

## Pierce Township Site Plan Guidelines

The Pierce Township Site Plan standards are set forth below as provided for under Articles 3.04 and 3.05 of the Zoning Resolution. New construction and expansion project must submit for a site plan review. Upon approval of a site plan by the Zoning Inspector, the applicant shall be issued a Zoning Permit.

### Section 1 Standards for Site Plan Review

- (A) *Standards for review.* The Zoning Inspector shall review a site plan application in accordance to the following criteria:
- (1) *Traffic.* Convenience and safety of both vehicular and pedestrian movement within the site and in relationship to adjoining ways and properties.
  - (2) *Parking.* Provisions for the off-street loading and unloading of vehicles incidental to the normal operation of the establishment; adequate parking, adequate lighting, and internal traffic control.
  - (3) *Services.* Reasonable demands placed on municipal services and infrastructure.
  - (4) *Pollution control.* Adequacy of methods for sewage and refuse disposal and the protection from pollution of both surface water and groundwater. This includes controlling soil erosion both during and after construction.
  - (5) *Nuisances.* Protection of abutting properties from any undue disturbance caused by excessive or unreasonable noise, smoke, vapors, fumes, dust, odors, glare, storm water runoff, and the like.
  - (6) *Existing vegetation.* Minimizing the area over which existing vegetation is to be removed. Where tree removal is required, special attention shall be given to planting of replacement trees.
  - (7) *Amenities.* The applicant's efforts to integrate the proposed development into the existing landscape through design features such as vegetative buffers, roadside planting, and the retention of open space.
  - (8) *Community character.* The building setbacks, area and location of parking, architectural compatibility, signage, and landscaping of the development, and how these features harmonize with the surrounding landscape.

### Section 2 Site Plan Application Contents

- (A) *Site plan application contents.* A site plan shall, at a minimum, include the following data, details, and supporting plans. All site plans shall be prepared by an Ohio registered professional civil engineer. Items required for submission include:
- (1) Name of the project, boundaries, and location maps showing the site's location in the Township, date, north arrow, and scale of the plan.
  - (2) Name and address of the owner of record, developer, and seal of the engineer who prepared the site plan.
  - (3) Names and addresses of all owners of record of abutting parcels and those within 200 feet of the property line.
  - (4) All existing lot lines, easements, and rights-of-way. Include area of subject parcel to be developed in both acres and square feet.

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- (5) Indicate the existing land use and current zoning classification of all abutting parcels.
- (6) The location and use of all existing and proposed buildings and structures within the development including building footprints, overhangs, site coverage, building-ground contact, and area. A brief description of the use of the site shall be included with an estimate of the number of employees.
- (7) All dimensions of height and floor area and showing all exterior entrances.
- (8) Illustrations of internal traffic movement, ingress and egress, and the location of all present and proposed public and private drives, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, and fences.
- (9) Illustrated drawings identifying the location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. A photometric analysis of the proposed development site shall be submitted when abutting residential land uses or residential zoning districts. See Section 4 of these Guidelines.
- (10) Illustrated drawings identifying the location, height, size, materials, and design of all proposed signage.
- (11) The location of all present and proposed utility systems, including sewage systems, water supply system, telephone, cable and electrical systems, storm drainage system, including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swales.
- (12) Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
- (13) Existing and proposed topography at a two foot contour interval. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100-year floodplain, the area will be shown and base flood elevations given.
- (14) A landscape plan prepared by a landscape architect registered in the State of Ohio showing all existing natural land features, trees, forest cover and water resources, and all proposed changes to these features including size and type of plant material. Water resources will include ponds, lakes, streams, wetlands, floodplains, and drainage retention areas. The applicable landscaping regulations found in Article 10 of the Zoning Resolution.
- (15) For new construction or alterations to any existing building, a table containing the following information must be included:
  - (a) Area of building to be used for a particular land use such as retail operation, office, storage, and the like, and maximum number of employees.
  - (b) Maximum seating capacity, where applicable.
  - (c) Number of parking spaces existing and required for the intended use.

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## Section 3 Site Design Standards

Except as otherwise indicated in the Zoning Resolution, all buildings, structures or parking facilities constructed under these site plan guidelines shall conform to the following criteria and standards:

### (A) Site Conditions

- (1) The property shall not be subject to hazards such as objectionable smoke, noxious odors, unusual noise, the possibility of subsidence or the probability of flood or erosion.
- (2) The condition of soil, ground water level, drainage, rock formations, and topography shall be such as not to create hazards to the property or to the health and safety of occupants or the public.

### (B) Services and Facilities

- (1) The facilities shall be so designed that they can be used and maintained without encroachment upon adjoining properties.
- (2) Utilities, including water pipelines, gas pipelines, sewage disposal, and electric power lines, shall be independent for the property without dependence upon other properties.
- (3) Each building intended for use as a residence or place of employment shall have provisions for each of the following:
  - (a) A continuing supply of safe and potable water.
  - (b) Sanitary facilities and a safe method of sewage disposal.
  - (c) Heating adequate for healthful and comfortable living conditions.
  - (d) An adequate supply of domestic hot water.
  - (e) Adequate electricity for lighting and for equipment used in the dwelling.
  - (f) Adequate provisions for the removal of garbage and trash and its sanitary storage pending removal.

### (C) Access

- (1) Each property shall be provided with vehicular access by an abutting public or private street. Private streets shall be protected by a permanent easement.
- (2) The width and construction of the required internal drive and provisions for its continued maintenance, by the property owner if a private street and by the Township if accepted as a public street, shall provide safe and suitable vehicular access to and from the property at all times, including appropriate access for fire-fighting equipment, rubbish collection, deliveries and snow removal. Dead-end internal access drives shall include adequate vehicular turning space, for public safety and maintenance vehicles as well as private vehicles.
- (3) Each building shall provide safe and convenient pedestrian access from parking areas to the building entrances.
- (4) Each building shall provide convenient access for service and, when necessary, for delivery of fuel.

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- (5) A safe and convenient means of access shall be provided to each dwelling unit without passing through any other dwelling unit.
  - (6) Access to buildings and circulation between buildings and other important project facilities for vehicular and pedestrian traffic which is safe, comfortable and convenient for occupants and the public;
- (D) Site Planning and Development Criteria. The site shall be so designed and developed, and all facilities shall be so designed and arranged thereon, as to provide:
- (1) A suitable environment for occupants and the public by utilizing the potential advantages of the site, including suitable placement of the buildings and facilities in relation to the site and surrounding influences;
  - (2) A land-use intensity appropriate to the character of the site and its location in the anticipated community pattern as set forth in the Township Land Use Plan;
  - (3) Adequate open space related to buildings and other land improvements;
  - (4) Sufficient non-vehicular public open space for use of the occupants and the public and for visual appeal;
  - (5) Adequate car storage space conveniently located;
  - (6) Elevations, and gradients appropriate for buildings, land improvements, drainage, and for safe, easy circulation for occupant use;
  - (7) Night lighting for safe and convenient use of streets, driveways, parking areas, walks, steps and other facilities;
  - (8) The preservation of desirable existing trees and other natural site features;
  - (9) Planting to enhance the appearance of buildings and grounds, to screen objectionable features and to control erosion and rapid runoff of ground water;
  - (10) All elements of the site plan harmoniously and efficiently organized in relation to topography, the size and shape of the plot, the character of adjoining property, and the type and size of the buildings;
  - (11) Arrangement of buildings in favorable relation to the natural topography, existing desirable trees, views within and beyond the site, and exposure to the sun and other buildings on the site, with building arrangement appropriate for the general climatic characteristics of the region;
  - (12) Natural light and ventilation for occupants and the public;
  - (13) Grading which assures adequate surface drainage, conservation of desirable existing vegetation and natural ground forms, and which does not create a nuisance on or off the property, divert surface water onto adjacent public or private property or increase the rate of run-off of surface water onto such adjacent property, interfere with or obstruct natural drainage of water from such adjacent property, or interfere with or obstruct the public water, sanitary or storm sewer system, or interfere with or obstruct a natural watercourse (i.e., any river, creek, brook or branch, and the flood plain thereof).

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- (14) Utility poles and facilities designed in keeping with the project and properly shaded to screen the windows of habitable rooms on the site as well as all off- site premises from the direct rays of light;
  - (15) Preservation and enhancement of the appeal and character of the site by retaining and protecting existing trees and other site features and adding new plant material for privacy, shade, beauty of buildings and grounds and to screen out objectionable features, which plant material shall be selected, located and spaced so as to be in scale with the composition of the buildings, the site and its various uses and surroundings, to harmonize in size, shape, color, texture and winter characteristics with the buildings and the development of the grounds, and with due consideration to its ultimate mature growth, avoiding the use of material which will become overgrown without severe trimmings.
- (E) In the event of a conflict between a design standard set forth in these Site Plan Guidelines and the same or similar design standard found in the Township Zoning Resolution, the more restrictive design standard shall apply.

### Section 4 Outdoor Lighting Standards

The outdoor lighting guidelines shall apply to all new projects and qualified expansion projects subject to this site plan review process.

- (A) Lighting must be placed and shielded so as to direct the light onto the site and away from adjoining properties. The lighting source shall not be directly visible from adjoining properties. Floodlights, wall pack units, other types of unshielded lights, and lights where the lens is visible outside of the light fixture shall be prohibited. Non-cutoff light fixtures shall be prohibited.
- (B) Illumination Standards. Sidewalks and parking areas shall be properly lighted to facilitate the safe movement of pedestrians and vehicles and provide a secure environment. In parking areas, the light intensity shall average a minimum of 0.5 foot candles. In pedestrian areas, the light intensity shall average a minimum of 2.0 foot candles. Lighting levels shall not exceed 0.5 foot-candles at any common property line with property zoned or used for residential uses.
- (C) Height. All freestanding light poles and fixtures shall not exceed twenty (20) feet.
- (D) Placement. Any freestanding light pole and fixture shall be placed a minimum of ten (10) feet from any property line when proposed to be located adjacent to a residential land use. There shall be no setback requirements for any freestanding light poles and fixtures when abutting any non-residential land use.

### Section 5 Access Management Requirements

General standards for parking areas, circulation, and access shall be incorporated as part of the site plan. These standards are found in Article 11 of the Zoning Resolution. As part of the site plan review process, access shall be reviewed relative to the distance from other drive approaches and from roadway intersections. The preferred method of providing access to parcels is to minimize or eliminate driveways by using service roads, rear access roads, or shared driveways. The Zoning Inspector, as part of the site plan review process, require that existing driveways be moved, combined, re-aligned, or eliminated to reduce the potential for accidents. Any new curb cuts must meet any applicable Clermont County Engineer's Office guidelines.

- (A) *Conditional approval of driveways.* As part of the site plan review process, the Zoning Inspector may approve a site plan with a specific driveway location with the condition that an agreement be first entered into between the property owner and the Township, requiring that if a service road is constructed in the future, or if the opportunity for a shared driveway should present itself with

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development of adjacent property, one or more approved driveways shall be closed and measurements taken to utilize such service road or shared drive. Approval of driveways may also include restrictions on turning movements, locations, or other requirements to ensure safe and efficient traffic movement.

- (B) *Construction and use of service roads.* When a service road is required, such improvement shall be constructed by the developer of the involved property before any occupancy or use of the parcel or structure is permitted. When a service road is provided, all access to an adjacent property shall use that service road and no direct access to the main thoroughfare shall be provided.

### Section 6 Traffic Impact Study

A traffic impact study shall be a requirement for site plan review if the expected trip generation of the land use is 100 or more cars per peak hour as identified in the Institute of Traffic Engineers (ITE) Manual. A traffic impact study shall be prepared by a qualified professional engineer registered in the State of Ohio at the applicant's expense. The traffic impact study shall investigate the feasibility and benefits of improvements such as signals, turn lanes, driveway movement limitations, and other relevant information to the site to protect the safety of the traveling public. The traffic impact study shall include the following elements:

- (A) A description of the site and study area.
- (B) Anticipated development of adjacent parcels.
- (C) Trip generation and distribution, including a description of all assumptions used to generate findings of trip distribution.
- (D) Modal split, if applicable.
- (E) Traffic assignment resulting from the development.
- (F) Projected future traffic volumes.
- (G) An assessment of the impact that would result from driveway alternatives.
- (H) Recommendations for site access and transportation improvements needed to maintain traffic flow within and past the site at an acceptable and safe level of service.
- (I) An evaluation of the effects the proposed development will have on the level of service and roadway capacity.