Approved
5/9/06

Multi-family Housing Design Manual

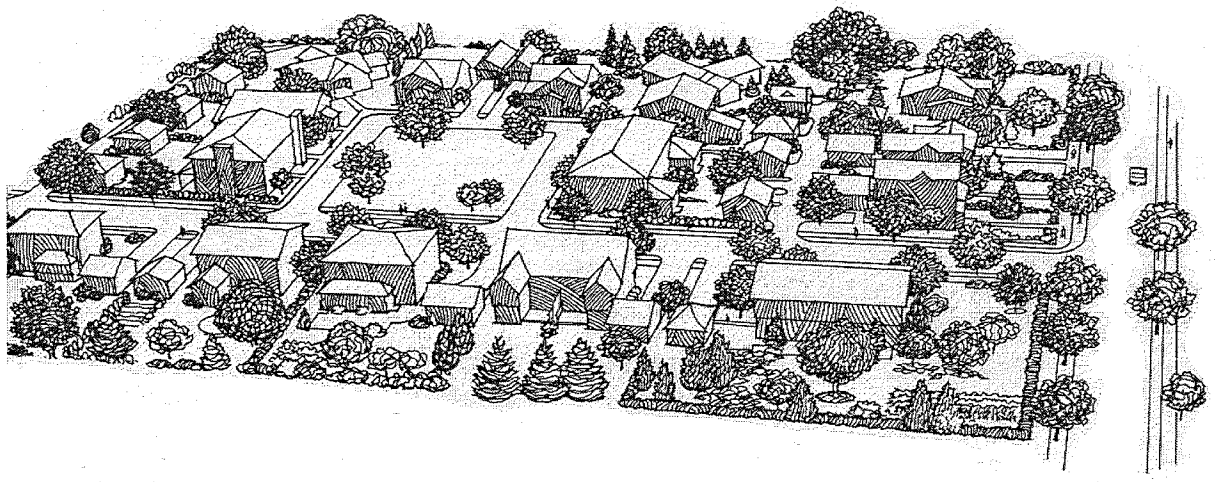


Table of Contents

1. Preface

2. Introduction 1

3. Planning Considerations 2

4. Design Standards 5

5. Other Design Considerations 11

Appendix

1. Review Criteria

2. Standards and Special Requirements for a Residential Planned Development

3. Site Plan - Submittal Requirement Checklist

PREFACE

The Comprehensive Plan for the City of Eau Claire (adopted in September of 2005) states the following policy pertaining to Multi-Family Housing Design:

> **Strengthened Design Requirements**: Promote better quality design for multiple-family housing so that it becomes a more acceptable form of housing with better visual appeal and lasting value.
>
> To do so, the City will consider incorporating its *Multiple-Family Housing Design Manual* and its Landscape Manual into the Eau Claire Zoning Ordinance.
>
> The *Multiple-Family Housing Design Manual* includes most of the principles that are essential and basic to attractive design. Before incorporating these guidelines into the Zoning Ordinance, they will be strengthened by requiring, rather than just "encouraging", the design features noted in the manual.

Footnote: Objective 4, Multiple-family Housing Design, Housing Chapter

The City of Eau Claire has seen a significant increase in the number of multi-family housing units built in the community. The appearance and design of such units can have a significant impact on the development of a neighborhood. Thus, the Plan Commission has adopted this manual to assist them in their review of multi-family housing proposals in a consistent manner based on community-accepted standards, which are documented with this manual and available to the public.

The purpose of this design manual is to clarify the objectives established by the Plan Commission with its design requirements for site plan review. This design manual illustrates the City's policies concerning site development and design, and states specific standards for design requirements of site plans. Because it is impossible to cover every design problem, this manual is generalized and offers policies for a broad range of situations. This manual will be used by the Plan Commission as a guide in its review of site plans for development proposals within the city.

The provisions of this manual will be interpreted by the Plan Commission, with the following terms having the corresponding meaning:

- The words "shall", "will", "must" or "is" are always mandatory and not discretionary standards.
- The words "should", "encourage" or "discourage" are discretionary and will be applied by the Plan Commission as a general rule with exceptions made on a case-by-case basis consistent with the purpose of this manual.

This design manual also serves as a resource guide to the community on the principles of site design. The manual illustrates the design considerations involved in developing a site plan and states the common principles that are desired to be achieved with quality design. The design standards for various principles identified in the zoning ordinance are provided with explanations of these standards to further clarify their purpose. Additional design considerations are provided which go beyond the minimum required by the zoning ordinance. These are provided to encourage quality in multi-family housing design within the community.

INTRODUCTION

The City of Eau Claire Comprehensive Plan recognizes the quality of the residential neighborhoods of the city as an important element in the growth and development of the community. The plan states, "Creating attractive new neighborhoods and maintaining the better qualities of the older neighborhoods are aims that support the objective of sustainable growth. In addition, properly accommodating some townhouses and apartments in each district or neighborhood can help support these housing options avoiding the deleterious effects of inappropriate design." The growth and development of the City provides opportunities to build new neighborhoods or to preserve and enhance existing neighborhoods. The design of multi-family housing in both new and existing neighborhoods will have a profound impact on the quality of these residential areas. Many developers, financiers and landlords have realized the benefits of providing quality design in multi-family development. Quality design is a good investment for the present, as well as the future needs of the community. Excellence in design sells properties, attracts more buyers and renters, increases rents and accelerates property values faster than mundane and poorly designed development (see Figures 1 and 2).

Figure 1

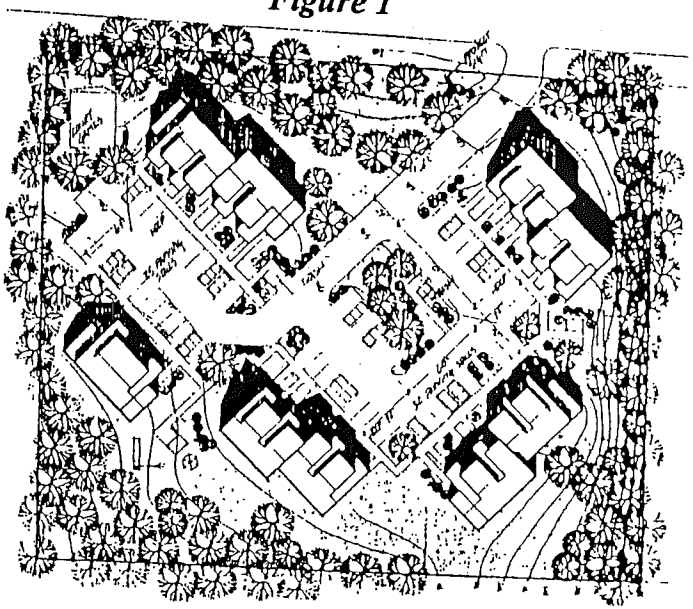
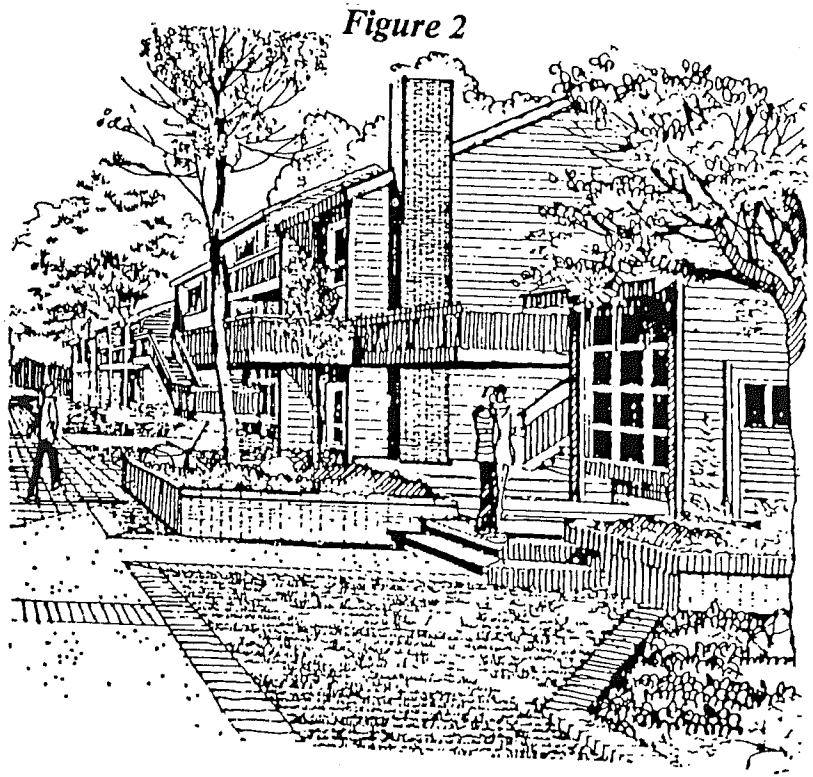


Figure 2



PLANNING CONSIDERATIONS

Planning and site design for multi-family housing is comprised of many variables that must be carefully considered in creating a site plan. Five general categories of information will be evaluated:

a) locational criteria
b) surrounding neighborhood
c) site features
d) traffic and circulation
e) intended users of housing

This section is provided as general information for consideration in planning a multi-family housing project. The locational criteria are a summary of the provisions of the City's Comprehensive Plan, which are used by the Plan Commission in review of multi-family housing rezoning requests. The other considerations will be reviewed by the Plan Commission with site plan proposals for multi-family housing projects.

Locational Criteria

Multi-family housing places greater demands upon the capacity of streets and other public facilities than lower density development. Higher density housing needs to be located where direct access to collector or minor arterial streets is available. Water system and sanitary sewer system capacity needs to be adequate to serve such development. Storm sewer facilities need to be adequately sized to handle the additional run-off from such sites. Fire protection needs to be considered in terms of accessibility and yard hydrants.

Higher density residential development is sometimes occupied by people who may not use private transportation. The proximity to transit is an important criterion in locating multi-family housing. Such housing should be located in close proximity to neighborhood centers, employment areas or other services (such as medical facilities or public services). This reduces transportation needs and energy consumption for persons living in the multi-family housing units. Locating such housing near schools, parks or open space amenities also provides opportunities to walk to such facilities and reduces travel.

Surrounding Neighborhood

Multi-family development must take into consideration the existing character of a neighborhood and the impact of additional density on that character. In developing neighborhoods, the design of new multi-family housing projects may have a significant impact on the quality of growth for the area. The design of multi-family housing should be compatible with existing and planned housing in an area. The effect of additional density on property values in a neighborhood must be considered. To some extent, any negative impact of higher density housing on a surrounding neighborhood can be minimized through buffering, building orientation, spacing and building design. Multi-family housing should be designed and situated so as to minimize the exposure of high-density development to a less intense neighborhood.

Site Features

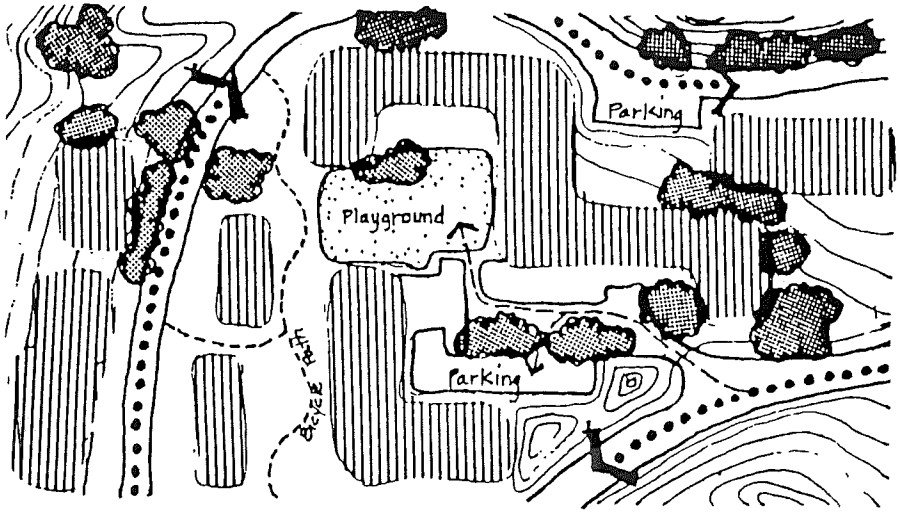
A designer evaluates the property and its topography before determining the site plan. Careful attention must be given to soils, vegetation, topography, adjacent structures, noise and other features. Sites for multi-family housing should be of adequate size and suitable for larger buildings. Sites, which have limitations for larger buildings due to topography or soil conditions, may not be appropriate for higher density development. In some situations, buildings should be concentrated on the buildable land, while the remaining land should be preserved as common open space for the development (see Figure 3). In other cases, multi-family housing is the most feasible development for marginally buildable sites because only intense development can justify the extra costs involved in overcoming site problems.

Traffic and Circulation

The efficient and safe flow of vehicular and pedestrian traffic within a multi-family housing project is essential to its successful design. When designing multi-family housing projects, equal consideration should be given to pedestrian, bicycle and other non-vehicular traffic in locating sidewalks and pathways with the development's street system With a workable circulation plan, the designer can locate buildings, open spaces, recreational and other amenities properly (see Figure 4). Pedestrian and vehicular traffic should be separate, with open space or landscaping for safety. Traffic needs to be able to move efficiently to and from a site without adversely impacting the surrounding neighborhood. Higher density residential development should be located where direct access to collector or minor arterial streets is available. Design of streets, private drives and curb cuts must consider the need for snow removal for the project.

Figure 3

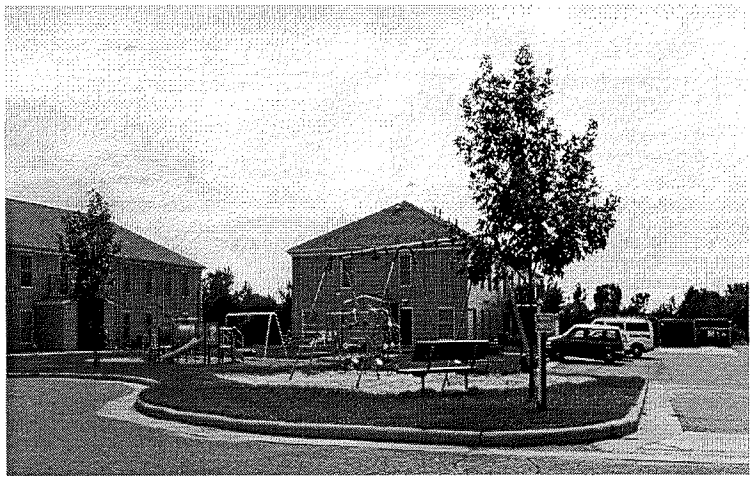
Figure 4



Intended Users of Housing

The persons living in a multi-family housing area may have different needs depending on age, number of children, or other social aspects. Senior housing typically needs less parking, fewer recreational facilities and property maintenance provided. Family housing requires greater parking, more recreational/open space (see Figure 5) and other on-site facilities (day care or storage). Design of multi-family housing needs to consider the intended users of such units. When projects are approved with reduced parking or other code variances, assurances will be required that the intended users of these units will not change, or that additional parking or other code improvements can be provided. These assurances must be recorded with the deeds for the property.

Figure 5



DESIGN STANDARDS

This section states the specific standards that will be applied by the Plan Commission in its review of multi-family housing development proposals. Exceptions from these standards will only be allowed by the Plan Commission on a case-by-case basis consistent with the overall purpose of this manual. Developers will be required to follow these standards in designing their multi-family housing projects.

Provided in the Appendix of this manual are the Review Criteria for site plan applications (Section 18.45.050 of the Zoning Code) and the Standards and Special Requirements for a Residential Planned Development (Section 18.10.050 of the Zoning Code). To further define these review criteria, the following standards are established by the Plan Commission for their consideration of site plan and planned development applications:

1. ***Building facade*** - Multi-family housing will have pitched roofs, articulated facades, front entrances and windows, porches or balconies except as provided herein (see Figure 6). Facades consisting of long blank walls will not be allowed. Building breaks or features for walls greater than 40' in length will be required. Overall building lengths in excess of 4 times the building width will not be allowed unless breaks or features are provided.

2. ***Building orientation*** - Buildings should have a front entry and egress sized window (does not include a door window or side light window) that is viewable from the street (see Figure 7). Buildings may be allowed with the side facing the street if all of the following is provided:
   - Side door facing the street
   - Egress sized window viewable from the street
   - Additional buffering
   - Address ground signs approved by the Fire Department

   Buildings with the rear facing the street will not be allowed unless:
   - Corner lots
   - Double frontage lot
   - Additional buffering for the rear yard area shall be provided

Figure 6

Buildings should be oriented facing front-to-front across a street, rear-to-rear or side-to-side. Buildings oriented side-to-rear or side-to-front may be allowed with additional spacing and buffering. Buildings oriented rear-to-front will not be allowed.

3. ***Building spacing*** - Multi-family housing will be required to provide appropriate spacing between buildings that matches the required setbacks for the site. Such housing will also be required to provide appropriate setbacks from abutting or adjacent development that matches the required setbacks for the abutting or adjacent development. For example, buildings placed side-to-side will have a minimum spacing of 20', rear-to-rear 50', side-to-rear 30', side-to-front 40', front-to-front 40' plus any street right-of-way or private drive (see Figure 8). If multi-family housing is on sites adjacent or abutting single-family development, the setbacks of the single-family development or larger setbacks will apply. Buildings will be spaced a minimum of 10' from any parking area. Building spacing will be increased with larger or taller buildings (5'/story over 3-story building).

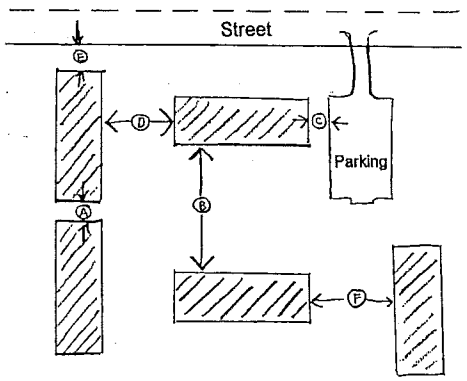
4. ***Building mass*** - The size and height of multi-family housing must be compatible with abutting or adjacent development. Larger or taller buildings will be provided with greater setbacks and additional buffering from abutting smaller buildings.

5. ***Building architecture*** - Multi-family housing should provide similar building materials to be compatible with existing development within a neighborhood.

Figure 7

Figure 8

BUILDING SPACING



BUILDING SPACING

A. Side to side - minimum 20'
B. Rear to rear - minimum 50'
C. Building to parking - minimum 10'
D. Side to rear - minimum 30'
E. Setback to street - 20' or more
F. Side to front - minimum 40'

6. ***Parking*** - Required parking for multi-family housing is 1.5 stalls for each dwelling unit of two bedrooms or less 2 stalls for each dwelling unit of three bedrooms or more 1 stall/bedroom for a rooming or lodging house .75 stall/unit for elderly housing. Stacked parking (parking one stall in back of another) is not counted as required parking for the back stall.

7. ***Parking stall location*** - Parking lots should be located in the rear yard area. Parking stalls may be allowed in the side yard if properly screened. Parking stalls located in a front yard area are prohibited. Parking areas must be screened from abutting properties. All parking areas must be paved or concrete unless waived by the Plan Commission as per Section 18.25.080 of City Code.

8. ***Garages*** - Front facing facades consisting of a series of garage doors will also need to provide entry doors and windows. Breaks or features in garages with more than 2 stalls will be provided. Front facing garages recessed into the building mass will be encouraged (see Figure 9). When recessed garages are not provided; porches, part masonry siding or other meaningful design features are required (Figure 10).

9. ***Curb cuts/driveway widths*** - Curb cuts will be 30' in width or less at the sidewalk (front property line) unless waived by the Plan Commission. "Tapering" of driveways to meet this standard will only be allowed with additional setbacks of the garage from the front property line. Snow removal storage will be provided with appropriate room on the boulevard areas. Total curb cuts of more than 50% of the lot width will not be allowed unless the lot is on a cul-de-sac or similar reduced frontage lot. Widths for private drive access into a site will be at least 24'.

Figure 9

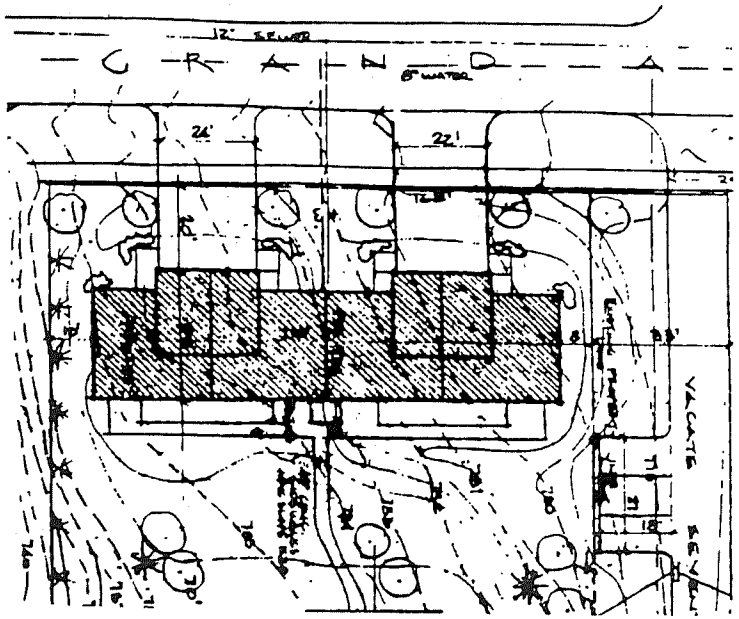
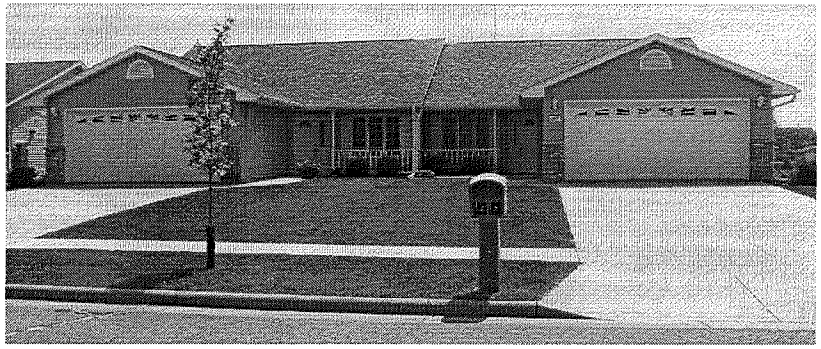


Figure 10



10. ***Access/circulation*** - Driveways for units more than 150' from a public street may be required to provide a turn-around of at least 80' diameter or a through driveway (fire code standard). Larger projects will be provided with at least 2 points of access. Private drives should be in front yards only. Side yard private drives may be allowed with appropriate setbacks and buffering from the building. Rear yard private drives are not allowed. Private drives are allowed in situations where public streets are not practical. Private drives will not be allowed as a substitute for public streets. Maintenance agreements must be provided with private drives. A private drive typically provides access to two or more lots and is located on an easement or separate parcel. Driveways are access to parking areas on the lot in which the driveway is located.

11. ***Percentage of paved lots*** - The maximum percent of pavement for a front yard area, which includes parking, is 35% in a R-3 district and 50% in a R-4 district. The Plan Commission will limit the amount of pavement in side yard or rear yard areas consistent with surrounding development.

12. ***Project Density*** - The number of dwelling units per acre (excluding streets) is:

R-1 - 5 units	R-3 - 21 units
R-2 - 8 units	R-4 - 28 units
RM - 14 units	

The Plan Commission will require densities compatible with surrounding development and consistent with these design standards.

13. ***Common open space*** - At least 15% of a multi-family housing project will be provided with common open space in accordance with Section 18.10.050 H. of the zoning code. Common open space will be functionally related to the multi-family housing project within which it is located and not "leftover" parcels at the edges of a development. Drainage areas with steep slopes or ponding water will not be considered common open space. Recreational facilities related to the needs of the persons residing in the multi-family housing area will be provided. Maintenance agreements are required and must be recorded.

14. ***Percentage of green space*** - Areas not needed for building, parking or drives will be green space. The Plan Commission will require green space in rear and side yard areas consistent with the surrounding neighborhood. The front yard area will be at least 40% green space.

15. ***Environmental Design*** - Multi-family housing will be designed to preserve existing vegetation, terrain and other significant natural features. Areas in excess of 20% slope will not be developed (see Figure 11).

Figure 11

16. ***Landscaping*** - Multi-family housing sites will be landscaped as per City of Eau Claire Landscape Manual standards with street trees, foundation plantings and parking lot screening. Screening and landscaping must be maintained and dead plantings must be replaced.

17. ***Screening/buffering*** - Multi-family housing sites will provide screening or buffering for abutting single-family development. New multi-family housing projects proposed next to existing commercial or industrial uses will be required to provide screening as per Section 18.20.170 of city code (see Figures 12 and 13).

18. ***Trash/recycling bins and mechanical equipment*** - Trash/recycling bins and mechanical equipment for multi-family development will be located in the rear or side yard area with appropriate screening. Screening will include a completely enclosed area 6' in height for trash/recycling bins (See Figure 14). Screening for mechanical equipment will include landscaping, fencing or similar materials.

19. ***Lighting*** - Multi-family housing will be provided with exterior lighting for parking lot and building entrances. Such lighting will be recessed to keep glare on site. Private drive lighting will be provided for safety needs and will be designed to be compatible with the scale of the development.

20. ***Sidewalks*** - Sites will be provided with sidewalks from building entrances to parking areas and to public sidewalks. City sidewalks will be provided as per city code. Sidewalks will form a safe and convenient system of pedestrian access to all dwelling units and to project facilities.

Figure 12

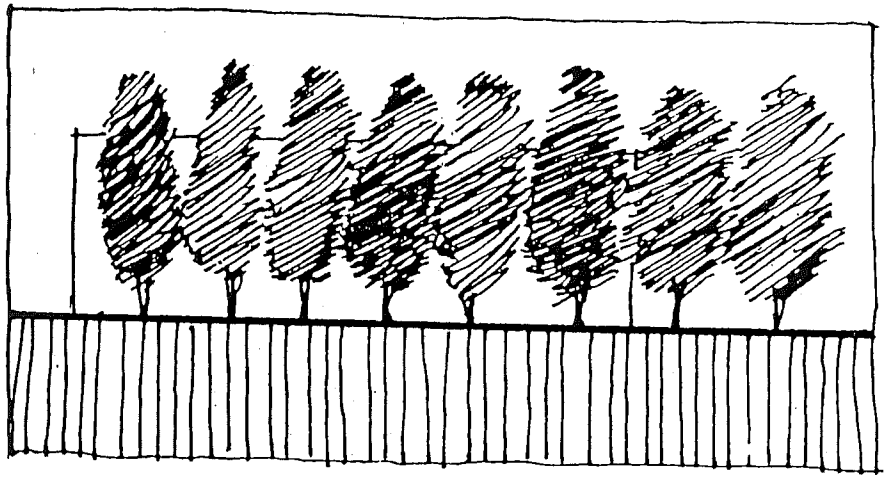


Figure 13

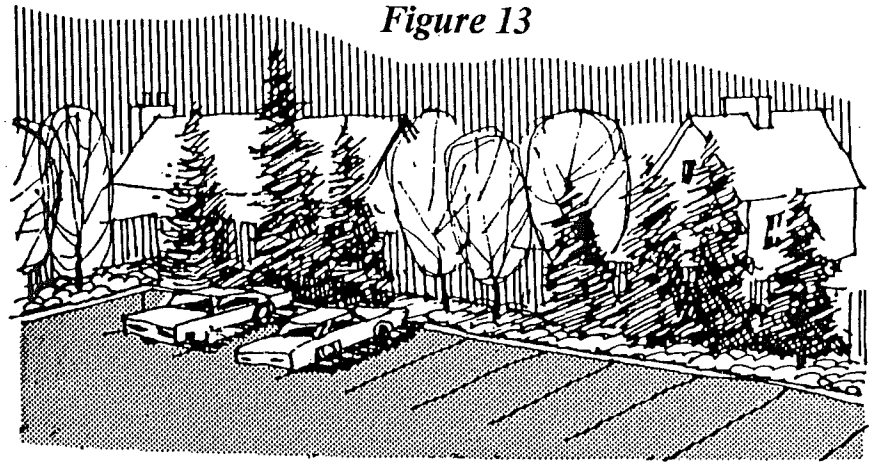
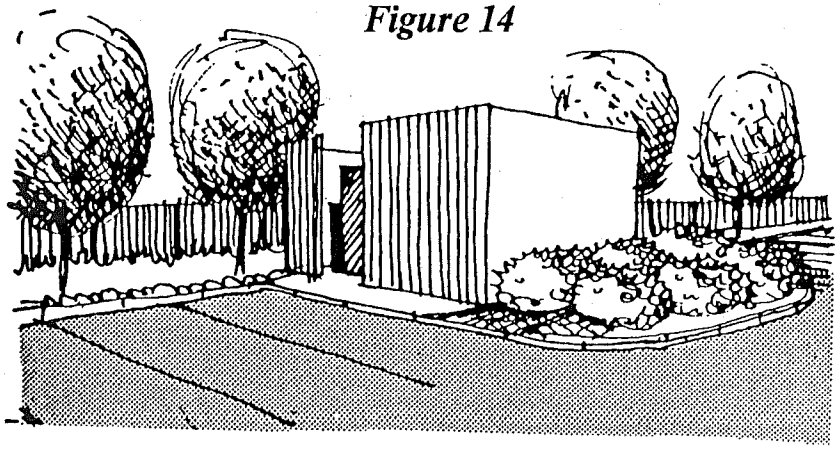


Figure 14



21. ***Drainage ponds*** - Drainage control will be provided as per city code standards for on-site retention and run-off rates. Drainage ponds will be limited in steepness of side slopes (4 to 1) and in depth to assure that such areas can be maintained (mowed) and do not create safety concerns (see Figure 15). Area for snow removal storage on the lot, which does not conflict with safe traffic vision, will be required.

22. ***Private Drives*** - Private drives will be allowed on a case-by-case basis as approved by the Plan Commission for small sites where public streets are not practical. Private drives will not be allowed as a substitute for public streets. Projects designed for multiple ownership will not be developed with private drives. The minimum width of a private drive is 24' with a minimum 25' wide easement. Setbacks from private drives will be the same as public streets, plus additional setbacks for sidewalks, boulevard or snow removal needs.

23. ***Address Numbers*** – Provide visible address numbers from the street is required. Backlit wall mounted address numbers will be required. For units which are not visible from the street, address signs approved by the Fire Department will be required.

24. ***Outdoor Space*** - Multi-family housing units should be provided with clearly defined private outdoor space such as a yard, patio, porch or balcony, with direct access from inside the unit. This space should be clearly defined with fencing, sidewalks or landscaping.

25. ***Line of Sight*** - To increase the sense of privacy and security within the unit, opportunities for surveillance of the street, sidewalk or play areas should be provided from windows, porches or balconies.

Figure 15

OTHER DESIGN CONSIDERATIONS

Property owners or developers may decide to provide additional site design beyond the minimums stated with this manual. Such efforts have been found to provide added economic benefits to most housing developments. The following design considerations are provided for developers desiring exceptional design. These provisions will be used by the Plan Commission in determining density bonuses under Section 18.10.050 C. of the zoning code (attached).

1. Orient the units on the site to achieve a high level of privacy of interior and exterior spaces.

2. Provide appropriate scale and massing of buildings on the site.

3. Use a varied building elevation and staggered setback.

4. Provide additional landscaping, screening and buffering within the project and along its perimeter.

5. Provide additional amenities and improvements within the common open space areas consistent with the needs of the residents and to promote community interaction.

6. Increase the quality of the site amenities including streetscape, parking lots, lighting, signs, pathways, fencing, gazebo or other features.

7. Vary the placement of buildings, demonstrating sensitivity to the natural topographic features of the site.

8. Retain the unique natural features of the site and incorporate such features into the project's overall design.

9. Provide accessibility to recreation areas and other amenities on the site.

10. Provide additional storage areas and places, which are appropriately screened for parking boats, campers and other personal property.

11. Provide high quality in materials (i.e., brick) and exterior detail (interesting architectural features).

12. Encourage a pedestrian character to the neighborhood.

APPENDIX

Site Plan Review Criteria

18.45.050 Review Criteria. Within ninety 90 days of the receipt of the application by the department, the commission shall render a decision. If no decision is made by the commission within said 90 day period, the site plan shall be considered approved. The commission shall approve, deny, or approve subject to compliance with such modifications or conditions as it may deem necessary to carry out the purpose of these regulations and insure that the external design and site plan for all developments are in accordance with the provisions of this title. The commission shall impose such conditions as are necessary to carry out policies adopted by ordinance or resolution of the council.

When acting upon an application, the commission shall rely upon generally accepted site planning and design principles. In addition to the provisions and intent of this title, the comprehensive plan, and such policies as may be adopted by the commission or council, the commission shall also give important consideration during the review process to the following criteria for approval:

A. The existing natural topographic and landscape features of a site shall be incorporated into a development plan. Such plan shall include all prudent and necessary steps required to protect the natural environment of the site and surrounding areas during and after construction.

B. Site coverage, paved areas, lawn areas, building scale, setbacks, and open spaces shall be in proportion with existing and planned structures and spaces in the surrounding area.

C. Buildings shall be sited in an orderly, non-random fashion. Excessively long, unbroken building facades shall be avoided. Building materials and design features shall be consistent with the general design theme of the development.

D. All areas not otherwise occupied by structures or paved areas shall be landscaped as per provisions of the City of Eau Claire landscape manual, which is adopted by reference herein. Landscape plans for developments with ground floor areas in excess of 10,000 square feet shall be prepared by a professional landscape architect or an experienced landscaper.

E. Access to the site shall be provided by curb cuts which are limited and located in a manner to minimize traffic congestion and difficult turning movements.

F. The interior circulation of the site shall be designed to provide for the convenient and safe flow of pedestrians and non-pedestrian traffic on the site and onto and from public streets or sidewalks.

G. Sites shall be lighted with fixtures, when required, which relate to the scale and design of the development and which have an intensity high enough to maintain security and low enough to avoid being a nuisance.

H. Paved areas shall be only as large as necessary to serve parking, circulation, and open space needs. The appearance of paved areas shall be enhanced by landscaping. Monotonous, extended, or unbroken parking areas, driveways, and carport or garage structures shall be avoided. Parking structures and areas shall be separated from residential buildings by landscaped areas.

I. Outdoor activity areas, parking lots, storage yards, trash areas and other exterior features or uses shall be adequately landscaped or screened to minimize any potential nuisance features of the use of the site on existing or potential adjacent land uses.

J. Recyclable materials storage areas will be provided for any use which generates significant amounts of recyclable materials and such area will be appropriately screened.

In addition to the above criteria, review of a site plan shall also include consideration of the conformance of the site plan with the ability of the city to provide in a timely and efficient fashion the needed public services and facilities required to adequately serve the proposed development. Public services reviewed shall include, but not be limited to, water, sanitary sewer, storm sewer, streets, sidewalks, traffic control, fire and police protection. (Ord. 5037, 1990).

Residential Planned Development Standards

18.10.050 Standards and Special Requirements for a Residential Planned Development. The following provisions shall be applied by the commission and council in their consideration of a residential PD.

A. Permitted Uses. Only those uses which are permitted in the underlying zoning district or districts shall be permitted in a PD, unless provided for herein. However, housing types may vary and residential uses may be at higher densities within portions of the residential PD, pursuant to subsection C below.

B. Conditional Uses. Those uses which are conditional uses in the underlying zoning district or districts shall be allowed in a PD only if a conditional use permit is granted by the Commission. Conditional use permits may be reviewed concurrently with general development plans.

C. Density and Housing Type. 1. The maximum number of dwelling units per acre (project density) for the PD as a whole shall be based upon the acreage of developable land as follows:

Zoning District	Project Density
R-1A	2 units per acre of developable land
R-1	5 units per acre of developable land
R-2	8 units per acre of developable land
R-M	14 units per acre of developable land
R-3	21 units per acre of developable land
R-4	28 units per acre of developable land

Up to a 25 percent increase in said project density may be allowed upon a finding that:

a) Adequate public and private facilities and services are available, both on and off the site, to support the increased density or number of units, including but not limited to streets, parking, traffic control, water, sewer, drainage, fire and police protection, recreational facilities, and schools; and

b) The increased density or number of units would not have a substantial negative effect upon adjacent properties; and

c) The residential PD will be superior in design, function and appearance based upon the following criteria:

1. Orientation of the units on the site to achieve a high level of privacy of interior and exterior spaces;
2. Appropriateness of the scale and massing of structures;
3. Use of varied building elevations and staggered setbacks;
4. Effectiveness of landscaping, screening and buffering within the PD and along its perimeter;
5. Appropriateness of the type and level of improvements within the common open space areas given the characteristics of the residents of the PD;
6. Overall quality of design of the development, including streetscape, parking lots, open space, buildings, lighting, signs, pedestrian pathways, etc.;
7. Varied placement of buildings, demonstrating sensitivity to the natural topographic features of the site;
8. Retention of unique natural features of the site and incorporation of such features into the project's overall design;
9. Recreation areas that are provided are directly accessible to a majority of the dwellings and are well-designed for their intended purpose; and
10. Overall, the project exceeds the standards established in this chapter for design, function and appearance.

2. Lot sizes and housing types (e.g., single family detached, zero lot line, duplex, townhouse, low-rise, high-rise, etc.) may vary from those permitted in the underlying zoning district to the extent that all provisions of this ordinance are met and that the project density for the application as a whole is not exceeded.

3. Where such increases in density or changes in housing types do occur within a PD, extra measures shall be taken, such as increases in setback, open space, screening, buffering, etc., to assure compatibility with adjacent and nearby land uses, both existing and planned.

D. PD Perimeter. The PD perimeter shall be designed and used in such a way as to harmonize uses, scale, structure heights, setbacks and mass with existing or planned adjacent or nearby development. Reasonable provisions relating to lighting; landscaping; screening; buffering; activity

areas; land uses; setbacks; structure height, width, length, orientation; or similar characteristics of the development may be imposed to assure this compatibility.

E. Lot Area, Lot Width, Setbacks. 1. Lot area, lot width and setback requirements for the PD may vary from the underlying zoning district, provided the developer has demonstrated that the proposed design and layout meets the provisions of this chapter. Lot areas, lot widths and setbacks within the PD perimeter shall be designed to be compatible to existing or planned land uses immediately outside the development.

2. Setbacks from public right-of-way shall be a minimum of 20 feet for local streets, 30 feet for collector streets and shall be increased accordingly for setbacks from major or minor arterial streets.

3. Perimeter setbacks from the edge of the PD shall be at least the same as is required by the adjacent zoning district.

F. Building and Structure Heights. Building and structure heights may exceed the maximum established by the underlying zoning district only upon the expressed request by the applicant and upon approval of such as part of the general development plan. Building and structure heights within the PD perimeter shall be no higher than allowed height in adjacent districts.

G. Environmental Design. Insofar as possible, a PD shall be designed to preserve existing vegetation, terrain, and other significant natural features. Reasonable provisions relating to the preservation of these features may be imposed to assure preservation of such features.

H. Common Open Space. 1. Since the PD concept of development is intended to provide more functional open space and to make more efficient use of land, utilities and other improvements, at least 15 percent of the total gross land area of the PD, exclusive of areas listed in paragraph 4 of this subsection, shall be permanently reserved as common open space. This provision may be waived by the city council when it is determined that other options for providing open space are available.

2. Common open space may be held in common, be privately owned, or dedicated to the public, or any combination thereof. Any land dedicated to the public must be officially accepted by the council before such dedication becomes valid. Land dedicated to the public may be considered part of the required common open space area for the PD.

3. Common open space areas shall be designed creatively, add to the overall appearance and aesthetic qualities of the PD, and be truly functional in providing for the open space and recreational needs of the residents of the PD.

4. The following areas shall not be included in calculating the minimum amount of common open space for the PD:

a) Areas within required front and side yard setbacks;

b) Open spaces less than 30 feet wide, unless approved as a common pathway system;

c) Existing or proposed street rights-of-way;

d) Parking areas and driveways;

e) Building sites, unless used for recreational purposes.

5. Up to 25 percent of the required common open space may consist of designated floodway, the surface area of water bodies and/or areas having slopes greater than 30 percent, only if the following findings are made:

a) Said areas are available by legal right for the use and enjoyment of the residents of the PD;

b) Said areas are functional in providing for the open space and outdoor recreation needs of the residents of the PD; and

c) Said areas are safely and conveniently accessible to the residents of the PD.

6. Common open space areas shall be functionally related and accessible to all properties within the PD in relation to the location of the dwelling units they are intended to serve.

7. An area of the common open space may be required for active recreational use commensurate with the anticipated need for such private recreational facilities by the intended future occupants of the dwelling units in the PD.

8. In the case of a PD being developed in phases, an appropriate proportion of the gross area of each phase of the PD (subject to final implementation plan approval) shall be reserved for common open space at all times, unless such requirement is waived by the city council.

9. At the time of final implementation plan approval, provision must be demonstrated for

the ownership and perpetual care and maintenance of all common open space areas. Areas designated as common open space shall be permanently reserved as such, using appropriate legal instruments as approved by the city attorney, at the time of final implementation plan approval. Covenants or other legal arrangements shall specify ownership of the common open space, method of maintenance, responsibility for maintenance, maintenance taxes and insurance, compulsory membership and assessment provisions, guarantees that any entity formed to own and maintain the common open space will not be dissolved without the consent of the council, and any specifications deemed reasonably necessary by the council.

10. If the common open space contains buildings or other facilities which were approved as part of the general development plan, the developer shall provide legal arrangements or sureties as a part of the final implementation plan submittal, as approved by the city attorney, to assure that such improvements are completed.

I. Minimum Project Size. The minimum project size for a residential PD shall be 2 acres. This requirement may be waived by the council if the applicant can clearly demonstrate that the proposed PD can meet the purpose of this chapter.

J. Non-residential Uses. 1. Nonresidential development may exist within a residential PD only to the extent that it is compatible with existing and planned residential uses, both inside and outside the PD.

2. Nonresidential development shall be integrated into the total design of the project, shall primarily serve the residents of the planned development, shall complement surrounding residential development and blend into the total scheme, avoiding a harsh contrast to its surroundings, either in design or in its effects.

K. Building Spacing and Orientation. The minimum spacing allowed between buildings shall not be less than required by the applicable building codes. However, greater distances may be required, taking into consideration the need for privacy, light and ventilation, fire and safety, traffic circulation and open space.

L. Building Architecture. Developers shall, where appropriate, incorporate architectural control provisions in the protective covenants for the PD in an effort to maintain long-term property values and the architectural integrity of the development.

M. Off-street Parking. Off-street parking spaces shall be provided as required by city ordinance.

N. Streets, Utilities and Drainage. 1. All publicly dedicated streets, utilities and all drainage facilities shall be designed in accordance with city code and policy.

2. Private streets shall only be allowed as approved on the general development plan.

O. Circulation/Access. 1. Vehicular access to individual lots adjoining an arterial street as defined under the functional street classification system of the city shall be by way of a frontage road, service road, or other local street. Local street access to arterial streets shall be minimized to whatever extent possible. Lot access to collector streets shall be minimized to whatever extent is possible.

2. Each PD shall be provided with at least two separate points of ingress and egress unless waived by the council. Principal vehicular access points to the project shall be designed to encourage smooth traffic flows with controlled turning movements and minimum hazards to vehicular and pedestrian traffic.

3. Internal streets, drives and parking surface areas shall provide safe and convenient access to dwelling units and recreational facilities, and for service and emergency vehicles. Streets shall not be designed to encourage outside traffic to traverse the PD on local streets, nor create unnecessary fragmentation of the PD into the smaller sub-areas.

P. Landscaping, Screening and Buffering. In order to protect the integrity of a PD, and when deemed necessary to provide protection to adjacent properties, landscaping, screening and buffering may be required as part of the general development plan. If so required, a screening and landscape plan shall be submitted to the department for approval in conjunction with final implementation plan approval for each phase of a PD. Landscape plans shall show the location, species of plant material, and the size of all plant materials. Screening plans shall include typical details of fences, berms and plant material to be used.

Q. Signs. Signs within a residential PD shall be in conformance with the city sign code.

R. Street Lighting. 1. Street lights shall be required as established in the city code.

2. Other forms of outdoor lighting may be required, as is reasonable for the safety of the

intended uses of the development.

S. Sidewalks and Pathways. 1. Sidewalks and pathways for pedestrians and bicyclists shall be required as established in the city code.

2. Sidewalks and pathways shall form a logical, safe and convenient system for pedestrian access to all dwelling units, appropriate project facilities, and principal off-site pedestrian destinations. (Ord. 5037, 1990).

Site Plan File No. _____

SITE PLAN

Submittal Requirement Checklist
Major Site Plans (per City Code 18.45.040)

Applicant _____ Date Submitted _____

Location _____

Twelve (12) copies of a site plan which contains the following:

_____ 1. Contain a vicinity map showing railroad, major streams or rivers, and public streets within 1,000' of the site.
_____ 2. Be prepared at a scale of 1" = 10' to 1" = 60'.
_____ 3. Be arranged so that the top or left of the plan represents north, and have directional arrows and appropriate scale shown clearly.
_____ 4. Show the date of preparation and name, address, and phone number of the preparer.
_____ 5. Provide the address and legal description of the site and show the boundaries and dimensions graphically.
_____ 6. Show the present and proposed topography of the site and adjacent areas within 50' by 2' contour lines, and by use of directional arrows the proposed flow of drainage from the site.
_____ 7. Show the total area of the site in acres or square feet and the location of existing and proposed structures and indicate as applicable height and building dimensions, entrances, number of dwelling units, square footage by category of use.
_____ 8. Show existing structures within 50' of the site and show the building line of existing buildings adjacent to any proposed structures.
_____ 9. Show the location and dimensions of existing and proposed curb cuts, aisles, off-street parking and loading spaces, walkways.
_____ 10. Show all curb cuts adjacent to the street.
_____ 11. Show the location and provide a landscaping schedule of all plantings, including grasses, shrubs, and trees.
_____ 12. Show the location, height, and material for screening walls and fences.
_____ 13. Show all exterior signs on the site.
_____ 14. List the type of surfacing proposed for all parking, loading, and walkway areas.
_____ 15. Describe the proposed use, list the number of required parking spaces, and show the location and number of parking spaces provided, including handicapped spaces.
_____ 16. Show the location of all fire hydrants and all existing and proposed lines and facilities for water, telephone, sewer, electricity, natural gas, and storm drainage.
_____ 17. Show existing and proposed public streets or rights-of-way, easements or other reservations of land on the site.

_____ 18. Show adjacent property which is held under the same ownership and its zoning.
_____ 19. Show the location, size, and method of screening for outdoor trash areas, heating/ cooling, electrical, gas or other mechanical equipment.
_____ 20. Show the location, height and direction of proposed lighting.
_____ 21. Show elevation views of proposed buildings and structures.
_____ 22. Show the ultimate development of the site and indicate development phases when the site is developed in stages.
_____ 23. Include a copy of covenants or deed restrictions intended to cover all or any part of the site.
_____ 24. Include a statement and plan describing erosion control during and following project completion and describing method to prevent tracking of dirt and other materials from the site onto public streets during construction.

Two copies of plans, computations, and narrative as follows:

_____ a. Statements and plans as needed:
1) To completely describe the method by which soil erosion will be controlled on the site during construction and following project completion; and
2) To prevent the tracking of dirt and other materials from the site onto any public street during construction.

_____ b. When required under the City's storm drainage standards (contact the City Engineer), a drainage control plan which includes plans and hydraulic computations for all structural or non-structural measures or other protective devices to be constructed in connection with the proposed work, including:
1) Predevelopment run-off computation;
2) Estimated rate of discharge in cubic feet per second at all structural or non-structural measures and at the point of discharge from the site location based upon a three (3) year frequency storm event;
3) The storm event frequency discharge rate in cubic feet per second upon which the design of plans for the site location is based;
4) Provisions to carry run-off to the nearest adequate outlet; and
5) If drainage easements are required, documentation of perpetual maintenance and control.

_____ c. At the discretion of the City Engineer, the developer shall be required to prepare plans for reducing or detaining peak discharges of storm and clear water. Clear water wastes shall be defined in Section H.62.12, Wisconsin Administrative Code. Such situations will be reviewed on a case-by-case basis. The Wisconsin Department of Health and Social Services section of the Wisconsin Administrative Code shall form a part of this procedure.

_____ Complete site plan application form and attach application fee (see attached form)