

CHAPTER 32
SITE PLAN REVIEW

SECTION 32.01 PURPOSE The intent of these regulations is to provide for consultation and cooperation between the developer and the Township Planning Commission so that both parties might realize maximum utilization of land and minimum adverse effects upon the surrounding land uses consistent with the requirements and purposes of this ordinance. As used in this ordinance, "Site Plan" includes those documents and drawings required to insure that the proposed land use or activity complies with applicable law.

SECTION 32.02 SITE PLAN REVIEW REQUIRED A site plan shall be submitted for approval by the Planning Commission for any use or development permitted in the R-3, R-4, C-1, C-2, C-3, C-4, C-5, O, LI, I, PE, and PUD zones. Further, such site plan approval is required for any use or development for which the submission of a site plan is required by any provision of this Ordinance.

SECTION 32.03 SITE PLAN APPROVAL REQUIREMENTS Except as hereinafter provided, no permit shall be issued for any form of construction except in accordance with an approved site plan. No occupancy permit shall be granted until all improvements shown on an approved site plan have been completed, and all conditions imposed upon the approved site plan shall have been satisfied or a satisfactory financial guarantee as determined by the Township shall be provided.

SECTION 32.04 APPLICATION FOR SITE PLAN REVIEW Unless waived by the Planning Commission as not being necessary, site plans shall include all the requirements herein described. The Community Development Department may deny acceptance of any application until such time as these requirements are fulfilled. The request for Site Plan Approval shall include the following:

- A. Application. Each site plan submitted for Site Plan Review shall be accompanied by an application on a form provided for such purpose. The application shall, at a minimum, include the following information:
 - 1. Name, address, and telephone number of the applicant and the owner of the land, if different than the applicant.
 - 2. Address of property.
 - 3. Name of the proposed development.
 - 4. Detailed statement of intent of the proposed use.
 - 5. Zoning classification of the site.

- B. Site plan. Fifteen copies of the site plan, drawn to a minimum scale of 1 inch to 50 feet, shall be submitted. Site Plans shall be dated with any subsequent revisions noted. Each site plan shall indicate the following:
 - 1. Name, address, and telephone number of the applicant.
 - 2. A vicinity map showing the relationship of the site to the surrounding area.
 - 3. Scale of drawing.
 - 4. North arrow.
 - 5. Topography with contour lines at not more than five foot intervals.

6. Property lines and dimensions.
 7. On-site traffic circulation including location and number of parking spaces.
 8. The location, size, height, shape, lighting, and appearance of existing and proposed signs, including a drawing of any proposed sign.
 9. The location of access drives and roads including deceleration and acceleration lanes where required by ordinance or highway authority.
 10. The location of access drives and roads on abutting properties within one hundred feet of the site and an indication as to how interconnections might be made to eliminate unnecessary curb cuts.
 11. The location and sizes of all existing and proposed pedestrian walks, fences, and similar items.
 12. A landscaping plan of the site, including greenbelts if required.
 13. An indication of the adjoining land uses and zoning classifications.
 14. Location and size or capacity of all existing and proposed public utilities.
 15. Location and size or capacity of all existing and proposed storm drainage facilities.
 16. Proposed phases of development.
 17. Location of exterior lighting.
 18. Trash receptacle location and method of screening.
 19. Front, side, and rear yard dimensions.
 20. Location, intended use, and dimensions of existing and proposed buildings and other structures, including any below ground structures.
 21. Location of ponds, rivers, creeks, drainage courses, wooded areas, flood plains, and wet lands.
- C. Multiple family development site plans shall, in addition to "B" above, indicate the following:
1. Site acreage figures.
 2. Density calculations by unit and by bedroom.
 3. Designation of units per building.
 4. Location and sizes of carports and/or garages.
 5. Details of community building and recreational facilities and areas.
- D. Office, Commercial, and Industrial Development site plans shall, in addition to "B" above, indicate the following:

1. Loading, unloading areas.
 2. Total floor area.
- E. A site plan shall not be necessary for issuing permits in the following circumstances:
1. Construction of a one or two-family dwelling.
 2. Construction solely on the interior of a building that does not increase useable floor area.
 3. Construction or erection of retaining walls, fences, refuse containers, sidewalks, lights, and cooling, heating, or mechanical equipment when located on a building or occupying a ground area of less than 100 square feet.

SECTION 32.05 ACCESS STANDARDS/REQUIREMENTS

- A. General Requirements:
1. Each lot shall be permitted to have one driveway provided the spacing requirements of this section can be achieved. Additional driveways may be permitted by the Planning Commission for any site, providing the spacing and alignment criteria listed below are met, and a traffic impact study is completed which justifies an additional driveway.
 2. The Planning Commission may permit two one-way driveways rather than a single dual movement driveway for particular uses where safer, more efficient circulation and function for the drives can be demonstrated.
 3. The applicant shall submit evidence indicating that the sight distance requirements of the Kent County Road Commission are met.
 4. Driveways shall be located to minimize interference with the free movement of traffic, to provide adequate sight distance, and to provide the most favorable driveway grade.
 5. For the driveway accessing a county primary or state highway, there must be enough on-site storage to accommodate at least five queued vehicles waiting to park or exit in order to minimize the possibility of waiting vehicles creating a conflict with street traffic movement.
 6. Provisions for circulation between adjacent lots should be provided through coordinated and/or joint parking systems, or other methods, determined at the time of the site plan review.
 7. Driveway entrances must be able to accommodate all vehicle types having occasion to enter the site, including delivery vehicles.
 8. Driveway placement should be such that loading and unloading activities will not hinder vehicle ingress or egress.
 9. For high traffic generators, or for commercial driveways along 10 Mile Road, the Planning Commission may require two egress lanes.

10. A boulevard entrance must comply with the design requirements of the Kent County Road Commission.
- B. Driveway Spacing Standards For Uses Other Than Single Or Two Family Dwellings.
1. Minimum spacing between two driveways along 10 Mile Road shall be 230 feet measured from centerline to centerline.
 2. Minimum spacing requirements between a proposed driveway and a side street intersection either adjacent or on the opposite side of the street shall be at least 230 feet. Such distance may be reduced to 125 feet where a channelized driveway restricting left turns from the site is proposed. Measurements are from the near edge of the proposed driveway, measured at the throat perpendicular to the street, to the near lane edge of the intersecting street or pavement edge for uncurbed sections.
 3. To reduce left-turn conflicts, new driveways shall be aligned with those across the roadway where possible. If alignment is not possible, driveways shall be offset a minimum of 230 feet along 10 Mile Road, measured centerline to centerline. Greater offsets may be required depending on the expected inbound left-turn volumes of the driveways.
 4. For sites with insufficient street frontage to maintain the above spacing requirements, the Planning Commission may require construction of the driveway along a side street, a shared driveway with an adjacent property, construction of a driveway along the property line farthest from the intersection or require a service road. If these design options cannot be achieved, the Planning Commission may modify the driveway spacing standards so as to allow reasonable access provided such driveway does not create an unsafe traffic condition.
- C. Shared Driveways, Frontage Roads And Service Drives for Other Than Single Or Two Family Dwellings:
1. A shared driveway should be located so the midpoint of the driveway is on the property line. Owners of the properties shall execute and record a document to provide for joint use and maintenance.
 2. Service roads shall generally be parallel or perpendicular to the front property line and may be located either along the side or behind principal buildings. Where site constraints prohibit the development of a rear service drive, the Planning Commission may permit a front service drive. In considering the most appropriate alignment for a service road, the Planning Commission shall consider the setbacks of existing buildings, anticipated traffic flow for the site and the 10 Mile Road Corridor Plan.
 3. The service road shall be within an access easement permitting traffic circulation between properties. This easement shall be a minimum of 40 feet wide.
 4. The service road easement shall be setback a minimum of 25 feet from the required right-of-way to allow for snow storage and landscaping.

5. Where a service road intersects 10 Mile Road, the edge of the service road parallel to 10 Mile Road shall be setback a minimum of 60 feet from the edge of the 10 Mile Road pavement to allow for vehicle stacking.
6. Service roads shall have a base, pavement and curb with gutter in accordance with Kent County Road Commission standards for public streets, except the width of the service road shall have a minimum pavement width of 24 feet.
7. The service road is intended to be used exclusively for circulation, not as a parking or maneuvering aisle. The Planning Commission may require the posting of "no parking" signs along the service road.
8. The Planning Commission may approve temporary driveways where a continuous service road or shared driveway is not yet available. A performance bond or escrow shall be set up to ensure elimination of temporary access when the service road or shared driveway is provided. At such time as the permanent service road or shared driveway is completed, the site shall connect to the service road or shared driveway and the temporary drive shall be closed.
9. Each property owner shall be responsible for maintenance of the easement and service drive.

SECTION 32.06 PROCEDURE The submission of site plans, when required and applicable, shall be processed in accordance with the following procedures established by this Ordinance and appropriate statutory regulations.

- A. A preapplication conference with the Director of Community Development Department is recommended to obtain information and guidance prior to preparation of site plans. There shall be no fee for such conference.
- B. Where rezoning of the land would be required to allow the proposed development of the property as provided for in the site plan, approval of a development plan as required by Section 34.06 B. 6. shall be considered by the Planning Commission contingent upon rezoning of the property by the Township Board. Such development plan approval shall not be construed as assurance of final site plan approval.
- C. The application for Site Plan Approval, proposed site development plans, and all other submission requirements, as herein described, and the payment of the review fee as established by resolution of the Township Board, must be submitted to the Township Community Development Department. Upon submission, the Director of Community Development Department will advise the applicant with respect to review procedures and will discuss tentative meeting dates.
- D. Following receipt of a site plan and a determination that all necessary information is present, the Planning Commission shall, within 65 days, reject, approve, or conditionally approve said site plan provided that this time period may be extended with the consent of the applicant. The applicant shall then be advised of any changes, modifications or additions deemed necessary by the Planning Commission within ten (10) days of its action.
- E. Upon receiving an approved site plan, the applicant may apply for a building permit. If the proposal involves a variance, the plan shall be considered by the Zoning Board of Appeals prior to the issuance of a building permit.

SECTION 32.07 COMMUNITY DEVELOPMENT DEPARTMENT APPROVAL Upon a finding by the Community Development Department that an approved site plan complies with all applicable laws and regulations and that further Planning Commission review is unnecessary, the Director or other designee of the Community Development Department may approve the following changes to an approved site plan:

1. Shape, lighting, or appearance of signs.
2. Change of location or type of landscape materials.
3. Internal rearrangement of parking lots.
4. Additions to parking areas provided such addition is for not more than 20 parking spaces.
5. Decrease in the number or size of buildings.
6. Moving a building no more than ten feet or five percent of the distance to the closest property line, whichever is smaller.
7. An increase in building size that does not exceed 7,500 square feet or fifteen percent of the floor area, whichever is smaller.
8. Decrease in the number of lots or units.
9. Any approvals delegated by the Planning Commission.

SECTION 32.08 STANDARDS No site plan shall be approved unless the Planning Commission finds that the following conditions exist:

- A. The use intended shall have parking facilities as required by the Zoning Ordinance, proper ingress and egress, exits, and entrances, streets, roads, and alleys, and screening walls and/or fences. The construction of the same shall be engineered, planned, and installed correctly to assure the needs of public safety, health, and welfare and to assure rendition of proper services concerning fire and police protection, disposal of surface water and sanitary sewage, traffic control and maintenance services as furnished or may be required by the Township, and to assure preservation and protection of property rights to related or adjoining properties.
- B. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the existing natural features of the land, the character of adjoining property, and type and size of buildings. Structures, walls, fences, and landscaping will be located so as not to be detrimental to each other or to existing or potential adjacent development. 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.
- C. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and by topographic modifications which result in maximum harmony with adjacent areas. Additional or replacement landscaping shall be provided in accordance with this Ordinance.
- D. The site plan shall provide reasonable visual and acoustical 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 the privacy of its occupants. Objectionable views or uses shall be screened.

- E. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides wherever possible.
- F. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area.
- G. Appropriate measures shall be taken to insure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system through the development of a storm water management plan.
- H. All applicable requirements not contained in this Ordinance are satisfied.

SECTION 32.09 CONDITIONS Reasonable conditions may be imposed with approval of a site plan. The conditions may include those necessary to insure that public services and facilities will be capable of accommodating increased service and facility loads caused by the proposed land use or activity, to protect the natural environment and conserve natural resources and energy, and to insure compatibility with adjacent uses of land. Conditions imposed shall meet all of the following requirements:

- A. Protection of existing natural features of the land.
- B. Protection of existing and future land uses adjacent to the land described in the site plan.
- C. Compliance with applicable law.
- D. Protection of the general health, safety, and welfare in accordance with the valid exercise of police power.
- E. Carry out the intent and purpose of this zoning ordinance.

SECTION 32.10 CHANGES IN AN APPROVED SITE PLAN A site plan, as approved by the Planning Commission shall become part of the record of approval, and subsequent actions relating to the activity authorized shall conform to the approved site plan unless a change conforming to the Zoning Ordinance receives the mutual agreement of the land owner and Planning Commission or the Director of Community Development Department in accordance with the provisions of Section 32.07.

SECTION 32.11 SITE PLAN APPROVAL - DURATION OF VALIDITY Approval of a site plan shall be valid for one year from the date of approval or from the date of issuance of the building permit if the building permit is issued within one year of the site plan approval.