

**PLANNING COMMISSION
Meeting Agenda
Monday – April 12, 2010
7:00 PM - Regular Meeting
City Council Chambers – 155 NW 2nd Avenue**

**Chair Dan Ewert – Vice Chair Janet Milne
Commissioners Sean Joyce, Charles Kocher, John Proctor, Misty Slagle and Randy Tessman**

1. CALL TO ORDER

2. CITIZEN INPUT ON NON-AGENDA ITEMS

3. PUBLIC HEARINGS None

4. NEW BUSINESS

a. The City Council initiated this code amendment application on July 01, 2009, when the Council updated the Canby *Policies and Operating Guidelines (POG)* document (*Res.No. 1035*), which is a set of policies and operating guidelines intended to guide the City Council as it deliberates on public policy matters and conducts the business of the City of Canby. The *POG* was originally adopted by Council in 2005 (*Res.No. 892*).

CMC 16.06.030 currently sets forth that Planning Commission members are appointed by the City Council, and the requested text amendment does not change that. What the text amendment does is elaborate on the details of the City Council process for appointing members to the Planning Commission, and is basically a housekeeping amendment to insure that the Council's *POG* and the Zoning Code match. **TA 10-01** – Staff: Melissa Hardy, Associate Planner **Page 2**

5. FINAL DECISIONS

Note: These are final, written versions of previous oral decisions. No public testimony.

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6. MINUTES

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7. ITEMS OF INTEREST/REPORT FROM STAFF

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

9. ADJOURNMENT

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**7:30 PM – Work Session Immediately Following Regular Meeting
Council Chambers – 155 NW 2nd Avenue**

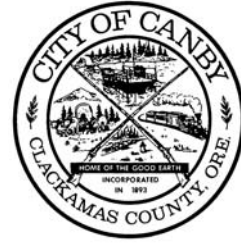
**Limited Land Use Process
Site and Design Review Application and Checklist**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting to Jill Thorn at 503-266-7001.

A copy of this agenda can be found on the City's web page at www.ci.canby.or.us

City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5.

For a schedule of the playback times, please call 503-263-6287.



MEMORANDUM

TITLE: A CANBY MUNICIPAL CODE AMENDMENT, specifically amending Chapter 16.06 of the Land Development & Planning Ordinance (Title 16) regarding appointment of Planning Commission members.

APPLICANT: City of Canby

FILE #: TA 10-01

STAFF: Melissa Hardy, Associate Planner

HEARING DATE: April 12, 2010

I. APPLICATION SUMMARY

The City Council initiated this code amendment application on July 01, 2009, when the Council updated the Canby *Policies and Operating Guidelines (POG)* document (*Res.No. 1035*), which is a set of policies and operating guidelines intended to guide the City Council as it deliberates on public policy matters and conducts the business of the City of Canby. The *POG* was originally adopted by Council in 2005 (*Res.No. 892*).

The Council made no changes in 2009 to the section regarding Planning Commission appointments. However, City staff did notice that the Planning Commission appointment guidelines, which were originally adopted in 2005, include a directive for a Title 16 Text Amendment to change the Planning Commission appointment procedures detailed in Canby Municipal Code (CMC) 16.06.030.

CMC 16.06.030 currently sets forth that Planning Commission members are appointed by the City Council, and the requested text amendment does not change that. What the text amendment does is elaborate on the details of the City Council process for appointing members to the Planning Commission, and is basically a housekeeping amendment to insure that the Council's *POG* and the Zoning Code match ...

Current code:

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council and may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the council for the unexpired term of the predecessor in the office.

Proposed code:

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council ***upon a recommendation of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson.*** Members of the Planning Commission may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the Council for the unexpired term of the predecessor in the office.

II. APPLICABLE CRITERIA

A Title 16 text amendment is a legislative land use action. In judging whether or not Title 16 should be amended, the Planning Commission and City Council shall consider the following approval criteria:

1. The Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development;
2. A public need for the change;
3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community; and
5. Statewide planning goals.

III. PUBLIC COMMENT

Notice of the April 12th public hearing was posted at City Hall and at the Canby Public Library on April 02, 2010. Notice of the public hearing was also published in the April 07, 2010, Canby Herald. No public comments were received yet as of the date this staff report was prepared.

IV. FINDINGS

Staff recommends that Planning Commission consider the following findings in it's review of this proposed Text Amendment:

1. The proposed amendment complies with the Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, and will preserve functions and local aspects of land conservation and development.
Compliance with the Citizen Involvement Element of the Canby Comprehensive Plan: The Planning Commission acts as the city's official citizen involvement entity, hearing any and all comments, criticisms, and suggestions concerning city planning policies, procedures, or regulations as members of the public may wish to convey to the city. The City Council will continue to make Planning Commission appointments under the new proposed text amendment. Therefore, the type and level of citizen involvement in the land use review process is not affected by the proposed text amendment. Furthermore, citizen involvement has been encouraged and facilitated by the City in it's review of this proposed text amendment, by providing notice of the public hearing in the newspaper, and by posting notice of the hearing at City Hall and the Canby Public Library.
2. There is a public need for the change. The City Council currently appoints Planning Commission members after receiving a recommendation from the Mayor, Council Liaison, and Planning Commission Chair. The Zoning Code should more accurately describe the process that City Council uses to appoint Planning Commission members; and the proposed code amendment does describe the appointment process in better detail.
3. The proposed change will serve the public need better than any other change which might be expected to be made. The easiest way to choose Planning Commission appointees from a list of applicants is to have a committee made up of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson, review the applicants and then make a recommendation to the City Council. In this way, the City Council does not have to spend a great

deal of Council meeting time reviewing applications.

4. The proposed change will preserve and protect the health, safety, and general welfare of the residents in the community. The proposed amendment will not impact the role that the Planning Commission plays in the community, in preserving and protecting the health, safety, and general welfare of the residents of the community.
5. The proposed amendment complies with applicable Statewide Planning Goals, which is specifically Goal #1 (Citizen Involvement). The proposed text amendment does not change the makeup of the Planning Commission, nor does it change the duties of the Planning Commission as the community's official citizen involvement entity.

The remaining Statewide Planning Goals are found to be not particularly applicable to this proposed amendment.

V. RECOMMENDATION

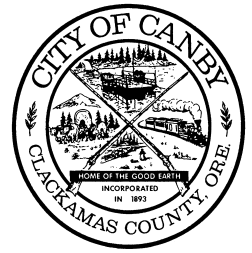
Based upon the findings stated in this staff report, and without benefit of a public hearing on the matter, staff recommends that the Planning Commission recommend approval of **TA 10-01** to the City Council.

Recommended Motion: *I move that the Planning Commission recommend that City Council approve TA 10-01, based on the record of the April 12th Planning Commission public hearing and findings in the April 12th staff report.*

VI. NEXT STEPS

1. Following close of public hearing, Planning Commission will make a recommendation to the City Council concerning adoption of the proposed text amendment, including recommended findings;
2. The City Council will make their decision based on the record of the Planning Commission's hearing and deliberations, but does not usually hold a new public hearing (though the Council may hold such a hearing if it so chooses).

**BEFORE THE PLANNING COMMISSION
OF THE
CITY OF CANBY**



**AN APPLICATION TO AMEND THE) FINDINGS, CONCLUSION & RECOMMENDATION
CANBY MUNICIPAL CODE, CHAPTER) TA 10-01
16.06 OF THE LAND DEVELOPMENT) City of Canby
AND PLANNING ORDINANCE,)
REGARDING APPOINTMENT OF)
PLANNING COMMISSION MEMBERS)**

NATURE OF APPLICATION

The Canby City Council initiated a text amendment application, for the purpose of changing Canby Municipal Code (CMC) Section 16.06.030, in order to bring the code into alignment with the City Council's *Policies and Operating Guidelines* document, which details that Planning Commission members be appointed by the City Council after receiving a recommendation from the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson.

PROPOSED TEXT AMENDMENT

Amend CMC Section 16.06.030 as follows:

[Deleted text is illustrated in ~~strikeout font~~, while added text is illustrated in red underlined font.]

16.06.030 Appointment and removal.

Members of the Planning Commission shall be appointed by the City Council upon a recommendation of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson. and Members of the Planning Commission may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Any vacancy shall be filled by the council for the unexpired term of the predecessor in the office.

CRITERIA AND STANDARDS

In judging whether or not Title 16 of the Canby Municipal Code should be amended, the Planning Commission and City Council must consider:

- 16.88.160.D.1. The Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, in order to preserve functions and local aspects of land conservation and development; and
- 16.88.160.D.2. A public need for the change; and
- 16.88.160.D.3. Whether the proposed change will serve the public need better than any other

change which might be expected to be made; and

16.88.160.D.4. Whether the change will preserve and protect the health, safety, and general welfare of the residents in the community; and

16.88.160.D.5. Statewide planning goals.

FINDINGS AND REASONS

The Planning Commission held a public hearing on April 12, 2010, during which the April 12, 2010, staff report was presented by staff. Staff recommended approval of the proposed text amendment.

Applicant Testimony: XXXX

Proponent Testimony: XXXX

Opponent Testimony: XXXX

Neutral Testimony: XXXX

The Planning Commission considered the findings detailed in the April 12, 2010 staff report, and made the following additional findings:

- XXXX

In summary, the Planning Commission adopted the findings contained in the April 12, 2010 staff report, together with the additional Commission findings detailed above, and concluded that the text amendment meets all of the approval criteria, as reflected in the written Order below.

CONCLUSION

The Planning Commission concludes that:

- The proposed amendment complies with the Comprehensive Plan of the city, and the plans and policies of the county, state, and local districts, and will preserve functions and local aspects of land conservation and development.

Compliance with the Citizen Involvement Element of the Canby Comprehensive Plan: The Planning Commission acts as the city's official citizen involvement entity, hearing any and all comments, criticisms, and suggestions concerning city planning policies, procedures, or regulations as members of the public may wish to convey to the city. The City Council will continue to make Planning Commission appointments under the new proposed text amendment. Therefore, the type and level of citizen involvement in the land use review process is not affected by the proposed text amendment. Furthermore, citizen involvement has been encouraged and facilitated by the City in its review of this proposed text amendment, by providing notice of the public hearing in the newspaper, and by posting notice of the hearing at City Hall and the Canby Public Library. (*Criteria 16.88.160.D.1*)

- There is a public need for the change. The City Council currently appoints Planning Commission members after receiving a recommendation from the Mayor, Council Liaison, and Planning Commission Chair. The Zoning Code should more accurately describe the process that City Council uses to appoint Planning Commission members; and the proposed code amendment

does describe the appointment process in better detail. *(Criteria 16.88.160.D.2)*

- The proposed change will serve the public need better than any other change which might be expected to be made. The easiest way to choose Planning Commission appointees from a list of applicants is to have a committee made up of the Mayor, Council Liaison to the Planning Commission, and Planning Commission Chairperson, review the applicants and then make a recommendation to the City Council. In this way, the City Council does not have to spend a great deal of Council meeting time reviewing applications. *(Criteria 16.88.160.D.3)*
- The proposed change will preserve and protect the health, safety, and general welfare of the residents in the community. The proposed amendment will not impact the role that the Planning Commission plays in the community, in preserving and protecting the health, safety, and general welfare of the residents of the community. *(Criteria 16.88.160.D.4)*
- The proposed amendment complies with applicable Statewide Planning Goals, which is specifically Goal #1 (Citizen Involvement). The proposed text amendment does not change the makeup of the Planning Commission, nor does it change the duties of the Planning Commission as the community's official citizen involvement entity.
The remaining Statewide Planning Goals are found to be not particularly applicable to this proposed amendment. *(Criteria 16.88.160.D.5)*

ORDER

PLANNING COMMISSION HEREBY RECOMMENDS TO CITY COUNCIL that **TA 10-01** be approved.

I CERTIFY THAT THIS ORDER recommending approval of **TA 10-01** was presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 12th day of April 2010.

Daniel K. Ewert, Chair
Canby Planning Commission

Melissa Hardy
Associate Planner

ATTEST:

ORAL DECISION – April 12, 2010

AYES: XXX

NOES: XXX

ABSTAIN: XXX

ABSENT: XXX

WRITTEN DECISION – April 12, 2010

AYES: XXX

NOES: XXX

ABSTAIN: XXX

ABSENT: XXX

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – March 22, 2010
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Chair Dan Ewert, Vice Chair Jan Milne, Commissioners Chuck Kocher, John Proctor, Misty Slagle and Randy Tessman

ABSENT: Commissioner Sean Joyce

STAFF: Bryan Brown, Planning Director; Melissa Hardy, Associate Planner; and Jill Thorn, Planning Staff

OTHERS PRESENT: Peter Hostetler and Brian Hodson, City Councilor and Planning Commission Liaison

1. CALL TO ORDER

2. CITIZEN INPUT Peter Hostetler, a local contractor, addressed the Commission on his concerns regarding the length of time it takes for an applicant to complete the process of getting approval for Site and Design Review. He was requesting a more “user friendly” process for smaller projects. He felt the public process was not really necessary for such projects. He inquired as to what has been done since the work session on September 28, 2009.

Bryan Brown, Planning Director, stated that he was reviewing several flow charts and didn't feel the process could be shortened with a Code Text Amendment.

Commissioner Ewert stated that it was not the desire to the Commission to eliminate the public process. He felt the Commission represented what the public would like to happen in the City.

Bryan Brown suggested that at the April 12, 2010 Commission meeting a work session be held to discuss the Site and Design Review application and associated check list of necessary items for submittal. He also said he would try to bring back information on what a “limited land use” code change option might look like for further discussion by the Commission.

3. PUBLIC HEARINGS None

4. NEW BUSINESS

a. MOD 10-01 - Request from the City of Canby for an Intermediate Modification of a previous Site and Design Review (DR-02-01) and Conditional Use Permit (CUP-02-02) approval, to construct the following improvements to the Canby Public Works Operation Center and Wastewater Treatment Plant located north of N.E. Territorial Road, at 1470/1480 N.E. Territorial Road: a 193 sq. ft. UV disinfection building, a 1,120 sq. ft. sanitary sewer solids receiving building, and two asphaltic concrete (AC) pads approximately 2,800 and 3,800 sq. ft. each.

Commissioner Milne asked what type of asphalt would be used for the parking areas.

Melissa Hardy stated it appears it will be standard asphalt.

Commissioner Milne felt the application was straight forward and met the approval criteria.

Bryan Brown stated that this application could have been processed as a minor modification, and if so, that staff would have made a decision, but he felt because the proposed development includes constructing new buildings, that was of public interest so he moved it to an intermediate application for the Planning Commission to hear.

Commissioner Ewert said that he feels if the staff ever has a question about whether the Planning Commission should review a modification, and then the Commission should review it.

Commissioner Milne moved that based upon the application materials received, the facts and findings detailed in the staff report, including all attachments, that the Planning Commission finds that with conditions of approval, this application meets all approval criteria for Modification of Site and Design Review DR 02-01/CUP 02-02. It was seconded by Commissioner Slagle. The motion passed 6-0.

5. FINAL DECISIONS

a. MOD 10-01 – City of Canby- It was moved by Commissioner Milne to approve the written findings for MOD 10-01 – City of Canby – as presented. It was seconded by Commissioner Kocher. The motion passed 6-0.

6. MINUTES

a. February 8, 2010 - Commissioner Milne moved to approve minutes of February 8, 2010 as presented. Motion seconded by Commissioner Proctor and passed 3-0 with Commissioners Ewert, Slagle and Tessman abstaining.

7. ITEMS OF INTEREST FROM STAFF Bryan Brown reported that Matilda Deas, Long Range Planner, was holding a series of meetings for the public to comment on the Transportation System Plan solutions report. March 29th at the Canby United Methodist Church and March 23 and March 30 at the Canby Adult Center. All meetings will be from 7 PM to 8:30 PM and the public is encouraged to attend.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION - Commissioner Tessman was welcomed back to the Commission by the members.

Commissioner Ewert expressed his appreciation for the great job that the entire staff does for the Commission and the public.

Commissioner Ewert also said that he appreciated the comments received during the citizen input portion of the meeting, and he encouraged anyone interested in talking to the Planning Commission to come to a Planning Commission meeting and share their thoughts.

9. ADJOURNMENT

CITY OF CANBY PLANNING COMMISSION
Staff Work Session Worksheet

Presentation Date: April 12, 2010

Time: 7:45 PM

Length: 60 minutes

Issue Presentation Title: Site and Design Review Application

Department: Planning

Presenters: Bryan Brown, Planning Director; Melissa Hardy, Associate Planner

POLICY QUESTIONS

1. Can the 'Site and Design Review' Application submittal checklist be improved, in order to provide clearer instructions to applicants and assist in the submittal of complete applications?
2. Should the Canby Development Code be changed in order to create a Limited Land Use discretionary review process for some 'Site and Design Review' applications?

ISSUE & BACKGROUND

Peter Hostetler attended the March 22, 2010, Planning Commission meeting, and spoke to the Planning Commission during the 'Citizen Input on Non-Agenda Items' portion of the meeting. He expressed concerns regarding how Site and Design Review applications are reviewed, and also said that the application submittal checklist is unclear/incomplete.

The Planning Commission said they would review the submittal checklist for Site and Design Review applications, and determine how it can be improved. The Commission also asked City staff to provide some information regarding a Limited Land Use Decision process.

PREPARED/SUBMITTED BY:

Prepared by: M. H.
Approved by: BCA

For information on this issue or copies of attachments, contact Melissa Hardy @ 503 266-7001.

Attachments

1. Site and Design Review Application Packet
2. List of Development Plan Details That May Help Make Site and Design Review Applications More Complete For Improved Application Review
3. Limited Land Use Decision flowchart
4. Example of a Type III (Quasi-Judicial) Process Flowchart
5. 'Site and Design Review' Application Calendar



City of Canby
 Planning Department
 170 N. 2nd Avenue
 P.O. Box 930
 Canby, OR 97013
 Ph: 503-266-7001
 Fax: 503-266-1574

LAND USE APPLICATION:

Attachment 1

**SITE AND DESIGN REVIEW
 General Type III**

APPLICANT INFORMATION:

(Check ONE box below for designated contact person regarding this application)

Applicant Name: _____ Daytime Phone: _____
 Mailing Address: _____ Fax Number: _____
 City/State: _____ Zip: _____ Email: _____

Representative Name: _____ Daytime Phone: _____
 Mailing Address: _____ Fax Number: _____
 City/State: _____ Zip: _____ Email: _____

Property Owner Name: _____ Daytime Phone: _____
 Signature: _____
 Mailing Address: _____ Fax Number: _____
 City/State: _____ Zip: _____ Email: _____

Property Owner Name: _____ Daytime Phone: _____
 Signature: _____
 Mailing Address: _____ Fax Number: _____
 City/State: _____ Zip: _____ Email: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ❶ All property owners represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY INFORMATION:

 (Street Address or Location of Subject Property) (Total Size of Property) (Assessor Tax Lot Numbers)

 (Existing Use, Structures, Other Improvements on Site) (Zoning) (Comp Plan Designation)

PROPOSED PROJECT INFORMATION:

 (Describe the Proposed Development or Use of Subject Property)

STAFF USE ONLY – DO NOT WRITE BELOW – STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

SITE AND DESIGN REVIEW APPLICATION – TYPE III

Instructions to Applicants

NOTE: All required application submittals detailed below must also be submitted in electronic .pdf format on a CD. Required application submittals include the following -

Applicant City
Check Check

- One (1) copy of pages 1, 2, 3, 4, and 5 of this application packet. Pages 2, 3, and 4 include a checklist; this checklist should be included in the application with all relevant items checked by the applicant in the "applicant" column. If any items are considered to be not applicable, the omissions should be explained on a separate sheet. The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash or check only. Checks should be made out to the *City of Canby*.

<p>Total Fee = Size Component (based on acreage) + Public Improvement Component</p> <p>Size Component \$1,500 first 0.5 acres \$100 for each additional 0.1 acre from 0.5 acre up to 2.5 acres \$100 for each additional 0.5 acre from 2.5 acres up to 8.0 acres \$100 for each additional 1.0 acre from 8.0 acres up to 13 acres \$5,000 Maximum for 13 acres and above</p> <p>Public Improvement Component 0.3% of total estimated public improvement cost (to be submitted with design review application). No Cap on cost.</p>
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- Mailing labels (1" x 2-5/8") for all property owners and all residents within 500 feet of the subject property. **If the address of a property owner is different from the address of a site, a label for each unit on the site must also be prepared and addressed to "occupant."** A list of property owners may be obtained from a title insurance company or from the County Assessor.
- Twenty (20) copies of a written statement, on 8-1/2" x 11" paper, describing the proposed development and detailing how it conforms with the Municipal Code and with the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services.
- Ten (10) copies of a traffic impact analysis, conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact analysis), including an accident report for the adjacent roads and nearby intersections, for any project that results in any one of the following:
 - A. More than one access onto any collector or arterial street (such streets being designated by the City of Canby Transportation System Plan);
 - B. More than six (6) residential units that enter onto any collector or arterial street;
 - C. Any multiple family dwellings (apartments, condominiums, townhouses, etc.) with more than six (6) units; or
 - D. Industrial or commercial enterprises which generate more than one hundred (100) vehicle trips per day.

SITE AND DESIGN REVIEW APPLICATION – TYPE III

Applicant City
Check Check

- One (1) copy in written format of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.
- One (1) copy in written format of the minutes of the pre-application meeting.
- One copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor's office. If the property is a legal lot of record created by recorded deed or land sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.
- If the development is located in a Hazard ("H") Overlay Zone, submit one (1) copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.
- Twenty (20) paper copies of the proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information:
- A. Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
 - B. Site Plan.
The following general information shall be included on the site plan:
 1. Date, north arrow, and scale of drawing;
 2. Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
 3. Property lines (legal lot of record boundaries);
 4. Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 5. Location of all jurisdictional wetlands or watercourses on or abutting the property;
 6. Finished grading contour lines of site and abutting public ways;
 7. Location of all existing structures, and whether or not they are to be retained with the proposed development;
 8. Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
 9. Location of all proposed hardscape, including driveways and parking lot layout, specially designated spaces for compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and other pedestrian ways;
 10. Callouts to identify dimensions and distances between structures and other significant features, including property lines;
 11. Location of vision clearance areas at all proposed driveways and streets.

SITE AND DESIGN REVIEW APPLICATION – TYPE III

Applicant City
Check Check

- C. Infill Home Plan (where applicable).
 An Infill Home is a single-family dwelling, manufactured home, two-family dwelling, duplex, or triplex being constructed or remodeled on a lot where existing homes (i.e., sfd’s, apartments, duplexes, triplexes, etc.) that have pre-existed for at least 5 years are located on two adjacent sides, and each adjacent home is within 25 feet of the common lot line with the Infill Home.
 The following general information shall be included on the infill home plan:
 1. Lot coverage of Infill Home;
 2. Detail how Infill Home garage standards are met;
 3. Illustrate location and setbacks of each adjacent home; and if the closest adjacent home has a front yard setback of 30 feet or less, then detail how the Infill Home’s front yard setback is within 5 feet of the adjacent home’s setback; and
 4. Detail how the step-up standard is being met.

- D. Landscape Plan.
 The following general information shall be included on the landscape plan:
 1. Layout and dimensions of all proposed areas of landscaping;
 2. Proposed irrigation system;
 3. Types, sizes, and location of all plants to be used in the landscaping (can be a “palette” of possible plants to be used in specific areas for landscaping);
 4. Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
 4. Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;
 5. Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each tree proposed for removal.

- E. Elevations Plan.
 The following general information shall be included on the elevations plan:
 1. Profile elevations of all buildings and other proposed structures;
 2. Profile of proposed screening for garbage containers and exterior storage areas;
 3. Profile of proposed fencing.

- F. Sign Plan.
 1. Location and profile drawings of all proposed exterior signage.

- G. Color and Materials Plan.
 1. Colors and materials proposed for all buildings and other significant structures.

One (1) copy of a completed landscaping calculation form (see page 5).

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATIONS

Site Areas

1. Building area		- Square footage of building footprints
2. Parking/hardscape		- Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area		- Square footage of all landscaped areas
4. Total developed area		- Add lines 1, 2 and 3
5. Undeveloped area		- Square footage of any part of the site to be left undeveloped.
6. Total site area		- Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Percent of landscaping required in Zoning District		- Fill in the Appropriate Percentage: R-1, R-1.5, R-2 Zones: 30%; C-2, C-M, C-R, M-1, M-2 Zones: 15%; C-1 Zone: 7.5%
8. Required minimum square footage of landscaping		- Multiply line 4 and line 7
9. Proposed square footage of landscaping		- Fill in value from line 3

Required Landscaping within a Parking Lot (Code 16.49.120(4))

Note: this section and the next apply only to projects with more than 10 parking spaces or 3,500 square feet of parking area

10. Zone		- Fill in the Appropriate Zone and Percentage: C-1 Zone: 5%; Core Commercial sub-area of the Downtown Canby Overlay: 10%, except for parking lots with 10 or more spaces and two or more drive aisles: 50 square feet per parking space; All other zones: 15%.
11. Percent of required landscaping		
12. Area of parking lot & hardscape		- Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
13. Number of vehicle parking spaces		- For Core Commercial sub-area in the Downtown Canby Overlay only, fill in the total # of parking spaces on-site.
14. Required square footage of landscaping within 10 feet of parking lot		- Multiply area of parking lot (line 12) by percent of required landscaping (line 11) -OR- for the CC sub-area in the Downtown Canby Overlay multiply line 13 by 50 square feet.
15. Proposed square footage of Landscaping within 10 feet of parking lot		- Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.

SITE AND DESIGN REVIEW APPLICATION: PARKING LOT TREE CALCULATION

16. Number of parking spaces		- Total number of vehicle parking spaces
17. Area of parking lot & hardscape		- Area from line 12
18. Number of parking spaces (line 16) divided by 8		- Round up to the nearest whole number
19. Area of parking lot area (line 17) divided by 2,800		- Round up to the nearest whole number
20. Number of required trees in parking lot		- Fill in the larger of row 18 and row 19
21. Number of trees provided within 10 feet of parking lot		- Fill in the number of proposed trees within 10 feet of parking and maneuvering areas.

SITE AND DESIGN REVIEW – TYPE III: APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City -or- the Planning Director may determine that a pre-application meeting is required prior to submitting an application. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and set of preliminary plans to the City Planner, and after receiving the Planner's initials, must then make and take 16 copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The City does not currently charge a fee for a pre-application meeting.
2. Prior to submitting an application, all applicants must hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.
3. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
5. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
6. Prior to the public hearing, the City will prepare notice materials for posting on the subject property. This material must be posted **by the applicant** at least ten (10) days before the public hearing.
7. The staff report will be available to all interested parties seven (7) days prior to the hearing.
8. The Planning Commission holds a public hearing. The staff report is presented to the Commission. Testimony is presented by the applicant, proponents and opponents, followed by rebuttal from the applicant.
9. The Commission then issues findings of fact which support approval, modification, or denial of the application. A decision may be appealed to the City Council.
10. If an approval or a denial is appealed, City Council holds a public hearing. The staff report is presented and testimony taken, as at the original hearing(s). Unless the City Council decides to hear the appeal de novo, only testimony regarding items already in the record is permitted, and no new information may be entered. In the case of an appeal, the Council may affirm, revise or reverse the action of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.
11. Prior to construction of the project, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held before issuance of any building permits for the projects.

SITE AND DESIGN REVIEW – TYPE III: STANDARDS AND CRITERIA

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following A through D, and with Criteria 4, 5, and 6 below:
 - A. The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable City ordinances insofar as the location, height and appearance of the proposed development are involved; and
 - B. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
 - C. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
 - D. The Board shall, in making its determination of compliance with subsections B and C above, use the applicable matrix *[pages 8-12]* to determine “compatibility”.
4. The Board shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this section. It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.
5. The Board shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.
6. As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Chapter 12.32, the city Tree Ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.32. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.

DESIGN REVIEW MATRICES

(check with the Planning Dept to determine which matrix below applies to your application)

TABLE 16.49.040 (General Design Review Matrix)

An application is considered to be compatible if a minimum of 65 percent of the total possible points (not including bonuses) are accumulated for the whole development.

CRITERIA	POSSIBLE SCORES			
<u>Parking</u>				
Screening of loading facilities from public ROW: not screened = 0; partially screened = 1; full screening = 2	0	1	2	
Landscaping (breaking up of expanse of asphalt)	0	1		
Parking lot lighting: No = 0; Yes = 1	0	1		
Location (behind the building is best): front = 0; side = 1; behind = 2	0	1	2	
Number of parking spaces (% of min.): >120% = 0; 100%-120% = 1; 100% = 2	0	1	2	
<u>Traffic</u>				
Distance of access to intersection: < 70' = 0; 70'-100' = 1; >100' = 2	0	1	2	
Access drive width (% of minimum): < 102% or >150% = 0; 120%-150% = 1	0	1		
Pedestrian access from public sidewalk to building: 1 entrance connected = 0; all entrances connected = 2	0		2	
Pedestrian access from parking lot to building: No walkways = 0; Walkway next to building = 1; no more than one undesignated crossing of access drive and no need to traverse length of access drive = 2	0	1	2	
<u>Tree Retention</u>				
For trees outside of the building footprint and parking/access areas (3 or more trees): No arborist report = 0; follows < 50% of arborist recommendation = 1; follows 50%-75% of arborist report = 2; follows 75% of arborist report = 3	0	1	2	3
Replacement of trees removed that were recommended for retention: < 50% = 0; >50% = 1	0	1		
<u>Signs</u>				
Dimensional size of sign (% of maximum permitted): >75% = 0; 50%-75% = 1; < 50% = 2	0	1	2	
Similarity of sign color to building color: No = 0; Some = 1; Yes = 2	0	1	2	
Pole sign: Yes = 0; No = 1	0	1		
Location of sign: >25' from driveway entrance = 0; within 25' of entrance = 1	0	1		
<u>Building Appearance</u>				
Style (architecture): not similar = 0; similar to surrounding = 1 or 2	0	1	2	
Color (subdued and similar is better): Neither = 0; similar <u>or</u> subdued = 1; similar <u>and</u> subdued = 2	0	1	2	
Material: concrete or wood or brick is better	0	1		
Size (smaller is better): over 20,000 sq ft = 0; under 20,000 sq ft = 1	0	1		
<u>Types of Landscaping</u>				
# of non-required trees: < 1 per 500 sq ft of landscaping = 0; 10 or more per 500 sq ft of landscaping = 1	0	1		
Amount of grass: < 25% = 0; 25%-50% = 1; >50% = 2	0	1	2	
Location of shrubs: foreground = 0; background = 1	0	1		
Automatic irrigation: No = 0; Yes = 4	0			4

Bonus Points			
2 or more trees at least 3" in caliper		1	2
Park/open space retention for public use		1	2
Trash receptacle screening		1	

TABLE 16.35.040 (Industrial Area Overlay Matrix)

An application must achieve scores equal to or greater than the minimum acceptable scores in each category.

CRITERIA	POSSIBLE SCORES		
<u>Parking</u>			
Parking areas located to the side or rear of buildings as viewed from public right-of-way: < 50% of parking spaces = 0; 50%-75% = 1; 100% = 2	0	1	2
Increase minimum interior parking lot landscape over the base 15%: 15%-18% = 0; 18%-22% = 1; > 22% = 2	0	1	2
Increase the number of trees planted within buffers and/or within the parking area: 100%-105% of base requirement* = 0; 105%-110% of base requirement = 1; > 110% = 2. *The base requirement is determined based on total parking area/number of spaces, and parking setback perimeter, see Chapter 16.49.120.	0	1	2
Number of parking spaces (% of required minimum): > 110% = 0; 110%-105% = 1; 105-100% = 2	0	1	2
Minimum Acceptable Score =	4 points		
<u>Transportation/Circulation</u>			
Proposed local street alignments: street not proposed = 0; street(s) proposed with some modifications to master plan = 1; proposed street(s) approximate recommended alignments = 2. Note: the planned parkway and collector streets are required elements, except as indicated by the Industrial Area Master Plan.	0	1	2
Design of all pedestrian ways (private, on-site pathways): six feet wide, raised concrete with painted crosswalks ("standard") = 0; standard with brick or similar pavers for pathways and crosswalks = 1; greater than 6 feet wide (inclusive of curb) and use of brick or similar pavers for pathways and crosswalks = 2.	0	1	2
Number of pedestrian connections between the street sidewalk and internal circulation system: one connection = 0; two connections = 1.	0	1	
Minimum Acceptable Score =	3 points		
<u>Tree Retention, Open Space Conservation and Trail Connections</u>			
Preserve trees as recommended by arborist or City Planning Department: < 50% of recommended trees preserved = 0; 50% - 75% = 1; 75% - 100% = 2	0	1	2
Replace trees that were recommended for retention: No = 0; Yes = 1. Mitigation based on reasonable tree replacement.	0	1	
When site includes designated open space, park or trail connection; proposal does not dedicate or establish easement for designated open space/park or trail connection = 0; dedicated or establishes easement = 1; dedicated land/right-of-way and constructs improvements = 2.	0	1	2
Minimum Acceptable Score =	3 points		
<u>Landscaping</u>			
Trees installed at 3 inch caliper: < 25% of trees = 0; 25% - 50% = 1; 50% - 100% = 2.	0	1	2
Usable outdoor amenity provided with development (e.g., water features, plazas, seating areas and similar features): No = 0; Yes = 1; Yes and public access provided (i.e., through an easement) = 2.	0	1	2

Amount of grass or other planting used for ground cover treatment: < 75% = 0; 75% - 90% = 1; 90% - 100% = 2.	0	1	2
Minimum Acceptable Score =	3 points		
<u>Building Appearance and Orientation</u>			
Building orientation at or near street: parking or drive separates building from street = 0; at least 20% of elevation within 5 feet of minimum setback = 1; at least 20% of elevation is at minimum setback = 2.	0	1	2
Building entrances visible from the street: No = 0; Yes = 1.	0	1	
Buildings use quality materials: concrete, wood, or wood siding = 0; concrete masonry, stucco, or similar material = 1; brick or similar appearance = 2.	0	1	2
Articulation and/or detailing to break up large building surfaces and accentuate the building entrance(s): No = 0; Yes = 2.	0		2
Minimum Acceptable Score =	4 points		

TABLE 16.21.070 (Multi-Family Matrix)

An application is considered to be compatible if (1) the Design Menu standard is met (it is a pass/fail standard, meaning it must be met regardless of compliance with other standards); (2) a minimum of 65 percent of the total possible points (not including bonuses) are accumulated for the whole development; and (3) if the applicant has received a minimum of one point in each applicable category.

DESIGN MENU FOR STREET FACING FACADES	POSSIBLE SCORES	
	Yes	No
Dormers		
Gables, hip, or gambrel roof form		
Recessed entries (minimum 2-foot recess)		
Covered porch entries (minimum 48 square feet; minimum 4 feet deep)		
Bay windows		
Eaves of 20 inches or greater		
Off-set of 16 inches or greater on building face or roof		
Minimum 15% is the area of the windows and main entrance doors as a percentage of the façade, not including the roof		
Window trim (minimum 4 inch) or shutters (minimum 8 inches)		
Balconies or porch rail		
Shakes, shingles, brick, porch detailing or other decorative materials on at least 100 square feet of the street façade		
PASS – at least five of the above elements (or similar elements) provided along all street facing facades.	PASS / FAIL	

CRITERIA	POSSIBLE SCORES		
<u>Parking</u>			
Screening of loading facilities from public ROW: not screened = 0; partially screened = 1; full screening = 2	0	1	2
Landscaping (breaking up of expanse of asphalt): No = 0; Yes = 1	0	1	
Parking lot lighting: No = 0; Yes = 1	0	1	
Location (behind the building is best): front = 0; side = 1; behind = 2	0	1	2

Tree Retention				
For trees outside of the building footprint and parking/access areas (3 or more trees): No arborist report = 0; follows < 50% of arborist recommendation = 1; follows 50%-75% of arborist recommendation = 2; follows > 75% of arborist report = 3	0	1	2	3
Replacement of trees removed that were recommended for retention: < 50% = 0; >50% = 1	0	1		
Orient Multi-Family Buildings to Public or Private Streets				
Primary entrances face the street: no entries face the street = 0; entrance breezeway faces the street = 1; entries face the street = 2	0	1	2	
The site's frontage has buildings within 25 feet of the front lot line. Full points may be given when courtyards are adjacent to the frontage : 0-25% of site street frontage complies with standard = 0; 25%-50% of the site street frontage complies with standard = 1; 51+% of the site street frontage complies with standard = 2	0	1	2	
Screening of Storage Areas and Utility Boxes				
Trash receptacles are screened from view by a solid wood fence, masonry wall, or by sight- obscuring landscape: No = 0; Yes = 1	0	1		
Trash receptacles are located away from adjacent property lines: 0'-10' = 0; 10'-25' = 1; >25' = 2	0	1	2	
Exterior transformers, utility pads, cable and telephone boxes are located to minimize visual impact and/or screened: not screened = 0; partially screened = 1; completely screened = 2	0	1	2	
Prevention of Monotonous and Incompatible Design				
#Horizontal length of all buildings is a maximum of 120 feet: 101-120 feet = 0; 81-100 feet = 1; 0-80 feet = 2	0	1	2	
Roofs have a gable, hip or gambrel form, minimum pitch of 3 to 12 with at least a 6 inch overhang: No = 0; Yes = 1	0	1		
A minimum of 15% of the street façade area contains windows or doors. All windows provide trim, recess, or other method of providing shadowing: No = 0; Yes = 1	0	1		
Garages are located to minimize their visual impact: Front = 0; Side = 1; Back = 2	0	1	2	
Exterior design features incorporate offsets, balconies, projections, widow reveals, or similar elements to break up large expanses of uninterrupted building expanse: No design features within every 30 feet of longest façade = 0; One design feature within every 30 feet of longest façade = 1; Two or more design features within every 30 feet of longest façade = 2	0	1	2	
Private Open Space and Landscaping				
Private open space in addition to the base percentage requirement of common open space for the zone: no additional open space = 0; patios or balconies (minimum 48 sq ft provided for at least 50% of units = 1; patios or balconies (minimum 48 sq ft provided for more than 50% of units, or a sport court, tot lot, pool, or community room is provided, or common open space is increased at least 48 sq ft = 2	0	1	2	
Automatic irrigation provided for all landscaping: No = 0; Yes = 3	0			3
# of non-required trees: < 1 per 500 sq ft of landscaping = 0; 1 or more per 500 sq ft of landscaping = 1	0	1		
Street and Block Framework				
Multi-family developments 8 acres or larger are developed as a series of complete blocks bounded by a network of public or private streets with sidewalks and street trees: No block or network of streets proposed = 0; Up to 50% of units are along public or private streets that have sidewalks, street trees and parallel or angled on-street parking = 1; 50+% of the units are along public or private streets that have sidewalks, street trees and parallel or angled on- street parking = 2	0	1	2	

Bonus Points			
2 or more trees at least 3" in caliper: No = 0; Yes = 1	0	1	
Park/open space retention for public use: No = 0; Yes = 3	0		3

Development Plan Details for – Site and Design Review Applications

- (1) Narrative: Provide a brief description of the proposed development; If the application includes any concurrent code exception or variance request, explain the reason for the variance requested and address any required approval criteria.
- (2) Vicinity Map. Shows where the development site is located in relation to surrounding area.
- (3) Site Plan:
 1. Date, north arrow, and scale of drawing;
 2. Name and address of the engineer, architect, person who prepared the site plan;
 3. Property lines (legal lot of record boundaries);
 4. Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 5. Location of all jurisdictional wetlands or watercourses on or abutting the property;
 6. Finished grading contour lines of site and abutting public ways;
 7. Location of all existing structures, and whether or not they are to be retained with the proposed development;
 8. Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
 9. Location of all proposed hardscape, including driveways and parking lot layout, specially designated spaces for compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and other pedestrian ways;
 10. Callouts to identify dimensions and distances between structures and other significant features, including property lines;
 11. Location of vision clearance areas at all proposed driveways and streets;
 12. Location of all proposed lighting fixtures.
- (4) Elevations Plan:
 1. Profile elevations of all buildings and other proposed structures, including mechanical equipment;
 2. Profile of proposed screening for garbage containers and exterior storage areas;
 3. Profile of proposed fencing;
 4. Profile of proposed screening for all mechanical equipment.
- (5) Color and Materials Plan:
 1. Color and materials proposed for all buildings (e.g., walls, roof, trim, glazing);
 2. Color and materials proposed for fences and all screening enclosures surrounding garbage containers, mechanical equipment, storage areas, etc;
 3. Color and materials proposed for bicycle racks, mailboxes, lighting fixtures, and other permanent structures, including cut sheets;
 4. Color and materials proposed for hardscape (e.g., pavers, retaining walls, concrete).
- (6) Landscape Plan:
 1. Layout and dimensions of all proposed areas of landscaping;
 2. Proposed irrigation system;

3. Types, sizes, and location of all plants to be used in the landscaping (can be a “palette” of possible plants to be used in specific areas for landscaping);
4. Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
5. Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;
6. Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each street tree proposed for removal/replacement.

(7) Sign Plan:

1. Location and profile drawings of all proposed exterior signage.

(8) Public Facilities Plan:

1. Date, north arrow, and scale of drawing;
2. Name and address of the engineer or surveyor who prepared the facilities plan;
3. Property lines (legal lot of record boundaries);
4. Flood Plain/Floodway – if applicable, show 100-year flood plain and/or floodway boundaries.
5. Streets – existing and proposed. Include centerline, right-of-way lines, dimensions, and all street improvements, including travel lanes, bike lanes, curbs, landscape strips and street tree placement, sidewalks, and any traffic signals/signage.
6. Water – existing and proposed water lines, easements, fire hydrants, meters, line sizes, and indicate where public or private lines.
7. Sanitary Sewer – existing and proposed. Sewer line laterals, manholes and cleanouts, line sizes, easements, and indicate where public or private lines.
8. Storm Water – existing and proposed. Storm lines, catch basins, manholes, line sizes, easements, and indicate where public or private lines. Include calculations supporting the storm water facility design.
9. Solid Waste and Source-Separated Recyclables Plan – a letter from Canby Disposal reviewing the proposed solid waste and recyclables containment facility and access thereto.

(9) Vehicle, Pedestrian, Bicycle, and Public Transit Transportation Plan:

1. Date, north arrow, and scale of drawing.
2. Name and address of the engineer, architect, person who prepared the site plan;
3. Property lines (legal lot of record boundaries).
4. Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property.
5. Identify width, location, and surfacing of all proposed pedestrian pathways on-site, and identify connectivity with public sidewalk system, and with neighboring properties where applicable.
6. Identify location of proposed bicycle parking/storage facilities on-site.
7. Identify location of nearest public transit route and nearest existing off-site transit stops (if any). Identify any proposed new off-site or on-site transit stops and any easements therefore.

8. Identify width and location of all proposed vehicular driveways; provide analysis to demonstrate that proposed driveway locations comply with minimum access spacing standards; provide analysis to demonstrate adequate vision safety for driveway locations.
9. Provide a joint-access plan for any development unable to meet minimum access spacing requirements.
10. Provide a parking lot layout plan; illustrate location and dimensions of all vehicle parking stalls and maneuvering aisles; illustrate location/dimensions of specially designated spaces for compact cars and handicapped spaces; include required wheel stops; illustrate location/dimensions of loading berth areas.
11. Provide a drive-through stacking plan for any proposed drive-up window; provide analysis to demonstrate that stacking area provides sufficient capacity for two to eight automobiles, and will not interfere with safe and efficient access to other parking areas.
12. Provide a traffic impact analysis, conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact analysis), including an accident report for the adjacent roads and nearby intersections, for any project that results in any one of the following:
 - A. More than one access onto any collector or arterial street (such streets being designated by the City of Canby Transportation System Plan);
 - B. More than six (6) residential units that enter onto any collector or arterial street;
 - C. Any multiple family dwellings (apartments, condominiums, townhouses, etc.) with more than six (6) units; or
 - D. Industrial or commercial enterprises which generate more than one hundred (100) vehicle trips per day.

(10) Photometrics (Lighting) Plan:

1. Date, north arrow, and scale of drawing;
2. Name and address of the engineer, architect, person who prepared the lighting plan;
3. Property lines (legal lot of record boundaries);
4. Location of all outdoor lighting fixtures (including site, parking lot, parking canopies, walkways, building mounted, landscape, external sign lighting, etc.), and fixture types for all luminaires;
5. Fixture schedule for all luminaires shown on the plan. The schedule shall include at a minimum: fixture type, manufacturer, lamp illumination, and mounting height of each luminaire. Include cut sheet specifications that illustrate the style/color/finish of each luminaire and pole. Include specifications that detail the color/finish of any concrete bases, which should be something other than unfinished concrete (e.g., brushed/rubbed finish, painted, integral color, etc.).
6. Photometric plan illustrating the horizontal average maintained illuminance at grade in footcandles for all illuminated portions of the site. A photometric summary/statistics table shall be included that includes at a minimum: titles for the various calculation grids, symbol for each grid, the average, maximum, and minimum illuminance values for each grid, and the uniformity ratios for each grid.
7. The horizontal average maintained illuminance at grade for any pedestrian pathway on-site while any business on-site is open. (pedestrian security illuminance values

may be reduced when the site enters security-lighting mode during non-business hours).

(11) Grading Plan:

1. Date, north arrow, and scale of drawing;
2. Name and address of the engineer or surveyor who prepared the grading plan;
3. Property lines (legal lot of record boundaries);
4. Location of all jurisdictional wetlands or watercourses on or abutting the property;
5. Flood plain and/or floodway boundaries (where applicable);
6. Existing and proposed contour lines and elevations (referenced from mean sea level) for the site – suggested interval: 0-5%: 2', 5-20%: 5', over 20%: 10'.
7. Details for any proposed retaining walls;
8. Quantity of cut and fill proposed;
9. Any existing trees to be retained – include preservation instructions on grading plan to include protective fencing around drip line of tree;
10. Erosion and Sediment Control Plan.

(12) Wetlands Plan (where applicable):

1. Copy of Oregon Department of State Lands(DSL) Wetland Determination (a DSL Determination determines whether wetlands or other regulated water bodies are present, likely to be present, or unlikely to be present on site. If wetlands are present or likely to be present on or near a project site, a wetland delineation may be needed);
2. Copy of Wetland Delineation and DSL Concurrence Report.

(13) If the development is located in a Hazard (“H”) Overlay Zone, submit an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one copy of a grading plan and/or tree-cutting plan.

(14) Infill Home Plan (where applicable):

1. Lot coverage of Infill Home;
2. Detail how Infill Home garage standards are met;
3. Illustrate location and setbacks of each adjacent home; and if the closest adjacent home has a front yard setback of 30 feet or less, then detail how the Infill Home’s front yard setback is within 5 feet of the adjacent home’s setback; and
4. Detail how the step-up standard is being met.

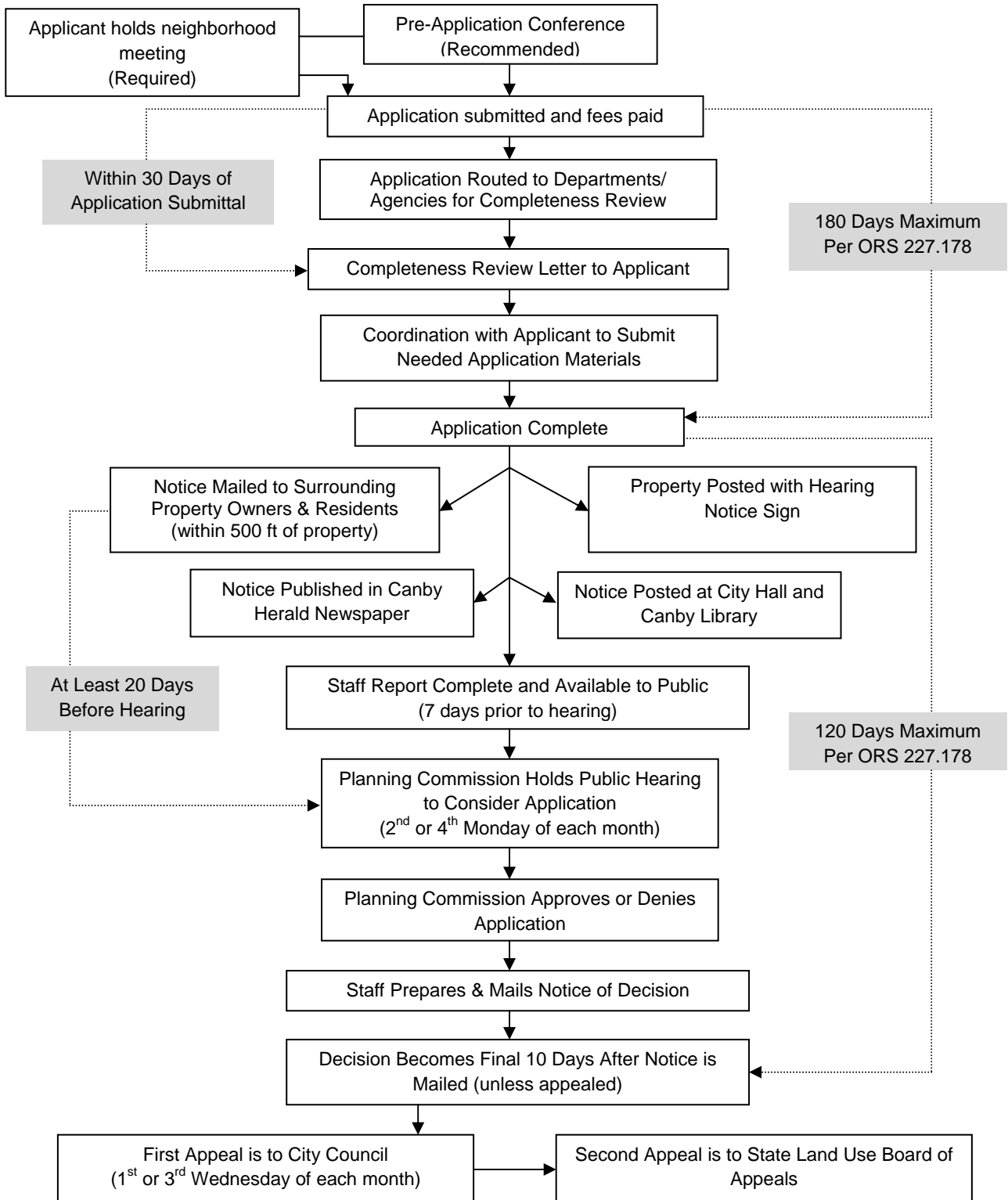
Site and Design Review Application Process

Current process

Possible process

Quasi-Judicial Process (Planning Commission)	Limited Land Use Decision Process (Planning Director)
Application Received	Application Received
Notice of Hearing is -Mailed to Surrounding Property Owners -Published in Newspaper -Posted at City Hall -Posted On-Site	Notice of Application is -Mailed to Surrounding Property Owners 14-Day Period for Submission of Written Comments
Planning Commission Holds Public Hearing and Then Issues Decision	Planning Director Issues Decision
Notice of Decision Mailed to Applicant and to Any Person Who Submitted Written or Oral Comments Prior to Close of Public Hearing	Notice of Decision Mailed to Applicant and to Any Person Who Submitted Written Comments During Comment Period
10-Day Appeal Period – Appeal Heard by City Council	10-Day Appeal Period – Appeal Heard by Planning Commission

Canby Land Use Review Process Type III (Quasi-Judicial)

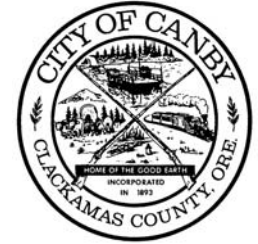


Examples of Type III Applications:

Conditional Use Permit	Partition
Site and Design Review	Subdivision
Major Variance	Planned Unit Development

'Site and Design Review' Application Calendar

ALL DATES ARE APPROXIMATE



Pre-Application Meetings: Allow 2-3 weeks from the date you submit a request, to have a scheduled pre-application meeting.

Site and Design Review Applications: *(Note – Appeal period is 10 days from date that decision is mailed)*

1. When you submit a complete application by this date:	Dec 7, 2009	Dec 21, 2009	Jan 4, 2010	Jan 18, 2010	Feb 1, 2010	Feb 12, 2010	Mar 8, 2010	Mar 22, 2010	Apr 5, 2010	Apr 19, 2010	May 3, 2010	May 17, 2010	Jun 7, 2010	Jun 21, 2010	Jul 2, 2010	Jul 19, 2010	Aug 9, 2010	Aug 23, 2010	Sep 3, 2010	Sep 20, 2010	Oct 4, 2010	Oct 18, 2010	Nov 8, 2010
2. The Planning Commission Public Hearing will be scheduled on this date*:	Jan 11, 2010	Jan 25, 2010	Feb 8, 2010	Feb 22, 2010	Mar 8, 2010	Mar 22, 2010	Apr 12, 2010	Apr 26, 2010	May 10, 2010	May 24, 2010	Jun 14, 2010	Jun 28, 2010	Jul 12, 2010	Jul 26, 2010	Aug 9, 2010	Aug 23, 2010	Sep 13, 2010	Sep 27, 2010	Oct 11, 2010	Oct 25, 2010	Nov 8, 2010	Nov 22, 2010	Dec 13, 2010

* For Downtown Canby Overlay Type II SDR Applications, a public hearing will not be scheduled and instead the Planning Director will issue the decision.

This calendar is intended only as a guideline to assist 'Site and Design Review' applicants in planning for an average application processing timeframe. This document is not part of the Canby Municipal Code. No guarantee of processing timeframe nor application approval is herein implied. 'Site and Design Review' applications are subject to ORS Chapter 227 processing deadlines.