder Malvia	05/28/2025 (date)	_____ (Authorized agent)	_____ (date)
_____ (owner)	_____ (date)		
_____ (owner)	_____ (date)		

G. PERMISSION TO ENTER PROPERTY

I / We herewith grant permission for members of the Elk Rapids Township Planning Commission and the Zoning Administrator to enter my lot(s) / property for the purpose of investigating the scope and effect of this request.

 Gurwinder Malvia (Signature)	Owner _____ (Title)	05/28/2025 _____ (Date)
_____ (Signature)	_____ (Title)	_____ (Date)

H. ATTACHMENTS:

_____ Property Description	_____ Hearing Fee
_____ Assignment of Agent	_____ Site Plan
_____ Plat or Deed restrictions	_____ Other

