SECTION 1803 SITE PLAN REVIEW

- **1803.1.** General. The following requirements must be met for all site plan reviews:
 - 1803.1.1. Procedure for All Site Plans.
 - **1803.1.1.1. Pre-application Conference.** Before submitting an application, an applicant may meet with the Code Official to review the proposed project, the City of Escanaba Code of Ordinances, and the City Comprehensive Plan. A pre-application conference may be held with the Planning Commission for the purpose of establishing general guidelines and eliciting feedback from the members of the Planning Commission regarding specific questions or problems areas. The pre-application conference is a vehicle intended to provide the applicant with general guidance prior to the expenditure of large amounts of time and money in the planning effort. Pre-application conferences shall be scheduled and heard at regular or special Planning Commission public meetings.
 - **1803.1.1.2. Application.** An applicant shall apply for site plan consideration not less than twenty-one (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 Code Official for review according to the standards and requirements of this Code.
 - **1803.1.1.3. Official Review**. The Code Official 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.
 - **1803.1.1.4. Approval; Referral.** Once the Code Official deems the site plans or site diagram to be complete, 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 Code Official on a land use permit. No land use permit or building permit shall be issued without an approved site plan.
 - **1803.1.1.5. Time Limits.** Ten (10) days shall be allowed for departmental review of all site plans and site diagrams (seven (7) days for site plans which have been approved by the Planning Commission). If, for any reason, the Code Official 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.
- **1803.2. Public Hearing Requirement**. Prior to voting on a final site plan, the Planning Commission shall hold a public hearing so as to facilitate public review and understanding of the proposed development. Notice of the date, time, location and subject matter of the public hearing shall be published in a newspaper of general circulation in the City at least fifteen (15) days before the actual hearing date.
- **1803.3. 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 within forty-five (45) days of submission of said plan.

1803.4. Site Plan Approval. Upon Planning Commission approval of a site plan, the applicant, the owner(s) of record, or the legal representative thereof, the Planning Commission Chairperson and one (1) other member of the Planning Commission shall each sign four (4) copies of the approved site plan. The Planning Commission shall transmit one (1) signed copy of the plan and any conditions attached to the Code Official, and one (1) signed copy each to the Office of the City Clerk and the applicant. One (1) signed copy shall be retained in the Planning Commission file.

1803.5.1. Site Plan Rejection. The property owner may appeal a decision of the Code Official or Planning Commission to the Zoning Board of Appeals.

SECTION 1804 SITE PLAN APPROVAL STANDARDS

1804.1. General. A site plan shall conform to all applicable requirements of the local, State and federal laws and 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 public sidewalks adjacent to the site by a parapet wall or similar architectural feature.
- C. Reasonable visual and sound mitigation 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.
- 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.
- N. All premises shall be graded and maintained to prevent the accumulation of stagnant water thereon, or onto adjacent property or within any structure located thereon.
- O. Proof that all other provisions of the code have been met.

SECTION 1805 CONDITIONAL APPROVALS

1805.1. Conditional Approvals.

A. The Planning Commission or Code Official may attach conditions to the approval of a site plan when such conditions:

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.

Would protect the built and natural environment.

Would insure compatibility with adjacent uses of land.

- B. The Planning Commission or Code Official 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 of like of similar benefits enjoyed by other properties in the area.

SECTION 1806 SITE PLAN AMENDMENTS

1806.1. Site Plan Amendments. A Site Plan may be amended as follows:

- A. **Minor Amendments**. Minor amendments are those which will have no foreseeable affect beyond the property boundary, such as minor changes in the alignment of utilities and the reconfiguration of parking areas. Minor amendments for good cause may be authorized by the Code Official without notice or hearing, provided no such changes shall significantly increase the size or height of structures, significantly reduce the efficiency or number of public facilities serving the development, significantly reduce useable open space, significantly reduce or increase parking areas, or significantly encroach on natural features proposed by the plan to be protected.
- B. **Major Amendments**. Any amendment not qualifying as a minor amendment is considered to be a major amendment and must be approved by the Planning Commission.

SECTION 1807 EXPIRATION OF SITE PLAN

1807.1. Expiration of Site Plan.

- A. Approval of a site plan shall expire and be of no effect unless a Zoning Permit is issued and a Building Permit is issued within one (1) year of the date of the Planning Commission approval of the site plan. Approval of a site plan shall expire and be of no effect two (2) years following the date of the Planning Commission approval unless construction has begun on the property and is diligently pursued to completion in conformance with the approved site plan.
- B. In the case of a phased development, individual site plans shall be submitted and approved for the initial development phase and, in turn, for each subsequent phase of development.

If any approved site plan has expired as set forth herein, no permits for development or use of the subject property shall be issued until all applicable requirements of the Chapter have been satisfied. C.

Site plan approval shall automatically expire with the expiration of the land use D.

permit.