Georgetown Charter Township
1515 Baldwin St., Jenison, MI  49428
Planning Commission Meeting Agenda
April 17, 2019, 7:00 p.m.

1. Call To Order  
2. Roll Call  
3. Approval Of The Agenda  
4. Approval Of The Minutes Of The Previous Meeting  
5. Old Business  
6. New Business  

6.I. (SUP1901) BBG Corp, 4282 Pierce St., Is Requesting To Have A Student Dormitory, Under Sec. 11.3(B), On A Parcel Of Land Described As P.P. # 70-10-31-200-031, Located At 4282 Pierce St., In A (HDR) High Density Residential District, Georgetown Township, Ottawa County, MI.

Documents:

(SUP1901) BBG STAFF REPORT 2.PDF
SITE PLAN 3.11.19 SCANNED.PDF
SPECIAL USE PERMIT APPLICATION 3.11.19 REVISED.PDF

7. Communications, Letters And Reports  
8. Public Comments  
9. Other Business  
10. Commissioner/Staff Comments  
11. Adjournment
REQUEST (NOTE: the review is based on the Zoning Ordinance amendments for dormitories and the rezoning of the property being approved at the March 25, 2019 Township Board meeting.)

(SUP1901) BBG Corp, 4282 Pierce St., is requesting to have a student dormitory, under Sec. 11.3(B), on a parcel of land described as P.P. # 70-10-31-200-031, located at 4282 Pierce St., in a (HDR) High Density Residential district, Georgetown Township, Ottawa County, MI.

The rear property line of the double frontage lot abuts Campus View Dr. which is a private street.
MASTER PLAN

The proposal is consistent with the Master Plan. The Future Land Use Map designates the area surrounding the parcel as (HDR) High Density Residential and the use of a student dormitory is \textit{(will be after ordinance revisions approved)} allowed in the HDR district.
SUMMARY (reviewed for the HDR designation and with ordinance revisions)

a. **All setbacks are shown and met.**
   Front on Pierce St. – minimum of 30 feet with landscaping including 10 trees for 236 feet of frontage. Shown and met.
   Sides - minimum of 15 feet on each side. Shown and met for the west property.
   Rear setback – minimum of 30.

b. **A note was added to the plan that sign permits will be obtained and all signs will meet ordinance requirements.**

c. Parking meets ordinance requirements.

**Sec. 26.2 LOCATION OF PARKING.**
The off-street parking required by this Chapter shall be provided in accordance with the following requirements.
(B) Multiple Dwellings. The off-street parking facilities for multi-family dwellings shall be located on the same lot or plot of ground as the dwellings they are intended to serve, and shall consist of a parking lot as defined elsewhere in this Chapter. In no event shall any uncovered parking space in a Multi-family District be located nearer than ten (10) feet to any main building.

d. Landscaping meets ordinance requirements.

e. **Dumpster enclosure details were provided.**

f. **A Storm Water Drain Permit (written permission from the Drain Commissioner’s office) shall be submitted to the Township prior to the issuance of a building permit.**

g. Floodplain information was provided on the plan.

h. See the following special use standards.

**General Special Use Standards**
1. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance, with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed. **Appears to be met.**
2. Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools. **Appears to be met.**
3. Not create excessive additional requirements at public cost for public facilities and services. **Appears to be met.**
4. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors. **Appears to be met.**
Specific Special Use Standards
Sec. 20.4 SITE DESIGN STANDARDS.
(R) Housing for Fraternities, Sororities, and Student Dormitories.

(1) The sorority or fraternity must be recognized by and affiliated with a state accredited college or university and shall be located within one (1) mile of such institution. The student dormitory shall be located within one (1) mile of a college or university. MET.

(2) Minimum lot size shall be 15,000 square feet. MET.

(3) Minimum lot size shall be 1,500 square feet per resident. 24 x 1,500 = 36,000. MET, lot is 81,420.

(4) Two (2) parking spaces shall be provided for each sleeping room or one and one-half spaces for each resident, whichever is greater. MET.

(5) Only one (1) such structure shall be located on each lot. MET.

(6) Each fraternity or sorority house or dormitory shall be limited to one (1) shared kitchen facility. MET.

OPTION FOR MOTIONS

If the Planning Commission determines that the standards of the ordinance have been met, the following motions are offered. If the Planning Commission determines that the standards have not been met or revisions are necessary, the request could be tabled.

Special Use Permit

Motion: To adopt the staff report as finding of fact and to approve Special Use Permit (SUP1901) BBG Corp, 4282 Pierce St., to have a student dormitory, under Sec. 11.3(B), on a parcel of land described as P.P. # 70-10-31-200-031, located at 4282 Pierce St., in a (HDR) High Density Residential district, Georgetown Township, Ottawa County, MI, based on the findings all applicable standards of the ordinance have been met (with the conditions as noted) including the general special use standards in Sec. 20.3 and the specific special use standards in Sec. 11.3(B) with the following condition:
1) All signs require permits and shall meet ordinance standards.
2) A Storm Water Drain Permit (written permission from the Drain Commissioner’s office) shall be submitted to the Township prior to the submission of a building permit application.

Site plan

If the Planning Commission determines that the applicable standards of the ordinance have been met with the conditions as listed, the following motion is offered.

Motion: To adopt the staff report as finding of fact and to approve the site plan dated 3.11.19 REVISED, as presented based on the findings that the applicable standards of the ordinance have been met, and with the following conditions:
1. All signs require permits and shall meet ordinance standards.
2. A Storm Water Drain Permit (written permission from the Drain Commissioner’s office) shall be submitted to the Township prior to the submission of a building permit.
Criteria used for the site plan review:

<table>
<thead>
<tr>
<th>ID number</th>
<th>SUP1901</th>
<th>Date</th>
<th>3/13/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Brian’s Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>4282 Pierce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use</td>
<td>Student Dormitory</td>
<td>SUP required</td>
<td>Yes-Sec. 11.3(B)</td>
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</table>

**REQUIREMENT**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>PROVIDED</th>
<th>Needs or Comments</th>
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<tbody>
<tr>
<td>Date, north arrow, scale</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name, address of preparer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Name, address of property owner or petitioner</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Location sketch</td>
<td>X</td>
<td></td>
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<tr>
<td>Legal description</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Size in acres of the property</td>
<td>X</td>
<td></td>
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<tr>
<td>Property lines and required setbacks shown and dimensioned</td>
<td>X</td>
<td>a. provided</td>
</tr>
<tr>
<td>Location of existing structures, drives, parking areas within 100 ft of boundary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Location and dimensions of existing and proposed structures</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Location of existing and proposed drives (dimensions and radii), circulation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sidewalks, non-motorized paths-select streets, accel, decel lanes</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Signs, exterior lighting</td>
<td>X</td>
<td>b. provided</td>
</tr>
<tr>
<td>Calculations of parking spaces, unloading areas</td>
<td>X</td>
<td>c. meets</td>
</tr>
<tr>
<td>Location, pavement width, ROW of all abutting roads, easements</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Existing zoning, and zoning and use of abutting property</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Location of existing vegetation-parkway association</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Location, type, size of proposed landscaping, streetscape, greenbelt</td>
<td>X</td>
<td>d. provided</td>
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<tr>
<td>Location, height, type of existing and proposed fences and walls</td>
<td>X</td>
<td>e. provided</td>
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<tr>
<td>Size, location of proposed, existing utilities, connections to water/sewer</td>
<td>X</td>
<td></td>
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<tr>
<td>Location, size of surface water drainage facilities</td>
<td>X</td>
<td>f. required</td>
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<tr>
<td>Existing, proposed topo contours, max 5 ft intervals</td>
<td>X</td>
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<tr>
<td>Rec/common areas, floodplain areas</td>
<td>X</td>
<td>g. provided</td>
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<tr>
<td>Special Use Standards, general and specific</td>
<td>X</td>
<td>h. standards</td>
</tr>
<tr>
<td>Residential development extra requirements-attached garages</td>
<td>NA</td>
<td></td>
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</table>
APPLICATION FOR SPECIAL LAND USE - SITE PLAN REVIEW
Georgetown Charter Township
1515 Baldwin St, P.O. Box 769
Jenison, MI 49429
616-457-2340

revised: 1/26/09

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
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<tbody>
<tr>
<td>TJA Architecture, PLC</td>
<td>616-453-6050</td>
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<table>
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<tr>
<th>APPLICANT NAME:</th>
<th>TITLE:</th>
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<tbody>
<tr>
<td>Tim Allspach</td>
<td>Owner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>CITY / STATE / ZIP:</th>
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<tbody>
<tr>
<td>4055 Bulrush Dr. NW</td>
<td>Grand Rapids, MI 49534</td>
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PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
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<tr>
<td>BBG Land Company</td>
<td>616-895-6678</td>
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<table>
<thead>
<tr>
<th>OWNER / AGENT NAME:</th>
<th>TITLE:</th>
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<tbody>
<tr>
<td>Brian Gardner</td>
<td>Owner</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>CITY / STATE / ZIP:</th>
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<tbody>
<tr>
<td>4252 / or 4282 Pierce Street</td>
<td>Allendale MI 49401</td>
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<table>
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<tr>
<th>PARCEL NUMBER:</th>
<th>ZONING DISTRICT:</th>
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<tr>
<td>70-10-31-200-031</td>
<td>HDR</td>
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USE INFORMATION

PROPOSED USE: Dormitory structure with 24 sleeping units and common Kitchen, recreation/living area, exercise room, laundry and dining areas

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<thead>
<tr>
<th>IS THIS REQUEST SUBMITTED IN CONJUNCTION WITH ANY OTHER REQUEST? IF YES, EXPLAIN.</th>
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<tbody>
<tr>
<td>Follow up to Rezoning and Text Amendment requests</td>
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</table>

STATE THE REASON WHY A SPECIAL LAND USE APPROVAL IS BEING REQUESTED IN THIS LOCATION:
Convert existing commercial building into dormitory style housing for students at GVSU.

SEC. 20.3(A) OF THE GEORGETOWN TOWNSHIP ZONING ORDINANCE ESTABLISHES FOUR GENERAL STANDARDS THAT ALL SPECIAL LAND USES MUST MEET. THESE ARE LISTED IN THE INFORMATION ACCOMPANYING THIS FORM. IN THE SPACE BELOW OR ON ADDITIONAL PAGES, IF NEEDED, STATE HOW THIS REQUEST CONFORMS TO EACH OF THE FOUR REVIEW STANDARDS:
1.) This adaptive reuse of an existing building will be an aesthetic and use improvement to the existing vacant property and enhances the existing adjacent properties. 2.) The current existing facility has all these amenities and are adding fire protection and larger water service, both that are available at the site.
3.) All existing services are present and no increase in any service is required. 4.) This dormitory building will meet the needs of close housing for GVSU students. It will be the closest non-university owned housing to campus. It offers an alternative housing style through a private entity, supported by a recognized leader in college private housing

TEN (10) FOLDED COPIES OF A COMPLETE SITE PLAN CONTAINING ALL THE INFORMATION REQUIRED BY SECTION 19.5 OF THE GEORGETOWN CHARTER TOWNSHIP ZONING ORDINANCE MUST ACCOMPANY THIS APPLICATION, ALONG WITH A FEE AS ESTABLISHED BY THE TOWNSHIP BOARD. THE ATTACHED INSTRUCTIONS SHOULD BE RETAINED BY THE APPLICANT.

APPLICANT SIGNATURE: [Signature]

IT IS THE APPLICANT’S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING ORDINANCE IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT WWW.GEORGETOWN-MI.GOV. BY SIGNING, PERMISSION IS GRANTED FOR THE TOWNSHIP STAFF TO ENTER THE SUBJECT PROPERTY FOR PURPOSES OF GATHERING INFORMATION TO REVIEW THIS REQUEST. A ZONING COMPLIANCE CERTIFICATE MUST BE OBTAINED PROPER TO OCCUPYING, OPERATING OR USE OF THE STRUCTURE. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

APPLICANT SIGNATURE: [Signature]  DATE: March 8, 2019

FOR OFFICE USE ONLY

DATE OF PREAPPLICATION MEETING: 

DATE OF PLANNING COMMISSION MEETING: 

DATE OF TOWNSHIP BOARD MEETING: 

DATE NOTICE PUBLISHED: 

DATE PROPERTY NOTICES WERE SENT:
SPECIAL LAND USE REVIEW PROCESS AND STANDARDS

REVIEW PROCESS: REVIEW AND ACTION ON THE SPECIAL LAND USE REQUEST INVOLVES THE PLANNING COMMISSION. THE PROCESS IS AS FOLLOWS:

1. THE APPLICATION FOR SPECIAL LAND USE APPROVAL, ALONG WITH A FILING FEE, 10 FOLDED COPIES OF A COMPLETE SITE PLAN, AND AN ELECTRONIC COPY OF THE SITE PLAN MUST BE SUBMITTED TO THE TOWNSHIP ZONING ADMINISTRATOR. THE SITE PLAN MUST CONFORM TO THE REQUIREMENTS OF SEC. 19.5 OF THE ZONING ORDINANCE. ALL MATERIALS MUST BE SUBMITTED ACCORDING TO TOWNSHIP DEADLINES FOR A MEETING. DEADLINES ARE AVAILABLE ON THE TOWNSHIP WEBSITE.

2. A PREAPPLICATION MEETING MUST BE HELD WITH THE APPLICANT AND ZONING ADMINISTRATOR AT LEAST FIVE BUSINESS DAYS PRIOR TO THE APPLICATION DEADLINE.

3. THE ZONING ADMINISTRATOR WILL REVIEW THE APPLICATION, SITE PLAN AND ANY OTHER INFORMATION PROVIDED IN SUPPORT OF THE REQUEST.

4. A NOTICE OF THE PUBLIC HEARING WILL BE PUBLISHED AND PROPERTY NOTICES WILL BE SENT ACCORDING TO STATUTORY REQUIREMENTS.


6. IF THE PROPOSED DEVELOPMENT REQUIRES A VARIANCE FROM ANY PROVISION OF THE GEORGETOWN CHARTER TOWNSHIP ZONING ORDINANCE, A VARIANCE REQUEST SHALL BE BROUGHT BEFORE THE TOWNSHIP ZONING BOARD OF APPEALS BEFORE ANY ACTION WILL BE TAKEN BY THE PLANNING COMMISSION WITH REGARD TO THE SITE PLAN.

7. AN APPROVED PROJECT MUST BE UNDER CONSTRUCTION WITHIN ONE (1) YEAR OF RECEIVING APPROVAL OR THE APPROVAL BECOMES NULL AND VOID. ONE (1) SIX (6) MONTH EXTENSION OF THIS APPROVAL MAY BE GRANTED WITH THE APPROVAL OF THE TOWNSHIP BOARD.

8. CHANGES TO AN APPROVED SITE PLAN, IN CONJUNCTION WITH A SPECIAL LAND USE APPROVAL, MUST BE APPROVED BY THE ZONING ADMINISTRATOR (MINOR CHANGES) OR THE PLANNING COMMISSION (MAJOR CHANGES), AS DEFINED IN SEC. 19.8 OF THE ZONING ORDINANCE.

9. IF A REQUEST FOR SPECIAL LAND USE APPROVAL IS DENIED, THE APPLICANT MAY NOT RESUBMIT THE REQUEST FOR ONE (1) YEAR, UNLESS NEW FACTS CAN BE PRESENTED WHICH ARE LIKELY TO RESULT IN AN APPROVAL OF THE REQUEST.

REVIEW STANDARDS: SOME LAND USES BECAUSE OF THEIR UNIQUE CHARACTERISTICS MAY NOT BE APPROPRIATE IN ALL LOCATIONS WITHIN A GIVEN ZONING DISTRICT. FOR THIS REASON, THEY ARE CONSIDERED TO BE SPECIAL LAND USES SUBJECT TO REVIEW BY THE TOWNSHIP TO DETERMINE WHETHER OR NOT THEY SHOULD BE ALLOWED IN A SPECIFIC LOCATION. IN MAKING THEIR DECISIONS, THE PLANNING COMMISSION MUST FOLLOW THE GENERAL STANDARDS PRESCRIBED BY ZONING ORDINANCE {SEC. 20.3(A)} AND ANY SPECIFIC STANDARDS THAT MAY BE ESTABLISHED IN THE ORDINANCE (SEC. 20.4) FOR A SPECIFIC USE.

IT IS THE RESPONSIBILITY OF EACH APPLICANT FOR SPECIAL LAND USE APPROVAL TO DEMONSTRATE THAT THESE STANDARDS WILL BE MET. THE GENERAL STANDARDS {SEC. 20.3(A)} ARE AS FOLLOWS:

1. BE DESIGNED, CONSTRUCTED, OPERATED AND MAINTAINED SO AS TO BE HARMONIOUS AND APPROPRIATE APPEARANCE, WITH THE EXISTING OR INTENDED CHARACTER OF THE GENERAL VICINITY AND THAT SUCH A USE WILL NOT CHANGE THE ESSENTIAL CHARACTER OF THE AREA IN WHICH IT IS PROPOSED.
2. Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities or schools.

3. Not create excessive additional requirements at public cost for public facilities and services.

4. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason on secessive production of traffic, noise, smoke, fumes, glare or odors.

**SEC. 19.4 SITE PLAN REQUIREMENTS.**

Each site plan submitted shall contain the following information, unless specifically waived by the Planning Commission. (Revised 6-8-1999)

(A) The date, north arrow, and scale. The scale shall be not less than 1"=20' for property under three (3) acres and at least 1"=100' for those three (3) acres or more.

(B) The name and firm address of the professional individual responsible for the preparation of the site plan.

(C) The name and address of the property owner or petitioner.

(D) A locational sketch.

(E) Legal description of the subject property.

(F) The size (in acres) of the subject property.

(G) Property lines and required setbacks shown and dimensioned.

(H) The location of all existing structures, driveways, and parking areas within 100' of the subject property's boundary.

(I) The location and dimensions of all existing and proposed structures on the subject property.

(J) The location of all existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), and unloading areas.

(K) The location, pavement width and right-of-way width of all abutting roads, streets, alleys or easements.

(L) The existing zoning and use of all properties abutting the subject property.

(M) The location of all existing vegetation and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.

(N) Size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems.

(O) The location and size of all surface water drainage facilities.

(P) Existing and proposed topographic contours at a maximum of five (5) foot intervals.

(Q) Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.

(R) Summary schedules and views should be affixed as applicable in residential developments, which give the following data:

1. The net residential site as defined in Chapter II, Section 2.22 expressed in acres, including breakdowns for any sub-areas or staging areas.

2. The number of dwelling units proposed (by type), including typical floor plans for each type of dwelling unit.

3. The number and location (by code if necessary) of efficiency and one or more bedrooms units.

4. Typical elevation views of the front and side of each type of building.

**SEC. 19.5 SUBMITTAL AND APPROVAL.**

(A) The site plan completed application form, and application fee shall be submitted to the Zoning Administrator, by the petitioner or his designated agent, in sufficient copies and at such time
prior to the next regular Planning Commission meeting as prescribed by the Planning Commission. The Zoning Administrator shall cause the submittal to be placed on the agenda of the next regular Planning Commission meeting.

(B) The Planning Commission shall have the responsibility and authorization to approve, disapprove, or approve subject to conditions, the site plan, in accordance with this chapter and the purpose of this ordinance.

(C) Any conditions or modifications desired by the Planning Commission shall be recorded in the minutes of the appropriate Planning Commission meeting and shown on the approved site plan.

(D) Three (3) copies of the final approved site plan shall be signed and dated by the Secretary of the Planning Commission. When a variance is also involved, these copies shall also bear a dated signature of the Chairman of the Board of Appeals. One of these approved copies shall be kept on file by the Township Clerk, one shall be kept on file by the Zoning Administrator, and the other shall be returned to the petitioner or his designated representative.

(E) Each development shall be under construction within one (1) year after the date of approval of the site plan, except as noted below.

1. The Planning Commission may grant one (1) six (6) month extension of such time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the site plan.

2. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period.

3. If neither of the above provisions are fulfilled or the six (6) month extension has expired prior to construction, the site plan approval shall be null and void.

Review Standards: In addition to all other applicable requirements and standards of the Township Zoning Ordinance, the following specific standard (Sec. 19.10) shall be used to guide the Planning Commission in its review of the site plan.

- **Landscape Preservation**
  - Preserving landscape in its natural state to the extent practical
  - Minimizing tree and soil removal
  - Maintaining grades to conform with neighboring properties
  - Buffering from adjoining properties

- **Relations of Building to Environment**
  - Structures related harmoniously to terrain and other buildings
  - Creation of focal points and views

- **Drives, Parking and Circulation**
  - Location and number of access points to public streets
  - Width of interior drives and access points
  - Interior circulation and cross-access between properties
  - Shared access arrangements
  - Separation of vehicular and pedestrian traffic
  - Arrangement of safe and convenient parking
  - Harmonious with buildings, structure and neighboring

- **Surface Water Drainage**
  - Adequate removal of surface water without impacting neighboring properties or public system.
  - Preferred use of underground storm sewer
  - Minimize ponding on paved areas that might interfere with vehicular and pedestrian movement.

- **Utility Service**
  - Electric and telephone lines underground
  - Minimize visual impact of above ground utilities

- **Special Features**
- Proper setbacks and screening for all outdoor storage, service, loading, parking, machinery placement, etc.
- Minimize impact on existing or future environment and surrounding properties.

If you have any questions or need additional information, contact the Zoning Department at 457-2690.