

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 requirements that your proposal will be required to meet, and what you will need to submit with your application to make it complete.
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.

CITY OF HOOD RIVER PLAN AND ZONE AMENDMENT 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:

Purposed zoning designation: _____

APPROVAL CRITERIA: On a separate sheet of paper, explain **in detail** how your proposal addresses each of the Zone Change requirements. Please refer to the attached zoning criteria 17.08 for additional submittal requirements and use the checklist below. **Incomplete applications will not be accepted.**

Zoning or plan changes may be approved if one or more of the following exist:

1. If the change will not be unreasonably harmful or incompatible with existing uses on nearby properties:
2. A mistake was made in the original zone or plan designation:
3. There is a public need for the change and this identified need will be served by changing the zone or plan designation for the subject property(ies):
4. Conditions have changed within the affected area, and the proposed zone or plan change would therefore be more suitable than the existing zone or plan designation.

CHECKLIST

- 1. Statement explaining the proposed zone or plan change; including existing zoning and proposed zoning; and reason for the request.
- 2. Tax map of the area indicating boundaries, existing zoning and existing comprehensive plan designation.
- 3. Copy of document showing ownership of the property and letter of authorization from the parcel owner.
- 4. Vicinity map.
- 5. Existing site conditions.
- 6. Explanation of how the zone change complies with the Comprehensive Plan and zoning criteria.
- 7. Statement of the potential effects of the zone or plan change on the site.
- 8. If an exception to a goal is required, documentation establishing compliance with ORS 197.732 and any applicable OARs.

CHAPTER 17.08 ZONE CHANGES AND PLAN AMENDMENTS

SECTIONS:

17.08.010	Legislative Zone Changes and Plan Amendments
17.08.020	Legislative Zone Changes and Plan amendments Criteria
17.08.030	Quasi-Judicial Zone changes and Plan Amendments
17.08.040	Record of Zone Changes and Plan Amendments
17.08.050	Transportation Planning Rule (Legislative and Quasi-Judicial)
17.08.060	Record of Zone Changes and Plan Amendments
17.08.070	Limitations on Re-applications

17.08.010 Legislative Zone Changes and Plan Amendments

Legislative zone changes or plan amendments ("zone or plan changes") may be proposed by the Planning Commission or City Council. Such proposed changes shall be broad in scope and considered legislative actions. The City Council shall obtain a recommendation on the proposed changes from the Planning Commission. The recommendation of the Planning Commission shall be forwarded to the City Council within sixty (60) days after it is requested from the Planning Commission. The Planning Commission shall conduct at least one (1) public hearing to assist in formulating its recommendation. The City Council shall conduct its own public hearing. Public notice of the legislative zone or plan change hearing before the City Council shall be published in a newspaper of general circulation within the city at least twenty (20) days prior to the date of the hearing.

17.08.020 Legislative Zone Changes and Plan amendments Criteria

- A. Legislative zone or plan changes may be approved if
 1. The effects of the change will not be unreasonably harmful or incompatible with existing uses on the surrounding area; and
 2. Public facilities will be used efficiently; and
 3. No unnecessary tax burden on the general public or adjacent land owners will result.

- B. Legislative zone or plan changes may be approved if subsection (A) above is met and one or more of the following, as applicable, are met:
 1. A mistake or omission was made in the original zone or plan designation.
 2. There is not an adequate amount of land designated as suitable for specific uses.

- C. The hearing body shall consider factors pertinent to the preservation and promotion of the public health, safety, and welfare, including, but not limited to
 1. The character of the area involved;
 2. It's peculiar suitability for particular uses;
 3. Conservation of property values; and
 4. The direction of building development.

17.08.030 Quasi-Judicial Zone Changes and Plan Amendments

A quasi-judicial zone or plan change may be initiated only by the application(s) of the owner(s) or authorized agent of the subject property.

- a. An application for a quasi-judicial zone or plan change shall be submitted to the City Planning Department. The application shall include
 1. The applicable fee.
 2. A statement by the applicant explaining the proposed zone or plan change, including existing zoning and proposed zoning.
 3. The tax map of the area being considered for a zone or plan change, indicating boundaries, existing zoning, and existing comprehensive plan designation;
 4. A copy of a document showing ownership of the subject property, and if the applicant is not the owner, a letter of authorization from the owner;
 5. A vicinity map showing the subject property and the surrounding parcels, together with their current zoning;
 6. The reason(s) for requesting the zone change;
 7. Existing site conditions, including but not limited to: topography, public facilities and services, natural hazards, natural areas, open space, scenic and historic areas, transportation, and present use of the site;
 8. An explanation of how the zone change complies with the Comprehensive Plan and criteria in this chapter;
 9. A statement of the potential effect(s) of the zone or plan change on the site; and
 10. If an exception to a goal is required, applicant shall submit documentation establishing compliance with Oregon Revised Statute ORS 197.732 and any applicable Oregon Administrative Rules.
- B. The Planning Director shall schedule at least one (1) public hearing on the application for zone or plan changes before the Planning Commission. The Planning Commission shall forward its recommendation to the City Council, which shall approve, approve with conditions, or deny the application.
- C. The application shall not be approved unless the proposed zone or plan change would be in compliance with the Comprehensive Plan and the criteria set forth in this chapter.
- D. Hearings under this chapter may be held only after required notification and shall be conducted in conformance with the *Review Procedures* (Chapter 17.09).

17.08.040 Quasi-Judicial Zone Changes and Plan Amendments Criteria

- A. Quasi-Judicial zone or plan changes may be approved if the change will not be unreasonably harmful or incompatible with existing uses and one or more of the following exist:
 1. A mistake was made in the original zone or plan designation; or
 2. There is a public need for the change, and this identified need will be served by changing the zone or plan designation for the subject property(ies); or
 3. Conditions have changed within the affected area, and the proposed zone or plan change would therefore be more suitable than the existing zone or plan designation.
- B. The hearing body shall consider factors pertinent to the preservation and promotion of the public health, safety, and welfare, including, but not limited to:
 1. The character of the area involved;
 2. It's peculiar suitability for particular uses;
 3. Conservation of property values; and
 4. The direction of building development.

17.08.050 Transportation Planning Rule (Legislative and Quasi-Judicial)

- A. Amendments to the comprehensive plan and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
 - 1. Limiting allowed land uses to be consistent with the planned function of the transportation facility;
 - 2. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
 - 3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes.

- B. A plan or land use regulation amendment significantly affects a transportation facility if it
 - 1. Changes the functional classification of an existing or planned transportation facility;
 - 2. Changes standards implementing a functional classification system;
 - 3. Allows types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or,
 - 4. Would reduce the level of service of the facility below the minimum acceptable level identified in the Transportation System Plan.

17.08.060 Record of Zone Changes and Plan Amendments

The Planning Department shall maintain records of amendments to the text and zoning map of this title.

17.08.070 Limitation on Re-Applications

No reapplication of a property owner for a zone or plan change shall be considered within a six (6) month period following a previous denial of such request.