

ordin bk

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Approving)
Amendments to the Columbia)
County Zoning Ordinance) ORDINANCE NO. 98-9
Regarding Site Design Review) Amending Ord. No. 84-4
(CCZO 1550))

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

SECTION 1. TITLE.

This ordinance shall be known as Ordinance No. 98-9.

SECTION 2. PURPOSE.

The purpose of this ordinance is to amend those provisions of the zoning ordinance pertaining to site design review.

SECTION 3. AUTHORITY.

This ordinance is adopted pursuant to ORS 197.175, 197.610 and 203.035.

SECTION 4. FINDINGS.

1. The Board of County Commissioners find that the amendments attached are consistent with the provisions of the Columbia County Comprehensive Plan.
2. The Board of County Commissioners adopts the findings of fact and conclusions of law found in the staff report dated November 25, 1998.

SECTION 5. AMENDMENT AND ADOPTION.

The Board of County Commissioners hereby amends the Columbia County Zoning Ordinance by adopting the provisions included in Exhibit "A", which is attached hereto and incorporated herein by this reference.

SECTION 6. SEVERABILITY.

The provisions of this ordinance are severable. If any provision of this ordinance is determined invalid by a review body of competent jurisdiction, such provision shall be considered a separate, distinct and independent provision and the decision shall not affect the validity of the remaining portions hereof.

SECTION 7. EMERGENCY CLAUSE.

This ordinance being immediately necessary to protect the public health, safety and welfare of the citizens of Columbia County, an emergency is declared to exist and this ordinance shall take effect immediately.

DATED this 2nd day of December, 1998, NUNC PRO TUNC November 25, 1998.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to form:
By: Ann Carcova Briggs
Office of County Counsel
H:\LDS\AMEND\CCZO1550.ORD

By: Joe A. Garber
Chair

By: [Signature]
Commissioner

By: Jack R. Palmer
Commissioner

By: Jan Suenkel
Recording Secretary

First Reading: 11-25-98
Second Reading: 11-25-98
Effective Date: 11-25-98

ATTACHMENT "A"

COLUMBIA COUNTY BOARD OF COMMISSIONERS
STAFF REPORT - TA 98-2
November 25, 1998

Zoning Ordinance Text Amendment - Site Design Review

FILE NUMBER: TA 98-2

APPLICANT: Columbia County Land Development Services
Courthouse, St. Helens, OR 97051

REQUEST: To amend Section 1550, Site Design Review, of the Zoning Ordinance.

BACKGROUND:

In order to streamline procedures and reinforce the need for a pre-application conference for most commercial, industrial, community and institutional projects in the county, applicant wishes to change the text of the Columbia County Zoning Ordinance (CCZO) as follows. Some sections have been re-arranged to be more sequential in regard to applications.

The following modifications are the result of a series of meetings between LDS staff members and the Scappoose-Spitzenberg CPAC over a 6 month period, plus changes made by the Planning Commission after hearings in August and September, 1998. Further changes were made by the Board of County Commissioners on November 25, 1998.

The Columbia County Planning Commission held hearings on the proposed changes in 1997 and 1998. Additions are in **bold**; deletions are ~~struck out~~.

"Section 1550 SITE DESIGN REVIEW: The Site Design Review process shall apply to all new development, redevelopment, expansion, or improvement of all community, governmental, institutional, commercial, ~~and industrial~~ **and multi-family residential (4 or more units)** uses in the County. ~~In addition, this process shall be applied to all actions which are referred to the Design Review Board or Planning Commission under other provisions of this ordinance.~~

.1 Types of Site Design Review:

Type 1: Projects, developments and building expansions which meet any of the following criteria:

1. are less than 5,000 sq.ft., and are less than 10% of the square footage of an existing structure.
2. Increase the number of dwelling units in a multi-family project.
3. Increase the height of an existing building.

Type 2: Projects, developments and building expansions which meet any of the following criteria:

1. have an area of 5,000 sq.ft. or more, or are 10% or more of the square footage of an existing structure.
2. Change the category of use (e.g., commercial to industrial, etc.).
3. New off-site advertising signs or billboards.
4. Any project meeting any of the Type 2 criteria shall be deemed a Type 2 Design Review application.

.2 **Design Review Process:** ~~The Design Review Board or Planning Director shall review and decide all Type 1 Site Design Review applications.~~ The Planning Commission shall review all Type 2 Design Review applications. ~~which are subject to the provisions of Section 1550 of this ordinance.~~ Applications shall be processed in accordance with Sections ~~1603~~ 1600 and 1700 of this ordinance.

.3 **Pre-application Conference:** A pre-application conference is required for all projects applying for a Site Design Review, unless the Director or his/her designate determines it is unnecessary. The submittal requirements for each application are as defined in this section and the standards of the applicable zone, and will be determined and explained to the applicant at the pre-application conference.

.4 **Pre-application Conference Committee:** The committee shall be appointed by the Planning Director and shall consist of at least the following officials, or their designated staff members. Only affected officials need to be present at each pre-application conference.

- a) The County Planning Director.
- b) The County Director of Public Works.
- c) The Fire Marshal of the appropriate Rural Fire District.
- d) The County Building Official.
- e) The County Sanitarian.
- f) A city representative, for projects inside Urban Growth Boundaries.
- g) Other appointees by the Planning Director, such as an Architect, Landscape Architect, real estate agent, appropriate officials, etc.

.5 **Submittal documents:** The following documents, when applicable, are required for a Site Design Review. The scope of the drawings and documents to be included will be determined at the pre-application conference by the Pre-application Conference Committee, and a Site Design Review Submittal Checklist will be given to the applicant, documenting which items are deemed not applicable or not necessary to

determine compliance with County and State standards, with a short explanation given for each item so determined.

- A. **History.**
- B. **Project narrative.**
- C. **Existing site plan.**
- D. **Proposed site plan.**
- E. **Grading plan.**
- F. **Drainage plan.**
- G. **Wetland mitigation plan.**
- H. **Landscaping plan.**
- I. **Architectural plans.**
- J. **Sign drawings.**
- K. **Access, parking and circulation plan.**
- L. **Impact assessment.**
- M. **Site Design Review Submittal Checklist**

~~3.6~~ **Site Plan Submittal and Analysis:** The applicant shall submit an application and any necessary supplemental information as required by this ordinance to the **Land Development Services Department**. ~~The Director, or the Director's designate,~~ **The Planning Director or designate** shall review the ~~site plan application~~ and check its **completeness and** conformance with this ordinance. Once ~~the a~~ **a Type 2** application is deemed complete, it shall be scheduled for the earliest possible hearing before the ~~Design Review Board or Planning Commission~~. A staff report shall be prepared and sent to both the applicant, the ~~Design Review Board or Planning Commission~~, and any interested party requesting a copy.

~~.7~~ **Planning Director Review:** All Type 1 design review applications will be processed by the Planning Director or designate according to Sections 1601, 1602 and 1609 of this ordinance. If the Director determines that the proposed development meets the provisions of this ordinance, the Director may approve the project and may attach any reasonable conditions.

~~4.8~~ **Planning Commission Review: Public Hearing:** The ~~Design Review Board or Planning Commission~~ shall hold a public hearing for all **Type 2 Design Review applications according to Sections 1603, 1604 and 1608 of this ordinance**. ~~for the purpose of considering the proposed site development plan.~~ If the ~~Design Review Board or Planning Commission~~ determines that the proposed development meets the provisions of this ordinance, ~~they~~ **it** may approve the ~~project design plan~~. The ~~Design Review board or Planning Commission~~ may attach any reasonable conditions to its approval of a site plan.

~~5.9~~ **Compliance:** Conditions placed upon the development of a site are also placed upon any building permits issued for ~~this~~ **the** same site. These conditions shall be met by the developer prior to the ~~final approval of a building permit~~ **an**

occupancy permit being issued by the Building Official, or **as an alternative**, a bond shall be posted which is ~~adequate to insure the conditions placed upon the development are met~~ **equal to 125% of the estimated cost of the unfinished work, to ensure completion within 1 year of occupancy. If all improvements are not completed within the 1-year bond period, the County may use the bond to complete the work..**

A. ~~The development of the site must be completed as per the approved final plans, including landscaping and recreation areas, before the building permit is issued. A field check by the staff will insure compliance.~~

B. ~~It shall be the duty of the County to enforce these regulations, and to assure that conditions of final development review approval are carried out.~~

~~5.10 Site Analysis Submittal (Existing Site Plan: The site analysis will provide the basis for the proper design relationship of the proposed development to the site and to adjacent properties. The degree of detail in the analysis existing site plan shall be appropriate to the scale of the proposal, or to special site features requiring careful design (see illustration). A site analysis An existing site plan shall include the following, unless it is determined by the Planning Director that the information is not applicable or is not necessary to determine compliance with County and State standards, and a short explanation will be given for each item so determined.~~

A. A vicinity map showing location of **the** property in relation to adjacent properties, roads, pedestrian**ways** and bikeways, and utility access. Site features, manmade or natural, which cross property boundaries are to be shown.

B. A site description map at a suitable scale (i.e. 1"=100'; 1"=50'; or 1"=20') showing parcel boundaries and gross area, including **the following** elements, when applicable:

1. Contour lines at the following minimum intervals:

a. 2 foot intervals for slopes 0-20%;

b. 5 or 10 foot intervals for slopes exceeding 20%;

c. Identification of areas exceeding 35% slope.

2. ~~Slope analysis showing portions of the site according to slope ranges as follows: 0-10%, 10-20%, 20-35%, 35-50%, and 50%+.~~ Approximate area calculations shall be made for areas more than 20% using the above categories. In special areas, such as open space, a more a detailed slope analysis may be required. Sources

for slope analysis include maps located at the U.S. ~~Soil~~ **Natural Resources** Conservation Service office.

- ~~3. Drainage, including adjacent lands.~~
- 43.** Potential natural hazard areas, including potential flood or high ground water, landslide, erosion, **and** drainage ways, ~~and weak foundation soils.~~ An engineering geologic study may be required.
- 54.** ~~Marsh or w~~ **Wetland** areas, ~~underground~~ springs, wildlife habitat areas, wooded areas, and surface features such as mounds **and** large rock outcroppings.
- 65.** Streams and stream corridors.
- ~~7. Location of wooded areas, significant clumps or groves of trees and specimen conifers, oaks and other large deciduous trees. [revised and moved to .12A.2.]~~
- 6.** **Location, species and size of existing trees proposed to be removed.**
- 87.** **N Significant** noise sources.
- ~~9. Sun and wind exposure.~~
- ~~10. Significant views.~~
- ~~148.~~ Existing structures, improvements, utilities, ~~and~~ easements, ~~or~~ **and** other development.
- 9.** **Adjacent property structures and/or uses.**

~~6.11 Preliminary Site Plan Submittal~~ (Proposed Site Plan): A complete application for design review shall be submitted, ~~A project summary shall accompany when necessary to describe special circumstances, such as a request for minor exception to a development standard.~~ Preliminary submittal shall include including the following plans, which may be combined, as appropriate, onto one or more drawings, **unless it is determined by the Planning Director that the information is not applicable or is not necessary to determine compliance with County and State standards, and a short explanation will be given for each item so determined:**

- A. Site Plan: The site plan shall be drawn at a suitable scale (i.e. 1"=100', 1"=50', or 1"=20') and shall include the following:

1. The applicant's entire property and the surrounding area to a distance sufficient to determine the relationships between the applicant's property and the proposed development and adjacent propertyies and developments;
2. Boundary lines and dimensions for of the property and all proposed property lines. Future buildings in phased development shall be indicated;
3. Identification information, including names and addresses of project designers;
4. Natural features which will be utilized in the site plan;
5. Location, dimensions and names of all existing or platted streets roads or other public ways, easements, and railroad rights-of-way on or adjacent to the property, county city limits, section lines and corners, and monuments;
6. Location and dimensions of all existing structures, improvements, or utilities to remain, and structures to be removed, all drawn to scale.
7. Historic structures (~~County inventory~~), as designated in the **Comprehensive Plan**;
8. Approximate location and size of storm water retention or detention facilities and storm drains;
9. Location and exterior dimensions of all proposed structures and impervious surfaces;
10. Location and dimension of parking and loading areas, pedestrian and bicycle circulation, and related access ways. Individual parking spaces shall be shown;
11. Orientation of structures, showing ~~windows and doors~~, entrances and exits;
12. ~~Lighting (specify type)~~. **All exterior lighting, showing type, height, wattage, and hours of use.**
13. **Drainage, including possible adverse effects on adjacent lands.**

14. ~~Location of mail boxes. Service areas for waste disposal and recycling, loading and delivery;~~
 15. **Noise sources, with estimated hours of operation and decibel levels at the property boundaries.**
 16. **A landscaping plan which includes, if applicable:**
 - a. **Location and height of fences, buffers, and screening;**
 - b. **Location of terraces, decks, shelters, play areas, and common open spaces;**
 - c. **Location, type, size, and species of existing and proposed shrubs and trees; and**
 - d. **A narrative which addresses soil conditions and erosion control measures.**
- B. Grading Plans: A preliminary grading plan indicating where and to what extent grading will take place, including general contour lines, slope ratios, slope stabilization proposals, and natural resource protection proposals.
- C. Architectural Drawings:
1. Building elevations and sections;
 2. Building materials (color and type);
 3. Floor plan.
- ~~D. Landscape Plan: The landscape plan shall be at the same scale as the site plan. All identification information required on the site plan shall be shown on the landscaping and open space plan. It shall show:~~
- ~~1. Property and lot or parcel boundaries and rights-of-way;~~
 - ~~2. Structures and impervious surfaces, including parking lots;~~
 - ~~3. General landscape development plan, including the location of existing and proposed plants and groups of plants;~~
 - ~~4. Description of soil conditions and plans for soil treatment such as stockpiling of topsoil, addition of soil amendments, and plant selection requirements relating to soil conditions;~~

- ~~5. Erosion controls, including plants, walls, terraces, etc.; materials and soil stability, if any;~~
- ~~6. Irrigation system (underground sprinklers or hose bibs);~~
- ~~7. Landscape related structures such as fences, terraces, decks, patios, shelters, play areas, etc.;~~
- ~~8. Boundaries of open space, recreation or reserved areas to remain, access to open space and any alterations proposed;~~
- ~~9. Location of pedestrian or bikeway circulation with landscape area.~~

E.D. Signs: (see also Zoning Ordinance Section 1300)

1. Freestanding sign:
 - a. Location of sign on site plan;
 - b. Elevation of sign (indicate size, total height, height between bottom of sign and ground, color, materials, and means of illumination).
2. On-Building Sign:
 - a. Building elevation with location of sign (indicate size, color, materials and means of illumination);
 - b. Plot plan showing location of signs on building in relation to adjoining property.

.12 Landscaping: Buffering, Screening and Fencing:

A. General Provisions:

1. Existing plant materials on a site shall be protected to prevent erosion. Existing trees and shrubs may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the trees or shrubs.
2. All wooded areas, significant clumps or groves of trees, and specimen conifers, oaks or other large deciduous trees, shall be preserved or replaced by new plantings of similar size or character.

B. Buffering Requirements:

1. Buffering and/or screening are required to reduce the impacts on adjacent uses which are of a different type. When different uses are separated by a right of way, buffering, but not screening, may be required.
2. A buffer consists of an area within a required setback adjacent to a property line, having a width of up to 10 feet, except where the Planning Commission requires a greater width, and a length equal to the length of the property line adjacent to the abutting use or uses.
3. Buffer areas shall be limited to utilities, screening, pedestrian and bicycle paths, and landscaping. No buildings, roads, or parking areas shall be allowed in a buffer area.
4. The minimum improvements within a buffer area shall include:
 - a. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than 10 feet high for deciduous trees and 5 feet high for evergreen trees, measured from the ground to the top of the tree after planting. Spacing of trees at maturity shall be sufficient to provide a year-round buffer.
 - b. In addition, at least one 5-gallon shrub shall be planted for each 100 square feet of required buffer area.
 - c. The remaining area shall be planted in grass or ground cover, or spread with bark mulch or other appropriate ground cover (e.g. round rock). Pedestrian and bicycle paths are permitted in buffer areas.

C. Screening Requirements:

1. Where screening is required, the following standards shall apply in addition to those required for buffering:
 - a. A hedge of evergreen shrubs shall be planted which will form a four-foot high continuous screen within two years of planting; or,
 - b. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen

six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulch; or,

- c. A five foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, brick, or other materials approved by the Director. Corrugated metal is not an acceptable fencing material. Chain link fences with slats may be used if combined with a continuous evergreen hedge.
2. When the new use is downhill from the adjoining zone or use being protected, the prescribed heights of required fences, walls, or landscape screening along the common property line shall be measured from the actual grade of the adjoining property at the common property line. This requirement may be waived by the adjacent property owner.
3. If four or more off-street parking spaces are required, off-street parking adjacent to a public road shall provide a minimum of four square feet of landscaping for each lineal foot of street frontage. Such landscaping shall consist of landscaped berms or shrubbery at least 4 feet in total height at maturity. Additionally, one tree shall be provided for each 50 lineal feet of street frontage or fraction thereof.
4. Landscaped parking areas may include special design features such as landscaped berms, decorative walls, and raised planters.
5. Loading areas, outside storage, and service facilities must be screened from adjoining properties.

D. Fences and Walls:

1. Fences, walls or combinations of earthen berms and fences or walls up to four feet in height may be constructed within a required front yard. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to six feet in height.
2. The prescribed heights of required fences, walls, or landscaping shall be measured from the lowest of the adjoining levels of finished grade.

3. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, brick, or other materials approved by the Director. Corrugated metal is not an acceptable fencing material. Chain link fences with slats may be used if combined with a continuous evergreen hedge.

- E. Re-vegetation: Where natural vegetation or topsoil has been removed in areas not occupied by structures or landscaping, such areas shall be replanted to prevent erosion.

.13 Standards for Approval:

The Planning Commission or Director shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

- A. Flood Hazard Areas: See CCZO §1100, Flood Hazard Overlay Zone. All development in Flood Hazard Areas must comply with State and Federal Guidelines.
- B. Wetlands and Riparian Areas: Alteration of wetlands and riparian areas shall be in compliance with State and Federal laws.
- C. Natural Areas and Features: To the greatest practical extent possible, natural areas and features of the site shall be preserved.
- D. Historic and Cultural sites and structures: All historic and culturally significant sites and structures identified in the Comprehensive Plan, or identified for inclusion in the County Periodic Review, shall be protected if they still exist.
- E. Lighting: All outdoor lights shall be shielded so as to not shine directly on adjacent properties and roads.
- F. Energy Conservation: Buildings should be oriented to take advantage of natural energy saving elements such as the sun, landscaping and land forms.
- G. Transportation Facilities: Off-site auto and pedestrian facilities may be required by the Planning Commission, Planning Director or Public Works Director consistent with the Columbia County Road Standards and the Columbia County Transportation Systems Plan.

- .7.14 Final Site Plan Approval:** If the Planning Director or ~~Design Review Board or~~ Planning Commission approves a preliminary site plan, the proponent applicant

shall finalize all the site drawings and shall submit them to the Director for review. ~~These final site plan drawings shall contain all the changes made by the Design Review Board or Planning Commission.~~ If the Director finds the final site plan conforms with the preliminary site plan, as approved by the ~~Design Review Board Director~~ or Planning Commission, ~~he~~ **the Director** shall give approval to the final site plan. **Minor differences between the preliminary site plan and the final site plan may be approved by the Director.** These plans shall be attached to the building permit application and shall become a part of that permit.

~~.8 — Maintenance: All approved on-site improvements shall be the on-going responsibility of the property owner or occupant."~~

FINDINGS:

This request is being processed under Sections 1606, 1607 and 1611 of the Zoning Ordinance. The following sections of the ordinance apply:

"1606 Legislative Hearing: Requests to amend the text of the Zoning Ordinance...are legislative hearings. Legislative hearings shall be conducted in accordance with the following procedures:

.1 A legislative amendment to the Zoning Ordinance Text or Map may be initiated at the request of the Board of Commissioners, a majority of the Commission, or the Director, or any citizen of the County may petition the Commission for such a change."

Finding 1: These amendments were initiated by the Planning Director.

Continuing with Section 1606 of the Zoning Ordinance:

".2 Notice of a Legislative Hearing shall be published at least twice, 1 week apart in newspapers of general circulation in Columbia County. The last of these notices shall be published no less than 10 calendar days prior to the Legislative Hearing. The mailing of notice to individual property owners is not required but shall be done if ordered by the Board of Commissioners."

Finding 2: The following hearing notices were published in the Chronicle and Spotlight for the following Planning Commission hearings:

<u>Notice Date</u>	<u>Hearing Date</u>	<u>Notice Date</u>	<u>Hearing Date</u>
8-20-97 & 8-27-97	9-8-97	5-20-98	6-1-98
2-18-98	3-2-98	7-8-98	7-20-98
3-25-98	4-6-98	Continued to:	8-3-98
4-22-98	5-4-98	Continued to:	9-14-98

Copies of the changes were periodically sent to all CPAC members. Notice to individual property owners was not required by the Board of Commissioners and was not done.

Section 1607 of the Zoning Ordinance provides as follows:

"1607 Consistency with the Comprehensive Plan: All amendments to the Zoning Ordinance Text and Map shall be consistent with the Comprehensive Plan Text and Maps.

- .1 The Commission shall hold a hearing to consider the proposed amendments and shall make a recommendation to the Board of Commissioners with regard to the proposed amendments. The Board of Commissioners shall hold at least one hearing to consider the proposed amendments. Both the Commission and the Board of Commissioners hearings will require notice in the manner outlined in Section 1611."

Finding 3: There are no direct references to Site Design Review in the Columbia County Comprehensive Plan.

Section 1611 of the Zoning Ordinance provides as follows:

"1611 Notice of Legislative Hearing: The notice of a legislative hearing shall contain the following items:

- .1 Date, time and place of the hearing;
- .2 A description of the area to be rezoned or the changes to the text;
- .3 Copies of the statement for the proposed changes are available in the Planning Department. These proposed changes may be amended at the public hearing;
- .4 Interested parties may appear and be heard;
- .5 Hearings will be held in accordance with the provisions of the Zoning Ordinance."

Finding 4: All of the above were included in the Notices of Public Hearing published several times in the Chronicle and Spotlight newspapers.

COMMENTS:

1. Several meetings were held with the Scappoose-Spitzenberg CPAC between September 8, 1997 and September 14, 1998. Many of the CPAC's suggestions have been incorporated in the final version presented here.

2. The planning staff reviewed the amendments several times between September 8, 1997 and September 14, 1998.
3. All of the active CPACs in the county were sent copies of the Planning Commission staff report and the proposed final appearance of Section 1550 on November 10, 1997, February 12, 1998 and March 20, 1998.

No other comments have been received from CPACs, property owners or government agencies as of the date of this staff report (November 25, 1998).

CONCLUSION AND RECOMMENDATION:

Based upon the above findings, the Planning Commission and staff recommend APPROVAL of these legislative amendments to Section 1550 of the Columbia County Zoning Ordinance.

pw

TA 98-2

Text Amendments to the Columbia County Zoning Ordinance Section 1550: SITE DESIGN REVIEW

Final Appearance after Proposed Changes

November 25, 1998

Approved by the Columbia County Board of Commissioners 11-25-98

"Section 1550 SITE DESIGN REVIEW: The Site Design Review process shall apply to all new development, redevelopment, expansion, or improvement of all community, governmental, institutional, commercial, industrial and multi-family residential (4 or more units) uses in the County.

.1 Types of Site Design Review:

Type 1: Projects, developments and building expansions which meet any of the following criteria:

1. are less than 5,000 sq.ft., and are less than 10% of the square footage of an existing structure.
2. Increase the number of dwelling units in a multi-family project.
3. Increase the height of an existing building.

Type 2: Projects, developments and building expansions which meet any of the following criteria:

1. have an area of 5,000 sq.ft. or more, or are 10% or more of the square footage of an existing structure.
2. Change the category of use (e.g., commercial to industrial, etc.).
3. New off-site advertising signs or billboards.
4. Any project meeting any of the Type 2 criteria shall be deemed a Type 2 Design Review application.

.2 Design Review Process: The Planning Director shall review and decide all Type 1 Site Design Review applications. The Planning Commission shall review all Type 2 Design Review applications. Applications shall be processed in accordance with Sections 1600 and 1700 of this ordinance.

- .3 Pre-application Conference:** A pre-application conference is required for all projects applying for a Site Design Review, unless the Director or his/her designate determines it is unnecessary. The submittal requirements for each application are as defined in this section and the standards of the applicable zone, and will be determined and explained to the applicant at the pre-application conference.
- .4 Pre-application Conference Committee:** The committee shall be appointed by the Planning Director and shall consist of at least the following officials, or their designated staff members. Only affected officials need to be present at each pre-application conference.

 - a) The County Planning Director.
 - b) The County Director of Public Works.
 - c) The Fire Marshal of the appropriate Rural Fire District.
 - d) The County Building Official.
 - e) The County Sanitarian.
 - f) A city representative, for projects inside Urban Growth Boundaries.
 - g) Other appointees by the Planning Director, such as an Architect, Landscape Architect, real estate agent, appropriate officials, etc.
- .5 Submittal documents:** The following documents, when applicable, are required for a Site Design Review. The scope of the drawings and documents to be included will be determined at the pre-application conference by the Pre-application Conference Committee, and a Site Design Review Submittal Checklist will be given to the applicant, documenting which items are deemed not applicable or not necessary to determine compliance with County and State standards, with a short explanation given for each item so determined.

 - A. History.
 - B. Project narrative.
 - C. Existing site plan.
 - D. Proposed site plan.
 - E. Grading plan.
 - F. Drainage plan.
 - G. Wetland mitigation plan.
 - H. Landscaping plan.
 - I. Architectural plans.
 - J. Sign drawings.
 - K. Access, parking and circulation plan.
 - L. Impact assessment.
 - M. Site Design Review Submittal Checklist.
- .6 Site Plan Submittal and Analysis:** The applicant shall submit an application and any necessary supplemental information as required by

this ordinance to the Land Development Services Department. The Planning Director or designate shall review the application and check its completeness and conformance with this ordinance. Once a Type 2 application is deemed complete, it shall be scheduled for the earliest possible hearing before the Planning Commission. A staff report shall be prepared and sent to the applicant, the Planning Commission, and any interested party requesting a copy.

- .7 **Planning Director Review:** All Type 1 design review applications will be processed by the Planning Director or designate according to Sections 1601, 1602 and 1609 of this ordinance. If the Director determines that the proposed development meets the provisions of this ordinance, he the director may approve the project and may attach any reasonable conditions.
- .8 **Planning Commission Review:** The Planning Commission shall hold a public hearing for all Type 2 Design Review applications according to Sections 1603, 1604 and 1608 of this ordinance. If the Planning Commission determines that the proposed development meets the provisions of this ordinance, it may approve the project. The Planning Commission may attach any reasonable conditions to its approval of a site plan.
- .9 **Compliance:** Conditions placed upon the development of a site are also placed upon any building permits issued for the same site. These conditions shall be met by the developer prior to an occupancy permit being issued by the Building Official, or as an alternative, a bond shall be posted equal to 125% of the estimated cost of the unfinished work, to ensure completion within 1 year of occupancy. If all improvements are not completed within the 1-year bond period, the County may use the bond to complete the work.
- .10 **Existing Site Plan:** The degree of detail in the existing site plan shall be appropriate to the scale of the proposal, or to special site features requiring careful design. An existing site plan shall include the following, unless it is determined by the Planning Director that the information is not applicable or is not necessary to determine compliance with County and State standards, and a short explanation will be given for each item so determined:
 - A. A vicinity map showing location of the property in relation to adjacent properties, roads, pedestrianways and bikeways, and utility access. Site features, manmade or natural, which cross property boundaries are to be shown.
 - B. A site description map at a suitable scale (i.e. 1"=100'; 1"=50'; or

1"=20') showing parcel boundaries and gross area, including the following elements, when applicable:

1. Contour lines at the following minimum intervals:
 - a. 2 foot intervals for slopes 0-20%;
 - b. 5 or 10 foot intervals for slopes exceeding 20%;
 - c. Identification of areas exceeding 35% slope.
 2. In special areas, a detailed slope analysis may be required. Sources for slope analysis include maps located at the U.S. Natural Resources Conservation Service office.
 3. Potential natural hazard areas, including potential flood or high ground water, landslide, erosion, and drainage ways. An engineering geologic study may be required.
 4. Wetland areas, springs, wildlife habitat areas, wooded areas, and surface features such as mounds and large rock outcroppings.
 5. Streams and stream corridors.
 6. Location, species and size of existing trees proposed to be removed. [moved from §.11A.13.]
 7. Significant noise sources.
 8. Existing structures, improvements, utilities, easements and other development.
 9. Adjacent property structures and/or uses.
- .11 **Proposed Site Plan:** A complete application for design review shall be submitted, including the following plans, which may be combined, as appropriate, onto one or more drawings, unless it is determined by the Planning Director that the information is not applicable or is not necessary to determine compliance with County and State standards, and a short explanation will be given for each item so determined:
- A. **Site Plan:** The site plan shall be drawn at a suitable scale (i.e. 1"=100', 1"=50', or 1"=20') and shall include the following:
 1. The applicant's entire property and the surrounding area to a

- distance sufficient to determine the relationships between the applicant's property and proposed development and adjacent properties and developments.
2. Boundary lines and dimensions of the property and all proposed property lines. Future buildings in phased development shall be indicated.
3. Identification information, including names and addresses of project designers.
4. Natural features which will be utilized in the site plan.
5. Location, dimensions and names of all existing or platted roads or other public ways, easements, and railroad rights-of-way on or adjacent to the property, city limits, section lines and corners, and monuments.
6. Location and dimensions of all existing structures, improvements, or utilities to remain, and structures to be removed, all drawn to scale.
7. Historic structures, as designated in the Comprehensive Plan.
8. Approximate location and size of storm water retention or detention facilities and storm drains.
9. Location and exterior dimensions of all proposed structures and impervious surfaces.
10. Location and dimension of parking and loading areas. pedestrian and bicycle circulation, and related access ways. Individual parking spaces shall be shown.
11. Orientation of structures, showing entrances and exits.
12. All exterior lighting, showing type, height, wattage, and hours of use.
13. Drainage, including possible adverse effects on adjacent lands.
14. Service areas for waste disposal and recycling.
15. Noise sources, with estimated hours of operation and decibel levels at the property boundaries.

16. A landscaping plan which includes, if applicable:
 - a. Location and height of fences, buffers, and screening;
 - b. Location of terraces, decks, shelters, play areas, and common open spaces;
 - c. Location, type, size, and species of existing and proposed shrubs and trees; and
 - d. A narrative which addresses soil conditions and erosion control measures.

- B. Grading Plans: A preliminary grading plan indicating where and to what extent grading will take place, including general contour lines, slope ratios, slope stabilization proposals, and natural resource protection proposals.

- C. Architectural Drawings:
 1. Building elevations and sections;
 2. Building materials (color and type);
 3. Floor plan.

- D. Signs: (see also Zoning Ordinance Section 1300)
 1. Freestanding sign:
 - a. Location of sign on site plan;
 - b. Elevation of sign (indicate size, total height, height between bottom of sign and ground, color, materials, and means of illumination).

 2. On-Building Sign:
 - a. Building elevation with location of sign (indicate size, color, materials and means of illumination);
 - b. Plot plan showing location of signs on building in relation to adjoining property.

.12 Landscaping: Buffering, Screening and Fencing:

A. General Provisions:

1. Existing plant materials on a site shall be protected to prevent erosion. Existing trees and shrubs may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the trees or shrubs.
2. All wooded areas, significant clumps or groves of trees, and specimen conifers, oaks or other large deciduous trees, shall be preserved or replaced by new plantings of similar size or character.

B. Buffering Requirements:

1. Buffering and/or screening are required to reduce the impacts on adjacent uses which are of a different type. When different uses are separated by a right of way, buffering, but not screening, may be required.
2. A buffer consists of an area within a required setback adjacent to a property line, having a width of up to 10 feet, except where the Planning Commission requires a greater width, and a length equal to the length of the property line adjacent to the abutting use or uses.
3. Buffer areas shall be limited to utilities, screening, pedestrian and bicycle paths, and landscaping. No buildings, roads, or parking areas shall be allowed in a buffer area.
4. The minimum improvements within a buffer area shall include:
 - a. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than 10 feet high for deciduous trees and 5 feet high for evergreen trees, measured from the ground to the top of the tree after planting. Spacing of trees at maturity shall be sufficient to provide a year-round buffer.
 - b. In addition, at least one 5-gallon shrub shall be planted for each 100 square feet of required buffer area.
 - c. The remaining area shall be planted in grass or ground cover, or spread with bark mulch or other appropriate

ground cover (e.g. round rock). Pedestrian and bicycle paths are permitted in buffer areas.

C. Screening Requirements:

- 1. Where screening is required, the following standards shall apply in addition to those required for buffering:**
 - a. A hedge of evergreen shrubs shall be planted which will form a four-foot high continuous screen within two years of planting; or,**
 - b. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulch; or,**
 - c. A five foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, brick, or other materials approved by the Director. Corrugated metal is not an acceptable fencing material. Chain link fences with slats may be used if combined with a continuous evergreen hedge.**
- 2. When the new use is downhill from the adjoining zone or use being protected, the prescribed heights of required fences, walls, or landscape screening along the common property line shall be measured from the actual grade of the adjoining property at the common property line. This requirement may be waived by the adjacent property owner.**
- 3. If four or more off-street parking spaces are required, off-street parking adjacent to a public road shall provide a minimum of four square feet of landscaping for each lineal foot of street frontage. Such landscaping shall consist of landscaped berms or shrubbery at least 4 feet in total height at maturity. Additionally, one tree shall be provided for each 50 lineal feet of street frontage or fraction thereof.**
- 4. Landscaped parking areas may include special design features such as landscaped berms, decorative walls, and raised planters.**

5. Loading areas, outside storage, and service facilities must be screened from adjoining properties.

D. Fences and Walls:

1. Fences, walls or combinations of earthen berms and fences or walls up to four feet in height may be constructed within a required front yard. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to six feet in height.
2. The prescribed heights of required fences, walls, or landscaping shall be measured from the lowest of the adjoining levels of finished grade.
3. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, brick, or other materials approved by the Director. Corrugated metal is not an acceptable fencing material. Chain link fences with slats may be used if combined with a continuous evergreen hedge.

- E. Re-vegetation: Where natural vegetation or topsoil has been removed in areas not occupied by structures or landscaping, such areas shall be replanted to prevent erosion.

.13 Standards for Approval:

The Planning Commission or Director shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

- A. Flood Hazard Areas: See CCZO §1100, Flood Hazard Overlay Zone. All development in Flood Hazard Areas must comply with State and Federal Guidelines.
- B. Wetlands and Riparian Areas: Alteration of wetlands and riparian areas shall be in compliance with State and Federal laws.
- C. Natural Areas and Features: To the greatest practical extent possible, natural areas and features of the site shall be preserved.
- D. Historic and Cultural sites and structures: All historic and culturally significant sites and structures identified in the 1984 Comprehensive Plan, or identified for inclusion in the County Periodic Review, shall be protected if they still exist.

- E. **Lighting:** All outdoor lights shall be shielded so as to not shine directly on adjacent properties and roads.
 - F. **Energy Conservation:** Buildings should be oriented to take advantage of natural energy saving elements such as the sun, landscaping and land forms.
 - G. **Transportation Facilities:** Off-site auto and pedestrian facilities may be required by the Planning Commission, Planning Director or Public Works Director consistent with the Columbia County Road Standards and the Columbia County Transportation Systems Plan.
- .14 **Final Site Plan Approval:** If the Planning Director or Planning Commission approves a preliminary site plan, the applicant shall finalize all the site drawings and submit them to the Director for review. If the Director finds the final site plan conforms with the preliminary site plan, as approved by the Director or Planning Commission, the Director shall give approval to the final site plan. Minor differences between the preliminary site plan and the final site plan may be approved by the Director. These plans shall be attached to the building permit application and shall become a part of that permit.