

Site Plan Review

Introduction

Site plan review provides the City with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and City planning. Site plan review also provides the City with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

A site plan is required for review by the Planning Commission whenever one (1) or more of the following conditions apply:

- Whenever a building permit is required for the erection or structural alteration of a building (other than single-family homes, farm buildings, or accessory structures to these uses).
- For the construction, use, or establishment of a new or expanded parking or storage area.
- For all special land uses.
- For any change in use or class of use as determined significant by the City.

Site Plan Submission Requirements

Listed below are the basic submission requirements for all Site Plan applications.

_____ Applicable fee (If additional reviews are required, additional fees will be collected)

Three (3) copies of the following:

_____ Application (complete and signed)

_____ Site Plan (signed, sealed and dated by an appropriate professional, and folded)

_____ Landscaping Plan

_____ Development Impact Statement (if applicable)

_____ Any other information required by the Zoning Ordinance (i.e., legal documents, etc.)

_____ Signage for the project may be included on the site plan (additional fee)

- Incomplete submissions will not be accepted.
- If you have any questions prior to submitting your application, please contact the City at 517.589.8236.

Site Plan Review Process

- The initial application for site plan review must be received by the City a minimum of 21 days prior to the next regularly scheduled Planning Commission meeting to be eligible for placement on that meeting.
- Upon submission of a complete application, the site plan and all associated documents are forwarded to the applicable reviewing agencies, Departments and professionals for comment and review.
- The application will be placed on the next available agenda of the Planning Commission.
- All review completed for the application will then be submitted to the City in a timely fashion for distribution to the City Planning Commission. A copy of all reviews will also be forwarded to the applicant for their review.
- The Planning Commission will decide to approve, deny or postpone the decision on an application at its regularly scheduled meeting.
- If the Planning Commission makes a motion to approve the site plan, the plan approval shall be valid for twelve (12) months from the date of approval. If physical improvement of the site is not in actual progress at the expiration of the approval and diligently pursued to completion, the approval shall be null and void, unless renewed or extended by specific Planning Commission Action. Any request for an extension shall be made in writing. If approval is not extended before expiration of the twelve-month period, then a new application and new approval shall be required before a building permit may be issued.
- Once approved, the applicant is eligible to proceed to Engineering review and approval (as necessary) or apply for building permits through the Building Departments.
- If an application is approved with conditions, all conditions or approval must be met prior to proceeding to Engineering review or Building permits being issued.

City Information:

The City is Located at:
602 W. Bellevue Street, P.O. Box 496
Leslie, MI 49251

City Phone: (517) 589-8236
City Fax: (517) 878-6868

Planning Commission Dates:

The Planning Commission holds its regularly scheduled meeting on the 4th Wednesday of each month at 6:00 p.m. unless otherwise posted.

All meetings are held at City Hall unless otherwise posted.

Possible Planning Commission Decisions:

- Approve as presented; or
- Approve subject to conditions being met; or
- Postpone (Table) to allow the applicant time to address issues raised at the meeting; or
- Denial of the application as presented

F.A.Q.

Once I receive review comments can I resubmit site plans prior to a planning commission meeting or the night of?

No, once plans have been distributed, and reviewed, revised plans will not be accepted.

Planning Commission Review

After being placed on a planning commission agenda, the planning commission will review the proposed site plan and all associated material with the application for compliance with the City Zoning Ordinance.

In addition to the strict criteria of the Zoning Ordinance, the planning commission will also review the proposed application for compliance with the following general planning standards:

1. **Vehicular access and circulation:**

- a. *Access.* The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation, taking into consideration such issues as proper driveway alignment, driveway spacing and internal connectivity between sites. The Planning Commission shall require public streets adjacent or through a proposed development when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.
- b. *Circulation.* On-site circulation shall be clearly indicated on the plan. Access lanes, maneuvering lanes, parking stalls, stacking lanes, loading/unloading bays and doors, shall be designed in a manner that promotes the general safety, conveniences, and interaction of both vehicles and pedestrians. The relationship to and the impact upon adjacent properties shall also be considered.

2. **Relationship to surrounding property.** All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the planning commission shall review the plan for negative conditions, such as, but not limited to:

- a. Channeling excessive traffic onto local residential streets.
- b. The lack of adequate screening of parking, maneuvering, or service areas.
- c. Excessive visual pollution caused from lighting and debris.
- d. The building structure and use shall be generally consistent in size, scale, and intensity with the adjacent uses.
- e. The impediments to the access of emergency vehicles.

Relationship to natural features. All buildings, driveways, parking lots, and site improvements shall be designed to be compatible with all natural features on-site. The site buildings and improvements shall not encroach into the physical characteristics of the site, such as wetlands, floodplains and natural drainageways, and shall minimize the impact on environmental features, including, but not limited to, woodlands, slopes and sensitive soils. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area. In no way shall natural drainageways or other natural water retention bodies be altered in a manner that reduces or significantly alters the current drainage location, patterns or volumes.

Infrastructure. The planning commission shall consider the Department of Public Work's evaluation of the adequacy of public or private utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.

Site Plan Review Process Flowchart

