

Chapter 1236
Site Plan Standards

1236.01 Site plan standards.

CROSS REFERENCES

Administrative board; powers and duties - see Ohio R.C. 713.11
 Notice and hearing on municipal zoning regulations - see Ohio R.C. 713.12
 Violation of zoning ordinance may be enjoined - see Ohio R.C. 713.13
 Definitions - see P. & Z. Ch. 1206
 Jurisdiction - see P. & Z. 1228.03
 Compliance - see P. & Z. 1228.04
 Amendment and zone change procedure - see P. & Z. 1228.05
 Board of Zoning Appeals - see P. & Z. Ch. 1232
 Exceptions; nonconforming uses - see P. & Z. 1232.05, Ch. 1276
 Variances - see P. & Z. 1232.06
 Conditional uses - see P. & Z. 1232.07, Ch. 1264

1236.01 SITE PLAN STANDARDS.

(a) Applicability. This section shall apply to new property development and any collective substantial expansion of existing structures, except for individual single-family dwellings and two-family dwellings (duplexes) and parking lots of five spaces or smaller. Substantial expansion of existing structures shall be defined based on the table below:

<u>When Existing Structure is</u>	<u>A Substantial Expansion is</u>
0-1,000 sq. ft.	50% or Greater
1,001 - 10,000 sq. ft.	40% or Greater
10,001 - 25,000 sq. ft.	30% or Greater
25,001 - 50,000 sq. ft.	20% or Greater
50,001 sq. ft. and larger	10% or Greater

Furthermore, no building shall be erected or structurally altered on any lot or parcel in zones where a site plan is required, except in accordance with the regulations of this section and an approved site plan. No zoning certificate of occupancy shall be issued prior to the approval of a site plan. In cases determined by the Planning Commission, a temporary certificate of occupancy permit may be issued with the posting of a bond as established by the Council. The site plan review process should not approve the modification of required minimum standards established in other chapters of this Zoning Code.

(b) Site Plan Application and Contents. Before a zoning permit is issued for a property or use that is required to have site plan review as set forth in this section, an application and suitable site plan must be submitted to the Zoning Enforcement Officer. The application shall be made on a form provided by the Zoning Enforcement Officer and

shall be accompanied by a fee as established by City Council in accordance with Section 1232.12. In addition to the application form and fee, 15 copies of the site plan at a scale no smaller than 1 inch to 100 feet shall be filed with the Zoning Enforcement Officer setting forth, identifying and locating the following:

- (1) A vicinity map illustrating surrounding properties and roadways. (The vicinity map may be at a scale smaller than 1 inch to 100 feet).
- (2) The total area in the development.
- (3) The existing zoning of the property in question and all adjacent properties.
- (4) All public and private right-of-way and easement lines located on or adjacent to the property that is proposed to be continued, created, relocated or abandoned.
- (5) Existing topography with a maximum of 10-foot contour intervals.
- (6) The proposed finished grade of the development shown by contours not larger than 5 feet.
- (7) The locations of all existing and proposed buildings in the described parcels, the uses to be contained therein and the total number of buildings, including dimensions, heights, gross floor area and number of stories.
- (8) Location and dimension of all curb cuts, driving lanes, off-street parking and loading areas including the number of spaces, angles of stalls, grades, surfacing materials, drainage plans, and illumination of facilities.
- (9) All sidewalks and other open areas.
- (10) Location of all walls, fences, and buffer yards.
- (11) Location, size, height, colors, typeset, materials, lighting, and orientation of all signs.
- (12) Location of all existing and proposed streets, highways and alleys.
- (13) All existing and proposed water and sanitary sewer lines indicating pipe sizes, types, materials and elevations of such facilities.
- (14) The schedule of phasing of the project.
- (15) The location of natural features such as streams, creeks, rock outcroppings, wetlands, etc.
- (16) Location, size and color of the address identification for the subject property pursuant to the following:
 - A. Addresses for commercial and industrial structures shall be posted on the upper left corner of the building on the side which represents the street address.
 - B. The numbers shall be a minimum of 12 inches in height.
 - C. The color of the numerals shall be one which does not blend with the building color.
 - D. On buildings with multiple tenants, all the addresses shall be listed on the upper left corner of the building if separate numbers are issued and the business name shall be posted over the primary entrance of each individual company.

- (17) Such other information as required by the Planning Commission to determine the conformance with this Zoning Code. This may include the preparation of a traffic impact study, sight distance analysis, subsurface analysis or other studies deemed necessary to evaluate the proposed site plan.
 - (18) All outdoor garbage and refuse containers including but not limited to traditional Adumpster@ containers shall conform to the following standards:
 - A. The container shall be located upon a suitable concrete pad.
 - B. A minimum 8-foot high solid screen shall enclose the concrete pad and container area to avoid undesirable sight lines from both the public right-of-way or from adjoining properties. The screening shall mitigate the negative visual impacts of the refuse and recycling dumpster and facility. The screening shall be constructed of materials similar to those materials used on the principal building(s) within the development, unless more specific standards apply. The use of chain link fence as a screening material is prohibited.
 - C. If the proposed location of the container is located within a yard area abutting any property zoned for residential uses or property utilized as residential but containing a nonresidential zoning classification, then the applicant shall plant sufficient vegetation around the perimeter of the screen fence as required by the Planning Commission using Section 1274.09 as a guide. The more restrictive regulations arising from a conflict between screening requirements found in Section 1274.09 and this section shall prevail.
 - D. The regulations contained in this section shall apply to all new garbage containers located in any zoning district on or after the passage of this chapter.
 - (19) Preliminary architectural plans for the proposed development or use, showing exterior elevations and building floor plans, prepared by a professional engineer, architect, or surveyor (which shall contain their respective seal).
 - (20) All document applications shall be submitted in an electronic format compatible with City computer systems. All site plans materials shall be submitted in a format compatible with the City's Geographic Information Systems (i.e. shapfile, geodatabase, or dwg) and shall be projected into NAD 1983 Ohio State Plane South - FIPS 3402 coordinate system using US Survey foot units.
- (c) Site Plan Review Guidelines. The following principles shall guide the exercise of site planning review by the Planning Commission:
- (1) The natural topographic and landscape features of the site shall be incorporated into the plan and the development.
 - (2) Buildings and open spaces should be in proportion and in scale with existing structures and spaces in the area within 300 feet of the development site.
 - (3) A site that has an appearance of being congested, over built or cluttered can evolve into a blighting influence and therefore should be avoided.

- (4) Open spaces should be linked together by walkways or planting areas.
- (5) Natural separation should be preserved on the site by careful planning of the streets and clustering of buildings using natural features and open spaces for separation. Existing vegetation removal should be kept to a minimum.
- (6) Screening of intensive uses should be provided by utilizing landscaping, fences or walls to enclose internal areas.
- (7) Buildings should be sited in an orderly, non-random fashion. Long, unbroken building facades should be avoided.
- (8) In connection with the siting of mid-rise and high-rise buildings, the location should be oriented to maximize the privacy of the occupants of adjacent buildings
- (9) Short loop streets, cul-de-sacs and residential streets should be used for access to low density residential land uses in order to provide a safer living environment and a stronger sense of neighborhood identity.
- (10) In the interest of public safety, and as a matter of policy, all points of ingress and egress shall be located as far as possible from the intersection of two or more major thoroughfares.
- (11) Street location and design shall conform to existing topographic characteristics. Cutting and filling shall be minimized in the construction of streets. Flat as possible grades shall be utilized proximate to intersections.
- (12) Pedestrian circulation in non-residential areas should be arranged so that off-street parking areas are located within a convenient walking distance of the use being served. Handicapped parking should be located as near as possible to be accessible to the structure. Pedestrian and vehicular circulation should be separated as much as possible, through crosswalks designated by pavement markings, signalization or complete grade separation.
- (13) Path and sidewalk street crossings should be located where there is a good sight distance along the road, preferably away from sharp bends or sudden changes in grade.
- (14) Parking lots and garages should be located in such a way as to provide safe, convenient ingress and egress. Whenever possible there should be a sharing or curb cuts of more than one facility. Parking areas should be screened and landscaped and traffic islands should be provided to protect circulating vehicles and to break up the monotony of continuously paved areas.
- (15) Establishments with drive-up windows or designed for drive through service should be located to allow enough automobile waiting space for peak hour operation without interference with ingress or egress or other parking lot circulations.
- (16) Adequate landscaping shall be provided throughout the site to create an attractive development, to reduce the amount of impervious surface created and to prevent large expanses of uninterrupted pavement areas.

- (17) Signage shall be kept to the minimum amount required and so located as to create an attractive development.
- (18) Plans shall be consistent with adopted plans, ordinances and guidelines for the City.
- (19) Consistency of proposed building materials and design with the prevailing character of the area and consistency with adopted design requirements established by the City for any district.

(d) Planning Commission Work Session. Upon submission of the complete application for site plan review to the Zoning Enforcement Officer, the application shall be transmitted to the Planning Commission. The developer shall meet with the Planning Commission at a regularly scheduled meeting to determine whether the requirements of this chapter have been complied with. If not, the Planning Commission and the developer will discuss how the site plan should be modified to comply with this section.

(e) Action by Planning and Zoning Commission for Site Plan Review.

- (1) After the Planning Commission Work Session, if there are no modifications required, the Planning Commission may act on the site plan. If there are modifications to be made to the site plan, the developer shall revise the site plan and then resubmit to the Zoning Enforcement Officer who shall transmit the revised plan to the Planning Commission for review and decision.
- (2) No public notice or public hearing shall be required in conjunction with the review, the approval, approval with modifications or disapproval of the site plan.
- (3) The Planning Commission shall act upon all site plans within 35 days after the receipt of the complete application from the Zoning Enforcement Officer. The Planning Commission may approve, disapprove or approve with modifications the site plan as submitted. The Planning Commission may grant approval of a site plan subject to conditions that it shall specify. Upon the satisfaction of said conditions as determined by the Zoning Enforcement Officer, approval shall be complete. Within the said 35-day period, a majority of the members of the Planning Commission present at a meeting thereof may vote to extend the said period for a period of time not to exceed an additional 60 days.

(f) Appeal of Decision to Board of Zoning Appeals. An applicant or aggrieved party may appeal a decision of the Planning Commission to the Board of Zoning Appeals within 30 days of the original recommendation. Such appeal shall be heard by the Board in accordance with the standards and procedures set forth in Chapter 1232.

(g) Expiration of Site Design Plan Approval. An approved site design plan shall remain valid for a period of 12 months following the date of its approval, unless the Planning Commission, authorizes a longer period at the time of approval. If, at the end of

that time, construction of the development has not begun, then approval of such site design plan shall expire and shall be of no effect unless resubmitted and re-approved in accordance with the procedures set forth in this section. Construction is deemed to have begun when all necessary excavation and piers or footings of one or more principal buildings included in the plan have been completed.

(Ord. 98-28. Passed 11-10-98; Ord. 2001-30. Passed 11-13-01; Ord. 2002-30. Passed 11-26-02; Ord. 2003-03. Passed 2-25-03; Ord. 2007-04. Passed 3-13-07; Ord. 2008-49. Passed 1-13-09.)

