

126 – SITE DEVELOPMENT PLAN REVIEW

126.1 PURPOSE: Site development plans are necessary to provide for the long-term planning, efficient and safe use of land, to promote high standards in the layout, design, landscaping, construction and development of land and structures, to minimize surface water drainage problems, to protect adjoining properties from adverse conditions, and, to promote the public health, safety and welfare of the citizens of Madison Township.

Many of our citizens, businesses, and agriculture-businesses are dependant on having an adequate and safe ground water table, when site conditions are favorable and conducive, a bio-retention or comparable system shall be implemented to filter the surface water and to maintain the ground water table nearly at the pre-construction level regarding both qualitatively and quantitatively. Consultation with and subsequent approval from the Lake County Soil and Water Conservation District is strongly recommended for planning these systems.

126.2 REQUIREMENTS:

126.2.1 A Preliminary Site Plan Review shall be required for any use or development involving business activity, site alteration, new construction, reconstruction, or modification of structures in the R-4, R-5, P-1, B-1, B-2, B-3, M-1 and S-1, Zoning Districts or any other Commercial or Industrial Zoning District for the Board to review the project information and to determine if the project architect or project engineer should attend the Public Hearing for the Site Plan Review.

126.2.2 A site development plan shall be required and shall be submitted for any use or development involving business activity, site alteration, new construction, reconstruction, or modification of structures in the R-4, R-5, P-1, B-1, B-2, B-3, M-1 and S-1, Zoning Districts or any other Commercial or Industrial Zoning District. No activity shall commence for any such use or project unless and until a site development plan has been submitted according to the requirements as set forth in Section 126.7, and a valid Zoning Certificate has been issued for the said project. Minor remodeling or alterations which do not affect the “Purpose” of Section 126 or surrounding properties shall not be subject to the site plan review process, but shall be subject to submitting all drawings, plans, or other documents as required to obtain a Zoning Certificate.

126.3 PREPARATION: Site development plans shall be prepared and certified by an architect, engineer, or land surveyor duly registered by the State of Ohio. A landscape plan is required and may be prepared by a certified landscape architect. Plans should be prepared at an appropriate scale.

126.4 CONTENTS: Site development plans shall contain the following information:

126.4.1 A Letter of Intent shall include a summary of the proposed project and must include the scope of services and/or operations.

126.4.2 The name of the owner and developer, north arrow, date, and scale.

126.4.3 The owners, zoning classification, and present use of adjoining properties.

126.4.4 A boundary survey.

126.4.5 Existing topography and proposed finished grading with a maximum contour interval of two feet (2'), existing trees over twelve inches (12") in diameter at four feet (4') above grade, wooded areas, wetlands, and other environmental features.

126.4.6 Locations and dimensions of all existing and proposed structures, off-street parking, fencing, screening, buffers, drives, and walkways.

126.4.7 Provisions for adequate control and/or treatment of storm water.

126.4.8 All existing and proposed sanitary facilities indicating pipe sizes; types, grades, invert elevations, and location of manholes.

126.4.9 All existing and proposed water facilities including line sizes and locations, and hydrant locations.

126.4.10 Provisions for adequate storage and removal of solid waste.

126.4.11 Applicants must specify the number of, planting size and maximum size of, and location of trees to be planted. The applicant must specify the number of, planting size and maximum size of, and the locations of all shrubs and other flowering and non-flowering plantings to be used. Applicants are recommended to consult with the Lake County Extension Office prior to submittal.

126.4.12 Applicants shall submit proposed building elevations of all sides of the building including the location of all exterior doors, windows, and the exterior finishes and/or facades to be used. Applicants shall submit the type and texture of all exterior building materials. Roof-mounted HVAC equipment shall be shown.

126.4.13 Locations and dimensions of all access drive and travel lanes, adequate areas allowing for delivery and/or emergency vehicles to turn around on site must be provided in the form of a cul-de-sac or comparable design.

126.4.14 All existing and proposed roadway elevations.

126.4.15 Locations and elevations of adjacent structures.

126.4.16 Name, address, and phone number of the responsible State of Ohio licensed architect, engineer or land surveyor and certification of work.

126.4.17 All proposed exterior lighting fixtures to be installed shall be shown on the plan showing the overall illumination level in foot candle power of the site. Employee Parking areas must be illuminated at least until after the last employee has left the site.

126.4.18 Minimal access cuts or driveway cuts are encouraged. Continuous curb cuts are prohibited. Developments utilizing only one access cut or the Commission will receive driveway cut onto a major highway system more favorably. Upon proof of need and with the approval of other governing agencies, approval of multiple cuts/driveways can be requested.

126.4.19 Number of parking spaces required and provided.

126.4.20 The type of surface in the parking and walk areas including curbs.

126.4.21 Minimum parking setback requirements, forty-feet (40'), subject to Zoning Board Review.

126.5 DESIGN STANDARDS: All site plans shall conform to the following design standards:

126.5.1 All proposed water and sanitary improvements shall be designed and constructed in accordance with the standards and requirements of the Lake County Department of Utilities, the Lake County General Health District, and the Ohio Environmental Protection Agency.

126.5.2 Every use should be located within 300 feet of a fire hydrant or other water source. Additional fire hydrants may be recommended by the Madison Fire Chief and shall be located as directed by the Madison Fire Chief.

126.5.3 Development features, including building, parking areas, driveways, etc., shall be so located and designed as to minimize adverse impacts on adjacent properties. Maximum possible visual and auditory privacy for surrounding properties shall be provided through good design and landscaping buffers.

126.5.4 Building location and placement shall be developed with consideration given to minimizing the removal of trees and changes of topography.

126.5.5 Where located adjacent to residentially zoned property, the required setback area shall be maintained with natural vegetation and shall have supplemental plantings to provide visual and sound attenuation. Same material to be used on the rear of the building, subject to Zoning Board Review.

126.5.6 Where adjacent to non-residentially zoned property, the maximum lot coverage of building, parking, drives, and other improvements shall be ninety percent (90%). The remaining ten percent (10%) of the site shall be landscaped with grass and plant material or retained in a natural state with vegetative cover.

126.5.7 Building Exteriors shall not have long uninterrupted blank walls or roofs. These features shall contain changes in plane, changes in texture, windows, or other elements that divide these features.

126.5.8 Parking and service areas shall be screened from view from adjoining residential properties. Screening of parking and service areas shall be provided by means of landscaping, ornamental walls, fences or similar means. Use of slow or low growing deciduous trees of various varieties shall be used on the site. Lighting fixtures shall be placed to minimize any effect on adjoining properties.

126.5.9 In parking areas designed to accommodate 30 vehicles or more, visual relief shall be provided by means of landscaped dividers and/or islands.

126.5.10 Drives, travel lanes, and parking areas shall be designed and related to public thoroughfares to provide for pedestrian and vehicular safety both in the right-of-way and on the site. On-site circulation shall provide for adequate access by emergency and safety vehicles. Adequate areas shall be provided for snow removal vehicles and for snow retention.

126.5.11 Storm runoff provisions shall be designed based on a minimum one hundred (100) year frequency design storm and the storm drainage calculations submitted with the site plan. In all cases, the design shall incorporate systems to maintain the ground water table nearly at the pre-construction level. As the least desirable, the proposed outlet for storm drainage shall be identified and an evaluation made of its capacity to accommodate the projected flows. Where adequate capacity to handle projected flows does not exist in the existing system, or where there is no acceptable outlet, the applicant shall provide for either improvement of the receiving drainage facility or on-site detention of sufficient capacity and design to reduce post development storm runoff to pre-development levels for all design storms of one hundred (100) year frequency or less.

126.6 GROUND WATER MAPPING STANDARDS:

126.6.1 The number of borings shall be sufficient such that no more than 100 ft. spacing exists between borings, measured in any direction. A minimum of 1 boring per lot shall be required.

126.6.2 A minimum of one groundwater-monitoring well shall be installed within each borehole. The well shall consist of a ¾ inch or larger slotted PVC pipe that is backfilled to within 1 ft of grade with sand. The upper 1 ft of the well shall consist of a capped, non-slotted PVC pipe, and the annular space around the solid pipe shall be sealed with bentonite to prevent groundwater from entering the well and affecting groundwater measurements. Follow-up groundwater measurements within the well shall be taken 24 and 72 hrs. after installation.

126.6.3 The United States Geological Survey ground surface elevation at each boring location shall be measured and presented on each boring log. The following provides the minimum amount of information that must be presented on the boring logs:

126.6.3.1 USGS ground surface elevation.

126.6.3.2 Date, time, and weather conditions at the time of drilling.

126.6.3.3 Company that completed the drilling, including company phone number and address. The driller's initials must also appear on the boring logs.

126.6.3.4 All ground water measurements including follow-up measurements shall be marked as part of this log.

126.6.3.5 A sketch of the site depicting the exact well locations must be submitted.

126.7 GENERAL REVIEW CRITERIA: The following general criteria must be used to evaluate site plan requests.

126.7.1 Consistency with the township zoning resolution and with any applicable plans in progress. The proposed development is consistent with zoning regulations and the spirit of applicable areas, corridors, and comprehensive plans, it would not adversely affect property near the site, and it has been prepared to achieve the benefits of improved design.

126.7.2 Aesthetics and site planning. Architectural design, landscaping, hardscaping, signage, and site planning conform to the zoning resolution standards and good planning and design practices; compliments adjacent development; and reinforces a unique, high-quality built, natural and social environment. Community demographics, the presence of older poor-quality development in the area and reducing development costs do not justify low-quality of lowest-common-denominator design in accordance with section 519.02 of the Ohio Revised Code.

126.7.3 Compatibility with surrounding uses. The proposed development is compatible with the character of adjacent development and uses. Compatibility includes but not limited to size, scale, mass, architectural design, landscaping, and external effects. The presence of older poor quality development in the area does not justify new development that is similar.

126.7.4 Impact on existing infrastructure and public improvements. The proposed development does adversely affect existing infrastructure and public improvements, of that arrangements are made to mitigate such impacts.

126.7.5 Internal efficiency of design. The proposed design achieves internal efficiency for its residents and/or visitors, adequacy of recreation, public access, safety and other factors, including but not limited to storm drainage, sewer and water, grades, dust control, and matters relating directly to public health and safety.

126.7.6 Control of external effects. The proposed development controls external effects on nearby land uses, movement and congestion of traffic, noise generated, arrangement of signs, and lighting to prevent nuisances, landscaping, features to prevent littering of accumulation of trash, pollution, damage to environmentally sensitive areas, and other factors that affect public health welfare and safety.

126.7.7 Adequacy of traffic and circulation plans. Designs and efficiency of the traffic plan, vehicular and pedestrian circulation, adequacy and convenience of parking, design of streets, linkage of collector streets to the arterial street system are adequate and reflects good planning and design practice. Access to the site from the public right-of-way does not decrease the carrying capacity of the road, compromise driver and pedestrian safety, incorporate excessive of continuous curb cuts, or cheapen the appearance of development.

126.8 APPROVAL PROCESS:

126.8.1 Seven (7) complete sets of copies of the site development and building plans shall be submitted to the Zoning Inspector at least thirty (30) days prior to the requested meeting. The applicant shall forward one (1) complete set of plans to the Madison Fire District, requesting written comments.

126.8.2 The Zoning Inspector shall review site development plans for compliance with the provisions of the Zoning Resolution and this Section. The Zoning Inspector may forward said site development plans to an independent engineer if additional review is needed. Said engineer shall review same for conformity to the proper relation with existing or proposed sanitary sewers, water lines, storm drainage, and existing grades of adjacent lands and structures. The cost of such engineer's review shall be borne by the applicant and shall be in addition to such other fees as may from time to time be established by the Trustees for processing and review of site plans.

126.8.3 After review and approval by the Zoning Inspector and, if needed, an Independent Engineer, the site development plans shall be forwarded to the Zoning Commission for a Public Hearing.

126.8.4 Correspondence from the Lake County Department of Utilities that sufficient water and sanitary system capacity exists to accommodate the proposed development shall be required. If an on-site sewage disposal system is proposed, correspondence from the Lake County General Health District /Ohio EPA that appropriate soils and land area for such system exist on the site shall be required.

126.8.5 Approval of the site plan shall only be considered upon the applicant receiving written approval from the Lake County Soil and Water Conservation District, the Lake County Engineer, the Lake County General Health District, the approval of the Lake County Storm Water Management Engineer, the Ohio Environmental Protection Agency, the Lake County Utilities Department, the Madison Fire District, and all other applicable governing agencies. Copies of said written approval shall be presented to the Zoning Inspector.

126.8.6: Upon receipt of all written approvals for a Site Development Plan from all applicable governmental agencies, as listed in Section 126.8.5, the Zoning Inspector shall notify the Zoning Commission at their next regularly scheduled meeting of the need to set a Public Hearing for review of the submitted plan. The Zoning Commission shall schedule a Public Hearing within forty-five (45) days of official notification from the Zoning Inspector to review, comment, modify, approve or disapprove the submitted Site Development Plan. The Zoning Commission shall fix a reasonable time and date for the Public Hearing. Property owners immediately adjacent to the proposed site to be developed shall be notified no less than ten (10) days prior to the scheduled hearing. A notice of the Public Hearing shall be given by the Zoning Commission by one publication in one or more newspapers of general circulation in the Township at least ten (10) days before the date of such Site Development Plan Hearing. An approval from the Zoning Commission shall consist of three (3) affirmative votes. If approved by the Zoning Commission, the signature of the Zoning Inspector shall be placed on the site development plans and compliance with said plans shall become a condition of the Zoning Certificate which may be issued for such development.

126.9 APPEAL OF APPROVED PLAN: The approval of the Zoning Commission and the signature of the Zoning Inspector are final and may not be appealed to the Board of Zoning Appeals. The Site Development Plan Review process is not subject to review by, or the granting of exceptions or variances by the Board of Zoning Appeals. However, the BZA may hear an appeal if there is an error on part of the Zoning Commission.