

ARTICLE V. - SITE PLAN REVIEW

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Sec. 80-5.1. - Purpose.

- (a) To encourage the development of visually attractive commercial and residential developments;
- (b) To promote appropriate aesthetic and functional design considerations to protect and enhance property values;
- (c) To mitigate the impacts of high density development through enhanced design; and
- (d) To allow commercial property to be developed in a vibrant and economically efficient manner that will contribute to the economic base of the community.

(Ord. No. 7802, 4-28-04)

Sec. 80-5.2. - Applicability.

These design review guidelines apply to:

- (1) All developments within the C-2, C-3, C-4, D-P, NPH, H-D, E-1, E-2 and E-3 districts;
- (2) Residential development of five (5) or more units per acre;
- (3) Attached single-family development in an R-1 zoning district; and
- (4) Parking lot development accommodating eight (8) vehicle spaces or greater;
- (5) Any additions or exterior alterations, renovations or other physical modifications to development defined under [subsections] (1), (2), (3) or (4) above, which result in the applicable structure(s), exceeding, in aggregate, twenty thousand (20,000) gross square feet or twenty-five percent (25%) or greater of the gross square footage of the existing building(s) or structure(s).

For additions or exterior remodels, it is only required that the proposed improvements meet the guidelines and do not lead to further nonconformance with the guidelines. For example, if a property owner decides to increase the size of a blank wall, then the blank wall should meet the guideline standards, but screening of existing dumpsters from view is not required. Even if otherwise applying, these guidelines do not apply to remodels or alterations that do not change the exterior appearance of the building. The codes enforcement officer shall notify an applicant for a zoning permit of the provisions of this section where site plan approval is required.

(Ord. No. 7802, 4-28-04; Ord. No. 8038, 11-9-05; Ord. No. 8368A, 2-27-08)

Sec. 80-5.3. - Sketch plan (optional).

A sketch plan conference may be held between the planning board and the applicant prior to the preparation and submission of a formal site plan. The intent of such a conference is to enable the applicant to inform the planning board of the proposal prior to the preparation of a detailed site plan; and for the planning board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. If a sketch plan is deemed warranted by a member of the Rome Planning Department, an application for site plan approval shall be made in writing to the planning board, which said application shall be

accompanied by a check, cash or money order as payment for the fee(s) associated with site plan application, as said fee(s) is/are indicated at Rome Code of Ordinances, Appendix B—Fee Schedule.

The application provided by the applicant should provide, at a minimum, the following:

- (a) A statement and rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations,
- (b) A sketch or map of the area which clearly shows the location of the site with respect to nearby streets, rights-of-way, properties, easements and other pertinent features,
- (c) A topographic or contour map of adequate scale and detail to show site topography, and
- (d) Such other information as the planning department and/or the applicant deems is relevant for such sketch plan.

(Ord. No. 7802, 4-28-04; Ord. No. 8298, 6-27-07)

Sec. 80-5.4. - Application for site plan approval.

An application for site plan approval shall be made in writing to the planning board, shall be accompanied by a check, cash or money order as payment for the fee(s) associated with site plan application, as said fee(s) is/are indicated at Rome Code of Ordinances, Appendix B—Fee Schedule and by information contained on the following checklist. If the sketch plan conference was held, the accompanying information shall be drawn from the following checklist as determined necessary by the planning board at said sketch plan conference.

***Site plan checklist* Important**

Please see attached checklist, following this section (*Ord. No. 7802, 4-28-04; Ord. No. 8038, 11-9-05*)

Sec. 80-5.5. - Review of site plan.

The planning board's review of the site plan shall include, as appropriate, but is not limited to, the following general considerations:

- (a) Location, arrangement, size, design and general site compatibility of buildings, lighting and signs;
- (b) Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls;
- (c) Location, arrangement, appearance and sufficiency of off-street parking and loading;
- (d) Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience;
- (e) Adequacy of stormwater and drainage facilities;
- (f) Adequacy of water supply and sewage disposal facilities;
- (g) Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation;
- (h) Adequacy of fire lanes and other emergency zones and the provisions of fire hydrants;
- (i) Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.

(Ord. No. 7802, 4-28-04)

Sec. 80-5.6. - Site plan review process.

Site plan review shall occur concurrent with underlying permit review processes. The planning board will use the development standards in each district along with the commercial and multifamily design review guidelines in sections 80-5.7 and 80-5.8 to determine compliance with this article. Where provisions of this article conflict with other requirements contained in the zoning code or the building code, those other requirements shall apply. The site plan review process includes "requirements" and "guidelines." "Requirements" are mandatory provisions that a development must meet to comply with this chapter. "Guidelines" are recommended design techniques for meeting the affiliated requirement. A development may require application of more than one (1) design technique to meet the requirement. The guidelines provided in this code are not intended to be all inclusive and other equal or better design techniques may be used to meet the requirement.

(Ord. No. 7802, 4-28-04)

Sec. 80-5.7. - Referrals.

Where the consideration a site plan involves land within five hundred (500) feet of an adjoining municipality, or from the boundary of any existing or proposed county or state park, or from the right-of-way of any existing or proposed state or county highway, or from the existing or proposed right-of-way of any stream or drainage channel owned by the county, or state or county-owned land on which a public building is situated, the site plan shall be referred to the Oneida County Planning Department at least thirty (30) days before the public hearing and acted upon in accord with the provision of section 239 of the General Municipal Law.

(Ord. No. 7802, 4-28-04)

Sec. 80-5.8. - Commercial design requirements and guidelines.

(a) Building/site design—Create activity along streets.

- i. Requirement. Architectural elements and landscaping that result in buildings with a perceived size that is human in scale and visually attractive.
- ii. Guidelines. The following are examples of design techniques that may be used to meet this requirement.
 - a. Use articulation or landscaping on building facades to reduce the bulk of buildings with walls longer than 75 feet that are either parallel to the street or perpendicular to and readily visible from the street. Methods for modulation of blank walls may include:
 - i. Recessed or clearly defined entryways;
 - ii. Varying roof lines, pitches and shapes;
 - iii. Dormers, balconies, porches and staircases;
 - iv. Transparent window or door areas or display windows which provide visibility into the building interior;
 - v. Overhangs, awnings, and marquees;
 - vi. Building ornamentation and wall murals;
 - vii. Shrubs or vines trained to grow upright on wires or trellises (espaliers) next to blank walls with narrow planting areas.
 - b. Use architectural features such as cornices or other details that lower the apparent height;
 - c. Place display windows and retail shops at the street level around the exterior of commercial buildings;
 - d. Provide window ledges, varied materials and street furniture;
 - e. Provide pedestrian-level lighting of building entryways. The source of such lighting should not exceed a height of ten feet;

- f. Provide window boxes, planter boxes or hanging flower baskets.
- (b) Site design—Corner lots—Create visual distinction on street corners.**
- i. Requirement. Create visually attractive street corners using distinctive building entryways in combination with landscaping or artwork.
 - ii. Guidelines. The following are examples of design techniques that may be used to meet this requirement.
 - a. Any of the techniques listed in subsection 80-5.7(a) above;
 - b. Other architectural elements such as turrets, sculptures, and corner accentuating roof lines;
 - c. Landscape trellises;
 - d. Planter boxes with colorful flowers;
 - e. Decorative tile;
 - f. Artwork.
- (c) Site design—Signage.**
- i. Requirement. Provide signage that conforms to requirements of article XXVI Sign Regulations of this code. In addition, incorporation of pedestrian level signage is encouraged.
 - ii. Guidelines. Various combinations of the following techniques may be used to achieve pedestrian level signage:
 - a. Small signs which hang below canopies, or small signs on canopies and awnings;
 - b. Low horizontal monument signs;
 - c. Window signs.
- (d) Site design—Screening.**
- i. Requirement. Locate service areas (for example, loading docks, trash receptacles, mechanical equipment, outdoor storage areas, utility vaults) in locations where traffic impacts are minimized and public visibility is diminished, yet that are still accessible and functional.
 - ii. Guidelines. The following are examples of design techniques that may be used to meet this requirement:
 - a. Fencing;
 - b. Landscaping;
 - c. Painting;
 - d. All major trash receptacles (i.e. dumpsters, etc.) placed outside of the building shall be screened from view. Trash receptacles intended for public use should be decorated or screened and placed in visible locations.
- (e) Landscape design—Define spaces.**
- i. Requirement. Provide for separation between pedestrians and vehicles by using plantings as space defining elements.
 - ii. Guidelines. The following are examples of design techniques that may be used to meet this requirement:
 - a. Distinctive paving or painting to define the appropriate location for pedestrian and vehicle traffic;
 - b. Plantings such as street trees, hedges and screening;
 - c. Replicating landscaping patterns and materials to visually unify a development. Care should be taken when using this approach to avoid a monotonous appearance.

(f) Landscape design—Suitability of materials.

- i. Requirement. Plant materials shall be suited to the climate and at their mature, natural size, suitable for their planting location.
- ii. Guidelines. The following are examples of design techniques that may be used to meet this requirement:
 - a. Select trees for parking lots and sidewalk areas which do not interfere with the visibility and movement of vehicles or pedestrians and/or cause pavement or other hard surfaces to heave;
 - b. Choose hardy plant materials that can survive the effects of large paved areas (in terms of heat, shade, wind, etc.).

(Ord. No. 7802, 4-28-04)

Sec. 80-5.9. - Multifamily residential design requirements and guidelines.

The following guidelines shall apply to single- and multifamily residential development at densities of nine or more units per acre:

(a) Building design—Create diversity of housing types and styles.

- a. Requirement. Use building styles, architectural design elements and building patterns which add variety to building designs.
- b. Guidelines. The following are examples of design techniques that may be used to meet this requirement:
 - i. Mixing different types of residential units such as duplexes and single family detached dwellings or, for multifamily units, constructing different numbers of units per building within a single development;
 - ii. Constructing buildings with different numbers of stories;
 - iii. Using reverse elevations;
 - iv. Using front facade treatments such as porches, decks, bay windows, trim details and roof gables/dormers;
 - v. Providing differing garage orientations (i.e., front, side, rear alley);
 - vi. Using combined entryways, porches and decks;
 - vii. Painting the buildings different colors and using different types of siding.

(b) Building design—Privacy.

- a. Requirement. Dwelling units located within ten feet or less of another dwelling unit shall be designed to maximize privacy.
- b. Guidelines. The following are examples of design techniques that may be used to meet this requirement:
 - i. Locate windows so residents from one dwelling unit cannot look directly into another unit;
 - ii. For attached dwelling units, locate parking lots so that they do not impose on the privacy of ground-floor units. If this is not feasible, locate buildings so they are far enough apart that adequate landscaping, fencing or walls can be installed to provide privacy.

(Ord. No. 7802, 4-28-04)

Sec. 80-5.10. - Expiration.

Construction in accordance with an approved site plan must be commenced within one (1) year of the date of the meeting wherein the site plan was approved by the planning board. There shall be no deviation from the approved site plan without the planning board's approval and any plans and/or drawings revised upon approval of the planning board must be filed by the applicant with the code

enforcement officer. In the case of an approved deviation, construction shall commence within one (1) year of the date of the meeting wherein the planning board approved the revision. Failure to commence construction within the applicable one(1)-year time period shall result in the approval expiring and becoming null and void, unless the applicant files an application for an extension of time at least thirty (30) calendar days before the expiration of the applicable one(1)-year period and the planning board approves said application.

(Ord. No. 7802, 4-28-04; Ord. No. 8038, 11-9-05)

Sec. 80-5.11. - Penalty provision.

Any person found to have violated any of the requirements of this chapter shall be deemed to have committed a misdemeanor pursuant to section 80-4 of this Code.

(Ord. No. 7802, 4-28-04)

Site Plan Checklist of required items:

- i. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
- ii. North arrow, scale and date;
- iii. Boundaries of the property plotted to scale;
- iv. Existing watercourses;
- v. Grading and drainage plan, showing existing and proposed contours;
- vi. Location, design, type of construction, proposed use and exterior dimensions of all buildings;
- vii. Location, design and type of construction of all parking and truck loading areas, showing access and egress;
- viii. Provision for pedestrian access;
- ix. Location of outdoor storage, if any;
- x. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- xi. Description of the method of securing public water and location, design and construction materials of such facilities;
- xii. Location of fire and other emergency zones, including the location of fire hydrants;
- xiii. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- xiv. Location, size and design and type of construction of all proposed signs;
- xv. Location and proposed development of all buffer areas, including existing vegetative cover;
- xvi. Location and design of outdoor lighting facilities;
- xvii. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- xviii. General landscaping plan and planting schedule;
- xix. An estimated project construction schedule;
- xx. Record of application for and approval status of all necessary permits from state and county officials;
- xxi. Identification of any state or county permits required for the project's execution;
- xxii. Other elements integral to the proposed development as considered necessary by the planning board.
(*Ord. No. 7802, 4-28-04; Ord. No. 8038, 11-9-05*)