

ARTICLE 20

SITE PLAN REVIEW

20.01 PURPOSE

This article establishes standards and requirements for the review and approval, by the planning commission, of site plans. As used in this article, "site plan" includes the documents and drawings, as specified by the article, that are necessary as a part of the land development review process to ensure that a proposed land use or activity is in compliance with applicable local ordinances and state statutes and is compatible with the character of the surrounding area; the adjacent uses of land; the natural environment; the capacities of public services and facilities; and the public health, safety, and welfare.

The standards and requirements provided by this article shall be in addition to those required elsewhere in this ordinance that are applicable to the use or activity under consideration.

20.02 USES REQUIRING SITE PLAN APPROVAL

The construction, reconstruction, extension, enlargement, or movement of the following buildings, structures, and uses shall require site plan approval by the planning commission:

- A. Commercial buildings/structures/uses.
- B. Industrial buildings/structures/uses.
- C. Multi-family dwellings.
- D. Parking areas containing six or more parking spaces. Any expansion of existing parking areas containing six or more spaces shall require site plan review if the parking area is within 100 feet of any residential district or if ingress/egress or any other traffic circulation modifications are made.
- E. Planned unit developments (PUDs).
- F. Site condominium subdivisions.
- G. Special land uses.
- H. If an existing permitted land use is changed to another permitted land use that requires additional parking according to the "Schedule of Parking Requirements," such additional parking shall

be required and site plan approval from the planning commission shall also be required.

20.03

SITE PLAN REQUIREMENTS

Each site plan submitted shall contain the following information, unless specifically waived by the planning commission, in whole or in part:

- A. The date, north arrow, and scale. The scale shall be not less than 1 inch = 20 feet for property under 3 acres and at least 1 inch = 100 feet for those properties that are 3 acres or more.
- B. All lot and/or property lines, including building setback lines on corner lots, are to be shown and dimensioned.
- C. The location and height of all existing and proposed structures on and within 100 feet of the subject property's boundary.
- D. The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas, recreational areas, common use areas, and areas to be conveyed for public use and purpose.
- E. The location and pavement width and right-of-way width of all abutting roads, streets, alleys, or easements.
- F. The name and address of the individual or firm responsible for the preparation of the site plan.
- G. The name and address of the property owner or petitioner.
- H. A locational sketch drawn to scale.
- I. The respective zoning abutting the subject property.
- J. The location, height, and types of fences, walls, and landscaping.
- K. All existing and proposed utilities, including proposed connections to public sewer or water systems.
- L. All existing and proposed surface water drainage facilities.
- M. The distance to groundwater, as requested by the planning commission.

- N. For multiple-family developments and parking areas with six or more spaces, contour intervals shall be shown (2-foot intervals for average slopes 10 percent and under and 5-foot intervals for slopes over 10 percent). Topography, however, may be required on all site plans at the discretion of the planning commission.

20.04

REVIEW PROCEDURE

- A. The proposed site plan shall be submitted in five copies to the ordinance enforcement officer, who shall keep one copy of the proposed site plan and deliver four copies of the proposed site plan to the secretary of the planning commission.
- B. Within 60 days of its submittal to the ordinance enforcement officer, the planning commission shall review the site plan and shall either approve, approve with conditions, or disapprove the proposed sit plan in accordance with this article and applicable provisions of this ordinance. The basis for the decision and any conditions imposed relating to an affirmative decision shall be specified in the resolution of the planning commission approving or denying the site plan. If approved or approved with conditions, the site plan, as approved shall become a part of the record of approval.
- C. Upon approval of a site plan, at least two copies of the site plan, as finally approved, shall be signed and dated by the secretary of the planning commission. One copy of the signed site plan shall be kept on file with the ordinance enforcement officer, and the other shall be returned to the applicant.

20.05

STANDARDS FOR SITE PLAN REVIEW

The planning commission shall review the site plan based on the purposes, objectives, and requirements of this ordinance and on the standards provided by this section. As a part of its review, the planning commission may distribute copies of the plan to other governmental departments or officials for their review and comment on matters related to the plan that would fall under the jurisdiction or that would involve the discharge of duties of those other departments or officials. Further, the planning commission may adopt procedures to encourage preliminary, informal review of proposed site plans with the applicant. The preliminary review shall not, however, affect the applicability of the standards and requirements for formal approval of site plans as required by this article. In reviewing the site plan, the planning commission shall specifically consider the following standards, as applicable:

- A. **Dimensional Requirements:** The dimensional arrangement of buildings and structures shall conform to the required yards, setbacks, and height restrictions of this ordinance.
- B. **Building Arrangement:** The proposed buildings and structures shall have a harmonious relationship to the site terrain, landscaping, open space, and other buildings and structures, existing and proposed. The bulk, location, and height of proposed buildings and structures, as well as the general character of the development, shall minimize any adverse effect on other uses of property in the surrounding area and shall not place demands on public services or facilities in excess of capacity.
- C. **Drainage of Surface Water:** Proper site surface drainage shall be provided so that the removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. If practical, storm water shall be removed from all roof areas, canopies, and paved areas and carried away in an underground drainage system. The peak rate of storm water runoff from the site shall not increase as a result of the proposed development, and temporary on-site storage to reduce peak runoff from the site is encouraged. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and so that it will not create ponding.
- D. **Public Services and Utilities:** The location, availability, and compatibility of sewer, water, and storm drainage facilities shall be considered to determine whether the use will be adequately served by necessary improvements. Utility distribution lines or associated utility installations shall be located so as to avoid adverse impacts both to neighboring properties and to the site.
- E. **Vehicular Access and Parking:** The provisions for vehicular loading and unloading and parking and of r vehicular and pedestrian circulation on the site and onto adjacent public streets and ways shall not create hazards to safety and shall not place demands on public services or facilities in excess of capacity. All buildings and structures shall be accessible by emergency vehicles.
- F. **Exterior Lighting:** All lighting shall be installed and maintained in such a manner as to confine the illumination source or divert glare to the property upon which the use is located and to prevent glare or illumination from adversely affecting the safety or welfare of adjacent property or streets.

- G. **Signs:** The size, location, design, and lighting of signs shall be considered in relation to signs on adjacent sites, glare, traffic safety, and compatibility with adjoining properties, consistent with all applicable sign regulations. Signs shall be located and designed to avoid creating distraction or clutter.
- H. **Special Features:** Storage areas, mechanical areas, service areas, truck loading areas, utility buildings and structures, and similar features shall be located, buffered, and/or screened so as to be unobtrusive; so as not to interfere with access to or circulation within the site; or so as not to detract from the visual impression of the site. Trash containers shall be enclosed on at least three sides by a structure aesthetically compatible with the development and surrounding property. Waste storage areas shall be maintained free from litter and in a sanitary condition.
- I. **Landscaping:** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Grade changes made shall be in keeping with the general appearance of neighboring developed areas. Plant materials shall be used to enhance the appearance of the site; to screen unsightly or harsh elements; and to provide visual relief from large monotonous features, such as parking lots.
- J. **External Effects (General):** Noise, odor, light, dust, dirt, smoke, or other external effects from any aspect of the proposed use shall not adversely affect adjacent and neighboring properties or uses.
- K. **Compliance With All Applicable Laws:** The planning commission shall not approve a site plan that violates or that is inconsistent with local, state, or federal laws or regulations.

20.06

CONDITIONS OF APPROVAL

The planning commission may impose reasonable conditions upon the approval of a site plan. The conditions may include but are not limited to conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed shall meet all of the following requirements:

- A. The secretary of the planning commission shall not sign the approved site plan until the applicant has submitted three copies of

all permits that may be required by the county or the state for the construction of the use, such as but not limited to permits for on-site wastewater disposal and permits required under the Soil Erosion and Sedimentation Act, Act 347 of the P.A. 1972; the Inland Lakes and Streams Act, Act 346 of the P.A. 1972; and the Wetland Protection Act, Act 203 of the P.A. 1979.

- B. The construction of improvements shall not commence for any development that requires a site plan approval until an approved site plan has been signed by the secretary of the planning commission.
- C. The ordinance enforcement officer shall not issue a zoning permit for any use requiring site plan approval until an approved site plan has been signed by the secretary of the planning commission.
- D. The building inspector shall not issue a building permit for any use requiring site plan approval until an approved site plan has been signed by the secretary of the planning commission.

20.07

PERFORMANCE GUARANTEES

Performance guarantees to assure compliance with the provisions of this ordinance and any conditions imposed under this ordinance may be required by the planning commission at the time of approval of a site plan as authorized under Section 4e of Act No. 207 of the Public Acts of 1921, as amended.

20.08

PERFORMANCE GUARANTEES

Performance guarantees to assure compliance with the provisions of this ordinance and any conditions imposed under this ordinance may be required by the planning commission at the time of approval of a site plan as authorized under Section 4e of Act No. 207 of the Public Acts of 1921, as amended.

20.09

ENFORCEMENT

A site plan, approved by the planning commission, in connection with a use or activity, shall have the full force and effect of the zoning ordinance. Subsequent actions relating to the use or activity authorized shall be consistent with the site plan as approved. Any violation of an approved site plan shall be grounds for the city to order that all construction be stopped and to order that zoning permits, and certificates of occupancy be withheld until the violation is removed or until adequate guarantee of removal of the violation is provided to the city. In addition, a violation of

any approved site plan or failure to comply with any requirements of this section, including conditions of approval, shall be considered a violation of this ordinance.