

## NOTICE

The Grand Ledge Planning Commission will hold its regular meeting on **Thursday, August 4, 2016 at 7:00 p.m.** The meeting will be held at Grand Ledge City Hall, 310 Greenwood St., Grand Ledge, MI.

## AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of minutes of regular meeting held June 2, 2016
5. Notice of Agenda Item Conflicts
6. Business from the Floor

### NEW BUSINESS

7. Site Plan Review – 608 S. Clinton Street, O'Reilly Auto Parts
8. Master Plan Update -- Review of Final Draft
9. Ordinance Amendments - Higher Density Single Family Residential Development Standards

### OTHER BUSINESS

10. Joint Planning Committee Report
11. Zoning Administrator's Report
12. Zoning Board of Appeals Representative's Report
13. Council Representative's Report
14. Comments from Commissioners
15. Chairman's Report
15. Adjournment

Address	Name	Violation	Date letter sent or notice posted on site	Compliance Date	Status
931 N. Clinton Street	Thomas & Beverly Herson	Junk Vehicles	7/28/2016	8/11/2016	Open
1265 Burlington	Eric Greenwald	Noxious Weeds	7/28/2016	8/5/2016	Open
Vacant - Charlevoix Drive	Dart Bank	Tall Grass	7/27/2016	8/3/2016	Open
411 W. Main	Menje, LLC	Junk	7/22/2016	7/29/2016	Open
928 McDiarmid	Timothy Smith	Junk	7/20/2016	7/27/2016	Complied
715 N. Clinton	G.L. Auto Body	Tall Grass & Junk	7/19/2016	7/26/2016	Final notice sent
11 Willard Court	Maxwell Stauffer	Junk Vehicles	7/15/2016	7/29/2016	Open
634 Jenne Street	Tori Martin	Front Yard Parking	7/15/2016	7/22/2016	Complied
205 S. Bridge	LAFUCU	Illegal Fence	7/15/2016	7/29/2016	Open
815 W. Main Street	James Faul	Junk	7/15/2016	7/22/2016	Complied
630 Jenne Street	Bonnie Fedewa	Front Yard Parking	7/15/2016	7/22/2016	Complied
815 W. Main Street	James Faul	Junk	7/15/2016	7/27/2016	Complied
652 E. Jefferson	David Mather	Tall Grass	7/11/2016	7/18/2016	Complied
269 S. Clinton	S&B Equities	Tall Grass	7/11/2016	7/18/2016	Complied
815 N. Clinton	Eaton County Treasurer	Tall Grass & Junk	7/11/2016	7/18/2016	Complied
930 E. Saginaw Hwy.	Valvoline	Illegal Sign	7/11/2016	7/18/2016	Complied
425 E. Saginaw Hwy.	GL Wash, LLC	Tall grass	7/1/2016	7/7/2016	Mowed by City
720 S. Clinton Street	Speedway	Tallgrass	7/1/2016	7/8/2016	Complied
669 E. Saginaw Hwy.	G.L. Retail, LLC	Tallgrass	7/1/2016	7/8/2016	Complied
109 E. Front Street	Mathew James Green	Tall grass	6/24/2016	6/28/2016	Complied
505 Pleasant Street	Kathy Webber	Tall grass	6/22/2016	6/27/2016	Complied
319 Franklin Street	Phyllis Hosey	Tall grass	6/20/2016	6/24/2016	Complied
811 W. Main Street	Andrew & Jessica Boyd	Tall grass	6/16/2016	6/23/2016	Complied
969 Bolton Farms Lane	Brown Construction Co.	Tall grass	6/16/2016	6/23/2016	Complied
411 W. Main Street	Menje, LLC	Tall grass	6/16/2016	6/23/2016	Complied
325 W. Washington Street	Nathan Floyd	Illegal Structure	6/16/2016	6/30/2016	Final notice sent
505 N. Clinton	Shirley & Mark Waldrop	Junk/Junk Vehicles	6/16/2016	6/30/2016	Final notice sent
227 S. Bridge Street	Joe Gentilozzi	Illegal Structure	6/10/2016	6/24/2016	Owner is working w/City
11 Willard Court	Maxwell Stauffer	Tall grass	6/8/2016	6/15/2016	Mowed by City
316 Pleasant Street	Jennifer Wilfong	Junk	6/2/2016	6/9/2016	Complied
1265 Burlington	Eric Greenwald	Tall grass	6/2/2016	6/8/2016	Complied
1150 Willow Street	Robert & Arjanette Monroy	illegal fence	5/26/2016	6/9/2016	Complied
209 Torrey Street	Jodi Jones	Junk	5/26/2016	6/6/2016	Complied

716 Spring Street	Monica Miller	Parking on lawn	5/24/2016	5/30/2016	Complied
615 W. Jefferson Street	Tony Osborn	Tall grass	5/24/2016	5/30/2016	Complied
214 High Street	Gary Landon	Junk Vehicle	5/24/2016	6/3/2016	Complied
401 Jones Street	Kebler Investment Group	Tall grass/Junk	5/24/2016	5/30/2016	Complied
213 High Street	James Ray	Tall grass	5/24/2016	5/30/2016	Complied
800 W. Jefferson Street	Kebler Investment Group	Junk Vehicle	5/24/2016	6/3/2016	Complied
401 S. Bridge Street	Rent-a-Micro	Tall grass	5/24/2016	5/30/2016	Complied
835 W. Jefferson Street	Jeffrey Bone	Junk	5/24/2016	6/3/2016	Final notice sent
215 E. Front Street	Blake Ewing	Illegal Driveway	5/24/2016	5/31/2016	Owner is working w/City
212 Torrey	Federal National Mortgage	Tall grass	5/23/2016	5/27/2016	Complied
122 W. Washington	Ramona Burnham	Tall grass	5/20/2016	5/24/2106	Complied
820 Charlevoix Drive	Baryames Cleaners	Tall grass	5/19/2016	5/23/2016	Complied
669 E. Saginaw Hwy.	Verizon Wireless	Illegal Signs	5/17/2016	5/23/2016	Complied
220 Edwards Street	Dana & Toby Hartwick	Parking on lawn	5/17/2016	5/23/2016	Complied
625 W. Jefferson Street	Robert Lenidecker	Tall grass	5/16/12016	5/20/2016	Complied
609 W. Jefferson Street	Patrick Seigert	Tall grass	5/16/12016	5/20/2016	Complied
326 N. Bridge Street	John & Deborah Lynn	Tall grass	5/16/12016	5/20/2016	Complied
119 W. Front Street	Robert & Jacqueline Faull	Tall grass	5/16/12016	5/20/2016	Complied
704 W. Main Street	Michael & Roberta Warren	Tall grass	5/16/12016	5/20/2016	Complied
211 W. South Street	Scott Guilford	Tall grass	5/16/12016	5/20/2016	Complied
422 Kennedy Place	Citimortgage Inc.	Tall grass	5/16/2016	5/19/2016	Complied
1103 Ledge Lane	Goldie Carrie	Tall grass	5/16/2016	5/19/2016	Mowed by City
1129 Tulip Street	Ranae Smith	Tall grass	5/16/2016	5/19/2016	Complied
700 Maple Street	Clinton Wells	Tall grass	5/16/2016	5/19/2016	Complied
208 High Street	Kimberly Byars	Tall grass/Junk	5/16/2016	5/23/2016	Complied
467 Union Street	Don Dennis/Kathy Ellenwood	Landscaping in ROW	5/16/2016	5/23/2016	Complied
815 W. Main Street	Andrew Faull	Tall grass	5/16/2016	5/23/2016	Complied
435 E. Saginaw Hwy.	G.L. Wash, LLC	Tall grass	5/16/2016	5/19/2016	Mowed by City
469 Union Street	Charles & Sherry Cierlik	Illegal Fence	5/16/2016	5/27/2016	Complied
Railroad Property	CSX Transportastion	Tall grass	5/16/2016	5/27/2016	Open
669 E. Saginaw Hwy.	Landmark Development	Tall grass	5/13/2016	5/17/2016	Complied
720 S. Clinton Street	Speedway	Tall grass	5/13/2016	5/17/2016	Complied
652 W. Jefferson Street	David Mather	Tall grass	5/12/2016	5/17/2016	Complied
327 N. Bridge Street	Concrete Development	Tall grass	5/9/2016	5/13/2016	Complied
634 Jenne Street	Tori Martin	Front Yard Parking	5/2/2016	5/10/2016	Complied
Harbour Portfolio	7 Willard Court	Junk	5/2/2016	5/10/2016	Complied
516 S. Clinton Street	Smokey Moutain Tobacco	Sign in ROW	4/30/2016	5/4/2016	Complied

City of Grand Ledge  
**Planning Commission Meeting**  
Minutes from Meeting Held on  
Thursday, June 2, 2016

Chairman Mike Stevens called the meeting to order at 6:30 p.m.

**Attendance** - Present: Mike Stevens, Bill Kane, Bob Doty, Lynne MacDowell, Todd Gute, Eric Morris, Matt Salmon & David Rademacher. Also present: Council Representative Keith Mulder & Zoning Administrator Sue Stachowiak.

**Pledge of Allegiance** – Mr. Rademacher led those present in the pledge of allegiance.

**Approval of the Agenda**

Mr. Doty made a motion, seconded by Mr. Gute to approve the agenda as printed. On a voice vote, the motion carried 8-0.

**Approval of the Minutes**

Mr. Doty made a motion, seconded by Ms. MacDowell to approve the May 6, 2016 minutes, with the following corrections to the last paragraph on page 3:

“Mr. Stevens said that he has built on 40 foot wide lots HOMES ON 56 FOOT WIDE LOTS. It allows for a 22 foot wide double garage with a 14 12 foot wide bedroom and a 6 foot wide porch. This allows for 10 feet between houses. Once the lot goes below 40 56 feet, it becomes really difficult to construct a home.

On a voice vote, the motion carried 8-0.

**Notice of Agenda Items Conflicts** - None

**Business from the Floor** - None

**NEW BUSINESS**

**1. Design Workshop/Charrette – Higher Density Single Family Residential Development Standards**

Ms. Stachowiak stated that the purpose of the workshop is to obtain input from the public with regard to what type of housing the community desires in terms of higher density single family residential development. She said that under the current ordinance, the minimum lot size is 8,450 square feet and the minimum house size is 1,400 square feet. Ms. Stachowiak said that a lot of singles and empty nesters would like to be a home owner but do not need or want to maintain such a large home/lot. She said that she prepared a survey and asked that the attendees fill it out before they leave. Ms. Stachowiak said that she notified several individuals and companies of this meeting by regular mail. In addition, the notice was placed on the City's

## Planning Commission Minutes

June 2, 2016

Page 2

website, TV channel and Facebook page and in addition, the notice was sent to everyone in the Mayor's email address book.

**Marsha Smith, 119 W. Jefferson Street**, stated that there is very little 1-story condominium housing for anyone, not just seniors, within walking distance of the downtown. She said that when the time comes, she and her husband would like to be able to move into a 1-story condominium within the City. Ms. Smith stated that they would want to pay a condominium fee so that the mowing and other outside maintenance would be done by an association.

Mr. Gute reviewed a digital presentation of a development that contains higher density single family houses. He said that there are 3 different neighborhood designs. The first one has a traditional street with 45 foot wide, 100 foot deep lots. The houses have 2-car garages which does not allow for much of a front façade. The houses are a lot closer to the street. It is smaller houses on smaller lots.

Mr. Gute said that the second design is a condominium plan. This one has the garages extending out from the front wall of the house. He said that there is really nothing that the City can do to prevent this type of design.

Mr. Gute said that the last design is more of a traditional neighborhood design. It provides for alley access to rear garages. This design takes the cars out of the front yards of the houses.

Mr. Rademacher asked if the streets would be "through street" rather than cul-de-sacs.

Ms. Stachowiak said that it depends on the site.

Mr. Stevens said that the ordinance needs to be amended to provide for development options. He said that the housing market forces are changing and we need to allow for the broadest appeal. Mr. Stevens said that alleys would allow the main streets to be narrower.

Mr. Mulder said that narrow streets calm traffic. He said that a 30 foot road would allow for parking on one side of the street.

Ms. Smith said that the alley is a good thing. She said that as long as it there is a back entrance that could include patios and decks. The back yard provides for a small private space and with a condo association, there would be no maintenance for the property owner. Ms. Smith said that a 2-car garage is nice but a 1-car garage would not be a deal breaker. She would rather have a 3 bedroom rather than a 2 bedroom house with a 1<sup>st</sup> floor laundry room and a flat entrance into the house.

Mr. Morris said that alleys will take up a lot of room and will drive up the infrastructure costs.

Mr. Stevens said that alleys just need to be a development option.

## **Planning Commission Minutes**

**June 2, 2016**

**Page 3**

Mr. Kane stated that he would not purchase a house that did not have an attached garage.

Mr. Salmon said that the older neighborhoods have detached garages located in the back yards.

**Joe Gentilozzi, 506 S. Clinton Street**, said that residential housing really isn't what he does but he met with Mr. Doty the other day and thought he would come and listen to the presentation. He said that there will be 2 more offices going in on Charlevoix Drive. Mr. Gentilozzi stated that things are getting better and Grand Ledge does need more housing. He said that the ordinance needs to be flexible and let the market conditions dictate housing designs.

Mr. Stevens said that the housing market has changed over the last few years but the type of housing being discussed is very expensive and the Grand Ledge market may not support it.

Mr. Gute said that there are only a few locations in the City where a development with reduced lot sizes would fit in.

Mr. Gentilozzi said that there are a lot of specialty shops and services that want to come in to Grand Ledge and space is running thin. He said that the dialysis center by the Lansing Mall is overbooked and is looking for a new location.

Mr. Mulder said that Mr. Dible was unable to attend the meeting but provided some documentation for the Commission to consider. He said that the photographs are from a development in North Carolina.

Mr. Kane said that Mr. Dible's property north of Vision Collision would not be a "walkable" development.

Mr. Morris said that the problem regarding housing is now and we need to move forward with the ordinance.

Ms. Stachowiak said that she will finalize the draft for the July meeting so that the Commission can move forward with a public hearing if it so desires.

## **OTHER BUSINESS**

### **Joint Planning Committee Report**

Mr. Doty stated that he met with the City Administrator Adam Smith and the Mayor about the proposed boat launch. He said that they apologized for this project not being brought to the Planning Commission as required by the Municipal Planning Act, however, the project is a done deal at this point. Mr. Doty said that the City can apply for more grant funds in the future to make additional improvements to the boat launch, including parking and a canoe launch.

## **Planning Commission Minutes**

**June 2, 2016**

**Page 4**

Mr. Kane stated that the Commission should accept the apologies but ask that it not happen again in the future as it has happened too many times in the past.

### **Zoning Administrator's Report**

Ms. Stachowiak said that she met with Jim Foster to have the maps updated. She said that she will have full drafts of the Master Plan for the Commissioner's at the next meeting..

### **Zoning Board of Appeals Representative's Report**

Ms. MacDowell said that the ZBA did not meet in May.

### **Council Representative's Report - None**

### **Comments from Commissioner's**

Ms. MacDowell said that the Chamber of Commerce has moved into City Hall. She said that the former Chamber building at 220 S. Bridge Street will be renovated and will have a 2-story looking façade.

Mr. Stevens said that the DDA Façade Committee met last week with the new owner, David Sweet regarding façade renovations at 220 S. Bridge Street. He said that Mr. Kane designed the façade that currently exists. Mr. Stevens said that the Committee made some suggestions and raised several but the owner only needs to accept the Committee's input if he obtains funds from the DDA. He said that Mr. Sweet will be meeting with an architect and is proceeding with the interior tear-out. Mr. Stevens said that it will be a collectibles store and the owner does intend to keep the arcade entrance.

Mr. Doty asked if Ms. Stachowiak has received plans for the proposed O'Reilly Auto Parts Store.

Ms. Stachowiak replied "no".

Joe Gentilozzi stated that the site plan will be submitted shortly. He said that the lot split was just recently approved.

Mr. Doty asked about the status of Speedway. Mr. Stevens said that there is a soil erosion problem with the site just sitting there covered by raw dirt.

Mr. Gentilozzi said that Speedway is causing a drainage issue on his property to the north as well.

Mr. Salmon welcomed Mr. Rademacher to the Commission.

Mr. Doty asked about the status of the violations at 960 Degroff Street.

**Planning Commission Minutes**

**June 2, 2016**

**Page 5**

Ms. Stachowiak said that they filed for a zoning permit and it has been denied. The owner has an open violation notice to remove the gravel.

**Comments from Chairman**

Mr. Stevens welcomed Mr. Rademacher to the Commission.

**Adjournment**

Mr. Stevens adjourned the meeting at 7:55 p.m.

Submitted By:

Susan Stachowiak  
Zoning Administrator

Lynne MacDowell, Secretary  
Planning Commission

## STAFF REPORT

TO: Planning Commission  
City of Grand Ledge

FROM: Susan Stachowiak  
Zoning Administrator

DATE: July 28, 2016

RE: Site Plan Review – 608 S. Clinton Street  
New O'Reilly Auto Parts Retail Building & Related Site Improvements

The attached site plan, prepared by Esterly Schneider, dated June 17, 2016, is for the construction of a 7,225 square foot O'Reilly Auto Parts retail building with related site improvements at 608 S. Clinton Street. The subject property is the south, approximately 1 acre of the former McDonald's property on S. Clinton Street which has been divided into 2 separate parcels of land. There is a vacant, approximately ½ acre parcel located between the O'Reilly Auto Parts parcel and the retail center to the north that will be available for future commercial development.

Attached is a copy of the proposed site plan, landscape plan, building elevations, floor plan and department head and agency reviews that have been received thus far.

APPLICANT: O'Reilly Auto Enterprises, LLC  
233 S. Patterson  
Springfield, MO  
417-862-2674

OWNER: MC-100 Development, LLC  
506 S. Clinton Street  
Grand Ledge, MI 48837  
517-622-2500

PARCEL SIZE& SHAPE: 169.97' x 262' +/-  
.1.013 acres – Slightly Irregular Shape

SURROUNDING LAND USES: N: Vacant  
S: Future Speedway Gasoline Station  
E: Family Video/Church  
W: Residential

SURROUNDING ZONING: N: “B” Highway Service District  
 S: “B” Highway Service District  
 E: “B” Highway Service District  
 W: “R-MD” Single Family Residential District

ZONING: The subject property is zoned “B-1” Highway Service District

SITE DEVELOPMENT STANDARDS:

Article XVI of the Zoning Ordinance mandates the following site development requirements for buildings in the “B-1” Highway Service District:

	<b>Required</b>	<b>Proposed</b>
Front Yard Setback	30 feet	89 feet
Rear Yard Setback	20 feet	87 feet
Side Yard Setbacks	10 feet on one side, 30 feet for both sides combined	12 feet – south/side line 72 feet - north/side line
Building Height Limitation	25 feet	17.5 feet

LANDSCAPING/BUFFERING

A landscape plan is included as part of the site plan. The following planting plan specification requirements of the Zoning Ordinance have or have not been provided on the plan:

- I. Minimum scale of 1"=50' .....yes
- II. Existing and proposed contours not to exceed 2' .....yes
- III. Proposed landscape materials.....yes
- IV. Berm cross section.....n/a
- V. Construction details.....yes
- VI. Tree Survey.....yes

The proposed landscape plan does not demonstrate compliance with the requirements of Section 220-66 of the Zoning Ordinance.

The landscaping buffer between the parking lot and the front property line must contain 28 shrubs, with a minimum starting size of at least 24 inches in height and spread at the time of planting. The buffer area must also contain 5 canopy trees with a minimum starting size of 3½ caliper inches. The proposed landscape plan shows 2 trees with a 2½ inch caliper starting size. No shrubs are shown on the plan.

In addition to the above, 6 parking lot trees within a minimum starting size of 3½ caliper inches are required. Such trees must be evenly distributed throughout the parking lot. The proposed landscape plans shows 4, 2 ½ inch caliper trees along the perimeter of the parking lot.

A 6 foot high fence, wall or berm is required along the west property line where the site adjoins the residential neighborhood to the west. There is an existing 6 foot high wood privacy fence along the west property line. This is sufficient to comply with Section 220-67 of the Zoning Ordinance.

### STREETS AND ACCESS

The original 608 S. Clinton Street parcel contains 2 driveway cuts to S. Clinton and a joint use driveway connection with the parcel to the north. The site will continue to be accessed via the existing driveway at the south end of the site and via a connection to the retail center further to the north. The northern driveway on the original parcel will be eliminated. Section 220-74 of the Zoning Ordinance requires a minimum distance of 150 feet between driveways along S. Clinton Street. The driveway that will be retained is located approximately 110 feet from the driveway that currently exists on the property to the south. While the driveway does not comply with the separation distance requirement, staff is recommending that the location be approved based on the following:

1. Both driveway are existing and are located in an area of S. Clinton Street where traffic moves relatively slow because of the close proximity to the M-100/M-43 intersection;
2. The driveway is located in the most appropriate locations on the site;
3. The proposed development plan for the subject property results in the elimination of a driveway along S. Clinton Street which is positive from an access management standpoint.
4. No additional driveways will be permitted for the vacant parcel between the subject property and the Family Dollar site to the north. This property will be accessed via the proposed auto parts store driveway and the joint parking lot connection on the Family Dollar property to the north.

A permit from the Michigan Department of Transportation will be required for work within the S. Clinton Street public right-of-way. In addition, the City must be provided with copies of executed access agreement easements allowing access by and between the subject property, the vacant lot to the north and the Family Dollar property further to the north.

### PARKING

#### Numerical Parking Space Requirements

Section 220-57(L) of the Zoning Ordinance requires one parking space for each 150 square feet of building floor area. 48 parking spaces are required and 49 parking spaces are shown on the site plan.

**Site Plan Review –608 S. Clinton Street**  
**July 28, 2016**  
**Page 4**

The site plan must indicate a location for a bicycle rack that can support at least 2 bicycles in an upright position as required by Section 220-57(O) of the Zoning Ordinance.

Parking Lot Design Requirements

The proposed parking lot complies with all dimensional construction requirements contained in Section 220-58 of the Zoning Ordinance.

Parking Area Lighting

A photometric plan that demonstrates compliance with the requirements of Section 220-70 of the Zoning Ordinance must be provided.

WASTE RECEPTACLES

The proposed location of the dumpster at the west end of the parking area north of the building is acceptable. The proposed dumpster enclosure, however, is shown as a 6 foot high wood fence. Section 220-76 of the Zoning Ordinance requires that dumpster enclosures be constructed of brick or decorative concrete block.

UTILITIES

Please refer to the review from the City Engineer, Jim Foster dated July 11, 2016.

MISCELLANEOUS

- A 5' wide sidewalk as required by City ordinance along exists along the S. Clinton Street road frontage. Any damaged to the sidewalk caused by construction on the site will have to be repaired/replaced by the developer.
- New signs will require separate permits.

STAFF RECOMMENDATION

The following motion is offered for the Commission's consideration:

"I move that the City of Grand Ledge Planning Commission approve the site plan prepared by Esterly Schneider, dated June 17, 2016, to permit the construction of a 7,225 square foot O'Reilly Auto Parts retail building with related site improvements on the property at 608 S. Clinton Street, subject to compliance with the applicable items contained in this staff report and the following:

**Site Plan Review –608 S. Clinton Street**  
**July 28, 2016**  
**Page 5**

1. Compliance with the applicable items contained in the City Engineer's letter dated July 11, 2016 and the Public Service Director's letter dated July , 2016; and
2. Compliance with the items contained in the Grand Ledge Area Fire Department's letter dated July 14, 2016.

Respectfully Submitted,

Susan Stachowiak  
Zoning Administrator



Kalmin D. Smith – Mayor | Adam R. Smith – City Administrator

Planning & Zoning • 310 Greenwood St. • Grand Ledge MI 48837

Ph: 517.622.7928 • Fax: 517.627.9796 • www.grand-ledge.com

### Site Plan Review Application

<b>For Office Use Only</b>	
Fee Paid _____	Date Received: _____

Applicant(s) O'Reilly Auto Enterprises, LLC

Address 233 South Patterson Daytime Phone (417) 862-2674  
Springfield, MO Evening Phone \_\_\_\_\_

Interest in Property (check one)

- Owner  Option to buy  
 Represent Owner  Lessee  
 Other \_\_\_\_\_

Complete address of property requested to be reviewed 608 S. Clinton Street  
Grand Ledge, MI 48837

Owner Name(s) MC-100 Development, LLC

Address 506 S. Clinton Daytime Phone (517) 622-2500  
Grand Ledge, MI Evening Phone \_\_\_\_\_

Legal Description (indicate attached if needed): See Attached.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Lot size: Width 254.00' Length 262.51' Area 1.013 ac

Current zoning: B-1, Highway Service District

Proposed use of property Retail Sale of auto parts and accessories.

\_\_\_\_\_  
 \_\_\_\_\_

Estimate the following:

- General traffic volume 218 Total Trips per day  
 Total population increase 0  
 Population per acre 0  
 Hours of operation Mon.-Sat.: 7:30a-9:00p, Sun.: 9:00a-7:00p

- Total number of employees 12 (with 3-8 employees present)
- Total building area proposed 7,225 square feet
- Parking spaces 49

Petition must include photographs of the property, copies of any other required permits and a site plan, as follows:

- Drawn to a scale of at least 1"=100' – (1"=50' for storm water plans)
- Existing and proposed structures (buildings, trash receptacles, landscaping, etc.)
- Existing and proposed parking areas and driveways
- Existing and proposed roads, easements and other access points
- Flood plain elevations, if applicable
- Zoning classifications of all abutting land within 300 feet
- Soil Erosion and Sedimentation Control (SESC) and National Pollutant Discharge Elimination System (NPDES) permits, if applicable (**In process**)

I stipulate and understand the site plan review, if approved by the City of Grand Ledge, does not guarantee I may proceed with the proposed development. I understand there may be additional permits required to meet trade codes and other governmental requirements, and I understand the City of Grand Ledge does not have any power or authority over these additional permits. I certify the statements made and the information provided in this site plan review application are true, accurate and complete.

 \_\_\_\_\_ 6/17/16  
 Signature Date

Required Reviews

	Approve Petition	Deny Petition	Initials
<input checked="" type="checkbox"/> Zoning Administrator	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Building Official	<input type="checkbox"/>	<input type="checkbox"/>	_____

IV. Type of Improvement and Plan Review

Type of Improvement				
<input checked="" type="checkbox"/> New Building	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Remodel	<input type="checkbox"/> Relocation
<input type="checkbox"/> Repair	<input type="checkbox"/> Addition	<input type="checkbox"/> Pre-manufacture	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Demolition
Plan Reviews				
<input checked="" type="checkbox"/> Building	<input checked="" type="checkbox"/> Plumbing	<input checked="" type="checkbox"/> Mechanical	<input checked="" type="checkbox"/> Electrical	<input checked="" type="checkbox"/> Energy

V. Proposed Use of Building (for wrecking, show most recent use)

Residential					
<input type="checkbox"/> One Family		<input type="checkbox"/> Two Families (or more) Number of Units _____		<input type="checkbox"/> Motel / Hotel Number of Units _____	
Non-Residential					
<input type="checkbox"/> Amusement Park	<input type="checkbox"/> Office, Bank, Professional	<input type="checkbox"/> Church, Religious	<input type="checkbox"/> Public Utility	<input type="checkbox"/> Industrial	<input type="checkbox"/> School, Library, Educational
<input type="checkbox"/> Parking Garage	<input checked="" type="checkbox"/> Store, Mercantile	<input type="checkbox"/> Service Station	<input type="checkbox"/> Tank, Tower	<input type="checkbox"/> Hospital, Institution	<input type="checkbox"/> Other _____

VI. Selected Characteristics of the Building

Principal Type of Frame				
<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Other _____
Principal Type of Heating Fuel				
<input checked="" type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electricity	<input type="checkbox"/> Wood	<input type="checkbox"/> Other _____
Type of Sewage Disposal				
<input checked="" type="checkbox"/> Public Entity or Private Company			<input type="checkbox"/> Septic System	
Type of Water Supply				
<input checked="" type="checkbox"/> Public Entity or Private Company			<input type="checkbox"/> Private Well or Cistern	
Type of Mechanical				
Air Conditioning <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Elevator <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Dimensions

Number of Stories 1	Floor Area (1 <sup>st</sup> and 2 <sup>nd</sup> floors) 7,225 square feet	Floor Area (3 <sup>rd</sup> through 10 <sup>th</sup> floor)
Floor Area (11 <sup>th</sup> and higher)	Total Floor Area 7,225 square feet	Total Land Area 1.013 ac

Number of Off-Street Parking Spaces	Enclosed	Outdoors 49
-------------------------------------	----------	-------------

Cost			
Value of Construction \$519,984.00		<b>(Permit will not be processed without value of construction)</b>	
Electrical \$	Plumbing \$	Heating / A/C \$	Other \$

Description of Work

Construction of a new 7,225 square foot auto parts store with associated parking, site work and landscaping.

---



---



---

# Grand Ledge Area Fire Department

500 N. Clinton St.  
Grand Ledge Mi. 48837  
(517) 627-1157

July 14, 2016

Susan Stachowiak, Zoning Administrator  
310 Greenwood St  
Grand Ledge Mi 48837

RE: S. Clinton St project O'Reilly's Auto Enterprises

Dear Susan,

During the review of the O'Reilly construction project. There are no immediate concerns for life safety. We have noted a few recommendations/Requirements to assist in providing efficient fire coverage to this structure.

- Require per IFC 2006 Sec 506.1: Fire Department Lock Box on all Buildings. Lock Box forms to be Picked up at the Fire Department at 500 N. Clinton St. Grand Ledge Michigan 48837. Lock box usually takes 3-4 weeks for delivery
- IFC 2006 Sec 503.2: Adequate driveways and parking lots, capable of supporting fire apparatus and meeting City of Grand Ledge standards are necessary. Temporary roadways capable of supporting fire apparatus must be constructed prior to any combustible construction. Roadways to be a minimum of 20' in width. Access for fire apparatus requires a turning radius of not less than 50'
- IFC 2006 Sec 505.1: Permanent, City approved addressing is necessary.
  - Temporary addressing during construction to be provided on the street side of all buildings.
  - Building Numbers to be placed in a position that is plainly legible and visible from the street fronting the building, these numbers shall contrast with their background.
- Recommend fire alarm system to be installed. As a fire alarm system may not be required with this type of construction fire protection is greatly enhanced with the installation.

- Pre-Fire evaluation for all buildings prior to occupancy to include:
  - Any MSDS'S Required
  - Hazard Storage
  - Emergency contact information
  - Premises Floor Plan
  - Pre-plan evaluation for site
  
- All construction debris
  - Construction debris on the interior of the structure must be removed on a daily basis
  - All debris containers, dumpsters, gondolas, and or other debris storage containers must be 50'ft from the building.
  
- Prior to any construction the fire Department shall be given a 24hr contact number for the person responsible for the property and the building, this contact person must be able to make entry into the structure if it's enclosed.

Again, thank-you for the opportunity to participate in this project, and if you have any further questions, please do not hesitate to call. Station (517) 627-1157 or Cell phone @ (517) 420-5221

Rodney VanDeCastele, Interim Chief  
Grand Ledge Area Fire Department

ZIEMNICK FOSTER ENGINEERING, LLC  
12350 Oneida Road  
Grand Ledge, MI 48837  
517.627.8086  
www.zfengineering.com



7/11/2016

Re: 608 S. Clinton Street Site Plan Review  
Project No: 16001

Susan Stachowiak  
Zoning Administrator  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

Dear Susan:

We received your memorandum dated June 23, 2016 for a site plan review (SPR) of the proposed O'Reilly Auto Parts store at the address listed above (formally the McDonalds Restaurant). Plans have been prepared by Mr. Neil S. Brady, P.E. of Anderson Engineering, Inc. of Springfield, Missouri. We offer you the following comments:

The proposed project consists of a new 7,225 square foot commercial retail building (85' x 85') on the previous McDonalds building site. Petitioner is planning to make use of the southern most existing entrance on S. Clinton (M-100).

General Comments / Plan Deficiencies

1. The original site was comprised of 3 parcels labeled as Parcels 1, 2, and 3 on the ALTA survey. The proposed site plan indicates turning the original three parcels into two parcels with a portion of the north parcel being a remainder parcel and having approximately 84 feet of frontage on S. Clinton. Previous site (Parcels 1, 2, and 3) contained 2 driveway cuts to S. Clinton and a joint use drive with the parcel to the north. The proposed layout indicates only using the southern driveway and closing the northern driveway on the original parcel. The remainder parcel access to S. Clinton Street will need to be via the parcel to the north (Family Dollar) or through the proposed auto parts site. Access agreement easements shall be drafted and in place to accommodate future access to the remainder parcel. Furthermore, all access points

along S. Clinton Street will require review and approval by Michigan Department of Transportation.

2. The petitioner is providing the required parking space dimension of 9 feet by 19 feet. The required minimum aisle width of 22 feet was met with aisle widths of 30 feet.
3. Parking lot curbing appears to be 5 feet off the parcel line on the south side of the project while 1.5 feet or less on the north parcel line. Additional offset from the north parcel line may be desired.
4. The proposed dumpster enclosure screening material appears to be dog eared wood boards. Section 220-76.C of the zoning ordinance requires the screening be constructed of brick or block. Height of enclosure shall also meet the requirements of this section.
5. No storm water calculations were provided for review. This is a redevelopment site and is not exempt from storm water review, development standards, nor Post Construction Stormwater Management (Grand Ledge Ordinance #547). Please provide required calculations and resubmit for review.
6. Existing storm sewer located on the north remainder parcel appears to be cut-off at the proposed north parcel line. Lines should be abandoned appropriately to ensure no sediment loading to the existing storm sewer system. Provide additional details for review.
7. Sanitary sewer service indicates utilizing an existing 4-inch lateral on S. Clinton Street. Elevation of existing lead tie-in location should be indicated on the plan to ensure adequate slope on service lateral. Leads are typically 6-inch in diameter, PVC SDR 26, and have a minimum slope of 1.00%. Current elevations indicate less than 2.5 feet of cover over sanitary sewer lateral leaving the building. Wyes or tie-in locations that are cut-in to existing sanitary sewers shall be firmly bedded in crushed limestone.
8. Public water main is located in the front and rear of this development. Water services would typically be located from the road side to the building. Plans indicate a 1-inch water service being re-used from the rear of the lot. It may be beneficial for the new water service to be tapped off the larger 12-inch main on the road side of the parcel. No fire hydrants or fire protection lines are indicated for the site on the plans.
9. We would recommend that the frontage roadway between the developing parcel and lot to the north (Family Dollar) have a curb edge and that drainage patterns be reviewed.

#### Additional Comments

Please provide ZFE with an electronic set (AutoCAD and PDF) of the final site plan drawings and as-built drawings for system records and utility mapping updates.

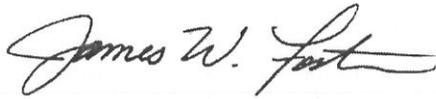
ZFE's plan review is for conformance with the City's submittal requirements and standard engineering practices for the City's use in its determination of whether to approve the plans.

The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design may be necessary as the applicant addresses the comments noted.

The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions regarding this review, please contact our office.

Sincerely,  
ZIEMNICK FOSTER ENGINEERING, LLC

A handwritten signature in black ink that reads "James W. Foster". The signature is written in a cursive style with a long, sweeping underline.

James W. Foster, P.E.

Delivered by: via Email (PDF)

Cc: Mr. Larry LaHaie – City of Grand Ledge Public Service Director  
Mr. Rodney VanDeCastele – Interim Fire Chief, G.L. Area Emergency Services Authority

# Chapter 220. ZONING

## Article V. R-LD, R-MD: One-Family Residential Districts

### § 220-10. Purpose.

The R-LD and R-MD Single-Family Residential Districts are designed to be the most restrictive of the residential districts. The intent is to provide for an environment of predominantly one-family detached dwellings of varying densities along with other residentially related facilities which serve the residents in the district.

### § 220-11. Principal uses permitted.

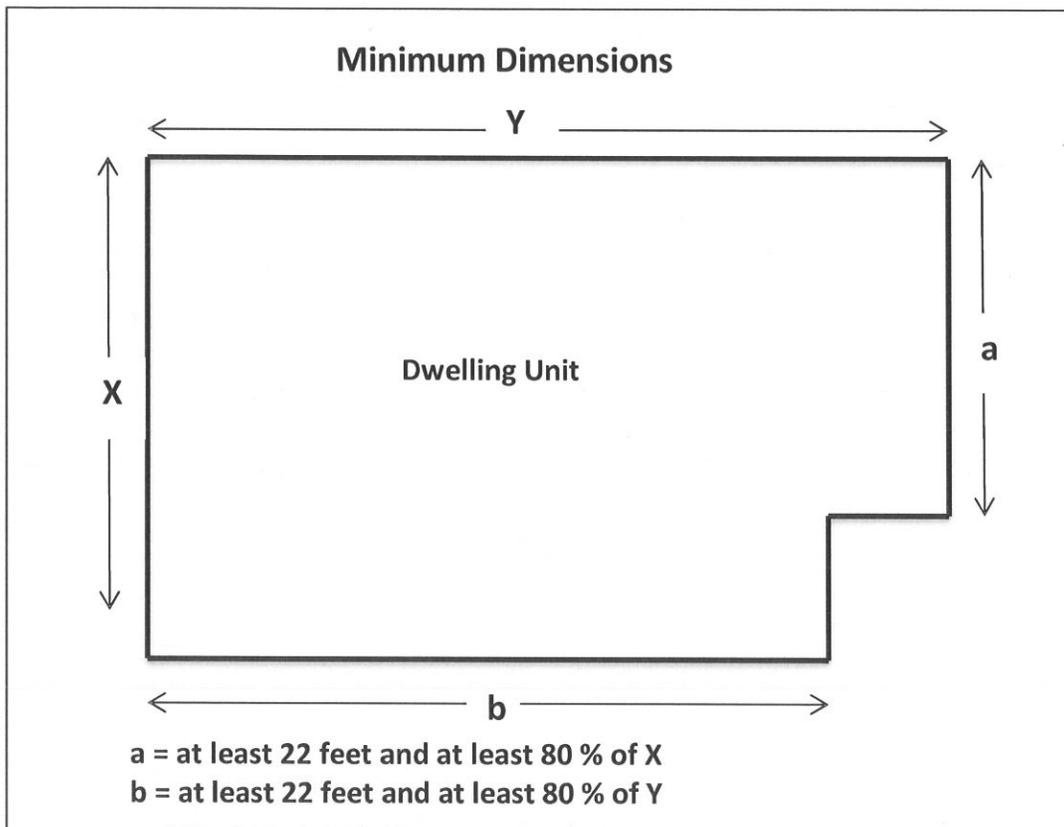
In an R-LD or R-MD District, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this chapter:

- A. Site-built one-family detached dwelling units.
- B. Foster care homes for the care and **keeping HOUSING** of up to six persons.
- C. Publicly owned and operated buildings, libraries and recreational facilities.
- D. Private recreation and conservation areas such as but not limited to those commonly developed using the open space option or cluster option of this chapter.
- E. Temporary buildings for use incidental to construction work for a period not to exceed one year.
- F. Accessory buildings, structures and uses customarily **incidental** to any principal use permitted.

### § 220-12. Principal uses permitted subject to special conditions.

The following uses shall be permitted subject to the conditions hereinafter imposed for each use:

- A. Manufactured one-family dwelling units subject to the following provisions:
  - (1) Principal buildings and accessory structures shall conform to all applicable City codes and ordinances.
  - (2) Such dwellings shall be permanently attached to a permanent foundation constructed on the site in accordance with the City of Grand Ledge Building Code. *Editor's Note: See Ch. 66, Building Construction.*  
In instances where the applicant elects to set the dwelling on piers or other acceptable foundations which are not at the perimeter of the dwelling, a perimeter wall shall also be constructed. Any such perimeter wall shall be constructed of durable materials and shall also meet local requirements with respect to materials, construction and necessary foundation. Any such wall shall also provide an appearance which is compatible with the dwelling and with site-built homes in the area.
  - (3) Such dwellings shall provide a minimum width and depth of at least 22 feet over 80% of any such width or depth dimension.



- (4) Such dwellings shall have an overhang or eave as required by the Building Code of residential dwellings or similar to the site-built dwelling units on adjacent properties or in the surrounding residential neighborhood in the residential district.
- (5) Such dwellings shall be provided with exterior finish materials similar to the site-built dwelling units on adjacent properties or in the surrounding residential neighborhoods.
- (6) Such dwellings shall have a roof design and roofing materials similar to the site-built dwelling units on adjacent properties or in the surrounding residential neighborhood.
- (7) Such dwellings shall have an exterior building wall configuration which represents an average width-to-depth or depth-to-width ratio which does not exceed three to one or is in reasonable conformity with the configuration of site-built dwelling units on adjacent properties or in the surrounding residential neighborhood in the residential district.
- (8) All portions of any hitches or other transporting devices which extend beyond the vertical plane formed by the outer sidewalls of the dwelling shall be removed to a point where they will be totally obscured by a perimeter foundation or finished exterior wall.
- (9) The dwelling shall contain storage area in a basement located under the dwelling, in an attic area, in closet areas or in a separate structure of standard construction, similar in appearance to the principal building. Such storage area shall be a minimum of 10% of the minimum required floor area as noted in Article XVI, Schedule of Regulations.
- (10) Proposals for manufactured one-family detached dwelling units shall follow the procedures set forth below:

- (a) Applications to permit manufactured one-family detached dwelling units shall be submitted to the Zoning Administrator who may require the applicant to furnish such plans, photographs, elevations, and similar documentation as deemed necessary to permit a complete review and evaluation of the proposal. [Amended 6-24-2002 by Ord. No. 480]
- (b) In reviewing any such proposed dwelling unit with respect to Subsection A(1) through (9) above, architectural variation shall not be discouraged but reasonable compatibility with the character of residential dwelling units shall be provided, thereby protecting the economic welfare and property value of surrounding residential areas and of the City at large.
- (c) Should the Zoning Administrator find that any such dwelling unit does not conform with all of the above conditions and standards, the proposal shall be denied. The applicant may appeal the Zoning Administrator's decision by requesting a public hearing before the Planning Commission. Notice of such hearing shall be given in accordance with § 220-107, Notice of public hearings. Thereafter, the Planning Commission shall take final action. [Amended 6-24-2002 by Ord. No. 480]

B. Churches and other facilities normally incidental thereto, provided that the following conditions be met:

- (1) The site shall contain a minimum area of one acre of land. In addition, 1/2 acre shall be provided per 100 seats in the main auditorium.
- (2) No building shall be closer than 50 feet to any property line.
- (3) Access shall be in accordance with § 220-77, Access to major or collector thoroughfare.

C. Public, parochial and private elementary, intermediate or high schools offering courses in general education which may or may not be operated for profit upon the following conditions:

- (1) The site shall contain a minimum area of one acre of land.
- (2) No building shall be closer than 50 feet to any property line.
- (3) Access shall be provided in accordance with § 220-77, Access to major or collector thoroughfare. Editor's Note: Original Section 504(4), regarding adult foster care homes, which immediately followed this subsection, was repealed 3-27-2000 by Ord. No. 454.

D. Child-care centers, subject to the following conditions:  
[Amended 10-27-2003 by Ord. No. 490]

- (1) The site shall contain a minimum of 1/2 acre.
- (2) The outdoor play space shall have a total minimum area of not less than 1,200 square feet for up to six children.
- (3) There shall be provided and maintained an additional area of 100 square feet of outdoor play space for each child licensed in the facility in excess of six. Such space is not permitted in a required front yard or required side yard when such side yard abuts a street.

- (4) Such use shall not be permitted on a zoning lot where both side lot lines are also the side lot lines of lots which are both zoned single-family residential and occupied by existing single-family detached dwellings. The use may be located on a lot that is bordered on one side by a house but not both sides.
  - (5) All play areas shall be fenced **IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 220-68**. Such fence shall be a minimum of five feet in height.
  - (6) Play areas shall be screened from adjacent residential areas with a **suitable SCREEN** fence, landscaping or some combination thereof.
  - (7) Access shall be provided in accordance with § 220 77, Access to major or collector thoroughfare.
- E. Golf courses, not including driving ranges or miniature golf courses, which may or may not be operated for profit subject to the following conditions:
- (1) Buildings, outdoor swimming pools, tennis courts or similar concentrated recreation use areas (not including tees, fairways or greens) shall have setbacks of not less than 100 feet.
  - (2) The site shall contain a minimum of 20 acres of land.
  - (3) Access shall be in accordance with § 220-77, Access to major or collector thoroughfare.
- F. Public utility buildings, telephone exchange buildings, electric transformer stations and substations and gas regulator stations when operating requirements necessitate locating within the district in order to serve the immediate vicinity, provided that:
- (1) Access shall be in accordance with § 220-77, Access to major or collector thoroughfare. However, the Planning Commission may waive this requirement when it can be shown that operating requirements necessitate the location within the district in order to serve the immediate vicinity.
  - (2) Setbacks for all buildings or structures shall not be less than 40 feet.
  - (3) All buildings, structures and mechanical equipment shall be screened from view from abutting streets or properties in accordance with § 220-67, Walls and berms.
  - (4) The Planning Commission may require supplemental landscaping to provide screening from residential areas or to assure that the site will negatively impact its surroundings.
  - (5) A hearing shall be held in accordance with § 220-107, Notice of public hearings.
- G. Public or private cemeteries subject to the following conditions:
- (1) The site shall contain a minimum of 20 acres of land.
  - (2) No building shall be closer than 50 feet from any abutting residentially zoned property line.
  - (3) Access shall be in accordance with § 220-77, Access to major or collector thoroughfare.
- H. Roadside stands for the sale of products grown on the premises upon which the stand is located is permitted as an accessory use provided that the following conditions are met:

- (1) Contiguous space for the parking of customer vehicles is furnished ~~off the public-right-of-way~~ at a ratio of one space for each 45 square feet of roadside stand floor area. ~~and that s~~ Such parking be located a minimum of 10 feet from the road right-of-way **LINE**.
- (2) Access shall be in accordance with § 220-77, Access to major or collector thoroughfare.
- (3) **A temporary use ZONING permit shall be obtained from the City.**

**§ 220-13. Accessory uses permitted subject to special conditions.**

The following uses shall be permitted in single-family residential districts, subject to the conditions hereinafter imposed for each use:

A. Bed-and-breakfast facilities, provided that:

- (1) The rooms utilized are a part of the principal residential use, and not specifically constructed for rental purposes.
- (2) The bed-and-breakfast facility does not require any internal or external alterations or construction features, equipment or outdoor storage not customary in residential areas and does not change the character of the dwelling.
- (3) The principal use is a one-family residential dwelling and is owner-occupied at all times.
- (4) Sufficient off-street parking is provided in addition to that required by Article XVII, Off-Street Parking and Loading Requirements, for residential purposes, at the rate of one space per leasable room.
- (5) Signage shall be architecturally compatible with the home. One non-illuminated nameplate, not more than one square foot in area, may be attached to the building which shall contain only the name and occupation of the resident of the premises.

B. State-licensed family day-care homes are permitted after review and approval by the Zoning Administrator. [Amended 7-27-1998 by Ord. No. 442-98.2]

- (1) The licensee shall occupy the dwelling as a residence.
- (2) One non-illuminated nameplate, not more than one square foot in area, may be attached to the building which shall contain only the name and occupation of the resident of the premises.

~~C. State-licensed group day-care homes are permitted after review and approval by the Zoning Administrator, subject to the following conditions: [Amended 7-27-1998 by Ord. No. 442-98.2]~~

- ~~(1) The licensee shall occupy the dwelling as a residence.~~
- ~~(2) One non-illuminated nameplate, not more than one square foot in area may be attached to the building which shall contain only the name and occupation of the resident of the premises.~~
- ~~(3) Group day-care homes must be located on a major or secondary thoroughfare.~~
- ~~(4) Backing of vehicles directly onto a thoroughfare shall not be permitted.~~

Ð C. Home occupations as defined in § 220-4, Definitions (**A business use which is clearly secondary or incidental to the use of a single-family dwelling for residential purposes. Such occupation may include the giving of instruction in a craft or fine art within the residence. All home occupation uses shall be subject to noise, advertising, hours of operation or other conditions which may accompany the use of a residence as a home occupation pursuant to the terms of this chapter**), may be permitted after review by the Zoning Administrator provided that:

- (1) No more than 1/4 of the usable floor area of a residence may be devoted to a home occupation. If more than 1/4 of the usable floor area is devoted to the business, such business will be considered the principal use and, thus, illegal in a residential district.
- (2) The home occupation shall not require any internal or external alterations or construction features, equipment, vehicles or outdoor storage not customary in residential areas and does not change the character of the dwelling.
- (3) The home occupation is conducted entirely within the dwelling and shall be conducted so as to not be noticeable from the exterior of the dwelling.
- (4) **AUTOMOTIVE REPAIR ON VEHICLES NOT OWNED BY A PERSON RESIDING ON THE PREMISES IS NOT PERMITTED AS A HOME OCCUPATION.**
- (4 5) Other than residents of the dwelling unit, no more than one employee may be located on the premises.
- (5 6) Signage is not permitted.
- (6 7) A home occupation shall not generate an unduly burdensome amount of traffic for the general area in which it is located. In general, visitation by clients shall be an infrequent and irregular event.
- (7 8) Nuisance factors, as defined by this chapter, shall be prohibited.
- (8 9) A lawfully established home occupation shall lose its right to operate should it no longer meet the conditions outlined above or stipulated by the Zoning Board of Appeals.
- (9 10) In cases where the Zoning Administrator finds that an existing or proposed home occupation does not meet the above criteria the Zoning Board of Appeals may grant an exception to any of the above standards. In such cases, the Zoning Board of Appeals may eliminate or modify any of the existing standards or may apply new standards altogether to assure that a use permitted by exception will be in character with its surroundings and will in general not be a nuisance or result in nuisance factors.

#### § 220-14. Required conditions.

[Amended 1-8-2001 by Ord. No. 462]

- A. Compliance with Article XVI, Schedule of Regulations, limiting the height and bulk of buildings, the minimum size of lot permitted by land use, the maximum density permitted and minimum yard setback requirements.



- B. New single-family buildings shall have an appearance that is non-obtrusive and consistent in color, materials, roofline and architecture with the residential district in which it is located.

**§ 220-15. Subdivision open space plat.**

- A. The purpose of a subdivision open space plat is to promote the preservation of open space while allowing a reduction in lot sizes and maintaining the density of population. In reviewing a subdivision open space plat, the Planning Commission shall consider the following objectives:
  - (1) To provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brooks, hills and similar natural assets.
  - (2) To encourage developers to use a more creative approach in the development of residential areas.
  - (3) To encourage a more efficient, aesthetic and desirable use of open area while recognizing a reduction in developing costs and by allowing the developer to bypass natural features on the site.
  - (4) To encourage the provision of open space within reasonable distance of all lot development of the subdivision and to further encourage the development of recreational facilities or preservation of natural environmental assets.
  
- B. Modifications of the standards as outlined in Article XVI, Schedule of Regulations, may be made in the R-LD Districts when the following conditions are met:
  - (1) Lot dimensions may be reduced provided that the number of residential lots shall be no greater than if the land area to be subdivided was developed in the minimum square foot lot areas as required for the R-LD District under Article XVI, Schedule of Regulations.
  - (2) Lot widths may be reduced from a minimum width of 80 feet to a minimum of 70 feet.
  - (3) Lot depths shall not be less than 140 feet except as otherwise provided in this chapter.
  - (4) Minimum front setbacks may be reduced from 35 feet to 30 feet.
  - (5) Lot depths may be reduced to not less than 120 feet when such lots border on land dedicated to the common use of the subdivision as indicated in Subsection C below:
  - (6) Rear yards may be reduced to not less than 30 feet when rear yards border on land dedicated to the common use of the subdivision as indicated in Subsection C below.
  
- C. For each square foot of land gained under the provisions of Subsection B within a residential subdivision through the reduction of lot sizes below the minimum requirements as outlined in Article XVI, Schedule of Regulations, equal amounts of land shall be dedicated to the common use of the lot owners in the subdivision in a manner approved by the City.
  
- D. Access shall be provided to areas dedicated for the common use of the subdivision for those lots not bordering on such dedicated areas by means of streets, parkways or

pedestrian access-ways. The open space for pedestrian access-ways shall be no less than 20 feet in width.

- E. Under this subdivision open space plat approach, the proprietor shall dedicate sufficient park area so that each final plat is within maximum density requirements; provided, however, that the entire park area within a single block shall be dedicated as a whole.
- F. Application for approval of the subdivision open space plat shall be submitted at the time of submission of the preliminary plat for approval as required by Chapter 182, Subdivision of Land, of the Code of the City of Grand Ledge.

**§ 220-16. One-family clustering option.**

A. Intent.

- (1) The intent of this section is to permit the development of one-family residential patterns which, through design innovations, will provide for an alternative means for development of single-family areas where a parcel of land has characteristics which hinder practical development under the normal subdivision approach or where the alternative will permit better preservation of natural features. Also, this option may permit increased densities under certain circumstances. To accomplish this, modifications to the one-family residential standards, as outlined in Article XVI, Schedule of Regulations, of this chapter, may be permitted in the R-LD Districts.
- (2) In the R-LD Districts, the requirements of Article XVI, Schedule of Regulations, of this chapter may be waived and the attaching of one-family dwelling units may be permitted subject to the standards of this section.

B. Conditions for qualification.

- (1) Qualification for the cluster option shall be based on two findings by the Planning Commission with final density dependent upon whether or not the site qualifies under both findings.
  - (a) First, the Planning Commission shall find that the parcel will qualify for the cluster development option as defined in Subsection B(2)(a) through (g) below. Development would be at the single-family densities as permitted in Subsection C(1) below. This finding must be made in all cases.
  - (b) Second, the Planning Commission may additionally find that the parcel is located in a transition area or is impacted by nonresidential uses or traffic on major or secondary thoroughfares or other similar conditions. If the Planning Commission makes such a finding, it may permit an increase in density up to the maximum densities established in Subsection C(2).
- (2) The Planning Commission may approve the clustering or attaching of buildings on parcels of land under single ownership and control which, in the opinion of the Planning Commission, have characteristics that would make sound physical development under the normal subdivision approach impractical because of parcel

size, shape or dimension or because the site is located in a transitional use area or the site has natural characteristics which are worth preserving or which make platting difficult. In approving a parcel for cluster development, the Planning Commission shall find at least one of the following conditions to exist:

- (a) The parcel to be developed has frontage on a major or secondary thoroughfare and is generally parallel to said Thoroughfare and is of shallow depth as measured from the thoroughfare.
  - (b) The parcel has frontage on a major or secondary thoroughfare and is of a narrow width, as measured along the thoroughfare, which makes platting difficult.
  - (c) A substantial portion of the parcel's perimeter is bordered by a major thoroughfare which would result in a substantial proportion of the lots of the development abutting the major thoroughfare.
  - (d) A substantial portion of the parcel's perimeter is bordered by land that is zoned other than single-family residential or is developed for a use other than one-family homes.
  - (e) The parcel is shaped in such a way that the angles formed by its boundaries make a subdivision difficult to achieve and the parcel has frontage on a major or secondary thoroughfare.
  - (f) The parcel contains a floodplain or soil conditions which result in a substantial portion of the total area of the parcel being unbuildable.
  - (g) The parcel contains natural assets which would be preserved through the use of cluster development. Such assets may include natural stands of large trees, land which serves as a natural habitat for wildlife, unusual topographic features or other natural assets which should be preserved.
- (3) In order to qualify a parcel for development under Subsection B(1)(f) and (g) above, the Planning Commission shall determine that the parcel has those characteristics and the request shall be supported by written or graphic documentation, prepared by a landscape architect, engineer, professional community planner, registered architect or environmental design professional. Such documentation shall include the following as appropriate: soil test borings, floodplain map, topographic map of maximum two-foot contour interval, inventory of natural assets.
- (4) This option shall not apply to those parcels of land which have been split for the specific purpose of coming within the requirements of this cluster option section.

C. Permitted densities. In a cluster development, the maximum density permitted shall be as follows (including streets and road rights-of-way):

- (1) For those parcels qualifying under Subsection A(1)(e) through (g), the density permitted is 2.5 units per acre.
- (2) For those parcels qualifying under Subsection A(1)(a) through (d), an increase in density may be permitted by the Planning Commission up to 3.7 units per acre.
- (3) Water areas within the parcel may be included in the computation of density provided that land adjacent to the water is substantially developed as open space.

- (4) In those instances where increased densities may be permitted under Subsection C(2) above, the Planning Commission must find that such increased density does not result in the destruction or total removal of the natural features.

D. Development standards and requirements. On parcels meeting the criteria of Subsection B(1) above, the minimum yard setbacks, heights and minimum lot sizes per unit as required by Article XVI, Schedule of Regulations, may be waived and the attaching of dwelling units may be accomplished subject to the following:

- (1) The attaching of one-family dwelling units, one to another, may be permitted when said homes are attached by means of one of the following:
  - (a) Through a common party wall forming interior room space which does not have over 75% of its length in common with an abutting dwelling wall, including garage.
  - (b) By means of an architectural wall detail which does not form interior room space.
  - (c) Through common garage party walls of adjacent structures.
  - (d) No other common party wall relationship is permitted and the number of units attached in this manner shall not exceed three. This number may be increased to four if, in the opinion of the Planning Commission, greater preservation of natural assets would result.

(2) Yard requirements shall be provided as follows:

- (a) Spacing between groups of attached buildings or between groups of four unattached buildings shall be equal to at least 25 feet, measured between the nearest points of adjacent buildings. The minimum distance between detached units within groups of four shall be 15 feet, unless there is a corner to corner relationship in which case the minimum may be reduced to 10 feet.
- (b) It is intended that setbacks for each dwelling shall be such that one car length space will be available between the garage or required off-street parking spaces and the street pavement. Setbacks from minor residential streets should follow the guidelines below:
  - [1] Garages or required off-street parking spaces shall not be located less than 20 feet from the right-of-way of a public street.
  - [2] Where streets are private, required off-street parking spaces shall not be located less than 30 feet from the pavement edge of the street.
- (c) That side of a cluster adjacent to a major or secondary thoroughfare shall not be nearer than 25 feet to said road right-of-way.
- (d) Any side of a cluster adjacent to a private road shall not be nearer to said road than 20 feet.

(3) The area in open space (including subdivision recreation areas and water)

accomplished through the use of one-family cluster shall represent at least 15% of the horizontal development area of a one-family cluster development.

- (4) In order to provide an orderly transition of density, where the parcel proposed for use as a cluster development abuts a one-family residential district, the Planning Commission shall determine that the abutting one-family district is effectively buffered by means of one of the following within the cluster development:
  - (a) Single-family lots subject to the standards of the R-MD District as specified in Article XVI, Schedule of Regulations.
  - (b) Detached buildings with setbacks as required by Article XVI, Schedule of Regulations, for the applicable residential district.
  - (c) Open or recreation space with a minimum depth of 50 feet.
  - (d) Changes in topography which provide an effective buffer.
  - (e) A major or secondary thoroughfare.
  - (f) Some other similar effective means of providing a transition that is acceptable to the Planning Commission.
  - (g) In those instances where the parcel has been qualified for the cluster option under Subsection B(2)(a) or where the adjoining land may be used for purposes other than detached one-family dwellings, the Planning Commission may approve a plan in which the units are attached if the parcel is too small to provide the transition and the greatest setback possible is provided.

E. Procedures.

- (1) In making application for approval under this section, the applicant shall file a sworn statement that the parcel has not been split for the purpose of coming within the requirements of this option, and shall further file a sworn statement indicating the date of acquisition of the parcel by the present owner.
- (2) Qualification for cluster development:
  - (a) Application to the Planning Commission for qualification of a parcel for cluster development shall include documentation substantiating one or more of the characteristics outlined in Subsection B above, Conditions for qualification.
  - (b) As an initial step, the applicant may ask the Planning Commission to make a preliminary determination as to whether or not a parcel qualifies for the cluster option under one or both of the provisions of Subsection B(1) above, based upon the documentation submitted.
  - (c) A preliminary determination by the Planning Commission that a parcel qualifies for cluster development does not assure approval of the site plan and, therefore, does not approve the cluster option. It does, however, give an initial indication as to whether or not a petitioner should proceed to prepare a site plan.
  - (d) The applicant may submit a site plan, as follows, if a preliminary determination is not sought.

- (3) Site plan and cluster approval.
- (a) The Planning Commission shall hold a public hearing on the site plan after an initial review of a preliminary plan which shall not require a public hearing.
  - (b) In submitting a proposed layout under this section, the sponsor of the development shall include, along with the site plan, the following:
    - [1] Typical building elevations and floor plans, topography drawn at one-foot contour intervals, all computations relative to acreage and density, a preliminary grading plan, and any other details which will assist in reviewing the proposed plan.
    - [2] An accurate tree survey indicating the location of all trees on the site of eight-inch DBH or greater. Such survey shall be at the same scale as the site plan.
  - (c) Site plans submitted under this option shall be accompanied by information as required by Chapter 182, Subdivision of Land, of the Code of the City of Grand Ledge, provided, however, that:
    - [1] Submission of an open space plan and cost estimates with the preliminary site plan shall be at the option of the applicant.
    - [2] The open space plan and cost estimate shall be submitted prior to final review or the public hearing.
  - (d) The Planning Commission shall give notice of the public hearing in accordance with § 220-107, Notice of public hearings.
  - (e) If the Planning Commission is satisfied that the proposal meets the letter and spirit of the Zoning Ordinance and should be approved, it shall give tentative approval with the conditions upon which such approval should be based. If the Planning Commission is not satisfied that the proposal meets the letter and spirit of this Zoning Chapter, or finds that approval of the proposal would be detrimental to existing development in the general area and should not be approved, it shall record the reasons therefor in the minutes of the Planning Commission meeting. Notice of approval or disapproval of the proposal together with copies of the proposal with copies of all layouts and other relevant information shall be forwarded to the City Clerk. If the proposal has been approved by the Planning Commission, the Clerk shall place the matter upon the agenda of the City Council. If disapproved, the applicant shall be entitled to a public hearing before the City Council, if requested in writing within 30 days after action by the Planning Commission.
  - (f) If the City Council approves the plans, it shall instruct the City Attorney to prepare a contract, setting forth the conditions upon which such approval is based, which contract, after approval by the City Council, shall be entered into between the City and the applicant prior to the issuance of a building permit for any construction in accordance with site plans.

- (g) As a condition for the approval of the site plan and open space plan by the City Council, the applicant shall deposit cash, irrevocable letter of credit, or other equivalent form of security as approved by the City Attorney, in the amount of the estimated cost of the proposed improvements to the open land guaranteeing the completion of such improvement within a time to be set by the City Council. Actual development of the open space shall be carried out concurrently with the construction of dwelling units.

**§ 220-17. One-family, **LOW DENSITY** site condominium option.**

- A. The **LOW DENSITY** site condominium option is intended to provide for the division of land as regulated by the Condominium Act (Act 59 of 1978, as amended, MCLA § 559.101 et seq.) rather than the Subdivision Control Act (Act 288 of 1967, as amended, MCLA § 560.101 et seq.). In accordance with Section 141 of Act 59 (MCLA § 559.241), it is further intended that development utilizing the site condominium options be treated no differently than a subdivision developed under the Subdivision Control Act and that the same standards be applied in their design layout and improvements.
- B. If the **LOW DENSITY** site condominium option is selected, the following conditions are applicable:
  - (1) Article XVI, Schedule of Regulations, limiting the height and bulk of buildings, the minimum lot sizes and yard requirements shall be applicable as permitted in each zoning district or as otherwise altered within this section.
  - (2) Any development which utilizes the site condominium option shall conform to Article V, Design Standards, and Article VI, Improvements, of Chapter 182, Subdivision of Land, of the Code of the City of Grand Ledge.
  - (3) A site plan shall be submitted in accordance with § 220-80, Site plan review, of this chapter.
  - (4) Other options as defined and regulated by § 220-15, Subdivision open space plat, of this chapter can be used in conjunction with this section.
  - (5) If building footprints are shown on the site plan, setbacks shall be measured to the building. Otherwise, setbacks shall be provided for each building envelope equal to the minimum setback requirements of the zoning district and shall be measured as specified below:
    - (a) Rear setbacks shall be measured from the rear area line to the rear building envelope.
    - (b) Side setbacks shall be measured from the side area line to the side building envelope.
    - (c) Front setbacks shall be measured from the street right-of-way for public or private streets, and from the pavement edge for streets not having a right-of-way. In instances where there is no right-of-way the setback shall be increased by 15 feet.
  - (6) If building footprints are shown on the plan, building floor plans and elevations must be submitted.
  - (7) The Planning Commission may request that several different facades be used to provide a variety of building appearances.

- (8) Plans for the development and landscaping of all commons areas must be submitted and shall meet the applicable requirements of § 220-66, Landscaping.
- (9) All streets shall be dedicated to the public AND CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE REQUIREMENTS OF ORDINANCE 182, EXCEPT THAT THE MINIMUM RIGHT-OF-WAY WIDTH MAY REDUCED AFTER REVIEW AND RECOMMENDATION BY THE CITY ENGINEER, PUBLIC SERVICE DIRECTOR AND FIRE CHIEF.
- (10) The means of maintaining all limited and general commons areas shall be specified in the master deed.
- ~~(11) A copy of the master deed shall be submitted for review and recommendations of the City Attorney prior to final plan approval.~~

C. Review by the Planning Commission.

- (1) The Zoning Administrator shall receive and check the plan for completeness per § 220-80, Site plan review, of this chapter. If the plan contains all of the items noted, the Zoning Administrator shall schedule a public hearing as per § 220-107, Notice of public hearings.
- ~~(2) The Zoning Administrator will also place the proposal on the agenda of the next regular Planning Commission meeting which follows the public hearing. Such meeting may be held directly following the public hearing or at the next regular meeting.~~
- (3 2) The Commission shall review all details of the proposed plan within the framework of this Zoning Chapter, within the various elements of the Master Plan, and within the standards of Chapter 182, Subdivision of Land.
- (4 3) The Commission shall give preliminary approval or disapprove the plan.
  - (a) Should the Commission disapprove the plan, it shall record the reasons in the minutes of the regular meeting. A copy of the minutes shall be sent to the applicant.
  - (b) Should the Commission find that all conditions have been satisfactorily met and the plan conforms to the provision of this chapter, it shall recommend approval to the City Council. The Planning Commission Chairman shall make a notation to that effect on each copy of the plan and distribute copies of same as follows:
    - [1] Return one copy to the applicant;
    - [2] Retain one copy which shall become a matter of permanent record in the Commission files;
    - [3] Forward one copy to the School Board or School Superintendent of the School District having jurisdiction in the area concerned;
    - [4] File the remaining copies in the office of the Clerk.

D. Review by the City.

- (1) No installation or construction of any improvements shall be made before the plan has received final approval of the City Council, engineering plans have been reviewed by the City Engineer and any deposits required have been received by the City.

- (2) The **APPLICANT plan** shall **be filed by the applicant** **A COPY OF THE PLAN** with the Zoning Administrator and shall deposit such sums of money as the City Council may require herein or by other ordinances.
- (3) The City Council shall not review the plan until it has received the review and preliminary approval of the Planning Commission. Following the preliminary approval by the Planning Commission, the City Council shall consider the plan at such meeting that the matter is placed on the regularly scheduled agenda. ~~The City Council shall take action on the plan within 30 days.~~
- (4) Final approval shall be effective for a period of two years from the date of final approval. The two-year period may be extended at the discretion of the City Council, if requested by the applicant and granted by the City Council in writing.
- (5) ~~Upon final approval of the plan by the City Council, four prints of the plan shall be forwarded: one to the Zoning Administrator; one to the Planning Commission; one to the City Assessor; and one to the Building Department.~~

**§220-18. ONE-FAMILY, MEDIUM DENSITY SITE CONDOMINIUM OPTION.**

- A. THE MEDIUM DENSITY SITE CONDOMINIUM OPTION IS INTENDED TO PROVIDE FOR THE DIVISION OF LAND AS REGULATED BY THE CONDOMINIUM ACT (ACT 59 OF 1978, AS AMENDED, MCLA § 559.101 ET SEQ.) RATHER THAN THE SUBDIVISION CONTROL ACT (ACT 288 OF 1967, AS AMENDED, MCLA § 560.101 ET SEQ.) IN ACCORDANCE WITH SECTION 141 OF ACT 59 (MCLA § 559.241), IT IS FURTHER INTENDED THAT DEVELOPMENT UTILIZING THE SITE CONDOMINIUM OPTIONS BE TREATED NO DIFFERENTLY THAN A SUBDIVISION DEVELOPED UNDER THE SUBDIVISION CONTROL ACT AND THAT THE SAME STANDARDS BE APPLIED IN THEIR DESIGN LAYOUT AND IMPROVEMENTS, EXCEPT AS PROVIDED BELOW.
- B. WHERE A PARCEL PROPOSED FOR USE AS A ONE-FAMILY MEDIUM DENSITY SITE CONDOMINIUM DEVELOPMENT ABUTS A ONE-FAMILY RESIDENTIAL DISTRICT, THE PLANNING COMMISSION MUST DETERMINE THAT THE SITE COMPLIES WITH BOTH OF THE FOLLOWING CRITERIA:
  1. THE SITE HAS AT LEAST ONE PROPERTY LINE ABUTTING A NONRESIDENTIAL ZONING DISTRICT OR PARCEL OF LAND THAT IS NOT BEING USED FOR RESIDENTIAL PURPOSES.
  2. THERE IS AT LEAST ONE VEHICULAR ACCESS POINT TO THE SITE THAT DOES NOT CROSS THROUGH A SINGLE FAMILY RESIDENTIAL NEIGHBORHOOD.
- C. IF THE MEDIUM DENSITY SITE CONDOMINIUM OPTION IS SELECTED AND AUTHORIZED UNDER SECTION 220-18 (B) THE FOLLOWING CONDITIONS ARE APPLICABLE:
  - (1) THE FOLLOWING HEIGHT AND BULK OF BUILDING, LOT SIZE AND YARD REQUIREMENTS SHALL BE APPLICABLE TO MEDIUM DENSITY SITE CONDOMINIUM DEVELOPMENTS:

Minimum Lot Size Per Unit		Maximum Height of Structures		Minimum Yard Setbacks			Minimum Floor Area Per Unit (sq. ft.)	Maximum % of Lot Area Covered by all Buildings
Area (sq. ft.)	Width (feet)	In Stories	In Feet	Front	Sides	Rear		
4,500	45	2	30	15	5	25	576	50%

- (3) ALL STREETS SHALL BE DEDICATED TO THE PUBLIC AND CONSTRUCTED IN ACCORDANCE WITH ALL APPLICABLE REQUIREMENTS OF ORDINANCE 182, EXCEPT THAT THE MINIMUM RIGHT-OF-WAY WIDTH MAY REDUCED TO 40 FEET AFTER REVIEW AND APPROVAL BY THE CITY ENGINEER, PUBLIC SERVICE DIRECTOR AND FIRE CHIEF.
- (4) EXCEPT AS PROVIDED FOR IN THE PRECEDING PARAGRAPH, THE SITE CONDOMINIUM DEVELOPMENT MUST COMPLY WITH ALL PROVISIONS OF ARTICLE V, DESIGN STANDARDS, AND ARTICLE VI, IMPROVEMENTS, OF CHAPTER 182, SUBDIVISION OF LAND, OF THE CODE OF THE CITY OF GRAND LEDGE.
- (5) A SITE PLAN SHALL BE SUBMITTED IN ACCORDANCE WITH § 220-80, SITE PLAN REVIEW, OF THIS CHAPTER.
- (6) OTHER OPTIONS AS DEFINED AND REGULATED BY § 220-15, SUBDIVISION OPEN SPACE PLAT, OF THIS CHAPTER CAN BE USED IN CONJUNCTION WITH THIS SECTION.
- (7) IF BUILDING FOOTPRINTS ARE SHOWN ON THE SITE PLAN, SETBACKS SHALL BE MEASURED TO THE BUILDING. OTHERWISE, SETBACKS SHALL BE PROVIDED FOR EACH BUILDING ENVELOPE EQUAL TO THE MINIMUM SETBACK REQUIREMENTS OF THE ZONING DISTRICT AND SHALL BE MEASURED AS SPECIFIED BELOW:
- (A) REAR SETBACKS SHALL BE MEASURED FROM THE REAR AREA LINE TO THE REAR BUILDING ENVELOPE.
  - (B) SIDE SETBACKS SHALL BE MEASURED FROM THE SIDE AREA LINE TO THE SIDE BUILDING ENVELOPE.
  - (C) FRONT SETBACKS SHALL BE MEASURED FROM THE STREET RIGHT-OF-WAY FOR PUBLIC OR PRIVATE STREETS, AND FROM THE PAVEMENT EDGE FOR STREETS NOT HAVING A RIGHT-OF-WAY.
- (8) GARAGES, WHETHER ATTACHED OR DETACHED, MAY NOT EXTEND MORE THAN 10 FEET CLOSER TO THE STREET THAN THE FRONT WALL OF THE DWELLING.
- (9) THE PLANNING COMMISSION MAY REQUEST THAT SEVERAL DIFFERENT FACADES BE USED TO PROVIDE A VARIETY OF BUILDING APPEARANCES.
- (10) PLANS FOR THE DEVELOPMENT AND LANDSCAPING OF ALL COMMONS AREAS MUST BE SUBMITTED AND SHALL MEET THE APPLICABLE REQUIREMENTS OF § 220-66, LANDSCAPING.

- (11) THE MEANS OF MAINTAINING ALL LIMITED AND GENERAL COMMONS AREAS SHALL BE SPECIFIED IN THE MASTER DEED.

**D. REVIEW BY THE PLANNING COMMISSION.**

- (1) THE ZONING ADMINISTRATOR SHALL RECEIVE AND CHECK THE PLAN FOR COMPLETENESS PER § 220-80, SITE PLAN REVIEW, OF THIS CHAPTER. IF THE PLAN CONTAINS ALL OF THE ITEMS NOTED, THE ZONING ADMINISTRATOR SHALL SCHEDULE A PUBLIC HEARING AS PER § 220-107, NOTICE OF PUBLIC HEARINGS.
- (2) THE COMMISSION SHALL REVIEW ALL DETAILS OF THE PROPOSED PLAN WITHIN THE FRAMEWORK OF THIS ZONING CHAPTER, WITHIN THE VARIOUS ELEMENTS OF THE MASTER PLAN, AND WITHIN THE APPLICABLE STANDARDS OF CHAPTER 182, SUBDIVISION OF LAND.
- (3) THE COMMISSION SHALL GIVE PRELIMINARY APPROVAL OR DISAPPROVE THE PLAN.
  - (A) SHOULD THE COMMISSION DISAPPROVE THE PLAN, IT SHALL RECORD THE REASONS IN THE MINUTES OF THE REGULAR MEETING. A COPY OF THE MINUTES SHALL BE SENT TO THE APPLICANT.
  - (B) SHOULD THE COMMISSION FIND THAT ALL CONDITIONS HAVE BEEN SATISFACTORILY MET AND THE PLAN CONFORMS TO THE PROVISION OF THIS CHAPTER, IT SHALL RECOMMEND APPROVAL TO THE CITY COUNCIL. THE PLANNING COMMISSION CHAIRMAN SHALL MAKE A NOTATION TO THAT EFFECT ON EACH COPY OF THE PLAN AND DISTRIBUTE COPIES OF SAME AS FOLLOWS:
    - [1] RETURN ONE COPY TO THE APPLICANT;
    - [2] RETAIN ONE COPY WHICH SHALL BECOME A MATTER OF PERMANENT RECORD IN THE COMMISSION FILES;
    - [3] FORWARD ONE COPY TO THE SCHOOL BOARD OR SCHOOL SUPERINTENDENT OF THE SCHOOL DISTRICT HAVING JURISDICTION IN THE AREA CONCERNED;
    - [4] FILE THE REMAINING COPIES IN THE OFFICE OF THE CLERK.

**D. REVIEW BY THE CITY.**

- (1) NO INSTALLATION OR CONSTRUCTION OF ANY IMPROVEMENTS SHALL BE MADE BEFORE THE PLAN HAS RECEIVED FINAL APPROVAL OF THE CITY COUNCIL, ENGINEERING PLANS HAVE BEEN REVIEWED BY THE CITY ENGINEER AND ANY DEPOSITS REQUIRED HAVE BEEN RECEIVED BY THE CITY.
- (2) THE APPLICANT SHALL FILE A COPY OF THE PLAN WITH THE ZONING ADMINISTRATOR AND SHALL DEPOSIT SUCH SUMS OF MONEY AS THE CITY COUNCIL MAY REQUIRE HEREIN OR BY OTHER ORDINANCES.

- (3) THE CITY COUNCIL SHALL NOT REVIEW THE PLAN UNTIL IT HAS RECEIVED THE REVIEW AND PRELIMINARY APPROVAL OF THE PLANNING COMMISSION. FOLLOWING THE PRELIMINARY APPROVAL BY THE PLANNING COMMISSION, THE CITY COUNCIL SHALL CONSIDER THE PLAN AT SUCH MEETING THAT THE MATTER IS PLACED ON THE REGULARLY SCHEDULED AGENDA.**
- (4) FINAL APPROVAL SHALL BE EFFECTIVE FOR A PERIOD OF TWO YEARS FROM THE DATE OF FINAL APPROVAL. THE TWO-YEAR PERIOD MAY BE EXTENDED AT THE DISCRETION OF THE CITY COUNCIL, IF REQUESTED BY THE APPLICANT AND GRANTED BY THE CITY COUNCIL IN WRITING.**