



PUBLIC WORKS - COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

Conditional Use Checklist & Review Criteria

Information and Instructions

⊕ See fee schedule for filing fees (*subject to change every July 1*): staff will contact you for payment after submittal.

Type II (staff decision with appeal option):

- Existing Building
- New Construction

Note: If staff's decision is appealed and a public hearing is scheduled, additional fee applies.

Type III (public hearing):

- Existing Building
- New Construction
- Home Business

- Parking Lot Modification
- Additional fee if Design Standards apply
- Additional fee if Traffic Report is required

Construction Value¹ _____

- ⊕ All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- ⊕ Email all materials to plans@cityofalbany.net. Please call 541-917-7550 if you need assistance.
- ⊕ Depending on the complexity of the project, paper copies of the application may be required.
- ⊕ Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

¹ This valuation is composed of the estimated cost of all improvements to the land related to the proposed site plan review project, but not the cost of the land itself. Building valuation is computed either from the Building Valuation Table used by the City of Albany's Building Division, or an actual construction bid submitted by the applicant. If the two valuations are different, the highest valuation will prevail. Land improvements include, but are not limited to, patios, decks, sidewalks, parking areas, and landscaping.

Conditional Use Submittal Checklist

Planning Application form with Authorizing Signatures

Neighborhood Meeting Summary (if required)

Some types of development require the developer/applicant to hold a neighborhood meeting before submitting a development application to the City. Refer to ADC Article 1.203 to see if a neighborhood meeting is required for this development.

If a neighborhood meeting is required, see ADC Article 1.204 for the meeting standards to be followed.

After the meeting, prepare a report to submit with the land use application that documents the meeting results and includes the following information [ADC Article 1.207(7)]:

Neighborhood Meeting Report:

- a) The dates and locations of all meetings where citizens were invited to discuss the proposal;
- b) The method(s) of publicizing each meeting;
- c) The number of people who attended the meeting or otherwise contacted the applicant;
- d) A summary of the concerns, issues, and problems raised by neighbors;
- e) A discussion of how the applicant has addressed or intends to address concerns, issues, and problems; and
- f) A discussion of any concerns, issues, and problems the applicant is unable or unwilling to address and why

Review Criteria and Development Standards Responses

Requests for conditional uses will be approved if the review body finds that the application meets all the following criteria, either outright or with conditions that bring the proposal into compliance.

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed Conditional Use complies with each of the following review criteria (ADC 2.250). Each criterion must have at least one finding of fact and conclusion statement. (See last page for example findings of fact.)

1. The proposed use is consistent with the intended character of the base zone and the operating characteristics of the neighborhood.
2. The proposed use will be compatible with existing or anticipated uses in terms of size, building scale and style, intensity, setbacks, and landscaping; or the proposal mitigates difference in appearance or scale through such means as setbacks, screening, landscaping, or other design features.
3. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian safety.
4. Public services for water, sanitary, and storm sewer, water management, and for fire and police protection can serve the proposed use.
5. Activities and developments within special purpose districts must comply with the regulations described in Articles 4 (Airport Approach), 6 (Natural Resources), and 7 (Historic), as applicable.

In addition to the above review criteria, the proposed development must meet applicable City standards found in the ADC. Include findings for each listed standard:

1. The proposed project meets applicable development standards of the appropriate zoning category: Article 3 – Residential; Article 4 – Commercial and Industrial; or Article 5 –Mixed Use.
2. The proposed project meets applicable off-street parking, landscaping, tree felling, buffering and screening, and environmental standards found in Article 9.
3. The proposed project meets applicable standards for public facilities found in Article 12.

The approval authority may designate conditions in order to assure conformance with applicable review criteria and development standards. Some of the most frequently imposed conditions relate to the following: uses, special yards and spaces, fences and walls, street dedications and improvement petitions (or bonds), site entry and exit, signs, building textures, colors architectural features and height, landscaping screening and buffering, noise, vibration, or other similar nuisances, hours for certain activities; time period within which the proposed use shall be developed, duration of use, and preservation of natural vegetation and open space.

- DESIGN STANDARDS.** Refer to Article 8 of the Albany Development Code (ADC). Submit detailed findings of fact that explain how the proposed development meets all of the applicable design standards.
- SITE PLAN.** The Site Plan must be labeled as such and include the following information. If any listed item below is not provided, please include a written explanation why it should not be applicable to this development.
 - Existing address (if any), section, township, range, and legal description sufficient to define the location and boundaries of the site
 - Names and addresses of the property owner(s), applicant(s), developer(s), surveyor, and engineer, as applicable
 - Date plan was drafted and a north arrow
 - Scale of the plan. (Use 1 inch = 20 feet, unless otherwise approved by Planning staff. For parcels over 100 acres, use 1 inch = 100 feet.) The plan must be clear, measurable, and fully dimensioned.
 - Total gross and net land areas of the entire site. (“Net” is minus the square footage of any land proposed for dedication to the public, not including easements.)
 - Label and show the lengths of all existing property lines of the development site.
 - Label and show the zoning designations, property boundaries, land uses, and approximate building locations of all adjacent properties.
 - Label and show the area and square footage of any land to be dedicated to the public; include its intended purpose (e.g. right-of-way, parkland, conservation easement, etc.).
 - Label and show the locations and construction type of all *existing and proposed* driveways.
 - Label and show the locations of all *existing and proposed* structures, wells, septic tanks and drain fields, the distances between them and the existing property lines and each other. Indicate what is to be removed, relocated, and/or retained. If relocated on the site, show and label the new location.
 - Label and show the locations of all public improvements to be constructed as part of the development of the site (e.g., streets, sidewalks, and utilities).
 - Label and show the locations and sizes of all *existing and proposed* public sewer and water mains and private service lines from the main to the site; culverts, ditches, and drain pipes, and electric, gas and telephone conduits, including those on site, on adjacent property, and within adjacent rights-of-way. Include invert elevations of sewer lines at points of proposed connections.
 - Label and show all existing natural drainage patterns, flow arrows showing existing and proposed drainage patterns and existing and proposed swales, ditches, or other drainage ways.
 - Location, size, type, and capacity of the existing and proposed drainage system including pipe size, slope, and detention facilities. Show existing and proposed finished grade elevations at collection points and property lines. Include the location, size, type, and capacity of the downstream drainage system that would serve the proposed development. Also provide any supporting calculations.
 - Location, size, type, and capacity of all existing and proposed post-construction stormwater quality facilities. Clearly identify all impervious surfaces and contributing areas draining to each facility.

- Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way or uses, railroad rights-of-way, and other important features such as City boundary lines.
- Label and show the locations, widths, names, approximate radii or curves, and the relationship of all streets to any proposed streets shown on any City approved plan or proposed with the application.
- Label and show the locations, widths, ownership, and purpose of all existing and proposed easements on the site and on adjacent properties.
- Label and show existing and proposed contour (topography) lines drawn at one-foot intervals, or at a larger interval if approved by the City Engineer. Indicate the elevations of all control points used to determine the contours. Contours must be related to City of Albany data. See the Engineering Division for data.
- Percentage of the site covered by existing and proposed structures and paved areas. Clearly identify the boundaries and total square footage of all new and/or replaced impervious surfaces.
- Show the typical cross sections at adjacent property boundaries showing pre-and post-development conditions and clearly identify any changes in elevation at the property line not captured in the typical section.
- Locations and species of trees with individual trunks, or multiple trunks that when combined, are larger than 25 inches in circumference measured at 4½ feet above mean ground level from the base of the trunk. To obtain the circumference of a tree with multiple trunks, add the individual trunks circumferences, which are greater than 6 inches in circumference. Identify any trees proposed for protection and the method of protection. Indicate which, if any, you propose to remove. (A tree felling application may also be required. See ADC 9.205 for tree felling regulations.)
- Locations and dimensions of all delivery and loading areas
- Locations and dimensions of all parking and circulation areas
- Location and dimensions of all vision clearance areas per ADC Article 12.180
- Locations and dimensions of all trash disposal areas. Include elevation drawing of trash enclosure.
- Locations of all proposed signs. (Sign permits are issued separately from this review.)
- Location, design, and illumination detail of proposed site and building lighting
- Location and type of proposed pedestrian amenities and common areas (when applicable)
- Location and design drawings of all proposed utility vaults and mailboxes

Additional Plan Information

The following may not apply to every site. If an item does apply, show the information on the proposed site plan, and check the box. *If an item does not apply, attach a short explanation as to why it does not apply and write "NA" in the box.*

- Label and show the width, direction, and flow of all watercourses on the site.
- Label and show areas within the 100-year floodplain and other areas subject to inundation or storm water overflow, with approximate high-water elevation. State the base flood elevation (BFE); label and show the floodplain boundary on the map.
- Label and show the boundaries of all jurisdictional wetlands. Sources: Plate 6 of the Comprehensive Plan, the National Wetland Inventory, and Local Wetland Inventory maps. Land not on these maps still may contain wetlands.
- Label and show location of the following significant natural resources: 1) significant wetlands identified on the city's Local Wetlands Inventory; 2) significant riparian corridors on the city's Riparian Inventory; 3) significant wildlife habitat,

if known; 4) existing channels as shown on the most current version of the Albany Storm Water Master Plan; and 5) slopes greater than 12 percent.

- Label and show location of the following natural features: 1) non-significant wetlands identified on the city's Local Wetlands Inventory; 2) wooded areas with 5 or more trees over 8 inches in diameter measured 4½ feet from the ground; and 3) springs.
- Location of airport height restrictions.
- Location of Willamette Greenway.
- Location of historic districts, structures, and sites on the City's adopted Local Historic Inventory, including individually designated National Register Historic Landmarks and archaeological sites.

Elevation Drawings

Fully dimensioned drawings of each elevation of each building. Include building height, materials, and colors to be used.

Floor Plan Drawings (If applicable)

Floor plans shall include dimensions and square footages.

Conceptual Landscape and Irrigation Plans

The Site Plan may show locations where landscaping will be provided, including any vegetated post-construction stormwater quality facilities. Before occupancy or final inspection of the development, a final landscape plan must be submitted for review and approval. That plan must include a legend that indicates the number, size, spacing, and botanical and common names of all proposed plants.

Public Utility Plans

Submit full-sized copies of preliminary water, sewer and storm sewer plans and systems. These plans must provide enough information to enable the City Engineer to determine that the proposed development is feasible but are not required to be detailed construction level documents. The City's Engineering Standards, while not land use criteria, may be used, in whole or in part, by the City Engineer to determine the feasibility of a proposed plan.

- **Preliminary Water Plans**
- **Preliminary Sanitary Sewer Plans**
- **Preliminary Storm Sewer Plans**

Include detention calculations demonstrating that the proposed detention facility is correctly sized and which show how the Storm Drain Control structure will function.

***Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.*

Other Permits, Plans, or Reports that May Be Required

● **Floodplain Development Permit**

If any of the property is within the Floodplain Development (/FP) overlay, refer to ADC Sections 6.070-6.125 to determine if the Floodplain Development standards apply and if a Floodplain Development Permit is required.

● **Natural Resources Impact Review**

If any of the property is within one of Albany’s Significant Natural Resource (/SW, /RC, /HA) overlay districts, refer to ADC Sections 6.290-6.300 to determine if a Natural Resource Impact Review may be required.

● **Mitigation Plan**

If the project is proposed within any of Albany’s Significant Natural Resources overlay districts (/SW, /RC, /HA), a mitigation plan may be required. See ADC Sections 6.400 and 6.410 or Mitigation Supplement.

● **Geotechnical Report for Hillside Development**

If any of the property is within this Hillside Development (/HD) overlay, refer to ADC Sections 6.170-6.230 to determine if Hillside Development standards apply. If applicable, attach written findings of fact that demonstrate how this project meets these standards and provide a geotechnical report on the site.

● **Historic Review**

If any property is within a Historic Overlay District or contains a Local Historic Inventory Resource, refer to Article 7 to determine if historic review is required.

Additional Application Information

Submit answers to the following proposal questions (separately or on this sheet)

Gross Land area of the site to be developed _____

Net land area (gross land minus land to be dedicated to the public) _____

Does the site contain any existing structures, private wells, septic tanks, or drain fields? Yes No

If yes, describe (Show the location of these on the site plan map indicating whether or not they will remain.)

Current use of the property _____

Number and surface type of all existing driveways at the site _____

Existing uses and zoning of properties adjacent to the site (including across the street if applicable)

Current Uses

Zoning

North _____

South _____

East _____

West _____

Is there a phasing plan? Yes No

If yes, indicate how many phases and clearly outline and label the boundaries of the phases on the site plan.

Number of Phases _____

Are you applying the Cluster Development overlay district provisions to this project? Yes No

If yes, attach written findings of fact that demonstrate how this project meets ADC Sections 11.400 through 11.530.

Lot coverage calculations are required for all applications except Change of Use and Temporary Merchant license.

Lot Coverage

Percent lot coverage allowed _____ Proposed lot coverage percent _____

Net land area of the site _____ Square footage of all building pads _____

Square footage of all parking/access areas _____

Required Parking

Indicate the square footage of each use within the proposed structure(s). Employee and/or company vehicle information may be needed as well. Refer to ADC Article 9 for commercial and industrial parking space requirements and categories. For residential use, see Article 9.020, Table 1.

Number of bicycle parking spaces provided [see ADC 9.120(13)] _____

Building heights (Must also be shown on all elevation drawings) _____

Supplemental Information for Multiple Family

(Additions to Existing Development or Completely New Development)

1. **Gross land area** of the subject property _____ sq. ft.
2. **Land area** proposed for dedication to the public _____ sq. ft.
3. **Net land area** (gross land minus dedication area) _____ %
4. **Lot Coverage:** maximum allowable by the ADC for the zone is _____ % [See Article 3, Table 1.] Lot coverage includes parking, driveway, and building pad areas. It does not include patios or internal pedestrian walkways.

Analysis for the applicant:

Building foundation coverage is _____ sq. ft. = _____ % of total net site

Parking and driveway areas are _____ sq. ft = _____ % of total net site

5. Density calculation analysis for the _____ Zoning District.

[See Article 3.190, Table 1 for the minimum land area required per dwelling unit.]

- _____ Single-family dwelling units @ _____ sq. ft. per unit = _____ sq. ft.
- _____ Duplex units @ _____ sq. ft. per duplex = _____ sq. ft.
- _____ Two or more attached single-family @ _____ sq. ft. per unit = _____ sq. ft.
- _____ Three or more 1-bedroom units @ _____ sq. ft. per unit = _____ sq. ft.

Total = _____ sq. ft. (should be no greater than 3 above)

If the net land area does not support the number of dwelling units, the site must either be approved for a variance (which is a separate application) or qualify for density bonus(es). [See Sections 3.200-3.220 for the bonus provisions.] **On a separate sheet(s) of paper identify any bonus(es) being requested;** explain how this project qualifies and submit the percentage for each and recalculated density based upon the bonus(es).

6. Proposed number of units per acre (number of units divided by net acres): _____
Regardless of any bonus provisions applicable, the maximum number of units per acre allowed by the ADC for this zone is _____ (See Article 3.020.)

7. Parking Analysis: Parking spaces must be shown and dimensioned on the site plan. [See Article 9 for design standards.] Note: There are other categories of parking for special uses. If any pertain to the application, list the use(s) and the parking requirement in the following format:

- _____ Studio and 1-bedroom units @ 1 space/unit + 1 visitor space for every 4 units = _____ spaces
- _____ 2-bedroom units @ 1.5 spaces/unit + 1 visitor space for every 4 units = _____ spaces
- _____ 3-4-bedroom units @ 2.25 spaces/unit + 1 visitor space for every 4 units = _____ spaces

Total required _____ spaces

Total provided per plan _____ spaces

Number of parking spaces by type: Standard _____ Disabled _____ Compact _____ Garages _____

Size of parking space by type: Standard _____ Disabled _____ Compact _____ Garages _____

Fire Department Supplementary Questionnaire

- 1. Does the Business plan to **STORE** hazardous materials? Yes No
- 2. Does the business plan to **USE** hazardous materials? Yes No
- 3. Does the business **GENERATE** hazardous materials or hazardous waste? Yes No
- 4. Is your business currently reporting hazardous substances to the State Fire Marshal's Office? Yes No

Note: Hazardous materials are materials that pose a potential threat to fire and life safety. Examples include paints, solvents, compressed gases, pesticides, poisons, gasoline, propane, and laboratory chemicals. Please call the Albany Fire Marshall if you have questions about this section. 541-917-7700.

Conditional Use Process and Procedure

Procedure (ADC 2.230)

The City does not allow some uses outright, although they may have beneficial effects and serve important public interests. These uses are subject to the conditional use regulations because they may have adverse effects on the environment, overburden public services, change the desired character of an area, or create major nuisances. A review of these proposed uses is necessary due to the potential individual or cumulative impacts they may have on the surrounding area or neighborhood. The conditional use review process provides an opportunity to allow the use when it will have minimal impacts, to allow the use but impose conditions to address identified concerns, or to deny the use if the concerns cannot be resolved.

Uses identified as requiring conditional use approval may be permitted, enlarged, or altered according to the provisions of the ADC. In addition, when a use is not authorized in any district or when it is unclear how to classify a particular use or development within the intent of this Code, the use or type of development may be established by a conditional use approval.

Procedure (2.240)

A Conditional Use application is reviewed as either a **Type II** or a **Type III** procedure, according to the Schedule of Permitted Uses.

Example of Findings of Fact

Criteria for Findings of Fact

A Conditional Use will be granted if the approval authority finds the application conforms with the criteria found in Article 2.250 of the ADC, and to applicable development standards. Before the reviewing authority can approve an application, the applicant must submit information that adequately supports the application. If the applicant submits insufficient or unclear information, the application will be denied or delayed.

Format for Findings of Fact

Statements addressing individual criteria must be in a “finding of fact” format. A finding of fact consists of two parts:

1. Factual information such as the distance between buildings, the width and type of streets, the particular operating characteristics of a proposed use, etc. Facts should reference their source: on-site inspection, a plot plan, City plans, etc.
2. An explanation of how those facts result in a conclusion supporting the criterion.

Example

Criterion

The proposed use will be compatible with existing or anticipated uses in terms of size, building scale and style, intensity, setbacks, and landscaping; or the proposal mitigates difference in appearance or scale through such means as setbacks, screening, landscaping, or other design features.

Facts

The proposed use will occur in an existing commercial building located in the Community Commercial zoning district. The existing site meets all setback and landscaping requirements of the zoning district. The proposed use will not increase the existing intensity of the site (lot coverage) because the request does include any expansion of the building or parking area.

Conclusion

The proposed use will be compatible with the existing uses in the area.