



March 21, 2016

Proposed DRAFT Code Amendment to Chapter 17.62.035:

Note: Code additions have underlines, extractions have ~~strike through~~.

17.62.035 Minor Site Plan and Design Review.

This section provides for a minor site plan and design review process. Minor Site Plan Review is a Type I or Type II decision, as described in OCMC Section 17.62.035.A, subject to administrative proceedings described in OCMC section 17.50 and may be utilized as the appropriate review process only when authorized by the Community Development Director. The purpose of this type of review is to expedite design review standards for uses and activities that require only a minimal amount of review, typical of minor modifications and/or changes to existing uses or buildings.

A. Type I Minor Site Plan and Design Review.

1. Applicability. Type I applications involve no discretion. The Community Development Director may require that the activity be reviewed as a Type II process on a case by case basis.

The Type I process is not applicable for:

- a. Any activity which is included with or initiates actions that require Type II-IV review.
- b. Any use which is not permitted outright, unless otherwise noted.
- c. Any proposal in which nonconforming upgrades are required per Chapter 17.58.
- d. Any proposal in which modifications are proposed per Chapter 17.62.015.

2. The following projects may be processed as a Type I application.

- a. Replacement of exterior building materials.
- b. Addition of windows and doors, relocation of windows and doors in which transparency levels remain unchanged, or removal of windows and doors provided minimum transparency requirements are still met.
- c. Removal, replacement or addition of awnings, or architectural projections to existing structures.
- d. Addition or alteration of parapets or rooflines.
- e. Modification of building entrances
- f. Addition of up to 100 square feet to a commercial, institutional, or multifamily structure in which no changes are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding new drive thru). Increases of more than 100 square feet in a 12-month period shall be processed as Type II.
- g. Addition of up to 1,000 square feet to an industrial use in which no changes are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding ancillary retail and office). Increases of more than 1000 square feet in a 12-month period shall be processed as Type II.
- h. Addition to a legal nonconforming single or two-family dwelling.
- i. Repaving of previously approved parking lots with no change to striping.

- j. Change to parking lot circulation or layout, excluding driveway modifications.
- k. Removal or relocation of vehicle parking stalls provided total parking remains between approved minimum and maximum with no new reductions other than through the downtown parking district.
- l. Adoption of shared parking agreements.
- m. Changes to amount, location, or design of bicycle parking.
- n. Changes to landscaping that do not require stormwater quality and quantity treatment under OCMC Section 13.12.
- o. Changes to pedestrian accessways, walkways or plazas.
- p. Installation of mechanical equipment.
- q. Installation of or alterations to ADA accessibility site elements that do not result in loss of required landscaping, parking, or other site elements.
- r. Addition or modification of a fence, hedge, or wall.
- s. Addition of or alterations to outdoor lighting.
- t. Addition, modification or relocation of refuse enclosure.

3. Submittal requirements. A Type I application shall include:

- a. A narrative describing the project.
- b. Site plan drawings showing existing conditions/uses and proposed conditions/uses.
- c. Architectural drawings, including building elevations and envelopes, if architectural work is proposed.
- d. A completed application form.
- e. Any other information determined as necessary by the Community Development Director.

BA. Generally. Type II Minor Site Plan and Design Review

1. Type II Minor site plan and design review applies to the following uses and activities unless those uses and activities qualify for Type I review per 17.62.035.A:

- a) Modification of an office, commercial, industrial, institutional, public or multi-family structure for the purpose of enhancing the aesthetics of the building and not increasing the interior usable space (for example covered walkways or entryways, addition of unoccupied features such as clock tower, etc.).
- b) Modification to parking lot layout and landscaping, or the addition of up to 5 parking spaces.
- c) A maximum addition of up to one thousand square feet to a commercial, office, institutional, public, multi-family, or industrial building provided that the addition is not more than thirty-five percent of the original building square footage.
- d) Other land uses and activities may be added if the Community Development Director makes written findings that the activity/use will not increase off-site impacts and is consistent with the type and/or scale of activities/uses listed above.

2B. Application. The application for the Type II minor site plan and design review shall contain the following elements:

- a) The submittal requirements of Chapter 17.50.
- b) A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Section 17.62.035(C) below.
- c) Site plan drawings showing existing conditions/uses and proposed conditions/uses.
- d) Architectural drawings, including building elevations and envelopes, if architectural work is proposed.

- e) Additional submittal material may be required by the Community Development Director on a case-by-case basis.

3C. Development Standards for Type II Minor Site Plan and Design Review.

1. All development shall comply with Section 17.62.050(1-7 and 8-15 and 20-22) when deemed applicable by the Community Development Director. Other sections may apply, as directed by the Community Development Director when applicable, in order to show compliance with this chapter, such as the commercial and institutional standards of section 17.62.055.

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