

**ARTICLE 1150
SITE PLAN REVIEW**

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1150.01 PURPOSE

The intent and purpose of the Site Plan review process is to establish procedures and guidelines which will enable the County to plan and review proposed improvements and changes of use of property in such a way as to ensure more orderly and harmonious development of property so that it shall:

- A. Be in general conformance with all plans and studies adopted by the County Commissioners;
- B. Minimize detrimental relationships between properties;
- C. Facilitate safe circulation of traffic throughout the County;
- D. Permit development that is commensurate with the capacity and availability of public facilities and services;
- E. Encourage provision of adequate surface and subsurface drainage; and
- F. Generally preserve a high quality of life in the County, including reasonable privacy, quiet, physical attractiveness, orderliness, safety, and other such factors through suitable screening of outdoor lighting and parking, truck loading, refuse disposal, and outdoor storage areas from adjacent residential uses and districts.

1150.02 APPLICABILITY

Site plan review shall be required for:

- 1. Any new multi-family, lease community or non-single family residential development; or
- 2. When a change of use occurs on a property; or
- 3. When a non-single-family structure or a non-single family accessory structure is “substantially expanded” as identified in the table below:

When an existing structure is...	A substantial expansion is...
0-1,000 square feet	50% or greater
1,001-10,000 square feet	40% or greater
10,001- 25,000 square feet	30% or greater
25,001-50,000 square feet	20% or greater
50,001 square feet and larger	10% or greater

1150.03 APPLICATION PROCESS

- A. Pre-application Conference: The applicant is encouraged to submit to the Planning Officer a written request for a Pre-application Conference, to acquaint the applicant with the procedures and any special problems pertaining to the site and/or proposal. The conference should be held within 10 working days of the applicant's request, and the applicant shall furnish a general description of the project at the time of said request. A letter shall include comments or list issues to be addressed in final planning.
- B. Site Plan Review: The applicant shall prepare and submit seven (7) copies of the site plan, along with a letter describing the proposed development and the rationale behind the assumptions and choices made to address the requirements of this ordinance.

- C. Fees: Inquire at the Putnam County Planning Commission office for present fee structure.
- D. Required Data:
 - 1. Site plans shall be drawn to a scale of one inch (1") equals fifty feet (50') or larger and include the following data:
 - a. Date of preparation, north point, and scale;
 - b. Legal description and tax parcel;
 - c. Applicant/owner name and address;
 - d. Signature of applicant;
 - e. Existing and proposed zoning;
 - f. Existing and proposed uses of the structure(s) and land;
 - g. Existing and proposed contours, at an interval appropriate for proper review;
 - h. Actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a surveyor or engineer.
 - i. Certification by a land surveyor or engineer that the dimensions and bearings are accurately delineated and location of all easements and right-of-ways;
 - j. Location of the lot with respect to adjacent rights-of-way;
 - k. Total number and type of building/units proposed, gross floor area of each building, bedrooms per dwelling unit (for residential developments), estimated number of employees (where applicable), and other information necessary to determine off-street parking and loading space requirements;
 - l. Location, shape, exterior dimensions, square footage, and height of each proposed structure/alteration on the site;
 - m. Location, shape, exterior dimensions, square footage, and height of any existing structures;
 - n. Location of landscaped areas (to be detailed on landscape plan), fences, walls, and other screening required
 - o. Standard yard setbacks required in the zoning district;
 - p. Location, grade, and dimensions of paved surfaces, and of all abutting streets, including a street typical for internal roadways;
 - q. Curb radii, aisle width, vision field, location and dimensions of parking spaces;
 - r. Location of barriers in parking spaces;
 - s. Raised islands around perimeter of parking areas and end of aisles;
 - t. Location and type of screening, if applicable;
 - u. Location of fire hydrant, show a 10N setback around area;
 - v. Location of all drainage facilities and easements;
 - w. Location and size of utility lines and easements;
 - x. Location of sign;
 - y. Location of garbage collection area;

2. Soils test and similar information if deemed necessary by the county engineer to determine the feasibility of the proposed development;
3. Approved State of West Virginia Sediment and Erosion Control Plan;
4. State of West Virginia NPDES Permit, if applicable;
5. Three copies of a stormwater analysis that bears the name, address, signature and seal of an engineer to determine the accommodation of upstream drainage areas and the effect on downstream drainage areas.
6. Three copies of a drainage plan that bears the name, address, signature, and seal of an engineer;
7. Three copies of drainage calculations that bear the name, address, signature, and seal of an engineer;
8. If applicable, three copies of the design of the stormwater management facility and drainage calculations that bear the name, address, signature and seal of an engineer;
9. If applicable, stormwater analysis, drainage plan, drainage calculations and design and calculations for stormwater management facility submitted to the City of Hurricane;
10. WV Department of Highways Encroachment Permit;
11. If applicable, Traffic Impact Study approved by the WV Division of Highways;
12. If applicable, Health Department approval;
13. Water and Sewer Plans and approval by the providers;
14. Lighting Plan;
15. Landscaping and Screening Plan;
16. Signage Plan;
17. Traffic Circulation and Parking Plan;
18. If applicable, Department of Natural Resources Stream Crossing Permit, US Army Corps of Engineers Permit, and other required municipal, county, state, and federal permits, if applicable.

1150.04 REVIEW PROCESS

- A. The Planning Officer, upon receipt of a completed application, shall notify members of the agencies, as deemed appropriate, to review the proposal and obtain comments. Said comments will be summarized within fifteen days and reported to the applicant. If additional information is required by any of the review agents, the above time period may be extended until such information can be reviewed and comments filed with the Planning Office.
- B. An approved site plan may be amended in accordance with standards and procedures herein, including payment of fees. However, the Planning Officer may waive such procedures and fees for minor changes such as:
 1. Relocation of building exits/entrances.
 2. Minor movement of building walls but maintaining required yard setbacks.
 3. Changing to a more restrictive use, provided there is no increase in parking demand.
 4. Changing the angle of parking or aisle width, provided that the overall parking

requirement is met.

5. Moving ingress/egress points if required by a public regulatory agency.
6. Substitute landscape plant species which will provide screening effects equivalent to the approved variety.
7. Change in the type and design of lighting fixtures, which will provide lighting effects equivalent to the approved lighting arrangement.
8. Increase in peripheral yards.

1150.05 REVIEW CRITERIA

A. Most developments can be evaluated by the six primary design elements:

1. The site plan;
2. The signage plan;
3. The landscaping and screening plan;
4. The parking and loading plan;
5. The drainage plan; and
6. The lighting plan.

Under each of these elements are several design criteria. In addition to the basic standards of each of the zoning districts, the design criteria will be applied to particular projects as they are pertinent to the district and the type of use(s) being proposed.

1150.06 SITE PLAN GUIDELINES

A. Site Layout

The site layout is very important in creating the character of a project. Many different factors contribute to the formulation of a site plan. The physical, social, and psychological needs of the users of the site should be considered within the design. Each individual site will have different elements which may affect the design. How the proposed design impacts the surrounding property owners should be a major priority.

1. Setbacks: How far or how close a building is placed to the street and to the adjacent property can affect the appearance of the development. If a site is adjacent to an undesirable condition, then an increased setback can be maintained to protect the users of the project.

All setbacks shall be taken from the property line after the required right-of-way has been provided.

The setback and undeveloped right-of-way area shall be landscaped, except for drives and pedestrian walkways.

In addition to the side and rear yard setback requirements, special consideration may be needed when the site is adjacent to residential uses, i.e., multi-story structures with windows above the first floor facing single family residential uses should be at least fifty feet from the property line.

2. Security: Physical and psychological barriers can create a secure project for both the site and its occupants.

Buildings and windows should be located to maximize the possibility of surveillance of entryways, pathways, parking lots, bike paths, recreation, and laundry areas. Children's play areas should be sited to allow for clear parental monitoring.

All areas should be provided with adequate lighting throughout the development.

Landscaping should not block surveillance abilities.

3. Walls/fences: The physical separation between different projects and uses can minimize the impact of unattractive, noisy areas, and act as a buffer between properties.

When apartments are to be adjacent to single family residential uses, proper screening needs to be considered. Similarly, such screening may be required between residential and non-residential uses.

Patio enclosures fronting on a public street should match the architectural character of the project.

Walls within a front yard setback are limited to a height of 4 feet and must comply with corner clear vision requirements.

4. Refuse collection areas: Areas which generate noise and odors should be located where they will not disturb adjacent uses or the residents within the project and shall not be the visual focal point of a driveway or parking area.

Refuse collection area should be accessible by trucks, yet not be the visual focal point of a driveway or parking area.

Refuse collection areas shall not be located within the front yard setback or street frontages of corner lots.

5. Noise impact: Site design should prevent any noise emitted from the proposed development interfering with any adjacent property. The occupants of a project should be protected from noise outside and within the site, through screening, setbacks, and building materials.

Common areas and recreational facilities need to be located to minimize noise problems.

Noise generating equipment and recreational facilities need to be located where the impact on adjacent uses can be minimized.

6. External lighting: Lighting locations shall provide security and visual interest, yet not impact adjacent properties.

The exterior lighting of a development shall provide for the illumination of the building and its grounds for safety purposes but in an aesthetic manner. Lighting shall be placed and screened to reflect the light away from adjoining properties and the street.

7. Building entry: An entrance should be easily identifiable and be a transition between the outside and the inside area. Building entries should also provide adequate lighting for security but not impact adjacent properties.

Private or semi-private entryways are encouraged.

Where dwelling units face each other, the entry doors should be staggered.

Long corridors lined with entrances should be discouraged.

Entryways should be defined for easy identification.

8. Pedestrian circulation: A network of convenient and safe pedestrian paths should be provided to connect the development to areas within the project and to adjacent land uses.

The location and number of points of access to the site, the interior circulation patterns, and the separation between pedestrians and vehicles shall be designed to maximize safety and convenience and shall be harmonious with proposed and neighboring buildings.

Walkways should be well lit to provide visibility and a pleasant environment.

9. Privacy: Site design and/or floor plan layout shall be organized to provide privacy for the proposed project and surrounding uses. Window and door placement, and patio/balcony areas should not overlook adjacent uses.
 - a. The privacy of adjacent uses and the tenants/residents within the project shall be maintained.
 - b. Private outdoor spaces of surrounding residences should not be visible from the proposed development. Window and door placement, and patio/balcony areas should not overlook adjacent uses.
 - c. The occupants should be protected from visual and auditory intrusion from within and outside the project.
 - d. Stairways should not project into required front or side yards, in order to insure the privacy of both residents of the development and the surrounding area.
10. Fire access: All developments should meet on-site fire hydrant and on-site emergency access standards as required by the fire department and County Emergency Services.
 - a. Adequate driveways should be provided for circulation where possible.
 - b. The design width of drives should consider fire protection.
11. Open space: Used meaningfully, open space can reduce the perceived crowdedness, density, and tightness of a project. Open space can also be used as a buffer to and from adjacent properties.
 - a. The open space within a development should be meaningful, not small leftover pieces. Courtyard areas should be designed to be usable space.
 - b. Passive and active recreation and outdoor activity areas should be provided, in consideration of the type and size of the development.
 - c. The amenities provided within a development should correspond to the number of dwelling units provided, as well as the general nature of the project: i.e., if the project is oriented toward elderly residents, then primarily passive facilities should be provided.
 - d. As a rule of thumb, a ratio of 300 square feet of open space per dwelling unit should be maintained (front yard setback area not included).
 - e. Open space should flow through a development, connecting recreation facilities with the dwelling through the use of continuous common areas.
 - f. The use of private open space, such as patios and balconies, is encouraged and should be a minimum of sixty square feet in area and a minimum narrow dimension of six feet.
12. Outside storage: All outside storage areas shall be screened from public view and residential, office, and commercial districts or uses by at least a five-foot wall or fence. Additional landscape strip widths and trees may be required when storage areas are adjacent to residential uses.

No storage of materials, trash, mechanical equipment, vehicles, or other similar items should be visible from adjoining street or properties.
13. Topography: The natural features of the land such as hillsides, views, or other features should be utilized when designing the site. Awareness of existing conditions can help

avoid site design problems associated with floodplain, steep slopes, drainage ways or other features. Also, topography can act as a natural screening device.

14. Utility locations: All new and existing projects are encouraged to install the utilities underground.
15. Commercial pad buildings: Free-standing pads in commercial centers should blend and be compatible with the overall development. The visibility of the tenants in the main center should not be disrupted by the placement of the pad buildings. The architectural character of the pad buildings should relate to the entire center and all parking, circulation, driveways, and setbacks should be integrated with the entire project.

The number and size of the pad buildings should be related to the scale of the shopping center.

The architectural character of the pad buildings should relate to the entire center and all parking, circulation, driveways, and setbacks should be integrated with the entire project.

Drive-thru windows should not face onto a public street and waiting/stacking lanes shall be screened from the street.

The landscaping of the pad should be of the same character as the main center.

The pad building elevations should be attractively designed on all four sides.
17. Loading and service bays: Service and loading areas should be screened from the view from a public street. Landscaped areas and walls should be used to decrease noise levels. These areas should be separated from customer parking.

Service activity areas (automotive, service, tire, etc.) shall be oriented away from existing residences and screened from the public street.

Loading and delivery facilities or docks should be screened from the public street.
18. Emergency access: Access for emergency vehicles should be integrated with the character of the project.
19. Traffic impact: Uses, as determined by the Planning Officer, which create an unusual increase in traffic, may be required to provide an analysis of the proposed development's impact on current and future traffic flows and be prepared by a qualified engineer.
20. Driveway locations: Entrances and exits should not be located near street intersections and shall not create a hazardous condition for pedestrian or auto traffic. Access drives should be minimized, and the number of drives should correspond to the intensity of the proposed use.

B. Building Elevations

When designing a project, the exterior appearance should relate with the existing character or theme of the area, enhance the surrounding vicinity, be compatible with all adjacent uses and maintain a high quality and standard of development.

C. Exterior materials

The quality of a new development should not adversely affect the value of surrounding properties. New projects should use building materials similar (or higher quality) to those used on adjacent projects.

D. Height

1. The scale of the project should not overwhelm any adjacent buildings. Through changing the roof line and varying the height, the perceived height of a project can be reduced.
2. The building's scale should be in harmony with neighboring developments. The apparent height of a project can be reduced through building setbacks, varying the roofline, and the height of a building.
3. The existing definition of building height shall apply to the standards of each zoning district.

E. Mechanical equipment screening

All equipment shall be screened from view with material similar to the architectural design of the project. The screening method shall not have a tacked-on appearance and should be an integral part of the elevations.

F. Compatibility

1. A development should be designed to enhance, harmonize, and be appropriate with the adjacent land uses and not be financially detrimental.
2. Projects shall be designed so as to minimize negative impacts on surrounding uses. A gradual transition between the project and adjacent uses can be achieved through setbacks, building height, walls and landscaping, and window and door placement.

G. Signage

1. The placement and design of the signage for a development should be compatible with the proposed project and with the surrounding area.
2. A signage plan shall be prepared showing the location and type of any existing and proposed signs.
3. The regulations set forth in Article 1400, Signs in this ordinance shall apply.

H. Landscaping

1. The regulations set forth in Article 1300, Landscaping and Screening in this ordinance shall apply.
2. A landscaping plan shall be prepared showing the location and description of landscaping.

I. Parking, Loading and Internal Roadways

1. The regulations set forth in Article 1200, Parking, Loading and Internal Roadways in this ordinance shall apply.
2. A parking and loading plan shall be prepared showing the location and description of parking, loading and internal roadways.

J. Drainage

1. Since Putnam County has no public storm water system, drainage and stormwater considerations are extremely important.
2. Drainage plans must consider on-site and off-site drainage.
3. The regulations set forth in Article 1500, Drainage and Storm Sewers in this ordinance shall apply.

