

Chapter 19.14. Site Plan Review.

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19.14.01. Purpose.

A design review procedure is established in order to encourage adequate advance planning and thereby assure a good quality of environment for the City. Such procedure is intended to provide for orderly, harmonious, safe, and functionally efficient development, and thus for the stability of property values and the general welfare of the community. It is not the purpose of this Chapter to so rigidly control design so as to stifle creativity or individual expression, or to cause substantial, unnecessary expense; rather, any control exercised is intended to be the minimum necessary to efficiently achieve the objectives stated above.

(Ord. 11-9)

19.14.02. Approval Required.

Site Plan approval shall be required for all developments which contain the following uses, together with any others for which it is required elsewhere in these Ordinances:

1. Any industrial use;
2. Any commercial use;
3. Any institutional use;
4. Two-Family Structures and Three-Family Structures; and
5. A multi-family residential development.

(Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.03. Site Plan Development Standards.

The following are standards required for all Site Plans in any zone:

1. **Site Plan Standards.** The entire parcel area shall be built upon, landscaped, or paved in accordance with the zone's open space and parking requirements.

2. **Utilities.** All utility lines shall be underground in designated easements. No pipe, conduit, cable, water line, gas, sewage, drainage, steam, electrical, or any other energy or service shall be installed or maintained upon any lot outside of any building above the surface of the ground except during construction.
 - a. Transformers shall be grouped with other utility meters where possible and screened with vegetation or fencing.
 - b. Each contractor and owner or developer shall be responsible to know the whereabouts of all underground utilities. Protection of such utilities shall also be their responsibility.
 - c. Prior to construction, contact must be made with Blue Stakes and any other utility company, public or private, not participating in Blue Stakes in the area to identify underground utility lines.
 - d. Exception: electric power transmission lines of 46kV or above are not required to be placed underground.

3. **Grading and Drainage.** Drainage from any lot must follow current City requirements to show on site retention and a maximum allowable discharge of 0.2 cubic feet per second (cfs) per acre. Drainage shall not be allowed to flow upon adjoining lots unless the owner of the lot upon which the water flows has granted an easement for such purpose. The Planning Commission must approve a Site Plan with grading, drainage, and clearing plans before any such activities may begin. Lot grading shall be kept to a minimum. Roads and development shall be designed for preservation of natural grade except as otherwise approved by the City Engineer based on standards and specifications.

4. **Secondary Water System and Dedication of Water Shares.** The applicant shall comply with the City's adopted Water Utility Ordinance and other adopted standards, regulations, and ordinances and shall dedicate to the City the amount of water specified in those adopted standards, regulations, and ordinances upon approval of the Site Plan.

5. **Piping of Irrigation Ditches.** All existing irrigation canals and ditches which are located on the site or straddle a site property line shall be piped with a sufficient size pipe and shall be approved by the City Engineer.

6. **Preliminary Plat with Attached Units.** When the proposed Site Plan includes attached units, the Site Plan submittal shall include a preliminary subdivision plat. Said plat shall include an ALTA survey of the property recorded with the Utah County Surveyor pursuant to the Utah Code, the proposed building locations, proposed floor plans and proposed elevations identifying each building in the development. Approval of the proposed Site Plan may occur simultaneously with the approval of the proposed preliminary plat.

(Ord. 18-30, Ord. 17-08, Ord. 16-20, Ord. 16-17, Ord. 14-23-1, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.04. Special Provisions.

1. **Nuisances.** All commercial uses shall be free from objectionable odors, noises, hazards, or other nuisances.

2. **Residential Conversions.** No existing residential dwelling or residential lot in any commercial or residential zone may be used or converted into a commercial use unless all of the standards set forth herein are met, including parking regulations, setbacks, landscaping, and architectural design.

(Ord. 17-08, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.05. Application.

1. **Overview of application process.** The property owner or an authorized agent shall make application on a form prescribed for Site Plan Review by the City.
 - a. Applicants for development approval must provide complete and accurate information regarding the specific site and the proposed use on the application.
 - b. No application shall be processed until the application fee has been paid and the application has been reviewed for completeness and accepted by the City. Incomplete applications shall not be processed under any circumstance.
2. **Pre-Application conference.** Prior to a complete application, a pre-application conference shall be held between the applicant and the planning staff, once the applicant can provide the following:
 - a. A site analysis meeting the requirements of 19.14.05.3. below.
 - b. A site plan meeting the requirements of 19.14.05.3. below.
 - c. Conceptual elevations.
 - d. Vicinity map meeting the requirements of 19.14.05.3. below.
3. **Accompanying Maps, Reports, and Drawings Required.** The information submitted with the application shall include digital and paper the following:
 - a. **Ownership Affidavit.** A statement of ownership and control of the subject property and a statement describing the nature of the intended use.
 - b. **Vicinity Map.** A general location map indicating the approximate location of the subject parcel.
 - c. **Context plan.** A context plan shall include the existing features within 200 feet of the proposed Site Plan property line. Existing features include, but are not limited to, buildings, ingress and egress points, landscaping areas, pedestrian paths, and property names.
 - d. **Site Analysis.** A site analysis is a plan view drawing demonstrating land constraints and existing features. Existing features may consist of the presence of boulders, existing man-made features, significant trees, canals or ditches, access points or public rights-of-way, and existing conditions within 200 feet of the property line.
 - e. **Survey.** A survey prepared and stamped by a Utah registered land surveyor listing the metes and bounds legal description and the gross acreage within the subject parcel.
 - f. **Compliance statement.** A statement indicating how the proposed development complies with the City's adopted Land Use Element of the General Plan.
 - g. **Final Construction Drawings** containing, at a minimum, all items specified in the City's "Standard Technical Specification and Drawings" manual. Applicant shall provide three full-size 24" x 36" copies and five 11 x 17 inch reductions as required on the application form, along with digital copies as outlined below.

Additional copies may be required prior to adding the application to the Planning Commission agenda. Final Construction Drawings for a Site Plan is hereby required and shall be prepared and stamped by licensed or certified professionals including architects, landscape architects, land planners, engineers, surveyors, transportation engineers, or other professionals deemed necessary by the Planning Director. The City may require plans prepared by any or all of the above-noted professionals. A Site Plan application shall also contain the following :

- i. locations, dimensions, floor plans, uses and heights of all proposed buildings and structures, including overhangs, porches, stairwells, and balconies, and the locations of all structures on adjoining properties;
- ii. access points, provisions for vehicular and pedestrian circulation on and off site, interconnection to adjacent sites, dimensions of such access and circulation, and pedestrian paths within 200 feet of the property boundary;
- iii. acceleration and deceleration lanes, and dimensions thereof, if required;
- iv. off-street parking and loading areas complying with the City's off-street parking requirements contained in Chapter 19.09 of this Title;
- v. proposed outdoor display areas;
- vi. screening and buffering provisions, including types and heights of existing and proposed buffering and fencing elements;
- vii. location and treatment of refuse collection areas, storage areas, mechanical equipment, and external structures;
- viii. location, type, and size of all business and on-site circulation signage;
- ix. tabulation of square footage devoted to various land uses, ground coverage by structures, and other impervious surfaces;
- x. type of construction of all structures, presence or absence of fire sprinkling, and location of existing and proposed fire hydrants;
- xi. Established Grade of building area.

h. Final Hydraulic and Hydrological storm drainage report and calculations.

location of all existing and proposed secondary irrigation systems, both on site and on adjacent properties, including ditches, pipes, and culverts;

i. Final Traffic report. Said report shall comply with the standards outlined in the City's adopted Transportation Master Plan and shall include, but not be limited to, the following:

- i. an analysis of the average daily trips generated by the proposed project;
- ii. an analysis of the distribution of trips on City street systems;
- iii. a description of the type of traffic generated; and
- iv. recommendations on what mitigation measures should be implemented with the project to maintain a level of service for existing and proposed residents acceptable to the City.

j. Data table including

- i. total project area
- ii. total number of lots, dwellings, and buildings
- iii. square footage of proposed building footprints and, if multiple stories, square footage by floor
- iv. number of proposed garage parking spaces
- v. number of proposed surface parking spaces
- vi. percentage of buildable land
- vii. acreage of sensitive lands and what percent sensitive lands comprise of total project area and of open space area

- viii. area and percentage of open space or landscaping
 - ix. area to be dedicated as right-of-way (public and private)
 - x. net density of dwellings by acre (sensitive lands must be subtracted from base acreage).
 - xi. number of off-street parking spaces (e.g., number of proposed garage parking spaces, number of proposed surface parking spaces, etc.)
- k. A file of all submitted plans, documents, and reports in pdf format.**
- l. Landscaping Plan.** A landscaping plan, prepared and stamped by a licensed landscape architect, indicating the location, spacing, types, and sizes of landscaping elements and existing trees, and showing compliance with the City’s off-street parking requirements, the City’s design guidelines and policies, and the requirements of the appropriate zone.
- m. Lighting Plan.** A lighting plan indicating the illumination of all interior areas and immediately adjoining streets showing the location, candle power, and type of lighting proposed, and in conformance with the City’s lighting standards. An individual photometric plan is also required.
- n. Elevations.** The elevations of all proposed buildings, fences, and other structures viewed from all sides indicating height of structures, the average finished grade of the site at the foundation area of all structures, percentage of building materials proposed, and color of all materials. A board showing building colors and materials is required.
- o. Signage Plan.** An overall signage plan shall be approved during the Site Plan approval process. All information to be provided for the sign approval shall be submitted concurrent with Site Plan application materials, consistent with the requirements in Section 19.18.
- 4. Fee.** A fee set by resolution of the City Council shall accompany the application for any Site Plan review.
- 5. Development or Bond Agreement.** A development agreement and bond agreement shall be required based on the conditions, requirements, findings, and recommendations made by the City Council. The development agreement and bond agreement shall also be based on requirements of the City Code and legal requirements as specified by the City Attorney. The City Council may determine that a development agreement is not required, but in all cases a bond agreement shall be required. A development agreement is not required when conditions, requirements, findings, and recommendations are all consistent with Title 19 requirements unless the City Council, in exercising its legislative authority pursuant to Utah Code § 10-9a-102, determines that a development agreement is necessary to further the public health, safety, or welfare or any other legitimate purpose outlined in Utah Code § 10-9a-102(1).
- 6. Consideration in Review of Applications.** The land use authority shall review the application and consider the following matters and others when applicable:
- a. Considerations Relating to Traffic Safety and Traffic Congestion:
 - i. the effect of the site development plan on traffic conditions on adjacent street systems;
 - ii. the layout of site with respect to location and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways;

- iii. the arrangement and adequacy of off-street parking facilities to prevent traffic congestion and compliance with the provisions of Chapter 19.09, off-street parking requirements;
 - iv. the location, arrangement, and dimensions of truck loading and unloading facilities;
 - v. the circulation patterns within the boundaries of the development; and
 - vi. the surfacing and lighting of off-street parking facilities.
- b. Considerations Relating to Outdoor Advertising. Outdoor advertising shall comply with the provisions of Chapter 19.18.
- c. Consideration Relating to Landscaping:
 - i. the location, height, and materials of walls, fences, hedges, and screen plantings to ensure harmony with adjacent development, to provide buffer areas, or to conceal storage areas, utility installations, or other unsightly development;
 - ii. the requirements of Chapter 19.06;
 - iii. the planting of ground cover or other surfaces to prevent dust and erosion; and
 - iv. the unnecessary destruction of existing healthy trees.
- d. Considerations Relating to Buildings and Site Layout:
 - i. the general silhouette and mass, including location on the site, elevations, and relation to natural plan coverage, all in relationship to the character of the neighborhood;
 - ii. the exterior design in relation to adjoining structures in height, bulk, and area openings, breaks in facade facing the street, line and pitch of roofs, and the arrangement of structures on the parcel;
 - iii. compliance with the City's Architectural design standards.
- e. The effect of the site development plan on the adequacy of the storm and surface water drainage.
- f. Adequate water pressure and fire flow must be provided on the site as required by the applicable fire code.
- g. The proposed project shall comply with the City's adopted Land Use Element of the General Plan, Land Use Ordinance, land development regulations, architectural guidelines, and all other adopted ordinances, regulations, policies, and standards.

8. Site Plan Application and Approval Process.

- a. All persons seeking Site Plan approval shall submit an application to the Planning Department for review by the City's Development Review Committee (DRC).
- b. Complete engineering drawings for all on-site and off-site improvements must be provided prior to the Site Plan application being scheduled for any public meeting or hearing. The Engineering Department and Development Review Committee shall review the drawings for compliance with City ordinances, regulations, and standards.
- c. New site plans shall follow the process below:
 - i. Prior to being scheduled for any public meeting or hearing, the developer shall provide a soils report for the development.
 - ii. Upon compliance with the Development Review Committee's recommendations, the revised application shall be forwarded to the Planning Commission for action to approve, deny, or to modify the same.

- iii. Upon action by the Land Use Authority on the Site Plan application, the City Recorder shall prepare written minutes of the decision.
- d. Amended site plans shall follow the process below:
 - i. Minor amendment (Non Residential): an amendment that does not alter architectural elevations or number of buildings, or reduces parking, may be approved by the Planning Director.
 - ii. Minor amendment (Multi Family, Two-and-Three Family): an amendment that does not alter the density, amount of open space, or unit type, may be approved by the Planning Director.
 - iii. Major amendment (Non Residential): an amendment that alters architectural elevations or number of buildings, or reduces parking, may be approved by the City Council.
 - iv. Major amendment (Multi Family, Two-and-Three Family): an amendment that alters the density, amount of open space or unit type, may be approved by the City Council.

(Ord. 23-20, Ord. 23-5, Ord. 17-17, Ord. 16-01, Ord. 15-29, Ord. 15-17, Ord. 14-23-1, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.06. Issuance of Building Permit.

1. **Conformity with approved plans.** Any building permit issued shall expressly require that development be undertaken and completed in conformity with the plans as approved by the Land Use Authority.
2. **Application compliance.** A building permit shall not be issued for any building, structure, or alteration until all infrastructure improvements, as defined in Utah Code § 10-9a-103, and landscaping improvements have been completed and bonded for in accordance with Section 19.12.02 and 19.12.05.

(Ord. 20-35, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.07. Issuance of a Certificate of Occupancy.

A Certificate of Occupancy shall not be issued for any building, structure, or alteration until all infrastructure improvements, as defined in Utah Code § 10-9a-103, and landscaping improvements have been completed and bonded for in accordance with Sections 19.12.02 and 19.12.05.

(Ord. 20-35, Ord. 13-16, Ord. 12-9, Ord. 11-9)

19.14.08. Failure to Begin and Complete Development.

If no substantial construction (as defined in the applicable building code) has occurred in a development that has been granted Site Plan approval pursuant to this Chapter within twenty-four months from the date of approval, the Planning Director shall revoke Site Plan approval.

1. The Land Use Authority may grant extensions of time when such extensions will promote public health, safety, and general welfare. Said extension must be requested

within twenty-four months of Site Plan approval and shall not exceed twenty-four months.

2. For developments that are subject to a development or bond agreement, and if the development or bond agreement establishes the deadline for commencement of substantial construction, the provisions of the development or bond agreement shall apply.

(Ord. 13-16, Ord. 12-9, Ord. 11-9)