

**CHAPTER 15.06
SITE PLAN REVIEW**

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15.06.010 – Applicability.

- A. A site plan review permit shall be required for the following circumstances (unless exempted below):
1. New construction.
 2. Expansion, remodel, or exterior alteration of any building or other structure.
 3. Change of use.
 4. Multi-family and group residential.
 5. Removal or fill of over 5,000 cubic yards of land.
- B. Exemptions from site plan review are as follows;
1. Any activity that does not require a building permit and is not considered by the Director to be a change in use.
 2. Interior work which does not alter the exterior of the structure or effect parking standards by increasing floor area.
 3. Normal building maintenance including the repair or maintenance of structural members.
 4. All residential development, in residential zones, except multi-family and group residential.

15.06.020 – Application Procedure. The city planner shall review all site plan review applications subject to Type II review procedures. However, if an application is unusually complicated or contentious due to site constraints or due to the complexity of the project, the application may be reviewed subject to a Type III process. In either case, in accordance with Chapter 15.07 *Administrative Procedures*, a pre-application conference is required prior to accepting an application for completeness review.

15.06.030 – Submittal Requirements.

- A. The site plan shall be drawn to scale and indicate all of the following:
1. Dimensions and orientation of the parcel.
 2. Locations and heights of buildings and structures, both existing and proposed. Scaled elevation drawings and photographs shall be provided when required.
 3. Location and layout of parking and loading facilities, including bicycle parking as required pursuant to 15.03.030-J *Bicycle Parking*;

4. Location of points of entry and exit for pedestrians and motor vehicles, and internal circulation patterns in compliance with the requirements of Chapter 15.03 *Supplemental Provisions* and accepted engineering guidelines and practices. Information shall include number and direction of driveway lanes and striping plans.
5. Demonstration of coordination with Oregon Department of Transportation (ODOT) if new access to ODOT right of way is proposed or the use of an existing point of access is proposed to be altered.
6. Location of existing and proposed walls and fences and indication of their height and materials.
7. Proposed location and type of exterior lighting as required by Chapter 8.30 of MMC.
8. Proposed location and size of exterior signs as required by Chapter 8.20 of MMC..
9. Site specific landscape plan including percentage of total net area.
10. Location and species of trees greater than six (6) inches in diameter when measured four (4) feet above the ground and an indication of which trees are to be removed.
11. Contours mapped at two (2) foot intervals shall be provided when required. (five [5] foot contours may be allowed on steep slopes).
12. Natural drainage.
13. Other significant natural features.
14. Legal description of the lot.
15. Percentage of the lot covered by any and all proposed and remaining structures to include asphalt concrete and other impervious materials.
16. Locations and dimensions of all easements and nature of the easements.
17. Service areas for uses such as loading and delivery.
18. Grading, erosion, and storm water control plan(s) shall be provided when required.
19. Transportation impact study shall be provided when required.
20. Plat map showing property lines of the subject property, adjacent rights-of-way, and ownership.
21. Other site elements that will assist in the evaluation of site development.

- B. A statement of operations with a brief narrative on the nature of the activity shall also be submitted, including:
1. Number of employees;
 2. Method of import and export;
 3. Hours of operation including peak times; and
 4. Plans for future expansion.

15.06.040 – Decision Criteria. The following decision criteria are applicable to all site plan reviews:

- A. Grading. Grading of a site shall take place only upon verification that, onsite surface drainage and on-site storage of surface water facilities be constructed when

necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A grading, erosion, and storm water control plan may be required.

B. Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure, safety or other valid purpose. Vegetative buffers should be left along major streets or highways, or to separate adjacent uses.

C. Public Facilities. Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. On-site detention or treatment of storm water may be required.

E. Traffic and Circulation. The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage (i.e., employees, customers, freight, service) and to the potential types of traffic (i.e., vehicles, pedestrians, bicycles).

1. *On-site circulation* shall be designed according to accepted engineering guidelines to be safe and efficient and shall comply with the requirements of Chapter 15.03 *Supplemental Provisions*, Chapter accepted engineering standards and practices.
2. *Minimum improvement and design standards* are located in Title 16 - *Subdivision of Land* specifically in Chapter 16.02 - *Minimum Improvements and Design Standards*. The Standards adopted in Chapter 16.02 and are not restated in the MZO but may be applicable to Site Plan Review even if a land division does not result. Adopted minimum improvement and design standards will be reviewed by the city planner, in consultation with the city engineer. The City Planner will determine which, if any, of the adopted standards are applicable to the proposed development subject to Site Plan Review. When improvements are required, the applicant will be required to meet all applicable improvement and design standards including minimum improvement design review procedures and inspection requirements.
2. *The access point(s)* between the subject property and the public street shall be reasonably safe and shall comply with accepted engineering standards as approved by City Engineer, while providing for required access per Section 15.03.020 *Access and Frontage Requirements*, and adequate parking per Section 15.03.130 *General Requirements for Parking Lots*. Other Factors to be considered in evaluating the adequacy of proposed access points include the average speed of the traffic on the public street(s), the proposed use and geometry of the access

- points, the distance between the existing and proposed access points, and sight distance from and to proposed points of access.
3. *Affect on local street network:* The proposed use shall not have an adverse effect on the public transportation system. For developments that are likely to generate more than 400 average daily motor vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study including traffic counts and analysis sufficient to demonstrate the anticipated level of impact to the affected street system. Every effort will be made to inform the applicant, within twenty (20) days of receiving a completed application, whether a traffic impact study and/or a determination of the resulting level of service will be required. Unforeseen circumstances could result in a delayed request for this information. The required traffic impact study shall be prepared by an Oregon licensed traffic engineer. The determination of most probable impacts or effects to be considered and the scope of the impact study should be coordinated with the provider of the affected transportation facility.
 4. *Access to all state highways* may require a permit from ODOT. Access spacing and location along state highways shall address the Access Management Policies and standards of the Oregon Highway Plan. Frontage improvements, such as curb and sidewalk to ADA standards, may be required by ODOT as a condition to access.
 5. *Route selection for on site circulation and proposed roads or access ways:* All proposed roads shall follow the natural topography and preserve natural features of the site as much as possible. Alignments shall be planned to minimize grading.
 6. *Adequate type and location of access:* Any proposed street system extension or improvement or on site circulation shall provide adequate access to buildings for residents, visitors, emergency vehicles, and service vehicles such as garbage collection or delivery trucks.
 7. *An internal pedestrian system* of sidewalks or paths shall provide connections to parking areas, entrances to the development, and open space, recreational and other community facilities associated with the development. Depending on proposed development, streets maybe required to have sidewalks on both sides. Pedestrian linkages shall also be provided to the peripheral street system.
- F. **Storage.** All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.
- G. **Equipment Storage.** Location or storage of mechanical equipment shall be reasonably well screened from view. Working equipment shall be sited to ensure adequate sound buffering to meet, at a minimum, the requirements of MMC Section 8.01.050 *Nuisances Affecting Peace and Safety.*

- J. Orientation - Buildings shall have their orientation toward the street rather than the parking area. At least one main entrance shall be oriented to the street. For lots with more than two front yards, the building(s) shall be oriented to the busiest street(s).
- K. Parking - Parking areas shall be located behind the buildings or on one or both sides in accordance with Section 15.03.130 *General Requirements for Parking Lots*.

15.06.050 – Effect of Approved Site Plan. Approved Site Plan is binding. Development subject to Site Plan Review must be constructed in compliance with the final approved binding site plan and all applicable conditions of approval. Adjustments or modifications to the approved site plan may be made only in accordance with MMC 15.04.050.