

1102 DESIGN REVIEW

1102.01 APPLICABILITY

Section 1102 applies to all development, redevelopment, expansions, and improvements in all commercial, industrial, and multifamily zoning districts and to other uses as required by the Planning Director, the Hearings Officer, or the Board of County Commissioners. For purposes of this provision, the Medium Density Residential District and the Medium High Density Residential District shall be considered “multifamily zoning districts,” even though attached single-family dwellings are a primary use.

[Amended by Ord. ZDO-224, 5/31/11]

1102.02 CRITERIA AND PROCEDURE

- A. A design review application may be approved pursuant to Subsection 1305.02 if the applicant provides evidence substantiating that the proposed development complies with Section 1000, the standards of the zoning district in which the subject property is located, and all other applicable provisions of this Ordinance.
- B. The Planning Director may review and render a decision on an application for design review or forward the application to the Design Review Committee for review and decision. In deciding whether to forward an application to the Design Review Committee, the Planning Director shall consider:
 - 1. The size of the project, including mass of buildings, site area, landscaping, and parking requirements;
 - 2. The presence of natural features, such as wetlands, steep slopes, treed area, and riparian corridors;
 - 3. Visual significance; and
 - 4. Impact on neighboring properties, particularly where a project is adjacent to a residential area.
- C. An application shall be forwarded to the Design Review Committee for review and decision if requested by the applicant or required by the Hearings Officer or the Board of County Commissioners.
- D. The Planning Director may consult with individual members of the Design Review Committee at any point during the evaluation of a design review application or in determining compliance with conditions of design review approval.

- E. Design review approval is valid for four years from the date of the final written decision. If the County’s final written decision is appealed, the approval period shall commence on the date of the final appellate decision. During this four-year period, the approval shall be implemented, or the approval will become void.
1. “Implemented” means all major development permits shall be obtained and maintained for the approved development, or if no major development permits are required to complete the development contemplated by the design review approval, “implemented” means all other necessary County development permits (e.g. grading permit, building permit for an accessory structure) shall be obtained and maintained. A “major development permit” is:
 - i. A building permit for a new primary structure that was part of the design review approval; or
 - ii. A permit issued by the County Engineering Division for parking lot or road improvements required by the design review approval.
- F. If the design review approval is not implemented within the initial approval period established by Subsection 1102.02(E), a two-year time extension may be approved by the Planning Director, pursuant to Subsection 1305.02, and subject to Subsection 1305.05.

[Amended by Ord. ZDO-230, 9/26/11]

1102.03 DESIGN REVIEW COMMITTEE

- A. The Board of County Commissioners shall appoint a Design Review Committee and may remove members of the Committee.
- B. Members of the Design Review Committee shall be appointed for a term of four years and may, at the discretion of the Board of County Commissioners, serve more than one term.
- C. The Design Review Committee shall consist of a minimum of seven members and shall include the following:
 1. One landscape architect;
 2. One architect;
 3. One registered engineer;
 4. One graphic design representative;

5. One representative from the field of finance or the construction and development industry; and
 6. Two members from the general public, who may be from any discipline or group, including any of the above.
- D. The Design Review Committee shall adopt rules to govern its deliberations and decisions and shall keep a record of its proceedings.

1102.04 PREAPPLICATION CONFERENCE

- A. A preapplication conference between the applicant and the Planning Director shall be required prior to submission of an application for design review.
- B. The following subjects shall be reviewed at the preapplication conference:
 1. Description of existing site conditions, including:
 - a. Property location and size;
 - b. Adjacent land uses and potential cooperation or conflict in land use (e.g., shared parking or need for buffers);
 - c. Access to the site for different modes of transportation, including mass transit, trucks, passenger vehicles, bicycles, and pedestrians;
 - d. Designated Open Space or zoning overlays (e.g. Floodplain Management District; River and Stream Conservation Area; Historic Landmarks, Districts, and Corridors);
 - e. Natural features on the site (e.g., land forms, drainage, wooded areas, large trees, wetlands);
 - f. Existing and potential noise sources; and
 - g. Existing uses, structures, circulation, parking, landscaping, and setbacks;
 2. Development concepts and requirements, including:
 - a. Proposed uses, structures, circulation, parking, landscaping, and setbacks;
 - b. Applicable provisions of this Ordinance, the Comprehensive Plan, and other development regulations administered by the County or other service providers. Emphasis will be on identifying and, if possible, resolving conflicts between regulations; and
 - c. Conditions placed on previous development approvals.

1102.05 SUBMITTAL REQUIREMENTS

- A. An application for design review shall include the following:
1. A completed design review application on a form provided by the County Planning Division;
 2. A narrative describing the proposed use;
 3. Calculations demonstrating compliance with the density standards of Section 1012, if applicable;
 4. An engineering geologic study, if required pursuant to Section 1002 or 1003;
 5. Preliminary statements of feasibility, if required pursuant to Sections 1006 and 1007;
 6. A transportation impact study, if required pursuant to Section 1007;
 7. A vicinity map showing the location of the subject property in relation to adjacent properties, roads, bikeways, pedestrian access, utility access, and manmade or natural site features that cross the boundaries of the subject property;
 8. An existing conditions map of the subject property showing:
 - a. Contour lines at two-foot intervals for slopes of 20 percent or less within an urban growth boundary; contour lines at five-foot intervals for slopes exceeding 20 percent within an urban growth boundary; contour lines at 10-foot intervals outside an urban growth boundary; source of contour information.
 - b. Slope analysis designating portions of the site according to the following slope ranges and identifying the total land area in each category: zero to 20 percent, greater than 20 percent to 35 percent, greater than 35 percent to 50 percent, and greater than 50 percent;
 - c. Drainage;
 - d. Potential hazards to safety, including areas identified as mass movement, flood, soil, or fire hazards pursuant to Section 1003;
 - e. Marsh or wetland areas, underground springs, wildlife habitat areas, and surface features such as earth mounds and large rock outcroppings;

- f. Location of wooded areas, significant clumps or groves of trees, and specimen conifers, oaks, and other large deciduous trees. Where the site is heavily wooded, an aerial photograph, of a scale not to exceed 1":400', may be submitted and only those trees that will be affected by the proposed development need be sited accurately;
 - g. Location of any overlay zones regulated by Section 700 (e.g. Floodplain Management District, Willamette River Greenway, Historic Landmark);
 - h. Noise sources;
 - i. Sun and wind exposure;
 - j. Significant views; and
 - k. Existing structures, impervious surfaces, utilities, landscaping, and easements;
9. A proposed site plan showing:
- a. The subject property, including contiguous property under the same ownership as the subject property, and adjacent properties;
 - b. Property lines and dimensions for the subject property. Indicate any proposed changes to these;
 - c. Natural features to be retained;
 - d. Location, dimensions, and names of all existing or platted roads or other public ways, easements, and railroad rights-of-way on or adjacent to the subject property;
 - e. The location of at least one temporary benchmark and spot elevations;
 - f. Location and dimensions of structures, impervious surfaces, and utilities, whether proposed or existing and intended to be retained. For phased developments, include future buildings;
 - g. Approximate location and size of storm drainage facilities;
 - h. Relation to transit; location and dimensions of parking and loading areas, including dimensions of individual parking spaces and drive aisles; bikeways and bicycle racks, sidewalks and pedestrian crossings;
 - i. Orientation of structures showing windows and doors;
 - j. Location and type of lighting;

- k. Service areas for waste disposal, recycling, loading, and delivery;
 - l. Location of mail boxes; and
 - m. Freestanding signs;
10. A grading plan showing location and extent of proposed grading, general contour lines, slope ratios, slope stabilization proposals, and natural resources protection consistent with Sections 1002 and 1003;
11. Architectural drawings, including:
- a. Building elevations, including any building signs. Identify the dimensions, area, color, materials, and means of illumination of such signs;
 - b. Building sections;
 - c. Floor plans;
 - d. Color and type of building materials; and
 - e. Elevation of freestanding sign(s). Identify the dimensions—including total height and height between bottom of sign and ground, area, color, materials, and means of illumination;
12. A general landscape development plan, which shall include the elements required on the proposed site plan and:
- a. Existing plants and groups of plants proposed;
 - b. Description of soil conditions; plans for soil treatment such as stockpiling of topsoil or addition of soil amendments; and plant selection requirements relating to soil conditions;
 - c. Erosion controls, including plant materials and soil stabilization, if any;
 - d. Irrigation system (i.e. underground sprinklers or hose bibs);
 - e. Landscape-related structures such as fences, terraces, decks, patios, shelters and play areas; and
 - f. Open space or recreation areas, if applicable.

[Amended by Ord. ZDO-224, 5/31/11]

1102.06 MAINTENANCE

All approved onsite improvements shall be the ongoing responsibility of the property owner or occupant.

1102.07 COMPLIANCE

The development shall be completed pursuant to the approved final plans prior to issuance of a certificate of occupancy, except as provided under Section 1104.