

**TITLE 6
ELMORE COUNTY
ZONING and DEVELOPMENT ORDINANCE**

CHAPTER 18 – MASTER SITE PLAN REQUIREMENTS

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Section 6-18-1: Purpose:

The purpose of this Chapter is to promote efficient, high quality site designs; and preserve and protect natural and scenic resources to the greatest extent possible through master site planning and proper design that is sensitive to the environment while ensuring development is consistent with the goals and objectives of the applicable Comprehensive Plan.

Section 6-18-2: Applicability:

- A. A master site plan shall be submitted to the Growth and Development Department in compliance with this Chapter. The master site plan application shall be submitted concurrently with any other required applications in conformance with this Title. Master site plan applications shall be required for the following development:
 - 1. Commercial Development; and
 - 2. Industrial Development; and
 - 3. Multi-family development, where there are three (3) or more dwelling units or apartments located on the same parcel or lot. A multi-family dwelling may or may not be present on the property; and

4. Change of occupancy or use in any commercial or industrial structures as defined by the Elmore County building code or as set forth in this Title; and
 5. When requesting modifications to any previously approved master site plan; and
 6. Any change or expansion of an approved master site plan unless specifically exempt under this Chapter or that which may result in offsite impacts or increased impacts on public facilities, as determined by the Director.
- B. A master site plan shall be submit to the Growth and Development Department in compliance with this Chapter. The master site plan application shall be submitted concurrently with any other required applications in conformance with this Chapter and Title. Master site plan applications shall be required for:
1. Subdivision development projects; or
 2. Condominium development projects; or
 3. When requesting modifications to any previously approved master site plan.
- C. The following uses shall be exempt from the master site plan application requirements:
1. Planned Community Application; and
 2. Planned Unit Development Application; and
 3. Planned Unit Development District Application.

Section 6-18-3: Application Process:

- A. An application and fees, as set forth in this Title, shall be submitted to the Director on forms provided by the Growth and Development Department.
- B. The Director may approve a master site plan application for development, expansions or modifications as provided in this Chapter and Section. To be considered for approval the applicant shall submit to the Growth and Development Department in compliance with this Section and Chapter a master site plan application and obtain approval of said application prior to obtaining a building permit or receiving any other required approvals as defined in this Title. The master site plan application shall comply with the following requirements:
1. The master site plan application shall be submitted concurrently with any other required applications in conformance with this Title; and

2. The applicant shall concurrently submit a natural features analysis subject to the regulations of this Chapter and Title; and
3. The applicant shall concurrently submit plans consistent with Sections 6-18-4: General Required Standards and 6-18-6: Other Required Standards; and
4. The applicant shall concurrently submit a parking plan subject to the regulations this Chapter and Title; and
5. The applicant shall concurrently submit a landscape and screening plan subject to the regulations of this Chapter and Title; and
6. If any outdoor lighting is proposed or anticipated, the applicant shall concurrently submit a lighting plan subject to the regulations of this Chapter and Title; and
7. If any signs are proposed or anticipated, the applicant shall concurrently submit a sign plan subject to the regulations of this Chapter and Title; and
8. For any common or quasi public facility or structure located within a subdivision or condominium project, such as but not limited to, a club house, park, community center or other such facility or structure the applicant shall submit concurrently:
 - a. A parking plan subject to the regulations this Chapter and Title; and
 - b. A landscape and screening plan subject to the regulations of this Chapter and Title; and
 - c. If any outdoor lighting is proposed or anticipated, the applicant shall concurrently submit a lighting plan subject to the regulations of this Chapter and Title; and
 - d. If any signs are proposed or anticipated, the applicant shall concurrently submit a sign plan subject to the regulations of this Chapter and Title; and
 - e. The applicant shall concurrently submit plans consistent with Section 6-18-4: General Required Standards.

C. Upon determination by the Director that the master site plan is in conformance with the requirements outlined in the Chapter and that all requirements were satisfied, then the Director shall issue a letter of approval listing and specific conditions of approval.

D. The Director may approve modifications to an approved master site plan when the proposed modification meets one or more of the following standards:

1. The modification represents an increase in the amount of landscaping and/or screening area or a reduction of ten (10%) percent or less when the request is also to reduce the following in compliance with this Chapter and Title:
 - a. The square footage of a building; or
 - b. Approved parking; or
 - c. Setback modifications.
2. The modification represents a reduction in the square footage or height of a proposed building or an increase of ten (10%) percent or less of the square footage or height of a proposed building provided the requests complies with the dimensional standards of this Title with additional landscaping to mitigate any negative effects; or
3. The modification represents a reduction in the approved parking provided that a sufficient number of required parking and bicycle spaces are retained or an increase of ten (10%) percent or less in parking spaces with additional landscaping to mitigate any negative effects; or
4. The modification represents a reduction or increase of ten (10%) percent or less in the approved lighting plan with additional landscaping to mitigate any negative effects; or
5. The modification request does not change a setback or other distance standard more than ten (10%) percent of the distance noted on the approved master site plan; or
6. The modification does not change dimensional standard or approved elements more than ten (10%) percent of the distance or approved elements as noted on the approved master site plan

Section 6-18-4: General Required Standards:

In addition to the applicable design and dimensional standards of this Title, the site development (as depicted by the master site plan) shall meet the following standards, as applicable to all proposed development listed in Subsection 6-18-3 (B) and/or any common or quasi public facility or structure located within a subdivision or condominium project shall comply with the following:

A. Location of Structures on the Site:

1. The proposed placement of structures, location of parking areas and pedestrian walkways, method of screening, and quasi-public entrances shall facilitate pedestrian access to abutting residential properties and shall utilize new urbanism design principles; and
2. Structures shall have varied façades setbacks and features within the same structure in addition to staggered and/or reversed unit plans to provide a more varied outward appearance of the structures; and
3. Multiple-family structures of similar character and façades shall be rotated, staggered, and/or reversed to vary the outward appearance of the structures.

B. Non-vehicular Access and Internal Circulation:

1. Commercial, industrial, quasi-public, or common facilities structures shall have at least one pedestrian access on each side of the structure that faces a street. Each access shall comply with the Americans with Disabilities Act or Elmore County Building Code whichever is more restrictive; and
2. For any proposed use that requires ten (10) or more parking spaces, as set forth in this Chapter and Title, the master site plan shall provide:
 - a. Safe and well-defined pedestrian walkways from structures to each parking space, from structures to the abutting streets, and among structures on the same site; and
 - b. Where a walkway is within ten (10') feet of a street, it shall be separated from the street shoulder by curbs, intervening vegetation, and/or swales; and
 - c. Where a walkway is within a parking area and/or abuts driving aisles and/or parking spaces, the walkway shall be striped to indicate a pedestrian crossing and separated by curbs, and/or intervening vegetation, and/or wheel restraints; and
 - d. Where a walkway crosses a driving aisle, the crossing shall have a different paving texture and/or material or shall be striped to indicate a pedestrian crossing; and
 - e. All walkways, parking areas, crossings, and paths shall comply with the Americans with Disabilities act or building code whichever is more restrictive; and

f. Handicapped parking spaces and facilities shall be located and situated as close to the main entrance of the structure as physically possible and shall comply with the Americans with Disabilities Act or building code whichever is more restrictive.

3. Where applicable, the master site plan shall provide safe non-vehicular circulation systems including, but not limited to:

a. Pedestrian and bicycle walkways that link abutting parks, schools, neighborhoods, and commercial areas to the greatest possible extent; and

b. Trails and bicycle routes that link to abutting trail networks as designated by the applicable pathways plan or the applicable Comprehensive Plan.

C. Automobile Access and Internal Circulation:

1. The master site plan shall provide for safe access to and egress from roadways; and

2. Off-street parking and loading areas on the master site plan shall be designed to preclude vehicles from backing out into a roadway; and

3. Where delivery vehicles are anticipated, the master site plan shall delineate a clear route for them, with appropriate geometric design to allow the vehicles to turn safely; and

4. The master site plan shall provide adequate internal circulation consistent with this Chapter and Title; and

5. The master site plan shall provide an adequate design of parking spaces and internal circulation, off street parking and loading facilities consistent with this Chapter and Title.

D. Additional Off-Street Parking Design Standards:

1. Off-street parking spaces shall not be located in any landscape area as required by this Chapter or Title; and

2. Parking stalls and driving aisles shall be designed in accordance with the standards of this Chapter and Title; and

3. All parking areas shall provide on-site turnarounds for all off-street parking spaces and loading facilities; and

4. The design of off-street parking areas shall not require moving any car to gain access to a required parking space. Tandem parking shall be prohibited.

Section 6-18-5: Natural Features Analysis Standards:

A. Natural Features Analysis: The master site plan shall include the following features which, shall be mapped, and described, or noted as not applicable in the natural features analysis plan:

1. Hydrology: Analysis of natural drainage patterns and water resources including an analysis of streams, natural drainage swales, ponds or lakes, wetlands, floodplain areas or other areas subject to flooding, poorly drained areas, permanent high ground water areas, and seasonal high ground water areas throughout the site; and
2. Soils: Analysis of types of soils present in the site area including delineation of prime agricultural soil areas, aquifer recharge soil areas, unstable soils most susceptible to erosion, and soils suitable for development. The analysis of soils shall be based on the Elmore County soils survey (United States department of agriculture, natural resources conservation service); and
3. Topography: Analysis of the site's terrain including mapping of elevations and delineation of slope areas greater than twenty-five (25%) percent, between fifteen (15%) percent and twenty-five (25%) percent, between eight (8%) percent and fifteen (15%) percent, and less than eight (8%) percent. Contour lines based on USGS datum of 1988 with intervals of not more than five (5') feet for properties with a general slope of greater than five (5%) percent, or intervals of not more than two (2') feet properties with a general slope of less than or equal to five (5%) percent. Contour lines shall extend a minimum of three hundred (300') feet beyond the proposed development boundary. If a drainage channel borders the proposed development, the contour lines shall extend the additional distance necessary to include the entire drainage facility as determined or required by the Director or County Engineer; and
4. Vegetation: Analysis of existing vegetation of the site including, but not limited to, dominant tree, plant, and ground cover species; and
5. Sensitive Plant and Wildlife Species: Analysis of sensitive plant and wildlife species of the site including, but not limited to, those species listed in the Idaho conservation data center (State of Idaho Department of Fish and Game) The site development shall minimize adverse impacts to sensitive plant and animal species through site design or approved mitigation programs; and

6. **Historic Resources:** Analysis of existing historic resources as identified on the Elmore County historic resources inventory. The proposed development shall conserve identified historic resources to the greatest extent possible; and
7. **Hazardous Areas:** Location and identification of all potential hazardous areas including, but not limited to, land that is unsuitable for development because of flood threat, poorly drained areas, high ground water, steep slopes, rock formation, buried pipelines, or other similar conditions likely to be encountered; and
8. **Impact on Natural Features:** The applicant shall provide a written statement explaining how the design of the plan protects or mitigates impacts on the natural features of the site.

Section 6-18-6: Other Required Standards:

- A. **Screening:** The master site plan shall provide landscaping and screening consistent with this Chapter, unless otherwise exempt.
- B. **Drainage:** An increase in an impervious surface area of one thousand (1,000') square feet or ten (10%) percent of the property area, whichever is less, shall require a drainage study. The master site plan shall incorporate natural watercourses and above grade drainage ways into the site design to minimize the need for culverts, pipe systems, and concrete channels.
- C. **Water Supply and Sewage Disposal:**
 1. The master site plan shall provide adequate provision for water supply and sewage disposal in accordance with the regulations of this Chapter; and
 2. The master site plan shall show all well locations and subsurface disposal areas for wastewater treatment systems; and
 3. The master site plan shall indicate the required firefighting resources, as evidenced by written certification by the appropriate fire authority. Such resources shall include, but are not limited to, proper access for fire trucks, fire flow hydrants, pumper access stations, and/or defensible space. If the subject development is not located within a fire district, then the requirements of, Title 6, Chapter 12 shall be complied with and the master site plan shall demonstrate compliance.
- D. **Filling, Excavation, and Earthmoving:** Filling, excavation, and earthmoving activity shall be carried out in a way that keeps erosion and sedimentation to a minimum and shall comply with the following:

1. Building design, parking lots, and other site development elements shall fit, respect, and be oriented to existing topography and natural surroundings to the fullest extent possible in order to keep filling, excavation, and earthmoving activity to a minimum; and
 2. The area disturbed by stripping of vegetation, soil removal, and regrading shall be the minimum necessary at any one time; and
 3. The master site plan shall propose permanent soil erosion measures for all slopes and disturbed areas. Such stabilization measures shall be completed within fifteen (15) calendar days after final grading has been completed; and
 4. Until a disturbed area is stabilized, sediment and runoff shall be trapped by the use of debris basins, sediment basins, silt traps, or other acceptable methods.
- E. Irrigation Services and Delivery Systems: The master site plan shall provide a detailed plan and documentation demonstrating that the preservation of gravity flow irrigation systems on site and downstream from the site shall be preserved and maintained and shall not be altered or modified without the written approval of the landowners that may be impacted and the applicable irrigation district.
1. The proposed development shall not modify irrigation canals, ditches, laterals, and associated rights of way without written approval of the irrigation or drainage authority and landowners affected; and
 2. When property is converted from an agricultural to a nonagricultural use, the applicant or owner shall provide a pressurized irrigation system or similarly efficient delivery system as approved by the Director.
- F. Utilities: The master site plan shall demonstrate that electrical, telephone, and other public utilities serving the site shall be placed in a manner that is not hazardous to any property and shall demonstrate that:
1. All utilities within the development shall be placed underground in a utility corridor or easement. The Director may waive this requirement if unique topographic or geological features of the site make it impractical; and
 2. Transformer boxes, meters, pumping stations, and other components of the utility system located aboveground shall be sited and buffered in accordance with the screening standards of this Chapter.
- G. Maintenance:

1. The master site plan shall demonstrate that the applicant or owner shall have a continuous obligation to provide for security, trash collection, and any other nuisance that may be created on the site, and to maintain the site in a neat and orderly manner.
 2. The master site plan shall demonstrate that any proposed drainage system shall be maintained by the property owner, homeowners' association, or irrigation or drainage entity, as applicable.
- H. Supplemental Information, Modifications: The Director, County Engineer, Commission, and/or Board may require supplemental information or modifications to the master site plan where, in their opinion, the proposed site planning has not sufficiently addressed the existing natural features.
- I. Alternative Site Development: The Director may approve, or recommend approval of, an alternative site development when the overall design, as proposed by the applicant, meets or exceeds the intent and the requirements of this Title and shall not be detrimental to the public health, safety, and welfare.

Section 6-18-7: Required Findings:

- A. In order to approve the application, the Director shall find the following:
1. The master site plan complies with the applicable Comprehensive Plan; and
 2. When applicable, the master site plan complies with Section 6-18-4 General Required Standards in regards to:
 - a. Location of Structures on the site; and
 - b. Non-vehicular Access and Internal Circulation; and
 - c. Automobile Access and Internal Circulation; and
 - d. Additional Off-Street Parking Design Standards.
 3. The applicant has submitted a natural features analysis compliant with Section 6-18-5 indicating that the proposed development and master site plan sufficiently addresses:
 - a. Any natural constraints detected or observed; and
 - b. Historical and Cultural Resources; and
 - c. Sensitive Plant and Wildlife Species; and

- d. Any Impacts on Natural Features.
4. The master site plan complies with Section 6-18-6 Other Required Standards in regards to:
- a. Screening; and
 - b. Drainage; and
 - c. Water Supply and Sewage Disposal; and
 - d. Filling, Excavation, and Earthmoving; and
 - e. Irrigation Services and Delivery Systems; and
 - f. Utilities; and
 - g. Maintenance; and
 - h. Supplemental Information; and
 - i. Alternate Site Development.