

CHAPTER 166

SITE PLANS

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166.01 SITE PLANS. Site plans are required whenever the owner of any property in the City undertakes new construction, re-construction, expands an existing building by twenty (20) or more percent of the area of the existing building, or remodels an existing building with a building permit value of \$25,000 or more (collectively "improvements" or "development"), except for the construction of single-family or two-family homes on existing platted lots. Site Plans are required for multiple-family dwellings and townhomes.

166.02 STATEMENT OF INTENT. It is the intent and purpose of this Chapter to establish a procedure which will enable the City to review certain proposed improvement to and development of property. The Site Plan shall be designed to reflect consideration for (a) impacts to existing and proposed developments surrounding the site; (b) impact on public rights-of-way, utilities, facilities, and services; and (c) impact to existing on-site conditions.

166.03 DESIGN STANDARDS. Site Plans shall reflect the following standards of design which are necessary to insure the orderly and harmonious development of property in such manner as will safeguard property values and the public's health, safety and general welfare.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property.
2. The proposed development shall be designed with a proper regard to topography, surface drainage, natural drains and streams, wooded area, and other natural features which will lend themselves to proper, harmonious and attractive development of the site.
3. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of

- submit a concept and Site Plan for initial review by the City Engineer for comment.
2. The Clerk may refer the Site Plan to appropriate City departments and officials for their review and comment regarding the Site Plan's compliance with the Code of Ordinances, and its effects upon the City's municipal utilities and public street system. Any comments by any department or official will be forwarded to the Plan and Zoning Commission.
 3. The Plan and Zoning Commission shall, after receiving a report from the City Engineer, review the Site Plan for conformity with the regulations and design and architectural standards of this Chapter, and may confer with the applicant on changes deemed advisable in the Site Plan.
 4. The Plan and Zoning Commission shall forward its recommendation to the City Council for approval, modification, or disapproval of the Site Plan within forty-five (45) days of the date of the submission of the Site Plan.
 5. The Plan and Zoning Commission may, in its discretion, hold a public hearing on the Site Plan and prescribe the notice thereof and to whom such notice shall be given.
 6. Upon receipt of the recommendations of the Plan and Zoning Commission or, if no recommendations are received within forty-five (45) days of the referral to the Commission, the Council shall proceed with its action on the Site Plan. The Council may approve the Site Plan, approve the Site Plan with modifications, or disapprove the Site Plan.
 7. No building permit for any structure for which a Site Plan is required shall be issued until the Site Plan has been approved by the Council.

166.05 SITE PLAN INFORMATION. The purpose of the Site Plan is to show all information needed to enable the City Engineer, City staff, the Plan and Zoning Commission, and the Council to determine if the proposed development meets the requirements of this Chapter and other provisions of the Code of Ordinances.

1. Information Required. The Site Plan shall include the following information concerning the proposed development:
 - A. Names of all persons having an interest in the property, legal description of property, point of compass, scale, and date.

- B. Applicant's name, address, project location, proposed land use and present zoning, location and names of adjoining subdivisions, the numbers of the adjoining lots therein and the names and addresses of adjoining landowners.
 - C. If the applicant is other than the legal owner, the applicant's interest shall be stated.
 - D. Name and address of persons who prepared the Site Plan.
2. Required Illustrations. The Site Plan shall clearly set forth the following information concerning the proposed development.
- A. Property boundary lines, dimensions, and total area of the proposed development.
 - B. Existing and proposed contour lines of the proposed development and fifty (50) feet beyond the boundaries of the proposed development at intervals of not more than two (2) feet. If substantial topographic change is proposed, the existing topography of the development and of the surrounding area shall be illustrated on a separate map, and the proposed finished topography shown on the Site Plan.
 - C. The availability, location, size, and capacity of existing utilities, and of proposed utilities.
 - D. The proposed use of building materials, location, size, height, shape, use, elevation, building sign type, and illustration of all buildings or structures in the proposed development. Samples of building materials may be required for review at the Planning and Zoning meeting.
 - E. The total square footage of building floor areas, both individually and collectively in the proposed development.
 - F. Existing buildings, rights-of-way, public sidewalks, street improvements, utility easements, drainage courses, streams and wooded areas.
 - G. The number of dwelling units, offices, etc., planned for the site.
 - H. A vicinity sketch showing adjacent existing land uses within five hundred (500) feet of the property.

- I. Location number, dimensions and design of off-street parking in the proposed development, including:
 - (1) Driveways, islands and planters.
 - (2) Striping and curbs.
 - (3) Loading facilities.
 - (4) Type and location of lighting.
 - (5) Surface treatment.
- J. Open spaces, recreational areas, public sidewalks, walkways and driveways, outside lighting, walls, fences, monuments, statues, and other manmade features to be used in the landscape of the proposed development.
- K. Facilities for the collection and disposal of garbage and trash, and screening structures.
- L. Walls, fences, or other artificial screens to be used as buffers shall be shown in elevation and perspective with proposed height and structural material indicated.
- M. A Site Lighting Plan shall be provided, indicating the location, type, fixture height, power rating and shielding method of all existing and proposed lighting. A photometric plan shall be provided that details the horizontal illumination of the site and the vertical light trespass along the perimeter of the site.
- N. Stormwater Management Plan shall be provided which shall include calculations of detention sizing and release rate control facilities.
- O. Traffic considerations or utility capacities and all other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.
- P. Free standing identification signs(s); location, setback, dimensions, height and illustrations.

- Q. Location and type of all plants, trees, ground cover to be used in the landscape. Landscaping to be used for screening purposes shall be illustrated with the size and exact names of plants, shrubs or trees to be planted clearly indicated. The planting location shall not adversely affect utility easements or service lines. On all Site Plans the following requirements shall be met:
- R. Such additional information, drawings, or other materials necessary to describe a proposed project as may be requested by the City Engineer or Plan and Zoning Commission.

166.06 MULTIPLE-FAMILY DWELLING AND TOWNHOME STANDARDS.

Multiple-family and townhome projects shall be designed in compliance with certain standards which shall be set forth in the presentation of the Site Plan.

1. The Site Plan shall provide the required parking stalls for each dwelling unit located in driveways and dedicated parking lot area, exclusive of parking provided in garages. The parking stall requirement shall be satisfied with no on-street parking.
2. The Site Plan must provide a distance of at least twenty-three (23) feet from the property side of any sidewalk to any residence or garage face.
3. Sidewalks shall be required along both sides of all streets unless an alternate pedestrian access plan is approved that provides access to all residential dwelling units.

166.07 AMENDMENTS TO APPROVED SITE PLANS. An approved Site Plan may be amended when there is any change in location, size, design, conformity or character of buildings and other improvements, provided that the amended Site Plan conforms to the provisions of this Chapter and other provisions of the Code of Ordinances. An amended Site Plan shall be submitted to the City and reviewed by the Plan and Zoning Commission and approved by the City Council in the same manner as an original Site Plan.

166.08 ADDITIONAL REQUIREMENTS. As part of the Site Plan approval process, the property owner may be required by the Council to install public utilities, including but not limited to, water lines, storm sewer, sanitary sewer, fire hydrants, and such other utilities as applicable to properly serve the proposed plan. The property owner may also be required by the Council to construction street paving and sidewalks as applicable to properly serve the proposed plan. Where required as part of a Site Plan approval, utilities, streets, and sidewalks shall be constructed in accord with the City's construction standards for those portions within the public right-of-way and to be dedicated to the City. Utilities, streets, and sidewalks may also be required to be constructed to the same specifications for those undedicated portions where such utilities and improvements may

have a direct affect on the future safety, proper functioning and maintenance of those portions to be dedicated.

166.09 EXPIRATION OF APPROVAL. All Site Plan approvals shall expire and terminate three hundred sixty-five (365) days after the date of Council approval unless a building permit has been issued for the construction provided for in the Site Plan. The Council may, upon written request by the property owner, extend the time for the issuance of a building permit for sixty (60) additional days. In the event the building permit for construction provided for in a Site Plan expires or is cancelled, then such Site Plan approval shall thereupon terminate.

166.10 FEE FOR SITE PLAN REVIEW. The fee for filing of a Site Plan shall be \$250 plus reimbursement to the City by the person submitting the Site Plan and any amended Site Plan for all costs incurred by the City including Engineers' cost.