

SECTION 30 – SITE PLAN REVIEW

1. Purpose. The purpose of the Site Development Standards is to bring under special review those projects involving building design and the development of land where inappropriate development may cause a conflict between uses in the same adjoining district by creating unhealthful or unsafe conditions, and thereby adversely affecting the public health, safety, and general welfare.
2. Objective
 - A. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of development.
 - B. Discourage monotonous, drab, unsightly, dreary and inharmonious design.
 - C. Conserve the City's natural beauty and visual character and charm by insuring structure signs, and other improvements are property related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements, and;
 - D. Protect and enhance the City's appeal to tourists and visitors, and thus support business and industry and promote the desirability of investment and occupancy in business, commercial and industrial properties.
3. Types of Development Requiring *Site Plan Review* Approval.
 - A. An administrative site plan review shall be conducted when plans are made in the R-0, C-C, C-N, C-H, I-L, I-G Zone District for:
 - 1) Conversions of residences to commercial uses.
 - 2) Expansion of existing commercial, industrial, or public facility uses and structures if the expansion is less than 50% of the existing structure or less than 10,000 square feet (whichever is smaller) ***and exceeds 50% of the market value before improvement or repair is started*** [Note: if the exterior structural addition, extension or relocation of, or to, an existing structure does not equal or exceed 50% of the existing structure or is less than 10,000 square feet, Site Plan Review approval is not required].
 - 3) Previously approved site plan reviews that are null and void ***for more than one year*** and no changes are proposed.
 - B. A site plan review shall be conducted before the City Planning Commission when plans are made in the R-0, P & S-P, C-C, C-N, C-H, I-L, I-G Zone District:
 - 1) ***For all new developments, expansion and major modification of existing developments, except it shall not apply to:***
 - a. ***Single-family detached dwellings;***
 - b. ***Manufactured homes on individual lots;***

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- c. A duplex, which is not being reviewed as part of any other development;*
 - d. Minor modifications;*
 - e. Home occupation*
- 2) For expansion of an existing structure, which is greater than 50% of the existing structure or greater than 10,000 square feet *and exceeds 50% of the market value before improvement or repair is started.*
- C. A site plan review within the TC Overlay District shall be conducted before the City Planning Commission, as specified below:
- 1) For a new structure.
 - 2) For an exterior structural addition, exterior extension, exterior remodeling, or other exterior development that requires a building permit or other permit required by this Ordinance, site plan review shall be required for development which equals or exceeds 10% of the market value of the structure before the improvement or repair is started. County assessment records shall be used as the basis for establishing market value.
 - 3) For an exterior structural addition, exterior extension, exterior remodeling or other exterior development that requires a building permit or other permit required by this Ordinance which has a market value below the threshold established above, compliance with the standards in this section shall be processed by administrative action. In processing administrative requests, the Planner may waive selected submittal requirements if they are not necessary to determining compliance with this chapter. In addition, the Planner may forward any request to the Planning Commission for review if the scale or nature of the proposal merits broader review.
- D. A site plan review shall be conducted in conjunction with any conditional use permit in any zone district of the City of Tillamook.*

4. Site Plan Review Requirements.

Planning Commission Authority. The Planning Commission shall approve, approve with conditions or disapprove, the site plans for all buildings or structures in those zoning districts where Site Plan Review is required, except those eligible for administrative review as listed above.

5. Application for Site Plan Review. A request for site plan review may be initiated by a property owner or authorized representative. The application shall be filed with the Planning Department, accompanied by a filing fee as determined by the Tillamook City fees schedule, and by a written statement addressing each of the Criteria and Standards as listed in Subsection 8 of this Section. The applicant shall also pay the cost of publication and notification as required. One (1) copy of the site plan shall be submitted for preliminary approval, and a pre-application conference needs to be scheduled, prior to acceptance of the application, as per the following subsection 8.

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6. Preliminary Site Plan Approval. A site plan for the total parcel shall be prepared and one (1) copy shall be submitted to the City Planner for review, at the time a pre-application conference is held. If, at the time of the pre-application conference, the City Planner finds that the site plan meets ***all submittal*** requirements, the application shall be prepared for the Planning Commission for review and a hearing, according to the ***relevant*** application procedures. Additional materials may be requested that are essential to the proposed use, site or its relationship to surrounding properties.
7. Site Plan Procedures. The site plan shall be drawn to scale and indicate the following:
 - A. Site Plan to locate where appropriate:
 - 1) Structures, both existing and proposed
 - 2) Driveways
 - 3) Landscaped areas
 - 4) Off-Street vehicle and bicycle parking spaces
 - 5) Points of egress and ingress, including on-site traffic movement
 - 6) Loading areas
 - 7) Utility service and drainage areas
 - 8) Pedestrian pathways and internal circulation
 - 9) Fences and walls
 - 10) Relationship of site to abutting properties
 - B. Landscape Plan
 - 1) Topography, existing grades, elevation and proposed grades
 - 2) Existing trees
 - 3) Species, size and location of plant materials
 - C. Architectural Drawings
 - 1) Floor Plans
 - 2) Any other improvements
 - 3) Elevations (existing and proposed)
 - D. Exterior Surface Specifications
 - 1) Type
 - 2) Color
 - 3) Texture
 - 4) Elevations
 - 5) Any other improvements
 - E. Exterior Lighting
 - 1) Type
 - 2) Height
 - 3) Area of illumination
 - F. Sign Plan

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- 1) Location
- 2) Size
- 3) Design
- 4) Material
- 5) Color
- 6) Method of illumination, if lighted

G. Traffic Capacity Plan

- 1) Points of egress and ingress, including on-site traffic movement
- 2) Off-street parking
- 3) A carrying capacity plan detailing trips and general traffic generated by the business activity of full development.
- 4) Vision clearance areas

8. Criteria. Each of the following must be addressed by the applicant in order for the Site Plan Review application to be considered complete:

- A. All of the above-listed objectives have been satisfied;**
- B. All negative environmental and historical impacts have been mitigated;**
- C. All development, parking, signage, and utility standards have been met; and**
- D. There is adequate public utility capacity available (or can be made available by the developer) to service the impacts of the development.**

9. **Additional Materials for submittal.**

A. Traffic Capacity Analysis*

- 1) The **Planner, or Planning Commission upon their review,** may require a proposed development to submit a detailed Traffic Capacity Plan.
- 2) The following requirements are to be dealt with as part of the total Site Development Plan for high traffic generating developments adjacent to highway:
 - a) The analysis shall include alternatives for access to the development from highways, country roads, and city streets.
 - b) The analysis of alternative access should include:
 - (1) Existing daily and P.M. peak hour counts by traffic movements at intersections affected by generated traffic from the development.
 - (2) Projected daily and P.M. peak hour volumes for these same intersections and proposed access points when the development is in full service. This shall be shown by the use of traffic flow diagrams.
- 3) A determination of the existing levels of service and projected levels of service at each intersection and access points studies. These determinations shall be in conformance with nationally accepted capacity manuals or equivalent manuals.

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- 4) An analysis of the need for traffic signals. This should include a traffic warrant computation based on the National Manual on Uniform Traffic Control Devices.
- 5) A complete analysis of the trip generation for the development, following the "1976 Institute of Transportation Engineer's Information Report" Trip Generation or the most current information.
- 6) The recommendation made in the analysis should be specific, and should be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendation should include the type of signal control and what movements should be signalized. If storage lanes for right and left turns are needed, the recommendation should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
- 7) The analysis should also include considerations for bicycle and pedestrian usage of the development.

* Oregon Department of Transportation, Highway Division, "Minimum Requirements for Traffic Report"

B. Other Requirements

Any other such architectural or engineering data may be required by the ***Planner, or Planning Commission upon their review***, to permit the necessary findings that provisions of this Ordinance are complied with.

10. Phased Site Plan Development. The Planning Commission shall 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. All of the following criteria shall be satisfied in order to approve a phased site development review proposal:

- A. All underground utilities are constructed during the initial phase of the development and the remaining public facilities are constructed in conjunction with or prior to each phase.***
- B. The development and occupancy of any phase is not dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable city or district standard.***
- C. The phased development shall not result in requiring the city or other property owners to construct public facilities that were required by an approved development proposal.***

11. ***Final Site Plan Approval.*** Within ***60*** days of ***submission determination of completeness*** of the application, after preliminary plan approval, the Planning Commission shall approve, approve with conditions, or disapprove, the site plan. In approving the plan, the Planning Commission shall find that all applicable provisions of this Ordinance are complied with. The decision of the Planning Commission shall be final unless appealed to the City Council.

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12. **Revisions *of Site Plans***. Revisions made by the applicant to an approved site plan shall be made pursuant to the procedures set forth in this section. Where required Site Plan Approval has been granted, it shall be unlawful for any person to cause or permit the proposed construction, alteration, improvement or use in any manner except in complete and strict compliance with the approved site plan.
13. **Time Limitation *for Site Plan Review and Expiration of approval***.
 - A. Site plan approval shall be null and void after one (1) year, unless a building permit been issued and substantial construction has taken place.
 - B. The site development review approval by the City Planning Commission shall lapse if:***
 - 1. Substantial construction of the approved plan has not been completed within ~~a one-year~~ the agreed upon time 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.***