

SITE PLAN REVIEW

PURPOSE

The purpose of this Chapter is to provide for consultation and cooperation between the applicant and the Planning Commission in order that the applicant may realize planned objectives in the use of land within the regulations of this Zoning Ordinance. It is also intended to ensure that the development be completed with minimum adverse effect on the use of adjacent streets and highways, and on the existing and future uses and the environment in the general vicinity.

SITE PLANS REVIEWED

- A. In accordance with the provisions of this Chapter, a Site Plan Review by the Planning Commission shall be required prior to the establishment of a new use or the erection of a building in the Districts and conditions cited below, unless excepted by B, below:
1. All uses permitted in the following districts:
 - a. C- Commercial District
 - b. Light Industrial District
 - c. MHC Manufactured Home Community
 2. Multi-family developments in any district
 3. Special Land Uses in all Zoning Districts
 4. Site condominiums in any District
 5. Private Roads and associated lot splits
 6. Planned Unit Developments
 7. Grading, excavation, filling, soil removal, creation of ponds, or clearing of land over one (1) acre
- B. Site plan review and approval by the Planning Commission shall not be required for one and two family dwellings (except as may be provided in a site condominium development), agricultural uses, a change of use that does not result in the change in the building footprint or parking requirements, family day care and foster care facilities, and accessory buildings and uses. Site plan (plot plan) review for these uses will be conducted by the Zoning Administrator. The Zoning Administrator may take a plot plan to the Planning Commission where unusual circumstances warrant additional review.

SITE PLAN REVIEW REQUIREMENTS

- A. Optional Preliminary Site Plan Review.
1. Twelve (12) copies of a preliminary site plan may be submitted by the applicant for review by the Planning Commission prior to final site plan submittal. The purpose of this optional procedure is to allow discussion between the applicant and the Planning Commissioners, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval.

2. Preliminary site plan submittal shall include the information as listed within subsection C, below, unless deemed unnecessary by the Zoning Administrator. Preliminary site plans shall be at a scale not to exceed 1 inch equals 100 feet (1" = 100').
3. The Planning Commission shall review the preliminary site plan and make any recommendations to the applicant that will cause the plan to be in conformance with the review standards required by this Chapter. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance of the plan.

B. Final Site Plan Review

1. If submission of a preliminary site plan is not desired by the applicant, twelve (12) copies of a final site plan prepared by a professional competent in such matters may be submitted for review without first receiving a review of a preliminary plan. Final site plans shall be at a scale not less than one inch equals twenty feet (1"=20') for property under three (3) acres and at least one inch equals one hundred feet (1"=100') for those three (3) acres or more.
2. Applications for final site plan reviews shall include the information as listed within subsection C, below, unless deemed unnecessary by the Zoning Administrator, and the requirements of Section 16.04-A.

C. Required Site Plan Submission Requirements:

Preliminary Site Plan	
A location sketch showing at minimum, properties, roads and use of land within one-half ½ mile of the area.	
Zoning of surrounding properties.	
Legal description of the subject property.	
The date, north arrow, and scale.	
Name and address of the property owner or petitioner.	
Name and address of the person and/or firm who drafted the plan and the date on which the plan was prepared.	
Existing zoning and use of all properties abutting the subject property.	
All buildings, parking and driveways within one hundred (100) feet of all property lines.	
Narrative: shown on the site plan or submitted separately, describing in general terms:	The overall objectives of the proposed development.
	Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public roads and drives, and open space.
	Dwelling unit densities by type, if applicable.
	Proposed method of providing sewer and water service, as well as other public and private utilities.
Proposed method of providing storm drainage.	
Property lines, approximate dimensions and setbacks.	
Existing adjacent roads and proposed roads.	

Preliminary Site Plan
Parking lots and access points.
Proposed buffer strips or screening.
Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards (including abandoned mine shafts).
Any signs not attached to the building(s).
General topographical features at contour intervals no greater than 5 feet.
Existing and proposed uses, buildings and structures.
Final Site Plan
Seal, name, and firm address of the professional individual responsible for the preparation of the site plan.
Property lines and required setbacks shown and dimensioned.
Dimensions of all existing and proposed structures on the subject property including dwelling unit densities by type, if applicable.
Size and location of existing and proposed utilities, including any proposed connections to public, or private community sewer or water supply systems.
All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), fire lanes, and unloading areas.
Existing and proposed topographic contours.
Drive width and right-of-way width of all roads, streets, and access easements within one hundred (100) feet of the subject property.
Location and size of all surface water drainage facilities.
Location of all solid waste disposal facilities, including recycling, and screening.
Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.
All existing vegetation and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.
Exterior lighting showing area of illumination and indicating the type and height of fixture to be used.

D. Additional Information

The Planning Commission, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s) to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs, impacts on significant natural features and drainage, impacts on surface or groundwater, traffic study, soil tests and other pertinent information.

APPLICATION AND REVIEW

- A. Required site plans, application form, escrow fees (if applicable), and an application fee shall be submitted to the Zoning Administrator prior to the next regular Planning

Commission meeting. Applications shall not be accepted unless all required materials and fees are submitted and are declared complete by the Zoning Administrator.

- B. The Planning Commission shall approve, deny, or approve subject to conditions, the site plan, in accordance with the provisions of this Chapter.
- C. Any conditions or modifications recommended by the Planning Commission shall be recorded in the minutes.
- D. Two (2) copies of the final approved site plan shall be signed and dated by the Zoning Administrator or designee and the applicant. The Township shall keep one (1) of these approved copies on file, one (1) shall be returned to the applicant or his designated representative.
- E. Each development subject to site plan review shall be substantially under construction within one (1) year after the date of approval of the site plan, except as noted below.
 - 1. The Planning Commission may grant a single one (1) year extension of the time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the site plan.
 - 2. The extension shall be approved if the applicant presents reasonable evidence to the effect that the development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.
 - 3. If neither of the above provisions are fulfilled or the one (1) year extension has expired prior to construction, the site plan approval shall be null and void.

ADMINISTRATIVE AND ESCROW FEES

- A. Any site plan application shall be accompanied by a fee, in an amount to be established by the Township Board by resolution. The application fee shall be for the purpose of payment for the administrative costs and services expended by the Township in the implementation of this Chapter and the processing of the application. No part of this fee shall be returnable.
- B. A separate deposit may be collected from the applicant, as determined by the Planning Commission, and used to reimburse another party retained by the Township to provide expert consultation and advice including but not limited to legal, planning, and engineering professionals regarding the application. The amount of the deposit must be based on a reasonable estimate to provide such services. Any unused portions of this fee shall be returned to the applicant after all costs have been received by the Township.

REVIEW STANDARDS

- A. The following standards shall be utilized by the Planning Commission in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.
- B. Site Development Standards
 - 1. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size

of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

2. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.
3. All buildings and groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Code.
4. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent roads. Lighting of buildings or structures shall be minimized to reduce light pollution.
5. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public roads, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height.
6. Site plans shall conform to all applicable requirements of County, State, and Federal agencies. Approval may be conditioned on the applicant receiving necessary County, State, and Federal permits before final site plan approval or an occupancy permit is granted.
7. Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.
8. The general purposes and spirit of this Ordinance and the Master Plan shall be maintained.

C. Vehicular and Pedestrian Standards

1. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, roads and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
2. The arrangement of public or private vehicular and pedestrian connections to existing or planned roads in the area shall be planned to provide a safe and efficient circulation system for traffic within the Township.
3. All roads and driveways shall be developed in accordance with the Township access management standards.
4. Sidewalks or pathways appropriate for pedestrians or non-motorized vehicles shall be required but may be deferred with an appropriate performance guarantee.
5. The minimum number of vehicular entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of vehicular entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding roads, the effect of traffic in the area, nearby topography, and other factors.

6. The Planning Commission may require shared driveways, cross-access or the consolidation of existing driveways where appropriate.

D. Environmental and Natural Features Standards

1. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or buffer strips be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
2. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
3. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater on-site, prevent erosion and the formation of dust. The use of detention/retention ponds may be required and shall look natural. Dispersing storm water management techniques throughout the site are preferred. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being directly discharged to the natural drainage system.
4. Stormwater drainage design shall recognize existing natural drainage patterns. Stormwater removal shall not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater on-site, as deemed necessary by the Township's consulting engineer using sound engineering practices.

DESIGN STANDARDS

- A. All proposed developments subject to site plan approval comply with the following architectural guidelines:
1. The applicant shall use quality architecture to ensure that buildings are compatible with surrounding uses, protect the investment of adjacent landowners, and maintain a positive image for the Township.
 2. Building and sign materials shall relate well with the surrounding area.
 3. Buildings shall possess architectural variety, but enhance the overall cohesive community character. The scale and proportion of existing structures in the area should be considered. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape.
 4. It is encouraged that the first floor of commercial buildings facing a road shall be comprised of at least fifty percent (50%) clear glass.
 5. It is encouraged that any side of a building facing a road shall be covered with, or constructed of, at least fifty percent (50%) of the following materials:
 - a. Brick.

- b. Decorative concrete block.
- c. Cut stone.
- d. Logs.
- e. Other materials approved as part of the site plan.

SITE PLAN APPROVALS

- A. As part of an approval to any site plan, the Planning Commission may impose any additional conditions or limitations as in its judgment may be necessary for protection of the public interest. A record of conditions shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved in accordance with this Ordinance.
- B. Conditions imposed shall be related to and ensure that the review standards of this Chapter are met and shall meet the requirements of the Zoning Act.
- C. Approval of a site plan, including conditions made as part of the approval, shall apply to the property described as part of the application and to all subsequent owners and occupants.
- D. A record of the decision of the Planning Commission, the reason for the decision reached, and any conditions attached to the decision shall be kept and made a part of the minutes of the Planning Commission.
- E. The Zoning Administrator shall make periodic investigations of developments for which site plans have been approved. Failure to maintain or comply with the requirements and conditions of the approved site plan shall be considered violations of this Ordinance.
- F. Zoning permits shall not be issued for a property until a final site plan has been approved and filed with the Township.
- G. No application which has been denied wholly or in part by the Board shall be resubmitted for a period of one (1) year from the date of the last denial, unless permitted by the Zoning Administrator after a demonstration by the applicant of a substantial change of circumstances from the previous application.
- H. Any site plan review approval may be voided by the Zoning Administrator or Planning Commission if it has been determined that a material error in the original approval has been discovered either because of inaccurate information supplied by the applicant or administrative error by a staff member or other agency. The voiding of an approved site plan shall be communicated in writing with reasons for revocation to the property owner. The appropriate construction code building officials shall also be notified to withhold permits until a new site plan is approved.

PERFORMANCE GUARANTEES

The Planning Commission may require a performance guarantee in accordance with Section 21.07 to ensure compliance with the approved site plan.

APPEAL

If any person shall be aggrieved by the action of the Zoning Administrator or Planning Commission, appeal in writing to the Zoning Board of Appeals may be taken in accordance with the provisions of Chapter 20, within fourteen (14) days after the date of the action. The Zoning Board of Appeals shall fix a time and place for a public hearing to be published in a newspaper

prior to the hearing at which all interested parties shall be afforded the opportunity to be heard. After the hearing, the Zoning Board of Appeals shall affirm or reverse the action of the Zoning Administrator or Planning Commission, stating its findings and the reasons for its action and a written copy of such findings, reasons, and action shall be given to the appellant.

CHANGES IN THE APPROVED SITE PLAN

- A. The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to the site plan.
- B. Minor changes may be approved by the Zoning Administrator upon determining that the proposed revision(s) meet the standards of the Ordinance and the intent of the design and will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - 1. Change in the building size, up to five percent (5%) in total floor area.
 - 2. Movement of buildings or other structures by no more than ten (10) feet.
 - 3. Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - 4. Changes in approved building materials to a comparable or higher quality.
 - 5. Relocation of an outdoor waste receptacle.
 - 6. Modification of up to ten percent (10%) of the total parking area provided the number of parking spaces is not reduced below that required by this Ordinance.
 - 7. Sign location or reduction in size or height.
 - 8. The addition of small accessory buildings of not more than two hundred (200) square feet in area.
 - 9. Changes in floor plans which do not alter the character of the use.
 - 10. Changes required or requested by a County, State, or Federal regulatory agency in order to conform to other laws or regulations.
- C. A proposed change not determined by the Zoning Administrator to be minor shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application. If the Zoning Administrator determines that a proposed minor change may have a major impact on the area involved, he may refer the plan to the Planning Commission and the plan shall be reviewed in the same manner as the original application.

SITE DEVELOPMENT REQUIREMENTS

LANDSCAPING, BUFFERING AND SCREENING FOR COMMERCIAL, INDUSTRIAL, SITE CONDOMINIUM AND MULTI-FAMILY DEVELOPMENTS

- A. A landscape plan shall be submitted as part of any site plan review application. The landscape plan shall include, but not necessarily be limited to, the following items:
1. Identification of natural features, natural drainage areas, woodlots, existing free standing trees outside of a woodlot over twelve (12) inches in diameter, and vegetative cover to be preserved.
 2. Location, spacing, size and descriptions for each plant type proposed for use within the required landscape area.
 3. Identification of areas to be grass or other ground cover and method of planting.
 4. Typical straight cross-section including slope, height, and width of berms and swales, or height and type of construction of wall or fence, including footings.
 5. Significant construction details to resolve specific site conditions, such as tree wells to preserve existing trees or culverts to maintain natural drainage patterns.
- B. Landscaping Requirements for uses which require site plan review:
1. Landscaping requirements may be waived if the existing vegetation to be retained on site meets or exceeds Ordinance requirements for landscaping, screening or buffering.
 2. All required setbacks shall be landscaped with a minimum ratio of one (1) canopy or shade tree and four (4) shrubs, for each thirty (30) lineal feet (or major portion thereof) of lot lines. Access ways from public rights-of-way shall not be subtracted from the lineal dimension used to determine the minimum number of trees and shrubs required.
 3. Note: Landscaping may be clustered and distributed throughout the setback. The ratio is provided to ensure a minimum amount of landscaping materials.
 4. Parking lots exceeding twenty (20) parking spaces shall provide the equivalent of one (1) landscape island or perimeter bump-outs for every twenty (20) spaces of parking. Landscape islands or bump-outs shall be at least 180 square feet in size, with a minimum width of three (3) feet. Landscape islands shall be landscaped with one (1) canopy or ornamental tree and two (2) shrubs for every sixty (60) square feet of landscaping island. Receded landscape islands are encouraged to manage storm water on site.
 5. Additional landscaping may be required adjacent to the front or side of buildings to break up long building expanses and walls void of windows.
 6. Landscaping may be required to serve as windbreaks.
- C. Screening requirements
1. Screening shall be required on the subject parcel in the following situations, except as may be provided elsewhere in this Ordinance.
 - a. Around all trash, recycling or grease dumpsters in all districts.

- b. Around designated outdoor storage areas in the commercial and industrial zones.
 - c. Around any loading/unloading area.
 - d. Around both roof and ground-mounted outdoor mechanical equipment.
 2. Screening shall be required on the subject parcel even if the surrounding area or adjacent parcels are unimproved.
 3. When any developed parcel changes to a more intense land use, screening shall be provided in compliance with this Ordinance.
 4. If existing conditions on the subject parcel are such that a parcel cannot comply with the screening requirements, the Zoning Administrator or Planning Commission, as appropriate, shall determine the character of the screen based on the following criteria:
 - a. Traffic access and circulation.
 - b. Building and parking lot coverage.
 - c. Outdoor sales, display, or manufacturing area.
 - d. Physical characteristics of the site and surrounding area such as topography, vegetation, etc.
 - e. Views and noise levels.
 - f. Public health, safety, and welfare.

D. Dumpsters

1. Dumpsters shall not be located in the front yard, unless otherwise approved by the Planning Commission and shall be as far as practical, and in no case be less than, twenty (20) feet from any adjacent residential use or district.
2. Dumpsters shall be easily accessed by refuse vehicles without potential damage to automobiles parked in designated parking spaces.
3. Dumpsters shall be a minimum of five (5) feet from any commercial or industrial building and shall comply with fire code.

E. Screening Standards

All required screens shall meet the following standards:

1. A solid, sight-obscuring fence or wall six (6) feet high.
2. Enclosed on all sides and not containing any openings other than a gate for access which shall be closed at all times when not in use.
3. The fence or wall shall be constructed of masonry, treated wood or other material approved by the Planning Commission if determined to be durable, weather resistant, rust proof, and easily maintained.
4. All other applicable standards of this Section shall be met.

- F. The Planning Commission may require a landscaped buffer zone in conjunction with any approval of a site plan, Planned Unit Development, or Special Land Use. When a buffer zone is required for a use in a Nonresidential District between a Residential and a Nonresidential District, it shall be placed on the Nonresidential District side. The

Planning Commission shall approve the location, size, shape, materials and other specifications for the buffer zone subject to the general requirements of this Section.

G. Buffer Zone Development Standards

1. The required buffer zone may be comprised of berms, required plant material in section 17.01(B) above, additional plant material where required landscaping materials are insufficient to screen, walls, fences, or any combination thereof. The Planning Commission shall determine if the alternate materials will provide the same degree of screening and buffering (or better) than required by these standards.
2. Unless otherwise stated in this Ordinance, minimum width shall correspond to the setback requirements for parking areas as prescribed in the Schedule of Regulations, but shall not be less than ten (10) feet.
3. All areas within the buffer zone which do not contain trees or planting beds shall be covered with grass or other living ground cover.
4. Detention/retention areas shall be permitted within required buffer zone provided they do not hamper the screening intent of the buffer zone or jeopardize the survival of the plant materials.

H. Landscaping Standards

1. Landscaping shall be installed such that, when mature, it does not obscure traffic signs, fire hydrants, lighting, drainage patterns on site or adjacent properties, or obstruct vision for safety of ingress or egress.
2. A raised, rolled, or sub-surface curb or curb stops shall protect all landscape islands and landscaped areas immediately adjacent to parking spaces. There shall also be a means of protecting site trees against injury from mowing equipment.
3. Unless used as street trees, all landscaped areas shall be arranged to simulate a natural setting such as staggered rows or clusters.
4. Landscaping shall be designed to blend with that on adjacent parcels where a road, walkway or other pathway flows between parcels.
5. All landscaping shall be maintained in a healthy, neat and orderly state free from refuse and debris. Any dead or diseased plants shall be removed and replaced within six (6) months. Native species are preferred.
6. Minimum plant sizes at time of installation shall be according to the chart below.

Plant Type	Minimum Size
Deciduous Canopy Tree	2.5 in. caliper
Deciduous Ornamental Tree	2 in. caliper
Evergreen Tree	6 ft. height
Deciduous Shrub	18 in. height
Upright Evergreen Shrub	2 ft. height
Spreading Evergreen Shrub	18 to 24 in. spread

7. Mixing of Species: The overall landscape plan shall not contain more than twenty-five percent (25%) of any one (1) plant species.
8. Where a berm is provided for the purposes of screening and buffering, it shall have a maximum slope of one foot of vertical rise to three feet of horizontal distance (1:3) with a crest area at least four (4) feet wide.
9. The following trees are not permitted as they split easily; their wood is brittle and breaks easily; their roots clog drains and sewers; and they are unusually susceptible to disease or insect pests:

PROHIBITED SPECIES FOR NEW LANDSCAPING	
Common Name	Horticultural Name
Box Elder	Acer Negundo
Ginkgo	Ginkgo Biloba (female only)
Honey Locust	Gleditsia Triacanthos (with thorns)
Mulberry	Morus Species
Poplars	Populus Species
Black Locust	Robinia Species
Willows	Salix Species
American Elm	Ulmus Americana
Siberian Elm	Ulmus Pumila
Slippery Elm; Red Elm	Ulmus Rubra
Chinese Elm	Ulmus Parvifolia
Russian Olive	Elaeagnus-angustifolia

- I. The Planning Commission may require a performance guarantee in accordance with the requirements of Section 21.07 of sufficient amount to ensure the installation of all required landscaping.

PARKING - GENERAL REQUIREMENTS

- A. Unless otherwise provided for in this Ordinance, off-street parking shall not be located within the required front or side yards. Parallel access drives may be located in the

required front yard. Parking lots shall be a minimum of ten (10) feet from the rear lot line.

- B. Off-street parking for all non-residential Districts and uses shall be either on the same lot or within three hundred (300) feet of the building or use it is intended to serve, measured from the nearest public entrance of the building to the nearest point of the off-street parking lot. Commercial areas for public parking shall be paved.
- C. Residential off-street parking spaces shall consist of parking strip, parking bay, driveway, garage, or combination thereof and shall be located on the premises they are intended to serve.
- D. Off-street parking existing at the effective date of this Ordinance, or amendment thereto, in connection with the operation of an existing building or use, shall not be reduced to an amount less than required for a similar new building or new use. Additional parking space for the additional floor space shall be provided and maintained in amount hereafter specified for that use.
- E. Two (2) or more buildings or uses may collectively provide the required off-street parking.
- F. Maximum Parking Requirement
 - 1. To minimize excessive areas of pavement which detract from the aesthetics of the Township and contribute to high rates of stormwater runoff, no parking lot shall have parking spaces totaling more than an amount equal to ten percent (10%) greater than the minimum parking space requirements, as determined by Off-Street Parking Requirements, except as may be approved by the Planning Commission.
 - 2. The Planning Commission may grant additional parking spaces above the maximum permitted, provided that the Commission determines that the parking will be required, based on documented evidence of actual use and demand provided by the applicant.
- G. The Planning Commission may defer construction of the required number of parking spaces if the following conditions are met:
 - 1. Areas proposed for deferred parking shall be shown on the site plan.
 - 2. Areas shall be sufficient for construction of the required number of parking spaces in accordance with the standards of this Ordinance for parking area design and other site development requirements.
 - 3. Alterations to the deferred parking area may be initiated by the owner or required by the Zoning Administrator. Each alteration shall require the approval of the Zoning Administrator of an amended site plan, submitted by the applicant accompanied by evidence documenting the justification for the alteration.
 - 4. All or a portion of such deferred parking shall be constructed if required by the Zoning Administrator upon a finding that such additional parking is needed.

PARKING LOT DESIGN STANDARDS

- A. Minimum dimensions of parking spaces and maneuvering aisles shall be in accordance with the following requirements:

Parking Pattern	Two-Way Aisle Width	One-Way Aisle Width	Parking Space Width	Parking Space Length
Parallel Parking	18 Ft.	12 Ft.	9 Ft.	25 Ft.
30-75 degree angle	24 Ft.	12 Ft.	9 Ft.	21 Ft.
76-90 degree angle	24 Ft.	15 Ft.	9 Ft.	20 Ft.

- B. The Zoning Administrator may authorize minor adjustments to the dimensions prescribed in this Section if consistent with generally recognized design standards for off-street parking facilities.
- C. The Planning Commission may permit stabilized gravel for low use parking areas adjacent to water (e.g. public boat launch sites) or in parking areas used exclusively for utility vehicle or truck storage.
- D. All parking lots shall be constructed so as to permit proper drainage and prevent puddles or storage of water within the lot. Drainage shall be in accordance with the requirements of the Township.
- E. All parking areas containing ten (10) or more parking spaces must be screened from view from public right-of-way, public open space, public buildings and abutting residential districts in a manner approved by the Planning Commission.

OFF-STREET PARKING REQUIREMENTS

- A. Required off-street parking spaces are noted in the following table for the uses listed. For those uses not specifically mentioned, the requirements for off-street parking shall be in accord with a use which the Zoning Administrator considers similar in type.
- B. When units of measurement determining the number of required off-street parking spaces result in the requirement of a fractional space that fraction shall require one (1) parking space.
- C. The minimum number of off-street parking spaces shall be determined in accordance with the following tables. All floor areas are considered gross floor area (GFA) unless otherwise specified as usable floor area (UFA):

USE	PARKING SPACE PER UNIT OF MEASUREMENT
Residential	
Single family dwellings	2 for each dwelling unit
Two family dwellings	2 for each dwelling unit
Multiple family dwellings	2 for each dwelling unit + 1 for each 4 dwelling units for visitor spaces
Housing for the elderly	1 for each 2 dwelling units, + 1 for each employee, + 1 for each 5 dwelling units to be marked as visitor spaces
Institutional	
Boat launch sites	At least 50% of the total area devoted to the launch site shall be devoted to parking
Churches, theaters, assembly areas, auditoriums, gymnasiums	1 for each 4 seats or each 8 feet of pew or bench length
Hospitals	2 per bed
Schools, elementary and middle	2 for each 3 employees, + amount required for auditorium or gymnasium seating
Group day care homes and group foster care homes	1 for each 4 clients, + 1 for each employee
Nursing or convalescent home	1 per each 3 beds or 2 rooms, plus 10 spaces marked for visitors
Schools, secondary and institutions of higher learning	1 for each 8 students, + 1½ for each classroom, + amount required for auditorium or gymnasium seating
Commercial	
Assembly halls without fixed seats	1 for each 3 persons allowed within the maximum occupancy load established by any applicable codes or Ordinances
Beauty/barber shop	2 for each chair
Bowling alleys	4 for each bowling lane + required spaces for each accessory use
Convenience store	1 per 200 sq. ft. of UFA
Funeral homes and mortuary establishments	1 for each 50 sq. ft. of UFA
Day Care Center	1 per each 3 clients computed on the basis of the greatest number of clients on site at a given time in addition to those required for the residence
Hotels and motels	1 for each guest room, + required spaces for each accessory use
Marinas	1½ per boat slip or rack storage bin + required spaces for any accessory uses
Motor vehicle service stations	1 for each service stall + 1 for each pump island + required spaces for convenience store, motor vehicle, or other uses
Motor vehicle wash (self service)	1 for each 5 stalls

USE	PARKING SPACE PER UNIT OF MEASUREMENT
Personal service establishments	1 for each 400 sq. ft. of UFA
Restaurants without drive-through facilities	1 for each 100 sq. ft. of UFA or 1 for each 2 persons allowed within the maximum occupancy load established by Fire codes, whichever is greater
Restaurants with drive-through facilities	1 for each 75 sq. ft. of UFA or 1 for each 1½ persons allowed within the maximum occupancy load established by any applicable codes or Ordinances, whichever is greater
Retail stores not otherwise specified	1 for each 300 sq. ft. of UFA
Video rental stores	1 for each 100 sq. ft. of UFA + 1 for the maximum number of employees on the premises at any one time
Office	
Banks, credit unions, savings and loan associations and other similar uses	1 for each 200 sq. ft. of UFA + 3 stacking spaces per drive-through window
Medical and dental offices and clinics	1 for each 75 sq. ft. of waiting room area + 1 for each examining room, dental chair, or similar use area
Offices not otherwise specified	1 for each 300 sq. ft. of UFA
Industrial	
Manufacturing, processing, and research establishments	1 for each 1000 sq. ft. + spaces required for offices
Warehouses and wholesale establishments	1 for each 2000 sq. ft. + spaces required for offices

OFF-STREET LOADING REQUIREMENTS

- A. On the same premises with every building or structure involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading. This space shall be placed so as to avoid undue interference with public use of dedicated rights-of-way and parking areas.
- B. Loading spaces shall not be located in the front yard.
- C. At least one (1) loading space shall be provided for each commercial or industrial use. All loading spaces shall be at least ten feet by fifty feet (10 x 50), or a minimum of five hundred (500) square feet in area. A minimum fourteen (14) foot clearance height shall be provided.

SIGNS

PURPOSE AND INTENT

- A. The purpose of these requirements is to provide a framework within which the identification and informational needs of all land uses can be harmonized with the desires and aesthetic standards of the general public. It is a basic tenet of this Chapter that unrestricted signs do not benefit either private enterprise or the community-at-large. It is intended through the provisions contained herein to:
1. Give recognition to the legitimate needs of business, industry and other activities, in attaining their identification and informational objectives.
 2. Reflect the primary purpose of signs as being the identification of a particular user or use on a property, but not necessarily every activity or service performed thereon.
 3. Promote signs that are visible and can be readily seen from moving vehicles with the least amount of distraction and to prevent confusion that may cause abrupt, unsafe vehicular maneuvers.
 4. Improve the quality of community life by encouraging signs compatible with the overall street setting and neighborhood character, appropriate and in harmony with the principal activities and structures being served and to promote legible signs in scale with the area in which they are seen.
 5. Protect the public welfare and enhance the landscape by providing signs that do not create problems due to excessive size, height, number, or movement for users of public rights-of-way or contiguous properties.
 6. Avoid excessive number of signs to give each business or use optimum visibility to passer-by traffic and if possible, prevent clutter, and to prevent one sign from blocking the view of another sign.
 7. Retain property values by reducing visual blight because of such factors as clutter, poor maintenance, and light glare.
 8. Safeguard the public use and nature of streets and sidewalks for pedestrian and vehicular traffic.
 9. Support and complement the land use objectives of the Master Land Use Plan and this Ordinance.
 10. Place and size signs in such a way that scenic views are respected and visual obstructions to the natural landscape are minimized.
 11. Place and size signs in such a way to prevent visual obstructions in traveled rights-of-way that may obscure traffic signs, distract motorists or impair drivers' sight lines.
 12. Protect the character of the Township by encouraging the design of signs that reflect the Township's favorable environment as a rural resort community with a significant natural resource base.
 13. Maintain and enhance economic stability by retaining aesthetic appeal to residents and visitors, and encourage sign practices that will complement the Township's character and natural environment.

14. Promote safety and security in and around businesses.

JURISDICTION

- A. Signs not strictly permitted are prohibited. A permit shall be obtained for the erection, construction, alteration and/or replacement of any sign; except as hereinafter provided.
- B. All regulated signs shall be approved by the Zoning Administrator as to their conformance with the requirements of this Ordinance. The applicant shall provide the following:
1. Total display area of the sign in square feet.
 2. Proposed setback of the sign from the road right-of-way, drives and adjacent properties.
 3. Sign type, purpose and height, and ground clearance if applicable.
 4. Height and width of building if the sign is a wall or wall projecting type.
 5. Lighting, type and screening, as appropriate.
 6. Landscaping plans, as appropriate.
 7. Site area and frontage.
 8. Site and building photos.

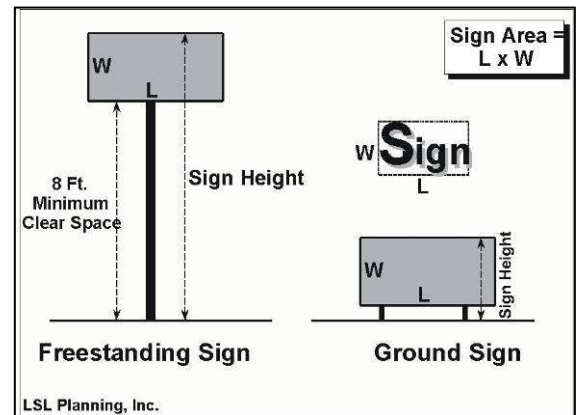
GENERAL REQUIREMENTS

- A. All signs and sign structures shall conform to all applicable codes adopted by the Township. Signs shall be installed in a workmanlike manner and be maintained at all times in a state of good repair, with all braces, bolts, clips, supporting frame, and fastenings free from deterioration, insect infestation, rot, rust or loosening. All signs shall be kept neatly finished, including all metal parts and supports that are not galvanized or made of rust-resistant metals.
- B. Signs erected in the Township shall not obstruct the clear view of traffic. If the location or design of a sign may result in a conflict with pedestrian or vehicular movement or circulation, the Zoning Administrator may require a clearance of up to ten (10) feet from the finished grade level or curb elevation to the lowest part of such sign
- C. The leading edge of freestanding signs shall be a minimum of ten (10) feet from the road right-of-way and a side property line.
- D. If a sign advertises a business, attraction, or other enterprise or activity that is no longer operating or being offered or conducted, that sign shall be considered abandoned and the sign faces shall be removed and replaced with blank faces within sixty (60) days after written notification from the Zoning Administrator to the sign owner, owner of the property where the sign is located, or other party having control over the sign. Any expense incurred by the Township incidental to removal shall be paid by the sign owner, owner of the property or other party having control over the sign. The expenses associated with sign removal may constitute a lien upon the property to be collected in the same manner as real property taxes.
- E. Signs erected shall comply with the appropriate electrical code.
- F. All pole signs shall meet wind loading limits as designated in the Building Code.

G. Any light used for the illumination of a sign shall be so that the light will not shine directly on adjacent properties or create a traffic hazard or distraction to operators of motor vehicles on public thoroughfares. Every external artificial light source shall be directed solely to, and concentrated sharply on, the sign.

H. The area of a sign (excluding support structures) shall be measured from the outside of the sign structure, on only one (1) face of the sign, and shall include the sign message and all of the elements of the matter displayed.

I. Off-premise signs except billboards regulated herein or tourist oriented directional signs placed in cooperation with the Township shall adhere to specific document standards as established by the Township for off-premise signage.



PROHIBITED SIGNS

The following listed signs are prohibited in any zoning district of the Township:

- A. A sign displaying intermittent lights and lights resembling the flashing lights customarily used in traffic signals, or police, fire, ambulance, or rescue vehicle or signs which imitate official traffic directional signs or devices.
- B. A sign using the words, "Stop", "Danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse a vehicle driver.
- C. Signs affixed to trees, shrubs or similar natural features.
- D. Signs affixed to fences or utility poles or structural elements not capable to support such signs.
- E. Any sign which obstructs the ingress or egress from a required door, window, or other required exit.
- F. Signs on parked vehicles where the sign is the primary use of the vehicle.
- G. Temporary signs and devices including inflatable devices, pennants, pinwheels, searchlights or other devices with similar characteristics, except when used temporarily for periods not to exceed fifteen (15) days.
- H. Signs which overhang or extend into a dedicated public right-of-way without the written consent of the Township. Any signs which encroach upon the public right-of way do not qualify as legal nonconforming signs. Such signs shall be considered an illegal use and shall be removed.
- I. Signs that have concrete foundations or other solid anchoring devices that project above the surface of the ground more than 18" (eighteen inches).
- J. Signs which are painted, placed or constructed directly on or project from a roof.
- K. Off-premise signs except billboards regulated herein or tourist oriented directional signs placed in cooperation with the Township.
- L. Signs with visible moving, revolving, rotating parts, or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic, or mechanical means.

- M. Externally illuminated signs which can bleed light, interfere with the Township's "night sky", cast glare in the public right-of-way distracting drivers, and shining into adjacent residential areas interfering with resident's enjoyment of their personal property.

EXEMPT SIGNS

The following signs, provided such signs are established in a lawful manner and placed so as not to cause a nuisance or create a safety hazard, are permitted without a permit:

- A. Up to two (2) real estate sale and "For Rent" or "Lease" or construction sign per property not exceeding eight (8) square feet in display area when located within a residential district. For all other districts, one real estate sale and "For Rent" or "Lease" sign per major bordering.
- B. On-site political campaign signs not exceeding thirty-two (32) square feet in display area. It is recommended that they are not erected any sooner than thirty (30) days prior to the scheduled day of election for which they are made and removed within 10 days of the election.
- C. "No Hunting", "No Trespassing", and on-premise "Garage Sale" signs not exceeding four (4) square feet in display area.
- D. One banner per business which advertises a special event or sale, provided it is not posted for more than thirty (30) days. Premises or properties with frontage on more than one (1) street shall be permitted one (1) sign on each separate street frontage.
- E. On-premise directional signs approved as part of the site plan process provided they do not exceed two signs per road frontage, twelve (12) square feet in display area or six (6) feet in height.
- F. Signs identifying a building's address and/or the names of the occupants but not exceeding four (4) square feet in display area.
- G. Historic markers, signs identifying the names of a building or date of erection of a structure.
- H. Official notices of any court or public agency not exceeding twelve (12) square feet in display area.
- I. Window signs covering up to twenty five percent (25%) of the structure's total window area.
- J. Traffic control, directional, warning, or informational signs when authorized by a public agency having appropriate jurisdiction.
- K. Signs required by federal or state agencies in connection with federal or state grant projects and programs.
- L. The flags of government or noncommercial institutions.

PERMITTED SIGNS IN ALL DISTRICTS EXCEPT THE COMMERCIAL AND INDUSTRIAL DISTRICTS

- A. Entranceway monument signs are permitted for residential developments of up to thirty-two (32) square feet. One (1) sign for each major public road frontage may be provided. Signs shall not exceed eight (8) feet in height from grade level.

- B. Internally illuminated monument signs of up to thirty-two (32) square feet for lawful institutional uses such as churches and schools. Signs shall not exceed eight (8) feet in height from grade level.
- C. One (1) non-illuminated wall sign of up to eight (8) square feet for a home occupation.
- D. Changeable copy or message boards shall be part of a fixed, permanent sign and shall have rigid letters.

PERMITTED SIGNS IN THE COMMERCIAL DISTRICT

- A. Signs shall pertain exclusively to the business carried on within the building.
- B. Signs may be illuminated, but no flashing or moving illumination shall be permitted.
- C. One freestanding monument, or pole sign is permitted per property, regardless of the number of businesses there, except that one additional freestanding sign may be erected per road frontage when the development has parallel frontage on more than one major street or corner frontages on major streets totaling over 600 linear feet.
- D. Wall Signs shall not exceed ten (10) percent of the surface area of the commercial portion of the front building face and may be placed on any wall. In the case where the building is over one hundred feet (100') from the road, this allotment may be fifteen percent (15%) of the front face of the storefront.
- E. Signs shall be placed against the principal building or on a canopy. Signs shall not project above the roof line or cornice. No wall sign shall interrupt or conceal the architectural details of a building. A sign attached to a mansard shall be considered a wall sign.
- F. Electronic message boards are prohibited except that time and temperature electronic messages are permitted.
- G. A zoning compliance permit is required for signs exceeding eight (8) feet from grade level. Signs above sixteen (16) feet shall additionally demonstrate compliance with wind load requirements of the building code.

PERMITTED SIGNS IN THE INDUSTRIAL DISTRICT

- A. Signs shall pertain exclusively to the business carried on within the building.
- B. Signs may be illuminated, but no flashing or moving illumination shall be permitted.
- C. One freestanding monument, or pole sign is permitted per property, regardless of the number of businesses there, except that one additional freestanding sign may be erected per road frontage when the development has parallel frontage on more than one major street or corner frontages on major streets totaling over six hundred 600 linear feet.
- D. Wall Signs shall not exceed ten (10) percent of the surface area of the front building face and may be placed on any wall. In no case shall wall signs exceed three hundred (300) square feet. In the case where the building is over one hundred feet (100') from the road, this allotment may be fifteen percent (15%) of the front face of the storefront.
- E. Signs shall be placed against the principal building or on a canopy. Signs shall not project above the roof line or cornice. No wall sign shall interrupt or conceal the architectural details of a building. A sign attached to a mansard shall be considered a wall sign.

F. Billboards, provided:

1. Billboard supports shall be at least seventy-five (75) feet from any residential use or zone and shall be spaced at least three hundred 300 feet from another billboard. Such distance shall not be measured from across a street.
2. The top of the billboard shall not exceed twenty 20 feet above the average grade on a vacant lot and 35 feet above the average grade on a lot with a principal structure. Average grade shall be determined by; the ground on which the billboard sits or; the grade of the abutting roadway, whichever is higher.
3. Billboards shall not be illuminated because of their potential to: bleed light, interfering with the Township's "night sky" objectives; cast glare in the public right-of-way, distracting drivers; take attention from on-premise businesses; shine into adjacent residential areas impacting resident's enjoyment of their personal property.
4. A landscaped strip of at least twenty five square feet shall be located immediately adjoining the supporting structure of the billboard.

G. The leading edge of the sign face shall comply with setback requirements of the district.

SIGN AREA AND HEIGHT LIMITATIONS

Street Frontage (linear ft.)	Maximum square footage of Sign Area	Maximum Height
50 and under	25	15
51-60	34	15
61-70	38	15
71-80	42	15
81-90	46	15
91-100	50	15
101-110	54	15
111-120	58	15
121-130	62	15
131-140	66	15
141-150	70	15
151-160	74	20
161-170	78	20
171-180	82	20
181-190	86	20
191-200	90	20
201-210	94	20
211-220	98	20
221-230	102	20
231-240	106	20
241-250	110	20
251-260	114	25
261-270	118	25
271-280	122	25
281- 290	126	25

Street Frontage (linear ft.)	Maximum square footage of Sign Area	Maximum Height
291-300	130	25
301-310	134	25
311-320	138	25
321-330	142	25
331-340	146	25
341-350	150	25
351-360	154	30
361-370	158	30
371-380	162	30
381-390	166	30
391-400	170	30
401-410	174	30
411-420	178	30
421-430	182	30
431-440	186	30
441-450	190	30
451-460	194	30
461-470	198	30
Over 470	200	30

NONCONFORMING SIGNS

It is the intent of this subsection is to permit the continuance of a lawful use of any conforming sign existing at the effective date of adoption of this section, although such sign may not conform with the provisions of this Section. It is the intent that nonconforming signs shall not be enlarged, expanded or extended. Further, it is the intent that nonconforming signs and shall be gradually eliminated and terminated upon their natural deterioration or accidental destruction. The continuance of all nonconforming signs within the Township shall be subject to the following requirements:

- A. The burden of proving a sign is a legally nonconforming sign shall rest with the person claiming such status for the sign.
- B. The frame faces, supports, or other parts of any nonconforming sign shall not be structurally changed, altered, substituted, or enlarged unless the resultant changed, altered, substituted, or enlarged sign becomes less nonconforming or conforms to the provision of this Ordinance. Any nonconforming sign, billboard or portion thereof may be diminished in size or dimension without jeopardizing the privilege of nonconforming use.

SIGN REMOVAL

- A. If the building official, zoning administrator or their authorized representative of the Township determines that any sign regulated by this section is unsafe or constitutes a hazard to the public, such as obstructing vision of vehicle drivers or pedestrians, or has been constructed, erected or maintained in violation of the provisions of this section, after due notice, the official or inspector may remove the sign or require its immediate removal. Any expense incurred by the Township incidental to the sign removal shall be paid by the sign owner, owner of the property where the sign is located, or other party having control over said sign.

- B. Any sign placed or erected in a public street, alley or right-of-way or other public place, which is not specifically permitted in such place, shall be deemed an unlawful sign and the department of the Township having jurisdiction over the maintenance of the public place shall remove the sign. Such removal may be without written or other notice to the owner, lessee or person of the property adjacent to the public street, alley, right-of-way, or other public place upon which the sign is located.