

CHAPTER 13

SITE PLAN REVIEW

SECTION:

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10-13-1: **PURPOSE:** The purpose and intent of the site plan review is to assure that the general appearance of buildings and the improvements of land shall contribute to the stability of land values, the protection of investments, the attractiveness of the neighborhood, and the safety and general welfare of the neighborhood and community. It is not the purpose of this chapter that design be so rigidly controlled that creativity or individual expression is stifled, or that substantial additional expense is incurred. Rather, it is the intent of this chapter that any controls exercised be the minimum necessary to achieve the objectives stated. (Ord., 10-17-1989)

10-13-2: **SITE PLAN:**

- A. Approval Required: Site plan approval shall be required for the following uses, regardless of the zone in which they are located:
1. All industrial uses.
 2. All commercial uses.
 3. All institutional uses.
 4. All residential developments with structures containing three (3) or more dwelling units per building.

- B. Application: Applications for site plan review shall be made by the property owner, or agent certified in writing by the property owner, to the zoning administrator, along with all information and materials required by this title. The zoning administrator shall schedule the application for consideration by the planning commission, and shall present the information and materials received. (Ord., 10-17-1989)
- C. Contents Of Site Plan: Applications for site plan review shall be accompanied by three (3) copies of site development plans and/or architectural drawings, drawn to a standard scale, and containing the following: (Ord., 10-17-1989; amd. 2006 Code)
1. The building lot and dimensions.
 2. Existing building locations and dimensions.
 3. Proposed building locations and dimensions.
 4. Existing trees and shrubbery.
 5. Proposed landscaping and fencing.
 6. Vehicular and pedestrian access and circulation.
 7. Off street parking facilities.
 8. Location and width of abutting streets.
 9. Existing and proposed grades.
 10. Surface drainage.
 11. Subsurface drainage systems, if needed.
 12. Existing and proposed utilities.
 13. Architectural drawings, sketches or perspectives of exterior elevations, structures, signs and indication of types of materials to be used.
- D. Fee: The application for site plan review shall be accompanied by the appropriate fee, as specified from time to time by the city council. (Ord., 10-17-1989)

10-13-3: REVIEW PROCEDURE:

- A. **Engineering Review:** The city engineer shall review all site plan applications and comment upon proposed drainage and utility plans prior to the application being considered by the planning commission.
- B. **Planning Commission Review:** The planning commission shall review all site plan applications and shall determine if the proposed site development and architectural plans are consistent with this chapter and with the purposes and objectives of this title. The planning commission shall approve, disapprove or approve subject to compliance with such modifications or conditions as may be deemed necessary to carry out the purposes of this chapter.
- C. **Review Consideration:** The planning commission shall consider the following matters, and others which may be applicable, in their review of site plan applications:
1. The effect of the site development plan on traffic conditions on abutting streets.
 2. The layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.
 3. Compliance of off street parking facilities with chapter 15 of this title.
 4. The location, arrangement and dimensions of truck loading and unloading facilities.
 5. The surfacing and lighting of off street parking.
 6. The location, height and materials of walls, fences, hedges and screen plantings.
 7. The layout and appropriateness of landscaping.
 8. The effect of the site development plan on city storm water drainage systems.
 9. The effect of the site development plan on utility systems.
 10. Consideration of building locations on the site, elevations and relation to surrounding areas.

11. Consideration of exterior design in relation to adjoining structures and area character to assure compatibility with other structures in the neighborhood, existing or intended.

12. Compliance of signs with chapter 16 of this title, with particular consideration given to the location of signs upon the site, their effect upon parking, ingress and egress, the effect upon neighboring properties, and the general harmony of signs with the character of the neighborhood, existing or intended. (Ord., 10-17-1989)

10-13-4: **ISSUANCE OF BUILDING PERMIT:** A building permit shall not be issued for any building or structure for which a site plan review is required until the provisions of this chapter have been complied with. Any building permit issued shall assure that the features of the site plan approved by the planning commission are incorporated. (Ord., 10-17-1989)

10-13-5: **EXPIRATION:** Unless construction begins on a project with an approved site plan within six (6) months of the date of approval, the site plan approval shall expire. The planning commission may grant a maximum extension of six (6) months on site plan approvals, under exceptional circumstances. (Ord., 10-17-1989)

10-13-6: **APPEAL:** Any person aggrieved by the decision of the planning commission with regard to the approval or denial of a site plan may appeal that decision to the board of adjustment. Such appeals must be taken within thirty (30) days of the planning commission decision by filing a written notice of appeal with the city recorder, specifying the grounds for appeal. All appeals shall follow the procedures specified in section 10-3-6 of this title. (Ord., 10-17-1989)