

Southern Tier West Webinar Series Presents:

SITE PLAN REVIEW

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MRB | *group*
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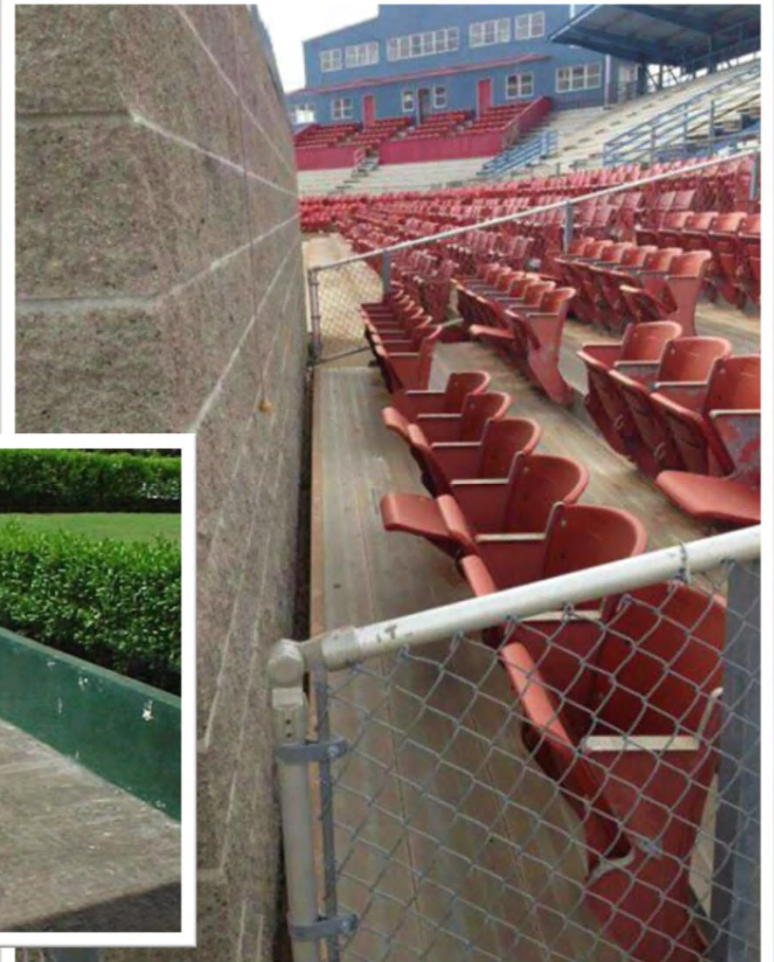
Objectives

- Define the purpose of Site Plan Review
- Introduce the process to new board members, Code Enforcement Officers, Planners, and anyone interested in Planning and Zoning Board activities
- Provide an overview of a Site Plan application
- Comprehensive overview of review procedures and best practices

(1)

Defining the Purpose

Projects that never should have left the Site Plan stage...



When development goes right...



(2)

Introduction to Site Plan Review

What is a Site Plan?

Defined by NYS Law as,

“A **rendering, drawing, or sketch** prepared to specifications and containing necessary elements, as set forth in the applicable zoning ordinance or local law, which shows the arrangement, layout and design of the proposed use of a single parcel of land as shown on said plan.”

In other words...

A Site Plan illustrates how a developer(s) intends to use a parcel, what uses and activities will occur on the site, and how those uses and activities relate to the existing landscape.

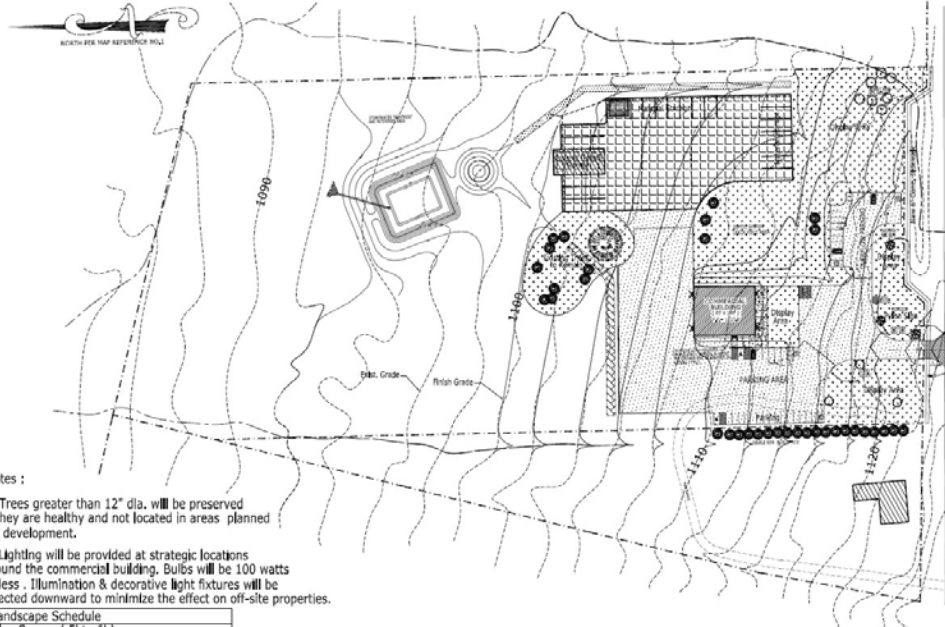
Where?

A single piece of property, or a common plan of development (multiple construction activities are occurring or will occur on a contiguous area)

Could contain multiple parcels that are being considered as part of one subdivision or Planned Unit Development

Where?

Single parcel



Multiple parcels



Why Are We Reviewing Them?

Site Plan Review procedures are grounded in your zoning code or, in rare instances, SPR procedures have been adapted as a separate local law by a governing board

What uses are subject to SPR?

Each code is different but will specify what uses within each Zoning District are permitted and subject to Site Plan Review.

	Downtown (D)	Central Corridor (CC)	Single Family (R-1)	Multi-family (R-2)	General Com. (C)	Neigh. Com. (NC)
Bar	P					S
Brewery		P			P	
Brew pub	P	P				
Commercial kitchen	P	P				
Crematorium						
Distillery		P			P	

What Triggers Site Plan Review?

Common reasons a project triggers Site Plan Review:

- When a business or industry plans on developing a **NEW** facility
- An **ADDITION** or **EXPANSION** to an existing business or industry
- A **CONVERSION** of one use to another

Example: a residential use **converts** beyond a one- or two-family dwelling to a multiple dwelling

Examples:



How do I know what is required by an applicant?

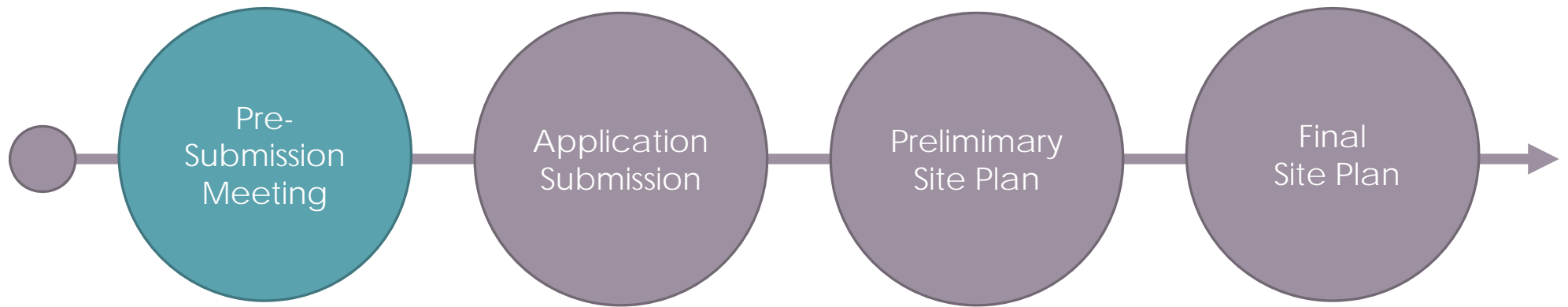
Code will outline the following:

- Uses requiring site plan approval
- Review board
- Enforcement of conditions
- Submission requirements
- Local procedures
- Elements or criteria for review

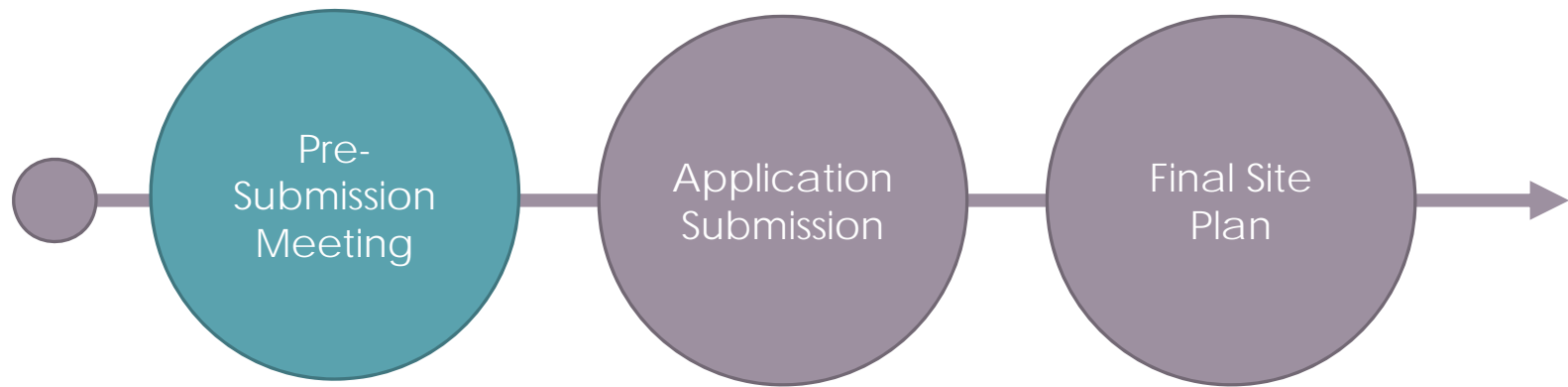
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Application Components

Process



Process



Pre-Submission Meeting

- Project Applicant (developer or representative)
- Elected Official (Supervisor/Mayor/)
- Code Enforcement Officer
- Planning Board Chair
- Zoning Board Chair



*Note that this is not mandatory unless otherwise included in your code

Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Pre-Submission Meeting

- Gain insight into the proposed project
- Better understand the intent of the developer
- Communicate the developer's responsibilities
- Communicate the process

Results:

- Save time and money
- Build trust between developer and community



*Note that this is not mandatory unless otherwise included in your code

Pre-Submission Presentation



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Application Submission

Common Elements:

- Application Form
- Sketch or Preliminary Site Plan (or if a one-phase review, Final Site Plan)
- Narrative demonstrating compliance with local plans, if required



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Application Submission

Remember!

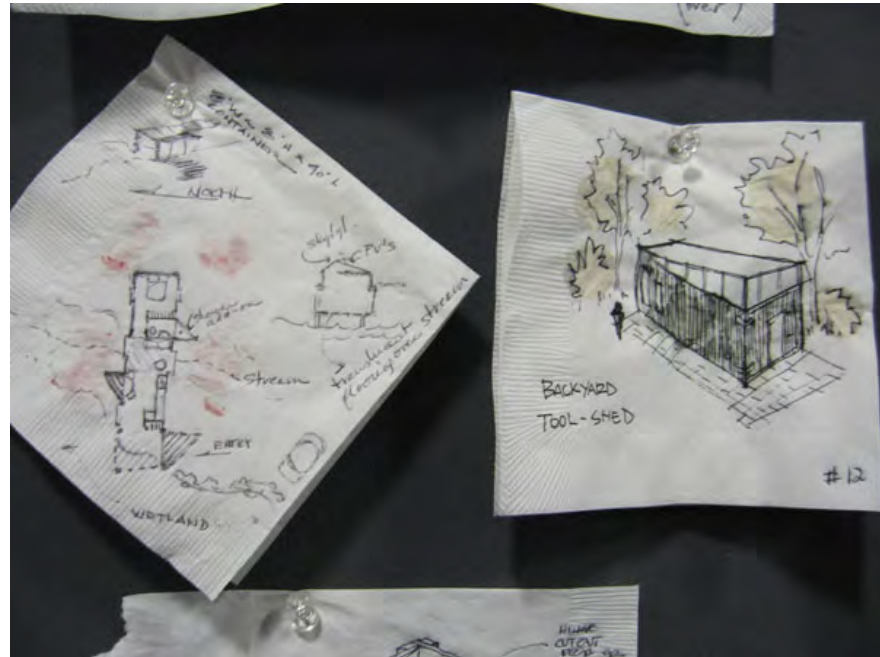
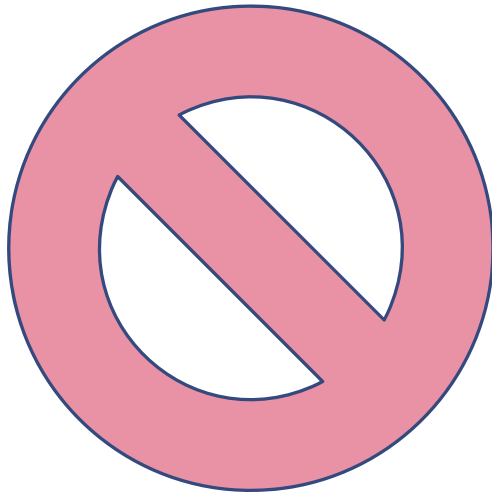
Applications should be distributed to Board members with ample time to prepare.

A good rule of thumb is 2-weeks prior to the next Board meeting:

The application should be submitted to the municipality with 1-week review time to deem it complete, followed by 1-week for the Board to review and prepare



Sketch / Preliminary Site Plan



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Sketch / Preliminary Site Plan



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Sketch / Preliminary Site Plan

Basic Layout of the Site:

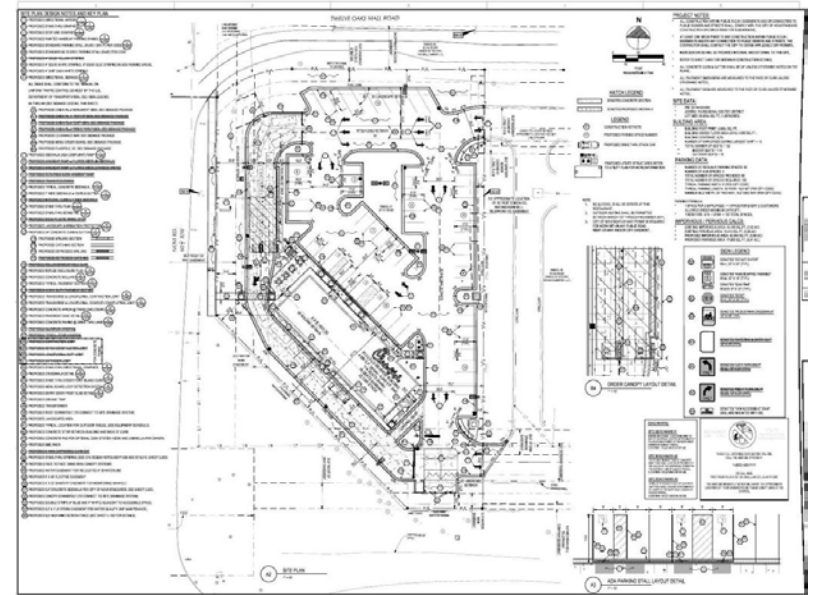
- Location and dimensions of buildings
- Proposed parking
- Means of ingress / egress
- Screening
- Landscaping
- Existing natural features (e.g. wetlands)
- Adjacent land uses



Final Site Plan

A Final Site Plan submittal will include:

- Location map with existing conditions
- Survey
- Proposed buildings and layout:
 - Roads
 - Site Access including ingress and egress
 - Parking and loading areas
 - Utilities (electric, natural gas, etc.)
 - Water and sewer
 - Stormwater management



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

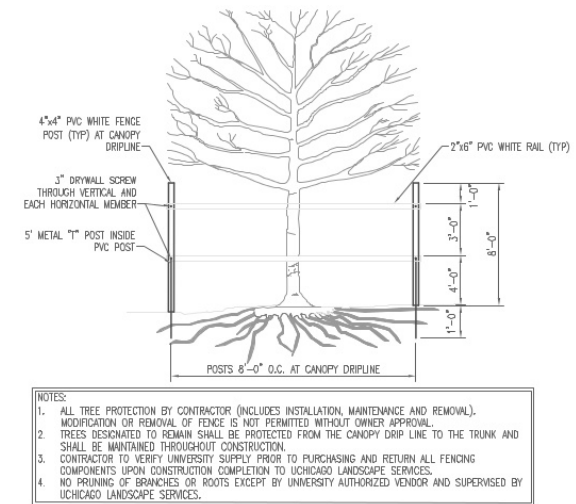
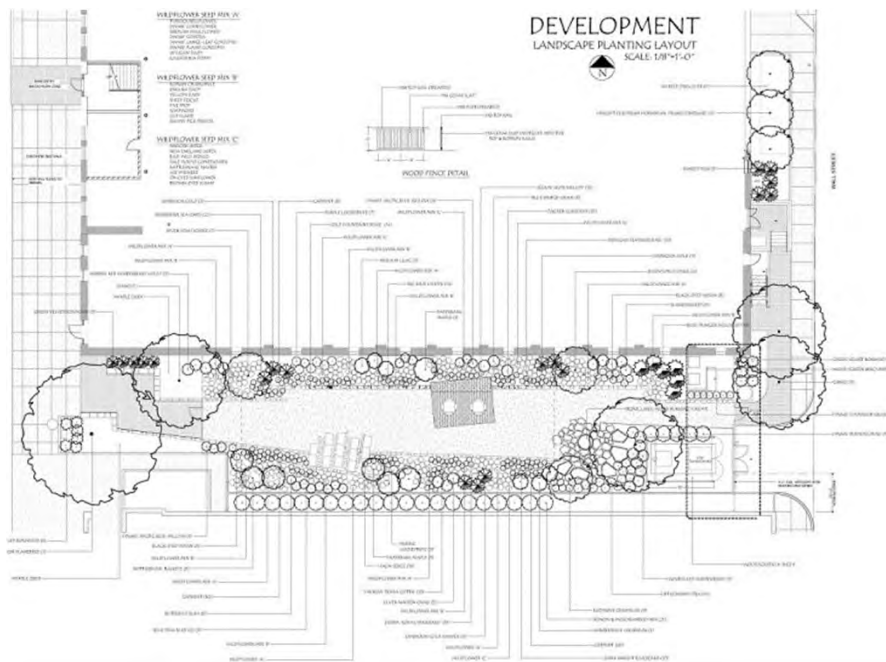
Final Site Plan

Final Site Plan

Additional **Plan Sheets** will include detailed specifications for the following:

- Landscaping and vegetative buffers
- Parking details
- Sidewalk layout with tree and vegetation detail
- Lighting
- Signage
- Exterior elevations

Plan Sheet Examples



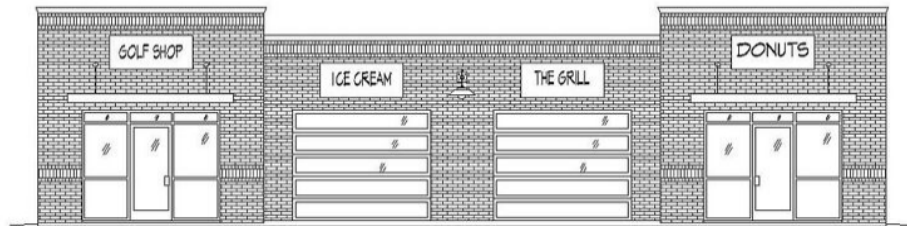
Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Elevation Example



Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Final Site Plan

Before you act on a Final Site Plan approval, remember:

- **SEQR Compliance** prior to approval to determine if there are any adverse environmental impacts
- Determine if you will hold a **Public Hearing** on an application
- Refer the Site Plan to the **County Planning Agency** and **neighboring municipalities within 500 feet from the property** per GML §239
- Refer the Site Plan to other regional and State agencies, such as NYSDOT, NYSDEC, and your Fire/Ems/Police district

Pre-Submission Meeting

Application Submission

Preliminary Site Plan

Final Site Plan

Final Site Plan

Before you approve a Final Site Plan, remember:

- As a Board, you have the ability to place **conditions** on a Site Plan as long as they are directly related to an incidental to a proposed site plan.
- Examples of conditions include:
 - Landscaping
 - Lighting
- You may **waive** requirements if they are deemed unnecessary in the interest of public health and welfare. Requires authorization by the governing board.

(3)

Decision-Making Process

"YES" BOARD

"We can't tell them what to do! Our only option is to approve it"

"We need the development! Our community is suffering"

"My board says yes to everything!"

"NO" BOARD

"The plan doesn't match the design guidelines, our only option is to deny it!"

"We don't need another ____, our community is overrun!"

"My board says no to everything"

Reality is...

Every project that comes before your board **MUST**:

1. Follow the same procedures and protocol with each applicant
2. Process is transparent
3. Your decision-making process is grounded in the code, that is, as a Board, you can only review and comment on those components that are specified outlined in your review process
4. Projects are compliant with a municipal adopted Comprehensive Master Plan, Design Guidelines or Design Standards, or other adopted long-range planning document

I'm just a volunteer board member,
how do I know what is "good" or
"bad" development?

- BUILDING LAYOUT
- TRAFFIC + ACCESS MANAGEMENT
- PARKING, INTERNAL CIRCULATION, REFUSE
- LANDSCAPING
- STORMWATER MANAGEMENT
- LIGHTING
- NOISE
- SIGNAGE
- ARCHITECTURAL DETAIL

Pedestrian-Friendly Building Layout



Traffic + Access Management

- Limit curb cuts
- Sight distance
- Pedestrian safety
- Shared access
- Intersections
- Side road access
- Internal roads
- Parallel access roads

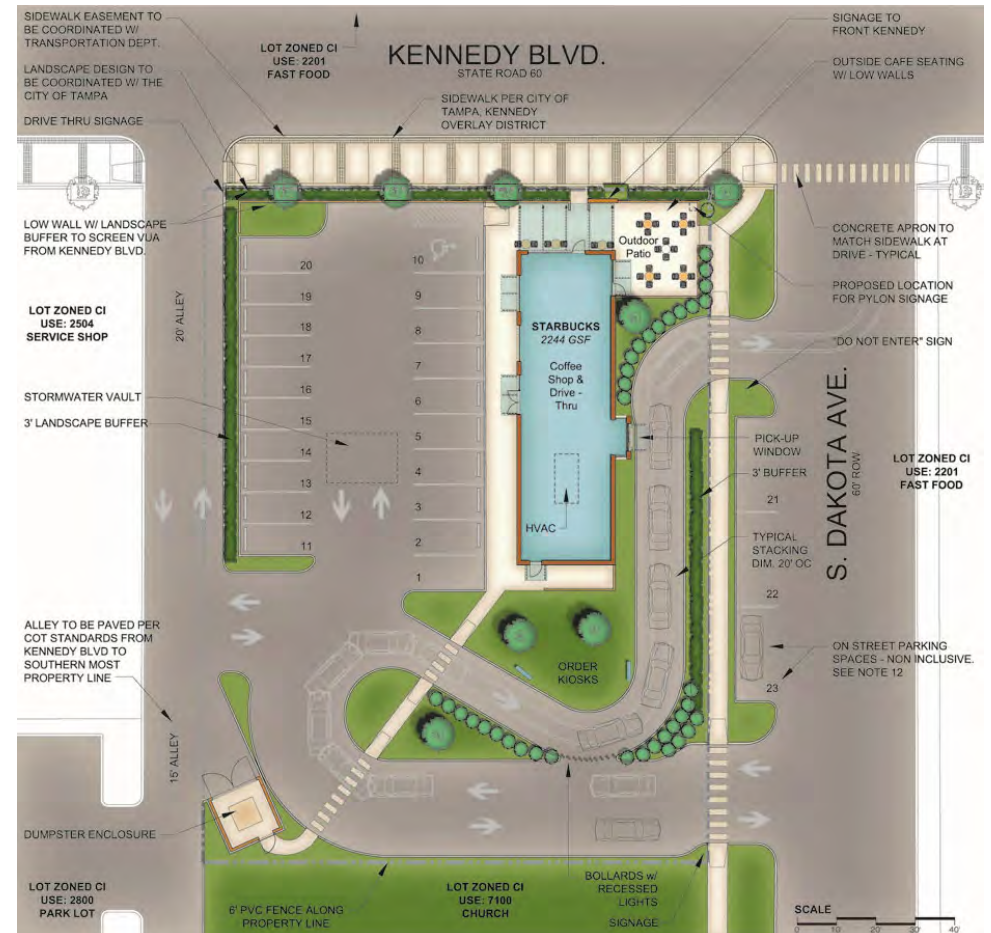


Traffic + Access Management

Consider que's with certain uses – are they backing up into the road?

Do you maintain a strong streetscape?

Example: Drive-thru



Parking, Internal Circulation + Waste Management



Parking, Internal Circulation + Waste Management

Limit parking in the front of the building



Encourage parking to the rear or the side



How do pedestrians get safely from Point A to Point B?
Have you considered users of all ages and abilities?



Consider where waste receptacles will be placed in context of parking, pedestrians, etc.

Noise, smell – for people and animals

Waste pickup – ingress/egress for trucks

Options to conceal or enclose



Landscaping – Parking Areas



Landscaping – Parking Areas

“Purposeful landscaping”

Creative and interesting site design

Green infrastructure for stormwater management



Landscaping - Streetscape

“Purposeful landscaping”

How does it tie into the rest of the streetscape?

Can it be maintained?



Stormwater Management



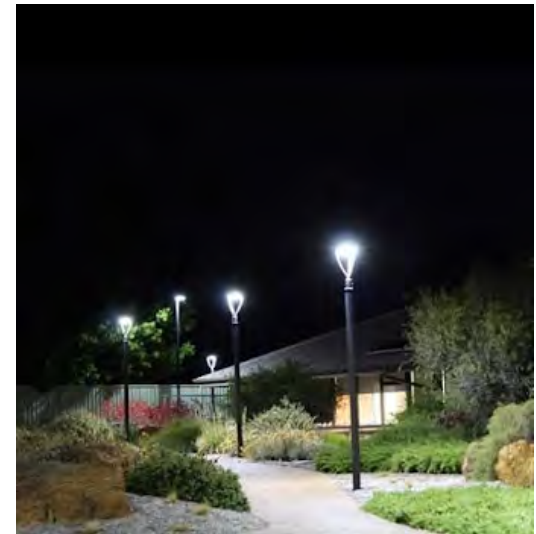
Lighting



Lighting

Dark Sky compliance for fixtures

Encourage LED lighting for energy saving, longer life, and better color rendering (how you see color)



Noise



What we thought we were getting...



What we got!

**Have you considered surrounding uses and what the impact may be?
Vegetative buffers and barriers – remember trees take time to establish and grow!
Encourage a mix of plant and tree heights and varieties combined with hardscape (fence, walls, etc.)**



Signage

Most codes have sign regulations with regard to size, number of signs, sign placement, and material
Be careful not to *overregulate*
Encourage a mix of material



Architectural Detail

Review what your code requires for exterior detail, particularly if you are in a historic district
Reverts back to building layout and site orientation



“This all looks great, but the developer insists they HAVE to use this layout to make the site work.”

1. Set expectations early in the process (i.e. Pre-Application Meeting / Conference)
2. Stay true to your code and be willing to enforce it in the process
3. Leverage the SEQR process to determine potential adverse impacts
4. Understand and enforce your Comprehensive Plan, Design Guidelines, etc.
5. Consult your regional agencies and design experts

And last but not least...

ENFORCEMENT IS KEY

As a condition, you may require that all approval conditions associated with the development must be met to the extent practicable prior to the issuance of a Certificate of Occupancy or Compliance



QUESTIONS

THANK YOU!

Contact:

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