

Charter Township of Alpena Site Plan Review Guidelines

Sec. 1811. Site Plan Review (All Districts):

Site plans give the Planning and Zoning Commission an opportunity to review development proposals in a concise, consistent manner. The use of a plan insures that physical changes in the property meet with local approval and that building actually occurs as it was promised by the developer.

A. Circumstances Requiring a Site Plan: Site plans are subject to review for the following reasons:

1. All new uses except one-family residential units.
2. Expansion or renovation of an existing use, other than a one-family residential use, which increases the existing floor space more than 25%.
3. Changes of use for an existing structure.

B. Site Plan Data Required: Each site plan submitted shall contain the following information, unless specifically waived, in whole or in part, by the Township Planning and Zoning Commission.

1. The date, north arrow, scale and name of individual or firm responsible for preparing said plan. The scale must be at least one (1) inch=fifty (50) feet for parcels under three (3) acres and not less than one (1) inch=one hundred (100) feet for parcels three (3) acres or more.
2. The boundary lines of the property, to include all dimensions and legal description.
3. The location of all existing and proposed structures on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.
4. The location and width of all abutting right-of-ways.
5. The location of existing environmental features, such as streams, wetlands, shorelands, mature specimen trees, wooded areas or any other unusual environmental features.
6. The location and identification of all existing structures within a two hundred (200) foot radius of the site.
7. The name and address of the property owner.
8. The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.
9. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
10. A locational sketch of the proposed use or structure.
11. The type, location and size of all existing and proposed utilities.
12. The location, size and slope of all surface and subsurface drainage facilities.
13. Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
 - a. The number of units proposed, by type, including a typical floor plan

- for each type of unit.
 - b. The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
 - c. Typical elevation drawings of the front and rear of each building.
14. The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.
 15. Anticipated hours of operation for the proposed use. The Planning and Zoning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses.

C. Submittal and Approval Procedures: Ten copies of the proposed site plan, including all required additional or related information, shall be presented to the Zoning Administrator's Office by the petitioner or property owner or his designated agent at least ten days prior to the Planning and Zoning Commission meeting where the site plan will be considered. The Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning and Zoning Commission meeting. Notice of said meeting shall be in conformance with Section 1807 (B).

The Planning and Zoning Commission shall have the responsibility and authorization to approve, disapprove or approve with modifications, the Site Plan in accordance with the requirements of the zoning district in which the proposed use is located and shall further consider the following criteria:

1. The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.
2. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:
 - a. Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets.
 - b. Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.
3. Whether the sewage disposal facilities, water supply, stormwater drainage, fire protection, and other utility provisions will be safe and adequate.
4. Whether the location, use and the nature of the operation will be in conflict with the primary permitted uses of the District or neighborhood.
5. Whether the use will be objectionable to adjacent and nearby properties by reason of traffic, noise, vibration, dust, fumes, odor, fire-hazard, glare, flashing lights, disposal of waste or sewage, erosion, pollution, or negative effects upon significant environmental features.
6. Whether the use will discourage or hinder the appropriate development and use of adjacent premises and neighborhood.

Any conditions or modifications desired by the Planning and Zoning Commission shall be recorded in the minutes of the appropriate Planning and Zoning Commission meeting.

When approved, at least two (2) copies of the final approved Site Plan shall be signed and dated by the Chairman of the Planning and Zoning Commission and the petitioner. One of these two (2) approved copies shall be kept on file by the Township Zoning Administrator and the other approved copy shall be returned to the petitioner or his designated representative. Any changes deemed necessary, after final approval, requires mutual consent of both the Planning and Zoning Commission and the petitioner.

- D. Site Plan Amendments:** An approved Site Plan may be submitted for minor amendment to the Zoning Administrator for review and signature by the Planning and Zoning Commission Chair. If, in the judgment of either the Zoning Administrator or the Planning and Zoning Commission Chair, the Site Plan amendment is major, the provisions of Subsection C "Submittal and Approval Procedures" shall be followed. Installing more than three thousand (3,000) square feet of impervious paving shall require a site plan amendment to review storm water management, per the standards of Section 1813, unless the paving was included in a previously approved site plan.
- E. Administrative Fees:** Any Site Plan application shall be accompanied by a fee, in an amount to be determined by the Township Board. Such fee shall be for the purpose of payment for the administrative costs and services expended by the Township in the implementation of this Section and the processing of the application. Such fee may be used to reimburse another party retained by the Township to provide expert consultation and advise regarding the application. The Township may return any unused portion of the fee to the applicant. Any costs of special meetings called to review site plans shall be borne by the applicant.
- F. Revocation:** When the construction of a building or creation of a use is found to be in nonconformance with the approved Site Plan, the Planning and Zoning Commission may fully and finally revoke, by official action its original approval, by giving the owner evidence in writing of such action, which becomes effective ten (10) days following the original notice of such impending action being properly communicated to the owner. The owner may remedy the violation during this ten (10) day period, at which time he shall so notify the Planning and Zoning Commission, who may then, by official action, defer revocation.
- G. Appeal of Revocation:** The decision of the Planning and Zoning Commission may be appealed by the owner to the Board of Appeals upon written request by the owner for such a hearing. Such requests must be made within sixty (60) days of the notice to the owner of such revocation action by the Planning and Zoning Commission.
- H. Expiration:** Site plan approval shall expire if the authorized work is not commenced within twenty-four (24) months after approval; if work is suspended or abandoned for a period of twelve (12) months after the work is commenced; or if conditions of site plan approval are not adhered to within six (6) months after approval.

Sec. 1812. Principal Use:

Except as otherwise specifically permitted, no lot may contain more than one (1) principal (main) structure or use, excepting groups of apartment buildings, offices, retail business buildings, agricultural structures, or other similar groups of buildings the Planning and Zoning Commission considers to be principal structures or uses.

Sec. 1813. Stormwater Retention:

The property owner or developer is required to retain on site all stormwater drainage in excess of natural conditions. This provision may require stormwater retention ponds where appropriate. An exception can be made for water leaving the site via an existing stormwater pipe, or through other stormwater facilities which will be developed at the same time as the proposed new use. All stormwater facilities, including detention or retention ponds, shall be designed at minimum to handle a storm with the projected frequency of once every ten years (ten year design storm).

Sec. 1814. Greenbelts:

To preserve natural resources, water quality and community scenic and recreational values, a greenbelt shall be established and maintained on all property located within twenty-five (25) feet of the ordinary high water mark of a lake or stream. Within the greenbelt area, the following development or use restrictions shall apply:

- A. It is strongly recommended that at least 70% of the lot width at the water line shall be kept in natural vegetation; either trees, shrubs, herbaceous plants or unmowed grass.
- B. No structures will be permitted in the Greenbelt except those related to use of the water; such as boat launches, docks or boathouses.
- C. No burning of leaves or stockpiling of grass, leaves or compost is allowed in the Greenbelt.
- D. Use of pesticides, herbicides and fertilizers in the Greenbelt is strongly discouraged.
- E. Setbacks for septic systems must meet minimum requirements set by the Health Department.
- F. No dredging or filling can occur in the Greenbelt without a Soil Erosion and Sediment Control Permit issued under Part 91 of PA 451 of 1994, as amended and any other applicable permits from Michigan Department of Environmental Quality or U.S. Army Corps of Engineers.
- G. Greenbelt shall be shown on plot plan filed with the Zoning Administrator, or on site plan.

Sec. 1815. Access Management:

These access management requirements pertain to properties fronting on M-32 and U.S. 23 and are established to protect public safety, maintain traffic flow, consider future transportation needs, provide adequate and safe access to property, promote efficiency

and economy in public utility requirements, minimize land use conflict, protect natural resources, promote consistent development patterns and enhance visual characteristics of entryways to Alpena Township.

- A. Building Setback Requirement - Development of highway corridor property, regardless of zoning district, shall have a minimum front yard setback of fifty (50) feet. An exception to the fifty (50) feet front yard setback may be made for properties in the Waterfront Residential District on U.S. 23 South, where because of limited lot depth, the requirement cannot be met. The setback may be reduced only as necessary, but shall in no case be less than twenty-five (25) feet. Minimum Lot Width Requirement - New lots fronting the highway corridor created after the effective date of this amendment shall have a minimum lot width of two hundred (200) feet for Office Service, Commercial, and Industrial Districts.
- B. The standards for driveways shall be as follows:
1. In addition to meeting the standards of this Ordinance, all new or altered driveways shall meet the minimum standards of the Michigan Department of Transportation (MDOT) *Administrative Rules Regulating Driveways, Banners, and Parades On and Over Highways*, and shall receive a driveway permit from MDOT or Alpena County Road Commission, whichever is applicable, prior to construction.
 2. In addition to new development projects, development projects such as change of use or operation, redevelopment of a site, or reconfiguration of a site shall meet these standards as nearly as possible. Upon review of such projects, the Township Planning and Zoning Commission and/or MDOT or Alpena County Road Commission may require that driveways be closed or moved to more closely meet the standards.
 3. Depending on the type of development or redevelopment, the Township Planning and Zoning Commission and/or MDOT or Alpena County Road Commission may require a traffic impact study. Traffic mitigation measures may be required if determined by the traffic impact study.
 4. All driveway radii, except for single-family residential use, shall be constructed with concrete curbs to define access.
 5. Driveways for single-family residences shall have a minimum width of fourteen (14) feet and cleared to a minimum height of fifteen (15) feet. A driveway more than three hundred (300) feet in length shall have a turn-around large enough to accommodate emergency vehicles.
 6. Driveways for commercial use or driveways serving five (5) or more residences shall have a minimum width of thirty (30) feet of hard surface with construction to meet MDOT or Alpena County Road Commission Standards.
 7. An adequate area of land for snow storage area must be reserved along the drive, and shall not interfere with or damage landscaping required by this Ordinance and clear vision areas must be maintained.
 8. All shared driveways or private frontage roads will be considered private roads maintained jointly by the benefiting property owners, who shall enter into and record an agreement for the joint maintenance to keep the access in a reasonably safe condition.

9. Access points for frontage roads, rear service drives, or side street drives shall be located to allow adequate stacking space for vehicles entering or crossing M-32 and U.S. 23.
10. Parking lot cross-connections may be used as an alternative to frontage roads or shared driveways if, in the opinion of the Planning and Zoning Commission, such cross-connections are designed with equivalent standards and function, and do not interfere with safe internal parking lot circulation patterns. The connector drives must be recorded as easements and maintained by adjoining property owners and users who shall enter into a formal legal agreement for joint maintenance.
11. To prevent signalized crossroads from becoming blocked by traffic waiting for the light to change, driveways shall not be located within the functional boundaries of any intersection. Recommended corner clearances at signalized intersections are shown in the table below:

12.

Driveway Spacing from Signalized Controlled Intersections		
Posted Speed	Side Clearances Upstream of the Signal	Side Clearances Downstream of the Signal
30-35 mph	230 feet	115 feet
40-55 mph	460 feet	230 feet
Source: Michigan Department of Transportation		

Recommended corner clearances at stop sign controlled intersections are shown in the table below:

Driveway Spacing from Stop Sign Controlled Intersections		
Posted Speed	Side Clearances Upstream of the Signal	Side Clearances Downstream of the Signal
30-35 mph	115 feet	85 feet
40-55 mph	230 feet	170 feet
Source: Michigan Department of Transportation		

13. All land in a parcel having a single tax code number or contiguous parcels owned by a single individual, or related individuals, or other entity or related entities, as of the effective date of this amendment, fronting on M-32 and U.S. 23 shall be entitled to one (1) driveway or road access per parcel from said highway. Parcels, when subsequently subdivided either as metes and bounds described parcels or as a plat in accord with Act 288 of 1967, as amended, or as a site condominium in accord with Act 59 of 1978, as amended shall meet the minimum driveway spacing requirements of this Ordinance. Alternative means of access may be used to achieve driveway spacing standards, including frontage roads, rear service drives, parking lot cross-connections, shared driveways or side street access. The table below displays desirable separation distances between access drives. All site plans for proposed developments or redevelopment projects shall show the location of all proposed and existing access points within the area of the proposed

development.

Desirable Separation of Adjacent Access Points	
Highway Speed	Minimum Access Point Spacing (measured centerline to centerline)
25 mph	130 feet
30 mph	185 feet
35 mph	245 feet
40 mph	300 feet
45 mph	350 feet
50 mph and above	455 feet
Source: Michigan Department of Transportation	

In the event that a parcel lacks sufficient frontage to maintain adequate spacing, choose the next lowest spacing; or the driveway may be shared with adjacent property owner(s); or provide access to the nearest side street; or parking lot cross-connections may be used.

14. Driveways shall be aligned with those on the opposite side of M-32 and U.S. 23 as nearly as possible. Whenever a driveway cannot be lined up with an existing driveway on the opposite side, the driveways shall be staggered. Recommended staggered distances for the driveways are presented in the table below:

15.

Posted Speed	Desirable Offset Distance Between Access Points on the Opposite Side of the Roadway Center-Center of Proposed Access
25 mph	255 feet
30 mph	325 feet
35 mph	425 feet
40 mph	525 feet
45 mph	630 feet
50 mph	750 feet
Source: Michigan Department of Transportation	

16. As part of the site plan review process, the Planning and Zoning Commission shall review and approve frontage roads, rear service drives, parking lot cross-connections, shared driveways or side street access for parcels with frontage on M-32 and U.S. 23.

- C. Prior to review by the Planning and Zoning Commission, any site plan proposing new or altered access drives onto U.S. 23 and M-32 shall be accompanied by written documentation of consultation with MDOT and the Alpena County Road Commission.
- D. Special Use Review for High-Traffic Uses. In addition to other provisions of this Ordinance, when a high-traffic use in the highway corridor adjoins an existing residential use or a residentially zoned parcel, the high-traffic use shall be subject to review as a Special Use. The designation of a proposed use as a high-traffic use shall be determined by the Planning and Zoning Commission. The

designation may include, but is not limited to, gasoline stations, convenience stores and businesses with drive-through service windows.

E. Landscape requirements

1. Parking areas. In off-street parking areas containing greater than 20 spaces, at least five percent (5%) of the total parking area shall be used for interior landscaping. Parking lot landscape areas shall be no less than five (5) feet in any dimension and at least one hundred fifty (150) square feet in any single area. A minimum of one (1) tree meeting specifications set by the Planning and Zoning Commission shall be planted in each area.
2. Residential buffer area. Where commercial, office, or industrial uses abut an existing residence or residentially zoned property, the intervening side or rear yard of the non-residential use shall provide a completely obscuring wall, fence or landscape screen at least six (6) feet in height, measured from the surface of the ground of the abutting residential district.
3. General landscaping. All developed portions of a site not occupied by buildings or pavement shall be planted with grass, ground cover, shrubs or other suitable plant material. A mixture of evergreen and deciduous trees of species native to northeastern Michigan shall be planted at a rate of one (1) tree per three thousand (3,000) square feet of landscaped open space on-site.
4. Landscape preservation. Preservation of existing trees and site vegetation is encouraged and may be used to meet the landscaping requirement listed above.