

## SECTION 1100 – SITE DESIGN

### 1101. SITE DESIGN REVIEW PROCESS AND STANDARDS

[Last amended 12/05/02; Ord. 720; 5/24/12; Ord. 872]

#### 1101.01 Purpose.

The site design review process is intended to guide future growth and development in accordance with the Comprehensive Plan and other related county ordinances, to provide for an effective process and framework to review commercial and industrial development proposals, to insure safe, functional, energy-efficient developments which are compatible with the natural and man-made environment, and to resolve potential conflicts that may arise between proposed developments and adjacent uses. This section shall apply to all development in all Commercial, Industrial, and Public Facilities Districts, all development in the PRO District, and all other uses as may be required by this ordinance in the AF, EF, F-80, AF-10, VLDR and LDR Districts.

#### 1101.02 Evaluation of Site Development Plans.

- A. The review of a site development plan shall be based upon consideration of the following:
1. Characteristics of adjoining and surrounding uses;
  2. Economic factors relating to the proposed use;
  3. Traffic safety, internal circulation and parking;
  4. Provisions for adequate noise and/or visual buffering from noncompatible uses;
  5. Retention of existing natural features on site;
  6. Problems that may arise due to development within potential hazard areas.
  7. Comments and/or recommendations of adjacent and vicinity property owners whose interests may be affected by the proposed use.
- B. All development applications for site design review are subject to the development standards of the underlying zoning district and may be modified pursuant to satisfaction of the considerations provided in subsection 1101.02(A). The Director may waive submittal requirements consistent with the scale of the project being reviewed, upon determining that requirements requested to be waived are not necessary for an effective evaluation of the site development plan.

#### 1101.03 Site Development Plan Review Procedures.

The Director shall review site development plans subject to the following procedures:

- A. Pre-application Conference. A pre-application conference shall be held prior to submittal. An application form together with appropriate ordinance requirements shall be provided to the applicant at the pre-application conference.

- B. Preliminary Site Development Plan Submittal and Review. A preliminary plan, together with a site design review application, shall be submitted for review in accordance with the requirements of this section and the underlying zoning district. The Director shall determine whether the application will be reviewed under the Type A or Type B application procedures set forth in Section 1301, based on the type, scale, location and potential impacts of the development. The Director shall inform the applicant in writing concerning compliance with applicable ordinance and development standards, and shall stipulate any modifications or changes necessary for final plan approval. If modifications or changes are not required, a preliminary plan may be approved as a final plan. [Amended 7/9/98, Ord. 648]
- C. Final Site Development Plan Submittal. If a final site development plan is required, the final plan shall be submitted for review in accordance with the requirements of this section. The Director shall inform the applicant in writing within fifteen (15) days of receipt of the final site plan of action taken for approval.
- D. Appeal of Director's Decision. The decision of the Director may be appealed to the Board, pursuant to the provisions of Section 1404 for appeals.

**1101.04 Preliminary Site Development Plan Requirements.**

The following site design information shall be represented at a scale of 1"=5', or an appropriate scale as may be approved by the Director:

- A. Existing site conditions as follows:
  - 1. Site topography at the following minimum intervals:
    - (a) Two (2) foot intervals for slopes of up to 15%;
    - (b) Five (5) or ten (10) foot intervals for slopes in excess of 15%; and
    - (c) Identification of areas exceeding 35% slopes.
  - 2. Site drainage, creeks, ponds or areas of standing water, potential flooding and soil or geologic hazard;
  - 3. Major trees 8" in diameter at five (5) feet height, together with areas of significant natural vegetation. Where the site is heavily wooded, an aerial photograph, not to exceed 1"=400' may be submitted; and only those trees that will be affected by the proposed development need be sited accurately;
  - 4. Classification of soil types within the site and discussion of their suitable uses;
  - 5. Existing structures, improvements, roadway access and utilities, together with the film volume and page number of all easements affecting the property; and
  - 6. Existing land uses, ownerships, property lines and building locations on adjoining and adjacent property within three hundred and fifty (350) feet of the subject property.
- B. Proposed changes and improvements to the site as follows:
  - 1. Proposed site improvements, including:

- (a) Boundary lines and dimensions for the property and proposed topographical changes;
  - (b) All proposed structures, including finish floor elevations and setbacks;
  - (c) Vehicular and pedestrian circulation patterns and parking, loading and service areas;
  - (d) Site drainage plan, including location of sumps or settling ponds; and
  - (e) A boundary survey and cross sections, and profiles as may be required by the Director.
- 2. Proposed utilities, including subsurface sewerage, water supply system and electrical services. Inverse elevations shall be shown for all underground transmission lines.
  - 3. Proposed access to public roads and highways, railroads or other commercial or industrial transportation systems.
  - 4. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses.
  - 5. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks.
- C. A written statement to accompany the site development plan, containing the following:
- 1. A statement of present ownership of all lands included within the proposed development; and
  - 2. A schedule of expected development.

**1101.05 Final Site Plan Requirements.**

The final development plans shall include the same information required for a preliminary plan together with any revisions, adjustments or refinements that may be required for compliance with the general development standards.

- A. The final plan shall include the following information and shall be labeled by the Director as follows:
- Exhibit A - Proposed Schedule of Development
  - Exhibit B- Site Analysis (map of existing conditions)
  - Exhibit C - Site plan
  - Exhibit D - Final Grading Plan
  - Exhibit E - Landscape Plan in accordance with Section 1010
  - Exhibit F - Cross Sections, Elevations and/or Architectural Drawings of Proposed Structures

- B. If submittal of any of the above exhibits are waived by the Director, justification to support such a decision shall be provided by the Director.
- C. Any proposed changes in connection with an approved plan shall be reviewed and approved in accordance with the same procedures set forth under this section.

**1101.06 Compliance with Site Development Plans.**

Compliance with conditions imposed in granting a site design review and adherence to the approved plot plan shall be required. Any departure from these conditions of approval and approved plans constitutes a violation of this ordinance. The Director may revoke any site design review approval for failure to comply with any prescribed condition of the approval or for any other violation of this ordinance.

[Amended 12/05/02; Ord. 720]

**1101.07 Revocation of a Site Design Review.**

[Added 12/05/02; Ord. 720]

The procedure for the revocation of a site design review shall be as follows:

- A. If, upon review by the Director, a failure to comply with any condition imposed in granting a site design review or other violations of this ordinance is found, the Director shall inform the applicant by registered letter and first class mail of the violation and shall require compliance within sixty (60) days, or the Director will take action under subsection (B) of this section to revoke approval of the site design review. The Director's letter, constituting Notice of Intent to Revoke, may be appealed to the Board within thirty (30) days of its mailing. The Board shall consider the appeal in accordance with Section 1403 and may affirm, reverse, or modify the Director's Notice of Intent to Revoke. The applicant must comply with the Board's Order on Appeal of Notice of Intent to Revoke within thirty (30) days of the issuance of the Board's decision. If the applicant does not comply with the Boards Order within thirty (30) days, the Director shall take action under subsection (B) of this section to revoke approval of the site design review. The Director may extend the time for compliance if the applicant provides financial or other assurances suitable to the Director that the conditions of approval will be satisfied and maintained.
- B. If the violation is not corrected within the time required by subsection A, the Director shall notify the applicant by registered and first class mail that the site design review has been revoked, and that any subsequent action on the application will require a new application for site design review approval.

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