

## ARTICLE TEN – SITE PLAN REVIEW

### 1000 INTENT

The intent of Article Ten is to provide an understandable Site Plan review process that is fair for the Applicant, affected neighbors, and the Township. This Article provides a process for the Planning Commission and/or Zoning Administrator to collaborate with an Applicant to help ensure that the Applicant meets the provisions of this Ordinance with minimal adverse effect on the natural environment, shores, Streets and Private Roads, infrastructure, and existing and future uses of property in the immediate vicinity. This Ordinance therefore requires that Site Plans include the documents, information and drawings necessary to address whether a proposed land use or activity is in compliance with applicable ordinances and statutes and the intent and purpose of this Ordinance.

### 1001 APPLICABILITY AND SCOPE

- A. A **Basic Site Plan** shall be required for new Single-Family Dwellings, new Two-Family Dwellings, additions to Single-Family or Two-Family Dwellings, or construction or placement of Accessory Buildings over two hundred (200) square feet in area. The Basic Site Plan shall be subject to Zoning Administrator review. Basic Site Plans shall comply with Section 1003.
- B. A **Detailed Site Plan** shall be required for any other permitted use not addressed in subsection (A) above and any Special Land Use, including a Planned Unit Development. The Detailed Site Plan shall be subject to Planning Commission review. Detailed Site Plans shall comply with Section 1003 and shall be designed and prepared by a registered professional architect, landscape architect, engineer, land surveyor, or planner.

### 1002 REQUIRED SKETCH PLAN REVIEW

Preliminary sketches of proposed site and development plans shall be submitted for review to the Zoning Administrator, Department of Public Works, Fire Chief, and Building Official prior to official review and approval. The purpose of such procedure is to allow discussion between an Applicant and the Zoning Administrator to better inform the Applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for Site Plan approval. Such sketch plans shall, at a minimum, include the following:

- A. The name and address of the Applicant or developer, including names and addresses of any officers of a corporation or partners of a partnership, together with telephone numbers and email addresses;
- B. Legal description, property Lot number, and Street or Private Road address of the subject Lot; and

- C. Sketch plans showing tentative site and development plans, produced on a scaled drawing illustrating existing and proposed Structures, Lot boundaries, natural features, environmental impacts to site, and all improvements, easements, Streets, Private Roads and sidewalks; and

The Zoning Administrator shall not be bound by any comments or observations made pertaining to a sketch plan.

**1003 SITE PLAN CONTENT**

Table 1003 shall apply to both Basic Site Plans and Detailed Site Plans. The Zoning Administrator or the Planning Commission may waive any item in Table 1003 if the Zoning Administrator finds that the item is not reasonably related to the proposed development. Moreover, the Zoning Administrator or Planning Commission may require the submittal of additional information as necessary to aid in the review of the application. A blank cell indicates the item is not required.

| <b>Table 1003. Site Plan Submittal Requirements</b>   |                 |                    |
|---|-----------------|--------------------|
|   | Required for    |                    |
|   | Basic Site Plan | Detailed Site Plan |
| <b>A. Application Information</b>   |                 |                    |
| Completed application form  | ✓               | ✓                  |
| Application fee and escrow, if applicable   | ✓               | ✓                  |
| Street or Private Road address and legal description of the property  | ✓               | ✓                  |
| Dimensions of land and total and net acreage (minus rights-of-way and submerged land)   | ✓               | ✓                  |
| Zoning on the site and all adjacent properties  | ✓               | ✓                  |
| Written description of the proposed project or use, and name of proposed development  | ✓               | ✓                  |
| Name, telephone number, fax number, email address, and address of the professional individual, if any, responsible for the preparation of the Site Plan                                       | ✓               | ✓                  |
| Name, telephone number, fax number, email address, and address of the Applicant   | ✓               | ✓                  |
| Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land such as an option or purchase contract  | ✓               | ✓                  |
| <b>B. Site Plan Information</b>   |                 |                    |
| Name of the development   |                 | ✓                  |
| 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 | ✓               | ✓                  |
| Location map drawn to a separate scale with north-point, showing surrounding Streets and Private Roads, water, Zoning Districts and Lots within a quarter-mile                                |                 | ✓                  |
| Name, telephone number, fax number, email address, and address of the Applicant and the plan preparer   | ✓               | ✓                  |

| <b>Table 1003. Site Plan Submittal Requirements</b>  |                 |                    |
|--|-----------------|--------------------|
|  | Required for    |                    |
|  | Basic Site Plan | Detailed Site Plan |
| Location and dimensions of Lot lines   | ✓               | ✓                  |
| <b>C. Utilities</b>  |                 |                    |
| Location of sanitary sewer lines and septic systems, existing and proposed   | ✓               | ✓                  |
| Location and size of existing and proposed water mains, well sites, water service, storm sewer loads, and fire hydrants                                    | ✓               | ✓                  |
| Storm drainage details, including retention/detention calculations and drains  |                 | ✓                  |
| Location of above and below ground gas, electric and telephone lines, existing and proposed  |                 | ✓                  |
| Location of transformer and utility boxes  |                 | ✓                  |
| Refuse and service areas   |                 | ✓                  |
| Written narrative on-location, availability and compatibility of utilities   | ✓               | ✓                  |
| <b>D. Natural and Built Features</b>   |                 |                    |
| Location, size and type of present Buildings or Structures to be retained or removed   | ✓               | ✓                  |
| Location of all proposed Buildings and Structures  | ✓               | ✓                  |
| Preliminary architectural sketches and a general statement as to the type of construction and materials to be used in the proposed Buildings or Structures | ✓               | ✓                  |
| Height and square footage of Buildings and Structures  | ✓               | ✓                  |
| Location of existing Structures on land immediately adjacent to the site within one hundred (100) feet of the site's Lot lines                             |                 | ✓                  |
| Existing and proposed Streets, Private Roads, Shared Residential Driveways, Maneuvering Aisles, and Parking Lots   |                 | ✓                  |
| Loading and unloading facilities   |                 | ✓                  |
| Staging area for Building equipment  |                 | ✓                  |
| Percentage of Impervious Surface area, including rooftop area and non-porous pavement  |                 | ✓                  |
| Screening and buffering with reference to type, dimensions and character   |                 | ✓                  |
| Proposed landscaping in accord with Article Six  |                 | ✓                  |
| Topographical features including contour intervals no greater than five (5) feet, including existing and proposed grades.                                  |                 | ✓                  |
| Ditches, wetlands, flood plains, and water courses   | ✓               | ✓                  |
| Ground cover and other pertinent physical features of the site such as trees   | ✓               | ✓                  |
| Bike racks   |                 | ✓                  |
| Exterior lighting and Signs, including a photometric layout for any Detailed Site Plan   | ✓               | ✓                  |
| Rights-of-way and walkways   | ✓               | ✓                  |
| Construction Zone  | ✓               | ✓                  |
| Dumpsters or Refuse Containers   | ✓               | ✓                  |

| <b>Table 1003. Site Plan Submittal Requirements</b>   |                 |                    |
|---|-----------------|--------------------|
|   | Required for    |                    |
|   | Basic Site Plan | Detailed Site Plan |
| <b>E. Additional information required for Site Condominium Projects, Two-Family Dwellings, and Multi-Family Dwellings</b>                                   |                 |                    |
| The number and location of each type of Dwelling Unit (one bedroom units, two bedroom units, etc.);   | ✓               | ✓                  |
| Density calculations by type of Dwelling Units (Dwelling Units per acre);   | ✓               | ✓                  |
| Garage and/or carport locations and details, if proposed;   |                 | ✓                  |
| Mailbox clusters;   |                 | ✓                  |
| Location, dimensions, floor plans and elevations of common Building(s), if applicable;  |                 | ✓                  |
| Swimming Pool fencing detail, including height and type of fence, if applicable;  |                 | ✓                  |
| Location and size of recreation and Open Space areas;   |                 | ✓                  |
| Indication of type of recreation facilities proposed for recreation area;   |                 | ✓                  |
| Master deed and bylaws, if applicable, and  |                 | ✓                  |
| Design standards, if applicable   |                 | ✓                  |
| <b>F. Other required information</b>  |                 |                    |
| Maintenance agreement, when applicable  |                 | ✓                  |
| Easements, when applicable  |                 | ✓                  |
| The period of time within which the project will be completed   | ✓               | ✓                  |
| Proposed staging of the project, if any   | ✓               | ✓                  |
| Delineation of the one hundred (100) year flood plain and any proposed uses therein.  |                 | ✓                  |
| A description of all aspects of the plan which might have an adverse effect on public health, safety and welfare  | ✓               | ✓                  |
| Method of financing and commitments, or other proof of ability to obtain financing  |                 | ✓                  |
| Additional information which the body or official reviewing and approving the Site Plan may request which is reasonably necessary to evaluate the Site Plan | ✓               | ✓                  |

## 1004 APPLICATION PROCEDURE

### A. Submittal Requirements.

1. Basic Site Plan: If a project qualifies for Basic Site Plan review under Section 1001, three (3) copies shall be submitted to the Zoning Administrator. Table 1003 includes the data that shall be included with and as part of the Basic Site Plan submitted for review, unless deemed unnecessary by the Zoning Administrator.
2. Detailed Site Plan. A Detailed Site Plan shall be required for all uses other than those that are required to submit a Basic Site Plan. Detailed Site Plans for any project reviewed by the Planning Commission shall include twelve (12) copies of all required information, including application form, as well as one (1) disk with a .pdf file of the Site Plan, and one (1) eleven (11) inch by seventeen (17) inch reduced copy of the Site Plan. It shall be

prepared by an engineer, architect, landscape architect or planner licensed to work in Michigan and shall include and illustrate at a minimum the requirements found in Table 1003, unless deemed unnecessary by the Zoning Administrator or the Planning Commission. Detailed Site Plans which are reviewed and approved by the Zoning Administrator shall include five (5) copies of all required information including application form, as well as one (1) disk with .pdf file of the Site Plan, and one (1) eleven (11) inch by seventeen (17) inch reduced copy of the Site Plan.

- B. **Completeness Determination.** Upon receipt of a submitted application and Site Plan, the Zoning Administrator shall review the plan to determine its completeness. If the submittal is incomplete, the Zoning Administrator shall provide the Applicant with a list of items needed to make the submittal complete.
1. **Basic Site Plan.** If a Basic Site Plan is found to be complete, the Zoning Administrator shall review the Basic Site Plan in accordance with Section 1005, Review Criteria, and approve or deny the application accordingly. The Applicant and the Zoning Administrator shall Sign an approved Basic Site Plan, and a copy shall be kept on file in the Township Offices for future review and enforcement.
  2. **Detailed Site Plan.** If a Detailed Site Plan is found to be complete, the Zoning Administrator shall record the date of receipt and transmit copies thereof to each of the Planning Commissioners; and to other Township personnel or other area review agencies as necessary. At least one (1) copy shall be retained in the Zoning Administrator's office. A complete Detailed Site Plan shall be reviewed in a timely manner. A Planning Commission meeting shall be scheduled for a review of the application, Detailed Site Plan, and the recommendation of the Zoning Administrator. Members of the Planning Commission shall be delivered copies of the same prior to the meeting for their preliminary information and study. The meeting shall be held within a reasonable time after receipt of the complete Detailed Site Plan and completed application. After conducting a review of the Detailed Site Plan, the Planning Commission shall approve, approve conditionally or reject the Detailed Site Plan, as it pertains to requirements and standards contained in this Ordinance, including Section 1005.
- C. **Sustainable Community Assessment and Review.** For proposed Planned Unit Developments, Single-Family, Two-Family, Multi-Family or Mixed Use Subdivisions or Site Condominiums, commercial uses, and industrial uses, the Township shall consider the Sustainable Community Assessment (SCA) as part of the overall review and approval process. Applications shall not be wholly approved or denied based on the score of the SCA, but the SCA shall be used in conjunction with general approval criteria and to promote long-term economic vibrancy, strong neighborhoods and protection of significant natural features. The Sustainable Community Assessment is contained in Article Thirteen.
- D. **Conditions.** In approving a Basic or Detailed Site Plan, the Zoning Administrator or Planning Commission may impose and attach such conditions and restrictions and require such improvements as shall be determined to be necessary or appropriate. Any conditions

shall be stated in writing and provided to the Applicant. Any conditions imposed on the application and Site Plan shall:

1. Be designed to protect natural resources; the health, safety, welfare, and social and economic wellbeing of residents and users of the land use or activity under consideration 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; and
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, and be necessary to insure compliance with those standards.

E. Financial Guarantees. To insure compliance with this Ordinance and any conditions imposed thereunder, the Zoning Administrator or Planning Commission granting approval of a Site Plan may require a financial guarantee to consist of a cash deposit, certified check, irrevocable bank letter of credit or surety bond acceptable to the Township covering the estimated cost of the improvements associated with the project for which Site Plan approval is sought. The financial guarantee shall be deposited with the Clerk of the Township to insure faithful completion of the improvements. The financial guarantee shall be deposited at the time of the issuance of the permit authorizing the project for which Site Plan approval is sought. In the case of a cash deposit, the body or official approving the Site Plan shall rebate portions of the cash deposit to the depositor, upon request, in reasonable proportion to the ratio of work completed on the required improvements as work progresses. For purposes of this Section, the word "improvements" is defined to mean those features and actions associated with the project which are considered necessary by the body or official granting Site Plan approval, to protect natural resources, or the health, safety and welfare of the residents of the Township and future users or inhabitants of the project for which Site Plan approval is sought and the area surrounding such project, including Streets, Private Roads, lighting, utilities, sidewalks, screening and drainage. Improvements do not include the entire project for which Site Plan approval is sought.

F. Special Studies or Research. For complex Site Plans or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a Detailed Site Plan.

1. An Environmental Assessment shall be a summary review of the environmental impacts of a project in accordance with the following standards.
  - a. The purpose of the Environmental Assessment shall be:
    - i. To provide relevant information to the Zoning Administrator or Planning Commission on the potential environmental impact of applications for Special Land Use permits for substantial projects that may have an impact on the natural, social and economic environment of the Township;
    - ii. To inject into the developer's planning process consideration of the characteristics of the land and the interests of the community at large; and

- iii. To facilitate participation of the citizens of the community in the review of substantial developments.
- b. Guidelines. When required by the Planning Commission or the Zoning Administrator pursuant to this Section, an Applicant shall prepare an Environmental Assessment in accordance with these guidelines. An Environmental Assessment is not an Environmental Impact Statement, but rather a summary review of the site in question considering the past and present land uses and the proposed development. The analysis is intended to determine how the proposed development will meet the goals of the community as they are expressed in the Site Plan. The complexity of the Environmental Assessment will depend on the scope of the project and the magnitude of the potential impact. In preparing the Environmental Assessment, judgment should be exercised to keep the form and extent of responses in proportion to the scope of the project. Each answer is to be as brief as practicable, although the Planning Commission or Zoning Administrator may request further elaboration. The Planning Commission or Zoning Administrator may waive elements of these guidelines as either not applicable or previously addressed in other submittals, on a case-by-case basis. All information must be submitted in the following format and shall not merely reference a study or report completed previously, rather whenever possible, the Environmental Assessment report shall incorporate a summary of the findings of such study or report in addition to such cross-references. In addition, any cross-referenced study or report shall be submitted with the Environmental Assessment.
- c. Content. The following material shall be included or addressed in the Environmental Assessment, unless specifically waived by the Zoning Administrator or Planning Commission as not applicable.
  - i. A description of the site in its current condition. This shall indicate any Buildings to be preserved and those to be removed along with an indication of what will be done with the demolition debris. This must also include information on:
    1. Flora and fauna (be sure to list any endangered species on-site);
    2. General topography and drainage patterns including any regulated features such as Wetlands, high risk erosion areas or other features;
    3. Adjacent waterways;
    4. Existing wells, approximate depth and use.
  - ii. A description of any asbestos abatement proposed for the site. If applicable, this shall include a description of the method to be sure this material does not get into the surrounding area.
  - iii. A description of any existing contamination on-site. This should include a description of the nature of the contamination on-site and what will be done on this project to mitigate or contain it, including the proposed methodology and any State or Federal regulatory agency reviews that may apply. If the project includes work that may disturb or displace existing contaminated soils or water, this should include a description of proposed methods to contain or dispose of the generated waste.

- iv. If the proposed project will impact any coastal areas or floodplain or involve riparian work along adjacent waterways, a description of the proposed work and the methodology proposed to protect waterways shall be provided.
  - v. A description of the existing soils on-site and as to the suitability of these soils for the proposed use.
  - vi. A description of any historical or archeological Significance associated with the site. If any such areas are present, this shall include a description of methods to protect and preserve any historic or archeological resources.
  - vii. A description of any emissions from the proposed development as it relates to air quality. If any emissions are proposed, this shall include a description of each constituent and the effects of each constituent to nature and human life.
  - viii. A description of any Hazardous Materials or waste to be stored on-site. This shall include a description of proposed methods to contain such materials and prevent any migration into adjoining soils or groundwater or into the atmosphere.
  - ix. A description of any storm water or process water discharges from the site. This shall include a characterization of such discharge in terms of the quantity, quality and chemical constituents and temperature and a description of the possible effects this discharge may have on the receiving waters.
  - x. If a Federal, State, or local regulatory authority has conducted an Environmental Assessment, Environmental Impact Statement, or a preliminary assessment/site inspection or environmental survey of the site, a brief description of the findings and provide a copy of the report or results.
  - xi. A description of the anticipated noise levels to be generated at all Lot lines of the proposed use. This shall include a description of measures proposed to mitigate noise.
  - xii. A description of the anticipated traffic to be generated by the proposed use.
  - xiii. A description of plans for site restoration after construction.
  - xiv. A description of methods to handle sanitary waste for the project both during construction and after completion.
  - xv. A description of how potable water will be provided to the site. If any on-site wells are proposed or any lake-draw systems are proposed for the project, this shall include a description of the type of well or lake draw system, any regulatory requirements that may apply and the status of such regulatory approval.
  - xvi. A description of any additional items as needed to relay the potential environmental impacts of the proposed project.
- d. The individual preparing the Environmental Assessment must Sign and seal (if prepared by a registered engineer, land surveyor, community planner or landscape architect) the submitted document.
2. Traffic Impact Study. The Zoning Administrator or Planning Commission may require that a traffic impact study completed by qualified professional be prepared as an attachment to a Site Plan submitted for any development in the Township meeting the requirements of this Section. The purpose of this Section is to set forth the standards to be used by the Zoning Administrator or Planning Commission in requiring the



submission of such a traffic impact study, the required minimum content of such a study and the standards and procedures for the review of its findings.

- a. Description. A traffic impact study shall include an analysis of the existing traffic conditions on the roadway network in the vicinity of a proposed project, including any accident history, average speeds, average daily and peak hour traffic volumes and levels of service of all key Street and Private Road segments and intersections. The study shall further indicate the effect of a proposed development on adjacent Streets and Private Roads and intersections and indicate the anticipated points of origin, direction and volume of traffic flow to and from the proposed development. The study shall be prepared by either a registered professional engineer (P.E.) or transportation planner with at least five (5) years of experience preparing traffic impact studies in Michigan. The study shall include a summary of the qualifications and documented experience of the author and specifically describing experience in preparing traffic impact studies in Michigan. If the traffic impact study involves geometric design recommendations, the study shall be prepared or supervised by a registered engineer with a strong background in traffic engineering.
- b. Criteria for Requiring a Traffic Impact Study. The Zoning Administrator or Planning Commission may require that a traffic impact study be prepared as an attachment to a Site Plan for any proposed commercial, industrial, residential or Mixed Use development which has the potential to significantly increase traffic volumes on the surrounding Street or Private Road network. In determining the level of potential impact, the Zoning Administrator or Planning Commission shall consult appropriate planning and engineering texts including, but not limited to, *Trip Generation*, published by the Institute of Transportation engineers and may seek the counsel of other professionals with experience with developments similar to that proposed. A traffic impact study may be required under this Section when, in the judgment of the Zoning Administrator or Planning Commission, the proposed development will result in an increase of either the average daily traffic or the peak hour traffic equal to or greater than ten (10) percent of the current traffic volume on the adjoining Street or Private Road.
- c. Required Study Content. In general, a required traffic impact study shall document existing conditions on the existing Street or Private Road network, including all intersections within one (1) mile of the proposed development, including average daily traffic and peak hour volumes in all directions, existing turning movements, levels of service, average traffic speeds and accident history. Existing pedestrian and non-motorized traffic volumes shall also be estimated. The traffic impact study shall project the impact of the proposed development on the Street or Private Road network, including all intersections within one (1) mile of the proposed development, including projected average daily traffic and peak hour volumes in all directions, anticipated turning movements and anticipated levels of service. Anticipated impacts on pedestrian and non-motorized traffic volumes shall also be projected. The following specific elements shall be addressed in a required traffic impact study, unless specifically waived by the Zoning Administrator or Planning Commission.

- i. A narrative summary shall be placed at the beginning of the report, including, but not limited to:
  1. The Applicant and project name;
  2. A location map;
  3. The size and type of development; and
  4. Generated traffic volumes based on type and size of land use which are compatible with those listed in the Institute of Transportation engineers - publication, Trip Generation (current edition).
- ii. Project phasing identifying the year of development activities per phase and proposed access plan for each phase shall be included.
- iii. A transportation system inventory shall be included, describing the physical, functional and operational characteristics of the study area highway system and, where appropriate, locating transit services. The description should provide, where pertinent, data on:
  1. peak-hour volumes (existing and projected);
  2. number of lanes;
  3. cross-section;
  4. intersection traffic signals and configuration;
  5. traffic Signal progression;
  6. percentage of heavy trucks;
  7. adjacent access point locations;
  8. jurisdiction; and
  9. grades
- iv. A plan shall be included showing proposed Streets and Private Roads per phase for each access. Driveway design and roadway improvements shall meet Michigan Department of Transportation (MDOT) or Township standards and guides.
- v. Capacity analysis shall be performed at each access point. The Township's preference is the use of Highway Capacity Software, (HCS 2000), or a later version thereof. Default values shall not be used when actual values are reasonably available or obtainable. The interaction of conflicting traffic movements shall be addressed in the traffic impact study. Any proposed Signalized access within one (1) mile of an existing Signalized intersection shall be analyzed in coordination with the existing Signal timing. A time-space diagram should also be included.
- vi. A traffic impact study shall include an analysis of conditions with and without the proposed development on the existing system, and with the proposed development for both existing and projected traffic volumes. The traffic volumes for the development shall assume a total build out. The completed analysis shall be summarized in a table showing all the Measures of Effectiveness (MOE) for all of the above conditions.
- vii. Required operational changes shall be part of the Site Plan review and any access permit approval process.

- d. Evaluation and Criteria. As general criteria, the existing Street or Private Road network and all access points to a proposed development shall be demonstrated to be fully capable of accommodating the increased average and peak hour traffic anticipated. In the event the anticipated level of service on any Streets or Private Road segment or intersection is shown to decline, the traffic impact study shall present alternative approaches proposed to manage anticipated traffic without such decline.
  - e. The Zoning Administrator may be provided to the Township engineer, Planner and any independent traffic engineer or transportation planner to review and comment on any traffic impact study prepared pursuant to this Section. The cost of any such review shall be borne by the Applicant.
3. Market Study. For unique development proposals, projects that may entail some financial expense or risk on the part of the Township or projects that may, in the judgment of the Planning Commission or Zoning Administrator, fundamentally alter the character of the community, the Planning Commission or Zoning Administrator may require a market study to demonstrate a reasonable expectation that a market exists for a proposed development. Such a study shall be prepared in accord with this Section.
- a. Description. A market study shall be a detailed and documented analysis of the existing and projected economic conditions in the community that may impact both the proposed demand for the products or services to be generated on a site and the impact on other potentially competing businesses and services in the community that may result from the proposed development.
  - b. Content. Unless specifically waived by the Zoning Administrator or Planning Commission, a market study shall include the following elements:
    - i. An executive summary which outlines the key findings of the study;
    - ii. The background for the study including both project background and the methodology and approach used;
    - iii. An overview of the market area including area demographic information and a description of the transportation and service infrastructure that would serve the proposed development;
    - iv. A trade area delineation describing the likely geographic area that may be influenced by the proposed development along with detail on the methodology used in defining the trade area;
    - v. A market feasibility analysis that defines the supply of competing facilities existing and planned in the marketplace, the inventory of alternative sources of supply or services that may compete with the proposed development and the demand for the products and services to be provided by the proposed development (this shall include a supply/demand gap analysis and a description of the ways in which the proposed development may address the gap defined); and
    - vi. The credentials of the author(s) of the market study.
  - c. Evaluation. The Zoning Administrator or Planning Commission or both shall review the market study to be satisfied that there is a reasonable expectation that the

proposed development will meet with economic success without creating excessive dislocations within the existing marketplace.

#### **1005 REVIEW CRITERIA**

In addition to any standards or requirements specified in other Sections of this Ordinance which are relevant to the project for which Site Plan approval is sought, the following standards shall be considered in reviewing and approving Site Plans:

- A. All elements of the Site Plan shall be harmoniously and efficiently organized in relation to topography, the size and type of Lot, the character of adjoining property and the type and size of Buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- B. The landscaping and other existing natural features on the site shall be preserved in their natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas and existing drainage patterns.
- C. Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties or surface or groundwater resources.
- D. The Site Plan shall provide reasonable, visual and sound privacy for all Dwelling Units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- E. All Buildings or groups of Buildings shall be so arranged as to permit emergency Vehicle access by some practical means to all sides.
- F. Every Structure or Dwelling Unit shall have access to a Street, Private Road, walkway or other area dedicated to common use.
- G. A pedestrian circulation system shall be provided which is insulated as completely as reasonably possible from the vehicular circulation system.
- H. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential properties or Streets, shall be screened, by a vertical screen consisting of structural (fence) or plant materials no less than six (6) feet in height.
- I. Exterior lighting shall be so arranged that it is deflected away from adjacent properties, so that it does not impede the vision of traffic along adjacent Streets or Private Roads. Lighting shall further be arranged in a manner that is Night Sky Friendly Lighting and shall provide reasonable site illumination without adverse light pollution. Flashing or intermittent lights shall not be permitted.

- J. The Site Plan shall be consistent with the intent and purpose of this Ordinance and the Community Master Plan.
- K. Whether the proposed Site Plan furthers the Township's desire for sustainable development.
- L. All outdoor storage areas utilized in connection with non-residential activities shall be enclosed by a solid fence or wall of not less than six (6) and no more than ten (10) feet in height which is adequate to conceal such facilities from adjacent properties and from public view.
- M. The exact size and placement of Construction Zones will be determined by the Planning Commission or the Zoning Administrator during the Site Plan review or the permit process, but will include, at a minimum, the following areas:
  - 1. The Building footprint(s) plus a maximum area of twenty-five (25) feet surrounding the footprint(s) and a twenty-two (22) feet wide driveway access for all principal Building(s) on the Lot;
  - 2. Streets and utility easements; and
  - 3. Designated areas that must incur Protected Tree losses due to engineering requirements, such as but not limited to utilities, swales, site grading, stormwater systems, paved areas or other regulatory requirements.
- N. The Site Condominium Project shall meet the General Review Standards of Section 326.

**1006 CONFORMITY TO APPROVED SITE PLANS**

Where a Site Plan has been approved for any project, a Building permit issued shall provide that the development be completed in accordance with the approved Site Plan and failure to conform to with such Site Plan shall be a violation of this Ordinance and cause for revocation of the Building permit.

**1007 TERM OF APPROVAL OF THE SITE PLAN**

Each Site Plan shall be under construction within one (1) year after the date of approval of the Site Plan, except as noted in this Section.

- A. The Planning Commission may grant one (1) extension of up to an additional one (1) year period provided:
  - 1. The Applicant applies for such extension prior to the date of the expiration of the Site Plan approval and provided that:
  - 2. The Applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the Applicant; and
  - 3. The Site Plan requirements and standards, including those of this Ordinance and the Community Master Plan, that are reasonably related to the development have not changed.

- B. If construction is not underway and no Building permit has been issued under the current Michigan Building Code within the original approval time period or within the approved extension time period, the Site Plan approval shall be null and void.
- C. An Applicant may apply to renew a Site Plan after expiration as long as a new application has been submitted to the Township and the Site Plan receives full review as required by this Chapter.
- D. Any Site Plan which has been approved by the Township as of the effective date of this Ordinance, but for which Site Plan construction is not underway and no Building permit has been issued under the current Michigan Building Code within one (1) year after that effective date or within any approved extension time period, the Site Plan approval shall be null and void.

#### **1008 AMENDMENT TO THE SITE PLAN**

- A. Minor changes may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design and character of the Site Plan, nor any specified conditions imposed as part of the original approval. Minor changes shall include but not necessarily be limited to the following:
  - 1. Reduction of the size of any Building or Sign or both;
  - 2. Movement of Buildings or Signs or both by no more than ten (10) feet;
  - 3. Landscaping approved in the Site Plan that is replaced by similar landscaping to an equal or greater extent;
  - 4. Changes in floor plans, of up to five (5) percent of the total Floor Area, which do not alter the character of the use or increase the amount of required parking;
  - 5. Internal rearrangement of a Parking Lot, or changes to the number of Parking Spaces provided by not more than ten (10) percent;
  - 6. Changes required or requested by the Township, the County, or other State or Federal regulatory agency in order to conform to other laws or regulations; and
  - 7. Change of phases or sequence of phases, only if all phases have received final approval.
- B. A proposed change not determined by the Zoning Administrator to be minor shall be submitted as an amendment to the Site Plan and shall be processed in the same manner as the original Site Plan application.

#### **1009 APPEALS**

Any person claiming to be aggrieved by a decision granting or denying Site Plan approval shall have the right to appeal the decision to the Board of Appeals. This right of appeal shall be the exclusive remedy available to the aggrieved party and written notice of appeal shall be filed with the Township Clerk within ten (10) days of the decision of the Planning Commission.