



## Department of Planning and Economic Development

Staff Report to the Planning Commission

July 9, 2025

**PCU2025-0004 / PSP2025-0006 / PTP2025-0007**

### **Pine Trace Golf Course**

### **Conditional Use, Site Plan Approval, Tree Removal Permit**

<b>REQUEST</b>	Conditional Use Recommendation Site Plan Approval Tree Removal Permit Approval
<b>APPLICANT</b>	Michael Bylen Pine Trace Golf Course 3600 Pine Trace Blvd. Rochester Hills, MI 48309.
<b>LOCATION</b>	3600 Pine Trace Blvd. and 3308 South Blvd. W., located at the north side of South Blvd. and east of Adams
<b>FILE NO.</b>	J2025-0107, PCU2025-0004, PSP2025-0006, and PTP2025-0007
<b>PARCEL NO.</b>	15-31-400-015 and 15-31-400-016
<b>ZONING</b>	R-4 One Family Residential District
<b>STAFF</b>	Chris McLeod, AICP, Planning Manager

## Summary

The applicant has filed for a Conditional Use Permit, Site Plan Approval and a Tree Removal Permit to allow for an extensive renovation to the existing Pine Trace Golf Course at 3600 South Blvd., located on the north side of South Blvd., east of Adams Road. Private Recreation Areas, Swim Clubs, Golf Courses and Tennis Courts require a Conditional Use permit in the One Family Residential Districts, after the Planning Commission makes a recommendation and City Council approval. In addition, the extent of changes to the existing golf course, clubhouse and banquet facility requires Site Plan Approval and a Tree Removal Permit.

Pine Trace Golf Course is located on a 100-acre property owned by the City of Rochester Hills and is regulated by a series of mutual agreements. As a part of the last round of agreements between the City and Pine Trace, discussions took place regarding the major renovations to the existing clubhouse building and overall golf course property. As a part of those renovations of the clubhouse, it was understood that a banquet facility would be included. In 2024, the Planning Commission considered and approved the relocation of the driving range. Over the course of the last year or more, the golf course itself has undergone improvements in terms of irrigation, contouring and overall layout. The application currently before the Commission would be the final phase of the golf course improvement project.

The existing clubhouse, based on assessing records, is approximately 4,400 square feet in total and is generally located near the center of the golf course, more than 400 feet from any abutting residential properties. The proposed building expansion would include approximately 12,481 square feet dedicated to a banquet area, 9,809 square feet for the service building, and approximately 3,133 square feet for the renovated club house. The proposed building will be located generally in the same location of the existing building and will essentially take the existing building and expand upon it.

The proposed building will be largely constructed of a limestone material with the exception of the service portion of the building. That portion will be constructed of split faced CMU with precast stone coping. The building will have a significant number of windows that extend from floor line to nearly top of building. The overall height of the building is proposed to be thirty (30) feet and will primarily be a flat roof. The building will also include a number of decorative additions, including the main entry, an area off of the east side of the banquet area, among others.

The applicant has provided a landscape plan that shows a formal landscaping scheme that is designed to frame and

enhance the architecture of the building upon arrival at the site. The dual entry/exit drives will be tree lined with a series of very large Norway Spruce trees. Formalized gardens will be located in front of the main entrance of the building and along the front façade. The proposed parking area, located between the proposed clubhouse / banquet center and the previously approved driving range, will be lined by a row of Arborvitae trees along nearly the entire extent of the parking area. Additional tree plantings are proposed within the parking area, compliant with parking lot landscaping requirements. Finally, tree plantings are also proposed at the front entrance to the site, along the west side of the driveway. This includes a total of eighteen (18) trees of varying types and species.

At this time, no additional landscaping is being proposed along the frontage of the site. The applicant has noted that the existing vegetation buffer along the entire frontage and along the western and eastern property lines will be maintained and enhanced with landscape lighting.

The rear portion of the building, adjacent to the banquet side of the building, will also include a large patio space. The finalized details of the patio space have not been fully provided at this time, but those details can be reviewed administratively to ensure compliance and compatibility with the overall site plan. This patio space would replace the existing patio space that is currently located on the east side of the existing club house. The location of the patio space is a significant distance (400 ft.) from existing residences and therefore no impacts are expected.

The applicant is proposing a new driveway to be located slightly east of the existing driveway that services the site. The existing driveway will be removed as a part of the proposed redevelopment of the site. The new driveway will be a boulevard entrance that leads to a set of one-way roadways that will take visitors to the front of the building via the eastern most roadway and then allow them to either continue to the rear of the building and park in the large parking area or turn and head back towards the front of the site and access the proposed parking area to the western portion of the proposed development area. This driveway would service both the proposed clubhouse/banquet building as well as the driving range area.

The City's Zoning Ordinance does not have a specific calculation for golf course uses, however, assembly type uses within the Ordinance do require a minimum of one (1) parking space for each three (3) persons allowed for the occupancy of the building. As a part of conversations with the applicant during the administrative site plan review process, Staff recommended that the applicant provide justification for the parking being provided onsite and show how parking demands were being met for the golf course use and the banquet use and the potential for overlap between the two.

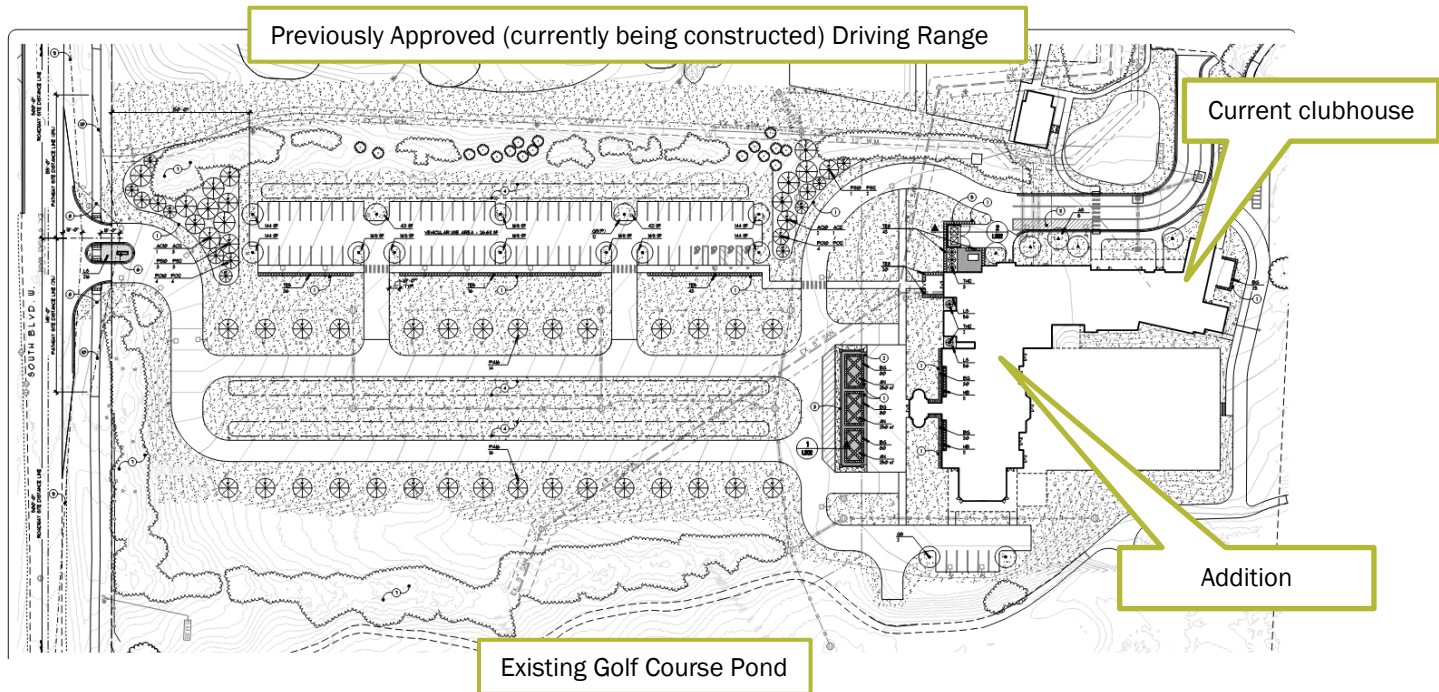
The site plan indicates that the site will have a total of 289 parking spaces onsite. Calculations provided include a total of 108 parking spaces necessary to accommodate the 18-hole golf course (assuming 6 spaces per hole) and 167 spaces required to accommodate the banquet area (assuming 1 space for each 3 persons allowed in maximum occupancy). Based on the provided parking calculations, a total of 275 spaces are required, and the plan, including both existing parking spaces and those proposed, total 289 parking spaces.

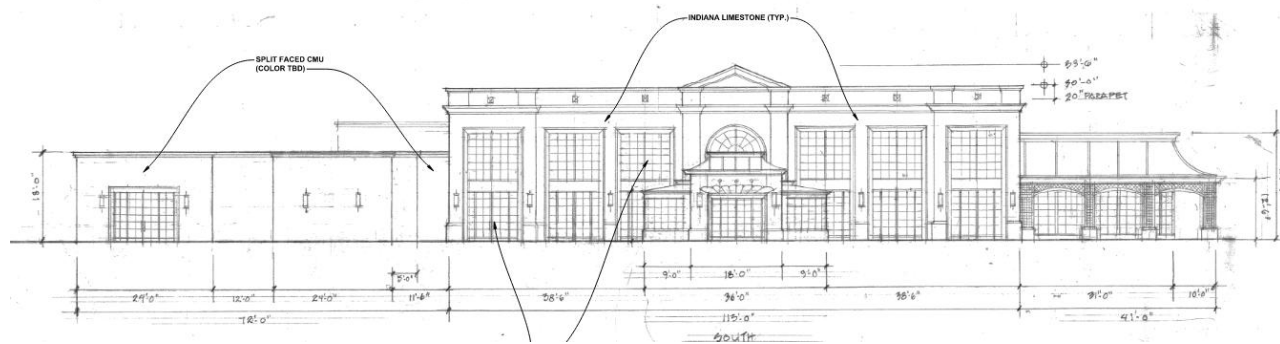
The site plan provides a pedestrian connection from the proposed parking area along the western side of the proposed development area to the main entrance of the building. After discussions with the applicant regarding concerns for safety and potential grading issues, a full connection to South Boulevard was not provided.

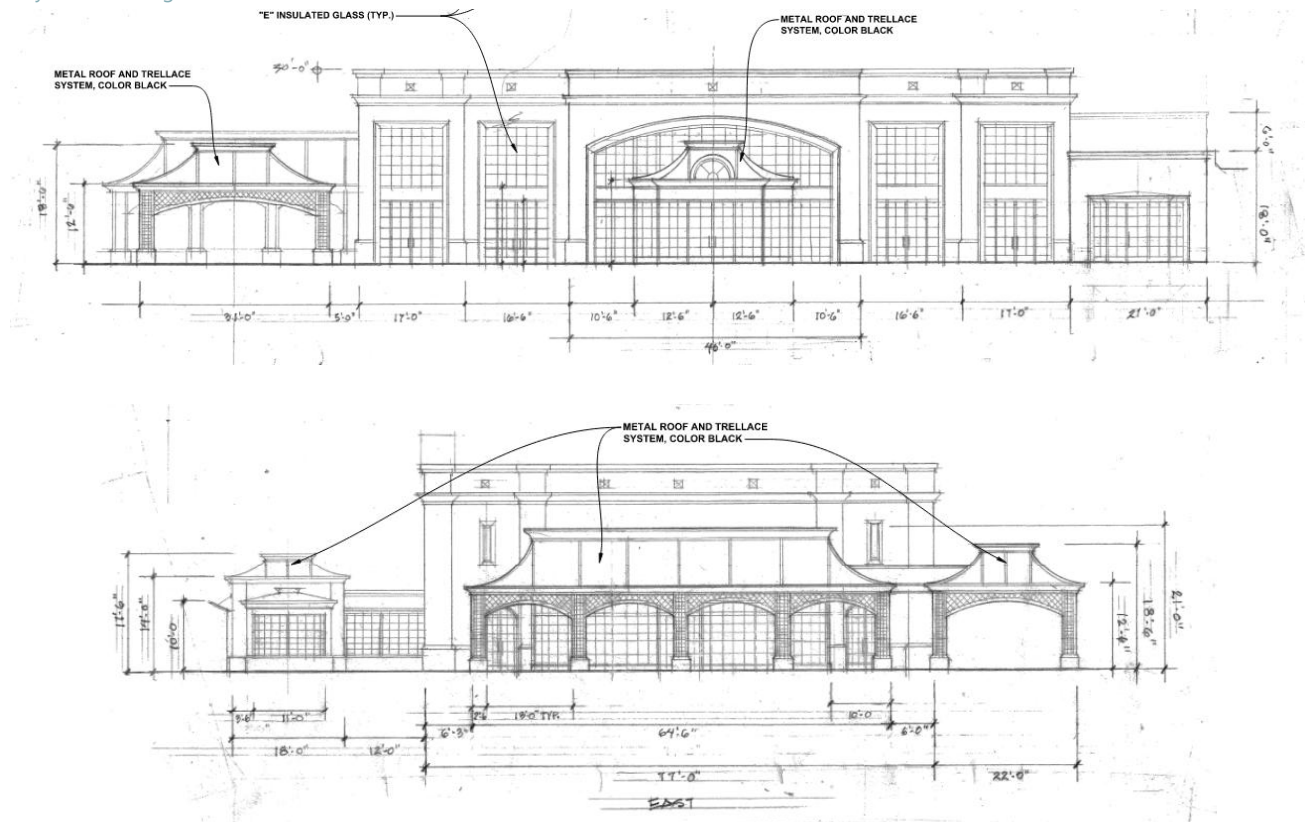
The loading and unloading operations for the banquet facility will be located on the west side of the building. The site plan proposes a dumpster location in this same general area. This area will be screened with an appropriate enclosure and additional landscaping. Drop-offs for golfers will also occur in this same general area, although somewhat further to the north as golfers traverse the site, towards the existing parking area currently onsite.

Finally, the site plan proposes lighting throughout the area. The majority of the lighting being provided, such as along the dual entry and exit drives, will be through the use of bollard style lighting. The lighting fixtures, mounting heights, and lighting color and intensities were reviewed for compliance with City specifications and were found to be compliant.

## Site Plan / Landscape Plan

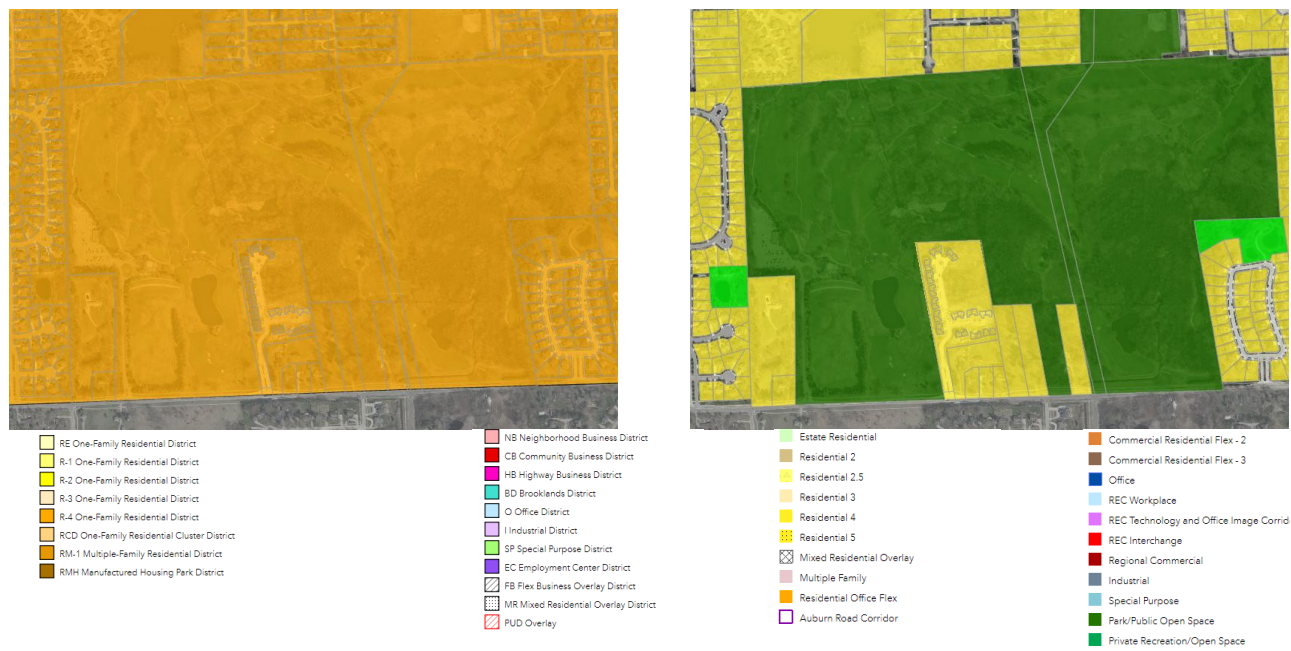








Zoning MapMaster Land Use Plan



	Zoning	Existing Land Use	Future Land Use
Site	R-4 One Family Residential District	Existing clubhouse and golf course area.	Park / Public Open Space
North	R-4 One Family Residential District	Existing golf course area	Park / Public Open Space
South	City of Troy	City of Troy (Troy Farm)	City of Troy
East	R-4 One Family Residential District	Existing golf course and Villas at Pine Trace	Park / Public Open Space and Residential 4
West	R-4 One Family Residential District	Proposed driving range (currently being constructed) and Pine Trace Village	Park / Public Open Space and Residential 4

## General Requirements for Conditional Uses

Per *Section 138-2.302* of the Zoning Ordinance, there are five (5) areas of consideration for the Planning Commission for the discretionary decision of a conditional use. Each of the criterion are listed below in italics, followed by staff comments on the proposed conditional use's compliance with each.

Criterion:	Staff Comment:
1	<i>Will promote the intent and purpose of (the Ordinance).</i>
2	<i>Will be designed, constructed, operated, maintained, and managed so as to be compatible, harmonious, and appropriate in appearance with the existing or planned character of the general vicinity, adjacent uses of land, the natural environment, the capacity of public services and facilities affected by the land use and the community as a whole.</i>
3	<i>Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways, refuse disposal, or that the persons or agencies responsible for the establishment of the land use or activity shall be able to provide adequately any such service.</i>
4	<i>Will not be detrimental, hazardous, or disturbing to existing or future neighboring</i>

The R-4 One Family Residential District does support this type of use when it can be shown that the standards for Conditional Use can be met.

The overall use is being conducted on a site that is over 100 acres. The site has been operated as a golf course with an ancillary clubhouse for over three (3) decades. Therefore, that portion of the site plan and use should provide no recognizable difference in terms of impacts to adjoining sites. The addition of the banquet use will provide a new use to the site and will provide times where additional traffic will be generated, particularly at differing times than currently exists. However, the applicant is providing a new entrance drive, maneuvering lanes, and parking areas to help accommodate additional traffic. South Blvd. is a major thoroughfare, albeit it remains as a two-lane road with accel/decel lanes and bypass lanes. The new driveway configuration will also include (subject to final OCRC review) acceleration and deceleration lanes.

In terms of hours of operation, the use of the site during nighttime hours will increase, most likely on Fridays and Saturdays. The operation of the banquet use will be over 400 feet from the nearest residential property and will also be buffered by the existing/proposed landscaping adjacent to the driving range to the west and the buffer area, adjacent to the Villas at Shadow Pines to the east. It may be appropriate to place a condition on the conditional use that should the outdoor noise or the overall use of the property become objectionable, that the City retains the right to bring the conditional use back before the Planning Commission and City Council for additional considerations.

The overall building site is being and has been utilized as a golf course and clubhouse in the past. Given the expected lack of overlap between the golf course use and the proposed banquet use, traffic should be dispersed throughout the day/night.

Also, the subject site has been developed as a golf course for over 3 decades and based on City records and to the knowledge of the Planning Department, the site has been served adequately by all City services. Therefore, it is Staff's opinion that any demands placed on the public infrastructure are already accounted for by the current use of the site.

In regard to the proposed use, there should be no detrimental, hazardous or disturbing activity to the existing or future

	<i>land uses, persons, property, or the public welfare.</i>	neighboring uses, persons, surrounding properties, or to the public welfare based on the fact the existing use of the site is a golf course and clubhouse and that the proposed addition of a banquet facility will generally not overlap with the primary golf course use. In addition, the overall use and buildings are located on property that is in excess of 100 acres and the buildings are located more than 400 feet from the nearest residence.
5	<i>Will not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.</i>	There will be no additional requirements at a public cost for public facilities and services that would be detrimental to the economic welfare of the community.

## Specific Requirements for Private Recreational Areas, Swim Clubs, Golf Courses and Tennis Courts

### SECTION 138-4.429 - Private Recreational Areas, Swim Clubs, Golf Courses and Tennis Courts

Criterion:		Staff Comment:
A.	<i>When the proposed site is not to be situated on a lot of record, the proposed site shall have one property line abutting a major thoroughfare of at least 120 feet as shown on the current master thoroughfare plan, and the site shall be so planned as to provide ingress and egress directly onto such major thoroughfare.</i>	The site is located on and has direct access to South Blvd., which is a major thoroughfare.
B.	<i>Front, side and rear yards shall, respectively, be at least 40 feet wide and shall be landscaped in trees, shrubs, grass and terrace areas. All such landscaping shall be maintained in a healthy condition.</i>	The proposed building and associated improvements are approximately 450 feet from the westernmost property line (including the previously approved driving range), approximately 750 feet from the front property line along South Blvd., approximately 400 feet from the Villas of Shadow Pines, and approximately 1,300 feet from the northernmost property line (including the existing golf course).
C.	<i>All lighting used to light the grounds shall be shielded to reduce glare and shall be so arranged as to direct the light away from all residential lands which adjoin the site.</i>	The applicant has provided a photometric survey showing compliance with City specifications for lighting and the majority of lighting is actually occurring through the use of bollard style fixtures that are low the ground. The remainder of "site" lighting has a maximum height of fifteen (15) feet and is fully shielded.
D.	<i>All parking shall be surfaced as required in <a href="#">Article 11</a> of this ordinance.</i>	The proposed entrance drives, maneuvering lanes, and parking areas are all proposed to be paved.
E.		



	<i>Whenever the parking plan is so laid out as to beam automobile headlights toward any residentially zoned land, an obscuring wall or fence or an obscuring coniferous planting six feet in height shall be provided along that entire side of the parking area.</i>	The parking areas are approximately 400 feet from the nearest residentially utilized property to the west. Existing vegetation will be maintained along the western side of the parking lot area. In addition, between the proposed parking area and the residential properties will be the previously approved driving range area. The driving range was approved with a significant evergreen planting scheme along the western property line, behind the existing residences.
F.	<i>Whenever a swimming pool is involved, such pool shall be provided with a protective fence six feet in height and entry shall be provided by means of a controlled gate or turnstile.</i>	Non applicable.

## Staff Recommendations

---

The conditional use (along with the Tree Removal Permit) was noticed for a public hearing. Staff has received one comment from an abutting property owner. Based on the application provided, Planning staff generally has no issues with the proposed conditional use request, site plan and tree removal permit. If the Planning Commission agrees that allowing a golf course and ancillary banquet facility will be harmonious and compatible with the surroundings, below is a motion for approval for your consideration.

## Staff Site Plan Recommendations

---

Department	Comments & Waivers/Modifications	Recommendation
Planning	<p>Finalize EGLE requirements for site restoration north of the existing clubhouse.</p> <p>If parking becomes an issue in the future and additional parking is necessary, the applicant shall work with the City to provide additional, improved parking areas as necessary.</p> <p>Incorporate additional driving range improvements into existing construction plans.</p> <p>If any wetland or natural features setback impacts are proposed to existing pond, east of building, wetland permits shall be required as applicable.</p> <p>Provide appropriate traffic signage as necessary and noted on the plans.</p> <p>Planning Commission modification to allow existing vegetation to remain in lieu of required right-of-way landscape requirements.</p> <p>Finalize detailed drawings of the patio area being provided.</p>	Approval
Engineering	<p>Land Improvement Permit is required</p> <p>Include profiles of water main and storm sewer systems at time of construction plans.</p> <p>Provide documentation of WRC stating stormwater narrative is acceptable to them.</p> <p>Provide RCOC preliminary permit requirements and how RCOC preliminary comments will be addressed.</p>	Approval
Fire		Approval
Building	<p>During the building permit review, the applicant shall provide plans that demonstrate compliance with all applicable building codes.</p>	Approval

Department	Comments & Waivers/Modifications	Recommendation
Forestry	Provide revised replacement calculations and credits.  Provide revised planting agreement for the overall site including revised calculations based on current site plans.	Approval
Assessing		Approval

## Tree Removal Permit

The tree survey provided by the applicant indicates a total of thirty-two (32) regulated trees will need to be removed as a part of the overall clubhouse and banquet center building renovation and associated improvements. Based on the thirty two (32) regulated trees and three (3) specimen trees proposed to be removed, a total of forty eight (48) replacement trees are required. The site plan review comments note that the replacement calculations provided by the applicant are not correct and will need to be updated. In addition, the applicant has entered into a tree replanting agreement for the tree removals that occurred as a part of the driving range development. The proposed trees to be planted in excess of Zoning Ordinance requirements and the replacement trees required as a part of this portion of site development will be included in an updated agreement that reflects such.

## Motion to Recommend Approval of a Conditional Use

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, in the matter of File No. PCU2025-0005 (Pine Trace Golf Course), the Planning Commission **recommends** to City Council **Approval** of the **Conditional Use** to allow for the construction of a new banquet, service, and clubhouse addition to the existing golf course building onsite, along with a new driveway, parking lot, and associated site improvements in the R-4 One Family Residential zoning district, based on documents received by the Planning Department on June 13, 2025 with the following findings:

### Findings

1. The proposed use will promote the intent and purpose of the Zoning Ordinance.
2. The existing building and proposed conditional use have been designed and is proposed to be operated, maintained, and managed so as to be compatible, harmonious, and appropriate in appearance with the existing and planned character of the general vicinity, adjacent uses of land, and the capacity of public services and facilities affected by the use. The overall site is in excess of 100 acres and the golf course and club house have been in existence for numerous years. The proposed banquet facility will generally not overlap with golf usage and the applicant has proposed adequate parking and a new driveway alignment to accommodate vehicles entering and exiting the site.
3. The proposed renovation of the existing clubhouse building and the addition of the banquet facility will provide expanded services being sought within the greater Rochester Hills community. The proposed use at this location represents an existing City of Rochester Hills business that is already located in the City at this site and due to its success is seeking a larger, more efficient and effective building.
4. The existing development and proposed use are served adequately by essential public facilities and services, such as highways, streets, police and fire protection, water and sewer, drainage ways, and refuse disposal, particularly since the existing use of the site and building is for Pine Trace and that the proposed use of the banquet facility generally will not overlap with the primary golf course use.

5. The existing development and proposed use should not be detrimental, hazardous, or disturbing to existing or future neighboring land uses, persons, property, or the public welfare since the golf course has been in existence and operation for a number of years and the nearest residential property is over 400 feet from the proposed building or patio area.
6. The proposal will not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.

#### **Conditions**

1. City Council approval of the Conditional Use.
2. If based on usage and parking patterns, it is determined that additional parking areas are necessary onsite, the applicant shall work with the City to develop additional parking spaces, compliant with City requirements.
3. If the intensity of the use increases, additional hours are being utilized, the use generates excessive noise that otherwise becomes nuisance to the surrounding residential properties, or the use otherwise becomes inconsistent with those presented as part of this application (etc.), City staff may require and order the conditional use approval to be remanded to the Planning Commission and City Council as necessary for re-examination of the conditional use approval.

### **Motion to Approve Site Plan**

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, in the matter of City File No. PSP2025-0006 (Pine Trace Golf Course), the Planning Commission **approves** the proposed **Site Plan**, to allow for the construction of a new banquet, service, and clubhouse addition to the existing golf course building onsite, along with a new driveway, parking lot, and associated site improvements in the R-4 One Family Residential zoning district, based on plans received by the Planning Department on June 13, 2025, with the following findings and subject to the following conditions:

#### **Findings**

1. The site plan and supporting documents demonstrate that all applicable requirements of the Zoning Ordinance, as well as other City Ordinances, standards, and requirements, can be met subject to the conditions noted below.
2. The proposed project will be accessed via a new boulevard driveway from South Blvd. which is a major roadway and will remove the existing driveway that services the site, thereby promoting current and future safety and convenience of vehicular traffic both within the site and on adjoining streets.
3. Off-street parking areas for both the golf course and banquet use have been provided onsite with the existing parking lot area along with the proposed parking spaces to the west side of the site.
4. The proposed development and associated improvements should have a satisfactory and harmonious relationship between the development on-site, the existing development in the adjacent vicinity, and is generally consistent with the existing operations of the Pine Trace Golf Course that is currently in operation.
5. The proposed development will not have an unreasonably detrimental or injurious effect upon the existing characteristics and features on the site or those of the surrounding area.
6. The Planning Commission finds that a modification to allow existing vegetation to remain in lieu of required right-of-way landscape requirements is appropriate, given the significance of the existing vegetation onsite.

#### **Conditions**

1. Provide a landscape bond in the amount of the landscape installation cost estimation shown on the site plan (\$601,086.00), plus inspection fees, as adjusted by staff as necessary, prior to the preconstruction meeting with Engineering.
2. The applicant shall address all remaining comments and notations as depicted on the reviewed site plans (Revision #2).

## Motion to Approve a Tree Removal Permit

---

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, in the matter of File No. PTP2025-0007 (Pine Trace Golf Course) the Planning Commission **grants a Tree Removal Permit** based on plans received by the Planning Department on June 13, 2025, with the following findings and subject to the following conditions:

### Findings

1. The proposed removal and replacement of regulated trees is in conformance with the City's Tree Conservation Ordinance.
2. The applicant is proposing to remove a total of thirty-two (32) regulated trees as a part of the site development. The removal of these trees requires replacement of a total of forty-eight (48) trees.

### Conditions

1. Tree protective fencing, as reviewed and approved by the City staff, shall be installed prior to temporary grade being issued by Engineering.
2. The applicant shall enter into an amended agreement with the City, no later than sixty (60) days, providing the updated number of replacement trees required, given the number of replacement trees required as a part of this application, the number of trees being planted onsite as a part of this site plan that are in excess of Zoning Ordinance requirements, and the number of trees that have already been planted onsite to comply with the terms and conditions of the original agreement.