

## Article 4. - Site Plan Review

### Sec. 9-6.401. - Purpose.

The purpose of the site plan review is to enable the Community Development Director or the Planning Commission to make findings that a proposed development is in conformity with the intent and provisions of this title, and to guide the Building Official in the issuance of permits.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

### Sec. 9-6.402. - Applicability.

- (a) Site plan review is required for all commercial, industrial, institutional, and residential development projects. All such projects shall conform to the requirements of this chapter.
- (b) Projects exempt from Site Plan review. These projects have been determined to be exempt from Site Plan review:
  - (1) Any interior remodels that do not require a building permit;
  - (2) Any interior remodels that do not result in a change in fifty (50) percent or more of the nature of the occupancy or use, or cause any greater impact on traffic, utilities or required services, as determined by the Community Development Director; and
  - (3) Repair and maintenance of structures or parking areas that does not result in the enlargement or alteration of such structures from their existing state, or a change in infrastructure, easements, and existing drainage patterns.
- (c) Administrative Site Plan review. The Community Development Director may grant administrative site plan approval for the following types of projects:
  - (1) Any modifications to existing single-family homes that require a building permit;
  - (2) Any additions or alterations to residential and non-residential buildings that add or affect no more than fifty (50) percent of the existing building floor area, or up to 2,000 square feet, whichever limit is lower;
  - (3) Construction or modification of accessory buildings, on a property with an existing primary building;
  - (4) Construction of any new residential developments of up to two units;
  - (5) Projects involving a change or intensification of land use, when the new use is permitted in the underlying Zoning District, depending on the scope of these projects;
  - (6) Minor revisions to approved projects that would not result in additional or revised conditions of approval;
  - (7)

Infill development projects of no more than 4,000 square feet of total gross floor area, and that meet the Class 32 Categorical Exemption for infill development projects as described in the CEQA Guidelines, may qualify for Administrative Site Plan Review.

- (d) Site Plan review by the Planning Commission. All projects that do not fall under the exempt projects and projects qualifying for Administrative Site Plan Review, will require site plan approval from the Planning Commission. Construction of any new non-residential developments will require site plan review by the Planning Commission.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.403. - Site plan application and review.

- (a) *Contents.* The applicant shall submit twelve (12) prints of the site plan at a standard architectural or engineering scale to the Community Development Director and shall indicate clearly the following information:

- (1) Lot dimensions;
- (2) All existing and proposed buildings and structures: location, elevations, color scheme, size, height, and proposed use;
- (3) Yards and space between buildings;
- (4) Walls and fences: location, height and materials;
- (5) Off-street parking: location, number of spaces and dimensions of parking area, and internal circulation patterns;
- (6) Access: pedestrian and vehicular service, points of ingress and egress and internal circulation;
- (7) Signs: location, size and height;
- (8) Loading: location, dimensions, number of spaces and internal circulation;
- (9) Lighting: location, general nature and holding devices;
- (10) Street dedications and improvements, as provided in Section 9-4.210, Street Dedication and Construction of Public Improvements;
- (11) The location and type of landscaping;
- (12) Finish materials including floor dimensions or footprints;
- (13) Such other data as may be required to permit the Community Development Director to make the required findings.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.404. - Findings for approval.

- (a) The Community Development Director, Planning Commission or City Council, as part of the approval of a Site Plan shall consider the following findings to approve a Site Plan; additional conditions may be required.

- (1) The proposed construction/alterations are in substantial conformance with the General Plan, zoning ordinance, and any applicable plans adopted by the city.
- (2) The proposed construction/alterations conform to the requirements of the applicable Zoning Districts.
- (3) The proposed construction/alteration conforms to all applicable design standards and guidelines, as adopted by the City Council.
- (4) The construction/alteration will not have significant adverse effects on the public health, safety and welfare.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.405. - Approval or disapproval.

- (a) Within thirty (30) days after the Community Development Director determines that an Administrative Site Plan Review application is complete, the Community Development Director shall approve, with conditions deemed necessary to protect the public health, safety and welfare, or disapprove the site plan according to the findings in (3) of this section.
- (b) Within thirty (30) days after the Community Development Director determines that a Site Plan Review application that requires a Planning Commission hearing is complete, the Community Development Director shall schedule the project for the next available Planning Commission public hearing, and provide notice for the public hearing.
- (c) In approving the proposed site plan, the Community Development Director or the decision-making body shall find that:
  - (1) All provisions of this title are complied with;
  - (2) The following are so arranged that traffic congestion is avoided and pedestrian and vehicular safety and welfare are protected, and there will be no adverse effect on surrounding property including but not limited to:
    - a. Facilities and improvements;
    - b. Vehicular ingress, egress and internal circulation;
    - c. Setbacks;
    - d. Height of buildings;
    - e. Location of services;
    - f. Fences and/or walls;
    - g. Landscaping.
  - (3) Proposed lighting is so arranged as to direct the light away from adjoining properties;
  - (4) Proposed signs will not by size, location, color or lighting interfere with traffic or limit visibility;
  - (5) Proposed development has adequate fire and police protection;
  - (6) Proposed development can be adequately served by city sewer and water;

- (7) Drainage from the property can be properly handled;
  - (8) Proposed development generally consistent with the Zoning Ordinance, the General Plan, and any other applicable plans.
- (d) As part of the approval, the Community Development Director or decision-making body may incorporate conditions of approval, including but not limited to those stated in Section 9-6.113(b) of this chapter.
- (Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.406. - Appeal.

The applicant or any aggrieved person may appeal in writing, setting forth his reason for the appeal. The appeal shall be filed with the City Clerk and Deputy City Clerk within ten (10) calendar days of the Community Development Director's decision. The appeal shall be placed on the agenda of the next regular Planning Commission meeting after the appeal is filed. The Planning Commission shall review the site plan and shall approve, approve with conditions, or disapprove based on the findings listed in Section 9-6.102 of this article.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.407. - Distribution.

The approved site plan, with any shown or attached conditions, shall be dated and signed by the Community Development Director. One copy of the site plan and conditions shall be mailed to the applicant.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.408. - Revisions.

Revisions by the applicant to an approved site plan shall be made pursuant to the procedure set forth in this section.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.409. - Expiration of site plan approval.

- (a) An approved site plan becomes void in the event that less than fifty (50) percent of the site, or an approved phased development, has not occurred within twelve (12) months after the approval of the site plan. If over fifty (50) percent of one or more increments of a phased development has been developed after twelve (12) months, the expiration date of the site plan shall be extended for the remaining phases, except that the final phase shall be fully developed within five (5) years.

- (b) A project shall be considered indivisible unless the Community Development Director approves a request by the applicant that the project be developed in phases or the Community Development Director requires phased development. Such determination shall be based on the finding that upon construction of the required on-site and off-site improvements serving each phase, it can function independently of later phases.
- (c) An occupancy permit for a building, structure or use as shown upon an approved site plan shall not be issued until all proposed buildings, structures and other stated improvements in an indivisible project or phase of a divisible project are completed, or the Community Development Director authorizes its issuance upon making a finding that all on-site and off-site conditions relating to the building, structure or use have been or will be met.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)

Sec. 9-6.410. - Building permits.

The applicant shall ensure that site plan approval is coordinated with the approval of concurrent building permits.

(Ord. No. 776, § 1(Exh. A), eff. 9-5-2014)