

Article X. Site Plan Review

Sec. 27-1001 Site Plan Review.

A. Intent.

The intent of requiring a site plan review is to consider the impact that a particular use may have on adjacent or surrounding property. Such impact may be caused by type of operations, noise factors, traffic flow, off-street parking or other impacting features of operation. It is further intended that such site plan review will encourage compatible arrangement of structures, off-street parking, storage areas, traffic patterns, trash facilities, landscaping, buffering, drainage and other outdoor facilities to promote the preservation of property values.

B. Development Review Committee.

A Development Review Committee is hereby created for the purpose of reviewing and recommending approval of site plans and other planning applications to the Planning Commission and City Council or the Board of Zoning Appeals, which are required by this section to obtain site plan approval prior to issuance of a zoning certificate and/or a building permit. Those applications not requiring conditional use or special use permit approval may be approved by the Development Review Committee.

The Development Review Committee shall consist of the Director of Planning & Development, City Engineer, Director of Public Works, Fire Chief, Building Official, Director of Parks & Facilities, Zoning Administrator and other city departments and outside agencies as deemed necessary.

C. Site Plan Review, When Required.

Site plan review procedures will be required for all major development projects in the following instances:

1. All new commercial and industrial construction and multiple family residential developments of four or more units;
2. All commercial and industrial uses when such use is within 100 feet of a residential zoning district;
3. All uses which have a drive-in, drive-through or exterior vehicular service or waiting area;
4. All uses which employ the outdoor use of the lot for storage of materials, goods or vehicles;
5. All Planned Unit Developments;
6. Any modification to a site that alters or intensifies parking areas or drive aisles or impacts on-site pedestrian and vehicular circulation, traffic patterns and drainageways;
7. Any new principal structure proposed for development in the Gateway Corridor Overlay District;
8. Manufactured home subdivisions and manufactured home park developments; and
9. Recreational vehicle parks.

A major development project is defined as any one of the following:

1. The construction of one or more new buildings on a previously undeveloped site with a gross floor area of 1,000 square feet or more;
2. The construction of additions or additional buildings on developed property that will increase the gross floor area by 30 percent or more; or
3. Incremental additions of less than 30 percent, if the aggregate effect of such development activity over a period of 18 consecutive months would trigger the 30 percent threshold.

Exemptions. The following are expressly exempt from the site plan review procedures of this section:

1. Changes that are considered to be ordinary maintenance, which do not change the exterior style, design or material type;
2. Changes expressly exempted from the site plan review process by the underlying zoning district regulations;
3. Changes to a detached dwelling or duplex, as well as site improvements on lots containing a detached dwelling or duplex. However, if such types of dwellings are designed to form a complex having an area of common usage, such as a parking area or private recreational area, and such complex contains a combined total of four dwelling units or more, site plan review is required; and
4. Changes that are interior remodels and do not increase the number of parking spaces required.

D. Initiation and Application Filing.

A site plan review application shall be filed with the Zoning Administrator. At the time of submittal and payment of fees, the applicant shall submit a legible and complete site plan, as well as other required documents, including but not limited to: drainage plan/study, traffic plan, utilities plan, landscaping plan and building elevations.

E. Site Plan Content.

The application for a site plan review shall include the following:

1. Name and mailing address of the applicant and owner of record if not the applicant;
2. Legal description of the property;
3. Site plan showing:
 - a. Date, scale, north arrow, title, owner(s) name and name of individual preparing such;
 - b. Location, dimensions of property lines, easements, structures, parking areas, drives, loading areas, trash receptacles, height of structures, fences, screening, signs, lighting existing or proposed;
 - c. Use of each proposed structure;
 - d. Approximate location of structures on adjoining property;
 - e. Landscaping plan;

- f. Such other information as requested by the Zoning Administrator to clearly show compliance with all requirements of the City; and
- g. All appropriate studies and plans as required by the City Engineer.

F. Action by Development Review Committee.

The Development Review Committee shall review the plan according to all city codes and standards and using criteria established by this section. The applicant shall be notified in writing of any action taken or revisions needed to the plans within three business days by the Committee, unless the application is one that requires review by other City boards, commissions and/or City Council.

G. Lapse of Approval.

Unless a longer time was specifically granted when a site plan was given final approval, a site plan approval shall become null and void one year from the date of final approval unless a building permit has been issued and construction has commenced and is being diligently pursued toward completion. Any site plan which has been voided may only be reinstated by a re-submission of a new site plan application with the required payment of fees.

H. Occupancy and Use.

No occupancy of new construction will be permitted until all conditions of the site plan approval have been complied with, and businesses doing exterior remodeling must comply with all provisions at the time of completion of remodeling; provided, that consideration will be given to seasons of the year and adverse weather conditions in requiring completion of landscaping plans, but further provided that such required landscaping must meet the requirements of Sec. 27-908.

I. Approval.

A site plan approved pursuant to the provisions of this article shall run with the land and apply to the type of business or activity for which was originally applied. A subsequent change of use to another type of use requiring site plan review shall require approval of a new site plan.