

CHAPTER 14 SITE PLAN APPLICATION

SECTION 14.01 INTENT AND PURPOSE

The required site plan information and review criteria contained in this Chapter are intended to provide a consistent and uniform method by which to review proposed development plans. Requiring consistent information will ensure that each plan is in full compliance with standards contained in this Ordinance, other applicable local ordinances, standard engineering practices, and county, state and federal rules and laws, as applicable. The site plan review criteria set forth in this Chapter are intended to coincide with and enhance the requirements of this Ordinance in order to:

- A. Achieve efficient use of the land;
- B. Ensure high quality site design;
- C. Promote safe and efficient motorized and non-motorized circulation;
- D. Protect natural resources;
- E. Minimize adverse impacts on adjoining or nearby properties; and
- F. Ensure proper redevelopment and improvements to existing sites.

SECTION 14.02 USES SUBJECT TO SITE PLAN REVIEW

- A. A site plan shall be furnished in the following circumstances for review and approval by the Planning Commission, Staff Review Team or City Commission, as applicable in accordance with the provisions of this Chapter and Chapter 13:
 - 1. Permitted Uses in R-3, R-4 and R-5.
 - 2. Special land uses in any zoning district.
 - 3. Condominium or Site Condominium projects
 - 4. Planned Unit Developments
 - 5. Platted Subdivisions
 - 6. Municipal and Public Service Activities
 - 7. Manufactured Housing Communities
 - 8. Single and Two Family Dwellings
- B. The following uses and structures shall be subject to approval by the Zoning Administrator. The review shall ensure that the proposed uses and structures conform to the applicable setbacks, yards, parking and other specific Zoning Ordinance requirements.
 - 1. Temporary buildings and uses
 - 2. Accessory uses or structures

SECTION 14.03 PROCESS

When a site plan review is required, as stipulated in Section 14.02 above, the applicant shall follow the site plan review process as described in Chapter 13 Zoning Approval Application and Review Procedures.

SECTION 14.04 SITE PLAN INFORMATION REQUIREMENTS

The following information shall be included with and as part of the site plan submitted for review. Each category of site plan items shall be included on a separate sheet. The Planning Commission shall not review incomplete applications. Where circumstances warrant the Zoning Administrator or Planning Commission has the discretion to eliminate or add to any of the following items as required information or may allow the information to be organized differently than as listed below.

REQUIRED SITE PLAN DATA	Prelim Site Plan	Final Plan
A. All Sheets		
All sheets shall be drawn to an engineer's scale of not less than 1 inch = 50 feet for a site less than 3 acres, or 1 inch = 100 feet for a site of 3 acres or more. Sheet size should be at least 24 x 36 inches. For large developments shown in sections on multiple sheets, an overall composite sheet shall be included.	●	●
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	●	●
Scale and north-point	●	●
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings	●	●
B. Project and Site Data		
Written project description, including proposed use, building(s) and site improvements	●	●
Location map with north-point, showing surrounding land, water features, and streets within a quarter mile	●	●
Legal and common description of property	●	●
Zoning classification of petitioner's parcel and all abutting parcels	●	●
Proximity to major thoroughfares	●	●
Net acreage (minus rights-of-way) and total acreage	●	●
C. Site Analysis		
Survey of existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site	●	●
Surrounding land uses and zoning	●	●
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations	●	●
Surface drainage flows including high points, low points and swales		●
All existing easements	●	●
Existing roadways and driveways within 250 feet of the site	●	●
Existing sidewalks and non-motorized pathways		●
D. Site Plan Details		
Proposed lot lines, lot dimensions, property lines and setback dimensions	●	●
Building, structure, parking and driveway improvements	●	●
Proposed easements	●	●
Location of exterior lighting (site and building) in accordance with Chapter 20		●
Location of trash receptacle(s) and transformer pad(s) and method of screening		●

Required Site Plan Data	Prelim	Final
E. Access and Circulation		
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements	●	●
Opposing driveways and intersections within 250 feet of the site	●	●
Cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness		●
Dimensions of acceleration, deceleration, and passing lanes		●
Dimensions of parking spaces, islands, circulation aisles and loading zones	●	●
Calculations for required number of parking and loading spaces	●	●
Designation of fire lanes		●
Traffic regulatory signs and pavement markings		●
Location of existing and proposed sidewalks/pathways within the site or right-of-way	●	●
Traffic Impact Study, Where Required	●	●
F. Building and Structure Details		
Location, height, and outside dimensions of all proposed buildings or structures	●	●
Building floor area by use (e.g. office, retail, warehouse) and total floor area	●	●
Location, size, height, and lighting of all proposed site and wall signs		●
Location and type of obscuring wall(s) or berm(s) where required	●	●
Location, type, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required		●
Building facade elevations for all sides, drawn at an appropriate scale		●
Description of exterior building materials and colors (samples may be required)		●
G. Drainage, Soil Erosion and Sedimentation Control		
Location and size of existing and proposed storm sewers; and retention and detention ponds	●	●
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls		●
Stormwater drainage and retention/detention calculations		●
Indication of site grading, drainage patterns and stormwater management measures		●
Soil erosion and sedimentation control measures		●
Existing and Proposed contours	●	●
H. Utilities		
Location of sanitary sewers and septic systems, existing and proposed	●	●
Location and size of existing and proposed water mains, well sites, water service and fire hydrants	●	●
Location of existing and proposed gas, electric and telephone lines, above and below ground	●	●
I. Additional information required for Residential Developments		
The number and location of each type of residential unit (1 bedroom units, 2 bedroom units, etc.)	●	●
Density calculations by type of residential unit (dwelling units per acre)	●	●
Garage and/or carport locations and details, if proposed	●	●
Location, dimensions and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable		●
Swimming pool fencing detail, including height and type of fence, if applicable		●
Location and size of recreation and open space areas	●	●

Indication of type of recreation facilities proposed for recreation area	●	●
Required Site Plan Data	Prelim	Final
For condominium projects, Master Deed and Bylaws		●
J. Landscape Plan (See Chapter 19)		
Description of methods to preserve existing plant materials		●
The location of existing and proposed landscaped areas	●	●
Location and type of all proposed shrubs, trees, and other live plant material	●	●
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity		●
Table demonstrating compliance with all landscaping calculation requirements that lists required and proposed amount of plantings		●
Proposed dates of plant installation		●
K. Lighting Plan (See Chapter 20)		
Location of all freestanding, building-mounted and canopy light fixtures on the site plan and building elevations	●	●
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot-candles)		●
Specifications, graphic depiction, and details for the type of fixture being proposed including the total lumen output, type of lamp and method of shielding		●
Use of the fixture proposed	●	●

SECTION 14.05 SITE PLAN REVIEW STANDARDS

Site plan approval shall be granted only if the site plan meets all applicable standards set forth by law, in this Ordinance and the general criteria outlined below:

- A. **Adequacy of Information:** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s). All sheets must be consistent.
- B. **Site Design Characteristics:** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal, safe, secure and orderly development or improvement of surrounding property for uses permitted under this Ordinance. The site shall be designed to conform to all provisions of this Ordinance. Redevelopment of existing sites shall be brought into conformance with all site improvement provisions of this Ordinance related to the of redevelopment, as determined by the Planning Commission.
- C. **Buildings:** Buildings and structures shall meet or exceed setback standards, height and other dimensional standards, and be placed to preserve environmentally sensitive areas. Redevelopment of existing structures shall meet or exceed all standards for which a variance has not been obtained.
- D. **Architecture:** With the exception of single and two family dwellings, all proposed development subject to site plan approval shall comply with the following architectural guidelines:

1. The applicant shall use quality architecture to ensure that buildings are compatible with surrounding uses, protect the investment of adjacent landowners, blend harmoniously into the streetscape, and maintain a positive image for the City.
 2. Building and sign materials and colors shall relate well and be harmonious with the surrounding area. Subtle colors should be used for building and roofing material.
 3. Buildings shall possess architectural variety, but enhance the overall cohesive community character. The scale and proportion of existing structures in the area should be considered. Roof shape and materials shall be architecturally compatible with adjacent buildings and enhance the predominant streetscape.
 4. Any side of a building facing a public or private road shall be covered with, or constructed of, at least fifty percent (50%) of the following materials:
 - a. Brick
 - b. Decorative concrete block
 - c. Cut stone
 - d. Windows
 - e. Other materials approved as part of the site plan.
 5. Architectural features of the buildings shall include details and ornaments such as archways, colonnades, cornices, peaked roof lines or towers.
 6. Building walls over one hundred (100) feet in length shall be broken up with varying building lines, windows, architectural accents and trees. Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture, and color; and provide a sense of place.
- E. Preservation of Natural Systems:** The landscape shall be preserved in its natural state by minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, existing site natural features and topography shall be incorporated into the proposed site design.
- F. Privacy:** The site design shall provide reasonable visual and sound privacy for dwelling units located therein and adjacent thereto. Fences, walls, barriers, buffers and plantings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.
- G. Emergency Vehicle Access:** All buildings or groups of buildings shall be arranged so as to permit practicable emergency vehicle access consistent with other City ordinances.
- H. Ingress and Egress:** Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets. The number, design, and location of access driveways and other provisions for vehicular circulation shall comply with current City standards. Shared curb cuts and service drives shall be utilized as necessary to reduce traffic conflicts and improve the functionality of the site.

- I. **Non-motorized Circulation:** The site plan shall provide a non-motorized circulation system that is insulated as completely as is reasonably possible from the vehicular circulation system for safety. The design shall also address the security of the non-motorized route.
- J. **Vehicular, Pedestrian and Bicycle Circulation Layout:** The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the safety, and pattern of existing or planned streets, existing or planned public transit routes, and pedestrian or bicycle pathways in the area. The width of streets and drives shall be appropriate for the volume of traffic they will carry, on-street parking, where appropriate and the desired character of the streetscape and neighborhood.
- K. **Drainage:** Stormwater management system and facilities shall preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible.
- L. **Soil Erosion:** The proposed development shall include measures to prevent soil erosion and sedimentation.
- M. **Exterior Lighting:** Exterior lighting shall be designed subject to the requirements of Chapter 20 so that it is deflected away from adjacent properties and so that it does not impede the vision of drivers on public streets.
- N. **Public Services:** The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the City or other public agency including, but not limited to, fire and police protection, public transportation, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.
- O. **Traffic Impact:** The expected volume of traffic to be generated by the proposed use shall not adversely impact existing roads, circulation patterns on the roads, or access to the site.
- P. **Hazardous Materials:** Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby surface water bodies. The sites shall be designed to meet all applicable state and federal regulations.
- Q. **Master Plan:** Sites shall be designed in a manner which is consistent with the City Master Plan and any applicable subarea or corridor plans.
- R. **Landscaping:** Site landscaping shall be designed subject to the requirements in Chapter 19.