

## **CITY OF ST. CROIX FALLS, WI**

**14.061 SITE PLANS.** (1) **PURPOSE.** The purpose of the site plan requirements set forth below are as follows:

- (a) To maintain and improve the quality of the environment.
- (b) To encourage the compatibility of the design and construction of new development with adjacent and nearby land uses.
- (c) To identify and resolve potential site planning problems prior to the preparation of final construction plans.
- (d) To provide that new development is approved and constructed in accordance with the availability of public facilities.
- (e) To administer effectively all adopted City ordinances and standards with respect to new development.
- (f) To provide clear and uniform site plan submittal and review procedures and requirements for applicants and the general public.
- (g) To provide the Plan Commission and the Council with relevant information required to evaluate proposed site plans effectively.
- (h) To facilitate the efficient and effective public review of site plans.

(2) **WHEN REQUIRED.** Site plans shall be submitted and reviewed by the Plan Commission and approved by the Council prior to the issuance of a building permit for all new construction of properties with uses described as Planned Unit Development, Multi-Family (4-plex or larger), Commercial or Industrial.

(3) **PROCEDURE.** (a) An application for site plan approval and the applicable fee shall be submitted to the City Clerk no less than 10 working days prior to the Plan Commission meeting at which the application shall be considered. The application shall be accompanied by 12 copies of the site plan, written material and other information required in sub. (4) below and one 8-1/2" x 11" reduction of the site plan. Site Plans should first be reviewed by city staff especially for larger scale developments and may be subjected to architectural design review.

(b) The City Clerk shall review the site plan and accompanying material for conformance to this section and shall coordinate accompanying review as may be appropriate by other City departments and the City Engineer. The Clerk shall then refer the site plan and materials to the Plan Commission for its consideration of the application.

(c) When reviewing an application, the Plan Commission shall consider the review criteria of sub. (5) below. The action of the Commission shall be to recommend approval of the site plan with or without conditions, recommend denial of the site plan or recommend deferral for further study. The Commission shall provide its report and recommendation to the Council within 30 days of receipt of the application. The Plan Commission, in recommending deferral for further study, may require review of the site plan by a certified city appointed architect to ensure design is in keeping with city codes and community character, such fees secured as part of the escrow fees defined in section (3) (b).

(d) Upon receipt of the report and recommendation of the Plan Commission, the Council shall consider the proposed site plan in relation to the Commission report and the review criteria of sub. (5) below. The action of the Council shall be to approve the site plan with or without conditions, deny it or defer it for further study, subject to the limitations of sub. (5) below.

(e) Following approval of a site plan and prior to issuance of a building permit, the applicant shall be responsible for submittal to the Council of 4 copies of the final approved site plan which shall include all changes or other pertinent information required by the Council.

(f) An applicant who wishes to change an approved site plan, if such proposed changes increase density by more than 5%, or otherwise substantially alters parking, principal uses, drainage or similar principal site plan elements, such changes shall be reviewed and decided upon in the same procedure as set forth in this subsection.

(3a) FEES. (a) Site Plan Application Fee. The site plan application fee shall be established at \$200 to be paid by the applicant at the time of the filing of the application.

(b) Site Plan Review Escrow Fee. The site plan review escrow fee shall be established at an initial deposit of \$2,500 which shall be paid by the applicant at the time of the filing of the application. The review fee escrow shall be used to cover any engineering review costs as well as architectural review fees, and any other costs incurred by the City in the review of the site plan, including administrative review. In the event that the review costs exceed the initial deposit of \$2,500, the applicant shall be required to deliver an additional escrow deposit in such amount as prescribed by the City Clerk.

(4) SUBMITTAL REQUIREMENTS A list of items to be submitted with a site plan may be obtained from the City Clerk.

(5) REVIEW CRITERIA. Within 60 days of the receipt of the report and recommendation of the Plan Commission by the Council, the Council shall render a decision. If no decision is made by the Council within said 60 day period, the site plan shall be considered approved. The Council shall approve, deny or approve subject to compliance with such modifications or conditions as it may deem necessary to carry out the purpose of these regulations and insure that the external design and site plan for all developments are in accordance with the provisions of this section. The Council shall impose such conditions as are necessary to carry out policies adopted by ordinance or resolution of the Council. When acting upon an application, the Council shall rely upon generally accepted site planning and design principles. In addition to the provisions and intent of this section, the comprehensive plan, all other applicable ordinances and such policies as may be adopted by the Council, the Council shall also give important consideration during the review process to the following criteria for approval:

(a) The existing natural topographic and landscape features of a site shall be incorporated into a development plan. Such plan shall include all prudent and necessary steps required to protect the natural environment of the site and surrounding areas during and after construction.

(b) Site coverage, paved areas, lawn areas, building scale, setbacks and open spaces shall be in proportion with existing and planned structures and spaces in the surrounding area.

(c) Buildings shall be sited in an orderly nonrandom fashion. Excessively long, unbroken building facades shall be avoided. Building materials and design features shall be consistent with the general design theme of the development.

(d) Access to the site shall be provided by curb cuts which are limited and located in a manner to minimize traffic congestion and difficult turning movements.

(e) The interior circulation of the site shall be designed to provide for the convenient and safe flow of pedestrians and non-pedestrian traffic on the site and onto and from public streets or sidewalks.

(f) Sites shall be lighted with fixtures, when required, which relate to the scale and design of the development and which have an intensity high enough to maintain security and low enough to avoid being a nuisance. All lighting shall be downward reflecting and solar powered lighting is encouraged and may be required as a condition to plan approval.

(g) Paved areas shall be only as large as necessary to serve parking, circulation and open space needs. The appearance of paved areas shall be enhanced by landscaping. Monotonous, extended, or unbroken parking areas, driveways and carport or garage structures shall be avoided. Parking structures and areas shall be separated from residential buildings by landscaped areas.

(h) Outdoor activity areas, parking lots, storage yards, trash areas and other exterior features or uses shall be adequately landscaped or screened to minimize any potential nuisance features of the use of the site on existing or potential adjacent land uses.

(i) Recyclable materials storage areas will be provided for any use which generates significant amounts of recyclable materials and such area shall be appropriately screened.

(j) The requirements of sec. 8.15 of this Code regulating storm water drainage, on-site detention and runoff control.

(k) The projected load of the development on city water and sewer capacity. In reviewing such loads the City may require, as a condition to plan approval, water conservation standards, such as low-flow shower heads, on demand water heaters, and energy efficient dishwashers. In addition, the city may require provisions that the proposed development provide sufficiently for its water and/or waste-water needs.

In addition to the above criteria, review of a site plan shall also include consideration of the conformance of the site plan with the ability of the City to provide in a timely and efficient fashion the needed public services and facilities required to adequately serve the proposed development. Public services reviewed shall include, but not be limited to, water, sanitary sewer, storm sewer, streets, sidewalks, traffic control, fire and police protection.