



SITE PLAN REVIEW PROCEDURES (11/2012)

City of Frankenmuth Planning Commission

240 W. Genesee Street

Frankenmuth, MI 48734-1398

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Prior to the issuance of a building permit for any new building construction or expansion (exceptions: duplexes and single family residences), proposed projects must be submitted to City staff for a site plan review by the City Planning Commission. *An informal review of preliminary plans can be arranged prior to any formal submission if the applicant desires.*

The following procedures shall govern the review of each plan:

SUBMISSION: The developer shall submit two large and eleven small copies of the site plan (at least 14 calendar days prior to the Commission meeting) including:

1. Site plan drawn to a readable scale with property dimensions.
2. Size, shape and location of existing and proposed buildings.
3. Layout of parking areas, spaces and driveways; and all pedestrian, bike & trail pathways.
4. A landscape plan with locations, sizes and names of plantings.
5. Proposed grades and drainage, water features and floodplains.
6. Proposed sewer and water facilities and connections.
7. Natural features both prior to and after the proposed development.
8. Floor drains and the proposed discharge thereof.
9. Above ground and below ground storage facilities.
10. Known/suspected areas of contamination and status of clean-up or closure.
11. Storage, use, loading or unloading of hazardous substances.
12. Locations and types of fencing, signs and advertising features.
13. Existing zoning of adjacent properties and projected impact on those properties.
14. Such other information necessary to enable reviewing officials that the site plan conforms to these and other applicable regulations.

ACTIONS: The City Administration will forward copies of each site plan to the Site Plan Review Subcommittee of the Commission for review as needed at their Thursday morning, approximately 9 A.M. meeting prior to the next regular Commission meeting. Copies of the site plan will be forwarded to the Planning Commission prior to the next Commission meeting. A decision will be made by the Planning Commission within 35 calendar days of submittal. The Commission meets on the fourth Tuesday of each month at 7:00 P.M.. Adjacent property owners will be notified at least seven days prior to the site plan review meeting. If the plan is tabled or denied, the Commission will submit the reasons for the table or denial in writing to the applicant.

APPEALS: Actions of the Planning Commission may be appealed to the Zoning Board of Appeals within ten (10) days of the Commission's decision.

SITE PLAN REVIEW STANDARDS: The following standards shall be utilized in the review of all site plans:

1. **Preservation of Landscape.** The landscape shall be preserved in its natural state by minimizing tree and soil removal. Grade changes shall conform with neighboring developed areas. A separate landscape plan

shall be required to be submitted as part of a Site Plan review. See Title V, Chapter 51, Sections 5.153 (General Landscaping Requirements) & 5.148 (Parking Lot Landscaping Requirements) of the City Code.

2. Relations of Proposed Buildings to Environment. Proposed structures shall be harmonious to the terrain and existing buildings.
3. Drives, Parking and Circulation. Attention shall be given to location and number of access points, interior circulation, separation of pedestrians and vehicles, and making parking areas attractive. See Title V, Chapter 51, Sections 5.145 through 5.148 of the City Code.
4. Traffic Impact Study. A traffic impact study shall be required when a proposed development would be expected to generate over seventy-five (75) directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day. See Title V, Chapter 51, Section 5.154 of the City Code.
5. Surface Water Drainage. Removal of surface water drainage shall not adversely affect adjacent properties or the storm drainage system. See Title II, Chapter 26 of the City Code.
6. Utility Service. All utility lines shall be underground if at all possible. Otherwise, utility services shall be harmonious to neighboring properties and the site.
7. Advertising Features. The size, location and lighting of all signs and outdoor advertising shall comply with the sign regulations. See Title V, Chapter 51, Article 17 of the City Code.
8. Special Features. Storage areas, machinery installations, truck loading areas, utility buildings, and refuse containers shall be setback and screened to insure harmony with the surroundings.
9. Groundwater Protection. The project and related improvements shall be designed to protect the natural environment, including lakes, ponds, streams, wetlands, floodplains, groundwater and steep slopes.
10. Additional Requirements. Any other standards and requirements listed in the Zoning Code and requested by the staff or Planning Commission.

EXPIRATION OF SITE PLAN APPROVAL: No site plan approval by the Planning Commission shall be valid for a period longer than two (2) years, unless a building permit for said project is obtained within such period and remains valid.

ADOPTED: January 25, 1994.

AMENDED: November 13, 2012.