

Site Design Review

Application Submission Requirements

Site Design Review is a discretionary review conducted by the Planning Commission with a public hearing (Type III Quasi-Judicial Review). It applies to all development in the City, except those specifically listed as subject to Land Use Review.

Site Design Review ensures compliance with the land use and development standards in Chapter 2 (e.g., lot area, building setbacks and orientation, lot coverage, maximum building height), and the design standards and public improvement requirements in Chapter 3.

4.2.500 Site Design Review - Application Submission Requirements

All of the following information is required for Site Design Review application submittal:

- A. General Submission Requirements.** An application for Site Design Review shall contain all of the information required for a Type III review under Section 4.1.400, and provide:
1. **Public Facilities and Services Impact Study.** The impact study shall quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study during the recommended pre-application conference (Section 4.1.600C). The study shall address, at a minimum, the transportation system, including street access, pedestrian ways and bikeways, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users;
 2. **Traffic Impact Study, if required by the road authority.** Traffic Impact Studies shall conform to the standards and procedures in Section 4.1.900; and
 3. **In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.**
- B. Site Design Review Information.** In addition to the general submission requirements for a Type III review (Section 4.1.400) an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the Community Development Director. The Community Development Director may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:
1. **Site analysis map.** At a minimum the site analysis map shall contain the following:
 - a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
 - b. Topographic contour lines at 2-foot intervals for slopes of less than 10 percent, and 5-foot intervals for steeper slopes;
 - c. Identification of slopes greater than 15 percent;

- d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
 - e. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
 - f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
 - g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
 - h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
 - i. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
 - j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
 - k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
2. Proposed site plan. The site plan shall contain the following information:
- a. The proposed development site, including boundaries, dimensions, and gross area;
 - b. Features identified on the existing site analysis maps that are proposed to remain on the site;
 - c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
 - h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - i. Loading and service areas for waste disposal, loading and delivery;
 - j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - k. Location, type, and height of outdoor lighting;
 - l. Location of mail boxes, if known;
 - m. Name and address of project designer, if applicable;
 - n. Locations of bus stops and other public or private transportation facilities;
 - o. Locations, sizes, and types of signs;
 - p. Location of utility connections and pipe sizes.
3. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:
- a. Building elevations (as determined by the Community Development Director) with building height and width dimensions;
 - b. Building floor plans with dimensions and use of rooms;
 - c. Building materials, colors and type;

- d. The name of the architect or designer.
4. Preliminary grading plan. A preliminary grading plan shall be required for development sites ½ acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 3.4.400. A Hillside Development Permit may be required for any property showing greater than 15 percent grade change (see Chapter 3.7.100).
5. Landscape plan. A landscape plan may be required and at the direction of the Community Development Director shall show the following:
 - a. The location and height of existing and proposed fences, buffering or screening materials;
 - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
 - d. Existing and proposed building and pavement outlines;
 - e. Specifications for irrigation (may be automatic or other approved method of irrigation) and anticipated planting schedule;
 - f. Other information as deemed appropriate by the Community Development Director. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2 Landscape, Street Trees, Fences and Walls of this Code.
6. Sign drawings shall be required in conformance with the City's Sign Code (Chapter 3.8).
7. Deed restrictions. Copies of all existing and proposed restrictions or covenants, including those for access control.
8. Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in Section 4.2.600 Approval Criteria.
9. Traffic Impact Study, when required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.9, and Section 3.4.1 for relevant standards.
10. State Highway Access Permit. A copy of an approved State Access Permit shall be submitted for any proposal creating a new access or changing an existing access onto a State Highway;
11. Other information determined by the Community Development Director. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, environmental features, natural hazards, etc.), in conformance with this Code.

Site Design Review Approval Criteria

4.2.600 Site Design Review Approval Criteria

The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

1. The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500.
2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;
3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;
4. The application complies with all of the Design Standards in Chapter 3:
 - a. Chapter 3.1 - Access and Circulation;
 - b. Chapter 3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
 - c. Chapter 3.3 - Parking and Loading;
 - d. Chapter 3.4 - Public Facilities;
 - e. Chapter 3.5 - Surface Water Management;
 - f. Chapter 3.6 - Other Standards, as applicable;
 - g. Chapter 3.7 – Sensitive Lands
5. Existing conditions of approval required as part of a prior Land Division (Chapter 4.3), Conditional Use Permit (Chapter 4.4), Master Planned Development (Chapter 4.5) or other approval shall be met.