Chapter 14, Article II, Division 2, Subdivision I

- **Sec. 14-76. - Site plan approval**

(a)

Required. ~~All applications for zoning permits for any construction, reconstruction, expansion or conversion, including mobile home parks and subdivisions, except for one- and two-family residences in residential districts, shall require site plan approval by the plan commission in accordance with this section.~~ All development activities or uses of land that result in construction, reconstruction, exterior remodeling, or expansion of structures, parking lots, loading berths, or outdoor storage areas are subject to site and building plan review and approval in accordance with this Section, except for the following:

(1)

Single-family and two-family residences in appropriate residential districts and their associated improvements, but siteplan and design approval are required where each dwelling unit is not on a separate lot.

(2)

Accessory structures or minor building and site improvements or modifications which, in the opinion of the Zoning Administrator, do not warrant siteplan and design approval due to their insignificance on the landscape and to surrounding properties.

(b)

~~*Application.* The applicant for a zoning permit shall also submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the plan commission or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this article.~~ *Pre-application Conference*. Prior to the official submission of an application for siteplan and design review, the applicant may confer with the Zoning Administrator or designee. The purpose of this conference is to discuss the proposed nature of the contemplated development project. The Zoning Administrator or designee may also refer the matter to the Plan Commission for concept plan review prior to submittal of a formal application.

(c)

Application Completeness. The applicant shall submit a siteplan application to the Zoning Administrator or designee. The siteplan application shall not be placed on an agenda as an action item unless the application is approved and certified as complete by the Zoning Administrator or designee. The review of a siteplan application for completeness shall

occur within 10 days of application submittal, or else the application shall be considered complete. The Zoning Administrator or designee shall notify the applicant of the date and time of the applicable Plan Commission meeting. Complete applications must be submitted at least 25 days in advance of a Plan Commission meeting to be scheduled for action at such meeting (as opposed to the subsequent meeting), except under exceptional circumstances as determined by the Zoning Administrator.

~~(c)~~

~~*Administration*. The zoning administrator shall make a preliminary review of the application and plans and shall refer them, along with a report of his/her findings, to the plan commission within ten days. The plan commission shall review the application and may refer the application and plans to any expert consultants selected by the common council to advise whether the application and plans meet all the requirements applicable thereto in this article. Within 40 days of its receipt of the application, the commission shall authorize the zoning administrator to issue or refuse a zoning permit.~~

~~(d)~~

~~*Considerations*. In acting on any site plan, the plan commission shall consider the following:~~

~~(1)~~

~~The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.~~

~~(2)~~

~~The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community. The applicant shall design the construction or use to minimize any traffic hazard created thereby.~~

~~(3)~~

~~The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.~~

~~(4)~~

~~The landscaping and appearance of the completed site. The plan commission may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened as not to impair the value of adjacent properties nor impair the intent or purposes of this section.~~

~~(e)~~

~~*Effect on municipal services.* Before granting any site approval, the plan commission may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the city engineer or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the plan commission shall forward its recommendations to the common council and shall not issue final approval until the common council has entered into an agreement with the applicant regarding the development of such facilities.~~

(d)

Application Contents. The applicant shall submit plans in size and quantity determined by the Zoning Administrator. Except as modified by the Zoning Administrator, the application shall include the following information within the siteplan or in supporting documentation:

(1)

Title block(s) that indicates the name, address, and phone number(s) of the project, proposer, current property owner, and agent(s) (i.e., developer, architect, engineer, planner) for project.

(2)

The date of the original plan and the latest date of revision to the plan.

(3)

A north arrow and a graphic scale.

(4)

All property lines and existing and proposed right-of-way lines with bearings and dimensions labeled.

(5)

Delineation and labeling of floodplains, wetlands, shoreland setback areas, slopes of 12 percent or greater, mature trees, and woodlands.

(6)

All existing and proposed easement lines and dimensions, with a key provided and explained on the margins of the plan as to ownership and purpose.

(7)

All required building setback lines applicable to the zoning districts, including setbacks from natural resources.

(8)

A grading plan showing existing and proposed grades, including retention walls and related devices.

(9)

An erosion and sediment control plan, where required under Chapter 14, Article VII of the Code.

(10)

Location of existing or proposed stormwater management facilities and structures.

(11)

All existing and proposed buildings, structures (including fencing), and paved areas, including building entrances, walks, drives, decks, patios, fences, walls, utility poles, drainage facilities, and mechanical and utility units.

(12)

Locations and dimensions of all access points onto public streets.

(13)

Locations and dimensions of all on-site parking (and, if applicable, off-site parking), including summary of number of parking stalls provided versus required by Section 14-778.

(14)

Locations and dimensions of all loading and service areas on the subject property and labels indicating the dimension of such areas.

(15)

Location of all outdoor storage areas including dumpsters and the height, design, and materials of all screening fences.

(16)

Location of all outdoor activity areas, including those for daily, seasonal, or longer-term sales and display of merchandise, including but not limited to donation drop-off boxes and vending machines.

(17)

Locations, types, heights, fixture designs, and cut-off angles of all exterior lighting meeting Section 14-858. For projects proposed to include significant exterior lighting, the Village may require including a detailed photometric plan showing the distribution of light output across the property to the property lines.

(18)

A landscaping plan showing the location, species, and size and time of planting for all proposed landscape plants, complying with Section 14-864.

(19)

Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed exterior remodeling or expansion of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior dimensions, materials, texture, color, and overall appearance and otherwise meeting Section 14-863. For buildings with five or more exterior doors, each exterior door shall be numbered on the elevations and on the actual building to facilitate subsequent emergency access, based on a numbering scheme available from the Zoning Administrator or protective service providers.

(20)

Locations, types, heights, sizes and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time of application.

(21)

In the siteplan map legend, the lot area, proposed landscaped surface area, and total existing and proposed gross floor area of buildings.

(22)

Plat of survey or Certified Survey Map, in cases where lot lines or easements are unclear or require adjustment.

(23)

Possible future building and/or parking lot expansions, if any.

(24)

If requested by Zoning Administrator or Plan Commission, process safety management, risk management, containment, and/or emergency response program.

(Code 1999, § 13-1-225)