



SAGINAW CHARTER TOWNSHIP DEVELOPMENT PROCESS AND DESIGN GUIDELINES

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JANUARY 2020

COMMUNITY DEVELOPMENT

4980 SHATTUCK

SAGINAW, MICHIGAN 48603

989-791-9865

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

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**SAGINAW CHARTER TOWNSHIP
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Dear Prospective Developer:

First of all, let me welcome you to Saginaw Charter Township on behalf of the Township Board and the Planning Commission. If you are already a property or business owner in our community, I would also like to congratulate you on your renovation plans. This packet is being provided to assist you in understanding Saginaw Charter Township's involvement in your development project. We realize that you may have many questions regarding local costs and regulations. Hopefully, the enclosed information will answer some of them for you. Please look it over and let me know if there is any further information that I can provide to you.

Whenever possible, we like to set up a meeting with you and our staff to discuss your proposal in the conceptual stages to eliminate potential problems, minimize costs and discuss any questions you may have. If you would like to pursue this avenue, please let me know so that I can set up a time for all of us to meet.

After this meeting, you will need to submit five (5) copies of your site plan for review. The enclosed site plan review application includes a list of the items required on the plans. The completed application, site plans and review fee must be received at least two (2) weeks in advance of the Planning Commission meeting that you wish to attend. If you are requesting special use permit approval, all of the necessary material must be submitted thirty (30) days in advance. You will then be sent an agenda and a copy of our report prior to the hearing.

Once again, I look forward to working with you on your project. Saginaw Charter Township is honored to have you as a member of our local business community.

Sincerely,

Rob Grose

Township Manager

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

SAGINAW CHARTER TOWNSHIP

CONTACT LIST

Telephone Service:

AT&T—c/o Engineering Department—Rm. 525
309 S. Washington Ave., Saginaw, MI 48607
989-776-4070

Water & Sewer Services:

Saginaw Charter Township, Herbert Grunwell
4980 Shattuck, Saginaw, MI 48603
989-791-9870

Saginaw County Road Commission:

Dennis Borchard
3020 Sheridan, Saginaw, MI 48602
989-752-6140

Michigan Dept. of Transportation:

Don Hundley
2590 E. Wilder Rd., Bay City, MI 48706
989-671-1555 ext. 316

Saginaw Charter Twp. Fire Dept.:

Kevin O'Brien
4930 Shattuck, Saginaw, MI 48603
989-792-9691

Gas & Electric Service:

Consumers Energy
2400 Weiss, Saginaw, MI 48602
989-791-5869

Saginaw County Dept. of Public Services:

Brian Wendling
111 S. Michigan, Saginaw, MI 48602
989-790-5258

Charter Communications:

2525 State Street, Saginaw, MI 48602

Spicer Group:

230 S. Washington, Saginaw, MI 48607
989-754-4717

***Storm Water Review:**

Russ Beaubien/Kelsea Sutton

***Water and Sewer:**

Don Scherzer

***Architectural Review:**

Rob Eggers

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Application	Site Plan	S.U.P.	Tentative Prelim. Plat	Final Prelim. Plat	Final Plat	Rezoning	Text Amendment	Condo.	Board of Appeals/ Sign BOA
*Fee Required	\$300.00	\$350.00	\$400.00	\$300.00	\$200.00	\$350.00	\$350.00	\$300.00	\$250.00
# of Plans Required	5 + 1 reduced**	5 + 1 reduced**	5+ 1 reduced**	5 + 1 reduced**	5 + 1 re- duced**	n/a	n/a	5 + 1 re- duced**	1 + 1 reduced**
Digital Copy (pdf)	yes	yes	yes	n/a	yes	n/a	n/a	yes	n/a
Submittal Time***	2 weeks prior	30 days prior	30 days prior	2 weeks prior	2 weeks prior	30 days prior	30 days prior	2 weeks prior	30 days prior
Newspaper Publication Notice	n/a	Yes, not less than 15 days prior	yes	n/a	n/a	Yes, not less than 15 days prior	Yes, not less than 15 days prior	n/a	Yes, not les than 15 days prior
300' Public Hearing Notices	n/a	Yes, not less than 15 days prior	yes	Yes, not less than 7 days prior	n/a	Yes, not less than 15 days prior	n/a	n/a	Yes, not less than 15 days prior
Planning Commission	yes	yes	yes	yes	yes	yes	yes	yes	no
County Planning Commission	n/a	n/a	n/a	n/a	n/a	yes	yes	n/a	n/a
Township Board	n/a	Yes one hearing	Yes one hearing	Yes	Yes	Yes two hearings	Yes two hearings	n/a	n/a

***If a special use permit and site plan are presented together, a maximum fee of \$350.00 is charged to the applicant. If a rezoning and a preliminary plat are presented together, a maximum fee of \$350.00 is charged to the applicant.**

****Reduced site plans can be either 8 1/2" x 1" or 8 1/2" x 14".**

*****Submittal time shall be prior to the next regularly scheduled Planning Commission/Board of Appeals meeting.**

**SAGINAW CHARTER TOWNSHIP
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DEVELOPMENT COSTS FACT SHEET

(As of January 14, 2019)

SAGINAW CHARTER TOWNSHIP, SAGINAW COUNTY, MICHIGAN

The following list consists of sewer and water costs normally associated with commercial, industrial or residential development projects within Saginaw Charter Township. This list is being made available as a service to any potential developer to aid in the prediction of project costs. By no means is it intended to be all inclusive. There may very well be other expenses pertaining to a project that are peculiar to a particular site or development that are not listed herein. Furthermore, these costs may be increased without notice. To facilitate accurate cost estimates, please contact Saginaw Township's Department of Public Services and Community Development Department.

System Development Charge by Meter Size

Meter Size		Sewer	Water
5/8"		\$ 1,190	\$ 990
3/4"	* 1	\$ 1,190	\$ 990
1"	1.5	\$ 1,785	\$ 1,485
1.25"	4	\$ 4,760	\$ 3,960
1.5	5	\$ 5,950	\$ 4,950
2"	8	\$ 9,520	\$ 7,920
3"	15	\$ 17,850	\$ 14,850
4"	25	\$ 29,750	\$ 24,750
6"	50	\$ 59,500	\$ 49,500
8"	80	\$ 95,200	\$ 79,200
10"	115	\$ 136,850	\$ 113,850

* Multiplier Factors

Please Note: In addition to the fee schedule above, there shall be added certain fees associated with the connection of water and sewer service to parcels along Fashion Square Boulevard between McCarty Road and Vogue Commercial Park Subdivision.

Any parcel in the defined area that connects to the sanitary sewer will be charged an additional \$7,092.90 plus interest per connection. This fee began accruing interest at 6% per annum again on September 1, 2006.

Any parcel in the defined area that connects to the water system will be charged an additional \$7,370.54 plus interest per connection. This fee began accruing interest at 6% per annum again on September 1, 2006.

Ordinance #332 (Water Service and Connection Fees)

This fee varies significantly with each individual lot; therefore, the developer should contact the Department of Public Services at (989) 791-9870 for the exact amount for a particular parcel.

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Permits Obtained at Community Development Department:

- Building Permit - Varies according to cost of construction.
 - Sanitary Sewer Permit - \$ 75.00
 - Sign Permit - Usually \$75.00, depending on cost of sign(s).
 - Mechanical, Electrical and Plumbing Permits - Vary with amount of work that must be inspected.
-

Engineered Drainage Plan:

Cost of design will be dependent upon engineering costs and is up to the developer to negotiate privately with the engineer.

The fee schedule for reviewing storm drainage submittals and performing inspection of drainage system construction is outlined below:

<u>Type of Review</u>	<u>Fee</u>	<u>Collection of Fees</u>
Small Developments and Redevelopments (0 to 5 Acres)	\$600. min.	Fees added to Building Permit fee.
Large Developments and Redevelopments (5+ Acres)	Hourly, minimum fee of \$600.	Fees added to Building Permit Fee
Condominium, Apartment Bldg. and Platted Developments	\$600. min.	
Determination if a Redevelopment project is Exempt from compliance	\$150. min.	Fees added to Building Permit fee.

These permit fees include:

- a. Pre-design meeting, if necessary
- b. Initial formal review.
- c. Review of requested changes made during first review.
- d. First inspection of site upon completion.

**SAGINAW CHARTER TOWNSHIP
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An additional fee will be required for subsequent reviews beyond the first formal review and subsequent inspections beyond the first site inspection. The fee will be based on the actual hours needed to complete the subsequent reviews and inspections.

Penalties/Enforcement:

The Township will not award any contracts for the installation of the water or sanitary sewer utilities until such time as the storm water management plan has been approved by the Township Engineer.

Exemptions (Amended August, 2002)

Redevelopment projects will be exempt from the requirements of the storm water management plan provided:

♦ There was an existing approved storm water management plan for the site. If no storm water management plan exists, then the site must become compliant with Ordinance No. 583.

The area of additional roof, paved, and gravel surfaces is less than 5% of the existing improved areas of the site.

***Please Note:** Revisions to a plan and any subsequent re-submittals may increase the review fee.

Proposal Fees:

- Variance Request.....	\$ 250.00
- Site Plan Review	\$ 300.00
- Rezoning Request.....	\$ 350.00
- Special Use Permit Request	\$ 350.00
♦ Tentative Preliminary Plat Review.....	\$ 400.00
♦ Final Preliminary Plat Review	\$ 300.00
♦ Final Plat Review	\$ 200.00
- Additional Review Fee.....	\$ 50.00

***Please Note:** Special Use Permit and Site Plan Reviews presented together shall not result in a fee greater than \$350.00.

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Sidewalks:

Sidewalks are required for all commercial, institutional and multi-family developments, re-developments or improvements. Residential Subdivisions may request a deferral as approved by the Community Development Department.

Assessments, Taxes and Delinquent Bills:

Deferred special assessments and special assessments have been levied upon a number of parcels throughout the Township for a variety of physical improvements to the property. You should check with the Assessor's Office to determine what amounts, if any are due on your parcel. Delinquent property taxes can be determined by the County Treasurer's Office, while current taxes are kept by the Township Treasurer's Office. Delinquent water and sewer bills can be determined by the Department of Public Services.

SAGINAW CHARTER TOWNSHIP DEVELOPMENT PROCESS AND DESIGN GUIDELINES

REGULAR MEETING SCHEDULE FOR 2020

Planning Commission: Meetings are the **first** and **third** Wednesday of each month at 7:00 p.m. in the Saginaw Charter Township Board Room.

January 1, 2020 (closed)	July 1, 2020
January 15, 2020	July 15, 2020
February 5, 2020	August 5, 2020
February 19, 2020	August 19, 2020
March 4, 2020	September 2, 2020
March 18, 2020	September 16, 2020
April 1, 2020	October 7, 2020
April 15, 2020	October 21, 2020
May 6, 2020	November 4, 2020
May 20, 2020	November 18, 2020
June 3, 2020	December 2, 2020
June 17, 2020	December 16, 2020

Board of Appeals: Meetings are the **second** Wednesday of each month at 7:00 p.m. in the Saginaw Charter Township Board Room.

January 8, 2020	July 8, 2020
February 12, 2020	August 12, 2020
March 11, 2020	September 9, 2020
April 8, 2020	October 14, 2020
May 13, 2020	November 11, 2020
June 10, 2020	December 9, 2020

Township Board: Meetings are usually the **second** and **fourth** Monday of each month at 7:00 p.m. in the Saginaw Charter Township Board Room with the exception of November and December.

January 13, 2020	July 13, 2020
January 27, 2020	July 27, 2020 (11:30 a.m.)
February 10, 2020	August 10, 2020
February 24, 2020	August 24, 2020 (11:30 a.m.)
March 9, 2020	September 14, 2020
March 23, 2020	September 28, 2020
April 13, 2020	October 12, 2020
April 27, 2020	October 26, 2020
May 11, 2020	November 9, 2020
May 26, 2020	November 23, 2020
June 8, 2020	1 st meeting in December cancelled
June 22, 2020 (11:30 a.m.)	December 21, 2020

**SAGINAW CHARTER TOWNSHIP
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SITE PLAN REQUIREMENTS**

Site Plan No.:				Date Reviewed:
ITEM	OK/YES	NOT OK/ NO	N/A	COMMENTS
<i>General Elements</i>				
North Arrow				
Location Map (Show 1 sq. mile)				
Scale (min. 1" = 20')				
Plan Date/Revisions				
Proprietor / Developer				
Address / Phone #				
Design Professional				
Scaled Plans				
Legal Description of Property				
Property Dimensions				
Survey of Property				
<i>Existing Zoning</i>				
Site:				
North Parcel				
South Parcel				
East Parcel				
West Parcel				
<i>Site</i>				
Lot Size:				
Lot Width:				
Gross Sq. Ft.				
Net Sq. Ft.				
<i>Right of Way</i>				
Existing:				
Proposed:				
<i>Topography / Grades</i>				
Existing:				
Proposed:				
Maximum Lot Coverage:				
<i>Sidewalks</i>				
Required:				
Sidewalk Agreement:				

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Site Plan No.:				Date Reviewed:
ITEM	OK/YES	NOT OK/ NO	N/A	COMMENTS
<i>Building Setbacks</i>				
Front:				
Rear:				
Side:				
Side:				
<i>Building Sq. Ft.</i>				
Existing:				
Proposed:				
Total:				
Distance Between Buildings				
Height:				
Use:				
First Floor Elevation:				
Building Elevation (Four Sides)				
Accessory Structure				
<i>Land Uses</i>				
North:				
South:				
East:				
West:				
Adjacent Structures & Distances				
<i>Parking Areas</i>				
Setback 30 feet:				
Setback 20 feet w/ 3 ft. berm:				
Spaces Required:				
Spaces Provided:				
Handicapped Required:				
Handicapped Provided:				
Handicapped Parking Lot Ramps				
Parking Lot Layout				
Dimensions of Stalls				
Curb Cut/ Drive Location & Design				
Adjacent Curb Cut Locations:				
Curb Cut Dimensions:				

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Site Plan No. :				Date Reviewed:
ITEM	OK/YES	NOT OK/ NO	N/A	COMMENTS
Circulation Drive Dimensions:				
Return Radius of Driveway (s)				
Off Street Loading Area (s)				
Accel / Decel Lanes				
Curb & Gutter Const (50 spaces)				
Bumper Blocks (<50 spaces)				
<i>Landscaping</i>				
Bufferyard Requirement:				
Number of Trees:				
Number of Shrubs:				
<i>Berms</i>				
Height:				
Slope:				
Base width:				
Drainage:				
<i>Environmental Aspects</i>				
Wetland Areas:				
Floodplain Areas:				
Underground Storage Tanks:				
<i>Fire Department</i>				
Hydrant Location (s):				
Access Around Building:				
<i>Utilities</i>				
Water Lines				
Existing:				
Proposed:				
Size:				
Sanitary Sewer				
Existing:				
Proposed:				
Size:				
Pumping Station:				
Manholes:				

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Site Plan No.				Date Reviewed:
ITEM	OK/YES	NOT OK/ NO	N/A	COMMENTS
Storm Sewer Lines / County Drains				
Existing:				
Proposed:				
<i>Storm Water Management</i>				
<i>Easements</i>				
Existing:				
Proposed:				

NOTES:

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DRAINAGE PLAN—CHECK LIST

Saginaw Charter Township Ordinance #237, Section 4, states that “No site plan shall be approved or building or any other permit issued unless the Owner has provided that the storm water runoff is within the capacities as provided for in Section 2, and as determined by the Township Engineer.”

In order for the Owner, Developer, or Builder to be in compliance with Ordinance #237, he shall submit to the Community Development Department for review by the Township Engineer, three complete sets of the site drainage and grading plan and one copy of the calculations for allowable discharge and on-site storage requirements.

Each of the following items shall be included on the plan:

- _____ Total acres of site
- _____ Location of site including dimension to nearest intersecting road or section line.
- _____ Existing ground elevations at minimum 50' centers, including shots on perimeter of site.
- _____ Elevations of ground, edge of pavement and buildings within 50' of site.
- _____ Top of curb, gutter, ditch line and centerline of road elevation at minimum 50' intervals.
- _____ Existing storm catch basins, manholes, sewers and culverts showing rim and invert elevation.
- _____ Proposed elevations showing parking lot grades and control and building elevations.
- _____ greenbelt areas
- _____ Size and slope of proposed storm sewer
- _____ Rim and invert elevations of proposed manholes and catch basins
- _____ Location of on-site storage showing contour line for top of storage elevation

Each of the following items shall be included in the submitted calculations:

- _____ Calculation of maximum allowable discharge (obtain impervious factor from Township Engineer).
- _____ Calculation of on-site storage required.
- _____ Calculation of storage volume provided.
- _____ Calculation of size of restrictor

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SITE DRAINAGE DISCHARGE AND STORAGE FORMULA

Allowable discharge and storage required can be computed using the following formula:

Allowable Discharge Qa

Qa = CIA

= CIA (impervious) + CIA (pervious)

where I = Rainfall intensity

= $136/(20+t)$ t = time of concentration in minutes (not less than 15 minutes)

C = Coefficient of Runoff

C (imp) = $\frac{t}{8+t}$

C (per) = $\frac{0.25 t}{20+t}$

A = A (pervious) + A (impervious)

= Design impervious and pervious factors are determined by design capacity of outlet storm sewer. Obtain this information from Township Engineer.

Storage Requirements

Qo = Maximum outflow/acre impervious

= $\frac{Qa}{\text{Impervious area (after development)}}$

T = Storage time in minutes that maximum volume of storage will occur.

$$T = -20 + \sqrt{\frac{4080}{Qo}}$$

Vs = Maximum volume of storage per acre of imperviousness

Vs = $8160T \div T + 20 - 40 Qo T$ Vs = Cu. Ft. / acre imperviousness

Vt = Total volume of storage required for entire site.

= Vs x Impervious area

Discharge from site to be controlled by orifice formula $Q = 0.62a \div 2gh$ where h = maximum available head or by the maximum available hydraulic gradient in discharge line.

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2. **BUILDING SETBACK LINES** shall be measured from a point thirty-three (33') feet from the center of the adjacent road or from the property line, whichever is greater, except, in cases involving the following major arterial and collector streets. The building setback line on any properties abutting the following streets shall be measured from a point the number of feet from the center of the road indicated below:

Proposed Road Right-of-Ways

Barnard	43'
Bay.....	60'
Brockway	48'
Center.....	60'
Fashion Square Boulevard	48'
Fortune Boulevard	43'
Gratiot	75'
Hackett	48'
Hemmeter	48'
Hermansau	43'
Hospital	60'
Lawndale	60'
Mackinaw	60'
Mannion	43'
McCarty	48'
Michigan, West (City Limits to Center)	60'
Michigan, West & St. Andrews (Center to Gratiot)	43'
Midland (South of State)	50'
Midland (North of State)	60'
Schust	43'
Seidel	43'
Shattuck.....	60'
St.Andrews	43'
State.....	60'
Tittabawassee	60'
Towne Centre	43'
Weiss	48'
Wieneke	60'

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3. CONFORMANCE TO ESTABLISHED SET-BACKS.

Required front yard set-backs shall conform to existing setbacks as established by existing uses in any district.

4. BUFFERYARDS.

PURPOSE: The bufferyard is a designated unit of yard or open area together with any plant materials, barriers or fences required thereon designed to provide distance and screening in order to minimize negative impacts of adjacent land uses. Both the amount of land and the type and amount of landscaping specified are intended to minimize potential nuisances such as noise, glare, dirt, activity, unsightly parking areas and similar impacts.

The bufferyard requirements are designed to be flexible. A single standard applied to all circumstances may not function as well and might impose unnecessary hardship (cost) on a developer to say nothing of promoting monotony. It is the intent of the following provisions to provide flexibility to the developer or property owner through the manipulation of four basic elements; distance, plant material type, plant material density and structural or land forms.

- i) **Location of Bufferyard:** Bufferyards shall be located on the side and rear lot line of a parcel extending to the lot or parcel boundary line. Bufferyards shall not extend into or be located within any portion of an existing street right-of-way or yard exceptions as provided in Section 303(2).
- ii) **Bufferyards Required:** The type of bufferyard required shall be determined based on the proposed land use and existing adjacent land use, as such uses are defined in the Comprehensive Development Plan, as follows:
 - a) **Commercial Land Use:** When any commercial land use is proposed adjacent to any Recreation and Open Space, Residential, Agricultural or Institutional land use, a type B bufferyard, as defined herein, shall be required. In addition, when the property abuts existing residential development, the developer must, upon request of the residential landowners and/or the Saginaw Charter Township Community Development Department, provide an eight-foot tall privacy fence or wall along the abutting property line(s). The fence or wall finish and construction materials must be approved by the Assistant Director of Community Development and be consistent in design with the project and the adjoining residential area. In instances when a fence is requested, the developer shall follow the guidelines for buffer type B, showing the fence, a 10' buffer and a combination of trees and shrubs.
 - b) **Industrial Land Use:** When any industrial land use is proposed adjacent to any Recreation and Open Space, Residential, Agricultural or Institutional land use, a type C bufferyard, as defined herein, shall be required. When any industrial land use is proposed adjacent to any Commercial land use a type A bufferyard, as defined herein, shall be required. In addition, when the property abuts existing residential development, the developer must, upon request of the residential landowners and/or the Saginaw Charter Township Community Development

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Department, provide an eight-foot tall privacy fence or wall along the abutting property line(s). The fence or wall finish and construction materials must be approved by the Assistant Director of Community Development and be consistent in design with the project and the adjoining residential area. In instances when a fence is requested, the developer shall follow the guidelines for buffer type B, showing the fence, a 10' buffer and a combination of trees and shrubs.

- c) **High Density Residential Land Use:** When any high density residential land use is proposed adjacent to any Recreation and Open Space, Low or Medium Density Residential, Agricultural or Institutional land use, a type B bufferyard, as defined herein, shall be required. In addition, when the property abuts existing residential development, the developer must, upon request of the residential landowners and/or the Saginaw Charter Township Community Development Department, provide an eight-foot tall privacy fence or wall along the abutting property line(s). The fence or wall finish and construction materials must be approved by the Assistant Director of Community Development and be consistent in design with the project and the adjoining residential area. In instances when a fence is requested, the developer shall follow the guidelines for buffer type B, showing the fence, a 10' buffer and a combination of trees and shrubs.
- d) **Institutional Land Use:** When any institutional land use is proposed adjacent to any residential land use a type A bufferyard, as defined herein, shall be required. In addition, when the property abuts existing residential development, the developer must, upon request of the residential landowners and/or the Saginaw Charter Township Community Development Department, provide an eight-foot tall privacy fence or wall along the abutting property line(s). The fence or wall finish and construction materials must be approved by the Assistant Director of Community Development and be consistent in design with the project and the adjoining residential area. In instances when a fence is requested, the developer shall follow the guidelines for buffer type B, showing the fence, a 10' buffer and a combination of trees and shrubs.
- e) When a less intensive land use is proposed to be located adjacent to a more intensive land use the inverse of the bufferyard requirements herein shall apply, that is, for example, if a residential land use is proposed adjacent to an existing commercial land use a type B bufferyard shall be required to be installed on the residential parcel.
- f) When the parcel to be developed is located adjacent to a vacant parcel of land, the bufferyard requirement shall be determined by the Zoning Administrator based upon the zoning classification of said vacant parcel, that is for example, if an industrial land use is proposed adjacent to a residentially zoned vacant parcel of land a type C bufferyard shall be required.
- g) Existing plant material or fences may be counted as contributing to the total bufferyard requirement.
- h) Should a developed use increase in intensity, the Planning Commission shall, dur

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ing the site plan review process, determine if an additional bufferyard is needed and, if so, to what extent and type.

- iii) **Bufferyard Types and Development Standards:** Bufferyard requirements are stated in terms of the width of the bufferyard and the number of plant units required per one hundred (100') linear feet of bufferyard. The requirements may be satisfied by any of the options indicated for any given bufferyard type.
- a) The following illustrations graphically depict the acceptable bufferyard widths, plant material types, plant material densities and structural or land forms for each bufferyard type:
 - b) All plant materials required within a specified bufferyard shall be planted to completion within six (6) months from the date of receipt of a building permit and shall be thereafter properly maintained in a healthy, viable condition. Plant materials which are not in a healthy, viable condition shall be replaced. Land-scape/plant materials used for fulfilling the bufferyard requirement shall be of the following varieties and size:

Varieties

Deciduous Trees: Maple, Oak, Birch, Beech, Linden, Ash, Ginkgo

Deciduous Shrubs (shrub like trees): Russian Olive, Dog-wood, Redwood, Flowering Crab, Hawthorn, Magnolia.

Shrubs: Honeysuckle, Lilac, Cotoneaster, Forsythia, Euonymus, Hydrangea, Privet

Evergreens: Pine, Fir, Spruce, Hemlock, Juniper, Yew, Arborvitae

Minimum Allowable Size

Minimum eight (8') feet in height and not less than one and one half (1 1/2) inches in caliper.

Minimum six (6') feet in height and not less than one (1") inch in caliper.

Minimum three (3') feet in height.

Minimum four (4') feet in height.

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- c) Where required, berms shall be a minimum of three (3') feet in height measured from the average grade at the base to the top of the berm with a slope not greater than three (3') feet of run for each one (1') foot of rise. Fences, where required, shall be six (6') feet in height and of an opaque variety. Additional plant materials, sufficient to provide a virtually opaque barrier may be substituted for a fence, where an opaque fence is required, upon approval of the Planning Commission after consultation with adjacent property owners, base holder or occupants.
- d) Where required by this Ordinance, plant material shall be spaced as follows:
 - (1) Deciduous trees shall be planted not more than thirty (30') feet nor less than fifteen (15') feet on centers.
 - (2) Evergreen trees shall be planted not more than thirty (30') feet nor less than ten (10') feet on centers.
 - (3) Deciduous shrubs (shrublike trees) shall be planted not more than ten (10') feet on centers.
 - (4) Shrubs shall be planted not more than four (4') feet on centers.
 - (5) Where plant materials are planted in two (2) or more rows, planting shall be staggered in rows.
- e) Where fencing is required in a bufferyard it may be eliminated on approval of the Planning Commission when such fencing is considered by the Planning Commission to be incompatible with the character of an adjacent residential use. The fence shall be replaced with an evergreen hedge, minimum six (6') feet in height, with plant material dense enough to provide opacity. When fencing is requested as outlined in 4.A.ii.a, it may not be replaced with landscaping, except if agreed upon in writing by the owner of the residential properties).

**SAGINAW COUNTY
SOIL EROSION AND SEDIMENTATION CONTROL
APPLICATION**

The attached is the County of Saginaw Soil Erosion and Sedimentation Control Application. This application must be completed when “earth changes disturb one or more acres of land, or which is within 500 feet of a lake or stream.”

The application must be completed and returned with the appropriate fee to:

Saginaw County Public Works Commissioner
111 South Michigan Avenue
Saginaw, Michigan 48602

Any questions regarding this application should be referred to Mr. Jim Thews, 111 South Michigan Avenue, Saginaw, Michigan 48602 (989)790-5258.

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SECTION 405. PARKING AREA LANDSCAPING REQUIREMENTS

1. **INTENT:** Landscaping is intended to provide a visual separation of uses from streets, and visual separation of compatible uses so as to soften the appearance of streets, parking areas and building elevations.

Recognizing that the preservation or installation of vegetative cover promotes the health, safety and general welfare by aiding in the stabilization of the environment's ecological balance by contributing to the processes of air purification, oxygen regeneration, ground water recharge and storm water run-off retardation while at the same time aiding in noise, glare and heat abatement the following requirements for the landscaping of parking and outdoor display areas are enacted.

2. **INTERIOR LANDSCAPING:** Landscaping required or installed within a parking area shall be designed to control traffic, provide shade, screen views into and within vehicular use areas, and separate the parking circulation, and service areas, in accordance with the following provisions.
 - A. Required Amount.
 - (1) If the parking area contains no more than 50 parking spaces, at least 16 square feet of planting area must be provided as described in Section 405 of this section for each parking stall proposed.
 - (2) If the parking area contains more than 50, but less than 100 parking spaces, at least 20 square feet of landscape development must be provided as described in Section 405 (B) of this section for each parking stall proposed.
 - (3) If the parking area contains more than 99 parking spaces, at least 25 square feet of landscape development must be provided as described in Section 405 (B) of this section for each parking stall proposed.
 - B. Design. The landscaping requirements listed in section 405 (2) shall be incorporated into the site in the manner described below:
 - (1) A minimum of one (1) tree and two (2) shrubs or two (2) treelike shrubs and (2) two shrubs for each four (4) parking spaces must be evenly dispersed throughout and around the perimeter of the parking, display or storage area and/or in the setback area as shown on a plan approved by the Zoning Administrator. All plant materials required by the Sections shall conform to the standards of Section 303(4)(b), (c), and (d).
 - (2) The remaining ground area must be landscaped with plant materials, decorative mulch or unit pavers.

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- (3) A landscaped area must be placed at the interior end of each parking row in a multiple lane parking area. This area must be at least four feet wide and must extend the length of the adjacent parking stall.
3. **CLEAR SIGHT DISTANCE:** When an ingress or egress drive intersects a public right of way or when the subject property abuts the intersection of two (2) or more public streets all landscaping within the triangular areas described below shall provide unobstructive cross visibility at a level between three (3') feet and eight (8') feet. Landscaping except grass or ground cover, shall not be located closer than three (3') feet from the edge of any ingress or egress drive pavement. The triangular areas referred to above are:
 - A. The areas of property on both sides on an ingress or egress drive formed by the intersection of each side of the drive and the public street with two (2) sides of each triangle being ten (10') feet in length from the point of intersection and the third (3rd) side being a line connecting the ends of the two (2) ten (10') foot sides.
 - B. The area of property located at a corner formed by the intersection of two (2) or more public road right of ways with two (2) sides of the triangular area being thirty (30') feet in length long the abutting public rights of way and the third (3rd) side being a line connecting the ends of the two (2) thirty (30') foot sides.
4. **MAINTENANCE OF LANDSCAPING:** The owner, tenant and their agent, if any shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris. Dead, diseased, or missing vegetation shall be replaced within 30 days, or as soon as weather permits.

SECTION 406. STREET TREES. Street trees shall be required for all commercial, institutional and high density residential uses. The following minimum standards shall be utilized for street tree plantings:

1. Location: Street trees shall be placed behind the right of way line or proposed right of way line, whichever is greater. In no case shall any street tree be placed closer than four (4) feet to a sidewalk or bike path.
 - A. Street trees shall be spaced every 30 feet on center.
 - B. An approved corridor landscape plan adopted by the Planning Commission shall take precedence over the spacing requirement stated in 406.1A.
2. Tree Size: Street trees shall be at least two and one-half (2 ½) inches in diameter and six (6') feet in height at time of planting.
3. Tree Type: Street trees shall conform to the standards listed in Section 303 (4)(b)(c) and (d).

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4. Trees required under Section 405(2) may be used to satisfy this requirement.

SECTION 407. LOADING AREA REQUIREMENTS.

In order to prevent undue interference with public use of streets and alleys, property owners who customarily receive or distribute goods by motor vehicle shall provide on the premises for that number of vehicles that will be at the premises at the same time on an average day of full use.

1. Every building, housing such a use and having over five hundred (500) square feet of gross floor area, shall be provided with at least one (1) truck standing, loading and unloading space on the premises not less than ten (10) feet in width, twenty (25) five feet in length and fifteen (15) feet in height. One additional truck space of these dimensions shall be provided for every additional one hundred twenty thousand (120,000) square feet or fraction thereof gross floor area in the building.
2. Access to a truck standing, loading, and unloading space shall be provided directly from a public street or alley, or from any right of way that will not interfere with public convenience, and that will permit orderly and safe movement of truck vehicles.

SECTION 408. PARKING DEFERRAL:

The purpose of this subsection is to eliminate unsightly expanses of unused paved areas, unnecessary levels of accelerated storm water runoff, excess radiated heat from paved surfaces, and the premature loss of open space, by permitting such uses to develop with reduced numbers of constructed off-street parking spaces while retaining additional site area for possible future off-street parking use, where appropriate.

1. For uses requiring a site plan or special use permit, other than multiple family projects, the Planning Commission, may defer the construction of all or part of the required off-street parking during its review of the application for a site plan or special use permit, provided the requested deferral complies with the standards of this section.
2. Where a parking construction deferral is requested, the applicant shall submit the following information with the application for a site plan or special use permit:
 - A. A written statement describing the characteristics of the proposed project that justify the requested parking deferral.
 - B. The site plan submitted with an application for a special use permit or site plan review for the property shall indicate all required parking, parking lot landscaping and other information necessary to determine compliance with all requirements of this ordinance. The site plan shall also indicate that area where parking construction will be deferred, the number of parking stalls for which deferral is proposed, and the number of parking stalls to be reserved for future parking.

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3. Areas of land where parking construction has been deferred shall be landscaped and maintained with grass or other acceptable plant materials. If that area is not disturbed during construction, it may, with approval of the Planning Commission, be maintained in its natural vegetative condition existing prior to development, provided the natural vegetation is in keeping with the general appearance of the area.
4. Seasonal overflow parking may be permitted in reserved areas where open-cell grass pavers, or other engineered surfaces capable of maintaining grass growth and supporting vehicles, are used. Use of seasonal overflow parking areas shall not exceed fifteen (15) cumulative days in one year.
5. Areas where parking construction has been deferred shall not be used to satisfy interior landscaping, buffer, pervious surface, or storm water retention or detention requirements of the ordinance or other agency having jurisdiction.
6. That portion of the proposed parking lot which will be constructed shall be landscaped to comply with the parking area landscaping requirements of this ordinance as applied to a parking lot of the size actually constructed.
7. In addition to the above requirements, approval for deferral of parking lot construction shall be granted only upon finding that the proposal will provide adequate off street parking for the proposed use.
8. In approving a parking deferral, the Planning Commission or the Township Zoning Board of Appeals on an appeal, may prescribe such conditions regarding the character, location, landscaping and other features that will secure the objectives and purposes of this ordinance.
9. The approved parking deferral and any conditions related to such deferral shall be described in a parking construction deferral agreement between the Township and the applicant and recorded with the Saginaw County Register of Deeds Office. The parking construction deferral agreement shall include a provision that grants the Township a license to enter the subject property and construct the deferred parking at the property owner's cost if the property owner refuses or neglects to construct the deferred parking as directed by the Township, and a provision that the cost for such construction may be added to the tax roll if not timely paid by the property owner.
10. The owner of property for which a parking deferral has been granted shall submit any request to increase or change the use or occupancy of the property to the Planning Commission to review the parking deferral in accordance with Section 408(2) of this section. Any changes in the approved parking deferral shall be incorporated in a recorded agreement as provided in Section 408(9) of this Section.

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11. The owner of property for which a parking deferral has been granted may, at his or her discretion, construct all or part of the deferred parking if the need arises.
12. The Township shall require the full or partial construction of the deferred parking upon a determination of an ongoing demonstrated need for additional parking or a violation of the terms and conditions of the parking construction deferral agreement.

SECTION 409. LIGHTING. (Amended Ordinance No. 526, Adopted 09-12-94)

1. Lighting of Off-Street Parking Areas: Off-street parking areas shall be lighted in accordance with a plan as approved by the Township Planning Commission. Parking area lighting and other exterior onsite lighting fixtures shall not exceed a height of twenty-five (25') feet when located within two hundred (200') feet of a residential dwelling or district. All exterior and parking lot lighting fixtures shall be so arranged or installed with reflectors so that light is deflected away from adjacent residential land uses and adjacent streets. Further, said exterior lighting within two hundred (200') feet of a residential zone/use shall have cutoff light fixtures and shall include the submittal of an acceptable lighting plan that designates zero (0) candles per foot at a distance of thirty (30') feet from the property line. (Amended Ordinance #526 Dated: September 12, 1994. See Section 407).

Exceptions: Single family and two (2) family duplexes

- A. Freestanding exterior lighting fixtures may have a maximum height of fifty (50') feet unless they are within two hundred (200') feet of a residential zone or use.

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SECTION 311. SITE PLAN REVIEW (Amended Per Ordinance 652, adopted 10-27-03)

The purpose of site plan review is to determine compliance with the provisions and intent set forth in this ordinance and to promote the orderly development of the Township and to prevent the development of or alteration of land without proper attention to setting and appearance.

1. **Site Plan Review & Approval Required.** Prior to the erection of any building or structure or additions hereto, change in use in any zoning district, any land use requiring special use approval or any planned unit development, a site plan shall be submitted for review and approval. This review and approval shall be performed by the Zoning Administrator or by the Planning Commission.

A "Building Permit" or "Certificate of Occupancy" shall not be issued prior to final approval of the site plan.

At no time shall a site plan be reviewed when considering a request for rezoning. A decision to rezone property should be based on the long-term goals and the Future Land Use Map as determined by the Master Plan of the Township. Also, it is important to consider the timeliness of the development and the long-term use of land.

In authorizing any site plan approval, the Township Planning Commission may require that a bond of ample sum be furnished to insure compliance with requirements and/or specifications imposed by the approved site plan.

2. **Administrative Site Plan review by the Zoning Administrator. The Zoning Administrator may perform a site plan review for:**
 - a. A residential structure having two (2) or fewer dwelling units therein and accessory structures and uses;
 - b. Uses permitted by right or under special conditions in any "A", "R-1A", "R-1", or "R- 2" zoning district.
 - c. A change in the use of a structure or land that does not require additional parking and does not involve structural alterations.
 - d. A commercial accessory building containing one thousand (1,000) square feet or less;
 - e. An addition to an existing structure or parking lot if the addition totals twenty (20) percent or less of the existing structure or parking lot, and only if the addition will be surfaced with material or materials which do not differ from materials on the existing structure.
 - f. The Planning Commission reserves the right to delegate responsibility for review to the Zoning Administrator for other site plans deemed appropriate by size or function.
 - g. In order to perform this review, the Zoning Administrator may require the submission of information set forth in this section.

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- h. The Zoning Administrator will transmit copies of the site plan to the departments as appropriate for review. Upon receiving recommendations from the departments, the Zoning Administrator shall transmit the recommendations to the applicant. If the applicant concurs with the staff recommendations, the site plan will be approved along with all the recommendations as agreed to by the applicant.
- i. In instances where the applicant does not concur with recommendations or where the Zoning Administrator deems Planning Commission review necessary during the administrative site plan review process, the applicant or the Zoning Administrator may request the site plan be transmitted to the Township Planning Commission. The applicant will be required to pay the appropriate associated fee for site plan review.

3. Site Plan review by the Township Planning Commission. All other structures and uses of land or buildings not covered in Section 311.1(a) shall be reviewed by the Township Planning Commission, and the following site plan review procedures shall be followed:

- a. Application Deadlines. Application for site plan review shall be made at least fourteen (14) days prior to the scheduled Planning Commission meeting.
- b. Application. The application requesting site plan review must be accompanied by a fee, as established by the Township Board. The application will not be reviewed until all submission requirements, including the fee, has been paid.
- c. Submission of Site Plan. A minimum of five (5) sized copies of the initial site plan map (24" x 36") along with one (1) reduced copy or such additional copies as may be specified by the Zoning Administrator, and other attachments shall be submitted and shall contain the items listed below:
 - (1) Scale. The site plan must be drawn to a consistent scale of not less than one inch equals twenty feet (1" = 20') if the proposed site is less than three (3) acres and not less than one inch equals fifty feet (1" = 50') if the proposed site is three (3) acres or more.
 - (2) Identification. The applicant's name, address and telephone number and the name and address of the firm(s) responsible for preparation of the site plan must be included. If the applicant does not own the property, the owner must be identified and must sign a statement certifying that the applicant is acting in the owner's behalf.
 - (3) Property Information. The site plan must accurately depict the subject property and land adjacent to and across any thoroughfare from, including all existing and proposed easements or right of ways. Zoning of the site and the adjacent properties, and the current use of the site and of adjacent properties, must be identified. A legal description, location map and computation of the area of the property must accompany the site plan.
 - (4) Site Features. The site plan should depict existing environmental conditions, including the location of wooded areas, isolated trees over six inches in diameter, topography, wetlands, any existing structures, including any site contamination, including those proposed for removal, and other significant conditions. The approximate location and use of structures and the location of the nearest driveways on adjacent or opposing parcels should be shown.

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- (5) **Transportation Features.** The site plan must show the location and surface type of all existing and proposed public roads, access drives, internal vehicle circulation areas, all turning radii, parking lots (including number and location of handicapped parking spaces), sidewalks, loading areas or docks, truck bays, and refuse pick-up stations.
 - (6) **Utilities.** The site plan must show the location and size of all existing and proposed public utilities. Waterline information shall include location of existing and proposed fire hydrants and valves. Sanitary sewer information shall include location of any pumping station and approximate location of manholes. Storm water drainage information shall include any enclosed drains, flow restrictors and on-site retention/detention. The site plan must also include any existing or proposed private utilities, such as natural gas, electricity, telephone and cable television.
 - (7) **Site Drainage and Grading.** The site plan must show the location of storm drains, invert elevations, proposed finished grades, drainage ditches, catch basins, man holes, flow restrictors and on-site retention/detention. Allowable discharge and on site storage calculations must also be included.
 - (8) **Structures.** The site plan must show the location and dimensions, including height, of all proposed buildings, accessory structures and related features. Schematic plans and elevations of all structures must be included. The site plan should also show the location, arrangement, dimensions, and type of proposed signs, lighting, landscaping, screening, fences, and decorative walls. For multi-family housing developments, the number of units in each building must be identified.
 - (9) **Additional Information/Supplementary Materials.** The site plan shall be supplemented by any additional information that, in the Zoning Administrator's discretion, is important for the Site Plan Review process. Applicants shall be responsible for all costs of required supplementary materials. This could include, but not limited to, an assessment of the proposed project's impact on environmental, historical, social or economic conditions; traffic studies; or proposed measures to control or mitigate such impacts as noise, smoke, particulates, vibration, odors, or fire hazards.
4. **Site Plan Review Procedure.** The review procedure begins with a pre-design meeting between the applicant's design professional and a representative of the Community Development Department. A preliminary site plan is submitted to the Planning Commission for consideration. If approved with conditions, a final site plan complying with those conditions must be resubmitted to the Community Development Department for Administrative review and approval.
 - a. **Pre-design Meeting.** In order for an applicant to have a site plan considered by the Planning Commission, the applicant and his/her design professional shall be responsible for coordinating a pre-design meeting with a representative of the Community Development Department. The purpose of the meeting is to address various site plan layout alternatives and identify any major obstacles that may need further attention. Once a conceptual design is agreed upon by both parties, or differences of opinion with respect to the site plan have been identified, a preliminary site plan may be submitted for consideration by the Planning Commission.
 - b. **Preliminary Site Plan Review by the Planning Commission.** The preliminary site plan shall be reviewed by the Township Planning Commission and shall be approved, disapproved, approved with specific conditions, or tabled as may be deemed necessary to carry out the purpose of this section and other codes and regulations of the Township. If, during review, the Planning Commission finds a site plan not in conformance with the provisions set forth in this section it may, at its discretion, return the site plan to the applicant with a written statement of the modifications necessary to secure approval.

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- c. **Final Site Plan Approval by the Planning Commission.** If the Planning Commission or other Department imposes conditions on a site plan approval, the applicant is required to resubmit two (2) copies of a final site plan that reflects said conditions. Staff will then review the final site plan for compliance with those conditions. If the site plan complies with the approval conveyed by the Planning Commission, staff will stamp both copies “Approved” and return one to the applicant. One copy will be kept on file with the Community Development Department. If the site plan does not comply with the conditions imposed by the Planning Commission, staff will stamp both copies “Resubmit – Not Approved.” One copy will be returned to the applicant the other will be put into the site plan file.
- d. **Approval.** Following approval of the site plan, it shall become part of the record, and subsequent actions relating to the activity authorized shall be consistent with the approved site plan unless a change or addition conforming to this section received the mutual agreement of the land owner and the Township Planning Commission or Zoning Administrator, as appropriate. Incidental and minor variations of the approved site plan with written approval of the Zoning Administrator, shall not invalidate prior site plan approval.
- e. **Denial for Specific Requirements.** In instances where specific dimensional or area requirements mentioned in the Zoning Ordinance are not satisfied on the site plan, requests for variance(s) may be initiated by the applicant to the Township Zoning Board of Appeals. Requirements not met are grounds for denial.

5. Interdepartmental Procedures for Site Plan Review.

- a. **Interdepartmental Review.** Each affected department, including the Community Development Department, Department of Public Services, Fire Department and Planning Department reviews the project independently. If any Department finds a need to suggest or require revisions, the developer may be called in for further consultation in an effort to accommodate the condition. Each Department shall write up its review comments upon completion by using criteria approved by the Planning Commission. Said review comments will be included in Staff’s Report to the Planning Commission.
- b. **Utility Capacity Analysis.** If the general character of the site plan is acceptable to the Departments, it is referred to the Township Engineer, who shall be a practicing, registered civil engineer appointed by the Board of Trustees. The Township Engineer shall conduct a utility capacity and design analysis at the request of the Director of the Department of Public Service. The utility capacity analysis examines the adequacy of the public sanitary sewer, municipal water, and storm drainage for the project according to design standards established by the Board of Trustees. It is also to ensure that specific site plans conform to the needs or plans for the total utility system of the Township. If problems are encountered at this point, the site plan is referred back to the Department of Public Service for consultation with the developer.
 - (1) If, after favorable review by the Departments and the Utility Capacity Analysis, there are no significant revisions in the site plan, then it shall be approved by the Zoning Administrator and the project may be issued a building permit.
 - (2) If the site plan is revised during administrative review, utility capacity analysis, or if there are differing administrative perspectives, then the site plan shall be referred again to the Saginaw Township Planning Commission. The Planning Commissions responsibilities then include:

**SAGINAW CHARTER TOWNSHIP
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- i. Reviewing the impact and desirability of any revisions made to the site plan in terms of review criteria.
- ii. Resolving differing viewpoints or interpretations among the administrative officials.
- iii. Review additional data that may be provided in order to make judgments about landscaping, construction materials or appearance.
- iv. Make a determination as to whether the site plan is acceptable as submitted, acceptable with certain revisions, or unacceptable for specific reasons or deficiencies based on the criteria required for approval.

If the Planning Commission rejects the final site plan, a new site plan shall be required. If it is approved subject to certain revisions required by the Planning Commission, then final approval is subject to revisions required by the Planning Commission and upon the submittal of a revised plan to the Administrative Site Plan Review Committee. If the revised plan meets the conditions specified by the Planning Commission, then it shall be approved by the Administrative Site Plan Review Committee. If approved as submitted and the utility capacity is satisfactory, the review process is completed and the Zoning Administrator may issue a building permit and or certificate of occupancy.

- 6. Site Plan Standards and Requirements.** In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to assure that no undesirable health, safety, noise and traffic conditions will result from the development, the Township Planning Commission shall determine whether the site plan meets the following criteria, unless the Township Planning Commission determines that one (1) or more of the criteria are inapplicable:
- a. The proposed site plan shall meet all applicable requirements of the zoning ordinance in terms of intent, use, dimensional, design guidelines and other requirements;
 - b. Safe, efficient, and convenient transportation shall be afforded the site including road rights of way, vehicular access and circulation, adequate parking, pedestrian and non-motorized facilities (if appropriate), and emergency vehicle access;
 - c. Appropriate consideration shall be made as to the impact on adjacent land uses including conformance to the Township Land Use Plan; relationship to the architectural scale, mass, and building materials used in it's surrounding environment; landscaping to provide buffers including fences, walks, or vegetative screens, and site lighting; and limitations and opportunities afforded by major land uses and zoning on adjacent or nearby parcels.
 - d. Adequate provisions shall be made for public utilities to, through and on the site including: sanitary sewers or on-site sewage disposal treatment, water supply and fire hydrants, storm drainage including a grading plan, restrictions and detention/retention if necessary, and disposal of solid refuse.
 - e. Protection of unique site or environmental conditions shall be ensured including, when appropriate, utilization of natural topography, vegetation, drainage, and other resources; maintenance of established conditions or continuance of established patterns of landscaping; appropriate design and orientation of structures on the site; and control of noise, smoke, vibration, odor, glare, heat, or other environmental intrusions.
 - f. Provisions for open space, recreation, storage space, and community facilities shall be required in all multiple-family developments and may be required for other large scale, intensive site uses.
 - g. Any site plan approved shall further be consistent with the purpose of the Zoning Ordinance as identified in Section 102 of the Saginaw Charter Township Zoning Ordinance as amended.

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- h. Pedestrian walkways and/or pathways shall be provided as deemed necessary by the Township Planning Commission for separating pedestrian and vehicular traffic.
- 7. **Appeals.** The applicant shall have the right to appeal from the decision of the Township Planning Commission or Administrative Site Plan Review to the Township Board, whose decision will be final.
- 8. **Expiration.** Planning Commission approval of a site plan shall expire after one (1) year if earnest construction of an approved structure has not commenced. The Zoning Administrator, in his discretion, may approve an extension of up to one (1) year.

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

ORDINANCE NO. 675

GENERAL DESIGN GUIDELINES

AN ORDINANCE TO AMEND THE SAGINAW TOWNSHIP ZONING ORDINANCE, ZONING MAP, (ORDINANCE #423
BEING SECTION 602

OF THE SAGINAW CHARTER TOWNSHIP CODE OF ORDINANCES),

SAGINAW COUNTY, MICHIGAN

The Charter Township of Saginaw, Saginaw County, Michigan

ORDAINS:

The Saginaw Township Zoning Ordinance and attached map entitled "Township Zoning District Map", Saginaw Township, Saginaw County, Michigan be and hereby is amended as follows:

SECTION 314. GENERAL DESIGN GUIDELINES

These guidelines are intended to serve as recommendations for all development and redevelopment projects completed by the private sector that require site plan approval. They are designed to enhance and protect Saginaw Charter Township's quality of life and community image as well as protect and promote the Township's long-term economic vitality through quality design and architecture.

1. Architectural Design Guidelines.

- a. While no specific or particular architectural style is required for any structure, high quality, innovative and imaginative architecture is encouraged. The use of standardized, "corporate" architectural styles associated with franchises is discouraged. Site-specific design solutions are encouraged.
- b. All buildings should be compatible in scale, mass, and form with adjacent structures and the pattern of the surrounding area.
- c. Efforts to coordinate the actual and apparent height of adjacent structures are encouraged. This is especially applicable where buildings are located very close to each other. In terms of design, differing heights can often be made more compatible through placement of windows, belt courses and other horizontal elements that reflect similar elements on neighboring properties, including rooflines and roof pitches.
- d. Rear and side facades, if visible from public streets or neighboring properties, should be carefully designed with similar detailing, and should be compatible with the principal facades of the building. All elevations of the building will be evaluated during review.
- e. The incorporation of defined outdoor spaces into the buildings and site designs of all new development in the Township is encouraged. Outdoor spaces, which are encouraged, include courtyards, patios, plazas, covered walkways passages, gardens, trellised areas, etc.
- f. Building surfaces more than two stories or thirty-five-feet (35') high or fifty-feet (50') in length, should attempt to include a wall plane that provides strong shadow or visual interest.
- g. New building forms and elevations should be detailed and articulated to create interesting roof lines, and strong patterns of shade and shadow.
- h. Building frontages should be active with large non-reflective minimally tinted window openings at ground level.

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES
DESIGN GUIDELINES CONTINUED**

- i. Large structures should be designed to reduce their perceived height and bulk by dividing the building mass into smaller-scale components.
- j. The rear of existing buildings shall be enhanced, where appropriate, to improve public access from parking lots.
- k. Variations in rooflines should be encouraged to reduce the massive scale of the structure and add visual interest. Roofs should attempt to include two of the following features: parapets concealing flat roofs and roof top equipment, overhanging eaves, sloped roofs, and three or more roof surfaces.

2. Building Equipment and Service.

- a. Access for service vehicles should be provided on the street with the least traffic volume.
- b. Building equipment shall be located, designed, and / or screened to minimize visual impact on public streets, large surface parking fields and neighboring properties.
- c. Trash containers and outdoor storage areas shall be screened from public streets, pedestrian areas, and neighboring properties. The screen for both the trash containers and any outdoor storage should be designed to be compatible with the architectural character of the development. It shall be constructed of durable materials similar to those of the building and should have solid (opaque) walls and doors.
- d. When feasible and / or upon recommendation by the Planning Commission, service and loading areas should be separated from main circulation and parking areas and away from public streets. Loading and unloading activities shall not require circulation onto public streets.
- e. All exterior on-site utilities, including but not limited to, sewers, gas lines, water lines, and electrical, telephone and communications wires and equipment, shall be installed and maintained underground. Drainage systems, when pertaining to retention or detention, may be installed above ground but should be well planned, attractive and integrated into the site.
- f. Developers should work with utility companies to plan the most appropriate and unobtrusive location for utility boxes and other necessary utility installations. An architectural screen similar to the building should screen all utility installations. If this is not possible the utility installation shall be mitigated through landscaping. Loading docks and outdoor storage areas shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets. Screening walls consistent with the main structures material is encouraged.

3. Site Design.

- a. The sequence of continuous pedestrian activity shall not be interrupted. Blank walls and other “dead” or dull space at the street level shall be avoided. Visually interesting activities at the sidewalk edge shall be maintained and / or established to engage pedestrian interest.
- b. Frontage design and signage locations shall be coordinated with streetscape landscaping and street trees.
- c. Pedestrian open spaces such as covered walkways; courtyards and plazas are encouraged, as well as the development of open and attractive passageways between buildings and uses.
- d. Outdoor seating and dining areas that face onto the street are encouraged.
- e. The existing scale and rhythm of storefronts shall be preserved. When a parcel is redeveloped, there should be an attempt to design a structure that will positively impact, and not detract, the already built environment. Buildings over two stories high may seek to “scale down” their facades to reduce apparent height. The building wall at the street should be no more than 35 feet tall. The upper story above 35 feet should be stepped back a distance equal to the height of the building story immediately below.
- f. All roof top mechanical equipment; antennas, etc. shall be screened from view. Roof top lighting is strongly discouraged.

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- g. Shopping cart storage areas shall be incorporated into the building design as an integral part of the development and shall be harmonious with other aspects of the development.
- h. Storm water detention and/or retention should be integrated into the site and addressed as a site feature and amenity as opposed to merely an infrastructure necessity. Developers should work to master plan drainage and retention facilities to improve efficiency and create larger usable areas of open space.
- i. Lighting should operate for only the minimum number of hours required and should then be reduced in level or turned off. The design of lighting systems should anticipate lighting levels that will vary depending on building use, hours of operation, occupancy and seasonal changes. The hours of operation of site lighting should be included in the site plan submittal.
- j. Landscape feature lighting and lighting at the pedestrian level is encouraged.
- k. Architectural lighting should be used to highlight special features only and to embellish the lighting levels of ground level pedestrian areas.

4. Landscaping.

- a. Landscaping should be provided along and against buildings to anchor it to the surrounding environment and soften the structure.
- b. Trees should be used throughout paved areas and along pedestrian pathways. Trees should be so selected and planted to provide a mix of canopy and ornamental trees.
- c. Dense landscaping and/or architectural treatments should be provided to screen unattractive view and features, such as storage areas, trash enclosures, utility cabinets, etc.
- d. Developers are encouraged to retain existing mature and desirable trees on site and to incorporate them into the new development.

5. Guidelines for the Public Streetscape. The streetscape environment includes all the elements that can make a pedestrian comfortable such as the sidewalk, street trees, street furniture, and the façade of the building.

- a. All projects must incorporate pedestrian access from the street and parking areas.
 - i. All development and redevelopment projects must include sidewalk and sidewalk connections as deemed appropriate by the Planning Commission. At a minimum, these connections should provide access to, from and in between existing pedestrian hubs, such as to adjacent business, public areas and transit stops.
 - ii. In order to provide safe and convenient pedestrian access, all crosswalks on streets whether public or private and driveways shall be denoted by a change in surface consistent with the intent of the Design Guidelines and as approved by the Planning Commission.
- b. Terminal street views (the point where a street connects perpendicular to a second street) should focus on a significant built or natural feature (a building, landscaping, public space – not a parking lot).
- c. Street trees and landscaping should be designed and maintained to enhance pedestrian access and levels of comfort.
- d. Buildings, not parking lots, should be the primary feature at the entrance to a development.
- e. Facades facing streets or public walkways shall incorporate windows and doors so as to encourage pedestrian activity. Mirrored or smoked glass is discouraged as it acts as a wall and prevents pedestrian interaction.
- f. Street furniture. Street furniture, including benches and trash receptacles shall be provided at key locations at the discretion of the Township, and shall be of a type and standard approved by the Township.

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- g. **Decorative Street lights.** Any proposed street lighting that is intended to serve to light a circulation drive, a dedicated private street or intended to be a street dedicated to the County shall be of a type and standard approved by the Township.

6. Cardinal Square. Cardinal Square is a specified geographic area within Saginaw Charter Township, located generally between McCarty Road north to Tittabawassee Road, west to Mackinaw Road and east to I-675.

- a. All developments within Cardinal Square shall install, at key locations, brick pilasters and wrought iron or simulated wrought iron fencing, with the following standards:
 - i. Brick columns, 2' x 2' wide, composed of standard brick units, in colors to match existing columns within Cardinal Square, with a limestone cap.
 - ii. A minimum of fourteen-feet (14') of wrought iron or simulated wrought iron fencing shall be installed between each brick column. Additionally there shall be no more than thirty-five-feet (35') between each brick column. All fencing shall be between thirty-two-inches (32") and thirty-six-inches (36") tall.
 - iii. All fencing and columns shall be located a minimum of four feet but no more than eight feet, behind the existing sidewalk or pathway, or the location of the proposed sidewalk or pathway, as determined by the zoning administrator.
 - iv. Low growing landscaping, preferably a mix of ornamental grasses, perennials and low growing shrubs is strongly encouraged between the sidewalk and fence.
- b. When adjacent to a multi-use path, the developer shall, at the request of the planning commission, construct that portion of the pathway proposed for their property and/or provide a connection to the multi-use path.

7. Administration of the Design Guidelines. The design guidelines in this section are to be used as guides for the Township Planning Commission when reviewing site plans and special land use for multiple family, institutional, commercial and manufacturing uses.

- a. **Flexibility of the Guidelines.** Because not every development may be able to meet each specific sign guideline, the guidelines were written to be flexible, to expand and contract, to fit the development and achieve the intent of the Master Plan.
- b. **Applicable to all Developments.** Although not all developments will meet all the guidelines, each new or redevelopment project in the area should meet most of the design guidelines. Minor changes to existing developments need not comply with the design guidelines. Minor changes are defined as those changes, which do not structurally alter the building or site layout. The Township encourages all changes in structures, uses and site design, regardless of how minor, to attempt to meet the intent of this ordinance. All changes in use shall comply with the intent and purpose of these design guidelines. Any addition to the structure, to parking, or other significant site features is required to meet these design guidelines.

The foregoing was published in the Township Times, a newspaper of general circulation in the Charter Township of Saginaw, on the 27th day of October, 2004.

This Ordinance shall take effect upon the date of publication.

The adopted ordinance, the Saginaw Charter Township Zoning Ordinance, and Zoning Map are available for public inspection at the Saginaw Charter Township Offices, 4980 Shattuck Road, Saginaw, Michigan 48603, during regular business hours. For further information, please contact the Township Clerk's Office, Saginaw Charter Township Hall, (989) 791-9830.

Date: October 25, 2004

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SECTION 2401. ARTERIAL STREET ACCESS DRIVEWAY REGULATIONS *(Amended September, 1991 - Ordinance No. 461)*

1. **INTENT AND PURPOSE.** This article is intended to recognize the unique and disparate functions of major and minor arterials which include long distance traffic movement as well as land access to individual traffic generators. It is the purpose of this article to serve the public interest by minimizing operational difficulties caused by these generally incompatible traffic functions.

The regulations of this article strive to promote the efficient use of public thoroughfares, protect the public investment in long distance traffic carrying facilities, diminish hazardous traffic conditions, minimize accidents and property damage, and avoid future degradation of arterial street traffic capacity. Simultaneously, the regulations strive to protect the right of abutting land owners to reasonable access.

These regulations are in effect in all communities that abut the Tittabawassee Road Corridor, as defined in Section 2. The presence of this language in each Municipality's Zoning Ordinance is intended to promote the consistent and continued intent and purpose of this ordinance.

2. **APPLICABILITY.** The regulations set forth in this article will apply to the Tittabawassee Road Corridor from M-47 (Midland Road) to the Saginaw River and as designated on the official municipal zoning map. These regulations shall apply as an overlay district to the general ordinance, as shown on the official Saginaw Charter Township Zoning Map.

These regulations will only apply when the average daily bi-directional traffic volumes on Tittabawassee Road, for one half mile east or west of the proposed access point, exceed 13,000 vehicles. In addition, these regulations will apply if traffic development is expected to cause the average daily bi-directional traffic volume to exceed 13,000 vehicles for one half mile east or west of the proposed access point.

As an overlay zone, these regulations will apply in addition to those regulations presently in force. Where there are actual or implied conflicts between regulations in the overlay zone and the base zoning district, the Tittabawassee Road Corridor Overlay Zone regulations shall apply. Construction or any alteration of a direct access driveway, except resurfacing, along any public street, road or highway within the overlay zone shall require issuance of an access permit from the Planning Commission and the Saginaw County Road Commission.

The Saginaw County Road Commission will count and determine the average daily traffic count on Tittabawassee Road for purposes of this ordinance.

3. **DESCRIPTION OF ACCESS CONTROL OVERLAY ZONE.** The overlay zone in Saginaw Township will be along the frontage of Tittabawassee Road from I-675 to M-47 (Midland Road), for a depth of six hundred (600') feet as measured from the proposed right of way line for Tittabawassee Road. Intersecting road frontages will also be included in the overlay zone for a distance of six hundred (600') feet. The overlay zone is shown on the Saginaw Charter Township Zoning Map.

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4. **PERFORMANCE STANDARDS.** It shall be unlawful to construct or utilize any direct access driveway which does not meet the following criteria:

- a) Any driveway design utilized must allow an entering vehicle turning speed of 15 mph to help reduce interference with through street traffic.
- b) Driveway design and placement must be in harmony with internal circulation and parking design such that the entrance can absorb the maximum rate of inbound traffic during a normal weekday peak traffic period as determined by a traffic survey method approved by the Planning Commission.
- c) There must be sufficient on-site storage to accommodate at least five (5) queued vehicles waiting to park, or exit without utilizing any portion of the paved street or in any other way interfering with street traffic.
- d) Provisions for circulation between adjacent parcels should be provided through coordinated or joint parking systems, service drives, or other methods, determined at the time of site plan review.
- e) Driveway entrances must be able to accommodate all vehicle types having occasion to enter the site, including delivery vehicles without inhibiting other vehicles either on the road or those entering or exiting the site.
- f) Driveway placement should be such that loading and unloading activities will in no way hinder vehicle ingress or egress.
- g) Direct access driveway placement must be such that an exiting vehicle has an unobstructed sight distance from the stop bar, according to the following schedule:

Road Design Speed	Site Distance
MPH	Feet
30	220
35	225
40	275
45	325
50	350

- h) Driveway design must be such that an entering vehicle will not encroach upon the exit lane of a two-way driveway. In addition, an exiting vehicle turning right must be able to enter traffic utilizing only the first through traffic lane available without encroachment into the adjacent through lane.

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5. **PERMIT APPLICATION.** All applications for driveway approach permits shall be made on a form prescribed by and available at Saginaw Township and the Saginaw County Road Commission.
- a) Permit applications shall be accompanied by clear, scaled drawings (minimum of 1" = 20') in triplicate showing the following items:
- i) Location and size of all structures proposed on the site.
 - ii) Size and arrangement of parking stalls on aisles.
 - iii) Proposed plan of routing motor vehicles entering and leaving the site.
 - iv) Property lines.
 - v) Right-of-Way lines (Existing and Proposed if different)
 - vi) Intersecting roads, streets, and driveways within 300' either side of the property on both sides of the corridor.
 - vii) Width of right-of-way.
 - viii) Width of road surface.
 - xi) Type of surface and dimensions of driveways.
 - x) Proposed turning radii.
 - xi) Proposed treatment of right-of-way adjacent to driveway(s) and between the right-of-way line and property line. Show all proposed landscaping, signs, above ground utilities, etc.
 - xii) Traffic analysis and trip generation survey results and methodology obtained from a licensed engineer if determined necessary by the Planning Director.
 - xiii) Design dimensions and justification for any alternative or innovative access design.
 - xiv) Dumpster location.
 - xv) Adjacent parcel information such as, but not limited to parking lots, buildings, structures, mutual drives, etc.
6. **PERMIT REVIEW PROCESS.**
- a) Application for an Access Permit may be obtained from Saginaw Township.
 - b) The completed application must be received by the Saginaw Township Zoning Administrator at least 14 days prior to the Planning Commission meeting where the Permit will be reviewed.
 - c) The applicant, the Saginaw County Road Commission and the Zoning Administrator may meet prior to the Planning Commission meeting to review the application and proposed Access Design.
 - d) The Planning Commission shall review and recommend approval, or denial, or request additional information prior to forwarding the Access Application to the Saginaw County Road Commission for their review.
 - e) The Saginaw County Road Commission shall review the Access Permit application and conclusions of the Planning Commission. One of three actions may result:

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- i) If the Planning Commission and the Road Commission approve the application as submitted, the Access Permit shall be granted.
- ii) If both the Planning Commission and the Road Commission deny the application, the permit shall not be granted.
- iii) If either the Planning Commission or Road Commission, requests additional information, approve with conditions, or do not concur in approval or denial, there shall be a joint meeting of the administrative staff of the Saginaw County Road Commission, Saginaw Township Planning Commission and the applicant. The purpose of this meeting will be to review the application to obtain concurrence between the Planning Commission and the Road Commission regarding approval or denial.

No application will be considered approved, nor will any permit be considered valid unless both above mentioned agencies have indicated approval.

- f) The Zoning Administrator shall keep a record of each application for an Access Permit which has been submitted, including the disposition of each one. This record shall be a public record.
- g) An Access Permit remains valid for a period of one year from the date it was issued. If the Permit holder fails to begin earnest construction authorized by the Access Permit by the end of one (1) year, the Permit is automatically null and void. Any additional rights which have been granted by the Planning Commission or the Zoning Board of Appeals, such as Special Use Permits, or variances, expire together with the Access Permit.

Any performance guarantee shall be refunded to the Permit holder unless the failure to initiate activity has resulted in costs to Saginaw Township or the Road Commission. If any amount of the guarantee remains after said costs are satisfied, the balance of the guarantee shall be released and returned to the Permit holder.

- h) The Permit may be extended for a period not to exceed one (1) year. The extension must be required, in writing by the permit holder before the expiration of the initial Permit period. Administrative staff of Saginaw Township may approve a permit extension provided there are no existing or planned deviations from the original Access Permit site or other sites within three hundred (300') feet, and there are no violations of applicable ordinances. If there is any deviation or cause for question, the Administrative staff of the municipality shall consult a representative of the Saginaw County Road Commission for input.
- i) Reissuance of an Access Permit which has expired requires a new Access Application form to be filled out and processed independently of previous action.
- j) The permittee shall assume all responsibility for all maintenance of such driveway approaches from the right-of-way line to the paved edge of the traveled roadway.
- k) Where a permit has been granted for entrances to a parking facility, said facility shall not be altered or the plan of operation changed until a revised plan has been submitted and approved as specified in this section.
- l) Application for a permit to construct or reconstruct any driveway entrance and approach to a site shall also cover the reconstruction or closing of all nonconforming or unused entrances and approaches to the same site at the expense of the property owner.

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- m) When a building permit is sought for the reconstruction or remodeling of an existing site or a zoning or occupancy certificate is sought for use or change of use for any land, buildings, or structures, all of the existing, as well as proposed driveway approaches and parking facilities shall comply, or be made to comply, with all design standards as set forth in this ordinance prior to the issuance of a zoning or occupancy certificate.
- n) Saginaw Township and the Saginaw County Road Commission acting jointly may require a performance bond or cash deposit in any sum not to exceed \$5,000 for each such approach or entrance to insure compliance with all of the terms of the permit. Such bond shall terminate and deposit be returned to the permittee when the terms of the permit have been met or when the permit is canceled or terminated.

7. **DRIVEWAY SPACING.** Driveway spacing will be determined as a function of arterial road operating speeds. Spacing will be determined according to the following schedule:

Driveway Spacing*

Table 1

Posted Road Speed (Feet)	Minimum Spacing
25 mph	105
30 mph	125
35 mph	150
40 mph	185
45 mph	230
50 mph	275

- * (Standards are derived from the American Association of State Highway Transportation Officials, Geometric Design of Highways and Streets, Table of Stopping Sight Distance.)

These spacings are based on average vehicle acceleration and deceleration rates and are considered necessary to maintain safe stopping distances and traffic operation. Spacing will be measured from the midpoint of each driveway. In the event that a particular parcel or parcels lack sufficient arterial frontage to maintain adequate spacing the land owner(s) have the following options:

- a) The adjacent land owners may agree to establish a common driveway in compliance with the regulations stated herein. The driveway must meet standard specifications, and the estimated driveway volume will be the sum of the trip generation rate of all land uses in question. A joint easement agreement among all properties involved must be entered into prior to an access permit being granted.
- b) If a common driveway cannot be established, for reasons beyond the property owners' (both the proponent and adjacent land owner's) control, the proponent can seek a variance from the Zoning Board of Appeals from minimum spacing, but in no case should the variance be greater than the next lowest classification on Table 4. For example, on a 40 mph arterial requiring a 185' spacing, the distance may be reduced to no less than 150' which is the standard for a 35 mph facility.

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8. **NUMBER OF DRIVEWAYS PER PARCEL.**

- a) A maximum of one (1) driveway opening may be permitted to a particular site from Titabawassee Road and one abutting street. Wherever feasible, access must be obtained from an abutting street.
- b) When in the opinion of the Saginaw Township or the road authority's traffic engineer, and in the views of the permittee, it is in the interest of good traffic operation, the Board may permit: One (1) additional driveway entrance along a continuous site frontage in excess of 300 feet, or two (2) additional driveway entrances along a continuous site frontage in excess of 600 feet.
- c) Where a dual service driveway, as depicted in Figure 5, is used it will be considered, for purposes of this section, to be only one direct access driveway.
- d) In the case of dual one-way driveways, one (1) pair may be used per 250' of frontage. Only one (1) pair of one-way drives may be used per street frontage.

9. **DESIGN CRITERIA.** The design features described and illustrated in this section shall be used by the applicant in dimensioning a proposed driveway or driveway system or plans accompanying the driveway permit application. Figure 1 depicts the standard minimum driveway design. Every driveway constructed along and within a public right-of-way must at least meet the listed design criteria.

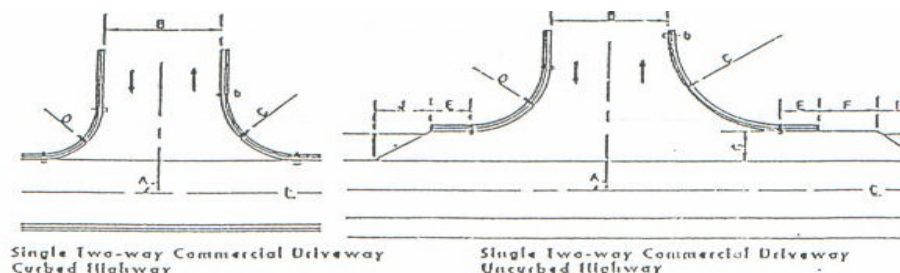
- a) If projected driveway traffic volumes exceed 750/vehicles per day, for all traffic using the driveway, a departure from the standard design may be required. Saginaw Township, in conjunction with the Saginaw County Road Commission, may specify a driveway system which will accommodate vehicle movements normally expected without creating undue congestion or hazard on the road.

The applicant may also request a particular alternative design as part of the site plan accompanying the driveway application permit.

- i) The following figures (1 through 8) and tables (2 through 5) depict driveway standards and reasonable working ranges for each standard.

This standard shall be used unless the Zoning Administrator in consultation with the Saginaw County Road Commission determines that another dimension within the range is more suitable for a particular site or special condition and is approved by the appropriate road authority and municipality.

Figure 1
Standard Two-Way Driveway
Permitted By Right

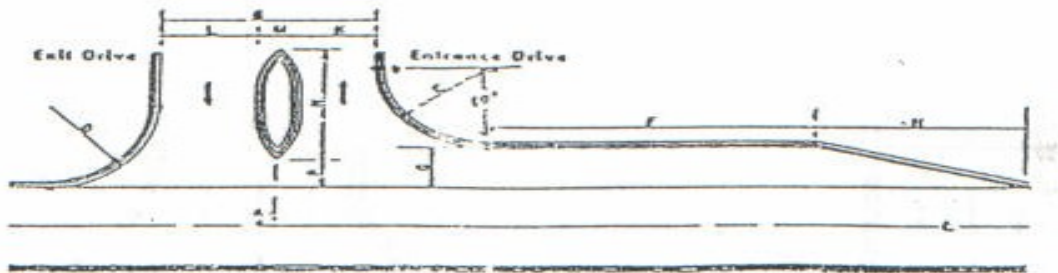


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- b) Right turn lanes and tapers will be required when:
- i) expected right turn ingress movements meet or exceed 50/hour during a typical week-day peak traffic period.
 - ii) when driveway volumes are expected to meet or exceed 1,000 vehicles per day.
 - iii) when the Saginaw County Road Commission or Saginaw Township Engineer can document, through traffic analysis, that such treatment is necessary to avoid congestion and/or unsafe conditions on the public thoroughfare.
- c) Center left turn lanes in conjunction with tapers will be required when:
- i) existing traffic volume or traffic generated by any new development or change to an existing development causes any bi-directional hourly volume to exceed 825 vehicles for one half mile east or west of the proposed access point. The required storage length for left turn lanes shall be according to the Federal Highway Administration's standards for left turn storage lanes, available in the Saginaw County Planning Office.

A right-turn lane shall be preceded by a taper. The design feature dimensions of a right-turn lane and taper shall conform to those given in Figure 2 and Table 2.

Figure 2
Right-Turn Lane and Tapers
(Entering Tapers)



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Figure 3
Right-Turn Lane and Tapers
(Exiting Tapers)

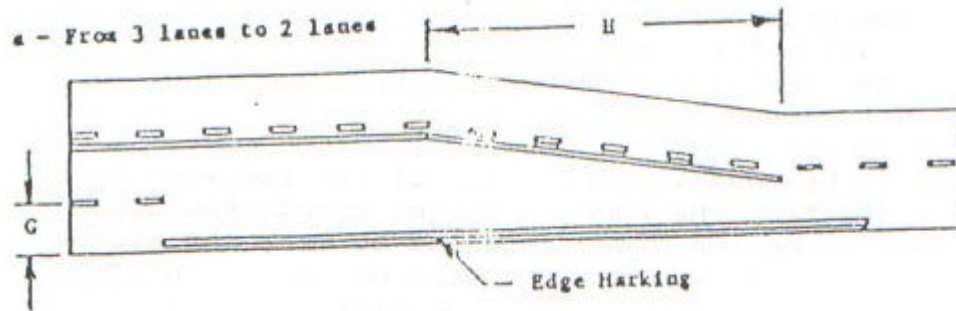


Table 3
Right-Turn Lane and Tapers
Standards For Design

Design Features		Curbed Road	Curbed Road	Uncurbed Road	Uncurbed Road
		Standard	Range	Standard	Range
Curb Ending	B	Not Applicable	Not Applicable	10 ft.	No range
Right-turn Lane Length	F	Length of lane = width of lane x speed	Length of lane = width of lane x speed		
Right-turn Lane Width	G	12 ft.	10-15 ft.	12 ft.	10-15 ft.
Entering Tapers	H	150 ft.*	50-150 ft.	150 ft.	50-150 ft.
Exiting Tapers	H	150 ft.*	50-150 ft.	150 ft.	50-150 ft.
Exiting Radius	D	n/a	n/a	50 ft.	50-150 ft.

* If a right-turn lane is used, the Entering or Existing Taper standard shall be 50 ft. Without a right-turn lane, the Entering or Existing Taper standard shall be 150 ft.

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This standard shall be used unless the Zoning Administrator in consultation with the traffic engineer determines that another dimension within the range is suitable for a particular site or special condition.

d) Driveway Profile.

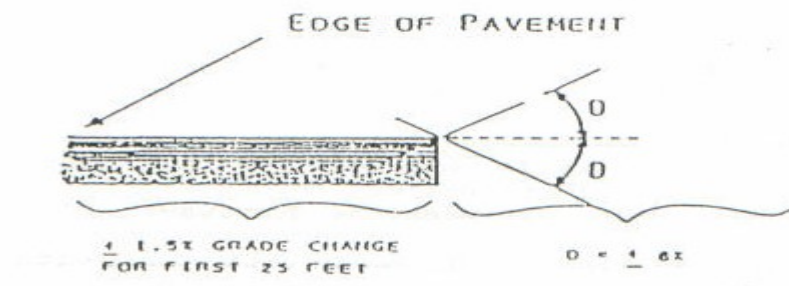
Driveway profiles shall be determined using the following criteria:

- i) The grade of a two-way, one-way or divided commercial driveway shall not exceed 1.5% for a minimum distance of 25 feet from the edge of the pavement. Beyond this distance the grade shall not exceed 5%.
- ii) If the road is curbed and if the sidewalk is ten (10) feet or less from the edge of the pavement, the grade of a driveway shall be the grade required to meet the sidewalk elevation. If that grade would exceed the maximums specified in paragraph (1), the sidewalk shall be either tilted or inclined.
- iii) If the road is uncurbed, the grade of the driveway between the road edge of pavement and the edge of the shoulder shall conform to the slope of the shoulder to the edge of the driveway approach. From that point the dimensions specified in Section 2 will apply.
- iv) For a driveway on an upgrade towards the road, a grade of 1.5% for a distance of 100 feet from the edge of the pavement is required. Beyond this distance, the grade shall not exceed 4% and the difference in grades where there is a change of grade shall not exceed 3%.
- v) Vertical curves with a minimum length of 15 feet shall be provided at a change of grade of 4% or more.
- vi) If the sidewalk elevation has to be adjusted to meet the driveway, the sidewalk shall be inclined at a rate not to exceed one (1) foot vertical for every 24 feet horizontal.

e) Drainage.

- i) A driveway shall be constructed so that it does not adversely affect the road drainage. The drainage and the stability of the road subgrade shall not be altered by driveway construction or roadside development.
- ii) Drainage from adjacent parking or storage areas on private property in excess of existing drainage shall not be discharged into the road drainage system.

Figure 4
Standard Profile Design



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- f) Surfacing and Curbing Along Curbed Roads. A driveway shall be paved and curbed from the paved road edge to the proposed right-of-way line (Section 303(2), as determined by the engineer.
- g) Surfacing and Curbing Along Uncurbed Roads. A driveway shall be paved and curbed from the paved road surface to the proposed right-of-way line (Section 303(2) or to the point of curvature between the driveway edge and the larger radius, point (b) in Figure 2. The curb ending adjacent to the driveway shall be located at least 13.5 feet from the parallel to the edge of the pavement.
- h) Surface Materials and Thickness. The surface of a paved driveway, excluding right-turn lanes, shall be concrete, bituminous or equivalent surfacing material. The thickness of the surface and the base to be used shall be sufficient to provide the bearing capacity needed to carry the proposed traffic loads. A 2 1/2 inch, 250 pounds per square yard, bituminous mix on 8 inches of compacted gravel, 8 inches of nonreinforced concrete or equivalent surfacing material which meets current MDOT Standard Specifications for construction is acceptable for normal driveway traffic loads over stable soil. These specifications are minimum requirements and apply to the driveway only.
- i) Surfacing of Right-Turn Lanes and Tapers.
 - i) The pavement of a right-turn lane and accompanying tapers shall match the road pavement, unless the Road Commission and Saginaw Township both permit the use of an equivalent pavement.
 - ii) The cross slope of a right-turn lane and tapers shall be:
 - a) A continuation of the cross slope of the roadway if the road is curbed.
 - b) Equal to the shoulder slope if the road is uncurbed.
- j) Shoulders.
 - i) The surface of the shoulder adjacent to a right-turn lane and tapers shall be of the same material as the shoulder and conform to the material as the shoulder and conform to the current Michigan Department of Transportation Standard Specifications for Roadway Construction.
 - ii) If the distance between two paved commercial driveways serving the same property is less than 100 feet, measured between adjacent ends of the nearest curbed radii, the applicant shall pave the shoulder between the driveways.
- k) Driveway Curb Detail. The driveway curb shall either match the existing curb or shall conform to the current standards for curb and gutter as determined by the Township and Road Commission.

10. **CORNER CLEARANCE**. Intersecting streets and direct access driveways shall be spaced according to the same regulations for distances between direct access driveways, as listed in Section 3, with the exception of the following. Direct access driveways must be at least 400 feet from the intersections of M-84 (Bay Road), North Center Road, and Mackinaw Road.

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11. **CONSISTENCY WITH COMPREHENSIVE PLAN.** In some cases, on a particularly congested arterial, the Saginaw Township Planning Commission may call for specific innovative treatment of access control. Examples may include service drives, continuous right turn lanes, access off and collector streets, commercial parks, and combined, coordinated parking/access systems. In such cases, any innovative design meeting the spirit and intent of these regulations, and performance standards, may be considered through site plan review.
12. **TEMPORARY DRIVEWAY PERMITS.** Temporary driveway permits are intended to allow existing driveways and new driveways, necessary to access sites remote from adjacent access, to remain in use until such time as the conditions specified on the permit are met.
- a) A temporary permit may be granted for:
 - i) Existing driveways that access existing development or are necessary to service farm fields and are only used for that purpose. Existing driveways are legal nonconforming driveways and may exist without a temporary permit under the conditions specified in Subsection 13, Nonconforming Driveways.
 - ii) New driveways necessary to access new development where the new development is remote from adjacent drives that shared access is not feasible at the time of development.
 - b) Conditions upon which the Temporary Permit will expire may include:
 - i) Adjacent development within 15 feet of the site where the temporary driveway is located is planned. At this time, joint access provisions with the adjacent property owner must take place.
 - ii) The use of the site for which the temporary permit was granted has ceased for six months or more or the use of the site or the driveway has changed such that the use of the driveway is increased to any degree.
13. **NONCONFORMING DRIVEWAYS.**
- a) Driveways that do not conform to the regulations in this Ordinance, and were constructed before the adoption of this Ordinance, shall be considered legal nonconforming driveways.

Existing driveways granted a temporary permit are legal nonconforming driveways until such time as the temporary permit expires.
 - b) Loss of legal nonconforming status results when a nonconforming driveway ceases to be used for its intended purpose, as shown on the approved site plan, for a period of six (6) months or more. Any reuse of the driveway may only take place after the driveway conforms to all aspects of this Ordinance.
 - c) Legal nonconforming driveways may remain in use until such time as the use of the driveway or property is changed or expanded in such a way that it impacts the use of the driveway. At that time, the driveway must be made to conform with all aspects of the Ordinance.
 - d) Driveways that do not conform to the regulations in this Ordinance and have been constructed after adoption of this Ordinance, shall be considered illegal nonconforming driveways.
 - e) Illegal nonconformities must be cited as violations of this Ordinance, made to cease use of the driveway and correct any nonconforming aspects of the driveway. Driveways constructed in illegal locations must be closed and all evidence of the driveway removed from the right-of-way and site on which it is located.

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- f) Nothing in this Ordinance shall prohibit the repair, improvement, or modernization of lawful nonconforming driveways.

14. **VARIANCES FOR DRIVEWAY DESIGNS.** The applicant may apply for a variance from the standard driveway designs, under the following conditions:

- a) When driveway volumes are expected to meet or exceed 1,000 vehicles per day.
- b) When expected turning ingress or egress movements meet or exceed 50 per hour during a typical weekday peak traffic period as determined by a traffic study or generally accepted trip generation table, approved by the Planning Commission, such as the Institute of Transportation Engineers Trip General Manual.
- c) When in the judgment of the Saginaw County Road Commission or municipal traffic engineer, specific site conditions require alternative design treatments to provide for safe and efficient driveway operation.
- d) When a joint or coordinated access-parking system is being used. When two adjacent property owners agree to combine access points, the municipality may grant an incentive bonus. The total road frontage normally required will each be reduced by 10% for both land owners. (Site circulation and safety standards will still be enforced).
- e) When a permittee seeks a variance for an innovative method for access design or operations.

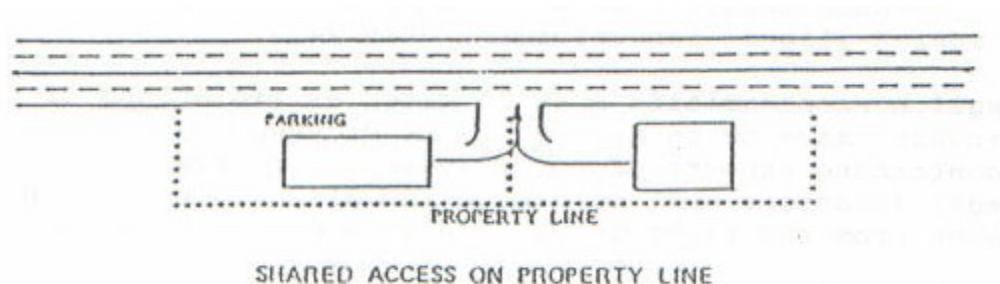
Variances should be granted only where practical difficulties require an innovative access design or dimensional change that is consistent with the intent of the ordinance. Variances may not be granted for financial hardship or in any instance where the intent of the ordinance can be met by abiding by the standards in this document.

The Saginaw Township Board of Appeals and one representative of the Saginaw County Road Commission shall hear and decide all requests for a variance, interpretation or administrative review of access control regulations.

15. **SAMPLE DRIVEWAY DESIGN ALLOWED BY VARIANCE.**

Figure 5

Dual Service Drive



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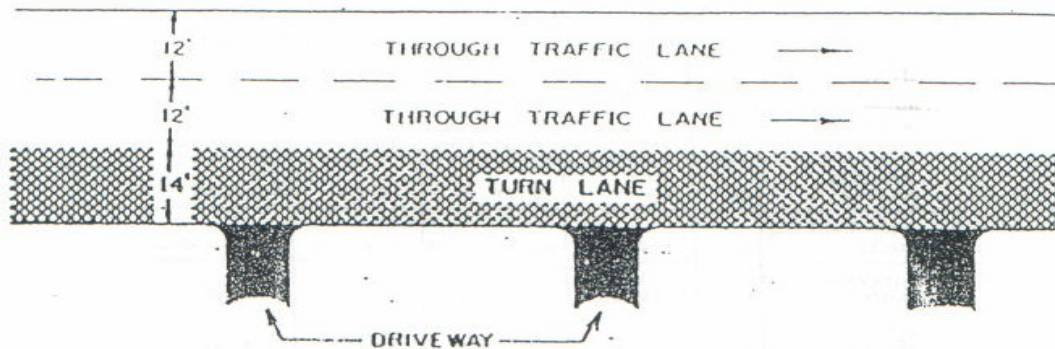
Table 4
Design Standards
Dual Service Drive

Design Features		Curbed	Curbed	Uncurbed	Uncurbed
		Standard	Range	Standard	Range
Intersecting Angle	AR	60 deg.	45-90 deg.	60 deg.	45-90 deg.
Entering Radius	CR	20 ft.	15-35 ft.	25 ft.	15-35 ft.
Exiting Radius	DR	10 ft.	5-25 ft.	5 ft.	5-25 ft.
Intersecting Angle	AL	120 deg.	90-135 deg.	120 deg.	90-135 deg.
Entering Radius	CL	10 ft.	5-25 ft.	5 ft.	5-15 ft.
Existing Radius	DL	15 ft.	5-50 ft.	20 ft.	5-50 ft.
Driveway Width	B	24 ft.	20-36 ft.	24 ft.	12-50 ft. 30-36 ft.
Distance Between Driveways	5	20 ft.	10-150 ft.	20 ft.	10-150 ft.

he standard shall be used unless the Zoning Administrator in consultation with the Saginaw County Road Commission and Saginaw Township Planning Commission determines that another dimension within the range is more suitable for a particular site or special condition.

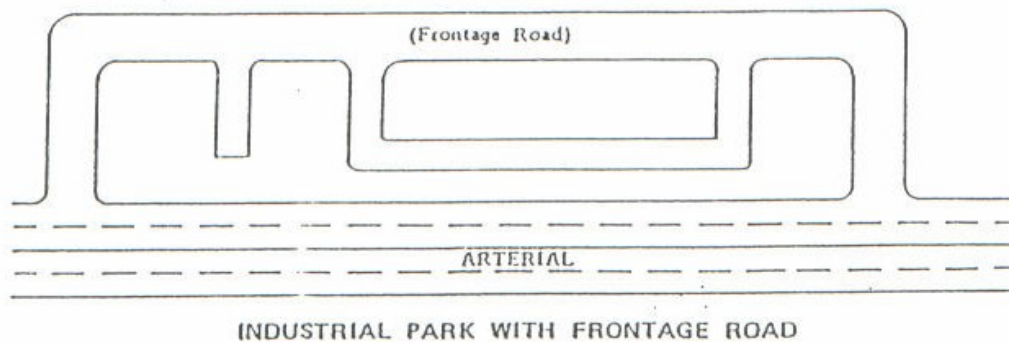
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Figure 8
Continuous Right Lane



- Single two-way commercial driveway on curbed road.
- Single two-way commercial driveway on uncurbed road.
- Divided commercial driveway.
- Exit drive.
- Entrance Drive.
- Dual Service Driveways.

Figure 6
Sample Coordinated Access Parking System



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SECTION 2501. M-84 and M-58 ACCESS MANAGEMENT AND OVERLAY.

1. **PURPOSE, INTENT AND APPLICATION.** The provisions of this Ordinance are intended to,
 - a) Promote safe and efficient travel within the M-84 Overlay District
 - b) Minimize disruptive and potentially hazardous traffic conflicts
 - c) Ensure safe access by emergency vehicles
 - d) Protect the substantial public investment in the road system by preserving capacity and avoiding the need for unnecessary and costly reconstruction which disrupts business and traffic flow
 - e) Separate traffic conflict areas by reducing the number of driveways
 - f) Provide safe spacing standards between driveways and between driveways and intersections
 - g) Provide for shared access between abutting properties
 - h) Implement the M-84/M-58 Corridor Access Management Plan and Map recommendations
 - i) Ensure reasonable access to properties, though not always by the most direct access
 - j) Coordinate access decisions with the Michigan Department of Transportation and/or the Bay and Saginaw County Road Commission, as applicable.
2. **DESCRIPTION OF APPLICABILITY.** The provisions of this ordinance apply to an area described as six hundred and sixty (660') feet east and west of the center line of M-84 between Weiss Street and 660 feet north and south of the centerline of M-58 between M-47 and Passolt in Saginaw Township, Saginaw County and M-13/Euclid Avenue in Monitor Township, Bay County. Single family residential driveways are exempt from this ordinance.

In instances where this ordinance conflicts with the Tittabawassee Road Corridor Overlay ordinance, the Tittabawassee Overlay Ordinance and any subsequent amendments shall take precedence.

Any development within the area described in this section that also requires a site plan review at the municipal level will be required to comply with the provisions of this ordinance. In instances where the site plan review procedure or site plan review standards conflict with the local procedures or standards, this ordinance shall prevail. Aspects of the site plan that are not addressed in this ordinance shall be governed by the municipality's ordinance where applicable.
3. **M-84 and M-58 ACCESS MANAGEMENT PLAN MAPS.** The M-84 and M-58 Access Management Plan Maps identifies six and seven types of modifications, respectively, that will further the intent of this ordinance. These modifications are listed both by number and color. Application of the regulations in this ordinance are intended to achieve the mapped modifications at such time that a site is developed for the first time, redeveloped to the extent that a site plan is required, the owner chooses to make the modifications indicated, or the Township causes the modification to take place to achieve the

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modification to take place to achieve necessary safety improvements. Driveways shown on the map without any modifications planned are permitted to exist as they are constructed and located.

The modifications listed are:

- | <u>M-84</u> | <u>M-58</u> |
|---|---|
| a) Entrance Closed | a) Close Drive |
| b) New Entrance | b) Modify Drive |
| c) Modify | c) New Drive |
| d) Move Entrance | d) Combine existing drives w/ new drive |
| e) Add Curb/Define Entry | e) Add curb & develop new cross access |
| f) Future Non-Motorized Facility | f) Cross drive when rear access is placed |
| g) Restrict Access According to Ordinance | |

4. PERMANENT ACCESS FOR UNDEVELOPED PARCELS OR EXISTING DEVELOPMENTS.

- a) Each parcel or lot having a single property tax number, as of the effective date of this Ordinance (hereafter referred to as “the parent parcel”), that shares a lot line for less than four hundred and fifty (450’) feet with right-of-way within the corridor as defined in this Plan, shall be entitled to one (1) driveway or road access per parcel onto M-84 or M-58. Where a parcel is divided by M-84 or M-58, the portion of the parcel on each side of M-84 or M-58 shall be entitled to access according to the ordinance.
 - i) All subsequent land divisions of a parent parcel shall not increase the number of driveways or road accesses beyond those entitled to the parent parcel on the effective date of this Ordinance.
 - ii) Parcels subsequently divided from the parent parcel, either by metes and bounds descriptions, or as a plat under the applicable provisions of the Land Division Act, Public Act 288 of 1967, as amended, or as a condominium project in accord with the Condominium Act, Public Act 59 of 1978, as amended, shall have access by another public road, an approved private road if the Township permits, or by a service drive meeting the requirements of Section 6.0 Service Drives, of this Ordinance.
 - iii) If the parcel is a corner lot and a second driveway is warranted, the second driveway shall have access from the abutting street.
- b) All driveways or access points located on parcels greater than four hundred fifty (450’) feet shall be at least four hundred fifty (450’) feet from the nearest access point on the same or adjacent parcels. Residential and farm access driveways are exempt from this regulation.

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- c) A second driveway may be permitted if a registered traffic engineer determines that topographic conditions on the site, curvature on the road, or sight distance limitations demonstrate a second driveway within a lesser distance is safer or the nature of the land use to be served requires a second driveway for safety. The affected agencies, including the local municipality, MDOT and SCRC or the BCRC, as applicable, must unanimously agree to such deviation.
- d) For parcels or lots abutting M-58, the provisions of this Section 4 may be superseded by the M-58 Conceptual Plan, if the Planning Commission determines that the Conceptual Plan's recommendations would better ensure the health, safety, welfare and aesthetics of the M-58 corridor.

5. APPLICATION REVIEW, APPROVAL AND COORDINATION PROCESS.

- a) All standards of the Michigan Department of Transportation and the Saginaw County and Bay County Road Commissions, as applicable, shall be met prior to approval of an access application under this Article.
- b) Application, Review and Approval Process Applications for driveway or access approval shall be made on a form prescribed by and available at Saginaw Charter Township, Kochville Township, Frankenlust Township, and Monitor Township, the Saginaw County or Bay County Road Commission, and/or the Michigan Department of Transportation – Bay City Transportation Service Center. Application related to M-58 shall be made on a form prescribed by and available at Saginaw Charter Township, Saginaw County Road Commission, and/or the Michigan Department of Transportation—Bay City Transportation Service Center.
- c) Saginaw Charter Township, Kochville Township, Frankenlust Township, and Monitor Township, the Saginaw/Bay County Planning Department, and the Saginaw/Bay County Road Commission and the Michigan Department of Transportation shall meet at least twice each year, at the initiation of the MDOT, to ensure that there is appropriate coordination of the access management review process and outcomes.
 - i) Applications shall be accompanied by clear, scaled drawings (minimum of 1"=20') in triplicate showing the following items:
 - a) Location and size of all structures proposed on the site
 - b) Size and arrangement of parking stalls on aisles
 - c) Proposed plan of routing vehicles entering and leaving the site (if passenger vehicles are to be separated from delivery trucks indicate this on the drawing)
 - d) Driveway placement
 - e) Property lines
 - f) Intersecting roads, streets and driveways within three hundred (300') feet either side of the property on both sides of the street
 - g) Width of road surface
 - h) Type of surface and dimensions of driveway

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- i) Proposed inside and outside turning radii.
- j) Show all existing and proposed landscaping, signs, and other structures or treatments within and adjacent to the right of way
- k) Traffic analysis and trip generation survey results, obtained from a licensed traffic engineer for all developments with over seven hundred and fifty (750) vehicle trips per day or one hundred 100 directional peak hour trips
- l) Design dimensions and justification for any alternative or innovative access design
- m) Dumpsters or other garbage containers
- n) Existing and proposed utility box placement
- ii) Applications are strongly encouraged to include the following sources for access designs, the National Access Management Manual, TRB, 2002 and the AASHTO Green Book. The following techniques are addressed in these guidebooks and are strongly encouraged to be used when designing access that includes
 - a) Not more than one driveway access per abutting road
 - b) Shared driveways
 - c) Service drives: front, rear and perpendicular
 - d) Parking lot connections with adjacent property(ies)
 - e) Other appropriate designs to limit access points on an arterial or collector road.
- iii) Applications may be accompanied by an escrow fee for professional site plan and/or traffic analysis review to be determined by the Township in which the project is located.
- d) Review and Approval Process. The following process shall be completed to obtain access approval:
 - i) A Site Plan Review Access Application meeting the requirements of Section 5.0 shall be submitted to the Zoning Administrator, Clerk or other Township designee of the Township. MDOT form 2205, Driveway Permit, shall be submitted concurrently to the MDOT- Bay City Transportation Service Center.
 - ii) The completed application must be received by the Township Zoning Administrator at least thirty (30) days prior to the Planning Commission meeting where the application will be reviewed.
 - iii) The township in which the application is being made shall forward a copy of the access management application and the site plan to MDOT and the appropriate county road commission. MDOT and the road commission shall provide written comment to the township and discuss any outstanding issues with the Township with the intent of reaching consensus on a recommendation for the access management application and site plan.

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In the event that consensus cannot be reached on access management issues, MDOT or the Township shall call a meeting of the appropriate road agencies and municipal planning commission representatives prior to the Planning Commission meeting to review the document and reach consensus on the issue. Applications not forwarded to MDOT and the road commission shall not have completed the review process and may not be acted on by the Township Planning Commission.

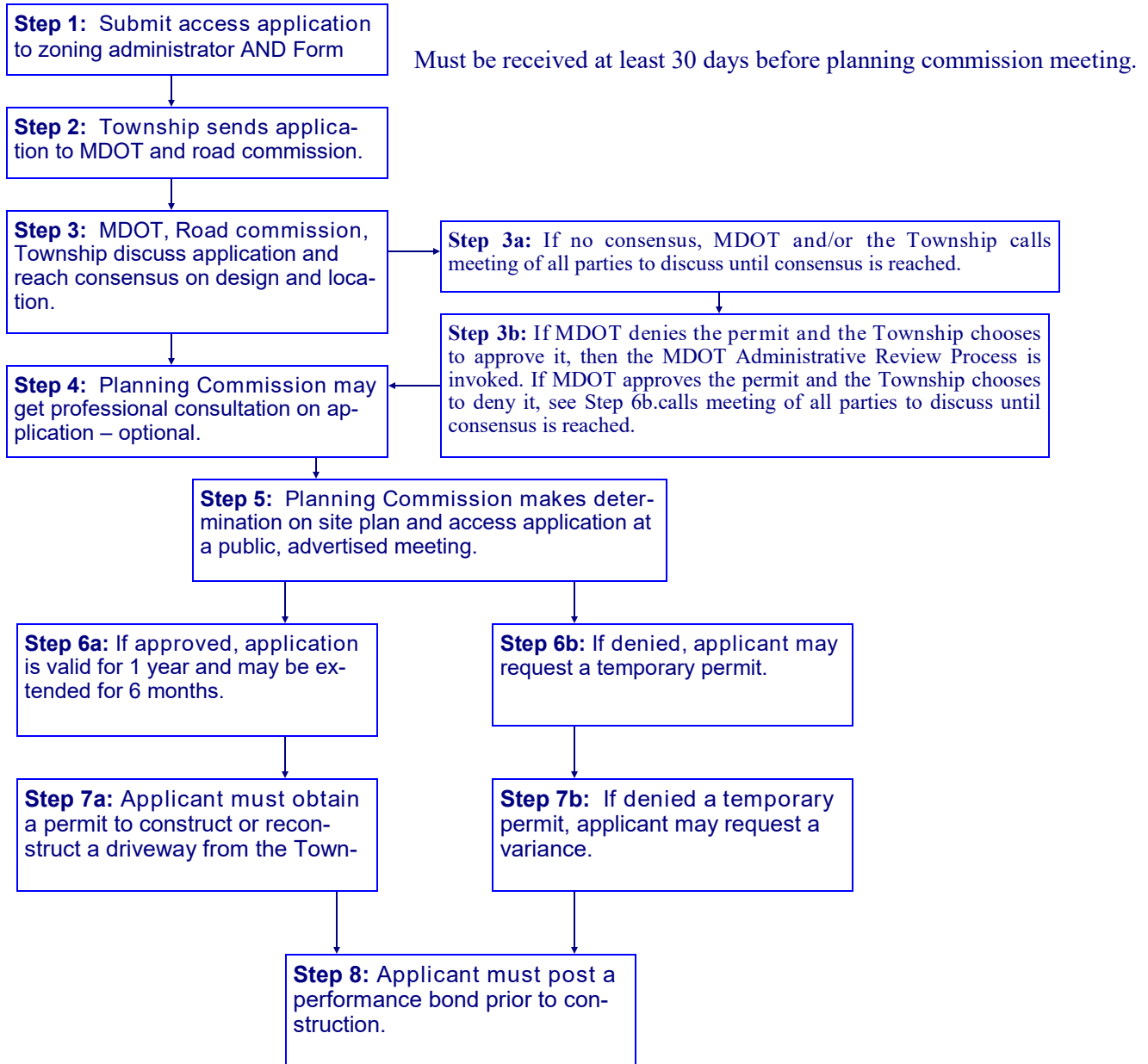
- iv. The Planning Commission may obtain professional consultation prior to making a decision on the application. Costs for such review shall be the responsibility of the applicant provided the applicant is made aware of the costs prior to the application being considered by the Planning Commission.
- v. The Township Planning Commission in which the development is proposed shall review the application and make its determination regarding the driveway.
- vi. The Zoning Administrator shall keep a record of each application that has been submitted, including the written disposition of each application. MDOT shall provide the Township with a copy of the written permit or any other disposition of the permit for the Township's records. This record shall be a public record.
- vii. Written approval of an application remains valid for a period of one (1) year from the date it was authorized. If authorized construction is not initiated by the end of one (1) year, the authorization is automatically null and void, unless the Township specifically extends the time period during which the application remains valid by Planning Commission action. Any additional approvals that have been granted by the Planning Commission or the Zoning Board of Appeals, such as a Special Use Permit or variance, also expire at the end of one (1) year.
- viii. An approval may be extended for a period not to exceed six (6) months. The extension must be requested, in writing, by the applicant before the expiration of the initial approval. The Zoning Administrator may approve extension of an authorization provided there are no deviations from the original approval present or planned, there are no violations of applicable ordinances and no development on abutting property has occurred with a driveway location that creates an unsafe condition. If there is any deviation or cause for question, the Zoning Administrator shall consult a representative of the Saginaw/Bay County Planning Commission staff, the Saginaw and/or bay County Road Commission as applicable, and the Michigan Department of Transportation for input.
- ix. Re-issuance of an authorization that has expired requires a new Access Application form to be filled out and processed independently of any previous action.
- x. The applicant shall assume all responsibility for all maintenance of such driveway approaches from the right-of-way line to the edge of the traveled roadway.

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- xi. Where authorization has been granted for entrances to a parking facility, said facility shall not be altered or the plan of operation changed until a revised Access Application has been submitted and approved as specified in this Section.
- xii. Application to construct or reconstruct any driveway entrance and approach to a site requires a permit, but shall also address and achieve the reconstruction or closing of all nonconforming or unused entrances and approaches to the same site at the expense of the property owner.
- xiii. When a building permit is sought for the modification or reconstruction to the extent that a site plan is required in the municipality or by MDOT's requirements, (R 247.214. Processing of permits), all of the existing, as well as proposed drive way approaches and parking facilities shall comply, or be brought into compliance, with all design standards as set forth in this Ordinance and the adopted M-84 or M-58 Access Management Plan and Map, prior to the issuance of a zoning or occupancy certificate and pursuant to the procedures of this section.
- xiv. The Michigan Department of Transportation, as applicable, shall require a performance bond or cash deposit in any sum of a minimum of ten thousand (\$10,000.00) dollars for each such new or reconstructed approach or entrance to a commercial use, to ensure compliance with an approved application. Such performance bond shall terminate and the deposit be returned to the applicant when the term of approval have been met or when the authorization is cancelled or terminated. No performance bond is required for residential uses.

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Review and Approval Process Flow Chart



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6. SERVICE DRIVES.

- a) The use of shared access, parking lot connections and service drives in conjunction with driveway spacing, is intended to preserve traffic flow along thoroughfares and minimize traffic conflict, while retaining reasonable access to the property. Where noted above, or where the Planning Commission determines that restricting new access points or reducing the number of existing access points may have a beneficial impact on traffic operations and safety while preserving the property owner's right to reasonable access, then access from a side street, a shared driveway, a parking lot connection, or service drive connection to the arterial or collector street may be required. However, where traffic safety would be improved, and the driveway spacing requirements of this ordinance can be met, then direct connection to the arterial or collector street may be allowed in addition to a required service drive.
- i) In particular, shared access, service drives or at least a connection between abutting land uses may be required in the following cases:
 - a) Where the driveway spacing standards of this section within this ordinance cannot be met.
 - b) Where recommended in the M-84 Access management Plan and Map
 - c) When the driveway could potentially interfere with traffic operations at an existing or planned traffic signal location.
 - d) The site is along a collector or arterial street with high traffic volume, or along segments experiencing congestion or a relatively high number of crashes.
 - e) The property frontage has limited sight distance.
 - f) The fire or emergency services department recommends a second means of emergency access.
- ii) In areas where frontage roads or rear service drives are recommended, but adjacent properties have not yet developed, the site shall be designed to accommodate a future road/facility designed according to the standards cited in this Ordinance. The Planning Commission may approve temporary access points where a continuous service drive is not yet available and a performance bond or escrow is accepted to assure elimination of temporary access when the service road is constructed. (See Section 7.0)

7. STANDARDS FOR CONSTRUCTION. Notwithstanding the requirements of the

municipality's land division ordinance, the standards for all service drives shall be as follows:

- a) **Site Plan Review** – The Planning Commission shall review and approve all service drives to ensure safe and adequate continuity of the service drive between contiguous parcels as part of the site plan review process.

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- b) **Front and Rear Service Drives** – A front or rear service drive may be established on property that abuts only one public road. The design of a service road shall conform with national design guidelines such as those identified in the National Access Management Manual by TRB, the ASSHTO Greenbook, and National Cooperative Highway Research Program (NCHRP), “Access Management Guidelines to Activity centers” Report 348 and “Impacts of Access Management Techniques” Report 420.
- c) **Location** – Service roads shall generally be parallel to the front property line and may be located whether in front of, or behind, principal buildings and may be placed in required yards. In considering the most appropriate alignment for a service road, the Planning Commission shall consider the setbacks of existing and/or proposed buildings and anticipated traffic flow for the site.
- d) **Width and Construction** – A service drive shall be within an access easement permitting traffic circulation between properties. The easement shall be recorded with the County Register of Deeds. This easement shall be at least thirty-two (32’) feet wide. A service drive shall have a minimum pavement width of twenty-four (24’) feet, measured face to face at the curb with an approach width of a minimum of twenty-seven (27’) feet at the intersection. The service drive shall be constructed of a paved surface material that is resistant to erosion and shall meet the Saginaw/Bay County Road Commission standards for base and thickness of asphalt or concrete, unless the community has more restrictive standards.
- e) **Snow Storage and Landscaping Areas** – A minimum of six (6’) feet of snow storage/landscaping area shall be reserved along both sides of the service drive.
- f) **Stacking** – A minimum of sixty (60’) feet of storage at the intersection for entering and existing vehicles as measured from the pavement edge must be provided for all frontage roads. At driveways where it can be demonstrated that traffic volumes will exceed seven hundred and fifty (750) vehicles per day or 100 vehicles during the peak hour, a minimum of eighty (80’) feet of stacking space shall be required.
- g) **Distance from Intersection on Service Drives** – Frontage roads and service drive intersections at the collector or arterial street shall be designed according to the same minimum standards as described for driveways.
- h) **Driveway Entrance** – The Planning Commission shall approve the location of all access to the service drive, based on the driveway spacing standards referenced in this Ordinance. Access to the service drive shall be located so that there is no undue interference with the free movement of service drive and emergency vehicle traffic, where there is safe sight distance, and where there is a safe driveway grade as established by the MDOT and Saginaw/Bay County Road Commission.
- i) **Driveway Radii** – All driveway radii shall be shall be concrete curbs and conform with the requirements of the MDOT Access Management Guidebook.

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- j) **Acceleration Lanes and Tapers** – The design of the driveway, acceleration, deceleration or taper shall conform with the requirements of the MDOT Access Management Guidebook.
- k) **Elevation** – The elevation of a service drive shall be uniform or gently sloping between adjacent properties.
- l) **Service Drive Maintenance** – No service drive shall be established on existing public right-of-way. The service drive shall be a public street (if dedicated and accepted by the applicable Road Commission) or a private road if permitted, maintained by the adjoining property owners it serves who shall enter into a formal agreement for the joint maintenance of the service drive. The agreement shall also specify who is responsible for enforcing speed limits, parking and related vehicular activity on the service drive. This agreement shall be approved by the municipality's attorney and recorded with the Register of Deeds. If the service drive is a private road, the local government shall reserve the right to make repairs or improvements to the service drive and charge back the costs.
- m) **Landscaping** – Landscaping along the service drive shall conform to the requirements of the municipality's zoning ordinance. Installation and maintenance of landscaping shall be the responsibility of the developer or a property owners association.
- n) **Parking Areas** – All separate parking areas (those that do not use joint parking cross access) shall have no more than one access point or driveway on the service drive.
- o) **Parking** – The service road is intended to be used exclusively for circulation, and not as parking, loading or unloading aisle. Parking shall be prohibited along two-way frontage roads and service drives that are constructed at the minimum width. One-way roads or two-way roads designed with additional width for parallel parking may be allowed if it can be demonstrated through traffic studies that on-street parking will not significantly affect the capacity, safety or operation of the frontage road or service drive. Perpendicular or angle parking along either side of a designated frontage road or service drive is prohibited. The Planning Commission may require the posting of "no parking" signs along the service road.
- p) **Directional Signs and Pavement Markings** – Pavement markings may be required to help promote safety and efficient circulation. The property owner shall be required to maintain all pavement markings. All directional signs and pavement markings along the service drive shall conform with the current Michigan Manual of Uniform Traffic Control Devices.
- q) **Assumed Width of Pre-existing Service Drives** – Where a service drive in existence prior to the effective date of this provision has no recorded width, the width will be considered to be twenty-six (26') feet for the purpose of establishing setbacks and will be measured an equal distance from the midpoint of the road surface.

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- r) **Alternate Cross Access** – In the case of expansion, alteration to redesign of existing development where it can be demonstrated that preexisting conditions prohibit installation of a frontage road or service drive in accordance with these standards, the Planning Commission shall have the authority to allow and/or require alternate cross access between adjacent parking areas through the interconnection of main circulation aisles. Under these conditions, the aisles serving the parking stalls shall be aligned perpendicularly to the access aisle, with islands, curbing and signage to further delineate the edges of the route to be used by through traffic. (See the MDOT Access Management Guidebook for further detail and sample drawings.)

8. TEMPORARY ACCESS PERMITS.

- a) A temporary access permit may be conditionally issued to a property included in this adopted corridor or access management plan that plans road improvements and installation of service drives and shared driveways that would eliminate the need for the temporary driveway.
- b) A temporary access permit shall be reviewed using the Temporary Permit Form during the site plan review process. Failure to use this form and supply the justification for a temporary permit according to the provisions of the form prohibit a temporary access point on the site. A copy of this completed form shall be kept on file with the approved site plan at the Township and recorded with the deed to the property for which it applies. This form is included as an appendix to this ordinance.
- c) Conditions may be included in the temporary access permit including but not limited to, a limitation on development intensity on the site until adjoining parcels develop which can provide a shared driveway, shared access via a service drive, and/or cross parking lot connection consistent with the requirements of Section 6.0.
- d) A site plan for property that cannot meet the access requirements of Section 6.0 and has no alternative means of reasonable access to the public road system may be issued a temporary access permit. When adjoining parcels develop which can provide a shared driveway, shared access via a service drive or a cross parking lot connection, the temporary access permit shall be rescinded and an application for an access permit consistent with the requirements of Section 5.0 and 6.0 shall be required.
- e) The municipality and the Michigan Department of Transportation, as applicable, may require a performance bond or cash deposit in any sum of a minimum of ten thousand (\$10,000.00) dollars for each temporarily permitted driveway to insure compliance with removal of the driveway at such time as the permit stipulates. Such performance bond shall terminate and deposit be returned to the applicant when the term of approval have been met or when the authorization is cancelled or terminated.

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9. NONCONFORMING DRIVEWAYS.

- a) Driveways that do not conform to the regulations in this Ordinance, and were constructed before the effective date of this Ordinance and existing driveways granted a temporary access permit, shall be considered legal nonconforming driveways.
- b) Loss of legal nonconforming status results when a change to the site or use requires a new site plan, according to the Township zoning ordinance. Any reuse of the driveway may only take place after the driveway conforms to all aspects of this Ordinance.
- c) When the owner of a property with an existing nonconforming driveway or driveways applies for a permit to upgrade the property, the Planning Commission will determine whether it is necessary and appropriate to retrofit the existing driveway or driveways. If the developer is proposing a change in use of the driveway the nonconforming status is no longer valid and a permit for the driveway is required from the Michigan Department of Transportation or the Road Commission as applicable according to the standards of this ordinance.
 - i) The property owner may be required to establish a retrofit plan. The objectives of the retrofit plan will be to minimize the traffic and safety impacts of development by bringing the number, spacing, location, and design of driveways into conformance with the standards and requirements of this Ordinance to the extent possible without imposing unnecessary hardship on the property owner. The retrofit plan may include:
 - a) Elimination of driveways
 - b) Realignment or relocation of driveways
 - c) Provision of shared driveways and/or cross parking lot connection
 - d) Access by means of a service drive
 - e) Restriction of vehicle movements (e.g. elimination of left-turns in and out)
 - f) Relocation of parking
 - g) Traffic demand management (e.g. a reduction in peak hour trips)
 - h) Signalization based on warrants
 - i) Such other changes as may enhance traffic safety
 - ii) The requirements of the retrofit plan shall be incorporated as conditions to the permit for the change or upgrade of use and the property owner shall be responsible for the retrofit.
- d) Driveways that do not conform to the regulations in this Ordinance and have been constructed after adoption of this Ordinance, shall be considered illegal nonconforming driveways.

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- e) Illegal nonconforming driveways are a violation of this Ordinance. The property owner shall have thirty (30) days in which to correct the violation. The property owner shall be issued a violation notice which may include closing off the driveway until any nonconforming aspects of the driveway are corrected. Driveways constructed in illegal locations shall be immediately closed upon detection and all evidence of the driveway removed from the right-of-way and site on which it is located. The costs of such removal shall be borne by the property owner.
- f) Nothing in this Ordinance shall prohibit the repair, improvement, or modernization of lawful nonconforming driveways, provided it is done consistent with the requirements of this Ordinance.

10. VARIANCES.

Variance Standards: The following standards shall apply when the Board of Appeals considers a request for a variance from the standards of this Article.

- a) The granting of a variance shall not be considered until a temporary access permit under Section 7.0 has been considered and rejected.
- b) Applicants for a variance must provide proof of practical difficulties unique to the parcel (such as wetlands, steep slopes, an odd parcel shape or narrow frontage, or location relative to other buildings, driveways or an intersection of interchange) that make strict application of the provisions of this Ordinance impractical. This shall include proof that:
 - i) indirect or restricted access cannot be obtained; and,
 - ii) no reasonable engineering or construction solution can be applied to mitigate the condition; and,
 - iii) no reasonable alternative access is available from a road with a lower functional classification than the primary road; and,
 - iv) with the variance, there is no reasonable access to the site.
- c) The Board of Appeals shall make a finding that the applicant for a variance met their burden of proof under B.2 above, that a variance is consistent with the intent and purpose of this Ordinance, and is the minimum necessary to provide reasonable access.
- d) Under no circumstances shall a variance be granted unless not granting the variance would deny reasonable access, endanger public health, welfare or safety, or cause an unnecessary hardship on the applicant. No variance shall be granted where such hardship is self-created.

Violation of this Section is a Municipal Civil Infraction and may be enforced under Chapter 2, Article VII of this Code and MCL 600.3202.

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

The foregoing was published in the Township Times, a newspaper of general circulation in the Charter Township of Saginaw, on the 28th day of June, 2004.

This Ordinance shall take effect upon the date of publication.

The adopted ordinance, the Saginaw Charter Township Zoning Ordinance, and Zoning Map are available for public inspection at the Saginaw Charter Township Offices, 4980 Shattuck Road, Saginaw, Michigan 48603, during regular business hours. For further information, please contact the Township Clerk's Office, Saginaw Charter Township Hall, (989) 791-9830.

Date: June 28, 2004

GEORGE L. OLSON, Supervisor

TIMOTHY J. BRAUN, Clerk

Saginaw County Road Commission “Notice to Contractors”

All construction within the County Road Right of Way must be done under permit from the Saginaw County Road Commission. Such work may include but not limited to the following:

1. Construction of a driveway
2. Installation of a drive culvert
3. Re-grading of the ditches or drainage way.
4. Placement of tile in the ditch
5. Connection of a sump line to existing storm sewer
6. Any landscaping other than grass in the right of way
7. Placement of a berm in the Right of Way

Items of work that are not allowed within the County Road Right of Way are:

1. Construction of a concrete drive approach to an asphalt road unless there is a concrete curb and gutter
2. Construction of mail box posts that exceed a diameter of more than five inches
3. Placement of trees or large shrubs
4. Construction of a berm or fence
5. Placement of large landscape stones on masonry.

Any such items placed in the Right of Way will be removed and the cost of removal billed to the homeowner.

Saginaw County Road Commission

3020 Sheridan Avenue, PO Box 1867

Saginaw, MI 48605-1867

(989) 752-6140 or (989) 752-5035 (automated):

Fax #: (989) 752-8934 or (989) 752-5806

Administration: James N. Lehman, PE

Larry R. Packard,

Engineer-Manager

Director of Administration

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

APPLICATION FOR SITE PLAN REVIEW (FEE \$ 300.00)

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Property Address: _____

Legal Description: Provide the legal description of the property affected - If additional space is needed, please attach on a separate sheet to this application:

Proposed Use: _____

****Please enclose five (5) copies of site plans and one (1) reduced (8 1/2" x 11") site plan.**

(over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Site Plan Application

Page 2

For Residential Uses: Type of Dwelling Units _____
 Total Number of Units _____
 Estimated Population _____
 Estimated Traffic _____

Other Uses: Estimated Number of Employees _____
 Estimated Traffic Generation _____
 Expected Hours of Operation _____
 Number of Parking Spaces _____

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Planning Commission hearing.

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW
(FEE \$ 200.00)**

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Property Address: _____

Legal Description: Provide the legal description of the property affected - If additional space is needed, please attach on a separate sheet to this application:

Proposed Use: _____

****Please enclose five (5) copies of site plans and one (1) reduced (8 1/2" x 11") site plan.**

(over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Administrative Site Plan Application

Page 2

For Residential Uses: Type of Dwelling Units _____
 Total Number of Units _____
 Estimated Population _____
 Estimated Traffic _____

Other Uses: Estimated Number of Employees _____
 Estimated Traffic Generation _____
 Expected Hours of Operation _____
 Number of Parking Spaces _____

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Planning Commission hearing.

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

APPLICATION FOR SPECIAL USE PERMIT (FEE \$ 350.00)

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Property Address: _____

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application:

Proposed Use: _____

This application must be filled out completely and returned to the Community Development Department no less than thirty (30) days prior to a scheduled Planning Commission hearing.

(over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Special Use Permit Application

Page 2

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR REZONING/TEXT AMENDMENT
(FEE \$ 350.00)**

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Request for Change of Zoning:

Property Address: _____

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application:

Proposed Zoning Change: From: _____ to _____

(over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Rezoning/Text Amendment Application

Page 2

Request for Text Amendment:

Zoning Ordinance Section: _____

Proposed Language:

This application must be filled out completely and returned to the Community Development Department no less than thirty (30) days prior to a scheduled Planning Commission hearing.

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR TENTATIVE PRELIMINARY PLAT REVIEW
(FEE \$ 400.00)**

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Tax Identification Number: _____

Property Address/Location of Subject Property: _____

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application:

Size of Parcel: _____ Number of Lots: _____

This application must be filled out completely and returned to the Community Development Department no less than thirty (30) days prior to a scheduled Planning Commission hearing.

(over)

(Over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Application for Tentative Preliminary Plat Review

Page 2

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR FINAL PRELIMINARY PLAT REVIEW
(FEE \$ 200.00)**

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Tax Identification Number: _____

Property Address/Location of Subject Property::

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application:

Size of Parcel: _____ Number of Lots: _____

NOTE: Saginaw County Road Commission and Drain Commission must approve preliminary plat prior to Planning Commission.

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Planning Commission hearing.

(over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Application for Final Preliminary Plat Review

Page 2

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR FINAL PLAT REVIEW
(FEE \$ 200.00)**

Applicant: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Applicant's Signature: _____

Owner (If Different Than Applicant): _____

Address: _____

Telephone: _____ Fax: _____

Owner's Signature: _____

Tax Identification Number: _____

Property Address/Location of Subject Property::

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application:

Size of Parcel: _____ Number of Lots: _____

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Planning Commission hearing.

(over)

(Over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Application for Final Plat Review

Page 2

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR CONDOMINIUM REVIEW
(FEE \$ 300.00)**

Applicant: _____ **Date:** _____

Address: _____

Telephone: _____ **Fax:** _____

Applicant's Signature: _____

Owner: (If Different Than Applicant): _____

Address: _____

Telephone: _____ **Fax:** _____

Owner's Signature: _____

Engineer: (If Different Than Applicant): _____

Address: _____

Telephone: _____ **Fax:** _____

Owner's Signature: _____

Surveyor: (If Different Than Applicant): _____

Address: _____

Telephone: _____ **Fax:** _____

Owner's Signature: _____

Architect: (If Different Than Applicant): _____

Address: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Application for Condominium Review

Page 2

Property Address: _____

Tax Identification #: _____

Legal Description: Provide the legal description of the property affected. If additional space is needed, please attach on a separate sheet to this application.

Proposed Use: _____

Type of Dwelling Units: _____

Total Number of Units: _____

Estimated Population: _____

Estimated Traffic: _____

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Planning Commission hearing.

Attach a copy of the Master Deed and all restrictive covenants, along with five (5) site plans and one (1) reduced site plan (8 1/2" x 11").

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**



Community Development
4980 Shattuck Road
Saginaw, MI 48603
(989) 791-9865 Fax: (989) 791-9859

**APPLICATION FOR BOARD OF ZONING APPEALS
(FEE \$ 250.00)**

Applicant: _____ **Date:** _____

Address: _____

Telephone: _____ **Fax:** _____

Applicant's Signature: _____

Owner: (If Different Than Applicant): _____

Address: _____

Telephone: _____ **Fax:** _____

Owner's Signature: _____

Check One:

_____ **Ordinance of Map Interpretation**

_____ **Variance Request**

_____ **Appeal from Administration Decision**

Description of Request:

If you are applying for a variance, please respond to the following questions by answering yes or no:

1. Can this property be put to a use which conforms with the Zoning Ordinance without a variance? Yes No

(Over)

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Application for Board of Appeals

Page 2

- | | | |
|--|-----|----|
| 2. Is the problem requiring a variance unique to this property? | Yes | No |
| 3. Is the problem due to general conditions in the neighborhood? | Yes | No |
| 4. If the request is granted, will the essential character of the neighborhood be changed? | Yes | No |
| 5. Is the situation causing the need for the variance self-created? | Yes | No |

This application must be filled out completely and returned to the Community Development Department no less than fourteen (14) days prior to a scheduled Board of Appeals hearing.

A site drawing roughly to scale, indicating lot lines, existing buildings and structures, easements and other relevant features must accompany this application. This drawing shall indicate all relevant lot, structure and spacing dimensions.

I hereby grant Saginaw Township personnel involved with the review of this request permission for reasonable entry onto the above property for investigations specifically related to this request.

I further understand that if the requested appeal is granted, I am in no way relieved from all other applicable requirements of the Saginaw Township Zoning Ordinance.

Applicant's Signature: _____

Owner's Signature: _____

Office Use Only:

Date Filed: _____ Amount Paid: _____

Case Number: _____ Hearing Date: _____

Tax Identification Number: _____

Current Zoning: _____

Application for Board of Appeals

Page 3

The following is an excerpt from the Zoning Ordinance to explain the function of the Board of Appeals and basis for granting or not grant variance . . .

Duties and Power

The Board of Appeals shall not have the power to alter or change the zoning district classification of any property, nor to make any change in the terms or intent of this Ordinance, but does have power to act on those matters where this Ordinance provides for an administrative review, interpretation, variance, exception, or special approval permit as defined in this Section.

- a. Review: The Board shall hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirements, permit decision or refusal made by the Zoning Administrator or by any other official in administering or enforcing any provision of this Ordinance.
- b. Interpretation: The Board shall have the power to:
 1. Interpret, upon request, the provisions of this Ordinance in such a way as to carry out the intent and purpose of the Ordinance.
 2. Classify a use which is not specifically mentioned as part of the use regulations of any zone district so that it conforms to a comparable permitted or prohibited use, in accordance with the purpose and intent of each district.
 3. Determine the off-street parking and loading space requirements of any use not specifically mentioned in Chapter 4, Section 404 of the Saginaw Township Zoning Ordinance.
- c. Variances: The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height and bulk regulations, yard and depth regulations and off-street parking and loading space requirements, provided all of the following standards can be satisfied:
 1. The applicant can prove the existence of a practical difficulty preventing the compliance with the strict letter of the law.
 2. The situation creating the need for the variance is due to unique circumstances of the property and not a general condition in the Township as a whole.

(over)

Application for Board of Appeals

Page 4

3. The situation creating the need for the variance is not due solely to any action or desire of the applicant and therefore is not self-created.
 4. Compliance with the strict letter of the Zoning Ordinance would prohibit otherwise lawful development of the property.
 5. The granting of the variance requested will do substantial justice to the applicant as well as no reasonable injustice to other property owners in the areas, and, no better alternative would give substantial relief to the applicant.
 6. The Board of Appeals shall insure that the spirit of the Ordinance is observed, public safety secured and substantial justice done.
- d. Rules: The following rules shall be applied in the granting of variance:
1. The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this ordinance. The breach of any such condition shall automatically invalidate the permit.
 2. Each variance granted under the provisions of this Ordinance shall become null and void unless:

The construction authorized by such variance or permit has been commenced within six (6) months after the granting of the variance.
 3. No application for a variance which has been denied wholly or in part by the Board shall be resubmitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence or proof of changed conditions found upon inspection by the Board to be valid.

SAGINAW CHARTER TOWNSHIP DEVELOPMENT PROCESS AND DESIGN GUIDELINES

BUILDING CONSTRUCTION DOCUMENTS

For all new construction work, alteration, repair, expansion, change of use or modification to a building, plans detailing the scope of the project shall be submitted for review and approval. These plans shall be prepared by a properly licensed design professional pursuant to Act #299 of the Public Acts of 1980, as amended.

Complete plans should include:

Site Plan Site plans will need to show the proposed area of construction and its relationship to existing buildings, property lines, easements, utilities, natural features, barrier free routes, etc. The zoning department must give approval prior to any construction work.

Foundation Plan Foundation plans need to include structure dimensions, proposed use of spaces, material types / sizes, drainage systems and details such as ventilation / access openings / reinforcement / anchoring systems, etc.

Floor plans Floor plans for each floor need to include proposed type of construction, proposed use of spaces, structure dimensions, location / type of proposed fire separation / protection systems, materials types / sizes, door & window type / locations, barrier-free routes / spaces, and details such as finish materials / casework / door hardware, etc.

Building construction details Provide building / wall sections that list and depict typical materials and methods of construction for floor / wall / roof systems. Also include details that list and depict unusual materials / connections. Verify compliance with the energy code.

Elevations (interior & exterior) Elevations need to include the building relationship to grade, types of proposed exterior finish materials, roof pitch, chimney location/ height, locations of decks / stoop / steps and details such as flashing, handrails/ guardrails etc.

Plumbing plans Plumbing plans need to include locations of proposed fixtures and equipment, a riser diagram showing the size / type of materials for supply / waste water piping and details such as venting methods, insulation systems, control methods, back flow prevention systems, etc.

Mechanical Plans Mechanical plans need to include locations / material type / sizes of H.V.A.C. equipment / ducting. Provide information on proposed supply volumes / fresh air and combustion air systems. Provide plans and hydraulic calculations for automatic fire suppression systems. Also include details such as fire & smoke dampers / smoke control systems / energy management systems, location / type / size of diffusers, grills, controls, etc.

Electrical Plans Electrical plans need to include locations / type / sizes of electrical equipment, power distribution, wiring, and control systems. Provide load calculations and service riser diagram. Also include details such as energy management systems, emergency lighting, alarms systems, communication systems, etc.

If this information is not supplied, permit issuance may be delayed. The complexity of the project may require varying degrees of detail. This list is not intended to be all-inclusive, rather a general overview. This office is available to discuss any project and the most convenient means to supply this information.

Bus Stops

Saginaw Transit Authority regional services have bus stop locations where bus stop pads are to be placed. The exact number and location of these pads will be determined in the field by the engineer. All areas shall be constructed with 4 inches of concrete and will be paid for as a sidewalk, and will be constructed according to the ADA Accessibility Guidelines for buildings and facilities (ADAAG) and the following requirements:

- A. Where new bus stop pads are constructed at bus stops, bays or other areas where a lift or ramp is to be deployed, they shall have a firm, stable surface; a minimum clear length of 96 inches (measured from the curb or vehicle roadway edge) and a minimum clear width of 60 inches (measured parallel to the vehicle roadway) to the maximum extent allowed by legal or site constraints; and shall be connected to streets, sidewalks or pedestrian paths by an accessible route. The slope of the pad parallel to the roadway shall, to the extent practicable, be the same as the roadway. For water drainage, a maximum slope of 1:50 (2%) perpendicular to the roadway is allowed.

- B. Where provided, new or replaced bus shelters shall be installed or positioned so as to permit a wheelchair or mobility aid user to enter from the public way and to reach a location, having a minimum clear floor area of 30 inches by 48 inches, entirely within the perimeter of the shelter. Such shelters shall be connected by an accessible route to the boarding area.

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

TRAFFIC AND SAFETY NOTE 607A

SUBJECT: Traffic Impact Studies

PURPOSE: To Define Requirements and Procedures for Traffic Impact Studies

COORDINATING UNIT: Geometric Design Unit

INFORMATION: A traffic impact study is a complete analysis and assessment of traffic generated by a proposed development, and of the impact on the surrounding transportation system.

A traffic impact study is required for any proposed development expected to generate over one hundred (100) peak hour directional trips or at the discretion of the Region/TSC Traffic & Safety Engineer. The study shall be completed and sealed by a licensed professional engineer. The consulting firm shall be pre-qualified by MDOT to do Traffic Operations studies. If the study included the review of potential signal operations, a pre-qualified Signal Operations consultant must be used. The attached table on page 3 gives example of land use that is expected to meet or exceed the 100 peak hour directional trip threshold.

Region Review:

1. The Region/TSC Utilities and Permits Section reviews all proposed access plans, and then forwards the plans to the Region Traffic and Safety Engineer. Region Traffic and Safety will notify the Utilities and Permits Engineer if a traffic impact study is required from the developer before the access permit can be issued.
2. The Utilities and Permits Engineer will inform the developer of the required impact study.

A traffic impact study should include:

1. A narrative summary at the beginning of the report, including, but not limited to:
 - a. The applicant and project name.
 - b. A location map.
 - c. The size and type of development.
 - d. Generated traffic volumes based on type and size of land use which are compatible with those listed in the Institute of Transportation Engineers—publication, Trip Generation (current edition).
2. Project phasing identifying the year of development activities per phase and proposed access plan for each phase.
3. A transportation system inventory, which describes the physical, functional and operational characteristics of the study area highway system, and where appropriate, locate transit services. The description should provide, where pertinent, data on:
 - a. Peak-hour volumes (existing and projected)
 - b. Number of lanes
 - c. Cross-section
 - d. intersection traffic signal and configuration
 - e. Traffic signal progression
 - f. Percentage of heavy trucks
 - g. Adjacent access point locations
 - h. Jurisdiction

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

i. grades

4. Plan showing proposed roadway per phase for each access. Driveway design and roadway improvements shall meet Michigan Department of Transportation standards and guides.
5. Capacity analysis shall be performed at each access point. The Department software preference is Synchro. Default values shall not be used when actual values are reasonably available or obtainable. The interaction of conflicting traffic movements shall be addressed in the traffic impact study. Any proposed signalized access with 1 mile (1.6 km) of an existing signalized intersection shall be analyzed in coordination with the existing signal timing along the entire signalized corridor. A time-space diagram should also be included.
6. A traffic impact study on the trunkline shall be analyzed with and without the proposed development on the existing system, and with the proposed development for both existing and projected traffic volumes.

The traffic volumes for the development shall assume a total build out.

The completed analysis shall be summarized in a table showing all the Measures of Effectiveness (MOE) for all of the above conditions.

7. Required operational changes shall be part of the permit approval process.

TABLE

**Examples of Land Use Size Thresholds
Based on Trip Generation Characteristics**

Next Page

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

TABLE
Examples of Land Use Size Thresholds
Based on Trip Generation Characteristics

LAND USE	100 PEAK HOURS	
	DIRECTIONAL	METRIC
Residential:		
Single Family	150 units	150 units
Apartments	245 units	245 units
Condominiums/Townhouses	295 units	295 units
Mobile Home Park	305 units	305 units
Shopping Center (GLA) (3)	15,500 sq. ft.	1,440 m ²
Fast Food Restaurant w/drive-in (GFA)	5,200 sq. ft.	480 m ²
Convenience Store w/ gas (GFA) (3.5)	1,300 sq. ft. or 5 pumps	120 m ²
Banks w/ drive-in (GFA)	4,400 sq. ft.	410 m ²
Hotel/Motel	250 rooms	250 rooms
General Office	55,000 sq. ft. (4)	5,110 m ²
Medical/Dental Office	37,000 sq. ft.	3,440 m ²
Research & Development	85,000 sq. ft.	7,900 m ²
Light Industrial	115,000 sq. ft.	10,680 m ²
Manufacturing	250,000 sq. ft.	23,225 m ²

NOTES:

1. Rates/equations used to calculate the above thresholds are from Trip Generation, 5th Edition, 1991, the Institute of Transportation Engineers. This table will likely need updating as future editions provided additional information.
2. For example, a full traffic impact study should be completed (100 peak hour, peak direction trips generated) if 150 or more single family units are proposed for a site.
3. GLA—Gross Leasable Area; GFA—Gross Floor Area.
4. Using AM peak-hour rates/equations would provide a lower threshold. However, adjacent roadway volumes are usually higher during the PM peak hour.
5. Uses both “Service Station with Market” and “Convenience Market with Pumps” data.
6. For further trip generation characteristics of the above land uses, or of other uses not illustrated above, refer to the latest version of Trip Generation.

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

TRAFFIC AND SAFETY NOTE 608A

SUBJECT: Spacing for Commercial Drives and Streets

PURPOSE: To Promote a Uniform Practice in Determining Access Spacing

COORDINATING UNIT: Geometric Design Unit

INFORMATION: The spacing of access for commercial driveways and streets is an important element in the planning, design, and operation of roadways. Access points are the main location of crashes and congestion. Their location and spacing directly affect the safety and functional integrity of the roadway.

Region Review: The Region/TSC Utility and Permit Engineer shall forward the site plan and the access request to the Region/TSC Traffic and Safety Representative for review. In general, one access point is adequate for a single business. When one-way pair driveways (In-Out) are requested and the inside traffic circulation promotes such operation, these driveways may be considered as a single access point. In some cases multiple access points are requested. In this case, the Region/TSC Traffic and Safety Representative may require a traffic impact study from the business owner/property owner to justify the need for the multiple accesses. A copy of the Traffic Impact Study Note (Traffic Safety Note 607A (7.8) may be sent to the business owner/property owner to outline the traffic analysis needed.

Unsignalized Access Spacing: Adjacent accesses should be spaced as far apart as on-site circulation allows. In some cases the Region/TSC Traffic and Safety Representative may require that the business owner/property owner redesign his site plan, and relocate the access point to meet the desirable spacing distance. Table 1 shows the desirable unsignalized access spacing as a function of posted speed. These distances are based on average acceleration and deceleration considered adequate to maintain good traffic operations. The sight distance at the access points must also be investigated.

Posted Speed Mph (km/hr)	Center-to-Center of Access feet (meters)
25 (40)	130 (40)
30 (50)	185 (55)
35 (60)	245 (75)
40 (60)	300 (90)
45 (70)	350 (105)
50 (80) and above	455 (140)

Table 1

**SAGINAW CHARTER TOWNSHIP
DEVELOPMENT PROCESS AND DESIGN GUIDELINES**

Section 314. General design guidelines.

8. *State Street Corridor.* The State Street Corridor is a specified geographic area within Saginaw Charter Township stretching along and around the State Street Corridor and extending north and south on collector roads. The specific geographic area is the same as the State Street Corridor Improvement Authority.
- A. The State Street Corridor Overlay District is recommended in order to meet the following:
- i. Preserve the unique character of the State Street Corridor.
 - ii. Complement the existing pattern of buildings. Development should rely on found character, not imported character. Structures should be designed and developed or redeveloped to complement architecture, mass and bulk of the area surrounding it.
 - iii. Enhance the pedestrian orientation of the State Street area and the Saginaw Township community and encourage streetscape design that is inviting and on a human scale as well as ensuring consistent pedestrian connections throughout the area.
 - iv. Communicate the community's vision for the State Street area.
- B. Scope. The standards outlined apply to all developments excluding single family and two family developments including:
- i. All newly constructed buildings.
 - ii. All exterior building and improvements which require a building permit (only standards applicable to the changed element apply).
 - iii. Renovation of a structure that requires site plan review or administrative site plan review.
- C. Landscaping Standards:
- i. Shredded, hardwood mulch, a minimum of three inches (3") in depth, should be placed in defined beds.
 - ii. All beds shall be defined with plastic or metal edging.
 - iii. Ground cover used in lieu of turf grasses in whole or in part shall be planted in such a manner as to present a finished appearance and reasonable complete coverage after one (1) complete growing season. A growing season is defined as May-November.
 - iv. Annual, plastic, or other non-living plant material shall not be considered acceptable to meet the landscaping requirements of the ordinance.

D. East State Street (Hemmeter Road to City of Saginaw)

The standards for development in this area are designed to preserve and protect the strong residential neighborhoods in Saginaw Charter Township. This business district is intended to provide a visual and physical buffer from more intense commercial activity further west on State Street and to provide complimentary and needed services, office uses and development that is in appearance, cohesive and complimentary to the surrounding residential character. Stone shall be incorporated into the building or incorporated within a site as detailed in the State Street Corridor Design Guide.

i. Building Placement

- a. Front yard setback: The front yard setback shall be fifteen feet from the proposed right of way as determined by Section 303.2. Parking shall not be the dominant feature of the site.
- b. Side yards shall be a minimum of ten-feet (10') inclusive of parking.
- c. Rear yard setback inclusive of parking shall be a minimum of ten-feet (10') unless adjacent to a residential district. When adjacent to a residential district, the side and rear yard of a nonresidential use which abuts a residential district shall be landscaped to provide a visual screen between districts. The extent of the screening shall be based on the distance between the parking area and/or the building to the property line, with the exception that the Planning Commission may require additional screening from parking areas and headlights if trespass by lighting or vehicle headlights is a concern:
 - i. Fifty (50') feet or more from building and/or parking area to the nearest residential property line, a buffer of maintained and seeded lawn is required along with one (1) tree or two (2) shrubs for each thirty (30') lineal feet.
 - ii. Thirty (30') feet but less than fifty (50') feet from building and/or parking area to the nearest residential property line, a buffer of maintained and seeded lawn or ground cover with three (3') foot tall berm with a slope no greater than three to one (3:1) with two (2) trees or four (4) shrubs installed within said buffer for each thirty (30') lineal feet.
 - iii. Fifteen (15') feet but less than thirty (30') feet from building and/or parking area to the nearest residential property line, an opaque fence six (6') feet in height with one (1) tree or two (2) shrubs shall be planted every thirty (30') lineal feet.
 - iv. A minimum of ten (10') feet but less than fifteen (15') feet from building and/or parking area to the nearest residential property line, a buffer screen no less than five (5') feet in width and six (6') feet in height shall be established, consisting of tree plantings, hedges, and an opaque fence or wall that is consistent with the materials and colors used on site.

ii. Building Design Guidelines. For all new buildings or redevelopments:

- a. Building facades are considered the public faces of buildings. All four (4) sides of the building must be addressed with consistent architecture.
- b. All buildings should have a "porch" or other such entrance that functions as a porch. It shall be a minimum of five (5') feet wide.
- c. Building owners are encouraged to place planters and window boxes with flow-

ers or climbing vines within twelve (12”) inches of the building façade and plantings along the private walk leading to their “front door.”

- d. All mechanical equipment, including roof top equipment, shall be screened from view.
 - e. Accessory structures are permitted however; they must be consistent in architecture and size and mass with the principal building.
 - iii. Articulation and Fenestration
 - a. Each entry shall be the primary focus of the building.
 - b. Windows should be used in such a way as to provide visual interest to the building as a whole as well as to pedestrians. Banding of windows on second floors is encouraged.
 - iv. Windows and Transparency
 - a. Windows shall be clear, not tinted, mirrored or frosted, except that specialty windows (stained, etched, or other such similar treatments) are permitted at a maximum of one (1) per façade face.
 - b. Privacy can be achieved through the use of curtains or screening in appropriate locations, however, each business shall have a minimum of 50% of the store front windows “active” with displays, painted signage (limited to 80% of the window) or other such similar effect.
 - v. Roof type. A minimum 6/12 pitched roof is preferred and structures that provide for two (2) roof elevations (structure and porch) are encouraged.
 - vi. Materials. Natural materials, such as natural brick and stone, are encouraged.
 - vii. Entry
 - a. Entry ways shall be the primary focus of all buildings.
 - b. Functional doorways should be included in the rear of the building so that necessary loading and unloading can take place.
 - viii. Height
 - a. All new buildings shall have a minimum height of eighteen (18’) feet.
 - b. No building shall be greater than two stories or twenty-seven (27’) feet, except that structural appurtenances shall be permitted to exceed the height limitations when they are ornamental in purpose, such as steeples, belfries, cupolas, ornamental towers provide that such structural elements do not exceed twenty (20%) percent of the roof area.
- e. Streetscape Design Guidelines. All new developments and redevelopments shall require installation of streetscape design elements; either two elements from Option A or one element from Option B. All elements must be maintained in perpetuity and of a type and style specifically approved by the Planning Commission.

Option A (choose two):

- ◆ Low (twelve inches to three feet in height) fence and landscaping
- ◆ Bench
- ◆ Potted plants

Option B (choose one):

- ◆ Stone knee wall (minimum 12 feet in length)
- ◆ Stone columns (2) with minimum ten(10') feet of fencing
- ◆ Stone columns (2) with associated landscaping

f. West State Street. The standards for this section of State Street are meant to permit a wide variety of more intense commercial and multiple family housing developments. The Township acknowledges that this level of intense development typically requires more parking, flexibility in parking standards and creative ways to screen parking and encourage pedestrians. Stone shall be incorporated into the building or incorporated within a site through the placement of large stones and outcroppings or as otherwise approved by the Planning Commission.

i. Building Placement

- a. Front yard setback: The front yard setback shall be thirty (30') feet from the proposed right of way as determined by Section 303.2. unless the applicant seeks one of the alternatives detailed below:
 - i. For a setback a minimum of 30 feet but more than 20 feet; the applicant may choose one (1) of the following elements:
 - a. Stone columns and fencing
 - b. Fencing (no less than 20 lineal feet) and a coordinated approved landscaping plan
 - c. Stone columns at key entrances with coordinated and approved landscaping
 - ii. For a setback less than 20 feet but more than 10 feet; the applicant may choose one from each of the following groups:
 - a. Group 1:
 - i. Stone columns and fencing
 - ii. Fencing (no less than 20 lineal feet) and a coordinated approved landscaping plan
 - iii. Stone columns at key entrances with coordinated and approved landscaping
 - b. Group 2:
 - i. Bench as approved by the Planning Commission
 - ii. Two planters maintained with plantings, as approved by the Planning Commission
 - iii. Trash can as approved by the Planning Commission
 - iii. For a setback less than 10 feet but at least five feet; the applicant may choose any four elements from the list below:
 - a. Stone columns at key locations with an approved associated landscaping plan
 - b. Fencing with associated landscaping as approved by the Planning

Commission

- c. Street trees planted in grates with an expanded sidewalk
 - d. A knee wall of decorative stone, at key locations, at least twelve feet in length
 - e. A bench and trash can as approved by the Planning Commission
 - f. Planters (maintained with plantings) at key locations as approved by the Planning Commission
 - g. Public art, as specifically approved by the Planning Commission, to be maintained in perpetuity
 - h. A quasi, outdoor/public space, at least four hundred square feet in size, as approved by the Planning Commission
- b. Parking shall not be the dominant feature of the site.
- c. Side yards are not required unless adjacent to residential development. Parking lots shall provide a minimum five (5') foot separation unless there is an executed mutual access easement agreement.
- d. Rear yard setback is thirty (30') feet, excluding parking which shall be a minimum of five feet (5') unless adjacent to a residential district. When adjacent to a residential district, the side and rear yard of a nonresidential use which abuts a residential district shall be landscaped to provide a visual screen between districts. The extent of the screening shall be based on the distance between the parking area and/or the building to the property line, with the exception that the Planning Commission may require additional screening from parking areas and headlights if trespass by lighting or vehicle headlights is a concern:
 - i. Fifty (50') feet or more from building and/or parking area to the nearest residential property line, a buffer of maintained and seeded lawn is required along with one (1) tree or two (2) shrubs for each thirty (30') lineal feet.
 - ii. Thirty (30') feet but less than fifty (50') feet from building and/or parking area to the nearest residential property line, a buffer of maintained and seeded lawn or ground cover with three (3) foot tall berm with a slope no greater than three to one (3:1) with two (2) trees or four (4) shrubs installed within said buffer for each thirty (30') lineal feet.
 - iii. Fifteen (15') feet but less than thirty (30') feet from building and/or parking area to the nearest residential property line, an opaque fence six (6') feet in height with one (1) tree or two (2) shrubs shall be planted every thirty (30') lineal feet.
 - iv. A minimum of ten (10') feet but less than fifteen (15') feet from building and/or parking area to the nearest residential property line, a buffer screen no less than five (5') feet in width and six (6') feet in height shall be established, consisting of tree plantings, hedges, and an opaque fence or wall that is consistent with the materials and colors used on site.
- ii. Building Design Guidelines. For all new buildings or redevelopments:
 - a. Building facades are considered the public faces of buildings. All four sides of the building must be addressed with consistent architecture.
 - b. Walls greater than fifty (50') feet in length shall be effectively broken down through a change in surface, a change in materials or additional landscaping so as to reduce the perceived scale and mass of the wall.
 - c. All mechanical equipment, including roof top equipment, shall be screened from

view.

- d. Planters with landscaping are encouraged at key locations at and around the primary entrance to the building.

iii. Articulation.

- a. Each entry shall be the primary focus of the building.
- b. Windows should be used in such a way as to provide visual interest to the building as a whole as well as to pedestrians.
- c. Large scale developments, such as strip malls and shopping centers are required to provide a façade and design that allows distinctions between individual storefronts.

iv. Windows and Transparency

- a. The front façade of a structure shall be a minimum of forty (40%) percent transparent, meaning a combination of doors and windows. Windows shall be clear, not tinted, mirrored or frosted, except that specialty windows (stained, etched, or other such similar treatments) are permitted at a maximum of one (1) per façade face.
- b. Care should be taken to place windows around the perimeter of the building unless not feasible due to interior layout or use. If the installation of windows is deemed not feasible by both the developer and the Zoning Administrator, additional architectural and/or landscaping detail is required along said façade.

- v. Roof type. There is no specific type of required roof type or pitch, except that creativity and quality design is encouraged. Large scale developments, such as strip malls and shopping centers are required to provide a façade and overall design that allows distinction between and among individual storefronts.

- vi. Materials. Natural materials, such as natural brick and stone, are encouraged. Manmade materials are discouraged, especially on the first floors. Color schemes should be selected that enhance and compliment the materials selected.

vii. Entry

- a. Entry ways shall be the primary focus of all buildings.
- b. Functional doorways shall be included along storefronts and other developments whenever possible.

- viii. Height. Buildings shall have a minimum height of eighteen (18') feet.

- g. Performance Standards. In order to permit a wide range of uses and provide for creativity and flexibility for developers and the Township, while still preserving the character and identity of Saginaw Charter Township, the following performance standards shall apply to all uses within the State Street Corridor:

- i. All outdoor lighting shall be limited to 15 feet in height when located 300 feet from a residentially zoned district. Fixtures should be of a "cut off" type and there should be zero foot candles measured at the property lines.
- ii. Dumpster unloading, parking lot cleaning, and similar building or site maintenance shall not take place before 7:00 a.m. nor after 10:00 p.m., excepting that snow plowing is permitted during all hours.
- iii. No use is permitted which creates a noise level greater than which is allowed in by the noise ordinance when measured from the nearest residential property line. The Planning Commission may require details of operation and a map showing the areas affected by

potential noise.

- iv. No use is permitted which emits smoke, soot or noxious fumes or odors excepting smoke or odors which are typically associated with restaurants and food service establishments.
- v. Emergency road and utility repairs, road cleaning, snow plowing and other such similar work conducted by the Township, County and/or its agents operated within the road or road right-of-way shall be exempt from these standards. Additionally, sirens used by public safety agencies are exempt as well.
- vi. Any use that evolves into a nuisance, resulting in police, fire or other such calls that exceeds by 50% similar uses in the Township, the property owner/operator shall be issued a civil infraction as permitted in the Township's General Ordinance.