

§ 12. SITE PLAN REVIEW.

12.1 SITE PLAN REVIEW:

- A. Purpose -This Section establishes a site plan review process for proposed nonresidential and multifamily residential developments. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.
- B. Applicability -Site plan review and approval shall be required for the following:
1. Any nonresidential development in any zoning district, including but not limited to a school, church, child care center, private recreation facility, etc. within a residential zoning district;
 2. Any multifamily development or manufactured/mobile home park;
 3. Any development with two (2) or more buildings per platted lot;
 4. Any nonresidential building or use expansion above thirty percent (30%) of its floor area; and
 5. Any Planned Development district or Specific Use Permit (public hearings may also be required, see Sections 30 and 31).

No building permit shall be issued for any of the above developments until a site plan and all other required engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the site plan and engineering/construction plans, as approved by the City. A public hearing on a site plan is not required unless a site plan is prepared in conjunction with a zoning request for a Planned Development or an SUP.

- C. Exemptions and Exceptions -Site plan review shall not be required for single-family (attached or detached) or two-family (duplex) residential developments, except as provided in (B.4) above, unless the proposed subdivision will include a private amenity/facility comprised of one or more buildings (e.g., a private recreation/swimming facility, clubhouse, golf course, etc.) or unless the proposed subdivision will have private (i.e., not public) streets. In these instances, site plan submission and approval (in accordance with this Section) will be required for the private amenity/facility, the golf course clubhouse/hospitality area, and the gated (i.e., restricted access) entrances.
- D. Site Plan Submission Requirements -The site plan submission shall be comprised of the following (all required items/information must be received by the City Administrator, or his/her designee, in order for a site plan/development review submission to be considered complete - incomplete submissions will not be reviewed until all deficient items/information have

been received):

1. Verification that all taxes and assessments on the subject property have been paid (see Subsection E below).
 2. Copies of the site plan (on 24" x 36" sheet, and drawn to a known engineering scale that is large enough to be clearly legible), the quantity of which shall be determined by the City Administrator (or his/her designee) and (if applicable) an application form and filing fee.
 3. If required, complete sets of engineering/construction plans (including the site plan and plat) for all site work and for all required public improvements (e.g., water, wastewater, grading/storm drainage, streets, alleys, fire lanes and hydrants, etc.), the quantity of which shall be determined by the City Administrator, or his/her designee.
 4. Preliminary plat/final plat submission (as per the Subdivision Ordinance), if the property has not yet been platted, or a replat submission if additional easements or rights-of-way will need to be established for the proposed development.
 5. Landscaping plans (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee).
 6. Building facade (i.e., elevation) plans (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee; applicable in the PD and SUP districts only).
 7. Any additional information/materials (i.e., plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the City Administrator, or his/her designee, in order to ensure that the request is understood.
 8. Application form (format to be provided by the City) signed by the owner or his/her designated representative (if the applicant is not the owner of the subject property, then he/she shall submit verification in the form of a notarized statement that he/she is acting as an authorized agent for the property owner).
 9. Filing fee (as established within Appendix A-6 of this Ordinance).
- E. No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Hutchins, and which are directly attributable to a piece of property shall be allowed to submit an application for site plan/development review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully paid, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

- F. Site Plan Details -The site plan and accompanying engineering/construction plans (if required) shall contain sufficient information relative to site design and construction to clearly show the extent of the proposed development/construction, and shall include but not be limited to the following:
1. A site inventory analysis including major existing vegetation, natural watercourses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any floodprone areas.
 2. Any existing and proposed public/private streets and alleys; building sites or lots; any areas reserved as parks, parkways, playgrounds, utility easements or school sites; any proposed street widening and street changes (i.e., median cuts and turn lanes); the points of ingress and egress from existing/proposed streets; location and description of existing and proposed utility services, including size of water and sewer mains and laterals, and storm drainage structures (including grading); the location and width for all driveway openings; topography at no more than two-foot (2') contours; and existing development on all abutting sites and the zoning classification thereof.
 3. Placement of all buildings on the site, showing the building footprints and setback lines, and all property lines, street curblines, alley lines, easements, screening walls, signage, any service/delivery areas for trucks, fire lanes, and parking areas (including parking space counts and a schedule of parking ratios used for the various proposed uses).
 4. A landscape plan showing turf areas, screening walls, ornamental plantings, any existing trees that will be preserved (and techniques to be used to ensure preservation) or removed, all new trees to be planted, and irrigation plans (if required).
 5. Building facade (i.e., elevation) plans showing all building elevations and any attached (i.e., wall-mounted) signage that will be used on the building (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee; applicable in the PD and SUP districts only).

Provision of the above items shall conform to the principles and standards of this Ordinance. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the City Administrator (or his/her designee) shall have the authority to update such requirements for site plan/development review applications. It is the applicant's responsibility to be familiar with, and to comply with, all City requirements and procedures for site plan review/approval.

- G. Supplemental Requirements -The City's staff may require other information and data for specific site plans. This data may include but is not limited to

geologic information, water yields, flood data and/or hydrological studies, environmental information, traffic impact analysis, road capacities, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, and similar information. Approval of a site plan may establish conditions for construction based upon such information if such conditions are deemed to be necessary bring the site plan into full compliance with the provisions of this Ordinance, or to protect the public health, safety or welfare. A conceptual plan showing a larger land area surrounding the proposed development may also be required so that the City can get a better understanding of how the proposed development will fit into (or will possibly affect) the surrounding area.

- H. Principles and Standards for Site Plan Review and Evaluation -The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Hutchins, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.

The City Administrator, or his/her designee, shall review the site plan for compliance with all applicable City ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Hutchins; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Site plan review and evaluation by the City Administrator, or his/her designee, shall be performed with respect to the following:

1. The site plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Hutchins including but not limited to off-street parking and loading, lighting, open space, landscaping, existing tree preservation/removal, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
3. The relationship of the development to adjacent uses in terms of harmonious design, setbacks, maintenance of property values, and any possible negative impacts.
4. The provision of a safe and efficient vehicular and pedestrian circulation system.
5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
6. The sufficient width and suitable grade and location of streets designed to

accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.

7. The coordination of streets so as to arrange a convenient system consistent with the Future Thoroughfare Plan of the City of Hutchins, as amended.
8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
10. The location, size, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
11. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
12. Protection and conservation of watercourses and areas subject to flooding.
13. The adequacy of water, drainage, sewerage facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.

12.2 APPROVAL PROCESS:

- A. The City Administrator (or his/her designee) shall review and evaluate all site plan submissions, and shall have the authority to recommend approval of the site plan, approval of the site plan with conditions or stipulations, or denial of the site plan for specific reasons to the Planning and Zoning Commission. The Planning and Zoning Commission shall have the authority to approve the site plan based upon information provided to the Commission by the City Administrator.
- B. If the site plan is denied by the Planning and Zoning Commission, then the applicant may appeal (in writing) this decision to the City Council. The City Administrator, or his/her designee, shall schedule consideration of the site plan on the regular agenda of the City Council within thirty (30) days after receipt of the written appeal. The City Council shall review the site plan and shall have final authority to approve the site plan, approve the site plan with conditions or stipulations, or deny the site plan.
- C. Effect of Site Plan Approval -If development of a lot with an approved site plan has not commenced (i.e., a building permit has not been applied for or issued) within one (1) year of the date of final approval of the site plan, then

the site plan shall be deemed to have expired. Resubmission of the site plan (i.e., following expiration as described herein) shall be in accordance with site plan submission and review procedures then in effect and shall be accompanied by all required items/information (including payment of filing fees), and reconsideration of the site plan shall take into account all changes to applicable ordinances which may have occurred since prior approval of the site plan.

12.3 REVISIONS TO THE APPROVED SITE PLAN:

- A. Minor Revisions/Amendment -It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the City Administrator, or his/her designee, shall have the authority to approve minor modifications to an approved site plan (which shall be submitted as an “amended site plan” which substantially conforms to the previously approved site plan), provided that such modifications do not materially change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, the size or height (i.e., enlarge) of building(s), or any other conditions specifically attached as part of City Council’s approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the City Administrator, or his/her designee.
- B. Major Revisions -In the event of revisions that are more extensive in nature (i.e., do not conform to the description for minor amendments above), a “revised site plan” must be resubmitted and shall be reviewed by the City Administrator (or his/her designee) in accordance with the procedures set forth in this Section.

(Ordinance 782 adopted 2/16/04; Ordinance 2009-0899 adopted 10/5/09; Ordinance 782 adopted 2/16/14; Ordinance 2014-0970 adopted 12/29/14; Ordinance 2015-0973 adopted 3/2/15; Ordinance 2015-0974 adopted 3/2/15; Ordinance 2015-0975 adopted 3/2/15)