

ARTICLE 23 - SITE PLAN REVIEW

Section 23.1 - Site Plan Review Committee.

The Planning Commission shall create a Committee of the Whole of the Planning Commission to be hereinafter referred to as the Site Plan Review Committee. Said Committee shall be responsible for site plan review in accordance with this Article.

Section 23.2 - Site Plan.

Site plan review and approval by the Site Plan Review Committee in accordance with the provisions of this Article shall be required for all uses in the Districts noted in Table 1 except single family dwellings. This includes changes of use for an existing structure or lot. Single Family dwellings (new construction and additions) shall be reviewed for site plan approval by the Zoning Administrator and the Zoning Administration subcommittee. The procedures specified in this Article shall not apply, however, to special land uses or PUD rezoning, in which case the procedures specified for each in the appropriate section of this Ordinance will be followed, respectively.

Section 23.3 - Site Plan Content.

A site plan shall include all of the following information:

- (1) A plot plan based on an accurate certified land survey showing:
 - (a) Location, size and type of present buildings or structures to be retained or removed.
 - (b) Location of all proposed buildings, structures or other improvements, including appurtenances, decks and porches. The gross roof (overhang) outline must be shown.
 - (c) Location of existing and proposed streets, drives and parking lots.
 - (d) Location of water and sewer lines.
 - (e) Storm drainage.
 - (f) Refuse and service areas.
 - (g) Utilities with reference to location, availability and compatibility.
 - (h) Screening and buffering with reference to type, dimensions and character.
 - (i) Topographical features including contour intervals no greater than two (2) feet.

- (j) Ditches and water courses.
 - (k) Ground cover and other pertinent physical features of the site such as trees.
 - (l) Proposed landscaping.
 - (m) Location of existing improvements.
 - (n) Location of property lines.
 - (o) Loading and unloading facilities.
 - (p) Exterior lighting and signs.
 - (q) Location of existing structures on land immediately adjacent to the site within one hundred (100) feet (50 feet for single family residential) of the site's parcel lines.
 - (r) The date, north arrow, and scale. The scale shall not be less than 1" = 50' if the subject property is less than three (3) acres and 1" = 100' if the subject property is three (3) acres or more.
 - (s) The name and address of the property owner and, professional individual, responsible for the preparation of the survey, including their seal.
- (2) Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be described.
 - (3) Gross areas of buildings and parking spaces.
 - (4) Additional information as may be requested by the Site Plan Review Committee which is reasonably necessary to evaluate the site plan.
 - (5) For single family dwellings site plan content shall include from section 23.3 (1) items a, b, c, d, h, m, n, q, r, s.

The Site Plan Review Committee shall have the discretion to waive the inclusion in the site plan of any of the information required by this Section.

Section 23.4 - Review Standards.

The Site Plan Review Committee shall approve a site plan if it determines that 1) the plan complies with the requirements of this Ordinance; 2) the proposed project promotes the intent and purposes of this Ordinance; 3) the proposed project will be compatible with adjacent uses of land, the natural environment, and the capacities of

public services and facilities affected by the proposed project; and 4) the proposed project will be consistent with the public health, safety, and welfare needs of the Village. In making its determination, the Site Plan Review Committee shall apply the following standards:

- (1) Landscape Preservation: The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Berms, greenbelts, or other screening may be reasonably required to enhance compatibility with adjoining properties.
- (2) Relation of Buildings to Environment: Proposed structures shall be related harmoniously to the terrain and to the existing buildings in the vicinity.
- (3) Drives, Parking and Circulation: With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement of parking areas that are safe and convenient and, insofar as practical, do not detract from the design of the proposed buildings and structures and the neighboring properties.
- (4) Surface Water Drainage: Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Storm water shall be drained away from all roofs, canopies, and paved areas by means of a suitable drainage system. 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 will not create puddles in paved areas.
- (5) Signs: The size, location and lighting of all signs shall be consistent with the requirements of Article 19 of this Ordinance and shall be compatible with adjoining properties.
- (6) Special Features: Exposed storage areas, exposed machinery installations, service areas, truck loading areas, refuse facilities, utility buildings and structures, and similar accessory areas shall comply with the requirements developed in the site plan review process (see below) for screen plantings or other screening methods.
- (7) Lighting: All lighting shall conform to current outdoor lighting standards as specified in the Emmet County Zoning Ordinance, Lighting Review Standards.

Section 23.5 - Conditions.

The Site Plan Review Committee may impose reasonable conditions on the approval of a site plan. The conditions may include, but are not limited to, conditions necessary to insure 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 insure 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.

- (1) Be designed to protect natural resources, the health, safety and welfare and the social and economic well being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (2) Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
- (3) Be necessary to meet the intent and purpose of this Ordinance, be related to the standards established in this Ordinance for the land use or activity under consideration, including but not limited to, the standards in Section 23.4, and be necessary to insure compliance with those standards.

The conditions imposed with respect to the approval of a site plan shall be recorded in the record of the approval action, and shall remain unchanged except upon the mutual consent of the Site Plan Review Committee and the landowner. The Site Plan Review Committee shall maintain a record of conditions which are changed.

Section 23.6 - Review Procedure.

A minimum of Four (4) copies of a site plan, in bound sets if more than one sheet, shall first be submitted to the Village Zoning Administrator. Upon determining that the proposed use complies with the Zoning Ordinance, the Emmet County Building Code, and all other pertinent codes and ordinances of the Village, the Zoning Administrator shall cause the site plan to be placed on the agenda of a meeting of the Site Plan Review Committee and shall transmit the copies of the site plan to the Site Plan Review Committee for its review in accordance with this Article. Five (5) members of the Site Plan Review Committee shall constitute a quorum. Decisions of the Site Plan Review Committee shall be made by a majority of those in attendance. Upon approval of a site plan by the Site Plan Review Committee, the site plan, as approved, shall become part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved site plan, unless a change conforming to the Zoning Ordinance receives the mutual agreement of the applicant and the Site Plan Review Committee. Upon approval of a site plan, at least three (3) copies of the site plan shall be signed and dated by the Chairman of the Site Plan Review Committee. One copy of the approved site plan shall then be filed with the Village Clerk, one copy shall be

submitted to the Village Zoning Administrator, one copy shall be submitted to the Planning Commission Secretary, and one copy shall be returned to the applicant. Following expiration of the appeal period provided in Section 22.9, the Zoning Administrator shall issue a building permit for an approved site plan. Failure to conform to an approved site plan shall constitute a violation of this Ordinance.

Section 23.7 - Appeal.

Refer to Section 22.9.