

PART 3: MODERATE-DENSITY AND MULTIFAMILY DEVELOPMENT PROCEDURES

SITE PLANNING MODERATE-DENSITY AND MULTIFAMILY DEVELOPMENTS

The following process should be followed in site plan review applications.

All moderate-and high-density residential applications are subject to Site Plan Review; as well as applications for redevelopments in the following circumstances: if the redevelopment enlarges the size of the original structure by more than 50 percent in the case of a renovation or alteration. Developments shall be encouraged to implement the objectives of the Future Land Use Plan in preserving natural resources along the stream buffers setbacks, and to foster compatibility among land uses in the City of Pleasant Hill. Site Plan Reviews shall be performed by the City Staff and submitted to the Planning Commission for approval.

1. The applicant shall first meet with the Community Development Director and staff to schedule a pre-application conference, receive an explanation of the site plan procedure and its requirements, information on the current zoning, and an application form.
2. The applicant shall meet with City Staff and the Planning Commission in a pre-application conference to discuss the site plan requirements and other potential site-specific requirements prior to the submittal of an application.
3. The application form shall be completely filled out and returned to the Office of the City Clerk with the appropriate filing fee and any required supplemental information. As a part of the application, ten (10) copies of a site plan conforming to the requirements of the Zoning Ordinance shall be submitted. An application shall not be processed until it has been fully completed, the appropriate fee paid, all requested information submitted, and the required pre-application meeting is held.
4. Planning Commission -- The Planning Commission reviews all moderate-density and multifamily site plan applications. The Planning Commission shall consider the application and the recommendation of staff at the regularly scheduled meeting of the Planning Commission for which the item may be scheduled and shall adjourn and reconvene as is determined necessary.
5. The applicant may appeal a site plan review determination to the City Council for approval in the event that an applicant alleges that there is an error in any order, requirement, decision or determination made by the Planning Commission in the enforcement of Site Plan Review. The request for review by the City Council shall be accompanied by a complete description of the error(s) alleged.

Required Supplementary Information for Zoning and Site Plan Applications

In addition to the necessary information included on plans submitted in support of planned development district zoning applications, the following information shall be required for infill and moderate-density and multifamily rezoning applications or plan approvals, if applicable, as determined by the City Staff. As each site is different, it is advisable to confirm with City Staff the necessary information required.

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A. Site Section Plans - up to three as designated by the City Staff.

B. Site Plan Content Requirements: Does the Site Plan comply with or show the following?

	<u>Yes</u>	<u>No</u>
1 Name of the project, address, boundaries, date north arrow and scale of the plan.	_____	_____
2 Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.	_____	_____
3 Name and address of all owners of record of abutting parcels.	_____	_____
4 All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.	_____	_____
5 The location and use of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations, and typical elevations and building materials.	_____	_____
6 The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences. Location type and screening details for all waste disposal containers shall also be shown.	_____	_____
7 The location of required parking areas including parking stalls, setbacks and loading and service areas.	_____	_____
8 The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties.	_____	_____
9 The location, height, size, materials, and design of all proposed signage.	_____	_____
10 A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including the size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.	_____	_____
11 The location of all existing and proposed utility systems including:	_____	_____
11a sewer lines and manholes;	_____	_____
11b water lines and fire hydrants;	_____	_____
	<u>Yes</u>	<u>No</u>
11c telephone, cable and electrical systems; and	_____	_____
11d storm drainage system including existing and proposed drain lines,	_____	_____

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culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swales.

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| 12 | Plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable. | _____ | _____ |
| 13 | Existing and proposed topography shown at not more than two-foot contour intervals. All elevation shall refer to United States Geodetic Survey (U.S.G.S.) datum. No building shall be located in the 100-year flood plain. | _____ | _____ |
| 14 | Existing and proposed zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan. | _____ | _____ |
| 15 | Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site. | _____ | _____ |
| 16 | A detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas, if required by the Zoning Administrator, to include: | _____ | _____ |
| 16a | The projected number of motor vehicle trips to enter or exit the site, estimated for daily and peak hour traffic level. | _____ | _____ |
| 16b | The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and | _____ | _____ |
| 16c | The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given. | _____ | _____ |

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Chapter Six: Future Land Use

B. Design Standards:

1. Does the proposed development meet bonus standards? _____
See density and design standards.

FUTURE LAND USE MAP