

CHAPTER 171

ZONING - SITE PLAN REQUIREMENTS

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171.01 SITE PLAN REQUIREMENTS. The requirement for the submittal of site plans shall apply to any proposed development of property, except for the construction of single-family and two-family homes on existing platted lots, and the subdivision of land in accordance with the City's Subdivision Ordinance.

171.02 STATEMENT OF INTENT. To assure that commercial, industrial, multiple family residential, and special uses in the City are developed and accomplished in a manner conforming to the requirements, standards, and regulations of this ordinance, a detailed site plan shall be submitted showing the proposed use and development of all commercial, industrial, multi-family residential and special uses for approval by the City Council after review and recommendation by the Planning and Zoning Commission.

171.03 SUBMITTAL AND REVIEW PROCEDURE. Whenever any person wishes to build or construct upon any tract, lot or parcel of land within the City, and located in the CO, C-1, C-2, C-3, PC, IC, MUC, M-1, or M-2 Zoning Districts, or special uses in any Zoning District, a site plan shall be submitted for approval by the City Council after review and recommendation by the Planning and Zoning Commission. The procedure as outlined in this section shall be applicable.

1. Fifteen (15) copies of the site plan (in a scale not less than 1" = 100') shall be submitted to the Zoning Administrator along with a zoning certificate application. Prior to an official submittal of a site plan for review by the Planning and Zoning Commission, the developer may submit a concept and site plan for initial review by the Zoning Administrator for comment.
2. The Zoning Administrator shall refer a copy of the site plan to pertinent City departments for their review and comment regarding the site plan's compliance with the ordinances of the City, its effects upon the City's municipal utilities, public street system and conformance to this zoning ordinance and all other ordinances of the City.
3. The Zoning Administrator shall also forward a copy of the site plan to each member of the Planning and Zoning Commission. The Planning and Zoning Commission shall, after receiving a report from the Zoning Administrator, review the site plan for conformity with the regulations and design standards contained in this ordinance, and may confer with the developer on changes deemed advisable in such site plan.
4. The Planning and Zoning Commission shall forward its recommendation either for approval or disapproval of the site plan to the City Council within forty-five (45) days of the date of the submission of said site plan.

5. The Planning and Zoning Commission may, in its discretion, hold a public hearing on the site plan of the proposed development and prescribe the notice thereof and to whom such notice shall be given.
6. The City Council shall, upon receipt of the recommendation of the Planning and Zoning Commission, either approve or disapprove the site plan of the proposed development.
7. No building permit for any structure within any district within which a site plan is required shall be issued until the site plan has been approved as provided herein.

171.04 SITE PLAN INFORMATION. The purpose of the site plan is to show all information needed to enable City staff, the Planning and Zoning Commission and the City Council to determine if the proposed development meets the requirements of this ordinance and other City ordinances.

1. Information Required. The site plan shall include the following information concerning the proposed development:
 - A. Names of all persons having an interest in the property, legal description of property, point of compass, scale, and date.
 - B. Applicant's name, address, project location, proposed land use and present zoning, location and names of adjoining subdivisions, the numbers of the adjoining lots therein and the names and addresses of adjoining landowners.
 - C. If the applicant is other than the legal owner, the applicant's interest shall be stated.
 - D. Name and address of persons who prepared the site plan.
2. Required Illustrations. The site plan shall clearly set forth the following information concerning the proposed development:
 - A. Property boundary lines, dimensions, and total area of the proposed development.
 - B. Existing and proposed contour lines of the proposed development and fifty (50) feet beyond the boundaries of the proposed development at intervals of not more than two (2) feet. If substantial topographic change is proposed, the existing topography of the development and of the surrounding area shall be illustrated on a separate map, and the proposed finished topography shown on the site plan.
 - C. The availability, location, size, and capacity of existing utilities, and of proposed utilities.
 - D. The proposed use of building materials, location, size, height, shape, use, elevation, building sign type, and illustration of all buildings or structures in the proposed development.
 - E. The total square footage of building floor area, both individually and collectively in the proposed development.

F. Existing buildings, rights-of-way, public sidewalks, street improvements, railroads, utility easements, drainage courses, streams and wooded areas.

G. The number of dwelling units, offices, etc. required to determine ordinance compliance.

H. A vicinity sketch showing adjacent existing land uses within five hundred (500) feet of the property.

I. Location, number, dimensions and design of off-street parking in the proposed development, including:

- (1) Driveways, islands, and planters.
- (2) Striping and curbs.
- (3) Loading facilities.
- (4) Type and location of lighting.
- (5) Surface treatment.

J. Open spaces, yards, recreational areas, public sidewalks, walkways, driveways, outside lighting, walls, fences, monuments, statues, and other manmade features to be used in the landscape of the proposed development.

K. Facilities for the collection and disposal of garbage and trash, and screening structures.

L. Walls, fences or other artificial screens to be used as buffers shall be shown in elevation and perspective with proposed height and structural material indicated.

M. Traffic considerations or utility capacities and all other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.

N. Freestanding identification signs; location, setback, dimensions, height and illustration.

O. Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Landscaping to be used for screening purposes shall be illustrated with the size and exact names of plants, shrubs or trees to be planted clearly indicated. The planting location shall not adversely affect utility easements or service lines. On all site plans the following requirements shall be met:

(1) Implementation. The landscaping plan shall be submitted for approval as part of site plan submittal. The landscaping plan is to show the following information in accordance with the requirements of Section 166.32(3), Landscaping Required:

- a. Location of trees and shrubs
- b. Size and species of trees and shrubs
- c. Number of each size and species of tree and shrub
- d. Type of ground cover and form of erosion control

(2) Approval of Landscaping. Landscaping is to be in-place at the time an occupancy permit is approved. Should completion of landscaping be delayed because of the season of year, a temporary occupancy permit may be issued if the developer posts a bond or other acceptable guarantee in the amount of the landscaping as completed. When filing a site plan, a developer may submit a list of alternate or substitute species from the permitted or established list to be used should the preferred material not be available when needed and required.

(3) Maintenance. All landscaping, buffering and screening shall be maintained at all times to conform to the regulations established in this chapter. Landscaping which is not maintained in a manner consistent with this chapter shall be replaced, as follows:

a. Replacement includes, but is not limited to replacing plants damaged by insects, soil conditions, disease, vehicular traffic, vandalism, and acts of God.

b. Required landscaping shall be replaced with equivalent vegetation if it is not living within one (1) year of a certificate of occupancy.

c. Existing landscaping which was preserved shall be replaced with new landscaping if it is not living within two (2) years of a certificate of occupancy.

d. Landscaping as part of a buffer shall be maintained as long as the buffer is required by this ordinance.

e. Replacement landscaping shall be installed within thirty (30) days following notification by the Zoning Administrator that a violation of this chapter has occurred, or proper guarantees provided.

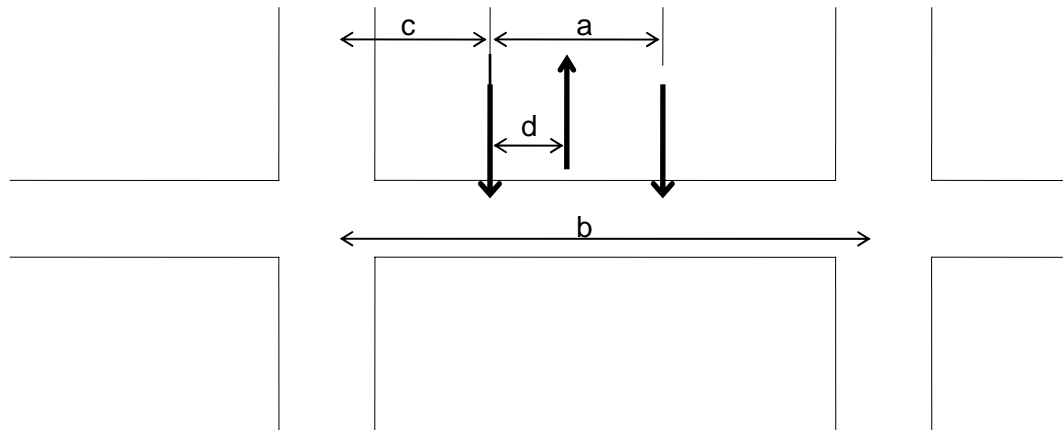
171.05 DESIGN STANDARDS. The standards of design are intended as minimum requirements so that the general arrangement and layout of the development requiring the site plan may be adjusted to address a variety of site conditions.

1. All proposed developments for which site plans are required shall conform to the Comprehensive Plan of the City, the provisions of this Zoning Ordinance, the Subdivision Ordinance of the City, if applicable, and all other applicable City ordinances and statutes and regulations of the State of Iowa. All projects shall dedicate right-of-way for major streets designated in the Comprehensive Plan.

2. The proposed development shall have such entrances and exits upon public streets properly spaced and designed as are necessary for safety and the general welfare, and shall have such interior drives as are necessary for free movement of emergency vehicles; and shall have such pedestrian walkways as are necessary for safety and general the welfare. The following are guidelines for consideration in individual site plan requests. The case-by-case review would take into consideration existing entrances, the width of the property, and the traffic generation characteristics of the uses permitted in the district.

A. The following access guidelines shall be observed in all Districts. All distances are to be measured from centerline of entrance or roadway cross section.

Functional Street Classification	Entrance Spacing	Intersection Spacing	Separation of Entrance From Intersection
	a	b	c
Major Arterial	300 feet	600 feet	150 feet
Minor Arterial	300 feet	450 feet	100 feet
Major Collector	150 feet	300 feet	50 feet
Minor Collector	60 feet	300 feet	15 feet
Local	60 feet	300 feet	15 feet



B. Opposing entrances or public streets shall align or be offset (d) a minimum distance of 150 feet on arterial and major collector streets.

C. In areas where existing lots and driveway entrances do not currently satisfy the guidelines presented, other protective measures, such as joint entrances shall be utilized.

D. Any project which contains 80 dwelling units or 1,000 average daily trips shall submit a traffic analysis which provides necessary information to determine the affect that the project will have upon the surrounding traffic. At a minimum, the traffic analysis shall contain project trip generation, directional distribution of project trips, traffic assignment, and capacity analysis, including identification of congestion and turning-movement conflicts.

3. The proposed development shall be designed with a proper regard to topography, surface drainage, natural drains and streams, wooded area, and other natural features which will lend themselves to proper, harmonious and attractive development of the site.

4. The proposed development shall be designed with adequate water mains, provisions for sanitary sewerage facilities, storm sewer management facilities and flood control, in accordance with the ordinances and regulations of the City and

statutes and regulations of the State of Iowa, and good engineering practice to protect the public health and welfare and not overload any existing public utilities.

5. The proposed development shall have such buffers, screen fences and landscaping and shall be designed, and the buildings and improvements located, in such a manner as to not unduly diminish or impair the use and enjoyment of adjoining or surrounding property. The proposed development shall take into consideration, among other items and concerns, the adverse affects of automobile headlights, illumination of perimeters or separate yards or parking lots, the attenuation of noise, the appearance of refuse; and an adequate supply of light and air.

6. The proposed development shall not unduly increase the public danger of fire or diminish the public safety, and shall be designed to adequately safeguard the health, safety, and general welfare of the public and of persons residing and working in the development and in the adjoining or surrounding property.

7. The proposed development and all structures therein shall be designed as required by Section 166.35, and in such a manner as to create a quality environment and to such end shall be architecturally and aesthetically harmonious and attractive.

171.06 AMENDMENTS TO APPROVED SITE PLANS. An approved site plan placed on file may be amended with respect to location, size, design and conformity of buildings and other improvements, provided that the amended site plan conforms to the general use regulations, performance standards, and provisions of the district in which located. Amended site plans shall be reviewed by the Planning and Zoning Commission and approved by the City Council.

171.07 EXPIRATION OF APPROVAL. All site plan approvals shall expire and terminate 365 days after the date of City Council approval unless a building permit has been issued for the construction provided for in the site plan. The City Council, for reasons of general City health and welfare, may set an expiration date at 180 days. The City Council may, upon written request by the developer, extend the time for issuance of a building permit for 60 days. In the event the building permit for construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate.

171.08 FILING FEES. The party or parties submitting a site plan to the City shall pay a filing fee to the City Clerk in an amount as established by resolution of the City Council.

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