CITY OF ROGUE RIVER

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PLANNING COMMISSION WORKSHOP
TUESDAY March 27, 2018
10:30 A.M.
This meeting is being digitally recorded.

CALL TO ORDER-
ROLL CALL -
PUBLIC INPUT -
PRESENTATIONS -
PLANNING COMMISSION MEMBER COMMENTS -
COUNCIL LIAISON REPORT -

NEW BUSINESS –

1. **Review (Please bring your code book)**
   a. **Commercial Zone – Is a Portrait Studio a permitted use?**

2. **Discussion**
   a. **Site Plan Review Process**

OLD BUSINESS -

OTHER BUSINESS –

STAFF COMMENTS AND UPDATES:

ADJOURN –

NEXT PLANNING COMMISSION MEETING: TUESDAY, MARCH 13TH @ 10:00 AM

Impertinent or Slanderous Remarks; Unauthorized Remarks; Demonstrations. Any person making impertinent or slanderous remarks or who becomes boisterous during a Planning Commission meeting shall be removed from the room if so directed by the presiding officer; and such person may be barred from further remarks before that session of the Planning Commission. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted. Disorderly conduct at Planning Commission meetings may be prosecuted upon appropriate complaint signed by the presiding officer. The City Hall is handicapped accessible. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting. If you wish to speak regarding an agenda item, please sign in before the start of the meeting.

TREE CITY USA

We are an AA/EOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"

Chapter 17.30
C-1 COMMERCIAL DISTRICT

Sections:

17.30.010 Purpose.

This district is designed to encourage, stabilize, improve, and protect the characteristics of the Rogue River commercial core and to promote the establishment of new and complementary commercial and service land uses. [Ord. 09-360-O; Ord. 373 § 3.040(1), 1982].

17.30.020 Permitted uses.

All uses are subject to Chapter 17.115 RRMC, Site Plan Review.

A. Business, financial and professional offices and banks.

B. Medical, dental and optical clinics.

C. Retail stores and service establishments which supply commodities or provide services primarily to meet the needs of the neighborhood and community, including:

1. Personal service establishments such as beauty and barber shops, laundromat, cleaning and laundry shops and services, and dyeing establishments.

2. Retail stores such as hardware stores, garden shops, drug stores, antique shops, clothing stores, and grocery stores.

3. Indoor restaurant, cafe, delicatessen, bakery, soda fountain, including sale of liquor, beer or other alcoholic beverages for consumption on the premises, not including entertainment or dancing.

4. Light service shops such as picture framing studios, and tailoring.

5. Theater; provided, that such use is conducted within a building.

6. Commercial parking lots for passenger vehicles, subject to the requirements of Chapter 17.70 RRMC.

7. Copying and printing shops and services.

D. Mortuary.

E. Single residence in conjunction with a commercial use.

F. Maintenance, repair, improvement, expansion and renovation of existing residences.

G. New garage and storage building for existing residence.

H. Mobile businesses, when:

1. Comprised of 200 square feet or less of enclosed space;

2. Are 100 percent self-contained; and

3. Are removed from the premises each night. [Ord. 09-360-O; Ord. 373 § 3.040(2), 1982].

17.30.030 Accessory uses.

The following uses are permitted as accessory to an existing use in the C district.

A. Seasonal uses when set up and removed within 45 days of the specified holiday or season. A seasonal use shall not last for more than 45 calendar days, shall not encroach upon any traffic percent maneuvering, ingress or egress ways, and shall not cover more than 10 percent of the required off-street parking area for the commercial use. [Ord. 09-360-O; Ord. 373 § 3.040(3), 1982].

17.30.040 Conditional uses.

The following uses and accessory uses are permitted when authorized in accordance with Chapters 17.100 and 17.115 RRMC:

A. Restaurants and any establishment which includes dancing and entertainment.

B. Outdoor restaurant or restaurant with outdoor seating areas.

C. Bowling alleys, auditoriums, skating rinks, dance halls, and drive-in theaters.

D. Recreational vehicle parks.

E. Veterinary clinic.

F. Automobile service stations, auto body shop, muffler shop, mechanic shop, new and used car sales, boat and trailer sales.

G. Vehicle and equipment rental and storage yards.

H. Mini-storage facilities.

I. Churches, parochial and private schools, including nursery schools, classrooms or training centers.

J. Business, dancing, trade, technical or similar schools, classrooms or training centers.

K. Residential care facilities.

L. An additional residence, meeting the high density residential (R-2) development standards in Chapter 17.25 RRMC.

M. Public and quasi-public utility buildings, lodges and clubs, structures and uses as appropriate to and compatible with the purpose of the C-1 district.

N. Service shops such as upholsterer and appliance repair.

O. Publishing and lithography shops and services.

P. Building material sales yard, excluding concrete or asphalt batch mixing plants.

Q. Cabinet, carpentry, electrical, furniture, plumbing, and heating supply shops and services.

R. Small engine repairs such as, but not limited to, lawn mowers, weed eaters and chainsaws. This is not to be confused with car, truck or any other type of motor vehicle repair.

S. Hotels and motels.

T. Other similar uses, when found to be consistent with the intent of this district by the planning commission. [Ord. 09-360-O; Ord. 373 § 3.040(4), 1982].

17.30.050 Area, width, height, and yard requirements.

A. The maximum building height is 40 feet.

B. Each new parcel must front on and have access to a publicly owned and maintained road for a minimum of 40 feet, except when the parcel is served by a flagpole approved under RRMC 16.20.030, or a private road created and approved through a partition, subdivision or planned unit development.

C. There are no requirements for lot area or width, or for yard setbacks except as necessary to meet the off-street parking and loading requirements or as a condition of approval. [Ord. 09-360-O; Ord. 373 § 3.040(4), 1982].

17.30.060 General requirements.

A. No use shall be permitted and no process, equipment or materials shall be used which are found by the planning commission to be harmful to persons living or working in the vicinity or by reason of odor, fumes, dust, smoke, cinders, dirt, refuse, water-carried waste, noise, vibrations, illumination, glare, or unsightliness or to involve any hazard of fire or explosions.

B. All business, services and processes shall be conducted entirely within a completely enclosed structure, or in an area immediately adjacent thereto, provided the area of such outside use is paved and does not exceed 10 percent of the area of the enclosed commercial use and is entirely on privately owned property. Off-street parking and loading areas, gasoline stations, outdoor dining, entertainment or recreation areas, and garden shops, Christmas tree sales lots, bus stations, automobile sales, and trailer sales or rentals need not be within an enclosed structure.

C. Open storage of materials attendant to a permitted use or conditional use shall be permitted only within a paved area surrounded or screened by an approved solid wall or an approved site screening fence six feet in height; provided, that no materials or equipment, except vehicles, shall be stored to a height greater than that of the wall or fence.

D. Where a site adjoins or is located across an alley from a residential district, a solid wall or fence, six feet in height, shall be located on the property line common to such districts, except in a required front yard, where it must be inside the property line.

E. All new development shall be required to provide half street improvements along all frontage roads, including curbs, gutters, sidewalks and storm drain facilities, and pavement to the center line of the road(s).

F. Any developer working in any public right-of-way within the city limits shall provide the city with a certificate of insurance in the amount of $1,000,000 naming the city as an additional insured. Public utilities are exempt from this subsection. [Ord. 09-360-O; Ord. 373 § 3.040(5), 1982].

17.30.070 Signs and lighting premises.

A. All signs located within the C-1 commercial district shall comply with Chapter 17.85 RRMC, specifically RRMC 17.85.090, Commercial and industrial regulations.

B. Outdoor lighting standards and fixtures for illumination of premises shall be so designed and installed that direct rays are not toward or parallel with a public street or highway or directed toward any residential uses. [Ord. 10-368-O § 2; Ord. 09-360-O; Ord. 373 § 3.040(6), 1982].

17.30.080 Off-street parking.

All uses shall provide off-street parking facilities as required in Chapter 17.70 RRMC except when located within a special district organized to provide common public parking areas. [Ord. 09-360-O; Ord. 373 § 3.040(7), 1982].

17.30.090 Hydrologist, soil engineer, engineer, and/or geologist.

Any developer developing in the city limits may be required to pay for a state of Oregon licensed hydrologist, soil engineer, engineer, and/or geologist who is hired by the city to review the development plans to ensure that all requirements and specifications of the city are met. [Ord. 09-360-O; Ord. 373 § 3.040(8), 1982].

Chapter 17.115
SITE PLAN REVIEW

Sections:

17.115.010 Purpose.

The purpose of this chapter is to assure quality and compatible land development in multiple-family, commercial and industrial zones, and to provide minimum standards in development plans for all new construction within the city of Rogue River. [Ord. 85-112-O § 14; Ord. 84-420-O § 14; Ord. 373 § 10.010, 1982].

17.115.015 Pre-application conference.

An applicant may be required to attend a pre-application conference prior to submitting an application for a site plan review. The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of this title, provide for an exchange of information regarding applicable elements of the comprehensive plan and development requirements, and to identify policies and regulations that create opportunities or pose significant constraints for the proposed development. [Ord. 99-283-O § 25; Ord. 373 § 10.015, 1982].

17.115.020 Application permit.

An application for site plan review shall be filed with the city recorder on a form prescribed by the planning commission, which shall include the following information:

A. Size 18-inch by 24-inch site plan, five black and white copies.

B. Legal description of the property (metes and bounds).

C. Name, address, and telephone number of the owner and/or applicant.

D. Statement that the applicant is the owner of the property or a notarized statement that the applicant is the owner's legal attorney-in-fact.

E. Township, range, section, tax lot numbers and street address of the property.

F. Location of buildings and structures, existing and proposed, identifying those to be removed, if any.

G. Location and layout of off-street vehicle and bicycle parking areas, including walkways and bikeways.

H. Location of existing and proposed access point(s) on both sides of the road where applicable.

I. Distances to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property.

J. Number and direction of lanes to be constructed on the driveway plus striping plans.

K. All planned transportation features (such as sidewalks, bikeways, auxiliary lanes, signals, etc.).

L. Trip generation data or appropriate traffic studies. The city or other agency with access jurisdiction may require a traffic study prepared by a licensed traffic engineer to determine access, circulation, and other transportation requirements.

M. Parking (motor vehicle and bicycle) and internal circulation plans for vehicles and pedestrians.

N. Plat map showing property lines, right-of-way, and ownership of abutting properties.

O. When an attachment or minor addition to an existing building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing building, but need not include other data required in subsections (H), (I), (J), (K), or (M) of this section. [Ord. 03-316-O § 1 (Exh. A); Ord. 92-215-O § 35; Ord. 87-159-O § 25; Ord. 85-112-O § 15; Ord. 84-420-O § 14; Ord. 373 § 10.020, 1982].

17.115.030 Public hearing.

The planning commission shall hold a public hearing within 21 days after the filing of the applications, notice of which shall be given in the manner provided in RRMC 17.100.040. [Ord. 92-215-O § 36; Ord. 90-194-O § 64; Ord. 393 § 20, 1984; Ord. 373 § 10.025, 1982].

17.115.040 Review of development plan.

All new commercial or industrial buildings, or any commercial or industrial use that has been abandoned for a period of one year or more, or the enlargement of the same and multiple-family developments exceeding two units shall be subject to site plan review. All other development plans which must be submitted, including all proposed use changes in existing buildings, shall be reviewed by the public works director. The public works director may refer other development plans to the planning commission for site plan review if he/she deems it necessary. The planning commission or public works director may impose any or all of the following conditions, with a reason or reasons for each condition being noted, and such reasons shall be kept on file with each application:

A. Require a landscape plan.

B. Require view-obscuring shrubbery, walls, or fences along property lines and around unsightly areas, such as trash and equipment storage areas and industrial and heavy commercial activities. When possible, enclosures should be incorporated into the building (i.e., wing walls, alcoves). If freestanding, the enclosures shall be constructed of materials which are compatible with other structures on the site. Chain link fencing, with or without slats, for this purpose, is prohibited.

C. All HVAC equipment shall be concealed from view. Where possible, such concealment should be accomplished using the architectural elements of the buildings (i.e., roof forms, parapets, wing walls, alcoves, etc.). Freestanding walls or fences may also serve as sight-obscuring concealment devices. Chain link fencing, with or without slats, for this purpose is prohibited.

D. Wall-mounted utility devices, such as meters and television cable boxes, shall be mounted on the side of the building not facing a street unless they are concealed from view. Where possible, concealment should be accomplished using architectural elements of the building (i.e., wing walls, alcoves, etc.).

E. Require the city's approval of a grading plan and/or drainage plans.

F. Require the city's approval of a stormwater management plan, if required, subject to the standards of Chapter 17.90 RRMC.

G. Require the city's approval of an erosion prevention and sediment control plan, if required, subject to the standards of Chapter 17.95 RRMC.

H. Require size, placements, grades and material for pedestrian and vehicle access, where the existing transportation system will be impacted by, or is inadequate to handle, the additional burden caused by the proposed use.

I. Require sidewalks, driveway approaches, dedication of necessary rights-of-way for streets, sidewalks, bikeways, paths, or access ways and easements for utilities, waterways or slopes.

J. Internal pedestrian circulation shall be provided in new commercial, office, and multifamily residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, access ways, or similar techniques.

K. Commercial Development Standards.

1. New multifamily residential and commercial buildings, particularly retail shopping and offices, shall be oriented to the street, near or at the setback line. For lots with more than two front yards, the building(s) shall be oriented to the two busiest streets.

2. Off-street motor vehicle parking for new multifamily and commercial developments shall be located at the side or behind the building(s).

L. Require the Oregon Department of Transportation to review any application that involves access to the state highway system for conformance with state access management standards. [Ord. 05-328-O § 8; Ord. 03-316-O § 1 (Exh. A); Ord. 99-283-O §§ 26 – 28; Ord. 96-259-O § 16; Ord. 90-194-O §§ 65 – 67; Ord. 87-159-O § 26; Ord. 85-112-O § 16; Ord. 84-420-O § 14; Ord. 373 § 10.030, 1982].

17.115.050 Notice to public agencies.

Notice shall be provided to ODOT regarding any land use action on or adjacent to a state facility. Similarly, all actions by Rogue River potentially affecting a county road shall require notice to Jackson County roads and parks services. In addition, notice shall be made to providers of public transit and special interest transportation groups such as truckers, railroad, bicyclists, pedestrians, and the disabled on any roadway or other transportation project. The city shall provide notice to public agencies providing transportation facilities and services and ODOT of:

A. Land use applications that require public hearings;

B. Subdivisions and partition applications; and

C. Other applications which affect private access to road.

Information that should be conveyed to reviewers includes: project location; proposed land use action; location of project access point(s). [Ord. 03-316-O § 1 (Exh. A); Ord. 373 § 10.035, 1982].

17.115.060 Review.

The concept of the site plan review application for projects subject to the requirements of this chapter shall be reviewed by the planning commission within 21 days of acceptance of a complete application in accordance with the provisions of RRMC 17.100.040.

The planning commission shall review and recommend approval, approval with conditions, or denial of the site plan review to the city council based upon the following criteria:

A. Complies with the Rogue River comprehensive plan.

B. Complies with all requirements of the zoning district.

C. Complies with all other applicable requirements of this title.

D. Adequate public services, facilities and utilities are available, or can be made available by the the applicant as part of a proposed development.

E. Potential land use conflicts between the proposed project and adjacent uses have been adequately mitigated through specific conditions of development.

F. Access shall comply with RRMC 17.65.080, and shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access. The proposed development shall not diminish the function of public streets.

G. The road system shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.

H. An internal pedestrian system of sidewalks or paths shall provide connections to parking areas, entrances to the development, and open space, recreational, and other community facilities associated with the development.

I. The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 200 average daily motor vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the street system will not exceed a V/C ratio of .80. Whenever performance standards of local, arterial or collector roads is determined to be above .80 V/C and transportation improvements are not planned within the planning horizon to bring performance to standard, the performance standard is to avoid further degradation. [Ord. 03-316-O § 1 (Exh. A); Ord. 99-285-O § 16; Ord. 99-283-O § 29; Ord. 90-194-O § 68; Ord. 87-159-O § 27; Ord. 84-420-O § 14; Ord. 373 § 10.040, 1982].

17.115.070 Administrative approval.

A site plan review can be an administrative decision if the application is such that there are not any extenuating circumstances and the planning commission agrees for it to be handled at the administrative level. All of the requirements listed in this chapter shall be required for the site plan review. [Ord. 99-285-O § 17; Ord. 373 § 10.045, 1982].

17.115.080 Approval period.

A site plan review approval by the planning commission shall become null and void one year following the date on which it became effective unless, by conditions of the site plan review approval, a greater or lesser time is prescribed as a condition of approval. [Ord. 99-285-O § 18; Ord. 90-194-O § 69; Ord. 84-420-O § 14; Ord. 373 § 10.050, 1982].

17.115.090 Appeal.

Appeal of the decision of the city council shall be made in the manner provided in Chapter 17.120 RRMC. [Ord. 99-283-O § 30; Ord. 95-248-O § 6; Ord. 85-112-O § 17; Ord. 84-420-O § 14; Ord. 393 § 22, 1984; Ord. 373 § 10.060, 1982].