

Article 10

Administration

Township of Alabaster Rural Zoning Ordinance

Adopted November 2006

and Amended in 2013

by the

Township of Alabaster Board of Trustees

Article 10: Administration

Section 1001. General Administration

The provisions of this Ordinance shall be administered and enforced by the Township of Alabaster Zoning Administrator, with appeal of his/her decisions to the Zoning Board of Appeals. Certain administrative functions have also been provided to the Planning Commission and Township Board in previous articles and sections of this ordinance. All administrative procedures and authority shall be in conformance with Act 184 of the Michigan Public Acts of 1943, as amended, Public Act 110 of 2006 and other relevant state statutes.

Section 1002. Employment of Zoning Administrator

A Zoning Administrator shall be employed by the Township Board of Trustees with a recommendation from the Planning Commission. The duration of employment, compensation, and any other conditions of employment shall be established by the Township Board of Trustees. For the purposes of this Ordinance, the Zoning Administrator shall have the power of a police officer.

Section 1003. Duties of the Zoning Administrator

All applications for permits shall be submitted to the Zoning Administrator, who may issue permits or certificates when all applicable provisions of this Ordinance have been met. The Zoning Administrator shall be empowered to make inspections of buildings or premises to carry out his/her duties. The Zoning Administrator shall also perform such other duties as defined by this Ordinance, by the Township Board of Trustees, by the Zoning Board of Appeals, or by a job description.

Section 1004. Enforcement

The Zoning Administrator shall enforce this Ordinance as follows:

- A. **Violations and Penalties.** Violations of any provisions of this Ordinance are declared to be a nuisance per se. Any and all buildings or land use activities considered possible violations of this Ordinance are to be referred to the Zoning Administrator.
- B. **Inspection of Violations.** The Zoning Administrator shall inspect each alleged violation and shall order any appropriate corrections of conditions in writing by a certified letter.
- C. **Correction Period.** All violations shall be corrected within a period of thirty (30) days after the order to correct is issued, or such longer time period as may be determined appropriate and necessary by the Zoning Administrator. A violation not corrected within

the required time period shall be reported to the Township Attorney, who is accordingly authorized to and shall initiate procedures to eliminate such violation.

- D. **Penalties.** Any person, or agent of a person, who shall violate or refuse to comply with any provisions of this Ordinance shall be guilty of maintaining a nuisance per se and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for a term not to exceed ninety (90) days, or by both fine and imprisonment, within discretion of the court. Each and every day the violation continues beyond the permissible grace period shall be declared a separate offense.
- E. **Cumulative Rights and Remedies.** The rights and remedies provided herein are cumulative and in addition to any other remedies provided by law.
- F. **Land Use Permits.** Upon review and approval of zoning for an authorized use of property, the Zoning Administrator shall issue a "Land Use Permit." The land use permit is to be taken to the County of Iosco for necessary construction permits.

Section 1005. Amendments to This Ordinance and to Zoning Boundaries

1005.1 Amendment

- A. The Alabaster Township Board of Trustees may amend the regulations and provisions stated in the text of this Ordinance and the boundaries of zoning districts shown on the Zoning District may be amended, supplemented or changed by Ordinance by the Alabaster Township Board of Trustees in accordance with applicable zoning enabling legislation of the State of Michigan.
- B. **Initiation of Amendments.** Proposals for amendments, supplements or changes may be initiated by the Alabaster Township Board of Trustees, by the Planning Commission or by petition of one (1) or more owners, option holders or their agents, of property to be affected by the proposed amendment.
- C. **Amendment Procedures.**
 1. **Petition to Township Board.** Each petition by one (1) or more owners, or their agents, for an amendment shall be submitted upon an application of standard form to the Township Clerk. A fee as established by the Alabaster Township Board of Trustees shall be paid at the time of application to cover costs of necessary advertising, for public hearings and investigation of the amendment request. The clerk shall transmit the application to the Planning Commission for recommended action.
 2. **Recommendation.** The Planning Commission shall consider each proposal for amendment in terms of its own judgment on particular factors related to the individual proposal and in terms of the likely effect of such proposal upon the

- Comprehensive Development Plan for the community. The Planning Commission may recommend any additional or modifications to the original amendment petition to the Township Board of Trustees.
3. **Public Hearing.** After deliberation on any proposal the Planning Commission shall conduct at least one (1) public hearing, notice of which shall be according to State of Michigan law. The notice shall include the place and times at which the tentative text and/or map amendment to the Zoning Ordinance may be examined.
 4. **County Planning Commission.** Following the conclusion of the public hearing, the Township Planning Commission shall submit the proposed amendments, on a form furnished by the Iosco County Planning Commission including any zoning district map, to the County Planning Commission for their review. The approval of the Iosco County Planning Commission shall be conclusively presumed unless such Commission, within thirty (30) days of its receipt, has notified the Township Board of Trustees of its disapproval or approval.
 5. **Alabaster Township Board of Trustees.** Upon receipt of the Township Planning Commission's recommendation, together with the County Planning Commission's recommendation, the Alabaster Township Board of Trustees shall review said recommendations. If the Board of Trustees deems that any amendments, changes, additions, or departures are advisable to the proposed Ordinance amendment as recommended by the Township Planning Commission, the Board of Trustees may ask for a report thereon within a time specified by the Board of Trustees.
 6. **Public Hearing.** After receiving the proposed amendment recommendations heretofore specified, the Alabaster Township Board of Trustees shall conduct a public hearing on the proposed amendment and may request the Township Planning Commission to attend such hearing. Thereafter, the Board of Trustees may deny, or adopt the amendment with or without any changes.
 7. **Resubmitted.** No application for a rezoning that has been denied by the Alabaster Township Board of Trustees 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 of Trustees to be valid.
 8. **Fees.** A fee, as established by the Board of Trustees, shall be paid to the Township Clerk at the time of requesting a zoning amendment. The purpose of the fee is to cover, in part, the necessary advertisements, investigations and other expenses incurred by the Township in connection with the requested amendment.

1005.2 Conditional Rezoning Request

A. Initial Application.

1. An owner of land may voluntarily offer, and the Township Board may approve, certain use and development of the land as a condition to rezoning of the land or an amendment to the zoning map.
2. Alabaster Township will not require nor imply that conditional zoning or zoning agreements are a necessity or a condition for approval.
3. A request for conditional zoning or a zoning agreement shall be submitted, in writing, to the Zoning Administrator, Chairman of the Township Planning Commission and the Township Supervisor. The request shall be required prior to any application for rezoning or appearance before the Planning Commission.
4. Upon receipt of the request, the Zoning Administrator will prepare a memo to the Planning Commission and the Township Board detailing that a request has been received, from whom, and the area proposed for rezoning. The applicant will receive a copy as well. The Zoning Administrator and the Township Supervisor will arrange for an informal meeting with the developer to discuss the specific request or requests.

B. Informal Review Process.

1. An informal meeting will be held with the Zoning Administrator and the Township Supervisor and Chairman of the Planning Commission and the proposed developer or developers.
2. During the meeting the developer should be prepared to provide the following information, in writing:
 - a. The zoning district desired.
 - b. The specific use proposed.
 - c. A sketch of the proposed development (hand sketch is fine; no full site plan is required at this point.)
 - d. Identification of particular items that might be necessary to mitigate the proposed rezoning and associated development.
3. From this meeting, the Township will provide a follow-up letter to the developer and copied to the Planning Commission and Township Board, which details the following:
 - a. The proposed use of the parcel and the desired zoning district.

- b. A discussion of all related zoning requirements included within the existing zoning ordinance.
- c. A discussion of potential items in addition to the typical zoning requirements, which may be necessary or desirable to mitigate the proposed rezoning, and associated development.
- d. A proposed timeline for the process, identifying key dates for submittal, public hearings and tentative approval.
- e. An overview of the discussion, including any relative buffering or other such items that may be considered by the Planning Commission in terms of surrounding uses, intensity of surrounding uses, the purpose and intent of the zoning regulations and the adopted Master Plan, and any other policy documents or guide so adopted by the Township.

C. Formal Review Process.

1. Using the proposed timeline as a guide, the developer or developers will submit all their required information, which for conditional zoning or zoning agreement shall be:
 - a. A rough site plan done to such a level of detail that assures the basic arrangement of any structures and connection to required utilities.
 - b. An elevation of the proposed structure.
 - c. Conversely, if a developer so chooses, they may submit the full drawings and request a site plan approval concurrently.
 - d. The rezoning request must be submitted in accordance with the Township's rezoning policy, which requires submission at least thirty (30) days prior to the next regularly scheduled Planning Commission meeting.
- * It is important to note that these items will be made part of the approval of the rezoning. Failure to complete the project as represented to the Township at this point may result in a loss of the status of the conditional zoning.
2. All public notifications, reviews and hearings will be scheduled and advertised as set forth by State of Michigan law for the rezoning of land. If the proposed use requires a special land use permit, the special land use permit and hearing may be conducted concurrently if the site plans and appropriate documentation are provided.
3. The Township Attorney will draft a zoning agreement for execution by the Township and the developer.

4. Any and all conditions imposed as part of the conditional zoning or zoning agreement process and proposed approval must meet the following criteria:
 - a. Conditions such as building appearance, landscaping, setbacks in an amount more than what is required; additional screening requirements, etc., shall be directly related to the proposed project and serve to mitigate any potentially deleterious effects on surrounding property owners or properties in general.
 - b. Conditions serving as additional performance standards, including but not limited to lighting, noise, traffic, etc., shall be directly related to the proposed project and development and should serve to mitigate any potentially deleterious effects on surrounding properties, the road network, and the general area.
 - c. Conditions limiting the specific use of the property are permitted, however, the Planning Commission and Township Board should be mindful of being too specific. For example, limiting a use to a “professional office” may prevent the parcel from being used for something similar in intensity, yet different, such as a day care center or commercial or private school. Care should be taken to be specific in terms of standards and intensity and more flexible in terms of naming specific uses.
 - d. The Planning Commission will forward their recommendations to the Township Board for consideration.
5. If the Planning Commission recommends, and the Township Board approves, a conditional zoning or zoning agreement request, the zoning designation will be noted on the zoning map as an overlay and the zoning will be referenced as a footnote on the map itself. The footnote will refer to the actual zoning case and the zoning approval and specific conditions.
6. A final zoning agreement drafted and reviewed by the Township Attorney, will be executed. The developer shall be responsible for all costs associated with the drafting and executing of the zoning agreement. These costs shall be passed through from the Township Attorney.
7. The developer, the Chairman of the Planning Commission and the Township Clerk shall all sign the submitted documentation. A copy will be returned to the developer and the original shall stay with the Township.
8. A copy will be recorded at the Register of Deeds.

D. Enforcement.

1. By approving the conditional zoning or zoning agreement, the Township grants rezoning and then, subsequently or concurrently, site plan approval. The specific

- conditions imposed and agreed to by the developer and the Township become part of the approval.
2. Should the developer not meet the conditions as specified, they will be considered in violation of the Township Zoning Ordinance and will be pursued as such.
 3. Any change to the conditions shall require a rezoning.
 4. Should the developer not complete the proposed project within 18 months, the property shall revert to the previous zoning classification.
 5. Should the developer abandon the specific use and it is vacant and/or abandoned for a period of 18 months, the parcel shall convert to its previous zoning classification.
 6. A property that reverts from conditional zoning will be considered a non-conforming use and subject to all applicable zoning regulations.
 7. Reversion of the subject property shall require:
 - a. The original developer, the current property owner (if different) and the occupant(s) of the property to be notified of the pending reversion by registered mail. The Township Board and Planning Commission shall receive the same notice. The notice will provide a 30-day period for which the developer/owner can seek an extension of the time frame or can begin construction.
 - b. If, after the 30 day time frame, no action or formal request has been made, the property in question and so legally described and noted, will be published as a rezoning. The same notice and publication requirements followed for a typical rezoning process shall be followed. The notice will include a time and date for a public hearing at which comments related to the reversion will be held.

Section 1006. Zoning Board of Appeals

- A. **Creation and Membership.** The Zoning Board of Appeals shall consist of five (5) members. The first member shall be a member of the Township Planning Commission. The remaining members shall be selected from the electors of the township residing outside of incorporated cities and villages and shall be representative of the population distribution and various interests present in the township. One member may be a member of the Township Board of Trustees.
- B. **Organization and Procedures.** The Zoning Board of Appeals may adopt its own rules of procedure, as may be necessary to conduct its meetings and carry out its functions. The Zoning Board of Appeals shall choose its chairman, and in the chairman's absence, an acting chairman.

- C. **Records.** Minutes shall be recorded of all proceedings and shall contain evidence and dates relevant to every case considered together with the votes and statement of reason for vote of each of the members, the factors in making a decision, and final disposition of each case. Such minutes shall be filed with the township clerk and shall be made available to the general public.
- D. **Hearings.** When a notice of appeals has been filed in proper form with the Zoning Board of Appeals, the Zoning Board of Appeals or Zoning Administrator shall immediately place the request on the calendar for hearing, and shall cause notices to be served. Such notices shall be given in accordance with State of Michigan law. Any person may appear and testify at the hearing.
- E. **Decisions.** The Zoning Board of Appeals shall return a decision upon each case within thirty (30) days after a request or appeal has been filed, unless a further time is agreed upon with the parties concerned. Any decision of the Zoning Board of Appeals shall not become final until the expiration of five (5) days from the date of entry of such order, unless the Zoning Board of Appeals shall find the immediate implementation of such order is necessary for the preservation of property or personal rights and so certifies on the record.
- F. **Majority Vote.** The concurring vote of a majority of the members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision, or determination of the Zoning Administrator or to decide in favor of the applicant or on any matter upon which they are required to pass under this Ordinance or to effect any variance.
- G. **Compensation.** The Township Board of Trustees shall establish the rate of compensation and reimbursement for members of the Zoning Board of Appeals.

Section 1007. Appeals

Any appeal from a ruling by the Zoning Administrator concerning the enforcement of any provision of this Ordinance may be made to the Zoning Board of Appeals within ten (10) days after the date of mailing of a decision by the Zoning Administrator. The appeal shall specify the grounds for the appeal. The Zoning Administrator shall immediately transmit to the Secretary or Chairman of the Zoning Board of Appeals, those papers constituting the record of the appealed case. The appeal process includes:

- A. **Filing of Appeals.** Appeals to the Zoning Board of Appeals may be filed by any person aggrieved, by an officer, department, or board of the local government.
- B. **Stay.** An appeal shall stay all proceedings unless the Zoning Administrator certifies to the Zoning Board of Appeals that, by reason of stated facts, a stay would, in his/her opinion, cause imminent peril to life or property. In that case the proceedings shall not be stayed except by a restraining order, which may be granted by the Zoning Board of

Appeals, or, on application, by a court of record.

- C. **Fees.** A fee, as established by the Township Board of Trustees, shall be paid to the Zoning Administrator by the applicant at the time of filing the application. The purpose of such fee is to cover, in part, the necessary advertisements, investigations, and other expenses incurred by the Zoning Board of Appeals in connection with the appeal.

Section 1008. Duties and Powers of the Zoning Board of Appeals

The Zoning 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 may act on those matters where this Ordinance or state statute provides for an administrative review, interpretation, variance exception, or special approval permit as defined in this section.

- A. **Review.** The Zoning Board of Appeals shall hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision, or refusal made by the Zoning Administrator or any other official in administering or enforcing any provisions of this Ordinance.
- B. **Interpretation.** The Zoning Board of appeals shall have the power to interpret this Ordinance as follows:
1. Interpret, upon request, a provision of this Ordinance in such a way as to carry out the intent and purpose of this Ordinance.
 2. Determine the precise location of the boundary lines between zoning districts.
 3. Classify a use that is not specifically mentioned as part of the use regulations of any zoning district, so that it conforms to a comparable permitted or prohibited use, in accordance with the purpose and intent of each zoning district.
 4. Determine the off-street parking and loading space requirements of any use not specifically mentioned in other parts of this ordinance.
- C. **Variances.** The Zoning Board of Appeals shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height, yard and depth regulations, and off-street parking and loading space requirements, provided all of the basic conditions listed herein and any one of the special conditions listed thereafter can be satisfied.
1. **Basic conditions to grant variances from this Ordinance:**
 - a. It will not be contrary to the public interest or to the intent and purpose of this Ordinance.

- b. It shall not permit the establishment within a district of any use that is not permitted by right within that zoning district, or any use of dimensional variance for which a special land use permit is required.
 - c. It will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located.
 - d. The conditions regarding the property in question are sufficiently unique relative to other properties that a general regulation for such conditions is reasonably impractical.
 - e. Will relate only to property under control of the applicant.
2. **After all basic condition are met, special conditions to grant variance are applicable as follows:**
- a. Where there are practical difficulties or unnecessary hardships that prevent carrying out the strict letter of this Ordinance. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use or conditions of a particular parcel of land.
 - b. Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district. Such circumstances or conditions shall not have resulted from any act of the applicant subsequent to the adoption of this Ordinance.
 - c. Where such variation is necessary for the preservation of substantial property rights possessed by other properties in the same zoning district.
3. **The following rules apply in the granting of variances:**
- a. The Zoning Board of Appeals 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 automatically invalidates the permit granted.
 - b. Each variance granted under the provisions of this Ordinance shall become null and void unless construction authorized by such variance or permit has been commenced within one (1) year after the granting of the variance.
 - c. No application for variance that has been denied wholly or in part by the Zoning

Board of Appeals 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 Zoning Board of Appeals to be valid.

- d. Variances may be granted for the reconstruction, rehabilitation, upgrade or restoration of structures listed on the National Register of Historic Places, the Michigan Historical Markers Listing of Historical Sites or any other State register of historical places.
4. **Special Exceptions.**

When, in its judgment, the public welfare will be served and the use of neighboring property will not be injured thereby, the Zoning Board of Appeals may, in a specific case, after due notice and public hearing, and subject to appropriate conditions and safeguards, determine and vary the application of the regulations of this Ordinance in harmony with the general character of the district and the intent and purpose of this Ordinance. The granting of a special exception shall in no way constitute a change in the basic uses permitted in the district, nor on the property wherein the exception is permitted. The Zoning Board of Appeals may issue a conditional permit as a special exception for the following land and structure uses:

- a. Temporary Permits.
Permits may be granted for temporary structures such as a garage, partial structure, cellar, basement, or mobile home to be used for dwelling purposes subject to the following procedures and limitations:
 - i. The Zoning Board of Appeals shall give due notice to the applicant and to all property owners within 300 feet.
 - ii. A temporary permit shall not be granted unless the Board finds adequate evidence that the proposed location of the use will not be detrimental to property in the immediate vicinity; and that the proposed water supply and sanitary facilities have been approved by the local health department.
 - iii. The Board may impose any reasonable conditions in addition to the district requirements on the proposed use. Such conditions may include setbacks, land coverage, off-street parking, landscaping, and other requirements deemed necessary to protect adjoining properties and the public welfare.
 - iv. The permit issued shall clearly set forth the conditions under which occupancy is granted during construction of a permanent dwelling and shall state a proposed temporary dwelling structure is to be vacated upon expiration of a specific time limit not to exceed twelve (12) months. No permit shall be transferable to any other owner or occupant. The permit

may be renewed once for an additional six (6) months if the original conditions continue to be met.

b. Conditional Permits.

When conditions exist that are unique to a particular situation, a conditional permit may be issued with specific limitations imposed by the Zoning Board of Appeals. The land or structure use may be permitted to be established and to continue in use as long as the unique conditions continue to exist. The permit may be canceled when the conditions cease to exist. The permit issued shall contain all the specified conditions under which the use may be allowed, such as the following:

- i. Permits can be made for more than two roomers in any one dwelling, but not more than four, when it can be demonstrated to the satisfaction of the Board that such an expanded capacity is a clear necessity for satisfying this particular housing demand; that adequate off-street parking can be provided; and that such use will not injure the character or property value of the immediate neighborhood.
- ii. The Board may authorize a reduction, modification, or waiver of any of the off-street parking or off-street loading regulations elsewhere in this Ordinance when it can be demonstrated that circumstances of extreme practical difficulty exist that would unquestionably result in hardship to the applicant when a literal interpretation of the regulations is required. Hardship shall not be deemed economic, but rather in terms of use of a particular parcel of land. A hardship that is a result of any action of the applicant shall not be considered by the Zoning Board of Appeals. Under any of these circumstances, in no case shall the off-street parking or off-street loading standards be reduced by more than twenty-five percent (25%).
- iii. Joint use of off-street parking areas may be authorized when compliance with the capacities outlined elsewhere in this Ordinance are demonstrated and when a copy of an agreement between joint users shall be filed with the application and recorded with the County Register of Deeds.
- iv. Use of a "Model Home" within a residential district can be granted by the Zoning Board of Appeals, provided that said permit shall be for one year only, although it may be renewed for an additional six months, and further provided that all regulations of the district within which the proposed uses are allowed and are followed.
- v. Other "Conditional Uses" may be considered based upon findings of fact by the Zoning Board of Appeals that indicate conditions exist that are unique to a particular situation, but are not contradictory to the intent of the district within which the proposed use would be located.

Section 1009. Duties and Powers of the Planning Commission

The Alabaster Township Planning Commission, established by the Township Board under the provisions of Act 184 of 1943 and Act 168 of 1959, shall be responsible for the following administrative and enforcement activities under this Ordinance.

- A. **Site Plan Approval.** The Planning Commission shall review Site Plans and issue its approval, conditional approval or denial of same as provided in Section 1010.
- B. **Special Land Use Permits.** The Planning Commission shall conduct a public hearing on any application for a Special Use Permit, as provided in Article 9. Following a public hearing, the Planning Commission shall review and approve or deny said application. The Planning Commission shall also take any necessary action to revoke a Special Use Permit as provided in Section 910.
- C. **Rezoning or Amendment.** The Planning Commission shall conduct public hearings for proposals to rezone property or for amending the text of this Ordinance, as provided in Section 1005. Following a public hearing, the Planning Commission shall make its recommendation regarding the proposed rezoning or text change to the Township Board. The Planning Commission may initiate a text change or rezoning, subject to the requirements for notice, hearing and Township Board approval.
- D. **Master Plan.** The Planning Commission shall be responsible for developing and/or amending the Master Plan for the Township.
- E. **Other.** The Planning Commission may perform other relevant tasks assigned to it by the Township Board of Trustees.
- F. **Compensation.** The Township Board of Trustees shall establish the rate of compensation and reimbursement for members of the Planning Commission.

Section 1010. Site Plan Review Requirements

1010.1 Conditions for Submission

A site plan shall be required and submitted to the Planning Commission for the following developments:

- A. All non-residential development, expansion or changes or change of use for which a site plan is otherwise required.
- B. Any use other than single family, two-family residential, or agricultural development that

lies contiguous to a major or minor thoroughfare or a collector street or road.

- C. All non-residential developments in residential areas including - but not limited to – religious facilities, schools, and public facilities.
- D. All business (B-1 and B-2 districts) and commercial developments other than home occupation uses.
- E. All manufacturing and industrial (M-1 districts) development projects.
- F. All projects requiring a Special Land Use Permit.
- G. Residential developments of four (4) or more units.
- H. All lot splits.

1010.2 Requirements for Submission.

Every site plan submitted to the Planning Commission shall include at least a minimum of the following information before it is accepted for review:

- A. Completion of Site Plan Application form.
- B. A written narrative explaining:
 - 1. What is being proposed.
 - 2. How each of the Performance Standards cited in Section 305 is being addressed. (The applicant should anticipate which of the Township concerns might pose a potential problem and address them accordingly. If some items are not applicable, so state that as N. A.)
- C. A map or drawing of the property, including the following:
 - 1. Drawn at a scale of not less than one inch (1") represents fifty feet (50') if the subject parcel is less than three (3) acres, or one inch (1") represents one hundred feet (100') if the subject parcel is three (3) acres or more.
 - 2. Date of last revision, north point, scale and legend.
 - 3. Dimensions of all lot and property lines showing the relationship of the subject property to all abutting properties.
 - 4. Location of existing and proposed structures on the subject property and all existing structures within fifty feet (50') of the property.

5. Location of existing and proposed drives and parking areas.
6. Location and right-of-way widths of abutting streets and alleys.
7. Names and addresses of the architect, planner, designer, and/or engineer responsible for preparation of the site plan.
8. The map should be prepared by a Michigan-licensed surveyor or approved by a Michigan-registered engineer.
9. A legal description.

1010.3 Considerations During Review.

When the Planning Commission reviews the site plan, it shall consider the following and may require certain additions and changes to meet the objective of these considerations:

- A. The location of adjacent land uses and the impact of the proposed development on those land uses, including - but not limited to - the performance requirements cited in Section 305, the scale and function of adjacent uses/structures, and the harmonious relationships and compatibility with the adjacent structures/uses.
- B. The location and design of driveways that provide vehicular ingress to and/or egress from the site shall be made in relation to the streets and roads giving access to the site and in relation to pedestrian traffic if sidewalks or other pedestrian traffic modes are in the area.
- C. The on-site traffic circulation features, within the site and location of vehicular parking, loading, drive-thru, and circulation areas.
- D. The use of landscaping, fences, walls, and other features in pursuance of the above objectives.

Section 1011. Fees.

An application or request for a building permit, site plan review, special land use application, rezoning, and issue directed to the Zoning Board of Appeals shall be accompanied by a fee to defray the actual costs thereof the Township.

All fees shall be payable to the Township Treasurer to the credit of the general fund of the Township. The Township Board shall, by resolution, from time to time, establish the amount of such fees. The Township may retain professional assistance in performing such reviews with those costs to be passed on to the applicant, only when and if the applicant is made aware of the

costs prior to the application. Only one (1) fee shall be required where an applicant's proposed use requires more than one action by the Township, its boards or officials.

Section 1012. Performance Guarantee.

To insure compliance with this ordinance, the township may require certain action to include public improvements as part of granting a permit or decision. Such improvements can be to protect the natural resources, the public health and safety, or the welfare of residents or future residents or users of a project area. Generally such improvements subject to a performance guarantee will consist of roadways, lighting, utilities, sidewalks, screening, and/or drainage and does not include the entire project subject to approval.

To insure performance, the township may require a cash deposit, certified check, irrevocable bank letter of credit, or surety bond covering the estimated cost of public improvements associated with the project. This guarantee shall be deposited at the time of issuance of the permit. Rebates may be established for any cash deposits in reasonable proportion to the ratio of the work completed on the project.

Section 1013. Notification and Public Hearings

Notification of public hearings and meeting shall be done in accordance with the laws of the State of Michigan. At the writing of this Ordinance, PA 110 (2006) governs notification requirements, which shall be followed until subsequent amendments or laws are enacted, after which they shall be followed.

Section 1014. Posting of permits and Street Numbers

Zoning permits and street numbers must be posted during construction so that both are visible from the street. Permits shall be posted until a Certificate of Occupancy is issued by the Iosco County Building Inspector. The Township Board places emphasis on the need for street numbers at all times to facilitate emergency response.

Section 1015. Adoption

After completion of a public hearing and comments made at said hearing by the township planning commission, and after submission to the County of Iosco, the Township Board of Trustees of the Township of Alabaster, Iosco County, Michigan hereby adopts this zoning ordinance pursuant to the provisions of Act 184, the Township Zoning Act, of the Public Statutes of 1943 of the State of Michigan.

1. Date of Planning Commission Public Hearing: December 9, 2013.

2. Dates of Publication: December 9, 2013
3. Date submitted to Iosco County Planning Commission: December 9, 2013
4. Date of Adoption by Township of Alabaster Board of Trustees: December 9, 2013
5. Date of Effect: December 9, 2013
6. Date of Publication of Notice of Effect: December 9, 2013

Footnote A: Prior to the enactment of this ordinance, a Planning Commission and a Zoning Board existed to discharge various responsibilities assigned to them by the then-existing ordinances. The Zoning Board has since been eliminated and its functions have been assumed by the Planning Commission, pursuant to a resolution by the Township Board of Trustees.

Footnote B: See Articles 3 (General Requirements), 6 (Land Use Zoning Districts) and 9 (Special Land Uses) for specific information on what is permitted in each zone and when permits are needed in any given zoning district.