



Community Development Department
PO Box 2460
16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432, Fax: (541) 536-1462
Email: info@ci.la-pine.or.us

Site Plan Application

File Number #

Fee: Less than 1,000 sq ft Fee: \$ 1,100.00
Fee: 1,001 to 5,000 sq ft Fee: \$ 2,000.00
Fee: 5,001 to 10,000 sq ft Fee: \$ 3,500.00
Fee: More than 10,000 sq ft Fee: \$ 4,000.00

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name St Charles Health Systems, Inc. Phone (503)267-1242 Fax
Address PO Box 5789 City Bend State OR Zip Code 97708
Email esansberry@stcharleshealthcare.org
Property Owner same as applicant Phone Fax
Address City State Zip Code
Email

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area)
51781 Huntington Road Tax Lot 221011BC-00200
Tax lot number: T-15 R-13 Section 11BC Tax Lot(s) 200
Zoning Mixed Use Comm Total Land Area 89,300 (Square Ft.) 2.05 (Acres)
Present Land Use Medical Clinic operated by SCHS
Describe Project (i.e. type of use, hours of operation, other project characteristics):

PROJECT DESCRIPTION

Please give a brief description of the project:
This project will add 13 paved parking stalls to the existing parking lot



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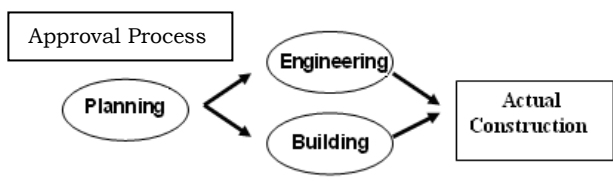
**PROFESSIONAL SERVICES**

Architect/Designer/Engineer HWA Phone 541 / 389-9351 Fax      /       
 Address 62930 O.B. Riley Rd #100 City Bend State OR Zip Code 97703  
 Email granth@hwa-inc.org

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Rec'd By: \_\_\_\_\_



**CHECKLIST**

**REQUIRED ITEMS TO BE SUBMITTED FOR SITE AND DESIGN REVIEW.**

**Note: additional information may be required depending on the actual project.**

- Complete Application. The application *must be signed by the property owner and the applicant.*
- Burden of proof statement, three (3) copies addressing approval criteria.
- Title Report or Subdivision Guarantee verifying ownership, *including legal description of land.*
- Fee Schedule (please see attached).
- Site and Landscape plan; Building Elevations; seven (7) full sized copies of each which must be folded individually, or in sets to 8 ½" X 11" in size and 1 reduced (8 ½ by 11 or 11 by 17) copy.
- Floor plans, three copies for each building which must be folded individually, or in sets to 8 ½" X 11" in size, plus 1 reduced (8 ½ by 11 or 11 by 17). Include the class of construction.
- Vicinity map.
- Trip Generation statement prepared by a professional transportation planner or equivalent. 5 copies, Note: if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Preliminary Grading and Storm Drainage Plan. 3 copies (11" x 17")
- Fire Flow Analysis
- CD or electronic version of submittal items (Word, Jpeg or PDF)



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### **SITE PLAN**

- Project name, scale (not to exceed 1" = 50'), north arrow.
- Date the site plan is prepared.
- Street names and locations of all existing and proposed streets, curbs, and sidewalks within or adjacent to the proposed development. Show distance to centerline of street.
- Zoning of each adjacent property.
- Square footages by use – existing and proposed (storage, office, meeting, etc.)
- Percentage of lot coverage and square footage by;
  - a) structures
  - b) recreation areas
  - c) landscaping
  - d) non-permeable surfaces (including parking areas, access aisles)
- Total number of parking spaces (existing and proposed).
- Total landscaped area square footage (existing and proposed).
- All vehicle and pedestrian access points and paths.
- Location of all proposed and existing buildings, fences and structures within the project area. Indicate which ones are to remain and which are to be removed.
- Location and size of all public utilities in and adjacent to the site, including:
  - a) Water lines and meter sizes.
  - b) Sewers, manholes and cleanouts.
  - c) Storm drains and catch basins.
- The proposed location of:
  - a) Connection to the City water system.
  - b) Connection to the City sewer system.
  - c) The proposed method of drainage of the site.
  - d) Postal box locations, if more than 7 units are proposed.
- Location of existing canals and laterals.
- Retention of on-site drainage.
- Existing easements on the property.
- Location and size of any public areas within the development.
- All fire hydrants, existing and proposed, within 500 feet of the site.
- A topographic map of the site if the slope of the site exceeds 5%.
- Locations of all existing natural features including trees, natural drainage ways, rock outcroppings, et cetera.

### **BUILDING ELEVATIONS**

- Drawings or sketches of all four views of each new structure.
- Building materials, colors (fascia, doors, trim, etc.), pitch of roof, shape and other design features of the building(s).
- All exterior mechanical devices.

### **LANDSCAPE PLAN** (may be included on the site plan for smaller projects)

- Tree and plant species.



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- Tree and plant sizes (new only).
- All trees having a six-inch trunk diameter 3' above grade or greater shall be shown on the landscape plan.
- Location/placement of existing and proposed vegetation to be retained, planted or removed.
- Approximate location of irrigation lines, and type of irrigation system to be used.

**FLOOR PLAN**

- All significant rooms within each structure; label or number rooms, including square footage for each room.
- Electrical / mechanical equipment areas.

**LIGHTING PLAN**

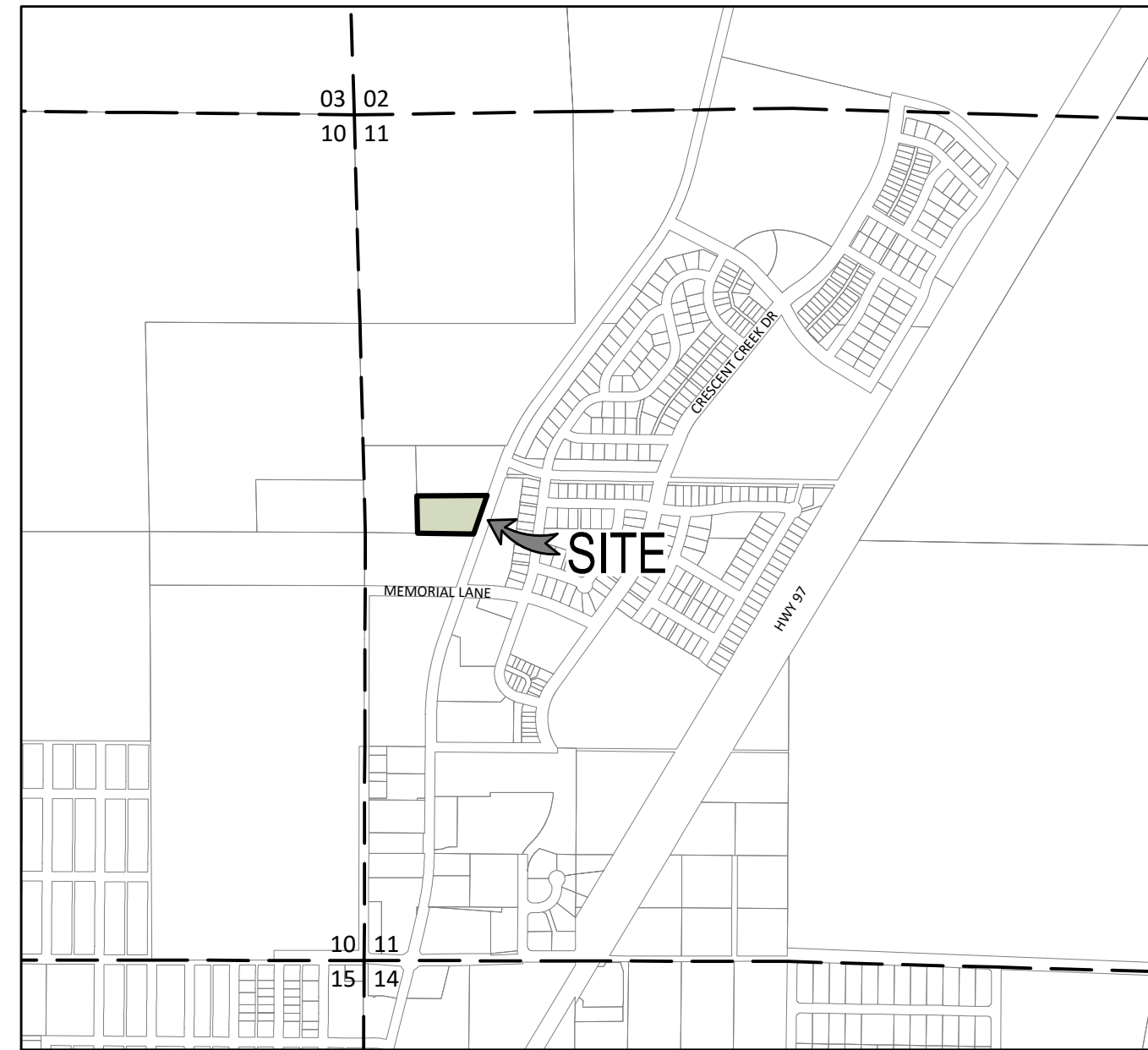
- All exterior light locations.
- Brochure, illustration, cut sheet or photo for each light fixture type to be used.

**By signing this application, the undersigned certifies that he / she has read and understands the submittal requirements stated above. Note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision, the City may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.**

Owner: DocuSigned by:  
*Jaycee Bridges* \_\_\_\_\_ Date: 7/1/2024  
9636AB9D15DD472... Signature

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Katieh S: \\Land Projects\240311-SCHS La Pine Clinic Parking Expansion\dwg\CIVIL\SD\SHEETS\240311\_SD.dwg Mon Jun 10, 2024 - 1:16pm



**VICINITY MAP**  
 SCALE: 1"=1000'  
 SITUS ADDRESS: 51781 HUNTINGTON ROAD, LA PINE, OR 97708  
 TAXLOT(S): 221011BC00200

**SURVEY LEGEND**

- PROJECT BOUNDARY
- CURB LINE
- EDGE OF PAVEMENT LINE
- UNDERGROUND WATER LINE
- EXISTING 1' GROUND SURFACE CONTOUR
- EXISTING 5' GROUND SURFACE CONTOUR
- HMAC PAVEMENT
- CONCRETE PAVEMENT
- GRAVEL SURFACE
- FOUND MONUMENT, AS NOTED
- LIGHT POLE
- WATER VALVE
- DISABLED PARKING STALL
- DECIDUOUS TREE, SIZE NOTED
- LODGEPOLE PINE TREE, SIZE NOTED

**GRADING & PAVING LEGEND**

- EXISTING EDGE OF PAVEMENT
- PROPOSED EDGE OF PAVEMENT
- EXISTING HMAC PAVEMENT TO REMAIN
- EXISTING CONCRETE PAVEMENT TO REMAIN
- EXISTING GRAVEL SURFACE TO REMAIN
- PROPOSED HMAC PAVEMENT

**REMOVAL KEY NOTES**

- REMOVE EXISTING TREE, STUMP, & ROOT
- REMOVE EXISTING LIGHT POLE FOR RELOCATION
- REMOVE EXISTING GRAVEL SURFACE

**REMOVAL LEGEND**

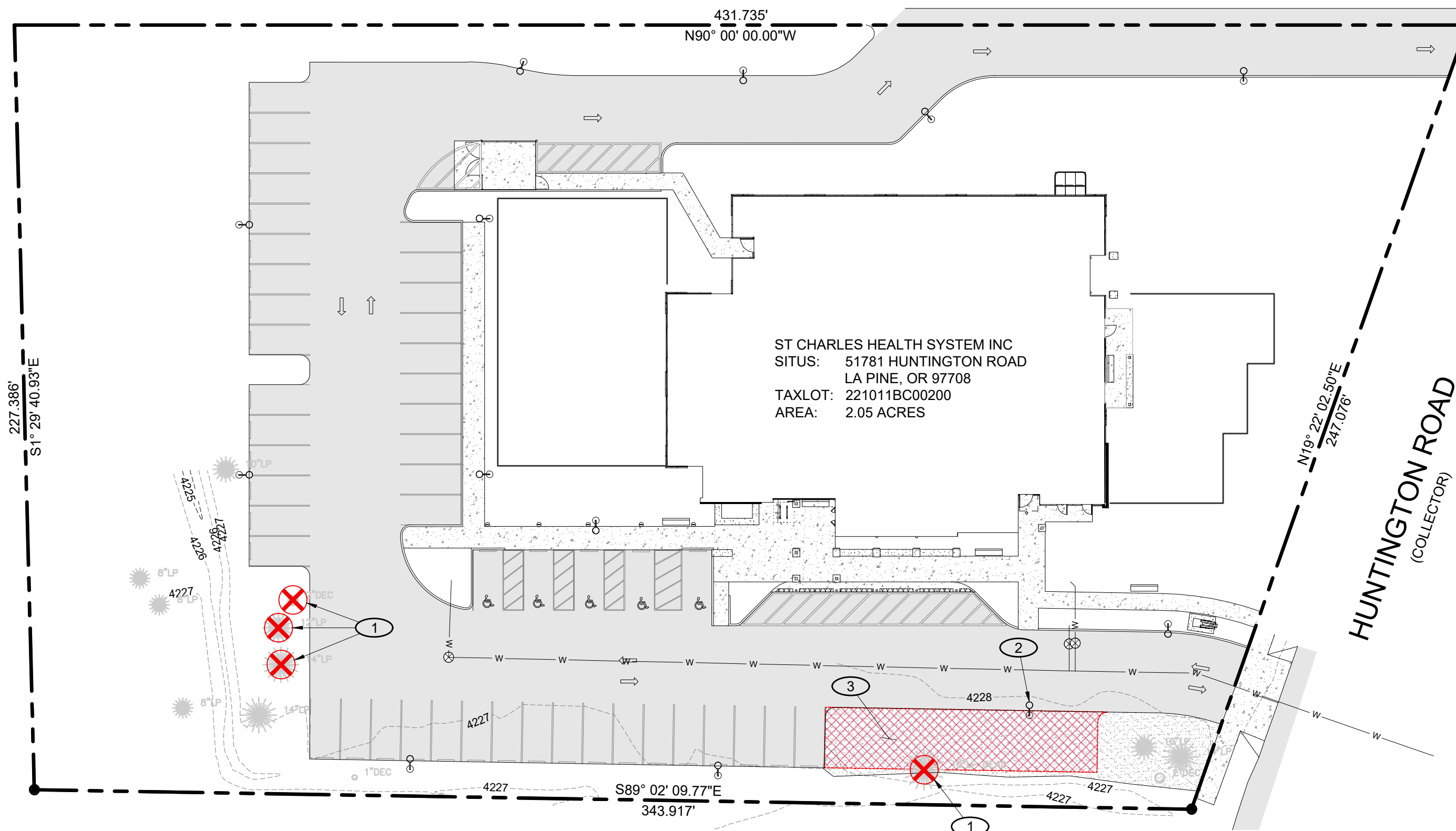
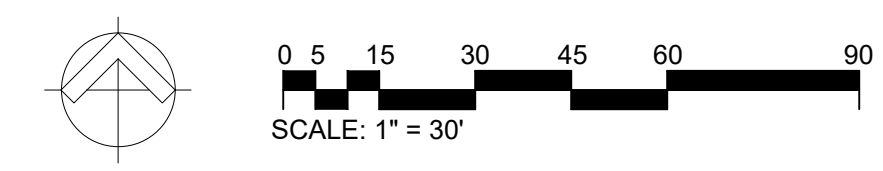
- LIMITS OF GRAVEL REMOVAL
- EXISTING TREE TO BE REMOVED
- EXISTING GRAVEL SURFACE TO BE REMOVED

**LANDSCAPING & SNOW REMOVAL**

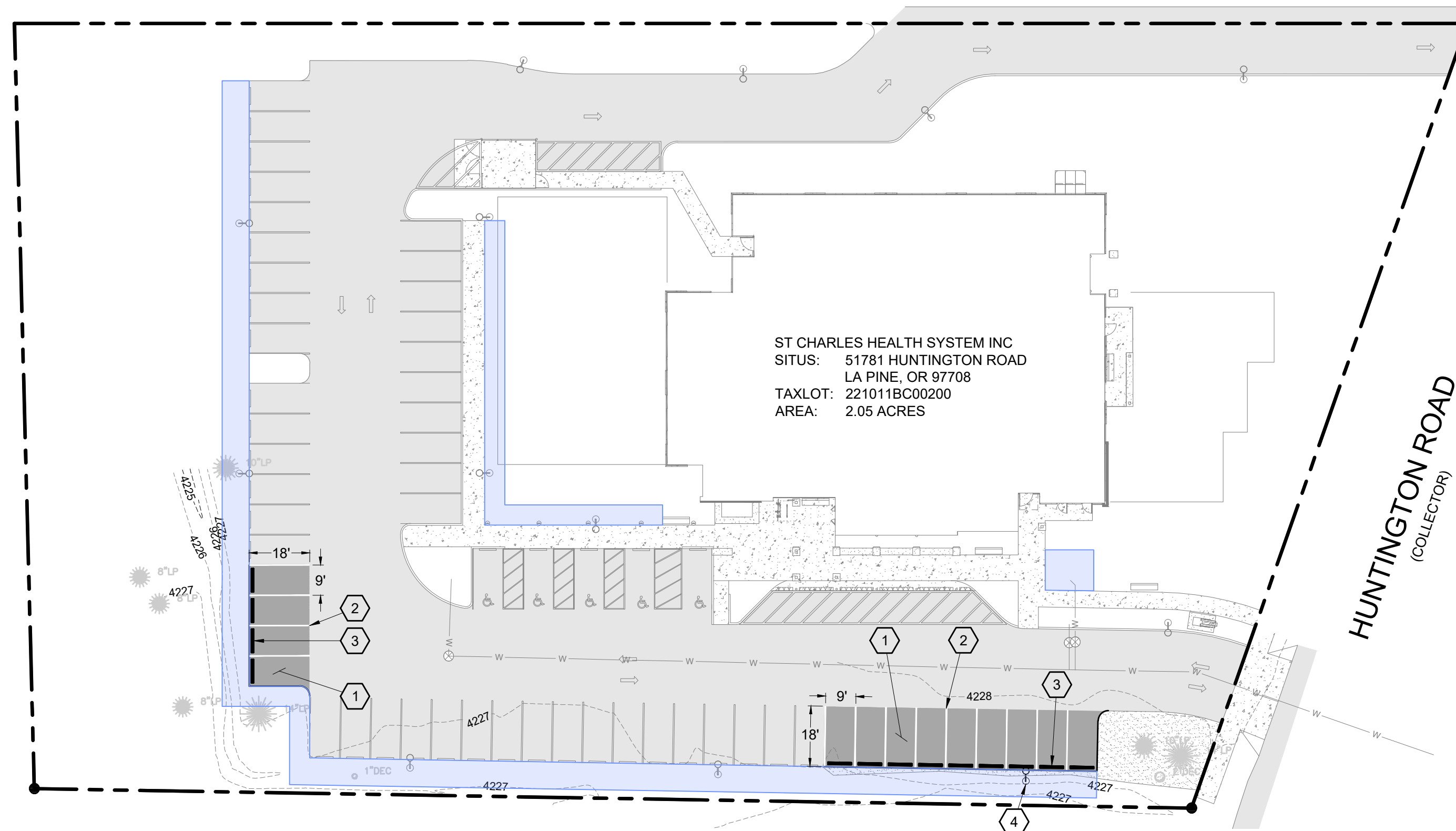
TOTAL PARCEL AREA = 89,378.5 FT<sup>2</sup>  
 TOTAL ADDITION OF HARDSCAPE = 2,104.1 FT<sup>2</sup>  
 TOTAL HARDSCAPE AREA/BUILDING = 44,849.2 FT<sup>2</sup> = 50.2% OF TOTAL PARCEL  
 TOTAL LANDSCAPE AREA = 49.8% OF TOTAL PARCEL  
 DRIVE, PARKING, AND WALKWAYS FOR SNOW REMOVAL = 30,486 FT<sup>2</sup>  
 SNOW REMOVAL STORAGE REQUIREMENT = 15% = 4,572.9 FT<sup>2</sup>  
 SNOW REMOVAL STORAGE PROVIDED = 4,600 FT<sup>2</sup>

**PAVING KEY NOTES**

- PROPOSED HMAC PAVEMENT
- PROPOSED PARKING LOT STRIPING
- PROPOSED WHEEL STOP
- PROPOSED LIGHT POLE RE-INSTALLATION

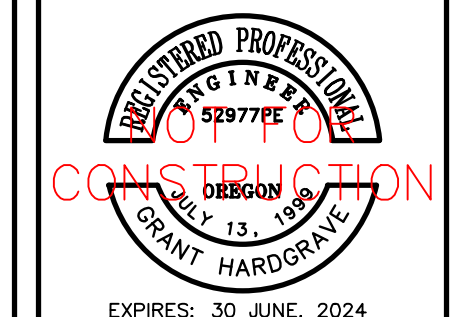


**EXISTING CONDITIONS & REMOVAL PLAN**  
 SCALE: 1"=30'



**PROPOSED PARKING EXPANSION**  
 SCALE: 1"=30'

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**SCHS LA PINE CLINIC PARKING EXPANSION  
 LAND USE APPLICATION  
 SITE PLAN**

REVISIONS:




DESIGNED BY: KKH  
 DRAWN BY: KKH  
 CHECKED BY: GMH  
 SCALE: AS NOTED  
 FILE: 240311\_CX:TBL:22X3.dwg  
 DATE: 06/10/2024

VERIFY SCALES  
 0 1" BAR EQUALS ONE INCH ON ORIGINAL DRAWING

SHEET: **C101**

HWA # 240311

LAND USE APPLICATION

**Burden of Proof Statement**  
**City of La Pine**  
*Site Plan Alteration –SCHC*

- Applicant/  
Owner:** St. Charles Health System  
2500 NE Neff Road  
Bend, OR 97701
- Civil Engineer:** Hickman, Williams & Associates, Inc.  
62930 O.B. Riley Road, Ste. 100  
Bend, OR 97701
- Location:** The property is located at 51781 Huntington Road and is identified as Tax Lot 200 on the Deschutes County Tax Assessor's Map 22-10-11BC.
- Request:** The applicant is requesting Site Plan Review alteration to add 13 parking spaces to an existing parking area.

**I. Applicable Criteria and Procedures:**

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1. City of La Pine Development Code

- ARTICLE 3 – ZONING DISTRICTS
  - Chapter 15.22 - Commercial and Mixed-Use Zones
- ARTICLE 5 – DEVELOPMENT STANDARDS
  - Chapter 15.80 - Development Standards, Generally
  - Chapter 15.82 - Landscaping, Buffering and Fences
  - Chapter 15.86 - Parking and Loading
  - Chapter 15.88 - Access and Circulation
  - Chapter 15.90 - Public Facilities
  - Chapter 15.94 - Improvement Procedures and Guarantees
- ARTICLE 6 – SPECIAL USE STANDARDS
  - Chapter 15.104 - Special Use Standards – Residential Uses and Accessory Uses
- ARTICLE 7 - PROCEDURES
- ARTICLE 8 – APPLICATIONS AND REVIEWS
  - Chapter 15.312 - Site Plan Review

**II. General Facts:**

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- 1. LOCATION:** The property is located at 51781 Huntington Road and is identified as Tax Lot 200 on the Deschutes County Tax Assessor's Map 22-10-11BC.



**2. EXISTING ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:** The subject property is designated Traditional Commercial Zone Industrial on the Comprehensive Plan Map and Zoning Map.

**3. SITE DESCRIPTION AND SURROUNDING DEVELOPMENT:** The property is developed with an existing medical building which contains the associated parking landscaping. The site contains existing mature ponderosa pine trees around the exterior of the parking area.

Surrounding properties are zoned traditional commercial to the north, south, and east, while the property to the west is zone public facility to the east, north and south, while the property to the west is zoned public facility. None of the abutting properties are developed currently.

**4. PROPOSAL:** The applicant is requesting a Site Plan Review alteration to add 13 parking spaces to an existing parking area.

**5. EXHIBITS:** In addition to this burden of proof statement, the applicant submits the following exhibits in support of this proposal:

- Application Form and Fee
- Engineering Plan Set

### **III. Compliance with Article 3 – Zoning Districts:**

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#### **Chapter 15.22 – Commercial and Mixed-Use Zones**

##### **Sec. 15.22.100. -Purpose**

**Chapter 15.22 regulates allowed land uses (“uses”) and sets forth lot and development standards, including minimum dimensions, area, density, coverage, structure height, and other provisions that control the intensity, scale, and location of development in the commercial and mixed-use zones. The regulations of this chapter are intended to implement the City Comprehensive Plan. Sec. 15.22.100. - Purpose.**

##### **Sec. 15.22.200. - Characteristics of the Commercial and Mixed-Use Zones.**

**Commercial zones accommodate a mix of commercial services, retail, and civic uses, along with residential uses permitted in some circumstances. Four commercial zones provide for the full range of commercial land uses within the city. The zoning district regulations are intended to promote the orderly development and improvement of walkable commercial areas; facilitate compatibility between dissimilar land uses; provide employment opportunities in proximity, and with direct connections, to housing; and to ensure efficient use of land and public facilities.**

**A. Traditional Commercial Zone (C). The C zone allows the widest range of commercial uses and limits residential uses in order to preserve land for commercial needs and maintain compatibility between adjacent uses. A portion of the C zone is located in the Downtown La Pine Overlay Zone. The overlay zone restricts some uses and establishes additional design standards to facilitate the development of a pedestrian-oriented downtown area.**

**B. Commercial/Residential Mixed Use Zone (CRMX). The CRMX zone is intended primarily as a smaller scale, service and office commercial district, with associated residential that may consist of upper level units. A live-work design concept within the mixed-use district serves as a buffer between the C zone and residential zones. Commercial uses are allowed in the zone but are limited in order to facilitate a mixed-use development pattern.**

**C. Commercial Mixed-Use Zone (CMX). The CMX zone is intended to allow for a wide range of both commercial and residential uses. Unlike the CRMX zone, residential uses are not limited and are allowed to be developed on standalone sites. Some commercial uses that may not be compatible with residential uses are prohibited or limited. The CMX zone allows for flexible uses that can respond to market demand.**



**D. Neighborhood Commercial Zone (CN).** The CN zone allows commercial uses that are intended to serve neighboring residential neighborhoods and are generally compatible with residential uses.

**Applicant Response:** The property is zoned CMX (mixed use commercial) . As detailed below and documented on the attached Exhibits, the proposed parcel sizes, dimensions, proximity to other zones, and facilities can accommodate the planned parking lot expansion.

As documented on the Plan Set, the property location allows for a functional commercial area and provides design elements that allow for compatibility with the surrounding area.

### **15.22.300 Use Regulations**

Uses may be designated as Permitted, Limited, Conditional, or Prohibited in the commercial and mixed-use zones. As noted in Table 15.22-1, a use may also be subject to Special Use Standards of Article 6.

<b>Use Category</b>	<b>CMX</b>	<b>Special Use Standards</b>
<b>Medical Centers</b>	<b>N</b>	<b>--</b>

**Applicant Response:** The property was originally zoned traditional commercial before being rezoned to commercial mixed use. The building and parking were established under the traditional commercial zoning, which permitted the medical center use to be established. The proposed alteration will not enlarge the use itself, but rather will expand the supporting element (parking), which is associated with commercial development. The parking is a requirement that is needed to serve the proposed uses within the zone and is typical, for any current or future use, regardless of the use conformity. Therefore, the parking as proposed is allowed, as it is not creating additional area that will allow for the medical use to expand beyond its current size. Accordingly, it can be found that the use is a legally established use that can continue to legally operate in the CMX zone until the time it is discontinued.

### **15.22.400 Development Standards**

**A. Purpose.** The development standards for commercial and mixed-use zones allow development flexibility, within parameters, that supports the intended characteristics of the specific zone. In addition, the regulations provide guidance to property owners, developers, and neighbors about the limits of what is allowed.

**B. The development standards.** The development standards for commercial and mixed-use zones are presented in Table 15.22-2. Development standards may be modified as provided by Chapter 15.320, Variances. Additional standards may apply to specific zones or uses, see Section 15.22.500.

<b>Standard</b>	<b>CMX</b>
<b>Minimum lot width</b>	<b>None</b>
<b>Minimum setbacks</b>	
<b>- Front or street-side yard</b>	<b>20 feet</b>
<b>- Side yard</b>	<b>10 feet</b>
<b>- Rear yard</b>	<b>10 feet</b>
<b>Maximum building height</b>	<b>35 feet</b>
<b>Maximum lot coverage</b>	<b>60%</b>
<b>Minimum landscaped area</b>	<b>See 15.18.500.B and Chapter 15.82</b>
<b>Minimum and maximum density</b>	<b>Residential and mixed-use developments are subject to the minimum and maximum density standards of the RMF zone (see Section 15.18.500).</b>

**Applicant Response:** The site plan review includes the installation of 13 additional parking spaces . The proposal does not include buildings; therefore, the setbacks and height requirements do not apply.

As detailed in Section 15.82, the lot is required to provide a minimum of 15% landscaping. As shown on the Site Plan, hardscape area is 50.2% and 49.8% is proposed to be landscaped.

The amount of landscaping that is proposed exceeds the minimum amount that is required; therefore, the proposal conforms to these standards.

**15.22.500 Additional Standards**

**A. Corner Lot Frontages. For commercial uses located on corner lots where one street is predominantly residential, and one street is predominantly commercial, any commercial structure shall front on the street that is predominantly commercial.**

**Applicant Response:** The property is not a corner lot; therefore, this standard does not apply.

**B. Landscaping Standard. Any portion of a lot developed for commercial uses which are not used for buildings, other structures, parking or loading**

**spaces, or aisles, driveways, sidewalks, and designated storage areas shall be planted and maintained with grass or other all-season groundcover vegetation. Grass shall be kept neatly mowed. Landscaping with trees and shrubs is permitted and encouraged. See additional landscaping and buffering standards in Article 5.**

**Applicant Response:** As detailed on the Landscape Plan, all areas that are not improved with buildings, other structures, parking, loading spaces, aisles, driveways, or sidewalks are proposed to be planted and maintained with grass or other all-season groundcover vegetation. The proposed design conforms to this standard.

### **C. Screening Requirements.**

- 1. Outdoor activities. Any business, servicing, or processing shall be conducted within a completely enclosed building, except for parking and loading facilities and for “drive-in” type establishments offering goods or services to customers waiting in parked motor vehicles.**

**Applicant Response:** The standards related to screening and business operation was addressed under the prior land use decision. This application is for the addition of 13 spaces only; therefore, the parking standard and association criteria will be addressed below.

- 2. Outdoor storage. All areas of a site containing or proposed to contain outdoor storage of materials, equipment, and vehicles, and areas containing junk, salvage materials, or similar contents, shall be screened from view from adjacent rights-of-way and residential uses by a sight-obscuring fence, wall, landscape screen, or combination of screening methods. See additional buffering and fence standards in Article 5.**
- 3. Outdoor merchandise display. The outdoor display of merchandise for sale is not required to be screened from view, provided that all merchandise is located behind building setback lines unless otherwise approved by the City (e.g., to allow sidewalk sales).**

**D. Vehicle Access. Access driveways and entrances shall be permitted in a number and locations in which sight distance is adequate to allow safe movement of traffic in or out of the driveway or entrance, the free movement of normal highway traffic is not impaired, and the driveway or entrance will not create a hazard or an area of undue traffic congestion on highways to which it has access. The City may require the permit applicant to submit engineering data and/or traffic analyses to support its proposed plan of access driveways and entrances. See additional access and circulation standards in Article 5.**

**Applicant Response:** The standards related to vehicular access were addressed under the prior land use decision. The access will not be altered as part of this

application. Therefore, this standard does not apply.

**E. Emissions. No use shall emit any noxious, toxic, or corrosive fumes or gases nor shall it emit any offensive odors.**

**F. Noise. All uses shall provide necessary shielding or other protective measures against interference occasioned by mechanical equipment or uses or processes with electrical apparatus.**

**Applicant Response:** It was found in the original decision for the medical office building that the use would not generate any noise or emissions. Furthermore, the proposed parking spaces will not provide any additional impact. Therefore, no additional screening or shielding is needed.

**G. Lighting. All exterior lighting shall be so placed and shielded so as not to create a nuisance for adjacent properties.**

**Applicant Response:** No lighting is proposed with this application; therefore, this standard does not apply.

#### **IV. Compliance with Article 5 – Development Standards**

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##### **Chapter 15.80 - Development Standards, Generally**

###### **15.80.010 Purpose**

**Article 5 contains development and design standards for the built environment. The standards are intended to protect the public health, safety, and welfare through the provision of landscaping and buffering, parking and loading facilities, multimodal accessibility and interconnectivity, and adequate public facilities.**

**In interpreting and applying this title, the provisions herein shall be held to be the minimum requirements adopted for the promotion of the public health, safety, comfort, convenience, and general welfare.**

**Applicant Response:** This section establishes the purpose of these General Development Standards. This section does not include any approval criteria or development standards to measure compliance with code standards. Compliance with the standards of this section will ensure that the Purpose stated herein is implemented.

###### **15.80.020 Applicability**

**Any land division or development, and the improvements required therefore, shall be in compliance with the development, design and improvement standards and requirements set forth in this Article. Other provisions of this Code, other city ordinances, or state statutes or administrative rules may also apply.**

**Applicant Response:** The proposal includes new development; therefore, this section applies.

**15.80.030 Exemption - Lot Size Requirements...**

**15.80.040 Exemption - Yard or Setback Requirements...**

**15.80.050 Supplementary Height Regulations...**

**15.80.060 Restrictions on the Use of Metal Shipping Containers...**

**Applicant Response:** The proposal does not request an exception to lot size, setbacks or building height. Furthermore, the proposal does not include metal shipping containers. Therefore, these sections do not apply.

## **Chapter 15.82 - Landscaping, Buffering and Fences**

### **15.82.010 Landscaping and Buffering Requirements**

The following minimum landscape requirements are established for all developments subject to site plan approval, unless approved otherwise by the reviewing authority.

#### **A. Exemption....**

**Applicant Response:** No exceptions are being requested.

#### **B. Area required. Except as approved otherwise by the City, the following minimum percent of a parcel area shall be landscaped for the following uses.**

**3.Commercial uses including mixed use commercial (CMX): 15 percent.**

**Applicant Response:** As shown on the Site Plan, the lot is 11,856 square feet in size and 4,526 square feet (or 35.8%) is proposed to be landscaped. Based on the proposed design the standards of this section are satisfied.

#### **C. Landscaping defined. Required landscaping may include, but is not limited to, a combination of any of the following materials: living plant material such as trees, shrubs, groundcover, flowers and lawn (including native vegetation); and nonliving materials such as benches, walkways and courtyards, consisting of brick, decorative rock or other decorative materials. The total amount of nonliving materials (including bark dust, chips, aggregate, or other non-plant ground covers) shall not exceed more than 50 percent of the required landscape area.**

#### **D. Existing vegetation. Existing site vegetation may be utilized to the maximum extent possible consistent with building placement and the applicable proposed landscape plan.**

**Applicant Response:** The site was originally designed to preserve trees to the greatest degree practical. While the proposal will result in the removal of existing trees to accommodate the needed parking, the site will maintain numerous existing trees and mature landscaping. Therefore, it can be found that the design satisfies the standard.

**E. Parking lots. Parking lots with space for ten or more vehicles must be landscaped in accordance with the following minimum requirements.**

- 1. In commercial and residential developments, parking areas shall be divided into bays, and between or at the end of each parking bay a curbed planter containing at least 16 square feet may be required.**
- 2. If required, each planter shall contain at least one tree or shrub and ground cover.**
- 3. The areas shall be designed to be protected from being damaged by vehicles using the parking area.**
- 4. Unless sidewalks are provided adjacent to a structure, customer or resident parking areas should be separated from the exterior wall of a commercial or residential structure by a minimum five-foot strip of landscaping.**
- 5. Where a parking, loading or driveway area serving a multi-family, commercial, industrial or government use abuts a public right-of-way of a collector or arterial street or a local street across from a residential zone, or abuts a residential zone, a screen planting or other approved landscaped planter strip may be required between the parking area and the right-of-way without encroaching into a clear vision area or sidewalk.**

**Applicant Response:** The parking lot as designed and constructed is more than 10 spaces. Parking bays exist throughout the parking area providing trees, shrubs, and other landscape materials. While landscaping will be removed to facilitate the parking lot expansion, the existing landscape buffer and bays will provide a design that incorporates landscaping throughout, thus meeting the standard.

**F. Buffering and screening.**

- 1. Purpose. The purpose of buffering and screening requirements are to reduce the impacts of a proposed use on adjacent uses and zones which provide for different types of uses. The City may waive or reduce the requirements where existing topography or vegetation is appropriate or otherwise negates the effectiveness or intended purpose or benefits of the buffering and screening.**
- 2. Where any permitted principal and/or accessory use in a Commercial or Industrial zone abuts any land zoned RSF, RMF, RMP, or TA the following**

buffer and screening shall be required. These requirements shall apply in instances where such use is being newly developed on vacant land, expanded in floor area by 50% or greater, or removed and a new use developed.

3. **Within Commercial Zones.** A buffer strip at least 10 feet wide shall be provided and maintained along the entire length of a side or rear yard where it abuts an RSF, RMF, RMP, or TA zone...
4. **Within industrial zones.** A buffer strip at least 30 feet wide shall be provided and maintained along the entire length of a side or rear yard where it abuts any RSF, RMF, RMP, or TA zoned land....
5. **A buffer or screening area may only be occupied by screening utilities and landscaping materials, but the same may be located within the required yard or setback requirements provided vision clearance requirements are complied with.**
6. **In lieu of the foregoing requirements, an applicant may provide for landscaping and screening, including plantings, fences, walls, walks and other features designed to afford the same degree of buffering as the standards above. A plan and specifications for an alternative shall be reviewed and approved by the review authority.**

**Applicant Response:** The property is zoned commercial but does not abut an RSF, RMF, RMP or TA Zone; therefore, additional buffering or screening is not required.

**G. Plant material installation standards.** Except as otherwise approved by the city, the following standards shall apply to plant materials and the installation thereof as provided in accordance with the provisions of this section.

1. **Landscape plant materials shall be properly guyed and staked, and shall not interfere with vehicular or pedestrian traffic or parking and loading.**
2. **Trees shall be a minimum size of six feet in height and be fully branched at the time of planting. 5-6**
3. **Shrubs shall be supplied in one-gallon containers or six-inch burlap balls with a minimum spread of 12 inches.**
4. **Rows of plants should be staggered to provide for more effective coverage.**

**Applicant Response:** All new landscape areas will be landscaped in a manner that complies with the above standard.

**H. Maintenance and plant survival.** All landscaping approved or required as a part of a development plan shall be continuously maintained, including necessary watering, weeding, pruning and replacement of plant materials. Except where the

**applicant proposes landscaping consisting of drought- resistant plantings and materials that can be maintained and can survive without irrigation, landscaped areas shall be irrigated. If plantings fail to survive, it is the responsibility of the property owner to replace them.**

**Applicant Response:** The applicant plans to continuously maintain the landscaping. In the event any plants fail to survive, the applicant will replace them.

### **15.82.020 Fences and Walls**

**The yard and setback requirements of this Code shall not be deemed to restrict any otherwise lawful fence, wall, or sign, provided that no fence, wall, or sign shall be located on any right of way of a public road.**

**Applicant Response:** The proposal does not include any fencing at this time. However, all future fencing will adhere to this section of the code.

## **Chapter 15.86 - Parking and Loading**

### **15.86.0101 Applicability**

**Off-street loading and vehicle and bicycle parking spaces shall be provided in accordance with the specifications of this Chapter in all zones whenever any new use is established, an existing use is enlarged, or an existing use of land or structure is changed to a new use. Such new, enlarged, or changed use shall fully comply with the specifications of this Chapter prior to being given a certificate of use and occupancy...**

**Applicant Response:** The proposal includes the enlargement of an existing parking area; therefore, this section applies.

### **15.86.020 Off-Street Loading**

- A. Every commercial and industrial use which requires the receipt or distribution of material or merchandise by trucks with a 40-foot or longer wheelbase at a frequency of one or more vehicles per week shall provide off- street loading spaces in sufficient number to adequately serve the number and frequency of vehicle shipping and receiving projected for the use. The applicant shall provide supporting evidence of the projected shipping and receiving and how the number of spaces to be provided will be adequate.**
  
- B. Where an off-street loading space is required, it shall be large enough to accommodate the largest vehicle that is expected to serve the use without obstructing vehicles or pedestrian traffic on adjacent streets and driveways. Each off-street loading space shall not be less than 12 feet wide by 55 feet long unless otherwise approved by the city through site design review.**



**C. Off-street loading space(s) shall also have adequate adjacent area for vehicle maneuvering so that vehicles using the space(s) are not required to back-up onto or back-up from a public street or alley to use the space. Where parking areas are prohibited between a building and the street, loading areas are also prohibited.**

**D. Exceptions and adjustments. The city, through site design review, may approve a loading area adjacent to or within a street right-of-way where it finds that loading and unloading operations are short in duration (i.e., less than one hour), infrequent, do not obstruct traffic during peak traffic hours, do not interfere with emergency response services, and are acceptable to the applicable roadway authority.**

**Applicant Response:** The original land use decision addressed the need for the loading area. The proposal will not place any additional demand from a loading and unloading perspective as no square footage is being added. Therefore, the above requirements do not apply.

#### **15.86.030 Off-Street Parking - Required**

**A. Location of off-street loading and parking spaces. Except as otherwise permitted by this Code, required off- street loading and parking spaces shall be located on the same lot with the principal use they are intended to serve. In no case shall a required loading space be part of the area used to satisfy the parking requirements and vice versa. Also, in no case shall the required loading or parking space(s) of one use be used to satisfy the loading or parking space requirements of another use.**

**Applicant Response:** As shown on the Site Plan, parking spaces for the use are proposed on the respective lot. As designed, the proposal conforms to this standard.

**B. Encroachment or reduction. A required loading or parking space shall not be encroached upon by a structure, storage, or other use, nor shall the number of spaces be reduced without replacement of a commensurate number of spaces in accordance with this section unless a special exception or variance has been approved.**

**Applicant Response:** As documented on the Plan Set, parking spaces are proposed solely for parking usage and will not be encroached upon for any other purpose. As designed, the proposal conforms to this standard.

**C. Calculations of Amounts of Required and Allowed Parking.**

- 1. When computing parking spaces based on floor area, parking structures and non-leasable floor spaces, such as storage closets, mechanical equipment rooms, and similar spaces, are not counted.**
- 2. The number of parking spaces is computed based on the primary uses on the site except as stated in subsection 3, below. When there**

are two or more separate primary uses on a site, the minimum and maximum parking for the site is the sum of the required or allowed parking for the individual primary uses. For shared parking, see subsection (I) below.

3. When more than 20 percent of the floor area on a site is in an accessory use, the required or allowed parking is calculated separately for the accessory use. An example would be a 10,000 square foot building with a 7,000 square foot warehouse and a 3,000 square foot accessory retail area. The minimum and maximum parking would be computed separately for the retail and warehouse uses.

**Applicant Response:** This section provides methods for calculation, but no specific standards. The methods identified in this section have been utilized in the preparation of this application.

- D. **Use of Required Parking Spaces.** Except as otherwise provided by this section, required parking spaces must be available for residents, customers, or employees of the use. Fees may be charged for the use of required parking spaces. Required parking spaces may not be assigned in any way to a use on another site, except for shared parking pursuant to subsection (I).

**Applicant Response:** The applicant proposes to use the parking spaces on the lot for the respective use; therefore, the proposal complies with this standard.

- E. **Improvement of Parking Areas.** Motorized vehicle parking is allowed only on streets with an improved shoulder of sufficient width; within garages, carports, and other approved structures; and on driveways or parking lots that have been developed in conformance with this Code.

**Applicant Response:** The proposal includes parking within parking lots that are designed in conformance with City Standards. As designed, the proposal conforms to this standard.

- F. **Minimum Number of Off-Street Automobile Parking Spaces.** Except as required for Americans with Disabilities Act compliance under subsection (L), off-street parking shall be provided pursuant to one of the following three standards:

- a. The standards in Table 15.86-1;

- b. A standard from Table 15.86-1 for a use that the Planning Official determines is similar to the proposed use. For uses not specified in the table, the City shall determine parking based on submission of technical data from applicant or City sources; or

- c. Subsection (H), Parking Exceptions, which includes a Parking Demand Analysis option.

Use Categories	Minimum Parking per Land Use (fractions are rounded down to the next whole number)
Medical Clinics or hospital	1 space per 300 sq. ft. floor area floor area or one for each bed, whichever is less

**Applicant Response:** As documented on the Site Plan there are currently 47 existing spaces. This proposal is to add another 13 spaces, bringing the total to 60 spaces. The on-site parking exceeds the required parking requirements established in this section.

**G. Maximum Number of Off-Street Automobile Parking Spaces. The following standards for maximum number of automobile parking spaces promote efficient use of land and compact development patterns.**

1. **Applicability.** Developments subject to Site Plan Review must conform to the maximum parking standards.
2. **Standards.** Unless otherwise approved by the City through Site Plan Review, the maximum number of off-street automobile parking spaces allowed per for a commercial development equals the minimum number of required spaces, pursuant to Table 15.86-1 times a factor of 2.0. Parking spaces that are located in snow storage areas do not count toward the maximum parking space requirements.

**Applicant Response:** The proposed use requires 47 spaces, allowing for a total of 94 spaces. The site is proposed to have 60 spaces, thus satisfying the requirement.

**15.86.050 Bicycle Parking**

**A. Exemptions...**

**Applicant Response:** The proposal does not include any exceptions to the bike parking standards; therefore, this section does not apply.

**B. Standards.** Bicycle parking spaces shall be provided with new development and, where a change of use occurs, at a minimum, shall follow the standards in Table 15.86-3. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, the City may require bicycle parking spaces in addition to those in Table 15.86-3.

**C. Table 15.86 -3 Minimum Required Bicycle Parking Spaces**

Use	Minimum Number of Spaces
Institutional uses and places of worship.	2 bike spaces per primary use or 1 per 10 vehicle spaces, whichever is greater

**Applicant Response:** The site contains existing bicycle racks that meet the standards and satisfy the requirements for the additional 13 parking spaces. Therefore, this standard is satisfied.

**15.86.060 Snow Storage Areas**

- A. Purpose.** The purpose of these standards is to ensure that adequate space is be provided within a development for storage of snow in winter months in order to accommodate space needed for access, circulation, and off-street parking.
- B. Applicability.** Snow storage standards apply to all subdivisions and to developments subject to Site Plan review.

**Applicant Response:** The proposal is for Site Plan Review; therefore, this section applies.

**C. Standards.**

- 1. Minimum Area.** Snow storage areas must be designated on a site plan. The areas must total a minimum of 15% of the area to be cleared, including all access drives, parking areas, and walkways.
- 2. Location.** Snow storage is not permitted on landscaped areas, except where these areas are limited to grass or rock cover. Snow storage may be permitted in parking areas provided that the site can still accommodate enough parking spaces to meet minimum off-street parking requirements in winter months. Parking spaces that are located in snow storage areas do not count toward the maximum parking space requirements. It is encouraged that snow storage areas be located away from public view and that additional impervious surface areas are not created for the sole purpose of snow storage.
- 3. Exceptions and Adjustments.** The City may reduce or eliminate the required snow storage areas if a snow removal plan is presented which provides a continuous guarantee of removal.

**Applicant Response:** Snow storage areas are identified on the Site Plan. As detailed thereupon, the total snow storage area that is required to serve the parking, walkways and drives is 4,572 square feet. The Site plan indicates that 4,600 square feet of storage area will be provided. As designed, the proposal complies with these standards.

## Chapter 15.88 - Access and Circulation

### 15.88.010 Purpose

**Chapter 15.88 contains standards for vehicular and pedestrian access, circulation, and connectivity. The standards promote safe, reasonably direct, and convenient options for walking and bicycling, while accommodating vehicle access to individual properties, as needed.**

**Applicant Response:** The proposed alteration does not impact the existing walkway system. The proposed parking will allow pedestrians to safely access the entrance of the building from the parking area. Further, all parking circulation standards will be met, providing safe and convenient access.

## **VI. Compliance with Article 7 - Procedures:**

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### 15.202.0010 Purpose and Applicability

**A. Purpose.** The purpose of this chapter is to establish decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. Table 15.202-1 provides a key for determining the review procedure and the decision-making body for particular applications.

**Applicant Response:** This section addresses the procedures that will be utilized in the review of this application packet. The procedures do not include any development standards or approval criteria that the applicant needs to document conformance with. Instead, this sections details how the applications are to be reviewed by the City. Most of the provisions of this Article direct City Staff; however, there are a few sections that identify applicant required procedural provisions. The applicant anticipates that all applicable procedures of this section will be followed by City Staff. The procedures that are requirements of the applicant (and those which could use further analysis) are addressed below.

**B. Applicability of Review Procedures.** All land use and development permit applications, except building permits, shall be decided by using the procedures contained in this article as modified by any applicable application-specific procedures identified in Articles 8 and 9. The procedure “type” assigned to each application governs the decision-making process for that application. There are four types of review procedures as described in subsections 1-4 below. Table 15.202-1 lists the City’s land use and development applications and corresponding review procedure(s)...

**2. Type II Procedure (Administrative/Staff Review with Notice).** Type II decisions are made by the City Planning Official, with public notice and an opportunity for appeal to the Planning Commission. Alternatively, the City

**Planning Official may refer a Type II application to the Planning Commission for its review and decision in a public meeting.**

**Applicant Response:** The proposal is a Site Plan alteration. Based upon Table 15.202-1, the applicant anticipates that the application will be reviewed via the Type II procedure.

**15.202.020 Time Limit and Consolidated Review.**

- C. Consolidated Review of Applications.** When an applicant applies for more than one type of application for the same one or more contiguous parcels of land, the proceedings shall be consolidated for review and decision. When proceedings are consolidated, required notices may be consolidated, provided the notice shall identify each application to be decided. When more than one application is reviewed in a hearing, separate findings and decisions shall be made on each application.

**Applicant Response:** The applicant has submitted for site plan review only; therefore, there is no need for a consolidated review.

**15.202.040 Pre-application conference**

- A.** A pre-application conference is encouraged for complex applications or for applicants who are unfamiliar with the land use process and is required for all Type III applications. The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of the applicable land use codes, to provide for an exchange of information regarding applicable requirements of the comprehensive plan, zoning code or land division code and to identify issues likely to arise in processing an application. The applicable zoning code may require that a pre-application conference be held for particular types of applications.
- B.** Required pre-application conferences must be held no more than one year prior to the submittal of a Type III land use application. Requests for pre-application conferences shall be made on a form provided by the City.

**Applicant Response:** The applicant held a pre-application meeting with City Staff on June 4, 2024. The pre-application meeting that was held conforms to these requirements.

**15.202.050 Neighborhood Contact**

- A. Purpose and Applicability.** Unless waived by the City Planning Official, applicants for master plans, subdivisions with more than 10 lots, major variances and property owner-initiated for zone changes are required to contact neighboring property owners and offer to hold a meeting with them prior to submitting an application...

**Applicant Response:** The proposal is for a Site Plan. It is not for a master plan, subdivisions with more than 10 lots, major variance, or property owner-initiated for zone change. Therefore, neighborhood contact is not required.

## **VII. Compliance with Title 8 - Applications and Reviews**

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### **Chapter 15.312 – Site Plan Review**

#### **15.312.010 Purpose**

- A. The purpose of the site plan review provisions of this section is to ensure that development within the City complies with standards and limitations set forth within the applicable zone, by other city standards and requirements and by applicable county, state and federal regulations.**
- B. This broad purpose is furthered by the following specific purposes of site plan review.**
  - 1. To implement the goals and policies of the Comprehensive Plan.**
  - 2. To foster development that is designed, arranged and constructed in a manner that provides a safe, efficient and aesthetically pleasing community asset.**
  - 3. To encourage originality and creativity in site design, architecture and landscape design.**
  - 4. To ensure that the arrangement of all functions, uses and improvements of a development reflect the natural amenities, capabilities and limitations of its site and adjacent areas.**
  - 5. To encourage development where the various structures, use areas and site elements are integrated in a manner that is visually harmonious within the development and the surrounding area.**
  - 6. To encourage development and landscape design that complements the natural landscape and setting, improves the general appearance of the community and enhances specific elements of the manmade environment, both presently and historically.**

**Applicant Response:** This is a purpose statement and does not provide any measurable development standards or approval criteria.

#### **15.312.020 Applicability**

**The following uses and development shall be subject to the provisions of this section.**

- A. All new construction or new development except for: single-family residences (including manufactured dwellings, mobile homes, modular homes), duplexes, accessory dwelling units and related accessory structures unless provided otherwise in this chapter....**

**Applicant Response:** The proposal includes the expansion of the existing parking lot and is a development other than a single-family home, duplex, or accessory dwelling; therefore, Site Plan Review is required.

#### **15.312.025 Site Plan approval required**

**Site Plan review and approval, as specified by this chapter, shall be required prior to the following:**

- A. Site clearance activities such as grading, excavation or filling for any use or development requiring a permit pursuant to this Code.**
- B. The issuance of a building or development permit for any use or development requiring City approval pursuant to this Code.**

**Applicant Response:** The applicant plans to receive approval prior to initiating any of the items listed in this section.

#### **15.312.030 Procedure Type**

- B. Site Plan Review applications are subject to Type II Review in accordance with the procedures in Article 7 unless elevated to a Type III review at the discretion of the Planning Official.**

**Applicant Response:** Based upon the provisions of this section and pre-submittal correspondence, the applicant anticipates that the review will occur as a Type II Review.

- C. Pre-application conference. Prior to applying for site plan approval, applicants should and may meet with the City Planning Official, Building Official and Public Works Director, or designees thereof, and present a preliminary plan which shall contain, in an approximate manner, the information required on a site plan review application.**
  - 1. The purpose of the preliminary site plan review is to enable the applicant to obtain advice from the City as to the intent, standards, criteria and provisions of this Chapter, this Code, other city ordinances, standards and regulations, and state and federal rules and regulations which may be pertinent to the proposal.**
  - 2. Information presented for preliminary discussion shall be considered confidential if so requested by the applicant.**

**Applicant Response:** The applicant held a pre-application meeting with City Staff on



June 4, 2024. The pre-application meeting that was held conforms to these requirements.

### **15.312.040 Submittal Requirements**

**A property owner or authorized representative thereof may initiate a request for site plan review by filing an application with the City using forms prescribed by the City together with the required filing fee in accordance with the Type II application requirements in Article 7. In addition to the information required for a Type II review (see Article 7), the applicant shall submit that which is listed below.**

**A. Requirements for information to be submitted. Information provided on the site plan shall conform to the following. The number of copies required shall be as specified on the application form.**

- 1. Drawings depicting the proposal shall be presented on sheets not larger than 24 inches by 36 inches in the number of copies directed by the City.**
- 2. To facilitate public reviews and notice, at least one copy of the proposal shall be provided on a sheet of paper not larger than 11 inches by 17 inches.**
- 3. Drawings shall be at a scale sufficiently large enough to enable all features of the design to be clearly discerned and shall include a north arrow and scale.**
- 4. The City may require that the drawing, development plan or other information be provided to the City on computer disk in a format adaptable to the city's computer systems.**

**B. Site analysis diagram. If required by the City Planning Official, this element of the site plan, which may be in schematic or free hand form to scale, shall indicate the following site characteristics.**

- 1. Location and species of existing trees greater than six inches in diameter when measured four feet above the natural grade, and an indication of which trees are proposed to be removed.**
- 2. On sites that contain steep slopes, potential geological hazard or unique natural features that may affect the proposed development, the city may require contours mapped at two-foot intervals.**
- 3. Natural drainage ways, depths of any ground water tables less than 12 feet, any areas of surface water accumulations and any other significant natural features.**
- 4. 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, and all buildings, utilities, retaining walls, and**

**other manmade features, both existing and proposed.**

- 5. Natural features, including trees, riparian habitat and stream channels and structures on-site or on adjoining properties that have or may have a visual or other significant relationship with the site and the proposed development thereon.**

**C. Site photographs. Photographs depicting the site and its relationship to adjoining sites and the general area are extremely valuable, should be provided, and may be required by the City Planning Official.**

**D. Site development plan. The site plan shall indicate the following.**

- 1. Legal description of the property.**
- 2. Boundary dimensions and site area.**
- 3. Location and sizes of existing and proposed utilities, including water lines, sewer lines, hydrants, etc.**
- 4. Location of all existing and proposed structures, including distances from the property lines.**
- 5. Area of the site to be covered by structures, existing and proposed, and the percentage of site coverage thereby.**
- 6. All external dimensions of existing and proposed buildings and structures. 8-9**
- 7. Location of building entrances and exits.**
- 8. Access drives, parking and circulation areas, including their dimensions.**
- 9. Service areas and delivery circulation plan for such uses as the loading and delivery of goods.**
- 10. Locations, descriptions and dimensions of easements as may be applicable.**
- 11. Grading and drainage plans and calculations, including spot elevations and contours at intervals close enough to convey their meaning.**
- 12. Location of areas to be landscaped, including designated landscape materials/plants types and sizes.**
- 13. Outdoor recreation and/or play areas.**
- 14. Pedestrian and bicycle circulation, including existing and proposed**

- onsite and offsite sidewalks.
15. Location of mechanical equipment not enclosed within a building, garbage disposal areas, utility appurtenances and similar structures.
  16. Exterior lighting and fencing.
  17. Location, size and method of illumination of signs.
  18. Provisions for handicapped persons.
  19. Other site elements which will assist in the evaluation of site development.
  20. Location, names, surface and right-of-way widths and improvement standards of all existing and proposed streets within or adjacent to the proposed development.
  21. Location of areas designated for snow storage, in accordance with the requirements of Section 18.86.060, and calculations of the area required by the minimum standard and the proposed area.
  22. Information necessary to demonstrate compliance with Fire Code including, but not limited to, fire flow, apparatus access, and hydrant spacing.

**Applicant Response:** As documented on the attached Exhibits, the submittal packet includes plans that document all elements detailed herein that are necessary to determine conformance with the applicable development standards and approval criteria.

- E. Accompanying written summary. In addition to the foregoing site development plan requirements, a written summary of the proposal should be provided and may be required showing the following, (unless such is shown on the site development plan).**
1. **Commercial and nonresidential development. For commercial and nonresidential development:**
    - a. The square footage contained in the site area to be developed.
    - b. The percentage of the area to be covered by structures when developed.
    - c. The percentage of the area to be covered by parking areas and the total number of parking spaces.
    - d. The total square footage of all landscaped areas, including the

percentage consisting of natural materials and the percentage of hard surfaced areas such as courtyards.

- e. Trip generation letter, signed by a professional engineer registered by the State of Oregon (unless waived by the City Planning Official). A Traffic Impact Analysis may be required in accordance with Section 15.90.080.

**2. Residential development. For residential development:**

- a. The total square footage of the lot or parcel and in the structures in the development.
- b. The number of dwelling units in the development (include the units by the number of bedrooms in each unit, for example, ten one-bedroom, 25 two-bedroom and the like).
- c. Percentage of lot coverage by structures, way areas, recreation areas and landscaping.
- d. Trip generation letter, signed by a professional engineer registered by the State of Oregon (unless waived by the City Planning Official). A Traffic Impact Analysis may be required in accordance with Section 15.90.080.

**Applicant Response:** As documented on the attached Exhibits, the submittal packet includes plans that document all elements detailed herein that are necessary to determine conformance with the applicable development standards and approval criteria.

**B. Landscape plan. If required by the City Planning Official, a landscape plan shall be submitted and shall indicate the following.**

- 1. The size, species and locations of plant materials to be retained or placed on site.
- 2. The layout of irrigation facilities.
- 3. Location and design details of walkways, plazas, courtyards and similar areas.
- 4. Location, type and intensity of outdoor lighting.
- 5. Location and design details of proposed fencing, retaining walls and trash collection areas.
- 6. Other information as deemed appropriate by the review authority. An arborist's report may be required for sites with mature trees that are to be retained and protected.

**Applicant Response:** The application is supported by the previously approved Landscape Plan, which includes all items noted in this section. While sections of existing landscaping will be removed, the remaining landscaping will continue to meet the originally approved plan.

**C. Architectural drawings.** This element of the site plan review, if required by the City Planning Official, shall indicate the following.

1. **A plan specifying the building footprint and dimensions, including all points of access. Floor plans of interior spaces to the extent required to clarify access functions and the relationship of the spaces to decks, porches, balconies and stairs or other features shown on the building elevations. The floor plans shall be provided for all building floors and shall include appropriate dimensions.**
2. **Exterior elevations showing building heights, windows, doors, exterior light fixtures, stairways, balconies, decks and other architectural details. These elevations shall be provided for every exterior wall surface, including those which are completely or partially concealed from view by overlapping portions of the structure. Existing and finished grades at the center of all walls shall be shown with elevations of floors indicated and a dimension showing compliance with height limitations.**
3. **Location and type of exterior light fixtures, including the lamp types and the levels of illumination that they provide.**
4. **Location, size and method of illumination of all exterior signs.**

**Applicant Response:** The proposal does not include any new structures; therefore, no architectural plans have been prepared for this application.

**D. Property survey.** A survey of the property by a licensed land surveyor may be required, and if required the survey shall clearly delineate property boundaries, and show the location of the corners of proposed buildings and other significant features proposed for the site. The requirement for a survey of the exterior boundaries of a site may be waived where it is found that there is a recent survey that can be used to clearly establish the applicant's property boundaries.

**Applicant Response:** The Site Plan and supporting documents were provided by Hickman Williams Engineering and based upon a survey of the site.

**E. Deed restrictions.** Copies of all existing and proposed restrictions or covenants, including those for roadway access control.

**Applicant Response:** The site is not encumbered by any existing deed restrictions and no new deed restrictions are proposed.

**F. Narrative. A written narrative addressing the applicable criteria listed Section 15.312.050 for residential development and Sections 15.312.050 and 15.312.060 for non-residential development.**

**Applicant Response:** This document is the written narrative addressing the applicable criteria.

**G. Other information as determined by the City Planning Official. The City Planning Official 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.), as necessary to determine a proposal's conformance with this Code.**

**Applicant Response:** To date, no other information has been requested by the City.

### **15.312.050 Approval Criteria – All Residential and Non-Residential**

To ensure that the stated purposes of the site plan review process are met, the review authority shall be governed by the criteria below as they evaluate and render a decision on a proposal.

#### **A. Statement of intent.**

- 1. The site plan review criteria are intended to provide a frame of reference for the applicant in the development of a site, building and landscape plans, as well as providing the City with a means of reviewing proposed plans.**
- 2. These criteria provide a clear and objective means of evaluating residential development (and the residential components of a mixed use development) in accordance with ORS 197.**
- 3. The review authority is not authorized as a part of the site plan review process to approve projects which exceed specific development standards set forth by the applicable zone unless the exceptions are approved in accordance with specific variance or other provisions set forth in this Code.**

**Applicant Response:** This is a purpose statement and statement of intent. These sections do not provide any measurable development standards or approval criteria.

#### **B. Site Plan Evaluation Criteria. The following criteria shall be used in evaluating all site development plans.**

- 1. The application is complete, in accordance with the applicable procedures in Article 7;**

**Applicant Response:** A complete review of Article 7 procedures was noted above. As detailed therein, the proposal complies with the noted procedures, and it is anticipated

that City Staff will review the Application in accordance with the procedures that are established in that section. Therefore, the proposal complies with this approval criterion.

- 2. The application complies with all applicable provisions of the underlying Zoning District in Article 3, including, but not limited to, setbacks, lot dimensions, density, lot coverage, building height, and other applicable standards;**

**Applicant Response:** A complete review of Article 3 was noted above. As detailed therein, the proposal complies with all standards of the Commercial Mixed-Use Zone; therefore, the proposal complies with this approval criterion.

- 3. The application complies with the provisions of the any applicable Overlay Zones in Article 4;**

**Applicant Response:** The applicant has reviewed the applicable section of the code and determined that the section does not apply to the request.

- 4. The proposal complies with all applicable Development and Design Standards of Article 5;**

**Applicant Response:** The applicant has reviewed the applicable section of the code and determined that the section does not apply to the request.

- 5. The application complies with all applicable Special Use standards in Article 6;**

**Applicant Response:** The applicant has reviewed the applicable section of the code and determined that the section does not apply to the request.

- 6. The proposed Site Plan conforms to the standards within the adopted La Pine Transportation System Plan (TSP), as may be amended from time to time, unless other design standards are specifically approved by the City.**

**Applicant Response:** The proposed Site Plan with the proposed improvements conforms to the standards within the adopted La Pine Transportation System Plan (TSP).

- 7. The proposed Site Plan conforms to the La Pine sewer and water standards, as may be amended from time to time, unless other design standards are specifically approved by the City. All sewer improvements must comply with Oregon Administrative Rules Chapter 340 Division 52 requirements, including Appendix A - Sewer Pipelines.**

**Applicant Response:** The applicant has reviewed the applicable section of the code and determined that the section does not apply to the request as no additional demand is placed on the system by the parking lot expansion.

- 8. The proposed Site Plan conforms to the Central Oregon Stormwater Manual (COSM), as may be amended from time to time, unless other design standards are specifically approved by the City.**

**Applicant Response:** As detailed throughout this narrative, improvements are proposed to manage drainage on-site with existing stormwater system.

- 9. All utilities shall be installed underground, unless otherwise specifically approved by the City.**

**Applicant Response:** The applicant has reviewed the applicable section of the code and determined that the section does not apply to the request.

- 10. The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable.**

**Applicant Response:** The proposal is for a site plan alteration. All existing conditions continue to be met by the original land use decision.

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

**Applicant Response:** This statement is informational only.

#### **15.312.060 Additional Approval Criteria – Non-Residential Development**

**In addition to the approval criteria in Section 15.312.050, to ensure that the stated purposes of the site plan review process are met, the review authority shall also be governed by the criteria below as they evaluate and render a decision on a non-residential development proposal.**

##### **A. Statement of intent.**

- 1. The site plan review criteria for non-residential development are intended to provide a frame of reference for the applicant in the development of a site, building and landscape plans, as well as providing the city with a means of reviewing proposed plans.**
- 2. These criteria are not intended to be inflexible requirements, nor are they intended to discourage creativity. The specification of one or more architectural styles is not intended by these criteria.**
- 3. The review authority is not authorized as a part of the design review process to approve projects which exceed specific development standards set forth by the applicable zone unless the exceptions are approved in accordance with specific variance or other provisions set forth in this chapter.**



**Applicant Response:** This is a purpose statement and statement of intent. These sections do not provide any measurable development standards or approval criteria.

**B. Site Plan evaluation criteria. In addition to the approval criteria in Section 15.312.050, the following criteria shall be used in evaluating non-residential site development plans.**

- 1. The arrangement of all functions, uses and improvements has been designed so as to reflect and harmonize with the natural characteristics and limitations of the site and adjacent sites.**

**Applicant Response:** The proposal to add 13 parking spaces takes advantage of the existing improvements, integrating the spaces into the existing parking area. The use is synchronized through its connection to the existing walkways and landscaping. While respecting the current and future needs of the community, the design has been arranged to harmonize with existing natural characteristics to the greatest extent practical. Therefore, the project conforms to the above criterion.

- 2. In terms of setback from streets or sidewalks, the design creates a visually interesting and compatible relationship between the proposed structures and/or adjacent structures.**

**Applicant Response:** The proposal is for the expansion of the parking area, providing 13 additional spaces, with no alteration to the existing building. The original land use decision found that the building satisfied this criterion. Therefore, it can be found that the site, along with the proposed alteration, will continue to meet this criterion.

- 3. The design incorporates existing features, such as streams, rocks, slopes, vegetation and the like, as part of the overall design.**

**Applicant Response:** Native vegetation was preserved, and new landscaping added with the construction of the original building and associated parking. Although the proposal will result in removal of 3 trees to facilitate the parking, the design ensures that all standards of the code are met. The design of the new parking will facilitate safe and convenient circulation and retain much of its existing vegetation, allowing the new parking to fit within the overall design.

Based on the existing site landscaping, including significant trees, it can be found that the proposal complies with this approval criterion.

- 4. Where appropriate, the design relates or integrates the proposed landscaping/open space to the adjoining landscape/open space in order to create a pedestrian/bike pathway and/or open system that connects several properties or uses.**

**Applicant Response:** There are no adjoining landscaping or open space areas, nor are there any pedestrian or bike facilities in the area. The proposal provides landscape

areas around the perimeter of the site and includes existing public sidewalks along the property frontage. As proposed, the design conforms to this criterion to the maximum degree possible at this time.

- 5. The arrangement of the improvements on the site do not unreasonably degrade the scenic values of the community and the surrounding area in particular.**

**Applicant Response:** There are no established scenic corridors, elements, or protected features in the area. The development design conforms to all required standards and is appropriately scaled for the site. Furthermore, the design accommodates parking in an efficient manner. The arrangement of improvements on the site is efficient and accommodates needs in the community. Given the efficient design and the fact that there are no protected scenic elements, the proposal will not unreasonably degrade any scenic values of the community or the surrounding area. Therefore, the proposal conforms to this approval criterion.

- 6. Where appropriate, the design includes a parking and circulation system that encourages a pedestrian and/or bicycle rather than vehicular orientation, including a separate service area for delivery of goods.**

**Applicant Response:** The proposal includes a sidewalk along the Huntington Road property frontage and walkways that extend to the development, without crossing any parking area. In addition to the public improvements and on-site walkways, the design provides bicycle parking spaces that will be directly located in front of the development. As proposed, the design encourages walking and biking to a practical extent.

- 7. The design gives attention to the placement of storage, mechanical equipment, utilities or waste collection facilities so as to screen such from view, both from within and from outside the site.**

**Applicant Response:** The proposal is for the expansion of the parking area, providing 13 additional spaces, with no alteration to the existing building. The original land use decision found that the building satisfied this criterion. Therefore, it can be found that the site, along with the proposed alteration will continue to meet this criterion.

**C. Landscape design evaluation criteria. The following criteria shall be used in evaluating landscape plans.**

- 1. The overall design substantially complements the natural environment of the city and the character of the site and the surrounding area.**

**Applicant Response:** The alteration to the site, while removing existing landscaping, will ensure that the site's natural environment is maintained to the greatest degree practical. The preservation of landscaping through the site, including the parking area, will ensure that the design continues to compliment the natural environment of the site and surrounding area.

- 2. The design acknowledges the growing conditions for this climatic zone, and the unique requirements that its specific site location makes upon plant selection.**

**Applicant Response:** The prior vegetation assortment was coordinated with local landscaping companies and was selected based upon the climatic zone in La Pine and the requirements of the site. While existing landscaping will be removed, the original design will continue to comply with this approval criterion.

- 3. Provision has been made for the survival and continuous maintenance of the landscape and its vegetation.**

**Applicant Response:** The applicant plans to continue watering the landscaping areas and to replace any vegetation that fails to survive.

- 4. The design contributes to the stabilization of slopes and the protection of other natural features and resources where applicable.**

**Applicant Response:** The site does not include slopes that require extraordinary stabilization, nor does it include natural features or resources to preserve. As proposed, the design conforms to this approval criterion.

#### **15.312.070 Conditions of Approval**

**In addition to the standards and conditions set forth in a specific zone, (if found to be necessary and supported with adequate findings) additional conditions may be imposed by the City which are found to be necessary to avoid a detrimental impact on adjoining properties, the general area or the city as a whole, and to otherwise protect the general welfare and interests of the surrounding area. The conditions may include, but are not limited to, the following.**

- 1. Limiting the manner in which the use is conducted, including restricting the time an activity may take place, and restrictions to minimize environmental impacts such as noise, vibration, air or water pollution, glare and odor.**
- 2. Establishing a special setback or other open space requirements, and increasing the required lot size or other dimensional standards.**
- 3. Limiting the height, size or location of a building or other structure or use.**
- 4. Increasing street width and/or requiring improvements to public streets and other public facilities serving the proposed use, even including those off-site but necessary to serve the subject proposal.**
- 5. Designating the size, number, improvements, location and nature of vehicle access points and routes, and requiring pedestrian and/or bicycle ways.**

6. **Limiting or otherwise designating the number, size, location, height and lighting of signs and outdoor or security lighting, and the intensity and/or direction thereof.**
7. **Requiring screening, fencing or other improvements or facilities deemed necessary to protect adjacent or nearby properties, and establishing requirements or standards for the installation and maintenance thereof.**
8. **Protecting and preserving existing trees, other vegetation and water, scenic, historic, archaeological, unique, landmark or other natural or manmade significant resources.**

**Applicant Response:** While this section provides conditions that can be imposed on the development, based upon the size and scale of the proposal, along with pre-submittal correspondence, the applicant does not anticipate that any of these conditions will be imposed.

## **VIII. Summary and Conclusion:**

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Based on the discussion above, as well as the exhibits included with this application, the Applicant has documented that the Site Plan request meets the applicable approval criteria. Because the proposal conforms to all applicable criteria and standards, the applicant respectfully requests that the City approve the Site Plan as proposed.