



## PLANNED DEVELOPMENT APPLICATION

### SUMMARY OF PLANNED DEVELOPMENT APPLICATION REQUIREMENTS

#### Application Review Requirements:

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Make sure you have everything on the attached Check List.
3. Completed application with signatures of owners and/or applicant
4. Application Fees are established in the Fee Schedule as adopted.
5. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
6. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
7. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
8. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
9. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.
10. Planned Developments must be a minimum of 3 acres.
11. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted during the listed times.

**Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.**

#### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF KAUFMAN  
209 S. WASHINGTON  
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT  
(972)-932-2216  
FAX NUMBER (972)-932-6288**

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## PLANNED DEVELOPMENT CHECK LIST

ITEMS REQUIRED	
	Planned Development Check list
	Application for Planned Development
	Planned Development Fee
	Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.
	Written documents of standards for development for each Zoning District.
	Comparison sheet comparing existing zoning regulation and proposed zoning regulations.
	Proposed Planned Development to be reviewed (3 full size sets of 24" x36")
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	NOTE: Section 29.4 distinguishes which one of the following will be required.
	1. A. Concept Plan for Non-Residential Properties
	1. B. Landstudy for Residential Properties
	2. A. Site Plan with Civil Engineering Plans
	Engineering Plans
	Civil Plan Review Application
	Proposed plans to be reviewed (2 sets of 11"x 17")
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	The information below is for staff regarding notifications.
	Planned Developments is at least 3 acres.
	Assign case number: Z-
	Address plat if not already addressed.
	Public Hearing
	Newspaper notification
	300' buffer notification

ZONING APPLICATIONS	0-5 Acres	5-20 Acres	Over 20 acres
Planned Development	\$300 + \$20 per acre	\$500 + \$ 20 per acre	\$600 + \$20 per acre



## PLANNED DEVELOPMENT APPLICATION

**1. Site Location:**

General Street Location: \_\_\_\_\_ PID: \_\_\_\_\_

Street Address: \_\_\_\_\_

Lot, Block, & Subdivision Name: \_\_\_\_\_

**2. Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Summarize the proposed development. If necessary, use a separate sheet.**

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5. **Present Zoning:** \_\_\_\_\_ **Present Land Use:** \_\_\_\_\_

**Future Land Use Designation:** \_\_\_\_\_

6. **Attach:** any additional maps, exhibits, drawings or pictures necessary to help explain the request.

**7. Local Government Code 212.010 Standards for Approval**

- a. The municipal authority responsible for approving plats shall approve a plat if:
  - i. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
  - ii. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
  - iii. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
  - iv. It conforms to any rules adopted under Section 212.002.
- b. However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section 212.0105, if applicable.

**I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.**

**I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.**

Applicant Name (print or type): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Owner Name (print or type): \_\_\_\_\_

Owner signature: \_\_\_\_\_

**FAILURE TO APPEAR** before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

**DENIALS BY THE PLANNING AND ZONING COMMISSION** shall be forwarded to City Council, along with the Commission’s reasons for denial and will require a ¾ favorable vote of all members of City Council (6 votes).

**TABLED BY THE PLANNING AND ZONING COMMISSION:** The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

# Kaufman Zoning Ordinance

## Section 29 PLANNED DEVELOPMENT (PD) DISTRICT

### 29.1 GENERAL PURPOSE AND DESCRIPTION:

- A. The City Council of the City of Kaufman, Texas, after public hearing and proper notice to all parties affected and after recommendation from the Planning and Zoning Commission, may authorize the creation of a Planned Development overlay district.
- B. The Planned Development (PD) District is a district which accommodates planned associations of uses developed as integral land use units such as industrial districts, offices, retail, commercial or service centers, shopping centers, residential developments of multiple or mixed housing including attached single-family dwellings or any appropriate combination of uses which may be planned, developed or operated as integral land use units either by a single owner or a combination of owners. A PD district may be used to permit new or innovative concepts in land utilization not permitted by other zoning districts in this Ordinance. While greater flexibility is given to allow special conditions or restrictions, which would not otherwise allow the development to occur, procedures are established herein to ensure against misuse of increased flexibility.

### 29.2 PERMITTED USES:

- A. An application for a PD district shall specify the base zoning district upon which the PD is based, and the use or the combination of uses proposed (particularly if any of the proposed uses are not allowed by right in the base zoning district). In selecting a base zoning district, the uses allowed in the base district must be similar or compatible with those proposed for the PD. PD designations shall not be attached to SUP requirements. Specific Use Permits allowed in a base zoning district are allowed in a PD only if specifically identified at the time of PD approval, and if specifically cited as an “additional use” (i.e., to those allowed by right in the base zoning district) in the ordinance establishing the PD.
- B. In the case of residential PD districts for single-family or townhouse categories, the proposed lot area shall be no smaller than the lot sizes allowed in the base zoning district except for minor changes in a small percentage of the lots in order to provide improved design or flexibility in the layout of the subdivision.

### 29.3 PLANNED DEVELOPMENT REQUIREMENTS:

- A. Development requirements for each separate PD district shall be set forth in the amending ordinance granting the PD district and shall include, but may not be limited to: uses, density, lot area, lot width, lot depth, yard depths and widths, building height, building elevations, coverage, floor area ratio, parking, access, screening, landscaping, accessory buildings, signs, lighting, project phasing or scheduling, management associations, and other requirements as the City Council and Planning and Zoning Commission may deem appropriate.
- B. In the PD district, uses shall conform to the standards and regulations of the base zoning district to which it is most similar. The base zoning district shall be stated in the granting ordinance. All applications to the City shall list all requested deviations from the standard requirements set forth throughout this Ordinance (applications without this list will be considered incomplete). The Planned Development district shall conform to all other regulations of the base zoning district, as well as all other sections of the Zoning Ordinance, unless specifically changed or excluded in the ordinance establishing the PD.

- C. The ordinance granting a PD district shall include a statement as to the purpose and intent of the PD granted therein. A specific list is required of modifications in each district or districts and general statement citing the reason for the PD request.
- D. The minimum acreage for a planned development request shall be three (3) acres.

#### 29.4 PLAN SUBMITTAL REQUIREMENTS:

In establishing a Planned Development district in accordance with this Section, the City Council shall approve and file as part of the amending ordinance appropriate plans and standards for each Planned Development district. To facilitate understanding of the request during the review and public hearing process, the concurrent submission of a Concept Plan for a proposed non-residential, multi-family or manufactured home project, or a Land Study for a proposed residential (i.e., single- or townhouse) project, shall be required along with the PD zoning application. A detailed Site Plan may be submitted in lieu of the Concept Plan (or a Preliminary Plat in lieu of the Land Study; see the Subdivision Ordinance for submission requirements) if the applicant prefers to do so, and if the applicant wishes to expend the resources/funds necessary to prepare a complete detailed Site Plan (or Preliminary Plat) submission (i.e., detailed engineering/architectural plans, etc.; see Section 39).

A. **Concept Plan or Land Study** - This plan shall be submitted by the applicant at the time of the PD request (for exceptions, see Section 29.5(D)). The plan shall show the applicant's intent for the use of the land within the proposed Planned Development district in a graphic manner and, as may be required, supported by written documentation of proposals and standards for development. The City may prepare application form(s), which further describe and explain the following requirements:

1. **Residential Land Study** - A Land Study plan shall be submitted with any residential PD zoning request for a development comprised of single-family (detached or attached) or townhouse dwellings on individually platted lots, and shall show general uses, phasing of the development, access, thoroughfares, alleys (if proposed), preliminary lot arrangements, proposed densities, proposed screening, landscaped or private amenity areas, project scheduling, and other pertinent development data. (See the Subdivision Ordinance for application procedures and requirements for a Land Study submission.)
2. **Nonresidential Concept Plan** - A Concept Plan shall be submitted with any nonresidential, multi-family, or manufactured home PD zoning request, and shall clearly show all pertinent aspects of the type and nature of the proposed development. The Concept Plan shall show the types of use(s) proposed; access, topography and boundaries of the PD area; existing physical features of the site; existing and proposed streets, alleys, easements and lot lines; location of existing or proposed public facilities; building heights and locations; parking areas and ratios; fire lanes; screening and landscaped areas; project phasing and scheduling; and other pertinent development data to adequately describe the proposed development.
  - a. A detailed Site Plan shall be submitted for approval (in accordance with Subsection B below, and with Section 39 of this Ordinance) within one (1) year from the approval date of the Concept Plan for all or some portion/lot of the Planned Development covered by the overall Concept Plan. If a detailed Site Plan is not submitted within one (1) year, then the Concept Plan may be subject to review by the Planning and Zoning Commission and City Council to determine its continued validity. If the City determines that the Concept Plan is no longer valid or that the proposed development is no longer viable, then a new Concept Plan (along with a zoning application to amend the PD ordinance and its accompanying Concept Plan) must be submitted for review and approval prior to

detailed Site Plan review/approval (and any subsequent issuance of a building permit) for any portion of the PD district.

- B. **Site Plan (detailed)** - Submission and approval of the detailed Site Plan shall be in accordance with Section 39 of this Ordinance, and shall accompany an application for Planned Development zoning if the applicant prefers to submit the detailed Site Plan in lieu of the required Concept Plan. The detailed Site Plan will establish the final plans for development of the Planned Development district (or any portion/lot thereof), and it shall substantially conform to the site layout and development data approved on the Concept Plan (adopted along with the PD ordinance). If a Concept Plan was previously approved for the overall PD district, then a detailed Site Plan (along with the required engineering/architectural site construction plans) may be submitted for only the sections/lots that are proposed for immediate development rather than for the entire PD. If no Concept Plan was approved with the ordinance establishing the PD, then a detailed Site Plan (along with the required engineering/architectural site construction plans) must be submitted for the entire PD, even though only portions of it are proposed for immediate development.

For any single-family or townhouse residential district (A-O, SF-20, SF-10, SF-8, SF-6, or TH), a Preliminary Plat shall qualify as the detailed Site Plan.

## **29.5 APPROVAL PROCESS AND PROCEDURE:**

- A. The procedure for establishing a Planned Development zoning district shall follow the procedures for zoning amendments as set forth in Section 10 of this Ordinance. This procedure shall be expanded to include concurrent consideration and approval (or denial) of the Concept Plan (or Land Study for a residential PD) or the detailed Site Plan (or Preliminary Plat for a residential PD), which is submitted along with the PD zoning request application. The public hearings conducted for, and the subsequent actions taken upon, the PD zoning request shall also include the accompanying Concept Plan/Land Study or detailed Site Plan/Preliminary Plat.
- B. The ordinance establishing the Planned Development zoning district shall not be approved (or adopted) until the accompanying Concept Plan/Land Study or detailed Site Plan/Preliminary Plat is approved by the City Council, and until all other procedural requirements set forth in Section 10 are satisfied.
- C. When a zoning request for a Planned Development district is being considered, a written report from the Director (or his designee) discussing the project's impact upon planning, engineering, water utilities, electric, sanitation, building inspection, tax, police, fire and traffic, as well as written comments from applicable public agencies (such as the school district and/or utility companies), may be submitted to the Planning and Zoning Commission prior to the Commission making any recommendations to the City Council. In the event written comments and advisement are not forthcoming in a reasonable amount of time, the Commission may, at its discretion, make a recommendation to the City Council without said comments or advisement.
- D. All Planned Development zoning districts approved in accordance with the provisions of this Ordinance in its original form, or by subsequent amendments thereto, shall be referenced on the Zoning District Map, and a list of such Planned Development districts, showing the uses permitted and any other special stipulations of each PD district, shall be maintained as part of this Ordinance.

## **29.6 PRIOR PLANNED DEVELOPMENT ORDINANCES REMAINING IN EFFECT:**

Prior to adoption of this Ordinance, the City Council previously established certain Planned Development districts, some of which are to be continued in full force and effect. The ordinances or parts of ordinances approved prior to this Ordinance, specified in Table 29-1, shall be carried forth in full force and effect and are the conditions,

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restrictions, regulations and requirements which apply to the respective Planned Development districts shown on the Zoning District Map as of the effective date of this Ordinance.

## 29.7 SPECIAL REQUIREMENTS:

- A. For site plan requirements, see Section 39.
- B. Unless specifically addressed in the Planned Development conditions all other requirements of the base district will apply in addition to all the requirements as established in the Development Standards, Sections 34 through 44.

# Kaufman Zoning Ordinance

## Section 39 Site Plan Review

### 39.1 SITE PLAN REVIEW:

- A. **Purpose** - This Section establishes a site plan review process for proposed nonresidential and multi-family residential developments. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, and other utilities and services.
- B. **Applicability** - Site plan review and approval shall be required for the following:
  - 1. Any new nonresidential development.
  - 2. Any new multi-family development or manufactured home park.
  - 3. Any redevelopment, additions or alterations of existing sites or structures that exceeds 10% of the gross floor area, changes to a use that increases the parking requirement by more than 10% of the existing parking or materially changes the traffic circulation.
  - 4. Any nonconforming structure that has been abandoned for more than 6 months or any structure that has been damaged by fire, storms or other disaster beyond the control of the owner (exceeding 50% of its appraised value) must undergo site plan review and approval as well as meeting the criteria set forth in this Ordinance before reoccupation, repairs or restoration.
  - 5. No building permit shall be issued for any of the above developments until a site plan and all other required engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the site plan and engineering/construction plans, as approved by the City. A public hearing requiring notification as specified by State Law is not required on a site plan unless it is prepared in conjunction with a zoning request for a Planned Development or an SUP.
- C. **Exemptions and exceptions** - Site plan review shall not be required for single-family detached or townhouse residential developments (plats serve as a site plan for single-family developments), except as provided in Section B.5. above, unless the proposed subdivision will include a private amenity/facility comprised of one (1) or more buildings (e.g., a private recreation/swimming facility, etc.) or a golf course, or unless the proposed subdivision will have private (i.e., not public) streets. In these instances, site plan submission and approval (in



accordance with this Section) will be required for the private amenity/facility, the golf course clubhouse/hospitality area, and the gated (i.e., restricted access) entrances.

**D. Site plan submission requirements** - The site plan submission shall be comprised of the following: (all required items/information must be received by the Director, or his designee, in order for a site plan/development review submission to be considered complete -- incomplete submissions will not be reviewed until all deficient items/information has been received).

1. Application form (to be provided by the City) signed by the owner or his designated representative (if the applicant is not the owner of the subject property, then he shall submit verification in the form of a notarized statement that he is acting as an authorized agent for the property owner).
2. Filing fee (as established in the Fee Schedule as adopted).
3. Verification that all taxes and assessments on the subject property have been paid (see Subsection E below).
4. Two (2) full size copies (24x36) plus a digital copy of the initial submittal of site plan with elevation drawings of any façade facing a public roadway, drawn to a known engineering scale that is large enough to be clearly legible, shall be submitted for review by City staff. After review, markups shall be returned to the applicant for revisions. After the required revisions have been made by the applicant, submit one (1) full size copy and one (1) reduced copies (11x17) plus a digital copy of the revised drawings shall be submitted no later than one (1) week prior to the regularly scheduled Planning and Zoning Commission meeting in order to be placed on the Agenda.
6. Two (2) complete sets plus a digital copy of engineering/construction plans (including the approved site plan and plat) for all site work and for all required public improvements (e.g., water, wastewater, grading/storm drainage, streets, alleys, fire lanes and hydrants, etc.).
7. A final plat/replat submission (as per the Subdivision Ordinance) will also be required to be submitted along with the Site Plan, if the property has not yet been platted, requires lot reconfiguration, or if additional easements or rights-of-way will need to be established for the proposed development.
8. Two (2) complete sets of construction documents including landscaping and irrigation plans shall be submitted for review by the Building Official (or his designee) prior to issuance of the building permit.
9. Any additional information/materials (i.e., plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Director, or his designee, in order to ensure that the request is understood.

**E.** No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Kaufman, and which are directly attributable to a piece of property shall be allowed to submit an application for site plan/development review until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully paid, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

**F. Site plan details** - The site plan and accompanying engineering/construction plans shall contain sufficient information relative to site design and construction to clearly show the extent of the proposed development/construction, and shall include but not be limited to the following:

1. The Site Plan drawing will include graphic scale, north arrow, location map, site summary (lot size, percent lot coverage, percent landscaping required, percent landscaping provided, parking required, parking provided, etc.) and legend. Title block shall be located in the lower right hand corner of the drawing with the name of the project, lot and block number and name of subdivision, address, phase

number if applicable, PD or SUP ordinance number if applicable, zoning, names, addresses and phone numbers of owner, developer, architect, designer, engineer as applicable, and date.

2. A site inventory analysis, including major existing vegetation, natural watercourses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas.
3. Any existing and proposed public/private streets and alleys; building sites or lots; any areas reserved as parks, parkways, playgrounds, utility easements or school sites; any proposed street widening and street changes (i.e., median cuts and turn lanes); the points of ingress and egress from existing/proposed streets (any access drives or changes affecting State controlled rights-of-way must have tentative approval of TxDOT before the site plan application will be placed on the P&Z agenda); location and description of existing and proposed utility services, including size of water and sewer mains and laterals, and storm drainage structures (including grading); the location and width for all driveway openings; topography at no more than two (2') foot contours; and existing development on all abutting sites and the zoning classification thereof.
4. Placement of all buildings on the site, showing the building footprints and setback lines, and all property lines, street curb lines, alley lines, easements, screening walls, signage, any service/delivery areas for trucks, fire lanes, fire hydrants, and parking areas (including parking space counts and a schedule of parking ratios used for the various proposed uses).
5. A landscape plan showing turf areas, screening walls, ornamental plantings, any existing wooded areas and trees to be planted.
6. Building facade (i.e., elevation) plans showing elevations with any attached (i.e., wall-mounted) signage to be used, as determined appropriate by the Director, or his designee.

Provision of the above items shall conform to the principles and standards of this Ordinance. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the Director (or his designee) shall have the authority to update such requirements for site plan/development review applications.

- G. **Supplemental requirements** - The City's staff may require other information and data for specific site plans. This data may include, but is not limited to geologic information, water yields, flood data, environmental information, traffic impact analysis, road capacities, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, and similar information. Approval of a site plan may establish conditions for construction based upon such information.
- H. **Principles and standards for site plan review and evaluation** - The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Kaufman, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.
- I. The Director, or his designee, shall review the site plan for compliance with all applicable City ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Kaufman; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Site plan review and evaluation by the Director, or his designee, shall be performed with respect to the following:

1. The site plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Kaufman including but not limited to off-street parking and loading, lighting, open space, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
3. The relationship of the development to adjacent uses in terms of harmonious design, setbacks, maintenance of property values, and any possible negative impacts.
4. The provision of a safe and efficient vehicular and pedestrian circulation system.
5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
6. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.
7. The coordination of streets so as to arrange a convenient system consistent with the Thoroughfare Plan of the City of Kaufman.
8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
10. The location, size, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
11. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
12. Protection and conservation of water courses and areas subject to flooding.
13. The adequacy of water, drainage, sewerage facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.

### **39.2 APPROVAL PROCESS:**

- A. The Director (or his designee) shall review and evaluate all site plan submissions, and shall make a recommendation to the Planning and Zoning Commission to approve the site plan, to approve the site plan with conditions or stipulations, or to deny the site plan for certain reasons. The Director, or his designee, may prepare a written report/evaluation of the site plan/development application, which may include background information on the subject property, its zoning history, development and zoning patterns surrounding the site, discussion of any issues or concerns, and a staff recommendation as described above. The staff report/evaluation should be made available to members of the Planning and Zoning Commission prior to the meeting date on which the application will be considered in order to allow time for review and for site visitation, if necessary.

- B. The Director, or his designee, shall schedule consideration of the site plan on the regular agenda of the Planning and Zoning Commission within thirty (30) days after the submission is received (or, in the case of an incomplete submission, after the submission is deemed complete). The Planning and Zoning Commission shall review the site plan and shall forward its recommendation to approve the site plan, to approve the site plan with conditions or stipulations, or to deny the site plan to the City Council. The site plan shall then be scheduled for consideration by the City Council at their next possible meeting. The City Council shall determine final approval or disapproval of all site plans.
- C. **Effect of site plan approval** - If development of a lot with an approved site plan has not commenced (i.e., a building permit has not been applied for or issued) within one (1) year of the date of final City Council approval of the site plan, then the site plan shall be deemed to have expired. Resubmission of the site plan (i.e., following expiration as described herein) shall be in accordance with site plan submission and review procedures then in effect and shall be accompanied by all required items/information (including payment of filing fees), and reconsideration of the site plan shall take into account all changes to applicable ordinances which may have occurred since prior approval of the site plan.

### 39.3 REVISIONS TO THE APPROVED SITE PLAN:

- A. **Minor revisions/amendment** - It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the Director, or his designee, shall have the authority to approve minor modifications to an approved site plan (which shall be submitted as an “amended site plan” which substantially conforms to the previously approved site plan), provided that such modifications do not materially change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, the size or height (i.e., enlargement of buildings), or any other conditions specifically attached as part of City Council’s approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the Director, or his designee.
- B. **Major revisions** - In the event of revisions that are more extensive in nature (i.e., do not conform to the description for minor amendments above), a “revised site plan” must be resubmitted, reviewed by the Director (or his designee), and reconsidered by the Planning and Zoning Commission and City Council in accordance with the procedures set forth in this Section.