

7.25 SITE PLANS

- (1) **Applicability and Procedure.** Where, by the terms of this ordinance, a site plan is required in connection with any use or structure, such site plan must be approved prior to making application for a building permit. The administrator shall forthwith circulate the site plan for comment by the Town Planning Commission and any other Town officer that may have a responsibility for or interest in an aspect of the development.

Within thirty(30)days of submittal, the Administrator shall transmit the site plan along with all pertinent comment to the Planning Commission for their consideration. Except as required in connection with a special exception, no public notice and hearing is required for site plan consideration but such matters shall be handled in public session as part of a previously prepared agenda. All matters relating to site plan consideration shall be a public record. In cases where a site plan is submitted in connection with an application for a special exception, public notice and hearing is required. Site plan approval shall require formal action of the Planning Commission but shall not require action by the Town Board.

(2) **Site Plan Review Criteria**

(a) **Access/Driveways**

1. **Multiple frontage.** *Where a parcel abuts two streets, access may be limited to the street with the lowest functional classification, i.e. primary arterial, arterial, collector and local.*
2. **Combined Access/Frontage Road.** *Where a lot abuts an arterial or collector street, provision for combined access with adjacent parcels by easement or dedicated frontage road may be required.*
3. **Number of Accesses.** *No parcel abutting a public street for less than 100 feet shall ordinarily have more than one driveway access to that street. No parcel fronting on a public street for over 100 feet shall ordinarily have more than two driveway accesses to that street, provided however, that the closest edge of the driveway shall not be closer than 50 feet for local streets or closer than 100 feet for collector or arterial streets.*

4. **Location to intersections.** No driveway access shall be located with its closest edge closer than 50 feet to a local street intersection or closer than 100 feet to a collector or arterial street intersection. To the extent practical, driveways shall be located to maximize distances to intersection.

5. **Coordination of Access.** Driveway access shall be located to minimize potential interference and conflicts with the use of buildings and driveways on the opposite side of the street.

6. **Configuration.** Driveway access shall ordinarily intersect with public streets as nearly as possible at right angles, provided, however, that for high intensity uses, (Average Daily Traffic of 500 or more vehicles per day) or for parcels with access to streets with posted speeds of 45 miles per hour or greater, a channelized T intersection may be required and acceleration and deceleration lanes may be required.

(b) **Signs.** Signs shall meet the requirements of Section 7.07 of this Ordinance. Signs shall be shown on the site plan.

(c) **Landscaping.** Landscaping shall meet the requirements of Section 7.08 of this Ordinance.

(d) **Parking.** Parking shall meet the requirements of Section 7.06 of this Ordinance.

(e) **Lighting.** No exterior lighting, whether freestanding or mounted on a building or structure, shall reflect or produce glare beyond the parcel boundaries.

(f) **Building Orientation.** Building orientation shall be appropriate to the street frontage and adjacent buildings and uses.

8-14-06

(3) **Contents.** A site plan required to be submitted by the terms of this ordinance shall contain the following elements, where applicable:

(a) Statements of ownership and control of the proposed development.

(b) Statement describing in detail the character and intended use of the development.

- (c) A site plan containing the title of the project and the names of the project *owner* and developer, date, and north arrow and, based on an exact survey of the property drawn to a scale of sufficient size to show boundaries of the project, any existing streets, buildings, water courses, easements, and section lines; exact location of all buildings and structures *including the dimensions of the buildings shown and the distance perpendicular to the property line shown*; driveways access and traffic flow; off-street parking and off-street loading areas; landscaping (pursuant to requirements of Sec 7.08 (2) of these Ordinances); lighting; signage; setbacks; drainage; recreation facilities locations; and access of utilities and points of utility hookups; impervious surface. 8-14-06
- (d) Tabulations of total gross acreage in the project and the percentages thereof proposed to be devoted to the various permitted uses.
- (e) Tabulations showing the derivation of numbers of off-street parking and loading spaces and total project density in dwelling units per gross acre.
- (f) Architectural definitions for buildings in the development; exact number of dwelling units, sizes, and types, together with typical floor plans of each type.
- (g) If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, home owners associations, surety arrangements, or other legal instruments providing adequate guarantee to the Town that such common facilities will not become a future liability for the Town.
- (h) Plans for signs, if any.
- (i) Plans for the exterior walls of all buildings, lighting, outside storage and industrial processes and materials pertinent to conformance with the industrial performance standards herein.

- (j) Such additional data, maps, plans or statements as may be required for the particular use or activity involved or as the applicant, Administrator or Planning Commission may believe is pertinent.
 - (k) Plans for storm drainage, erosion control, site grading, and public utilities, if any.
- (3) **Drainage plans** are required as part of a Special Exception Permit, formal site plan review (when required) or subdivision. These standards are not for single family or two family dwellings.
- (a) **Submitted drainage plans must include the following information:**
 - (1) Scale, north arrow and date of preparation.
 - (2) Acreage draining into the subdivision and the acreage of the subdivision.
 - (3) Lot numbers corresponding to the plat.
 - (4) Direction of flow indicated by arrows on all lot lines, grades along the lot lines, elevation of break points along lot lines, and the distance from the nearest lot corners to the break point.
 - (5) Proposed easements which will be on final plat.
 - (6) Contour information shall be provided at intervals of not more than two (2) feet. All elevations shall be based on USGS datum.
 - (7) Reference to two established USGS benchmarks.
 - (8) Areas to be filled showing the depth of fill, existing elevation and proposed elevation.
 - (9) Typical proposed street cross section.
 - (10) Culvert sizes and type of pipe, including all proposed driveway culverts where applicable.

- (11) Storm sewer sizes and type of pipe, where applicable.
- (12) Detention/retention pond contours, storage volume and outlet structure design; computation of impervious surface.
- (13) Location/neighborhood map with blow-up area.

(b) Drainage calculations shall be submitted as follows:

- (1) Rate of runoff computations shall be made for the use of sizing road culverts, driveway culverts, drainage structures, detention areas, ditches and storm sewers. The Soil Conservation Service Technical Release 55 (TR55) method shall be used. Existing conditions shall be considered "Meadow Condition". Other methods of runoff computations may be used with written approval of the Town.
- (2) Storm sewers shall be designed to accommodate the 5-year storm. Open ditches and detention ponds shall be designed to accommodate the 2 and 25-year storm. The drainage plan shall be designed to allow the flows from storms with intensity higher than the 25-year storm to pass without damaging property or structures and conform with stormwater runoff rates and volumes established in chapter 5 of the Town Code. See Section 5.04(2)(a)(9).
- (3) Detention and retention basins shall be designed using the flood routing procedure conforming to the storage equation of $I_t - S = O_t$ Where

I =inflow in cubic feet per second
O =outflow in cubic feet per second
S =storage in cubic feet
t =time

- (4) When using detention ponds, peak water level elevation and peak outflow need to be shown.

Additionally, any supplemental information as deemed necessary by the Town may be required.

- (4) **Amendments to Site Plan.** A site plan, required to be approved by the Planning Commission under this section, shall not be modified as to any of the elements unless approved by the Planning Commission. The Planning Commission may by resolution, delegate authority to the Building Inspector to approve minor variations from the approved site plan.