

CHAPTER 220
SITE PLAN REVIEW

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220.001. Purpose. The purpose of this Chapter is to provide a unified, consistent and efficient means to conduct site plan review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure. (Ord No. 12-12)

220.005. Site Plan Review.

(a) Applicability.

(1) Except as provided in paragraph (2) of this subsection, any development that requires a building permit must receive site plan review approval prior to issuance of the building permit.

(2) Exemptions. The following development that requires a building permit is exempt from site plan review:

(A) The construction of single-family or duplex dwellings on an individual lot, including the construction of accessory structures associated with such dwellings.

(B) Sign installation.

(C) Ordinary maintenance or repair of existing buildings, structures, utilities, landscaping, and impervious surfaces, and the installation or replacement of operational equipment or fixtures.

(D) The alteration to the facade of a building.

(E) Interior construction or tenant improvements that involve no change of use.

(b) Classes. The three classes of Site Plan Review are:

(1) Class 1 Site Plan Review. Class 1 Site Plan Review is site plan review for any development that requires a building permit, that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves a change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required.

(2) Class 2 Site Plan Review. Class 2 Site Plan Review is required for any development that requires a building permit, other than development subject to Class 1 Site Plan Review, and that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015.

(3) Class 3 Site Plan Review. Class 3 Site Plan Review is required for any development that requires a building permit, and that involves a land use decision or limited land use decision, as those terms are defined in ORS 197.015. As used in this paragraph, land use decisions and limited land use decisions include, but are not limited to, any development application that:

(A) Requires a Transportation Impact Analysis pursuant to SRC Chapter 803;

(B) Requires a geotechnical report or geologic assessment under SRC Chapter 810, except where a geotechnical report or geologic assessment has already been approved for the property subject to the development application;

(C) Requires deviation from clear and objective development standards of the UDC

relating to streets, driveways or vision clearance areas;

(D) Proposes dedication of right-of-way which is less than the requirements of the Salem Transportation System Plan;

(E) Requires deviation from the clear and objective standards of the UDC and where the review authority is granted the authority to use limited discretion in deviating from the standard; or

(F) Requires a variance, adjustment, or conditional use permit.

(c) Procedure Type.

(1) Class 1 Site Plan Review is processed as a Type I procedure under SRC Chapter 300.

(2) Class 2 Site Plan Review is processed as a Type I procedure under SRC Chapter 300.

(3) Class 3 Site Plan Review is processed as a Type II procedure under SRC Chapter 300.

(4) An application for site plan review may be processed concurrently with an application for a building permit; provided, however, the building permit shall not be issued until site plan review approval has been granted.

(d) Submittal Requirements for Class 1 Site Plan Review. In lieu of the application submittal requirements under SRC Chapter 300, an application for a Class 1 Site Plan Review shall include a completed application form that shall contain the following information:

(1) The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;

(2) The address or location of the subject property and its assessor's map and tax lot number;

(3) The size of the subject property;

(4) The comprehensive plan designation and zoning of the subject property;

(5) The type of application(s);

(6) A brief description of the proposal; and

(7) Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s).

(e) Submittal Requirements for Class 2 and Class 3 Site Plan Review.

(1) Class 2 Site Plan Review. In addition to the submittal requirements for a Type I application under SRC Chapter 300, an application for Class 2 Site Plan Review shall include the following:

(A) A site plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:

(i) The total site area, dimensions, and orientation relative to north;

(ii) The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance from the structures and improvements to all property lines and adjacent on-site structures;

(iii) Loading areas, if included in the proposed development;

(iv) The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included in the proposed development;

(v) An indication of future phases of development on the site, if applicable;

(vi) All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area;

(vii) The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC Chapter 807;

(viii) The location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;

(ix) The location of all street trees, if applicable, or proposed location of street trees

required to be planted at time of development pursuant to SRC Chapter 86; and
(x) Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.

(B) An existing conditions plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:

- (i) The total site area, dimensions, and orientation relative to north;
- (ii) The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines; and
- (iii) The location of the one-hundred-year flood plain, if applicable.

(C) A completed trip generation estimate for the proposed development, on forms provided by the City.

(2) **Class 3 Site Plan Review.** In addition to the submittal requirements for a Type II application under SRC Chapter 300, an application for Class 3 Site Plan Review shall include the following:

(A) All submittal requirements for a Class 2 Site Plan Review under subsection (e)(1) of this section;

(B) The zoning district, comprehensive plan designation, and land uses for all properties abutting the site;

(C) Driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements;

(D) The elevation of the site at two-foot contour intervals, with specific identification of slopes in excess of fifteen percent;

(E) The location of drainage patterns and drainage courses, if applicable;

(F) A preliminary utility plan showing capacity needs for municipal water, stormwater facilities, and sewer service, and schematic location of connection points to existing municipal water and sewer services;

(G) Summary table which includes site zoning designation; total site area; gross floor area by use (e.g. manufacturing, office, retail, storage); building height; itemized number of full size compact and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks;

(H) A geological assessment or geotechnical report, if required by SRC Chapter 810, or a certification from an engineering geologist or a geotechnical engineer that landslide risk on the site is low, and that there is no need for further landslide risk assessment; and

(I) A Transportation Impact Analysis, if required by SRC Chapter 803.

(f) **Criteria.**

(1) **Class 1 Site Plan Review.** An application for a Class 1 Site Plan Review shall be granted if:

(A) The application involves only a change of use or a change of occupancy, and there is no pending application for an associated land use decision or limited land use decision;

(B) Only construction or improvements to the interior of the building or structure will be made;

(C) The new use or occupancy will not require exterior improvements to the building or structure or alteration to existing parking, landscaping, or bufferyards;

(D) Only clear and objective standards which do not require the exercise of discretion

or legal judgment are applicable to the site plan review application; and

(E) The application meets all applicable standards of the UDC.

(2) **Class 2 Site Plan Review.** An application for a Class 2 Site Plan Review shall be granted if:

(A) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the application.

(B) The application meets all the applicable standards of the UDC.

(3) **Class 3 Site Plan Review.** An application for Class 3 Site Plan Review shall be granted if:

(A) The application meets all applicable standards of the UDC;

(B) The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately;

(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and

(D) The proposed development will be adequately served with City water, sewer, stormwater facilities, and other utilities appropriate to the nature of the development.

(Ord No. 12-12; Ord No. 31-13)

220.010. Modification of Site Plan Review Approval.

(a) **Applicability.** A site plan review approval may be modified after its effective date if the proposed modification meets the criteria in this section. Proposed modifications that do not meet the criteria in this section require submittal of a new application for site plan review.

(b) **Procedure Type.** Modification of a site plan review approval is processed as a Type I procedure under SRC Chapter 300.

(c) **Submittal Requirements.** In addition to the submittal requirements for a Type I application under SRC Chapter 300, an application for modification of a site plan review approval shall include the following:

(1) For modification of a Class 1 site plan review approval, the information required under SRC 220.005(d);

(2) For modification of a Class 2 site plan review approval, the information required under SRC 220.005(e)(1); and

(3) For modification of a Class 3 site plan review approval, the information required under SRC 220.005(e)(2).

(d) **Criteria.**

(1) Modification of a Class 1 or Class 2 site plan review approval shall be granted if the proposed modification will not result in significant changes to the physical appearance of the development, use of the site, and the impacts on surrounding properties.

(2) Modification of a Class 3 site plan review approval shall be granted if all of the following criteria are met:

(A) The proposed modification is not substantially inconsistent with the conditions of the original approval; and

(B) The proposed modification will not result in significant changes to the physical appearance of the development, the use of the site, and the impacts on surrounding properties.

(e) **Expiration.** The effect of a modification upon the expiration period of the original approval, if any, shall be established in the modification decision. (Ord No. 12-12; Ord No. 31-13)