

ORDINANCE NO. 474- 0

AN ORDINANCE ESTABLISHING A SITE AND DESIGN REVIEW COMMITTEE (SDRC) AND A PROCESS FOR THE REVIEW OF DEVELOPMENT PROPOSALS TO PROMOTE FUNCTIONAL, SAFE, INNOVATIVE AND ATTRACTIVE DEVELOPMENT COMPATIBLE WITH THE NATURAL AND MAN-MADE ENVIRONMENT.

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE:

SECTION 1 - SITE AND DESIGN REVIEW:

This section establishes a process for the review of development proposals in order to promote functional, safe, innovative and attractive development that is compatible with the natural and man-made environment.

SECTION 2 - APPLICABILITY:

The provisions of this section apply to all zones and uses except single-family dwellings. No building, grading, parking, land use, sign or other required permit shall be issued for a use subject to the provisions of this section, nor shall a new use be commenced, or an existing use enlarged, structurally altered or structurally changed on the exterior until a final site and design plan is approved by the Site and Design Review Committee (SDRC).

SECTION 3 - SCOPE:

Site and design review considerations include the layout and design of all existing and proposed improvements, including but not limited to, buildings, structures, parking and circulation areas, outdoor storage areas, landscape areas, service and delivery areas, outdoor recreation areas, retaining walls, signs and graphics, cut and fill actions, accessways, pedestrian walkways, buffering and screening measures. All applications for Site and Design Review are subject to the requirements of this Ordinance and the Troutdale Development Standards.

SECTION 4 - SITE AND DESIGN REVIEW COMMITTEE (SDRC):

The SDRC shall include two City residents with some design background and two members of the Community Services staff depending on the complexity and type of the proposed development. The two citizen members of the committee shall be appointed for a period of two years by the City Council.

SECTION 5 - POWERS AND DUTIES OF THE SDRC:

The SDRC shall review preliminary plans for development applications requiring site and design review. The staff may delete or combine steps when such steps are not considered necessary to ensure compliance with the provisions of this Ordinance or this section in particular.

1. The SDRC Committee 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 Committee shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Committee from imposing conditions of approval necessary to meet the requirements of this ordinance. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purpose of this ordinance. The Committee shall have no authority to affect dwelling unit densities.
2. All decisions of the Site and Design Review Committee will be considered binding upon the applicant. No building permit may be issued by the Building Official for applicable proposals without approval of the Site and Design Review Committee. The conditions of site and design review approval are conditions of the building permit.
3. The staff shall inspect final plans submitted to ensure their consistency with the approved preliminary plans.

SECTION 6 - FILING PRELIMINARY PLANS

Prior to filing site and design plans, the applicant shall confer with the designated staff to discuss the requisites of the site and design review process. The purpose of this conference is to provide an opportunity for the applicant to describe the proposed development and for the staff to explain relevant land use policies, ordinances, standards, opportunities and constraints which may be applicable to the site and type of the proposed development before the applicant has invested substantial time and resources or becomes committed to particular concepts or design solutions. A complete application for site and design review shall be submitted to the Planning Division, and shall be accompanied by such drawings, sketches and descriptions as are necessary to describe the proposed development. An application shall not be deemed complete unless all information requested is provided and fees paid.

A project summary shall accompany the application when deemed necessary to describe special circumstances such as a request for a minor exception to a development standard or criteria. In addition, preliminary plans shall include the following, which may be combined, as appropriate onto one or more drawings:

1. SITE ANALYSIS: The site analysis will provide the basis for the proper design relationship of the proposed development to the site and to adjacent properties. The degree of detail in the analysis shall be appropriate to the scale of the proposal, or to special site features requiring careful design (see illustration). A site analysis plan shall include:
 - a. Vicinity map showing location of property in relation to adjacent properties, roads, pedestrian and bicycle ways, and utility access. Site features, manmade or natural, which cross property boundaries should also be shown.
 - b. A site description map at an approved engineering scale (e.g., 1" = 100'; 1" = 50', 1" = 20', or 1" = 10') showing parcel boundaries and gross area including the following elements, when applicable:
 - (1) Contour lines at the following minimum intervals:
 - (a) Two (2) foot intervals for slopes 0-20%
 - (b) Five (5) or ten (10) foot intervals for slopes exceeding 20%
 - (c) Identification of areas exceeding 30% slope
 - (2) Slope analysis showing portions of site according to slope ranges below:
 - (a) 0-10%
10-20%
20-30%
30-50%
50% +
 - (b) Approximate area calculations shall be made for areas more than 30% slope, using the above categories.
 - (c) In special areas, such as Open Space, a more detailed slope analysis may be required.

- (d) Sources for slope analysis include maps located at City Hall.
- (3) Drainage, including adjacent lands.
 - (4) Potential natural hazard areas, including potential flood or high ground water, landslides, erosion, drainageways and weak foundation soils. An engineering geologic study may be required.
 - (5) Marsh or wetland areas, underground springs, wildlife habitat areas, wooded areas and surface features such as earth mounds, large rock outcroppings.
 - (6) Streams and stream corridor.
 - (7) Location of wooded areas, significant clumps or groves of trees, and specimen conifers, oaks and other large deciduous trees. Where the site is heavily wooded, an aerial photograph, not to exceed 1":400', may be submitted and only those trees that will be affected by the proposed development need be sited accurately.
 - (8) Noise sources.
 - (9) Sun and wind exposure (including solar access).
2. SITE PLAN: The site plan shall be drawn at an approved engineering scale (e.g., 1" = 100', 1" = 50', 1" = 20' OR 1" = 10') and shall include the following:
- a. The applicant's entire property and the surrounding area to a distance sufficient to determine the relationships between the applicant's property and proposed development and adjacent property and development.
 - b. Boundary lines and dimensions for the property and all proposed lot lines. future building in phased developments shall be indicated.
 - c. Identification information, including names and addresses of project designers.
 - d. Natural features which will be utilized in the site plan.
 - e. Location, dimensions and names of all existing or platted streets or other public ways, easements,

railroad rights-of-way, on or adjacent to the property; county limits, section lines and corners, and monuments.

- f. The location of at least one protected temporary benchmark and spot elevations when needed.
 - g. Location and dimensions of all existing structures, improvements or utilities to remain, and structures to be removed; all drawn to scale.
 - h. Historic structures (City inventory).
 - i. Approximate location and size of storm water retention or detention facilities and storm drains.
 - j. Location and exterior dimensions of all proposed structures, and impervious surfaces.
 - k. Relation to transit, location and dimension of parking and loading areas, pedestrian and bicycle circulation, and related access ways. Individual parking spaces shall be shown.
 - l. Orientation of structures showing windows and doors, entrances and exits.
 - m. Significant climate variables, including but not limited to, solar potential, wind direction and velocity.
 - n. Lighting; specify type.
 - o. Service areas for waste disposal, recycling, loading and delivery.
 - p. Location of mail boxes.
3. GRADING PLAN: A preliminary grading plan indicating where and to what extent grading will take place, including general contour lines, slope ratios, slope stabilization proposals and natural resource protection proposals consistent with the natural resource protection section of this ordinance.
4. ARCHITECTURAL DRAWINGS:
- a. Building elevations.
 - b. Building materials: color and type.
 - c. Floor plans.

5. LANDSCAPE PLAN: The landscape plan shall be at the same scale as the site plan. All identification information required on the site plan shall be shown on the landscaping and open space plan. It shall show:

- a. Property and lot boundaries and rights-of-way.
- b. Structures and impervious surfaces including parking lots.
- c. General landscape development plan, including plant specifications keyed to plan map and including botanical names, common names, sizes, numbers, and methods of planting and maintenance as specified under the landscaping section of this ordinance and the location of existing plants and groups of plants proposed.
- d. Description of soil conditions and plans for soil treatment such as stockpiling of topsoil, addition of soil amendments, and plant selection requirements relating to soil conditions.
- e. Erosion control, including plant materials and soil stabilization, if any.
- f. Irrigation system (underground sprinklers or hose bibs).
- g. Landscape-related structures such as fences, terraces, decks, patios, shelters, play areas, etc.
- h. Boundaries of open space, recreation or reserved areas to remain, access to open space and any alterations proposed.
- i. Location of pedestrian or bikeway circulation with landscaped area.

6. SIGNS:

- a. Free-standing sign:
 - (1) Location of sign on site plan.
 - (2) Elevation of sign (indicate size, total height, height between bottom of sign and ground, color, materials, means of illumination).

b. On-building sign:

- (1) Building elevation with location of sign (indicate size, color, materials and means of illumination).
- (2) Plot plan showing location of signs on building in relation to adjoining property.

SECTION 7 - FILING FINAL PLANS:

Final development plans shall include the same information required for preliminary plans with any revisions and refinements, or changes as required for compliance or as specified by the SDRC to the applicant.

The required final plan submitted shall include the following information and plans and shall be labeled by staff as follows:

- Exhibit A: Proposed schedule of development
- Exhibit B: Site Analysis and site description map
- Exhibit C: Site Plan
- Exhibit D: Final grading plan as required under Chapter 70 of the Oregon Building Code
- Exhibit E: Architectural drawings
- Exhibit F: Final landscape plans
- Exhibit G: Signs

SECTION 8 - MAINTENANCE:

All approved on-site improvements shall be the ongoing responsibility of the property owner or occupant. The owner, occupant, or agent shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free of refuse and debris. All plant growth in landscaped areas shall be controlled by pruning, trimming or otherwise so that:

1. It will not interfere with the maintenance or repair of any public facility;
2. It will not restrict pedestrian or vehicular access; and
3. It will not constitute a traffic hazard because of reduced visibility.

SECTION 9 - COMPLIANCE:

1. The development site shall be checked by the staff to ensure compliance with final approved plans prior to issuance of an occupancy permit.
2. The development must be completed as per the approved final plans including landscaping and recreation areas before the occupancy permit is issued.
3. It shall be the duty of the Building Official to enforce these regulations, and to assure that conditions of final development approval are carried out.

SECTION 10 - APPEAL:

The decision of the SDRC may be appealed by the applicant to the Planning Commission. An appeal must be filed within fifteen (15) days of the date of the letter of final action. Planning Commission action may be appealed to the City Council within fifteen (15) days of the date of final action by the Planning Commission.

SECTION 11 - REPEALING PREVIOUS ORDINANCES:

This Ordinance repeals Ordinance No. 404-0 and 236-0.

PASSED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS
24th DAY OF JUNE, 1986.

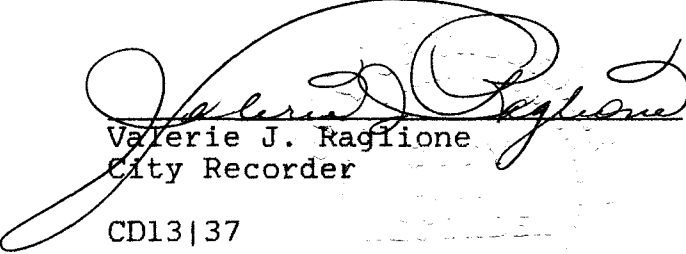
YEAS 5
NAYS 0
ABSTENTIONS 0



SAM K. COX, Mayor

DATED: June 26, 1986

ATTEST:



Valerie J. Ragnione
City Recorder

CD13|37