

City of Menasha Site Plan Review Guide

Purpose

Review of site plans is required because the size, scale, or nature of certain development may negatively impact existing private development, public improvements, or the general welfare of the public. The site plan review process is intended to eliminate or reduce the adverse effects of such development, to ensure compliance with city ordinances, and enhance the appearance and function of new development in the community.

The City of Menasha Community Development Department has created the Site Plan Review Guide to assist project developers with the site plan review process. Planning guidelines and a detailed checklist have been designed to minimize review time and avoid delays caused by incomplete plans. Following this procedure will facilitate prompt review and approval.

Regulated Development

Any person, firm, corporation, or group initiating a project or development subject to site plan review requirements shall submit a site plan to the Community Development Department. Activities within each zoning district requiring site plan approval include:

R-1A, R-1 Single Family and R-2 Two Family Residence Districts

- any proposed use that is listed as requiring site plan approval or a special use permit

R-2A Multi-Family, R-3 Multi-Family, and R-4 Multi-Family Residence Districts

- any proposed new construction
- any proposed use that is listed as requiring site plan approval or a special use permit
- any proposed addition or expansion to a non-conforming lot, structure, or use
- any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less

C-1 General Commercial, C-3 Business and Office, C-4 Business Park District, I-1 Heavy Industrial, and I-2 General Industrial Districts

- any proposed new construction
- any proposed use that is listed as requiring site plan approval or a special use permit
- any proposed addition or expansion to a non-conforming lot, structure, or use
- any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less
- a change in occupancy (this requirement does not include a change in tenant or proprietorship of a substantially similar use to that which existed previously)

C-2 Central Business District

- any proposed new construction
- any proposed use that is listed as requiring site plan approval or a special use permit

R-MH Residential Mobile Home District

- any proposed mobile home park
- any change or expansion to an existing mobile home park

Plan Submission Process

The site plan review process includes the following steps:

- _____ 1. Initial Consultation
- _____ 2. Site Plan Review Application Submittal (with site plan review fee)
- _____ 3. Site Plan Submittal (17 **folded** copies required for final submittal)
- _____ 5. Review by city staff and additional documentation or revisions as required
- _____ 6. Review and Approval by the Plan Commission
- _____ 7. Site Improvement Agreements with escrow, letter of credit, or bond submittal (if required)

Application Process

At the inception of project planning, the developer should schedule an initial consultation with the Community Development Department. Following this consultation, the applicant should prepare the site plan using the Site Plan Review Guide.

Plan Content

The site plan includes a minimum of two site plan sheets. Sheet I shall consist of the title of the project, a map of the subject site and surrounding area, utilities, site layout, grading and drainage, landscaping, lighting, and other required elements. Sheet II shall consist of dimensioned drawings showing all building elevations, building materials, and colors. (please see checklist for specifics on the two sheets). The applicant may use more than two sheets if necessary. Submittal of interior floor plans is not necessary for site plan review. To ensure that the site plan is complete, it is recommended that the site plan checklist be closely followed.

Plan Submittal

At least two weeks before the regularly scheduled Plan Commission meeting, the applicant shall submit two copies of an initial site plan for review by the Community Development Department along with the completed application form and the site plan review fees. Review fees are as follows:

Developed Area Ratio	Fee Schedule
< .21	\$5/10,000 sq. ft. of site area
.21 - .40	\$10/10,000 sq. ft. of site area
.41 - .60	\$15/10,000 sq. ft. of site area
.61 - .80	\$20/10,000 sq. ft. of site area
> .80	\$25/10,000 sq. ft. of site area

The developed area ratio is the area occupied by structures and parking (the developed area) divided by the total area of the site. The minimum fee is \$100 and the maximum fee is \$650.

No applications will be accepted without payment of the site plan fee and the original signature(s) of the property owner(s) or his/her agent. To be placed on the Plan Commission agenda, applications and final site plans must be received at least ten (10) working days before the next scheduled meeting. **Incomplete site plans are not guaranteed placement on the agenda.** Please see the included schedule to determine the appropriate submittal deadline.

Site Plan Review

When all of the required information has been received, the Community Development Department, along with other city staff, will review the site plan. If deficient, site plans may be returned to the applicant for revisions. **Seventeen sets of final plans shall be submitted for Plan Commission review; submitted plans should be individually folded and ready for mailing.** The Plan Commission shall approve, approve with conditions, refer back for changes, or reject the design of the site plan. Building permits may only be issued after the Plan Commission approves the site plan and site improvement agreements are recorded.

Compliance

The site plan review process outlined in this guide is required by Section 13-1-12 of the City of Menasha Code of Ordinances. Persons failing to comply with the approved site plan and applicable ordinance requirements are subject to the penalties listed in Section 1-1-7.

Additional Information

If you have any questions, would like more information, or would like to arrange for a consultation, please contact the Community Development Department at 920-967-5103.

Site Plan Checklist

A complete site plan consists of the following information:

- _____ 1. All sheets shall be of uniform size recommended at 24" x 36". Other sizes may be acceptable, provided that they are completely legible.
- _____ 2. All plans are recommended to be drawn to a 1" = 40' scale.
- _____ 3. All sheets shall be numbered and dated.
- _____ 4. Seventeen folded copies of the final set shall be submitted for review.

I. Site Plan Sheet I

A. Title

- _____ 1. Name of project, site address, legal description of property, description of proposed use.
- _____ 2. Name, address, and phone/fax numbers of the record property owner and site plan preparer.
- _____ 3. North arrow, date of preparation, revision dates, and scale.

B. Surrounding Area

- _____ 1. Current zoning and/or use of site and adjoining parcels.
- _____ 2. Location and size of any buildings, driveways, and public right-of-way within 100 feet of property lines.
- _____ 3. Recorded property lines and their dimensions.

C. Utilities

- _____ 1. Any public right-of-way abutting the site needs to be identified with accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs/signals, median islands, project driveways, driveways on opposite street frontages, bus stops, etc.

- _____ 2. Locate and label all existing and proposed utilities (underground and overhead) with sizes and materials designations. This includes:
 - sanitary sewer - manholes and clean outs
 - storm sewer - manholes and inlets (calculate drainage area for each)
 - water - laterals, fire lines, valves, and meters
 - fire hydrants
 - gas and electric lines
 - the size of utility lines that will be tapped into on the adjacent street.

- _____ 3. Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.

D. Site Layout

- _____ 1. Structural aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their location on the parcel.

- _____ 2. Indicate the removal of any existing buildings or structures.

- _____ 3. Dimensions of all required yard setbacks for buildings and off-street parking.

- _____ 4. Location of existing and proposed signage. Sign elevation showing the height from bottom of sign to grade, overall height, and face dimensions.

- _____ 5. Location, height, elevations, and materials of all fences or retaining walls.

- _____ 6. Identify whether existing or proposed buildings will contain a fire protection system.

- _____ 7. Multi-family residential projects shall include additional information that identifies the following:
 - the total acres of subject property
 - the total number of dwelling units, number of units per building, and the unity density per acre
 - the percentage of proposed site coverage for buildings and hard-surfaced areas as well as the percentage of landscaping and green space

E. Site Access and Parking

- _____ 1. Include calculations for parking and loading requirements.
- _____ 2. Show pedestrian, bicycle, and vehicle traffic aspects for existing and proposed site access and parking areas, including:
 - arrows to show traffic flow
 - parking stall dimensions and layout
 - handicap stalls and ramps
 - loading zones
 - driveway widths and radii or flares on driveway aprons to public streets and their dimensions
 - landscaped islands, medians, or traffic control dividers
 - location of bicycle storage racks
 - pedestrian walkways
- _____ 3. Show curbing used to define parking, walkways, and interior landscape areas.
- _____ 4. *Identify all vision control areas on the site.*

F. Grading and Drainage

- _____ 1. Identify the existing and proposed elevations on the site and adjacent properties using contour lines, spot elevations, and drainage flow arrows to define drainage patterns. Include elevations for the following:
 - first floor building elevations
 - property corners
 - parking lot
 - inlets and manholes
 - rim and invert elevations
 - drives
 - existing drainageways
- _____ 2. Show details for all existing and proposed retaining walls, drainageways, drainage pipes (including size and length), manholes, and inlets.
- _____ 3. Identify depth of base gravel and thickness of hard-surfaced pavement (concrete or asphalt) and show cross-section.
- _____ 4. Identify any floodable area included in the 100-year flood mapping.
- _____ 5. Show site specific erosion control plan that addresses pollution caused by soil erosion and sedimentation during construction, and up to final stabilization of the site.

G. Landscape and Lighting Plan

- _____ 1. Locate all existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation that is to remain.
- _____ 2. Identify the location, size, species, and variety of all proposed trees, shrubs, foundation plantings, and other planting materials that will be used. Show any other site enhancements such as art or water features, benches, recreational areas, or other decorative amenities.
- _____ 4. Indicate all planting materials and/or fencing that will be used to control erosion or to screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent properties or street right-of-way.
- _____ 5. Identify type of ground cover materials for the entire site, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, asphalt, gravel, etc.
- _____ 6. Locate the refuse and recycling containers and enclosures and provide a construction detail.
- _____ 7. Identify all mounted or freestanding exterior lighting fixtures, including:
 - dispersion pattern
 - intensity of light
 - cut off shielding
 - decorative lighting enhancements

II. Site Plan Sheet II

A. Architecture and Construction

- _____ 1. Provide dimensioned elevations of all exterior elevations (photographs may be substituted for existing elevations to remain unchanged).
- _____ 2. Show the type of roof, windows, wall and trim materials, colors, and textures.
- _____ 3. Clearly identify changes or additions to existing buildings or materials.