



CITY OF KEIZER MASTER PLAN APPLICATION & INFORMATION SHEET

PRE-APPLICATION CONFERENCE

Prior to the actual filing of a Master Plan application, it is strongly recommended that the applicant contact Planning Staff for a pre-application conference. The meeting will enable Planning Staff and/or Public Works staff to review the proposal and determine if the Master Plan is consistent with the Comprehensive Plan and implemented ordinances and whether public services are required and available.

MASTER PLAN (Definition)

A Master Plan is a presentation showing the ultimate development lay-out of a parcel or property that is to be developed in successive stages or subdivisions.

The Keizer Station Plan requires the development of Master Plans for each of the five sub-areas. This process provides the City Council with an opportunity to review development proposals in conformance with the Keizer Development Code and the adopted Keizer Station Plan. Each Master Plan shall be reviewed through a Type II-B review process.

SUBMITTAL REQUIREMENTS

The following submittal requirements shall apply to all Preliminary Plan application for Master Plans.

AREA A – VILLAGE CENTER

1. Infrastructure engineering and architectural site plans showing all structures in relation to projected final topography of the project, all proposed connections to existing or proposed roads, transportation facilities (including proposed right-of-way and pedestrian connections), utilities, open space and parking areas, depicting the number and types of spaces.
2. Landscape plans generally showing the common and botanical name of plant species, the number and size of plantings and demonstrating the location and type of irrigation.
3. Building elevations, typical cross-sections and typical wall sections of all building areas.
4. Typical elevations of the buildings to determine the specific configuration and relationship of design elements of the typical building exteriors, which describe the general aesthetic and technical aspects of the building exterior, including materials.
5. Elevations, typical cross sections of the interior space layout of the building areas, entrance canopies, interior public courts, specialty areas, and service area layouts.
6. Proposed layouts for exterior signage and graphics.

7. Preliminary outline specifications describing exterior construction materials and methods, including indications of colors, finishes, and patterns.
8. An outline of amenities, including, but not limited to, public art, furniture, handrails, seating areas and food areas, if any.
9. A description of servicing requirements, trash compactors and related areas, loading docks, etc.
10. Calculation of gross building, parking and open space.
11. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated.

AREA A – SPORTS CENTER

1. Location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan.
2. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated.

AREA B

1. Location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan.
2. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated.

AREA C

1. Location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan.
2. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual, a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated.

AREA D

1. Location of land uses, open spaces, and pedestrian and vehicular circulation and a written explanation showing how these features achieve the purpose of the activity center design plan.
2. For any project for which the projected daily average daily traffic will exceed 250 vehicle trips per day, in accordance with the Institute of Traffic Generation Manual,

a traffic impact analysis will be required and a written explanation how negative impacts will be mitigated.

ALL OTHER AREAS SHALL BE SAME REQUIRMENTS AS AREA A.

REVIEW PROCEDURE

Upon receipt of the application, Planning Staff will review the application materials to determine if a complete application packet and the processing fee have been submitted. Incomplete applications will not be accepted unless specific arrangements are made with Planning Staff. Once a complete application is accepted and logged in, Planning Staff will set-up a file and begin the review of the application. This review may include requesting comments from affected public agencies such as the Keizer Public Works Department, Keizer Fire District, and additional City, County, and State agencies if required.

Upon completion of the review of the application, Planning Staff prepares a Staff Recommendation for the City Council. The application is scheduled for a public hearing in front of the City Council. Notice of the public hearing is sent to the applicant and all affected property owners located within 250 feet of the subject property. The Staff Recommendation shall be available for review 7 days prior to the public hearing. At the public hearing, both oral and written testimony may be provided by any affected property owner or interested person. Staff makes a presentation of the Staff Recommendation to the City Council.

The decision shall be made by the City Council and written findings prepared listing findings for approval or denial, and any conditions of approval, within two weeks of the hearing by the City Council. In no case, however, shall this decision and the preparation of written findings extend beyond 120 days from the date of initial submittal of a complete application, unless voluntarily agreed to by the applicant.

APPEAL RIGHTS

Decisions of the City Council may be appealed to the State Land Use Board of Appeals (LUBA), subject to the provisions in ORS 197.805-855.



CITY OF KEIZER MASTER PLAN APPLICATION

**If there are any questions about this application,
who should be contacted (Agent)?**

Name: _____

Address: _____

Daytime Phone Number: _____

Fax: _____ Email: _____

- | | |
|---------------------------------|-----------------------|
| 1. <u>Applicant Name</u> | <u>Address</u> |
| _____ | _____ |
| _____ | _____ |
| Phone _____ | _____ |

Complete the following property owner information if the property owner is different from the applicant.

- | | |
|--------------------------------------|-----------------------|
| 2. <u>Property Owner Name</u> | <u>Address</u> |
| _____ | _____ |
| _____ | _____ |
| Phone _____ | _____ |

3. This application is made for conceptual approval of a proposed Master Plan for: _____
_____.

4. Acreage effected: _____ acres.

Please provide a written response to the following Review Criteria as specified in Section 3.113.04 of the Keizer Land Development Code.

Approval of a Master Plan for an area of the Keizer Station Plan shall require compliance with the following:

- A. The Master Plan shall meet the purpose and objectives identified in the Keizer Station Design Plan.

B. The Master Plan shall meet the following standards as identified in the Keizer Station Plan in addition to standards within applicable zones:

1. Design standards
2. Transportation system standards
3. Utility standards
4. Parking standards
5. Landscape standards

If a conflict exists between standards within the Keizer Station Plan and the Keizer Development Code, the Keizer Station Plan standards shall be applied.

C. Development Strategies for Area A – Village Center

1. Pedestrian Access, Safety and Comfort

- a. To ensure safe, direct, and convenient pedestrian circulation, development in the EG zone, shall provide a continuous pedestrian and/or multi-use path system.
- b. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas wherever possible.
- c. Pathways with developments shall provide safe, reasonably direct and convenient connections between primary building entrances and all adjacent streets and parking areas.
- d. For all developments subject to Master Plan review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable.
- e. Recessed entries, canopies, and/or similar features shall be used at the entries to a building in order to create a pedestrian scale.
- f. For driveways that service more than 100 parking spaces, such driveway intersections with Radiant Drive shall not have any parking within twenty-five feet of the driveway intersection. This area shall be landscaped in accordance with Section 2.309 of the Keizer Development Code.
- g. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines.

2. Vehicular Movement

- a. Encourage traffic to enter and exit the development at locations other than Tepper Lane.

3. Crime Prevention and Security

Crime prevention shall be considered in the site design through application of all of the following guidelines:

- a. Territoriality – All proposed building entrances, parking areas, pathways and other elements are defined with appropriate features that express

ownership. For example, landscaping, fences, pavement treatments, art and signs are some physical ways to express ownership through design. Such features should not conflict with the need for natural surveillance, as described in b.; and

- b. Natural Surveillance – The proposed site layout, building and landscape design promote natural surveillance. Physical features and activities should be oriented and designed in ways that maximize the ability to see throughout the site. For example, window placement, the use of front porches or stoops, use of low or see-through walls, and appropriate use of landscaping and lighting can promote natural surveillance. Sight-obscuring shrubs and walls should be avoided, except as necessary for buffering between commercial uses and lower density residential districts, and then shall be minimized; and
- c. Activity Support – The proposed site layout and building design encourage legitimate activity in public spaces. For example, locating outdoor seating in areas that are visible from inside a restaurant helps to discourage crime and supports the activity of dining; and
- d. Access Control – By properly siting and designing entrances and exits (i.e., in clear view from the store), and through the appropriate use of lighting, signs and/or other features, the proposed plan controls access in ways that discourage crime; and/or
- e. The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines.

4. Reduced Parking

Reduce or waive minimum off-street parking standards. The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service, and likelihood of car pool use; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City.

5. Creating and Protecting Public Spaces

- a. The development provides an appropriate amount of public space as determined by the City Council in addition to sidewalks and landscaping.
- b. Public space may be a landscaped open space or plaza with pedestrian amenities, as approved by the City Council.

6. Human Scaled Building Design

Building facades are designed to a human-scale, for aesthetic appeal, pedestrian comfort, and design character of a development. The City Council may determine architectural character, continuity of building sizes, roof forms, rhythm of window and door spaces and the general relationship of buildings to public spaces such as street, plazas, other open space and public parking.

7. The Village within Area A shall contain a public improvement design to include a promenade/sidewalk design that may vary in width to meet a minimum width of 8 feet on both sides of Radiant Drive. The promenade/sidewalk shall be separated from the street with a landscape belt, to include decorative lighting and trees.

The proposal contains an equally good or superior way to achieve the intent of the above criterion and guidelines.

Please attach 15 copies of preliminary plan with required information as noted on attached information sheet.

THE APPLICANT(S) SHALL CERTIFY THAT:

- (a) The above Master Plan request does not violate any deed restrictions that may be attached to or imposed upon one, both, or all of the subject properties.
- (b) If the application is approved, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- (c) All of the above statements and the statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicants knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if it is found that any statements are false.
- (d) The applicant(s) acknowledge that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(S) of APPLICANTS

NOTE:

All properties within area identified in Master Plan shall be identified by Tax Lot and property owner and shall receive direct notice of application.

Date

Date

AGENT AUTHORIZATION

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, _____, hereby authorize _____
to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

Date

Date

AUTHORIZATION BY PROPERTY OWNER(S)

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

SIGNATURE

ADDRESS & PHONE

Phone _____

SIGNATURE

ADDRESS & PHONE

Phone _____

FOR OFFICE USE ONLY

Township ____ Range ____ Section _____

Application elements submitted:

Tax Lot Number(s) _____

____ (a) Title transfer

Zone _____

____ (b) Plot plan (15 copies)

____ (c) Applicant Statement/questions

____ (d) Filing fee

Date application determined complete

Application accepted by