



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

APPLICATION NUMBERS: **17-PZ-06-015**

APPLICATION NAME: **ZONING ORDINANCE AMENDMENTS - SITE PLANS**

APPLICANT NAME: **City of Collinsville**

APPLICANT'S REQUEST(S): **A city-initiated request to modify definitions and regulations contained in the Collinsville Zoning Ordinance related to the site plan review process.**

PUBLIC HEARING OPENED: **July 13, 2017**

CASE MANAGER: **David B. Bookless, AICP**

RECOMMENDATION: **APPROVAL**



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

BACKGROUND

The City's Zoning Ordinance (Ord. #3333) was adopted by the City Council on January 27, 2003. A number of amendments have been approved since that time with the most recent being on March 23, 2017. Even the best ordinances become out of date. Periodic revision is essential if the ordinances are to establish and maintain a rational land use pattern. Changes, however, should not be made in an arbitrary manner. Significant updates to the Zoning and Subdivision Ordinances are best undertaken following an update of the Comprehensive Plan. The rationale for this approach is that the Ordinances are the implementation tools of the Plan and should reflect its goals and policies. Nevertheless, clarification of information contained in the Zoning Ordinance may be appropriate at any time. Occasionally, unforeseen issues may need to be addressed on an ad hoc basis (e.g. regulation of contentious uses).

A major update to the Comprehensive Plan is anticipated to be completed this year, and a significant update of the Zoning Ordinances that may include significant policy or regulatory changes would likely follow. However, the purpose of this request is to provide clarification and consistency in interpretations of the Zoning Ordinance.

DISCUSSION/ANALYSIS

PURPOSE AND INTENT OF THE ZONING ORDINANCE

Sec. 17.010.020. - Intent.

These regulations, which are an update to the City of Collinsville Zoning Ordinance, are intended to serve the following purposes:

- 1. To promote the health, safety, quality of life, comfort and general welfare of the City and its planning area, which includes the area within the City corporate limits and unincorporated territory lying outside the City forming the total community of which Collinsville is a part;*
- 2. To preserve and protect property values throughout the City and its planning area;*
- 3. To restrict and regulate the height, number of stories, and size of structures; the percentage of lot coverage; the size of yards, courts, and other open spaces; and the density of population;*
- 4. To divide the City and its planning area into zones and districts;*
- 5. To regulate and restrict the location and use of structures and land within each district or zone;*
- 6. To provide adequate light, air, privacy and safe convenient access to property;*
- 7. To lessen or avoid congestion in public streets and rights-of-way;*

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



8. *To provide for the elimination of incompatible and nonconforming uses of land, buildings and structures which are adversely affecting the character of desirable development in each district; and*
9. *To serve as a tool in the implementation of the Comprehensive Plan.*

BACKGROUND

The Zoning Ordinance recognizes the importance to the public health, safety and welfare, the safe movement of traffic, the retention of value of improvements upon the land, the conservation of natural resources and that site improvements will be constructed to advance those and other public interests. To that end, site plan review is intended to ensure that the character and objectives of a proposed development are presented in adequate detail for the reviewers to evaluate the effect it will have upon the community and the public interest.

The Zoning Ordinance currently contains definitions of site plans, identifies when such plans are required, procedures for their review, required information on such plans, and review criteria. However, there has been some confusion in the development community about the meaning and applicability of terminology relating to the various types of plans required at each step in the review process, which information requirements apply at each step, etc.

At the direction of the Planning Commission, Staff has researched the issue how other communities define and conduct site plan review, analyzed the issues, and is proposing a number of changes to terminology and applicability that are intended to bring clarification and increased efficiency to the site plan review process.

ANALYSIS OF CURRENT REGULATIONS

Current regulations are contained within Section 17.120, Site Plan Review, of the Zoning Ordinance (City of Collinsville Municipal Code of Ordinances Title 17: Zoning).

Confusion arises due to the use of terminology in an ambiguous and inconsistent way. The Code as drafted by the City's consultant in 2009, often uses terminology in a manner that is not consistent with industry standards and can be unclear in their application.

The ordinance utilizes the terms *preliminary site plan* and *concept plan*, interchangeably, to refer to a plan, typically on one page, showing the uses and structures on a tract of land, including a number of applicable site features to be reviewed and approved by the Planning Commission. The use of either term is acceptable, as would the simple designation of *site plan*, however, the use of multiple terms may be confusing.

In local government and the civil engineering fields, "improvement plans" generally refer to



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

multi-page plans, profiles, cross sections, and other required details for the construction of *public improvements* (i.e. public streets, sewers, and other infrastructure) in accordance with an approved preliminary plat and in compliance with standards of design and construction contained in the Subdivision Ordinance. And in fact, the City of Collinsville Subdivision Ordinance defines the term that way. However, the Zoning Ordinance utilizes the term to mean a detailed, multi-page "civil engineering plan", presumably reviewed by Staff, that conforms to the preliminary site plan.

The review procedures and information required for the various types of plan is unclear. No differentiation is made between plan types, and therefore it could be interpreted that the detail necessary for the civil engineering plan should be included on the site plan. The information shown on a civil engineering plan is for the use of Staff to ensure City engineering standards are being met, but makes the review of the layout of the site, and how a proposed development will function, exceedingly difficult for non-engineering professionals

PROPOSED TEXT AMENDMENTS TO THE ZONING ORDINANCE

Black Text = Existing language (No changes)

~~Red Crossed-Out Text~~ = Deleted language

Blue Underlined Text = Added language

Section 17.020.020.—Definitions.

Civil Construction Plan means an engineered drawing and support documentation containing all information required for the site plan, locations, standard details, and specifications for the construction of all private infrastructure, and for the construction of required utilities or other public improvements where there has been no subdivision of land and/or improvement plans as required per Chapter 16.12, The Subdivision Process, of the Land Subdivision Control Regulations of Collinsville, Madison and St. Clair Counties, Illinois; and shall be subject to all the requirements contained therein.

Outlot, residential (Common land) means the land set aside for open space including stormwater, retention lakes, ponding or recreational use for the owners of residential lots in a subdivision as further delineated in Title 16, Subdivisions, of the Municipal Code of Ordinances.

Plot Plan means an engineered drawing that may be submitted in lieu of site plan for the construction, or improvements of a single-family detached structure. At a minimum, a plot plan shall depict all proposed improvements to the site, limits of the parcel, building setbacks and all existing uses located on the site.

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



Site Plan means an architectural plan, landscape architecture document, and detailed engineering drawings delineating existing and proposed improvements and uses for a parcel or group of parcels of land that includes all applicable existing and proposed features as required herein. Any required Preliminary Plat, Public Improvement Plan, Final Plat, or Civil Construction Plan shall substantially conform to the approved Site Plan.

Section 17.120 - ~~SITE~~ PLAN REVIEW

Sec. 17.120.010. - Intent.

This title recognizes the importance to the public health, safety and welfare, the safe movement of traffic, the retention of value of improvements upon the land, the conservation of natural resources and that site improvements will be constructed to advance those and other public interests. The site plan shall demonstrate to the site plan reviewing entity or entities the character and objectives of the proposed development in adequate detail for the reviewers to evaluate the effect it will have upon the community and the public interest. The site plan review regulates the development of structures and sites in a manner that considers the following concerns:

- A. The balancing of landowners' rights to use their land, with the corresponding rights of abutting and neighboring landowners to live without undue disturbances (e.g., noise, smoke, fumes, dust, odor, glare, stormwater runoff, etc.);*
- B. The convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent areas or roads;*
- C. The adequacy of waste disposal methods and protection from pollution of surface water or groundwater;*
- D. The protection of historic and natural environmental features on the site under review, and in adjacent areas; and*
- E. The stability of the built environment, particularly residential neighborhoods, by promoting urban development that is compatible with clearly identified natural resources.*
- F. Consistency with the comprehensive plan, zoning ordinance, and the municipal code of ordinances.*
- G. Impact on existing city infrastructure and public improvements. The proposed development shall not result in undue or unnecessary burdens on the city's existing infrastructure unless arrangements are made to mitigate such impacts.*



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

Sec. 17.120.020. - ~~Site plan defined (preliminary and final).~~ Reserved.

- ~~A. Preliminary site plan (concept plan). A preliminary site plan is a plan, to scale, prepared by a certified engineer, showing uses and structures proposed for a parcel of land and all applicable existing site features as required by herein.~~
- ~~B. Final site plan (improvement plans). A final site plan is a plan, to scale, prepared by a certified engineer providing all information required for a preliminary site plan, public improvements and all requirements herein. Final site plan approval is required prior to grading, clearing or any other construction permits for any proposed planned, special and applicable permitted use developments.~~
- ~~C. Sketch plan. A sketch plan is a requirement in lieu of a preliminary site plan and final site plan for the construction, or improvements of a single-family detached structure or a duplex. At a minimum, a sketch plan shall depict all proposed improvements to the site, limits of the parcel, building setbacks and all existing uses located on the site.~~

Sec. 17.120.030. - Site plan; when required.

- A. A ~~final~~ site plan for the use or development of property must be approved by the City prior to any of the following events:
1. The grading of any site for development, unless so authorized by the City, or the issuance of any building permit for the construction of any principal structure other than a single-family ~~dwelling~~ detached structure.
 2. A change in the principal or accessory use of a property, ~~or a change in any accessory use of a property~~ that results in additional parking requirements or other site requirements not reflected on any existing approved site plan as determined by the Director of Community Development.
 3. The redevelopment or expansion of a principal structure that enlarges the size of the original structure by more than twenty-five (25) percent.
 4. Any development within the City's "R-4" Manufactured Home District or within the City's Planned Districts, unless otherwise authorized by the City.
 5. ~~Conversion of a single-family dwelling to a two-family dwelling or more, unless otherwise authorized by the City. (Note: Single-family dwelling conversions shall be subject to administrative site plan review, however, the Community Development Director may forward the review to the Planning Commission for review/approval if desired.)~~ As otherwise required in Title 17, Zoning, including but not limited to

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



requirements contained in Sec. 17.040, Zoning District Regulations, Sec. 17.050, Use Regulations, Sec. 17.060, Supplementary District Regulations, Sec. 17.070, Off-Street Parking/Loading Regulations, Sec. 17.100, Special Use Permits, and Sec. 17.110, Planned Use Procedures.

B. Exceptions. A site plan, as defined in Section 17.120.020, shall not be required in the following situations:

1. When the Director grants an exemption pursuant to Subsection C of this section;
2. The construction of a single-family residential detached dwelling ~~or a duplex~~, including associated garages. ~~(This section does not apply to single-family dwellings converted to two-family dwellings or exempt residential development from application of a Sketch Plan (see Section 17.120.20).)~~
- ~~3. A site plan satisfying all requirements for a site plan has been approved pursuant to a planned or special use procedure.~~
- 3.4. Construction of a commercial structure or addition not exceeding five hundred (500) square feet.

C. The Community Development Director may waive the requirement that a site plan be submitted when the applicant demonstrates to the Director one of the following:

1. That the proposed development, issuance of a certificate of occupancy, or change in the principal use of property will have no detrimental impact on adjoining property or otherwise would clearly comply with all regulations of the City without review of the plan and thereby eliminating the necessity for the establishment of or revision to a site plan; or
2. That the proposed development will conform in every respect to a site plan previously approved for the same property.

Sec. 17.120.040. - Site plan review procedures.

Site plan review shall be conducted by City staff, however, the City may require, at the expense of the petitioner, site plan reviews conducted by the City's consultant or other professionals.

- A. Any person required to submit a site plan shall initially file the appropriate number of copies and a digital version of the ~~file seven (7) copies of the Application for site plan review~~ with the Community Development Director, ~~upon~~ with completed application



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

forms furnished by the City and pay any required filing fee in accordance with ~~Section 17.180 "Fee Schedule."~~ Title 4 Fees.

~~B. The Community Development Director shall retain one (1) copy of the application for his file, forward one (1) copy to the Building Inspector, one (1) copy to the Fire Chief, one (1) copy to the City Engineer, and transmit the remaining copies to the Planning Commission.~~

~~B.~~ C. The site plan review shall be completed by the Community Development Director and all applicable Department heads and agencies within thirty (30) days of the date of filing. The Community Development Director shall provide the applicant with a comment letter delineating all plan deficiencies that need to be addressed prior to proceeding to the Planning Commission. The applicant shall resubmit a revised plan addressing identified deficiencies. When the Community Development Director determines the plan sufficient for Planning Commission review, he ~~the Community Development Director~~ shall prepare a staff report ~~for all permitted, special and planned uses~~ that provides an overview of the project's level of compliance with the Comprehensive Plan, the applicable review criteria set forth herein, the requirements of this title, and the input of appropriate City Departments and other associated jurisdictions and agencies. The staff report shall contain a written recommendation of approval, ~~or~~ approval with specific conditions, or disapproval, made to the Planning Commission for ~~final~~ its approval. A copy of the written recommendation shall be provided to the applicant.

~~C.D.~~ Upon notification by the Community Development Director, the petitioner shall submit at least twenty (20) copies of the site plan application and all other required exhibits ~~fourteen (14) days prior to the scheduled Planning Commission's meeting.~~ The Community Development Director shall provide written notification to the applicant of the Planning Commission's decision ~~either issue an approval certificate or written disapproval with specific reasons for disapproval~~ within seven (7) days of such decision ~~the receipt of the Planning Commission's decision and mail a copy thereof to the applicant.~~

~~D.E.~~ The applicant may appeal any written disapproval to the City Council by written notice of appeal, citing reasons for the appeal, delivered to the City Council within fifteen (15) days of the mailing of the written disapproval. The City Council shall examine the record and decide the appeal within thirty (30) days with or without additional input or argument, and notify the applicant of the appeal decision within seven (7) days of the City Council decision. The appeal decision shall be considered to be a final order under the Illinois Administrative Review Act, subject to judicial review thereunder.

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



~~E.F.~~ *The City Council shall be vested the power of review of any decision made by the Planning Commission on any site plan review application.*

~~F.G.~~ *Building permits shall not be issued for any use of land or proposed construction on a lot in the zoning districts in which site plan review is applicable, unless site plan review approval has been granted.*

Sec. 17.120.050. - Application.

Each application for site plan approval shall be submitted to the City signed by the owner of record or his agent accompanied by the appropriate number of copies and a digital version of the site plan in a format compatible with the City's software. Additional submittal requirements that shall accompany a site plan where applicable, shall include, but ~~is~~ are not limited to:

- A. All parking requirements in accordance with Section 17.070.*
- B. All landscape, tree preservation and buffering/screening requirements in accordance with Section 17.080.*
- C. All special use application requirements in accordance with Section 17.100.*
- D. All planned use application requirements in accordance with Section 17.110.*
- E. Additional information to be placed on the site plan beyond the requirements listed in Section 17.120.060 may be required as requested by the Community Development Director, the Planning Commission or City Council in accordance with Section 17.030.100.*
- F. All applicable requirements of the City's Land Subdivision Regulations as they apply to the development.*

Sec. 17.120.060. - Submission requirements.

The site plan shall include the following data, details, and supporting plans which are relevant to the proposal. The applicant shall make notations explaining the reasons for any omissions.

- A. The site plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer or land surveyor, unless permitted otherwise by the Community Development Director.*
- B. It shall show the scale, north arrow, boundary dimensions, natural features such as woodlots, streams, rivers, lakes, drains, existing manmade features such as buildings, structures, easements, high tension towers, pipe lines, existing utilities such as water*



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

and sewer lines, etc., excavations, bridges, culverts, and drains, and shall identify adjacent properties within one hundred (100) feet and their existing uses.

- C. The site plan shall be of a scale not to be greater than one (1) inch equals fifty (50) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the Plan, and shall include more than one (1) drawing where required for clarity.*
- D. Name and address of the owner of record, developer, and seal of the engineer, architect, land surveyor or landscape architect.*
- E. Name and address of all owners of record of abutting parcels.*
- F. The property shall be identified by lot lines and location, including dimensions, angles, and size, correlated with the legal description of said property. All existing lot lines, easements, and rights-of-way shall be shown.*
- G. Locations and dimensions of all setbacks, including distances between all buildings, between buildings and property lines and between all parking areas and property lines.*
- H. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations.*
- I. Depict locations, heights, and intensity of all exterior lighting, including a graphic and catalog reference describing the proposed standards.*
- J. For phased developments, depict the various limits and timing of each proposed phase.*
- K. Location, dimension and area any parcel or property thereof proposed to be set aside for open space, park, playground use or other public/private recreational purposes.*
- L. Provide the location of all retaining walls, fences, screening and earth berms as well as a typical architectural elevation reflecting the proposed finished construction.*
- M. The location of all present and proposed public and private ways, parking areas, loading areas, driveways, sidewalks, ramps, and curbs. Location, type, and screening details for all waste disposal containers shall also be shown.*
- N. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within one hundred (100) feet of the site.*
- O. The location, height, size, materials, and design of all proposed signage.*

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



- P. The location of all present and proposed utility systems including:*
- 1. Sewage system;*
 - 2. Water supply system;*
 - 3. Telephone, cable and electrical systems;*
 - 4. Storm drainage system including existing and proposed drain lines;*
 - 5. Culverts, catchbasins, head walls, end walls, hydrants, manholes, and drainage swells.*
- Q. Plans to prevent the pollution of surface water or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.*
- R. Existing topography and finished grade line elevations at two (2) foot contour intervals as well as the proposed finished floor elevation for all structures. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the one hundred (100) year floodplain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.*
- S. Existing and proposed zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.*
- T. Architectural elevations. Architectural elevations of all proposed buildings and structures, identifying all materials proposed including color schemes for each. For infill developments the architect shall provide a statement of design intent indicating any design decisions made to make new construction compatible with existing structures.*
- U. Landscape plan. A landscape plan in accordance with Section 17.080. The plan shall also show all existing open space, trees, forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.*
- V. Site sections. Schematic or illustrative sections shall be drawn to a scale of 1" = 8' or larger, indicating both edge conditions and internal grade changes in relation to principal variations of internal building levels and sight line relations to adjacent residences.*



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

W. *Traffic control. The Community Development Director may require a detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas subject to Section 17.120.080.C.*

X. *Required plan elements may be waived at the discretion of the Director of Community Development.*

Sec. 17.120.070. - Review criteria.

In reviewing a site plan application, the Community Development Director shall identify and evaluate all factors relevant to the application, including whether it complies with all applicable provisions of this title. The applicant shall have the burden of demonstrating that the site plan application meets the application review criteria.

A. *General requirements. The recommendations of the Community Development Director shall be based on the following criteria:*

- 1. The extent to which the proposal conforms to the previous sections of these regulations.*
- 2. The extent to which the development would be compatible with the surrounding area and the Development Guidelines of this section.*
- 3. The extent to which the proposal conforms to the provisions of the City's Subdivision Regulations.*
- 4. The extent to which the proposal conforms to customary engineering standards used in the City.*
- 5. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.*

Sec. 17.120.080. - Reserved.

Sec. 17.120.090. - ~~Revised~~ Amended site plans.

Once a ~~preliminary development site~~ plan has been approved, changes in the ~~preliminary development site~~ plan shall be made only after approval ~~of revised preliminary development plan by the City.~~

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



Sec. 17.120.100. - Procedure for ~~Revised~~ amended site plan applications.

When an application for ~~a revised~~ an amended site plan is filed, the Community Development Director shall determine whether the ~~revised~~ amended site plan involves substantial or minor changes, ~~minor changes, or reconfiguration of building locations~~, and shall notify the applicant within seven (7) working days of the nature of the requested changes and of the procedure that applies to consideration of the application for ~~a revised~~ an amended ~~preliminary development~~ site plan. The determination of the Community Development Director may be appealed to the City Council, whose decision shall be final.

Sec. 17.120.110. - Substantial changes.

Substantial changes, as defined in this section, to the approved site plan may be approved only by the Planning Commission after review and recommendation by the Community Development Director. Approval of substantial changes to the approved site plan shall follow the procedure for original approval of the site plan.

Sec. 17.120.120. - Minor changes.

Minor changes, as defined in this section, to the approved site plan shall be approved by the Community Development Director provided no more than two (2) amended site plans shall be approved that involve minor changes. ~~If the application for a revised site plan involves only reconfiguration of building locations and does not involve either minor changes or substantial changes, as defined in this section, the Community Development Director shall review the application and approve the application if the reconfiguration of building locations complies with the following standards:~~

- ~~A. The revised plan does not alter the density and intensity of uses, increase the total floor area of all nonresidential buildings, increase the lot coverage, increase the height of any buildings, change the architectural style of the project or buildings, change ownership patterns or stages of construction, decrease the setbacks, decrease the open space of the development, or modify or remove conditions of the approved preliminary development plan; and~~
- ~~B. The revised plan does not alter the external circulation patterns and does not alter the ingress and egress on the property;~~
- ~~C. Limitation on Revised Development Plans. No more than two (2) revised site plans shall be approved that involve either minor changes or a reconfiguration of the building locations.~~



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

Sec. 17.120.130. - Definition of substantial changes.

For purposes of this Section 17.120, "substantial changes" to the approved ~~preliminary development site~~ plan shall mean any of the following:

- A. A change in the number or sequence of phases, if any;
- B. Increases in the density or intensity of residential uses greater than or equal to ~~or more than~~ five (5) percent;
- C. Increases in the total floor area of all nonresidential buildings covered by the plan greater than or equal to ~~or more than~~ ten (10) percent;
- D. Increases of lot coverage ~~more~~ greater than or equal to five (5) percent;
- E. Increases in the height of any building greater than or equal to ~~or more than~~ ten (10) percent;
- F. ~~Changes of architectural style that will make the project less compatible with neighboring uses~~ Changes to construction material, color palette, or architectural style as determined by the Director of Community Development;
- G. Changes in ownership patterns or stages of construction that will lead to a different development concept;
- H. Changes in ownership patterns or stages of construction that will impose substantially greater loads on streets and other public facilities;
- I. Decreases of any setback greater than or equal to ~~or more than five (5) percent~~ 5 feet or 10 percent, whichever is less;
- J. Decreases of areas devoted to open space greater than or equal to ~~or more than~~ five (5) percent, or the substantial relocation of such areas;
- K. Changes to the ingress/egress to property or of traffic or circulation patterns that will affect traffic outside of the project boundaries;
- L. Modification or removal of conditions to the site plan approval;
- M. Changes to the water or sanitary sewer plans that impact these utilities outside the project boundaries.

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



Sec. 17.120.140. - Definition of minor changes.

For purposes of this Section 17.120, "minor changes" to the approved site plan shall mean all changes that are not "substantial" including but not limited to any of the following:

- A. Increases in density or intensity of residential uses ~~between zero (0) and~~ that are less than five (5) percent;
- B. Increases in the total floor area of all nonresidential buildings covered by the plan ~~between zero (0) and~~ that are less than ten (10) percent;
- C. Increases of lot coverage ~~between zero (0) and~~ that are less than five (5) percent;
- D. Increases in the height of any building ~~between zero (0) and~~ that are less than ten (10) percent;
- E. Decreases of any ~~peripheral~~ setback ~~between zero (0) and five (5)~~ that are less than ten (10) percent or five (5) feet, whichever is the smaller distance;
- F. Decreases of areas devoted to open space ~~between zero (0) and~~ that are less than five (5) percent.

G. Reconfiguration of building locations provided the following:

- 1. The reconfiguration does not substantially increase the density or intensity of uses, increase the total floor area of all nonresidential buildings, increase the lot coverage, increase the height of any buildings, change the architectural style of the project or buildings, change ownership patterns or stages of construction, decrease the setbacks, decrease the open space of the development, or modify or remove conditions of the approved site plan; and
- 2. The reconfiguration does not substantially alter the circulation patterns external to the site and/or the ingress and egress on the property;

Sec. 17.120.140. - Civil Construction Plans; when required.

- A. Civil construction plans must be approved by the Director of Community Development, or his designee, prior to the issuance of grading, clearing or any other construction permits for any proposed development other than a detached single-family dwelling.

Sec. 17.120.150. - Civil Construction Plans; review procedures.

- A. Civil construction plan review shall be conducted by City staff, however, the City may



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

require, at the expense of the petitioner, reviews conducted by the City's consultant or other professionals.

- B. Any person required to submit a civil construction plan shall file six (6) copies of the plan with the Community Development Director, with completed application forms furnished by the City, and pay any required filing fee in accordance with Title 4 "Fees."

Sec. 17.120.160. - Civil Construction Plans; submission requirements.

The civil construction plan submittal shall include all information required for, and conforming to, the approved site plan except for minor modifications due to engineering calculations as authorized by the Director of Community Development, and the following on separate sheets as appropriate:

- A. The location, standard details, and specifications for all existing and proposed private infrastructure, and for the construction of required utilities or other public improvements where there has been no subdivision of land and/or improvement plans per Chapter 16.12, The Subdivision Process, of the Land Subdivision Control Regulations of Collinsville, Madison and St. Clair Counties, Illinois, including, but not limited to:
1. Sewage system;
 2. Water supply system;
 3. Telephone, cable and electrical systems;
 4. Storm drainage system including existing and proposed drain lines;
 5. Culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swells.
 6. Streets, right-of-ways, alleys, sidewalks, and other paved surfaces.
- B. Plans to prevent the pollution of surface water or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
- C. Existing topography and finished grade line elevations at 2-foot contour intervals as well as the proposed finished floor elevation for all structures referenced to the National Geodetic Vertical Datum of 1929 or 1982. Said reference and benchmark shall be clearly stated on any plans or drawings showing such datum;
- D. If any portion of the parcel is within the 100-year floodplain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements;
- E. Accurate locations of all existing and recorded streets intersecting the boundaries of the

STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE



tract;

- F. Locations, dimensions and purposes of any locatable, easements including the easement statements defining the use and rights conveyed with each type of easement;
- G. Location and purposes of any sites, other than private lots, which are dedicated or reserved;
- H. Location, dimension and area of all parcels reserved or used for green space or public space, and their intended use;
- I. Applicable 100-year flood elevations as determined by FEMA or as determined by the highest applicable downstream culvert, roadway or other drainageway overflow elevation and the lowest allowable finished floor elevations for all lots subject to said flood elevations along with references to the nearest established USGS, FEMA or published benchmark;
- J. A statement that the City, by approving the drainage plans or by requiring certain standards with respect to drainage, accepts no responsibility for damages caused by the drainage or drainage facilities, to the owners or occupants of real estate affected, nor does the City guarantee that the improvements or changes in drainage will not cause damage to the owners or occupants of real estate affected, nor does the City accept drainage facilities or improvements for maintenance. The responsibility for change in drainage and for the maintenance of drainage facilities or improvements remains that of the developer, subdivider or landowner or occupant;
- K. Street and other public right-of-way lines with accurate dimensions, angles or bearings and curve data including radii, arcs or chords, points of tangency, and central angles;
- L. Street names, right-of-way widths and other pertinent data;
- M. Application for land disturbance (grading) permit.
- N. Required plan elements may be waived at the discretion of the Director of Community Development.



STAFF REPORT TO THE PLANNING COMMISSION

CITY OF COLLINSVILLE

FINDINGS AND RECOMMENDATION

CONSISTENT WITH THE PURPOSE AND INTENT OF THE ZONING ORDINANCE

The Director of Community Development finds that the text amendments will have no substantial adverse impact on the intent and purpose of the Zoning Ordinance, and further provide clarification to ensure that the character and objectives of proposed developments are presented in adequate detail for the reviewers to evaluate the effect they will have upon the community and the public interest.

HOW WILL CHANGE IMPACT AREAS MOST LIKELY TO BE AFFECTED

The Director of Community Development finds that the text amendments will have no substantial adverse impact on areas impacted by the proposed changes due to their non-geographic applicability and their added value of clarification and efficiency.

WARRANTED BY CHANGING CONDITIONS

The Director of Community Development finds that the text amendments are warranted by the need to provide adequate review procedures for future development as pressure for such development increases across the City of Collinsville.

RECOMMENDATION

The Director of Community Development finds that the proposed text amendments meet or exceed the review criteria and further advances the intent of both the Comprehensive Plan and Zoning Ordinance. Based on this finding the Director of Community Development requests favorable consideration of the draft ordinance.

A handwritten signature in black ink, reading "David B. Bookless".

David B. Bookless, AICP
Director of Community Development



ATTACHMENTS

SUPPLEMENTAL LETTERS, MAPS, PLANS, ETC.

07-23-10

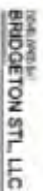
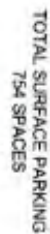


EXHIBIT "A"



MATERIALS		TESTS		ANALYSIS	
1	Steel, 1018, 1018, 1018	21	5.0d	4" x 8" O.C.	
2	Steel, 1018, 1018, 1018	22	5.0d	4" x 8" O.C.	
3	Steel, 1018, 1018, 1018	18	5.0d	3" x 7" O.C.	
4	Steel, 1018, 1018, 1018	11	5.0d	3" x 7" O.C.	
5	Steel, 1018, 1018, 1018	8	5.0d	3" x 7" O.C.	
6	Steel, 1018, 1018, 1018	7	1.0d	3" x 7" O.C.	
7	Steel, 1018, 1018, 1018	23	1.0d	3" x 7" O.C.	
8	Steel, 1018, 1018, 1018	25	1.0d	3" x 7" O.C.	
9	Steel, 1018, 1018, 1018	98	1.0d	3" x 7" O.C.	
10	Steel, 1018, 1018, 1018	180	1.0d	18" O.C.	
11	Steel, 1018, 1018, 1018	10	5.0d		
12	Steel, 1018, 1018, 1018	14	1.0d		
13	Steel, 1018, 1018, 1018	247	4" x 8"	18" O.C.	
14	Steel, 1018, 1018, 1018	4	5.0d		

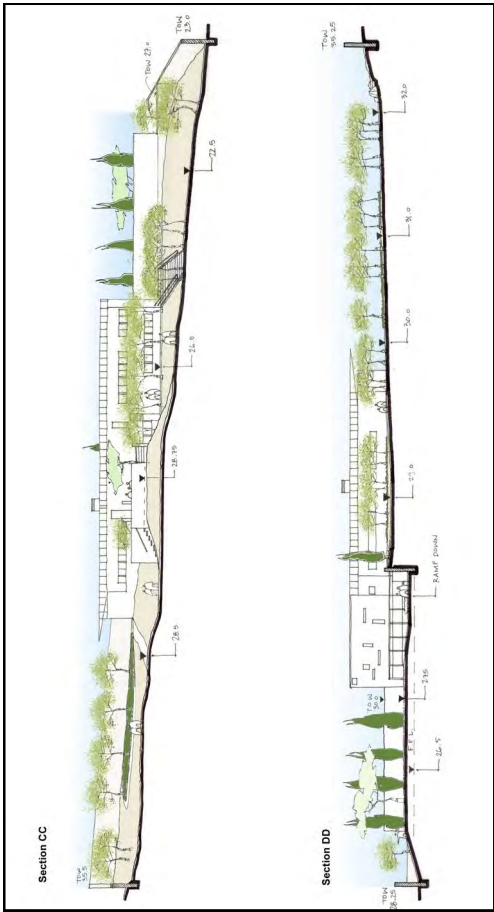
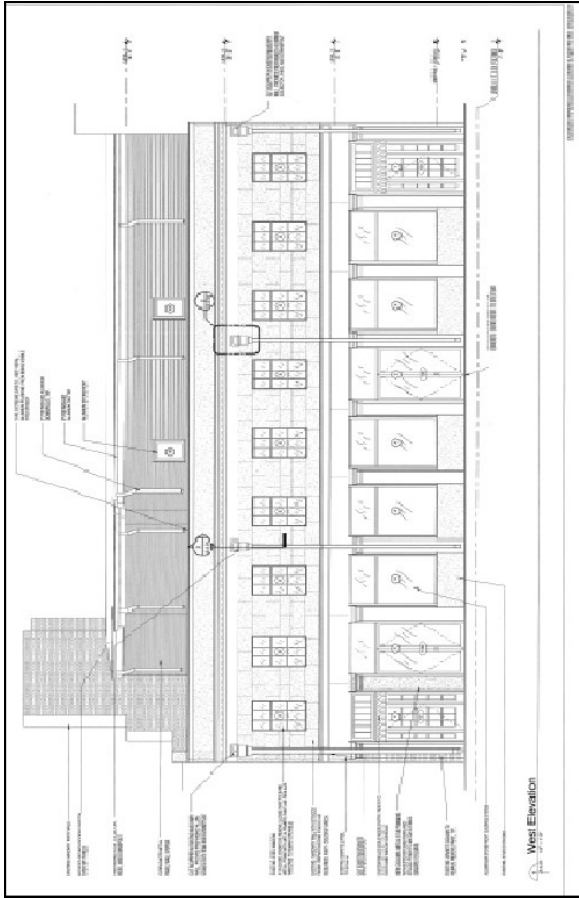


EXHIBIT A: EXAMPLE SITE PLAN #2 - ARCHITECTURAL PAGES

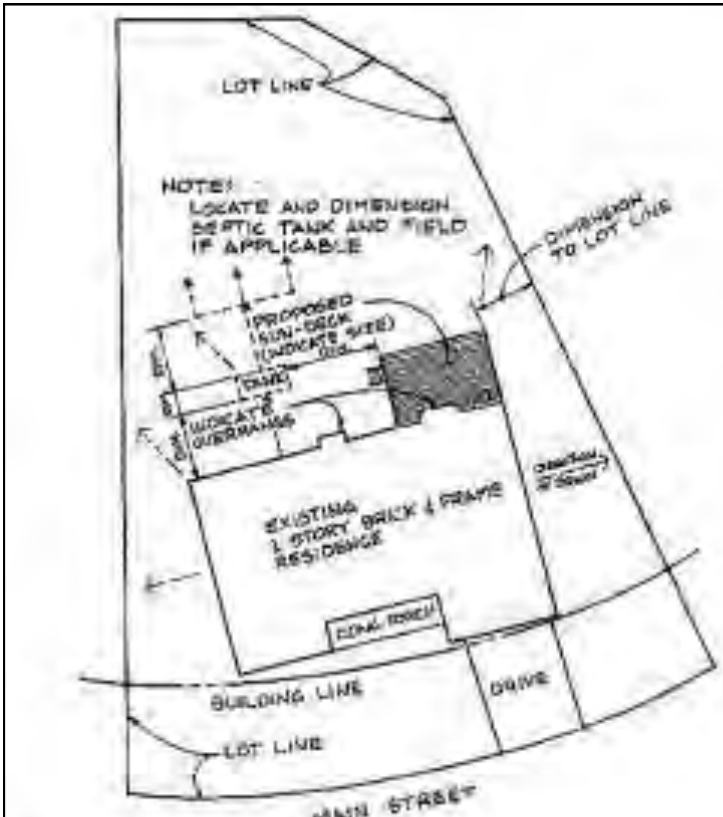
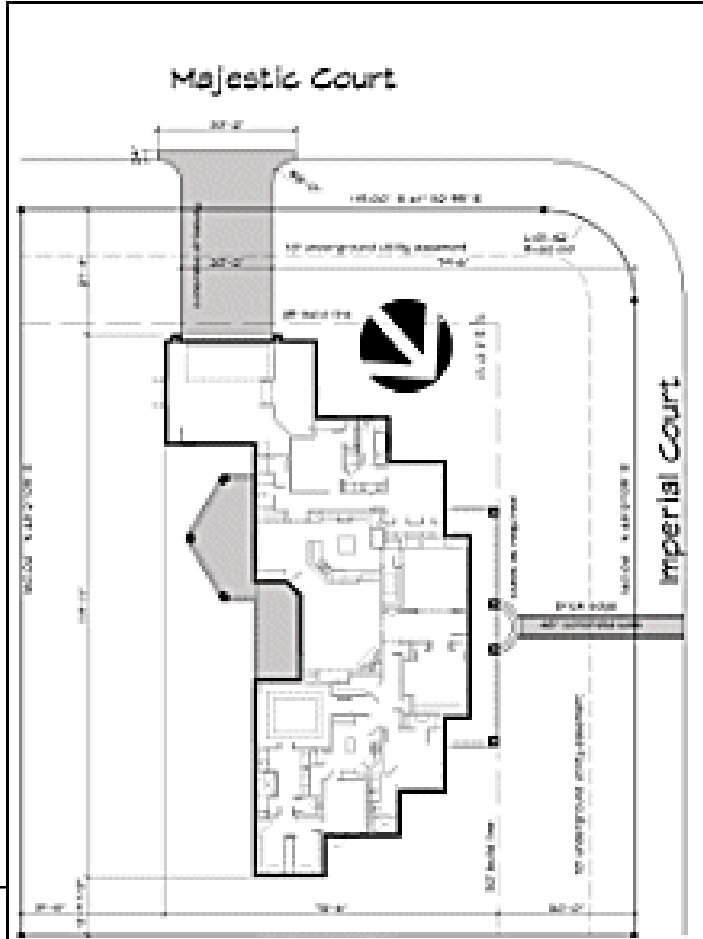


EXHIBIT B: EXAMPLE PLOT PLAN #1

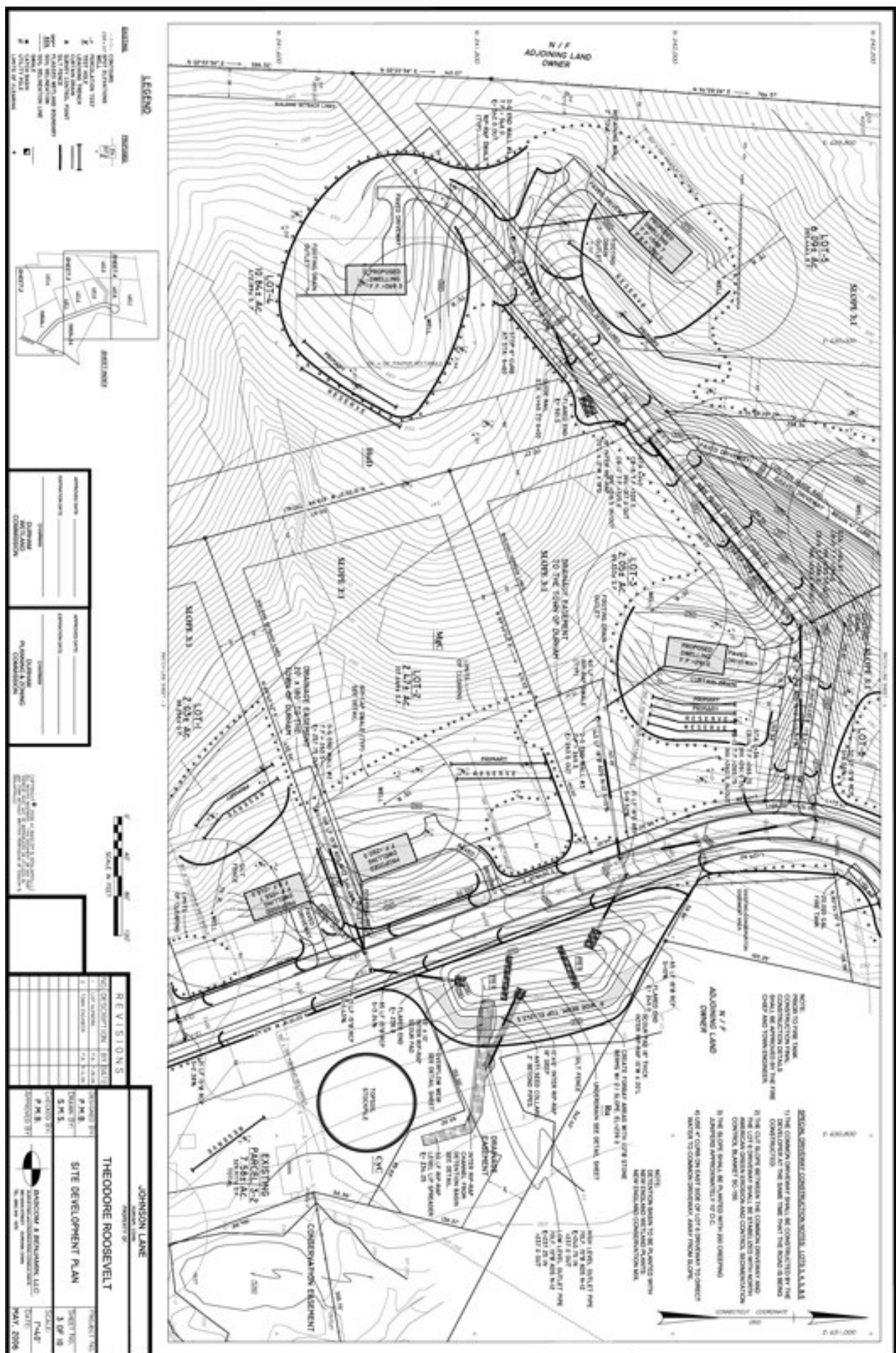


EXHIBIT C: CIVIL CONSTRUCTION PLANS

