

Planning Application

Site Plan Review



Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904-4928
phone: (321) 837-7778
fax: (321) 768-2390
www.westmelbourne.org



Site Plan Review Application

**NO PLANNING APPLICATION CAN BE ACCEPTED
UNLESS ALL REQUIRED INFORMATION IS
SUBMITTED.**

GENERAL PROJECT INFORMATION

Date: _____

Project Name: _____

Property Address/
Location Description: _____

Legal Description: section _____ township _____ range _____

(attach separate sheet if necessary) _____

Tax Acct. Number(s): _____

Acreeage of Site: _____ Number of Structures on Site: _____

Existing Zoning: _____ Future Land Use Designation: _____

Existing Use of Property: _____ Desired Use of Property: _____

Surrounding Land Uses—

	North ↑	South ↓	East →	West ←
Existing Zoning				
Existing Land Use				
Comp Plan Designation				

Does the site include protected plant or animal species habitat? _____yes _____no
If yes, please describe (attach a separate sheet if necessary): _____

Note: If any transportation concurrency issues arise within impacted segments or intersections, staff recommends that the applicant begin discussions with Brevard County or the State of Florida (depending on the ownership of the impacted roadway) regarding any proportionate fair share agreement requirements. The proportionate fair share agreement process may be lengthy and involve many parties.

SITE PLAN REVIEWING BODIES

Site plans may have to gain approval by **public hearing through the Planning and Zoning Board** if:

- The size of the site is five (5) acres or greater for multifamily developments.
- Any new institutional development or change of use within the institutional district or increase in size of the use in the institutional district.

Site plans may have to gain approval by **public hearing through the Board of Adjustment** if:

- The size of the site is three (3) acres or greater for industrial, commercial or professional developments.
- A conditional use is required in order to grant approval of the site plan.
- A variance is required in order to grant approval of the site plan.

Those site plans not required to gain approval by public hearing are subject to **administrative review**.

RELEVANT LAND DEVELOPMENT CODE REFERENCES

Article X. Site Plans

- Sec. 66-552. Required for certain developments; exemptions.
- Sec. 66-552. Criteria for planning and zoning board and city council action.
- Sec. 66-554. Authority for administrative review.
- Sec. 66-555. Preapplication conference.
- Sec. 66-556. Submittal requirements.
- Sec. 66-557. Contents and criteria for review.
- Sec. 66-558. Proposals to provide for preservation of endangered and threatened species and their habitats.
- Sec. 66-559. Administrative review.
- Sec. 66-561. Review by planning and zoning board.
- Sec. 66-562. Review by city council.
- Sec. 66-563. Review for sites authorized for administrative review.
- Sec. 66-564. Concurrency, outside agency permits and easements.
- Sec. 66-565. Phased constructions in commercial, professional, industrial and institutional zoning districts.
- Sec. 66-566. General requirements for out parcels.
- Sec. 66-567. Alterations to existing sites.
- Sec. 66-568. Expiration.
- Sec. 66-569. Extension of approved plan.
- Sec. 66-570. Construction to conform to approved plan.
- Sec. 66-571. Amendment of approved plan.
- Sec. 66-572. Issuance of certificate of occupancy.
- Sec. 66-573. Plan binding on successors and interests of applicant.

To view the West Melbourne City Code online, visit:

1. www.westmelbourne.org, click on "About the City" > "City Codes" > "Municipal Code", or;
2. www.Municode.com (specific link listed below)

https://www.municode.com/library/fl/west_melbourne/codes/code_of_ordinances

CONTACT INFORMATION

Property Owner: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
(Submit additional sheet(s) for multiple property owners)

Applicant: _____
Applicant Contact: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Representative
(Person to receive communication from the City): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Engineer (Contact Person): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Architect or Surveyor (Contact Person): _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

**OWNER'S AUTHORIZATION FOR SITE PLAN
APPLICATION**

This form only needs to be completed if the Applicant or Applicant's Representative is different from the Owner

DATE: _____

TO: City of West Melbourne
Attn: Planning & Economic Development Department
2240 Minton Road
West Melbourne, FL 32904

RE: _____
(Address and/or Legal Description)

Please accept this document as authorization for _____
(Name of Applicant)
to apply for Site Plan Review for the property described above.

Owner's signature

Date

Owner's Name

Street Address

City, State, Zip Code

Telephone Number

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

Form of identification: _____

My commission expires on the _____ day of _____, 20____.

Signature of Notary Public

(Seal of Notary)

Name of Notary (printed, typed, or stamped)

AFFIDAVIT OF APPLICATION

This form can be signed by the Owner or Applicant

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of the application.
2. All the answers to the questions in said application and all surveys and/or site plans and data attached to and made part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to not be accepted.
2. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his or her heirs, and successors in title to possession of the subject property.
3. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved as a final site plan and if capacity availability has been demonstrated and reserved, the approval encumbers sewer, road, and other infrastructure capacity as noted in Land Development Regulation Section 70-2. Water capacity reservation may be achieved separately through the City of Melbourne.

This matter may be subject to quasi-judicial rules of procedure if accompanied by a special exception application or otherwise scheduled public hearings and discussed simultaneously with the special exception. Interested parties should limit contact with the City Council and Planning & Zoning Board on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of West Melbourne, 2240 Minton Road, West Melbourne, FL 32904.

Signature

Date

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20_____.

Form of identification: _____

My commission expires on the _____ day of _____, 20_____.

Signature of Notary Public

Name of Notary (printed, typed, or stamped)

(Seal of Notary)

SITE PLAN REVIEW SUBMITTAL (FILL OUT THIS FORM)

Pre-application Conference—see Section 66-555 of the Land Development Regulations. A pre-application conference is required before submitting a Site Plan Review Application. If a pre-application conference has not yet been scheduled, please contact the Planning & Economic Development Department at (321) 837-7778 to set up a conference time.

- \$200 pre-app fee (shall be remitted by the applicant to the city prior to the conference unless waived by Planning Director)
- Six (6) copies of the proposed site plan (include the general type of vegetation existing on the site and the location and characteristics of wetlands)
- A cover letter explaining the project and anticipated time frame
- Submit formal Site Plan within 180 days following the pre-application conference. Failure to submit within the timeframe may require an additional pre-application conference, including payment of the pre-application fee.

Site Plan Review Application Fee—full fee is due at time of submittal. A site work construction cost estimate is required with the payment. Site work does not include building costs or signage. Contact the Planning & Economic Development Department at (321) 837-7778 with questions.

- \$400 Minor site plan revisions (as approved by the Planning Department)
- \$630 Projects up to \$50,000
- \$1,680 Projects \$50,001 to \$250,000
- \$2,660 Projects \$250,001 to \$500,000
- \$3,600 Projects \$500,001 to \$1,000,000
- Projects \$1,000,000 and greater must pay 0.36% of construction costs

Public Notice Fee—(ONLY IF APPLICABLE) full fee is due for both the legal advertisement and the property owner notification if the City requires. Contact Planning & Economic Development Dept. at (321) 837-7778.

Address Assignment Fee—fee is not due at time of submittal, however, once addresses are assigned, applicant must pay in full for non-subdivided residential properties, commercial, industrial and institutional projects

- \$20 per address

Reviewing Bodies (see page 3 for a detailed description)

- City Staff
- Planning and Zoning Board or Board of Adjustment (if public hearing is required)

Your submittal must include the following or have stated in the cover letter that these items are not applicable:

1. A cover letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form (see page 5 of this application).
2. Completed application form
3. All applicable fees
4. Site work construction cost estimate, signed and sealed
5. 5 copies of the site plan (plans for review only do not need to be signed and sealed) (Each sheet of the site plan package shall be the same size and shall be no larger than 24 inches by 36 inches. The sheets shall be numbered consecutively, attached together, and folded if possible) (7 additional copies will be required prior to the public hearing, if applicable)
6. Digital copy (PDF) of the site plan
7. Affidavit of Application
8. Owner's Authorization (if applicable)
9. Certified Survey (signed and sealed, not more than one year old, by a land surveyor registered and licensed in the state, including a legal description of perimeter boundaries. The City may require a recent certified boundary survey unless the property is in a subdivision with clearly defined monument corners.)
10. Tree Survey (signed and sealed, for those sites which have existing trees)
11. Landscape Plan (submitted as prepared by a professional engineer or architect)
12. Drainage Plan (along with storm water retention/detention calculations)
13. Transportation Concurrency Application, if not already submitted with another development application
14. Mailing labels and listing of all property owners within 500 feet of the property (as provided by the Brevard County Property Appraiser's Office, if applicable)
15. Other studies as determined by the Planning Director for the review of the proposed project.

16. Other information deemed necessary by the Planning Director for the review of the proposed project.

Your site plan shall include or shall state in the cover letter why these items are not applicable:

General

1. ___ Vicinity Map (showing the contiguous areas and streets).
2. ___ the distance from the subject boundary line to existing streets or driveways within 50 feet of the boundaries of the proposed site (If there are no existing streets or driveways within 50 feet of any boundary, such shall be indicated on the site plan).
3. ___ current date on each sheet. For revised site plans, the revision date shall also be indicated.
4. ___ north arrow.
5. ___ scale (One inch shall not equal more than 50 feet).

Site Data

6. ___ gross acreage and gross square footage of the site:
7. For multifamily projects:
 - (a) ___ the density (proposed units per acre).
 - (b) ___ the total floor area in square feet for each unit type proposed for the development.
 - (c) ___ the number of buildings.
8. For commercial, professional office, industrial, and institutional projects:
 - (a) ___ the number of proposed buildings.
 - (b) ___ the total floor area in square feet as proposed for the development.
 - (c) ___ the proposed use of the buildings.
9. For existing sites:
 - (a) ___ the number of proposed buildings.
 - (b) ___ the number of existing buildings.
10. For all cases, if different uses are proposed within the buildings:
 - (a) ___ the floor area of each such use.
 - (b) ___ the total floor area.
11. ___ the number of units if a building is to be divided into units.
12. ___ the percent of the site covered by structures.
13. ___ the percent of the site covered by total impervious surfaces.
14. ___ the percent of the site remaining pervious surface coverage.
15. ___ the height of all structures.
16. ___ the building type of construction for fire protection determination.
17. ___ total number of parking spaces required by the off-street parking regulations in Article II of Chapter 74.
18. ___ total number of parking spaces provided on site.
19. ___ depiction of typical dimensions for proposed parking spaces.
20. ___ total number of parking spaces required for disabled persons.
21. ___ total number of spaces provided on site for disabled persons.
22. ___ depiction of typical dimensions for proposed disabled-persons parking spaces.
23. ___ the location of a bike rack.
24. The minimum building setbacks required by the zoning designation:
 - (a) ___ front, rear and each side.
25. The building setbacks being provided on site:
 - (a) ___ front, rear and each side.
26. ___ proposed setbacks dimensioned on the site plan.
27. ___ the zoning designation of the subject parcel.
28. ___ the zoning designation of all adjacent parcels.
29. ___ the name, address, and telephone number of the owner of the site upon completion of the project and of a contact person during the site plan process.

30. **Legal** - LDR Sec 66-557(a) (7)

- (a) ___ legal description of the site; show bearings and distances of all boundary lines on the site plan.
A sketch of legal, or copy of a plat may be used only if the property is part of a recorded subdivision.

31. **Utilities** - LDR Sec 66

The location of all proposed:

- (a) ___ water main and/or lines routes.
(b) ___ sewer main and/or lines routes.

___ the location of existing and proposed easements or rights-of-way.

___ manholes.

___ fire hydrants near the site:

- i. ___ dimensioned to the nearest property boundary of the site.
ii. ___ dimensioned to the most distant point of the most distant building on the site as a
vehicle would travel.

___ meters.

___ lift stations.

___ water and sewer details including:

- (a) ___ type of pipe.
(b) ___ service connections.
(c) ___ lift stations.
(d) ___ manholes.

___ the location of existing and/or proposed electrical service, including overhead and/or underground
service lines.

___ a statement to acknowledge underground installation of electrical service on the initial site plans.

___ details of the placement of underground electrical service on the final site plan.

All specifications shall comply with the requirements set forth in the utility installation chapter of these
regulations.

All electrical service lines for power to new construction and to existing sites, where feasible, shall be
placed underground unless refused in writing by Florida Power and Light for engineering reasons.

32. **Garbage** - LDR Sec 66-557 (b) (3)

- (a) ___ the location of all proposed dumpsters and/or compactors including the dimensions of:
i. ___ the pad.
ii. ___ the height of the screening.

All specifications shall comply with the requirements set forth in the trash-containment chapter of these
regulations.

33. Lighting - LDR Sec 66-557 (b) (5)

(a) ___ the location of all proposed site lighting.

A detail of the site including:

- i. ___ fixture type.
- ii. ___ height.
- iii. ___ pole footing.
- iv. ___ foot-candles.

Ensure that there will be no conflict between proposed site lighting and trees. All specifications shall comply with the requirements set forth in the site lighting chapter of these regulations.

34. Off Street Loading - LDR Sec 66-557(b)(6)

___ the location and dimensions of off-street loading and unloading areas. All specifications shall comply with the requirements set forth in the parking-lot chapter of these regulations.

35. Dimensions - LDR Sec 66-557 (b) (8)

Full dimensions of:

- (a) ___all landscape islands.
- (b) ___ structures.
- (c) ___distances between structures.
- (d) ___distance between driveways.
- (e) ___distance between paved areas and property lines.

36. Paved Areas - LDR 66-557 (b) (9)

The location and width of proposed:

- (a) ___ sidewalks.
- (b) ___interior driveways.
- (c) ___entrance and exit driveways
- (d) ___ streets.
- (e) ___ curb radius of all driveways.

37. Entrances - LDR Sec 66-557-(b) (10)

___ the location and width of proposed entrance and exit doorways for the building, including direction of swing.

38. FFE - LDR Sec 66-557 (b) (11)

___ the proposed finished floor elevation of each structure's floor level.

39. Landscape Plan - LDR Sec 71.117 - (b)

___ a landscape plan, on a separate sheet, to be included in the series of sheets which compose the site plan. All landscape plans shall be in accordance with the requirements set forth in this chapter.

40. Irrigation Plan - LDR Sec 71.117 - (b)

___ an irrigation plan, on a separate sheet, to be included in the series of sheets which compose the site plan; showing well and pump size and location, type of irrigation heads, piping, irrigation zones, and rain sensor.

All irrigation plans shall be in accordance with the requirements set forth in this chapter.

41. Pavement Specs - LDR Sec 66-557 (a) (11)

- (a) ___ the type of pavement to be used on site.
- (b) ___ the type of curbing
- (c) ___ the location of curbing.
- (d) ___ pavement and curbing details, including compaction under pavement.

42. Drainage LDR Sec 66-557-(b) (16)

A drainage plan, on a separate sheet of the site plan, which is in compliance with the requirements set forth in the parking lot and stormwater management chapters of these regulations and which includes the following:

- (a) ___ one-foot contour intervals (if applicable) based upon coast and geodetic data.
- (b) ___ the location and elevation of all existing and proposed drainage structures and culverts, with size and grades.
- (c) ___ center line and edge of pavement elevations of all streets, existing and proposed, within the area to be encompassed by the site plan or off-site improvements.
- (d) ___ side lot elevations to ensure adequate protection from side lot runoff onto adjacent properties. Including existing elevations on adjacent parcels within five (5) feet of the subject property line.
- (e) ___ a sufficient number of existing and proposed elevations at appropriate locations on the site in order to determine whether the proposed drainage system will function properly and to ensure the orderly disposal of surface water runoff.
- (f) ___ stormwater retention /detention facilities.
- (g) ___ stormwater retention /detention calculations utilizing the applicable permitting agency's requirements. The calculation must be signed and sealed and preferably submitted as a separate document, two (2) sets required, and they must be submitted at the time of site plan submittal.
- (h) ___ if applicable, show off-site improvements on the site plan, including improvements in state or county rights of way.
- (i) ___ if applicable, show proposed drainage easements or rights of way on the site plan.

43. Agency Permits - LDR Sec 66-557 (a) (15)

___ a list of all outside agency permits required for the project.

44. Wetlands - LDR Sec 71.104 (b)

___ the location and characteristics (if applicable) of any wetlands present on the subject property in accordance with the stormwater management chapter of these regulations.

45. Natural Resources - LDR Sec 71.38 A

___ delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary.

46. The Fire Marshal's Office reviews site plans for the following information:

- a. Provide the owners name, address, and phone number
- b. Provide engineers name, address, phone and fax numbers
- c. Indicate the number of structures on site (new & existing)
- d. Provide construction type for each structure. Include truss and frame type
- e. Indicate the number of floors per building
- f. Provide square footage per building per floor
- g. Provide overall building, top of top finished floor and eave heights
- h. Indicate the address for each existing structure

- i. Completed fire flow calculations shall be placed upon the proposed site plan as specified by the fire marshal
- j. Provide the following Fire Department notes on the site plan:
 - i. Landscaping, or any other obstruction, shall not be located within 7.5 feet to the front and sides or 4.5 feet to the rear of any fire hydrant or fire department connection.
 - ii. Water for firefighting purposes shall be indicated with a blue roadway reflector placed on the center line of the traffic lane nearest to the fire hydrant. This includes new and existing sources.
 - iii. Water for firefighting purposes shall be available at the time combustibles are brought on site.
 - iv. New fire hydrants shall be positioned not more than 8 feet nor less than 6 feet off the edge of pavement. The center line of the steamer connection (4 1/2") shall be positioned between 18"-24" above finish grade. Also, all hydrants shall be readily accessible without the need to traverse swales, ditches, etc.
 - v. All control valves for any fire sprinkler system shall be electronically monitored. k.
- For building access:
 - i. Provide the following notation: Permanent access shall be provided by an unobstructed, 20 foot wide, all weather driving surface capable of supporting a 32-ton emergency vehicle.
 - ii. The driving surface shall be maintained during all phases of construction.
 - iii. The minimum roadway radii on a county maintained roadway shall be 25 feet. iv.
 - The minimum roadway radii on a state maintained roadway shall be 35 feet.
 - v. Any dead end roadways, over 150 feet in length, shall have a permanent and/or temporary turnaround approved by the fire marshal
 - vi. Gates shall have a minimum clear width of 14 feet.
 - vii. Indicate method of emergency access for any gates. (i.e. lock box, etc.)
- l. For water mains, fire hydrants and fire department connections
 - i. Indicate on and off site water main sizes supplying the fire protection systems. (i.e. fire hydrants, sprinkler and standpipe systems.) Provide water flow and velocity calculations for maximum demand of entire system
 - ii. Indicate proposed and existing fire hydrants within the required travel distance to the most remote accessible point of the structure (per code, the maximum travel distance is 500 feet).
 - iii. Fire hydrants shall be located within 100 feet of any fire department connection on the same side of the roadway and positioned so that when in use the roadway will not be blocked by fire department apparatus or equipment.
 - iv. Indicate the location of all fire department connections. FDC's shall be grouped together and shall not be located on any building.
 - v. If more than one fire department connection is located onsite each FDC shall be marked as to which system/building each it serves.
 - vi. Indicate backflow and double detector check devices.
 - vii. Indicate the point of service where the water main is used strictly for fire suppression activities.
 - viii. Any building using non-potable water supplies for fire protection shall meet the following conditions:
 - 1. Obtain written permission from the fire marshal after the engineer of record and the property owner/buyer request, in writing, a variance to utilize a non-potable system. All request shall be notarized and copies of all supporting documentation presented.
 - 2. The owner shall provide the county with a notarized letter of responsibility, to install and maintain all systems and relieve the County and its employee's of any liability. The letter shall also state that the system shall be installed in accordance with recognized codes, standards and practices.
 - 3. After system installation, the engineer of record shall provide the fire prevention bureau with a signed and sealed document stating that the system meets or exceeds the requirements as set forth by the bureau. Also, indicating the systems performance (gpm & psi) for a minimum of 30 minutes (a centrifugal pump shall be used for the system test).

UPCOMING MEETING DATES
 Judge T. Mitchell Barlow, Jr. Council Chamber
 2285 Minton Road
 West Melbourne, FL 32904

Planning & Zoning Board	City Council	Board of Adjustment
January 12, 2017	January 17, 2017	January 26, 2017
February 14, 2017	February, 7, 2017	February 23, 2017
	February 21, 2017	
March 14, 2017	March 7, 2017	March 23, 2017
	March 21, 2017	
April 13, 2017	April 4, 2017	April 27, 2017
	April 18, 2017	
May 17, 2017	May 2,2017	May 25, 2017
	May 16, 2017	
June 13, 2017	June 6, 2017	June 22, 2017
	June 20, 2017	
July 13, 2017	July 18, 2017	July 27, 2017
August 10, 2017	August 15, 2017	August 24, 2017
September 20, 2017	September 5, 2017	September 28, 2017
	September 19, 2017	
October 12, 2017	October 3, 2017	October 26, 2017
	October 17, 2017	
November 14, 2017	November 7, 2017	November 16, 2017
	November 21, 2017	
December 12, 2017	December 5, 2017	December 28, 2017
	December 19, 2017	

Note: Meeting dates are subject to change or cancellation.

STAFF CONTACT INFORMATION

For questions related to...	Contact Person, Title	Telephone Number	E-mail Address
<i>Primary Site Plan Contact—</i>			
Any site plan related questions can be directed to the Site Plan Review Coordinator who can coordinate with the necessary staff member or department			
Planning, zoning, land use, site plan review process, DRC meeting, status of application, transportation concurrency	Denise Curry, Planner	(321) 837-7778	dcurry@westmelbourne.org
Alternate Site Plan Contacts			
Legal advertising	Denise Curry, Planner	(321) 837-7778	dcurry@westmelbourne.org
Engineering, public works, stormwater, FDEP permitting, water and sewer, water concurrency	Robert Grassman	(321) 837-7778	
FDEP permitting, water concurrency, capital projects	Keith Mills, Deputy City Manager/ Capital Projects Manager	(321) 837-7771	kmills@westmelbourne.org
Water	Randy Ashley, Operations Superintendent	(321) 426-5538	hsalter@westmelbourne.org
Sewer (administered through the City's contract operator CH2M)	Mike DeBerry, Regional Business Manager	(321) 984-0485	Michael.Deberry@ch2m.com
Landscaping, irrigation, parks and recreation	Christy Fischer, Planning Director	(321) 837-7778	cfischer@westmelbourne.org
Fire safety and prevention	Tom Forbes, Building Official	(321) 837-7776	tforbes@brevardcounty.us
Building code, building permits, business tax receipts	Tom Forbes, Building Official	(321) 837-7776	tforbes@westmelbourne.org
Utility billing	Debbie Snyder, Utility Accounts Coordinator	(321) 837-7775	dsnyder@westmelbourne.org
Legal agreements	Morris Richardson, City Attorney	(321)837-7772	

Interchange Commercial Overlay (only applicable by the interchanges)

Architecture: Architectural renderings shall be submitted along with site plans to assist in identifying a unified architectural theme throughout the site. Exterior building facades, roof materials and signage shall use similar building materials and display a consistent use of these elements in the overall design. The architectural design shall incorporate the following design features that break up the expanses of wall and roof areas and distinguish an entrance area:

- (1) *Windows:* At least two intersecting wall planes shall contain windows at ground level, of which at least one shall be visible from the street entrance.
- (2) *Roofline accessories:* Cornice molding, parapets, fake dormers and similar features.
- (3) *Building massing relief features:* Columns, facade engravings/etchings, recessing and protruding wall planes, overhangs, lighting or other similar features.
- (4) *Prominent entrance features:* Large entry doors, recessed or protruding wall planes, columns, porches, overhangs or other similar features.
- (5) *Special pavement treatment at the entrance:* Bricks, stones, etched or painted surfaces or other contrasting natural looking materials.
- (6) *Signs:* Consistent size, height and not neon lit or louvered. Section 98-956 contains additional criteria.
- (7) *Residential buffer:* Retail development shall be at least 30 feet away from any adjacent residential community.
- (8) *Off-loading buffer:* For those properties adjacent to residential properties, loading and unloading and refuse and collection areas shall be located to provide the most minimal impact to the adjacent residential community.
- (9) *Amenities:* Open space shall provide for quality recreational amenities including fountains, passive recreational amenities such as benches, picnic tables, trails and lighting.

Landscaping

- (1) All buildings shall have a perimeter planting strip adjacent to the building, clear of all doors and accessways, five feet wide. This area shall be planted with shrubs three feet on center, grass and/or ground cover.
- (2) Variations to this requirement may be approved by the city, providing that the original intent and purpose of this section is met along at least two intersecting wall planes, and there are unusual circumstances provided to the city.
- (3) At a minimum, an equal area shall be set aside within the development for any building perimeter landscape reduction.
- (4) General landscaping shall comply with all other sections of the Landscape Code.
- (5) Visual buffering refers to a visual barrier provided for the purpose of separating a parking stall from the view of neighboring residential uses. A visual buffer shall be an architecturally compatible solid masonry wall, an earth berm or shrubbery hedge planted three feet on center or any combination thereof, provided that it creates a continuous visual barrier 60 inches high, within six months from installation. This shrubbery shall not be credited to required landscaping under section 94-36, "perimeter landscaping". Vehicular visual access shall be consistent with the provisions in subsection 94-36(j) of the Landscape Code. A commercial/residential screen:
 - (a) Refers to a visual barrier designed to separate land uses and to remove service bays, outside storage and handling areas, and trash receptacles from public view.
 - (b) Shall be a continuous hedge, or a solid wood or masonry wall fence. An earth berm may be used in concert to achieve a portion of the required height.
 - (c) Shall be a minimum of six feet in height. In the case of a hedge it must reach the required height and provide a continuous 100 percent opaque screen within six months from installation.