

CHAPTER 26 SITE PLAN REVIEW

SECTION 26.10 INTENT

The intent of this chapter is to outline the site plan approval and amendment process and standards for approval to ensure that site development and land use comply with zoning requirements.

SECTION 26.20 APPLICABILITY

A. SITE PLAN REVIEW APPLICABILITY

The following uses, buildings, structures, and associated site development are subject to site plan review in accordance with this chapter:

1. All non-residential buildings, structures, and associated site development.
2. Mixed-use buildings.
3. Special land uses.
4. Attached Single-Family Dwellings (more than four units)
5. Multi-family buildings.
6. Final Planned Unit Development (PUD) plans.
7. Major private streets.
8. Any other type of development required by the Zoning Ordinance to receive site plan approval.
9. Any amendment not considered to be minor under Section 26.20 B.

B. MINOR SITE PLAN AMENDMENT APPLICABILITY

Amendments to site plans may be approved administratively if specified in this subsection and if the changes do not alter the basic design of the site or any specified conditions imposed as part of the original approval. Where the changes cannot be approved administratively, the site plan amendment shall be processed as a major amendment. At the discretion of the Zoning Administrator, any site plan amendment may be referred to the Planning Commission for minor site plan amendment approval.

1. Reduction of building size or additions to principal buildings up to 25 percent or 5,000 square feet from the original building size, whichever is lesser. For special land uses, 10 percent or 2,000 square feet from the original building size, whichever is less.
2. Reduction in parking lot size or parking lot expansions up to 25 spaces.
3. Movement of the proposed location of buildings or structures by no more than 25 feet.
4. Replacement of plant material specified in the landscape plan with comparable materials.
5. Changes in building materials to a comparable or higher quality.
6. Addition of non-residential accessory structures up to 5,000 square feet or expansions up to 5,000 square feet. For special land uses, up to 1,000 square feet.

7. Other minor changes determined by the Zoning Administrator not to be material or significant in relation to the entire plan and the use or uses covered by the plan.

SECTION 26.30 REVIEW PROCESS

A. APPLICATION REQUIREMENTS

See Chapter 25 for the general processes for submitting site plan applications and Section 36.50 for submittal checklists.

B. SITE PLANS AND MAJOR AMENDMENT PROCESS

The Township review authorities shall review all details of the application and submittal to confirm compliance with all applicable zoning requirements and to ensure the satisfaction of approval standards (Section 26.40). The application shall be reviewed in accordance with the following process in Figure 26-1:

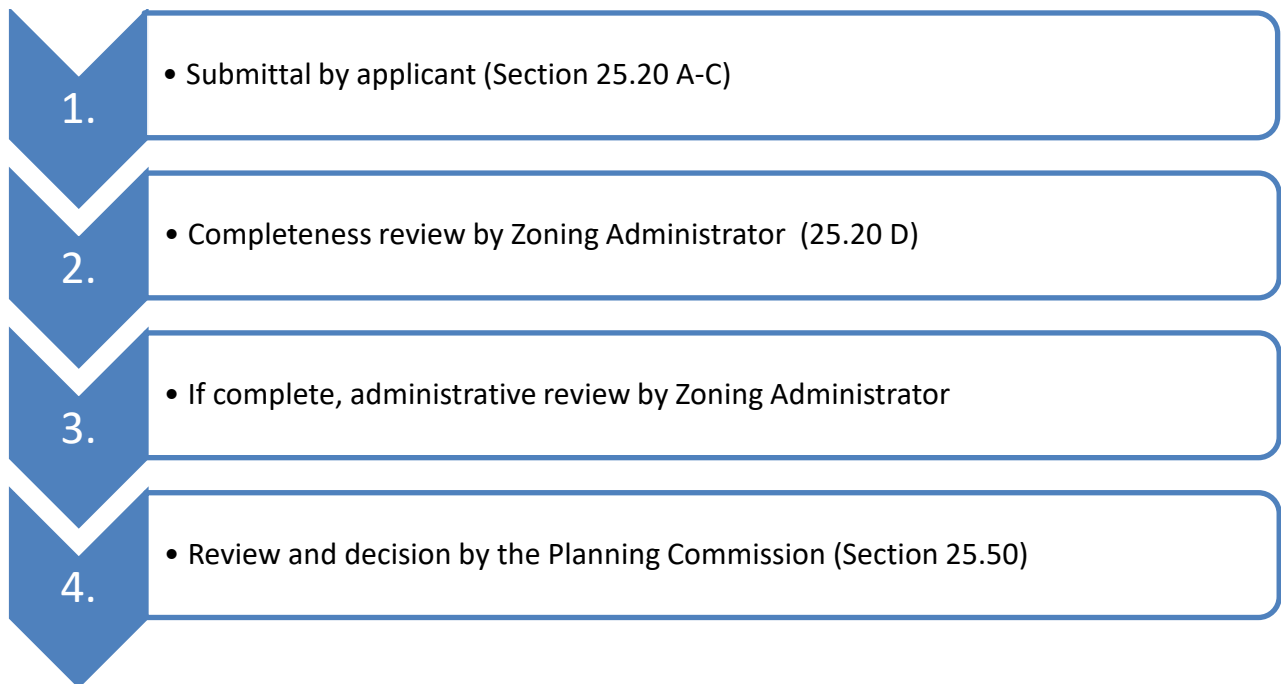


Figure 26-1 Process for Site Plan Review

C. DECISIONS

1. **Action.** Unless action is tabled or postponed, the Planning Commission shall decide upon site plan requests as follows:
 - a. **Approval.** The motion or resolution and minutes shall indicate the findings and conclusions serving as the basis for the decision and any conditions imposed.
 - b. **Denial.** In the case of a denial, the motion or resolution and minutes shall indicate the findings and conclusions serving as the basis for the decision.
2. **Resolution.** A resolution may be offered to formally outline the findings, decision, and conditions, if applicable.
3. **Conditions.** Reasonable conditions may be imposed by the Planning Commission on a site plan approval in accordance with Section 25.60.

D. APPEALS

The Zoning Board of Appeals shall have no authority regarding site plans.

SECTION 26.40 SITE PLAN STANDARDS OF APPROVAL

A site plan must also meet all of the standards of this section.

A. ZONING COMPLIANCE AND COMPATIBILITY

Site plan proposals shall conform to all zoning district requirements (Chapters 4 to 13, as applicable), land use regulation (Chapter 15), building requirements (Chapter 16), general requirements (Chapter 17), and any applicable specific use requirements (Chapter 18). If necessary, variances shall be secured prior to the Planning Commission's approval (Chapter 30). Site planning shall consider both zoning compliance and compatibility with adjacent properties and land uses. All uses, structures, and buildings will fully comply with this Ordinance and all other applicable Township ordinances.

B. LIGHTING

Lighting plans shall demonstrate compliance with all requirements and shall be designed to ensure safe conditions and minimal impact on neighboring properties and the night sky (Chapter 19).

C. PARKING AND LOADING

Parking lot design shall demonstrate compliance with all dimensional and circulation requirements and shall be arranged to provide safe and convenient access to buildings and land uses (Chapter 20). If applicable, stacking and loading spaces shall be designed to minimize the impact on internal circulation routes and off-site traffic patterns.

D. MOBILITY, TRAFFIC, AND ACCESS

Pedestrian and bicycle travel shall be accommodated in accordance with this Ordinance (Section 21.20). Acceptable traffic conditions shall be maintained (Section 21.30). Driveway placement, connectivity, and shared access shall be designed to promote safe and efficient access to and from the site and circulation within the site. Compliance with access management requirements shall be demonstrated (Section 21.40). All sites and buildings shall be accessible to emergency service vehicles and personnel to respond to emergencies and calls for service. Streets and driveways shall conform to the requirements of Chapter 22.

E. LANDSCAPING, SCREENING, AND ENVIRONMENTAL PROTECTION

All applicable landscaping, buffering, screening, and environmental requirements shall be satisfied (Chapter 23), and sites shall not be significantly disturbed in ways beyond what is appropriate for the reasonable development of a site. Site plans shall demonstrate that the impact of exterior uses and activities is minimized by required landscaping and screening.

F. STORMWATER AND WATER QUALITY

Stormwater detention, retention, and drainage systems shall be designed to protect neighboring properties from the negative impacts of increased stormwater run-off and flooding. Systems shall be designed to function with public stormwater drainage systems under the authority of the Kent County Drain Commission, Kent County Road Commission, or the Michigan Department of Transportation (MDOT).

G. SIGNS

Proposed signs shall meet dimensional and location requirements and shall be placed in locations that limit driver distraction and prevent visual clutter (Chapter 24).

H. WATER AND SEWER

Public water and sewer connections shall be approved by the Byron Gaines Utility Authority (BGUA) in accordance with Section 17.90 B as applicable. The site plan will not overburden BGUA's ability to provide public services, while at the same time adequately providing for sewage collection and treatment.

I. OUTSIDE AGENCIES

Applicants shall secure all applicable outside agency approvals, including but not limited to the Kent County Health Department, Kent County Road Commission, Kent County Drain Commission, Fire Department, and State of Michigan regulatory agencies. Securing applicable approvals may also be a condition of approval if not received prior to the Planning Commission review.

SECTION 26.50 TERM, VALIDITY, AND COMPLIANCE

A. TERM AND VALIDITY

See 25.30 D.

B. COMPLIANCE

It shall be the responsibility of the owner of a property for which site plan approval has been granted to maintain the property in accordance with the approved site plan. Any property owner who fails to maintain the property in accordance with the approved site plan shall be deemed in violation of the Zoning Ordinance and shall be subject to the penalties and enforcement of Chapter 34.

C. REVOCATION

The Planning Commission may revoke a site plan approval in accordance with Section 25.30 E if there is a violation of the site plan approval or this Ordinance.

SECTION 26.60 AMENDMENTS

A. MINOR SITE PLAN AMENDMENT PROCESS

1. **Authority.** If site plan changes are determined to be minor per Section 26.20 B, the Zoning Administrator shall review all details of the application and submittal to confirm compliance with all applicable zoning requirements and to ensure the satisfaction of site plan approval standards (Section 26.40).
2. **Process.** The application shall be reviewed in accordance with the following process in Figure 26-2:

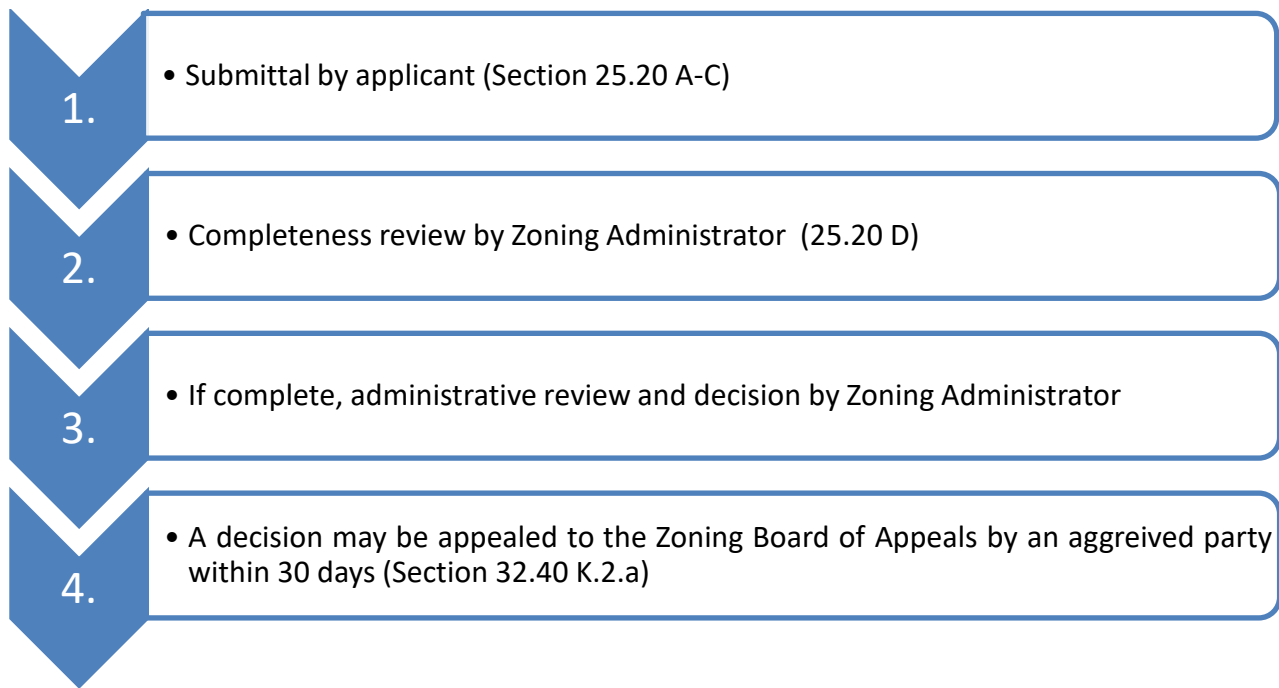


Figure 26-2 Process for Administrative Review of Minor Site Plan Amendments

3. Administrative Review and Decision. Decisions of the Zoning Administrator shall be documented in writing.

B. MAJOR AMENDMENTS

See 26.30 B.

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