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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

**Regular Meeting
Thursday, May 10, 2018
7:00 p.m.
AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: April 26, 2018
6. PUBLIC HEARING: Barn Camp
Consideration of an application from Doreen Beltz for a special exception use to allow a children's barn camp as a temporary outdoor event pursuant to Sections 20.410 and 60.000 of the Township Zoning Ordinance. The subject property address is 2582 South 6th Street in the RR Rural Residential District. Parcel No. 3905-28-430-041.
7. PUBLIC HEARING: Consideration of draft Zoning Ordinance Text Amendments
 - a. Section 66.200: Dimensional requirements for parcels, lots, and building sites
 - b. Section 68.300: Off-Street parking and site circulation requirements.
8. Old Business
 - a. Agritourism
(Discussion continued from April 22nd meeting)
9. Any Other Business
10. Planning Commissioner Comments
11. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

MINUTES OF A PLANNING COMMISSION MEETING HELD APRIL 26, 2018

Agenda

ANY OTHER BUSINESS

a. Continuation of Zoning Ordinance Re-Organization

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, April 26, 2018, commencing at approximately 7:10 p.m. at the Oshtemo Charter Township Hall.

ALL MEMBERS WERE PRESENT: Cheri Bell, Chairperson
Fred Antosz, Vice Chairperson
Ollie Chambers
Micki Maxwell
Mary Smith
Dusty Farmer, Secretary
Bruce VanderWeele

Also present were Julie Johnston, Planning Director, James Porter, Attorney, and Martha Coash, Meeting Transcriptionist. No other persons were in attendance.

Call to Order

The meeting was called to order by Chairperson Bell at approximately 7:10 p.m.

Pledge of Allegiance

Chairperson Bell led those in attendance in reciting the Pledge of Allegiance.

Approval of the Agenda

The Chair asked if there were any additions or deletions to the agenda. Hearing none, she asked for a motion of approval.

Mr. Antosz made a motion to approve the agenda as requested. Mr. VanderWeele seconded the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

There were no public comments on non-agenda items.

Approval of the Minutes of April 10, 2018

Chairperson Bell asked if there were additions, deletions or corrections to the Minutes of April 10, 2018. Hearing none, she asked for motion for approval.

Mr. VanderWeele made a motion to approve the minutes of April 10, 2018 as presented. Ms. Farmer seconded the motion. The motion was approved unanimously.

Old Business

None.

Any Other Business

a. Continued Discussion of Zoning Ordinance Re-Organization

Discussion of zoning ordinance re-organization begun at the preceding work session was continued.

The suggested Definitions for Agritourism Category 1 and 2 were discussed and then the regulatory requirements under the Conditional Land Uses and Special Land Uses for Agritourism began. Suggested changes to Category 1 were noted by Ms. Johnston for revision.

It was agreed the Category 2 section would be discussed at the May 10 meeting if time allows. If not, the discussion will continue at the 2nd May Planning Commission meeting.

Planning Commissioner Comments

Ms. Johnston noted that with the approval of the Master Plan Update, the Maple Hill Sub Area Plan is now official. It will be important to develop Zoning Ordinance language that supports the Sub-Area Plan, particularly in preparation of possible redevelopment of the golf course. Ms. Johnston requested Wade Trim provided a proposal for the development of the Ordinance language, which she will discuss with Supervisor Heiny-Cogswell and then possibly the Township Board.

Chairperson Bell encouraged attendance at Gilmore Keyboard Fest events.

Ms. Farmer reported about her recent positive experience as a panel member at a forum of women elected officials, sponsored by Great Lakes Peace Jam.

Adjournment

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Bell asked for a motion to adjourn.

It was moved by Mr. Antosz to adjourn the meeting of the Planning Commission. Ms. Farmer supported the motion. The motion was approved unanimously.

The meeting was adjourned at approximately 8:35 p.m.

Minutes prepared:
April 28, 2018

Minutes approved:
_____, 2018

April 30, 2018



Mtg Date: May 10, 2018

To: Planning Commission

From: Julie Johnston, AICP
Planning Director

Applicant: Dori Beltz

Owner: Chris and Dori Beltz

Property: 2582 South 6th Street, parcel number 3905-28-430-041

Zoning: RR: Rural Residential

Request: Special Exception Use for an Outdoor Event

Section(s): Section 20.410: Temporary Outdoor Event in Rural Residential District
Section 60.000: Special Exception Uses

Project Name: Barn Camp

PROJECT SUMMARY

The applicant requests a special exception use and general site layout approval for an outdoor event for a "Barn Camp." The request is to allow elementary school age children to access the property for a day camp that would focus on nature exploration and appreciation. The camp would be held three days a week for a total of three weeks. Children would attend the camp for three days in a row, three hours a day. The requested schedule is as follows:

Camp times: 9:00 am to 12:00 noon
1:00 pm to 4:00 pm

Camp dates: June 18, 19, and 20
July 16, 17, 18
July 23, 24, 25

This equates to six total camp experiences (three hours a day, three days a week). Per the applicant, no more than 18 children would be enrolled in each camp time period. The property is zoned RR: Rural Residential District, which requires Planning Commission approval for outdoor events lasting longer than one day in duration.

The applicant will be utilizing their small hobby farm for the camp. The existing barn facility will be the focal point, with outdoor activities happening throughout the 27-acre parcel.

TEMPORARY OUTDOOR EVENTS

Section 20.410 of the Rural Residential District states: Temporary outdoor events meeting all the conditions and limitations of SECTION 20.212 except 20.212(a).

Section 20.212 requires the following:

- a. *Use is incidental to principal use of the property and all events shall not last more than one day.*
- b. *A site plan shall be submitted for administrative review indicating the following:*
 1. *Traffic lanes and on-site parking.*
 2. *Fire lanes and emergency vehicle turning areas.*
 3. *Restrooms provided (in building or portable facilities).*
 4. *Placement of vehicles, trailers, and all other equipment is away from adjoining residentially used properties and complies with all applicable setbacks.*
 5. *All activity takes place on subject property.*
- c. *The Fire Chief, or his designee, has approved the placement of vehicles, trailers, and all other equipment associated with the event.*
- d. *All signs directed off-site must receive a temporary sign permit and comply with all applicable sign ordinances.*
- e. *Property owner must approve and acknowledge the use of the property for the event.*

The applicant has provided a general layout plan which shows the locations of the buildings on site, the driveway for drop-off, and parking areas. Per the applicant's written statement, restroom facilities will be provided within the barn. No additional trailers or equipment is being brought to the subject property, so the Fire Marshal has no concerns with the site. All ordinance requirements have been met.

SPECIAL EXCEPTION USE CONSIDERATIONS

Section 60.100 of the Zoning Ordinance provides additional review criteria for consideration when reviewing a Special Exception Use request. These criteria are as follows:

A. Is the proposed use compatible with the other uses expressly permitted within the RR: Rural Residential District zoning classification?

Currently, agricultural uses are not expressly permitted within the Rural Residential District. However, with recent changes to the Township's Master Plan, specifically the Rural Character Preservation Strategies, the Township has acknowledged the need to recognize the importance of agricultural uses within this District. In addition, the Rural Residential District allows two other uses which have some correlation to the requested use, which are:

- Section 20.207: Nonprofit educational, noncommercial recreational and noncommercial business center (permitted use)

- Section 20.410: Golf courses, parks, motorized vehicular roadways, and outdoor recreational areas (special exception use)

A non-profit barn camp could be viewed as both an educational and recreational use, which contributes to its compatibility with other uses in the District.

B. Will the proposed use be detrimental or injurious to the use or development of adjacent properties or to the general public?

The subject site is over 27 acres in size, allowing for substantial setbacks from adjacent properties to the north, south, and west. The barn and adjacent farm uses are located approximately 380 feet from the northern property line and 650 feet from the southern property line. The railroad track serves as a border to the west.

The barn use is closer to 6th Street, located approximately 120 feet from the right-of-way. In addition, across 6th Street to the east, parcelization has occurred and a number of smaller one-acre residential parcels exist, which equates to more driveway curb cuts. While not detrimental to the use of these adjacent properties, the increase in area traffic during camp drop-off and pick-up may impact these property owners. However, the temporary nature of the event should minimize this compatibility issue.

C. Will the proposed use promote the public health, safety, and welfare of the community?

Staff does not have any concerns regarding the public's health, safety, or welfare. However, we would reiterate the need to manage traffic entering the site, ensuring safety on 6th Street. Having small signage along the one-way drive for drop-off and pick-up directing traffic to move forward and not block the entrance may be beneficial.

The State of Michigan Department of Licensing and Regulatory Affairs (LARA) defines day camps as operating for more than four hours but less than 24 hours per day for five or more days within a 14-day period. Since the children attending this day camp will be on site for only three hours a day for three consecutive days, the applicant is not required to be licensed by the State. However, Ms. Beltz has indicated that if this venture is successful and a longer duration is approved by the Township, she will secure the appropriate licenses from LARA.

D. Will the proposed use encourage the use of the land in accordance with its character and adaptability?

The barn camp request is a temporary use that reflects the rural character of this parcel and area land uses. In addition, it is supported by the Township's Master Plan. The Rural Character Preservation Strategy chapter indicates the following:

"Policy AG-5: Encourage and promote agricultural tourism within the study area, at an appropriate scale and intensity that limits impacts to adjacent properties, public services and the natural environment."

Agricultural tourism is often defined as any agriculturally based operation or activity that brings public to a working farm for the purpose of enjoyment, education, or active involvement in the farm operation. Utilizing the hobby farm to provide educational opportunities to children on a temporary basis is both supported by this definition and the character of subject property.

RECOMMENDATION

Planning Department staff is satisfied that the project meets all Special Exception Use requirements and recommends that the Planning Commission grant approval for the Barn Camp temporary outdoor event, subject to the following conditions:

1. The Barn Camp be operational during the following dates/times:

Camp times: 9:00 am to 12:00 noon
1:00 pm to 4:00 pm

Camp dates: June 18, 19, and 20
July 16, 17, 18
July 23, 24, 25





2. A final inspection by the Fire Marshal prior to the commencement of the event, if needed.
3. Signage be placed on the property directing traffic to appropriate child drop-off locations, moving traffic onto the site and away from 6th Street.

Respectfully Submitted,



Julie Johnston, AICP
Planning Director

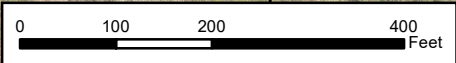
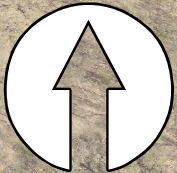
Attachments: Application
Site Layout
Aerial Map

 Subject Parcel
 Other Property Line
 Public Right-of-Way
 Railroad

W ML AVE

2582 S 6TH ST

S 6TH ST



1 inch = 200 feet

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

(see attached)

PARCEL NUMBER: 3905- 05-28-430-0A1

ADDRESS OF PROPERTY: 2582 S. 5th St.

PRESENT USE OF THE PROPERTY: residential/home


PRESENT ZONING res. **SIZE OF PROPERTY** 27 +/- acres

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS
HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)	Address(es)
n/a	
_____	_____
_____	_____

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

Owner's Signature (* if different from Applicant)


Applicant's Signature

Date
7/28/18

Date

- Copies to:
 Planning -1
 Applicant -1
 Clerk -1
 Deputy Clerk -1
 Attorney-1
 Assessor -1
 Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS

March 28, 2018

Planning & Zoning Application: "Barn Camp"
(Special Exception Use; Temporary Outdoor Event)

Oshtemo Planning Team,

It is with great enthusiasm that I ask the township to consider allowing a trial summer of "Barn Camp" on our 27 acre parcel, near the corner of ML and 6th St.

As a former teacher and pastor, I have tremendous calling and competency in reaching and teaching area kids--my vision is to do this at my home, utilizing our small hobby farm as my classroom. Barn Camp would focus on nature exploration and appreciation, basic farm skills and animal/human connection and care. (We have a large barn, 4 goats, 2 small pigs, rabbits, chickens, a small garden and walking trails throughout the property.)

I have heard and understand the frustration of today's parents with regard to the dominance of technology and media in the lives of their kids. Barn Camp would offer an outdoor, activity-based day camp experience that would greatly enhance healthy development, life skills and relationships of kids and families. After a summer of "testing the waters" with families I currently have connection with, I'd like to explore offering "missional" opportunities for urban families who would not otherwise have experiences like Barn Camp. Basically, I've witnessed the power of the outdoors and interactions with animals in improving quality of life, addressing behavior/learning-issues and breaking down emotional roadblocks. I am now ready to explore these opportunities on a broader level through summer day camps at my home.

Please notice the following on the attached diagram:

- The safest possible entry/exit plan for parents.
- A restroom within the barn.
- Ample space (both outdoors and within the shelter of the barn) for learning and exploring.

My proposal and request is to offer 3 weeks of elementary day camp this summer to “try out” this vision. No more than 18 kids would be in attendance at any given time. Kids would attend for 3 hours, 3 days in a row as follows:

- June 18, 19, 20 (9am-12pm; 1pm-4pm)
- July 16, 17, 18 (9am-12pm; 1pm-4pm)
- July 23, 24, 25 (9am-12pm; 1pm-4pm)

Thank you so much for your consideration of this project!

I have great relationships with my neighbors and will touch base with them about my application.

Also, I will attend the planning meeting and look forward to further discussion with you. If there are any questions in the meantime, I'm happy to respond.

Kindest regards,

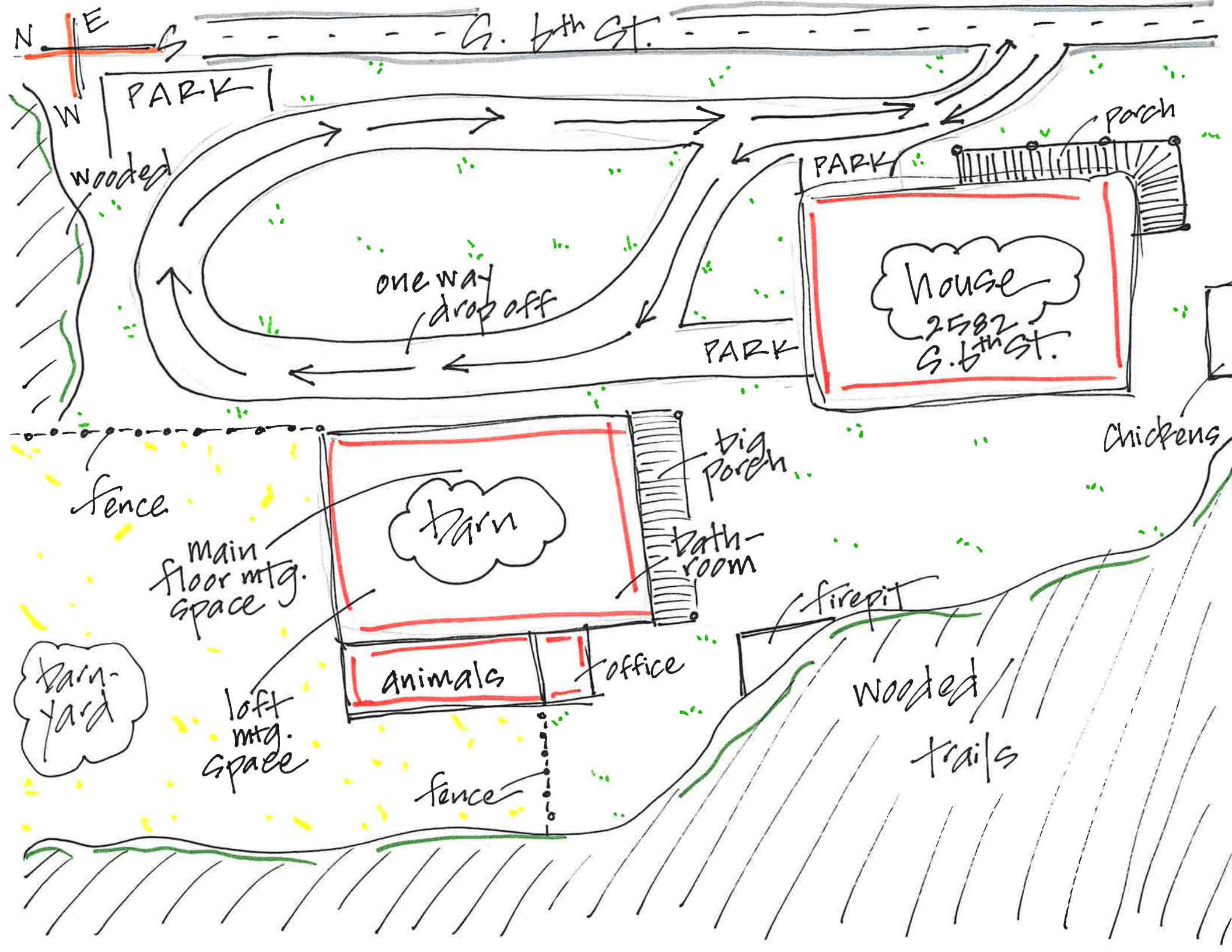
A handwritten signature in black ink that reads "Dori Beltz". The signature is stylized with a large, sweeping flourish at the end.

Dori Beltz

2582 S. 6th St.

dmbeltz@gmail.com

(269) 501-5421



N E

G. 6th St.

PARK

wooded

one way drop off

PARK

porch

House
2582
G. 6th St.

PARK

fence

main floor mtg. space

big porch

bath-room

Chickens

barn-yard

loft mtg. space

animals

office

firepit

wooded trails

fence

May 2, 2018



Mtg Date: May 10, 2018
To: Planning Commission
From: Julie Johnston, AICP
Subject: Zoning Ordinance Amendments – Public Hearing

Area Requirements

On March 22, 2018, the Planning Commission forwarded a recommendation of approval to the Township Board for the Residential Condominium Development Standards. In reviewing associated ordinances related to residential development, staff recommended changes to the Schedule of Area, Frontage, and/or Width Requirements (Section 66.200) at the April 12th Planning Commission meeting.

Currently, Section 66.200 outlines different area requirements for one and two-family dwellings. For example, if a project has public water and sewer, a single-family dwelling requires 10,560 square feet where a two-family dwelling requires 13,200 square feet. In a platted subdivision or site condominium, this ordinance actually incentivizes two-family dwellings. The density for single-family would equate to 4.12 dwelling units per acre while the density for two-family increases to 6.60 dwelling units per acre.

Density is determined by dividing the total required square footage per lot into an acre (43,560 square feet). The increase seen for two-family is that on every 13,200 square foot lot or building site, two dwelling units are permitted.

Staff recommended changing the table from “*Area Requirements*” to “*Area Requirements per Dwelling Unit*.” This would stipulate that each individual residential unit have the same amount of area, regardless of the number of units planned for the parcel or lot. A two-unit with public water and sewer would be required to have a lot that is 21,120 square feet. This recommended change aligns with the densities allowed in the Residential Condominium Development Standards Ordinance and ensures a level playing field for density regardless of the number of attached or detached units planned.

The amended Ordinance language presented at the April 12th meeting for Section 66.200 is attached.

Circulation Aisle Widths

In December of 2017, the Planning Commission forwarded amendments to the Township Board for changes to the Off-Street Parking Ordinance. The amendments primarily centered on ensuring ADA compliance for accessible spaces and regulating circulation aisles. As part of the discussion with the Township Board, a request was forwarded back to the Planning Commission that circulation aisle widths be reviewed. The overall intent of the request was to determine if the Township could allow for reduced widths and therefore reduced asphalt on site.

There are several types of circulation aisles that could be found on a non-residential site, such as within parking lots, dedicated fire lanes, to get to loading/unloading facilities, to ensure access around the entirety of the building, etc. The recently approved changes to the Off-Street Parking Ordinance would require all circulation aisles be 24-feet in width for two-way traffic and 20-feet in width for one-way traffic.

Over the last three months, the Planning Commission has reviewed research from other communities and amended Ordinance language provided by staff. Based on the Planning Commission discussions during this time period, the recommended amendments to Section 68.300.C: Circulation Aisle Width, is as follows:

- C. *Circulation Aisle Width.* Aisles for the general vehicular circulation of the public shall be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. The reviewing body may grant, upon request, reduced widths for circulation aisles. The reviewing body will consider the following before making a determination if drive aisles may be reduced:**
- 1. overall circulation of the site,**
 - 2. access to public rights-of-way,**
 - 3. public safety,**
 - 4. volume of traffic,**
 - 5. visibility,**
 - 6. location of nonmotorized traffic,**
 - 7. grade or slope of the drive,**
 - 8. other site considerations which may impact general circulation.**

The complete recommendation for amendments to Section 68.300 is attached.

66.000 – Area Requirements, Dwelling Standards and Residential Occupancy

Section 66.200 – Dimensional requirements for parcels, lots, and building sites.

Minimum Required Area per Dwelling Unit	R-1, R-2, R-3, R-4, and R-C	R-5
Parcels (unplatted)	50,000 sq. ft	Refer to Section 25.401(C)
Lots (platted) / Building sites:		
None	22,000 sq. ft. (Single Family) and 30,000 sq. ft. (Two Family)	
Sewer or Water	15,000 sq. ft. (Single Family) and 18,000 sq. ft. (Two Family)	
Sewer and Water	10,560 sq. ft. (Single Family) and 13,200 sq. ft. (Two Family)	

Minimum Required Frontage or Width Required	R-1, R-2, R-3, R-4, and R-C	R-5
Parcels Frontage (unplatted)	200 ft.	Refer to Section 25.401(B)
Lots (platted) / Building Sites (Width at Building Setback)	100 ft. (Single Family) and 160 ft. (Two Family)	

68.300 - Off-Street Parking and Site Circulation Requirements

Requirements for all parking spaces, parking lots, and circulation aisles (except those for single- and two-family dwellings, for mobile homes or single- or two-family dwellings in a mobile home subdivision, or for farms) shall be as follows:

- A. *Space size.* Each automobile parking space shall not be less than 200 square feet nor less than ten feet wide exclusive of driveway and aisle space. For parking lots with over 100 spaces, minor adjustments of the dimensions prescribed in this Section may be authorized by the reviewing body for up to 25 percent of the required spaces, provided the design remains consistent with generally recognized design standards for off-street parking facilities.
- B. ~~Circulation and~~ *Parking Aisle Width.* Aisles shall be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. Consideration will be given to alternate widths for one-way aisles in conjunction with angled parking other than 75 to 90 degrees.
- C. ***Circulation Aisle Width.* Aisles for the general vehicular circulation of the public shall be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. The reviewing body may grant, upon request, reduced widths for circulation aisles. The reviewing body will consider the following before making a determination if drive aisles may be reduced:**
 - 1. **overall circulation of the site,**
 - 2. **access to public rights-of-way,**
 - 3. **public safety,**
 - 4. **volume of traffic,**
 - 5. **visibility,**
 - 6. **location of nonmotorized traffic,**
 - 7. **grade or slope of the drive,**
 - 8. **other site considerations which may impact general circulation.**
- ~~E.~~ **D. *Pavement.*** All off-street parking facilities **and site circulation**, including private drives thereto, shall be constructed of materials which will have a paved surface resistant to erosion. Use of permeable materials, similar to a paved surface, is encouraged.
- ~~D.~~ **E. *Accessible accommodations.*** Any barrier free parking spaces or accessible loading aisles between said spaces shall be designed and constructed in accordance with the Americans with Disabilities Act of 1990, using the 2010 or most recent design standards. Barrier free parking spaces, accessible loading aisles between said spaces, and ramps shall be constructed of aggregate cement concrete or a similar, pre-approved hard-surface alternate, subject to Township Staff approval. Flexible paving is not allowed.
- ~~E.~~ **F. *Backing into or from a street is prohibited.*** All trucks and vehicles shall enter and exit the lot, parcel, or site using forward movement from and to the abutting street.
- ~~F.~~ **G. *Bicycle parking.*** Provision of parking facilities for bicycles is strongly encouraged and may be required as part of Special Exception Use approval.
- ~~G.~~ **H. *Maximum number of spaces.*** To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, no parking lot shall have parking spaces totaling more than 110% of the minimum parking space requirements except as may be approved by the reviewing body

~~H.~~ **I.** *Additional Parking Allowance.* In granting any additional space, the reviewing body shall determine that the parking is necessary, based upon documented evidence of actual use and demand provided by the applicant. The reviewing body shall also consider impacts on the property and surrounding properties including any natural features thereon. Use of pervious pavement is encouraged. This allowance shall apply only to those parcels, lots or building sites with a minimum of 50 parking spaces as required by Sections 68.302 and 68.400.