

# Site Plans

## Details & Review Process

Site plan projects are reviewed in several key areas:



**Land Use:** Whether the project complies with zoning requirements and policy guidance on use mix, density, and building height.



**Policy Compliance:** How the project adheres to County and other policies (e.g., General Land Use Plan, Affordable Housing Master Plan, Community Energy Plan).



**Transportation:** Street design and operations, bicycle accommodations, streetscape, parking, and loading access.



**Site Design:** Layout and footprint of the project and impact on and compatibility with adjacent properties.



**Architecture:** Design of the proposed building or buildings and façade materials.



**Open Space:** Landscaping, public spaces, and biophilic design.



**Community Benefits:** Features, amenities, infrastructure, and improvements.



### APPLICATION SUBMITTED

The site plan review process starts with the applicant submitting a preliminary site plan application, which County staff review. Developers are encouraged to submit a conceptual site plan application depicting a framework of their envisioned proposal prior to this stage, but it is not required. After the applicant revises the preliminary application based on staff review, they submit a final site plan application for formal acceptance and to begin the public review process.



### SITE PLAN REVIEW COMMITTEE CREATION

A Site Plan Review Committee (SPRC) is formed for each project, with members representing key stakeholders for that specific project. A member of the Planning Commission chairs the SPRC. He or she identifies stakeholder groups that will need representation. Civic associations in the project area are always invited. The SPRC may also include other Planning Commissioners, as well as representatives of other advisory groups and commissions, civic associations, and other neighborhood or community groups.



### COMMUNITY ENGAGEMENT

After the final site plan is accepted, the County conducts online engagement. **The County is actively working to ensure that the online engagement reaches as many stakeholders as possible.** The engagement includes videos and other materials about the project, plus an online feedback form. The form stays open for at least 10 days. For some projects, and as determined by the SPRC chair, a site walking tour may be held. After the online engagement closes, staff compiles and publishes the feedback received, accompanied by responses from County staff.



### SPRC MEETINGS

The SPRC for the project holds meetings (typically two, but that number is adjusted according to the project). During the meetings, the applicant can explain changes made based on community engagement. The SPRC meetings are open to the public and include time at the end for public comment. Meeting notices are sent via e-newsletter to SPRC members and other stakeholders. **The SPRC does not vote or make recommendations.** It identifies policy issues and community concerns and works towards resolution, although resolution and consensus are not required.



### COMMISSION AND BOARD REVIEW

The Planning Commission, and the County Board, consider the site plan application at public hearings. Members of the public can attend the hearings and participate by submitting written comments in advance or providing verbal testimony at the hearing. Planning Commission and County Board hearings are publicized on the County website, via e-newsletter, and via public notices in a local newspaper and on placards located near the site. If the Board approves a site plan project, the applicant may move forward with obtaining permits and building the project.