

ARTICLE 5 - SITE PLAN REVIEW

5-100 GENERAL

This article establishes a site plan review process for land development. The process involves a series of three plans, progressing from a general evaluation of a site and development concept to approval of a detailed development plan.

The first plan in the series is a concept plan. This plan establishes a general schematic for site development, primarily focusing on vehicular access and circulation. Concept plans may be used to separate large properties into parts for phasing site planning and development. The second plan in the series is a preliminary site plan. This plan presents more detailed information on building layout, parking, drives, landscaping, screening and other site improvements. Preliminary site plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design. Site plan approval is the final step in the process. A site plan is a detailed, scaled drawing of all surface improvements, structures and utilities proposed for development. Site plan approval is required prior to the release of engineering plans and building permits. Concept plans and preliminary site plans require review and approval by the Planning & Zoning Commission. Site plans may be approved by City staff provided that they conform to preliminary plans for the development approved by the commission.

The purpose of this process is to:

1. Ensure compliance with adopted City development regulations and other applicable regulations for which the City has enforcement responsibility.
2. Promote safe, efficient and harmonious use of land through application of City-adopted design standards and guidelines.
3. Protect and enhance the City's environmental and aesthetic quality.
4. Ensure adequate public facilities to serve development.

5. Prevent or mitigate adverse development impacts, including overcrowding and congestion.
6. Aid evaluation and coordination of land subdivision.

5-101 Applicability

The site plan review process shall apply to:

1. Development within an area zoned planned development (see Section 4-100).
2. Non-residential development, except as provided in Section 5-102.
3. Multi-family residential development having more than four dwelling units, including attached single-family housing and condominiums.
4. Mobile home parks.
5. Parking lot development, reconstruction or restriping of more than 20 spaces.

5-102 Exemptions

The following types of development are exempted from the requirements of this article.

1. Agricultural buildings.
2. Temporary structures permitted under Section 3-103.

5-103 Submission of Applications

Applications for approval of plans required by this article must be submitted to the Planning Department. A calendar of official submittal dates for items requiring Planning & Zoning Commission approval shall be published by the City 30 days prior to the beginning of each year. All applications received on a date other than an official submittal date shall be dated received on the next official submittal date. Complete applications shall be placed on the meeting agenda of the Planning & Zoning Commission no later than 28 days following the official date of submittal. Items requiring staff approval only

may be submitted at any time during normal office hours. Complete applications shall be acted upon by the Director of Planning within 21 days (see appeals Section 5-800).

5-104 Fees, Forms and Procedures

City Council shall establish a schedule of fees as required to recoup costs related to the administration of this ordinance. The Director of Planning may establish procedures, forms and standards with regard to the content, format and number of copies of information constituting an application for concept plans, preliminary site plans and site plans.

5-200 CONCEPT PLAN

5-201 General

A concept plan is the initial plan required in the site plan review process. This plan is a general site assessment and development concept. A concept plan defines a basic schematic design for development. The purpose of the plan is to:

1. Evaluate the site's natural condition, including vegetation, topography, drainage, surface and subsurface factors affecting the site's development.
2. Determine building sites and the use, intensity, bulk and height of structures to be constructed.
3. Locate public streets and right-of-way, and determine points of ingress and egress between the development and public streets, including median breaks and turn lanes.
4. Determine primary routes of vehicular circulation and parking area internal to the development.
5. Delineate development phasing.
6. Other purposes related to the establishment of a planned development district (see Section 4-101).

5-202 Applicability

Except as provided below, a concept plan is required for all development defined in Section 5-101. The concept plan must include all property contained within a planned development district. For property outside of a planned development district, the plan must include all contiguous property of common ownership unless the site is an approved platted lot. A preliminary site plan may be submitted in lieu of a concept plan (See 5-300).

5-203 Application Procedure and Requirements

1. Pre-Application - Before preparing a concept plan, the applicant shall meet with the staff of the Planning Department to discuss the application procedure and requirements and review the proposed development concept.

2. General Application - The property owner shall file an application for the approval of a concept plan. This application shall include the information listed below on one dimensioned, engineer-scaled drawing on a sheet size 24" x 36". The drawing shall include existing and proposed site conditions and improvements.
 - a. Site boundaries and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
 - b. Location map, north arrow, scale and title block.
 - c. Topography at 5 foot contours or less.
 - d. Natural features including tree masses, floodplains, drainage ways and creeks (See Section 3-1200).
 - e. Land use on-site and on adjacent properties, including the assignment of use to specific locations within the plan.
 - f. Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required.
 - g. Public streets and private drives with pavement widths, right of way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions.
 - h. Proposed dedications and reservations of land for public use including but not limited to: rights of way, easements, park land, open space, drainage ways, floodplains and facility sites.
 - i. Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases and the scheduled timing and sequencing of development (see Section 5-302).

3. Standards of Approval

The Planning & Zoning Commission (and City Council if the plan is associated with establishment of a planned development district, (see Section 4-103) may approve, conditionally approve, table or deny a concept plan based on the plan's:

- a. Compliance with the Comprehensive Plan and adopted design studies.
 - b. Compliance with the Zoning Ordinance and other applicable development regulations.
 - c. Impact on the site's natural resources and affect on adjacent area property and land use.
4. Effect - Approval of a concept plan by the Planning & Zoning Commission (or City Council) constitutes authorization by the City for the property owner to submit an application for approval of a preliminary site plan subject to compliance with any condition attached to the approval of the concept plan. As long as the concept plan remains valid, the location of streets, drives, median breaks and curb cuts shall remain fixed and any subsequently prepared plan for an adjacent property or property located on the opposite face of a public street abutting the site shall coordinate its circulation system to the earlier approved, valid concept plan. Except when authorized, a concept plan may not be used to approve a variance to development regulations. Where an approved plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply. Where approved, valid concept plans delineate areas as separate phases of development, each phase may be independently planned and developed provided that it is in accordance with the concept plan and other applicable regulations.
5. Lapse - Concept plan approval shall expire five years following the date of its original approval, unless 50% of the gross floor area shown on the plan is built or under construction (see planned development districts Section 5-600 pertaining to reinstatement of plan approval).

5-300 PRELIMINARY SITE PLAN

5-301 General

A preliminary site plan is the second plan in the site plan approval process. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property.
2. Determine the placement, configuration, coverage, size and height of buildings.
3. Determine the design of public street improvements and right-of-way, the design and location of drives, aisles and parking.
4. Determine location and preliminary design of open space, landscaping, walls, screens and amenities.
5. Determine the preliminary design of drainage facilities and utilities.

5-302 Applicability

Except as provided in Section 5-402, an approved, valid preliminary site plan shall be required prior to the consideration of a site plan for development property defined in Section 5-101. The preliminary site plan must include all property contained within a planned development district, except as permitted as a free-standing phase of development shown on an approved, valid concept plan. For property outside of a planned development district, the plan must include all contiguous property of common ownership unless the site is an approved platted lot or as permitted as a free-standing phase of development shown on an approved, valid concept plan (see Section 5-203-4 and 5).

5-303 Application Procedure and Requirements

1. Pre-Application - Before preparing a preliminary site plan, the applicant shall meet with the staff of the Planning Department to discuss the application procedure and requirements, and review the proposed development concept.

2. General Application - The property owner shall file an application for the approval of a preliminary site plan. This application shall include the information listed below on one dimensioned, scaled drawing on a sheet size 24" x 36". The drawing shall include existing and proposed site conditions and improvements, including:
 - a. Site boundaries and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
 - b. Location map, north arrow, scale, title block and site data summary table.
 - c. Topography at two foot contours or less.
 - d. Natural features including tree masses and anticipated tree loss, floodplains, drainage ways and creeks (See Section 3-1200).
 - e. Land use on-site and on adjacent properties.
 - f. Building locations and foot prints, including building size, intensity, density, height, setback and use.
 - g. Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), and driveways (including those on or planned on adjacent property) with dimensions and radii.
 - h. Parking areas and structures, aisles and spaces, handicap spaces, ramps, crosswalks and loading areas with typical dimensions.
 - i. Access easements and off-site parking.
 - j. Proposed dedications and reservations of land for public use including but not limited to: rights of way, easements, park land, open space, drainage ways, floodplains and facility sites.
 - k. Screening walls, fences, living screens, retaining walls, headlight screens and service area screens.
 - l. Landscaping and open space areas (see Section 3-1200).

- m. Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases and the scheduled timing and sequencing of development (see Section 5-302).
3. Standards of Approval - The Planning & Zoning Commission may approve, conditionally approve, table or deny (see Appeals 5-600) a preliminary site plan based on:
 - a. Conformance with the Comprehensive Plan and adopted design guidelines.
 - b. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property.
 - c. Impact on the site's natural resources and effect on adjacent and area property and land use.
 - d. Safety and efficiency of vehicular and pedestrian circulation, traffic control and congestion mitigation.
 - e. Safety and convenience of off-street parking and loading facilities.
 - f. Access for firefighting and emergency equipment to buildings.
 - g. Use of landscaping and screening to shield lights, noise, movement or activities from adjacent properties, and to complement the design and location of buildings and parking.
 - h. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
 4. Effect - Approval of a preliminary site plan by the Planning & Zoning Commission shall constitute authorization by the City for the owner(s) to submit an application for final site plan approval for development of the entire site or a portion thereof provided that the site plan conforms to the preliminary site plan and any conditions attached to its approval. As long as the preliminary site plan remains valid, the location of buildings, landscaped areas, open space, streets, drives, fire

lanes, median breaks, curb cuts and parking shall remain fixed except as to permit minor adjustments resulting from subsequent engineering of improvements or to prevent a condition affecting public health or safety which was not known at the time of approval. Except where authorized by ordinance, a preliminary site plan may not be used to approve an exception to development regulations. Where an approved plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply.

5. Lapse - The approval of a preliminary site plan shall be effective for a period of two years from the date that the preliminary site plan is approved by the Planning & Zoning Commission or City Council, at the end of which time the applicant must have submitted and received approval of a site plan. If a site plan is not approved within two years, the preliminary site plan approval is null and void. If site plan approval is only for a portion of the property, the approval of the preliminary site plan for the remaining property shall be null and void. The applicant shall be required to submit a new preliminary site plan for review and approval subject to the then existing regulations.

5-400 SITE PLAN

A site plan is the final plan required in the site plan approval process. The site plan is a detailed plan of the public and private improvements to be constructed. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property.
2. Coordinate and document the design of public and private improvements to be constructed.
3. Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

5-401 Applicability

An approved, valid site plan shall be required prior to the approval of any construction plan and permit for and development defined in Section 5-101 of this ordinance. An approved, valid preliminary site plan is required prior to the consideration of a site plan except as provided below:

1. Development of a single building on a corner lot (see Subdivision Ordinance, Section 5.2) not exceeding one acre (net).
2. Development of a single building on one lot not exceeding five acres (net) and where the lot is not being subdivided from a larger property.
3. Development of parking or outside storage areas.
4. Development of utilities and non-occupied structures.
5. Development of outdoor recreation structures and amenities.

5-402 Application Procedure and Requirements

1. Pre-Application - Before preparing a site plan, the applicant shall meet with the staff of the Planning Department to discuss the procedures for approval and to review the general concept of the proposed development.

2. General Application - The property owner shall file an application for the approval of a site plan. This application shall include the information listed below on one dimensioned, engineer-scaled drawing on a sheet size 24" x 36". The drawing shall include existing and proposed site conditions and improvements, including:
 - a. Site boundaries and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
 - b. Location map, north arrow, scale, title block and site data summary table.
 - c. Topography at 1 foot contours or less, referenced to sea level datum.
 - d. Natural features including tree masses and anticipated tree loss, floodplains, drainage ways and creeks (see Section 3-1200).
 - e. Land use on-site and on adjacent properties.
 - f. Building locations and footprints, including dimensions, size, coverage, height, building lines and setbacks, and use.
 - g. Finished floor elevation of structures referenced to sea level datum.
 - h. Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii and surface type.
 - i. Parking areas and structures, including the number and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
 - j. Access easements and off-site parking.
 - k. Dumpster and trash compactor locations and screening.

- l. Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, floodplains and facility sites.
 - m. Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
 - n. Landscaping and open space areas with dimensions and total square footage (separate landscape plans required, see Section 3-1200).
 - o. Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
 - p. Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated. Table of the number of water meters by size and noting if they are existing or proposed.
 - q. Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
3. Additional Requirements - In addition to meeting the requirements for site plan approval, the following approvals may be necessary prior to authorization for development:
- a. Preliminary or final plat or replat.
 - b. Engineering plans.
 - c. Traffic Impact Analysis.
 - d. Landscape and irrigation plans.
 - e. Tree preservation and protection plan.
 - f. Facade plan.
 - g. Other approvals as required by ordinance.

4. Standards of Approval - Where application for site plan approval is made for development defined on an approved, valid preliminary site plan, the Director of Planning may approve, conditionally approve or deny the application based upon the criteria listed below. The applicant may appeal the decision of the Director of Planning to the Planning & Zoning Commission by filing a Notice of Appeal within 10 days following the date the Director of Planning notifies the applicant of his action. The Planning & Zoning Commission shall consider all applications for site plan approval for development not requiring a preliminary site plan (see Section 5-402), or the proposed site plan constitutes a major amendment to an approved, valid preliminary site plan. The Planning & Zoning Commission may approve, conditionally approve, table or deny a site plan based upon the criteria listed below:
 - a. Conformance with the Comprehensive Plan and adopted design guidelines.
 - b. Compliance with the Zoning Ordinance and other applicable regulations and previously approved, valid plans for the property.
 - c. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
 - d. The width, grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.
 - e. The use of landscaping and screening (1) to provide adequate buffers to shield lights, noise, movement or activities from adjacent properties when necessary, and (2) to complement the design and location of buildings and be integrated into the overall site design.
 - f. The location, size and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
 - g. Protection and conservation of soils from erosion by wind or water or from excavation or grading.

- h. Protection and conservation of water courses and areas subject to flooding.
 - i. The adequacy of streets, water, drainage, sewerage facilities, garbage disposal and other utilities necessary for essential services to residents and occupants.
5. Effect - Approval of a site plan is the City's authorization to apply for approval of building permits and to receive approval of engineering plans. So long as the site plan remains valid the City shall not apply any additional requirements concerning building placement, streets, drives, parking, landscaping or screening. Site plan approval is separate and distinct from other permits and approvals as may be required by the City and other regulatory agencies. Approval of a site plan shall not affect other applicable regulations concerning development and land use. Except where authorized by ordinance, a site plan may not be used to approve a variance to development regulations. Where an approved plan conflicts with an adopted regulation and no variance or exception is expressly approved, the regulation shall apply.
6. Lapse - The approval of a site plan shall be effective for a period of two years from the date of approval by the Planning & Zoning Commission, staff or City Council, at the end of which time the applicant must have submitted and received approval of engineering plans and building permits. If the engineering plans and building permits are not approved, the site plan approval is null and void. If engineering plans and permits have been approved only for a portion of the property and for improvements, the site plan for the remaining property and/or improvements shall be null and void. The applicant shall be required to submit a new site plan for review and approval subject to the then existing regulations (see Section 5-403). Site plan approval shall expire upon completion of the improvements shown on the plan. Subsequent additional development, site modifications and redevelopment shall be permitted in accordance with Section 5-900.

5-500 AMENDMENTS

At any time following the approval of a concept plan, preliminary site plan or site plan, and before the lapse of such approval the property owner(s) may request an amendment. Amendments shall be classified as major and minor. Minor amendments shall include corrections of distances and dimensions, adjustments of building configuration and placement, realignment of drives and aisles, layout of parking, adjustments to open space, landscaping and screening, changes to utilities and service locations which do not substantially change the original plan. Any increase of building height or proximity to an adjacent (off-site) residential use shall not be considered a minor amendment. The Director of Planning may approve or disapprove a minor amendment. Disapproval may be appealed to the Planning & Zoning Commission. All other amendments shall be considered major amendments and may be considered by the Planning & Zoning Commission at a public meeting in accordance with the same procedures and requirements for the approval of a plan.

5-600 EXTENSION AND REINSTATEMENT PROCEDURE

- a. Sixty days prior to or following the lapse of approval for a concept plan, preliminary site plan or site plan as provided in these regulations, the property owner may petition the Commission to extend or reinstate the approval. Such petition shall be considered at a public meeting of the commission.
- b. In determining whether to grant such request, the commission shall take into account the reasons for lapse, the ability of the property owner to comply with any conditions attached to the original approval and the extent to which newly adopted regulations shall apply to the plan. The commission shall extend or reinstate the plan, or deny the request, in which instance the property owner must submit a new application for approval.
- c. The commission may extend or reinstate the approval subject to additional conditions based upon newly enacted regulations or such as are necessary to assure compliance with the original conditions of approval. The commission may also specify a shorter time for lapse of the extended or reinstated plan than is applicable to original approvals.

5-700 REVOCATION OF APPROVAL

The City Council or the Planning & Zoning Commission may revoke approval of a concept plan, preliminary site plan or site plan if it determines that the conditions of the approval have not been met or if the plan contains, or is based upon, incorrect information which affects a significant health or safety interest.

5-800 APPEALS (ZC 96-23; ORDINANCE NO. 96-6-20)

The decision of the Planning & Zoning Commission to approve or deny a concept plan, preliminary site plan, and site plan shall be final and binding unless an appeal of the decision is made to the City Council. The applicant, Director of Planning or two members of City Council may appeal the decision of the commission with regard to a plan by filing a Notice of Appeal in the Office of the Director of Planning, no later than ten (10) days after the date on which the commission notifies the applicant of its decision. Such notification may take place by means of an oral ruling by the commission at a public meeting. Written notice of any appeal shall be sent to the property owner. The Notice of Appeal shall set forth in clear and concise fashion the basis for the appeal. The City Council shall consider the appeal at a public meeting no later than 45 days after the date on which the Notice of Appeal is filed. The City Council may affirm, modify or reverse the decision of the commission and may, where appropriate, remand the plan to the commission for further proceedings consistent with City Council's decision.

5-900 **ADDITIONAL DEVELOPMENT AND REDEVELOPMENT**

Following the completion of improvements shown on an approved site plan, additional development, site modifications or redevelopment of the site shall be permitted subject to the approval of a revised site plan. Minor expansions and redevelopment may be approved by the Director of Planning under the terms of Section 5-500. All other expansions or redevelopment shall require submittal of a revised site plan and the approval of the Planning & Zoning Commission under the requirements and procedures then in effect.

5-1000 DESIGN STANDARDS AND SPECIFICATIONS

The following design standards and specifications are incorporated by reference into this ordinance:

- Water & Sewer Design Manual
- Standard Construction Details
- Standard Specifications for Public Works Construction with City of Plano Special Provisions
- Thoroughfare Standards Rules & Regulations
- Flood Damage Prevention Ordinance
- Erosion Control Ordinance
- Storm Drainage Design Manual
- Fire Code
- Retail Corner Design Guidelines
- Multi-Family Design Guidelines
- Subdivision Ordinance
- Downtown Development Plan
- Douglass Area Study
- White Rock Creek and Tributaries Floodplain Management Study
- Comprehensive Plan Design Studies Element
- Spring Creekwalk Master Development Plan