

**Birch Run Township**  
**Ordinance No. 2023-03**

An ordinance to amend the Birch Run Township Zoning Ordinance by amending Article 4 to add additional authority to the Zoning Administrator to waive the requirement of stamped architecture plans where appropriate and make it easier for small businesses within the Township.

THE TOWNSHIP OF BIRCH RUN, SAGINAW COUNTY, MICHIGAN, ORDAINS:

**ARTICLE I.** Article 4, Subsection D, of the Birch Run Township Zoning Ordinance is hereby amended by making the following changes as shown below. New text is indicated in red, with text to be removed shown in ~~strikethrough~~.

**D. Final Site Plan Submittal, Distribution and Data:** Applications for final site plan approval shall be submitted to the Township Clerk on a form for that purpose. Upon receipt of the plans and zoning permit application forms, the Township Clerk shall record the date of their receipt and transmit copies to the Planning Commission and other agencies or individuals selected to review such plans including but not necessarily limited to Township departments and staff, consultants, Saginaw County Drain Commissioner, and Saginaw County Road Commission. The final site plan application shall include the following, except where upon request by the applicant, the Planning Commission determines that certain specific data is not necessary in rendering a sound and educated decision on the specific site plan before it:

1. Twenty (20) copies of a completed application form supplied by the Township Clerk.
2. Twenty (20) copies of the final site plan at a scale of not less than one (1) inch equals one hundred (100) feet. The final site plan shall be provided on a professional quality drawing and all information depicted shall be designed by a professional engineer, land surveyor, or landscape architect licensed in Michigan and the seal of such designer shall be affixed. The plan shall provide the following minimum information:
  - a. Name, address, and telephone number of the applicant (and owner if different) and project designer.
  - b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.
  - c. Existing natural features such as woodlands, streams, flood plains, county drains, lakes or ponds, and topography (at two-foot intervals on-site and within one hundred fifty (150) feet of the site).
  - d. Existing public right-of-way, private easements of record, and deed restrictions, and existing improvements on the site including but not limited to roads, driveways, structures, and buildings.
  - e. Project description, including the location, dimensions, and height of existing and proposed structures to be erected, altered, or moved on the property; the total number of dwelling units and offices; the square feet associated with each building and use including total and usable floor area; carports and garages; configuration of proposed roads, parking areas, and lots; employees by shift; amount of

recreational and open space and the type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.

- f. Proposed location and dimensions of accessory structures, including trash receptacles.
- g. Proposed location of free standing and wall signs, and dimensions and construction details of such signs.
- h. A landscaping plan indicating the locations of plant materials to be preserved and locations of proposed planting and screening, fencing, and lighting in compliance with the requirements of Article 17, Landscaping and Screening. Also, proposed locations of common open spaces, if applicable.
- i. Final construction plans that ensure proper construction of roads and alleys including plan/profiles, cross- sections, acceleration, deceleration or right turn lanes, driveways, parking spaces, sidewalks, with indication of direction of travel, and the inside radii of all curves including driveway curb returns. The width of streets, driveways and sidewalks, the total number of parking spaces, and dimensions of a typical individual parking space and associated aisles shall be identified. Proposed traffic control measures (including signs) and proposed street or road names shall also be indicated.
- j. Final construction plans that ensure proper construction of facilities designed to manage storm water including location of any retention and/or detention areas and points of discharge for all drains, and engineering specifications including dimensions and elevations of all pipes and drains. The point of discharge for all drains and pipes shall be specified on the site plan.
- k. Final construction plans that ensure proper construction of facilities designed to provide, collect, store, dispose of, and/or transport potable water, wastewater and sewage, including but not necessarily limited to the locations, specifications and elevations of pipes, drains, sumps, holding tanks, and easements that exist or are proposed to be established for installation, repair and maintenance of such utilities.
- l. Final construction plans that ensure proper location of other utilities not otherwise addressed in (j) and (k) above, and any easements that exist or are proposed to be established for installation, repair, and maintenance of utilities.
- m. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
- n. A statement from the applicant identifying all federal, state, county, and local permits required, if any.
- o. Elevation drawings of all buildings and structures
- p. A vicinity sketch showing the location of the site in relation to the surrounding street system, extending a minimum one (1) mile from the site, and the identification of surrounding land uses within three hundred (300) feet in every direction of the proposed use including land uses on the opposite side of any roads.
- q. Such other information as may be necessary to enable the Planning Commission to determine whether the proposed site plan will conform to the provisions of this Ordinance.

- r. Notwithstanding foregoing requirements, the Zoning Administrator and/or Planning Commission may modify the required materials for submission.

**ARTICLE II.** This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph, or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

**ARTICLE III.** All ordinances and provisions of ordinances of the Birch Run Township in conflict herewith are hereby repealed.

**ARTICLE IV.** This amendatory ordinance shall be published as required by law and shall take effect 7 days after publication.

CERTIFICATION

ADOPTED

YEAS: Watts, K. Kiessling, Letterman, C. Trinklein, Sheridan, D. Trinklein Jr., R. Kiessling,

NAYS: None

ABSENT: None

State of Michigan, County of Saginaw,

I, the undersigned Township Clerk for the Township of Birch Run, Saginaw County, Michigan, certify that the above Ordinance adopted by the Township Board of Trustees of the Township of Birch Run on the 9<sup>th</sup> day of May 2023, and was recorded in full in the Minutes of the Meeting of the Township Board of Trustees on said date.

Dated: [May 10<sup>th</sup>, 2023]

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Riley Kiessling, Clerk

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