

CHAPTER 1133 Site Plan Approval

- 1133.01 Intent.
- 1133.02 Submission of plans.
- 1133.03 Approval required.
- 1133.04 Review of plan.
- 1133.05 Contents of plan.
- 1133.06 Multiple uses on one lot; when planned development is required.
- 1133.07 Amendments and revisions to plan.
- 1133.08 Time limitation of plan approval.
- 1133.09 Fees.
- 1133.10 Enforcement.

1133.01 INTENT.

The intent of the site plan approval process is to protect the health, safety and welfare of the public by ensuring better development through the review and approval of site plans relating to the layout, design and construction of buildings and structures on a site.

(Ord. A-2248. Passed 4-9-01.)

1133.02 SUBMISSION OF PLANS.

A site plan shall be submitted to the City for approval of:

- (a) Any new construction, or addition, of any principally or conditionally permitted use, except single-family and two-family dwellings.
- (b) Any change in an existing commercial or industrial use to another commercial or industrial use.

(Ord. A-2248. Passed 4-9-01.)

1133.03 APPROVAL REQUIRED.

No person shall commence work on any site or any buildings requiring site plan approval, and no permits shall be issued, until after site plan approval has been granted, except as provided in Section 1133.04(f) of the Zoning Code.

(Ord. A-2248. Passed 4-9-01.)

1133.04 REVIEW OF PLAN.

- (a) A site plan shall be submitted for review in accordance with the provisions of this Zoning Code and other such rules and procedures established by the City.
- (b) Five copies of the site plan to be reviewed shall be submitted to the Community Development Office.
- (c) Site plan review shall be conducted by the City Manager and other administrative personnel and technical personnel as may be deemed necessary to properly evaluate a

proposed plan. Said review shall be performed within ten working days from the submittal of the site plan.

- (d) After reviewing the site plan, the City Manager (or authorized representative) shall, within five working days, provide the developer a written list of comments that need to be addressed, or conditions needed to be complied with, prior to the approval of the site plan.
- (e) If there are no comments or conditions other than those pertaining to performance surety, public improvement construction or obtaining other State and local permits, then the developer's site plan will be approved, and written approval will be provided by the City Manager (or authorized representative).
- (f) If there are comments or conditions other than those mentioned in subsection (e) hereof, then the developer may proceed in one of the following ways:
 - (1) Make the necessary changes to address the comments and conditions and then either re-submit the site plan, with the necessary changes, or provide written confirmation that the necessary changes will be made.
 - (2) Not make the necessary changes to address the comments and conditions and submit an application to the Zoning Board of Appeals for variance approval.
- (g) A public hearing by the Board of Appeals or Planning Commission required as part of any proposed construction or addition regulated by Chapter 1133 of the Zoning Code, shall not delay the administrative review and approval of any proposed construction or addition regulated by Chapter 1133, but unrelated to such public hearing.

(Ord. A-2248. Passed 4-9-01.)

1133.05 CONTENTS OF PLAN.

A site plan shall contain the following:

- (a) The accurate dimensions and size of the site area, as well as the topography of the site and immediately adjoining lands, at two-foot intervals;
- (b) The locations and dimensions of all existing and proposed streets, courts and pedestrian walkways within and abutting the site, as well as the location, size and means of ingress and egress of all off-street loading and parking areas. The location and arrangements of the parking areas and access shall also be shown, and the means of defining parking areas and access lanes by means of curbs, bumper blocks, railroad ties or other physical obstructions, or other methods approved by the City Engineer, shall be illustrated. All proposed signs shall be shown, detailing location, dimensions, height and, where applicable, verbiage;
- (c) The location, size and height of all existing and proposed buildings and structures within the site and on adjoining lands, as well as the existing or proposed use of such buildings or structures, including the number, type and floor area of commercial uses to be accommodated in each;
- (d) A complete utilities plan, providing electric, gas, telephone, cable television, water and sanitary sewer services, including connections to existing service lines and existing and proposed easements. Such plans shall comply with the City engineering specifications;

- (e) The location, size and type of fire hydrants; building plans; fire suppression system plans; Fire Department access areas; and fire lane signage. Such plans shall comply with State and local Building and Fire Codes and shall be approved by the Fire Chief (or authorized representative).
- (f) A grading and drainage plan to illustrate the proposed grading of the site and methods used to comply with City engineering stormwater runoff, erosion and sediment control specifications;
- (g) A landscaping plan showing the location and types of screen planting, buffer areas, man-made screening and other features which shall enhance the site;
- (h) An exterior lighting plan showing the location of lighting fixtures and their type and output, as well as the proposed radius of the lighted area for each fixture;
- (i) The proposed internal vehicular circulation of access roads, delineated and related to connections with public streets. Existing and proposed traffic patterns and volumes and the anticipated effect on existing public streets serving the site shall be provided for City engineering review. Complexes shall provide curb or other types of internal access lane separations for parking spaces to assist in internal circulation and parking area delineations;
- (j) Delineation of the division of the development into sections if staged construction is contemplated, as well as which parking areas and other improvements shall be provided for each stage of development; and
- (k) Proposed complexes designed for condominium, cooperative or other multiple ownership arrangements, indicating proposed individual, joint or common ownership areas to assure maintenance and operation of common features, such as lighting and parking facilities. Any arrangements requiring subdivision approval shall also be subject to Chapter 1161.

(Ord. A-2248. Passed 4-9-01.)

1133.06 MULTIPLE USES ON ONE LOT; WHEN PLANNED DEVELOPMENT IS REQUIRED.

- (a) More than one multi-family residential, commercial, industrial or institutional building, structure or use may be placed upon a single lot or tract, in accordance with the provisions of this chapter, in any zoning district that permits such uses, provided that:
 - (1) The tract or lot has existing frontage along a public street meeting City specifications or the development includes proposed improvements to comply with the City street specifications;
 - (2) Lot area, frontage and yard requirements are met in the zoning district in which the buildings, structures, or uses are to be located.
- (b) Developments which do not meet minimum lot area, frontage or yard requirements shall be developed in accordance with the planned development provisions of Chapter 1144, 1145 or 1146.

(Ord. A-2248. Passed 4-9-01.)

1133.07 AMENDMENTS AND REVISIONS TO PLAN.

All amendments or revisions to approved site plans shall be referred to the City Manager, who shall make a determination as to whether the amendment or revision is or is not consistent with the intent of the approved site plan. Amendments or revisions that are determined to be inconsistent with the approved site plan shall be resubmitted in accordance with Section 1133.02 for appropriate reviews.

(Ord. A-2248. Passed 4-9-01.)

1133.08 TIME LIMITATION OF PLAN APPROVAL.

Section 1309.07 of the Code of Ordinances shall govern all approved site plans; construction must commence within six months of plan approval and be completed within two years of plan approval. All other provisions of Section 1309.07, including time extension allowances, shall also apply to site plans.

(Ord. A-2248. Passed 4-9-01.)

1133.09 FEES.

Site plan review fees shall be determined by the following formula: Seventy-seven dollars and twenty-five cents (\$77.25) base fee plus one dollar and five cents (\$1.05) for every 100 square feet of building area. In no case shall the site plan review fee for any development have a fee in excess of one thousand dollars (\$1,000).

(Ord. A-2248. Passed 4-9-01; Ord. A-2468; Passed 1-9-06.)

1133.10 ENFORCEMENT.

Enforcement of the approved site plan shall be in accordance with Chapter 1155, with specific application of Section 1155.03. Upon notice from the Building Inspector that work on any building or structure is being done contrary to the provisions of this chapter, such work shall be immediately stopped. Such notice shall be in writing and shall state the reason for stopping the work and the conditions under which the work may be resumed. Such notice shall be delivered to the owner of the property or to his or her agent and to the person in charge of the work at the site.

(Ord. A-2248. Passed 4-9-01.)