

City of John Day
450 East Main Street
John Day, OR 97845

Phone: 541-575-0028
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SITE DESIGN REVIEW

I. BACKGROUND INFORMATION

- (A) Applicant/Owner: Greg Armstrong Phone: 541-575-0629
- (B) Address: 120 E Main St. John Day, OR 97845
- (C) Property Address: 120 E Main St. John Day, OR 97845
- (D) Township; Range; Section; Tax Lot: _____
Zone: D - Downtown Commercial (F) Parcel Size: _____
- (G) Existing Use/Structures: Pharmacy and store
- (H) Application Proposal: Proposing to demolish a portion of the existing building,
construct a 5,900 SF addition, with new ADA compliant toilets, larger pharmacy area, more retail
area and relocate entrance location, with entry vestibule. Structural upgrades will be performed to
existing bearing walls. Fire Sprinklers/alarms to be added to the building.

REVIEW CRITERIA

5-4.2.040 Site Design Review - Application Review Procedure

Site Design Review shall be conducted using a Type II procedure, consistent with Chapter 5-4.1, except that proposals exceeding the thresholds below shall be reviewed using a Type III procedure:

- A. The proposed use's estimated vehicle trip generation exceeds 100 average daily trips, based on the latest edition of the Institute of Transportation Engineers (ITE) Manual. (This is the equivalent of approximately 10 dwelling units or a 1,000 square foot bank with drive-thru window.); or the use exceeds 5,000 square feet of gross leasable floor area; or the project involves more than one (1) acre total site area.
- B. The proposal involves a conditional use.

- C. The proposal involves an adjustment to a development standard, as provided under subsection 5-4.2.060(B).
- D. The City Planning Official determines that, due to the nature of the proposal, a public hearing is the most effective way to solicit public input in reviewing the application.
- E. The proposal involves expansion of a non-conforming use.

5-4.2.050 Site Design Review - Application Submission Requirements

Both Type II and Type III Site Design Review applications shall conform to the application requirements and approval criteria in Sections 5-4.2.050 through 5-4.2.060. For information on Type II and Type III procedures, please refer to Chapter 5-4.1. All of the following information is required for Site Design Review application submittal, except where the Planning Official determines that some information is not pertinent and therefore is not required.

A. General Submission Requirements. An application for Site Design Review shall contain all of the information required for a Type II or Type III review, as applicable, under Sections 5-4.1.030-040, and provide:

1. **Public Facilities and Services Impact Study.** The impact study shall quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study during the required pre-application conference (Section 5-4.1.060C). The study shall address, at a minimum, the transportation system, including required improvements for vehicles and pedestrians, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards;
- N/A 2. **Traffic Impact Analysis, if required by the City or other road authority.** Traffic Impact Analysis shall conform to the standards and procedures in Section 5-4.1.090; and
3. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) not require the dedication as a condition of approval.

B. Site Design Review Information. In addition to the general submission requirements for a Type III review (Section 5-4.1.040) an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:

1. Site analysis map. At a minimum the site analysis map shall contain the following:
 - a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;

- b. Topographic contour lines at 2-foot intervals for slopes, except where the Public Works Director determines that larger intervals will be adequate for steeper slopes;
 - c. Identification of slopes greater than fifteen (15) percent, with slope categories identified in 5 percent increments (e.g., 0%-5%, >5%-10%, >10%-15%, >15%-20%, and so on.);
 - d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
 - e. Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;
 - f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
 - g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
 - h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
 - i. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
 - j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
 - k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
2. Proposed site plan. The site plan shall contain the following information:
- a. The proposed development site, including boundaries, dimensions, and gross area;
 - b. Features identified on the existing site analysis maps that are proposed to remain on the site;
 - c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);

- h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - i. Loading and service areas for waste disposal, loading and delivery;
 - j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - k. Location, type, and height of outdoor lighting;
 - l. Location of mail boxes, if known;
 - m. Name and address of project designer, if applicable;
 - n. Locations of bus stops and other public or private transportation facilities;
 - o. Locations, sizes, and types of signs;
3. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:
- a. Building elevations (as determined by the City Planning Official) with building height and width dimensions;
 - b. Building materials, colors and type;
 - c. The name of the architect or designer.
4. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites one-half (½) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 5-3.4.040.
5. Landscape plan. Where a landscape plan is required, it shall show the following:
- a. The location and height of existing and proposed fences, buffering or screening materials;
 - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
 - d. Existing and proposed building and pavement outlines;
 - e. Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
 - f. Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 5-3.2. Landscape, Street Trees, Fences and Walls of this Code.

6. Deed restrictions. Copies of all existing and proposed restrictions or covenants, including those for access control.
7. Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in Section 5-4.2.060 Approval Criteria.
8. Traffic Impact Analysis, when required, shall be prepared in accordance with the road authority's requirements. See Section 5-4.1.090, and Section 5-3.4.010 for relevant standards.
9. Other information determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code.

5-4.2.060 Site Design Review - Approval Criteria; Adjustments

- A. **Approval Criteria.** An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:
 1. The application is complete, as determined in accordance with Chapter 5-4.1 - Types of Applications and Section 5-4.2.050, above.
 2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 5-2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;
 3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;
 4. The proposal complies with all of the Design Standards in Article 5-3:
 - a. Chapter 5-3.1 - Access and Circulation;
 - b. Chapter 5-3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
 - c. Chapter 5-3.3 - Parking and Loading, for automobiles and bicycles;
 - d. Chapter 5-3.4 - Public Facilities and Franchise Utilities;
 - e. Chapter 5-3.5 - Signs;
 - f. Chapter 5-3.6 - Other Standards.
 5. Adverse impacts to adjacent properties, such as light, glare, noise, odor, vibration, smoke, dust, or visual impact are avoided; or where impacts cannot be avoided, they are minimized.
 6. Existing conditions of approval required as part of a prior land use decision, if any, are be met.

Compliance with other City codes and requirements, though not applicable land use criteria, may be required prior to issuance of building permits.

- B. **Adjustments.** Where this Code specifically authorizes an Adjustment to a Code standard through Site Design Review (Type III), the Planning Commission may approve such Adjustment only upon finding it equally or better meets the purpose and intent of the Code provision that is to be Adjusted; the Planning Commission shall consider the purpose and intent of all relevant Code chapters and sections. In addition, the Planning Commission shall find the Adjustment, as compared to the standard Code requirement, does not create incompatibilities between existing and proposed development relative land use, traffic patterns, noise, light, glare, odor, emissions, vibration, building design, streetscape appearance and functionality, or similar types of impacts.

5-4.2.070 Assurances

Public improvement required as part of a Site Design Review approval shall be subject to the performance guarantee and warranty bond provisions of Section 5-3.4.090, as applicable.

5-4.2.080 Compliance With Permit Approval; Modifications; Permit Expiration


Development shall not commence until the applicant has received all of the appropriate land use and development approvals (i.e., site design review approval) and building permits. Construction of public improvements shall not commence until the City has approved all required public improvement plans (e.g., utilities, streets, public land dedication, etc.). The City may require the applicant to enter into a development agreement (e.g., for phased developments and developments with required off-site public improvements), and may require bonding or other assurances for improvements, in accordance with Section 5-4.2.070. Development Review and Site Design Review approvals shall be subject to all of the following standards and limitations:

- A. **Modifications to Approved Plans and Developments.** Minor modifications of an approved plan or existing development, as defined in Chapter 5-4.6, shall be processed as a Type I or Type II procedure and require only Land Use Review. Major modifications, as defined in Chapter 5-4.6, shall be processed as a Type III procedure and shall require Site Design Review. For information on Type I, Type II and Type III procedures, please refer to Chapter 5-4.1. For Modifications approval criteria, please refer to Chapter 5-4.6.
- B. **Approval Period.** Development Review and Site Design Review approvals shall be effective for a period of one (1) year from the date of approval. The approval shall lapse if:
 - 1. A public improvement plan or building permit application for the project has not been submitted within one year of approval; or
 - 2. Construction on the site is in violation of the approved plan.
- C. **Extension.** The Planning Official, upon written request by the applicant, may grant a written extension of the approval period not to exceed one year; provided that:
 - 1. No changes are made on the original approved site design review plan;
 - 2. The applicant can show intent of initiating construction on the site within the one-year extension period;

3. There have been no changes to the applicable Code provisions on which the approval was based. If there have been changes to the applicable Code provisions and the expired plan does not comply with those changes, then the extension shall not be granted; in this case, a new site design review shall be required; and
 4. The applicant demonstrates that failure to obtain building permits and substantially begin construction within one year of site design approval was beyond the applicant's control.
- D. **Phased Development.** Phasing of development may be approved with the Site Design Review application, subject to the following standards and procedures:
1. A phasing plan shall be submitted with the Site Design Review application.
 2. The Planning Commission shall approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than 2 years without reapplying for site design review.
 3. Approval of a phased site design review proposal requires satisfaction of all of the following criteria:
 - a. The public facilities required to serve each phase are constructed in conjunction with or prior to each phase;
 - b. The development and occupancy of any phase dependent on the use of temporary public facilities shall require City Council approval. Temporary facilities shall be approved only upon City receipt of bonding or other assurances to cover the cost of required public improvements, in accordance with Section 5-4.3.110. A temporary public facility is any facility not constructed to the applicable City or district standard, subject to review by the Public Works Director;
 - c. The phased development shall not result in requiring the City or other property owners to construct public facilities that were required as part of the approved development proposal; and
 - d. A request to phase a project may be approved after Site Design Review approval as a modification to the approved plan, pursuant Chapter 5-4.6.

SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE REVIEW PROCESS.

	12/19/19
Applicant/Owner	Date

Applicant/Owner	Date

FOR OFFICE USE ONLY

Submittal Date: 12/19/2019 Fee: \$300 Received by: _____

Application Type: SDR Completeness: _____ 120 Day: 04/18/2020

Staff Report: _____ Commission Hearing: 02/18/2020 Council Hearing: N/A