

development that adjoin the perimeter boundary of the subject tract or are adjacent to any landscape buffer on the boundary of the subject tract.

- G. *Places Of Assembly*: The use of a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social, or religious functions, recreation, food or drink consumption, or awaiting transportation.
- H. *Recreation Facility, Private* means a recreational facility for use solely by the residents and guests of a particular residential development and operated by a nonprofit organization.

5.10 SITE PLAN REQUIREMENTS

Whenever regulations contained in this Section are different from regulations contained in other City Ordinances, the most restrictive regulations shall prevail.

1. Applicability.

- A. The provisions of this section shall apply to all uses, except single-family and two-family dwellings and their accessory structures on individual lots. No building or structure shall be erected in any zone district until and unless a site plan meeting the requirements of this section has been submitted and approved by the Regional Planning Commission.
- B. Exemptions. This section shall not apply to:
 - I. Building additions when:
 - a. The addition is under eight hundred (800) square feet and the total maximum lot coverage is not exceeded or;
 - b. The existing building's gross square footage is expanded by three percent (3%) or less and the total maximum lot coverage is not exceeded.
 - II. New signs for existing buildings when:
 - a. The new sign replaces an old sign of the same size and type, and in the same location.
 - b. Only the sign face is changed.
 - c. Any new sign in a new location for an existing building, unless it is over fifty (50) feet in height.
 - III. Canopies, awnings or decks added to existing buildings.
 - IV. Temporary uses and tents as regulated by Subsection 5.1.10.
 - V. Temporary signs as regulated by Chapter 8 Sign regulations.
 - VI. Home occupations as regulated in Subsection 5.2.7.
 - VII. Private airports or landing fields, with no structures.
 - VIII. All agriculture uses, buildings, activities, and their accessory uses.
 - IX. Roadside stands offering for sale farm products grown on the premises and other related products.
 - X. Noncommercial greenhouses and plant nurseries.
 - XI. Small and large family day care homes.
 - XII. Bed and breakfast establishments as regulated by Subsection 5.1.8.
 - XIII. Public owned or operated parks and playgrounds.

- C. Staff level review. Site plan review and approval may be handled at the Planning Commission staff level and may not require Regional Planning Commission approval under the following circumstances:
- I. Any one parcel site in a platted subdivision.
 - II. Any building addition where the existing building's gross square footage is expanded by less than twenty-five percent (25%) but greater than three percent (3%).
 - III. Any new sign over fifty (50) feet in height in a new location for an existing building.
 - IV. For staff level site review, Paragraphs 2 B, C, D and E below shall not apply. All other portions of this Section shall apply to the staff level review process. Staff shall forward copies of plans to applicable departments and agencies. These departments and agencies shall have seven calendar days to notify Planning Commission staff of any site plan concerns or deficiencies that would require either plan resubmittal or formal Regional Planning Commission approval. The developer or owner of the property whose specific activities as listed above are either exempted from this Section or permitted to obtain staff level approval shall nevertheless be responsible for complying with all other Sections of the Ordinance from which this Section derives, and/or any other provisions or permits that may apply to the specific activity. The Director of Planning reserves the right to revoke any of the above exemptions of this Section.

2. Procedure.

- A. Filing of application and plans. An application for site plan review shall be submitted together with a designated number of copies of the proposed site plan and a simplified 8 1/2" × 11" reduction of the proposed site plan to the Planning Commission staff. Regular meeting dates and times, and the deadline for each regular meeting, shall be established by the Regional Planning Commission Office. The Planning Commission staff shall acknowledge receipt of the application by the signing and dating of said application by any person so authorized. The Planning Commission staff shall forward one of said copies to all appropriate City, County or State agencies or utility districts.
- B. Informational review. The Planning Commission staff shall determine whether all information pertinent to the review has been provided and within seven (7) calendar days of application deadline shall notify the applicant that either:
 - I. The application has been accepted for consideration or,
 - II. Additional information is required. If additional information is required, the applicant has until the time of the departmental review meeting to furnish the staff with a designated number of copies of the corrected site plan. If such information is not furnished before said time, the site plan may not be placed on the agenda for the Planning Commission meeting the following week