

Memo

To: Kanab City Planning Commission
From: Levi Roberts, Community Planner
cc: Russell Keller, Zoning Administrator; Duane Huffman, City Manager
Date: January 31, 2013
Re: Site Plan Review: Current Changes

The purpose of this memo is to explain and clarify the text changes of the Kanab City Zoning Ordinance, regarding Site Plan Review, to be discussed at the February 5, 2013 Planning Commission Meeting. The text changes will accompany those discussed at the January 15, 2013 Planning Commission Meeting. Please refer to the attached pages from the Land Use Ordinance for specific text changes.

Staff recommends the following changes to the text, reflecting recommendations made by the Planning Commission on January 15:

- Changing the case when a site plan is required to read:

All applications for building permits and/or conditional use permits, for new buildings and modifications to an existing building footprint, except for single-family dwellings and their accessory buildings, shall be accompanied by a site plan.

The phrase *for new buildings and modifications to an existing building footprint* was added to clarify that site plans are not required for remodels, although a building permit is required. This text is included in Section 1-9, 9-2 and Exhibit I

- Add text to introduce Site Plan requirements

To introduce Site Plan requirements, Staff recommends adding the text *A Site Plan, drawn to scale shall show, where pertinent.* Besides introducing the requirements, this text clarifies that these elements are only required “where pertinent.”

- Requiring “trails” to be included in site plans

This was recommended to coincide with the requirement to consider streets and trails connectivity as defined in Section 4-30. This text is included in Section 9-3

- Adding Mobile Home Parks to the list of additional requirements

Section 9-4 lists additional requirements for site plan review. Mobile Home Parks currently require an overall plan for development, similar to RV parks. Section 9-4.1 references the requirements listed in Chapter 12 for an overall plan for development. Staff recommends to, in turn, reference Chapter 9 requirements in Section 12-3.

- Adding Commercial Overlay “Architectural Design Plans” to the list of additional requirements

Because each commercial overlay requires consideration of building materials and other special considerations, site plans within these overlay zones require architectural design plans. In Section 9-4.4, 9-4.5 and 9-4.6, references to Exhibit A, B, and C are provided.

- Retaining the current adopted Ordinance language for Chapter 13: RV Parks

In the last meeting, there was a concern about some text being left out of Chapter 13. Upon reviewing the current adopted ordinance, staff recommends to leave this chapter unchanged, referencing it in Chapter 9.

- Changing references to “design review” to be renamed “site plan review”

To avoid confusion, staff recommends referring to site plan review by a consistent name. These changes occur throughout Chapter 9.

- Changing the Title of Chapter 9 to be “Site Plan Review”

Chapter 9 is currently titled “Design Review and Site Development Standards.” Staff recommends changing the title of the chapter to be “Site Plan Review.” As noted above, references to site plan review should be consistent. Furthermore, site development standards should be omitted from the title, since site development standards occur throughout the Land Use Ordinance, depending upon the zoning district or development type.

In addition to these changes, there was a suggestion to include Chapter 24: Commercial Planned Development to Section 9-4: Additional Requirements by Application. However, at this time Chapter 24 does not include any additional documents to be submitted during site plan review. Therefore, staff recommends to omit a reference to Chapter 24, unless additional site plan requirements are established for Commercial Planned Developments.