

CHAPTER 2.10 MAJOR NEIGHBORHOOD CENTER MASTER SITE PLAN REQUIREMENTS

Section 2.10.10 - BACKGROUND

As the core of a comprehensive neighborhood and as a site serving community-wide shopping and office needs, a Major Neighborhood Center is envisioned to encompass several acres of land and contain relatively intense commercial and residential development. Development of a new Major Neighborhood Center, and particularly major redevelopment of an existing Major Neighborhood Center, may ultimately involve multiple property owners and businesses that become involved in the development of the Center at different times. Consequently, the coordinated planning and development of a Major Neighborhood Center is important not only to the neighborhood, but also to a broader area.

The Master Site Plan review process is established to provide the mechanism for achieving compatibility between uses and the surrounding area, as well as to facilitate future developments and redevelopment consistent with established requirements. The procedures of this chapter are applicable when a property owner requests a Master Site Plan review prior to and/or concurrent with review of a specific project within a Major Neighborhood Center. Upon Planning Commission approval of the Master Site Plan, building permits may be issued consistent with that plan.

Section 2.10.20 - PURPOSES OF MASTER SITE PLAN

Master Site Plan review procedures are established in this chapter for the following purposes:

- a. Ensure that the requirements of the Neighborhood Center Zone are implemented and coordinated with respect to Major Neighborhood Centers;
- b. Establish a logical framework for development on the applicant's property(ies);
- c. Promote compatibility with surrounding land uses by identifying the relationships of proposed and future development with existing surrounding development and open spaces;
- d. Promote the efficient use of land and energy;
- e. Promote development patterns at a human scale and that meet the needs of pedestrians through the arrangement of buildings, circulation systems, land uses, and utilities;
- f. Provide the applicant with reasonable assurance of ultimate approval before expenditure of complete design monies, while providing the City and nearby

property owners and occupants with assurances that the project will retain the character envisioned at the time of approval; and

- g.** Provide a basis for discretionary review of an overall plan of development that can subsequently be developed in phases over time through ministerial approvals.

Section 2.10.30 - APPLICABILITY

A Master Site Plan shall be required prior to development on any undeveloped site or on any site requiring major redevelopment within a Major Neighborhood Center. The subject property(ies) shall be specified by the applicant and property owner, and shall include only those property(ies) for which they have been authorized to apply. Major redevelopment includes individual or cumulative enlargements or extensions of structures involving floor area equivalent to 20 percent or more of the gross floor area of any existing building (or buildings if attached) on the site, or 3,000 sq. ft. or more of floor area within the site, whichever is less.

2.10.30.01- Exceptions

A Master Site Plan is not required for the following situations, provided that all other applicable requirements of the Code are met:

- a.** Any independent or cumulative enlargements, extensions, or expansions involving floor area equivalent to 500 sq. ft. or less for structures in existence and in compliance with the Code on December 31, 2000; and
- b.** Expansion of, or redevelopment on, any existing developed site not involving major redevelopment (as defined above).

Section 2.10.40 - MASTER SITE PLAN REVIEW PROCEDURES

An application filed for a Master Site Plan shall be reviewed in accordance with the following procedures.

2.10.40.01 - Application Requirements

When the Director deems any requirement below unnecessary for proper evaluation of a proposed application, it may be waived.

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 a Master Site Plan shall be made on forms provided by the Director and shall be accompanied by the following:

- a. Signed consent of the owner(s) or the owners' legal representatives of the subject property(ies);
- b. Fifteen copies of the narrative, on 8.5- by 11-in. sheets, and 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;
- c. 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; and
- d. 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.
- e. **Graphic Requirements**

Graphics shall include the following information where applicable:

1. All graphics shall include a sheet title, date, north arrow, bar scale, and legend placed on the same location on each sheet. All drawn graphics and ortho photos shall be to scale; other photos shall include scale references;
2. Public notice map (typically a street map at 1 in. = 800 ft. as per the City's public notice format);
3. Zoning map (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;
4. Comprehensive Plan Map (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;
5. A General Land Use Map shall include an offsite analysis with sufficient information on land areas within at least 300 ft. of the zone in which the subject property is located. The map shall indicate the relationship of the proposed development to adjacent land uses. An aerial photo may be used as the base for the offsite analysis. Ortho photos are available at City Hall.

At minimum, the General Land Use Map shall illustrate the following:

- (a) Existing zones and approximate densities;
 - (b) Land uses, parcel lines, and existing buildings (building envelopes are acceptable); and
 - (c) Transportation corridors (automobile, bicycle, and/or pedestrian), functional classifications of streets, and driveways/parking areas.
6. 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:
- (a) 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).
 - (b) 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.
 - (c) Plants, plant communities, and fish and wildlife habitats 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.

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

7. A Master Site Plan of the subject property(ies) shall include an onsite plan with sufficient information to indicate the existing and planned relationships among the structures, circulation systems, open spaces, and green areas on the subject property; other properties within the zone in which the subject property is located; and the land areas within at least 150 ft. of the zone. At minimum, the Master Site Plan of the subject property(ies) shall illustrate the following:

(a) **Factors to include for the subject property(ies)**

- (1) Streets, driveways, alleys, and maneuvering, parking, loading, and refuse areas, particularly illustrating pedestrian, bicycle, and vehicle access points, accessways, and directions of traffic flow;
- (2) General location of public, private, and franchise utilities (e.g., sanitary sewer, storm sewer, water, natural gas, electric power lines);
- (3) Location of structures (building envelopes are sufficient for proposed new buildings or expansions of existing buildings), including locations of entrances and exits;
- (4) Topographic contour lines at 2-ft. intervals for areas with slope grades of 10 percent or greater;
- (5) Conceptual drainage control systems;
- (6) General location of landscaped areas and features, identifying fences, walls, berms, non-plant areas, plantings (labeled by plant type, e.g., trees, shrubs, lawn), and significant vegetation to be maintained or removed;
- (7) General location and size of areas to be conveyed, dedicated, or reserved as green areas, public parks, recreational areas, and similar public and semipublic space uses; and
- (8) Identification of the shopping street.

(b) Factors to include for other properties within the zone in which the subject property(ies) are located and land areas within at least 150 ft. of the zone

- (1) Parcel lines;
- (2) General locations and types of circulation and parking systems including, but not necessarily limited to, reasonable approximation of the future extension of proposed shopping streets and pedestrian systems;
- (3) General locations of public, private, and franchise utilities (e.g., sanitary sewer, storm sewer, water, natural gas, electric power); and
- (4) Building locations (building envelopes are acceptable), and their approximate height and current use types.

f. Narrative Requirements

A written statement shall include the following information:

1. A legal description of the subject property, including the street(s) along the property's frontage. Copies of the legal description shall be provided in both written and electronic format;
2. A statement of the planning objectives to be achieved by the Master Site Plan. This statement shall include a description of the character of the proposed development, a brief rationale behind the assumptions and choices made, and a discussion of how the application meets the review criteria identified below;
3. A statement describing project phases, if proposed. Phases shall be:
 - (a) Substantially and functionally self-contained and self-sustaining with regard to access, parking, utilities, green areas, and similar physical features; and capable of substantial occupancy, operation, and maintenance upon completion of the construction and development;
 - (b) Properly related to other services of the community as a whole and to those facilities and services yet to be provided; and
 - (c) Provided with such temporary or permanent transitional features, buffers, or protective areas as may be required to prevent damage or detriment to any completed phases and to adjoining properties not included with the subject proposal.

4. Quantitative data related to the subject site shall be provided for the following, where appropriate:
 - (a) Parcel sizes;
 - (b) Total number and type of dwelling units. A proposed range with a 10 percent difference is permissible;
 - (c) Gross residential densities per acre. A proposed range with a 10 percent difference is permissible;
 - (d) Gross square footage of floor areas for nonresidential and residential construction. A proposed range with a 10 percent difference is permissible;
 - (e) Floor area ratio(s). A proposed range with a 10 percent difference is permissible;
 - (f) Proposed green areas to structure footprint ratios. A proposed range with a 10 percent difference is permissible. (For a definition of green area, refer to Chapter 1.6 - Definitions); and
 - (g) Number of parking spaces provided and any parking agreements with neighboring properties. A proposed range with a 10 percent difference is permissible.

2.10.40.02 - Acceptance of Application and Staff Evaluation

The application shall be accepted and evaluated by City staff in accordance with the procedures identified in sections 2.3.30.02 and 2.3.30.03 of Chapter 2.3 - Conditional Development.

2.10.40.03 - Review Criteria

Requests for approval of a Master Site Plan shall be reviewed in accordance with the review criteria identified in section 2.3.30.04 of Chapter 2.3 - Conditional Development. Additional review factors shall include the following:

- a. Development shall comply with the applicable use and development standards for the Neighborhood Center Zone;
- b. Development of infrastructure systems shall not interfere with the operations of adjacent uses of property that are not party to the Master Site Plan; and
- c. Development shall not preclude reasonable opportunities for the adjacent properties within the subject Neighborhood Center Zone, and not party to the application, to develop or redevelop in accordance with City requirements.

2.10.40.04 - Action by the Planning Commission, Notices, Notice of Disposition, Appeals, and Effective Date

The public review process for a Master Site Plan request shall be in accordance with sections 2.3.30.05 through 2.3.30.08 of Chapter 2.3 - Conditional Development.

2.10.40.05 - Effective Period of Master Site Plan Approval

- a. Master Site Plan approval shall be effective for a 3-year period from the date of approval. The approval shall expire if the applicant has not, within three years:
 - 1. Installed and/or bonded for all public improvements related to the project (or the first phase, if the project was approved in phases); or
 - 2. Applied for and received foundation permits for at least one building approved as part of the project.

- b. Master Site Plan approval shall also expire if the applicant has not, within five years of the completion of a phase of a phased development:
 - 1. Installed and/or bonded for all public improvements related to the next phase of the project; or
 - 2. Applied for and received foundation permits for at least one building approved as part of the next phase of the project.

- c. At its discretion and without a public hearing, the Planning Commission may extend the approval once for a period not to exceed two additional years.

2.10.40.06 - Review Criteria for Determining Compliance with an Approved Master Site Plan

- a. An approval of a Master Site Plan shall apply only to the property(ies) included in the application. Development or major redevelopment on other properties adjacent to the subject properties and within the same Neighborhood Center Zone are also subject to the requirement for submittal of a Master Site Plan. Consistency between one property and another must be demonstrated through the submitted materials, review criteria, and conditions of approval.

- b. A site development permit request shall be reviewed to determine whether the request is in substantial compliance with the approved Master Site Plan. It shall be deemed to be in substantial compliance if it is consistent with the review criteria in section 2.10.40.03, does not involve modifications to Code development standards, and does not involve changes to any specific

requirements established at the time of Master Site Plan approval. Specific requirements include conditions of approval, Code requirements, and all aspects of the applicant's proposal that were approved as part of the Master Site Plan.

Section 2.10.50 - MINOR MASTER SITE PLAN MODIFICATION REVIEW PROCEDURES

2.10.50.01 - Purposes of a Minor Master Site Plan Modification

- a. Provide a limited amount of flexibility with regard to site planning for approved Master Site Plans; and
- b. Provide benefits within the development site that compensate for requested variations from an approved Master Site Plan such that the intent of the original approval is still met.

2.10.50.02 - Thresholds for a Minor Master Site Plan Modification

Within one calendar year, up to three factors that do not exceed the thresholds in section 2.3.40.02 of Chapter 2.3 - Conditional Development may be proposed for a Minor Master Site Plan Modification under this section. If more than three such factors are proposed for modification within a calendar year, or if modifications are proposed that exceed the thresholds outlined in section 2.3.40.02, the changes shall be processed as a Major Master Site Plan Modification and shall follow the procedures outlined in section 2.10.60 below.

2.10.50.03 - Procedures for a Minor Master Site Plan Modification

- a. An applicant may petition for review of previously approved plans for purposes of modifying a Master Site Plan, stating reasons for the changes.
- b. Where the Director determines that the proposed changes qualify as a Minor Master Site Plan Modification, in accordance with the thresholds outlined in section 2.3.40.02, the Director shall administratively process the application as a Minor Master Site Plan Modification. The Minor Master Site Plan Modification may be approved, conditionally approved, or denied by the Director. If the proposed changes exceed the thresholds outlined in section 2.3.40.02, the changes shall be processed as a Major Master Site Plan Modification and the applicant shall follow the procedures outlined in section 2.10.60 below.
- c. In reviewing the proposed modifications, the Director shall follow the procedures herein required for Minor Master Site Plan Modification submittal and review.

- d. To determine whether to authorize a Minor Master Site Plan Modification, the Director shall consider the review criteria in section 2.10.40.03 of this chapter and section 2.3.40.03.d of Chapter 2.3 - Conditional Development.
- e. Upon finding that the application qualifies as a Minor Master Site Plan Modification, the Director may consider the redesign in whole or in part of any Master Site Plan, to the extent that the redesign still falls within the thresholds outlined in section 2.3.40.02.
- f. To the extent that the redesign does not exceed the thresholds outlined in section 2.3.40.02, notice for a Minor Master Site Plan Modification shall be provided in accordance with Chapter 2.16 - Request for Interpretation.
- g. Action on the application, the notice of disposition, appeals, the effective date, and the effective period of the Minor Master Site Plan Modification shall be in accordance with sections 2.12.30.07 through 2.12.30.11 of Chapter 2.12 - Lot Development Option.

2.10.50.04 - Determining Compliance with a Minor Master Site Plan Modification

A site development permit request shall be reviewed to determine whether the request is in substantial compliance with the approved Minor Master Site Plan Modification. It shall be deemed to be in substantial compliance if it is consistent with the review criteria in section 2.10.40.03 of this chapter and section 2.3.40.03.d of Chapter 2.3 - Conditional Development, does not involve modifications to Code development standards, and does not involve changes to any specific requirements established at the time of Minor Master Site Plan Modification approval. Specific requirements include conditions of approval, Code requirements, and all aspects of the applicant's proposal that were approved as part of the Minor Master Site Plan Modification.

Section 2.10.60 - MAJOR MASTER SITE PLAN MODIFICATION REVIEW PROCEDURES

2.10.60.01 - Procedures for a Major Master Site Plan Modification

If proposed modifications exceed the threshold requirements outlined in section 2.3.40.02 of Chapter 2.3 - Conditional Development, or modifications to more than three factors that do not exceed the thresholds in section 2.3.40.02 are proposed within a single calendar year, the changes shall be processed as a Major Master Site Plan Modification.

- a. An applicant may petition for review of previously approved plans for purposes of modifying a Master Site Plan, stating reasons for the changes.

- b. Where the Director determines that the proposed changes qualify as a Major Master Site Plan Modification in accordance with the thresholds outlined in section 2.3.40.02, a hearing shall be scheduled before the Planning Commission in accordance with Chapter 2.0 - Public Hearings. The Planning Commission may approve, conditionally approve, or deny the Major Master Site Plan Modification.
- c. In reviewing the proposed modification, the Planning Commission shall follow the procedures herein required for Master Site Plan submittal and review. The Commission shall consider the review criteria in section 2.10.40.03 to determine whether to authorize a Major Master Site Plan Modification.
- d. Upon finding that the application qualifies as a Major Master Site Plan Modification, the Planning Commission may consider the redesign in whole or in part of any Master Site Plan.
- e. Notice, action on the application, the notice of disposition, appeals, the effective date, and the effective period of a Major Master Site Plan Modification shall be in accordance with the same provisions for a Master Site Plan.

2.10.60.02 - Determining Compliance with a Major Master Site Plan Modification

A site development permit request shall be reviewed to determine whether the request is in compliance with any approved Major Master Site Plan Modification. It shall be deemed to be in compliance if it does not involve any additional deviations from Code development standards, and does not involve changes to any specific requirements established at the time of Major Master Site Plan Modification approval. Specific requirements include conditions of approval, Code requirements, and all aspects of the applicant's proposal that were approved as part of the Major Master Site Plan Modification.