

**CHAPTER 1131  
Board of Site Arrangement**

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| <p><b>1131.01 Membership same as Board of Zoning Appeals.</b></p> <p><b>1131.02 Powers.</b></p> <p><b>1131.03 Development plan requirements.</b></p> | <p><b>1131.04 Procedure.</b></p> <p><b>1131.05 Approval, conditional approval and refusal.</b></p> |
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**CROSS REFERENCES**

- Membership and duties – see CHTR. Sec. 13.01  
 Height exemptions – see P. & Z. 1181.01(b)  
 Screening residential satellite dishes – see P. & Z. 1181.02(g)  
 Fence approvals – see P. & Z. 1181.06  
 Special permit improvements to nonconforming use – see P. & Z. 1187.05

**1131.01 MEMBERSHIP SAME AS BOARD OF ZONING APPEALS.**

The Board of Site Arrangement shall have the same membership as the Board of Zoning Appeals established in Chapter 1133. The organization of officers and the rules of procedure shall be the same as the Board of Zoning Appeals.  
 (Ord. 2003-1. Passed 3-13-03.)

**1131.02 POWERS.**

The Board of Site Arrangement shall review development plans for all new buildings to be erected and any substantial alteration of existing structures; provided, however, that applications for permits for buildings to be used for one- or two-family residential purposes and for any buildings that are within an approved Planned Development shall not be reviewed by the Board. In addition, the Board shall review plans for the screening of bulk storage of liquids and fencing in permitted districts. Substantial expansion of existing structures shall be defined based on the criteria established as follows:

| When Existing Structure is... | A Substantial Expansion is... |
|-------------------------------|-------------------------------|
| 0-1,000 Sq. Ft.               | 50% or Greater                |
| 1,001 - 10,000 Sq. Ft.        | 40% or Greater                |
| 10,001 - 25,000 Sq. Ft.       | 30% or Greater                |
| 25,001 - 50,000 Sq. Ft.       | 20% or Greater                |
| 50,001 Sq. Ft. and larger     | 10% or Greater                |

(Ord. 2003-1. Passed 3-13-03.)

**1131.03 DEVELOPMENT PLAN REQUIREMENTS.**

The applicant shall submit a plan drawn to scale showing the following information:

- (a) Vicinity Map;
- (b) North Arrow;
- (c) Existing property lines of subject and adjacent properties, including names of owners of record;
- (d) Zoning designation of subject and adjacent properties;
- (e) Detention basin location and outlet point, if applicable;
- (f) Existing structures and pavement areas;

- (g) Proposed structures and pavement areas;
- (h) Plat prepared by a Registered Surveyor;
- (i) Existing storm and sanitary sewers, water mains, culverts and other underground structures;
- (j) Proposed storm and sanitary sewers, water mains, culverts and other underground structures
- (k) Existing contours at 2' maximum intervals extending 100' into adjacent properties;
- (l) Proposed contours at 1' maximum intervals;
- (m) Proposed structures, including footprint area and elevation;
- (n) Parking and sidewalk areas, including drive aisle and parking space dimension;
- (o) Landscaping, including species, quantity, and size;
- (p) Trash facilities, including dumpster pad and enclosure details;
- (q) Lighting, including fixture type and size and photometrics;
- (r) Building elevations, all sides, including materials and colors;
- (s) Proposed signage, including size and height;
- (t) Professional Engineer's and / or Architect's (Ohio) stamp and signature; and
- (u) Any other such reasonable requirements as determined by the Community Development Director.

(Ord. 2003-1. Passed 3-13-03.)

#### **1131.04 PROCEDURE.**

Upon receipt of an application for a building permit for any building except a one-or two-family residence or for any buildings that are within an approved Planned Development, the Community Development Director or other authorized inspector shall forward the application to the Board of Site Arrangement, together with recommendations regarding action on the application. The Board shall act upon such application within thirty-one (31) days after the Community Development Director or other authorized inspector has received the application unless the applicant agrees to an extension of time. If no extension is agreed to and if no action is taken by the Board in thirty-one (31) days, the Community Development Director has the option of issuing the permit. Any action of the Board may be appealed to Council by any party affected by such a decision. Such appeal shall be perfected by filing the appeal form with the Clerk of City Council within thirty one (31) days of the decision of the Board. The appellant shall specify in writing the basis upon which the appeal is taken. Council shall set the public hearing on the appeal within thirty (30) days of receipt. Council may affirm, reverse, vacate or modify the decision of the Board upon such an appeal.

(Ord. 2003-1. Passed 3-13-03.)

#### **1131.05 APPROVAL, CONDITIONAL APPROVAL AND REFUSAL.**

The Board of Site Arrangement shall view the site of proposed buildings and building changes and shall consider the effect of the proposed buildings or changes upon natural drainage, light, air and access to adjacent property, the usefulness and value of adjoining lands and the most appropriate development of the locality and the City. The Board shall refuse approval of an application if the proposal would result in a building that would be detrimental to the health, safety or public welfare, or that would create a substantial injury to the neighborhood or depreciate the then existing value of adjacent or nearby property. The Board may grant conditional approval of an application after specifying necessary changes or conditions. The Board may not approve an application that would result in violation of the Zoning Code or of any other ordinance or regulation. The concurring votes of three (3) members of the Board shall be necessary to approve an application. All such approvals shall be granted at a public meeting of the Board. All meetings of the Board shall be open to the public and held at specified times and

places. It shall not be necessary for the Board to hold formal public hearings on applications; however, the Board may do so on its own volition.  
(Ord. 2003-1. Passed 3-13-03.)