

Article 4 Site Plans and Site Development Standards

Section 4.01 Site Plans Required; Site Diagrams; Waiver

- A. Site Plans. Site plans are required as follows:
1. Any request for a land use permit, land clearing (see definition), an administrative special land use permit or building permit shall be accompanied by three copies of a site plan complying with the requirements of this section.
 2. Any request for a Joint Planning Commission special land use permit, **planned unit development**, or request for a land use permit for a use that generates more than 500 trip ends per day shall be accompanied by five copies of a site plan complying with the requirements of this section. The generation of trip ends is determined by reference to the latest edition of the *Trip Generation* manual promulgated by the Institute of Transportation Engineers.
- B. Site Diagrams. Any request for a land use permit or building permit for an accessory structure shall be accompanied by three copies of a diagram drawn to scale showing the proposed use of the site, buildings and structures on the site, a rendition of the exterior appearance of the building and structure, lot lines and their relationship to existing property lines and to neighboring sites. The Planning Directors shall circulate site diagrams to the relevant officials for comments as to conformance to State and Federal laws. A sample site diagram is shown in --.
- C. Waiver. The Planning Directors may waive site plan requirements in any of the following cases when they determine that the submission of a site plan would serve no useful purpose:
1. Accessory structures;
 2. Any enlargement of a principle building by less than 20 percent of its existing gross floor area of provided such enlargement will not result in a requirement for additional parking;
 3. A change in principal use where such change would not result in a increase in impervious surface, additional off-street parking, access or other external site characteristics or a violation of this ordinance.

Section 4.02 Site Plan Review

- A. Procedure for all site plans.
1. Pre-Application Conference. Before submitting an application, an applicant may meet with the Planning Directors to review the proposed project, the Ordinance, and planning documents (i.e. Master Plan) that relate to the property.
 2. Application. An applicant shall apply for site plan consideration not less than 21 calendar days before the date on which such site plan shall be reviewed by the Joint Planning Commission. All site plans shall be submitted to the Planning Directors for review according to the standards and requirements of this Ordinance as follows:
 3. Official Review. The Planning Directors shall circulate site plans to the relevant agencies or officials for comments as to the proposed development's conformance to all applicable standards and requirements and whether approval of the site plan is recommended.

4. Approval: Referral. Once the Planning Directors deems the site plan or site diagram to be complete, a land use permit may be issued, or, if the site plan accompanies a request for a Joint Planning Commission special land use permit, planned unit development or change of use that generates more than 500 trips per day, the plan shall be referred to the Joint Planning Commission for the review with recommendation to approve, deny or modify the site plan. If modifications are recommended, the applicant shall be notified in advance of the Joint Planning Commission meeting so that adjustments can be made prior to such meeting. A site plan shall be deemed approved only upon the signature of each Planning Director on a land use permit. No land use permit or building shall be issued without an approved site plan.
 5. Time Limits. Fourteen days are allowed for departmental review for all site plans and site diagrams (seven days for site plans which have been approved by the Joint Planning Commission). If, for any reason, the Planning Directors cannot process the plan within these time limits, he or she shall so notify the applicant and shall set a date for finalizing the review.
- B. Planning Commission Review. Once a site plan is forwarded to the Joint Planning Commission, the Joint Planning Commission shall review the site plan according to the standards and requirements of this section. The Joint Planning Commission shall approve or deny the site plan (not the use) according to the standards and requirements of this ordinance.

Section 4.03 Site Plan Requirements

- A. Requirements. A land use permit application shall be accompanied by a filing fee established by resolution of the City Commission and Township Board. Site plans shall be sealed by a registered architect or engineer, except site plans to be referred to the Joint Planning Commission for approval may defer this requirement until receiving Joint Planning Commission approval. Site plans shall be drawn to scale, rendered on a minimum sheet size of 24 inches by 36 inches and shall include the following:
1. A legal description, property lines, lot lines and property dimensions;
 2. The scale, north arrow, date and vicinity map;
 3. The property owner's and applicant name and address;
 4. The preparer's name and address;
 5. Street names, existing street and alley widths, the location and width of utility easements, the size and location of existing and proposed public utilities and building service lines;
 6. The zoning classification of the site and surrounding properties and, where applicable, the zoning request;
 7. Required setback lines, lot size, lot coverage and any variance to be requested;
 8. A vicinity map showing the location of the site to the surrounding street system;
 9. The size and location of existing buildings and improvements on and adjacent to the subject parcel;
 10. The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials;
 11. Location and type of the outdoor light fixtures including a description of the outdoor light fixture, support, shading, baffling; and photometric data;
 12. A land use tabulation summary provided in the margin of the plan indicating types of use, acreage for each land use, number of units, densities and land use intensities;
 13. The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys;

14. The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls;
 15. Natural feature, such as unique topographic features, wetlands, 100-year flood plan in elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development; and
 16. Any other information necessary to establish compliance with this ordinance.
 17. The following additional information requested by the Planning Directors:
 - a. A report describing the soil types and ability of soils to accommodate the proposed development;
 - b. A tree location survey signed by an engineer, surveyor, landscape architect, showing all existing trees having a diameter at breast height of six inches or greater, the common and/or scientific names and diameter at breast of these trees, plus an indication of trees to be preserved to be transplanted, or to be removed during site development. Closely grouped trees shall be designated by the predominant species represented, the number present and the diameter at breast height range of the group or clump;
 - c. The existing and proposed topography at 2 foot contours.
- B. **Waiver.** The Planning Directors may waive any or all site plan requirements if the construction or alteration does not affect existing traffic circulation, drainage, grading, relationship of buildings to each other, landscaping, buffering, lighting, parking and other considerations of site plan review. Any of these requirements may be waived by the Planning Directors where, in their judgment, such data will not bear on their decision or the decision of the Joint Planning Commission.
- C. **Appeals.** The property owner may appeal a decision of the Planning Directors or Joint Planning Commission to the Zoning Board of Appeals.

Section 4.04 Standards for Granting Site Plan Approval.

A site plan shall conform to all applicable requirements of the City and Township Fire Marshall and State and Federal laws and approval may be conditioned upon the applicant receiving necessary local, State and Federal permits before final site plan approval or an occupancy permit is granted. In addition, a development shall conform to the following site development standards which shall be reflected on the site plan:

- A. Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
- B. All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from public sidewalks adjacent to the site by a parapet wall or similar architectural feature.
- C. Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.
- D. Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.
- E. Every development shall have legal access to a public or private street.
- F. The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.

- G. A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.
- H. All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.
- I. Where the opportunity exists, development shall use shared drives - unnecessary curb cuts shall not be permitted.
- J. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible or public rights-of-way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.
- K. Exterior light sources shall be deflected downward and away from adjacent properties and right-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.
- L. Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.
- M. Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
- N. Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on or off the site.
- O. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of or pedestrian traffic or create standing water.

Section 4.05 Conditional Approvals

- A. The Joint Planning Commission or Planning Directors may attach conditions to the approval of a site plan when such conditions:
 - 1. Would insure that public services and facilities affected by a proposed land use or activity are capable of accommodating increased service and service facilities loads caused by the land use or activity.
 - 2. Would protect the built and natural environment
 - 3. Would insure compatibility with adjacent uses of land
- B. The Joint Planning Commission or Planning Directors may conditionally approve a site plan on conformance with fencing, screening, buffering or landscaping landscape requirements of this Ordinance and may collect a performance guarantee consistent with these requirements to insure conformance. When so doing, the following finding shall be made and documented as part of the review process:
 - 1. That such fencing, screening, buffering or landscaping would mitigate negative effects of noise, dust, lighting, vehicular or pedestrian traffic, loading or unloading, parking or other similar impact on adjoining parcels;
 - 2. That absent such conditions, the development would adversely affect the reasonable use, enjoyable and value of adjoining lands in light of similar benefits enjoyed by other properties in the area.

Section 4.06 Site Plan Amendments

No change shall be made to an approved site plan to or during construction except upon application to the Joint Planning Commission and according to the following procedures:

- A. **Minor change.** A change to a site plan or site plan involving minor changes in the sitting of buildings, the adjustment of utilities, walkways, traffic ways and parking areas and similar minor changes may be approved by the Planning Directors.
- B. **Major Change.** A change or amendment to a Joint Planning Commission approved site plan, involving a change in the number and location of accesses to public streets and alleys, an increase or decrease over ten percent in the number of parking spaces, a major relocation or re-sitting of a building, an increase in the gross floor area or height of a building, a changes to the façade of a building, a reduction in open space and similar major changes shall require the approval of the Joint Planning Commission. A major change to the site plan before or during construction where a Joint Planning Commission approved site plan was required shall be approved by the Joint Planning Commission.

Section 4.07 Expiration

Site plan approval shall automatically expire with the expiration of the land use permit.

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