

CITY OF INKSTER
SITE PLAN APPROVAL
GUIDELINES

Change of Use with site improvements
Reoccupancy with exterior site work

TABLE OF CONTENTS

	<u>Pages</u>
Site Plan Approval Steps	1 - 5
Preliminary Site Plan Required Information	6 - 8
Final Site Plan Required Information	9 - 13
 <u>APPENDICES</u>	
Special Conditions Use Process	Appendix I
Rezoning Process	Appendix II
Variances	Appendix III
Fee Schedule	Appendix IV
Contact People	Appendix V
Storm Water Detention Calculations	Appendix VI
Definitions	Appendix VII

INTRODUCTION

The purpose of this package is to assist those wanting to reoccupy an existing building and make exterior improvements to the site. This packet will take the applicant through all the steps necessary to make it through the site plan review process. It is also recommended that the applicant purchase a City of Inkster Zoning Ordinance. These manuals are also available at the Structural/Safety Department for a cost of \$30.00 dollars.

WHEN IS A SITE PLAN REQUIRED

According to Section 155.286 of the Inkster Zoning Ordinance, **a site plan is only exempt for projects** of new expanded single-family homes on individual lots in a residential zoning district, change in commercial business use without utility improvements, exterior site, building or structural alteration. Any and all **other projects** are subject to zoning requirements.

SITE PLAN APPROVAL STEPS

The following steps describe the site plan review process for reoccupying an existing building, while making exterior improvements. Exterior improvements are defined as those changes the applicant proposes which modify the drainage or grading of the site, the parking lot layout, size or access, or the water or sanitary sewer service to a site.

Step 1. Zoning Compliance

Goal: To verify that the site is properly zoned for the intended use.

The first step for an applicant is to check with the Planning and Economic Development Department located on the second floor of City Hall to determine if the site is properly zoned for the use intended.

There are three possible outcomes:

- The site is properly zoned, and the applicant may continue the process.
- The site is properly zoned, but the intended use is a Special Conditions Use requiring additional review by the City (see Appendix I).
- The current zoning is not acceptable for the intended use, and the applicant may choose to request that the City rezone the property to an acceptable zoning district. The rezoning process is explained in Appendix II. **Please be aware that the City may or may not rezone the property as requested.**

Step 2. Optional Meeting with Consultant and Planning & Economic Development Director

Goal: To eliminate confusion and answer questions prior to a professional preparing preliminary plans.

Although not mandatory, it is **strongly** recommended that the applicant and his/her professional schedule a meeting with the City's Engineer and Planning and Economic Development Director. Experience has shown that this preliminary meeting saves the applicant both time and money by reducing the number of reviews needed to obtain site plan approval. This meeting can be scheduled through the Planning and Economic Development Department, which is located in City Hall). The fee for this preliminary meeting is indicated in Appendix IV.

Step 3. Preliminary Site Plan Application

Goal: To allow the applicant to begin the site plan review process.

The applicant must submit a completed Planning Commission Application form (provided by the Planning and Economic Development Department) and seven (7) copies of the preliminary site plan to the Planning and Economic Development Department. NOTE: Please check with the Planning and Economic Development Department to determine if your project is located within the DDA District. If the site is located within the Downtown Development Authority (DDA) District, then eight (8) copies of the preliminary site plan must be submitted.

Preliminary site plans must be drawn to scale (engineering scale) on 24" x 36" sheets. They must be prepared, signed, and sealed by a registered architect, engineer, or land surveyor and contain all of the information listed in the Preliminary Site Plan Information section, pages 6-8, of this packet, unless the Site Plan Review Committee waives certain information not applicable to the site in Step 4 and the Planning Commission accepts this recommendation in Step 5. The fee for preliminary site plan review is indicated in Appendix IV. NOTE: Although preliminary site plans may be prepared by a land surveyor, the final site plans **must** be prepared by a registered engineer or architect.

Note - Administrative Review Option

According to ordinance 155.286 section B, a site plan may be reviewed by the Site Plan Review Committee and approved by the Planning & Economic Development Director provided that all of the following are true:

- No variances to the zoning code are required.
- Such use is conducted within a completely enclosed building.
- Re-occupancy does not create additional parking demands.
- Re-occupancy does not substantially alter the character of the site.

If the applicant's site meets these requirements then a request for administrative review should be made at this time.

Step 4. Preliminary Site Plan Review

Goal: To allow review of the preliminary site plan to determine compliance with City requirements.

After the applicant submits the seven (7), or eight (8) copies if the site is located in the DDA District, of the preliminary site plan to the Planning and Economic Development Department, it is distributed to the members of the Concept/Site Plan Review Committee as follows:

Structural/Safety Department	1
City Engineer	1
City's Public Works Department	2
Fire Department	0
Police Department	1
Planning and Economic Development Department	1
DDA Representative, if in the district*	1
<i>Total</i>	<i>6 or 7</i>

* Additional Copy if site is located in the DDA District.

The Planning and Economic Development Department will typically schedule a meeting of the Concept/Site Plan Review Committee, which will be held at City Hall, usually within two weeks of receiving the preliminary site plan. The applicant will be notified as to the date and time of this meeting. **The applicant is encouraged to attend the meeting and bring his/her professional to discuss the proposed preliminary site plan with representatives of the Review Committee.**

There are two possible outcomes of review by the Site Plan Review Committee:

- If the preliminary site plan is deemed acceptable, letters from members of the Review Committee (and the DDA, when applicable) recommending preliminary approval or preliminary conditional approval (if minor corrections to the site plan are needed) will be forwarded to the Planning & Economic Development Director. Upon notification by the Planning and Economic Development Department, the applicant will need to have his/her professional prepare a final site plan.
- If the preliminary site plan is not deemed acceptable, the applicant will need to make the necessary corrections and submit four copies of a revised site plan (or five, if within the DDA District) to the Planning and Economic Development Department. Step 4 is then repeated.

Step 5. Preliminary Site Plan Approval Consideration by Planning Commission

Goal: To allow the Planning Commission to review and take action on the preliminary site plan.

The Planning and Economic Development Department will place the site plan for consideration on the next available Planning Commission agenda and will forward copies of the Review

Committee comment letters to the Planning Commission. To be considered for the Planning Commission agenda, all information (all Concept/Site Plan Review Committee letters recommending approval, fees, and 11 copies of the site plan to be considered) must be submitted ten (10) days prior to the next Planning Commission meeting. The applicant will be notified of the meeting date. **The applicant and/or their professional is encouraged to attend the Planning Commission meeting to answer any questions. Failure to attend this meeting may result in the Planning Commission tabling (taking no action) pending clarification of specific issues.** In addition to tabling, the Planning Commission may:

- **Approve the preliminary site plan.** Upon notification by the Planning and Economic Development Department of preliminary site plan approval, the applicant will need to have his/her professional prepare a final site plan.
- **Approve the preliminary site plan with conditions.** Two of the most common reasons for conditional approval are the need to make minor corrections to the site plan and/or the need to seek a variance from the Board of Zoning Appeals (see Appendix III). Upon correction of the site plan to reflect the comments of the Planning Commission and/or upon approval of required variances by the Board of Zoning Appeals, the applicant will need to have his/her professional prepare a final site plan.
- **Deny the site plan.** If the preliminary site plan is denied, a written statement listing the reason(s) for denial will be transmitted to the applicant.

Step 6: Final Site Plan Review

Goal: To allow review of engineering related issues, such as water main, sanitary sewer, storm water detention, grading, and paving improvements by the City Engineer. If an engineer of a higher grade is required due to the extent of the engineering requirements, the site plan will be referred to the City's Engineering Consultant.

Once preliminary site plan approval has been obtained, the applicant's professional must prepare a final site plan. **Final site plans must be prepared signed and sealed by a registered architect or engineer.** If the City Engineer referred the site plan to the Engineering Consultant, the applicant must submit one copy of engineering plans that address the modifications that are to be made on the site to the Planning and Economic Development Department, along with payment of the final site plan review fees (see Appendix IV) to the City Engineering Consultant. The minimum information required for various exterior site modifications is listed in the Final Site Plan Required Information section of this packet on pages 9 - 13.

There are two possible outcomes of review by the City Engineering Consultant:

- If the City Engineer feels that the final site plan meets the City's requirements, a letter recommending final approval or final conditional approval (if minor corrections to the site plan are needed) will be forwarded to the Planning & Economic Development Director. Upon notification by the Planning and Economic Development Department, the applicant will need to submit at least 4 copies of the approved site plan to the Planning and Economic Development Department. These copies will be signed by the

Engineering Consultant, Planning Consultant, and Planning & Economic Development Director. Once signed, the plans are distributed in the following manner: one set is returned to the Applicant, one goes to the Structural/Safety Department, one to the Planning and Economic Development Department, and one to the DPS Department. In addition, a final mylar must be submitted to the Planning and Economic Development Department for a permanent record.

- If the final site plan is not deemed acceptable, the applicant's professional will need to make the necessary corrections and submit one (1) copy of the revised final site plan to the Planning and Economic Development Department. Step 5 is then repeated. The fee for review of a revised final site plan is indicated in Appendix IV. **Please be aware that this fee will be charged each time it is necessary for the applicant to submit a revised site plan.**

Step 7: Construction Information and Permits

Goal: To provide additional information on the steps after site plan approval and prior to the start of construction.

Site plan approval is only part of the development process. After site plan approval and prior to issuance of building permits, the applicant must submit final mylars, proof of insurance, required Detroit Water and Sewer Department, Wayne County and/or state permits (if any), and a Soil Erosion and Sedimentation Control Permit (SESC) or proof that one is not required. In some cases a pre-construction meeting will need to be scheduled. The applicant should contact the Structural/Safety Department for more information regarding inspections and approvals associated with this step. Please see Appendix V for contact people for information on various permits.

Step 8: Certificate of Occupancy

After completion of construction, the applicant will need to obtain a Certificate of Occupancy from the Structural/Safety Department.

PRELIMINARY SITE PLAN REQUIRED INFORMATION

The following items are to be included on a preliminary site plan.

1. Name, address, and telephone number of the owner/lessee, and the professional who prepared the plans.
2. Name and address of the proposed project.
3. Scale, north arrow, date of site plan preparation, and date of any revision (when applicable). NOTE: Each time the site plan is revised and resubmitted the revision date must be clearly indicated on the plans.
4. Legal description of the site, as determined by an existing title policy or recent boundary survey. If the proposed site is part of a larger parcel, the boundaries of the entire parcel should also be described.
5. A vicinity map showing the site in location to major streets, bodies of water, and railroad lines. NOTE: The vicinity map should be of sufficient scale to adequately delineate the site.
6. Existing zoning within the boundaries of the site and existing zoning of properties abutting the site.
7. Existing land use within the boundaries of the site and existing land use of properties abutting the site.
8. Dimensions of all lot lines.
9. Existing vegetation on the site (if any).
10. Schedule of parking needs in accordance with Section 155.077.
11. Location and width of existing sidewalk(s).
12. Location, height, and type of existing walls and/or fences.
13. Location of existing drives and parking areas.
14. Typical standard and handicapped parking spaces. (With dimensions)
15. Maneuvering lane(s) dimensions.
16. Specified type of proposed activities.
17. Note indicating that all signage will be in compliance with the City of Inkster requirements.

18. Location of screened trash storage area.
19. Location of exterior lighting.
20. Loading space(s) location (if needed).
21. Footprint of all the existing and proposed buildings.
22. Relationship of the subject property to abutting properties and buildings within one hundred feet.
23. Indication of any proposed alterations of existing vegetation on the site.
24. Detailed planting plan and schedule of plant materials and size.
25. Cross-section drawings of required wall/fence.
26. Location and width of proposed sidewalks.
27. Required front, rear, and side yard setbacks.
28. Setbacks to existing and proposed structures.
29. Height of proposed structures as defined in Section 155.061.
30. Location of proposed drives and parking areas.
31. Right-of-way width of abutting streets and alleys.
32. Estimated number of employees.
33. Hours of operation.
34. Note indicating any anticipated changes in terms of dust, odor, smoke, fumes, noise, light, etc.
35. Note indicating ancillary improvements proposed to remedy or prevent problems created by the development.
36. Estimated cost and quantity of required site improvements not covered in the Building Permit cost estimates. (Include as applicable costs for storm sewer, water main and leads, sanitary sewer and leads, pavement, landscaping and earth work)
37. Location of wetlands and or floodplain (if applicable).
38. Signature and seal of registered architect, engineer or land surveyor.

39. General explanation and indication of how the site will be serviced with utilities (sanitary sewer, storm sewer, and water).
40. Preliminary consideration to storm water detention unless detention requirements are waived by the City of Inkster. Indicate general location and concept of storm water detention. Detailed detention calculations are not required until final site plan. See Appendix VI for more details.
41. An indication of the anticipated water demands and wastewater generation should be provided. This could be included on the site plan by note.
42. The existing, or proposed, building leads for water and sewer should be indicated.
43. The existing or proposed location of water meter, indicating if service line size is to be reduced after entering the building.
44. A note indicating: All fees are to be paid before construction begins.
45. Existing or proposed utility and drainage easements should be indicated on the plans.
46. The following note should be added indicating that water and sewer services will meet City Building Code and Water and Sewer Department requirements.

"The proper water, storm sewer, and sanitary sewer connections, as applicable for the site, should be confirmed by the Department of Public Services prior to issuance of any construction or occupancy permits for the proposed new development."

FINAL SITE PLAN REQUIRED INFORMATION

The following minimum information should be provided and/or addressed on the final site plan. This information is in addition to the information from the preliminary site plan. Note that all comments that are applicable to the specific site plan should be addressed.

A. Water Main

The following items should be considered and indicated on the site plan relative to the design and location of the water main and service lead.

Water Main

1. Finish grade elevations for all proposed water main structures should be indicated on the plans.
2. The size, type, and class of pipe should be indicated on the plans.
3. Water main piping three inches and larger in diameter should be Ductile Iron Class 54 Pipe.
4. The water main bedding must be MDOT Class II sand.
5. Compacted sand backfill is required for water main trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large lumps of clay, debris, and rock.
6. The designer should provide a dimension plan for the water main structures. All structures, mains, and service leads should be referenced from two known points.
7. City of Inkster Standard Details for water should be made part of the plans by being attached. (Mylars and/or prints may be obtained by contacting the City Engineer Consultant.)
8. If the water main will be dedicated to the City (Public) then the minimum size is eight (8)- inch.
9. An easement is required for existing or proposed public water mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

Water Lead

1. Domestic service pipe must be type "K" copper pipe.
2. The length and size of the service lead should be indicated.
3. Minimum service size should be one (1) inch.
4. All connections should be the flared type

B. Sanitary Sewer

The following should be considered and indicated on the site plans relative to the design of the sanitary sewer system.

Sanitary Sewer Mains

1. The type, size, length, and slope of each run of sewer main pipe should be indicated.
2. City of Inkster Standard Details for sanitary sewer should be attached to the plans and a note incorporating them by reference should be included on the plans. (Mylars and/or prints may be obtained by contacting the Engineering Consultant).
3. A Ten State Standards for design should be met at a minimum.
4. Sanitary sewer manholes should be numbered consecutively on the plan.
5. An easement is required for existing or proposed public sanitary sewer mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.
6. The rim and invert elevation for each sanitary sewer structure should be indicated on the plans.
7. Compacted MDOT class II sand backfill is required for sanitary sewer trench located under or within three feet of pavement; other backfill material, used where applicable, must be free of large lumps of clay, debris, and rock.

Sanitary Sewer Lead

1. Sanitary sewer leads should be 6-inch pipe with a minimum slope of one percent.
2. Three quarter inch crushed stone should be used for sanitary lead bedding.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

3. Stainless steel tapping saddle to be used where applicable
4. Cleanouts should be used near the building. Check with the Structural/Safety Department for specifications

C. Storm Sewer

1. The size, length, type of pipe, type of joint, and slope should be indicated for each run of storm sewer on the plans.
2. The recommended type of storm sewer pipe is C76 Class IV, concrete pipe with premium joints, twelve (12)-inch diameter minimum. Other type of pipe may be considered, but premium joints must be provided.
3. The rim and invert elevations for each storm sewer structure should be indicated on the plans.
4. The storm sewer structures should be numbered consecutively. All structures should be located by dimensions to two known points and/or property lines.
5. Sand backfill should be provided for storm trench located under or within three feet of paved areas.
6. The City of Inkster requires that on site storm water detention be a part of all new development plans. Detention must be provided for volumes generated by a 10 year storm, and the drainage flow rate from the site to the City sewer may not exceed the one year pre-project storm event flow. For an explanation of determining storm water detention sizing, please see Appendix VI. On a case by case basis, the City Engineering Consultant may exempt a project from having storm water detention. If your project is not required to have detention, proceed to item 13.

The City uses the Oakland County Design guidelines to aid in storm water detention system design. The applicant's professional should contact Wade-Trim if he/she is unfamiliar with the guidelines.

7. Storm water detention details should be provided on the plans, unless the developer has been exempted from on site detention.
8. The designer should show where on-site detention will be located, and the calculations of how the storage volume will be provided. The maximum depth of standing water within parking lot storage areas is eight inches.

9. Calculations for a restricted outlet from the storm water system should be shown on the plans. Restrictors should be at least three inches in diameter. Pipes smaller than this tend to clog too easily.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

10. If restricted inlet covers are used, the designer should provide calculations and information verifying that the restricted covers will perform as stated.
11. The design should provide for "emergency overflow" of storm water from the detention area. The emergency overflow must be designed to ensure the overflow goes into the public right-of-way rather than onto adjacent parcels or into buildings.
12. The location and details of the on-site storm sewer system connection to the City's storm system should be included on the plans.
13. An easement is required for existing or proposed public storm sewer mains not located in the public right-of-way. The easement description should be included with the plans. Prior to the issuance of a certificate of occupancy the easement should be drafted and executed, approved, recorded at the Wayne County Register of Deeds, and the recorded easement be on file at the City Clerk's office.

D. Grading

The following comments should be addressed and indicated on the site plan.

1. Minimum of two permanent benchmarks on or adjacent to the site.
2. A sufficient amount of existing and proposed elevations should be provided throughout the site and on abutting parcels to determine existing and proposed slope and drainage patterns. Flow arrows should be shown on the plans to indicate the direction of overland drainage.
3. Drainage grades across pavement areas should be between one and three percent, and all drainage should enter into the storm water system. Across grassy swales, drainage grades should be a minimum of 0.5 percent.
4. The designer should show that the proposed site drainage will not adversely affect abutting parcels. The designer may not force site drainage to abutting parcels or block existing drainage from abutting parcels.
5. The following note should be added to the plans:

"The Developer is responsible for resolving any drainage problems on adjacent property which are a result of the Developer's activities."

E. Paving

The following comments on paving issues should be addressed on the site plan.

1. A cross section of proposed pavement should be shown.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin.) A completed copy of the check list to be submitted with the site plan.

2. A concrete sidewalk five feet in width is required to be provided across the frontage of the site, within the public right-of-way. (The new sidewalk should be four inches thick except at driveway crossing(s), where it should be a minimum of six inches in thickness.)

3. A note should be added to the site plan indicating that:

"Existing flags of sidewalk across the site's frontage that are damaged now, or that become damaged during the construction, shall be removed and replaced, as directed by Inkster Department of Public Services. Such work shall be done prior to issuance of a final occupancy permit for the new development."

4. The specific parking layout should be shown with the location and size of the parking spaces.

F. General

In addition to the above information, the following items should be considered when preparing the site plan:

1. A Wayne County Permits Department approval and a permit for any work within road right-of-ways for any roads under the jurisdiction of Wayne County will need to be obtained. The following roads in Inkster are under the jurisdiction of the County: Inkster, Middlebelt, and Cherry Hill west of Inkster Road.
2. For any work done in the Michigan Avenue right-of-way, a Michigan Department of Transportation approval and permit will need to be obtained.
3. In areas that may contain wetlands, the applicant should document that no regulated wetlands exist on the site and/or that the site development will not impact any regulated wetlands. If any wetlands exist on or immediately adjacent to the site, Michigan Department of Environmental Quality clearance will be required.
4. For developments that may discharge materials other than typical domestic waste, or that may discharge potentially hazardous waste, a detailed floor plan showing all floor drain locations, and secondary containment systems to prevent accidental discharges to them, should be provided as part of the site plan package.

5. The estimated quantities for storm sewer, sanitary sewer, water main, and any earth work should be on the plans.

The applicant's professional should initial each comment they have addressed on the plans, or indicate "N/A" if the comment does not apply to that specific project. (Put marks in the left margin). A completed copy of the check list to be submitted with the site plan.

APPENDIX I

SPECIAL CONDITIONS USE PROCESS

SPECIAL CONDITIONS USES

In addition to uses permitted by right, each zoning district may have a list of land uses which are allowed only through a special review and permitting process. These are called special conditions uses. Special conditions uses are those uses which could be appropriate in the district where they are listed but have certain characteristics which must be managed to protect the integrity of uses permitted by right in the district.

WHEN IS SPECIAL CONDITIONS USE APPROVAL REQUIRED

If the intended use is listed as a use permitted subject to special conditions in the zoning district in which the subject site is located, the applicant needs to request a special conditions use permit from the City.

SPECIAL CONDITIONS USE PERMIT STEPS

The following steps describe the process for receiving a special conditions use permit from the City of Inkster.

Step 1. Special Conditions Use Permit Application

Goal: To request a special conditions use permit from the City.

The first step is for an applicant to fill out a special conditions use permit application form and pay the necessary fee. The application form is available in the Planning & Economic Development Department, which is located on the second floor of City Hall. State law requires that a complete site plan (containing all applicable data outlined in Section 155.286[E](2) of the City Zoning Code) be submitted with an application for any special conditions use permit.

The applicant must clearly address all special conditions listed in the appropriate zoning district for the intended use. The applicant should also indicate on the application form his or her response to the standards for approval of a special conditions use permit listed in Section 155.110 of the City Zoning Code. The fee for a special conditions use permit is indicated in Appendix IV.

Step 2. Schedule Public Hearing

Goal: To schedule and legally advertise a public hearing on the requested special conditions use permit.

At its next regularly scheduled meeting, the Planning Commission will schedule a public hearing for the special conditions use permit. The Inkster Planning Commission normally meets every

fourth Monday of the month at 7:30 p.m. at the Parks and Recreation Complex (2025 Middlebelt Road).

Following the scheduling of a public hearing by the Planning Commission, the Planning & Economic Development Department will publish a notice of the time and place of the public hearing in the local newspaper and notify by mail all property owners within 300 feet of the property to be considered for Special Conditions Use. State law requires that such notification be given no less than fifteen (15) days prior to the public hearing. The lead time necessary to have the legal notice published in the newspaper is approximately five (5) to seven (7) days.

Step 3. Site Plan Review Team Review

Goal: To obtain findings and recommendations for Planning Commission consideration.

The Site Plan Review Team will review the site plan and special conditions use permit request relative to standards for approval of a special conditions use and the specific standards for the intended use, as defined in the appropriate zoning district of the City Zoning Code and other City Ordinances. A letter of findings and recommendation will be submitted to the Planning Commission for its consideration.

Step 4. Planning Commission Recommendation

Goal: To have the Planning Commission recommend approval, approval with conditions, or denial to the City Council.

The Planning & Economic Development Department will place the special conditions use permit request on the Planning Commission agenda. The public hearing will be held at the earliest regular meeting of the Planning Commission after the required notification period. The Planning & Economic Development Department will notify the applicant as to the exact time and place of the public hearing. The applicant is strongly encouraged to attend this meeting.

Following the required public hearing, the Planning Commission will review all information and make a recommendation to the City Council or postpone action until its next regularly scheduled meeting or until all necessary information has been submitted by the applicant.

Step 5. City Council Action

Goal: To have the City Council approve, approve with conditions, or deny the special conditions use permit request.

Following action by the Planning Commission, the Planning & Economic Development Department will request that the special conditions use permit request be placed on the next available City Council agenda. The City Council normally meets every first and third Monday of the month beginning at 6:00 p.m. at the Parks and Recreation Complex. The Planning & Economic Development Department will notify the applicant as to the exact time and place of the City Council meeting. The applicant is strongly encouraged to attend this meeting.

Unless action is postponed until the next meeting, the City Council will either approve, approve with conditions, or deny for cause the special conditions use permit request. If the special conditions use permit request is approved with conditions by the City Council, approval will not become effective until all specified conditions have been met. If the special conditions use permit request is denied for cause, the Planning & Economic Development Department will transmit the reasons for denial in writing to the applicant within fifteen (15) days of the City Council action.

APPENDIX II

REZONING PROCESS (Change in Zoning)

REZONING

All land within the City of Inkster is classified as one of several zoning districts. Each district allows specific permitted uses, uses subject to special conditions, specific development standards, and other related matters.

WHEN IS REZONING REQUIRED

If the property is not properly zoned for the proposed use, the property owner may request that the City consider a change in the zoning of the land.

REZONING STEPS

The following steps describe the process for rezoning property within the City of Inkster.

Step 1. Rezoning Application

Goal: To request that the City of Inkster consider rezoning property from one zoning district classification to another.

Fill out a rezoning application form and pay the necessary fee. The application is available in the Planning & Economic Development Department. The applicant should clearly indicate the rationale for requesting the rezoning and the benefits a rezoning will provide to the community. The fee for a rezoning request is indicated in Appendix IV.

Step 2. Schedule Public Hearing

Goal: To schedule and legally advertise a public hearing on the requested rezoning.

At its next regularly scheduled meeting, the Planning Commission will **schedule** a public hearing for the rezoning request. The Inkster Planning Commission normally meets every fourth Monday of the month at 7:30 p.m. at the Parks and Recreation Complex (2025 Middlebelt Road). The applicant is strongly encouraged to attend this meeting.

Once a public meeting is **scheduled**, the Planning & Economic Development Department will publish a notice of the time and place of the public hearing in the local newspaper and notify by mail all property owners within 300 feet of the property to be rezoned. State law requires that such notification be given at least fifteen days prior to the public hearing. The lead time necessary to have the legal notice published in the newspaper is approximately five to seven days. If proper notification is provided, the Planning & Economic Development Department will notify the applicant as to the exact time and place of the public hearing.

Step 3. Planning Department Review

Goal: To seek a review of findings and recommendation for consideration.

The Planning Director will review the rezoning request relative to existing land use, zoning pattern, existing zoning district, proposed zoning, future land use, and related issues. A letter of findings and recommendation will be submitted to the Planning Commission for its consideration.

Step 4. Planning Commission Recommendation

Goal: To have the Planning Commission recommend approval or denial to the City Council.

Following the required public hearing, the Planning Commission will review all information and make a recommendation to the City Council or postpone action until further notice

Step 5. City Council Action

Goal: To have the City Council approve or deny the rezoning request.

Following action by the Planning Commission, the City Council will consider the applicant's request. The City Council normally meets every first and third Monday of the month at 6:00 p.m. The Planning & Economic Development Department will notify the applicant as to the exact time and place of the City Council meeting. **The applicant is strongly encouraged to attend this meeting.**

The City Council will either approve, deny, or postpone acting upon the request. If the request for rezoning is approved for cause, there will be a first reading of the rezoning. Following action on first reading, a second reading will occur at the next regularly scheduled City Council meeting.

If the rezoning request is approved by the City Council, it becomes effective upon publishing within fifteen days after adoption. If the rezoning request is denied for cause, the City Clerk will transmit the reasons for denial in writing to the applicant within fifteen days of the City Council action.

APPENDIX III

VARIANCES

WHAT IS A VARIANCE?

A Zoning variance is a relief from the City of Inkster Zoning Ordinance and is only granted by the Inkster Board of Zoning Appeals (BZA) when certain findings have been made. Variances are intended to provide administrative relief from a zoning provision, which causes unnecessary hardship or practical difficulty for a property owner due to unique circumstances of the property.

There are two types of variances: use variances and dimensional (non-use) variances. A use variance permits a use of land not otherwise permitted in the zoning district in which the property is located. A use variance effectively rezones the property without prior recommendation by the Planning Commission and approval by the City Council. They are considered inappropriate except in one instance - when property cannot be reasonably used as zoned and other attempts to obtain local approval through rezoning have been denied. Non-use variances are the most common variance requested. A nonuse variance addresses height, setback, lot size, and other dimensional requirements.

WHEN IS A VARIANCE REQUIRED?

If the intended use is not listed as a use permitted by right or as a use subject to special conditions in the zoning district in which the subject site is located and the City has denied a rezoning request for the property, the applicant may request a use variance only if the property cannot be reasonably used as zoned. If the applicant cannot meet all of the dimensional requirements of the City Zoning Code, he or she may request a nonuse variance only if meeting the requirements would cause unnecessary hardship or practical difficulty for a property owner due to the unique circumstances of the property.

WHAT ARE THE STEPS TO REQUEST A VARIANCE?

The following steps describe the process for requesting a variance from the BZA.

Step 1. Variance Application

Goal: To request a variance from the Board of Zoning Appeals.

Fill out a variance application and pay the necessary fee. The application is available in the Planning & Economic Development Department. The fee for a variance is \$450 for residential uses and \$500 for commercial/industrial uses.

Use Variance – Relief to allow a use not otherwise allowed under the zoning ordinance. The following questions should be addressed:

Can a reasonable return be realized if the land is used as zoned?
Is the alleged hardship unique to the property in questions?
Will the requested variances, if granted, alter the essential character of the neighborhood?
Is the alleged hardship self-created?

Dimensional Variance – Relief from the dimensional requirements of the zoning ordinance. The following questions should be addressed:

Will the variance produce an undesirable change in character or a detriment to the neighborhood?
Can the benefit sought by the applicant be gained by any other feasible alternative?

Step 2. Schedule Public Hearing

Goal: To schedule and legally advertise a public hearing on the variance request.

The Planning & Economic Development Department will **schedule** a public hearing for the variance request. The BZA meets as needed on the first Thursday of the month at 7:30 p.m.

Once a public hearing is scheduled, the Planning & Economic Development Department will publish a notice of the time and place of the public hearing in the local newspaper and notify by mail all property owners within 300 feet of the subject property. Such notification will be given no less than fifteen days prior to the public hearing. The lead time necessary to have the legal notice published in the newspaper is approximately five to seven days.

Step 3. Planning Department Review

Goal: To seek a review of findings and recommendation for consideration.

In the case of a use variance, the Planning Director will review the variance request relative to whether or not the property can be reasonably used as zoned. In the case of a nonuse variance, the Planning Consultant will review the variance request relative to whether or not the variance request would cause unnecessary hardship or practical difficulty for the applicant due to the unique circumstances of the subject property. A letter of findings and recommendation will be submitted to the Board of Zoning Appeals for its consideration.

Step 4. Board of Zoning Appeals Action

Goal: To have the Board of Zoning Appeals approve or deny the variance request.

The public hearing will be held at the scheduled time. If proper notification is provided, the Planning & Economic Development Department will notify the applicant as to the exact time and place of the public hearing. The applicant is strongly encouraged to attend this meeting.

Following the required public hearing, the Board of Zoning Appeals will review all information. The Board of Zoning Appeals will either approve, deny, or postpone for cause the variance

request. If the variance request is denied for cause, the Planning & Economic Development Department will transmit the reasons for denial in writing to the applicant within fifteen days of the Board of Zoning Appeals action.

APPENDIX IV

FEE SCHEDULE

The following Development Review Fee Schedule is to be employed for determining the consultant's costs for undertaking a professional engineering and planning review and preparing a written report to the community regarding the various types of development proposals. These costs will be passed through to the developer, along with any additional costs (publication, reviews by others, etc.), incurred by the community.

The developer's deposit, in an amount determined from this review fee schedule, shall be collected by the community prior to forwarding the plans to the City's Engineering and/or Planning Consultants for review. Development review costs may vary depending on the completeness and complexity of the application.

The City of Inkster uses the following fee system for engineering and planning projects.

OPTIONAL MEETING WITH CONSULTANTS

The applicant has the option to pay for a meeting up to one hour with the consultants and the Planning & Economic Development Director to discuss issues relative to site plan development prior to initiating the site plan process. These meetings will normally be held on Tuesday afternoons prior to Review Committee meetings. The fee for the meeting will be paid in advance to the Planning & Economic Development Department. The fees for the meeting are as follows:

\$ 200.00	Engineering and Planning Director
\$ 100.00	Engineering Only
\$ 100.00	Planning Director Only

The meeting(s) may be scheduled at any time during the site plan review and approval process, however, it generally is most beneficial if scheduled prior to the start of the project. Additional meetings may be requested and paid for during the site plan process.

ENGINEERING

The developer's deposit, in any amount determined from this review fee schedule, shall be collected by the Planning & Economic Development Department prior to reviewing the plans. These fees are subject to change upon review of an engineering consultant if the City Engineer determines that the review is necessary to be conducted by an engineering consultant retained by the City.

Site Plan Review by the Engineering Consultant

1.75 percent of the construction cost.

PLANNING

I. Plat Review

- 1) Preliminary Plat Review \$300 plus \$5 per lot plus Consulting Fees

II. Single-Family Condominiums

1) Detached Single-Family Developments

- a. Initial Review: \$300 plus \$5 per building site
- b. Revised Plan: \$150 (Includes charges for each review subsequent to the review of the initial plan, except that the review of any plan submitted more than six (6) calendar months following the initial plan will require payment as specified in II.1.a.)

III. Site Plan Review

1) Residential

- a. Less than an acre \$300 plus \$5 per unit
- b. An acre or more \$450 plus \$5 per unit

2) Commercial and Other Nonresidential Uses

- a. Less than an acre \$300
- b. An acre or more \$450 plus \$23 per acre
- c) Revised Site Plan: \$150 (Includes charges for each review subsequent to review of the initial plan, except that the review of any plan submitted more than six (6) calendar months following the initial plan will require payment as specified in III.3.a.)

d) Final Site Plans:	\$100
3) Planned Neighborhood (Residential) Development	
a. Initial Review (Preliminary Plans)	\$300 plus \$5 per unit or lot(Includes informal review prior to official submittal, plus initial plan review)
b. Revised Site Plan:	\$150 (Includes charges for each review subsequent to review of the initial plan, except that the review of any plan submitted more than six (6) calendar months following the initial plan will require payment as specified in III.3.a.)
c. Final Site Plans:	\$100
4) Mixed-Use or Planned Unit Developments	
a. Initial Review:	\$300 plus \$5 per (Includes acre and initial plan review) pre-design conference
b. Revised Plan:	\$150 (Includes charges for each review subsequent to review of the initial plan, except that the review of any plan submitted more than six (6) calendar months following the initial plan will require payment as specified in III.4.a.)
c. Final Site Plans:	\$100
IV. Rezoning, Special (Conditional) Use Request	\$300 per request
V. Historic District/Architectural Commission Reviews	\$250 per request
VI. Variance Request Reviews	
a. Residential	\$250.00 per request

b. Commercial	\$300 per request
VII.Lot Split Reviews	\$250 per request
VIII.Adaptive Reuse Project Request	\$250 per request
IX. Street/Alley Vacation Requests	\$250 per request
X. All Public Hearings	\$200 per request
XI. Zoning Confirmation Letters/Forms	\$30 per property

The developer's deposit, in any amount determined from this review fee schedule, shall be collected by the Planning & Economic Development Department prior to reviewing the plans.

The fee schedule is subject to change on an annual basis.

APPENDIX V

CONTACT PEOPLE

The following is a list of key people that a developer may need to contact during the development and site plan process.

CITY OF INKSTER DEPARTMENTS

Planning & Economic Development Department

313-563-9760

Dr. LaTina R. Dawkins, AICP, Director

Ms. Saidia Johnson, Secretary

Department of Public Services

313-563-9773

Archer V. Collins, Director

Structural/Safety Division

313-563-7716

Permits & Inspectors

Ralph Welton, Chief Building Official

Fire Department

313-563-9875

Mr. Mark Hubanks, Fire Chief

Police Department

313-563-9850

Mr. Gregory Gaskins, Chief of Police

CONSULTANTS

Giffels-Webster Engineering

586-781-8950

Paul Modi, Sr. Project Engineer

APPENDIX VI

STORM WATER DETENTION DESIGN

Unless exempted by the City Engineer, all sites in Inkster will be required to have storm water detention. The site will be required to detain a ten year storm event. By following the procedure below the required storm water detention sizing may be calculated.

STORM WATER DETENTION DESIGN Prepared for the City of Inkster by Wade-Trim (1996)

UNITS

V= volume in cubic feet

Q= flow rate in cfs

T= time in minutes

A= area in acres

d= diameter in feet

h= depth in feet

Area= pipe cross section in ft²

1. Establish the allowable amount of site run-off.

The first step is to determine the site's allowable run-off contribution to the storm system. There are two ways to determine this value: one for a new site (grassy field) and one for existing sites. Where Q = flow in cfs.

- A. For a new site use the formula $Q_{\text{Allowable}} = 0.2 \text{ cfs} * A(\text{total acres})$

- B. For an existing site use the formula $Q_{\text{Allowable}} = CIA$

Q = one year flow rate

C = run off coefficient (use 0.20 for pervious areas and 0.90 for impervious areas)

A = Area in acres

I = Rainfall intensity (one year intensity = $I = 72/(t+25)$ t = 20 minutes

2. Establish the current site run-off for the site.

Once the allowable run-off has been calculated, the next step is to determine the current run-off in order to compare it to the allowable rate. The following formula may be used to determine the current run-off.

$$Q_{\text{Current}} = Q_{\text{Allowable}} / (A * C)$$

A = Total acres of development

C = New run-off coefficient based on development

3. Determine the Required Storage Time.

$$T = -25 + [(6562.5/Q_{\text{Current}})]^2 \quad (T \text{ in minutes})$$

4. Determine the Storage Volume Required.

The final step in sizing the detention pond is to determine the storage volume required. The following two formulas can be used to determine the storage volume required.

$$V_s = [10,500(T)/(T+25)] - 40Q_{\text{current}} T$$
$$V_{\text{required}} = V_s * A * C \quad (A = \text{total area, } C = \text{run-off coefficient})$$

5. Restrictor Sizing.

In many cases, a restricted outlet is required to allow a controlled discharge of the storm water. To size the restrictor, the following formulas should be used.

$$\text{Area} = Q_{\text{maximum}} / 0.62 * (2gh)^2$$

Q_{maximum} = Maximum amount of run-off allowed

h = the difference between the highest water elevation in the pond and the middle of the outlet pipe in feet

g = rate of gravity 32.2 ft/sec²

To find the diameter of the pipe, use the following formula:

$$d = (\text{Area} * 4 / \pi)^2 \quad (d \text{ in feet})$$

6. Factors to consider in Storm Water Detention Design

When designing storm water detention facilities for a site, there are several additional factors to take into consideration. These additional factors include:

A. Maximum height of standing water in parking areas is eight inches.

B. On sites where there is not a detention pond, a controlled overflow point should be established. This is the point where if the system is to back up that the detained water will flow to. The optimum approach is to have the water flow into the right-of-way and from there into the City system. This may be accomplished by proper grading.

On sites where there is a detention pond, an overflow manhole should be installed, with a direct bypass connection to the storm system outlet pipe.

C. Recommended maximum side slopes on detention ponds is 1 on 6, and the maximum depth of the ponds should not exceed eight feet. Where side slopes exceed 1:6, and/or pond depth exceeds 24 inches, a fence should surround the detention pond.

APPENDIX VII

DOCUMENT DEFINITIONS

Planning & Economic Development: The City Department which handles the processing of the site plan. Located on the second floor of the Inkster City Hall.

Detention Pond: A facility used for the temporary storage of storm water run-off.

DPS (Department of Public Service) The City department which handles the City's water, sewer, and other maintenance issues.

Final Mylar: A reproducible plastic film copy of the final approved site plan. This copy should be submitted after the applicant has received final approval from the Planning Commission.

Planning Commission: The board of appointed members of the community, who have the ability to grant approvals of the site plan.

Site Plan Application: A form supplied by the Planning and Economic Development Department that asks for basic information such as the type of improvement, location, owner, etc.

Soil Erosion Plan A plan which prevents the detachment and movement of soil or rock fragments or the wearing away of the land surface by water, wind, ice, and gravity.

Structural/Safety: (Building Department) The City department which will review and inspect the on site construction. This Department is located on the first floor of Inkster City Hall.

Utility Easement: A granting of property use to the City or another person to use property for the maintenance of underground and/or above ground utilities.

Wetlands: An area that is saturated by surface water or groundwater at a frequency and duration sufficient to support under normal conditions a prevalence of vegetation typically adapted for life in saturated soil conditions.

Zoning: The delineation of districts and the establishment of regulations governing the use, placement, spacing and size of land and buildings.