

ORDINANCE NUMBER 219

ZONING ORDINANCE ARTICLE 19: SITE PLAN REVIEW

SECTION 19-5D & E SITE PLAN REVIEW PROCESS

AN ORDINANCE TO AMEND THE CITY OF NEW BUFFALO ZONING ORDINANCE ARTICLE 19 "SITE PLAN REVIEW," SECTION 19-5D "SITE PLAN REVIEW PROCESS."

THE CITY OF NEW BUFFALO ORDAINS:

SECTION 19-5 SITE PLAN REVIEW PROCESS

- A. Ten (10) copies of a complete site plan shall be submitted to the Zoning Administrator along with an application for that purpose and a fee, as established by resolution of the City Council from time to time.
- B. The Zoning Administrator shall review the site plan for completeness, and shall obtain comments, as the zoning administrator considers necessary, from the Department of Public Works, Water Department, Police Department, Fire Department, City Planner, and other City departments or consultants. Notice that site plan approval has been requested shall be mailed for information purposes only to the owners of all abutting properties, and other persons whom the Zoning Administrator deems appropriate. All such notices shall be mailed at least seven (7) days prior to the meeting at which the Planning Commission will consider the site plan. Any failure to give notice to the owners of abutting property pursuant to this section shall not affect the validity of any action taken by the Planning Commission pursuant to this chapter.
- C. Once the Zoning Administrator determines that the site plan is complete, the zoning administrator shall transmit the site plan, along with comments from City departments and consultants to the Planning Commission at least two (2) weeks prior to the next meeting. The Zoning Administrator shall not be required to submit any site plan for review which was submitted less than forty (40) days prior to the next regularly scheduled Planning Commission meeting.
- D. The Planning Commission shall consider the site plan and shall recommend to City Council: (1) approval of the site plan, as submitted, if all applicable requirements and standards have been met; (2) approval of the site plan with conditions; or (3) denial of the site plan if applicable requirements and standards have not been met. All recommendations of the Planning Commission with regard to site plans shall be accompanied by written findings of fact to support their position for each item under Section 19-9 Standards for Site Plan Review.
- E. The reasons for the Planning Commission's action, along with any conditions that may be attached, shall be stated in the meeting minutes and a copy provided to the applicant.
- F. If approved, two (2) copies of the final site plan shall be signed and dated by the Secretary of the Planning Commission and the applicant. One (1) copy shall be kept on file with the City and one (1) copy shall be returned to the applicant or his designated representative.

Section II. This ordinance was adopted on the 20th day of September, 2016 and shall become effective on the 19th day of October, 2016 which is 20 days following publication in the New Buffalo Times, a newspaper of general circulation within the City of New Buffalo.

CITY OF NEW BUFFALO, BERRIEN COUNTY, MICHIGAN

Lou O'Donnell IV, Mayor

Mary J. Robertson, Acting City Clerk