



SITE PLAN REVIEW

The Zoning Code requires that prior to the issuance of a building permit for all exterior modifications to buildings in the C-1 and M-1 Zoning Districts a site plan review be conducted before the Planning & Zoning Commission and Board of Aldermen. An application for site plan review can be requested by one (1) or more of the owners of record or owners under contract of a lot or tract of land. Procedures for application, review and approval are as follows:

Procedures for Site Plan Review

1. Submit a single, complete (see Zoning Code for information required on site plan) site plan, floor plan, building elevations (4 sides), landscaping, lighting (with photometric isogrid) and other details important in the operation of the proposed exterior modification to the Director of Public Works for review and comments. The deadline for submission of a completed site plan is typically two (2) weeks prior to the next Planning & Zoning Commission meeting, which is held the first Wednesday of each month.
2. Upon review the Director of Public Works will contact the engineer, architect, or petitioner with comments regarding the proposed exterior modification. These comments will include a discussion of the number of variances that may need to be requested should the petitioner decide not to amend the proposal. All variances are granted on the basis of the petitioner successfully proving the existence of hardship unique to the site. Such a variance request will be heard by the Board of Adjustment at a separate hearing. The scope of site plan review will utilize the following factors:
 - a. The conservation of natural resources on the property proposed for development, including: trees and other living vegetation, steep slopes, water courses, flood plains, soils, air quality, scenic views and historic sites.
 - b. The provision of safe and efficient vehicular and pedestrian transportation both within the development, and the community.
 - c. The provision of sufficient open space to meet the needs of the proposed development.
 - d. The provision of adequate drainage facilities on the subject site in order to prevent drainage problems from occurring on the subject site or within the community.
 - e. Compatibility of the overall site design (location of buildings, parking lots, screening, general landscaping) and the land use within the existing area and projected future development of the area.
 - f. The existence and/or provision of adequate community facilities to serve the proposed development (i.e. water, sewerage, schools, streets, etc.)
 - g. Conformance of the site development plan with the Comprehensive Plan and any other applicable requirements of the Zoning Ordinance.

3. Once the final plan is completed and the necessary variances have been identified, it will be necessary for the applicant to prepare a petition letter. There is no standard format for the petition letter. The petition letter is created by the applicant and is unique for each type of exterior modification. However, there are common features of all petition letters and they are:
 - A request to be placed on the agenda for the next Planning & Zoning Commission meeting in order to request an exterior modification.
 - A statement defining the scope and nature of the exterior modification, what the company does, etc.

This petition letter is an opportunity for the petitioner to "put his best foot forward" to define his proposal for the Commission. It is advisable for the petitioner to avail himself the full use of this opportunity.

4. Once all site plan revisions are complete, the petitioner will need to provide:
 - 15 copies of the site plan, building elevations and floor plan (Please staple and fold all drawings)
 - 15 copies of the applicant's petition letter
 - \$125 public hearing fee to be paid in the City Clerk's office
 - Should the petitioner be a lessee (tenant), it will be necessary to provide written approval from the owner of the property with regard to the proposed site plan review.
5. When the petitioner appears before the Planning & Zoning Commission, he should be prepared to present his proposal, answer questions and otherwise address the Commission's concerns regarding the proposed exterior modification.
6. The Commission will discuss the proposal later in the meeting and should they vote to recommend approval to the Board of Aldermen, a set of conditions is typically prepared.
7. Following the Planning & Zoning Commission recommendation, the Board of Aldermen will consider at a later date the petitioner's request in a public hearing. At this point, the applicant must present an additional 15 copies of the items required in Section 4. The public will have an opportunity to review the proposal and comment. The petitioner will again present his proposal and answer questions from the Board of Aldermen. Should the Board of Aldermen approve the proposal, the City Attorney will be directed to prepare an ordinance incorporating the conditions. Typically at the next meeting the Board of Aldermen will conduct a first and second (should the first reading be unanimous) reading of the ordinance. Once the two readings are completed, the site plan review is complete and the applicant can then obtain the necessary building/construction permits.
8. After the applicant's successful effort to obtain site plan review, it may be necessary for him to receive additional approvals (depending on the nature and location for the use) regarding landscaping, lighting and exterior signage. Further information regarding this process can be obtained from the Department of Public Works at 729-4720.

9. The Planning & Zoning Commission meets the first Wednesday of each month. The Board of Aldermen meets the 2nd and 4th Tuesday of each month.

A typical Site Plan Review takes 60-90 days to receive all approvals needed to begin a project. Complex projects often take longer to receive complete approval.