City of Hubbard
Site Development Review Process

What is the Site Development Review Process?

The City of Hubbard requires a property owner and/or developer to complete the Site Development Review process for all new developments, major remodeling of existing developments, and change of occupancy and/or use for commercial and industrial developments. The site development review process is intended to ensure that new development is in accordance with the Comprehensive Plan and implementing ordinances and is compatible with the surrounding area and adjacent uses.

The following types of development are exempt from the Site Development review process:

1. single-family detached dwellings;

2. a duplex;

3. any commercial or industrial remodel that does not exceed 25% of the total square footage of the existing structure; or

4. any new development, change of occupancy, or commercial of industrial remodel that does not intensify the use of the property by increasing the number of customers, vehicle and pedestrian traffic to the site, parking requirements, etc.

To determine if a proposed development is exempt from the site development review process as stated under (4) above, the applicant or property owner must first submit:

1. A written description of the type of business activity planned, including customer base (retail, wholesale, etc), types of products produced and sold, hours of operation, number of employees, types of shipping methods, number of shipments per day/week, any new structures planned for construction and/or modifications planned to existing structures; and

2. A site plan of the property, showing the size and location of existing and planned structures, size and number of parking spaces, size and location of landscaped areas, location of all driveways and access points, outdoor storage areas, and any other features that are part of the business.

City staff will review this information and determine if the proposed business is exempt from the site development review process.

Step 1 - Submit the completed application.

The property owner and/or developer must complete a Site Development Review application. The application should include a site map(s) of the property that includes all of the items listed on the application.

The Hubbard Planning Commission makes the decision to approve or deny the application. The Planning Commission regularly meets on the third Tuesday of each month. In some instances, the Planning Commission may schedule a special meeting on another date. Check with the City Recorder to find out the date and time of the next Planning Commission meeting.

The completed Site Development Review application should be submitted approximately 30 days before the next scheduled Planning Commission meeting. This allows City staff time to review the application and prepare a staff report for the Planning Commission. The staff report is ready seven (7) days before the Planning Commission meeting. A copy of the staff report is sent to the applicant prior to the Planning Commission meeting.

Step 2 - Planning Commission reviews application.

At the Planning Commission meeting, the staff will present the staff report and answer any questions that the Planning Commission may have. The applicant then has the opportunity to make a presentation and ask any questions of staff or the Planning Commission. The Planning Commission usually issues a decision at this time, however, they may ask that staff or the applicant provide additional information, and continue the discussion to their next meeting.

Step 3 - Planning Commission issues decision.

Once the Planning Commission makes their final decision on a Site Development Review application a written decision is prepared and a copy is provided to the applicant. If the applicant disagrees with the decision they have 12 days to file a written appeal to the City. A public hearing before the City Council will then be scheduled to hear the appeal.

The site development approval is valid for a period of one year. During that time, the applicant must complete substantial development on the property. If the applicant cannot complete substantial development within one year, they may request an extension of the approval. The extension request must be submitted to the City Recorder with the proper fee prior to the expiration of the Planning Commission approval. The City Recorder may grant an extension not to exceed six (6) months.

Step 4 - Applicant complies with conditions of approval.

If the Planning Commission approves the Site Development Review application, conditions of approval will be included. The conditions are intended to make sure that developments meet City standards for parking, landscaping, storm drainage, signs, etc. The written decision of the Planning Commission will state which conditions, if any, need to be completed prior to issuance of a building permit or prior to establishing the business. The applicant is responsible for complying with all conditions of approval.

Here are samples of typical conditions of approval:

Revised site plan/Site conditions

Prior to filing for a building permit, the applicant shall submit a **revised** site plan which includes:

1. The location and size of addressing for property identification purposes in compliance with Police Department requests,

2. The location of additional lighting around the proposed building and parking lot,

4. The location of handicap parking spaces as required by the Building Official.

5. The location of two (2) bicycle parking spaces.

6. The location of one (1) loading space.

7. The location of one or more fire hydrants, as required by the Uniform Building Code or the Uniform Fire Code.

8. Location, size, and detailed description of any new signage on the subject property.

Utilities

Prior to filing for a building permit, the applicant shall submit for review and approval a storm drain and erosion control plan to the City Public Works Superintendent and City Engineer.

Prior to conducting business, the applicant shall install storm drainage on the site according to the approved storm drain and erosion plan.

Prior to conducting business, the applicant shall connect to City water and sewer mains according to City standards and Public Work Superintendent approval, including the installation of a backflow prevention device on all water services. The applicant shall submit to the City detailed drawings of all utilities. All connections to the public system shall be as approved and inspected by the Superintendent.

Prior to filing for a building permit, the applicant shall provide a written estimate on water consumption to the City Public Works Superintendent.

Prior to conducting business, the applicant shall provide evidence of recording all applicable public utility easements for fire lines with the Marion County Building Department.

Access/Transportation

Prior to filing for a building permit, the applicant shall obtain a valid Approach Road Permit from ODOT for access onto Highway 99E. A copy of the permit shall be provided to the City.

Prior to conducting business, the applicant shall submit a recorded non-remonstrance agreement regarding improvements along Highway 99E for the distance that Tax Lot 300 abuts the highway. The agreement shall run with the land and bind all successors, heirs, and assigns. A copy of the recorded agreement shall be provided to the City.

Prior to conducting business, the applicant shall construct the commercial approach according to the ODOT approved plans.

Prior to conducting business, the applicant shall install bicycle parking areas as approved by the City.

Prior to installation, the applicant shall submit construction drawings for ODOT review and approval for the construction of a commercial driveway on Highway 99E.

Landscaping/Lighting/Addressing/Public Safety

Prior to conducting business, the applicant shall submit a revised landscape and irrigation plan that includes:

1. The size and location of landscaped areas;

2. The location and type of plants and landscaping materials to be installed;

3. The location of automated sprinkler system components for any landscaped area that exceeds 400 square feet in size; and

4. The proposed method of irrigation for any landscaped area that is less than 400 square feet.

Note: A xeriscape plan, prepared by a licensed landscape architect, may be submitted for areas where automated irrigation would otherwise be required.

Prior to conducting business, the applicant shall provide to the City a written guarantee for all newly established landscape materials. The guarantee shall extend for a period of one (1) year from the date of installation.

Prior to conducting business, the applicant shall install landscaping, buffering along the east property line, and irrigation according to a City approved plan.

Prior to conducting business, the applicant shall install one or more fire hydrants, as required by the Uniform Building Code or the Uniform Fire Code.

Prior to conducting business, the applicant shall provide the Public Works Superintendent with a plan for disposal of chlorinated water discharge resulting from use of any on-site fire hydrant(s).

Prior to filing for a building permit, the applicant shall submit written evidence from the Police Department indicating approval of the site plan in regard to on-site lighting, and addressing.

Prior to constructing any new sign for the business along Highway 99E, the applicant shall obtain an approved sign permit from the Oregon Department of Transportation. A copy of the permit shall be provided to the City. All signs shall be comply with the requirements of Development Code Section 2.206.

Prior to conducting business, the applicant shall submit written evidence to the City from the Fire District and/or the Department of Environmental Quality showing compliance with applicable requirements regarding the storage and handling of petroleum products.

General

Any survey of the subject property in conjunction with this request shall use the City's established benchmarks.