

## Sec. 117-54. - Site plan review.

- (a) *Required; policy.*
- (1) It is the policy of the city to preserve and promote attractive, stable residential, business and industrial environments through the construction of quality projects and developments. No structure or land shall be used or change uses, occupied, erected, constructed, reconstructed, moved or structurally altered except in conformity with the following specifications for the zoning district in which it is located.
  - (2) Site plan reviews are required for all proposed multiple-family dwellings (three or more units), mobile home parks, commercial and industrial developments, and all proposed developments within the Floodplain, Scenic Rivers, and Environmental Protection and Critical Rivers Overlay Districts. In addition, site plan reviews shall be specifically required prior to the issuance of a conditional use permit in any commercial or industrial zone.
- (b) *Required site plan information.* An application for the site plan/building design approval shall be initiated by the owner or their authorized agent filing a form prescribed by the city. The application shall be submitted to the zoning administrator along with a nonrefundable application fee and escrow deposit. This escrow deposit shall be used to defray the expenses of the city's professional staff in their review of said plan. If this deposit is not sufficient to cover expenses incurred by the city in the review of the plan, additional moneys will be required prior to final action on the application. If after final action on the application and plan, a surplus balance remains in the city's accounts, this surplus shall be refunded to the applicant.
- (1) *Information required.*
    - a. Type of use and type of building construction, proposed name, legal description and property address;
    - b. Name and address of owner of land, and of engineer and/or architect preparing the plans;
    - c. A property survey certified by a registered land surveyor;
    - d. The number of employees expected to work at the site;
    - e. A site plan accurately scaled and dimensioned specifically showing the location of all buildings;
    - f. A topographical map of the site;
    - g. The building design plan must be certified by an architect or engineer registered in the state, certifying that the design of the building has been prepared under their direct supervision;
    - h. Present use of the subject property and the present use of all directly adjacent parcels;
    - i. Location of all existing structures and improvements on the property; and

- j. Location of significant historical and natural features, including but not limited to wetlands, lakes, rivers, ditches and woodlands.
- (2) *Submittal information.* The site plan/building design application shall show provisions for the following improvements that shall be constructed in accordance with the relevant criteria prescribed herein:
- a. Landscape plan, including any buffer areas, screening, existing trees to be preserved and new plantings;
  - b. Location and site of any on-site septic system, plus area for two additional systems;
  - c. Site access;
  - d. Loading docks;
  - e. Exterior lighting locations, specifications and diagrams of lighting fixtures for the building, parking areas and site in general;
  - f. Bituminous or concrete surfaces and curbing;
  - g. Exterior building elevations;
  - h. Waste storage area location and construction materials;
  - i. Site drainage;
  - j. A topographical map and grading plan;
  - k. Off-street parking and outside storage or display areas;
  - l. Calculations of projected water usage using state pollution control agency and/or state department of health guidelines;
  - m. Color rendering and when requested by the city, colored material samples; and
  - n. Traffic generation analysis or study as determined necessary by the city.
- (c) *Zoning administrator review.*
- (1) The applicant shall submit the application materials for the proposed project to the zoning administrator at least 30 days prior to a regular planning commission meeting. The application materials shall consist of the following:
- a. Completed site plan application;
  - b. Application fee and escrow deposit, in an amount as determined from time to time by ordinance;
  - c. Information as required by [section 117-52\(a\)](#); and
  - d. Any other information determined necessary by the city.
- (2) The planning commission shall review the site plan submittal. After said review, the planning commission shall make a recommendation for approval, denial, or modification to the council. The planning commission shall draft findings of fact to support a recommendation of denial.
- (3) The council shall review the site plan submittal and either approve the site plan or adopt findings of fact and deny the application. The council may, as a condition of approval, require certain additional conditions in the proposed development permit.

(d) *Development permit.*

- (1) Following site plan approval and prior to construction of any required site improvements, the applicant shall enter into a development permit with the city. This permit shall require the applicant to construct all improvements on the site at the applicant's sole expense, unless otherwise approved by city council, and in accordance with city plans and specifications. The developer shall sign the permit and deposit any required escrow with the city prior to receipt of any building permits and will complete all improvements permitted by the development permit within one year of the date of site plan approval unless otherwise approved by council. Thereafter, the council may extend the period upon written application by the developer, subject to applicable performance conditions and requirements, or the council may require submission of a new site plan application.
- (2) Said contract shall reaffirm that the city will be reimbursed for all costs incurred by the city for processing and administration of the application.
- (3) To ensure that the site is developed in accord with the approved plans and city specifications, the applicant shall provide a cash escrow, certificate of deposit, letter of credit from an acceptable financial institution, performance bond, or pledge and payment. The financial security shall be in an amount which equals 150 percent of the estimated construction cost of all required city improvements (as estimated by the city engineer) as outlined in this chapter exclusive of the cost of the actual building to be constructed on the site. The financial security required herein may be used by the city to install or complete any of the city's required on-site improvements in the event the applicant fails to do so. Upon request by the applicant, the city may release the financial security in partial payments on a pro rata basis as the various on-site improvements are completed to the satisfaction of the city engineer. Upon final approval by the city engineer certifying that all on-site improvements have been completed in accordance with the development agreement and city standards, the remaining financial security shall be released to the applicant. The permit shall also provide that it is binding on all heirs, assigns, and successors of the applicant. A copy of the permit shall be kept on file as part of the permanent record of the site.

(e) *Exceptions.*

- (1) *Administrative site plan review. Expansion of an existing commercial or industrial building that meets all minimum standards of the applicable zoning district and matches and/or complements the exterior design, materials and treatments of the existing building shall be exempt from the standard site plan review process and rather be reviewed as part of the standard Building Permit review process.*
  - a. *Submittal information shall be the same as outlined in (b) (1) and (2) above.*
  - b. *An applicant shall provide evidence or copies of applicable permits from outside agencies prior to issuance of the Building Permit.*

c. The size of the cumulative expansions shall not exceed the size that of the original building approved by the full site plan review process outlined above.