

ARTICLE 5

SUPPLEMENTAL REGULATIONS

SECTION 5.1 -- PURPOSE

It is the purpose of this Article of this Ordinance to provide regulations and requirements that supplement the provisions contained under the respective district regulations in Article IV, and may or may not apply in all zoning districts.

SECTION 5.2 - - SITE PLAN REVIEW AND APPROVAL

It is recognized by the Ordinance that there is a value to the public in establishing safe and convenient traffic movement within the site and in relation to access streets; that there is value in encouraging a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses: further that there are benefits to the public in conserving natural resources. Toward this end, this Ordinance requires site plan review by the Planning Commission for all buildings and structures noted in Section 5.2.1.(Amended, 2015)

SECTION 5.2.1 - - BUILDINGS, STRUCTURES, AND USES REQUIRING SITE PLAN

The Zoning/Building Inspector shall not issue a building or zoning compliance permit for the use, occupation, or construction of any building of the below listed uses until a detailed site plan has been reviewed and recommended for approval by the Planning Commission, and such approval is in effect: (Amended, 2015)

1. Residential duplexes
2. Mixed residential/office
3. Multiple family dwellings
4. All commercial construction and uses
5. All industrial construction and uses
6. All public and institutional projects such as museums, schools, libraries, churches, cemeteries, etc.
7. All conditional uses in all districts
8. All condominium and site condominium projects (Amended, effective January 4, 1994)
9. Site plan review by the Planning Commission is required whenever any one of the following changes are made to a developed site:
 - A. A separate principal building or structure is added to a developed site.

- B. A site is razed and a new principal building or structure is erected.
- C. Additional off-street parking is needed in addition to that already provided. (Amended, effective December 30, 2000)

SECTION 5.2.2 - - APPLICATION AND FEE FOR SITE PLAN REVIEW

Any person may file a request for a site plan review by the Planning Commission by the filing with the Village Clerk the completed application upon the forms furnished by the Clerk and payment of a fee Established by resolution of the Village Council of Grass Lake. As an integral part of said application, the Applicant shall file at least four (4) copies of the site plan.

SECTION 5.2.3 -- PLANNING COMMISSION REVIEW OF SITE PLAN

Upon receipt of a complete site plan from the Clerk, the Planning Commission shall undertake a study of the same and shall, within forty-five (45) days, arrive at a decision concerning such site plan. If either major deficiencies are found during this review, or an incomplete site plan has been submitted, or changes or modifications in the proposed site plan are needed to achieve conformity to the standards in the Ordinance, the applicant will be notified of these in writing. Upon receipt of a revised plan from the applicant, the applicant will be placed on the next available agenda (or that of a Special Meeting if the applicant makes such a request). The Planning Commission may extend this time for periods not to exceed thirty-one Days each if such extensions are necessary for adequate review. (Amended, effective December 30, 2000)

SECTION 5.2.4 -- REQUIRED DATA FOR DETAILED SITE PLAN

Every site plan submitted to the Planning Commission shall, depending on the nature of the proposed project, be in accordance with the requirements stated in either Section 1 or 2, and 3 below. Any submitted site plan lacking required details is considered "incomplete" and will be returned to the applicant for correction before final approval can be considered. (Amended, effective September 27, 1999.)

- A. The name and address of the property owner, name and address of the applicant (if different), scale used, a north arrow, proposed use of the property, the date that the plan was prepared, and the name and address of the preparer if different than the owner or applicant.
- B. The location, and all boundaries of the property and dimensions and the location and use of all existing structures.
- C. The location, size, and a brief description of any proposed construction of new structures or additions to existing structures.
- D. The location of all existing and proposed streets, parking lots, driveways, signage, and other improvements to be constructed or used in the proposed project.

- E. The current zoning classification of the subject property and that of all adjacent properties.
 - F. A summary table for the project indicating how the following information has been accounted for in the project design:
 - 1) Dimensional requirements of the district in which the property is located; see Sect. 4.2.3 (R-1, R-2, RM-1, and OS-1 districts) or 4.3.4 (LS, CM, MA, WS, GC, USG, CBD, and LI districts).
 - 2) For all projects in Form-based Districts (LS, CM, MA, WS, GC, USG, CBD, and LI districts), the section of Sect. 4.3.5, Building Design Requirements, Appropriate to the Building Type being proposed has been accommodated.
 - 3) For projects in Form-based Districts, Sect. 4.3.6, Non-Residential Site Design Requirement, and 4.3.7, Streetscape Requirements, have been Accommodated as appropriate to the project.
 - 4) The sections of Sect. 4.7, Use Standards for all Zoning Districts, appropriate to The project have been accommodated. (Amended, effective January 4, 2016)
 - G. A listing of current utilities and any proposed/required updates.
 - H. Any proposed changes to topography and other natural features.
 - I. Any other information which you think would be helpful to the planning commission during the review of this site plan.
2. Site plans submitted for the following uses shall be subject to the requirements of Section 5.2.4.3. (Amended, effective September 27, 1999).
- A. New Construction of a multiple-family building containing four (4) or more dwelling Units.
 - B. Any project involving more than one multiple-family building on a lot, parcel, or series Of lots under one (1) ownership.
 - C. An office in districts: R-1, R-2, LS, CM, MA, and WS. (Amended, effective January 4, 2016)
 - D. Condominium and site condominium projects.
 - E. Private Roads.
 - F. Mobile home parks.
 - G. All new commercial and industrial construction. (amended, effective March 1, 2004).
 - H. The following uses:
 - 1) Mobile Home subdivisions.
 - 2) Automobile repair garages.
 - 3) Hotels and motels.
 - 4) Drive-in or drive-thru businesses, including drive-in theaters.
 - 5) Automobile wrecking and salvage yards.
 - 6) Bulk Storage of Explosives or flammable liquids.

3. Site plans submitted for uses prescribed in Section 5.2.4.2. shall be submitted in accordance with the following requirement: (amended, effective September 27, 1999, & January 4, 2016).
- A. The site plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Planning Commission can readily interpret the site plan, and shall include more than one Drawing where required for clarity.
 - B. The property shall be identified by lot lines and location, including dimensions, angles, and size, and correlated with the legal description of said property. The current zoning classification of the subject property and that of all adjacent properties will also be shown. Such plan shall further include the name and address of the property owner, developer, and designer and the date that the plan was prepared.
 - C. The site plan shall show the scale, north point, boundary dimension, topography (at least in two foot contour intervals), and natural features such as woodlots, streams, rivers, lakes, drains, and similar features.
 - D. The site plan shall show existing man-made features, such as buildings, structures, high tension towers, pipe lines, and existing utilities, such as water, sewer, and electric lines, excavations, bridges, culverts, drains, and easements, and shall identify adjacent properties and their existing uses.
 - E. The site plan shall show the location, proposed finished floor and grade line elevations, size of proposed principal and accessory buildings, their relation one to another and to any existing structures on the site, the height of all buildings and square footage of floor space. Site plans for residential development shall include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each unit type.
 - F. The site plan shall show the proposed streets, driveways, sidewalks, and other vehicular pedestrian circulation features within and adjacent to the site: also, the location, size, and number of parking spaces in the off-street parking area, including handicapper spaces as required by the Michigan Barrier Free Code, and the identification of service lanes and service parking. Any proposed exterior lighting and signage shall also be indicated. (Amended, effective March 1, 2004).
 - G. The site plan shall show the proposed location, use and size of open spaces, and the location of any landscaping, fences, or walls on the site. Any proposed alterations to the topography and other natural features shall be indicated. The site plan shall further show any proposed location of connections to existing utilities and proposed extensions thereof.
 - H. Any site plan application for commercial or industrial construction which includes exterior lighting shall include a photometric plan overlaid on the site plan illustrating the planned layout and footcandles of site lighting. The following are required for review:
 - 1.) A lighting plan showing light pole and fixture locations and type designations;
 - 2.) A photometric plan showing horizontal luminance levels in a point by point format
With contour lines. Canopy lighting will also be included in luminance levels; and
 - 3.) Lighting manufacturer's equipment specifications and data sheets.
 - I. A vicinity map shall be submitted showing the location of the site in relation to the surrounding street system.
 - J. A summary table for the project indicating how the following information has been accounted for in the project design:
 - 1) Dimensional requirements of the district in which the property is located:
See Sect. 4.2.3 (R-1, R-2, RM-1, and OS-1 districts) or 4.3.4 (LS, CM, MA, WS, GC, USG, CBD, and LI districts).

- 2) For all projects in Form-based Districts (LS, CM, MA, WS, GC, USG, CBD, and LI Districts), the section of Sect. 4.3.5., Building Design Requirements, appropriate to the Building Type being proposed has been accommodated.
 - 3) For projects in Form-based Districts, Sects. 4.3.6., Non-Residential Site Design Requirements, and 4.3.7., Streetscape Requirements, have been accommodated as appropriate to the project.
 - 4) The sections of Sect. 4.7., Use Standards for all Zoning Districts appropriate to the project have been accommodated. (Amended, effective January 4, 2016)
- K. The site plan will include a schedule of any project phasing. When a project is proposed for construction in phases, the planning and design shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities, and open space and shall contain the necessary components to protect the health, safety and welfare of the project users and/or residents. (Amended, effective August 18, 2002)
- L. For any projects involving construction of multiple principal buildings and/or significant Site improvements (roads, sidewalks, parking areas, grading, underground utilities, Exterior lighting), the site plan will include a projected schedule for the installation of These site improvements that will be reviewed by the Village Engineer. (Effective March 1, 2004) (Amended, effective May 20, 2009)

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