

CITY OF HOOD RIVER PLANNING APPLICATION INSTRUCTIONS

1. The attached application is for review of your proposed development as required by the Hood River Municipal Code (“Code”). Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.
2. Prior to filing your application, you may be required to attend a pre-application conference with the Planning Department staff to discuss the criteria that your proposal must meet, and what you will need to submit with your application to make it complete. You may also be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).
3. Once you have prepared and submitted your application, the application will first be reviewed for completeness. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant’s responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards. Refusal to submit all or some of the missing information could result in a denial of the application.
4. When you are ready to submit your application, you may send it in to the Planning Department at P.O. Box 27, Hood River, OR 97031, or present it in person at the Planning Department at 301 Oak Street, Hood River, OR 97031. The following *must* be included in your application packet:
 - Completed application form
 - All required materials listed in the application form
 - Application fee
 - Appropriate number of copies of application and all support materials

If you have any questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City’s Code, public hearing timeline, and other useful information are available at the Planning Department’s website: <http://www.ci.hood-river.or.us/planning.html>

5. If the Planning Department determines that your application is “incomplete,” you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Incomplete applications become void 181 days after submittal.
6. If the Planning Department staff determines that an application is complete, the Planning Department will inform you that the application is “complete,” and the review process will begin. Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants *are required* to attend the public hearing. All decisions on applications are subject to appeal.

File # _____
Fee _____
Date Rec'd _____

CITY OF HOOD RIVER CONDITIONAL USE PERMIT APPLICATION

Submit the completed application **WITH TWELVE (12) ADDITIONAL COMPLETE COPIES** and appropriate fees to the City of Hood River Planning Department, 301 Oak Ave. (P.O. Box 27), Hood River, OR 97031. Please note the review criteria attached to this application. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT:

Name: _____

Address: _____
(physical) _____

(mailing) _____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

**Authorization of parcel owner required.*

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (cross streets or address): _____

REQUEST:

Purpose for CUP: _____

Neighborhood Meeting Requirement fulfilled? YES Date: _____ NO Reason: _____

If applying for a Planned Unit Development, additional information shall be required.

PLAN REQUIREMENTS: The plan accompanying the application shall include the following information. **Please use this as a check-off list to make sure your application is complete. Incomplete applications will not be accepted.**

- 1. Dimensions and orientation of the parcel.
- 2. Locations and heights of buildings and structures, both existing and proposed (scaled elevation drawings or photographs may be required).
- 3. Location and layout of parking and loading facilities.
- 4. Location of points of entry and exit and internal circulation patterns for vehicular and non-vehicular traffic.
- 5. Location of existing and proposed wall and fences and indication of their height and materials.
- 6. Proposed location and type of exterior lighting.
- 7. Proposed location and size of exterior signs.
- 8. Site specific landscaping, including percentage of total net area.
- 9. Location and species of trees greater than six inches in diameter when measured four feet above the ground, and an indication of which trees are to be removed.
- 10. Topographic map of the subject property using two foot contour intervals (five foot contour intervals may be allowed on steep slopes).
- 11. Natural drainage and other significant natural features.
- 12. Legal description of the lot.
- 13. Percentage of the lot covered by all proposed and remaining structures, to include asphalt concrete and Portland Cement Concrete.
- 14. Locations and dimensions of all easements and nature of the easements.
- 15. Service areas for uses such as loading and delivery.
- 16. Grading and drainage plan.
- 17. Other site elements which will assist in evaluation of the proposed use.
- 18. A brief narrative on the nature of the activity shall accompany the site plan, including the number of employees, the method of import and export, the hours of operation including peak times, and plans for future expansion.
- 19. Documentation of Neighborhood Meeting Requirement per 17.09.130

APPROVAL CRITERIA: On a separate sheet of paper, explain **in detail** how your proposal addresses each of the Conditional Use requirements. Yes/No answers are not acceptable. Please refer to the attached zoning criteria 17.06.030 and 17.16.040.

A. Conditional Use Criteria:

- _____ 1. Impact
- _____ 2. Nuisance
- _____ 3. Plan Consistency
- _____ 4. Scale
- _____ 5. Landscaping
- _____ 6. Performance Bonds
- _____ 7. Burden of Proof
- _____ 8. Final Plans

B. Additional (Site Plan Review) Criteria:

- _____ 1. Natural Features
- _____ 2. Air Quality
- _____ 3. Grading
- _____ 4. Public Facilities
- _____ 5. Traffic
- _____ 6. Storage
- _____ 7. Equipment Storage
- _____ 8. Compatibility
- _____ 9. Design
- _____ 10. Orientation
- _____ 11. Parking

C. Planned Unit Development (PUD) Criteria, if applicable – Chapter 17.07:

- _____ 1. Compliance with Title 16 - Subdivisions
- _____ 2. 30% Open Space Requirement for Residential Developments
- _____ 3. Density
- _____ 4. Relationship to Natural and Physical Environment
- _____ 5. Private Outdoor Recreation Areas – Multi-Family Use
- _____ 6. Shared Outdoor Recreation Areas – Multi-Family Use
- _____ 7. Parking
- _____ 8. Drainage
- _____ 9. Flood Plain Dedication

Additional Criteria for Commercial and Industrial PUDs

- _____ 1. Privacy and Noise
- _____ 2. Housing as a Secondary Use as Appropriate
- _____ 3. Storefront Character
- _____ 4. Visual Relatedness of Surrounding Buildings
- _____ 5. Orientation

CHAPTER 17.06 CONDITIONAL USES

SECTIONS:

17.06.005	Purpose
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17.06.035	Appeals
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17.06.005 Purpose

A conditional use permit is a mechanism by which the city may require specific conditions of development or of the use of land to ensure that designated uses or activities are compatible with other lawful uses in the same zone and in the vicinity of the subject property.

17.06.010 Applicable Procedures

The City shall process conditional use applications in accordance with *Review Procedures* (Chapter 17.09) and the following:

1. Pre-application Conference: Prior to submittal of a conditional use permit, application, the applicant or applicant's representative shall attend a pre-application conference.
2. Application: An applicant may submit an application for a conditional use permit at any time after completion of a required pre-application conference. The applicant shall submit a complete application as specified in application and plan requirements section of this chapter.
3. Quasi-Judicial Conditional Use: Applications shall be processed as a Quasi-Judicial application as set forth in the Quasi-Judicial Actions provisions (Section 17.09.040).
4. Changes: Changes to an approved or pre-existing conditional use that does not increase the density or impact of the use may be approved by the Planning Director. Changes that the Planning Director determines will increase the density or impact of the use shall be referred to the Planning Commission for a public hearing in accordance with the provisions of this chapter. Prior to review, a plan showing the desired changes must be submitted to the Planning Department.
5. Change in Use: As used in this chapter, change in use shall include, at a minimum, expansion of the use, expansion or alteration of the structure or developed area, change in the functional nature of the use, and/or change in the type of use.

17.06.020 Application and Plan Requirements

- A. An application for a conditional use permit shall be submitted by the owner of the subject property, or shall be accompanied by the owner's written authorization, on a form prescribed by the City and accompanied by the required filing fee. The application shall include a plan or drawing meeting the requirements below and a narrative explaining how the applicable criteria are satisfied or will be satisfied through conditions.

- B. The plan or drawing accompanying the application shall include the following information:
 1. Dimensions and orientation of the parcel.
 2. Locations and heights of buildings and structures, both existing and proposed. Scaled elevation drawings and photographs shall be required.
 3. Location and layout of parking and loading facilities, including bicycle parking required pursuant to 17.20.040.
 4. Location of points of entry and exit and internal circulation patterns for vehicular and non-vehicular traffic in compliance with the requirements of Chapter 17.20.
 5. Location of existing and proposed wall and fences and indication of their height and materials.
 6. Proposed location and type of exterior lighting.
 7. Proposed location and size of exterior signs.
 8. Site specific landscaping, including percentage of total net area.
 9. Location and species of trees greater than six (6) inches in diameter when measured four (4) feet above the ground, and an indication of which trees are to be removed.
 10. Topographic map of the subject property using two (2) foot contour intervals (five (5) foot contour intervals may be allowed on steep slopes).
 11. Natural drainage and other significant natural features.
 12. Legal description of the lot.
 13. Percentage of the lot covered by all proposed and remaining structures, to include asphalt concrete and Portland Cement Concrete.
 14. Locations and dimensions of all easements and nature of the easements.
 15. Service areas for uses such as loading and delivery.
 16. Grading and drainage plan.
 17. Other site elements that will assist in evaluation of the proposed use.
 18. A brief narrative on the nature of the activity shall accompany the site plan including the number of employees, the method of import and export, the hours of operation including peak times, and plans for future expansion.

17.06.030 Approval Criteria

A conditional use shall be granted if the Planning Commission finds that the proposed use conforms, or can be made to conform through conditions, with the following approval criteria. For purposes of this chapter, the surrounding area includes all property within the applicable notice area for a use. In addition, any property beyond the notice area may be included in the surrounding area if the hearing authority finds that it may be adversely impacted by the proposed use.

1. Conditional Uses: Conditional uses are subject to *Site Plan Review Decision Criteria* (Chapter 17.16) in addition to the following:

2. Impact: The location, size, design, and operating characteristics of the proposed use shall be made reasonably compatible with, and have minimal adverse impact on, the lawful development of abutting properties and the surrounding area, with consideration given to:
 - a. Any harmful effects on desirable neighborhood characteristics and livability.
 - b. Bicycle and pedestrian circulation, access and safety.
3. Nuisance: The use shall not generate significant off-site nuisance conditions including, but not limited to, noise, glare, odor, or vibrations.
4. Plan Consistency: The proposal shall be consistent with the Comprehensive Plan and the requirements of the Zoning Ordinance.
5. Scale: The site must be physically capable of accommodating the proposed use, including any needed landscaping, parking, and other requirements. The building size, shape, and/or location may be changed if needed to assure the physical capability of the site.
6. Transportation: Adequate transportation facilities are available to serve the conditional use in terms of the function, capacity, and level of service identified in the Transportation System Plan (TSP).
7. Landscaping: Landscaping shall be in conformance with the landscape regulations of this title.
8. Performance Bonds: When needed to ensure performance of special conditions, bonds or other acceptable securities shall be required.
9. Burden of Proof: The applicant shall bear the burden of showing how the proposed use does conform or can be made to conform through conditions.
10. Final Plans: If the conditional use is approved, detailed final plans shall be submitted which indicate conformance to the conditions. The final plans shall be subject to approval by the City.

17.06.035 Appeals

Final decisions on conditional use permits may be appealed in accordance with the *Appeal Procedures* (Section 17.09.070) of this ordinance.

17.06.040 Time Limits on a Permit for a Conditional Use

The conditional use permit is valid for a period of two (2) years from the written notice of the final decision, or the decision on an appeal, whichever is later.

A single one (1) year extension may be granted by the director prior to the expiration date if the applicant can demonstrate that circumstances or conditions, not known or foreseeable at the time of original application, warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit.

17.06.050 Limitation on Reapplication

No conditional use application shall be considered by the Planning Commission within a six (6) month period immediately following a previous denial of such request. An application may be denied without prejudice and a waiver of the six (6) month restriction granted. If conditions have changed to an extent that further consideration of an application is warranted, the hearing body, on its own motion, may consider new evidence and waive the six (6) month restriction.

17.06.060 Revocation of a Conditional Use Permit

1. Any conditional use permit shall be subject to denial or revocation by the Planning Commission if the application includes or included any false information, or if the conditions of approval have not been complied with or are not being maintained.
2. In order to consider revocation of a conditional use permit, the Planning Commission shall hold a public hearing as prescribed under *Review Procedures* (Chapter 17.09) of this title in order for the holder of a conditional use permit to show cause why the permit should not be revoked.
3. If the Planning Commission finds that the conditions of approval have not been complied with or are not being maintained, a reasonable time shall be given for making corrections. If corrections are not made, revocation of the conditional use permit shall become effective ten (10) days after the time specified.
4. Reapplication for a conditional use which has been revoked cannot be made within one (1) year after the date of the Planning Commission's action, except that the Planning Commission may allow a new application to be considered if new evidence or a change in circumstances warrants it.
5. Abandonment of the use for over twenty-four (24) consecutive months shall void the conditional use. A single one (1) year extension may be granted by the director prior to the expiration date if the applicant can demonstrate that circumstances or conditions, not known or foreseeable at the time of original application, warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit. If part of the conditional use is still being utilized, an additional conditional use will need to be obtained in order for expansion of the use.

17.09.130 Neighborhood Meeting Requirement

- A. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. If required by subsection (B), an applicant will be required to contact all adjacent property owners within 250 feet of the development proposal to arrange a neighborhood meeting before the application is deemed complete. If a neighborhood meeting is mandatory, written verification of the date, time, attendance, and outcome of the meeting is required for a complete application, as well as a copy of the written notice, official mailing list, and affidavit of mailing.

- B. Notwithstanding subsection (A), a neighborhood meeting is required for the following types of applications:
 - 1. Subdivisions
 - 2. PUDs
 - 3. Other development applications that are likely to have neighborhood or community-wide impacts (e.g., traffic, parking, noise, or similar impacts), as determined by the Planning Director.