

CITY OF WASILLA
ORDINANCE SERIAL NO. 04-34

AN ORDINANCE OF THE WASILLA CITY COUNCIL ADOPTING WMC 16.08.015, SITE PLANS, AND AMENDING WMC 16.12.020, ADMINISTRATIVE APPROVAL AND USE PERMITS, AND WMC 16.16.040 PROCEDURE FOR COMMISSION APPROVALS, TO ESTABLISH STANDARDS FOR SITE PLANS TO BE SUBMITTED WITH APPLICATIONS FOR ADMINISTRATIVE APPROVALS, USE PERMITS AND CONDITIONAL USE PERMITS UNDER THE LAND DEVELOPMENT CODE.

* **Section 1. Classification.** This ordinance is of a general and permanent nature and shall become part of the city code.

* **Section 2. Adoption of section.** WMC 16.08.015 is adopted to read as follows:

16.08.015 Site plan; as-built survey.

A. Except as provided in subsection D of this section, an application under Section 16.12.010 or Section 16.16.040 shall include a site plan conforming to the requirements of this section. If changes to the site plan that is submitted with an application are required as conditions of the approval of the application, the applicant shall submit a revised site plan that incorporates the required changes before the application is approved. The approved site plan shall be part of the approved application, and development under the approved application shall conform to the approved site plan.

B. A site plan shall be prepared and stamped by an architect, professional engineer or land surveyor, authorized to engage in that profession

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by the State of Alaska, except that a site plan for a single-family dwelling or a duplex may be prepared by a residential design specialist holding a National Council of Building Design Certification (NCBDC).

C. A site plan shall be prepared legibly in ink or pencil on one or more paper, mylar or vellum sheets with dimensions of 8 1/2 x 11 inches or 11 x 14 inches. In no case may an adulterated copy of an as-built drawing be used as a site plan. All sheets that are submitted as part of a site plan shall have the same dimensions. A site plan shall be prepared in a Standard English engineering scale, of 1"=50' or less. At a minimum, a site plan shall show all of the following items:

1. A title block showing the legal description, street address of the property, the property owner's name and address, the name, and address and firm name of the person who prepared the plan, and the scale of the plan.

2. A true north arrow.

3. All property corners will be described. For undeveloped property, all property corners will be located or reset by a registered land surveyor. Record and found lot dimensions will be shown on the site plan, and certified by a registered land surveyor.

4. All easements of record, including any easements or rights-of-way of record that do not appear on the recorded plat for the property, but which would be identified in a title report.

5. All setbacks required under section WMC 16.24.030.

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6. The location and dimensions of existing and proposed utility facilities, on-site water and wastewater facilities and fuel storage facilities.

7. The location of all lakes, streams and potential wetlands within 100' of any portion of on-site wastewater treatment facilities or within 75' of any existing or proposed structure.

8. The location and horizontal dimensions, expressed to the nearest tenth of a foot, of all existing and proposed permanent structures, and all temporary structures with over 120 square feet of floor area, adequate to determine the distances from each such structure to the nearest lot lines.

9. The location of all existing and proposed vehicular access points.

10. The location and dimensions of existing and proposed parking, with any calculations necessary to show that the parking requirements of section 16.24.040 have been met, and, where more than 10 parking spaces are provided, the location and dimensions of trash facilities and snow storage areas.

11. The parking lot lighting layout, including manufacturer's catalog cut sheet if more than three fixtures are to be installed.

12. Existing and proposed pedestrian and vehicular access and on-site circulation improvements, including roadways, driving aisles, sidewalks, trails, paths, curbs and gutters, catch basins and culverts.

13. Drainage patterns will be identified by relative assumed datum, spot elevations at the property corners and at the area of the proposed new construction. Drainage arrows will be shown to demonstrate existing and

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proposed runoff. It is the developer's responsibility to minimize runoff from parking areas into public streets, adjoining lots or wetlands, streams or lakes.

14. A site plan, other than for a single-family dwelling or a duplex, shall include a landscape plan showing the following:

a. identification and percentage of native vegetation retained;

b. buffering features, such as vegetative screening, beds and/or fencing;

c. proposed location of trees and shrubs; and

d. tree and shrub list.

D. No site plan is required with an application where:

1. The application provides only for the construction of an addition to an existing structure, the city planner determines that a site plan is not necessary for the review of the application, and the applicant provides, in lieu of a site plan, an affidavit signed by the applicant stating that:

a. All property corners have been located;

b. A registered land surveyor has located on the site all easements of record, and all easements of which there is visible evidence in the form of features such as power lines or trails; and

c. The applicant is aware of all setback requirements that apply to the site under section 16.24.030, and the applicant agrees to bear the cost of removing any improvements that encroach within a required setback area.

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2. The commission waives the site plan requirement for the application after considering the recommendations of the public works director and city planner.

E. After the completion of a structure with more than 120 square feet of floor area, the property owner shall submit to the city planner an as-built survey of the site of the structure, prepared by a registered land surveyor. A new as-built survey will not be required for construction consisting entirely of an addition to an existing structure, where the property owner submits to the city planner a previous unaltered as-built survey of the site prepared by a registered land surveyor, from which the property owner can demonstrate that the addition will continue to meet all setback requirements that apply to the site under section 16.24.030, and the fire marshal has issued all required approvals for the structures on the site.

* **Section 3.** Amendment of section. WMC 16.12.020.A is amended to read as follows:

A. Application. A completed application on a form supplied by the city and appropriate fee shall be submitted to the planner. If a site plan is required under Section 16.08.015, a site plan conforming to the requirements of that section shall be submitted as part of the application. Within one day of receipt of the application, the planner shall determine if the application, including any required site plan, is complete and the submission requirements are met. If the requirements are not met, the planner shall return the application to the applicant for modification or correction. If

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the planner fails to act on the application within one day, the application shall be considered complete and accepted for review.

* **Section 4. Amendment of section.** WMC 16.16.040.A is amended to read as follows:

A. Application. A completed application on a form supplied by the city and appropriate fee shall be submitted to the planner. **If a site plan is required under Section 16.08.015, a site plan conforming to the requirements of that section shall be submitted as part of the application.** Within two days of receipt of the application, the planner shall determine if the application, **including any required site plan,** is complete and the submission requirements are met. If the requirements are not met, the planner shall return the application to the applicant for modification or correction. If the planner fails to act on the application within two days, the application shall be considered complete and accepted for review.

* **Section 5. Effective date.** This ordinance shall take effect upon adoption of the Wasilla City Council.

ADOPTED by the Wasilla City Council on May 24, 2004.



DIANNE M. KELLER, Mayor

ATTEST:



KRISTIE SMITHERS, MMC
City Clerk

[SEAL]

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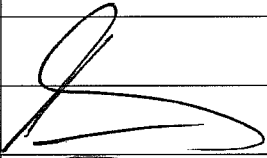
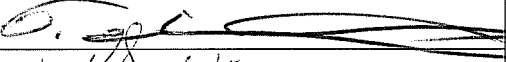
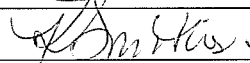


**CITY OF WASILLA
LEGISLATION STAFF REPORT**

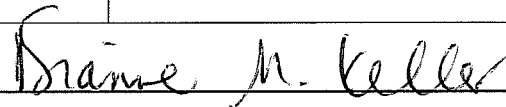
RE: 04-34 AMENDMENT OF CITY OF WASILLA MUNICIPAL CODE ADOPTING SECTION 16.08.015, SITE PLAN

Agenda of: May 10, 2004
Originator: Planning

Date: May 4, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
X	Public Works Planning	 5/4/04
X	Finance *signature required	
X	Clerk	

REVIEWED BY MAYOR DIANNE M. KELLER:



FISCAL IMPACT: yes or no

Funds Available yes no

Account name/number:

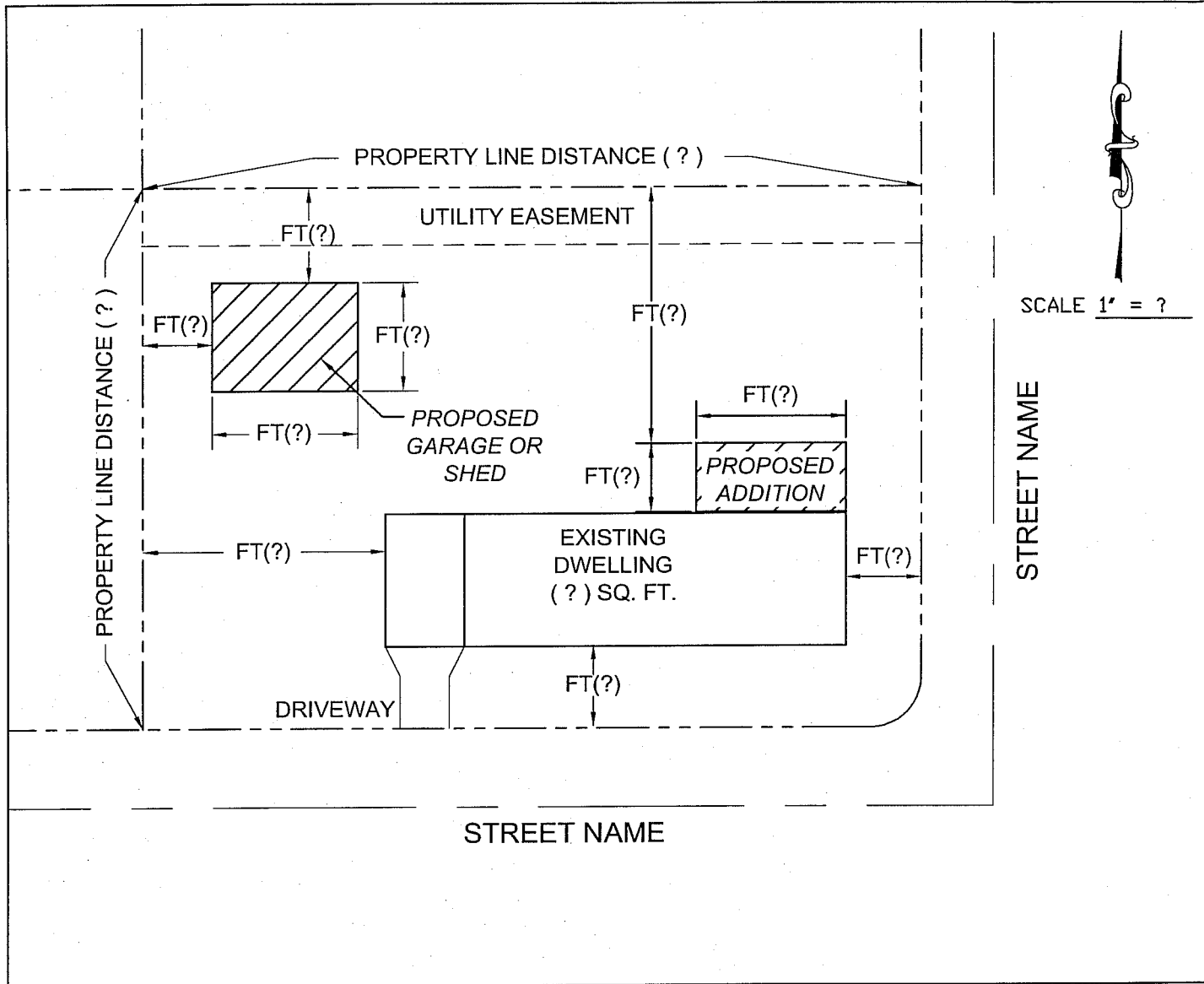
Attachments: Proposed Ordinance 04-34; WPC Resolution No. 0-11; Site Plan Example

SUMMARY STATEMENT:

The adoption of 16.08.015, Site Plan, will allow the Planning Office to issue permits more efficiently and effectively as the information submitted by the applicant will now be required in a standard format with standard information.

The requirement of a site plan for new construction will allow the Planner to issue Land Use Permits with the assurance that adherence to Municipal code involving setbacks, parking, access, and other pertinent information is provided.

The Planning Commission adopted Resolution Serial Number 04-11 on April 13, 2004, recommending to Council that a new Section, 16.08.015, Site Plans be adopted.



Address _____

Lot _____ Block _____

Subdivision _____

SITE PLAN EXAMPLE

**WASILLA PLANNING COMMISSION
RESOLUTION SERIAL NO. 04-11**

**A RESOLUTION OF THE WASILLA PLANNING COMMISSION SUPPORTING AN
AMENDMENT TO SECTION 16.08.010(A) OF THE WASILLA MUNICIPAL CODE TO
INCLUDE SITE-PLANS.**

WHEREAS, the City of Wasilla one of the fastest growing communities within the State of Alaska; and

WHEREAS, Section 16.08.010 requires the developer of a use within the city boundary to apply for and obtain the appropriate approval prior to the establishment of any use or for any site work except surveying; and

WHEREAS, information of the location of buildings relative to property lines and easements, compliance with setbacks, number and location of parking spaces and access points and other information is critical to the proper review of applications for use of land; and

WHEREAS, lack of accuracy in preparation of site plans submitted for permits has resulted in the need for variance and amnesty requests, and may lead to clouded title at the time of sale; and

WHEREAS, the Wasilla Planning Commission has worked on developing the site plan criteria during eight meetings from January 28, 2003 to February 10, 2004; and

WHEREAS, the Planning Commission has met with representatives of the Alaska Society of Professional Land Surveyors and the Mat-Su Homebuilders Association in developing the site plan criteria; and

WHEREAS, the Planning Commission met with the City Council during a work session on January 8, 2004 to discuss the need for such criteria.

NOW THEREFORE BE IT RESOLVED that the Wasilla Planning Commission recommends amending Section 16.08.010 (A) of the Wasilla Municipal Code to include site plan criteria as shown on the draft ordinance attached as Exhibit A.

ADOPTED by the Wasilla Planning Commission on April 13, 2004.


STAN TUCKER, Chairman

ATTEST:


SANDRA GARLEY, City Planner

[SEAL]