

CITY OF ROSEBURG
Community Development Department
LAND USE APPLICATION PROCESS



The City of Roseburg Land Use and Development Ordinance (LUDO) regulates development projects within the City, as well as some areas outside the City's limits within the Urban Growth Boundary. Community Development reviews new development proposals, as well as changes to existing uses and developments for compliance with LUDO, the City of Roseburg Comprehensive Plan, and other applicable codes and programs.

Typical Land Use Review functions include:

- Coordinating pre-application meetings with potential applicants;
- Facilitating citizen participation in the land use process;
- Providing notice and information on land use applications to surrounding property owners and affected agencies;
- Completing a thorough review of proposed development projects and writing required legal findings;
- Making presentations on land use applications at Planning Commission and City Council public hearings;
- Conducting Site Plan Reviews for all development projects.

The goal of Community Development is to conduct thorough, accurate, balanced, expeditious and consistent reviews of land use applications to benefit the livability of the present and future citizens of the City of Roseburg. The review process, as well as submission of plans and materials may vary depending on the type of land use application(s) required.

All land use applications are to be submitted to the Community Development Department located at:

Roseburg City Hall	Monday through Friday – 8:00 a.m. to 5:00 p.m. (Closed during the noon hour.)
Third Floor	Phone Number – 541-492-6750
900 SE Douglas Avenue	e-mail: mwillis@cityofroseburg.org OR
Roseburg OR 97470	e-mail: cmorgan@cityofroseburg.org

When a project requires multiple permits they may be filed concurrently. Application acceptance is based on:

- Having a completed application signed by the property owner(s)
- Fees, as established by City Council Resolution, paid at the time of submittal
- Required plans drawn at a standard architect or engineer scale, which show the name, address, phone number and preparer
- Plans assembled into sets per the number listed in the Submittal Requirements checklist. Rolled plans are not accepted
- Plans submitted with the initial applications are distributed for review by other City departments and agencies; if necessary, you may be contacted to provide additional plan sets

- When a PowerPoint Presentation is required (for permits to be reviewed by the Planning Commission and/or City Council), the presentation is to be submitted once the application has been deemed complete, but no less than 72 hours prior to any public hearings

Timing:

Once any application has been received, per Oregon Revised Statutes (ORS) and LUDO the Community Development Department must determine if it is complete within 30 days. If the application is found to be incomplete the applicant will be notified in writing within 30 days as to any needed revisions or additional materials, as well as optional responses.

Once an application is deemed complete, it will be scheduled for consideration based on noticing requirements and the regular meeting schedule. Typically, an administrative land use application is reviewed and acted on within 45-days of being deemed complete. This allows for the preparation and mailing of the required 15-day public notice. A land use application that needs to be reviewed and acted on by the Planning Commission will be scheduled based on the required 20-day public hearing notices, as well as any 45-day notice to the Department of Land Conservation and Development (DLCD) required for certain types of applications. The Planning Commission holds regular meetings on the first and third Monday of each month.

Review Process:

For administrative land use permits, the applicant will be notified of the decision date and will also be required to post-notices (provided by Community Development Department) in the vicinity of the project site. If the application is found to be in compliance with the LUDO approval criteria and there are no remonstrance (objections) received, staff will prepare a decision document to be forwarded to the applicant, agent, and owner. If remonstrances are received, the item may be forwarded to the Planning Commission for consideration.

For matters heard by the Planning Commission, a written staff analysis will be prepared to be available at least 7 days prior to the Planning Commission public hearing. This report will include a description of the proposal, analysis based on the approval criteria, conclusion and a recommendation. Draft Findings of Fact (decision) may also be provided at the initial meeting for the Planning Commission's consideration. If Findings of Fact are not adopted at the initial meeting, they are typically presented at the next regular meeting. Once Findings of Fact are adopted, the decision of the Commission is final unless an appeal is filed within 14-day of the decision.

Appeal procedure:

Any affected party, as defined in LUDO, may appeal a decision on a Land Use application. An administrative decision by the Community Development Director may be appealed to the Planning Commission. A decision by the Planning Commission may be appealed to the City Council. Filing an appeal requires submitting a "Notice of Review" (form available from Community Development) along with the appropriate fee, within 14-days of the decision. The appeal is to be submitted to the Community Development Department.

LAND USE APPLICATION SUBMITTAL REQUIREMENT

The following checklist will be used for determine completeness

- One complete/signed **application** form

5 copies of plans larger than 11" X 17"- 1 copy if 11" X 17" or smaller

Site Plan shall include:

- Title block
- North arrow and scale of drawing
- Vicinity map showing property location within the City of Roseburg
- Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions and total lot area
- All existing and proposed building(s), their dimensions and setback from property line
- All existing and proposed paved surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, loading spaces, and bicycle parking, and their dimensions
- All existing and proposed landscaped areas
- All trash enclosures and/or recycling facilities
- All existing and proposed freestanding signs and their dimensions
- Location of nearest building on abutting lots illustrated with edge line and use type identified
- All existing and proposed pad, ground or wall mounted equipments, utility vaults, transformers, backflow devices, gas meters, fire hydrants, mail boxes, light poles
- All existing and proposed fences including height and types
- All existing and proposed easements and their purpose
- Existing contour lines at two-foot intervals

5 copies of plans larger than 11" X 17"- 1 copy if 11" X 17" or smaller

Elevations that includes**

- Title Block
- Elevations labeled appropriately north, south, east and west of all existing and proposed building(s)
- Height from top of nearest adjacent curb a the front property line to the highest point of the structure(s)
- General architectural features (windows, door, trim, roof pitch, etc.)

5 copies of plans larger than 11" X 17"- 1 copy if 11" X 17" or smaller

Floor Plans that includes**

- Use and dimensions of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

Supportive Findings of Fact statement - The applicant is required to submit at least one written document to support the application based on the applicable criteria provided in LUDO. (see Review/Approval Criteria for appropriate type of land use action)

Legal Description - It may be necessary to submit a metes and bounds legal description. Staff will advise as a part of the completeness check.

Fee(s) as established by the City Council

Electronic copy of plans for application that are to be reviewed by the Planning Commission and/or City Council as PowerPoint or PDF presentation. (Slides are not to be animated or have large borders)

*As noted, the initial submittal is distributed for review; additional plan sets may be needed to complete the processing.

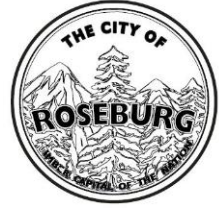
**If the proposal does not include any structures and/or buildings, elevations and floor plans are not required.

I hereby certify that I have reviewed the above checklist and have provided all applicable Submittal Requirements for this project.

Applicant's Signature

Date

CITY OF ROSEBURG
Community Development Department



LAND USE APPLICATION

APPLICANT/AUTHORIZED AGENT:	CONTACT PERSON: (If different)
_____	_____
_____	_____
Mailing Address	Mailing Address
_____	_____
Phone Number: _____	Phone Number: _____
Fax: _____	Fax: _____
e-mail: _____	e-mail: _____

PROPERTY OWNER: *

Mailing Address: _____

Phone: _____

Fax: _____

e-mail: _____

I hereby certify that the information furnished herein is the data and information required for the project and the facts, statements, and information presented is true and correct to the best of my knowledge. My signature authorizes the listed applicant/agent to act in my behalf relative to the processing of this application.

Signature Date

Check as appropriate - Owner _____ Option Holder _____ Contract Buyer _____

PROPERTY INFORMATION:*

Legal Description: Assessor's Parcel Map Number:

Township ____ Range ____ Section ____ Lot Number ____ Tax Account _____

Township ____ Range ____ Section ____ Lot Number ____ Tax Account _____

Property Address/Location: _____

Comprehensive Plan Designation: _____ Proposed Change if any: _____

Existing Zoning: _____ Proposed Change if any: _____

Total land area: _____

PROJECT PROPOSAL: * (Complete all applicable information)

Briefly describe the project, including:

Current use: _____

Proposed use: _____

Is any demolition proposed/needed? _____ Describe: _____

Estimated time schedule for development: _____

Land Use Action requested: _____

Site Data:

Site Use	Square Feet Existing	Square Feet Proposed
Area Covered by Building(s)		
Area paved for parking and/or walkways		
Landscape Area		
Total		

Building data:

Number of stories	Number of buildings	Gross floor area	Building Height
One story			
Two stories			
Three stories			
Four stories			
Totals			

If residential complete the following:

Type of Unit	Existing number of units	Proposed number of units
Single Family		
Duplex		
Condominium/Townhouse		
Apartments (Rentals)		
Studio		
One bedroom		
Two bedrooms		
Three or more bedrooms		
Mobile/Manufactured Home		
Total number of units		

Parking Data:

Type	Existing spaces	New Spaces	Space dimensions
Open			
Carport			
Garage			
Total			

Number of compact parking spaces, if any: _____

Number of accessible parking spaces provided: _____

Briefly describe public and/or private utilities, including existing and proposed: _____

Is future division or lot area adjustment anticipated? _____

If commercial, estimated number of employees and hours of operation: _____/_____

Is the property located in the Hillside/Geologic Review Area or have slopes greater than 12%?

Yes _____ No _____

Is the property located in the Flood Plain? _____ If yes, Flood Certificate required.

Does the property have a any City Historic designation? _____ If yes, describe: _____

Was there a Pre-Application Conference? _____ If yes date: _____

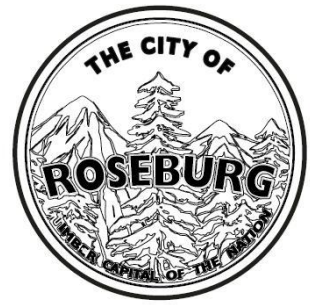
Any other information that may be pertinent or useful for the review and analysis: _____

*Use Additional sheets if needed.

FOR STAFF USE ONLY

Dated Received:	Case Planner:
File No:	Administrative:
Received By:	Planning Commission:
Fee:	DLCD Noticing:

PLANNED UNIT DEVELOPMENT REVIEW/ APPROVAL CRITERIA



Application Filing Fee – \$911.00 plus \$10.00 per lot

Pre-Application Conference

A pre-application conference is required for all requests, unless the Director indicates otherwise. The purpose of the conference is to provide an exchange of information regarding applicable Codes, programs, plans, and policies, and to provide technical assistance. Conceptual plans are acceptable for this process; however, the more information provided the more details can be determined.

Purpose

A Planned Unit Development (P.U.D.) provides flexible and diversified land development standards to encourage new development techniques and technology that will result in superior living or development arrangements. This process can be used to promote efficient use of land, promote energy conservation, preserve to the greatest extent possible significant landscape features, and provide for more usable and suitably open space and recreation facilities.

Procedure

A Planned Unit Development request requires the review and action by the Planning Commission via the public hearing process. A decision of the Planning Commission can be appealed to the City Council upon filing a "Notice of Review."

Type of Review

Planning Commission public hearings requires notices be mailed to all property owners within 300 feet of the subject site 20-day prior to the hearing, as well as being posted in the vicinity of the property and published in the newspaper.

Approval Criteria

Per Section 5.200.3 of the Land Use and Development Ordinance (LUDO) the following criteria is to be met in order to grant the request:

- The proposal is consistent with applicable Comprehensive Plan goals, policies, and map designations, and with the purpose set forth in Section 5.000 of this Chapter.
- The preliminary development plan meets the development standards of Section 5.250 to 5.350 of this Chapter.
- If the preliminary development plan provides for phased development, pursuant to Section 5.300 of this Chapter, each phase is to meet the standards of Section 5.300(3), and the applicant shall have the capability to obtain final development plan approval in the time limits imposed.
- Exceptions from the standards of the underlying zone district, or from the quantitative requirements of Chapter 4 of LUDO, are warranted by amenities and other design features of the proposal that further the purpose of Section 5.000.
- To further the purposes of Section 5.000, or to comply with the Comprehensive Plan, the approving authority may impose conditions or modifications to the

preliminary development plan that are necessary to meet the requirements of Section 5.250 to 5.350.

Additional LUDO Provisions

Planned Unit Developments shall fall into two basic categories:

1. Project involving land division and/or condominiums, and development of property the nature of which requires flexible standards of development not afforded by strict application of the usual zoning and land division regulations, and/or involving cases where the applicant seeks such flexibility to achieve a desired design.

The consideration is substantively a specialized subdivision proceeding with special site review that shall include determination of appropriate development standards, granting regulatory flexibility in exchange for development amenities and/or mitigation of adverse impacts on significant landscape features, neighboring properties and uses.

Factors to be reviewed by the hearings body include the following:

- (1) Clustered or compact development with open space protection and enhancement.
 - (2) Dedications of land to public for public recreational facilities.
 - (3) Increased density.
 - (4) Architectural design regulation.
 - (5) Extraordinary landscaping.
 - (6) Amenities and design for the special needs of children, the elderly, the handicapped or disadvantaged persons.
 - (7) Recreational and cultural amenities.
 - (8) Urban agriculture/silviculture production.
 - (9) Low-cost housing programs.
 - (10) Traffic and parking regulation and provisions.
 - (11) Energy conservation enhancement.
 - (12) Special protection of environmentally sensitive areas and historical and natural resources on-site, and those off-site.
 - (13) Development of uses not normally permitted in the zoning district(s) of the subject property.
 - (14) Structure height, setbacks, and lot coverage.
 - (15) Lot area and dimension.
2. Development without land division or condominium on property that due to its nature and/or location have been determined by designation in the Comprehensive Plan and/or Zoning Map to be of sensitive with an acknowledged potential for adverse impacts on surrounding properties or uses, either directly adjacent or in the general vicinity, and/or on the community in general.

The consideration is substantively a specialized subdivision proceeding with special site review that shall include determination of appropriate development standards, granting regulatory flexibility in exchange for development amenities and/or mitigation of adverse impacts on significant landscape features, neighboring properties and uses.

Factors to be reviewed by the hearings body include the following:

- (1) Screening and buffering of sight, access, noise, light, vibration, etc., from neighboring properties, uses and rights-of-way.
- (2) Protection of significant landscape features and historic and natural resources.
- (3) Traffic and parking regulation.
- (4) Enhancement of storm drainage facilities.
- (5) Uses not normally permitted by the zoning.
- (6) Extraordinary landscaping.
- (7) Structure height, setbacks, and lot coverage.

In addition to the information listed on the submittal requirement checklist, preliminary P.U.D. plans shall consist of the following:

Written Documents.

- (1) A legal description of the total site proposed for development, including a statement of present and proposed ownership and present zoning, or any proposed zoning.
- (2) A statement of planning objectives to be achieved by the P.U.D. through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and adjacent areas, discussion of how the proposed development will relate to the natural environment and significant landscape features of the site and adjacent areas, and the rationale behind the assumptions and choices made by the applicant.
- (3) A development schedule indicating the approximate date when construction of the P.U.D. or stages of the P.U.D. can be expected to begin and be completed.
- (4) A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the P.U.D., such as land areas, dwelling units, commercial and industrial structures, etc.
- (5) Information regarding the establishment of a property owners association or other similar entity, if any common space or facilities are contemplated.
- (6) Quantitative data for the following: Total number and type of dwelling units; parcel sizes; proposed lot coverage of buildings and structures; approximate gross and net residential acreages; total amount of open space; amounts of private, common and public open space; total area and types of nonresidential construction; economic feasibility studies or market analysis where necessary to support the objectives of the development.
- (7) Proposed covenants, if any.

Site Plan and Supporting Maps. A site plan and any maps necessary to show the major details of the proposed P.U.D., containing the following minimum information:

- (1) The existing site conditions, including contours at five (5) foot intervals, watercourses, floodplains and other areas subject to natural hazards, significant landscape features, and forest cover.
- (2) Proposed lot lines and layout design.
- (3) The location and floor area size of all existing and proposed buildings, structures and other improvements, including maximum heights, types of dwelling units, and non-residential structures, including commercial and

- industrial facilities, and elevation plans of major structures. Major structures do not include single-family and two-family dwellings.
- (4) The location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common or public open spaces or recreational areas, school sites, and similar public and semi-public uses.
 - (5) The existing and proposed circulation system of arterial, collector and local streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way. Notations of proposed ownership - public or private - should be included where appropriate.
 - (6) The existing and proposed pedestrian and bicycle circulation system, including its interrelationships with the vehicular circulation system indicating proposed treatment of points of conflict.
 - (7) The existing and proposed system for providing sewage disposal, water, electricity, gas, fire protection, and telephone services.
 - (8) A general schematic landscape plan indicating the technique and materials to be used for private, common, and public open spaces.
 - (9) A preliminary subdivision or partition plan if the land is to be divided, including all information required for the filing of a preliminary subdivision or partition plan as specified in Chapter 4 of this Ordinance.
 - (10) Enough information on land areas adjacent to the proposed P.U.D., including land uses, zoning classifications, densities, circulating systems, public facilities and significant landscape features, to indicate the relationships between the proposed development and the adjacent areas.
 - (11) The proposed treatment of the perimeter of the P.U.D., including materials and techniques to be used, such as landscaping, screens, fences, and walls.

Per Section 5.225 P.U.D.'s in non-residential districts shall be developed to standards applied by the approving authority pursuant to Sections 5.000 and 5.050. Per Section 5.250 P.U.D. in residential districts must meet the development standards of Section 5.250 and those applied in conditions of approval pursuant to Section 5.050.

- The applicant may provide in the preliminary development plan for development of the project in up to three (3) phases.
- In acting to approve the preliminary development plan, the approving authority may require that development be completed in up to three (3) specific phases, if it finds that existing public facilities would not otherwise be adequate to serve the entire development.
- If the preliminary development plan provides for phased development, each phase shall provide a suitable share of the development facilities and amenities, as approved by the approving authority.
- If the preliminary development plan provides for phased development, the approving authority shall establish time limitations for the approval of final development plans for each phase, except that the final development plans for the first phase must be approved within twelve (12) months of the date of preliminary approval.
- Approval of the preliminary development plan shall be valid for twelve (12) months from the date of approval, provided that if an approved preliminary development plan provides for phased development, the approval shall be valid for the time specified for each phase, subject to the time limitations of Section 5.300(4) of this Chapter.

- If any time limit for obtaining final development plan approval is exceeded, the approved preliminary development plan, or phase of the preliminary development plan and any subsequent phase, shall be void. Any subsequent proposal by the applicant for planned development of the subject property shall be deemed a new administrative action.