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Article 19: Site Plan Review

19.010 Purpose.

The purpose of this article is to establish a review process ensuring that new development complies with the provisions of this Code and is therefore compatible with existing and future development. The review process will include procedures, submittal requirements, criteria, and decision authority.

19.020 Applicability.

The provisions of this article apply to all new construction, expansion of commercial, industrial, and multiple family residential uses (if not part of a previously approved site plan), change of use, and other development requests covered by this Code. For development requests involving partitions, subdivisions, and Planned Unit Developments, refer to Articles 17 and 18 of this Code.

19.021 Concept.

- (1) The site plan review process provides the basic means of implementing the policies of Comprehensive Plan and the standards of this Code. For routine, smaller projects requiring Administrative Review, a minor site plan review process is established. The function of the minor site plan review is to ensure conformity with the Base Development Standards of this Code. For larger, more complex projects requiring discretionary review, a major site plan review is established. The function of the major site plan review is to ensure conformity with the Base Development Standards, Special Development Standards, and other development standards that may be required as part of a Special Purpose District classification, Area Plan, or other Code provisions.
- (2) In addition to determining compliance with development standards of this Code, another major function of site plan review is to identify potential land use conflicts resulting from the proposed development, and mitigating those conflicts through specific conditions of development.

19.022 Site Plan Review Committee. The Site Plan Review Committee is hereby established to review major site plan applications. The Site Plan Committee shall consist of the following, or their designee:

- (a) Director, of Community Development, Chair
- (b) City Engineer
- (c) City Building Official
- (d) Senior Planner
- (e) Director, Public Safety

(f) Director, Field Operations

(g) Director, Utilities

19.030 Procedures.

Prior to the issuance of a development permit, the applicant shall secure site plan approval in accordance with this Article, following the procedure type specified in Article 12, Schedule 12-2 or 12-3 as applicable.

NOTE: SEE Section 12.029 – Applicant can request Expedited Industrial Site Plan Review Procedure for property located within a Regionally Significant Industrial Area (RSIA) Overlay.

19.031 Pre-application Conference. Prior to submitting an application for review, the applicant shall request a pre-application conference with the Director as provided in Section 3.041 of this Code.

19.032 Minor and Major Site Plans.

(1) Minor Site Plans are:

(a) Residential: Request for development permit for one or two family dwellings on lot of record.

(b) For Commercial and Industrial, involving only Change of Use, and minor expansions less than 25% of existing square footage of building.

(2) Major Site Plans are all other Land Use requests.

19.033 Appeals. The Final Action of the review body may be appealed as provided in Article 10 of this Code.

19.034 Expiration. The land use decision shall expire in accordance with the provisions of Section 3.075 of this Code. The development permit shall expire in accordance with the provisions of Section 3.092 of this Code.

19.040 Minor Site Plan Review.

19.041 Complete Submittal. Prior to review of the request, a complete application shall be prepared, submitted to the Director in accordance with the minimum submittal requirements contained in Section 19.072 of this Code.

19.042 Criteria for Approval. The Director shall approve, approve with conditions, or deny the request based upon the following criteria:

- (1) Complies with applicable Base Development Standards of the Zoning District or standards as previously approved under the provisions of an optional development plan or other approved permit.
- (2) Complies with adopted public utility and access plans, policies, and standards.
- (3) Adequate basic urban services are available or can be made available by the applicant as part of a proposed development, or are scheduled by the City Capital Improvement Plan.
- (4) Complies with all other applicable provisions of this Code, including off-street parking, landscaping, signage, and Special Purpose District requirements.
- (5) Potential land use conflicts have been mitigated through specific conditions of development as required by this Code.
- (6) Internal circulation is accommodated in commercial, institutional and office park uses with walkways and bikeways as provided in Article 27.
- (7) If the property contains existing nonconforming use or development to remain, the application and the Review Body's decision shall also be consistent with the provisions of Article 15, including any additional standards, relief from the Code, or conditions imposed.

19.043

Conditions Which May be Attached to Site Plan. Where it has been determined that potential land use conflicts will result from the proposed development, specific conditions of development may be required as follows:

- (1) Require screening and/or buffering to minimize intrusion of privacy from parking and driveway areas.
- (2) Require specific window placement to minimize intrusion of privacy impact from new two story construction to existing adjacent single story residential.
- (3) Modify parking design to ensure safe maneuvering of vehicles and pedestrians.
- (4) To preserve significant landform, waterways, vegetation, and property rights, require additional setbacks, and allow variances to base standards.
- (5) Extension of public utilities, street improvements, and sidewalks may be required in accordance with Article 27 of this Code.
- (6) Where not already required by provisions of this code, require that uses, buildings, and/or building entrances be located close to each other, to public rights-of-way, to pedestrian ways, and/or to bikeways as needed to allow for pedestrian and bicycle circulation.

- (7) Where not already required by provisions of this code, require construction and maintenance of private pedestrian ways between uses or buildings on a site, between a use or building and a public right-of-way, pedestrian way, or bikeway, or between a use or building and a current or potential use or building on an abutting parcel.

19.045 Filing of Approved Minor Site Plan Map. As a result of site plan review, a Final map shall be prepared, including all required modifications and conditions, and must be filed with the Director prior to issuance of a development permit, or the development permit land use decision shall expire as provided in Article 3.

19.047 Development Agreement. If conditions of approval are attached to the approved Map, the applicant shall enter into a Development Agreement as provided in Section 19.057 of this Code. If no conditions are attached, the approved Final Map shall constitute the legal binding conditions of site development.

19.050 Major Site Plan Review.

19.051 Complete Submittal. Prior to review of the proposed request, a complete application shall be prepared and submitted to the Director in accordance with the submittal requirements contained in Section 19.072 of this Code.

19.052 Criteria for Approval. The Review Body shall approve, conditionally approve, or deny the request based upon the following criteria:

- (1) Complies with applicable development standards: Base Standards of Zoning District, Special Development Standards, Residential Development Standards, or standards as previously approved under the provisions of an optional development plan or other approved permit.
- (2) Complies with applicable elements of the Comprehensive Plan, including: Traffic Plan, Water Plan, Sewer Plan, Storm Drainage Plan, Bicycle Plan, and Park Plan.
- (3) Complies with all other applicable provisions of this Code, including off-street parking, landscaping, buffering and screening, signage, environmental standards, and Special Purpose District standards.
- (4) Potential land use conflicts have been mitigated through specific conditions of development.
- (5) Adequate basic urban services are available, or can be made available by the applicant as part of a proposed development, or are scheduled by the City Capital Improvement Plan.
- (6) Provision of public facilities and services to the site will not cause service delivery shortages to existing development.

- (7) To the extent possible, identified significant resources, such as intermittent and perennial creeks, stands of pine, fir and oak trees, wildlife habitats, historic sites, and prominent land features have been preserved and designed into the project. Alternatives shall be considered and the proposal shall represent the most effective design to preserve these resources.
- (8) The characteristics of existing adjacent development have been determined and considered in the development of the site plan. At a minimum, special design consideration shall be given to:
 - (a) Areas of land use conflicts, such as more restrictive use adjacent or across street from proposal. Mitigate by orienting business operations away from use, additional setbacks, screening/buffering, landscaping, direct traffic away from use.
 - (b) Setbacks. Where existing buildings are setback deeper than required by Code, new setbacks to be compatible.
 - (c) Transitions between existing development and new development. New development should be consistent with the purpose statement of the base zone but also recognize compatibility with existing, adjacent development.
 - (d) Signs. New signs shall not block primary view to existing signs, and shall be sized consistent with Code or existing signs, whichever is less.
 - (e) Lighting. Exterior lighting shall not impact adjacent development or traveling motorist.
- (9) Traffic conflicts and hazards are minimized on-site and off-site, as provided in Article 27.
- (10) If phased development, each phase contains adequate provisions of services, facilities, access, off-street parking, and landscaping.
- (11) There are adequate provisions for maintenance of open space and other common areas.
- (12) Internal circulation is accommodated for commercial, institutional and office park uses with walkways and bikeways as provided in Article 27.
- (13) If the property contains existing nonconforming use or development to remain, the application and the Review Body's decision shall also be consistent with the provisions of Article 15, including any additional standards, relief from the Code, or conditions imposed.

19.053 Conditions Which May Be Attached to Site Plan Approval. To the extent necessary to satisfy the criteria for site plan review, and to mitigate potential impacts to existing surrounding development, the site plan committee may impose any of the following

as conditions of development; however, any conditions applied under this provision shall not unreasonably reduce housing densities, unreasonably increase costs, or otherwise be used to exclude needed housing types.

- (1) Require dedication of public right-of-way or easements for:
 - (a) Streets
 - (b) Sidewalks
 - (c) Pedestrian Connector Routes or other appropriate pedestrian ways.
 - (d) Utility easements
 - (e) Bikeways
- (2) Mitigating land use conflict requires:
 - (a) Site obscuring fence, or
 - (b) Additional setback, or
 - (c) Vegetative screen/buffer, or
 - (d) Orient traffic flow away from use, or
 - (e) Relocate structure openings (doors, windows), or
 - (f) Require noise attenuating barrier, or sound baffle or other device, or
 - (g) Limit hours of operation, or
 - (h) Any combination of the above.
- (3) When public facilities and services are near capacity, require phased development to match availability of services.
- (4) Require extension of facilities (water, sewer, storm drains, fire hydrant) consistent with adopted public facility plans and Article 28 of this Code.
- (5) Require construction of street frontage improvements, including sub-base, base, paving transition, curb, gutter, and sidewalks consistent with Article 27 of this Code.
- (6) When extension or construction of facilities and services is not feasible, require security guarantee consistent with City policy.
- (7) As a means to satisfy future obligation for public improvements, require participation in a future improvement district, without remonstrance.

- (8) Require vision clearance area to be free of structures, signs, or other material having potential to obstruct vision.
- (9) Underground all on-site utilities.
- (10) Ensure traffic congestion and hazards are avoided through limiting the number and strategically locating driveways, and requiring traffic control and other access management measures such as median barriers, access to the road network via a lower street classification, or reciprocal or cross access easements between adjoining properties.
- (11) For residential uses require a common drive to serve two or more lots which access onto a collector or arterial street.
- (12) To ensure open space requirements comply with the standards of Article 22, require clustering of units, two story construction, or elimination of units, as needed.
- (13) Require submittal of specific landscape plans, prepared in accordance with Article 23.
- (14) Where not already required by provisions of this code, require that uses, buildings, and/or building entrances be located close to each other, to public rights-of-way, to pedestrian ways, and/or to bikeways as needed to allow for pedestrian and bicycle circulation.
- (15) Where not already required by provisions of this code, require construction and maintenance of private pedestrian ways between uses or buildings on a site, between a use or building and a public right-of-way, pedestrian way, or bikeway, or between a use or building and a current or potential use or building on an abutting parcel.
- (16) Require improvements necessary to mitigate any off-site, frontage, and off-site impacts identified in a submitted traffic impact analysis report.
- (17) Require off-site road improvements in rough proportion to the impact created by a development, including those transportation system management techniques outlined in the Master Transportation Plan. Where such improvements are required, they shall include facilities accommodating convenient pedestrian and bicycle travel, including bikeways along arterials and major collectors.
- (18) Require transportation demand management-related facilities such as carpool/vanpool spaces.

19.054 Filing an Approved Major Site Plan Map. As a result of site plan review, a Final Map shall be prepared, including all modifications and conditions, and filed with the

Department of Community Development prior to the issuance of a development permit, or the land use decision shall expire as provided in Article 3.

19.055 Development Agreement. To finalize the site plan process, a development agreement shall be effected between the applicant and the City of Grants Pass. The agreement contains the terms, conditions and approved Final Map. The purpose of the agreement is to ensure that the terms and conditions of Site Plan Approval are understood and that they are binding upon the applicant to implement and fulfill prior to use and occupancy. Upon satisfactory completion of site development, the City will provide public facilities and services.

19.056 Modification to Approved Plans. The applicant may petition for modification of a previously approved site plan. The petition shall include reasons for modifying the plan standards of this Code. If, at time of building permit request, the approved site plan has been modified, issuance of a building permit will be postponed until the revised map has been processed in accordance with the provisions of this section.

(1) Major Modification. When modification to an approved plan is determined to be a Major Modification, the plan shall be resubmitted, with fee, to the Site Plan Committee for review and decision. A major modification constitutes one or more of the following:

- (a) Increase in number of dwelling units.
- (b) Increase in gross floor area exceeding 10% of previously approved building size, or to the extent requiring an additional parking space, whichever is less.
- (c) Decrease in amount of open space or landscaping exceeding 10% of previously approved area, provided decrease doesn't drop below minimum standards as required by this Code.
- (d) Relocation of vehicle access points and parking areas where the change will potentially affect the safety of off-site and on-site traffic circulation.
- (e) Reduction or elimination of any project amenities such as recreational facilities, significant natural resources (streams, creeks, landform), fencing and other screening material.
- (f) Modification to facilities and utilities which do not conform to adopted facility plans.
- (g) Modification of any other component of the plan which does not conform to standards of this Code.

(2) Minor Modification. A minor modification to an approved plan or conditionally approved plan may be made by the Director provided the

Director determines that the modification does not constitute a major modification.

19.060 Security and Assurances.

All required improvements shall be constructed and completed prior to use and occupancy of the site. Where weather conditions preclude certain improvements from occurring at time of construction, use and occupancy may occur provided security is given in accordance with City policy. Security may be posted for the following types of improvements:

- (1) Areas required to have asphaltic concrete, such as parking lots, drives, streets. Postponement allowed due to winter time closure of paving plants.
- (2) Landscaping, except that erosion control vegetation shall be installed.
- (3) As approved by the City Engineer, certain public facilities if not needed to implement the development nor practical to be installed at time of construction.
- (4) Improvements which are deferred due to inclement weather conditions, shall be installed and completed during the next construction season, as soon as weather and site conditions permit.

19.070 Submittal Requirements.

Applications for site plan review shall be prepared in accordance with the following requirements.

19.071 Application. The Department of Community Development shall make available applications for site plan review. The applicant shall complete the application and submit it with the site plan map.

19.072 Site Plan Map.

- (1) Minor Site Plan Map.
 - (a) Scale, north arrow, date of preparation.
 - (b) Location: street address and assessor's map page number and tax lot number.
 - (c) Dimension of parcel (feet) and size of parcel (acres).
 - (d) Location and size of existing utilities and required utilities on and adjoining the site, including all storm drains and other drainage ways; sanitary sewer mains, laterals, septic tank and leach fields, or other facilities; water mains, laterals, wells, or other facilities, power, gas, telephone, cable T.V., and other pertinent utilities.

- (e) Proposed and existing buildings: location, dimension, size setbacks to property lines, distance between buildings, height.
- (f) Percent lot coverage of structures.
- (g) Vehicular access point, off-street parking area.
- (h) A landscape plan prepared in accordance to Section 23.042 shall be required at time of application submittal unless no additional landscaping is required.

Exception: Applicant may opt for the Concept Plan option described in Section 23.043 of the Development Code if approval is granted by the Director of the Community Development Department prior to submittal of the site plan application.

- (i) An irrigation plan as described in Section 23.042 shall be required if additional landscaping is required, or if an irrigation system was required as a condition of a previous land use approval.

(2) Major Site Plan Map.

- (a) Eight copies of the map to be drawn on a sheet not less than 8 1/2" x 14".
- (b) Scale: An engineering scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1 inch : 10 feet, 1 inch : 20 feet, 1 inch : 50 feet, or less.
- (c) North arrow, date map prepared, preparer's name.
- (d) Proposed name of project.
- (e) Location: Street address, assessor's map, township, range, section, and tax lot number, size, (acres or square feet), and dimension (feet) of parcel.
- (f) Location, size, height and dimensions of existing and proposed building and structures, including distances between buildings.
- (g) Percentage of lot covered by structures, driveways, sidewalks, patios and other impervious material.
- (h) If residential, number of dwelling units and density, and percent open space both recreational and pervious.
- (i) Points of vehicular entry and exit, driveway width dimension and general circulation pattern (arrows).

- (j) Location and layout of off-street parking and loading requirements, including number of spaces, dimension both typical and compact, aisle width, type of surface material, and number of handicap spaces, bumper rails, striping and directional signage. See Article 27.
- (k) Location of existing and proposed streets (public and private) including right-of-way and paving dimensions, ownership and maintenance status, other uses of the street (i.e., parking, bike or pedestrian route). See Article 27.
- (l) Locations, dimensions and reasons for all easements on and abutting the property. See Article 28.
- (m) Drainage, storm water detention and erosion control plan. See Article 28.
- (n) Location and size of existing utilities and required utilities on and adjoining the site, including all storm drains and other drainageways; sanitary sewer mains, laterals, septic tank and leach fields, or other facilities; water mains, laterals, wells, or other facilities, power, gas, telephone, cable T.V., and other pertinent utilities.
- (o) Location and construction material of existing and proposed fences and walls.
- (p) Location, size, height and building material of all proposed signs. See Article 26.
- (q) As applicable, general grading plan to indicate land-form relationships before and after site grading and preparation. Contour map to be provided at 2 foot contours for slopes exceeding 15% (light shading) and 35% (heavy shading). Identify and graphically depict cut and fill areas.
- (r) Indicate adjoining zoning and land uses, including approximate distances to adjacent structures.
- (s) Exterior lighting plan, including type, height, direction and area covered by illumination.
- (t) Submit a Landscape Plan and Irrigation Plan prepared in conformance with Article 23.

Exception: Applicant may opt for the Concept Plan option described in Section 23.043 of the Development Code if approval is granted by the Director of the Community Development Department prior to submittal of the site plan application.

- (u) Flood Areas: location of 100 year Floodway and 100-year Floodway Fringe, and all other areas subject to seasonal ponding. See Article 13.
 - (v) Pedestrian Ways: location, width and construction material of all proposed sidewalks and pedestrian access ways.
 - (w) Natural Features: location of perennial and seasonal streams, creeks, drainage ways, and significant vegetation (trees over 8 inches in diameter when measured 3 feet above the ground).
 - (x) Areas of trash and garbage disposal.
 - (y) Area and dimensions of all property to be conveyed, dedicated or reserved for common open spaces, recreational areas, and other similar public and semi-public uses.
 - (z) If phased development, show boundary limits of each proposed phase.
- (3) Elevation Drawings.
- (a) Eight copies of the exterior elevations of all sides of all buildings proposed for the site. Prototypical or “typical” elevations will not be accepted. Elevations shall identify the material, color, texture, shape of materials, and other design features of the building, including all mechanical devices.
 - (b) Scale: A standard architectural or engineering scale sufficient to show detail of the elevations, not less than 1 inch : 10 feet.
 - (c) One reduced copy of the elevation drawings to fit on one or more sheets not smaller than 8-1/2 inches x 11 inches.
 - (d) For developments over 30,000 square feet, samples of all materials, colors, and textures to be used on the building elevations.
 - (e) Elevations and proposed locations of all signs to be attached to the building. (NOTE: Sign permit applications will be submitted and processed separately in accordance with the sign code).
- (4) Supplemental Information.
- (a) Proposed deed restrictions and maintenance responsibility.
 - (b) Land Use Tabulation. Total area, percent dedicated for public use, percent landscaped, and percent impervious surface (streets, structures, walks, and other areas not allowing direct soil percolation of water).
 - (c) Proposed use of site.

- (d) Total floor area (if applicable, subtotal by stories).
- (e) If staged development, demonstration that each state is self-contained relative to utilities, parking, open space, landscaping, and recreation amenities.
- (f) The City Engineer may require a traffic analysis, as per Section 27.121(3), for any new development to determine the development's potential impact on the existing transportation system. At a minimum, the impact of development on transportation facility performance shall be mitigated to the standards set forth in Section 27.121(2).
- (g) Other supporting information or documentation required by the Director, as needed to demonstrate the development complies with the provisions of this Code.

REVISIONS

DATE	ORD #
5/19/93	4768
1/3/96	4848
3/6/96	4853
5/31/01	5061
5/31/01	5063
9/4/02	5152
12/17/03	5205
4/20/05	5285
1/18/06	5333
11/12/14	5630
12/3/14	5632
9/21/16	5697