CHAPTER 2.1
COMPREHENSIVE PLAN AMENDMENT PROCEDURES

Section 2.1.10 - BACKGROUND

The adopted Comprehensive Plan is the City's official statement of major policies concerning desired future development of the community. The Comprehensive Plan is the controlling land use planning instrument for the City and, as such, land development regulations and related actions are required to conform with the Plan.

This chapter pertains to lands within the City limits. Those portions of the Comprehensive Plan that apply to areas outside the City limits but within the urban growth boundary shall be amended in accordance with the provisions of the Corvallis Urban Fringe Management Agreement.

Section 2.1.20 - PURPOSES

This chapter describes the review criteria and procedural requirements to accomplish the following:

a. Respond to changing conditions and community attitudes;

b. Ensure flexibility while maintaining the integrity of the Comprehensive Plan; and

c. Establish procedures by which the Plan text and map may be amended.

Section 2.1.30 - PROCEDURES

2.1.30.01 - Initiation

Comprehensive Plan amendments shall be initiated by one of the following:

a. An application submitted by the property owners or their authorized agents; or

b. A majority vote of the City Council. City Council initiation of Comprehensive Plan Map amendments shall be considered to accomplish the following:

1. Respond to changed circumstances;

2. Correct inconsistencies with State goals;

3. Accomplish legislative changes affecting a relatively large number of properties or community-wide issues;

4. Correct inconsistencies between the Comprehensive Plan Map and other policies and maps;

5. Respond to changes in property boundaries; and/or

6. Respond to changes as a result of neighborhood or area-specific master planning efforts.

2.1.30.02 - Frequency of Plan Amendments

Applications for Comprehensive Plan amendments initiated by property owners shall be reviewed semi-annually in March and September by the Planning Commission. The City Council may initiate amendments to the Comprehensive Plan at any time. Applications for Comprehensive Plan amendments filed in conjunction with an application for annexation shall be reviewed concurrently. Comprehensive Plan amendments are exempt from the time limits established in State law for development review processes and shall be exempt from time restrictions set forth in this Code.

2.1.30.03 - Application Requirements

Notice shall be provided to the Land Conservation and Development Commission (LCDC) of any proposed amendment or new regulation as provided by State law.

When the Director deems any requirement below unnecessary for the proper evaluation of a proposed application, it may be waived. The Director may also require additional information, if needed, to adequately evaluate the proposal.

Prior to formal submittal of an application, the applicant is encouraged to participate in an informal pre-application conference with Community Development Department staff to discuss the proposal, the applicant's requirements, and the applicant's materials developed in response to the applicable Code requirements.

Applications for Comprehensive Plan amendments shall be made on forms provided by the Director and shall be accompanied by:

a. Fifteen copies of the narrative, on 8.5- by 11-in. sheets and, for Comprehensive Plan Map amendments, 15 copies of graphics at an 8.5- by 11-in. size. The Director may request additional copies of the narrative and/or graphics for routing purposes, if needed. Related names/numbers must be legible on the graphics. The Director may also require some or all graphics at an 11- by 17-in. size if, for legibility purposes, such a size would be helpful;

b. For Comprehensive Plan Map amendments, six sets of full-scaled black line or blueprint drawings of the graphic(s), with sheet size not to exceed 24- by 36-in. Where necessary, an overall plan with additional detail sheets may be submitted;

c. An electronic version of these documents (both text and graphics, as applicable) if an applicant has produced part or all of an application in an electronic format. The applicant shall coordinate with the City regarding compatible electronic formats, to the greatest extent practicable;

d. Written consent to the amendment signed by the property owner(s) and/or their legal representative. If a legal representative is used as a signatory, written proof of ability to be a signatory shall be furnished to the City;

e. For Comprehensive Plan text amendments, the proposed text changes;

f. For Comprehensive Plan Map amendments, a legible vicinity map identifying the area to be amended and showing adjacent City and County territory at least 300 ft. beyond the boundaries of the subject site. The map shall include features such as existing streets and parcel boundaries, existing structures, major drainageways, riparian areas, utilities, and any other information that, in the Director's opinion, would assist in providing a context for the proposed map amendment. Maps shall be submitted at an 8.5- by 11-in. size and 24- by 36-in. size. The Director may also require maps at an 11- by 17-in. size, and/or may require an area greater than 300 ft. beyond the site if such a map would be helpful;

g. Existing and proposed zoning maps (typically 1 in. = 400 ft., but up to 1 in. = 800 ft., depending on the size of the site) with a key that identifies each zone on the site and within 1,000 ft. of the site as per City format;

h. Existing and proposed Comprehensive Plan maps (typically 1 in. = 800 ft.) with a key that identifies each land use designation on the site and within 1,000 ft. of the site as per City format;

i. Existing land use map (typically a topographic map that extends at least 1,000 ft. beyond the site). The map shall include building footprints and distinguish between single-family, multi-family, commercial, and industrial uses, as well as other significant features such as roads, drainageways, riparian areas, parks, and schools;

j. For Comprehensive Plan Map amendments, Significant Natural Features map(s) and a preservation plan that together identify significant natural features of the site and proposed methods of preservation, including but not limited to:

1. Watercourses, floodplains, wetlands, and riparian areas. The map shall indicate boundaries, acreages, and names, where applicable. Where watercourses are involved, the map shall also show the top of existing banks and channel depth, and indicate the boundaries of any riparian areas and required drainageway dedications. Calculations used to determine the width of the drainageway dedications shall be provided, as well as cross-sections (at 50-ft. intervals) to support the

calculations. The cross-sections shall show a width encompassing the watercourse and at least 20 ft. on either side of the top of banks (refer to Chapter 4.5 - Flood Control and Drainageway Provisions for additional guidance).

2. Significant natural vegetation (refer to Chapter 4.2 - Landscaping, Buffering, Screening, Natural Resource Protection, and Lighting for guidance). The map shall indicate species, canopies, and diameters at breast height for trees. In cases where a site contains large groves of significant vegetation that result in a single large canopy, the map may indicate the outer perimeter of the canopy of each grove, and state the species and ranges of tree diameters at breast height for each species within the grove.

3. Plants, plant communities, and fish and wildlife habitat found on the site that are listed as threatened or endangered with the National Marine Fisheries Service or the U.S. Fish and Wildlife Service, as well as significant native vegetation as defined in the Oregon National Heritage Plan (1998), which may include certain woodlands, grasslands, wetlands, riparian vegetation, and plant species.

4. Archaeological sites recorded by the State Historic Preservation Office (SHPO).

k. One set of assessor's maps of the subject site and surrounding area, with the subject site outlined in red;

l. Statement of availability, capacity, and status of existing water, sewer, storm drainage, transportation, park, and school facilities. The applicant shall obtain this information using GIS base maps where available;

m. Statement of increased demand for the facilities that will be generated by the proposed change in land use designation. The applicant shall refer to the criteria of the City's facility master plans (available via the City Engineer) to determine the methodology used to estimate public facility demands. Information related to an actual development proposal may be included for informational purposes. At minimum, the demand calculations associated with the full range of development potential (min. to max.) under current vs. proposed land uses designations shall be addressed in the analysis;

n. Statement of additional facilities required to meet the increased demand and phasing of such facilities in accordance with projected demand. The applicant shall review adopted public facility plans, master plans, and capital improvement programs, and state whether additional facilities are planned or programmed for the subject area. Information related to an actual development proposal may be included for informational purposes. At minimum, the demand calculations associated with the full range of

development potential (min. to max.) under current vs. proposed land uses designations shall be addressed in the analysis;

o. Traffic impact study, if required by the City Engineer. The City Engineer shall define the scope of the traffic impact study based on established procedures. Information related to an actual development proposal may be included for informational purposes. At minimum, the traffic calculations associated with the full range of development potential (min. to max.) under current vs. proposed land uses designations shall be addressed in the analysis;

p. Statement outlining the method and source of financing required to provide additional facilities; and

q. Statement of the reasons for the change, and how the proposal meets the review criteria in section 2.1.30.06 or 2.1.30.07, whichever is applicable.

2.1.30.04 - Acceptance of Application

a. The Director shall review the application in accordance with Chapter 2.0 - Public Hearings.

b. After accepting a complete application, the Director shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Chapter 2.0 - Public Hearings.

2.1.30.05 - Staff Evaluation

The Director shall prepare a report that evaluates whether the proposal complies with the review criteria below. The report shall include a recommendation for approval or denial.

2.1.30.06 - Review Criteria for the Majority of Comprehensive Plan Amendments

a. This section addresses review criteria for the following:

1. Text amendments to the Comprehensive Plan; and

2. Amendments to the Comprehensive Plan Map that do **not** involve a map amendment to Open Space-Conservation or Public Institutional, when such a map amendment is required as part of an annexation request per Chapter 2.6 - Annexations.

Comprehensive Plan amendments shall be reviewed to ensure consistency with the purposes of this chapter, policies of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council.

b. Amendments shall be approved only when the following findings are made:

1. There is a demonstrated public need for the change;

2. The advantages to the community resulting from the change shall outweigh the disadvantages; and

3. The change proposed is a desirable means of meeting the public need.

c. Proposed amendments to the Comprehensive Plan Map shall demonstrate compatibility in the following areas, as applicable:

1. Basic site design (e.g., the organization of uses on a site and the uses' relationships to neighboring properties);

2. Visual elements (scale, structural design and form, materials, etc.);

3. Noise attenuation;

4. Odors and emissions;

5. Lighting;

6. Signage;

7. Landscaping for buffering and screening;

8. Transportation facilities;

9. Traffic and offsite parking impacts;

10. Utility infrastructure;

11. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);

12. Consistency with the applicable development standards, including the applicable pedestrian oriented design standards;

13. Preservation and/or protection of significant natural features and wildlife habitat, consistent with the Comprehensive Plan; and

14. To the maximum extent practicable, grading (cuts and fills) shall be minimized, streets shall be designed along contours, and structures shall be designed to fit the topography of the site.

2.1.30.07- Review Criteria for Remainder of Comprehensive Plan Amendments

a. This section addresses review criteria for Comprehensive Plan Map amendments that involve a map amendment to Open Space-Conservation or Public Institutional, when such a map amendment is required as part of an annexation request per Chapter 2.6 - Annexations.

This type of a Comprehensive Plan Map amendment shall be reviewed to ensure consistency with the purposes of this chapter, policies of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council.

b. Amendments shall be approved only when the following findings are made:

1. The proposed Comprehensive Plan Map amendment is part of an annexation proposal; and

2. The annexation proposal includes areas planned for open space, general community use, or public or semi-public ownerships; and the proposed Comprehensive Plan Map amendment to Open Space-Conservation or Public Institutional pertains to these lands, as follows:

   (a) Areas planned for open spaces or future general community use, including planned parks, preserves, and general drainageway corridors, shall be redesignated on the Comprehensive Plan Map as Open Space-Conservation.

   (b) Existing, proposed, or planned areas of public or semi-public ownership, such as Oregon State University facilities or lands, school sites, City reservoirs, and portions of the Corvallis Municipal Airport, shall be redesignated on the Comprehensive Plan Map as Public Institutional.

c. Proposed amendments to the Comprehensive Plan Map shall demonstrate compatibility in the following areas, as applicable:

1. Basic site design (e.g., the organization of uses on a site and the uses' relationships to neighboring properties);

2. Visual elements (scale, structural design and form, materials, etc.);

3. Noise attenuation;

4. Odors and emissions;

5. Lighting;

6. Signage;

7. Landscaping for buffering and screening;

8. Transportation facilities;

9. Traffic and offsite parking impacts;

10. Utility infrastructure;

11. Effects on air and water quality (note: a DEQ permit is not sufficient to meet this criterion);

12. Consistency with the applicable development standards, including the applicable pedestrian oriented design standards;

13. Preservation and/or protection of significant natural features and wildlife habitat, consistent with the Comprehensive Plan; and

14. To the maximum extent practicable, grading (cuts and fills) shall be minimized, streets shall be designed along contours, and structures shall be designed to fit the topography of the site.

2.1.30.08 - Action by the Planning Commission

The Planning Commission shall conduct a public hearing in accordance with Chapter 2.0 - Public Hearings. Following the close of the public hearing, the Commission shall make a recommendation to the City Council concerning the proposed Comprehensive Plan amendment. The Commission's recommendations shall include findings that specify how the proposal has or has not complied with the above review criteria.

2.1.30.09 - Action by the City Council

Upon receipt of the Planning Commission's recommendation, the City Council shall set a public hearing in accordance with Chapter 2.0 - Public Hearings. Following the close of the public hearing, the City Council shall either deny the application or adopt an ordinance approving the proposed Comprehensive Plan amendment or a modification thereof. The City Council's decision shall include findings that specify how the proposal has or has not complied with the above review criteria.

2.1.30.10 - Notice of Disposition

The Director shall provide the applicant with a notice of disposition in accordance with Chapter 2.0 - Public Hearings that includes a written statement of the City Council's decision, a reference to findings leading to it, and the appeal period

deadline. A notice of disposition shall also be mailed to persons who presented oral or written testimony at the public hearing.

2.1.30.11 - Map Errors

If the City Council approves a Comprehensive Plan Map amendment, but the Director discovers that the Comprehensive Plan Map was not altered to accurately reflect the amendment, the Director shall correct the Comprehensive Plan Map to comply with the amendment without any additional public review.

The map amendment shall not be corrected if the City Council subsequently approves a Comprehensive Plan Map amendment affecting the initial approval. Map corrections made by the Director shall be reported to the Council and the owner of the property receiving the correction by noting the correction as a consent item on a Council agenda following the correction, and by mailing the property owner notification of the correction.