

**ARTICLE 20**  
**SITE PLAN REVIEW AND APPROVAL**

**50.2000 Site Plan Review, Generally.** The following provisions shall apply to all site plans required under the provisions of this Chapter.

**50.2001 Review Criteria.**

**(1) Review Criteria.** The Planning Commission shall review each Site Plan and shall not approve same unless it shall find, in its collective judgment, that the Site Plan, as supplemented by factual data provided by the Applicant, shows:

(a) That any proposed service roads, driveways, sidewalks, crosswalks and parking areas are so related to each other within the site, and so related to the local streets bordering the site that pedestrian and vehicular traffic is not endangered and that the likelihood of accidents and congestion is minimized.

(b) [That all the development features, including the principal building or buildings and any accessory buildings, or uses, open space, and any service roads, driveways, sidewalks, crosswalks and parking areas shall be so located and related as not to create a nuisance to adjacent property owners, and to minimize the adverse effects upon adjacent property, such as, but not limited to the lack of adequate screening or buffering of parking or service areas, the accumulation of litter, production of noise, light, smoke, fumes, or the piling of plowed snow. That the exterior architectural design of all proposed structures to be built or modified shall be in aesthetic harmony with the overall appearance and development of the City of Harbor Springs, as exemplified by existing structures within the zoning district where the proposed structure is to be located, so that the unique architectural character of Harbor Springs is thereby protected, maintained or enhanced. Building groupings and circulation routes of traffic shall be located so as not to interfere with police or fire equipment access. Public streets, sidewalks and crosswalks adjacent to or through the proposed development shall be required when it is essential to promoting and protecting

the public health, safety and general welfare and to provide continuity to the public road system.]<sup>20</sup>

(c) If the Planning Commission find that the Site Plan as submitted contains the required information set forth in Subsection (2), and meets the requirements of Subsections (a) and (b) of this Subsection (1), and conforms to the other requirements of this Chapter of the Harbor Springs City Code, the Site Plan shall be approved.

**(2) Site Plan Submittal Requirements.** A required Site Plan shall consist of the following:

(a) A Site Plan Review Application, which shall be furnished in the number of copies required by the Zoning Administrator together with the same number of Site Plan drawings.

(b) A Site Plan drawing which shall be prepared by and carry the seal of the registered architect, landscape architect, community planner, land surveyor, or professional engineer who prepared it. In the case of minor structural changes, such as moving a partition inside a building or converting an unused room into a store area or storage space, or similar uses, in which the services of a professional architect or engineer are not required, no seal of any of the above named professionals shall be required on the plan, unless it is required by the Building Code.

(c) The Site Plan drawing shall contain the legal description, proposed address, and zoning of the particular site and all adjacent properties.

(d) The Site Plan drawing shall be drawn to a minimum scale of one inch equals 50 feet (1" = 50') for less than five (5) acres and one inch equals one hundred feet (1" = 100') for five (5) acres or more, and shall contain scale, date, revisions, north point and size in acres. A general location map at a scale of four inches equals one mile (4" = 1 mi.) giving site location is also required on the Site Plan.

(e) Existing and proposed topography drawn to at least two (2) foot contour intervals [five (5) foot intervals in the vicinity of the Bluff] shall be shown on the Site Plan drawing. Benchmarks for the elevations

shown on the drawing shall be properly indicated.

(f) Indications of trees and shrubs shall only be used on the Site Plan drawing where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to size and whether existing or proposed. Whenever a tree or group of trees of three- (3) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the Site Plan drawing in dotted outlines and noted "to be removed".

(g) For multiple-family and mobile home residential uses, the following additional information shall be required (all dimensioned):

- (i) Density calculations.
- (ii) Gross and net acreage figures.
- (iii) Existing buildings, or improvements on the site and all land adjacent to the site within one hundred (100) feet shall be shown.
- (iv) Designation of units by type of buildings.
- (v) Interior sidewalks, and sidewalks within right-of-way.
- (vi) Typical floor plans.
- (vii) Building elevations (front, side and rear views) including [color,]<sup>20</sup> type of surface material and design for all exterior surfaces.
- (viii) Hydrant locations.
- (ix) Exterior lighting locations and methods of shielding.
- (x) Carport locations and details.
- (xi) Trash receptacle location and method of screening.
- (xii) Front, side and rear yard dimensions.
- (xiii) Building length and width dimensions.
- (xiv) Parking spaces.
- (xv) Greenbelt, wall or berm locations, and cross sections.
- (xvi) Landscape plan.

(xvii) Dedicated road or service drive right-of-way and pavement widths and lengths.

(xviii) Drive or street approaches including acceleration, deceleration and passing lanes.

(xix) Community buildings details and method of fencing swimming pool, if applicable.

(xx) All utility lines serving the area located on the site.

(xxi) Soil borings, locations and summary report data shall be shown where soil quality may be in question.

(xxii) Surface drainage and a drainage plan, as approved by seal of a registered engineer to be obtained at the applicant's expense, and approved by the City Engineer.

(xxiii) Transformer pad location and method of screening.

(h) In the case of non-residential uses (i.e., commercial, industrial, special purpose, and waterfront district development) the following information shall be required in addition to the applicable data requested in Subsection (g) above:

- (i) (Loading and unloading zones.
- (ii) Total floor area.
- (iii) Designation of fire lanes.
- (iv) Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension, and other data of all such equipment or machinery shall be indicated.
- (i) Separate drawings of proposed sign(s) to be erected on the site may be submitted at the time of Site Plan review or at a later date. The location of all signs shall be shown on the Site Plan but the following detailed information may be deferred until later:
  - (i) Height of the sign above the ground.
  - (ii) Surface of the sign (material and dimension).
  - (iii) Area of sign surface.

(iv) Lettering of sign drawn as it will appear on the erected sign need not be in the style of the finished sign but must be neatly printed in the size and of a weight approximating that of the final constructed sign.

(v) Method of illumination, if any.

**(3) Procedures.**

(a) A Site Plan, together with the required fees, shall be submitted to the Zoning Administrator who shall check the submission for completeness and date. If the Site Plan appears to include the necessary information, the Zoning Administrator shall next submit the Site Plan to the Planning Commission for review.

(b) Where Site Plan review is required by the Planning Commission under the terms of the Chapter, a Site Plan fee may be required to cover the cost of such reviews including planners, engineers and other such professional services in accordance with a schedule of fees as determined by the City Council.

(c) The Site Plan shall be reviewed by the Planning Commission with reference to the specific requirements of this Chapter, including those items listed in Subsections (1)(a) and (1)(b) above. The Commission may request review and comment from the City Engineer or Planner. If not approved, the reasons shall be stated in writing and a copy promptly supplied to the applicant.

(d) The Planning Commission may impose such conditions or limitations in granting approval as may be permitted by State law or this Chapter which it deems necessary to fulfill the spirit and purpose of this Chapter. The conditions may include: conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity; to protect the natural environment and conserve natural resources and energy; to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

Conditions imposed shall do all the following:

(i) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.

(ii) Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.

(iii) Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in this Chapter for the land use or activity under consideration; and be necessary to insure compliance with those standards.

(iv) The conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action and shall remain unchanged except upon the mutual consent of the approving authority and the landowner. The Planning Commission shall maintain a record of changes granted in conditions.

(e) A Site Plan approval shall be valid for not more than one (1) year after the date the site plan is approved. If work pursuant to an approved Site Plan has not begun, or premises are not used under the terms of that approval within said one (1) year, or within nine (9) months of the date of obtaining a zoning permit, whichever first occurs, or if such use or work has been abandoned for a period of nine (9) months, the approval shall lapse, and the approval becomes null and void unless renewed or extended by specific Planning Commission action. If approval is not extended before its expiration, then a new application and a new approval shall be required before a building permit may be issued.

The Planning Commission may require a suitable performance bond to the City to assure the satisfactory completion of the site development.

(f) No more than one site plan shall be in effect for any one property. Any subsequent approvals of a site plan shall be

deemed an amendment to or revocation of a previously-approved plan, as appropriate.

(g) An applicant for a Site Plan approval may appeal the decision of the Planning Commission to the Zoning Board of Appeals under Article 24 of this Chapter.