

CHAPTER 1366

Site Plans and Site Development Standards

Site plan review is intended to ensure developments are designed to integrate well with adjacent developments, minimize nuisance impacts on adjoining parcels, insure safe and functional traffic access and parking and minimize impacts on sensitive environmental resources.

CROSS REFERENCES

Zoning authority - MCLA 117.4i; 125.582

Duties of Zoning Administrator re: flood plains - B & H 1458.04

Signs - B & H Chapter 1476

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1366.01 SITE PLANS REQUIRED; SITE DIAGRAMS; WAIVER.

(a) **Site plans.** Site plans are required as follows:

- (1) Any request for a land use permit, land clearing (see definition), an administrative special land use permit or building permit (other than for single or two-family dwellings) shall be accompanied by three copies of a site plan complying with the requirements of this chapter.
- (2) Any request for a Planning Commission-special land use permit, planned unit development, or request for a land use permit for a use that generates more than 500 trip ends per day shall be accompanied by fourteen copies of a site plan complying with the requirements of this chapter. The generation of trip ends is determined by reference to the latest edition of the *Trip Generation* manual promulgated by the Institute of Transportation Engineers.

(b) **Site diagrams.** Any request for a land use permit or building permit for a single family or two family dwelling or accessory structure shall be accompanied by three copies of a diagram drawn to scale showing the proposed use of the site, buildings and structures on the site, lot lines and their relationship to existing property lines and to neighboring sites. The Planning Director shall circulate site diagrams to the relevant officials for comments as to conformance to State and federal laws and the Traverse City Code. A sample site diagram is shown as Figure 1-4 in Appendix 2.

(c) **Waiver.** The Planning Director may waive site plan requirements in any of the following cases when he or she determines that the submission of a site plan would serve no useful purpose:

- (1) Accessory structures;
- (2) Any enlargement of a principal building by less than 20 per cent of its

existing gross floor area of provided such enlargement will not result in a requirement for additional parking;

- (3) A change in principal use where such change would not result in a increase in impervious surface, additional off-street parking, access or other external site characteristics or a violation of this Code.

(Ord 476. Passed 7-6-99.)

1366.02 SITE PLAN REVIEW.

(a) Procedure for all site plans.

- (1) **Pre-application conference.** Before submitting an application, an applicant may meet with the Planning Director to review the proposed project, the Traverse City Code of Ordinances, and planning documents that relate to the property.
- (2) **Application.** An applicant shall apply for site plan consideration not less than 21 calendar days before the date on which such site plan shall be reviewed by the Planning Commission. All site plans shall be submitted to the Planning Director for review according to the standards and requirements of this Code and as follows:
- (3) **Official review.** The Planning Director shall circulate site plans to the relevant agencies or officials for comments as to the proposed development's conformance to all applicable standards and requirements and whether approval of the site plan is recommended.
- (4) **Approval; referral.** Once the Planning Director deems the site plans or site diagram to be complete, a land use permit may be issued, or, if the site plan accompanies a request for Planning Commission special land use permit, planned unit development or change of use that generates more than 500 trip ends per day, the plan shall be referred to the Planning Commission for review with a recommendation to approve, deny or modify the site plan. If modifications are recommended, the applicant shall be notified in advance of the Planning Commission meeting so that adjustments can be made prior to such meeting. A site plan shall be deemed approved only upon the signature of the Planning Director on a land use permit. No land use permit or building permit shall be issued without an approved site plan.
- (5) **Time limits.** Fourteen days are allowed for departmental review of all site plans and site diagrams (seven days for site plans which have been approved by the Planning Commission). If, for any reason, the Planning Director cannot process the plan within these time limits, he or she shall so notify the applicant and shall set a date for finalizing the review.

- (b) **Planning Commission review.** Once a site plan is forwarded to the Planning Commission, the Planning Commission shall review the site plan according to the standards and requirements of this chapter. The Planning Commission shall approve or deny the site plan (not the use) according to the standards and requirements of this Code.

(Ord 476. Passed 7-6-99. Ord. 671. Passed 03-21-05.)

1366.03 SITE PLAN REQUIREMENTS.

- (a) **Requirements.** A land use permit application shall be accompanied by a filing fee established by resolution of the City Commission. Site plans shall be sealed by a registered architect or engineer, except site plans to be referred to the Planning Commission for approval may defer this requirement until receiving Planning Commission approval. Site plans shall be drawn to scale, rendered on a minimum sheet size of 24 inches by 36 inches and shall include the following:
- (1) A legal description, property lines, lot lines and property dimensions;
 - (2) The scale, north arrow, date and vicinity map;
 - (3) The property owner's and applicant's name and address;
 - (4) The preparer's name and address;
 - (5) Street names, existing street and alley widths, the location and width of utility easements, the size and location of existing and proposed public utilities and building service lines;
 - (6) The zoning classification of the site and surrounding properties and, where applicable, the zoning request;
 - (7) Required setback lines, lot size, lot coverage and any variance to be requested;
 - (8) The size and location of existing buildings and improvements on and adjacent to the subject parcel;
 - (9) The existing building use and proposed building use, location, shape, building height, elevations, floor area and unit computations and dimensions and a description of all exterior building materials;
 - (10) A land use tabulation summary provided in the margin of the plan indicating types of uses, acreage for each land use, number of units, densities and land use intensities;
 - (11) The proposed number and location of parking spaces, maneuvering lanes, sidewalks, driveways and loading areas, and their dimensions and proposed points of access to the site from public streets and alleys;
 - (12) The proposed location and dimensions of site drainage areas, walkways, landscaped areas, recreation areas, open space and screen walls;
 - (13) Natural features, such as unique topographic features, wetlands, 100-year flood plain elevations, creeks, springs and others, with an indication as to which are proposed to be maintained, altered or removed during site development; and
 - (14) Any other information necessary to establish compliance with City ordinances.
 - (15) The following additional information if requested by the Planning Director:
 - A. A report describing the soil types and the ability of soils to accommodate the proposed development;
 - B. A tree location survey signed by an engineer, surveyor, landscape architect, showing all existing trees having a diameter at breast height of six inches or greater, the common and/or scientific names and the diameter at breast height of these trees, plus an indication of trees to be preserved, to be transplanted, or to be removed

during site development. Closely grouped trees shall be designated by the predominate species represented, the number present and the diameter at breast height range of the group or clump;

C. The existing and proposed topography at 2 foot contours.

- (b) **Waiver.** The Planning Director may waive any or all site plan requirements if the construction or alteration does not affect existing traffic circulation, drainage, grading, relationship of buildings to each other, landscaping, buffering, lighting, parking and other considerations of site plan review. Any of these requirements may be waived by the Planning Director where, in his or her judgment, such data will not bear on his or her decision or the decision of the Planning Commission.
- (c) **Appeals.** The property owner may appeal a decision of the Planning Director or Planning Commission to the Board of Zoning Appeals.
(Ord 476. Passed 7-6-99.)

1366.04 STANDARDS FOR GRANTING SITE PLAN APPROVAL.

A site plan shall conform to all applicable requirements of the City Fire Marshall, State and federal laws and local ordinances and approval may be conditioned upon the applicant receiving necessary local, State and federal permits before final site plan approval or an occupancy permit is granted. In addition, a development shall conform to the following site development standards which shall be reflected on the site plan:

- (a) Primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
- (b) All roof-mounted equipment, including satellite dishes and other communication equipment, must be screened from recreation trails or from a public sidewalk adjacent to the site by a parapet wall or similar architectural feature.
- (c) Reasonable visual and sound mitigation for all dwelling units shall be provided. Fences, walks, barriers and landscaping shall be used appropriately for the protection and enhancement of property and for the privacy of its occupants.
- (d) Every principal building or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.
- (e) Every development shall have legal access to a public or private street.
- (f) The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.
- (g) A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.
- (h) All parking areas shall be designed to facilitate safe and efficient vehicular and pedestrian circulation, minimize congestion at points of access and egress to intersecting roads, to encourage the appropriate use of alleys and minimize the negative visual impact of such parking areas.
- (i) Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.
- (j) All loading and unloading areas and outside storage areas, including areas for the storage of trash, which are visible from residential districts or public rights-of-

way shall be screened by a vertical screen consisting of structural and/or plant materials not less than six feet in height.

- (k) Exterior light sources shall be deflected downward and away from adjacent properties and rights-of-way and shall not violate night sky provisions of the Traverse City Code of Ordinances.
- (l) Adequate utilities shall be provided to properly serve the development. All utilities shall be placed underground.
- (m) Sites at which hazardous substances and potential pollutants are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.

(Ord 476. Passed 7-6-99.)

1366.05 CONDITIONAL APPROVALS.

- (a) The Planning Commission or Planning Director may attach conditions to the approval of a site plan when such conditions:
 - (1) Would insure that public services and facilities affected by a proposed land use or activity are capable of accommodating increased service and service facilities loads caused by the land use or activity.
 - (2) Would protect the built and natural environment.
 - (3) Would insure compatibility with adjacent uses of land.
- (b) The Planning Commission or Planning Director may conditionally approve a site plan on conformance with fencing, screening, buffering or landscaping requirements of this Code and may collect a performance guarantee consistent with these requirements to insure conformance. When so doing, the following finding shall be made and documented as part of the review process:
 - (1) That such fencing, screening, buffering or landscaping would mitigate negative effects of noise, dust, lighting, vehicular or pedestrian traffic, loading or unloading, parking or other similar impact on adjoining parcels;
 - (2) That absent such conditions, the development would adversely affect the reasonable use, enjoyment and value of adjoining lands in light of similar benefits enjoyed by other properties in the area.

(Ord 476. Passed 7-6-99.)

1366.06 SITE PLAN AMENDMENTS.

No change shall be made to an approved site plan prior to or during construction except upon application to the Planning Director and according to the following procedures:

- (a) **Minor Change**. A change to a site plan or site plan involving minor changes in the siting of buildings, the adjustment of utilities, walkways, traffic ways and parking areas and similar minor changes may be approved by the Planning Director.
- (b) **Major Change**. A change or amendment to a Planning Commission-approved site plan, involving a change in the number and location of accesses to public streets and alleys, an increase or decrease over ten percent in the number of parking spaces, a major relocation or re-siting of a building, an increase in the gross floor area or height of a building, a reduction in open space and similar major changes shall require the approval of the Planning Commission. A major

change to a site plan before or during construction where a Planning Commission-approved site plan was required shall be approved by the Planning Commission.
(Ord 476. Passed 7-6-99.)

1366.07 EXPIRATION.

Site plan approval shall automatically expire with the expiration of the land use permit.
(Ord 476. Passed 7-6-99.)

1366.08 MASTER SITE AND FACILITIES PLANS.

(a) **Procedure for all master site and facilities plans.**

- (1) **Pre-application conference.** Before submitting a master site and facilities plan, an applicant may meet with the Planning Director to review the proposed plan, the Traverse City Code of Ordinances, and the City Plan.
- (2) **Application.** An applicant shall apply for master site and facilities plan consideration not less than 21 calendar days before the date on which such plan shall be reviewed by the Planning Commission. The plan shall be submitted to the Planning Director for review according to the standards and requirements of this Code and as follows:
- (3) **Official review.** The Planning Director shall circulate the master site and facilities plan to the relevant agencies or officials for comments as to the proposed development.
- (4) **Approval; referral.** Once the Planning Director deems the requirements for the Master Site and Facility Plan have been met, the plan shall be referred to the Planning Commission for review with a recommendation to approve, deny or modify the plan. If modifications are recommended, the applicant shall be notified in advance of the Planning Commission meeting so that adjustments can be made prior to such meeting. The Planning Commission shall review the master site and facilities plan according to the standards and requirements of this chapter. The Planning Commission shall approve or deny the plan (not the use) according to the standards and requirements of this Code.
- (5) **Compliance.** After approval of a master site and facility plan, the land to which it pertains shall be developed and used in its entirety only as authorized and described in this plan. Where there is insufficient information on the plan to determine building and parking locations and alike, the zoning code requirements for the district shall prevail.

(b) **Planning Commission review and approval.** A master site and facilities plan shall be deemed approved only upon the signature of the Secretary for the Planning Commission on the plan. No land use permit or building permit shall be issued without an approved master site and facilities plan and approved site plan in accordance with the provisions of this chapter.

(c) **Master Site and Facilities Plan requirements.**

- (1) **Requirements.** A master site and facilities plan shall be accompanied by a filing fee established by resolution of the City Commission. Plans shall be drawn to scale, rendered on a minimum sheet size of 11 inches by 17

inches and shall include the following:

- (A) A legal description and property lines;
- (B) The scale, north arrow, date and vicinity map;
- (C) The property owner's name and address;
- (D) The contact person's name and address;
- (E) Street names, existing street and alley widths, the location and width of utility easements within and on adjacent public rights of way.(use separate sheet for clarity);
- (F) The zoning classification of the surrounding properties;
- (G) The size and location of existing buildings and improvements adjacent to the subject parcel;
- (H) Natural features, such as unique topographic features, boundaries of regulated wetlands, 100-year flood plain elevations, creeks, springs and others.
- (I) The building code use groups of existing and proposed buildings;
- (J) Location of building envelopes and the maximum height of buildings allowed by the zoning district within these areas;
- (K) The percentage of property allocated for buildings, parking areas and streets;
- (L) A general circulation plan for pedestrians and motorists and general location of parking areas.
- (M) A conceptual plan in a narrative or graphic plan that describes the central storm-water features, if any.

(2) **Waiver.** Any of these requirements may be waived by the Planning Director where, in his or her judgment, such data will not bear on the decision of the Planning Commission.

(3) **Appeals.** The property owner may appeal a decision of the Commission to the Board of Zoning Appeals.

(d) **Standards for Granting Master Site and Facilities Plan Approval.** A master site and facilities plan shall conform to the following site development standards which shall be reflected on the plan:

- (1) Whenever practical, the primary structures shall be oriented so that their main entrance faces a street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
- (2) Every principal building or groups of buildings shall be so arranged as to permit emergency access.
- (3) Every development shall have legal access to a public or private street.
- (4) The plan, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area.
- (5) A pedestrian circulation system shall be provided which is physically separated and insulated as reasonably possible from the vehicular circulation system.
- (6) All parking areas shall be located in a manner which will reduce the visual impact of such parking areas from adjacent public streets.

- (7) Where the opportunity exists, developments shall use shared drives and interconnect with adjacent properties to reduce travel distance.
Unnecessary curb cuts shall not be permitted.
- (e) **Master Site and Facility Plan Amendments.** No change shall be made to an approved site plan prior to or during construction except upon application to the Planning Director and according to the following procedures:
- (1) **Minor Change.** A slight modification to a Master Site and Facilities Plan involving the siting of buildings, the adjustment or extension of utilities, walkways, traffic ways and parking areas and similar modifications may be approved by the Planning Director.
 - (2) **Major Change.** A change or amendment to a Master Site and Facility Plan, involving a significant change in the number and location of accesses to public streets, alleys and parking areas, a major relocation or re-siting of buildings, a significant increase in the building footprint or height of a building, a significant reduction in open space and similar major changes shall require the approval of the Planning Commission.
- (Ord 476. Passed 7-6-99. Ord 588. Passed 1-06-03. Ord. 741. Passed 3-19-07.)