



Monroe Charter Township
Zoning Ordinance 52-2010, Section 17.02
APPLICATION for SPECIAL APPROVAL USE

date stamp

An application for special approval for a land use shall be filed with the Planning Commission and processed in the same manner prescribed for application for site plan review in Section 17.01, and shall be in such form and accompanied by such information as required by the Planning Commission. The application for special approval shall be filed simultaneously with the application for site plan review for the subject use.

Applicant's Name: _____ Phone: _____
If applicant is not legal owner, please state basis of interest. (e.g., attorney, option to purchase, architect, other).

Address: _____

Name of Property Owner: _____ Phone: _____

Address: _____

Property I.D. Number: 5812- _____ - _____ - _____ *(Include Legal Description on Site Plan).*

Site Address / Location of Property (Road / Street): _____

Main Contact Email: _____

Existing Zoning of Site: _____ *(It might be more than one zone).*

Acreage of the parcel: _____ Acreage of the area to be developed: _____

Zoning of surrounding parcels / structures: North _____ South _____ East _____ West _____

Name and describe the proposed use: _____

By signing this application, the applicant / property owner has received a copy of the Rules of Procedure and acknowledges agreement to these rules and procedures.

Date received: _____

Applicant's Signature: _____ Printed Name: _____
If different than property owner (must have original signature - no copy or fax)

Further, the undersigned certifies that all information and data furnished for special approval use and site plan approval are true and correct, and further acknowledges sole responsibility for error and omissions. The undersigned further certifies that he/she/they are the owners of all interest in the premises above described for which special approval use and site plan approval are sought. (This includes husbands, wives, mortgagees, lien holders, and both vendors and vendees of land contracts).

Property Owner's Signature: _____ Printed Name: _____
(additional signatures required for additional owners, must have original signature - no copy or fax)

Planning Commission Public Hearing Agenda Date: _____



**Monroe Charter Township
Zoning Ordinance 52-2010, Section 17.01
SITE PLAN APPLICATION**

date stamp

This application is to be completed by applicant and submitted with Site Plan.

Note: You will be responsible for providing copies of your plan to other affected agencies.

Application Fee Due at Time of Application Submittal: \$375.00, plus engineering & planning consultant review fees, as required.

Applicant's Name: _____ **Phone:** _____
If applicant is not legal owner, please state basis of interest. (e.g., attorney, option to purchase, architect, other).

Address: _____

Name of proposed development: _____

Property I.D. Number: 5812- _____ - _____ - _____ *(Include Legal Description on Site Plan).*

Site Address / Location of Property (Road / Street): _____

Name of Property Owner: _____ **Phone:** _____

Address: _____

Main Contact Email: _____

Existing Zoning of Site: _____ *(It might be more than one zone).*

Acreage of the parcel: _____ **Acreage of the area to be developed:** _____

Zoning of surrounding parcels / structures: North _____ South _____ East _____ West _____

Site Plan prepared by: _____ **Phone:** _____

Address: _____

By signing this application, the applicant has received a copy of the Rules of Procedure and acknowledges agreement to these rules and procedures.

Date received: _____

Applicant's Signature: _____ **Printed Name:** _____
If different than property owner, (must have original signature-no copy or fax)

Further, the undersigned certifies that all information and data furnished for site plan approval are true and correct, and further acknowledges sole responsibility for error and omissions. The undersigned further certifies that he/she/they are the owners of all interest in the premises above described for which site plan approval is sought. (This includes husbands, wives, mortgagees, lien holders, and both vendors and vendees of land contracts).

Property Owner's Signature: _____ **Printed Name:** _____
(additional signatures required for additional owners, must have original signature - no copy or fax)

Planning Commission Public Meeting / Public Hearing Agenda Date: _____

**MONROE CHARTER TOWNSHIP
PLANNING COMMISSION BYLAWS**

The following rules of procedure are hereby adopted by the Monroe Charter Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, et seq.

SECTION 1: Officers

A. **Selection and Tenure-**At the first regular meeting of each calendar year, the Planning Commission shall select from its membership, a chairperson, vice-chairperson and secretary for a term that will expire on the last day of the year, December 31. All officers shall serve a term of one year, or until their successors are selected and assume office, except as may occur in Paragraph C below. All officers shall be eligible for re-election for consecutive terms for the same office.

B. **Chairperson-**The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Planning Commission.

C. **Vice-Chairperson-**The vice-chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to this office for the unexpired term, and the Planning Commission shall select a successor to the office of vice-chairperson for the unexpired term.

D. **Secretary-**The secretary shall execute documents in the name of the Planning Commission and shall perform such other duties as the Planning Commission may determine.

SECTION 2: Meetings

The business the Planning Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings

Act. The Planning Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting, said rules in addition to the ones contained herein.

A. **Regular Meetings**-Regular Meetings of the Planning Commission are to be held 7:00 p.m. on the first Monday of the month at the Monroe Charter Township Hall, or the second Monday if the first Monday falls on a legal holiday. These bylaws and rules shall govern the meetings of the Planning Commission in accordance with any and all conditions provided in the Monroe Charter Township Zoning Ordinance, the laws of the State of Michigan, the Michigan Zoning Enabling Act of 2006, as amended, and the Michigan Planning Enabling Act of 2008, as amended. If there is no business on the agenda, the monthly meeting may be cancelled by the chairperson by giving notice to all members at least 18 hours before the scheduled meeting.

B. **Special Meetings**-Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Planning Commission. Notice of any special meeting shall be given to the members of the Planning Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with Michigan law and the Open Meetings Act. Only items noticed on the agenda shall be considered at any special meeting.

C. **Notice**-Any notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, the Land Division Act, or other applicable statutes.

All requests to the Planning Commission for consideration or approval shall be filed with the Zoning Department in accordance with

procedures and requirements as set forth in the Monroe Charter Township Zoning Ordinance. Absent any specific requirements in the said Zoning Ordinance, requests shall be submitted to the Township at least 30 days prior to the meeting and shall contain all of the information requested on the application and any other information that may be requested by the Zoning Department. Applicants are put on notice that the Planning Commission may require surveys, plans or other information necessary for proper evaluation and consideration of any request filed. Upon filing, the application shall be considered by the Zoning Department for completeness and accuracy; and if the Zoning Department determines information is lacking or inadequate at the time of filing and the deficiency cannot be remedied forthwith, the Commission may table the matter until such time as the required information has been furnished.

D. **Public Hearings**-All public hearings held by the Planning Commission must be held as part of a regular or special meeting of the Planning Commission. Completed applications shall be considered at said meeting.

E. **Agenda**-The Commission chairperson shall establish the order of the agenda. When a public hearing is required by any law or ordinance, the Commission shall cause notice of the hearing to be posted and/or published as may be required by law. Any agenda prepared by the chairperson may be modified by action of the Commission.

F. **Quorum**-Three members of a five member Commission, four members of a seven member Commission or five members of a nine member Commission shall constitute a quorum for transacting business and taking official action on all matters. No official action of the Commission may be taken without a quorum present.

Any applicant may have an authorized agent appear on the applicant's behalf. On the request of the Commission, the agent shall present evidence to act on behalf of the applicant; and if the applicant is to have an attorney present to represent the applicant or to act on behalf of the applicant or on behalf of any agent, notice shall be given to the Zoning Department at least three days in advance to allow the Commission to decide if the presence of the Township attorney is necessary. Any applicant failing to give proper notice as required herein may have the application tabled until the next regular meeting or special meeting. If there need be a change to any public hearing portion of such meeting, the required provisions for public notice shall be required.

The chairperson shall recognize all persons asking for an opportunity to comment. At the discretion of the chairperson, a reasonable time limit may be set for individual public comments. This time limit shall be between three and five minutes in duration, and all comments and/or questions shall be directed to the chairperson.

Any applicant or agent thereof may, upon written or verbal request, withdraw an application prior to voting by the Commission. The Commission, on its own motion, reserves the right to table any application. If the Commission shall table a motion, it shall thereupon set a date and time to hear the tabled application and will decide if a new public notice is required or if additional fees shall be paid by the applicant.

G. Voting-All motions and applications shall be made in a positive format. An affirmative vote of the majority of the members of the Planning Commission is required to approve any part of the master

plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present.

Voting shall be by voice vote, and a roll call vote shall be required if requested by any Commission member or directed by the chairperson. Except in the case of conflict of interest, all Planning Commission members, including the chairperson and ex officio member, shall vote on all matters. Commission voting for a denial of a request shall explain the reason for denial and such reasons shall be made part of the record. All Commission decisions shall be recorded in the Commission meeting minutes.

H. Minutes-The Commission minutes shall reflect the basis for the determination or action by the Commission, a summary of the information introduced and the findings made by the Commission. The minutes shall also include a synopsis of the public comments made during the hearing. A draft of the proposed minutes shall be given to each Commission member prior to the meeting at which they are to be considered for approval. If approved, the minutes shall be filed in the official minutes record and with the Zoning Department.

I. Public Records-All meetings, minutes, records, documents, correspondence and other materials of the Planning Commission shall be open for public inspection in accordance with the Freedom of Information Act, except as may be otherwise provided by law. All applicants requesting Planning Commission action shall receive a copy of these rules and bylaws. The signed application form shall acknowledge agreement with these rules and procedures, and any application which fails to comply

with the procedures and provisions of the Township Zoning Ordinance or other rules, regulations, ordinances or laws shall not be placed on the meeting agenda.

SECTION 3: Duties of the Planning Commission

The Planning Commission shall perform the following duties:

A. Prepare, review and update a master plan as a guide for development within the Township's planning jurisdiction.

B. Take such action on petitions, staff proposals and Township Board requests for amendments to the Zoning Ordinance as required.

C. Take such action on petitions, staff proposals and Township Board requests for amendments to the master land use plan as required.

D. Prepare an annual written report to the Township Board of the Planning Commission's operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development.

E. Take such actions as authorized or required by the Michigan Planning Enabling Act.

F. Take such actions as required by the Michigan Zoning Enabling Act.

G. Review subdivision proposals and recommend appropriate actions to the Township Board.

H. Perform other duties and responsibilities or respond as requested by any Township Board or Commission.

Section 4: Absences, Removals, Resignations and Vacancies

A. To be excused, members of the Planning Commission shall notify the Planning Commission chairperson or other Planning Commission member when they intend to be absent from a meeting. Failure to make

this notification prior to the meeting shall result in an unexcused absence.

B. Members may be removed by the Township Board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

C. A member may resign from the Planning Commission by sending a letter of resignation to the Township Board.

D. Vacancies shall be filled by the Township Supervisor, with the approval of the Township Board. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: Conflict of Interest

Before casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and a Planning Commission member shall declare a conflict of interest and abstain from participating in Planning Commission deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the Planning Commission is asked to make a decision. "Immediate family member" is defined as an individual father, mother, son, daughter, brother, sister and spouse and a relative of any degree residing in the same household as that individual.

2. The Planning Commission member has a business or financial interest in the property involved in the request or has a business or

financial interest in the applicant's company, agency or association.


3. The Planning Commission member owns or has a financial interest in neighboring property. Neighboring property shall, for the purposes of this action, be defined as any property falling within the notification radius for the application or proposed development as required by the Zoning Ordinance or other applicable Ordinance.

4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Planning Commission.

SECTION 6: Amendments

These bylaws may be amended at any meeting by a vote of the majority of the membership of the Planning Commission.

Adopted by the Monroe Charter Township Planning Commission at a regular meeting held on APRIL 1, 2013.



Planning Commission Chairperson
Dated: APRIL 1, 2013

Article 17

PROCEDURES AND STANDARDS

Section 17.01 Site Plan Review

A. Purpose

The site plan approval procedures of this Section are instituted to provide an opportunity for the Monroe Charter Township Planning Commission to review the proposed development, alteration, and use of a site in relation to drainage, pedestrian and vehicular circulation, parking, structural relationships, utilities, screening, accessibility, and other site design elements. The purpose of this Section is to establish procedures and standards that provide a consistent method of review of site plans, and to ensure full compliance with the standards contained in this Ordinance and other applicable Codes and Ordinances.

Flexible review standards have been established to ensure that the type of review and amount of required information is proportional to the project's scale and use intensity. It is the further purpose of this Article to protect natural resources, minimize adverse impacts on adjoining or nearby uses and land, encourage cooperation and consultation between the Township and the applicant, and facilitate development in accordance with the Township's Master Plan.

B. Site Plan Approval Required

Site Plan approval shall be required from the Planning Commission for any building or structure totaling 2,000 or more square feet of all principal buildings, and/or for all additions in excess of 40 percent of all existing structures on approved sites, and/or where additions to existing structures exceed 2,000 square feet, and/or where there is a change in ingress and egress, sewer, water, parking, and/or environmental impact. The following development projects and uses shall require submission and approval of a site plan:

1. All special approval uses, subject to the provisions of Section 17.02, Special Uses.
2. All structures and uses in the AG, Agricultural, R-1, Low Density Residential, R-2, Medium Density Residential, R-3, High Density Residential, R-4, Multiple-family Residential, and R-5, Manufactured Housing Park Districts, other than:
 - a) Farming and active agricultural uses, as defined in Section 2.02, Definitions.
 - b) One (1) single-family dwelling and its customary accessory structures on a single residential lot of record.
 - c) Family child day care homes in the AG, R-1, R-2, R-3 zoned districts, as licensed by the State of Michigan.
 - d) Essential service and public utility facilities shall be permitted as authorized under any franchise or that may be regulated by any law of the State of Michigan or any ordinance of the Charter Township of Monroe, it being the intention hereof to exempt such essential services from the application of this Ordinance, except buildings and towers.
3. All structures and uses in the Floodway or Floodway Fringe area located within 500 feet of the 100-year floodplain, as defined by the Federal Emergency Management Agency (FEMA), National Flood Insurance Program, and Michigan Department of Environmental Quality (MDEQ).
4. All structures and uses of a non-residential nature in the M-U, Mixed Use district.
5. All structures and uses in the C-1, Local Commercial, C-2 General Commercial districts, and MD, Marina districts.

6. All structures and uses in the L-I, Light Industrial and H-I, Heavy Industrial districts.
7. Construction, expansion or alteration of a residential open space development subject to the provisions of Section 13.01, Residential Open Space Development Option.
8. Construction or expansion of farming, landscaping or recreation ponds, subject to the provisions of Section 8.145, Ponds for Farming, Landscaping, and Recreation.
9. Construction, expansion or alteration of a condominium development shall be subject to condominium site plan approval in accordance with the procedures and standards of Article 14, Condominium Regulations.
10. Construction, expansion or alteration of a planned development (PD) project shall be subject to development plan approval in accordance with the procedures and standards of Article 15, Planned Development (PD) district.
11. Construction, expansion or alteration of a wireless communications facility shall be subject to approval in accordance with the procedures and standards of Section 13.02, Wireless Communication Facilities.
12. Construction, expansion, or alteration of wind generator(s) shall be subject to approval in accordance with the procedures and standards of Section 8.160, Wind Generator(s)

C. Site Plan Review Procedure

Site plans shall be reviewed in accordance with the following:

1. **Application.** The owner of an interest in land for which site plan approval is sought and/or the owner's designated agent shall submit a completed application form and sufficient copies as determined by the Zoning Administrator of a site plan to the Township, along with appropriate review fees, as determined by Township Board. Site Plans and agency approvals must be submitted at least three weeks prior to placement on an agenda for consideration. All site plans must be signed and sealed. Any application or site plan that does not satisfy the information requirements of this Section shall be considered incomplete, and shall be returned to the applicant.
2. **Technical Review.** The applicant shall distribute copies of the site plan and application to other local agencies or departments with jurisdiction for comment on any problems the plans might pose prior to submittal to the Township. Prior to Planning Commission consideration, the Zoning Administrator shall distribute copies of the site plan, any required agency reviews, and the application to designated Township officials and the Township consultants for review and comment. Agency approvals and Township consultants reviews must be received prior to Planning Commission consideration of the site plan.
3. **Planning Commission Consideration of the Site Plan.** The Planning Commission shall review the site plan, together with any reports and recommendations from Township officials, the Township Planner, other Township consultants, and other reviewing agencies. The Planning Commission shall make a determination based on the requirements of this Ordinance and the standards of Section 17.01L, Standards for Site Plan Approval. The Planning Commission is authorized to table, approve, approve subject to conditions or, deny the site plan as follows:
 - a) **Tabling.** Upon determination by the Planning Commission that a site plan is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting or upon request by the applicant, the Planning Commission may postpone consideration until a later meeting.
 - b) **Denial.** Upon determination that a site plan does not comply with the standards and regulations set forth in this Ordinance, or would require

extensive revisions to comply with said standards and regulations, the site plan shall be denied.

If a site plan is denied, a written record shall be provided to the applicant listing the reasons for such denial. Failure of the applicant or agent to attend two (2) or more meetings shall be grounds for the Planning Commission to deny site plan approval.

- c) **Approval.** Upon determination that a site plan is in compliance with the standards of this Ordinance, the site plan shall be approved.
- d) **Approval Subject to Conditions.** The Planning Commission may approve a site plan, subject to any conditions necessary to address necessary modifications; ensure that public services and facilities can accommodate the proposed use; protect significant site features; ensure compatibility with adjacent land uses; or otherwise meet the intent and purpose of this Ordinance. Such conditions may include the need to obtain variances, or approvals from other agencies.

4. **Recording of site plan action.** Planning Commission action on the site plan shall be recorded in the Planning Commission meeting minutes, stating the name and location of the project, most recent plan revision date, and conditions or grounds for the Planning Commission's action.

- a) After the Planning Commission has taken final action on a site plan, and any required administrative reviews are completed, the Zoning Administrator shall clearly mark three (3) copies of the site plans APPROVED or DENIED, as appropriate, with the date that action was taken.
- b) One (1) marked copy will be returned to the applicant and remaining copies shall be retained by the Township per State of Michigan retention guidelines.

D. Outside Agency Permits or Approvals

The applicant shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, prior to Planning Commission submittal.

E. Construction Plans

Where detailed construction or engineering plans are required by the Township, Monroe County or other agency with jurisdiction, the applicant shall submit a copy of such plans to the Building Official for review. The Building Official or designated Township consultants shall verify that the site design and improvements shown on the construction or engineering plans are consistent with the approved site plan, except for changes that do not materially alter the approved site design, or that address any conditions of site plan approval.

Construction or engineering plans that are not consistent with the approved site plan shall be subject to review and approval by the Planning Commission as an amended site plan, prior to the start of development or construction on the site.

F. Approval of Phased Developments

The Planning Commission may grant approval for site plans with multiple phases, subject to the following:

1. The site design and layout for all phases and outlots shall be shown on the site plan to ensure proper development of the overall site.
2. Improvements associated with each phase shall be clearly identified on the site plan, along with a timetable for development. Development phases shall be designed so that each phase will function independently of any improvements planned for later phases.

3. Each future phase shall be subject to a separate site plan review by the Planning Commission, and shall be required to meet all applicable Ordinance standards effective at the time of such review.

G. Site Plan Resubmission

A site plan that has been denied may be revised by the applicant to address the reasons for the denial and then resubmitted for further consideration. The resubmitted site plan shall be subject to the same requirements, review fees, and approval procedures as a new application for site plan approval.

H. Expiration of Site Plan Approval

Site plans shall expire 365 days after the date of approval, unless the construction plan for the project has been submitted to the Township for review.

Upon written request received by the Township prior to the expiration date, the Planning Commission may grant one (1) extension of final approval for up to one (1) year, provided that site conditions have not changed in a way that would affect the character, design or use of the site, and that the approved site plan remains in conformance with all applicable provisions of this Ordinance.

I. Rescinding Site Plan Approval

Site plan approval may be rescinded by the Planning Commission upon determination that the site has not been improved, constructed or maintained in compliance with approved permits, site plans, or conditions of site plan or special use approval. Such action shall be subject to the following:

1. **Public hearing.** Such action may be taken only after a public hearing has been held in accordance with the procedures set forth in Section 17.03, Public Hearing Procedures, at which time the owner of an interest in land for which site plan approval was sought, or the owner's designated agent, shall be given an opportunity to present evidence in opposition to rescission.
2. **Determination.** Subsequent to the hearing, the decision of the Planning Commission with regard to the rescission shall be made and written notification provided to said owner or designated agent.

J. Revisions to Approved Site Plans

The Zoning Administrator may administratively review minor revisions to an approved site plan or forward such plans to the Township Consultants for a determination, provided that such changes do not materially alter the approved site design, intensity of use or demand for public services. Revisions to an approved site plan that are not considered by the Zoning Administrator to be minor shall be reviewed by the Planning Commission as an amended site plan.

K. Compliance with an Approved Site Plan

It shall be the responsibility of the landowner, and the owner or operator of the use(s) for whom site plan approval has been granted, to develop, improve and maintain the site, including the use, structures, and all site elements in accordance with the approved site plan and all conditions of approval, until the property is razed, or a new site plan is approved. Failure to comply with the provisions of this Section shall be a violation of this Ordinance and shall be subject to the same penalties appropriate for a use violation.

To ensure compliance with this Ordinance, the approved site plan, and any conditions of site plan approval, the Planning Commission, Township Engineer, Board of Trustees or Zoning Administrator may require that an Irrevocable performance guarantee be deposited with the Township Treasurer, subject to the standards of Section 18.203, Fees and Performance Guarantees. The amount of the performance guarantee shall be determined by the Township Engineer.

L. Standards for Site Plan Approval

The following criteria shall be used as a basis upon which site plans will be reviewed and approved, approved with conditions, or denied:

1. **Adequacy of Information.** The site plan includes all required information in a complete and understandable form, provides an accurate description of the proposed uses, and complies with all applicable Ordinance requirements.
2. **Site Appearance and Coordination.** The site is designed in a manner that promotes the normal and orderly development of surrounding lands, and all site design elements are harmoniously organized in relation to topography, adjacent facilities, traffic circulation, building orientation, and pedestrian access.
3. **Preservation of Site Features.** The site design conserves natural features to the extent feasible. Such features may include wetlands, topography, tree rows and hedgerows, wooded areas, and significant individual trees.
4. **Access and Circulation.** Drives, streets, parking, site access and other vehicle-related elements are designed to minimize traffic conflicts on adjacent streets and promote safe and efficient traffic circulation within the site. In addition, adequate pedestrian access has been provided, which is in compliance with barrier-free access standards.
5. **Parking and Loading.** Off-street parking lots and loading areas are arranged and located to accommodate the intensity of proposed uses, minimize conflicts with adjacent uses, and promote shared-use of common facilities where feasible.
6. **Landscaping and Screening.** Landscaping and screening are provided in a manner that adequately buffers adjacent land uses and screens off-street parking, mechanical appurtenances, loading and unloading areas and storage areas from adjacent residential uses and public rights-of-way.
7. **Exterior Lighting.** All exterior lighting fixtures are designed, arranged and shielded to minimize glare and light trespass, prevent night blindness and vision impairments, and maximize security.
8. **Impact upon Public Services.** The impact upon public services (including utilities, streets, police and fire protection, public schools and public sidewalks/pathways) will not exceed the existing or planned capacity of such services.
9. **Drainage and Soil Erosion.** Adjoining lakes, rivers, streams, lots, and road rights-of-way will not be adversely impacted by stormwater runoff and sedimentation.
10. **Emergency Access and Vulnerability to Hazards.** All sites and buildings are designed to allow convenient and direct emergency access, and the level of vulnerability to injury or loss from incidents involving hazardous materials or processes will not exceed existing or planned emergency response capabilities.

M. Required Information for Site Plans

The following information shall be included with all site plan review applications, except where the Planning Commission determines that certain information is not necessary or applicable to the review:

Minimum Required Site Plan Information	
SITE PLAN DESCRIPTIVE INFORMATION	
Name, address, telephone and facsimile numbers of the applicant (and landowner, if different from applicant) and firm or individual preparing the site plan; and the property location (address, lot number, tax identification number). Plans must be signed and sealed.	<input type="checkbox"/>
Existing and proposed use(s) and existing zoning of the land and surrounding parcels (including across road rights-of-way).	<input type="checkbox"/>
Location, dimension of buildings and structures within 100 feet of the property lines.	<input type="checkbox"/>
Address, legal description, and tax identification number of the parcel, with the gross and net land area.	<input type="checkbox"/>
SITE PLAN DATA AND NOTES	
Site plans shall be drawn to an engineer's scale appropriate for a sheet size of at least 24 by 36 inches. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be provided.	<input type="checkbox"/>
Location map with north-arrow.	<input type="checkbox"/>
Size and dimensions of proposed and existing structures, including gross and usable floor area, number of stories, and overall height.	<input type="checkbox"/>
Calculations for parking, residential density or similar Ordinance requirements.	<input type="checkbox"/>
EXISTING CONDITIONS	
Location of soil types and existing drainage courses, floodplains, lakes, streams, drains, and wetlands, with surface drainage flow directions, include significant trees and wooded areas.	<input type="checkbox"/>
Dimensions of all property lines, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the boundaries of total land holding.	<input type="checkbox"/>
Existing site features, including significant natural and historical features, structures, driveways, fences, walls, signs, and other improvements with notes regarding their preservation or alteration.	<input type="checkbox"/>
SITE PLAN DETAILS	
Location, dimensions, setback distances, and use(s) of all proposed improvements.	<input type="checkbox"/>
Locations and descriptions of all existing and proposed easements and rights-of-way for utilities, access, and drainage.	<input type="checkbox"/>
Identification of areas involved in each separate phase, if applicable.	<input type="checkbox"/>
An exterior lighting plan with all existing and proposed lighting locations, heights from grade, specifications, lamps types, and methods of shielding; include a photometric plan that shows footcandles at the lot lines.	<input type="checkbox"/>
Locations and methods of screening for any waste receptacles; ground-mounted generators, transformers, and mechanical (HVAC) units; and similar devices.	<input type="checkbox"/>

Minimum Required Site Plan Information	
Outdoor sales, display or storage locations and method of screening, if applicable.	<input type="checkbox"/>
BUILDING DETAILS	
Building façade elevations for any proposed principal building, drawn to an appropriate scale, dimensioned, and indicating height of building, type and color of building materials.	<input type="checkbox"/>
Building floor plans.	<input type="checkbox"/>
ACCESS AND CIRCULATION	
Dimensions and centerlines of existing and proposed rights-of-way, names of abutting streets, and the dimensions and type of paving materials for all roads, parking lots, curbs, sidewalks, and other paved surfaces.	<input type="checkbox"/>
Locations and dimensions of vehicle access points, and distances between adjacent or opposing driveways and street intersections.	<input type="checkbox"/>
Parking space and maneuvering aisle dimensions, pavement markings, traffic control signage, designation of fire lanes, and location and dimension of loading areas.	<input type="checkbox"/>
SCREENING AND LANDSCAPING	
Landscape plan, including location, size, quantity and type of proposed shrubs, trees, ground cover (including grass) and other live plant materials, the location, size and type of any existing plant materials that will be preserved, and methods of irrigation with source of water.	<input type="checkbox"/>
Plant list for proposed landscape materials, with quantities, sizes, and heights of proposed plant materials; botanical and common names; and methods of installation.	<input type="checkbox"/>
Landscape maintenance plan, including notes regarding on-going replacement of dead or diseased plant materials.	<input type="checkbox"/>
Proposed fences, walls or other screening devices, including typical cross-section, materials and height above grade.	<input type="checkbox"/>
UTILITIES, DRAINAGE, AND ENVIRONMENTAL INFORMATION	
Grading plan, with existing and proposed topography at a minimum of two (2) foot contour levels, drainage patterns and a general description of grades within 100 feet of the site to indicate stormwater runoff.	<input type="checkbox"/>
Detailed engineering data on location and size of proposed utilities and surface drainage facilities, including proposed connections to public sewer and water systems	<input type="checkbox"/>
ADDITIONAL REQUIRED INFORMATION	
Other information as requested by the Zoning Administrator or Planning Commission to verify that the site and use are in accordance with the purpose and intent of this Ordinance and the Township's Master Plan.	<input type="checkbox"/>

Section 17.02 Uses after Special Approval

A. Purpose

This Section provides procedures and standards for special uses of land or structures that because of their unique characteristics require special consideration in relation to the welfare of adjacent properties and the community as a whole. Special uses include those uses that:

1. Serve an area, interest or purpose that extends beyond the borders of the Township;
2. Create particular problems of control in relation to adjoining uses or districts;
3. Have detrimental effects upon public health, safety or welfare; or
4. Possess other unique characteristics that prevent such uses from being appropriate in all locations as a principal use permitted by right in a particular zoning district.

This Section is intended to provide a consistent and uniform method for review of special use applications, ensure full compliance with the standards contained in this Ordinance, achieve efficient use of land, prevent adverse impacts on neighboring properties and districts, and facilitate development in accordance with the objectives of the Master Plan.

B. Application Requirements

Special use applications shall be submitted in accordance with the following:

1. **Eligibility.** The application shall be submitted by the operator of the use or owner of an interest in the land or structure(s) for which special use approval is sought, or by the owner's designated agent. The applicant or agent shall be present at all scheduled review meetings. Applications that are found by the Zoning Administrator to be incomplete or inaccurate shall be returned to the applicant.
2. **Application.** Special use applications submitted to the Township shall include the following information:
 - a) Contact information for the applicant and landowner, and proof of ownership. If the applicant leases the property, the owner's signed and dated authorization for the application shall be provided.
 - b) Address, location and tax identification number of the parcel.
 - c) A detailed description of the proposed use.
 - d) A site plan, as required by Section 17.01, Site Plan Review.
 - e) Appropriate review fees, as determined by the Township Board of Trustees.
 - f) Any other information deemed necessary by the Zoning Administrator or Planning Commission to determine compliance with this Ordinance.

C. Special Use Review Procedure

Special use applications shall be reviewed in accordance with following procedures:

1. **Coordination with Site Plan Review.** A site plan associated with a special use shall not be approved unless the special use has first been approved. The Planning Commission may, at its discretion, consider special use and site plan applications at the same meeting.
2. **Technical Review.** Prior to Planning Commission consideration, the application materials shall be distributed to appropriate Township officials and the Township Planner for review and comment. The Zoning Administrator may also submit the application materials to designated Township consultants for review.
3. **Public Hearing.** A public hearing shall be held for all special uses in accordance with Section 17.03, Public Hearing Procedures.

4. **Planning Commission Consideration.** Subsequent to the hearing, the Planning Commission shall review the application for special use approval, together with any reports and recommendations from Township officials, the Township Planner, other Township consultants, and other reviewing agencies, along with any public comments. The Planning Commission shall then make a determination based on the requirements of this Ordinance and the standards contained in Section 17.02H, Standards for Special Use Approval. The Planning Commission is authorized to table, approve, approve subject to conditions or deny the special use as follows:
- a) **Tabling.** Upon determination by the Planning Commission that a special use application is not sufficiently complete for approval or denial, failure of the applicant to attend the meeting, or upon request by the applicant, the Planning Commission may postpone consideration until a later meeting.
 - b) **Denial.** Upon determination that a special use application is not in compliance with the provisions of this Ordinance, including Section 17.02H, Standards for Special Use Approval, or would require extensive modifications to comply with said standards and regulations, the special use shall be denied. If a special use is denied, a written record shall be provided to the applicant listing the reasons for such denial. Failure of the applicant to attend two (2) or more meetings shall be grounds for the Planning Commission to deny the special use.
 - c) **Approval.** The special use may be approved by the Planning Commission upon determination that it is in compliance with the provisions of this Ordinance, including Section 17.02H, Standards for Special Use Approval. Upon approval, the special use shall be deemed a conforming use permitted in the district in which it is proposed, subject to site plan approval, and any conditions imposed on the use. Such approval shall affect only the lot or area thereof upon which the use is located.
 - d) **Approval Subject to Conditions.** The Planning Commission may approve a special use subject to reasonable conditions:
 - (1) Designed to protect natural resources, the health, safety, welfare, and social and economic well-being of users or patrons of the use under consideration, residents and landowners immediately adjacent to the proposed use, or the community as a whole; or
 - (2) Related to the valid exercise of the police power, and the impacts of the proposed use; or
 - (3) Necessary to meet the intent and purpose of this Ordinance, related to the standards established in this Ordinance for the special use under consideration, and necessary for compliance with those standards.
 - e) **Recording of Special Use Action.** Planning Commission action on the special use shall be recorded in the Planning Commission meeting minutes, stating the name, description, and location of the proposed use; address and tax identification number of the parcel; and the grounds for the Planning Commission's action. The Zoning Administrator shall keep one (1) copy of the written record on file in the Township, and shall forward one (1) copy to the applicant as evidence of special use approval and also give the effects of the approval.
 - f) **Effect of Approval.** Special use approval runs with the land. As long as the use remains as approved, a change of tenant or owner will not affect the special approval. An expansion of use or change of the use shall require new special use approval.

D. Resubmission after Denial

A special use application that has been denied shall not be resubmitted for a period of 365 days from the date of denial, except on grounds of new evidence or proof of changed conditions found by the Planning Commission to be valid.

E. Appeals of Special Use Decisions

The Zoning Board of Appeals shall not have the authority to consider appeals of special use determinations by the Planning Commission.

F. Expiration of Special Use Approval

Special use approval shall expire 365 days after the date of approval, unless the use has been established on the site, or the construction plan associated with the special use has been submitted for review. Special use approval shall also expire upon expiration of the approved construction plan associated with a special use.

Upon written request received by the Township prior to the expiration date, the Planning Commission may grant one (1) extension of up to 365 days, provided that the approved special use conforms to current Zoning Ordinance standards.

G. Rescinding Special Use Approval

Approval of a special use may be rescinded by the Planning Commission upon determination that the use has not been improved, constructed or maintained in compliance with this Ordinance, approved permits, site plans, or conditions of site plan or special use approval. Such action shall be subject to the following:

1. **Public hearing.** Such action may be taken only after a public hearing has been held in accordance with the procedures set forth in Section 17.03, Public Hearing Procedures, at which time the operator of the use or owner of an interest in the land or structure(s) for which special use approval was sought, or the owner's designated agent, shall be given an opportunity to present evidence in opposition to rescission.
2. **Determination.** Subsequent to the hearing, the decision of the Planning Commission with regard to the rescission shall be made and written notification provided to said owner, operator or designated agent.

H. Standards for Special Use Approval

Approval of a special use shall be based upon the determination that the proposed use complies with all applicable requirements of this Ordinance, and all of the following standards as deemed applicable to the use by the Planning Commission:

1. **A Documented Need Exists for the Proposed use.** A documented need exists for the proposed use within the community.
2. **Compatibility with Adjacent Uses.** The special use is compatible with adjacent uses and the existing or intended character of the zoning district and area. The use will not have an adverse impact upon or interfere with the development, use or enjoyment of adjacent properties, or the orderly development of the neighborhood.
3. **Compatibility with the Master Plan.** The special use location and character is consistent with the general principles, goals, objectives, and policies of the adopted Master Plan.
4. **Compliance with Applicable Regulations.** The proposed special use is in compliance with all applicable Ordinance provisions.
5. **Impact upon Public Services.** The impact of the special use upon public services will not exceed the existing or planned capacity of such services; including utilities, roads, police and fire protection services, drainage structures, refuse disposal, and availability or capacity of water and sewage facilities.
6. **Traffic Impacts.** The special use is designed and located in a manner that minimizes any adverse traffic impacts caused or exacerbated by the use.

7. **Detrimental Effects.** The proposed special land use shall not involve any activities, processes, materials, equipment, or conditions of operation, and shall not be located or designed so as to be detrimental or hazardous to public health, safety, and welfare.

In determining whether this requirement has been met, consideration shall be given to the level of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light.

8. **Isolation of Existing Uses.** Approval of the special use location will not result in a small residential or non-residential area being substantially surrounded by incompatible uses.

9. **Environmental and Public Health, Safety, and Welfare Impacts.** The location, design, activities, processes, materials, equipment, and operational conditions of the special use will not be detrimental or injurious to the environment or the public health, safety, and welfare by reason of traffic, noise, vibration, smoke, fumes, odors, dust, glare, light, drainage or other adverse impacts as set by state, federal or other agencies with jurisdiction.

I. Compliance with Special Use Approval

It shall be the responsibility of the owner of the property and the operator of the use for which special use approval has been granted to develop, improve, operate and maintain the use, including the site, structures and all site elements, in accordance with the provisions of this Ordinance and all conditions of special use approval until the use is discontinued. Failure to comply with the provisions of this Section shall be a violation of the use provisions of this Ordinance and shall be subject to the same penalties appropriate for a use violation.

The Zoning Administrator or designee may make periodic investigations of developments for which a special use has been approved. Noncompliance with Ordinance requirements or conditions of approval shall constitute grounds for the Planning Commission to rescind special use approval.

Section 17.03 Public Hearing Procedures

The body charged with conducting a public hearing required by this Ordinance shall, upon receipt of a completed application, select a reasonable time and place for such hearing. Such hearings shall be held in accordance with the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended, and the following:

A. Special Use and Variance Requests

1. Publication in a Newspaper of General Circulation

Notice of the request shall be published in a newspaper of general circulation not less than 15 days before the date the application will be considered for approval.

2. Personal and Mailed Notice

- a) Notice shall be sent by mail or personal delivery to the owners of property for which approval is being considered.
- b) Notice shall be sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property. If a single structure contains four or more dwelling units, notice may be given to the owner or manager for posting at the front entrance. Notice shall be given to owners or occupants of structures located in adjacent cities or townships. If the name of the occupant is not known, the term "occupant" may be used in making notification.
- c) All notice delivered by mail or personal delivery must be given not less than 15 days before the date of the public hearing. Notice shall be deemed given when personally delivered or deposited for delivery with the U.S. Postal Service during normal business hours.

- d) The Township shall prepare a list of property owners and occupants to whom notice was mailed or delivered.

3. **Content of Notice**

Any notice published in a newspaper or delivered by mail or personal delivery shall:

- a) Describe the nature of the request.
- b) Indicate the property that is the subject of the request.
- c) Include a listing of all existing street addresses within the property. If no such addresses exist, other means of identifying the property may be used.
- d) When and where the public hearing will occur.
- e) When and where written comments may be submitted concerning the request.
- f) Include the places and times at which the proposal subject to the public hearing may be examined.

B. **Zoning Ordinance Text and Map Amendments**

- 1. **Map Amendments Affecting 10 or Fewer Parcels.** If the proposed map amendment is for an individual parcel or 10 or fewer parcels, notice shall be given as specified in Section 17.03. A. 1 and 2.
- 2. **Map Amendments Affecting 11 or More Adjacent Parcels.** If the proposed map amendment is for 11 or more adjacent parcels, notice shall be given as specified in Section 17.03.A.1, with the exception that the notice need not list street addresses of properties that will be included by the map amendment.
- 3. **Text Amendments.** A Text amendment notice shall be given as specified in Section 17.03 A.1.
- 4. **Notice to Other Entities.** Notice of the time and place of the public hearing shall also be given by mail to any electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating within the district or zone affected, and the airport manager of each airport that registers its name with the Township Clerk for the purposes of receiving notice of public hearings.

C. **Additional Information**

- 1. **Pre-Hearing Examination**
Upon reasonable request, any person may examine the application and all other documents on file with the Township pertaining to the subject and purpose of the hearing. Any person shall be entitled to copies of such application and documents upon reasonable request and payment of fees as established by the Township Board to cover the cost of making such copies.
- 2. **Right to Submit Written Statements**
Any person may submit written comments about the subject and purpose of the hearing prior to the close of the business day on the day of the public hearing. Such statements shall be made a part of the public record of the hearing. Submitted written comments may also be received at the public hearing for inclusion in the public record.
- 3. **Timeframe for Hearings**
The public hearing shall be scheduled for a date not more than 90 calendar days after receipt of a complete and accurate application by the body charged with conducting the hearing, unless a further time is agreed upon by the parties concerned.
- 4. **Rights of All Persons**
Any person may appear and testify at a public hearing, either in person or by a duly authorized agent or attorney. Documentary evidence may be submitted for consideration, provided that the hearing body shall exclude such evidence deemed irrelevant, immaterial or unduly repetitious.

AGENCIES

***MCKENNA**

Attn: Hunter Whitehill
235 East Main Street, Suite 105
Northville, MI 48167
(248) 596-0920

***The Mannik & Smith Group**

Attn: Mark Mathe
1771 North Dixie Highway
Monroe, MI 48162
(734) 289-2200

Monroe County Road Commission

Attn: Brian Wilhelm
840 South Telegraph Rd.
Monroe, MI 48161
(734) 240-5136
Main # (734) 240-5102 or (734) 240-5100

City of Monroe Water & Wastewater Utilities

Attn: Barry LaRoy
120 East First Street
Monroe, MI 48161
(734) 384-9150
Main # (734) 243-0700

Dept. of Environment, Great Lakes, and Energy

Jackson District Office, Water Resources Division
Attn: Donna Cervelli
(517) 243-6951 Lansing
Email: CERVELLID@michigan.gov

Monroe County Drain Commission

Attn: Doug Link
1005 South Raisinville Road
Monroe, MI 48161
(734) 240-3104

Michigan Department of Transportation

Attn: Pascal Bui (utilities easements)
10321 East Grand River Ave.
Fonda Place, Suite 500
Brighton, MI 48116
(810) 227-6123 ext. 344

Michigan Department of Transportation

Attn: James Drury (ROW Permit Agent)
East Grand River Boulevard, Suite 500
Brighton, MI 48116
(810) 225-2620

U.S. Army Corps of Engineers

Chief of Permit Evaluation Eastern Branch
Attn: Wally Gauthier
(313) 226-6827
Email: Wally.A.Gauthier@usace.army.mil

Monroe County Health Dept.

Attn: Chris Westover
2353 South Custer Road
Monroe, MI 48161
(734) 240-7921

***Monroe Charter Township**

Calvin Schmitt, Fire Inspector
15331 South Dixie Highway
Monroe, MI 48161
(734) 241-6061

Monroe County Drain Commission

Attn: Jenna Morse, Soil Erosion Sedimentation Control
1005 South Raisinville Road
Monroe, MI 48161
(734) 240-3105

***Township will send copies
(updated 1/6/21)**