

## **Section 5.17.100 Site Plan Review**

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### **5.17.105 Purpose**

**(A)** The purpose of Site Plan Review is to:

- (1)** Facilitate and enhance the value of development;
- (2)** Regulate the manner in which land is used and developed;
- (3)** Ensure the provision of public facilities and services;
- (4)** Maintain the integrity of the City's watercourses by promoting bank stability, assisting in flood protection and flow control, protecting riparian functions, minimizing erosion, and preserving water quality and significant fish and wildlife areas;
- (5)** Provide for connectivity between different uses;
- (6)** Promote the use of a complete range of transportation modes including and walking, bicycling, and transit facilities;
- (7)** Implement the Springfield Comprehensive Plan, applicable refinement plans, specific area plans, and development plans;
- (8)** Minimize adverse effects on surrounding property owners and the general public through specific approval conditions; and
- (9)** Protect the public health and safety.

### **5.17.110 Applicability**

**(A)** The Site Plan Review process is used for:

- (1)** The following categories of multiple unit housing, commercial, public and semi-public, and industrial development or uses, including construction of impervious surfaces for parking lots and storage areas:
  - (a)** New development on vacant sites and redevelopment, except:
    - (i)** Where a proposed development qualifies for a Minimum Development Standards review in accordance with SDC 5.15;
    - (ii)** Where multiple unit housing qualifies for a Type 1 process as specified in SDC 4.7.380.
  - (b)** Additions or expansions that exceed either 50 percent of the existing building gross floor area or 5,000 square feet or more of new building gross floor area and/or impervious surface area, except where a proposed development qualifies for a Minimum Development Standards review according to SDC 5.15;

- (c) Additions, expansions, and changes of use, regardless of size or intervening use, that:
    - (i) Contain or are within 150 feet of the top of bank (as measured from the property line of the subject property) of any Water Quality Limited Watercourses (WQLW) identified on the WQLW Map on file in the Development Services Department;
    - (ii) Contain or are within 100 feet of the top of bank (as measured from the property line of the subject property) of any direct tributaries of WQLW identified on the WQLW Map on file in the Development Services Department;
    - (iii) Are located within the City's urbanizable area, outside of the city limits; or
    - (iv) Are located within 50 feet of property in a residential land use district or residentially designated land (as measured from the property line of the subject property);
  - (d) Discretionary Uses, except where a proposed development qualifies for a Minimum Development Standards review in accordance with SDC 5.15; and
  - (e) Any uses listed in the applicable land use district, overlay, or plan district, which specifically require Site Plan Review.
- (B) Developed or partially developed industrial properties 5 acres or greater in size that have never obtained Final Site Plan Review approval prior to the adoption of this Code may obtain Final Site Plan Equivalent Map approval as specified in Section 5.17.135. This approval is necessary to allow a property to complete a site plan modification process specified in (C) below, or for future additions or expansions.
- (C) Existing lawfully developed sites that do not conform to the current standards of this code are only required to meet current standards on the portions of the site affected by the proposed alteration or expansion. Any alterations to the site must meet current code standards.

#### **5.17.115 Submittal Standards**

Application materials must be submitted as required below in addition to the requirements in SDC 5.1.215, Application Requirements. Applications that do not include all the necessary information may be deemed incomplete in accordance with SDC 5.1.220, Acceptance of Application.

**(A) General requirements.** All plans submitted under this section must:

- (1) Be prepared by a design professional, licensed in the state of Oregon, when required by state law, such as:
  - (a) engineer;
  - (b) architect;

- (c) landscape architect;
  - (d) land surveyor; or
  - (e) Other qualified professional as determined by the Director.
- (2) Be drawn to scale with the scale indicated on the plans, and the scale sized appropriately for the area involved and sufficient to show detail of the plan related to the approval standards;
  - (3) Include a north arrow and date of preparation and/or revision;
  - (4) Provide the physical address of the subject property, if applicable, and the County assessor's tax map and lot number;
  - (5) Provide the names and addresses of all persons listed as owners on the most recently recorded deed;
  - (6) Provide the name, address, email address, and telephone number of any person that assisted in preparing the application materials or plans; and
  - (7) Show the size of the property and development area in acres or square feet.
- (B) **Existing Site Conditions Plan.** The application must include an existing site conditions plan that shows, for the entire property and the surrounding property to a distance of 150 feet from the subject property boundaries:
- (1) The property boundaries, dimensions, and gross area;
  - (2) Topographic contour lines at one-foot intervals for slopes equal to or less than ten percent and at two-foot intervals for slopes greater than ten percent;
  - (3) The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements;
  - (4) Potential natural hazard areas, including areas mapped by the City, County, or State as having a potential for geologic hazards;
  - (5) Soil types and water table information as mapped and specified in the *Soils Survey of Lane County*;
  - (6) Resource areas, including wetlands on the City's Local Wetlands Inventory, streams, surface mines, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
  - (7) The name, location, dimensions, direction of flow, and top of bank of all watercourses that are shown on the Water Quality Limited Watercourse Map and their riparian areas;

- (8) The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision;
- (9) The Time of Travel Zones, as specified in SDC 3.3-200 and delineated on the Wellhead Protection Areas Map on file in the Development Services Department;
- (10) Features, including existing structures, pavement, large rock outcroppings, drainage ways, canals and ditches;
- (11) The location, size and species of trees and other vegetation having a caliper (diameter) of six inches or greater at four feet above grade; and
- (12) Locally or federally designated historic and cultural resources.

**(C) Proposed Site Plan.** The application must include a site plan that shows:

- (1) The proposed development site, including boundaries, dimensions, and gross area;
- (2) Existing site features, including trees, identified on the site analysis map, if any, which are proposed to be retained, removed, or modified by the proposed development;
- (3) The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site and adjacent to the site for a distance of 150 feet;
- (4) Setback dimensions for all existing and proposed buildings;
- (5) Loading and service areas for waste disposal, loading, and delivery; and
- (6) Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.

**(D) Utility and Improvement Plan.** The application must include a utility and improvement plan that shows:

- (1) The name and location of all existing and proposed public and private streets within or on the boundary of the proposed development site including the right-of-way and paving dimensions, and the ownership and maintenance status;
- (2) Location of existing and required traffic control devices, fire hydrants, streetlights, power poles, transformers, neighborhood mailbox units, and similar public facilities;
- (3) The location, width, and construction material of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways, and trails;
- (4) The location and size of existing and proposed utilities on and adjacent to the site including sanitary sewer mains, stormwater management systems, water mains,

power, gas, telephone, and communications connections including cable, internet, and television cable, etc.;

- (5) The proposed connection points of the proposed utilities; and
- (6) The location and size of existing and proposed easement and public dedications.

**(E) Landscape Plan.** The application must include a landscape plan that shows:

- (1) Existing and proposed building and pavement outlines;
- (2) The location and dimensions of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
- (3) Existing and proposed abutting street right-of-way landscaping;
- (4) Screening as specified in SDC 4.4.110;
- (5) Plantings, either existing or proposed, used in erosion control and stormwater treatment facilities;
- (6) Details of a permanent irrigation system, unless specifically exempted as specified in SDC 4.4.100;
- (7) Street trees as specified in SDC 4.2.140;
- (8) A specifications list for all landscaping materials to be used;
- (9) A planting schedule containing the location, size, and species of the existing and proposed plant materials (at time of planting);
- (10) The anticipated size of all proposed plants at two years, or at maturity, whichever is first; and
- (11) A description of planting methods as specified in SDC 4.4.100.

**(F) Access, Circulation, Parking, and Lighting Plan.** The application must include an Access, Circulation, Parking, and Lighting that shows:

- (1) The location, dimensions and number of typical, compact, and disabled parking spaces; including aisles, landscaped areas, wheel bumpers, directional signs and striping;
- (2) The location and dimensions of all site circulation for vehicles, pedestrians, and bicycles including entrances and exits to the site, and loading and service areas;
- (3) Access to streets, alleys, and properties to be served, including the location and dimensions of existing and proposed driveways and driveways proposed to be closed;

- (4) On-site lighting including the location, orientation, and maximum height of all proposed exterior light fixtures, both free standing and attached.
  - (5) For lighting, the type and extent of shielding, including cut-off angles and the type of illumination, the wattage, luminous area, and a photometric test report for each light source;
  - (6) The location, type, number, and dimensions of all bicycle parking spaces;
  - (7) The amount of gross floor area applicable to the parking requirement for the proposed use;
  - (8) The location of off-street loading areas;
  - (9) Existing and proposed transit facilities;
  - (10) A copy of a Right-of-way Approach Permit application, where the property has frontage on an Oregon Department of Transportation (ODOT) facility; and
  - (11) A Traffic Impact Study prepared by an Oregon Licensed Traffic Engineer when required by and as specified in SDC 4.2.105(A)(4).
- (G) Grading, Paving, and Stormwater Management Plan.** The application must include a grading, paving, and stormwater management plan that shows:
- (1) The stormwater management system for the entire development area;
  - (2) The roof drainage patterns and discharge locations;
  - (3) The pervious and impervious area drainage patterns;
  - (4) The size and location of stormwater management systems components, including but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainage ways to be retained; and
  - (5) The existing and proposed elevations, site grades, and contours.
- (H) Phased Development Plan.** The application must include a Phased Development Plan if phasing is proposed. The plan must indicate any proposed phases for development, including the boundaries and sequencing of each phase as specified in SDC 5.17.115. Phasing must progress in a sequence that promotes street connectivity between the various phases and accommodates other required public improvements, including but not limited to, sanitary sewer, stormwater management, water, and electricity. The Approval Authority may require the applicant to enter into an agreement for phased developments, and may require bonding or other assurances for improvements, in accordance with SDC 5.15.135, Bonding and Assurances for Development.

- (I) **Narrative.** The application must include a written letter, narrative, or report documenting how the proposal is in compliance with the applicable approval criteria contained in SDC 5.17.125, Site Plan Review Approval Standards.
- (J) **Deed Restrictions.** The application must include submit copies of all existing and proposed restrictions or covenants.
- (K) **Additional Information.** The Director may require an applicant to submit additional information at the time of Site Plan Review application submittal. At the applicant's expense, additional studies, reports, or exhibits prepared by qualified professionals may be required to address specific site features or concerns to demonstrate compliance with approval standards. Additional information may include, but is not limited to the following items:
  - (1) Evidence that any required Federal or State permit has been applied for or approved;
  - (2) A Geotechnical Report prepared by an Oregon-licensed engineer, if the required Site Assessment specified in SDC 5.17.120 indicates the proposed development area has unstable soils and/or a high water table as specified in the *Soils Survey of Lane County*.
- (L) **Septic Systems.** If the properties are not served by the City sewer system in accordance with SDC 4.3.105, the application must include documentation from the Department of Environmental Quality or its agent that indicates that the proposed development will be in compliance with all applicable requirements for sanitary septic systems when such systems exist on the properties affected by the development.

#### 5.17.120 Review

- (A) Pre-Application Options. Although voluntary, prospective applicants are encouraged to request a Development Initiation Meeting or Pre-Application Meeting as specified in SDC 5.1.210.
- (B) Site Plan Review applications are reviewed under the Type 2 procedure in accordance with SDC 5.1.400.
- (C) Required public improvements and any additional required land use permits or approvals will be reviewed in accordance with this Code.

#### 5.17.125 Approval Standards

- (A) The Director must approve, approve with conditions, or deny a proposed Site Plan Review application based on the following standards:
  - (1) The proposed land use is a permitted use or is allowed as a discretionary use in the land use district.
  - (2) If a use is allowed as a discretionary use, in addition to meeting the standards below, a Discretionary Use application must be approved in conformance with the standards in SDC 5.9.100.

- (3) The proposal complies with the standards of the land use district of the subject property;
- (4) The proposal complies with any applicable approved master plan, master facilities plan, refinement plan, and/or special planned district.
- (5) The proposal complies with the applicable sections of SDC 4.2, Infrastructure Standards-Transportation.
- (6) The proposal complies with the applicable sections of SDC 4.3, Infrastructure Standards-Utilities.
- (7) The proposal complies with the applicable sections of SDC 4.4, Landscaping, Screening, and Fence Standards.
- (8) The proposal complies with the applicable sections of SDC 4.5, On-Site Lighting Standards.
- (9) The proposal complies with the applicable sections of SDC 4.6, Motor Vehicle Parking, Loading, and Bicycle Parking Standards.
- (10) The proposal complies with the applicable sections of SDC 4.7, Specific Development Standards.
- (11) The proposal complies with the applicable sections of SDC 4.8, Temporary Use Standards.

**5.17.130 Final Site Plan**

- (A) A Final Site Plan must be submitted to the Director within 90 days of the written decision and expiration of any appeal period.
- (B) The Final Site Plan must include the same information as required for the proposed site plan however must depict the proposal as approved and must incorporate all conditions of approval that the decision requires to be shown on the Final Site Plan. No building or engineering permits will be issued until the Final Site Plan is approved.
- (C) Submittal of a Final Site Plan must include the following material, where applicable:
  - (1) The original recorded copy of any required Improvement Agreement.
  - (2) Where applicable, any required ODOT Right-of-Way Approach Permit must be submitted prior to construction of improvements with ODOT right-of-way.
  - (3) Where approved a copy of a recorded joint use access/parking agreement.
  - (4) A copy of any recorded private easement or other original easement.



- (D) The Final Site Plan becomes null and void if after 3 years from the date of Final Site Plan acceptance by the Director if no building permit has been issued, or if a building permit was issued but has expired without a new building permit being issued within 3 years of the date of the Final Site Plan acceptance.

**5.17.135 Development in Accordance with Permit Approval**

- (A) Development must not commence until the applicant has received all the appropriate land use and development approvals including but not limited to: Final Site Plan Review approval, grading permits, and building permits. Construction of any public improvements must not commence until the City has approved all required public improvement plans (e.g., utilities, streets, public land dedication, etc.).
- (B) If public improvements are required, the applicant may be required to submit to the City a signed Development Agreement within 90 days of the Director's Final Site Plan approval.
- (C) A Building Permit may be issued by the Building Official only after the Development Agreement, if one is required, has been signed by the property owner and submitted to the City.
- (D) Upon satisfactory completion of site development, as determined by a Final Site Inspection (prior to the final building inspection), the City will authorize the provision of public facilities and services and issue a Certificate of Occupancy or otherwise authorize use of the site.
- (E) All required improvements must be installed prior to the issuance of a Certificate of Occupancy or Final Building Inspection for the development. Alternatively, for non-residential uses the applicant may apply for Type 2 application for a deferral/extension to request that the improvements be deferred for good cause. In the case of a deferment to completion of improvements the following requirements must be met:
  - (1) A Temporary Certificate of Occupancy may be issued prior to complete installation and approval of improvements if security is filed with the City.
  - (2) Required security must equal 120 percent of the cost of the design, materials, and labor, as determined by the Director. Required security must consist of cash, certified check, time certificate or deposit, or lending agency certification to the City that funds are being held until completion. When the final improvements are complete and certified by the Director, any portion of the remaining security deposited with the City, including any accrued interest, will be returned to the depositor.
  - (3) If the required improvements are not completed within the approved deferral or extension period, or if the improvements are installed improperly and not remedied within the approved deferral or extension period, the City may use the security to complete the installation or correct the required improvement(s). This remedy is in addition to, and not in lieu of, the City's other enforcement authorities.