

CHAPTER 2.13 PLAN COMPATIBILITY REVIEW

Section 2.13.10 - BACKGROUND

Each zone is intended for a predominant type of land use. Certain other uses are permitted, but the intensity and characteristics of those uses require review to ensure their compatibility with the site and with nearby land uses. For example, any of the following may indicate the need for an individual review of the circumstances of development:

- a. Building's size in relation to other buildings in the area;
- b. Residential, commercial, or industrial aspects of a proposed development;
- c. Character of surrounding development;
- d. Traffic capacity of adjacent streets; and
- e. Potential environmental effects.

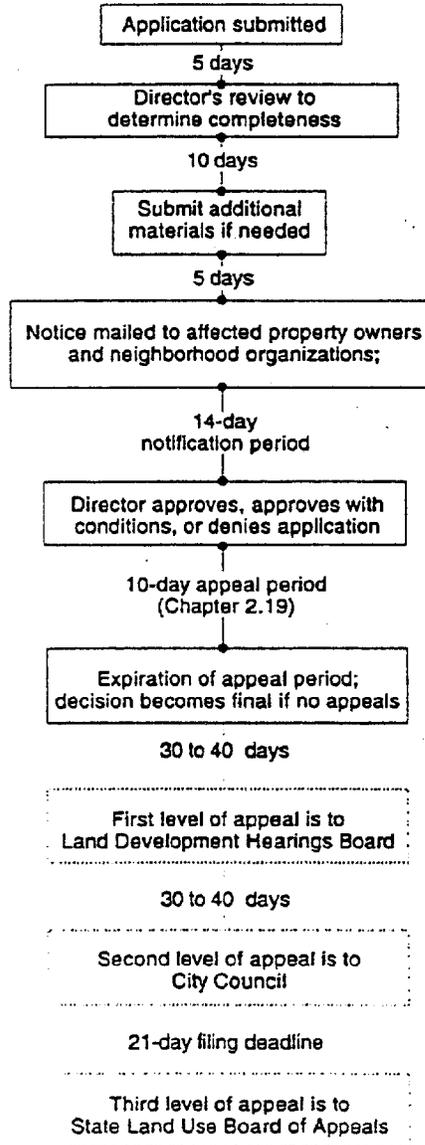
Uses requiring Plan Compatibility Review are specified for each zone. For such uses, Plan Compatibility Review is required before a building permit can be issued.

Section 2.13.20 - PURPOSES

Procedures and review criteria for Plan Compatibility Review are established for the following purposes:

- a. Encourage originality, flexibility, and innovation in site planning and development, including architectural, engineering, and landscape design;
- b. Protect neighboring property owners and residents by ensuring reasonable provisions have been made regarding surface water drainage; suitable sound and sight buffers; preservation of views, light, and air; and other aspects of design that may have substantial effects on neighboring land uses;
- c. Preserve the City's natural beauty and the quality of its visual character by ensuring proposed structures or improvements are compatible with the terrain and existing development; by preventing unnecessary and inappropriate destruction or blighting of natural landscapes or existing improvements; and by requiring that proper attention be given to the exterior appearance of structures, signs, parking areas, landscaping, and other improvements;
- d. Protect and ensure adequacy and usefulness of public and private facilities and services as they relate to each other and to the neighborhood or area;

Timeframe for Plan Compatibility Review
(Showing maximum length of time;
process typically requires less time)



- e. Maintain and improve the qualities of and relationships among individual buildings, structures, and physical improvements that best contribute to the amenities and attractiveness of a neighborhood or area; and
- f. Promote and encourage energy conservation.

Section 2.13.30 - PROCEDURES

An application filed for a Plan Compatibility Review shall be reviewed in accordance with the following procedures (see Table 2.13-1 below):

2.13.30.01 - Application Requirements

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

An application for Plan Compatibility Review shall include the following:

- a. Narrative addressing how the application meets the review criteria in section 2.13.30.05 below;
- b. Description of the land (address, lot, block, tract, or similar description) on which the proposed development is to take place;

<<where "plan" is used in this (entire) list, does it really mean "map"?>>

- c. One set of plans, not to exceed 24- by 36-in., and one set of plans reduced to no larger than 11- by 17-in. Where necessary, additional detail sheets shall be provided. The site plan shall be drawn to scale and showing existing and proposed:
 - 1. Relationship of the site to adjoining properties, streets, alleys, structures, public utilities, and drainageways;
 - 2. Lot line dimensions;
 - 3. Location of structures;
 - 4. Vehicle and pedestrian access points and accessways;
 - 5. General location of vegetated areas;
 - 6. Utility service areas;
 - 7. Fences and walls;
 - 8. Parking, maneuvering, loading, and refuse areas;

9. Direction of traffic flow on the property;
 10. Drainage controls; and
 11. Modifications to existing grades.
- d.** Exterior lighting plan (which may be shown on the site plan) indicating location, size, height, typical design, material, color, and method of illumination;
- e.** Plans and elevations of structure(s) drawn to scale indicating:
1. Heights of structures;
 2. Entrances and exits of proposed structures; and
 3. Architectural drawings or sketches, including floor plans, in sufficient detail to permit computation of yard requirements.
- f.** Landscape plan drawn to scale showing:
1. Location of existing trees and shrubs over 3 ft. in height proposed to be removed or retained on the site;
 2. Location and design of landscaped areas;
 3. Proposed varieties and sizes of trees and plant materials; and
 4. Other pertinent landscape features, including irrigation systems required to maintain plant materials.
- g.** Data indicating:
1. Square footage of site and structures;
 2. Building coverage (as a percentage of the site);
 3. Square footage of the site to be landscaped;
 4. Landscape coverage (as a percentage of the site);
 5. Number of parking spaces provided;
 6. Building materials to be used; and
 7. Specifications as to type, color, and texture of exterior surfaces of proposed structures.

- h. Any additional information that the Director may require for proper evaluation of the proposed site plan. Such additional information shall be required only where its need can be justified on the basis of special and/or unforeseen circumstances.

2.13.30.02 - Acceptance of Application

- a. The Director shall review the Plan Compatibility Review application for compliance with the application requirements in section 2.13.30.01. If the application is incomplete, the Director shall notify the applicant within five days and state what information is needed to make the application complete. The applicant shall have 10 days in which to submit additional materials.
- b. Any revisions to an accepted application that result in the need for an additional public notice to be mailed shall be regarded as a new application. Such new application shall require additional filing fees.

2.13.30.03 - Public Notice

- a. The Director shall notify affected parties that an application for a Plan Compatibility Review has been filed.
- b. "Affected parties" shall mean any owner and occupants of property within 100 ft. of the subject property and any persons whom the Director determines are affected by the application. In addition, notice shall be provided to any neighborhood or community organization recognized by the City and whose boundaries include or are adjacent to the site.
- c. The notice shall state that all comments concerning the proposed Plan Compatibility Review must be submitted in writing and received by the Director within 14 calendar days from the date of mailing the notice. The notice shall include the following:
 - 1. Street address or other easily understood geographical reference to the subject property;
 - 2. Applicable criteria for the decision;
 - 3. Place, date, and time comments are due;
 - 4. Indicate that copies of all evidence relied upon by the applicant are available for review, and that copies can be obtained at cost;
 - 5. Name and phone number of staff contact person;
 - 6. State that notice of disposition shall be provided to the applicant and any person who submits comments;

7. An explanation of appeal rights; and
8. A summary of the local decision-making process.

2.13.30.04 - Staff Evaluation

The application and any comments that have been received shall be reviewed to ensure consistency with the review criteria in section 2.13.30.05 below.

2.13.30.05 - Review Criteria

Uses requiring Plan Compatibility Review shall be reviewed to ensure compatibility with existing and potential uses on nearby lands. The following factors shall be considered:

- a. The proposed development shall be in conformance with the purposes of this chapter;
- b. Neighboring property owners and residents shall be protected through reasonable provisions regarding surface water drainage; suitable sound and site buffers; preservation of views, light, air; and other aspects of design that may have substantial effects on neighboring land uses; and
- c. The proposed development shall not adversely affect traffic, parking, and access.

2.13.30.06 - Action on Application

Based on the review criteria above and any comments received from affected parties, the Director shall review the proposed development and approve, conditionally approve, or deny the application at the completion of the 14-day comment period.

2.13.30.07 - Revisions of Proposed Plan

Any revisions of a proposed plan shall be made prior to building permit approval.

2.13.30.08 - Notice of Disposition

The Director shall provide the applicant with a notice of disposition that includes a written statement of the decision, a reference to findings leading to it, any conditions of approval, and the appeal period deadline. The notice of disposition shall also be mailed to persons who provided written comment on the mailed notice. The notice and all applicable information shall be available in the Development Services Division of the Community Development Department.

2.13.30.09 - Appeals

The decision of the Director may be appealed to the Land Development Hearings Board in accordance with the provisions of Chapter 2.19 - Appeals.

2.13.30.10 - Effective Date

Unless an appeal has been filed, the decision of the Director shall become effective 12 days after the notice of disposition is signed.

2.13.30.11 - Effective Period of Approval

Plan Compatibility Review approval shall be effective for a 2-year period from the date of approval. If the applicant has not begun the development within the 2-year period, the approval shall expire.