

## **CHAPTER 5**

### **SITE PLAN REVIEW REQUIREMENT**

#### **Section 1. Purpose.**

It is the intent and purpose of this Chapter to:

1. Establish specific procedures which enable the City government to plan for and review proposed development/redevelopment of property;
2. Insure the orderly and harmonious development of property;
3. Promote the beneficial relationship between uses of land;
4. Provide for orderly and efficient circulation of traffic within the development and throughout the City;
5. Ensure that the proposed development/redevelopment is within the capacity limitations of public facilities and services;
6. Ensure adequate provision for surface and subsurface drainage; and
7. Provide for suitable screening of parking, truck loading, refuse disposal, and outdoor storage from adjacent properties.

#### **Section 2. When Site Plans Required.**

Site plans shall be submitted reviewed, and approved by the City prior to the issuance of a permit for all development/redevelopment of any lot, tract, or parcel of land in all zoning districts.

#### **Section 3. Design Standards for all Site Plans.**

1. When acting upon an application for site plan approval, the City shall rely upon generally accepted site planning criteria and design standards.
2. The site plan shall conform to the Marshalltown Comprehensive Plan; any sub-area plans; the Marshalltown Subdivision Ordinance; and all other applicable ordinances and statutes of the City and State of Iowa.
3. The proposed development shall be designed with a proper regard to topography, surface drainage and water runoff onto adjacent properties, natural drains and streams, wooded area, and other natural features which lend themselves to proper, harmonious, and attractive development of the site. The landowner shall be deemed exclusively responsible for developing and implementing a plan.
4. The proposed development shall be designed with adequate water mains, provisions for sanitary sewer service, storm water management facilities and flood control, in accordance with ordinances and regulations of the City of Marshalltown and the State of Iowa, and good engineering practice to protect the public health and welfare and not overload and existing public utilities.

5. The proposed development of all structures therein shall be designed in such a manner as to create a quality environment and shall be architecturally and aesthetically harmonious and attractive.
6. The design of the proposed development shall make adequate provision for fire protection through building placement, acceptable location of flammable materials, and other measures to ensure fire safety;
7. The design of interior vehicle and pedestrian circulation shall provide for convenient flow of vehicles and movement of pedestrians and shall prevent hazards to adjacent streets or property;
8. The design of outdoor parking areas, storage yards, trash and dumpster areas, and other exterior features shall be adequately landscaped or screened to minimize potential nuisance and impairment to the adjoining property;
9. The proposed development shall limit entrances and exits upon adjacent streets in order to prevent congestion on adjacent or surrounding streets and in order to provide for safe and orderly vehicle movement; and
10. These criteria are necessary to fulfill the intent of the zoning ordinance, and are the minimum necessary to safeguard the public health, safety, aesthetics, and general welfare.
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#### **Section 4. Submittal Requirements.**

Standard site plans shall be required for all development and/or redevelopment. All site plans shall be drawn on a plain sheet of paper no larger than 11" X 17".

##### **1. Standard Site Plan Requirements:**

*Standard site plans shall include the following information:*

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways and entrances;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan which details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer. See also Section 7, Liability.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

##### **2. Additional Site Plan Information Required:**

All commercial, multi-family, and industrial developments and redevelopments of buildings larger than 120 square feet, and any development which increases water runoff shall include the following additional information:

- a) Location and dimensions of all existing paved surfaces and all abutting streets. The grade shall be shown if deemed necessary by the City Engineer or Zoning Administrator;

- b) The complete traffic circulation and parking plan including the location and dimension of all existing and proposed parking spaces, loading areas, entrance and exit drives, curb cuts, pedestrian walkways, dividers, curbs, islands, and other similar parking and drive improvements.
- c) Existing and proposed location of all outdoor trash and dumpster areas and method of screening such areas. Dumpster locations shall be screened, and shall not be visible from public streets and shall not be located in the right-of-way;
- d) Location and type of all existing and proposed signs and of all existing or proposed lighting of the property which illuminates any part of the required yard;
- e) Location of existing trees 6" or larger in diameter, any rock outcrops, landslide areas, springs and streams, and other water bodies, any areas subject to flooding;
- f) Location, amount, and type of any proposed landscaping fences, walls, or other screening as required by the zoning regulations;
- g) Soil tests, traffic impact studies, utility capacity analysis, and similar information if deemed necessary by the Zoning Administrator or City Engineer the City to determine the feasibility of the proposed development;
- h) Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Shall indicate the number of each size and species of tree and shrub. Type of ground cover and form or erosion control shall be illustrated; and
- i) Location of the nearest and all proposed fire hydrants.

## **Section 5. Review Procedure.**

1. For all developments or redevelopments, with the exception of multi-family, governmental, institutional uses, churches, and those in the CBD Districts, the Zoning Administrator shall have authority to review, change, amend, and approve the site plans, only after consulting other pertinent City departments. If the applicant is not satisfied with the review standards, the applicant may appeal the recommendations to the Planning & Zoning Commission Board of Adjustment.
2. Multi-family, governmental, institutional uses, churches, or projects which are located in the CBD Districts shall be submitted to the Site Plan Review Board for review and approval when:
  - a) There is a development or redevelopment as defined in Chapter 3;
  - b) There is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features;
  - c) There is a change in the predominant, primary architectural features or materials of existing buildings, such as changes to horizontal or vertical elements of exterior walls, building trim, roof shape or composition, detailing, building height or roof line, parapets, or a significant change in signage.
3. Jurisdiction. The Site Plan Review Board shall review building design, site planning, grading, including but not limited to the regulation and restriction of the type, number of stories, size, setback, and construction of buildings, signage and other structures to ensure harmonious and aesthetically pleasing developments. Advice shall be given concerning the treatment of the historical and visual characteristics such as color schemes, gardens and landscape features, and minor decorative elements. Such review is limited to the specific architectural building features proposed for modification.

After receipt of the fully documented site plan, the Site Plan Review Board shall make their ruling within 30 days.

4. 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 and approved by the Zoning zoning Administrator administrator for all developments or redevelopments, with the exception of multi-family, governmental, institutional uses, churches and those in the CBD Districts. The Site Plan Review Board shall review any amendments of multi-family, governmental, institutional uses, churches, and those in the CBD Districts.
5. Expiration of Approval. All site plan approvals shall expire and terminate 365 days after the date of the City's approval, unless a building permit has been issued for the construction provided for in the site plan. In the event the building permit for construction provided for in a site plan expires or is canceled, then such site plan approval shall terminate.
6. Enforcement. Any violation of this Chapter shall be punishable by the Violation and Penalty Chapter of this Ordinance.

### **Section 6 Landscaping Standards.**

1. Any required landscaping shall be in place at the time an occupancy permit is approved. Should completion of landscaping be delayed because of the season of the 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 and substitute species from the permitted or established list to be used should the preferred material not be available when needed and required.
2. 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 punishable by the Violation and Penalty Chapter of this Ordinance.

### **Section 7 Liability.**

Any landowner shall be deemed exclusively responsible for developing and implementing a plan to address storm water drainage, which shall be submitted to the City as a part of the site plan. The City of Marshalltown shall not be responsible for any deficiencies which may later be determined to exist under the storm water management plan. The City of Marshalltown shall undertake no corrective duties or actions concerning any said deficiencies.