

Chapter V – Site Development Plan

Site Development Plan

A Site Development Plan depicts the general layout and configuration of a site, including building footprints, parking and street layout, conceptual landscaping and lighting, site cross section drawings, and building elevations. Please contact the Development Services Department for Site Development Plan questions and applications. The intent of the Site Development Plan is to depict the proposed site layout for the benefit of the public, Planning Commission and Town Council at public hearings (for Downtown properties at the Design Review Board public hearing). The detail of infrastructure, utility, storm drainage engineering, and final landscape and irrigation design is submitted later with the Construction Documents, which is an administrative review process.

For properties zoned for commercial, industrial and mixed-use development, subdivision platting can either occur prior to or after a Site Development Plan approval for either an individual lot or assemblage of lots. Properties zoned for residential development must have an approved Site Development Plan prior to subdivision platting. A Site Development Plan must be approved prior to the issuance of building permits.

If vesting through the Site Specific Development Plan provisions is requested, then notice must be published within 15 days of approval of a site specific development plan ([Section 17.08.090](#)).

Unless they are eligible for administrative approval, Site Development Plans must be reviewed by Planning Commission and Town Council in public hearings with final decision resting with Council. *(Note: Town Council has the authority to grant technical criteria variances ([Section 15.32.040](#)) through the approval of a Site Development Plan.)* Staff, Planning Commission, and Town Council use the Site Development Plan review criteria ([Section 17.38.040](#)) in addition to the General Design Principles ([Chapter 17.10](#)). A Site Development Plan can be approved administratively by staff if non-residential development is proposed and the property is not adjacent to residential ([Section 17.50.030](#)), but only if the site is less than 10 acres in size and less than 100,000 sq. ft. of gross floor area is proposed.

Use by Special Review (UBSR)

For land uses “by special review” in either straight zones or Planned Development, approval of a Use by Special Review (UBSR) is required as part of the Site Development Plan. A UBSR is a use allowed only after review in a public hearing to ensure that any negative impacts will be properly mitigated and the use will not adversely affect other properties, based on the UBSR review criteria ([Section 17.38.050](#)), in addition to the Site Development Plan review criteria ([Section 17.38.040](#)) and the General Design Principles ([Chapter 17.10](#)). Land uses that require a Use by Special Review are listed in the applicable zoning for the intended use area. If the area is a Planned Development, please refer to the specific zoning language in the approved PD. “Straight zoned” commercial property follows the Land Uses ([Section 17.28.030](#)) in the Municipal Code. Use by Special Review must be granted prior to building permits and occupancy of the space. Planning Commission reviews all UBSR applications in a public hearing following public notice ([Section 17.04.050](#)). The Commission is the final decision maker for UBSR’s that only involve tenant finish in a commercial center. With all other UBSR applications, the Commission forwards a recommendation to Town Council who makes the final decision.

Downtown

Site Development Plans that are for Downtown properties are reviewed and approved by the Design Review Board ([Section 17.42.090](#)) based on compliance with the Downtown Overlay ([Chapter 17.42](#)); appeals to Design Review Board decisions are heard by Town Council. Please contact the Development Services Department with questions regarding proposed changes to Downtown buildings, facades, or site improvements.

Amendments to Site Development Plan

A Major Amendment to a Site Development Plan is required to go through Public Hearings for review and approval, unless the original Site Development Plan was processed administratively. Minor Amendments can be approved administratively by staff with appeals to Planning Commission and then Town Council. If a property is already developed and the owner wants to make a building or site modification, submittal of a Site Development Plan is required for review and approval, the proposed modification will be assessed to see if it meets any of the following thresholds below for Major Amendment; if it does meet these thresholds, and if it does not meet the criteria for administrative approval for an original Site Development Plan, then it must go through Public Hearings for review and approval. ([Section 17.38.030](#))

Any one or more of the following thresholds constitute a Major Amendment ([Section 17.38.060](#)):

- New building construction or building additions greater than 5% of the existing building gross floor area or 2,000-sq. ft., whichever is less
- Changes in the area devoted to any use by more than 10%
- Increases the density or square footage of uses by more than 10% or decreases the density or square footage of uses by more than 20%
- Reduces open space by more than 5%
- Constitutes a significant change in any portion of, or all of the design elements of the SDP
- Creates new or additional impacts on adjacent properties

An amendment is also considered “Major” if it meets any of the criteria set forth in Chapter 17.50 (Residential/Non-Residential Interface) ([Section 17.50.030](#)), with the exception of minor revisions that do not affect residential properties such as but not limited to:

- signs facing commercial properties or streets
- minor site or parking modifications
- building remodel/painting or building additions under 10% of the existing floor area
- outdoor dining areas/patio covers
- additional landscaping or new planters, walls and fences
- screening of mechanical units, trash enclosures, or loading docks

Submittal Requirements for Site Development Plan or Amendment (see SDP Checklist):

- Application and fee (see Development Services Fee Schedule)
- Title commitment (current within 180 days)

- Project narrative
 - Compliance with Comprehensive Master Plan/Vision 2020/General Design Principles (Chapter 17.10)
 - Compliance with Municipal Codes and Technical Manuals
 - Overall project benefits and impact on surrounding properties
 - Provision of infrastructure
 - Any areas of non-compliance with guidelines or manuals and variances to technical manuals
- Site Development Plan, including: Land uses, number of lots/units, site coverages, open space, building square footage, number of units, minimum building and parking setbacks, public land dedications, street cross sections, site layout, buffers, building configuration, façade elevations, signage, overall grading plan, overall utility plan, general lighting plan, conceptual landscape plan
- Land Suitability Analysis Report (LSAR)
- Traffic Impact Analysis
- Phase II Drainage Report
- Preliminary Utility Report
- Auto-turn exhibit (reflecting adequate turning radii for Fire apparatus and trucks)

Review Process for Site Development Plan:

1. Pre-Application meeting with staff.
2. Neighborhood Meeting (*recommended*).
3. Applicant submits application materials and fees.
4. Town sends out external referrals to appropriate jurisdictions, districts, agencies, and dry utilities
5. Staff reviews submittal package documents and issues response comments and redlines, including any external comments that may be received
6. Applicant revises and resubmits (typically one or two times).
7. For projects that can be processed administratively, staff issues approval or denial. If staff denies a Site Development Plan, the applicant may appeal the decision, which is reviewed by Planning Commission and Town Council as described below.

Additional steps for Public Hearings:

8. Once revisions have been made to any staff comments, applicant resubmits, staff schedules public hearings and prepares staff report including a recommendation regarding the Site Development Plan.
9. Public notice is required prior to hearings (Section 17.04.050)
10. Planning Commission reviews in a public hearing and makes a recommendation to Town Council.
11. Use by Special Review applications are reviewed by Planning Commission with a recommendation to Town Council. If a UBSR is a tenant finish in a commercial center, the Commission decides, with appeals going to Council. (Section 17.38.050)
12. Town Council reviews Site Development Plans in a public hearing and makes the final determination for approval or denial. (Section 17.38.040)
13. Downtown Site Development Plans are reviewed and approved only by the Design Review Board. The applicant may appeal the Design Review Board's decision to Town Council. (Chapter 17.42)

Recording:

14. If Site Development Plan is approved, the applicant prepares mylars, signs and submits to the Town for recording, along with recording fees check. The applicant has 180 days from approval date to submit mylars to the Town for recording.
15. Town records the Site Development Plan with the Douglas County Clerk and Recorder.

Wireless Facilities

All new facilities require a Use by Special Review (USBR) site plan, which is submitted to the Development Services Department for review and then reviewed by Planning Commission and must be approved by Town Council before a new facility may be constructed within the Town. Co-locations can be approved administratively in the Development Services Department as an amendment to the existing Use by Special Review prior to issuance of a building permit. See Personal Wireless Service Facilities (Chapter 17.60)

Submittal Requirements for Wireless USBR (see Wireless USBR checklist):

- Application and fee (see Development Services Fee Schedule)
- Title commitment (current within 180 days)
- Site plan including land uses, property lines, setbacks, location, height and design of tower, antennas and equipment, building elevations, easements, streets and right-of-ways, access and parking, landscaping and screening, walls and fences, colors and lighting
- Notarized letter stating that antenna usage will not interfere with any neighboring transmission or reception functions and that facility will comply with all applicable standards and regulations
- Proof that provider is licensed by the FCC
- Proof of any existing leases for telecommunications facilities

Review Process for Wireless USBR:

1. Neighborhood meeting (*recommended*)
2. Determine appropriate location (see Sections 17.60.030 thru 17.60.060)
3. Applicant submits Wireless Use by Special Review application and fee.
4. Staff review of submittal package documents in relation to review criteria in Section 17.60.080 and 17.60.090 and issues approval or denial.
5. Applicant revises and resubmits (typically one or two times).
6. If it is a co-location, staff can approve administratively (denials can be appealed to Town Council as set forth in Section 17.04.110).

Additional steps for Public Hearings:

7. If it is a new facility, a public hearing before Planning Commission will be scheduled. Commission makes a recommendation to Town Council. Public notice is required (Section 17.04.050).
8. Town Council reviews in a public hearing and makes the final determination for approval or denial.