

Site Plan Review

Applicant Handbook

This packet will guide an applicant through the City's Site Plan Review process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Public Hearings Procedures
- 3) Approval Criteria
- 4) Application Form
- 5) Fee Agreement
- 6) Fee Schedule

Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

- Step 1: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Application**
- Step 4: Application Acceptance
- Step 5: Attend meeting with the ARC (if applicable)**
- Step 6: Notice of Public Hearing
- Step 7: Staff Report
- Step 8: Participate in the Public Hearing**
- Step 9: Decision
- Step 10: Notice of Decision
- Step 11: Appeal of a Planning Commission Decision**
(If applicable)

Site Plan Review Step by Step

1. Pre-Application conference scheduled.
 - a. The fee for a Pre-Application Conference is \$225 and needs to be paid at time of scheduling.
2. Pre-Application conference held.
 - a. Please have any pertinent partners attend this meeting, i.e. your architect or engineer
3. Site Plan Review Application submitted by applicant.
 - a. The applicant must submit the required documents with the application as listed in Section 8-6.24.030 and Section 8-6.148.040 of the Community Development Code.
 - b. The fee for a Site Plan Review is \$625 and needs to be paid at the time of submittal.
4. Application is reviewed for completeness.
 - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
 - b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
 - c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Attend meeting with the Architectural Review Committee (if applicable)
 - a. This committee will review your application and site plan to assure that your development meets the specific design standards for the zone of the proposed development.
 - b. The ARC will schedule a meeting no earlier than 7 days and no more than 14 days after the application is determined complete
6. Notice of Public Hearing
 - a. Notice of a Public Hearing shall be mailed and posted at least 20 calendar days before a Planning Commission Hearing by City Staff.
 - b. In addition to all other notice, at least 10 calendar days before a Planning Commission public hearing, notice shall be provided in a newspaper of general circulation in the City, by City staff.
7. Staff Report is written and mailed.
 - a. A copy will be mailed to the applicant approximately 7 calendar days prior to the public hearing.
8. Public Hearing is held in accordance with rules of procedure as written in 8-6.28.
 - a. The Planning Commission will review all evidence submitted to the record, including the staff report recommendation and Architectural Review Committee comments, and may:
 1. Approve or deny all or part of the application.
 2. Approve all or part with modifications or conditions of approval

Site Plan Review Step by Step

3. Defer a decision; or
4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.

9. Minutes produced

- a. Minutes of the Planning Commission public hearing will be produced and reflect the matters discussed and the views of the participants shall be noted.

10. Notice of Decision

- a. Notice of Decision in the form of a final order will be provided to the applicant and any parties who testified during the hearing or submitted written comments.

11. Appeal Period

- a. There will be a 14 calendar day period after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition or at the direction of the City Council.
- b. If there is an appeal, it will be subject to another 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
- c. The City Council will then make a decision.
- d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.

12. Submit a County Building Permit (if the Planning Commission approved your application)

- a. You can print of a copy of the Hood River County Building Permit Application from their website at www.co.hood-river.or.us.
- b. The application must be signed off by City of Cascade Locks Public Works Superintendent, Electric Department Superintendent, Fire Chief, and Planning Department. The County will not accept the permit until that is completed. This process will be done as quickly as possible by the City.

Public Hearings Procedures

Planning Commission and City Council

General Guidelines

- a. All those who wish to testify must write their name and address on a sign up sheet that will be available before and during the hearing.
- b. The order of testimony will follow the steps below and then will be based on the order individuals signed up.
- c. All those wishing to testify must do so from the podium and will refrain from making comments while in the audience.
- d. Testimony shall begin with a statement of one's name and address for the record.
- e. Testimony and evidence must be directed toward the decision criteria or other standards in the land use regulation the person believes to apply to the decision.
- f. Except as otherwise provided, the applicant, or the appealing party on appeal, bears the burden of proof that the proposal is in compliance with the applicable criteria and standards.

Public Hearing Steps

1. Open public hearing – The hearing is opened with a statement of rules.
2. Members of the Commission or Council declare any and all significant pre-hearing ex-parte contacts with regard to the matter and potential conflicts of interest. Members will recuse themselves if there are any potential conflicts of interest that will not allow them to make a fair and impartial decision.
3. Presentation of the Staff Report
4. Applicant presentation
5. Testimony from those in favor of the proposed action
6. Testimony from those opposed to the proposed action
7. Questions from members of the public
8. Applicant's rebuttal
9. Final comments from Staff
10. Close of public hearing

NOTE: Once the hearing is closed, no additional testimony, comments, or questions may be taken from the audience.

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Approval Criteria

8-6.148.110

The Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

A. The applicable provisions of this title are:

1. Accessory structures - Chapter 8-6.164;
2. Additional yard and setback requirements - Section 8-6.44.060;
3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
4. Building height exceptions - Section 8-6.44.060;
5. Circulation and access - Chapter 8-6.112;
6. Landscaping and screening - Chapter 8-6.104;
7. Parking and loading - Chapter 8-6.108;
8. Public facility and service requirements;
9. Flood Plain Overlay Zone - Chapter 8-6.120;
10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
11. Airport Protection Overlay Zone - Chapter 8-6.132;
12. Downtown Design Overlay Zone - Chapter 8-6.136;
13. Signs - Chapter 8-6.144;
14. Vision clearance - Chapter 8-6.116;
15. Wetland and Riparian Areas - Chapter 8-6.128; and
16. Manufactured and Mobile Homes - Chapter 8-6.100.
17. The Design Standard sections of the D, C, and RC zones.

B. Relationship of the Natural and Physical Environment

1. Buildings shall be:
 - a. Located to preserve existing trees, topography, and natural drainage to the degree possible;
 - b. Located in areas not subject to ground slumping or sliding; and
2. Trees having a 6-inch diameter or greater diameter, 4 feet from the base, shall be preserved or replaced by new plantings.

C. Exterior Elevations

1. Along the vertical face of single-family attached and multifamily structures, offsets shall occur at a minimum of every 30 feet by providing any two of the following:
 - a. Recesses (decks, patios, entrances, floor area, etc.), of minimum depth of eight feet;
 - b. Extensions (decks, patios, entrances, floor area, etc.), of minimum depth of 8 feet, a maximum length of an overhang shall be 25 feet; or
 - c. Offsets or breaks in roof elevations of 3 or more feet in height.

D. Buffering, Screening and Compatibility between Abutting or Neighboring Uses

In addition to the Landscaping and Beautification standards in Chapter 8-6.104, the approval authority may require additional buffering or screening between different types of land uses (for example, between single-family and multifamily residential, or residential and commercial) which are abutting or within 250 feet of the subject property. Additional buffering or screening may be required to address compatibility issues presented by such things as service areas, storage areas, parking lots, exterior lighting, and mechanical devices on rooftops (e.g., air cooling and heating systems). The following factors shall be considered to determine the design of the buffer:

1. The purpose of the buffer, for example to decrease noise levels, absorb air pollution and odors, filter dust, or provide a visual barrier;
2. The width and height of the buffer required to achieve its intended purpose;
3. The directions from which buffering is needed;
4. The required density of the buffering; and
5. Whether the viewer is stationary or mobile.

E. Privacy and Noise

1. Structures which include residential dwelling units shall provide private outdoor areas that are screened from adjoining units;

F. Private Outdoor Areas - Residential Uses

1. In addition to the requirements of Subsection 8-6.148.110 D. 2, each ground level residential living unit shall have an outdoor private area (patio, terrace, porch), and shall be at least 48 square feet in size with a minimum width dimension of 4 feet and: Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit.

G. Shared Outdoor Recreation Areas - Residential Uses

1. In addition to the requirements of Subsections 8-6.148.110 E. and F., outdoor recreation space shall be provided in multi-family or manufactured/mobile home park residential development for the shared or common use of all residents in the following amounts:
 - a. Studio size up to and including two-bedroom units, 200 hundred square feet per unit; and
 - b. Three or more bedroom units, 300 square feet per unit.
2. The required recreation space may be provided using one or more of the following options:
 - a. It may be all outdoor space;
 - b. It may be part outdoor space and part indoor space, for example, an outdoor tennis court, and indoor recreation room;
 - c. It may be all public or common space;
 - d. It may be part common space and part private, for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit; or
 - e. Where balconies are added to units, the balconies shall not be less than 48 square feet.

H. Demarcation of Public, Semipublic and Private Spaces - Crime Prevention

1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

2. These areas may be defined by:
 - a. A deck, patio, low wall, hedge, or draping vine;
 - b. A trellis or arbor;
 - c. A change in the texture of the path material;
 - e. Signs; or
 - f. Landscaping.
3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic.
4. Light fixtures shall be provided in parking lots, stairs, ramps, and abrupt grade changes.

I. Landscaping

1. All landscaping shall be designed in accordance with the requirements set forth in this title.
2. Residential Zones. In addition to the open space and recreation area requirements of subsections 8-6.148.110 E. and F., a minimum of 25 percent of the gross area including parking, loading and service areas shall be landscaped.
3. CR, RC, LI, P, and OS Zones. A minimum of 15 percent of the site area shall be landscaped.
4. HI Zone. A minimum of 10 percent of the site area shall be landscaped.
5. C Zone. A minimum of 5 percent of the site area shall be landscaped. There shall be no minimum requirement.
6. D Zone. A minimum of 5 percent of the site area shall be landscaped.
7. Parking, Loading or Service Areas.
 - a. A parking, loading or service area which abuts a street shall be set back from the right-of-way line by a landscaped strip at least 10 feet in width and the landscaped area shall comply with the provisions of Chapter 8-6.104, Landscaping.
 - b. A parking, loading or service area which abuts a property line shall be separated from the property line by a landscaped area that complies with the provisions of Chapter 8-6.104, Landscaping.

J. Drainage

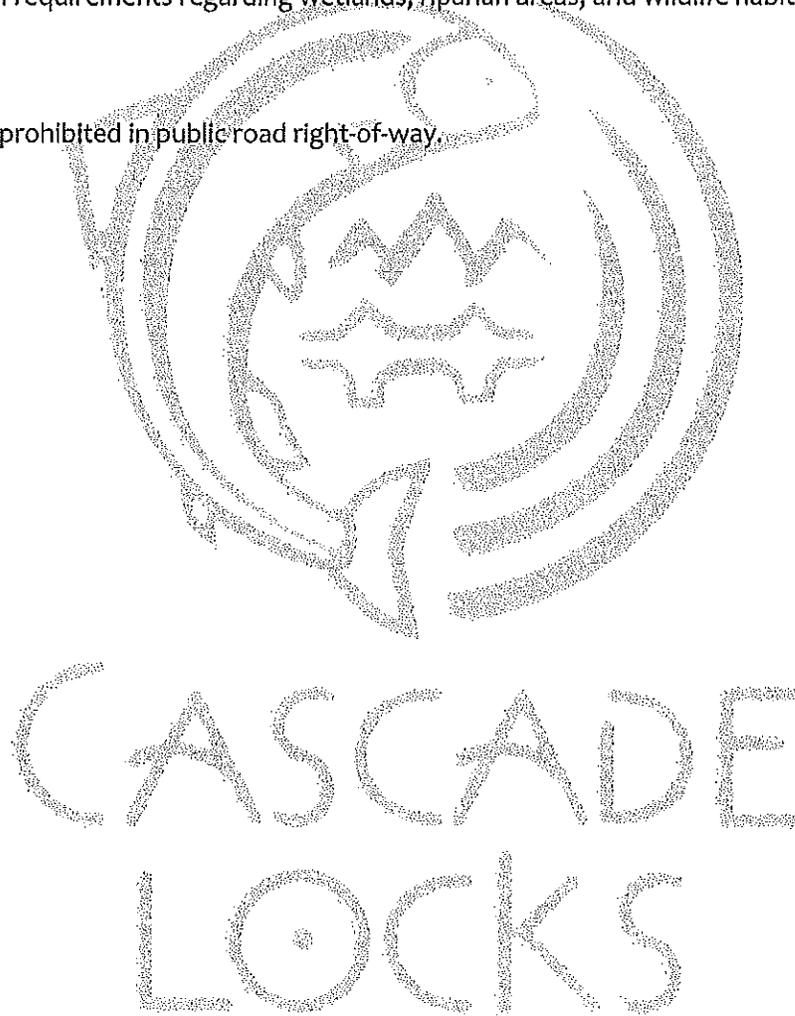
All drainage plans shall be designed to comply with city public facilities standards and Oregon Department of Transportation requirements.

K. Natural Features

The applicant must provide evidence of compliance with applicable state and federal protection and notification requirements regarding wetlands, riparian areas, and wildlife habitat.

L. Mail Boxes

Mail boxes are prohibited in public road right-of-way.



City of Cascade Locks
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752

SITE PLAN REVIEW APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Township; Range; Section; Tax Lot: _____

Current Zoning: _____ Property Size: _____

Existing Use/Structures: _____

Application Proposal: _____

FOR OFFICE USE ONLY

File Number: _____

Submittal Date: _____ Fee: _____ Received by: _____

Application Type: _____ Completeness: _____ 120th Day: _____

II. APPLICATION REQUIREMENTS

- (A) ___ Completed and signed application form.
- (B) ___ Written response to the approval criteria. It is the applications responsibility to show how the application meets the approval criteria.
- (C) ___ ONE copy and ONE PDF version of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.148.040 of the Community Development Code. City staff will assist the applicant in determining what information is required on the site plan.
- (E) *MA* Names and addresses of all the property owners within 250 feet of the boundaries of the property. This list must be provided by a Title Company or the Hood River County Assessor.
- (F) ___ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (G) *MA* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) ___ A signed fee agreement and payment for filing fee.

III. SIGNATURES

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

Applicant/Owner

Date

Applicant/Owner

Date

**NOTICE TO APPLICANT
REIMBURSEMENT TO CITY OF CASCADE LOCKS
FOR ADMINISTRATIVE FEES**

TO: APPLICANT

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), _____, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 3,000.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

DATED this _____ day of _____, 20__.

APPLICANT(S): _____

PROPERTY OWNER(S): _____
(If Different Than Above)

Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

For All Developments:

Pre-Application Conference	\$225	
Site Plan Review		
	\$625	
<i>Staff time, 5 hours planning consultant & 1 hour engineer</i>		
Public Work Type A Permit		
	\$250	
<i>Plan review & inspection by Public Works</i>		
Zoning/Building Review Plan		
A. Accessory Structure, minor review	\$50	
B. House or Mobile Home	\$100	
C. Multi-Family Dwellings	\$100 + \$25 per unit	
D. Commercial, Industrial, Other Projects	\$200	

Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400	
<i>Staff time, 8 hours planning consultant & 3 hours engineer</i>		
Subdivision		
	\$1,200	
<i>Staff time, 8 hours planning consultant & 3 hours engineer</i>		
Public Work Type B Permit		
	\$500	
<i>Plan review & inspection by Public Works</i>		

Other Possible Charges:

Conditional Use	\$625	
<i>Staff time, 5 hours planning consultant & 1 hour engineer</i>		
Lot Line Adjustment		
	\$125	
Variance		
	\$450	
<i>Staff time & 4 hours planning consultant</i>		
Partitions		
	\$500	
<i>Staff time, 4 hours planning consultant & 1 hours engineer</i>		
Signs	\$75 + \$2 per sq foot	
Temporary Permit		
	\$300	
<i>A temporary permit will not be allowed until a building permit is purchased through the County</i>		

Appeal Process:

Appeal	\$450	
Administrative Review		
	\$75	
<i>Staff time & 1 hour planning consultant</i>		

Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000	
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>		
Comprehensive Plan Amendment		
	\$1,000	
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>		
Wetland/Riparian Permit		
	\$400	
<i>Staff time & 4 hours planning consultant</i>		
Right of Way Permit		
	\$50	
<i>Plan review & inspection by Public Works</i>		
Vacations		
	\$600	
<i>Staff time & 4 hours planning consultant</i>		
Annexation		
	\$1,000	
<i>Staff, 8 hours planning consultant & 1 hour engineer</i>		
Zone Change		
	\$625	
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>		

Waiver of pre-application conference

I, _____, hereby waive the step of a pre-
{name of applicant}

application conference for _____
{application type, case number}

pursuant to requirements under 8-6.24.020 (A) (2) of the

Community Development Code, which states that:

No application for a City Administrator, Planning Commission or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:

1. Attended a pre-application conference with the City Administrator*; or
2. Signed a waiver, on a written statement prepared by the City Administrator*, waiving the pre-application conference requirement.

Applicant Signature _____ Date _____

* According to Community Development Code, Chapter 8-6.08 Definitions

City Administrator or Administrator. The administrative head of the city or such other City employee or consultant who may be designated by the City Administrator to perform the functions delegated to the City Administrator.