



Minor Site Design Review

The minor site design review process is intended to:

- A. Guide future growth and development in accordance with the comprehensive plan and other related ordinances;
- B. Provide an efficient process and framework to review development proposals;
- C. Ensure safe, functional, energy-efficient developments which are compatible with the natural and man-made environment;
- D. Resolve potential conflicts that may arise between proposed developments and adjacent uses;
- E. The site design review provisions are not intended to preclude uses that are permitted in the underlying zones.
- F. Implement design standards contained in this title, which are intended to allow new development that is visually compatible with the historic context of commercial development within Carlton (Carlton Development Code (CDC) 17.156.010*).

Applicability

Minor site design review shall be applicable to all new developments, exterior alterations to existing developments and changes in use that do not otherwise meet the threshold criteria for major site design review, except for exterior alterations listed as exempt as follows:

- Changes in use that do not involve development and do not increase AM or PM peak hour automobile trips; and
- Routine building maintenance and repair work (e.g., painting, weatherization, window replacement, and similar maintenance and repair) that do not expand the building envelope and are not otherwise subject to site design review under Chapter 17.30 Downtown (D) District, are exempt; provided all building code requirements shall be met. Projects within the Downtown (D) District shall additionally conform to the standards for building materials and colors contained in Chapter 17.30.

Application Process

A major site design review is processed as a Type I land use action in accordance with the procedures found in CDC Section 17.188.010. City staff reviews the request and makes a final decision on the application. City staff's decision is based upon consideration of the site plan evaluation criteria found in CDC 17.156.060 (see attached application form). City staff's decision may be appealed to the Planning Commission by filing an appeal application within twelve (12) days following the final written notice of the City's decision.

Application Requirements

To request a minor site design review, there shall be submitted to the City Recorder:

___ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

___ Application filing **fee**

Expiration of Approval

Site Design Review approval shall be effective for a period of eighteen (18) months from the date of approval. If substantial construction of the approved plan has not begun within the eighteen (18) month period, the approval shall expire.

Site Design Review approval shall be voided immediately if construction on the site is a departure from the approved plan.

The City Manager shall upon written request by the applicant and payment of the required fee grant an extension of the approval for a period not to exceed six (6) months provided that:

1. No changes are made to the approved Site Design Plan;
2. The applicant can show intent to initiate construction on the site within the six (6) month extension period; and
3. There have been no changes in existing conditions, facts, or applicable policies or ordinance provisions on which the original approval was based (CDC 17.156.080).

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Minor Site Design Review Application

City of Carlton

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____
Phone _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation _____
Current Zoning _____

Prerequisites: In accordance with Development Code Section 17.156.020, the Planning Commission shall have the power to hear and decide site design review requests. To request a hearing and approval of a site design review request by the Planning Commission, there shall be submitted to the City Recorder in addition to this application and filing fee:

_____ A Site Analysis that describes the following:

1. Existing site topography;
2. Identification of areas exceeding 10% slopes;
3. Site drainage, areas of potential flooding;
4. Areas with significant natural vegetation;
5. Classification of soil types;
6. Existing structures, roadway access and utilities;
7. Fire flow information.
8. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.

_____ A Site Plan (8½ x 11 inches or multiples thereof) illustrating the following information:

1. Proposed grading and topographical changes;
2. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.
3. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
4. Proposed access to public roads and highways, railroads or transportation systems;
5. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Invert elevations may be required for all underground transmission lines;
6. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
7. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
8. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site; and
9. A schedule of expected development.
10. A traffic impact analysis if requested by the City Manager.
11. Other appropriate studies and information that may be required by the City Manager to adequately evaluate the project.

_____ The names and addresses of all property owners within 100 feet of the site boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

_____ A detailed description of the proposed development.

_____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

17.156.060 Evaluation of the Site Plan

The review of a Site Plan by the Planning Commission shall be based upon consideration of the following:

- A. Conformance with the General Development Standards Chapters 17.60 through 17.104 of this title;
- B. Application of the standards of this title relative to the characteristics of adjoining and surrounding uses;
- C. Drainage and erosion control requirements relative to applicable city and DEQ standards, and engineering best practices;
- D. Public health factors relative to applicable building codes, sanitation requirements and city standards;
- E. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities;
- F. Provision for adequate noise and/or visual buffering from non-compatible uses or activities;
- G. Balancing retention of existing natural features with individual property rights and growth management policies; and
- H. Avoidance of natural hazards.

Public Improvements

As part of a design review approval, the decision body may impose the following conditions on a new or expanding development to ensure compliance with the city's public facility standards:

- A. Limit or prohibit access to streets, including requiring consolidation or reconfiguration of existing accesses;
- B. Require transportation improvements, including but not limited to new or widened streets, sidewalks, bicycle lanes, on-street parking, roadway markings, traffic controls, but transit waiting areas, or other improvements consistent with the city's transportation system plan or as recommended in a traffic impact analysis pursuant to Chapter 17.100;
- C. Require the dedication of additional right-of-way and/or street improvements where necessary to meet city street standards; and
- D. Require the replacement, extension, and/or upgrade of other essential infrastructure, public or private, including but not limited to water, sewer and storm drainage facilities, provided the required improvements must be necessary to serve the proposed development in conformance with city standards, and the cost borne by the developer/applicant must be roughly proportional to the impact the development is expected to have on those facilities.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.