

## Design Review Application

**City of Monmouth**

Date: \_\_\_\_\_

Fee: \$450.00 \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

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**Applicant:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City

State

zip

\_\_\_\_\_

Phone

E-mail

**Title Holder:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City

State

Zip

**Surveyor and/or Engineer [If applicable]:**

\_\_\_\_\_

Name

\_\_\_\_\_

Phone

E-mail

**Location:**

Street Address \_\_\_\_\_

Tax Lot Number \_\_\_\_\_ Assessor Map \_\_\_\_\_

**Description:**

Comprehensive Plan Designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Size (acres): \_\_\_\_\_

**Review Process:** Design Review applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. The Planning Commission reviews the application, but does not conduct a public hearing, prior to making a decision.

**A complete application must include the following submittal requirements:**

\_\_\_\_\_ A Site Analysis that describes the following (if applicable):

1. Existing site topography;
2. Identification of areas exceeding 10% slopes;
3. Site drainage, areas of potential flooding;
4. Areas with significant natural vegetation;
5. Existing structures, roadway access and utilities;
6. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.

\_\_\_\_\_ A Site Plan 11 x 17 inches or multiples thereof in size illustrating the following information (if applicable):

1. Proposed grading and topographical changes;
2. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.
3. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
4. Proposed access to public roads and highways, railroads or transportation systems;
5. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Invert elevations may be required for all underground transmission lines;
6. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
7. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
8. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site; and
9. A schedule of expected development.
10. A traffic impact analysis if requested by the City Planner.

11. Other appropriate studies and information that may be required by the City Planner to adequately evaluate the project.

\_\_\_\_\_ A detailed written description of the proposed development, including a description of how the project meets the applicable design review criteria.

\_\_\_\_\_ **Fifteen (15) Copies** of this application and all attachments shall be provided. Copies must be clear and legible.

### **18.10.120 Design Review.**

1. Process. Design Review shall be conducted by the Planning Commission in lieu of the Site Plan Review process. Design Review shall apply to all commercial and multifamily structures to be built or remodeled in the three districts described below. Remodeling includes facade improvements in the three districts described below. Design Review is conducted as a Type II procedure; however a public hearing is not required.

Design review shall also be required in industrial zones for new development and significant alteration of existing industrial developments. Any industrial site alteration or building remodel that does not exceed 25 percent of the total square footage of the site or structure is exempt from the Design Review process.

No building permit shall be issued for the construction or remodeling of any dwelling containing two (2) or more dwelling units or of any structure, unless plans therefore, including plot plan with sidewalk specifications, are submitted and approved by the Planning Commission for conformity with the Design Review standards set forth herein. For purposes of this section, "remodel" shall mean the significant or material addition to, removal of or from, or physical modification of any exterior part or portion of a building.

2. Purpose. The purpose of Design Review is to preserve and enhance the character of the commercial areas within the three (3) districts described below and to ensure the physical and operational characteristics of proposed buildings and uses are compatible with buildings in the district. The attractiveness and economic vitality of a downtown is largely a reflection of the shape, placement, design and quality of its buildings. These guidelines seek to improve each district by establishing a development pattern in which new buildings and building remodels enhance the existing town environment and promote harmony.

Design Review is also intended to ensure that industrial developments meet all applicable standards while minimizing potential health and safety hazards.

### 3. Districts.

- a. Downtown District. The area between Jackson Street, Clay Street, Pacific Street and Monmouth Avenue.
- b. Pacific Street District. Commercial Highway zoned property along Pacific Street, from Church Street to Gwinn Street.
- c. E. Main Street Highway 51 District. From Pacific Street east to the City limits.

4. General Commercial and Multifamily Development Standards in All Districts.

a. Architectural Style.

i. Architectural character is to be in harmony with the buildings in and be compatible with the developing character of the district.

ii. Compatibility shall be achieved through such techniques as the repetition of roof lines; the use of similar proportions in building mass, outdoor spaces and landscaping; similar window and door patterns; and similar use of building materials, colors and textures,

iii. Buildings that are stylized in an attempt to use the building itself as advertising or are a franchise style shall be discouraged.

b. Exterior and Finishing Materials. Exterior and finishing materials shall either be similar to the materials already being used in the district, or other characteristics, such as scale, proportion, form, architectural detailing, color and texture shall be used to ensure that sufficient similarity exists for the building to be compatible, despite the difference in materials.

c. Window. Clear or lightly tinted glass shall be used for commercial storefront display windows and doors. Windows shall be individually defined with detail elements such as frames, sills and lintels, and be placed to visually establish and define the building stories.

d. Building Color.

a. Paint and building materials shall blend into the neighborhood.

b. Conduit, meters, vents and other equipment attached to the building, or protruding from the roof shall be painted to match the building surfaces.

c. All rooftop mechanical equipment shall be screened from public view from both above and below by integrating it into the building and roof design to the maximum extent feasible.

e. Land Use Transition. When significantly different land uses are proposed adjacent to each other, the development plan shall achieve compatibility through compliance with the standards set forth above and by using mitigating techniques such as buffering, landscaping, limits on hours of operation and deliveries, lighting, placement of noise generating activities, placement and illumination of outdoor vending machines and similar techniques.

5. Specific District Standards.

a. Downtown District.

i. The heritage, history and architecture of existing buildings should be preserved.

ii. Store fronts are to be oriented to the sidewalk. Primary facades and entries shall face the adjacent street with a direct connection to the adjoining sidewalk.

iii. Parking is to be on the street or in the rear of the business.

iv. In in-fill downtown development, a building shall be similar in size and height, or if larger, be subdivided so that it is proportional to the mass and scale, of other buildings in the district.

b. Pacific Street District.

i. Landscaping is required.

ii. Shared parking facilities are encouraged.

iii. Building orientation is to emphasize pedestrian access. Entries are to front directly onto the sidewalk or are located to facilitate pedestrian access from street perimeter sidewalks.

iv. Provide safe walkways from parking areas to the business, which separate pedestrian and vehicular traffic.

v. Parking facilities are encouraged to be in the interior of the lot or block.

vi. Landscaping shall be designed to reinforce and enhance the streetscape.

c. E. Main Street - Highway 51 District.

i. Aesthetically appropriate landscaping is required.

ii. Shared parking facilities are encouraged.

iii. Building orientation is to emphasize pedestrian access. Entries are to front directly onto the sidewalk or are located to facilitate pedestrian access from street perimeter sidewalks.

iv. Provide safe and aesthetically appropriate walkways from parking areas to the business, which separate pedestrian and vehicular traffic.

v. Parking facilities are encouraged to be in the interior of the lot or block.

vi. Landscaping shall be designed to reinforce and enhance the streetscape.

6. Industrial Developments.

Industrial developments shall demonstrate compliance with all of the applicable development standards of the applicable industrial zone, including design review standards and industrial performance standards.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

**NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.**

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City of Monmouth Community Development Dept.  
151 Main St W  
Monmouth, OR 97361  
503-751-0147