

CHAPTER 14 SITE PLAN REVIEW

SECTION 14.1 INTENT AND PURPOSE

The purpose of this Chapter is to require site plan review approval for certain buildings, structures, and uses that can be expected to have a significant impact on natural resources, environmental quality, traffic patterns and the character of future development in the vicinity. The requirements contained in this Chapter are intended to reduce hazards to life and property due to fire, flooding, soil erosion, inadequate surface water drainage, inadequate sewage disposal systems, pollution, dust, fumes, noise, vibration, noxious odors, and other hazards; and to facilitate the provision of a system of roads, streets, parking, municipal sewage disposal, storm sewers, municipal water supply, public education, and other public needs. These requirements are further intended to promote orderly development and harmonious design in order to conserve the value of existing development and property.

SECTION 14.2 USES SUBJECT TO SITE PLAN REVIEW

- A. **Exempt Activities.** Notwithstanding any required permits from other agencies, the following activities shall not require site plan review, sketch plan review or administrative review:
1. Internal construction or change in the floor plan that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site which meets all site design standards of this ordinance.
 2. Modifications to buildings to improve barrier-free design, or to comply with the Americans with Disabilities Act or other Federal, State or County regulations.
- B. **Approval Required.** A building permit shall not be issued until a full site plan or sketch plan has been reviewed and approved in accordance with the procedures and standards of this Ordinance and all necessary review, inspection, and permit fees have been fully paid. The following reviews shall be required, as specified in *Table 14-01 Table of Eligible Uses and Required Review*.
1. **Full Site Plan Review.** The most involved process for larger and more intense projects, including most new developments and major expansions. All such projects require site plan review and approval by Planning Commission. Review and approval of a site plan for a special land use is required from Village Council, following a recommendation by Planning Commission.
 2. **Sketch Plan Review.** Smaller scale projects and expansions or changes in use to existing sites are permitted to provide less detailed information than a full scale site plan review. The level of information is intended to be proportionate to the extent of the change and insure adequate review for compliance with applicable standards. Sketch plans shall undergo a formal review by the Planning Commission.
 3. **Administrative Review.** Select smaller scale projects and expansions or changes in use to existing sites, are also required to provide a sketch plan, do not require review by the

Planning Commission; but shall undergo a formal review for approval by the Ordinance Administrator.

Table 14-01 Table of Eligible Uses and Required Review			
Situation/Use	Required Review		
	Full Site Plan	Sketch Plan	Admin. Review
New Development			
Construction of a single or two family dwelling			X
Construction of any multiple family dwellings	X		
Construction of structures accessory to a residential use			X
Construction of any nonresidential use or building	X		
Establishment of a special land use in any zoning district	X		
Minor changes during construction such as changes in landscape species to a similar variety, realignment of a driveway or road due to an unanticipated and documented constraint during construction, or to improve safety or protect natural features			X
Minor changes during construction required by outside agencies			X
Site Condominiums and Planned Unit Developments	X		
Erection of a wireless communication facility	X		
Co-location of a communication antenna upon an existing tower			
Expansions and Amendments			
Expansion of single family dwellings in a residential zoning district			X
Increase in non-residential floor area up to 25% of the existing floor area		X	
Increase in non-residential floor area over 25% of the existing floor area	X		
Minor changes to existing parking lots, as specified in <i>Section 16.3, Parking Lot Design Standards</i>			X
Major changes to existing parking lots, as specified in <i>Section 16.3, Parking Lot Design Standards</i>		X	
Changes to building height that do not add additional floor area			X
Improvement, replacement or changes to existing landscaping, lighting, fencing or waste receptacles not impacting the layout of the site			X
Changes in Use			
Change in use to one permitted in the zoning district			X
Change in use to one requiring special land use approval	X		
Change from a nonconforming use, building or site, to a more acceptable nonconforming situation		X	
Other Types of Projects			

Table 14-01 Table of Eligible Uses and Required Review			
Situation/Use	Required Review		
	Full Site Plan	Sketch Plan	Admin. Review
Accessory buildings and structures			X
Home occupations			X
State licensed residential family care facilities and family day care homes (see Section 3.2, <i>Adult and Child Care Facilities</i>)			X
Temporary uses			X
Terraces, patios, porches, and decks (covered or uncovered)			X
Any use which, in the opinion of the Ordinance Administrator, should be reviewed by the Planning Commission for site plan approval because of the intensity of development proposed and potential effects on properties in the general vicinity	X		
Significant exterior alterations (other than to single family or two family dwellings) that, in the opinion of the Ordinance Administrator, should be reviewed by Planning Commission			X
Projects not specifically listed in this table			X

SECTION 14.3 PROCEDURES FOR SITE AND SKETCH PLAN REVIEW

Site plans and sketch plans must be submitted in accordance with the following procedures and requirements:

- A. **Complete Application.** An application for site plan or sketch plan approval shall be submitted to the Ordinance Administrator.
 - 1. An application for site plan or sketch plan approval shall not be considered complete until all of the required materials have been submitted and determined to be administratively complete by the Ordinance Administrator.
 - 2. Incomplete applications shall be returned to the applicant with a written explanation of the items necessary to make up a complete application.

- B. **Requirements for Site Plan Review.** The applicant shall submit ten (10) copies of the following to the Village Ordinance Administrator.
 - 1. A completed application form, as provided by the Village.
 - 2. Written description of the proposed project or use.
 - 3. A complete site plan or sketch plan that includes the information required in *Table 14-02, Submittal Requirements*.

4. Payment of a fee, in accordance with a fee schedule, as determined by Village Council resolution.
5. A legal description, including the permanent parcel number, of the subject property.
6. Any additional information the Planning Commission or Ordinance Administrator finds necessary to make the required determinations.
7. The application shall be submitted to the Village by the owner of an interest in the land for which site plan approval is sought, or the designated agent of the owner. The representative must be the property owner or a person designated in writing by the property owner as the authorized representative.

SECTION 14.4 SUBMITTAL REQUIREMENTS

- B. Site plans shall consist of an overall plan for the entire development drawn to the following specifications:
1. Sites 3 acres in size or less shall be drawn to a scale of not less than 1 in. = 50 ft. Sites larger than 3 acres shall be drawn to a scale of not less than 1 in. = 100 ft.
 2. Sheet size shall be at least 24 in. x 36 in. If a large development is shown in sections on multiple sheets, then one overall composite sheet shall be included.
- B. The following data shall be included with and as part of the site plan(s) or sketch plan(s) submitted to the Village for review:

Table 14-02 Submittal Requirements		
Plan Data	Required for:	
	Site Plan	Sketch Plan
Application Form		
Name and address of the applicant and property owner and, if applicable, the designated agent of the owner	X	X
Address and common description of property and complete legal description	X	X
Dimensions of land and total acreage	X	X
Zoning on the site and all adjacent properties	X	X
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	X	X
Name and address of firm or individual who prepared site plan	X	X
Proof of property ownership	X	X
Site Plan Descriptive and Identification Data		
Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year)	X	X
Scale and north arrow	X	X

Table 14-02 Submittal Requirements		
Plan Data	Required for:	
	Site Plan	Sketch Plan
Location map, drawn to a separate scale with north arrow, showing surrounding land, water features, zoning and roads	X	
Legal and common description of property	X	X
Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared drawings	X	
Zoning classification of petitioner's parcel and all abutting parcels	X	X
Proximity to section corner and major thoroughfares	X	
Net acreage (minus rights-of-way and submerged land) and total acreage	X	X
Site Data		
Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 ft. of the site	X	X
Topography on the site and within 100 ft. of the site at two foot contour intervals, referenced to a USGS Benchmark	X	
Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site and within 100 ft. of the site	X	X
Location of existing drainage courses, floodplains, lakes and streams, and wetlands with elevations	X	X
Location of any natural features protection areas, as identified on the natural features protection area map, if applicable	X	X
All existing and proposed easements including type	X	X
Location of exterior lighting (site and building lighting)	X	
Location of trash receptacle(s) and transformer pad(s) and method of screening	X	X
Extent of any outdoor sales or display area	X	X
Access and Circulation		
Dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements	X	X
Driveways and intersections within 250 ft. of site	X	
Cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness	X	
Dimensions of acceleration, deceleration, and passing lanes	X	
Dimensions of parking spaces, islands, circulation aisles and loading zones	X	X
Calculations for required number of parking and loading spaces	X	X
Designation of fire lanes	X	X
Traffic regulatory signs and pavement markings	X	
Location of existing and proposed sidewalks/pathways within the site or right-of-way	X	X
Location, height, and outside dimensions of all storage areas and facilities	X	X
Traffic impact study may be required at the planning commission's request when the use generates traffic that exceeds trip generation rates recognized by the institute of traffic engineers (ITE)	X	X
Landscape Plans		

Table 14-02 Submittal Requirements		
Plan Data	Required for:	
	Site Plan	Sketch Plan
Location, sizes, and types of existing trees 6 in. or greater in diameter, measured at 3.5 ft. off the ground, evergreen trees 10 ft. or taller and the general location of all other existing plant materials, with an identification of materials to be removed and materials to be preserved	X	X
Description of methods to preserve existing landscaping	X	
The location of existing and proposed lawns and landscaped areas	X	X
Landscape plan, including location and type of all proposed shrubs, trees, and other live plant material	X	
Planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity	X	
Proposed dates of plant installation	X	
Landscape maintenance schedule	X	
Building and Structure Details		
Location, height, and outside dimensions of all proposed buildings or structures	X	X
Building floor plans and total floor area	X	
Details on accessory structures and any screening	X	
Size, height and method of shielding for all site and building lighting	X	
Location, size, height, and lighting of all proposed site and wall signs	X	X
Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required	X	X
Building facade elevations for all sides, drawn at an appropriate scale	X	
Description of exterior building materials and colors (samples may be required)	X	
Information Concerning Utilities, Drainage and Related Issues		
Location of sanitary sewers and septic systems, existing and proposed	X	
Location and size of existing and proposed water mains, well sites, water service, storm sewers loads, and fire hydrants	X	
Indication of site grading, drainage patterns and other stormwater management measures	X	X
Stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls	X	X
Location and size of underground storm sewers and drains	X	X
Location of above and below ground gas, electric and telephone lines, existing and proposed	X	
Location of transformers and utility boxes	X	
Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable	X	
Additional Information Required for Multiple Family Residential Development		
The number and location of each type of residential unit (one bedroom units, two bedroom units, etc.)	X	
Density calculations by type of residential unit (dwelling units per acre)	X	
Garage and/or carport locations and details, if proposed	X	

Table 14-02 Submittal Requirements		
Plan Data	Required for:	
	Site Plan	Sketch Plan
Mailbox clusters	X	
Location, dimensions, floor plans and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable	X	
Swimming pool fencing detail, including height and type of fence, if applicable	X	
Location and size of recreation and open space areas	X	
Indication of type of recreation facilities proposed for recreation area	X	

SECTION 14.5 PRELIMINARY AND FINAL SITE PLAN REVIEW

A. Preliminary Site Plan Review

1. If desired by the applicant, a preliminary site plan may be submitted to the Village Ordinance Administrator for circulation to Planning Commission for review prior to final site plan review. The purpose of the preliminary site plan review is to allow discussion between the applicant and the commission to inform the applicant of the general acceptability of the proposed plans prior to incurring extensive engineering and other costs which may be necessary for the review of the final site plan.
2. The Planning Commission shall review the preliminary site plan and make such recommendations to the applicant that will cause the plan to be in conformance with the review standards of this chapter.
3. The Village Ordinance Administrator may also decide, at his/her discretion, to circulate Preliminary Site Plans for agency review according to D. below.

B. Final Site Plan Review. A final site plan shall be reviewed by the Planning Commission. Final site plans for special land use requests and manufactured home parks shall be reviewed by the Village Council, after receipt of a recommendation from the Planning Commission.

C. Additional Information. The Planning Commission or Council may request from the applicant any additional graphics or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography, photographs; traffic impacts; impact on significant

<p>Step 1 – Site Plan or Sketch Plan Application submitted to Ordinance Administrator (with all required information). Application must be submitted at least 30 days prior to PC meeting at which it will be considered.</p>
<p>Step 2 (Optional)– Preliminary review of site plan or sketch plan by Planning Commission</p>
<p>Step 3 – Review and approval of final site or sketch plan by Planning Commission</p>
<p>Step 3A – If the project is subject to Special Land Use Review or is a manufactured home park, Planning Commission makes recommendation to Village Council.</p>
<p>Step 4 – Village Council reviews and approves site plan.</p>

natural features and drainage; soil tests; and other pertinent information.

D. **Agency Review.** Upon receipt of a completed application for final site plan review, the Village Ordinance Administrator shall transmit one (1) copy of the site plan to the Planning Commission and each of the following officials or agencies for their comments:

1. Village fire chief.
2. Village public services superintendent.
3. Village engineer.
4. Village planner.
5. Other agencies, as determined by Planning Commission.

E. **Planning Commission Consideration.** Following staff review and comment, and compliance with administrative procedures, the site plan shall be placed on the agenda of the Planning Commission. The Planning Commission shall review the application for site plan review, together with the reports and recommendations from its planning consultant, engineering consultant, fire chief, police chief and other reviewing agencies, as appropriate. The Planning Commission shall then make a determination based on the requirements and standards of this Ordinance. The Planning Commission is authorized to table, grant approval, grant approval subject to conditions, or denial as follows:

1. **Table.** Review of the application may be tabled if it is determined to be incomplete, the applicant has not fully responded to deficiencies identified in the technical review, a variance is needed from the Zoning Board of Appeals (ZBA), or revisions are necessary to bring the site plan into compliance with applicable standards and requirements. The Planning Commission may direct the applicant to prepare additional information, revise the site plan, or direct the Village staff to conduct additional analysis. The applicant may be required to prepare revised plans accompanied by a complete list of all changes, signed by the applicant's design professional and submitted to the Ordinance Administrator for circulation to the Planning Commission.
2. **Approval.** Upon determination that a site plan is in compliance with the standards and requirements of this Ordinance and other applicable Ordinances and laws, approval shall be granted by Planning Commission subject to the applicant providing copies of all required outside agency approvals. Village Council approval is required in the case of a site plan related to a special land use.
3. **Approval Subject to Conditions.** Upon determination that a site plan is in compliance except for minor revisions, said revisions shall be identified and the applicant shall correct the site plan prior to applying for a building permit. The applicant shall resubmit the site plan, accompanied by a complete list of all changes, signed by the applicant's

design professional, to the Village for final approval after the revisions have been completed. The Village Ordinance Administrator shall review and approve the resubmitted plan if all required revisions have been addressed and copies of any permits required by outside agencies have been provided.

4. **Denial.** Upon determination that a site plan does not comply with standards and requirements set forth in this Ordinance site plan approval shall be denied. Any resubmittal shall be considered a new site plan and be required to reinitiate the full site plan review process, including payment of required application fees.
5. **Appeal.** Any person aggrieved by the decision of the Planning Commission or Village Council with respect to an action regarding the final site plan may have that decision reviewed by the ZBA; provided the petition for appeal is filed with the Village clerk within fifteen (15) days of the Planning Commission or Village Council decision.
6. **Completion of Site Design.** Following final approval of the site plan and final approval of the engineering plans by the Village's engineering consultant, a building permit may be obtained. It shall be the responsibility of the applicant to obtain all other applicable Village, county, or state permits prior to issuance of a building permit.

SECTION 14.6 PROCEDURE FOR ADMINISTRATIVE PLAN REVIEW

For uses and projects eligible for administrative review, the following procedures and requirements shall apply:

- A. **Submittal Requirements.** Five (5) copies of the sketch plan that contains the information listed in *Table 14-02 Submittal Requirements* shall be submitted to the Village Ordinance Administrator. The Village Ordinance Administrator may waive some of the submittal requirements if the information is not relevant or required based on the proposed project.
- B. **Review by Village.** The Village Ordinance Administrator shall confine its review to the proposed alterations only, rather than review of the entire building or layout. The Village Ordinance Administrator shall either approve the sketch plan, approve the sketch plan with a condition that certain revisions be made, or deny the sketch plan.
- C. **Planning Commission Review.** Both the Village Planning Consultant and the applicant shall have the option to request sketch plan review by the Planning Commission.
- D. **Issuance of Building Permit.** A building permit shall be issued following review and approval of any construction plans by the Village Engineer, as appropriate.

SECTION 14.7 STANDARDS FOR SITE PLAN APPROVAL

- A. The Planning Commission in making its determination shall review the final site plan and find compliance with the following prior to approval:
 1. The requirements of this zoning ordinance and other applicable Village ordinances.

2. Any applicable comments received from the agencies noted in *Section 14.5D. Agency Review*.
 3. Other applicable state and federal statutes and standards.
- B. Site plan approval shall be granted only if the site plan meets all applicable standards set forth in this section as outlined below:
1. **Adequacy of Information.** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).
 2. **Site Design Characteristics.** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance. The site shall be designed to conform to all provisions of this Ordinance.
 3. **Preservation of Natural Areas.** Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
 4. **Emergency Vehicle Access.** All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all sites.
 5. **Vehicular and Pedestrian Circulation Layout.** Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations, within the site and at ingress/egress points. Every structure or dwelling unit shall have access to a private street, public street, walkway or other areas dedicated to common use. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the Village.
 6. **Stormwater Drainage.** The proposed site plan must be designed to provide storm water management features and facilities that are satisfactory to the Village Engineer.
 7. **General Purpose Floor Drains.** General purpose floor drains shall only be allowed if they are approved by the appropriate regulating agency for a connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a state groundwater discharge permit.

8. **Hazardous Materials.** State and federal agency requirements for storage, spill prevention, recordkeeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to groundwater, including direct and indirect discharges, shall be allowed without permits and approvals. Secondary containment for aboveground areas where hazardous substances are stored or used shall be provided. Secondary containment shall be sufficient to store the substance for the maximum anticipated period of time necessary for the recovery of any released substances.

SECTION 14.8 APPROVED PLANS AND AMENDMENTS

- A. Each development shall be under meaningful construction, as determined by the Village Ordinance Administrator, within one (1) year after the date of approval of the final site plan, except as noted in this section.
 1. An applicant may request from the Village Planning Commission one (1) six (6) month extension of the final site plan approval. Any request for extension must be applied for in writing prior to the date of the expiration of the final site plan. Such request may be granted if:
 - a. The applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant; and
 - b. The site plan requirements and standards, and the comprehensive development plan, that are reasonably related to the development have not changed.
 2. Should neither of the above provisions be fulfilled, or a six (6) month extension has expired without construction having been started and proceeding meaningfully, the final site plan approval shall be null and void.
- B. **Amendments.** Amendments to an approved final site plan may occur only under the following circumstances:
 1. The holder of a valid final site plan approval shall notify the Ordinance Administrator of any proposed amendment to such approved site plan.
 2. Minor changes may be approved by the Ordinance Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Planning Commission. Minor changes include, but are not limited to, the following:
 - a. Reduction of the size of any building and/or sign.
 - b. Movement of buildings and/or signs by no more than ten (10) feet, provided that such movement does not cause a violation of other ordinance requirements.
 - c. Landscaping approved in the site plan that is replaced by similar landscaping to an equal or greater extent.

3. Changes in floor plans which do not alter the character of the use or increase the amount of required parking.
 4. Changes in building materials to a comparable or higher quality.
 5. Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.
 6. Changes required or requested by the Village for safety reasons or by outside agencies such as the county, state, or federal departments.
 7. Should the Ordinance Administrator determine that the requested modification to the approved final site plan is not minor, a new site plan and applicable fee shall be submitted and reviewed as required by this Chapter.
- C. **Certification of Compliance.** At final inspection or at other appropriate times the Ordinance Administrator shall certify whether all conditions and other requirements of the Planning Commission or Village Council in its approval of the final site plan have been fulfilled.