

16.6 SITE PLAN REVIEW

FI. Modifications to Approved Final Site Plans

1. An application for an amendment to an approved site plan must be submitted to the Executive Director. Amendment applications must include a written description of the proposed change, including the reason for such change, and a notation of the location on the approved final site plan.
2. The Executive Director may approve the following minor modifications to approved final site plans:
 - a. Minor changes required that are related to final engineering issues during construction involving topography, drainage, underground utilities, or structural safety. The written description must show how such minor change is related to one or more of these elements.
 - b. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.
 - c. The construction of additional bicycle or parking spaces.
 - d. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code.
 - e. Modifications to the approved landscape plan that does not result in a reduction of the total amount of plant material required and conform to all landscape requirements.
 - f. The modification of existing signs or the addition of new signs when in conformance with the requirements of this Code.
3. The Executive Director may decide that the proposed change or changes to the approved final site plan is such a significant change that it constitutes a new application and is subject to a complete site plan review per the provisions of this section.

FJ. Façade Improvements to Existing Buildings

1. Façade modifications shall be exempt from the requirements of a site plan review if the Executive Director finds all of the following conditions to exist:
 - a. No building square footage or dwelling units are added.
 - b. No modifications to any existing site elements (i.e., landscaping, parking, access, etc.)
2. Façade modifications meeting the following conditions shall require submittal and approval of a Façade Improvements Review application before submittal for a building permit.
 - a. The various façade components, including but not limited to color, construction material and architectural features, are compatible and consistent with one another and complement the architectural style of the building, unless the entire façade is being completely modified.
 - b. The Executive Director may condition his or her/her decision by requiring such visual elements as may be necessary.
 - c. The Executive Director shall review the façade plan application for compliance with this Code and standards referenced herein.
3. Façade modifications not meeting the above conditions shall require submittal and approval of a Final Site Plan Application Form and Checklist.
4. Façade improvements do not pertain to single family dwellings and duplexes, which are exempt from the provisions of this subsection.

HK Modifications to Sites without Approved Site Plans

1. All existing improved developments that do not have a site plan on file will be considered non-conforming. Site plan approval will not be required for all of these developments except in the following described circumstances. If any one of the following occurs, site plan approval will be required:
 - a. The existing principal structure(s) is demolished and a new principal structure(s) is constructed.
 - b. A new principal structure(s) is constructed.
 - c. The existing structure or structures is increased in total building footprint by 25% or more.
 - d. An existing parking lot of more than 20 spaces is fully reconstructed or repaved (any amount of reconstruction or repaving over 50% of the total area of the parking lot is considered fully reconstructed or repaved), or an existing parking lot area is expanded by 50%. Resealing or re-striping of an existing parking lot, which includes paving, resurfacing or replacement of the asphalt, concrete or other surface paving material of less than 50% of the total area of the parking lot is not considered reconstruction.
 - e. A new driveway is constructed that is connected to a public street.
 - f. Major changes in the vehicular circulation pattern of the site that will require staff analysis of the site.
2. Once a determination is made by the planning staff that site plan approval is not required in accordance with the above stated policy, the project will be processed through the permit desk.
3. For developments where only façade changes are contemplated (no site improvements are planned), please reference above subsection Façade Improvements to Existing Buildings.

IL Appeals

Within 30 days after the date of the final site plan decision, the applicant or any aggrieved party may file a written appeal of the decision of the Executive Director to the Metropolitan Planning Commission. Any appeals of Metropolitan Planning Commission decisions on site plan reviews are appealed as part of the applicable zoning application.