
LANDMARK STRATEGIES

MEMORANDUM

DATE: April 9, 2009

TO: Salem Township Planning Commission

FROM: Mark A. Sisson, AICP, Planning Consultant

RE: Centerline Industrial Park Parcel 5 Commercial Buildings- 2610 142nd Avenue

Site Plan Review Check List and Comments

SECTION 14.04 SITE PLAN CONTENT. Unless exempted from the following requirements by Section 14.02 (d) or specifically waived by the Zoning Administrator in consultation with the planning Commission, each site plan submitted shall be drawn to a minimum scale of 1' inch = 200' and shall contain the following information: (*Amended 10/96*)

Items with a check mark are adequately addressed. Those not checked require resolution or a waiver by the Planning Commission.

- √ Name of development and general location sketch showing major thoroughfares and site location.
- √ Name, address and phone number of site owner(s), developer and designer, including professional seal of designer.
- √ North arrow, scale, and date of original drawing and any revisions.
- √ The area of the site in square feet and acres, excluding all existing and proposed rights-of-way. Property lines, dimensions, and building setback distances and dimensions of all structures and lot lines within one hundred (100) feet of the site shall also be indicated. If the parcel is a part of a larger parcel, boundaries of the total land holding shall be shown.
- √ Existing zoning of the site and all adjacent properties.
- √ Existing and proposed topographic elevations at two (2) foot intervals on the site and to a distance of ten (10) feet outside the boundary lines of the site. Ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions shall be provided.
- √ Direction of storm water drainage and indication as to how storm water runoff will be handled.
- √ Location of existing and proposed buildings; their intended use; the length, width and height of each building; and the square footage of each building.

- Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within one hundred (100) feet of the site. The centerline of road rights-of-way shall be shown.

- ***Adjacent Driveways are not indicated. No new driveways are proposed at this time. Knowledge of existing driveways locations is not consequential at this time.***
- √ Location and size of all existing and proposed water and sanitary sewer lines, storm drainage lines, wells, fire hydrants, catch basins, septic tanks and drain fields and utility easements.
- √ Proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. Also, the method of surfacing such areas shall be noted.
- √ Location of all sidewalks, bike paths, and other pathways.
- √ Location and size of any walls, fences, greenbelts, or other screening provisions.
- √ Landscape plan indicating type and size of all plant material, including all areas to be sod or seeded for grass. Provide cross sections of all berms.
- √ Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands. Trees which are to be removed on the site shall be illustrated.
- Building floor plans and architectural wall elevations. The height of all buildings or structures shall be indicated.
 - ***Building Floor plans are not included.***
 - ***The proposed height of the building is not indicated.***
- Location of all proposed accessory structures, including outdoor lighting fixtures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, signs, and existing and proposed utility poles. Indicate screening for trash receptacles.
 - ***Location of electrical transformers not shown***
 - ***Signage is not indicated***
- √ Location of all outdoor storage areas for materials and the manner in which materials shall be screened or covered.
- √ If phased construction is to be used, each phase must be noted and each phase must stand on its own.
- √ Notation of any variances or special use permits which are required, any legal non-conforming uses or structures, and any State or Federal permits which have been secured or may be necessary to secure.

Subsection 16.06(v) *Given the nature of the proposed use, site plan content requirements relating to hazardous substances and polluting materials are not applicable at this time*

SECTION 14.06 STANDARDS.

Note: *In order to approve, approve with conditions or deny the site plan, the planning Commission must make findings relative to each of the following standards. Those findings must be included in the record. Items with a check mark are in my opinion adequately addressed. Those not checked are those that in my opinion require discussion and resolution by the Planning Commission*

- (a) **General.** The Planning Commission shall review the site plan for compliance with the requirements of this Ordinance and conformance with the following general standards:
 - √ The applicant may legally apply for site plan review.
 - ***Documentation indicates that the applicant is the owner of record.***

- All required information has been provided (*the applicant has indicated that the following information will be addresses with submittals presented at the meeting.*)
 - *Adjacent Driveways are not indicated. No new driveways are proposed at this time. Knowledge of existing driveways locations is not consequential at this time.*
 - *Building Floor plans are not included.*
 - *The proposed height of the building is not indicated.*
 - *Location of electrical transformers not shown*
 - *Signage is not indicated.*
- √ The proposed development conforms to all regulations of the zoning district in which it is located.
 - *Minimum setbacks, parking, height and other dimensional standards have been met. Those standards that are met, but which also are subject to some qualitative discretion are addressed below.*
- All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 - *The Planning Commission has the ability to require reasonable site plan modifications if it finds that the modifications would better suit the adjoining property.*
- √ The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
- √ Natural resources will be preserved and protected to the maximum feasible extent and organic, wet, or other soils which are not suitable for development will be undisturbed or will be modified in an acceptable manner.
- The proposed development will not cause soil erosion or sedimentation problems. *A Soil erosion and sedimentation plan is provided. A soil erosion permit will be required prior to construction.*
- The drainage plan for the proposed development is adequate to handle anticipated storm water runoff and will not cause undue runoff onto neighboring property or overloading of water courses in the area. *Approval of the Allegan County Drain Commission should be required .*
- √ The proposed development properly respects floodways and floodplains on or in the vicinity of the subject property.
- The plan meets the specifications of the Salem Township for water supply, sewage disposal or treatment, storm drainage, and other public facilities. *Plans are based on Allegan County standards and appear adequate. Approval by the Health Department and Allegan County drain Office should be made required conditions of approval.*

- √ With respect to vehicular and pedestrian circulation on the site, including walkways, interior drives, and parking; special attention shall be given to the location, number and spacing of access points; general interior circulation; separation of pedestrian and vehicular traffic; the avoidance of building corners next to access drives; and the arrangement of parking areas that are safe and convenient, and insofar as practicable, do not detract from the design of the proposed buildings and structures, neighboring properties and flow of traffic on adjacent streets.
 - *The site plan is designed with a minimum number of access points, each well positioned to minimize congestion and traffic conflicts.*
 - *The site plans indicate that vehicle flow and traffic circulation between the proposed site and the site to the east will be coordinated. Cross access easements are indicated. These should be made formal conditions of approval.*
 - *Provisions for pedestrian are minimum but the Township has no minimum requirements for sidewalks connections. It is recommended that future phases of development on this site and that of the adjacent site take pedestrian circulation into consideration.*
- √ All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means as required by the Township fire department.
 - *The emergency vehicle access easement to the site is shown. It is reasonable to expect that in the future, this easement will/should be replaced by the proposed driveway and cross access easement north of the retention ponds.*
- The site plan shall provide reasonable, visual, and sound privacy for all dwelling units located therein. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
 - *The Planning Commission should discuss and determine if the proposed landscaping and screening adequately satisfies the above requirements and that of Chapter 26 Landscaping.*
- √ All loading and unloading areas and outside storage of materials which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials. Also, outdoor storage of garbage and refuse shall be contained, screened from view, and located so as not to be a nuisance to the subject property or neighboring properties. *The Proposed site plan adequately addresses these issues.*
- √ Outside lighting will not adversely affect adjacent or neighboring properties, or traffic on adjacent streets. *The Proposed site plan adequately addresses these issues.*
- √ Phases of development are in logical sequence so that any phase will not depend upon a subsequent phase for adequate access, public utility services, drainage, or erosion control.

(b) *Standards for 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.
- General purpose floor drains shall be allowed only if they are connected to a public sewer system, an on-site holding tank, or a system authorized through a state groundwater discharge permit. **This should be underscored as a condition of approval**
- Sites at which hazardous substances and polluting materials 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. **This should be underscored as a condition of approval**
- State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances and polluting materials shall be met. No discharges to groundwater, including direct and indirect discharges, shall be allowed without required permits and approvals. **This should be underscored as a condition of approval**
- Secondary containment for aboveground areas where hazardous substances and polluting materials are stored or used shall be provided. Secondary containment shall be sufficient to store the substance for the maximum anticipated period of time necessary for the recovery of any released substance. **This should be underscored as a condition of approval**
- Outdoor storage of hazardous substances and polluting materials shall be prohibited except in product-tight containers which are protected from weather, leakage, accidental damage and vandalism. *This should be underscored as a condition of approval*
- N/A Secondary containment structures such as out buildings, storage rooms, sheds, and pole barns shall not have floor drains which outlet to soils, groundwater, or nearby drains or rivers.
- Areas and facilities for loading/unloading of hazardous substances and polluting materials, as well as areas where such materials are handled and used, shall be designed and constructed to prevent discharge or runoff to floor drains, rivers, lakes, wetlands, groundwater, or soils. *This should be underscored as a condition of approval*
- N/A Existing and new underground storage tanks shall be registered with the authorized state agency in accordance with requirements of the U.S. Environmental Protection Agency and the State Police Fire Marshal Division.
- N/A Installation, operation, maintenance, closure, and removal of underground storage tanks shall be in accordance with requirements of the State Police Fire Marshal Division. Leak detection, corrosion protection, spill prevention and overflow protection requirements shall be met. Records of monthly monitoring or inventory control must be retained and available for review by government officials.
- N/A Out-of-service abandoned underground tanks shall be emptied and removed from the ground in accordance with the requirements of the State Police Fire Marshal Division, and the Michigan Department of Natural Resources.

