

Site plan review.

A. Purpose. This section is intended for the purpose of promoting compatible development and stability of property values, fostering the attractiveness and functional utility of the community as a place to live and work, preserving the character and quality of the built environment by maintaining the integrity of those areas which have a discernible character or are of a special historic significance, protecting certain public investments in the area, and raising the level of community expectations for the quality of its environment.

B. Preliminary consultation. Prior to the preparation and official submittal of the site plan and supporting data, the applicant shall meet with the Plan Commission and/or its staff for a preliminary consultation. The purpose of this preliminary consultation is to have an informal discussion of the proposed project, a review of the regulations and policies applicable to the project and a discussion of the land use implications of the project.

C. Site plan review principles and standards. To implement the purpose set forth in Subsection A above, the Plan Commission shall review the site, existing and proposed structures, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading (in the case of commercial and industrial uses), highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation. The Plan Commission will approve said site plans only after determining that:

- (1) The proposed use conforms to the uses permitted in that zoning district.
- (2) The dimensional arrangement of buildings and structures conforms to the required area, yard, setback and height restrictions of this chapter.
- (3) The proposed use conforms to all use and design provisions and requirements, if any, as found in this chapter for the specified uses.
- (4) There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
- (5) The proposed on-site buildings, structures and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, noise, outside storage of any incendiary device or smoke-producing appliance or noxious fumes, lighting and parking as specified by this chapter.
- (6) Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes, or where they assist in preserving the general safety, health, welfare and appearance of the neighborhood.
- (7) Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing or landscaping, as provided or required in this chapter.

(8) Land, buildings and structures are readily accessible to emergency vehicles and the handicapped.

(9) The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety and general welfare, to encourage the use of lands in accordance with their character and adaptability, to avoid the overcrowding of population, to lessen congestion on the public roads and streets, to reduce hazards of life and property and to facilitate existing community development plans.

(10) The site plan is consistent with the public goals, objectives, principles, standards, policies and urban design criteria set forth in the Town's adopted Comprehensive Plan and components thereof.

D. Compliance.

(1) No use or structure, except single-family dwellings, shall hereafter be erected, moved, reconstructed, extended, enlarged, altered or changed until the Plan Commission has reviewed and approved plans for the site or structure. Site plan approval shall also be required prior to condominium plat approval and approval for a mobile home park. All buildings subject to site plan review pursuant to this subsection shall have a minimum of 20% of the finished front wall surface, excluding windows and doors, constructed of brick, stone, stucco, wood or other appropriate accent material as approved by the Plan Commission. The Plan Commission may determine that additional accent material is necessary on other wall surfaces based on the visual exposure of the structure.

(2) The Plan Commission may modify specific site plan requirements such as accent material, landscaping (including yard sprinklers), water retention, parking, and time of compliance as stipulated elsewhere in this section but cannot reduce any required yard, setback, or green space. This section shall be applicable to all previously approved site plans.

E. Applications for site plan review. A copy of all site plan data shall be submitted to the Zoning Administrator at least seven business days prior to the next regularly scheduled Plan Commission meeting. Plans shall be of sufficient quality and content to ensure a thorough review by the Plan Commission. Site plan data to be submitted with all applications shall include the following:

(1) Site plans drawn to an engineering scale with the name of the project noted. Any new building of \$50,000 or more and any renovation over \$20,000 shall provide a colored rendering showing both the front and side elevation as well as any permanent paving material.

(2) Owner's and/or developer's name and address.

(3) Architect's and/or engineer's name and address noted.

(4) Date of plan submittal.

(5) Scale of drawing, North arrow, site size information (area in square feet or acres) and building area and coverage noted on the plan.

(6) All building and yard setback lines indicated.

- (7) Where applicable, both the one-hundred-year recurrence interval floodplain and the floodway indicated. Where applicable, wetland areas indicated.
- (8) All driveways, both ingress and egress locations indicated. Additional curbing may be required based on the Plan Commission review.
- (9) The proposed location of all signage to be placed on the site (see Saratoga Sign Ordinance #06-18-2014 and amendments).
- (10) The location and type of all outdoor lighting proposed to illuminate the area (see section#13)
- (11) Total number and location of off-street parking spaces noted (see section #14)
- (12) The type, construction materials, and size and location of all structures. All building dimensions must be shown. Location of dumpster and recycling areas and the type of screening proposed must be shown.
- (13) Indicate height of buildings.
- (14) Existing and proposed street names indicated.
- (15) Indicate existing and proposed public street rights-of-way and/or reservations and widths.
- (16) Indicate and locate all easements on the subject property.
- (17) Zoning classification noted.
- (18) Location of existing and general location of proposed utilities should be indicated on the site plan.
- (19) Locate any proposed stormwater management facilities, including detention/retention areas. (Post Construction -SS NR151, Erosion Control and Water Management SS NR
- (20) Locate trees six inches or larger that will be included in the site plan.
- (21) Note location, extent and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties pursuant to Subsection F below.
- (22) A graphic outline of any development staging which is planned.
- (23) If the development abuts an existing or planned arterial highway, all driveway locations of all adjoining property within 200 feet of the subject property shall be indicated on the site plan.
- (24) Specific to Self-Storage Facilities – Unit closest to the road must include 25% of multi-use space.

F. Design Elements

- (1) Roofs
 - (a) Must include minimum 12” overhang
 - (b) Incorporate rain gutter control system

(c) Multiple roof slope planes.

(d) Main entrance roof overhangs protecting public entrance.

(2) Entrances (buildings over 25000 sq ft -3 required, under 25000 sq ft – 2 required)

Canopies or porticos

Overhangs

Recesses/Projections

Arcades.

Raised corniced parapets over the door.

Display windows

Peaked roof forms

Arches

Outdoor patios

Architectural details, such as tile work and moldings that are integrated into the building.

Integral planters or wing walls that incorporate landscaped areas and/or places for sitting.

Unique ideas that are approved by Plan Commission as complying with this section.

G. Landscaping.

(1) Intent. The purpose of requiring landscaping as an integral element of development is to:

(a) Provide vegetation to visually soften paved areas and buildings.

(b) Establish positive environmental conditions by providing shade; air purification; oxygen regeneration; ground quality; noise, glare and heat abatement; and protection from the forces of erosion.

(c) Buffer uncomplimentary land uses, lessen the impact of high-intensity uses and generally enhance the quality and appearance over the entire site of the project.

(2) General conditions and approvals. All site development plans submitted in accordance with Subsection E above shall include a landscape plan.

(3) Landscape plan requirements. All landscape plans shall contain the following information:

(a) North arrow and scale.

(b) Topographic information based upon United States government datum and final grading adequate to identify and properly specify planting for areas needing slope protection, such areas having a slope in excess of three feet of length to one foot of rise.

(c) The location, size and surface of materials of all structures and parking areas.

(d) The location, type, size, quantity and common name of all proposed landscape materials.

(e) The location, size and common name of all existing plant materials to be retained on the site. Plant materials shall be drawn to a scale to reflect approximate mature sizes.

(4) District requirements.

(a) Residential and PUD and RPdistricts.

[1] The developer shall include foundation, garage, driveway, parking lot (including landscaped islands) and yard plantings.

[2] All two-family and multifamily residential developments which directly abut single-family residential development shall install a vegetative buffer. Two-family residential developments shall install vegetative buffers 18 inches to 24 inches in height whose potential height is four feet. Multifamily residential development buffer plants shall be a four-foot minimum height at the time of planting.

(b) Commercial or Industrial districts.

[1] The developer shall include foundation and/or yard plantings.

[3] All commercial or Industrial developments which directly abut residential uses shall install a vegetative buffer. Buffer plants shall be a four-foot minimum height at the time of planting and shall be installed along the full length of the property line.

[4] All commercial or Industrial developments shall install landscaping elements within the parking areas associated with the business. The following guidelines shall apply:

[a] Provide a visual relief screen a maximum of three feet high and five feet wide when adjacent to a street in the form of a hedge, fence, planter, berm, dividers, shrubbery and trees or any combination. All landscaping to form such a visual relief shall be a minimum height of 18 inches at time of planting. Bark or other organic mulches or other inorganic material shall be retained within the planting area.

[a] All freestanding signs shall be set in a landscaped base of appropriate size to provide shrubs and base plantings that will enhance and complement the sign.

(e) Mobile home parks. (see Mobile / Manufactured Home Park)

(6) Landscape species.

(a) Acceptable species. The publication titled "A Guide to Selecting Landscape Plants for Wisconsin" by E.R. Hasselkus, UW Extension Publication A2865, shall be used to determine the type of material acceptable for all landscape treatments.

(b) Unsuitable species.

[1] Honeysuckle.

[a] Lonicera x-bella.

[b] Lonicera marrowli.

[c] Lonicera tartarica.

[2] Buckthorn.

[a] Rhamnus cathartica.

[b] Rhamnus grangula (tall hedge).

[3] Any trees considered part of the elm species unless disease resistant.

H. Review procedures. Upon receipt of the site plan, the Plan Commission shall review it to determine whether it is in proper form, contains all of the required information, shows compliance with this chapter and other ordinances and plans for the Town, and demonstrates the adequacy of utility services. Upon demand by the applicant of the site plan, the Plan Commission shall, within 30 days of its initial submittal, forward to the Town Board with a recommendation for denial or approval with a document stating the reasons.

I. Plan changes. Any substantial change to the plan may be cause for review by the Commission.

J. Fees. Prior to site plan approval, the applicant for a site plan shall pay all professional fees incurred by the Village for review of a site plan by the Community Development Manager, the Village Attorney, the Village Engineer or the Village Administrator.

K. Lapse of site plan approval. In the event that the project for which the site plan approval was granted is not completed within one year of such approval, the site plan approval shall lapse and there shall be no further development or construction. Upon application, the Plan Commission may renew the site plan as originally granted or require changes as deemed appropriate.