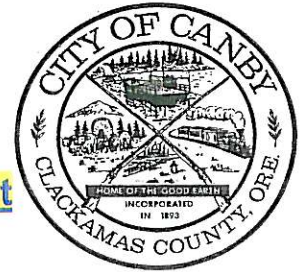


PLANNING COMMISSION AGENDA
Monday – November 26, 2007



City Hall Conference Room – 182 N Holly Street

7:00 PM - Regular Meeting Immediately
Followed with a Work Session

Chairman Jim Brown, Vice Chair Dan Ewert

Commissioners John Molamphy, Janet Milne, Bruce Holte, Jared Taylor and Misty Slagle

- I. CITIZEN INPUT ON NON-AGENDA ITEMS**
- II. PUBLIC HEARINGS**
- III. NEW BUSINESS**
- IV. FINDINGS** Note: these are the final, written versions of previous oral decisions. No public testimony.
- V. MINUTES**

November 13, 2007
- VI. DIRECTOR'S REPORT**
- VII. ADJOURNMENT**

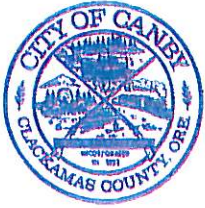
Work Session on Downtown Design Standards

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.



City of Canby

**Canby Urban Renewal Agency
Economic Development Department**

November 16, 2007

To: Canby Planning Commission

From: Catherine Comer, Economic Development Manager

Re: CANBY DOWNTOWN/HIGHWAY 99E DESIGN STANDARDS

Attached are the final Design Standards for your review prior to our workshop scheduled on Monday, November 26th.

Included are the Updated Draft Design Standards, Updated Draft Development Standards, Site and Design Review, and Draft Code Changes.

This material represents the recommendations from the Project Task Force who conducted meetings beginning in March 2007. The Task Force was made up of 25 members including representatives of City Council, Planning Commission, Urban Renewal Agency, Canby Business Development, Canby Area Chamber of Commerce, Canby Livability Coalition, and Business and Property Owners. Following the task force meetings, we held a public meeting, inviting all property owners in the project area.

Our consultants for this project were Matt Hastie, Cogan Owens Cogan, and David Berniker, SERA Architects. Matt and David will present the Design Standard documents during the workshop on the 26th.

Please call John Williams or me if you have questions prior to the workshop.

Project Goal and Objectives:

Goal: To create an overlay zone within the historic commercial core of Canby which will adhere to specific design standards for new and redevelopment. The commercial core area is defined in the adopted Canby Downtown Plan and includes both sides of Highway 99E. This overlay zone is intended to follow the recommendations as set forth in the Canby Downtown Plan by creating specific building design and public and private landscaping designs which can be enforced as design standards.

Objective: To encourage economic vitality and revitalize Canby's commercial center through consistent and compatible building design, landscaping, and signage, which will help keep businesses competitive in the commercial marketplace.

**Updated Draft
Development
Standards**

CITY OF CANBY
UPDATED DRAFT DEVELOPMENT STANDARDS
November 16, 2007

16.30 Commercial Development Standards

16.30.010. Findings and Objectives

A. The City Council finds that physical appearance and design of developments within the city's primary commercial areas have a strong impact on the community's economic well-being, access and mobility, quality of life, appearance and function. High-quality design of parking areas and landscaping, the relationship between buildings and the street, and access to and within a given development will help spur investment in the city; enhance use and value of land and improvements; improve the stability and value of property; and generally improve the experience of residents and visitors who use these commercial areas.



Source: LRS Architects

Figure 1
Commercial development
example concept

B. Administration of design and development standards should be efficient and effective and provide a level of certainty for property and business owners, as well as other community members. It is important to provide a set of clear and objective standards that may be administered relatively quickly and easily for most applicants.

C. The objectives of the development standards in this section include the following.

- 1. Encourage more intense development in the Commercial Core and allow for more intensive development in the Transitional Commercial area over time.** Intensity of development and the relationship between setbacks, lot coverage and floor area ratio address this objective. Floor area ratios (FAR) are intended to work with building height, setbacks and building coverage standards to control the overall bulk of the building. The proposed FAR in conjunction with the maximum lot coverage ensures that the development will be a minimum of two floors along the street in the C-1 portion of the core commercial area.



Figure 2
Cohesive architectural elements create a
human-scale environment



Figure 3
A high degree of transparency (windows) helps create a sense of interaction between activities inside and outside the building



Figure 4
More auto-oriented uses in the Outer Highway Commercial area



Figure 5
Smaller-scale commercial use in the Transitional Commercial area



Figure 6
Example of high-quality screening design

2. Create a pedestrian friendly environment in the Commercial Core and Transitional Commercial areas while allowing for a more auto-oriented focus in the Outer Highway Commercial (OHC) area. A comfortable pedestrian-oriented environment and limited setbacks are important in the commercial Core and Transitional areas. In the Outer Highway Commercial, a portion of development should be closer to the road to provide visual connection and signal that drivers are entering urban area. Larger setbacks in the Outer Highway Commercial also will allow for more landscaping, access and other improvements between buildings and street.

3. Ensure that building sizes reflect desired uses in the Commercial Core and Transitional Commercial areas. Requirements limit the size of the building footprint to 40,000 square feet and the amount of leasable space per building to a maximum of 30,000 square feet in these areas. For the purpose of understanding the scale of development, the proposed maximum allows for the creation of a high end grocery store (New Seasons, Whole Foods and Zupans). The proposed maximum differentiates developments in this area from those in the Outer Highway Commercial area. Maximum building footprints are much larger in the Outer Highway Commercial area.

4. Ensure compatibility among adjacent uses within the Transitional Commercial area as it changes over time. Requirements for massing and form will help ensure compatibility if uses in this area increase over time, while allowing for a broader range of building sizes than currently exists.

5. Maintain an attractive, visually pleasing environment that is relatively free of structure or activities that detract from it. Most buildings have areas devoted to services and equipment. These uses can be noisy, noxious and unsightly. Screening requirements reduce the impact of these structures and activities. Placement on an alley also may be an option. Furthermore, limitations on exterior storage and display will help reduce visual clutter while allowing flexibility for retail merchants and eating and drinking establishments.

6. Ensure adequate accessibility to and within sites by a variety of travel modes, along with attractively designed parking and loading areas. Parking standards for automobiles and bicycles are intended to allow for ready access to commercial uses by all modes and create



Figure 7.A
Example of well-planned landscaping



Figure 7.B
Example of bicycle parking



Figure 8
These buildings in the commercial core illustrate desired design features in that area

attractive, “green” sites that enhance human and environmental health.

16.30.020. Applicability

A. General Applicability.

1. Development standards are applied to all commercial and mixed commercial/residential use structures in the C-1 and C-2 zones and portions of the M-1 zone (see subsection 16.30.020.B).

2. Development standards apply only to new developments and remodels which represent 60% or more of the value of the existing building.

3. Development standards do not apply to the following:

- Interior remodels
- Repair and maintenance of buildings, ancillary structures, parking lots and pedestrian areas that present an immediate or potential risk of public safety
- Normal or routine maintenance and repair of existing structures
- Any type of construction that does not require a building permit
- Temporary structures allowed per the zoning code and emergency structures

B. Sub-areas. Development standards are applied differentially within the following three sub-areas described in section 16.31.020 of this code and shown on Map 1.

1. Core Commercial Area. This area straddles Highway 99E and includes portions of both the C-1 and C-2 zones and forms the densest commercial area of the city, as well as the city’s primary community facilities – city hall, police station, library, etc.

2. Transitional Commercial Area. This is the transitional area that lies between the more intense Downtown Core Commercial area and the established single-family neighborhoods to the north and northeast.

The two Transitional Commercial nodes are tucked between 3rd and 4th and Fir and Douglas on the west side of Downtown, and 3rd and 4th and Holly and Knott on the east side.

3. Outer Highway Commercial Area. The Outer Highway Commercial area extends along Highway 99E both south of Elm Street and north of Locust Street. This area is quite different from the Core Commercial and Transitional Commercial areas, by nature of its highway access and orientation. The design focus in this area is less about creating a high-quality pedestrian experience, and more about ensuring that automobile-oriented design is built to the highest standard possible.

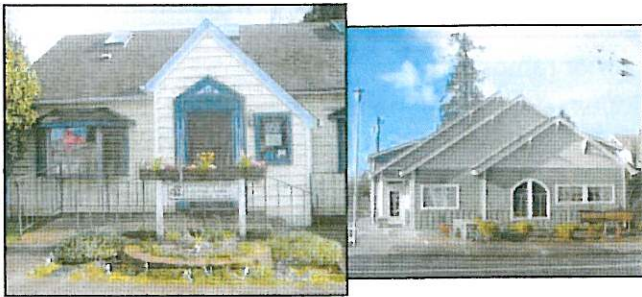
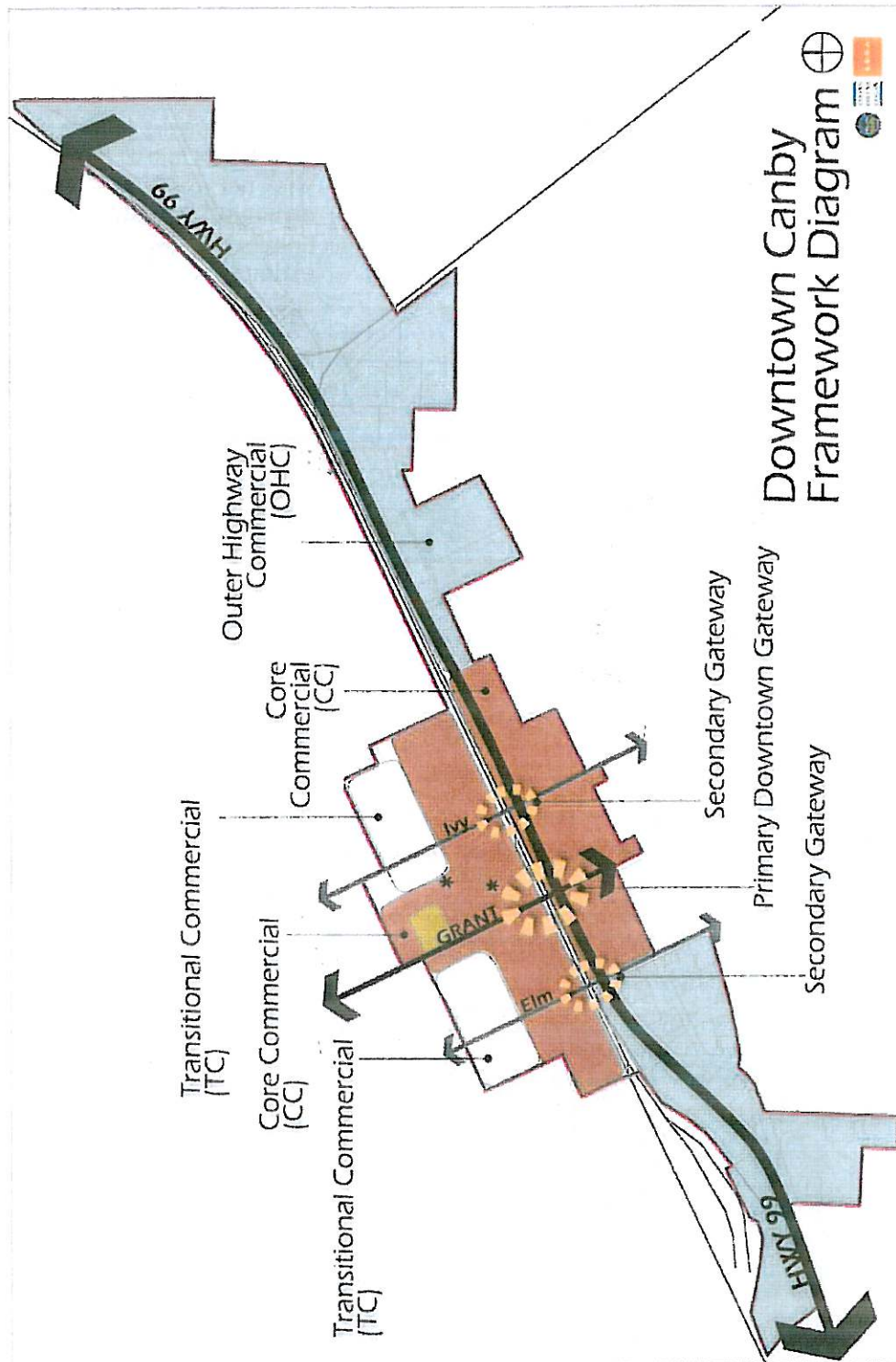


Figure 9
Examples of less intensive development in the Transitional Commercial area



Figure 10
Examples of development in the Outer Highway Commercial area

Map 1



16.30.040. Setbacks, Lot Coverage, Floor Area Ratio, Building Footprint and Height Requirements

A. Setbacks. Minimum and maximum setbacks for each zone are described in Table 1 and must meet the following requirements.

Table 1. Setback requirements

Standards	CC	TC	OHC
Minimum setback (x)	0'	0'	10'
Maximum setback (y)	10'	15'	--

1. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet (not including awnings); mechanical units used for the heating/cooling of residential units are exempt from interior and/or rear yard setback requirements.

2. At least x% of the building frontage shall be located at the minimum setback line (see Table 2 and Figure 11).

Table 2. Building frontage requirements

Standards	CC, TC	OHC
Minimum frontage percentage (x)	60%	40%

3. In addition, where feasible, buildings should be located at one or both street-facing corners of the property.

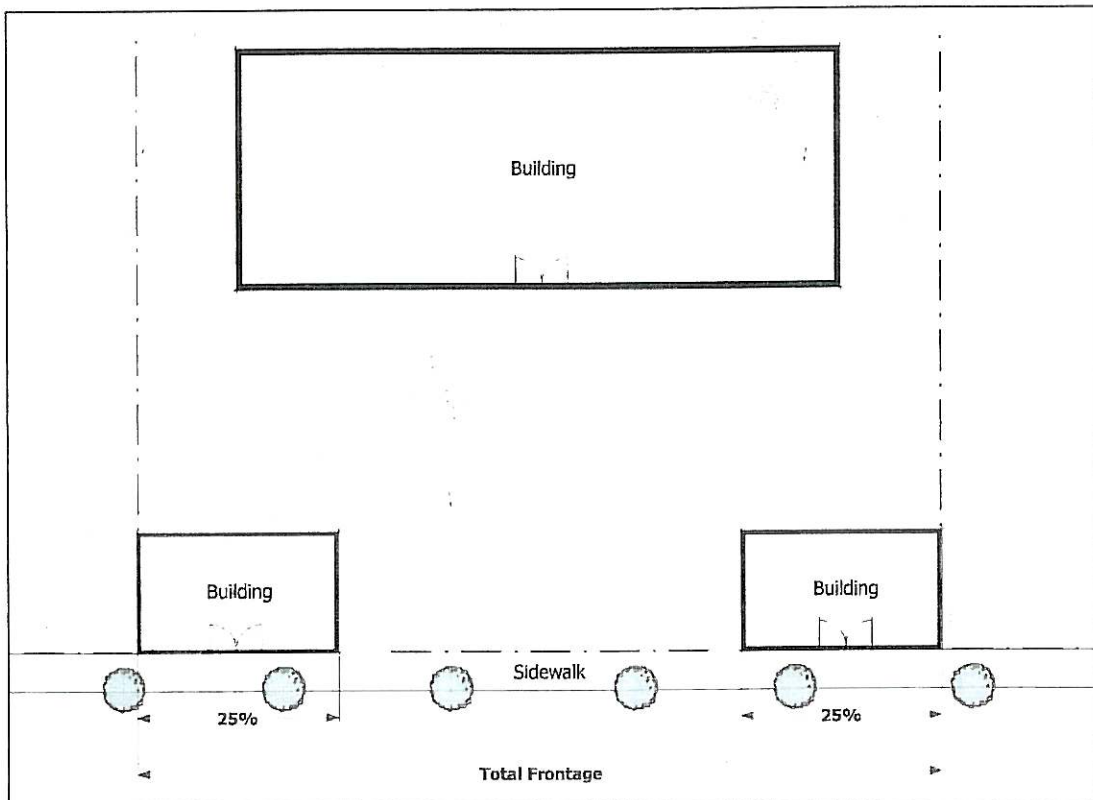


Figure 11
Illustration of frontage requirements

B. Floor Area Ratio, Building Footprint and Building Height.

Minimum floor area ratio and maximum building height requirements for each zone are described in Table 3. Footprints are exclusive of exterior displays or merchandise (e.g. garden centers).

Table 3. Floor area ratio requirements

Standards	CC	TC	OHC
Minimum floor area ratio	1:1, C-1 zone only	0.5	0.30
Maximum building footprint	30,000 total	20,000 total	80,000 individual use
			100,000 all uses within footprint if more than 1 use (see Figure 12)
Maximum building height (see Figure 13)	45'	45'	45'

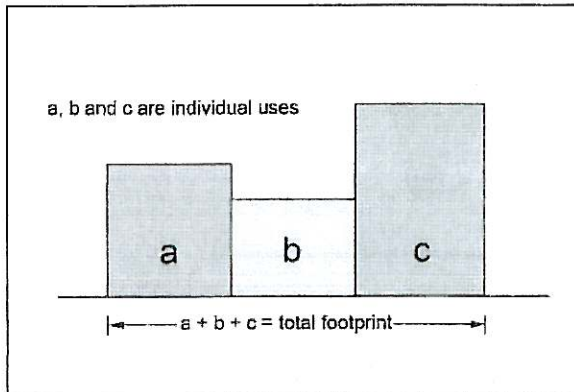
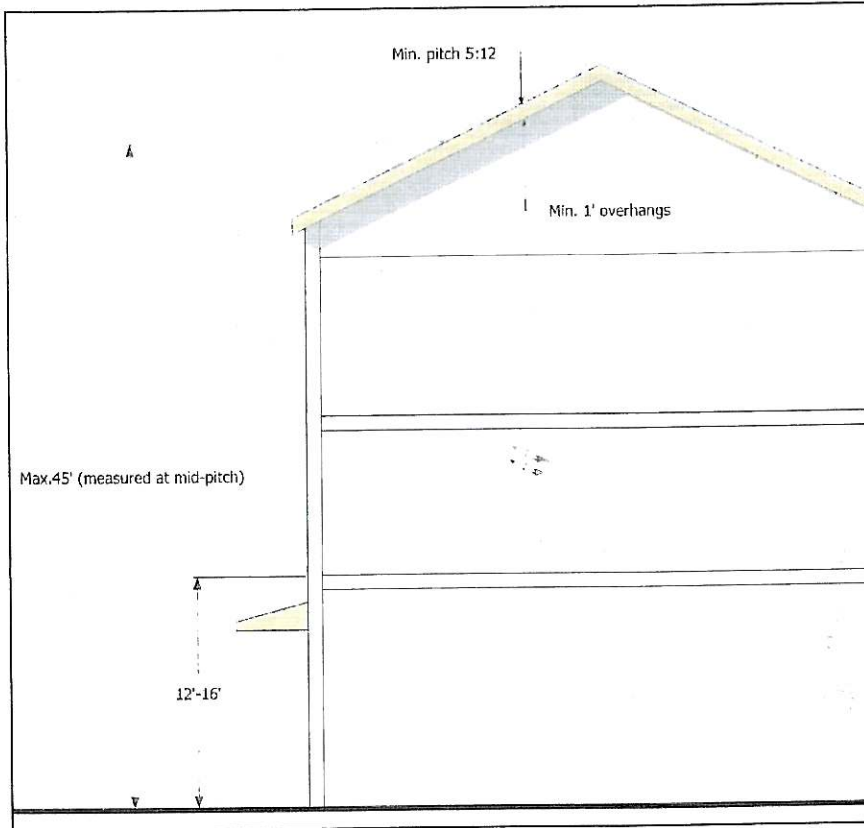


Figure 12
Building footprint for multi-use structure

Figure 13
Building height
limitations



C. Screening. All exterior garbage collection areas, recycling collections areas and mechanical equipment shall be screened with a site obscuring fence, landscaping on all sides, wall, other enclosure or architectural element per the requirements below (see Figure 14 for examples of good screening design). Landscaping may be used for additional or supplemental screening.

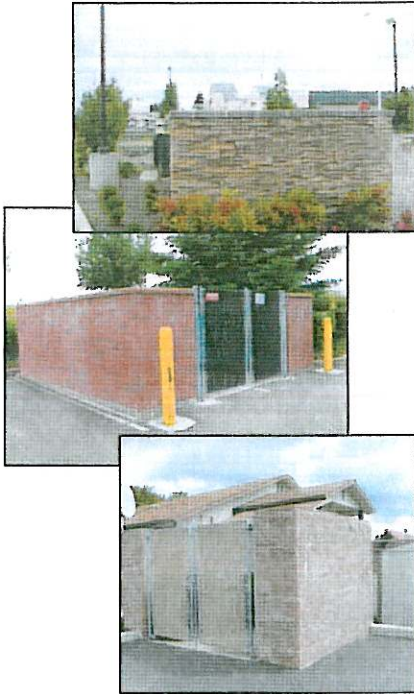


Figure 14
Screening Examples

1. Location. Wherever possible, locate screened areas away from the street.

2. Materials. Materials shall be consistent and compatible with adjacent buildings (on-site) to construct screening structures and consistent with requirements of Section 16.31.080 of this Code.

3. Buffering. Buffer structures from surrounding areas on all sides with landscaping or other buffering elements.

4. Rooftop structures. Rooftop mechanical structures must be screened and not visible from the base of any side of the building or the farthest edge of any directly adjacent right-of-way. Screening structures should be compatible with the overall building design and may include the following elements or approaches:

- a. By providing parapets as tall as the tallest part of the equipment.
- b. By incorporating an architectural screen around all sides of the equipment.
- c. By setting the equipment back from the building edge with a setback of at least three feet for every 1 foot of building height.

D. Parking. Parking areas shall meet the following standards and requirements.

1. Location. Parking and vehicle maneuvering areas (see Section 16.31.050.c.1 of this code) may not be located between the building and the street in the CC or TC areas. This applies to primary and secondary street-facing facades (see Section 16.31.030 of this code).

2. Side of building parking areas. Parking may be allowed on the side of buildings in the CC, TC and OHC areas under the following conditions:

- a. Parking and maneuvering areas is set back a minimum of 15 feet from the front property line.
- b. Parking areas must include at least five feet of perimeter landscaping.
- c. The street frontage of the parking area including accessways must not exceed 40% of the total frontage of the site in the TC and CC areas or 50% of the total frontage in the OHC area.
- d. For large sites (greater than 120,000 square feet), side parking areas shall be broken up into multiple smaller parking areas rather than concentrated in one portion of the site. This may be done through use of landscaping or the location of multiple buildings on the site.

3. Dimensions. The size of parking spaces and areas are described in Chapter 16.10 (parking and loading standards) of this code.

4. Minimum number of spaces. The number of parking spaces required for different uses are described in Chapter 16.10 (parking and loading standards) of this code.

5. Calculation. On-street parking spaces fronting the subject use may be included in calculating the required number of parking spaces per the requirements in Chapter 16.10 (parking and loading standards) of this code.

6. Landscaping. Additional landscaping requirements for parking areas are included in Chapter 16.49.120 of this code.

7. Bicycle Parking. Standards for bicycle parking are found in Chapter 16.10 (parking and loading standards) of this code.

8. Additional Standards. Additional requirements for parking areas are found in Chapter 16.10 (parking and loading standards) of this code.

Updated Draft Design Standards

**CITY OF CANBY
UPDATED DRAFT DESIGN STANDARDS
November 15, 2007**

16.31 Commercial Building Architectural Design Standards

16.31.010. Findings and Objectives

A. The City Council finds that physical appearance and design of buildings in the city's primary commercial areas has a strong impact on the community's economic well-being, quality of life and sense of character and identity. High-quality design of these buildings, with special attention to the relationship between buildings, people and the surrounding physical space, will help spur investment in the city; enhance use and value of land and improvements; improve the stability and value of property; and generally improve the experience of residents and visitors who use these commercial areas.

B. Administration of design standards should be efficient and effective and provide a level of certainty for property and business owners, as well as other community members. It is important to provide a set of clear and objective standards that may be administered relatively quickly and easily for most applicants. At the same time, it is important to provide an alternative path that provides flexibility for applicants that may want to take a more innovative approach which meeting the intent of the clear and objective standards.

C. The objectives of the design standards in this section include the following.

- 1. Create a pedestrian-oriented environment through design of ground floors.** Fostering interaction between activities within buildings and activities within the public realm (the sidewalk and street) is crucial to creating a vibrant and interesting built environment. A high degree of transparency between the two realms creates visual interest for the pedestrian on the sidewalk, and promotes a



Figure 1
A high degree of transparency (windows) helps create a sense of interaction between activities inside and outside the building



Figure 2
Cohesive visual elements like columns and lighting improve the pedestrian experience



Figure 3
Design details such as a recessed entry, columns and decorative transom windows help articulate the ground floor and distinguish it from the upper floors



Figure 4
Upper stories on these uses allow for non-retail uses which are reflected in differing window treatments and other design

more active, engaging pedestrian experience. Design of ground floor windows and building entries is important to achieving this goal. In addition, courtyards, arcades and special paving enhance the pedestrian environment by providing pleasing, semi-public transitions between the public and private realms, effectively creating a “threshold” between the sidewalk and the building (see Figure 1).

2. Establish cohesive architectural elements.

Well-designed, repetitive building elements tend to create a strong sense of place and leave a lasting physical memory. Cohesive and repetitive architectural “bays” along the street-facing ground floor of a building create a pleasing sense of rhythm for the pedestrian, and help to scale and order the built environment as it is experienced from the sidewalk and street (see Figure 2).

3. Ensure that buildings have a unified design.

Providing clear distinctions between different portions of a building is important for the building’s appearance, consistency of design within a larger area and the ability of people to read or understand how the building functions. Building facades should have a clear and distinct base, middle, and top (Figure 3), utilizing horizontal bands and changes in color and / or material / or building massing and form to differentiate these breaks. The base of the building typically extends from the sidewalk to the bottom of the second story or the belt course / string course that separates the ground floor from the middle of the building (see Figure 3).

Given Canby’s desire to create a thriving pedestrian and business district, it is important that uses above the ground floor encourage housing and allow for commercial uses. Upper floor windows should reflect this change in use (see Figure 4). The middle of the building often contains smaller, vertically-oriented windows to reflect changes in use on upper floors. Finally, the top of the building contains a “capping” element which visually terminates the



Figure 5
The chamfered entry on this building reinforces the corner



Figure 6
Use of materials such as stone and stucco add to a feeling of permanence

facade and creates visual interest at the top of the building.

4. Reinforce the appearance and function of corners within core commercial area. Incorporating strong architectural elements where streets intersect not only results in a more visually interesting built environment, but enhances the way pedestrians “read” and understand city blocks by creating recognizable and memorable design elements at the corner of each block. For this reason, buildings on corner lots should be designed to not only address, but celebrate the corner (see Figure 5).

5. Use materials that reflect the character, values and history of Canby. Materials evoke emotions among visitors and residents and help define the character of the community. On the positive side, they can evoke a sense of history, permanence, quality, strength and creativity. On the negative side, they may connote feelings of transience, incongruity or inconsistency, weakness or tedium. Standards for materials are important to reflect and enhance the community’s values and quality of life.

16.31.020. Applicability

A. General Applicability.

1. Design standards are applied to structures in the C-1 and C-2 zones and portions of the CM and M1 zones. Subsection 16.31.020.B and sections 16.31.040 through 16.31.070 define how and where different types of standards apply (see Map 1).

2. Design standards apply only to new developments and remodels which represent 60% or more of the value of the existing building.



Figure 7
These buildings in the commercial core illustrate desired design features in that area



Figure 8
The Canby Herald Building in the commercial core incorporates many good design elements including a recessed entry, sign frieze, engaged columns and decorative lighting

3. Design standards do not apply to the following:

- Interior remodels
- Repair and maintenance of buildings, ancillary structures, parking lots and pedestrian areas that present an immediate or potential risk of public safety
- Normal or routine maintenance and repair of existing structures
- Any type of construction that does not require a building permit
- Temporary structures allowed per the zoning code and emergency structures

B. Sub-areas. Design standards are applied differentially within three subareas described below and shown on Figure A.1 (see page 6).

1. Core Commercial Area (CC). This area straddles Highway 99E and includes portions of both the C-1 and C-2 zones and forms the densest commercial area of the city, as well as the city's primary community facilities – city hall, police station, library, etc.

The “downtown” portion of this area extends primarily along 1st and 2nd Avenues between Cedar and Knott Streets, and extends northward, away from Highway 99E along Grant and Holly, past Wait Park to 4th Avenue. This area is the “heart” of Canby. Here one will find the City's more historic, traditional commercial structures. The built environment is characterized by one to two story buildings with commercial storefronts, built up to the sidewalk, and containing a more or less solid “building wall.” The result is a more active and vibrant street life than may be found elsewhere in the City. Future development in this area should continue this trend, designing commercial and mixed-use buildings that adequately address the sidewalk and create an engaging experience for pedestrians (see Figures 7 & 8).

The inner highway portion of the Core Commercial area spans the length of Highway 99E between Elm and Locust. In many ways, it serves as an extension of the Downtown Core, just across the highway. Because this area serves as a “gateway” from Highway 99E into the traditional downtown and serves many of the same purposes and types of uses, buildings here should be appropriately scaled, inviting to pedestrians, and demonstrate high-quality architectural design. As a result, architectural standards for this area and the downtown are identical, although some development standards differ as described in section 16.30 of this code.



Figure 9
Example of “cottage commercial” design in the Transitional commercial area



Figure 10
Example of commercial development in the Transitional commercial core

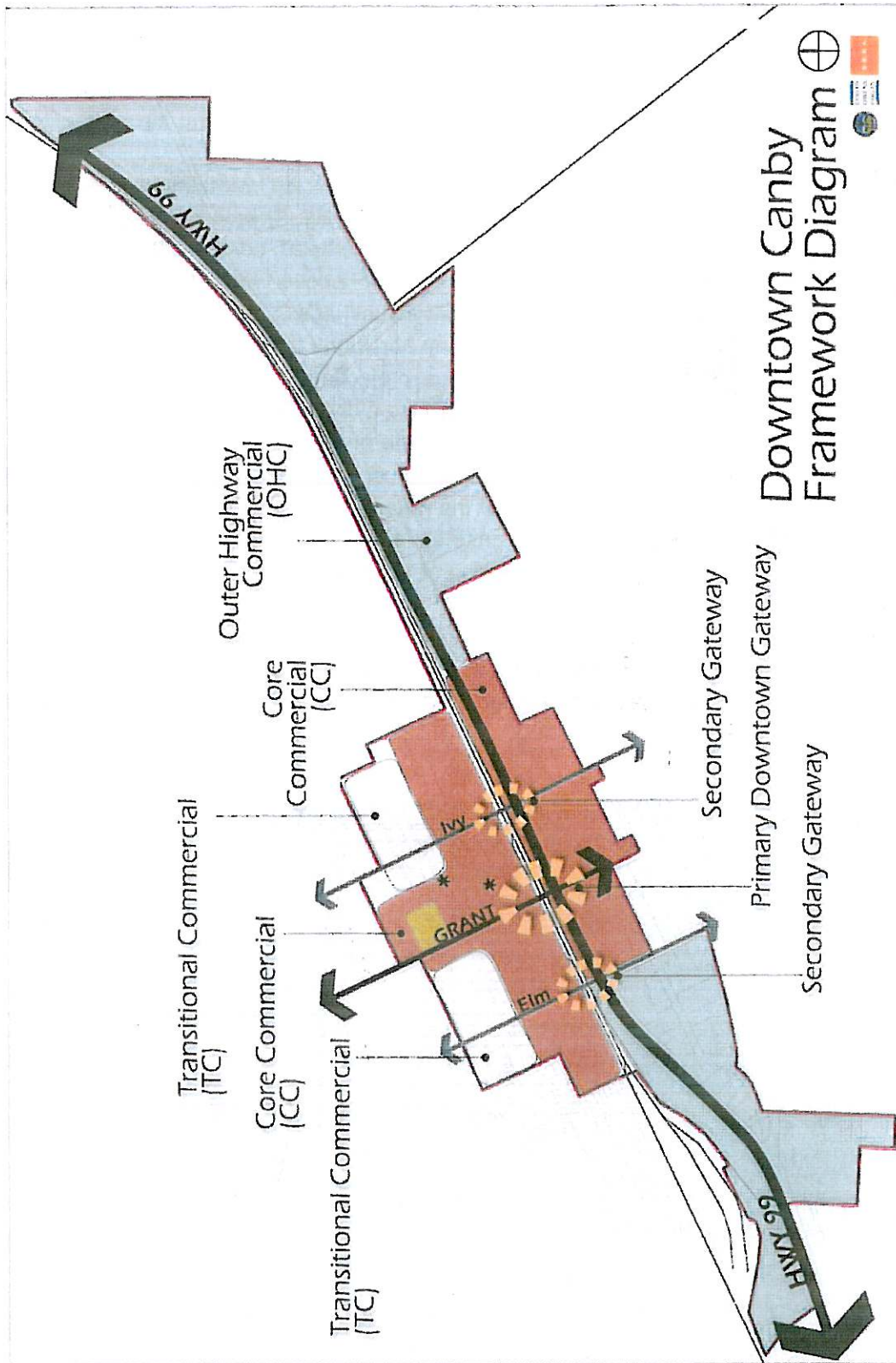
2. Transitional Commercial Area (TC). This is the transitional area that lies between the more intense Downtown Core Commercial area and the established single-family neighborhoods to the north and northeast. The two Transitional Commercial nodes are tucked between 3rd and 4th and Fir and Douglas on the west side of Downtown, and 3rd and 4th and Holly and Knott on the east side. These areas are characterized by a mix of single-family homes and smaller-scaled commercial developments, which often take the form of conversions of existing single-family homes. Larger front setbacks and landscaping (including front yards) characterize the area. The future of this area will likely include commercial storefronts that address the sidewalk, albeit less intense than those in the Core, and residential developments. The overall result will be a truly mixed-use neighborhood, less intense than the Commercial Core, and with more greenscape and residential uses. Over time, commercial uses in portions of the Transitional Commercial district may transition to more intensive uses similar to the core downtown area and over time the relative boundaries between the two zones may shift somewhat. Requirements within the Transitional Commercial zone allow for this flexibility, while ensuring appropriate transitions between this area and the Core Commercial area, as well as between buildings within the Transitional Commercial area (see Figures 9 and 10).



Figure 11
Examples of development in the
Outer Highway commercial area

3. Outer Highway Commercial Area (OHC). The Outer Highway Commercial area extends along Highway 99E both south of Elm Street and north of Locust Street. This area is quite different from the Core Commercial and Transitional Commercial areas, by nature of its highway access and orientation. The design focus in this area is less about creating a high-quality pedestrian experience, and more about ensuring that automobile-oriented design is built to the highest standard possible. While this goal will be largely accomplished through the development standards (i.e., locating parking lots next to and behind building and the street, requiring high quality landscaping, particularly in front setbacks and around parking areas, and requiring that buildings orient to walkways), architectural design standards will also aid in this effort. The result will be automobile-oriented highway uses that demonstrate high-quality design and that evokes a sense of permanence (see Figure 11).

Map 1



16.31.030. Definitions

Arcade – an exterior covered passageway along a building façade that is open to the street frontage (see Figure 12).

Articulation – A well-formulated assembly of architectural details, clearly presented.

Awning – an overhead cover extending above the sidewalk (usually above windows and doors) as a shelter and/or sunshade.

Band – Any horizontal flat member or molding or group of moldings projecting slightly from a wall plane and usually marking a division in the wall.

Barge – 1) One of the two rafters that support that part of a gable roof which projects beyond the gable wall. 2) One of the rafters (under the barge course) which serve as grounds for the barge boards and carry the plastering or boarding of the soffits; also called a barge rafter.

Bay – 1) Within a structure, a regularly repeated spatial element defined by beams or ribs and their supports. 2) A protruded structure with a bay window (see Figure 13).



Figure 12
Arcade example



Figure 13
Repeating bays with a
continuous awning



Figure 14
Chamfered corner entry

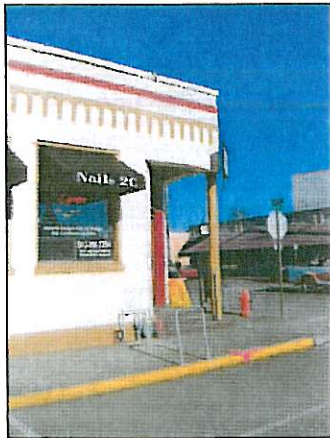


Figure 15
Cornice details near top of building



Figure 16
Multiple gable roof elements

Belt Course - a horizontal band or molding set in the face of a building as a design element (also called a string course).

Bulkhead - The section of a building between the sidewalk and first story window sill.

Canopy - A covered area which extends from the wall of a building, protecting an entrance or loading dock.

Cap - Usually, the topmost member of any vertical architectural element, often projecting with a drip as protection from the weather. The upper member of a column, pilaster, cornice, molding, or the like.

Casement - A window sash which swings open along its entire length; usually on hinges fixed to the sides of the opening into which it is fitted.

Chamfer - to cut off the edge or corner of (see Figure 14).

Clerestory - the upper level of a room that extends beyond the single-story height; often penetrated by windows.

Column - In structures, a relatively long, slender structural compression member such as a post, pillar, or strut; usually vertical, supporting a load which acts in (or near) the direction of its longitudinal axis.

Cornice - decorative projection or crown along the top of a wall or roof (see Figure 15).

Dormer - A structure projecting from a sloping roof usually housing a window or ventilating louver.

Eaves - The lower edge of a sloping roof; that part of a roof of a building which projects beyond the wall.

Entry - The space comprising a door and any flanking or transom windows associated with a building.

Facade - The exterior face of a building which is the architectural front, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.

Fenestration - the arrangement of windows in a building to provide interior light; also used as decorative elements in a façade.

Frieze - a decorative horizontal band, as along the upper part of a wall in a room; often used for signage in modern buildings, but derived from classical architectural principles.



Figure 17
Top of building features a parapet

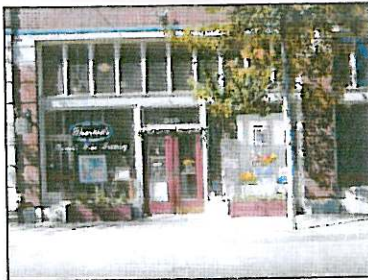


Figure 18
Building entry features a transom window above the door

Gable roof – A roof having a gable at one or both ends (see Figure 16).

Gambrel roof – A roof which has two pitches on each side.

Hip roof – A roof which slopes upward from all four sides of a building, requiring a hip rafter at each corner.

Kick Plate – a thickened bottom rail at the base of a door that holds the bottom of a glazed panel up away from the ground.

Lintel – The horizontal member above a door or window which supports the wall above the façade opening.

Marquee – A permanent roof-like shelter over an entrance to a building.

Medallion – a decorative element set into the upper portion of a building façade periodically, typically aligning with columns or pilaster.

Mullion – a vertical post or upright element dividing a window or other opening into two or more sections.

Parapet – a low, solid, protective screening or decorative wall as an extension of exterior building walls beyond the roof or deck level (see Figure 17).

Pilaster – a rectangular or round column or shallow pier attached to a wall, constructed to coordinate with the style of the building.

Portico – A porch or covered walk consisting of a roof supported by columns.

Primary Street Facing Façade – The façade of the building facing the primary (east-west) adjacent street. These streets include Highway 99E, and North and South 1st, 2nd, 3rd and 4th Avenues.

Secondary Street Facing Façade – The façade of the building facing the secondary (north-south) adjacent street. These streets include Birch, Cedar, Douglas, Elm, Fir, Grant, Holly, Ivy, Juniper, Knott and Locust streets.

Shed roof – A small sloping roof, the upper end of which butts against a wall of a house, usually above the first-floor windows.

Stepbacks -- A design approach that sets apart floors of a building further away from the street or adjacent buildings, compared to lower floors.

String Course - a horizontal band or molding set in the face of a building as a design element (also called a belt course).

Transom – a horizontal glass plane, typically encased in a wood or metal frame that separates the storefront from the upper façade.

Turret – a very small and slender tower attached to a larger building

Visible Transmittance – A measure of the amount of visible light transmitted through a material (typically glass). Information about visible transmittance typically is or can be provided by window manufacturers.

The following design standards provide a framework for how a building should look, function and feel. The standards are organized by topic and consist of the following elements:

- Intent Statement– the big idea or the goal to be accomplished (ex. “protect pedestrians from sun, wind, and rain”). In addition to providing context for specific standards, these statements are used to evaluate applications as part of an alternative review process administered by the City’s Design Review Board (see Section 16).
- Standards which provide clear, objective guidance related to specific design elements, in many cases providing options for how to meet a specific goal, and varying by sub-area.
- Illustrative graphics, including photos and diagrams, with an emphasis on examples of good design found in Canby and other communities.

16.31.040. Pedestrian Oriented Ground Floor Design Standards

A. Intent.

Design standards in this section are intended to help create an active, inviting street and sidewalk-facing storefronts and entryways that are friendly and easily accessible to passersby. They also will help ensure that the ground floor promotes a sense of interaction between activities in the building and activities in the public realm.

B. Design Standards:

Standards	Applicability
<p>1. Ground floor windows</p> <p>a. Visible transmittance. All commercial ground floor windows must have a Visible Transmittance (VT) of 0.6 or higher, with the exception of medical and dental offices which may have tinted windows.</p> <p>b. Street facing façade – primary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level primary street-facing façade, and along x% ground-level primary street-facing wall area (See Figure A.2). Ground level walls include all exterior wall areas up to 10 feet above the finished grade. Primary and secondary street facing facades are defined in section 16.31.030.</p>	<p>CC, TC, OHC</p> <p>CC: x=60%; TC: x=50%; OHC: x=50%;</p>

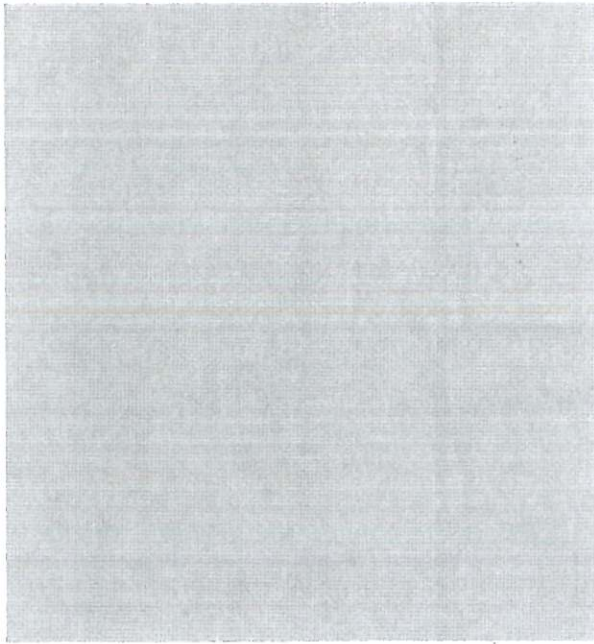
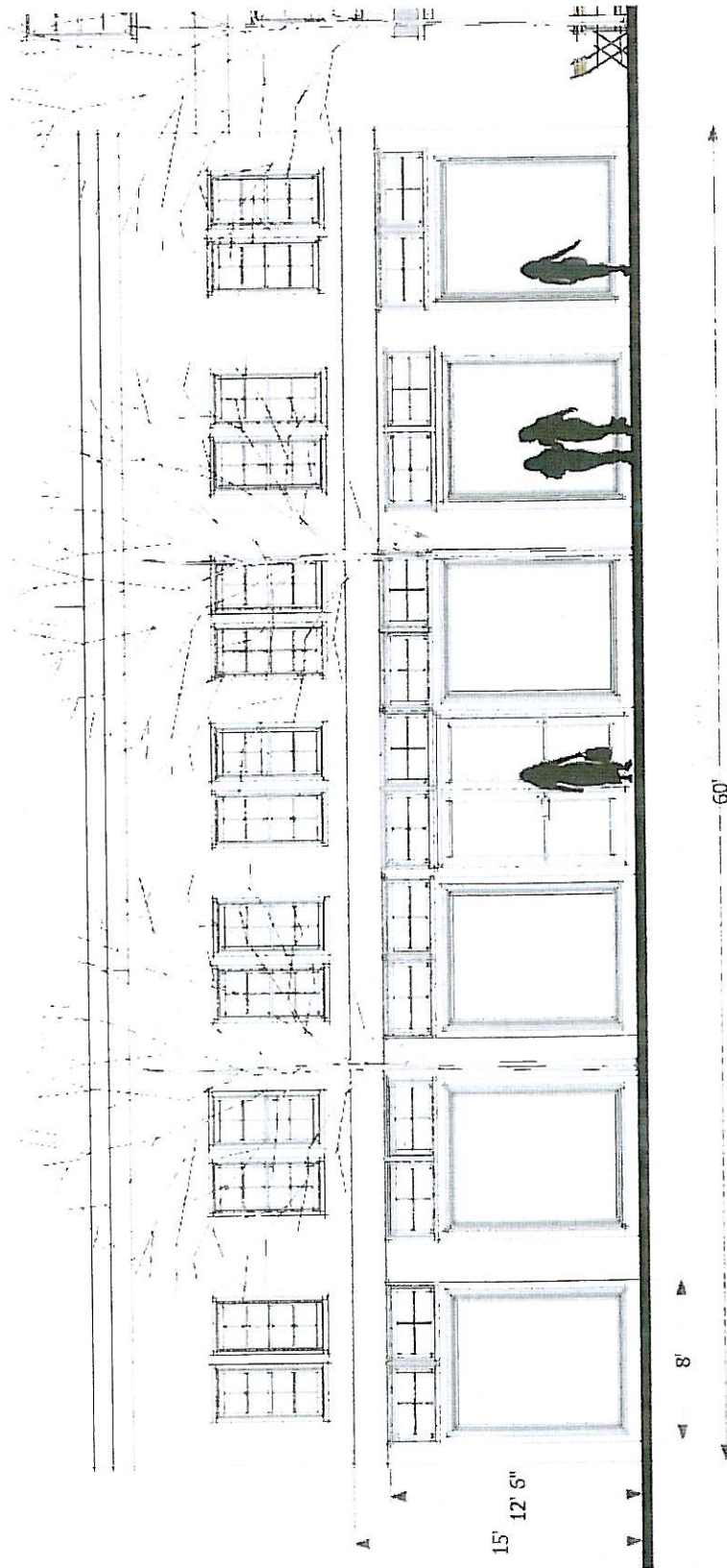


Figure A.1 (TBD)
 Primary and secondary street
 facade example

<p>(1 continued)</p> <p>c. Street facing façade – secondary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level secondary street-facing façade, and along x% of the overall secondary street-facing wall area (See Figure A.2). Ground level walls include all exterior wall areas up to 10 feet above the finished grade.</p>	<p>CC: x=50%; TC: x=45%; OHC: x=40%;</p>
<p>d. Alley facing façade coverage. Facades facing alleys shall provide windows along x% of the length of the alley-facing façade and along y% of the overall wall area of the alley-facing façade.</p>	<p>CC, TC: x=50%; y=25% OHC: x=40%; y=20%</p>

Figure A.2
Illustration of percent transparency requirement



<p>Windows must be provided along 60% of overall street-facing wall area</p> <p>Single window area = 100 sq. ft. Total window area (6 windows+transparent door) = 700 sq. ft. Total overall ground floor area = 900 sq. ft. Glazing provided along 78% of overall ground floor area</p>	<p>Windows must be provided along 60% of ground-level street-facing facade</p> <p>Single window length = 8 ft. Total window length (including transparent door) = 56 ft. Total Building length = 60 ft. Glazing provided along 93% of overall ground floor area</p>
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Standards	Applicability
2. Building entries and doors	CC, TC
a. Orientation. All buildings shall have a prominent entry oriented to and directly connected to the sidewalk. When buildings are set back from the sidewalk, a direct, perpendicular connection between the building and the sidewalk is required. Additional entries may be provided and serve as principal entries (e.g., oriented to parking areas to the side or rear of buildings). (See Figure A.3)	CC, TC, OHC
b. Transparency. The street-facing building entry on all buildings should be comprised of at least 40% transparent glass. The entry door includes any flanking or transom windows. Opaque, solid doors are not permitted. (See Figure A.4)	CC, TC, OHC
c. Flanking or transom windows. Commercial and mixed-use building doors shall include flanking glass windows on either side of the principal door and/or clerestory/transom windows. (See Figure A.5)	CC, TC, OHC

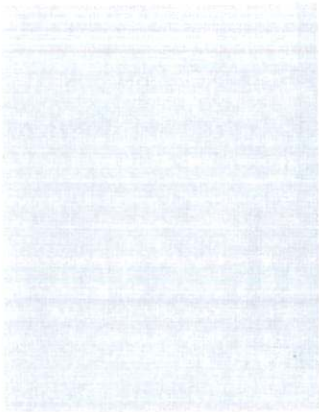


Figure A.3 (TBD)
Example of principal entry with direct sidewalk connection



Figure A.4
Example of entry that meets transparency standards



Figure A.5
Example of entry with transom and flanking glass



Figure A.6
Recessed entry standards

Standards	Applicability
(2 continued)	CC: x=3; TC: x=2; OHC: x=2.
d. Design features (menu). Commercial and mixed-use building entries must comply with at least x of the following:	
i. Recessed entries. If recessed, principal entries shall be recessed a minimum of 3' into the building façade. (See Figure A.6)	
ii. Awnings or canopies. These may be used to provide weather protection and a visual element and meet standards illustrated in Figure A.7	

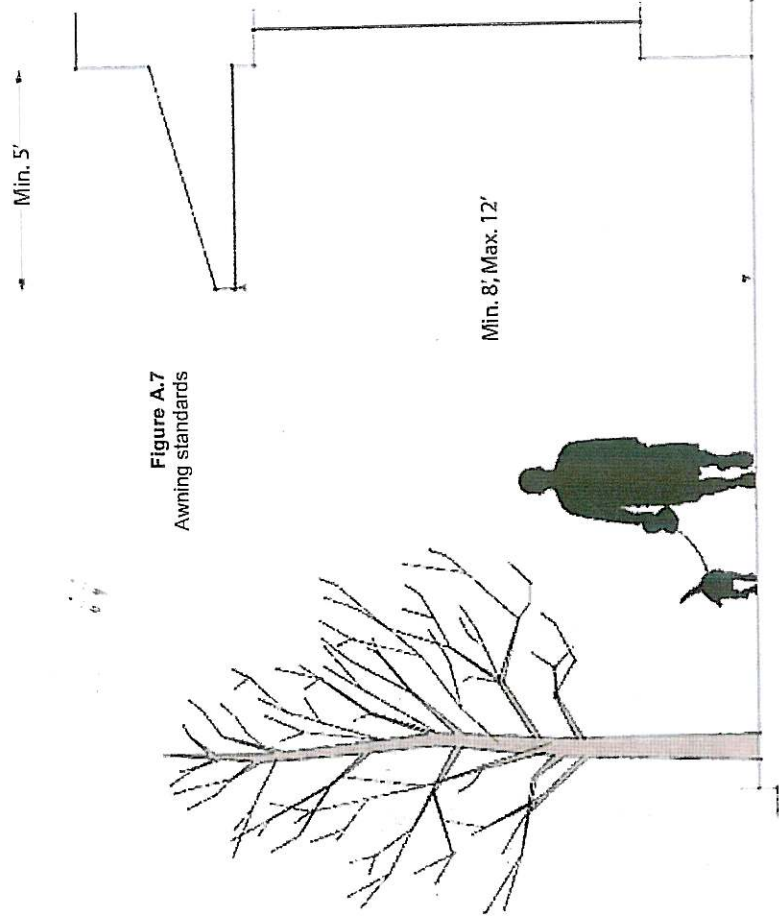


Figure A.7
Awning standards

Standards	Applicability
(2.d continued) iii. Architectural features. Principal entries may be reinforced with prominent architectural features such as towers, turrets, increased heights, articulated parapets, large storefront windows and doors, or entry awnings. (See Figure A.8)	
iv. Decorative features. Entries may be reinforced through the use of decorative, exterior light fixtures (walls sconces) or decorative features. (See Figure A.9)	
v. Engaged columns or piers may be used to reinforce and highlight entries. (See Figure A.10)	
3. Transition areas (menu). Two of the following design elements (a, b or c) are required for buildings that span more than 75% of a city block or 350 feet. The City encourages smaller property owners to work together to collaboratively provide similar features in other areas.	CC only; encouraged but not required in the TC or OHC
a. Arcades as defined in section 16.31.030 and that meet all of the following standards (i, and ii). i. Front entries must be set back a minimum of 6' (clear) behind an arcade that is located at the front property line or the adjusted property line.	



Figure A.8
Entry with awning and increased mass / decorative features



Figure A.9
Recessed entry with lighting and accent material

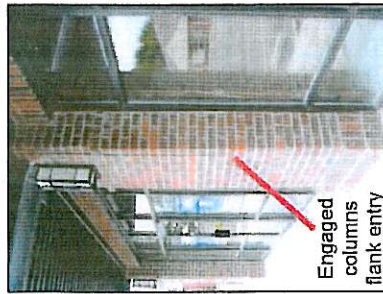


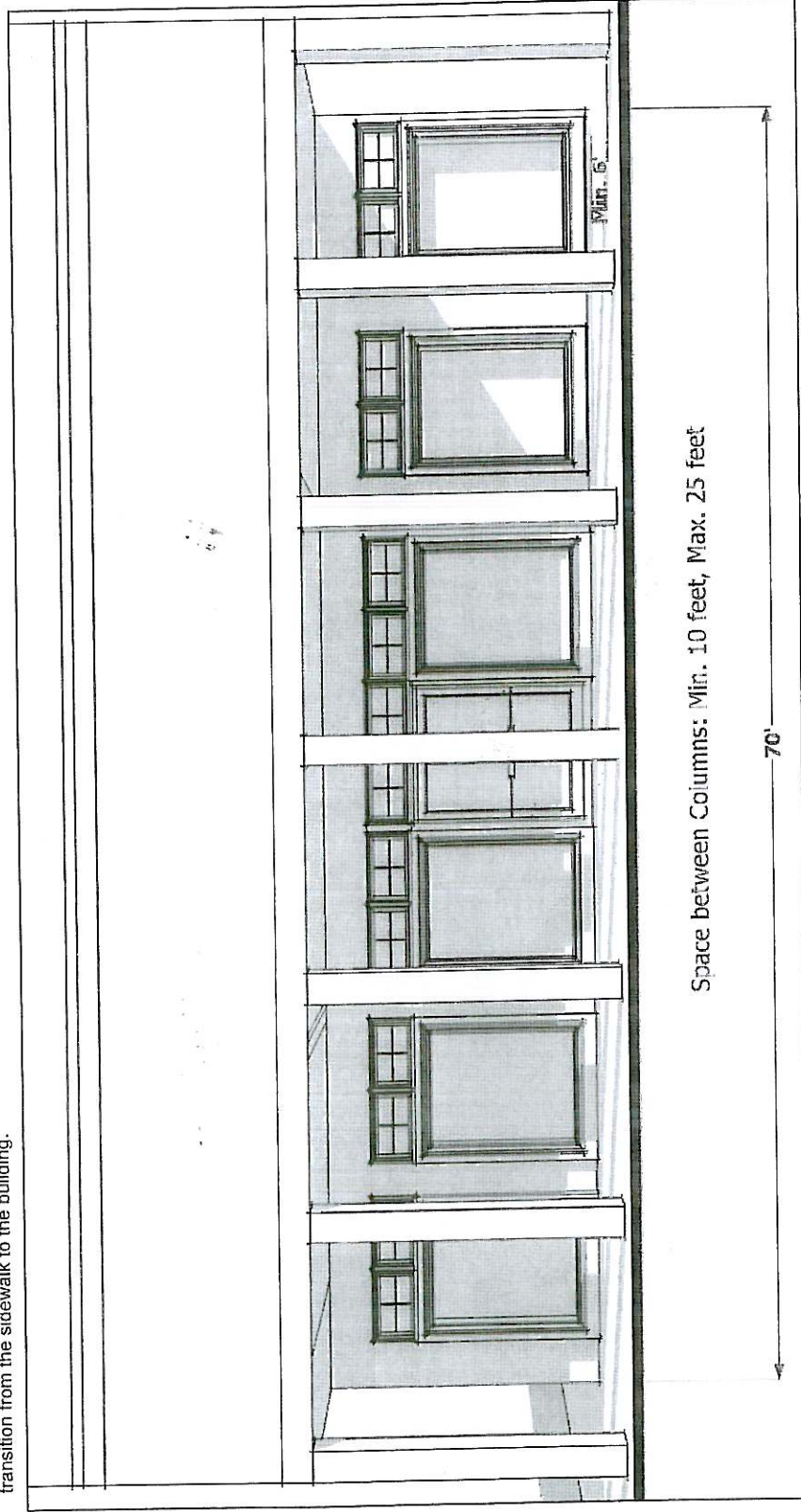
Figure A.10.A
Entry flanked by engaged columns and lighting



Figure A.10.B
Ground floor design elements include "gooseneck" lighting fixtures

Standards	Applicability
(continued from 3.a) ii. Spacing between columns and/or posts along building be a minimum of 10' (clear) and a maximum of 25' (clear). (See Figure A.11)	

Figure A.11
 Arcade dimensions. Arcades create a semi-public transition from the sidewalk to the building.



Standards	Applicability
(continued from 3) b. Courtyards or plazas that meet all the following standards (i, ii, iii and iv). (See Figure A.12)	

Figure A.12
Courtyard dimensions



Windows along min. 50% of length of ground-floor area
and 25% of overall courtyard-facing ground floor wall area



Figure A.13
Entry with special paving

Standards	Applicability
i. Courtyards or plazas shall be located along the sidewalk-facing façade of the building within the front setback.	
ii. Courtyard-facing facades shall include windows along a minimum of 50% of the length of the ground level courtyard-facing façade, and along 25% of the overall courtyard-facing wall area.	
iii. Courtyards/ plazas shall incorporate special paving (as defined in subsection (c) of this section and/or landscaping.	
iv. Courtyards/plazas shall provide seating, including but not limited to benches, tables, planter boxes, and other design elements.	
c. Special paving (tile, scored or tinted concrete or other paving that is easily distinguished from the adjacent sidewalk or paving area) within a building recess, including corner entries. (See Figure A.13)	

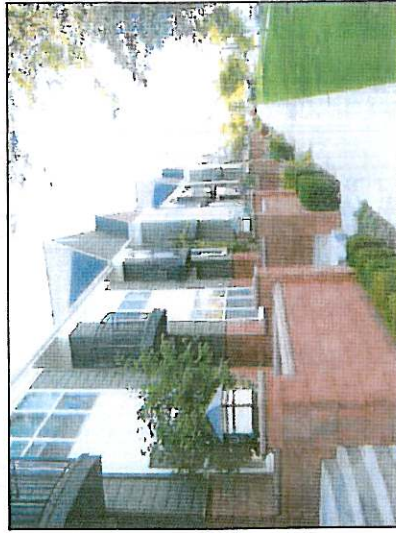


Figure A.14
Residential development that conforms to design standards

Standards	Applicability
<p>4. Additional standards for residential-only buildings</p>	TC
<p>a. Weather protected entries. Residential only buildings with ground floor units must provide covered, weather-protected front entries for individual units on the ground floor. Weather-protected entries may take the form of awnings, canopies, or building overhangs such as eaves extending over front doors, covered front porches, or inset front doors (see Figure A.14). Awnings or canopies must conform to requirements set forth in section 16.040.B.2.d of this code and be a minimum of 5" deep.</p>	
<p>b. Entries/porches. Ground floor units in residential buildings include individual entry/porches for each unit which are oriented to the sidewalk.</p>	
<p>c. Connection to sidewalk. Ground floor residential units must include a direct, perpendicular pedestrian connection to the sidewalk.</p>	
<p>d. Lobby entrances. All lobbies leading to residential units must orient the principal lobby entrance to the sidewalk, and maintain a direct perpendicular connection to the sidewalk. Lobby entrances are subject to the building entrance requirements outlined in section 16.31.040.B.2 of this code.</p>	
<p>e. Window coverage. Transparent windows shall be used along a minimum of 50% of the length of the ground-level primary and secondary street-facing façades, and along 50% of the overall street-facing wall area (See Figure A.2.). Ground level walls include all exterior wall areas up to 10 feet above the finished grade.</p>	

16.31.050. Cohesive Architectural Elements Standards

A. Intent.

Build upon Downtown Canby's traditional architectural vernacular by incorporating cohesive and repetitive architectural elements into the ground floor of street facing facades.

B. Design Standards

Standards	Applicability
<p>1. Architectural bays. Ground floors of commercial and mixed-use buildings shall be divided into distinct architectural bays that are no more than x feet on center. (See Figure B.1). For the purpose of this standard, an architectural bay is defined as the zone between the centerlines of two columns. The area between bays is assumed to be glazed per the ground floor windows requirement.</p>	<p>CC, TC: x=30; OHC: x=50</p>
<p>2. Number of Bays. Applicants are encouraged (but not required) to divide the ground floor into an odd number of architectural bays, which allows for and eases the incorporation of building entries into the facade.</p>	<p>Optional all areas</p>

Figure B.1
Illustration of replicating bays



November 16, 2007

Updated Draft Design Standards - Page 22

CC = Commercial Core TC = Transitional Commercial OHC = Outer Highway Commercial

Standards	Applicability
<p>3. Design elements (menu). Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (See Figure B.2):</p> <ul style="list-style-type: none"> a. Engaged columns or piers b. Transom windows over doorways c. Storefront cornice / beltcourse d. Canopies / awnings / overhangs provided along a minimum of 50% of the overall street-facing building length e. Storefront frieze or sign band f. Bulkheads 	<p>CC: x=3; TC: x=2; OHC: x=2</p>

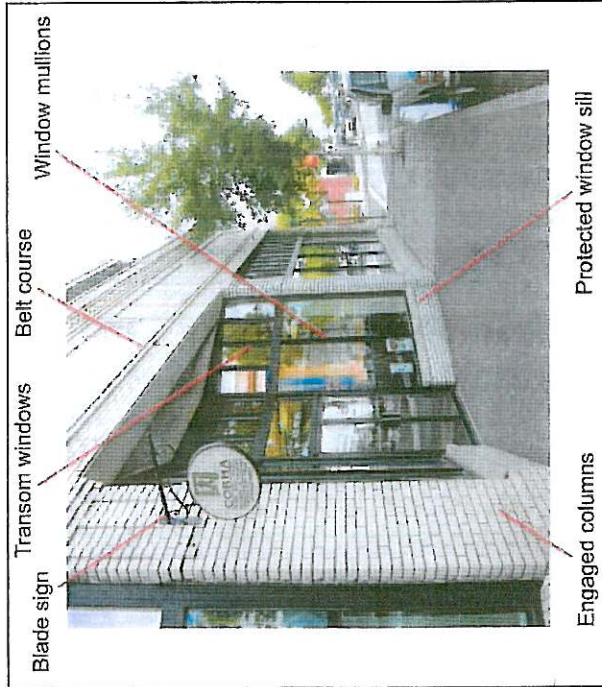


Figure B.2
 Design elements for bays

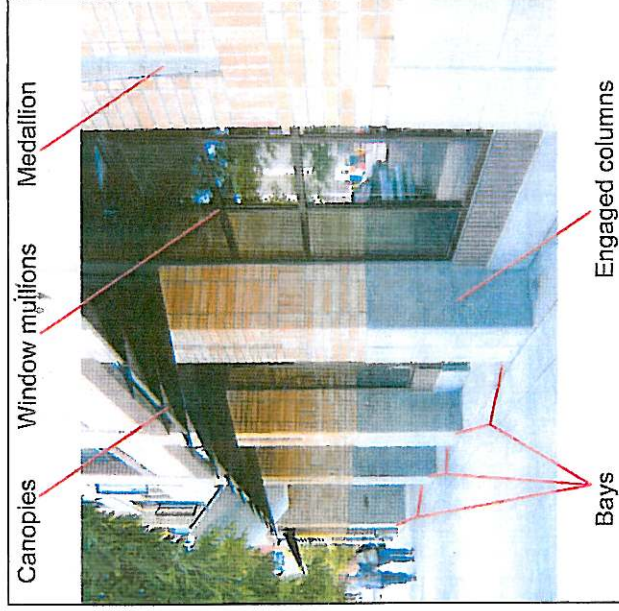


Figure B.3
 Decorative accents in bays

Standards	Applicability
<p>4. Decorative accents (menu). Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (this requirement in addition to requirement (3) above) (See Figure B.3):</p> <ul style="list-style-type: none"> a. Projecting window sills (12' to 24' above grade) b. Horizontal and vertical window mullions c. Building lighting (minimum of 2 lights), including wall sconces, pendants, gooseneck fixtures or lighting recessed into awnings. Wall-mounted fluorescent lights and internally lit awnings are not permitted. d. Medallions (minimum of 2) e. Projecting / blade signs (8-12' clearance from bottom of sidewalk) 	<p>CC: x=3; TC: x=2; OHC: x=2</p>

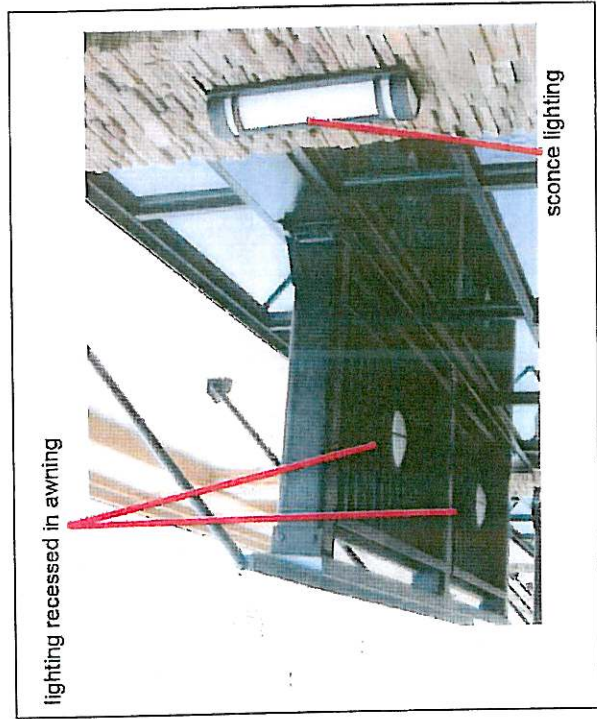
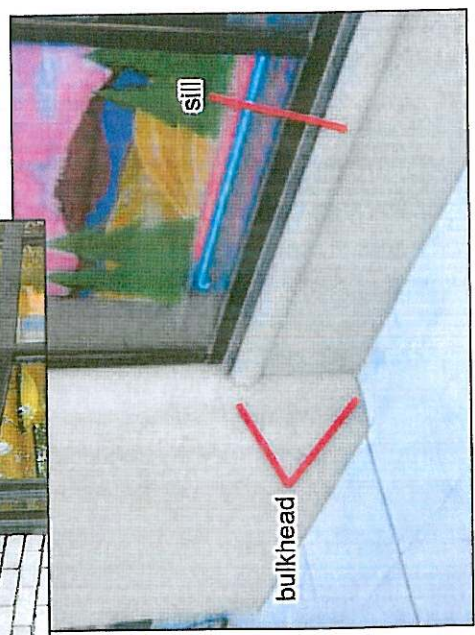


Figure B.3
(continued)

16.31.060. Integrated Building Façade Standards

A. Intent.

Build upon Canby's traditional downtown architecture by creating an attractive and unified building façade that celebrates ground floor activities, the top of the building (where the edifice meets the sky), and everything in between.

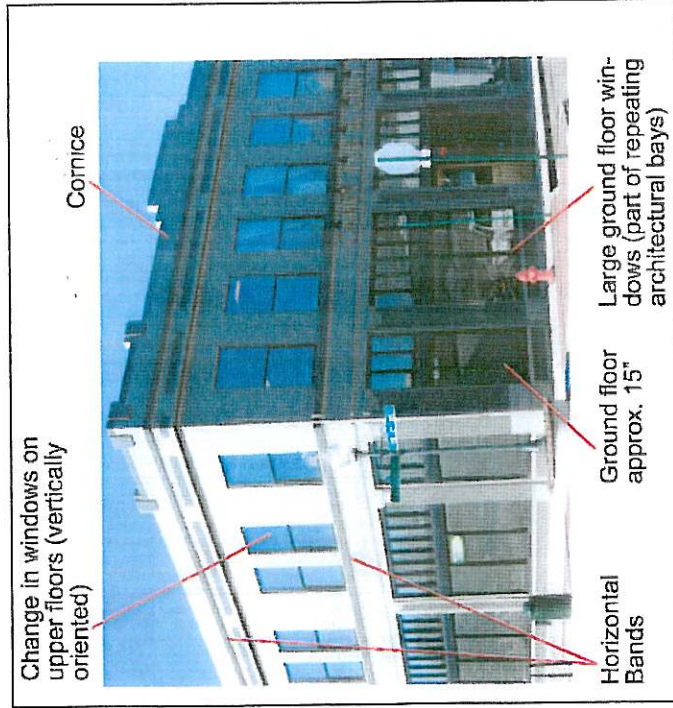


Figure C.1
Example of distinct bottom, middle & top of building

B. Design Standards

Standards	Applicability
<p>1. Distinct base, middle and top of building. All buildings (regardless of height or number of stories) shall have a clear and distinct base, middle and top to break up vertical mass. (See Figure C.1). Buildings must utilize horizontal bands and/or changes in color, material, form and/or pattern to differentiate the base, middle, and top of the building subject to the following requirements. These elements are required on all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p> <p>a. Horizontal bands or other changes in pattern or material shall be a minimum of 8" high (the length of a standard brick), and must project a minimum of 3/4" to 1" from the building face.</p> <p>b. Changes in building massing and form may also be used to differentiate a building's base, middle, and top. This may include architectural setbacks or projections, measuring a minimum of 3'. (See Figure C.2)</p> <p>3. Ground floor design elements. The ground floor of the building shall range from 12 feet to 16 feet in height and shall be broken up into three distinct areas – a base/bulkhead, middle and top per the following requirements. (See Figure C.3)</p>	<p>CC, TC, OHC</p>
<p>a. Horizontal bands or other changes in pattern or material shall be a minimum of 8" high (the length of a standard brick), and must project a minimum of 3/4" to 1" from the building face.</p> <p>b. Changes in building massing and form may also be used to differentiate a building's base, middle, and top. This may include architectural setbacks or projections, measuring a minimum of 3'. (See Figure C.2)</p>	<p>CC, TC (commercial and mixed use buildings only)</p>

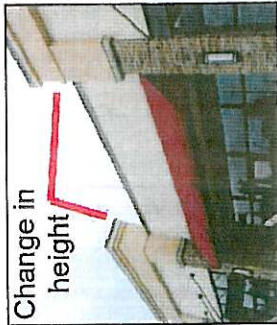


Figure C.2
Example of change in height of roofline / top of building

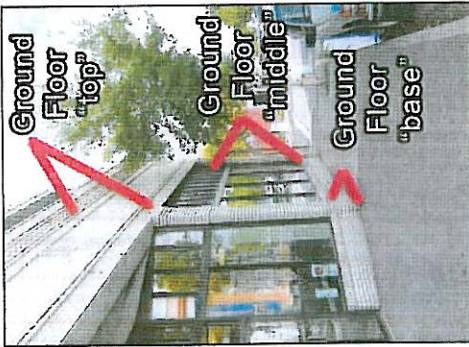


Figure C.3
Elements of the bottom of the building

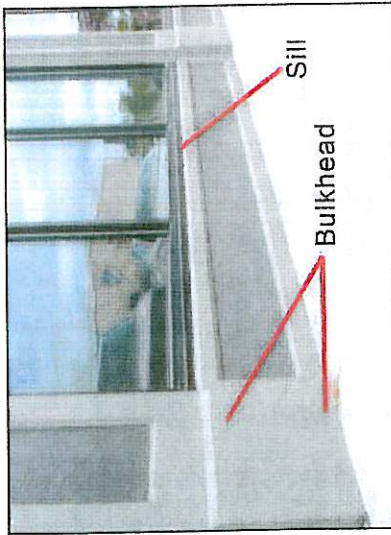


Figure C.4
Building base elements

Standards	Applicability
<p>(3 continued)</p> <p>a. Ground floor “bulkhead/base” (menu). The “base” of the ground floor facade extends from the top of the finished grade or sidewalk to the bottom of the window sill. It shall contain at least x of the following elements (See Figure C.4):</p> <ul style="list-style-type: none"> i. Masonry or finished concrete plinth ii. Projected window sills, 12” - 24” above iii. Bulkhead (the area directly below the projected window sill) should typically be constructed of concrete, brick, or stone. This element serves to anchor the facade to the ground, and with the exception of the entry door, this element usually extends the length of the elevation 	<p>CC: x=2; TC: x=1</p>
<p>b. Ground floor “middle” (menu). The middle of the ground floor is typically comprised of storefront windows and shall contain at least x of the following elements (See Figure C.5):</p> <ul style="list-style-type: none"> i. Integrated horizontal and vertical window mullions ii. Window plant box (minimum of one pair) iii. Decorative building light fixtures / sconces and/or medallion (minimum of one pair) 	<p>CC: x=2; TC: x=1</p>
<p>c. Ground floor “top” (menu). The “top” of the ground floor facade is the area between the storefront and the upper stories of the building and shall contain at least x of the following elements (See Figure C.6):</p> <ul style="list-style-type: none"> i. A marquee or projecting / blade sign that extends in a perpendicular manner from the building facade (the bottom of the marquee or sign shall be 8’ - 12’ above grade) ii. Sign frieze 	<p>CC: x=3; TC: x=2</p>

Standards	Applicability
<ul style="list-style-type: none"> iii. Storefront awning or canopy. The bottom of the awning or canopy shall be 8' - 12' above grade. iv. Storefront cornice / belt course v. Transom window(s). 	
<p>d. Facades. Requirements (a) through (c) above apply to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p>	<p>CC: x=2; TC: x=1; buildings of 2 or more stories only</p>
<p>4. Middle of building design elements (menu). The middle of the building should be differentiated from the bottom and top by at least x of the following design elements (See Figure C.7):</p>	
<p>a. Residential windows, which are smaller than ground floor windows, and oriented vertically at a ratio of approximately 2:1.</p>	
<p>b. Balconies</p>	
<p>c. Step backs</p>	
<p>d. Signage bands</p>	



Figure C.5
Middle and top of ground floor elements

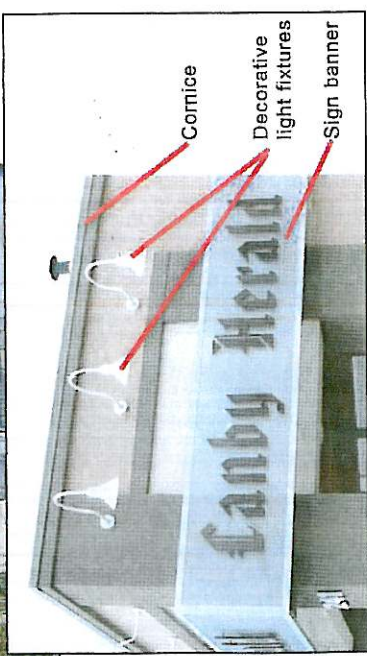


Figure C.6
Top of building elements and treatments



Figure C.7
Middle of building elements

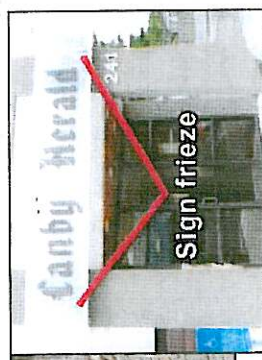




Figure C.8
Cornice used on flat roof

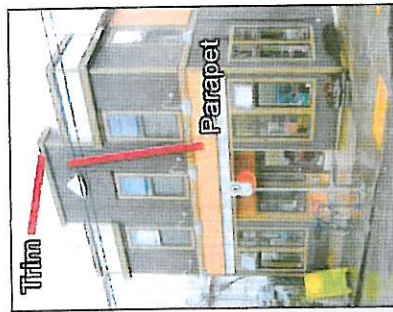


Figure C.9
Parapet used on flat roof



Figure C.10
Varying sloped rooflines are used on this building



Figure C.11
Rooftop garden example

Standards	Applicability
<p>5. Top of building design elements. Roof forms may be flat or sloped. Requirements for chosen roof forms are as follows:</p> <p>a. Flat roofs. All flat roofs shall employ a detailed, projecting cornice or projecting parapet to visually "cap" the building and meet all of the following requirements.</p> <ul style="list-style-type: none"> i. Cornices shall project horizontally a maximum of 3'. (See Figure C.8) ii. Parapets must be a minimum of 42". Parapets must include a cornice, molding, trim, or variations in brick coursing. (See Figure C.9) iii. Cornices and parapets shall wrap around all sides of the building visible from any adjacent street or parking area. <p>b. Sloped roofs must meet all of the following requirements.</p> <ul style="list-style-type: none"> i. All sloped roofs shall provide a minimum of 1-foot overhangs. ii. All sloped roofs must have a minimum slope of 5:12. (See Figure C.10) c. Roof top gardens are encouraged on flat roofs, as they help to manage stormwater run-off that would otherwise go into storm sewers, and eventually rivers and streams. Roof gardens with plant materials that are visible from the sidewalk and the street are particularly encouraged. (See Figure C.11) 	<p>CC, TC, OHC</p>

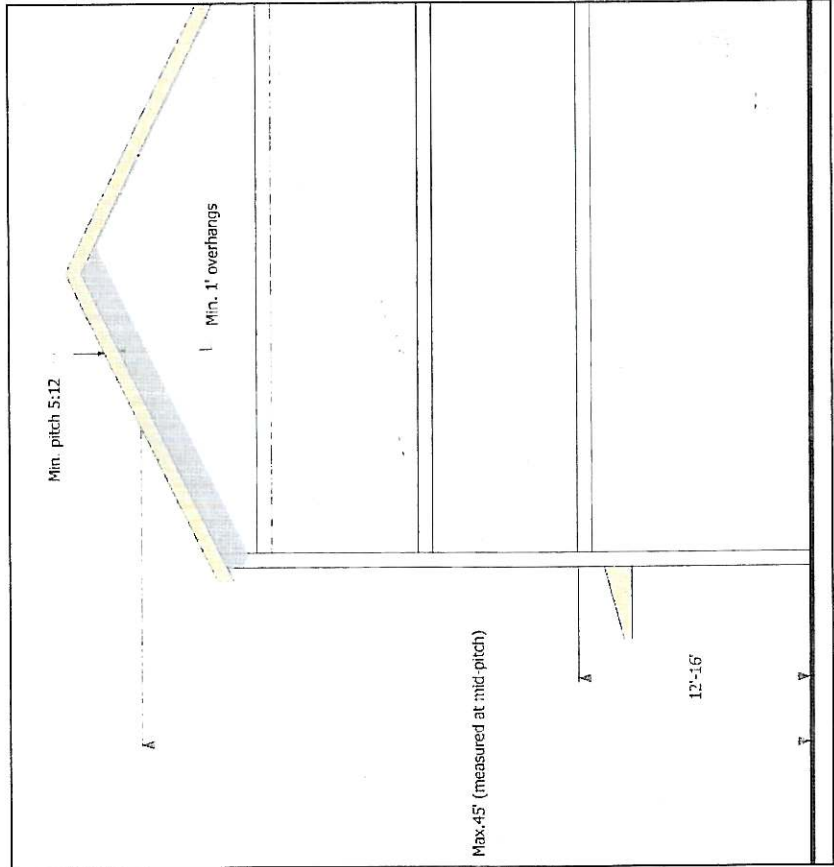
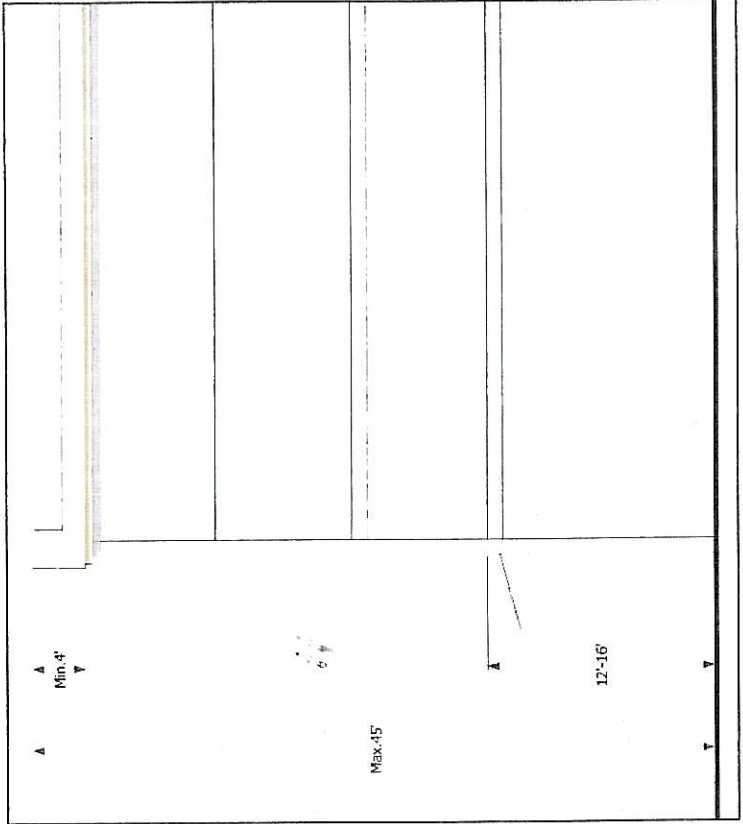


Figure C.12
 Minimum roof overhang and
 slope dimensions



16.31.070. Corner Intersection Standards

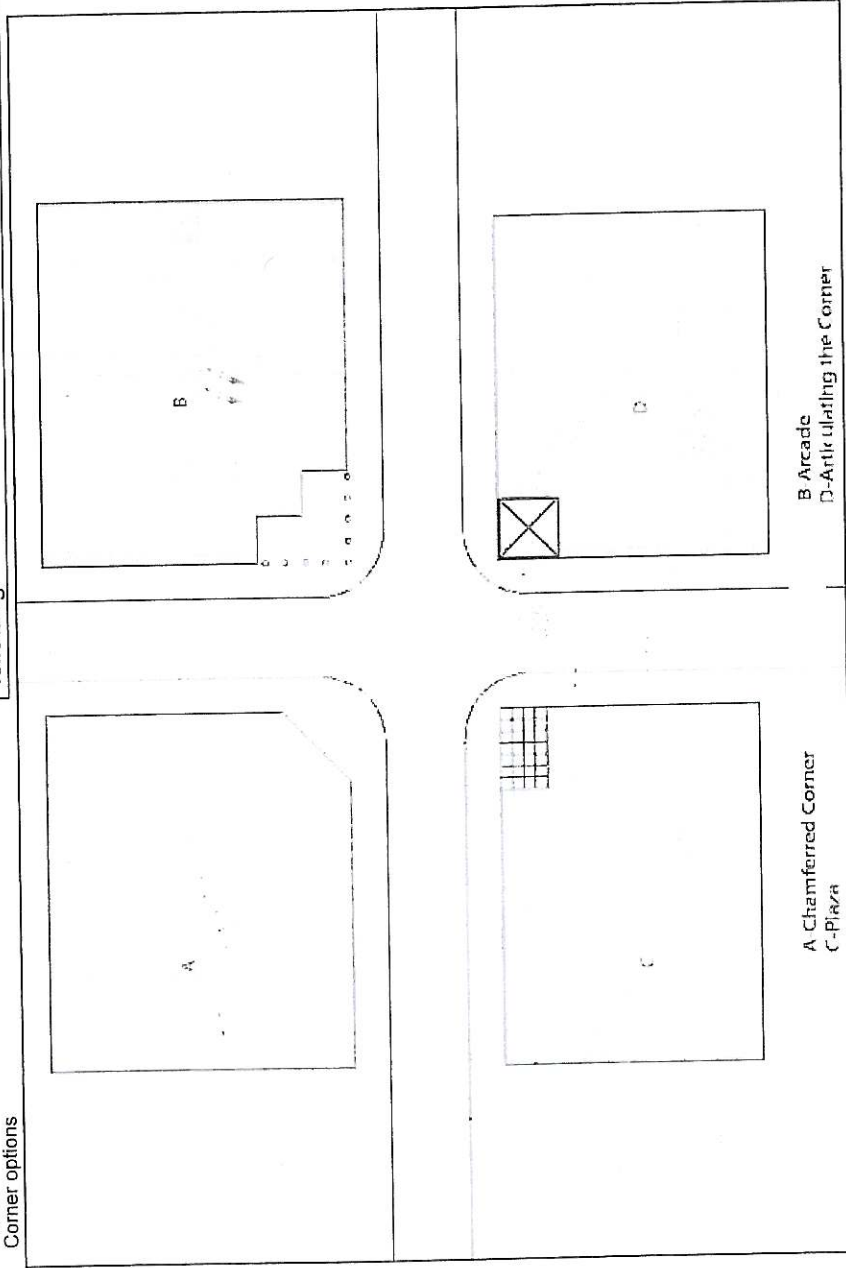
A. Intent.

Create a strong architectural statement at street corners to create a strong identity. Establish visual landmarks and enhance visual variety.

B. Design Standards

Standards (menu)	Applicability
1. Corners. Commercial and mixed-use buildings located on corner lots must address the corner by employing one of the following:	CC

Figure D.1
Corner options



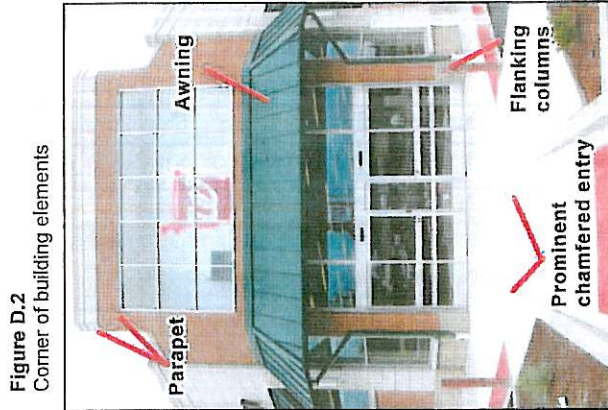


Figure D.2
Corner of building elements

Standards	Applicability
(Continued from 1)	CC
a. Chamfer the corner of the building (i.e. Cut the building at a 45-degree angle for a minimum of 10 feet.) (See Figure D.1).	
b. Incorporate an arcade at the corner as a way of creating a semi-public zone (See Figure D.1).	
c. Using special paving, plantings or lighting create a formal gathering space at the corner by notching the building so it operates as an extension of the sidewalk (See Figure D.2).	
d. Employ prominent architectural elements within 25' of the corner to highlight the corner of the building, such as increased building height or massing, turrets, cupolas, a pitched roof or other prominent features (See Figures D.2).	



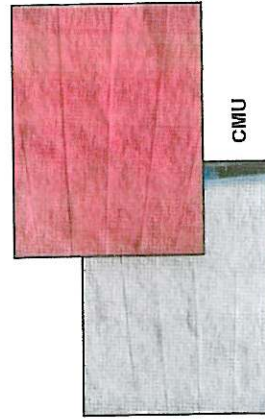
Figure D.2
(continued)

16.31.080. Materials Standards

A. Intent. Use building materials that evoke a sense of permanence and are compatible with Canby's business areas and the surrounding built environment.

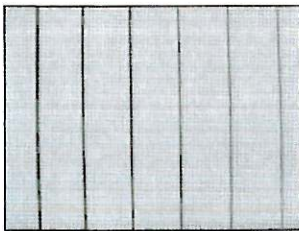


Brick



B. Permitted materials. Materials allowed in the CC, TC and OHC zones are summarized in the following table in terms of primary, secondary and accent materials. Other materials may be permitted through the design review process described in section 16.49 of this code.

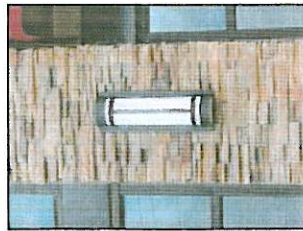
Standards	CC	TC	OHC
Primary materials – 70% or more of building façade, excluding windows and transparent doors.	Brick Stone Stucco/EIFS	Brick Stone Stucco/EIFS Wood siding Hardy Plank	Brick Stone Stucco/EIFS Wood siding Hardy Plank Split-face CMU Tilt-up concrete Spandril glass curtain walls
Secondary materials – up to 25% of building façade, excluding windows and transparent doors.	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandril glass curtain walls	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandril glass curtain walls	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandril glass curtain walls



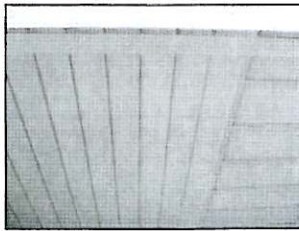
HardiPlank



Concrete



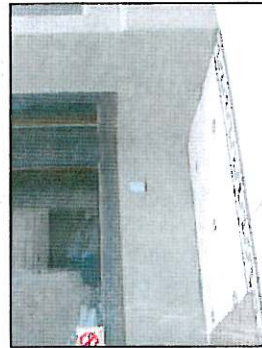
Stone



Metal siding



Stucco



Tile as accent



Wood siding

Standards	CC	TC	OHC
Accent materials – up to 10% of building façade, excluding windows and transparent doors.	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrill glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrill glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrill glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim
Roof materials (sloped roofs only)	Metal Wood shingles Tile	Metal Wood shingles Tile Asphalt shingles	Metal Wood shingles Tile

16.31.090. Color Palette

- A. Intent.** Use colors on buildings that are generally compatible with Canby's business areas and the surrounding built environment.
1. Applicants are strongly encouraged to use colors from the Sherwin-Williams Arts and Crafts color palette. Additional information about this color palette is available from the City of Canby, Canby Business Development and/or the Sherwin-Williams Web site.

Chapter 16.49
Site and Design
Review

Chapter 16.49

SITE AND DESIGN REVIEW

Sections:

- 16.49.010 Findings and objectives.
- 16.49.020 Establishment of the Site and Design Review Board.
- 16.49.025 Options for site and design review plan approval**
- 16.49.030 Site and design review plan approval requirements.
- 16.49.035 Application for Site and Design Review.
- 16.49.040 Criteria and standards.
- 16.49.050 Conditions placed on site and design review approvals.
- 16.49.060 Time limit on approvals.
- 16.49.065 Bicycle and pedestrian facilities.
- 16.49.070 Authority and intent.
- 16.49.080 General provisions for landscaping.
- 16.49.090 Specifications for tree and plant materials.
- 16.49.100 Landscaping installation and maintenance.
- 16.49.110 Landscape area credit for preservation of existing trees.
- 16.49.120 Parking lot landscaping standards.
- 16.49.130 Revegetation in unlandscaped areas.
- 16.49.140 Minor revisions to approved landscaped plans.
- 16.49.150 Parking lots or paving projects.

16.49.010 Findings and objectives.

A. The City Council finds that excessive uniformity, dissimilarity, inappropriateness, or poor quality of design in the exterior appearance of structures and signs, and the lack of proper attention to site development and landscaping, in the business, commercial, industrial and certain residential areas of the city hinders the harmonious development of the city; impairs the desirability of residence, investment or occupation in the city; limits the opportunity to attain the optimum use and value of land and improvements; adversely affects the stability and value of property; produces degeneration of property in such areas with attendant deterioration of conditions affecting the peace, health and welfare of the city; and destroys a proper relationship between the taxable value of property and the cost of municipal services thereof.

B. The City Council declares that the purpose and objectives of site development requirements and the design review procedures are to:

1. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development.

- 2: Discourage monotonous, unsightly, dreary and inharmonious development.
3. Promote the city's natural beauty and visual character and charm by insuring that structures, signs and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements.
4. Protect and enhance the city's appeal to tourists and visitors and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial and industrial properties.
5. Stabilize and improve property values and present blighted areas and thus increase tax revenue.
6. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and thus decrease the cost of governmental services.
7. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvement.
8. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the city's favorable environment and thus promote and protect the peace, health, and welfare of the city.
9. Determine the appropriate yard setbacks, building heights, minimum lot sizes and sign sizes, when authorized to do so by city ordinance. (Ord. 848, Part I, section 1, 1991)

16.49.020 Establishment of the Site and Design Review Board.

A. There is hereby established a Site and Design Review Board whose members, terms of office and manner of transacting business shall be as prescribed in the following subsections:

1. The Board shall be responsible for reviewing and commenting upon the following applications which may be directed to it through the development process: those portions of proposed site and design review plans which pertain to architectural features, applications concerning historic structures and sign applications under the following circumstances:-

a. where the applicant has elected not to go through an administrative (Type 1) review process;

b. where the proposal does not meet the city's administrative architectural design standards;

c. where administrative design review standards do not exist for the subject use; or

d. where the applicant has appealed an administrative design review decision rendered by City staff.

2. Other Duties. The City Council may, by order, direct the Board to review and comment on other matters which the council determines are or may be within the Board's areas of expertise.

23. Qualifications of Members. The Board shall consist of at least four (4) and up to seven (7) members of the Canby City Planning Commission and one (1) member from the City Council, pro-tem (temporary) non-voting; and up to four additional individuals who represent interests or expertise related to development, architectural design, business or other viewpoints related to the design and development process. The total number of members shall be an odd number.

34. Appointment and Term. ~~For the purposes of this ordinance, it shall be the Planning Commission's responsibility to serve as the initial reviewing board for all site and design review applications.~~ Members of the Planning Commission shall be appointed as required by section 16.06.030 of the Canby Municipal Code. Non-Planning Commission members shall be appointed as required by section 16.06.030 of the Canby Municipal Code.

45. Vacancies and Removal. Vacancies on the ~~Planning Commission Design Review Board~~ and/or removal of ~~Design Review Board Planning Commission~~ members shall be governed by section 16.06.030 of the Canby Municipal Code.

56. Chairman. The duly appointed chairman of the Planning Commission shall also serve as chairman for site and design review applications in accordance with Chapter 16.06 (Planning Commission) of the Canby Municipal Code if the Chair serves on the Design Review Board. If the Planning Commission Chair does not serve on the Board, a Design Review Board Chair will be selected by a majority of Design Review Board members.

67. Voting. ~~Four (4) members shall constitute a~~ quorum for the transaction of business a simple majority of Design Review Board members. The chairman shall be counted to determine a quorum and shall have the same voting powers as other members of the Board. Each member shall have one (1) vote. A majority vote of the members shall be required for all Board actions.

78. Meetings and Records. The Board shall hold regular meetings ~~each month~~ as required. Site and design review applications will be reviewed as a regular agenda item.

89. Rules. The Board may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code. (Ord. 848, Part II, section 2, 1991)

16.49.025 Options for site and design review plan approval

1. For projects in the C-1 and C-2 zones and designated TC, Transitional Commercial CC, Core Commercial or OHC, Outer Highway Commercial areas on the Downtown Canby Framework Diagram map, applicants may choose between one of the two processes described below in subsections (a) and (b). Projects not in the TC, Transitional Commercial, CC, Core Commercial or OHC, Outer Highway Commercial areas are not eligible to use these options and are subject to the procedural requirements of this section through a Type III process.

a. Type II -If the applicant wishes to meet all the applicable requirements of 16.49, 16.30 and 16.31,

b. Type III- If the applicant proposes the use of alternative methods or materials to meet the intent of design standards set forth in section 16.31. In this case, the applicant is still required to meet all other applicable requirements of 16.49 and all applicable requirements of 16.30.

16.49.030 Site and design review plan approval required.

1. The following projects require site and design review approval, except as exempted in (2) below:

- a. All new buildings.
- b. All new mobile home parks.
- c. Major building remodeling above 60% of value.
- d. Addition of more than 5,000 square feet of additional gross floor area in a one year period.
- e. Construction activity which causes a decrease in pervious area in excess of 2,500 square feet in a one year period.

None of the above shall occur, and no building permit for such activity shall be issued, and no sign permit shall be issued until the site and design review plan, as required by this ordinance, has been reviewed and approved by the Board and their designees for conformity with applicable criteria.

2. The following are exempt from site and design review:

- a. Signs that are not a part of a reviewable development project. Signs that are a part of a reviewable development project, and that are proposed more than two (2) years beyond the final occupancy of the reviewed development.
- b. Alterations or remodeling that do not change the exterior of the building.

c. Temporary public structures which will be removed within two (2) years of placement.

d. Accessory structures under 500 square feet.

e. Temporary commercial tent/canopy structures, which meet the Uniform building or Fire Code, and which will be removed within thirty (30) days of placement.

f. Parking lot or paving projects. If no buildings or structures are involved, paving or parking lot development in excess of 2,500 square feet of impervious surface is exempted from site and design review, except in the C-1 zone. In the C-1 zone, all new parking lots that do not involve buildings or structures are subject to site plan review as required in Section 16.49. All new paved areas and parking lots in excess of 2,500 square feet must meet the requirements of Section 16.49.150.

g. Single family or two-family dwellings, and any alterations or remodeling thereof.

h. Minor public facilities.

3. Construction, site development and landscaping shall be carried out in substantial accord with the approved site and design review plan. Review of the proposed site and design review plan and any changes thereto shall be conducted in accordance with site and design review procedures.

4. No fence/wall shall be constructed throughout a project that is/was subject to site and design review approval where the effect or purpose is to wall said project off from the rest of the community unless reviewed and approved by the Planning Commission. (Ord. 890 section 43, 1993; Ord. 848, Part III, section 1, 1991; Ord. 955 section 23, 1996; Ord. 981 sections 52 & 53, 1997; Ord. 1019 section 2, 1999; Ord. 1080, 2001; Ord. 1237, 2007)

16.49.035 Application for Site and Design Review

Application procedures shall be as described in Chapter 16.89. (Ord. 981 section 4, 1997; Ord. 1019 section 14, 1999; Ord. 1043 section 3, 2000; Ord. 1080, 2001)

16.49.040 Criteria and standards.

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

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, including 16.30, insofar as the location, height and appearance of the proposed development are involved; and

B. The proposed design of any development in the Core Commercial, Transitional Commercial or Outer Highway Commercial areas shown in Map 1 of

section 16.30 of this code is consistent with the "Intent Statements" found in section 16.31 (subsections ; 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.

D. ~~The~~ For proposed developments not within the Core Commercial, Transitional Commercial and Outer Highway Commercial areas shown in Map 1 of section 16.31.020.B of this code, the Board shall, in making its determination of compliance with subsections B and C above, use the ~~following~~ matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible, in regards to subsections B, C, and D above, if a minimum of 65 percent of the total possible number of points (not including bonuses) are accumulated for the whole development.

E. 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.

2. 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, and the findings, objectives, intent statements and standards in Chapter 16.31, as applicable. 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.

3. 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.

4. 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. (Ord. 848, Part III, section 2, 1991; Ord. 955 section 24 & 25, 1996; Ord 1237, 2007)

TABLE 16.49.040

CRITERIA	POSSIBLE SCORES		
Parking			
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.) [x.120% / 100%-120% / x=100%]	0	1	2
Traffic			
Distance of access to intersection [x<70' / 70'-100' / x>100']	0	1	2
Access drive width (% of minimum) [x<102% or x>150% / 120%-150%]	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
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 report = 2; follows 75% of arborist report = 3.	0	1	2 3
Replacement of trees removed that were recommended for retention: x < 50% = 0; x > 50% = 1	0	1	
Signs			
Dimensional size of sign (% of maximum permitted). X>75% = 0; 50%-75% = 1; x<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: x > 25' from driveway entrance = 0; within 25' of entrance = 1	0	1	
Building Appearance			
Style (architecture): not similar = 0; similar to surrounding = 1 or 2	0	1	2
Color (subdued and similar is better): Neither = 0; similar or subdued = 1; similar and 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	
Types of Landscaping			
# of non-required trees: x<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; x>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	

16.49.050 Conditions placed on site and design review approvals.

1. A site and design review approval may include restrictions and conditions. These restrictions and conditions shall be reasonably conceived to:

- A. Protect the public from the potentially deleterious effects of the proposal; and/or
- B. Fulfill the need for services created, increased or in part attributable to the proposal; and/or
- C. Further the implementation of the requirements of the Canby Municipal Code.

2. The following types of conditions are specifically contemplated by subsection (1) of this section, and the listing below is intended to be illustrative only and not to be construed as a limitation of the authority granted by this section.

A. Development Schedule. A reasonable time schedule may be placed on construction activities associated with the proposed development, or any portion thereof.

B. Dedications, Reservation. Dedication or reservation of land, or fee in lieu thereof for park, open space purposes, rights-of-way, bicycle or pedestrian paths, green way, riverbank or easements; the conveyance of title or easements to a homeowners' association.

C. Construction and Maintenance Guarantees. Security from the property owners in such an amount that will assure compliance with approval granted.

D. Plan Modification. Changes in the design or intensity of the proposed development, or in proposed construction methods or practices, necessary to assure compliance with this ordinance.

E. Off-Site Improvements. Improvements in public utility facilities not located on the project site where necessary to assure adequate capacity and where service demand will be created or increased by the proposed development. The costs of such improvements may be paid for in full while allowing for recovery of costs from users on other development sites, or they may be pro-rated to the proposed development in proportion to the service demand projected to be created on increases by the project.

F. Other Approvals. Evaluation, inspections or approval by other agencies, jurisdictions, public utilities or qualified consultants may be required for all or any part of the proposed development.

G. Access Limitation. The number, location and design of street accesses to a proposed development may be limited or specified where necessary to maintain the capacity of streets to carry traffic safely, provided that sufficient access to the development is maintained. (Ord. 890 section 44, 1993; Ord. 848, Part III, section 3, 1991)

16.49.055

(Ord. 1019 section 4, 1999; del. by Ord. 1111, 2003)

16.49.060 Time limit on approval.

Site and Design Review Board approvals shall be void after twelve (12) months unless:

1. A building permit has been issued and substantial construction pursuant thereto has taken place, as defined by the state Uniform Building Code; or
2. The Planning Department finds that there have been no changes in any ordinances, standards, regulations or other conditions affecting the previously approved project so as to warrant its resubmittal. (Ord. 848, Part III, section 4, 1091)

16.49.065 Bicycle and pedestrian facilities.

Developments coming under design review shall meet the following standards:

A. The internal walkway system shall be extended to the boundaries of the property to adjoining properties developed or zoned for commercial, public, or multi-family uses. The walkway shall connect to an existing walkway system on adjoining property or be located so as to provide for development of a logical connection in the future when the adjoining property is developed or redeveloped.

B. On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access within new subdivisions, multi-family developments, planned development, shopping centers, and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers. Residential developments shall include streets with sidewalks and accessways.

C. For new office parks and commercial development:

1. At least one sidewalk connection between the proposed development and each abutting commercial or office property shall be provided. One connection shall also be provided to each neighborhood.
2. Walkways shall be provided to the street for every 300 feet of developed frontage.
3. Walkways shall be direct with minimal driveway crossings.
4. Walkways shall be linked to the internal circulation of the building.
5. Walkways shall be at least five feet wide and shall be raised, have curbing, or have different paving materials when crossing driveways. (Ord. 1043 section 3, 2000)

16.49.070 Authority and intent.

The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city:

1. By encouraging the retention and protection of existing trees and requiring the planting of trees in new developments;
2. By using trees and other landscaping materials to temper the effects of the sun, wind, noise and air pollution;
3. By using trees and other landscaping materials to define spaces and uses of the specific areas;
4. Through the use of trees and other landscaping materials as a unifying element within the urban environment; and
5. By considering solar access conditions. (Ord. 848, Part IV, section 1, 1991)

16.49.080 General provisions for landscaping.

1. The standards set forth in this section are minimum standards for landscaping.

2. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows:

A. Fifteen (15) percent for all industrial and commercial zones (except the Downtown-Commercial zone, but including the Commercial-Residential zone).

B. Seven and one-half (7.5) percent for the Downtown-Commercial zone.

C. Thirty (30) percent for all residential zones.

3. Trees and other plant materials to be retained shall be identified on the landscape plan. The Site and Design Review Board encourages the retention, to the extent practicable, of existing healthy trees.

4. During the construction process:

A. The owner or the owner's agent shall provide above and below ground protection for existing trees and plant materials identified to remain.

B. Trees and plant materials identified for preservation shall be protected by chain link fencing placed around the tree, at the drip line.

C. If it is necessary to fence within the drip line, such fencing shall be specified by a qualified arborist, nurseryman or landscape architect.

D. Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

E. Where site conditions make necessary grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's drip line area, such grading, paving, trenching, boring, digging or similar encroachment shall only be permitted under the direction of a qualified arborist, nurseryman or landscape architect. Such direction must assure that the health needs of trees within the preserved area can be met.

F. Tree root ends shall not remain exposed.

5. Landscaping under preserved trees shall be compatible with the retention and health of said trees.

6. When it is necessary for a preserved tree to be moved in accordance with the Tree Ordinance, the landscaped area surrounding said tree or trees shall be maintained and replanted with trees which relate to the present landscape plan, or if there is no landscaping plan, then trees which are complimentary with existing, nearby landscape materials.

7. Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements. Plant size and spacing shall follow the Oregon Department of Transportation standards.

8. All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species.

9. Landscaping shall be installed in accordance with the provisions of the most recent edition of the Sunset Western Garden Book.

10. The following guidelines are suggested to insure the longevity and continued vigor of plant materials:

A. Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.

B. Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.

11. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise, so that:

- A. It will not interfere with designated pedestrian or vehicular access; and
- B. It will not constitute a traffic hazard because of reduced visibility.
- C. It will not hinder solar access considerations.

12. After completion of site grading, topsoil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.

13. All planting areas shall be graded to provide positive drainage.

14. Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways. (Ord. 890 section 49, 1993; Ord. 854 section 1, 1991; Ord. 848, Part IV, section 2, 1990; Ord. 955 section 26, 1996; Ord 1237, 2007)

16.49.090 Specifications for tree and plant materials.

1. Deciduous Trees. Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped. Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.

2. Coniferous Trees. Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Trees shall be well branched and characteristically shaped specimen.

3. Evergreen and Deciduous Shrubs. Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.

4. Ground covers. Ground covers shall be fully rooted and shall be well branched or leafed.

5. Lawns. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free. (Ord. 890 section 46, 1993; Ord. 848, Part IV, section 3, 1990)

16.49.100 Landscaping installation and maintenance.

1. Except as allowed by subsection (2), all landscaping and exterior improvements required as part of the site and design review approval shall be completed prior to the issuance of any certificate of occupancy.

2. A temporary certificate of occupancy may be issued prior to the complete installation of all required landscaping and exterior improvements if security equal to 110 percent of the cost of the landscaping and exterior improvements, as determined by the Site and Design Review Board or City Planner, is filed with the city, assuring such installation within a time specified by the Board, but not to exceed six (6) months

after occupancy. The applicant shall provide the cost estimates of landscaping materials and installation to the satisfaction of the Site and Design Review Board, City Planner, or city forester, prior to approval of the security. Security may consist of a faithful performance bond payable to the City of Canby, cash, certified check, time certificate of deposit, or assignment of a savings account; and the form shall meet with the approval of the City Attorney. If the installation of the landscaping or other exterior improvements is not completed within the period specified by the Board or City Planner, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned. The final landscape and exterior improvement inspection shall be made prior to any security being returned. Any portion of the plan not installed, not installed properly, or not properly maintained shall cause the inspection to be postponed until the project is completed, or shall cause the security to be used by the city.

3. All landscaping approved through the site and design review process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the Site and Design Review Board, unless later altered with Board approval. (Ord. 890 section 47, 1993; Ord. 848, Part IV, section 4, 1990)

16.49.110 Landscape area credit for preservation of existing trees.

1. Policy. It being the policy of the City of Canby to preserve existing trees wherever possible within its city limits, a system of landscape area credits is hereby established as an incentive for property owners and developers to preserve existing trees and to include them in the landscape plan for a proposed development.

2. Landscape Credit.

A. Program for Landscape Credit. One hundred percent (100%) of the area preserved under any tree or group of trees retained in the landscape (as approved by the Site and Design Review Board) may apply directly to the percentage of landscaping required for a development.

B. Limit to Landscape Area Credit. Landscape credit for preserved trees shall not eliminate or reduce the landscaping requirements pertaining to parking lots, buffering, and screening. Furthermore, such credits shall not reduce the total landscaping requirements more than 40 percent (i.e., districts requiring 15 percent landscaping shall not be reduced to less than 9 percent).

C. Trees Near a Property Line:

i. When the drip line of a tree extends beyond the owner's property line, credit can be granted for that portion of the drip line within the property line if that area exceeds 75 percent of the total drip line area. Trees so close to the property line that their drip line area is less than 75 percent of the total, can only be given credit if a qualified arborist, nurseryman or landscape architect can assure the

survival of the tree and its long term health if root damage is sustained by future development on the adjacent property.

ii. Where trees have been preserved near a property line, such that the drip line of the tree spreads onto adjacent property, credit can be obtained by the adjacent property owner for protection of the drip line area that extends onto that adjacent property. (Ord. 890 section 48, 1993; Ord. 848, Part IV, section 5, 1990)

16.49.120 Parking lot landscaping standards.

1. General Provisions. In addition to the objectives stated in section 2 of this ordinance, goals of parking lot standards are to create shaded areas in parking lots to reduce glare and to enhance the visual environment. The design of the parking area shall be the responsibility of the developer and should consider visibility of signage, traffic circulation, comfortable pedestrian access, and aesthetics. Trees shall not be cited as a reason for applying for or granting a variance on placement of signs.

2. Application. Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

3. Landscaping Within a Parking Lot. Area within a parking lot shall include the paved parking and maneuvering area, as well as any paved area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

4. Computing Minimum Area Required to be Landscaped Within a Parking Lot. Minimum area required to be landscaped within a parking lot shall be as follows:

A. Fifteen (15) percent for all residential, industrial, and commercial zones (except the Downtown-Commercial Zone, but including the Commercial-Residential Zone).

B. Five (5) percent for the Downtown-Commercial Zone for any off-street parking spaces provided.

C. Within the Core Commercial Areas designated on the Downtown Canby Framework Diagram, a minimum of ten (10) percent of the area for all residential and commercial parking lots.

D. The area landscaped to meet minimum parking lot interior landscaping requirements shall be located within ten (10) feet of the parking lot area.

E. There shall be a minimum of 50 square feet of interior landscaping for each parking space provided.

F. Each interior landscaped area shall be a minimum of five (5) feet wide, unless the area is added to the required perimeter landscaping.

G. For every 8 parking spaces a minimum of 90-square feet of landscaping shall include a shade tree per subsection 5, below.

5. Trees Required Within Parking Lots. Deciduous, evergreen and/or shade trees shall be planted within all parking lots and shall be distributed on the basis of one (1) tree for each eight (8) parking spaces or 2,800 square feet of paved vehicular-use area, whichever is greater. The Site and Design Review Board explicitly encourages the use of planter islands with trees for landscaping parking lots.

6. Criteria for Trees in Parking Lots. Deciduous, evergreen and/or shade trees shall meet the following criteria:

A. Reach a mature height of twenty (20) to thirty (30) feet.

B. Cast moderate to dense shade in summer.

C. Long lived, i.e., over sixty (60) years.

D. Do well in an urban environment:

i. pollution tolerant; and

ii. tolerant of direct and reflected heat.

E. Require little maintenance:

i. mechanically strong;

ii. insect and disease resistant; and

iii. require little pruning.

F. Be resistant to drought conditions.

G. Be barren of fruit production.

7. Size of Landscape Planter Islands:

A. Landscape planter islands containing trees shall have a minimum planting area of twenty-five (25) square feet; shall have a minimum width of forty-eight (48) inches measured from back of curb; and shall be designed so as to prevent vehicular damage to trees. (Curb height to be six (6) inches minimum.)

B. Sidewalks shall not encroach upon the minimum planting width.

8. Perimeter of Parking and Loading Areas:

A. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.

B. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.

9. Irrigation System or Available Water Supply Required. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within 150 feet of all plant materials to be maintained. (Ord. 890 section 49, 1993; Ord. 848, Part IV, section 6, 1990)

16.49.130 Revegetation in unlandscaped areas.

The purpose of this section is to ensure erosion protection for those areas which are not included within the landscape percentage requirements so that eventually native plants will re-establish themselves, and so that trees will not be lost due to uncontrolled erosion.

A. Replanting. Where natural vegetation has been removed or damaged through grading in areas not affected by the landscaping requirement and that are not to be occupied by structures or other improvements, such areas shall be replanted with materials approved by the Site and Design Review Board.

B. Plant materials shall be watered at intervals sufficient to assure survival and growth for a minimum of two (2) growing seasons. (Ord.848, Part IV, section 7, 1990)

16.49.140 Minor revisions to approved landscaped plans.

Minor revisions (less than 10 percent of the landscaped area) to the approved landscaped plans shall be reviewed and approved by the City Planner. The City Planner shall report any minor revisions to the Site and Design Review Board at the next available Board meeting. (Ord. 890 section 50, 1993)

16.49.150 Parking lots or paving projects.

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements, parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89. (Ord. 1019 section 3, 1999; Ord. 1080, 2001)

Chapter 16.49

16.49.25. Adds new section and title

Chapter 16.49

- 16.49.020 Clarifies situations subject to Design Review Board process.

Chapter 16.49

16.49.20. Allows for the appointment of non-Planning Commission members to the Design Review Board. Allows for only a subset of Planning Commissioners to serve on the Design Review Board, while ensuring that they represent a majority of the Planning Commission and are greater in number than non-Planning Commission members.

Chapter 16.49

- New section **16.40.025** provides administrative options for projects in the C-1 and C-2 zones and also designated as TC, CC or OHC areas that can meet all the requirements of 16.49, 16.30 and 16.31. If alternative methods or materials are proposed, a Type III review may be sought by the designee.

Chapter 16.49

- 16.49.040(1)(A) Adds in reference to new design and development standards in 16.30 and 16.35. This is optional language since this section already reference “and other applicable city ordinances...”
- 16.49.040(1)(D) Removes reference to the matrix which is superceded by the new design and development chapters 16.30 and 16.35.
- 16.49.040(2) Adds in reference to 16.30 and 16.35, if applicable, for Board guidance.

Chapter 16.49

- Table 16.49.040 Deletes table. Replaced by tables and standards in 16.30 and 16.35.

Chapter 16.49

- Please note that in the existing code, the parking lot landscaping section applies only to parking lots with 10 or more spaces.
- 16.49.120(4) Minimum area required for parking lot landscaping. Adds in language to require an increase to 10 percent landscaping in the C-1 and C-2 zones designated CC, Core Commercial Area for residential and commercial parking lots.
- 16.49.120 (4)(D) is numbered as it was a independent sentence previously.
- 16.49.120 (4)(E,F,G) New subsections specifying standards for interior landscaping of parking lots.

Chapter 16.49

- 16.49.120 (4)(C) Adds in a ten (10) percent landscaping requirement in designated CC, Commercial Core Area, increasing the standard from (5) five percent.

Chapter 16.22
C-1 Downtown
Commercial Zone

Chapter 16.22

C-1 DOWNTOWN COMMERCIAL ZONE

Sections:

16.22.010 Uses permitted outright.

16.22.020 Conditional uses.

~~16.22.030 Development standards.~~

~~16.22.040 Design Review Matrix.~~

16.22.010 Uses permitted outright.

Uses permitted outright in the C-1 zone shall be as follows:

A. Residential. Except in the TC, Transitional Commercial Area, designated on the Downtown Canby Framework Diagram map (see Section 16.31.020 Map 1 of this code), where residential uses are permitted consistent with the R-2 standards in 16.020.010-030, and subject to the design standards of 16.31 and development standards of 16.30, Residential-residential uses shall be permitted only when part of a mixed use development (residential with commercial, office, or public/institutional use). Both vertical mixed use (housing above the ground floor) and horizontal mixed use (housing on the ground floor) developments are allowed, as follows:

1. Ground floor dwelling units that are incidental (less than 25% of the ground floor gross area) attached to any use allowed in a C-1 zone, and have access from a side or back entrance, or an entrance that is incidental to the commercial main ground floor use.
2. Residential units occupying the second and/or third story of any structure in the C-1 zone, provided the primary ground floor use is listed in 16.22.010.
3. Limitation on street-level housing. No more than fifty (50) percent of a single street frontage may be occupied by residential uses. This standard is intended to reserve storefront space for commercial uses and public/institutional uses; it does not limit residential uses above the street level on upper stories, or behind street-level storefronts. For parcels with street access at more than one level (e.g., sloping sites with two street frontages), the limitation on residential building space shall apply to all street frontages.
 - a. Density. There is no minimum or maximum residential density standard. Density shall be controlled by the applicable lot coverage and building height standards.
 - b. Parking, garages, and driveways. All off-street vehicle parking intended for residential use, including surface lots and garages, shall be oriented to

alleys, placed underground, placed in structures above the ground floor, or located in parking areas behind or to the side of the building; except that side yards facing a street (i.e., corner yards) shall not be used for surface parking. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of four (4) feet. On corner lots, garage entrances shall be oriented to a side street when access cannot be provided from an alley.

- c. Creation of alleys. When a residential subdivision (e.g., four or more townhome lots) is proposed, a public alley shall be created for the purpose of vehicle access. Alleys are not required when existing development patterns or topography make construction of an alley impracticable. As part of a subdivision, the City may require dedication of right-of-way or easements, and construction of pathways between townhome lots (e.g., between building breaks) to provide pedestrian connections through a development site.
4. Existing dwelling units which are not incidental and attached to a use allowed in the C-1 zone may be altered, expanded (or rebuilt within one year of a fire or other act of nature) provided that any such additions or rebuilding comply with the development standards for dwelling units in the R-2 zone;
 - B. Retail store or shop, except those listed as permitted or conditional uses in the C-2 zone;
 - C. Amusement enterprise, including pool hall, bowling alley, dance hall, skating rink or theater, when enclosed in a building;
 - D. Bakery, for retail sale primarily on premises;
 - E. Barber or beauty shop;
 - F. Bank or other financial institution;
 - G. Bed and Breakfast, in an existing residence;
 - H. Bicycle sales, service, or repair;
 - I. Blueprinting, Photostatting, printing or other reproduction process;
 - J. Bus depot;
 - K. Business college;
 - L. Catering establishment;
 - M. Church;

- N.** Club or lodge hall;
- O.** Day care facility;
- P.** Laundry or cleaning establishment;
- Q.** Frozen food lockers;
- R.** Hardware store, not including lumber or other large building materials requiring on-site outside or warehouse storage;
- S.** Hotel and apartment hotel;
- T.** Laboratory for experimental, photo or electronic testing research;
- U.** Locksmith or gunsmith;
- V.** Magazine or newspaper distribution agency;
- W.** Mortuary;
- X.** Office, business or professional;
- Y.** Pawn shop;
- Z.** Public Transit Center;
- AA.** Restaurant, without drive-in service;
- BB.** Scientific or professional instrument sales or repair;
- CC.** Sales, rental or repair of small recreational, radio, television, business or household equipment;
- DD.** Studio, including music, art, dancing, photography or health;
- EE.** Taxidermy shop;
- FF.** Telephone or telegraph exchange;
- GG.** Theater, except drive-in;
- HH.** Auto parts store and incidental shop facilities;
- II.** Upholstery shop;
- JJ.** Watch and clock repair;

KK. Similar commercial uses as determined by the Planning Commission;

LL. Public building or land use such as fire station, city hall, park, playground, library or museum.

MM. Minor public facility. (Ord. 890 section 24, 1993; Ord. 805 section 2, 1987; Ord. 802 section 6, 1987; Ord. 740 section 10.3.24(A), 1984; Ord. 955 section 8, 1996; Ord. 981 section 21, 1997; Ord. 1076, 2001; Ord 1237, 2007)

16.22.020 Conditional uses.

Conditional uses in the C-1 zone shall be as follows:

A. A use listed as conditional in the R-1 zone, except as modified in Section 16.22.010, above;

B. Parking lot or parking structures, except in the TC, Transitional Commercial Area, where these uses are subject to the provisions of 16.30 and 16.31;

C. Attached WTS facilities (see 16.08.120). (Ord. 890 section 25, 1993; Ord. 740 section 10.3.24(B), 1984; Ord. 981 section 22, 1997; Ord. 1076, 2001; Ord 1237, 2007)

16.22.030 Development standards.

See Chapter 16.30

16.22.040 Design standards.

The following subsections indicate the required development standards of the C-1 zone:

~~A. Minimum lot area: none;~~

~~B. Minimum width and frontage: none;~~

~~C. Minimum yard requirements:~~

~~1. Street yard: none, except ten feet where adjoining a residential zone.~~

~~2. Interior yard: none.~~

~~D. Maximum building height:~~

~~1. Freestanding signs: thirty feet;~~

~~2. All other structures: forty five feet.~~

~~E. Maximum lot coverage: no limit;~~

~~F. Other regulations:~~

~~1. Vision clearance distances shall be ten feet from an alley and fifteen feet from any other street.~~

- ~~2. Sidewalks a minimum of eleven (11) feet in width shall be required in commercial locations unless existing building locations or street width necessitate a more narrow design.~~
- ~~3. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet (not including awnings); mechanical units, used for the heating/cooling of residential units, are exempt from interior and/or rear yard setback requirements.~~
- ~~4. New commercial buildings, particularly retail shopping and offices, shall be oriented to the street, near or at the setback line. A main entrance shall be oriented to the street.~~
- ~~5. Off street motor vehicle parking for new commercial developments shall be located at the side or behind the building(s). (Ord 740 section 10.3.24(C), 1984; Ord. 981 section 48, 1997; Ord. 1043 section 3, 2000; Ord. 1076, 2001; Ord 1237, 2007)~~

~~16.22.040 Design Review Matrix.~~

~~See Chapter 16.31~~

- ~~A. For design review applications located in the C-1 zone the following matrix shall apply. This matrix replaces the general matrix contained in Chapter 16.49 for such applications.~~
- ~~B. A design review application in the C-1 zone shall be considered to be compatible if a minimum of 65 percent of the total possible points (not including bonuses) are accumulated for the whole development, and if the applicant has received a minimum of one point in each applicable category. (Ord. 1076, 2001; Ord. 1080, 2001)~~

TABLE 16.22.040

CRITERIA	POSSIBLE SCORES		
Building Location and Orientation			
Building located at front of property line: Parking in front = 0; 50% of building front at property line = 1; 100% of building front at property line = 2.	0	1	2
Building oriented to street: No = 0; Yes = 2.	0		2
Entrances			
Major retail entrance on street: No = 0; Yes = 2	0		2
Corner building entrances on corner lots: No = 0; Yes = 1	0	1	
Entrance inset (not more than 3 feet behind front glass line except at corner entries): No = 0; Yes = 2.	0		2
Windows			
Regularly spaced and similar shaped windows -- around 70% of storefront area is glass (includes doors). (No mirrored glass): <50% = 0; 50% to 70% = 1; >70% = 2.	0	1	2
Second story windows (where applicable): No = 0; Yes = 2.	0		2
Architectural Details			
Blade sign or painted wall sign (no internally illuminated box signs): No = 0; Yes = 2	0		2
Brick, stucco, and horizontal lap or ship lap painted wood siding; concrete wood or wood siding = 0; concrete masonry, stucco, or similar material = 1; brick or similar appearance = 2.	0	1	2
Colors from recommended color palettes (on file with the City of Canby), or as otherwise approved: No = 0; Yes = 2.	0		2
Cornice treatments to emphasize building tops at parapet type buildings: flat roofs behind parapets acceptable, otherwise visible roofs should be pitched: no treatment = 0; pitched roof = 1; parapet roof = 2.	0	1	2
All walls have doors, widows, or display windows (no blank walls). Murals, art niches, benches, or light sconces at blank walls where windows are not feasible: no treatment = 0; mural or other treatment = 1; windows or display windows = 2.	0	1	2
Awnings and rain protection of durable canvas, vinyl, glass or acrylic. No awning slope over 45 degrees, with flat or semi flat awnings along First Avenue and at buildings with windows above entries. Awnings are discontinuous, with lengths generally under 30 linear feet for longer buildings: no awnings = 0; awnings meet criteria = 2.	0		2
Parking			
Off street parking (if required) located behind or to side of building: No = 0; side = 1; behind = 2	0	1	2
Bonus Points			
Provide usable pedestrian space such as plaza, outdoor seating, or extra-wide pathway/sidewalk near one or more building entrances: No = 0; Yes = 1.	0	1	
Planters and window boxes: No = 0; Yes = 1.	0	1	
Public art (e.g., fountain, sculpture, etc.): No = 0; Yes = 1.	0	1	
Second story residential or office: No = 0; Yes = 1	0	1	

Chapter 16.22

- 16.22.010 (A)(1). Allows residential uses consistent with R-2 standards to increase housing in mix of uses in the Transitional Commercial Area (TC).
- 16.22.010 (A)(3). Eliminates existing subsection and creates a new one requiring residential units in the C-1 zone to meet the design standards of 16.31 and development standards of 16.30. Applies only to new construction of residential units.

- 16.22.030 and 16.22.040. These subsections to be replaced with new chapters 16.30 and 16.31.

Chapter 16.28
C-2 Highway
Commercial Zone

Chapter 16.28

C-2 HIGHWAY COMMERCIAL ZONE

Sections:

16.28.010 Uses permitted outright.

16.28.020 Conditional uses.

~~16.28.030 Development standards.~~

16.28.010 Uses permitted outright.

Uses permitted outright in the C-2 zone are noted in Table 16.28.15. below, are as follows:

- ~~A. A use permitted outright in a C-1 zone;~~
- ~~B. Miniature golf courses;~~
- ~~C. Automobile, motorcycle, boat or truck sales, service, repair, rental, storage or parking;~~
- ~~D. Theaters;~~
- ~~E. Restaurant, including drive-in;~~
- ~~F. Kennel;~~
- ~~G. Lumber yard;~~
- ~~H. Machinery, farm equipment or implement sales, service or rental;~~
- ~~I. Hotel or motel;~~
- ~~J. Service station;~~
- ~~K. Tire shop, including incidental tire recapping;~~
- ~~L. Veterinarian's office or animal hospital;~~
- ~~M. Fuel oil distribution, retail, provided all fuel oil storage is underground;~~
- ~~N. Nursery and greenhouse;~~
- ~~O. Feed and seed store;~~

~~P. Department store;~~

~~Q. Similar commercial uses as determined by the Planning Commission.~~

~~R. Attached WTS facilities (see 16.08.120).~~

~~S. Detached WTS facilities (monopole), less than 100 feet in height (see 16.08.120). (Ord. 890 section 28, 1993; Ord. 830 section 6, 1989; Ord. 740 section 10.3.28(A), 1984; Ord. 981 section 25, 1997; Ord. 1237, 2007)~~

Table 16.28.15. Permitted Uses

Uses	East of Locust Street and West of Elm Street	Between Locust and Elm Streets
A. A use permitted outright in a C-1 zone;	Yes	Yes (except as noted herein)
B. Miniature golf courses;	Yes	No
C. Automobile, motorcycle, boat or truck sales, service, repair, rental, storage or parking;	Yes	No, (except service, repair and parking are permitted)
D. Theaters;	Yes	Yes
E. Restaurant, including drive-in;	Yes	Yes, (but excludes drive-in, drive-through)
F. Kennel;	Yes	YesNo
G. Lumber yard;	Yes	No
H. Machinery, farm equipment or implement sales, service or rental;	Yes	No
I. Hotel or motel;	Yes	Yes
J. Service station;	Yes	YesNo
K. Tire shop, including incidental tire recapping;	Yes	No
L. Veterinarian's office or animal hospital;	Yes	Yes
M. Fuel oil distribution, retail, provided all fuel oil storage is underground;	Yes	No
N. Nursery and greenhouse;	Yes	Yes, (if site is less than 10,000 sq. feet in size)
O. Feed and seed store;	Yes	Yes
P. Department store;	Yes	Yes
Q. Similar commercial uses as determined by the Planning Commission.	Yes	Yes
R. Attached WTS facilities	Yes	Yes

	<u>East of Locust Street and West of Elm Street</u>	<u>Between Locust and Elm Streets</u>
Uses (see 16.08.120).		
<u>S. Detached WTS facilities (monopole), less than 100 feet in height (see 16.08.120).</u>	Yes	Yes

16.28.020 Conditional uses.

Conditional uses in the C-2 zone shall be as follows:

- A. A use permitted outright in an M-1 zone, except M-1 uses are not allowed in the designated (CC) Core Commercial Area as shown on the Downtown Canby Framework Diagram map;
- B. A use listed as conditional in a C-1 zone and not listed in section 16.28.010.
- C. Detached WTS facilities (monopole), equal to or over 100 feet in height (see 16.08.120). (Ord. 890 section 29, 1993; Ord. 740 section 10.3.28(B), 1984; Ord. 981 section 26, 1997)

16.28.030 Development standards. See Chapters 16.30 and 16.35

The following subsections indicate the required development standards of the C-2 zone:

- A. Minimum lot area: none;
- B. Minimum width and frontage: none;
- C. Minimum yard requirements:
 1. Street yard: twenty feet where abutting Highway 99-E and S. Ivy Street. Gas station canopies shall be exempted from the twenty foot setback requirements. Remaining property none, except ten feet where abutting a residential zone. Sign setbacks along Highway 99-E and S. Ivy Street are to be measured from the face of the curb rather than the lot line. Where no curb exists, the setback shall be measured from the property line. Other than signs which are nonconforming structures and street banners which have been approved per the requirements of the Uniform Sign Code, no signs will be allowed to be located within or to project over a street right-of-way;
 2. Interior yard: none, except ten feet where abutting a residential zone;
- D. Maximum building height:
 1. Freestanding signs: thirty feet;

2. All other structures: forty-five feet.

E. Maximum lot coverage: sixty percent;

F. Other regulations:

See Chapter 16.30 for additional development standards

16.28.030 Design standards

See Chapter 16.31

Move to xx.xxx, Street Standards

- ~~1. Vision clearance distances shall be fifteen feet from any alley or driveway and thirty feet from any other street or railroad;~~
- ~~2. Except in cases where existing building locations or street width necessitate a more narrow design, sidewalks eight feet in width shall be required;~~
 - ~~a. In those locations where angle parking is permitted abutting the curb, and~~
 - ~~b. For property frontage along Highway 99-E.~~
3. 1. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet. (Ord. 830 section 7, 8, 1989; Ord. 802 section 7 [part], 1987; Ord. 740 section 10.3.28(C), 1984; Ord. 981 section 49, 1997; Ord. 1237, 2007)

Chapter 16.28

- 16.28.010, Uses. Deleted uses are more appropriate in the M-1 or other zones outside what is intended to be a continuation of the city's downtown or commercial core area.
- 16.28.15 Insert new table with uses in C-2 and C-2 in the Commercial Core. Limitations shown on individual uses such as: restaurants (no drive-in, drive-through allowed); nursery or greenhouse (site size is limited to 10,000 square feet). Auto, motorcycle, boat or truck-oriented uses are limited to service, repair and parking.

- 16.28.030 - Development standards are modified and/or replaced by the new Design and Development Chapter 16.30 and 16.35

004

Chapter 16.10
Off-Street Parking
and Loading

Chapter 16.10

OFF-STREET PARKING AND LOADING

Sections

- 16.10.010 Off-street parking required – exceptions.
- 16.10.020 Definitions.
- 16.10.030 General requirements.
- 16.10.040 Prohibited near intersections.
- 16.10.050 Parking standards designated.
- 16.10.060 Off-street loading facilities.
- 16.10.070 Parking lots and access.
- 16.10.080 Streets.
- 16.10.090 Drive-up uses.
- 16.10.100 Bicycle parking.

16.10.010 Off-street parking required – exceptions.

A. At the time of establishment of a new structure or use, change in use, or change in use of an existing structure, within any planning district of the city, off-street parking spaces and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the site and design review process, based upon clear and objective findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare. A lesser number of spaces may be permitted by the Planning Commission based on clear and objective findings that a lesser number of parking spaces will be sufficient to carry out the objective of this section.

B. No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Fir Street on the west, and NW Third Avenue on the north.

C. At the time of enlargement of an existing structure or use, the provisions of this section shall apply to the enlarged structure or use only. (Ord. 890 section 9, 1993; Ord. 872, 1992; Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.010(A)(B), 1990; Ord. 1237, 2007)

16.10.020 Definitions.

A. Floor Area. Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

B. Employees. Where employees are specified, the term shall apply to all persons, including proprietors, working on the premises during the peak shift. (Ord. 854 section 2, 1991; Ord. 848, Part V, section 1, 16.10.020(A)(B), 1990)

16.10.030 General requirements.

A. Should the owner or occupant of a structure change the use to which the building is put, thereby increasing parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.

B. Parking and loading requirements for structures not specifically listed herein shall be determined by the City Planner, based upon requirements of comparable uses listed.

C. In the event several uses occupy a single structure, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Off-street parking spaces for dwellings shall be located on the same lot, or adjacent lot, with the dwelling. Other required parking spaces may be located on a separate parcel, provided the parcel is not greater than five hundred (500) feet from the entrance to the building to be served, measured along the shortest pedestrian route to the building. The applicant must prove that the parking located on another parcel is functionally located and that there is safe vehicular and pedestrian access to and from the site.

E. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business.

F. Institution of on-street parking shall not be allowed for off-street parking, where none is previously provided, and shall not be done solely for the purpose of relieving crowded parking lots in commercial or industrial planning districts.

G. Parking facilities may be shared by users on adjacent parcels if all of the following standards are met, or the Planning Commission determines a lesser combination meets the intent of the ordinance:

1. One of the parcels has excess parking spaces, considering the present use of the property; and the other parcel lacks sufficient area for required parking spaces. Excess parking spaces can be determined by considering when the uses need the parking spaces, such as time of day or day of week.

2. The total number of parking spaces meets the standards for the sum of the number of spaces, which would be separately required for each use.

3. Legal documentation, to the satisfaction of the City Attorney, shall be submitted verifying permanent use of the excess parking area on one lot by patrons of the uses deficient in required parking areas.

4. Physical access between adjoining lots shall be such that functional and reasonable access is actually provided to uses on the parcel deficient in parking spaces.

5. Adequate directional signs shall be installed specifying the joint parking arrangement.

H. The number of vehicular spaces required in Table 16.10.050 may be reduced by up to 10% if one of the following is demonstrated to the satisfaction of the Planning Director or Planning Commission:

1. Residential densities greater than nine units per gross acre (limit parking to no less than one space per unit for multi-family structures); or

2. The proposed development is pedestrian-oriented by virtue of a location which is within convenient walking distance of existing or planned neighborhood activities (such as schools, parks, shopping, etc.) and the development provides additional pedestrian amenities not required by the code which, when taken together, significantly contribute to making walking convenient (e.g., wider sidewalks, pedestrian plazas, pedestrian scale lighting, benches, etc.). (Ord. 890 section 10, 1993; Ord. 854 section 2 [part], 1991; Ord. 848, Part V, section 16.10.030, 1990; Ord. 1043 section 3, 2000)

16.10.040 Prohibited near intersections.

In no case will off-street parking be allowed within a vision clearance area of an intersection. (Ord. 740 section 10.3.10(D), 1984)

16.10.050 Parking standards designated.

The parking standards set out in Table 16.10.050 shall be observed. (Ord. 854 section 2, [part], 1991; Ord. 848 section 1, 16.10.050, 1990; Ord. 740 section 10.3.10(E), 1984; Ord. 981 section 20, 1997)

TABLE 16.10.050

Off-street Parking Provisions - The following are the minimum standards for off-street parking ~~in the City of Canby:~~

USE	PARKING REQUIREMENT
<i>Residential Uses:</i>	
a. Single-family dwellings	2.00 spaces per dwelling unit for new construction. (Existing single-family dwellings having only a single parking space shall not be considered to be nonconforming.)
b. Two-family dwellings	2.00 spaces per dwelling unit.
c. Multi-family dwellings in complexes with private internal driveways	2.00 spaces per unit. One additional guest parking space shall be provided for every five units for each development often or more units.
d. Retirement/assisted living housing	1.5 spaces per unit
e. Residential day care facility and home occupation	1.00 space per employee
<i>Institutions:</i>	
a. Convalescent home, nursing home or sanitarium	1.00 spaces per two beds for patients or residents, plus 1.00 space sanitarium per employee
b. Hospital	4.00 spaces per two beds
<i>Places of Public Assembly:</i>	
a. Library, reading room	1.00 space per 400 square feet of public area
b. Nursery, primary/elementary, or junior high school	2.00 spaces per employee
c. Senior high school	1.00 space per classroom, plus 1.00 space per six students
d. Other places of public assembly, including churches	1.00 space per four seats or eight feet of bench length
<i>Commercial Amusement:</i>	
a. Theater	1.00 per two <u>six</u> seats
b. Bowling alley	5.00 spaces per alley
c. Dance hall, skating rink	1.00 space per 100 square feet of floor area
d. Racquet courts, health clubs	2.00 spaces per court plus one space per 2 employees or exercise area

Commercial	
a. Retail shops (under 100,000 sq. ft. gross leasable area)	42.00 spaces per 1,000 square feet of floor area
b. Retail store handling exclusively bulky merchandise such as furniture, automobile and service repair shops	1.00 space per 400 1000 square feet of sales floor area plus 1.00 space per 2 employees
c. Shopping center (over 100,000 square feet of gross leasable area)	53.00 spaces per 1,000 square feet of gross leasable area
d. Banks/savings and loans	5.00 spaces per 1,000 gross square feet of floor area
e. Medical/dental offices	5.00 spaces per 1,000 gross square feet of floor area
f. General offices	3.5 2.00 spaces per 1,000 gross square feet of floor area
g. Real estate offices	3.5 2.00 spaces per 1,000 gross square feet of floor area
h. Government offices	3.50 spaces per 1,000 gross square feet of floor area
i. Restaurant	108 .00 spaces per 1,000 gross square feet of floor area
j. Take-out restaurant	108 .00 spaces per 1,000 gross square feet of floor area
k. Motel	1.50.75 spaces per room. <u>For associated uses such as restaurants, see above</u>
<u>l. Residential hotel, rooming house, boarding house, or bed and breakfast</u>	Spaces equal to 80 percent of the number of guest accommodations
m. Hotel	Spaces equal to 50 percent of the number of guest accommodations
n. Club or lodge	One space per 150 200 square feet of floor area plus 1.00 space per manager
<u>o. Daycare, adult or child day care; does not include Family Daycare (12 or fewer children) under ORS 657A.250e. Day care facility</u>	<u>1 space per 500 sq. ft. of floor area</u> 2.00 spaces per 6 children under care, plus 1.00 space per employee
p. All others	1.00 space per 550 square feet
q. Wireless telecommunication systems	1.00 space per site
Industrial:	
a. Manufacturing	3.50 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office manufacturing space. Minimum of 5 parking spaces overall.
b. Warehousing	3.50 spaces per 1,000 gross square feet of office space, plus 1.00 space per 1,000 gross square feet of non-office warehousing space. Minimum of 5 parking spaces overall.

c. Wholesale establishments

3.50 spaces per 1,000 gross square feet of office space, plus 1.50 spaces per 1,000 gross square feet of non-office wholesale space. Minimum of 5 parking spaces overall.

16.10.060 Off-street loading facilities

A. The minimum number of off-street loading berths for commercial and industrial uses is as follows:

SQUARE FEET OF FLOOR AREA	NUMBER OF BERTHS
Less than 5,000	0
5000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

B. Loading berths shall conform to the following minimum size specifications:

1. Commercial uses – 13' x 35'
2. Industrial uses – 12' x 60'
3. Berths shall have an unobstructed minimum height of 14'.

C. Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.

D. Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

E. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of a school or day care center having a capacity greater than twenty-five (25) students.

F. The off-street loading facilities shall, in all cases, be on the same lot or parcel as the structure they are intended to serve. In no case shall the required off-street loading spaces be part of the area used to satisfy the off-street parking requirement.

G. The Planning Commission may exempt a building from the loading berth requirement, or delay the requirement, based on findings that loading berths are not needed for a particular building or business. (Ord. 854 section 2[part], 1991; Ord. 848, Part V, section 1, 16.10.060, 1990; Ord. 1237, 2007)

16.10.070 Parking lots and access.

A. Parking Lots. A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:

1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section.
2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.
3. Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:
 - a. The Planning Commission may approve the use of an engineered aggregate system for outdoor storage and/or non-required parking areas as part of a Conditional Use Permit provided that the applicant can demonstrate that City Standards related to:
 - i. minimizing dust generation,
 - ii. minimizing transportation of aggregate to city streets, and
 - iii. minimizing infiltration of environmental contaminants including, but not limited to, motor oils, fuels, volatile organic compounds (e.g. benzene, toluene, ethylbenzene, xylene), and ethylene glycol are met. The Planning Commission may impose conditions as necessary to meet City Standards.
4. The full width of driveways to single family homes or their accessory structures must be paved:
 - a. For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and
 - b. To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.
5. Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents. Artificial lighting, which may be provided, shall be so deflected as not to shine or create glare in any residential planning district or on any adjacent dwelling, or any street right-of-way in such a manner as to impair the use of such way.

6. Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.
7. Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrian and vehicular traffic on the site and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.
8. Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.
9. Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.

B. Access.

1. The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this ordinance are continuing requirements for the use of any structure or parcel of real property in the City of Canby. No building permit or other permits shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in ingress and egress is provided.
2. The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.
3. All ingress and egress shall connect directly with public streets.
4. Vehicular access for residential uses shall be brought to within fifty (50) feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

5. Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

7. The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare. (Ord. 890 section 12, 1993; Ord. 1237, 2007)

Minimum Access Requirements

16.10.070(B)(8): Minimum access requirements for residential uses - ingress and egress for residential uses shall not be less than the following (except that in the case of flag lots, section 16.64.0400) shall apply):

<i>Dwelling units</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks & Curbs (in addition to driveways)</i>
1 or 2	1	12 feet	none required
3-19	1	20 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.
20-49	Option A: 1 access OR Option B: 2 accesses	20 feet 12 feet	Minimum of one sidewalk connection to residences and parking areas; curb required if sidewalk adjacent to driveway.
50-499	Option A: 1 access OR Option B: 2 accesses	30 feet 20 feet	Curbs required; Minimum of one sidewalk connection to residences and parking areas
Over 500	As required by Site and Design Review Board		As required by Public Works Director

16.10.070(B)(9): Minimum access requirements for commercial or institutional uses - ingress and egress for commercial uses shall not be less than the following:

<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks & curbs (in addition to driveways)</i>
1-4	1	12 feet	None required
5-99	1	20 feet	Curbs required; sidewalk on one side minimum
100-249	2	20 feet	Curbs required; sidewalk on one side minimum
Over 250	As required by Site and Design Review Board		As required by Public Works Director

16.10.070(B)(10): Minimum access requirements for industrial uses - Ingress and egress for industrial uses shall not be less than the following:

<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks & curbs (in addition to driveways)</i>
1-250	1	24 feet	Curbs required; sidewalks on one side minimum
Over 250	As required by Public Works Director		

11. One-Way Ingress or Egress – Way Ingress or Egress – When approved through the site and design review process, one-way ingress or egress may be used to satisfy the requirements of subsection (H), (I) and (J). However, the hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses.

12. Maximum driveway widths and other requirements except for single-family dwellings [see subsection (d) below]:

a. Unless otherwise herein provided, maximum driveway widths shall not exceed forty (40) feet.

b. No driveways shall be constructed within five (5) feet of an adjacent property line, except when two (2) adjacent property owners elect to provide joint access to their respective properties as provided by subsection 2.

c. There shall be a minimum distance of forty (40) feet between any two (2) adjacent driveways on a single property.

d. The minimum distance between two driveways on one single-family residential lot shall be thirty (30) feet. There is no minimum setback distance between a driveway and the property line for driveways on single-family residential lots.

13. Distance Between Driveways and Intersections- Except for single-family dwellings [see subsection (f) below] the minimum distance between driveways and intersections shall be as provided below. Distances listed shall be measured from the stop bar at the intersection:

a. At the intersection of any collector or arterial streets, driveways shall be located a minimum of fifty (50) feet from the intersection.

b. At the intersection of two (2) local streets, driveways shall be located a minimum of thirty (30) feet from the intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.

c. If the subject property is not of sufficient width to allow for the separation between driveway and intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.

d. In the case of existing flag lots, it shall be at the discretion of the Site and Design Review Board to determine the best location for driveways.

e. When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance, the city Public Works Supervisor may approve the location of a driveway closer than fifty (50)

feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

f. The minimum distance between driveways for single-family residential houses and an intersection shall be thirty (30) feet. The distance shall be measured from the curb intersection point [as measured for vision clearance area (16.04.670)]. (Ord. 890 section 12, 1993; Ord. 872, 1991; Ord. 854 section 2 [part], 1991; Ord 848, Part V, section 16.10.070 (A)(B) 1990; Ord. 955 section 3 & 4 1996; Ord. 981 section 44, 1997; Ord. 1019 section 5, 1999; Ord 1237, 2007)

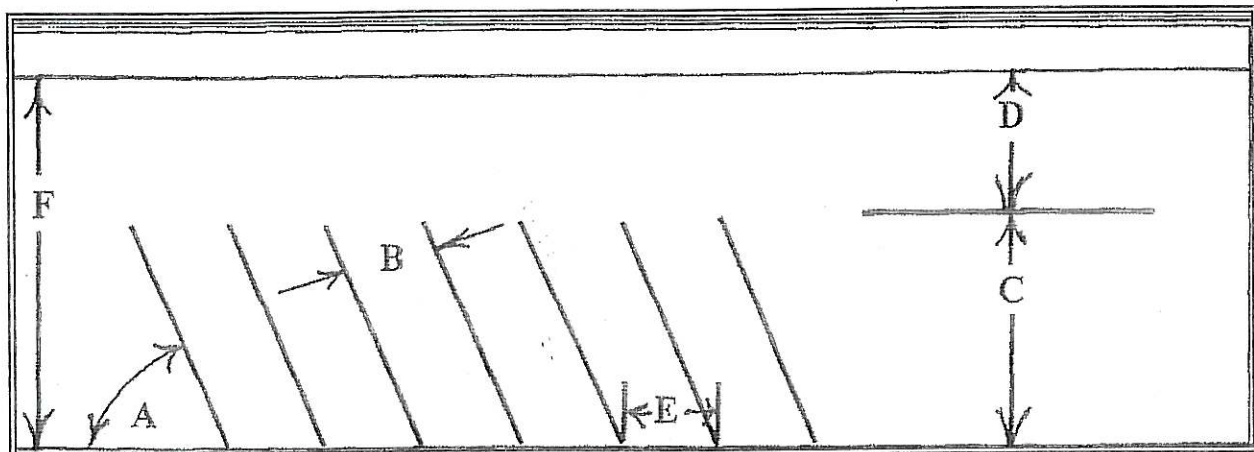
TABLE 16.10.070
Minimum dimensional Standard for Parking

This table and Figure 16.10.070 provide the minimum dimensional standards for parking areas and spaces.

A = Parking angle in degrees
B = Minimum stall width
C = Minimum stall depth

D = Minimum clear aisle width
E = Minimum clear stall distance at bay side
F = Minimum clear bay width

A	B	C	D	E	F
0 (parallel)	8'0"	-	12'0"	22'0"	20'0"
30	8'6"	16'4"	12'0"	17'0"	28'4"
45	8'6"	18'9"	12'6"	12'0"	31'3"
60	8'6"	19'10"	18'0"	9'10"	37'10"
90	8'6"	18'0"	24'0"	8'6"	42'0"



16.10.080 Streets.

To be established. Street Tree Plan should be incorporated into this section. (Ord. 854, 1991; Ord. 848, Part VI, section 1, 1990)

16.10.090 Drive-up uses.

A. Drive-up uses shall provide a minimum stacking area clear of the public right-of-way or parking lot aisle from the window service to the vehicles as follows:

1. All drive-up uses. – Each lane shall provide a minimum capacity for two (2) to eight (8) automobiles, as determined by the Site and Design Review Board.

2. For purposes of this section, an automobile shall be considered no less than twenty (20) feet in length. The width and turning radius of drive-up aisles shall be approved by the City Public Works Director.

B. The stacking area shall not interfere with safe and efficient access to other parking areas on the property. Traffic aisles shall be wide enough to accommodate backing movements where adjacent to parking stalls. Parking maneuvers shall not occur in the stacking area. (Ord. 848, Part VII, section 16.10.090, 1990)

16.10.100 Bicycle Parking.

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

A. Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking. Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style (a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

B. Covered parking: Where there are ten (10) or more bicycle parking spaces, at least 50% of the bicycle parking spaces shall be covered.

C. Location: Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

D. Number of spaces: The bicycle parking standards set out in Table 16.10.100 shall be observed. (Ord. 1019 section 1, 1999; Ord. 1076, 2001)

TABLE 16.10.100 BICYCLE PARKING STANDARD

LAND USE CATEGORY	MINIMUM REQUIRED BICYCLE PARKING SPACES
Residential Multi-family residential, general Multi-family residential, seniors or with physical disabilities	1 space per unit 4, or 1 space per 5 units, whichever is greater
Institutional Schools - Elementary Schools - Jr. High/Middle School Schools - St. High College Transit Centers/Park & Ride Lots Religious Institutions Hospitals Doctor, Dentist Offices Libraries, Museums, etc.	To be determined through design review To be determined through design review To be determined through design review To be determined through design review 5% of auto spaces (or 100% of demand, depending on accessibility to bicyclists) 1 space per 40 seat capacity 1 space per 5 beds 2, or 1 space per 1000 ft ² , whichever is greater 2, or 1 space per 1000 ft ² , whichever is greater
Commercial Retail Sales Auto-oriented Services Groceries/Supermarkets Offices Restaurants Drive-in Restaurants Shopping Centers Financial Institutions Theaters, Auditoriums, etc. Downtown Commercial Zone	0.33 space per 1000 ft ² , whichever is greater 2, or 0.33 space per 1000 ft ² , whichever is greater 0.33 space per 1000 ft ² 2, or 1 space per 1000 ft ² , whichever is greater 1 space per 1000 ft ² 1 space per 1000 ft ² 0.33 space per 1000 ft ² 2, or 0.33 space per 1000 ft ² , whichever is greater 1 space per 30 seats 4 spaces per block
Industrial Industrial Park Warehouse Manufacturing, etc.	2, or .1 space per 1000 ft ² , whichever is greater 2, or .1 space per 1000 ft ² , whichever is greater 2, or .15 space per 1000 ft ² , whichever is greater

NOTES:

Each individual use needs to be evaluated for bicycle parking – e.g., a commercial accessory use in an industrial district may have different requirements than the industrial uses around it. Similarly, in mixed-use developments, the amount of each use and required bicycle parking needs" evaluation. Finally, within each use category one needs to consider the different user categories - residents, employees, customers, etc. - and parking requirements for each.

(Ord. 1019 section 1, 1999; Ord. 1043 section 3, 2000; Ord. 1076, 2001)

Chapter 16.10

16.10

- Table 16.10.050 Revised commercial and amusement off-street parking space standards based on the State's *Model Code for Small Cities*. This serves to reduce the amount of land dedicated to parking, while still assuring that parking is provided. The city can choose to reduce other categories which were not specified in the *Model Code*.

Chapter 12.12

Sidewalk Displays

Chapter 12.12

SIDEWALK DISPLAYS

- 12.12.010 Spaces for displays.
- 12.12.020 Shelves to be removed during nighttime.
- 12.12.030 Obstructions prohibited.
- 12.12.035 Exemptions.
- 12.12.040 Penalty.

12.12.010 Space for displays.

It shall be unlawful for any person or persons in business or otherwise within the corporate limits of the city to cause or permit any display of groceries, vegetables or merchandise of any character whatsoever to occupy a space of more than 14 inches on the inside of the sidewalks and the same to be displayed on a shelf not less than 2 feet above the level of the sidewalks.

12.12.020 Shelves to be removed during nighttime.

It shall be unlawful for any person to allow display shelves to remain upon the sidewalks after the displays are removed within the places of business, during the night, unless the shelves are on hinges and can be dropped against the sides of the buildings when not used without extending or protruding so as to make them dangerous.

12.12.030 Obstructions prohibited.

A. It shall be unlawful for any person to wholly or partially obstruct the sidewalks with displays, boxes, tables and the like which interfere with pedestrians passing along the sidewalks, except in the case of temporary construction authorized pursuant to a building permit or as otherwise provided in this chapter.

B. Displays shall be no more than three feet in height to ensure that they do not block glass windows above that height.

12.12.035 Exemptions.

A. Businesses selling food and/or nonalcoholic beverages may place tables and chairs on the sidewalk in front of the buildings housing the business, provided there remains at least 4 feet of unobstructed passage available for pedestrian passage. Umbrellas used in connection with tables must be at least 7 feet in height so as not to create clearance problems.

B. Businesses wishing to utilize tables and chairs as provided in division A. above shall be required to apply to City Hall for a permit authorizing the use. No fee is required for the permit, but applicant must provide liability insurance coverage with the city named as additional insured in the amount of no less than \$100,000 per individual or \$500,000 in aggregate, or in the amount of the minimum tort liability limits as provided by state law. Permits must be renewed annually.

12.12.040 Penalty.

Any person or persons violating or failing to comply with any of the provisions of this chapter shall be deemed guilty of an infraction and upon conviction thereof may be fined up to \$100 per each day of the violation.