

4.6 Sketch Plan

- A. Sketch Plan Purpose.** An applicant for a major subdivision may choose to submit a sketch plan application. The purpose of the sketch plan is two-fold. First, it provides the City the opportunity to describe the community's vision to the applicant. Second, it gives the applicant an opportunity to discuss the applicant's development plans, explain how the plans will further the community's vision and obtain input and direction from the Planning Commission and, optionally, the City Council early in the process. The ultimate goal of this process is to help the applicant develop a plan that fosters the community's vision, while minimizing the cost to the applicant.
- B. Sketch Plan Application Process.** ¶ 2(b) Amend: Res 10-2007 (PC Res 3-2007)
1. Pre-Application Conference. A pre-application conference with the City Planner and City Engineer is required before the applicant may submit a sketch plan application. Topics to be discussed will include:
 - a. Applicant's goals for the property.
 - b. City vision and expectations regarding the character and quality of development
 - c. Infrastructure requirements.
 - d. Community Design Principles and Development Standards.
 - e. City regulations and standards.
 - f. The application and review process.
 - g. Submittal requirements.
 - h. Applicable fees and costs.
 - i. Scheduling issues.

2. Sketch Plan Application Submittal. The applicant shall submit two (2) copies of the complete sketch plan application package to the City Planner and shall request that the Planning Commission review the application. The application must be submitted a minimum of thirty (30) days prior to the Planning Commission meeting at which the application will be reviewed. The sketch plan application package shall include the following items:
 - a. Land Use Application Form.
 - b. Sketch Plan - Technical Criteria Form (see Workbook).
 - c. Application Fee. A non-refundable fee is collected to cover the cost of review by the Staff.
 - d. Ownership and Encumbrance Report. The report must be dated no more than thirty (30) days prior to the date of sketch plan application submittal. A current title commitment may be substituted for the Ownership and Encumbrance Report.
 - e. Sketch Plan. The sketch plan shall be twenty-four (24) inches high by thirty-six (36) inches wide in a legible medium. In addition, the applicant shall provide a reduced size (11" x 17") print of the sketch plan and an electronic file containing the sketch plan. The sketch plan must clearly show:
 - i. Title of project.
 - ii. North arrow, scale (not greater than 1" = 200') and date of preparation.
 - iii. Vicinity map.
 - iv. Legal description.
 - v. Acreage of property.
 - vi. USGS topographic contours.
 - vii. Location and approximate acreage of proposed land uses.
 - viii. Conceptual lot layout.
 - ix. Existing easements on or adjacent to the property.
 - x. Existing streets on or adjacent to the property (show and label street names and identify collector and arterial streets).
 - xi. General locations of existing utilities on or adjacent to the property.
 - xii. Graphic and/or written explanation of how the property will be served with utilities and the location of any proposed sewer lift stations.

- xiii. Trails - show how the development will tie into the regional trails network, if adjacent.
 - xiv. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, please state this on the plan).
 - xv. Describe and note any known mining activities, unstable slopes, rock fall areas, expansive soils, or other geologic concerns.
 - xvi. Existing and proposed zoning on and adjacent to the property.
 - xvii. Existing landscape and vegetation areas on the property (including wildlife habitat, wetlands and drainageways, as appropriate) and proposed landscaping and/or open space locations, such as proposed buffer areas, pocket parks, trails, natural areas, etc.
- f. General Development Information. Provide a written description of the existing conditions on the site and the proposed development, including the following items:
- i. Design rationale – discuss the intent for the project and how the development is connected to/integrated with surrounding area and how it responds to site features and constraints.
 - ii. A table providing the following information for each proposed land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approximate size of proposed residential lots.
 - iii. General description of plan for drainage and stormwater management.
 - iv. Water supply information and the source of the water.
 - v. Statement indicating whether or not any commercial mineral deposits are located on the site.
 - vi. Description of any floodplain hazards on the site (only if additional information is needed other than what is shown on the sketch plan map).
 - vii. Explain how the proposed development complies with the City's Comprehensive Plan.
- g. Soils Information. Provide soils information, to include existing conditions and any potential constraints/hazards (from the USDA Natural Resources Conservation Service soils survey), and address any known groundwater issues.

3. Application Certification of Completion. Within a reasonable period of time, the City Planner shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application (as specified in the Sketch Plan *Technical Criteria* form) to the City Planner at least thirty (30) days prior to the Planning Commission meeting. The original application and all documents requiring a signature shall be signed in blue ink. No application shall be allowed to proceed until it has been deemed to be complete.
4. Planning Commission Review. The Planning Commission shall review the sketch plan application and provide comments/direction on the proposed project to the applicant, based on how well the application addresses the sketch plan review criteria.
5. City Council Review (Optional). At the request of the applicant, following the Planning Commission review, the City Council shall review the sketch plan and provide feedback on the project to the applicant.

C. Sketch Plan Review Criteria. The City shall use the following criteria to evaluate the applicant's sketch plan application:

1. The land use mix within the project conforms to, and furthers the goals and objectives of, the City's Comprehensive Plan, as applicable:
 - a. The proposed development promotes the City's unique character and traditional town form;
 - b. Proposed residential development takes into account the City's need for a diversity of housing opportunities;
 - c. Proposed commercial development will benefit the City's economic base and is compatible with the community's quality of life;
 - d. Parks and open space, trails, schools, public facilities, etc., are incorporated into the site design;
 - e. The development promotes a multi-modal transportation network;
 - f. The proposed project protects the City's environmental quality; and

- g. The development enhances cultural, historical, educational and/or human service opportunities.
- 2. The sketch plan represents a functional system of land use consistent with the purpose set forth in the City's zoning ordinance, and with the City's zoning map.
- 3. The utility and transportation design is adequate, given existing and planned capacities of those systems.
- 4. Negative impacts on adjacent land uses have been identified and mitigation techniques have been defined with respect to each such negative impact.
- 5. There is a need or desire within the community for the applicant's development, and the development will help achieve a balance of land use and/or housing types within the City, according to the goals and objectives in the City's Comprehensive Plan.