



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division  
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# Planned Development – Preliminary

## Checklist & Review Criteria

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### INFORMATION AND INSTRUCTIONS:

- Filing Fees (*subject to change every July 1*): staff will contact you for payment after submittal.
  - Preliminary Planned Development: \$3,771
  - \*Additional fee if traffic report required: \$673  
*\*Not required if charged with a concurrent application.*
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to [eplans@cityofalbany.net](mailto:eplans@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.

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### PLANNED DEVELOPMENT-PRELIMINARY SUBMITTAL CHECKLIST

**PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES**

**REVIEW CRITERIA AND DEVELOPMENT STANDARD RESPONSES**

On a separate sheet of paper, prepare detailed written responses, using factual statements (called findings of fact), to explain how the Planned Development t complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement.

#### **PLANNED DEVELOPMENT-PRELIMINARY REVIEW CRITERIA (ADC 11.310)**

1. The increased flexibility in Code standards and permitted uses will result in an improved development for the city, the surrounding area, and users of the development as compared to strict compliance with Code provisions.
2. The project design results in a more efficient utilization of the natural features of the site.

3. The project design results in a more efficient utilization of materials and public resources including streets, utilities, and energy supplies.
4. Provisions will be established to insure the continued maintenance of any common areas.
5. More usable and suitable recreational facilities and other common areas are provided than would normally be provided under conventional development standards.
6. The planned development satisfies the development standards in Section 11.330.

**IN ADDITION TO THE ABOVE REVIEW CRITERIA, attach a detailed** explanation of how the proposed planned development meets applicable City standards found in Section 11.330 of the Albany Development Code. Include calculation detail to support the explanations.

11.330 Planned Development Standards. In conjunction with standard requirements for setbacks and landscaped areas, the following standards apply to planned developments:

- (1) Open Space and Common Areas in Residential, Mixed-Use and other Non-Industrial Planned Developments. Open space or common areas shall be provided for common enjoyment. In all residential developments and mixed use developments, 25 percent of the gross land area shall be devoted to open space, outdoor living area or common areas as follows.
  - (a) Land that may be counted towards the open space requirement includes:
    - Natural resources accessible to the public;
    - Common recreational space or commonly enjoyed amenities accessible to residents, including indoor or rooftop amenities – the total square footage of indoor amenities will be subtracted from the total land area; and
    - Common landscaped areas and paths, but excluding sidewalks and planter strips in the right-of-way.
  - (b) Locations, shapes, sizes and other characteristics of open spaces shall be consistent with their proposed uses and the purposes of the planned development.
  - (c) Land in the right-of-way may not count towards the open space requirement unless designed with larger planter strips to allow for mature trees, or that accommodates storm drain detention systems, a multi-use path, or a landscaped median.
  - (d) Side and rear yards may not count towards the minimum open space requirements.
  - (e) Outdoor open space or living areas required by this Article may be dedicated to the City provided the size and amount of the proposed dedication meets the criteria of the City for neighborhood parks by one-half and if the City agrees to accept the dedication. The square footage of land dedicated for public parks shall be deemed a part of the development site for the purpose of computing density.
  - (f) Approved vegetated post-construction stormwater quality facilities are allowed in open space, outdoor living area and common areas.
- (2) Natural Resources. The planned development shall provide for the protection of significant landscape features including Oak groves, heritage trees as defined by the Albany Municipal Code and land located within Albany's natural resource overlay districts and any historic sites and landmarks. Natural and cultural resources shall integrate the proposed development with the environmental characteristics of the site and adjacent uses.
- (3) Underground Utilities. In any planned development, all electric and telephone facilities, fire alarm conduits, street light wiring, and other wiring, conduits and similar facilities shall be placed underground by the developer, unless allowed above ground by the review body.

- (4) Density. When calculating density of a proposed planned development, the gross area including streets and park land dedications shall be included, except for land in the Significant Wetland and Waterway overlay district. The maximum density permitted per zoning district is outlined below.

	RS-10	RS-6.5	RS-5	RM	RMA	OS
Maximum dwelling units per acre	4	6	8	25	35	1*

\*Allows 1 residential unit per existing lot

- (5) Building Spacing and Yard Requirements. The plan shall provide adequate building separation to allow for light, ventilation, and visual and acoustic privacy for residences and other structures. Fences, insulation, walks, barriers, and landscaping shall be used, as appropriate, for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable views, and reduction of noise.
- (6) Building Locations. Taller buildings shall be located within the planned development in such a way as to avoid adverse impact on neighboring lower buildings and shall not invade the privacy of the occupants of adjacent lower buildings.
- (7) Perimeter Compatibility. The plan shall minimize adverse impacts of proposed uses and structures in the planned development on existing and anticipated uses and structures on adjacent properties and neighborhoods. The buffering and screening standards in Sections 9.210-9270 apply. If topographical or other physical barriers do not provide reasonable privacy and mitigation of potential adverse impacts on existing uses adjacent to the development, the development shall provide additional setbacks, buffering or screening between residential and non-residential uses.

#### **SITE PLAN REVIEW CRITERIA (ADC 2.450)**

1. Public utilities can accommodate the proposed development.
2. The proposed post-construction stormwater quality facilities (private and/or public) can accommodate the proposed development, consistent with Title 12 of the Albany Municipal Code.
3. The transportation system can safely and adequately accommodate the proposed development.
4. Parking areas and entrance-exit points are designed to facilitate traffic and pedestrian safety and avoid congestion.
5. The design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses, and any negative impacts have been sufficiently minimized.
6. 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.
7. The site is in compliance with prior land use approvals.
8. Sites that have lost their nonconforming status must be brought into compliance, and may be brought into compliance incrementally in accordance with Section 2.370.

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## GENERAL INFORMATION ABOUT THE PLANNED DEVELOPMENT

- Planned Development Program.** A written statement outlining the following details: planning objectives to be achieved through the planned development; dwelling types and density; non-residential uses; lot layout; public and private access; parking; height of structures; lighting; landscaped areas and provisions for continued maintenance; water supply; sewage disposal; drainage; and areas devoted to various uses. This statement should include a description of the character of the proposed development and adjacent areas, discussion of how the proposed development will relate to the natural environment and significant natural resources of the site and adjacent areas.
  - A tabulation of land area to be devoted to each use, and a calculation of the average residential density per acre, if applicable.
  - 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.)
  - Explain how proposed automobile and bicycle parking were calculated for this development.
  - Explain the calculations for expected vehicle trips, ingress and egress, and road designs.
  - A development schedule for commencement and of construction, or a phasing schedule if phased development is proposed.
  - If the development will be divided into different ownerships, any additional information generally required for a land division tentative plat approval and not required above.
  - Existing address (if any), section, township, range, and legal description sufficient to define the location and boundaries of the site.
- ELEVATION DRAWINGS.** Fully dimensioned drawings of each elevation of each building. Include building height, materials, and colors to be used. Plans must be prepared by a licensed architect or professional designer.
- FLOOR PLAN DRAWINGS.** (If applicable) Floor plans shall include dimensions and square footages.
- LANDSCAPE AND IRRIGATION PLANS.** Detailed landscape plans and areas designated as open space, including any vegetated post-construction stormwater quality facilities. The plans must be prepared by a certified nurseryman, landscape architect or landscape designer approved by the Director.
- LEGAL DESCRIPTION.** If the property is not a subdivision, submit a metes and bounds legal description for the subject property. Multiple properties must be combined into a single property description.
- TRANSPORTATION IMPACT ANALYSIS (TIA)** (if required by City of Albany Engineering Division).
- NEIGHBORHOOD MEETING REPORT.** (If an additional meeting was held.)
- SITE PLAN.** The plan must show the entire development and existing and proposed streets within 300 feet of the proposed development. 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.
  - The location of all existing and planned sidewalks, pedestrian paths, bike paths and where they will connect with existing facilities.
  - The location and utilization of land uses and structures including public and/or private parks, open space or common areas.

- A boundary survey or a certified boundary description by a licensed surveyor.
- Data, drawings, and/or elevations clearly establishing the scale, character and relationship of buildings, streets, and open space.
- 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.
- 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, park land, 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, and capacity of the existing and proposed storm drain facilities (including post-construction stormwater quality facilities, detention facilities and supporting calculations). Show existing and proposed finished grade elevations at collection points and property lines. Include the location, size, and capacity of the downstream drainage system that would serve the proposed development. Also provide any supporting calculations.
- 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 showing proposed excavations, fills and grading and 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 structures.
- 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. 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.
- Locations and dimensions of all vision clearance areas per ADC 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. *Write "NA" in the box and attach a short explanation as to why it does not apply to this development proposal.*

- 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) riparian areas on the city's Riparian Inventory; 3) existing channels as shown on Figure 7.1 of the draft North Albany Storm Water Master Plan; and 4) of hillsides or 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 and other wetlands; 2) trees over 25 inches in circumference (approximately 8 inches in diameter) measured 4½ feet above the mean ground level from the base of the trunk; and 3) springs; and 4) trees proposed for protection and method of protection.
- Location of airport overlay 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.

**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.

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## **PLANNED DEVELOPMENT PURPOSE AND PROCEDURE**

**Definition (ADC 11.240).** A planned development is a master planned environment intended for a variety of related activities. It promotes an integrated, coordinated development of land, normally involving increased flexibility in use and design standards, with special incentives or restrictions on development. A planned development may be primarily residential uses with associated commercial uses, a mixed-use development, or it may be a commercial or industrial development.

**Purposes (ADC 11.250).** The purposes of a Planned Development are to:

- (1) Encourage more innovative planning that results in more desirable or sustainable environments or neighborhoods, improved protection of open spaces, transportation options, and site phasing of developments through the application of flexible and diversified land development standards than would otherwise occur under conventional land development procedures; and
- (2) Facilitate the efficient use of land and resources in regards to land uses, buildings, circulation systems, natural features, energy conservations, open space and utilities.

**Procedures (ADC 11.260).** A planned development is processed in two steps. The first step is review of the planned development project design and land uses by the Planning Commission under the Type III procedure. The final approval is reviewed by the Director through the Type I procedure.