



Site Plan Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

PROJECT NAME _____
ADDRESS OR VICINITY _____
PROPOSED USE _____
CURRENT ZONING _____
LEGAL DESCRIPTION _____

REAL ESTATE PARCEL NUMBER _____
PROPERTY SIZE _____

APPLICATION FEE (see schedule on back)

APPLICANT/DEVELOPER

NAME _____ CONTACT _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

OWNER

NAME _____ CONTACT _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

ARCHITECT/ENGINEER

NAME _____ CONTACT _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

APPLICANT/OWNER SIGNATURE _____ DATE _____

OFFICE USE ONLY

FILE CODE _____ FEE RECEIVED BY _____ DATE _____
PLANNING COMMISSION MEETING DATE _____
CITY COUNCIL MEETING DATE _____ Approved or Denied

Please refer to the attached documentation for details regarding the application submittal process.



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SPRING HILL DEVELOPMENT APPLICATION FEES

Rezoning:

Residential	
0 to 5 acres	\$ 350.00
5.1 to 10 acres	\$ 500.00
10.1 to 20 acres	\$ 600.00
20.1 or more acres	\$ 750.00
Commercial/Industrial	
0 to 5 acres	\$ 700.00
5.1 to 15 acres	\$ 800.00
15.1 to 25 acres	\$ 950.00
25.1 or more acres	\$ 1,100.00

Planned Zoning District:

Base Cost:	\$ 500.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Preliminary Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Final Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Site Plan Review:

0 to 10,000 Sq. Ft.	\$ 600.00
10,001 to 25,000 Sq. Ft.	\$ 700.00
25,001 or more Sq. Ft.	\$ 800.00

Conditional Use Permit Fee: \$ 600.00



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SITE PLAN SUBMITTAL INFORMATION

City of Spring Hill, Zoning Ordinance Section 17.340

- A. APPLICABILITY:** All applications for building permits to construct new building(s) or for the expansion of an existing building(s) that consist of multifamily, commercial and industrial uses shall be subject to site plan review.

Site plan review shall be performed by the Zoning Administrator and presented to the Planning Commission for approval at the first regular Planning Commission meeting for which the application can be scheduled.

The Planning Commission will forward the site plan to the City Council for consideration with recommendation(s).

Approval of a site plan will automatically expire, without revocation, unless a building permit to effectuate the use is obtained within 12 months after the Planning Commission and City Council's date of approval.

- B. AUTHORITY:** Building permits shall not be issued for any use of land or proposed construction on a lot in the zoning districts until the following has been accomplished:
1. Final plat has been recorded with the Register of Deeds of Johnson County or Miami County or approved by the City Council.
 2. Site Plan approval has been granted by the Planning Commission and City Council for any district in which site plan approval is applicable.

- C. SUBMISSION REQUIREMENTS.** See Application flow chart for process details. The Site Plan shall include the following data, details, and supporting plans, which are found relevant to the proposal. The applicant shall provide 20 legible and complete site plans. The site plans shall be prepared by an architect, engineer, landscape architect, or other qualified professional, unless waved by the Zoning Administrator, at a scale of one inch equals 30 feet for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres. Items required for submission include:

1. Name of project
2. Legal description
3. Date of preparation
4. North arrow
5. Scale 1 inch = 30 feet (five acres or less) or 40 feet (greater than 5 acres)
6. Name and address of owner of record
7. Name and address of developer
8. Name, address and phone number(s) of preparer
9. Existing lot lines
10. Existing easements
11. Existing rights-of-way
12. Location and dimensions of all existing structures



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13. Location and dimensions of all proposed structures
14. Number of stories of all existing structures
15. Gross floor area of all existing structures
16. Entrances to all existing structures

17. Number of stories of all proposed structures
18. Gross floor area of all proposed structures
19. Entrances to all proposed structures
20. Typical elevations of all proposed structures
21. Building materials of existing structures
22. Building materials of proposed structures
23. Location and dimensions of existing curb cuts
24. Location and dimensions of proposed curb cuts
25. Location and dimensions of existing aisles
26. Location and dimensions of proposed aisles
27. Location and dimensions of existing off-street parking, loading and walkways
28. Location and dimensions of proposed off-street parking, loading and walkways
29. Location, height and materials for screening walls and fences
30. The type of surfacing and base course for all parking, loading and walkways

31. A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas located on the site, proposed by the applicant, or identified by the applicant.

32. The net public area shall be shown for proposed offices and commercial establishments. The proposed use, the required number of off-street parking spaces, and the number of off-street parking spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the number of minimum parking spaces required by the Zoning District shall calculate the off-street parking requirements.

33. All lighting for multifamily, office, commercial and industrial uses shall meet the following standards:
 - a. The mounting height for luminaire fixtures shall not exceed 33 feet as measured to the top of the fixture from grade, or 25 feet when located adjacent to residential development.
 - b. All fixtures shall be non-adjustable and shall be fully shielded so no direct light is cast upon a residential property and so no glare is visible to traffic on a public street. The fixtures shall be constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal. Floodlights are not permitted.
 - c. The maximum maintained lumens per acre shall be 50,000.
 - d. Luminaire fixtures shall be arranged in order to provide uniform illumination throughout the parking lot of not more than a 6:1 ratio of average to minimum illumination and not more than a 20:1 ratio of maximum to minimum illumination.
 - e. A point-by-point calculation to show compliance with the lighting standards is required with all final plan applications. The calculations shall be measured at grade for lighting levels within



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the parking lot. A cut sheet of the proposed fixtures including a candlepower distribution curve shall also be submitted. A vertical plan foot-candle calculation shall be submitted for property lines abutting residential properties. The maximum maintained vertical foot-candle at an adjoining residential property line shall be 0.2 foot-candles, measured at 5 feet above grade.

- f. The Planning Commission can recommend to the City Council changes to the lumens per acre if they are satisfied with the overall proposed lighting for a site plan

34. The location height, size, materials, and design of all proposed signage including subdivision monument entrance signs.
35. The location of each outdoor trash storage area and the screening details. Outdoor trash storage must be screened on four sides with either a six foot privacy fence or a masonry wall.
36. Location of existing and proposed utilities as set forth by Section 17.370.F of the Spring Hill Subdivision Regulations including;
 - a. sewer or septic system
 - b. water supply system
 - c. telephone, cable and electric systems
 - d. storm drainage system including existing and proposes drain lines, culvert catch basins, head walls, end walls, hydrants, manholes, and drainage swells
37. Plans for erosion and pollution control both during and after construction, excessive runoff, excessive raising or lowering the water table, and flooding of other properties as applicable.
38. Site grading plan including existing and proposed topography at two-foot intervals, and dimensions for all parking lots and sufficient spot elevations on curbs to adequately demonstrate proper drainage.
39. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site.
 - a. The Planning Commission may require a detailed traffic study for large uses, mixed use and multi-tenant developments or for developments in heavy traffic areas. See Section 17.340.C.16 of the Spring Hill Subdivision Regulations for additional details.

D. STANDARDS OF REVIEW: In addition to the above noted items, site plans will be reviewed by the Zoning Administrator and recommendations forwarded to the Planning Commission and City Council on the following standards:

1. The extent to which the proposal conforms to the provisions of the Code
2. The extent to which the proposal conforms to the provisions of the Spring Hill Subdivision Regulations
3. The extent to which the development would be compatible with the surrounding area



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4. The extent to which the proposal conforms to the recommendations of the Spring Hill Comprehensive Plan including but not limited to the Vision Plan, the Community Development Recommendations, and the Planning and Principles and Design Guidelines
5. The extent to which the proposal conforms to customary engineering standards used in the City.
 - a. Sanitary sewer plans approved by the City Engineer, Public Works Director and
 - b. KDHE
 - c. Water plans approved by the City Engineer and Public Works Director
 - d. Storm water plans approved by the City Engineer and Public Works Director
 - e. Approval from KDHE and Notice if Intent for storm water runoff from construction
 - f. activities
6. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area
7. The extent to which the location of streets, paths, walkways, driveways, open space (if any), and parking lots have been located to achieve the following objectives:
 - a. Preserve existing off-site views and create desirable on-site views
 - b. Conserve natural resources and amenities including prime agricultural land
 - c. Minimize any adverse flood impact
 - d. Ensure that proposed structures are located on suitable soils
 - e. Minimize any adverse environmental impact
 - f. Minimize any present or future cost to the City and private providers of utilities in order to adequately provide utility service to the site.
8. All structures shall be required to have permanent or continuous footings and foundations

Submission of Application. Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda. All additional information, which is to support the application, must be submitted by the deadline date. Failure to meet the application submittal requirement checklist will result in the application being delayed or rejected.

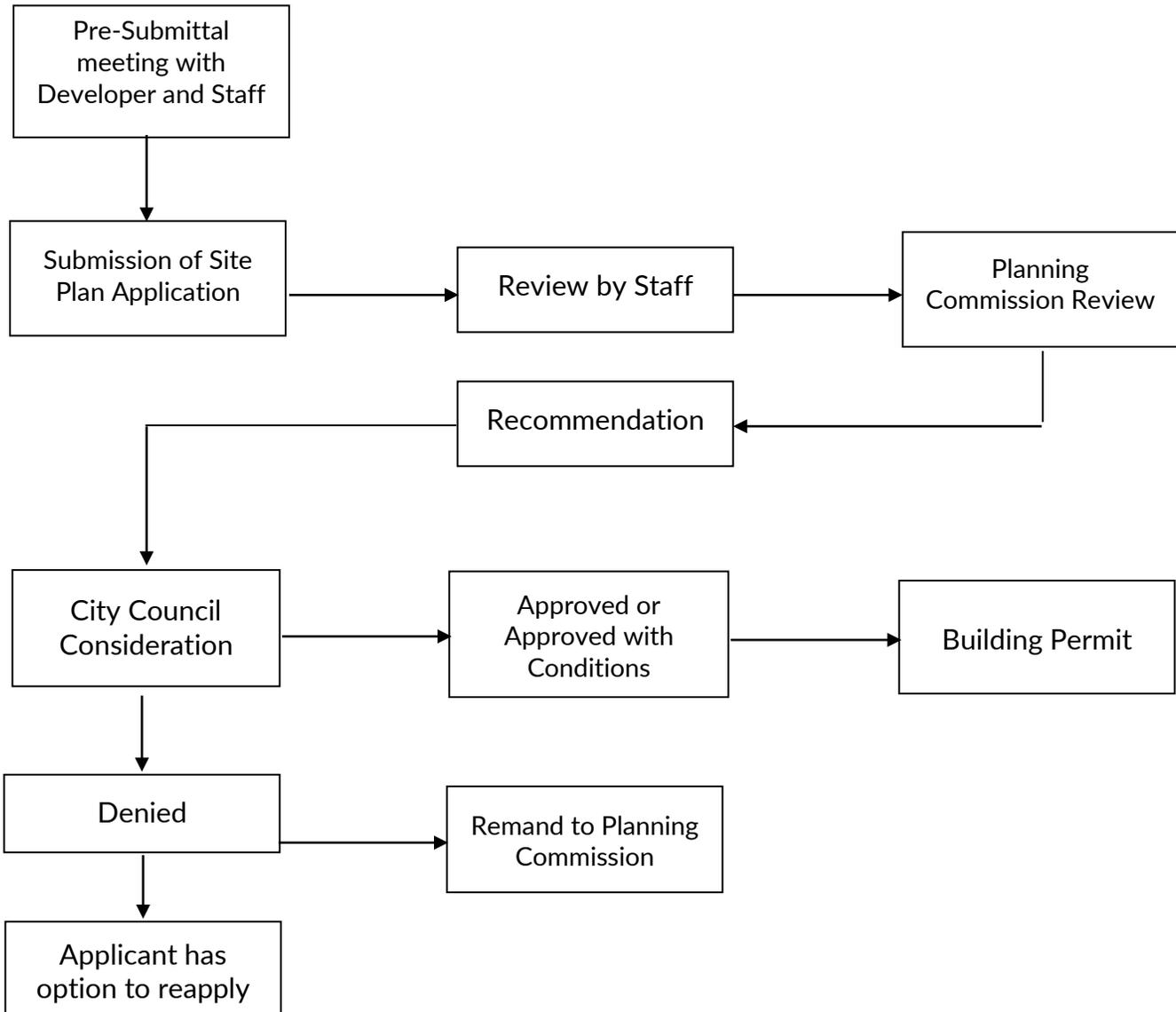


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SITE PLAN APPLICATION PROCESS

Minimum time to complete review process = 60 days





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FIRE DISTRICT #2

FIRE PREVENTION BUREAU

20500 W. 207th St.
Spring Hill, Kansas 66083
(913) 592-3926 (Phone)
(913) 592-5330 (Fax)

THE PROCESS:

It is suggested that a pre-plan submittal meeting occur with the Fire Prevention Bureau. This meeting takes about an hour and can save you time during the actual plan review process.

GENERAL ITEMS COVERED:

- 48 hours advanced notice required for **ALL** inspections and tests.
- Above and below ground fuel tank plan approval.
- Approved Central Stations for alarm transmission. (U.L. Certified)
- Exit and emergency lighting.
- Egress requirements for all commercial occupancies.
- Fire extinguisher locations and requirements.
- Fire flow and fire hydrant requirements.
- Fire apparatus access requirements.
- Fire sprinkler/fire detection requirements.
- Hazardous materials storage requirements and permit system.
- Hazardous occupancy requirements.
- Occupancy load requirements.
- Special occupancy requirements.

RECOGNIZED STANDARDS:

Any deviation from the adopted fire code shall be subject to the most restrictive national standard. Those standards can be U.L., F.M., National Fire Code-NFPA, NEC or any other nationally accepted standard not addressed by the fire code. Currently, Fire District #2 has adopted the International Fire Code 2000.

ALTERNATE METHODS:

Should any party feel the minimum standards of the Fire Code are unrealistic, alternate methods may be suggested, however they must meet or exceed the minimum requirements of the code.

2015/2016
Spring Hill Planning Commission
Meeting Dates and Submittal Deadlines

Meeting	Submittal Deadlines			Meeting
Planning Commission Meeting/Hearing	Paid Application Submittal Deadline (CUP/Rezoning/Preliminary & Final Plats)	Deadline for Public Notice Published & Letters Sent to Property Owners (This is done by the City of S.H.)	Deadline for Neighborhood Meetings Held & Signs Posted	City Council Meeting/Hearing to Consider Application
*1/7/15	12/2/14	12/10/14	12/15/14	1/22/15
2/5/15	1/6/15	1/14/16	1/19/15	2/26/15
3/5/15	2/3/15	2/11/15	2/16/15	3/26/15
4/2/15	3/3/15	3/11/15	3/16/15	4/23/15
5/7/15	4/7/15	4/15/15	4/20/15	5/28/15
6/4/15	5/5/15	5/13/15	5/18/15	6/25/15
7/2/15	6/2/15	6/10/15	6/15/15	7/23/15
8/6/15	7/7/15	7/15/15	7/20/15	8/27/15
9/3/15	8/4/15	8/12/15	8/17/15	9/24/15
10/1/15	9/1/15	9/9/15	9/14/15	10/22/15
11/5/15	10/6/15	10/14/15	10/19/15	**11/26/15
12/3/15	11/3/15	11/11/15	11/16/15	**12/24/15
1/7/16	12/8/15	12/16/15	12/21/15	1/28/16
2/4/16	1/5/16	1/13/16	1/18/16	2/25/16
3/3/16	2/2/16	2/10/16	2/15/16	3/24/16
4/7/16	3/8/16	3/16/16	3/21/16	4/28/16
5/5/16	4/5/16	4/13/16	4/18/16	5/26/16
6/2/16	5/3/16	5/11/16	5/16/16	6/23/16
7/7/16	6/7/16	6/15/16	6/20/16	7/28/16
8/4/16	7/5/16	7/13/16	7/18/16	8/25/16
9/1/16	8/2/16	8/10/16	8/15/16	9/22/16
10/6/16	9/6/16	9/14/16	9/19/16	10/27/16
11/3/16	10/4/16	10/12/16	10/17/16	**11/24/16
12/1/16	11/1/16	11/9/16	11/14/16	12/22/16

A protest petition regarding a CUP or Rezoning requests must be filed with the City Clerk within fourteen (14) days after the date of the Planning Commission hearing per Sections 17.354 I and 17.364 I of the Zoning Regulations.

*Planning Commission Meetings are normally scheduled on the 1st Thursday of each Month unless otherwise listed on this schedule due to election or holiday conflicts. Said meetings are subject to change with proper notice. The meetings are held in Room 15 of the Civic Center @ 7:00 p.m., located at 401 N. Madison St., Spring Hill, KS 66083.

**Due to holiday, the City Council meeting date will need to be determined at a later date.

Appendix

A

COMPREHENSIVE PLAN

City of Spring Hill, Kansas



Planning Principles and Design Guidelines

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Appendix A: Planning Principles and Design Guidelines

A.1 Guiding Principles

The Spring Hill Comprehensive Plan advocates the use of land planning principles and design guidelines to act as the basic framework for creating high quality environments to live, work, shop, and play. Future land use and development decisions, including individual zoning changes, subdivision plans and plats, site planning, infill development, annexations, and capital improvement programming should be coordinated with the Guiding Principles and recommendations set forth by this Section. The following Guiding Principles are a collection of physical design concepts reinforced by the results from the community Visual Preference Survey Questionnaire and the synthesis of the Vision Translation workshops.

The Community

1. Future development and redevelopment must respect the historical patterns, precedents, and boundaries of Spring Hill.
2. Development of land in the planning area must respect the natural environment and retain its natural and visual character derived from topography, woodlands, and riparian corridors. Engineering techniques requiring significant amounts of cut and fill must not be used to force-fit development into the environment.
3. The physical organization of the community must be supported by a framework of transportation alternatives, including pedestrian and bicycle systems that maximize access and mobility while reducing dependence upon the automobile.
4. Future transportation corridors must be planned and reserved in coordination with planned future land uses.
5. Greenway corridors shall preserve natural drainage areas, floodplains, and wooded areas, and must be used to define and connect urbanized areas of the community.
6. The Town Core of Spring Hill, including downtown and the Webster Street corridor, must be targeted for revitalization and future growth of higher intensity development, destination retail and entertainment, and higher density housing to maintain the area as the center focus of the community.
7. Civic, institutional, and mid-sized commercial uses serving the larger community should be embedded in downtown and the city core area, rather than isolated in remote single-use complexes.





The Neighborhood

1. Neighborhoods shall have a “sense of place” and must be compact, pedestrian-friendly, and include a fine-grained mix of uses where no single use monopolizes a large area.
2. Neighborhoods should integrate a variety of residential, commercial, institutional, civic, and personal activities of daily living within close proximity and within a five minute walking distance of residents.
3. Neighborhoods must have a defined “center”, such as a neighborhood green (park), plaza, or neighborhood retail center public space.
4. Higher building densities and more intense land uses should be provided within and around a neighborhood “center”.
5. Interconnected networks of streets must be designed to encourage walking, reduce the number and length of automobile trips, and conserve energy by reducing the length of automobile trips.
6. A broad range of housing types and price levels must be provided in neighborhoods to allow for a mix of people with diverse ages, races, and incomes.
7. Concentrations of civic, institutional, and commercial activity should be embedded within neighborhoods, rather than isolated in remote, single-use complexes. Schools should be sized and located to enable children to walk or bicycle to them.
8. A range of parks, from tot-lots and neighborhood greens to recreation fields and community gardens, must be distributed within neighborhoods. Conservation areas and open lands should be used to define and connect different neighborhoods and districts.
9. A grid, modified grid, or hybrid street layout that responds to local topography, water courses and greenways is the preferred street network pattern for new residential neighborhoods.
10. Where through street connections are not desirable due to topographic features, avenues/collectors parallel to open space areas or looped streets with neighborhood greens to create a “sense of place” are preferred over cul-de-sac streets.
11. Depending on the density, location, and type of development, alternative street networks should be used to minimize the amount of impervious surfaces, conserve open space, and protect natural features and water quality.



The Block, the Street, and the Building

1. Individual developments and buildings must be seamlessly integrated to their surroundings.
2. Accommodations for automobiles must be accomplished in ways that respect the pedestrian and the form of public space.

3. Buildings and landscaping must contribute to the physical definition of thoroughfares as civic spaces.
4. Streets and public spaces must be safe, comfortable, and interesting pedestrian environments. Properly configured, such spaces should encourage walking and enable neighbors to know each other and protect their neighborhoods.
5. Civic buildings and public gathering places should be placed on important sites and developed with distinctive form to reinforce the community's identity.



Provide a broad range of housing types and price levels in neighborhoods to allow for a mix of people with diverse ages, races, and incomes.

New developments planned along an existing or future citywide trail should provide neighborhood trail connections to link with larger network.

Streamway corridors within or adjacent to neighborhoods should remain largely open and accessible, preferably paralleled by an "avenue" or local street.

Concentrations of civic, institutional, and commercial activity should be embedded within neighborhoods, rather than isolated in remote, single-use complexes.

Higher building densities and more intense land uses should be provided within and around a neighborhood "center".

A neighborhood green/park/plaza should generally be a minimum of 2-5 acres in size and surrounded predominantly by public streets.

Buildings and landscaping must contribute to the physical definition of thoroughfares as civic spaces.

The neighborhood street network layout should consist of a modified grid pattern of interconnected streets adjusted to local topography, natural green spaces and corridors, and neighborhood centers.



Where through street connections are not desirable due to topographic features, avenues/collectors parallel to open space areas or looped streets with neighborhood greens to create a "sense of place" are preferred over cul-de-sac streets.

A.2 Neighborhood Development Guidelines

The following elements provide the basic framework for future neighborhood development in Spring Hill. These guidelines are intended to apply to the layout and design of new neighborhoods and infill or redevelopment projects.

1. Identify all natural green spaces (including stream corridors, wetlands, floodplains and their buffers) and establish buffer zones for such areas. These buffers should be determined by the classification of the stream and environmental characteristics. An optimum minimum buffer of 150 feet from the center of the stream is recommended, but may vary based on local conditions. Specific buffers must meet state and federal standards. No floodplains should be encroached upon.
2. Natural green space areas should serve as the basis for laying out a network of streets that will maintain the spaces as continuous and interconnected as possible. Natural green spaces should remain visible and accessible to the public, rather than isolated or secluded behind development.
3. The layout of the street network should be based on pedestrian sheds with a “center” defined by a public park, green, or neighborhood retail plaza space. A 1,200 to 1,500 linear feet radius from the neighborhood center should be used as the basic determinate of neighborhood size.
4. The neighborhood street network layout should consist of a modified grid pattern of interconnected streets adjusted to local topography, natural green spaces and corridors, and neighborhood centers. Residential blocks must be no longer than 660 feet between centerlines of streets.
5. A range of lot sizes and housing types should be provided within each neighborhood.
6. A neighborhood should include a well integrated mix of housing stock and uses in a neighborhood --single-family, multifamily, civic, and limited neighborhood-oriented retail uses. While not every new residential development will be of appropriate size to accommodate a range of residential uses, the following is an ideal mix of land uses for larger planned neighborhoods:
 - Single-family residences allocated to not less than fifty (50) percent and not more than eighty (80) percent of gross land area within the neighborhood.
 - Two-family residences allocated to not more than ten (10) percent of land area within the neighborhood.
 - Townhouse, row house, condominiums, or other multifamily dwellings not less than ten (10) percent of the land area within the neighborhood. However, multifamily housing for rental purposes should generally not exceed twenty-five (25) percent of the housing units in a neighborhood.
 - Civic uses allocated to not less than two (2) percent of the land area within the neighborhood.
 - Neighborhood-oriented retail uses allocated to not more than two (2) percent of the land area within a neighborhood and located in a planned neighborhood center.

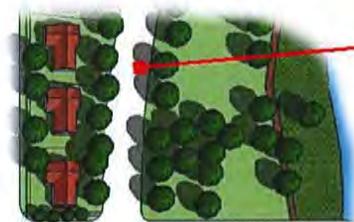


7. Lot sizes within blocks and the blocks themselves may increase as the distance away from a neighborhood center/green increases. Block sizes may be larger in the neighborhood center or core to accommodate parking and larger buildings.
8. All buildings should front onto streets, except for limited locations where residences may front onto community “greens” or parks. Buildings must not be designed into “complexes” or “pods”.
9. Residences should be designed to limit the appearance of garages. Alternative designs in which garages do not extend outward from the front of a home are strongly encouraged to maintain the historic character of Spring Hill. Garages which extend out from the front of a home create an emphasis on the automobile system, diminish the effects of inviting front doors and porches, and are simply less attractive than the house itself.
10. Residential areas with reduced lot sizes and widths should comply with the following architectural standards. Additional standards may be required with development approvals.
 - Provide roofline and building line offsets, such as projections, recesses, and changes in floor level.
 - Provide the front entry and the habitable portion of the dwelling as the dominant elements of the structure. Garages oriented toward the street must not exceed fifty (50) percent of the width of the residential structure facing the street.
 - Provide garages flush with the principal front building façade, recessed, side-loaded, rear-accessed, or detached. Garages oriented toward the street typically should not be projected in front of the habitable portion of the front façade. However if such projections occur they should be minimized and generally not exceed five (5) to seven (7) feet.
 - Provide other architectural features, such as a front porch or similar enclosed front stoop feature that projects in front of the garage, for any dwelling design in which a garage projects from or is flush with the principal front building façade.
11. Incorporate and use street connections from all existing or planned developments adjoining properties. Street connections to future development areas on adjoining properties should be no fewer than an average of one street for every 660 linear feet. Street connections to an arterial roadway typically must not be closer than 500 feet.
12. A neighborhood green/park/plaza should generally be a minimum of 2-5 acres in size and surrounded predominantly by public streets.
13. Buildings in a neighborhood center should front directly on the street and define a clear edge, with at least fifty percent (50%) of the building’s “active wall” oriented toward the street. An “active” wall is considered the side of the building containing the majority of the storefronts, customer entrances, and windows. Buildings should be arranged and grouped so that their primary placement and orientation frames and encloses parking areas on at least three sides. Parking must not be located between the building and the street. However, on-street parking may be permitted in order to create a “main street”.
14. Provide sidewalks on both sides of the street in higher density areas, within neighborhood centers, or streets leading to neighborhood centers.





15. Streamway corridors within or adjacent to neighborhoods should remain largely open and accessible, preferably paralleled by an “avenue” or local street. However in limited areas where development backs up to such spaces, wide view and access corridors should be maintained into the spaces, particularly at the terminus of street intersections.
16. The square footage of non-residential uses considered acceptable in a neighborhood retail center should be based on the type and range of residential unit types within the neighborhood. Neighborhood retail should not serve as regional or community destination, but should generally be oriented toward residents of nearby neighborhoods. Generally, the maximum size of a neighborhood center should be based on a ratio of up to 24-square feet of retail per housing unit within surrounding neighborhoods (pedestrian sheds) being served by the center.
17. Respect the location and image of development along arterial roads.
18. Plan for the location and integration of civic, institutional buildings including future school sites. Such building sites should be well integrated into the neighborhood fabric and easily accessible from within the neighborhood by local streets. Such uses should not be placed as isolated pods fronting onto an arterial street, but should be incorporated within the neighborhood or a neighborhood center.



Streamway corridors within or adjacent to neighborhoods should remain largely open and accessible, preferably paralleled by an “avenue” or local street.



Require buffer zones around natural green spaces including stream corridors, wetlands, and floodplains. An optimum minimum buffer of 150-feet from the center of the stream is recommended. However, the width of a buffer may vary based on environmental characteristics and by classification of the stream.



Use natural green space areas as the basis for laying out a network of streets that will maintain the open spaces as continuous and interconnected as possible.

A.3 Multifamily Residential Design Guidelines

New multifamily development should foster their residents a “sense of community” and connection with the greater Spring Hill community. As historically found throughout Spring Hill, buildings should face the street and integrate with the community-at-large through a connected street network designed with balanced use by automobiles, pedestrians, and bicycles.

Neighborhoods in Spring Hill are expected to provide a broad range of housing types and price levels to allow for a mix of people with diverse ages, races, and incomes. In addition to single-family dwellings, it is vital for neighborhoods to be balanced with a well integrated mix of attached housing types (e.g., apartments, townhouses, duplexes/single-family attached) thus creating a strong community for residents of all ages and incomes.

Multifamily development in Spring Hill is expected to meet the City’s Guiding Principles and integrated into the fabric of the community in a manner consistent with the Neighborhood Design Policies. In addition to the City’s core Guiding Principles and Neighborhood Design Policies, the following guidelines apply to multifamily developments in the community. Alternatives to these guidelines may be approved if it is deemed that enhanced development designs and amenities will be gained to the extent that an equal or higher quality “community” will result.

Site Layout and Development Pattern

- Buildings should be oriented toward streets and through-access drives to form “neighborhoods” rather than complexes or “pods”. In larger developments buildings may also be organized around a common open space, greenway, natural features such as a streamway corridor, or neighborhood amenities such as pools or other recreational facilities.
- To the maximum extent possible, garage entries, carports, parking areas, and parking structures must be oriented away from street frontage, or internalized in building groupings.
- Common open space and recreational facilities for residents should be centrally located where most conveniently accessible to a majority of residents.
- Create a hierarchy of interconnected streets and drives arranged to utilize both parallel and perpendicular streets in blocks or clusters, as well as occasional curvilinear or diagonal streets to respect the natural contours of the land. Variations may be allowed in areas where such a pattern would negatively impact environmentally sensitive areas. “T” intersections are desirable in locations to highlight important public spaces or open space areas.
- Design internal drives similar to public streets with detached sidewalks and planting strips between the curb and sidewalk, street trees, and lighting. Parallel on-street parking may also be incorporated where appropriate. Internal drives should not be designed with directly accessing angled or perpendicular parking stalls.





- Connect internal streets and drives to the perimeter public street system to provide multiple direct connections to and between local designations, and avoid creating a development as an isolated island in the surrounding community.
- Any fences should be decorative in nature such as wrought iron, picket fencing (not exceeding 4 feet in height) or a similar decorative fencing material. Solid wood fencing and chain link fencing is not desired, except for chain link fencing around recreational courts.

Open Space and Amenities

New multifamily areas are expected to provide common open space or contribute to the public open space for the use and enjoyment of the development’s residents. Open space must be provided in useful, quality spaces integrated purposefully into the overall development design. Residual areas left over after buildings and parking lots are sited are not considered acceptable open space. Open space may be active and passive. However, a minimum percentage of formal active open space must be provided -- a minimum ten (10) percent of the net land area is preferred for such space.



- Priority should be given to preserving areas of significant natural features, such as floodplains and drainage channels, mature trees and vegetation, stream corridors, wetlands, prominent bluffs and steep slope areas. Such features should be preserved through common open space or public dedication. Buildings, parking areas, other structures, and grading should be set back from such features a sufficient distance to ensure their continued quality and natural functions.
- Multifamily areas should provide “neighborhood greens” of at least 1-acre in size, in centrally located areas that are easily accessible for residents within the development. The quantity and size of such open space areas depends on the overall density and design of the development. Neighborhood greens should include the following design elements:
 - Neighborhood greens should be mostly open and visible to residents, rather than secluded behind buildings or surrounded by parking lots. Buildings adjacent to a green should front onto the space and include entrances and windows rather than rear facades.
 - The perimeter of a neighborhood green should front entirely to the street / drive curb on at least two sides. Buildings should not abut more than two sides of the green’s perimeter.
 - Neighborhood greens should be landscaped and provide amenities such as walkways, plazas, seating, recreational facilities, gazebos or other similar decorative shelters, pedestrian scale lighting, or other similar features for the use and enjoyment of residents.
- Multifamily areas are expected to provide active recreational amenities within the development site, or submit a comparable donation to the City for park and recreation purposes when such amenities are not feasible for the development site. Preferred recreational amenities include:
 - Paved walking trail through common open space areas, minimum 8-feet in width.



- Tot lot and play equipment.
- Other recreation facilities such as ball fields, swimming pool, etc. may be incorporated if in the city’s judgment the facility is an enhancement for the development and the residents of the community.



Provide a neighborhood “green” / park in neighborhoods if located more than a quarter-mile walking distance from an existing or planned park area. Such neighborhood “greens” / parks should typically be owned and maintained by a neighborhood homes association, but may be public if determined appropriate by the city.

A neighborhood green / park / plaza should be surrounded predominately by public streets, rather than located behind development or on remnant tracts of land.

Incentives to allow higher density development may be granted if the size of the park and its amenities benefit the city at large.

Pedestrian Access and Circulation

- An on-site system of pedestrian walkways must be provided to link all buildings to any detached parking areas / structures, and also link to sidewalks along internal streets / drives.
- Pedestrian walkways and sidewalks must be provided along all internal streets/drives to link with the following:
 - the boundaries of the development and the sidewalk system along perimeter streets;
 - Any adjacent existing or future nonresidential land uses, such as retail centers, offices and employment areas, eating establishments, and other personal service establishments;
 - Any adjacent or future parks, greenways, schools, or civic spaces.





- On-site walkways and sidewalks should range in width from a minimum four (4) feet to eight (8) feet depending on the location and intensity of use. Generally, sidewalks along streets / drives should be a minimum five (5) feet in width and walking recreational paths should be a minimum eight (8) feet in width.
- Provide sidewalks on both sides of all public and private streets and drives in multifamily developments.

Parking Location and Layout

- Design and locate surface parking areas and freestanding parking structures (detached garages or carports) as follows:
 - Parking areas and parking structures (detached garages or carports) should occupy no more than thirty (30) percent of a perimeter street frontage.
 - Locate parking structures (detached garages or carports) perpendicular to a perimeter street to minimize the visual impact.
 - Locate parking areas behind or between buildings, not between a building and the street / drive. Any parking lots along a street /drive should be screened from view along the street.
 - Arrange parking areas in small “blocks” of parking spaces, generally no more than twenty (20) spaces per block, and no closer than thirty (30) feet to a street right-of-way.
 - Separate parking blocks with a landscape area at least ten (10) feet in width.
 - Detached garages or carport structures should not exceed 120 feet in length, with no more than two such structures placed end-to-end.
- Parking along a street or drive should be parallel to the street, rather than angled or perpendicular, to avoid the appearance of a parking lot.
- Provide lighting in parking lots with individual decorative poles and fixtures, rather than building mounted fixtures. Any building mounted light fixtures should be decorative in nature and used primarily at entrances, rather than for site or parking lot lighting purposes.

Building Design

The design of multifamily buildings, either large or small, should contribute to a sense of “neighborhood” and add to the visual interest of Spring Hill’s streets. Building designs should be compatible with adjacent development and use building materials that are durable and attractive to maintain lasting value.

- The massing and use of exterior materials on small multifamily buildings such as duplexes, triplex, fourplex, etc. should be arranged to give the appearance of a large single-family dwelling (“big house”) to the extent possible. When such a design is not practical, small multifamily buildings should be designed with an appearance of individuality between dwelling units including varied rooflines, varied colors, and



varied façade depths to create variety and individuality. “Mirror image” design structures with the same general design repeated or flipped between units is not desired.

- Multifamily buildings should generally be limited to 2 stories in height for areas designated on the **Future Land Use Map** as “Residential”, while buildings of more than 3 stories in height should be directed to areas designated as “Mixed Use – Residential” or “Mixed Use-Commercial”.
- All sides of a multifamily building should display a similar level of quality and architectural interest, rather than limiting a majority of a building’s architectural features and interest to a single façade.
- Building elevations oriented toward the street should be articulated through the use of bays, insets, balconies, porches, or stoops related to entrances and windows.
- A prominent front entry with a porch or stoop should be provided on all facades facing the street.
- Any rear walls of multifamily buildings that back onto a perimeter street must be articulated with features similar to the front façade to avoid a “rear” appearance.
- Attached garages for multifamily buildings must be integrated into the building design and must not dominate the appearance of the structure, and should comply with the following:
 - Attached garages should be provided for at least a portion of dwelling units in apartment buildings is desired. Garages shall not project in front of the habitable living space.
 - Most or all of attached garages for small multifamily buildings such as town homes and row houses should be located on the sides or rear of the structure, rather than oriented toward the street.
 - Attached garages on the street side of any multifamily building must not comprise more than fifty (50) percent of the overall length of the front façade, and every two single-bay garage doors or every double garage door shall be offset by at least four (4) feet from the plane of an adjacent garage door(s).
 - Attached garages recessed back from the front façade or accessed from the rear or side are preferred over garages projecting toward the street/drive. Any attached garages oriented toward the street/drive must not project in front of habitable living space more than 5-feet. Side-loaded garages must comply with all exterior articulation and treatment, maximum length of front façade, and garage door appearance guidelines if visible from the street.
 - Attached garages with two or more bays oriented toward the street/drive shall be designed with one-door per bay or incorporate doors with features to give the appearance of individual doors.
 - Any side rear walls of detached garages and carports that back onto a perimeter street must be articulated with features such as windows, a trellis, and a variety of roof planes.





- A variety of exterior building materials and colors should be used to create visual interest and to avoid monotony. An amount no less than forty (40) percent of the total net exterior wall area of each elevation shall be finished with brick or stone, excluding gables, windows, doors, and related trim. The balance of the net exterior wall area may be lap siding (excluding vinyl lap siding) and/or stucco (excluding pre-manufactured stucco panels or EIFS).
- Predominate roofing materials must be high quality and durable. Preferred materials include 40-year or longer composition shingles, clay tiles, or concrete tiles. Other materials will be considered on a case-by-case basis.
- Detached garages and carport and other accessory structures including but not limited to grouped mailboxes, storage and maintenance facilities, clubhouses, recreational facility structures, and gazebos, shall incorporate compatible materials, scale, colors, architectural details, and roof slopes as the primary multifamily buildings, except that flat and shed roofs are prohibited.



A.4 Commercial Design Guidelines

The intent of the Commercial Design Guidelines is to improve the visual appearance and overall quality of development in Spring Hill. Commercial development should contribute to the “sense of community” desired in Spring Hill and be more than a collection of corporate, generic architectural styles that do not reflect the image and character of the community. New commercial development must remain compatible with surrounding land uses, particularly residential neighborhoods, and should foster a pedestrian experience that encourages nearby residents to walk or ride as an alternative to driving by creating a balance between the needs of the vehicle and the pedestrian.

Site Layout and Development Pattern

Appropriately sited buildings will greatly enhance the formation of the public streetscape. Buildings should be sited to provide a “sense of place” and to create a cohesive visual identity and attractive street scene. All primary and freestanding buildings must be arranged and grouped to create a distinct street edge.

Building location and orientation: Buildings should be sited to:

- front onto a street or major access drive to define a clear edge. Buildings must provide at least fifty percent (50%) of the building’s “active wall” oriented toward the street. An “active wall” is considered the side of the building containing the majority of the storefronts, customer entrances, and windows.
- frame the corner of an adjacent street or entrance drive intersection.
- frame and enclose parking areas on at least three sides. Parking must not be located between the building and the street. However, on-street parking may be permitted in order to create a “main street”. A majority of the frontage along an arterial street or other major roadway should be occupied by buildings or other structures such as decorative architectural walls (not to exceed 3-feet in height).
- cluster individual freestanding buildings to define the street edge and create amenity areas between buildings. The even dispersal of freestanding buildings in a widely spaced pattern is not desirable.
- create a focal point at the four corners of major street intersections. A focal point may consist of a building with exceptional architectural design, a vertical architectural feature, public art, and/or exceptional designed public plaza or landscape amenities. However, parking areas must not be located within a minimum 200-foot radius of the center point of the intersection.

Vehicle and Pedestrian Circulation: Internal circulation for both vehicles and pedestrians must be safe and convenient, and provide connectivity within and between developments. The pedestrian network and the experience of the pedestrian within the development must be considered with the same or higher priority as that of the automobile. Walkways must be designed and buffered in a manner that encourages their use.

- Create a network of pedestrian walkways to link the entrances of every commercial building to each other and to the public sidewalk system along perimeter streets, as well as to adjacent neighborhoods. Walkways should be at





least five (5) feet in width and wider in areas with higher levels of pedestrian activity.



- Provide walkways along entrance or internal access drives and setback at least six (6) feet from drive or parking lot curbs, unless designed as a “main street” with on-street parking.
- Walkways extending through parking areas should be incorporated into linear landscape strips, generally at least 17-feet in width to accommodate car overhangs and planting areas between the sidewalk and the curb. Walkways painted onto pavement or extending through multiple individual landscape islands are not appropriate.
- Walkways must be setback several feet from a building wall to incorporate building foundation landscape plantings. In “main street” environments sidewalks may not be setback from the building wall but should be wider and should include a “transition zone” of pedestrian amenities along the street/drive such as street trees, landscape planters, pedestrian lighting, and other streetscape amenities.
- At each point where a walkway crosses a paved area in a parking lot or internal street or driveway, the crosswalk should be clearly delineated through the use of change in paving materials distinguished by color, texture, or height.



Parking Layout and Design: The intent of these guidelines is to create developments that focus on creating quality places and move away from the conventional suburban development pattern of predominant and highly-visible parking areas. Parking lots must be effectively screened from the surrounding street network and adjacent incompatible uses.



- A distinct system of internal circulation drives must be provided for access to parking areas. Such circulation drives should not be located along the facades of buildings that contain primary customer entrances in order to minimize pedestrian conflict.
- Developments designed as a “main street” may include directly-accessing parking spaces and may be located along building facades that contain primary entrances. Otherwise, directly accessing parking spaces and the number of parking aisle intersections with the internal circulation drives should be limited.
- Parking areas should be distributed into smaller parking blocks generally containing no more than 40 spaces. Each parking block should be separated by buildings, landscaping, access drives or streets, or pedestrian walkways.
- Where parking blocks cannot be easily defined, interior landscape islands should be provided at a ratio of at least one island (180 square feet) for every ten (10) parking spaces, or an equivalent amount of interior landscape area.
- Parking and circulation drive connections should be provided between adjacent nonresidential developments. Connections with adjacent residential areas should be planned and incorporated wherever possible to provide convenient access for nearby neighborhoods, without encouraging cut-through traffic from the commercial center to access a major roadway.
- Illumination of parking lots should be provided with individual decorative poles and fixtures, rather than building mounted fixtures. Any building mounted light



fixtures should be decorative in nature and used primarily at entrances, rather than for site or parking lot lighting purposes.

- Illumination of parking lots near residential or within neighborhood centers should be limited to individual poles and fixtures not to exceed fifteen (15) feet in height as measured from grade.

Open Space and Amenities

A key element of new commercial developments is the creation of public gathering space with site amenities and pedestrian-scale features to enhance the overall development quality and to contribute to the character of the area. Neighborhood center developments are expected to integrate with nearby residential areas and offer attractive places for nearby residents to gather and interact. Larger commercial developments may incorporate gathering spaces when located in near proximity to residential or as urban design elements at key intersections for developments where public gathering spaces may not be suitable due to the nature of the land use.

- Priority should be given to preserving areas of significant natural features, such as floodplains and drainage channels, mature trees and vegetation, stream corridors, wetlands, prominent bluffs and steep slope areas. Such features should be preserved through common open space or public dedication. Buildings, parking areas, other structures, and grading should be set back from such features a sufficient distance to ensure their continued quality and natural functions. However, the preservation of such areas generally will not be considered a site amenity unless they comply with the remaining guidelines in this section.
- Site amenities such as public plazas or open landscaped gathering spaces should generally be provided in commercial developments at a ratio of 15 square feet for each 10 parking spaces.
- Desired site amenities include the following.
 - Public plaza with seating;
 - Landscaped mini-park, neighborhood green, or square;
 - Water feature;
 - Public art feature or clock tower;
 - Other similar area of focal feature that in the city's judgment is an appropriate public gathering space or urban design enhancement.
- Site amenities for neighborhood centers may be aggregated with required open space of adjacent residential development to create a neighborhood.
- All site amenities shall be an integral part of the overall development design, rather than an undevelopable remnant parcel, storm water facility, or an unusable perimeter buffer.
- Public gathering spaces must have direct access to the public sidewalk network.





- Open storm drainage and detention areas visible to the public must be incorporated into the design of the development as an attractive water feature amenity or focal point. Such an area may be considered a site amenity provided it meets the spirit and intent of these guidelines to serve as a development amenity or public gathering space.



Provide a neighborhood “green” / park in neighborhoods if located more than a quarter-mile walking distance from an existing or planned park area. Such neighborhood “greens” / parks should typically be owned and maintained by a neighborhood homes association, but may be public if determined appropriate by the city.

A neighborhood green / park / plaza should be surrounded predominately by public streets, rather than located behind development or on remnant tracts of land.

Incentives to allow higher density development may be granted if the size of the park and its amenities benefit the city at large.

Building Design

The design and treatment of commercial buildings plays an important role in the visual identity of Spring Hill. The purpose of these guidelines is to ensure the function, quality, and appearance of new structures is compatible in the context of the surrounding area.

- Consistent architectural design, including building materials and colors, shall be carried throughout the development. Designs that provide visual interest and variety, yet are consistent with the theme, are required.
- Buildings must be designed to create a human scale with elements such as canopies or porticos, arcades, colonnades, raised landscape planters, pedestrian level lighting, and special building material treatments at the base of the building.
- Each building must have similar qualities and architectural elements that contribute to the overall theme and shall include some of the following; arched windows, covered walkways, open courtyards, tile roofs, ornamental wrought iron, tile inlays, vertical towers, etc.
- Buildings near residential uses must be compatible in design, scale, and massing.
 - Buildings near residential uses must include sloped roofs, or the appearance of sloped roofs (mansard and gables) to maintain a residential appearance, unless other architectural features and site design provide residential compatibility.
 - Nonresidential sites designed to “back up” to residential rather than integrate with residential uses are subject to buffers with greater setbacks and landscape requirements. Setbacks and landscape buffers for buildings and parking/paved areas should be further increased for developments with loading docks, overhead doors, parking, or nonresidential buildings more than one story in height adjacent to residential zoning.
- All buildings must have architectural interest and variety to avoid the effect of long or massive walls with no relation to human scale. Building walls facing a street, pedestrian walkway, or adjacent development must meet the following:
 - Incorporate architectural features such as columns, ribs, pilaster or piers, changes in plane, changes in texture or masonry pattern, or an equivalent element that subdivides the wall into human scale proportions.
 - Incorporate a building bay or structural building system for walls exceeding 30 feet in width. Bays shall be visually established by architectural features such as columns, ribs or pilasters, piers, changes in wall planes, changes in texture or materials and fenestration pattern no less than twelve inches (12”) in width.
 - Incorporate at least one change in wall plane, such as projections or recesses, having a depth of at least three (3) percent of the entire length of the façade and extending at least twenty (20) percent of the entire length of the façade.





- Incorporate features into ground level walls such as windows, entrances, arcades, arbors, awnings, trellises, or alternative architectural detail that defines human scale to subdivide façade along no less than sixty (60%) percent of the façade. Windows shall be recessed and include visually prominent sills or other forms of framing.

- The sides and rear of the nonresidential buildings shall be treated with the same level of design quality and appearance as the front facades where such elevations are visible from a street or parking lots.
- Any business with drive-through lanes shall be oriented so the drive-through areas are not readily visible from street right-of-way.
- Window canopies/awnings must be canvas with a matte finish, tile, slate, or decorative metal and should be compatible with the overall color scheme of the facade from which it projects. Awnings with a high gloss finish or illuminated plastic canopies/awnings are not desirable.
- All exterior building wall signs facing toward or visible from residential dwellings shall be either non-illuminated or indirectly illuminated. No internally illuminated wall signs shall be permitted in any location where visible from residential dwellings.
- Decorative architectural accent lighting and landscape lighting shall be required.

Building Materials / Colors:

Building materials and colors used in a commercial development are expected to be durable, attractive, and have low maintenance requirements. Individual “corporate image” design elements and colors must be incorporated only as secondary elements to the development. Such elements must be consistent and blend with the larger development area.

- A variety and well proportioned mixture of exterior building materials and colors should be used to create visual interest and to avoid monotony, but must be consistent with a pallet of materials approved for the development area. No one material and color should dominate a building or a development. Corporate materials and colors should only be used to create variety if incorporated as secondary elements.
- Exterior building materials should consist of those that are durable, economically-maintained, and of a quality that will retain their appearance over time, including but not limited to, natural or synthetic stone; brick; stucco; integrally-colored, textured, or glazed concrete masonry units; high-quality prestressed concrete systems; or glass. Water-managed Exterior Installation Finish Systems (EIFS) may also be incorporated as a decorative accent material.
- Materials considered not acceptable include: vinyl siding; smooth-faced gray concrete block, painted or stained concrete block, tilt-up concrete panels; barrier-type EIFS; standard single- or double-tee concrete systems; split shakes, rough-sawn or board and batten wood; or field-painted or pre-finished standard corrugated metal siding.