



## Minor Site Design Review

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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](http://www.ci.carlton.or.us/municode)

# Minor Site Design Review Application

## City of Carlton

Docket No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

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**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 5<sup>th</sup> 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.**

## LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

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Applicant Signature

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Date