

Chapter 17.120SITE DEVELOPMENT REVIEWSections:

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17.120.010 Purpose. A. The purpose and intent of site development review is to promote the general welfare by directing attention to site planning, and giving regard to the natural environment and the elements of creative design to assist in conserving and enhancing the appearance of the city.

B. It is in the public interest and necessary for the promotion of the health, safety and welfare, convenience, comfort and prosperity of the citizens of the city:

1. To implement the city's comprehensive plan and other approval standards in this title;

2. To preserve and enhance the natural beauties of the land and of the manmade environment, and enjoyment thereof;

3. To maintain and improve the qualities of and relationships between individual buildings, structures and the physical developments which best contribute to the amenities and attractiveness of an area or neighborhood;

4. To protect and ensure the adequacy and usefulness of public and private developments as they relate to each other and to the neighborhood or area; and

5. To ensure that each individual development provides for a quality environment for the citizens utilizing that development as well as the community as a whole.

C. In order to prevent the erosion of natural beauty, the lessening of environmental amenities, the dissipation of both usefulness and function, and to encourage additional landscaping, it is necessary:

1. To stimulate harmonious design for individual buildings, groups of buildings and structures, and other physical developments;

2. To encourage the innovative use of materials, methods, and techniques and flexibility in building placement; and

3. To integrate the functions, appearances and locations of buildings and improvements so as to best achieve a balance between private preferences, and the public interest and welfare. (Ord. 868, 2018; Ord. 634§1 Exh. A (part), 1995)

17.120.020 Applicability of provisions. Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section 17.120.070 except it shall not apply to:

- A. Single-family detached dwellings;
- B. Manufactured homes on individual lots;
- C. A duplex, which is not being reviewed as part of any other development;
- D. A triplex, which is not being reviewed as part of any other development;
- E. Minor modifications as provided in Section 17.120.080;
- F. Any proposed development which has a valid conditional use approved through the conditional use permit application process;
- G. Family day care;
- H. Home occupation (Type I).
- I. Accessory dwelling units. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.030 Administration and approval process. A. The applicant for a site development review proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. Applications for site development review shall be processed according to Chapter 17.164.

C. The planning commission shall approve, approve with conditions or deny any application for site development review. The planning commission shall apply the standards set forth in Section 17.120.180 when reviewing an application for site development review. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.040 Expiration of approval. A. Site development review approval by the planning commission shall be effective for a period one year from the date of approval.

B. The site development review approval by the planning commission shall lapse if:

- 1. Substantial construction of the approved plan has not been completed within a one-year period; or
- 2. Construction on the site is a departure from the approved plan.

C. The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

- 1. No changes are made on the original site development review plan as approved by the planning commission;

2. The applicant can show intent of initiating construction on the site within the one year extension period; and

3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

D. Notice of the decision shall be provided to the applicant. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.050 Phased development. A. The planning commission may approve a time schedule for developing a site in phases over a period of time of one year, but in no case shall the total time period for all phases be greater than three years without reapplying for site development review.

B. The following criteria shall be satisfied in order to approve a phased site development review proposal:

1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy.

2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and

3. The phased development shall not result in the city or other property owners to construct public facilities that were required by an approved development proposal. (Ord. 868, 2018; Ord. 828, 2013; Ord. 828, 2013; Ord. 634 §1 Exh. A (part), 1995)

17.120.060 Bonding and assurances. A. On all projects where public improvements are required, the city may:

1. Require a bond in an amount equal to one hundred ten percent or other adequate assurances as a condition of approval of the site development plan in order to ensure the completed project is in conformance with the approved plan;

2. Approve and release such bonds upon the completion of the project. A portion of a bond may be released as components of the project are completed;

3. Require a development agreement containing the conditions of approval to be signed by the developer and recorded with Columbia County.

B. The bond shall be released when the city finds the completed project conforms to the approved site development plan and all conditions of approval are satisfied.

C. Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to the cost of the landscaping as determined by the planner is filed with the city, assuring such installation within six months after occupancy.

1. Security may consist of a faithful performance bond payable to the city, cash, certified check or such other assurance of completion approved by the city; and

2. If the installation of the landscaping is not completed within the six-month period, the security may be used by the city to complete the installation.

D. The applicant shall ensure that all occupants of the completed project, whether permanent or temporary, shall apply for and receive a city business license prior to initiating business. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.070 Major modification to approved plans or existing development. A. An applicant may request approval of a modification to an approved plan or existing development by:

1. Providing the planner with a reproducible copy of the proposed modified site development plan; and

2. A narrative which indicates the rationale for the proposed modification addressing the changes listed in subsection B of this section.

B. The planner shall determine that a major modification(s) will result if one or more of the following changes are proposed:

1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;

2. A change in the ratio or number of different types of dwelling units;

3. A change that requires additional on-site parking in accordance with Chapter 17.106;

4. A change in the use as defined by the Uniform Building Code;

5. An increase in the height of the building(s) by more than twenty percent;

6. A change in the type and location of access ways and parking areas where off-site traffic would be affected;

7. An increase in vehicular traffic to and from the site and the increase can be expected to exceed fifty vehicles per day;

8. An increase in the floor area proposed for a nonresidential use by more than ten percent;

9. A reduction in the area reserved for common open space and/or usable open space which reduces the open space area;

10. A reduction of project amenities where specified in the site plan:

a) Recreational facilities,

b) Screening, and/or

c) Landscaping provisions;

11. A change in land use; and

12. A modification to the conditions imposed at the time of site development review approval which are not the subject of subdivisions (B) (1) through (11) of this subsection.

C. Upon determining that the proposed modification to the site development plan is a major modification, the applicant shall submit a new site development review application and receive planning commission approval prior to any issuance of building permits. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.080 Minor modification(s) to approved plans or existing development. A. Any modification which is not within the description of a major modification as provided in Section 17.120.070, may be considered a minor modification.

B. An applicant may request approval of a minor modification:

1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
2. A narrative which indicates the rationale for the proposed modification addressing the changes listed in Section 17.120.070(B).

C. A minor modification shall be approved, approved with conditions or denied following the planner's review based on the finding that:

1. No title provisions will be violated; and
2. The modification is not a major modification.

(Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.120.090 Application submission requirements. A. All applications shall be made on forms provided by the planner and shall be accompanied by:

1. Copies of the development permit proposal and necessary data or narrative which explains how the proposal conforms to the standards; and
2. Site development plans drawn to a standard engineering scale. (Ord. 868, 2018 Ord. 828, 2013; Ord. 634 §1 Exh. A (part), 1995)

17.120.120 Site development plans. A. Site development plan(s), data and narrative shall include the following information, as appropriate:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions;
3. The location, dimensions and names of all:
 - a. Existing and platted streets and other public ways and easements on the site and on adjoining properties, and
 - b. Proposed streets or other public ways and easements on the site;
4. The location and dimension of:
 - a. Entrances and exits on the site,
 - b. Parking and traffic circulation areas,
 - c. Loading and services areas, where applicable,
 - d. Pedestrian and bicycle facilities,
 - e. Utilities;

5. The location, dimensions and setback distances of all:
 - a) Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
 - b) Proposed structures, improvements, and utilities on the site;
6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
7. A grading plan that includes:
 - a. The identification and location of the benchmark and corresponding datum,
 - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals, and
 - c. When requested by the planner, a statement from a registered engineer supported by factual data substantiating:
 - i. The validity of the slope stabilization proposals,
 - ii. That other off-site impacts will not be created,
 - iii. Stream flow calculations,
 - iv. Cut and fill calculations, and
 - v. Channelization measures proposed;
8. The location of drainage patterns and drainage courses;
9. The location of any natural hazard areas including:
 - a. Floodplain areas (one hundred-year floodplain and floodway),
 - b. Slopes in excess of fifteen percent,
 - c. Unstable ground (areas subject to slumping, earth slides or movement),
 - d. Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year,
 - e. Areas having a severe soil erosion potential as defined by the soil conservation service, and
 - f. Areas having severe weak foundation soils;
10. If applicable, the location of resource areas or site features including:
 - a. Wildlife habitat, and
 - b. Wetlands,
 - c. Rock outcroppings, and
 - d. Trees with six inches caliper or greater measured four feet from ground level;
11. The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas;

12. The location of areas to be landscaped including
- a. Location and height of fences, buffers and screening,
 - b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
 - c. Location, type and size of existing and proposed plant materials,
 - d. Soil conditions, and
 - e. Erosion control measures that will be used.
- (Ord. 868, 2018 Ord. 634 \$1 Exh. A (part), 1995)

17.120.180 Approval standards. The planning commission shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

A. Provisions of all applicable chapters;

B. Buildings shall be located to preserve topography, and natural drainage; located in areas not subject to ground slumping or sliding; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and fire fighting; and oriented with consideration for sun and wind; and

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

D. Privacy and noise:

1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,

2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and

3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

E. Private outdoor area: residential use:

1. Structures which include residential dwelling units shall provide private outdoor areas which is screened from view by adjoining units,

2. Private open space such as a patio or balcony shall be provided and shall be designed for the exclusive use of individual units and shall be at least forty-eight square feet in size with a minimum width dimension of four feet, and

a. Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit, and

b. Required open space may include roofed or enclosed structures such as a recreation center or covered picnic area,

3. Wherever possible, private outdoor open spaces should be oriented toward the sun;

F. Shared outdoor recreation areas: residential use:

1. In addition to the requirements of subsections D and E of this section, usable outdoor recreation space shall be provided in multifamily, mixed-use, and live/work residential developments for the shared or common use of all the residents in the following amounts:

a. Studio up to and including two-bedroom units, two hundred square feet per unit, and

b. Three or more bedroom units, three hundred square feet per unit,

2. The required recreation space may be provided as

follows:

a. It may be all outdoor space, or

b. It may be part outdoor space and part indoor space;

for example, an outdoor tennis court, and indoor recreation room,

c. It may be all public or common space,

d. It may be part common space and part private; for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit, and

e. Where balconies are added to units, the balconies shall not be less than forty-eight square feet.

1. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety;

G. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain;

H. Demarcation of public, semipublic, and private spaces; crime prevention:

1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;

I. Crime prevention and safety:

1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants,

2. Interior laundry and service areas shall be located in a way that they can be observed by others,

3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic,

4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and

5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

J. Access and circulation:

1. The number of allowed access points for a development shall be as provided in the public works design standards.

2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.

3. Provisions shall be made for pedestrian ways and bicycle ways consistent with 17.120.180(Q);

K. Public transit:

1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.

2. The requirements for transit facilities shall be based on:

a. The location of other transit facilities in the area,

b. The size and type of the proposal.

3. The following facilities may be required:

a. Bus stop shelters,

b. Turnouts for buses, and

c. Connecting paths to the shelters;

L. All parking and loading areas shall be designed in accordance with the requirements set forth in Sections 17.106.050 and 17.106.080, Chapter 12.10, and the public works design standards;

M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 17.100;

N. All drainage plans shall be submitted to the public works director for review and approval;

O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and

P. All of the provisions and regulations of the underlying zone shall apply.

Q. Pedestrian Access and Circulation Standards. Developments shall conform to all of the following standards for pedestrian access and circulation:

1. Continuous Walkway System. A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.

2. Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, transit stops, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:

a. The walkway is reasonably direct. A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel;

b. The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth and consistent surface and direct route of travel between destinations. The city planning commission may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.

c. The walkway network connects to all primary building entrances and, where required, Americans With Disabilities Act requirements.

3. Vehicle/Walkway Separation. Except as required for crosswalks, pursuant to Subsection 4, below, where a walkway abuts a driveway or street it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the city planning commission may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.

4. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.

5. Walkway Width and Surface. Walkways, including access ways required for subdivisions pursuant with Chapter 17.150, shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the city engineer, and not less than 5 feet wide. Multi-use paths (i.e., designed for shared use by bicyclists and pedestrians) shall be concrete or asphalt and shall conform to the public works design standards.

6. Walkway Construction. Walkway surfaces may be concrete, asphalt, brick/masonry pavers, or other city-approved durable surface meeting Americans with Disabilities Act requirements. Walkways shall be not less than 5 feet in width, except that concrete walkways a minimum of 6 feet in width are required in commercial developments and where access ways are required for subdivisions under Chapter 17.150 the planning commission may also require 6 foot wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than 5 feet.

7. Multi-Use Pathways. Multi-use pathways, where approved, shall be 12 feet wide and constructed of asphalt or concrete, consistent with the applicable public works design standards. (Ord. 868, 2018; Ord. 857, 2016; Ord. 820 §9, 2012; Ord. 634 §1 Exh. A (part), 1995)