

Sec. 117-118. - ~~Town Center~~The COR District.

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- (a) *Intent.* The primary intent of the ~~Town Center~~COR District is to create a focal point in the community that embodies the principles of transit-oriented and mixed-use development. The ~~Town Center~~COR District envisions a distinctly different development pattern, with a more urban structure of streets and blocks, than the suburban and rural patterns that have shaped the community to date. The ~~Ramsey Town Center~~COR area is comprised of a number of distinct subdistricts intended to define the type and intensity of uses, location of amenities and overall character of development. The ~~Town Center~~COR District incorporates the ~~Ramsey Town Center~~COR Master Plan and Development Guidelines by reference to provide necessary building and site design features that are essential to a pedestrian environment. Any reference to Ramsey Town Center or Town Center shall be interpreted to mean the same as The COR.
- (b) *~~Town center~~The COR subdistrict definition.* The ~~Town Center~~COR District consists of five subdistricts that define the type and intensity of land use.
- (1) *~~COR-1~~ Mixed-Use Core Subdistrict.* The mixed-use core is intended to provide a mix of residential, retail, service, professional, community service, recreational and similar uses on every block near, and within easy walking distance of the transit station. The broadest variety and highest intensity of uses, including high density housing and lodging facilities, are encouraged near the station. Vertically-integrated mixed use projects with retail, restaurant and service uses, especially at corner locations, are strongly encouraged. This district incorporates the highest architectural and design standards to encourage pedestrian mobility and street activity. The majority of the uses within this district will rely on parking structures to accommodate the parking needs of customers and employees. In order to contribute to an active pedestrian environment, each block within the ~~TC~~COR-1 subdistrict shall include at least two of the following uses: commercial, office, civic and/or residential use.
 - (2) *~~TC~~COR-2(~~COR-2~~) Commercial Subdistrict.* The ~~TC~~COR-2 Commercial Subdistrict is designated to provide a location for retail commercial that has building and/or site designs inconsistent with the ~~TC~~COR-1 Subdistrict, including larger scale retail and other auto-oriented commercial uses. Such uses tend to benefit from direct highway access and good visibility, and may have market areas that extend beyond the community. These commercial and auto-oriented uses shall be clustered in compact identifiable areas and not present the look of typical strip suburban development. Buildings shall be designed with a pedestrian orientation and relationship to the primary street that is compatible with the adjacent ~~TC~~COR-1 subdistrict.
 - (3) *~~TC~~COR-3 and ~~TC~~COR-3a Workplace Subdistrict.* The workplace area is intended to accommodate medical and technology-related office and research uses, as well as other office uses and ancillary retail and service uses designed to support serve employees and office visitors. Uses with high concentrations of employees are most desirable. The ~~TC~~COR-3 subdistrict is further defined by a ~~TC~~COR-3a subdistrict that allows exclusively schools. Due to the unique design and site layout needs of a school, different standards are in place in the ~~TC~~COR-3a subdistrict than other development within the ~~TC~~COR-3 subdistrict.
 - (4) *~~TC~~COR-4 (~~TC~~COR-4a, ~~TC~~COR-4b and ~~TC~~COR-4c) Neighborhood Subdistrict.* The Neighborhood Subdistrict ~~comprises the northern portion of the Town Center District. The subdistrict~~ is intended to include a full range of housing types, from small-lot single-family detached to high-density senior and general apartments, as well as a limited number of small-scale retail and office uses at appropriate locations (i.e., at corners). Neighborhood design incorporates many traditional single-family neighborhood features such as alleys, carriage houses (secondary units), front porches, and traditional street lighting. Neighborhoods shall be designed with suitable transitions between different housing types, and with well-integrated open space and natural amenities within walking distance of all homes. Traditional neighborhood design of streets, sidewalks and paths provide easy pedestrian mobility throughout the subdistrict. Protection of natural areas and corridors that link the natural environment to everyday life is emphasized in this area. The ~~TC~~COR-4 subdistrict is further defined into three categories according to the residential net density:

- a. The ~~TC~~COR-4a subdistrict is the lowest density area in the ~~TC~~COR-4 District allowing up to ten dwelling units per acre.
- b. The ~~TC~~COR-4b subdistrict is the medium density area in the ~~TC~~COR-4 District allowing up to 15 dwelling units per acre. This area is located along higher volume roadways within the ~~Town Center~~COR and along its perimeter.
- c. The ~~TC~~COR-4c subdistrict shall provide the highest densities in the ~~TC~~COR-4 District requiring a minimum of 15 dwelling units per acre. This area is adjacent to the mixed-use core.

(5) ~~TC~~COR-5 *Park and Open Space Subdistrict*. The Park And Open Space Subdistrict is intended to preserve environmental features, provide amenities and create focal points and community gathering places within easy access of all areas of the ~~Town Center~~COR. A minimum of ten percent of the gross acreage of the ~~Town Center~~COR shall consist of open space that is improved for public use as guided by the master plan and any other subsequent agreements between the city and developer. Areas designated within the ~~TC~~COR-5 subdistrict, however, are restricted from other types of development, with the exception of certain civic uses, as shown in Table 1.

(c) ~~Town Center~~The COR development regulations.

(1) Uses. Table 1 specifies permitted and conditional uses within each subdistrict of the ~~Town Center~~COR District. Any use may be combined within buildings (vertically) or in separate buildings (horizontally), unless otherwise specified.

Table 1: Permitted, Conditional and Prohibited Uses

Use List	TC-1		TC-2		TC-3 and 3a		TC-4a, b and c			TC-5
	2	3	3a	a	b	c				
RESIDENTIAL										
Single-family detached	N	N	N	N	P	N	N	N	N	
Twinhomes	N	N	N	N	P	N	N	N	N	
Duplexes	N	N	N	N	P	N	N	N	N	
Row houses/townhouse	P	N	N	N	P	P	P	N	N	
Multistory apartments/condominiums	P	N	N	N	N	P	P	N	N	
Secondary units	N	N	N	N	P	N	N	N	N	
Live-work units	P	N	P	N	P	P	H	N	N	
PERSONAL SERVICES such as laundry, barbershops and beauty shops										
:lt;2,500 sq. ft.	P	P	P	N	H				N	
:gt;2,500 sq. ft.	P	P	P	N	N				N	
PROFESSIONAL AND MEDICAL OFFICES AND CLINICS										
:lt;5,000 sq. ft.	P	P	P	N	H				N	
:gt;5,000 sq. ft.	P	P	P	N	N				N	
GENERAL OFFICES										
:lt;5,000 sq. ft.	P	P	P	N	C				N	
5,000 - 35,000 sq. ft.	P	P	P	N	N				N	
:gt;35,000 sq. ft.	N	P	P	N	N				N	
ACCOMMODATION AND FOOD SERVICE USES										
Bed and breakfast residence	P	P	N	N	H				N	
Lodging facilities	P	P	C	N	N				N	

Restaurant, café (including seasonal)	P(a)	P	P	N	P	C	C	C	:lt;2,500 sq. ft.
Tavern, bar					P	P	P		:lt;2,500 sq. ft.
ENTERTAINMENT AND RECREATION USES									
Theater, cinema	P	P	C	N	N	N	N	N	
Health club, fitness center	P	P	P	N	N				N
Health club, fitness center ;lt;5,000 sq. ft.	P	P	P	N	N				N
GENERAL RETAIL AND SERVICES (including grocery, etc.)									
:lt;2,500 sq. ft.	P	P	P	N	C	C	P		N
:lt;35,000 sq. ft.	P	P	C	N	N				N
:gt;35,000 sq. ft.	C	C	C	N	N				N
RESTRICTED USES									
Private clubs and lodges	N	N	N	N	N				N
Motor vehicle implement, and recreation equipment sales and service	N	N	N	N	N				N
Adult uses - principal and accessory	N	N	N	N	N				N
Uses with drive-thrus	N	C	C	N	N				N
Accessory car washes	N	C	N	N	N				N
Gas stations	N	N (b)	N	N	N				N
Open and outdoor services, sales, display or rental	N	N	N	N	N				N
PUBLIC USES AND SERVICES									
Municipal buildings	P	N	N	N	N				C
Post office - service no distribution facility	P	N	N	N	N				N
Museums/cultural centers	C	N	N	N	N				C
Religious institutions	C	C	C	N	C				N
Commercial day care centers	P	P	P	N	C				N
Hospitals	N	C	P	N	N				N
Libraries	P	P	P	N	C				N
Educational facilities (excludes daycares)	N	N	N	C	N				N
Essential public services	P	P	P	P	P				P
INDUSTRIAL									
Manufacturing	N	N	N	N	N				N
Warehousing	N	N	N	N	N				N
Outside storage	N	N	N	N	N				N

Key:
P - Permitted Use
C - Conditionally Permitted Use
N - Use Not Permitted
H - Permitted with home occupation permit

- a. In the TC-1 subdistrict, one story restaurants are allowed when the facade cornice height is a minimum of 22 feet in height.
- b. In the TC-2 subdistrict, accessory gas uses are allowed under the following conditions:
 1. Gas operations that are accessory to a permitted principal use.

2. Gas and convenience item sales shall not comprise more than 25 percent of the gross receipts of the principal use business.
3. Payment for sale of gas must be paid at the pump or inside the principal building. No accessory structures are allowed as part of the gas operations.
4. No more than five percent of the square footage of the principal use building may be dedicated for the gas operations and convenience item sales.
5. No franchise food operations can be contained in the area designated within the principal building for gas operation and convenience item sales
6. Gas operations located in the side or rear of the principal use building.
7. Gas operations are located within 100 feet of principal use building
8. Gas islands and canopy are architecturally harmonious and contain the same exterior building materials as the principal use building.
9. Gas operations shall constitute no more than four islands with a limit of eight individual dispensers.
10. Gas operations that are located in the city's wellhead protection area must meet the following standards:

- (i) Double walled storage tanks with corrosion protection.
- (ii) Spill protection to catch spills that may occur during delivery of products.
- (iii) Overfill protection including automatic shutoff devices, overfill alarms and ball float valves or approved equal.
- (iv) Leak detection, including interstitial monitoring of the double walled tank.
- (v) Product release monitoring, including installation of groundwater monitoring wells and monthly monitoring of these wells will be required only after a reportable leak or spill has been detected.
- (vi) Tank tightness testing on an annual basis.
- (vii) Annual reports summarizing monthly monitoring results, monthly inventory control, and tank tightness testing.

(2) Development standards.

Development Standard	TC-1	TC-2	TC-3 and 3a		TC-4a, b and c	TC-5
Minimum lot size	None	None	None	None	None	0.5 acre
Minimum lot width (if lotted)	20 feet	80 feet	40 feet	40 feet	20 feet	n/a
Minimum lot depth (if lotted)	80 feet	100 feet	80 feet	80 feet	80 feet	n/a
Allowable residential	>15 DU/AC	>15 DU/AC	None	None	4a - up to 10	n/a

density in dwelling units per acre ^(a)					4b - up to 15 4c - min. of 15	
Minimum floor area ratio (FAR) for nonresidential uses/vertically mixed buildings/sites	.75	.25	.25	.25	n/a	n/a
Setbacks						
Front yard (min. - max)	0 - 5 feet as measured from building front to right-of-way ^(b) (60% of front facade w/in max.)	0 - 15 feet as measured from building front to right-of-way ^(b)	0 - 15 feet as measured from building front to right-of-way ^(b)	30 feet min, 60 feet max as measured from building front to right-of-way ^(b)	0 - 25 feet ^(b)	n/a
Side yard	no req.	10 feet if separate bldgs.	10 feet if separate bldgs.	10 feet if separate bldgs.	no req. unless req. by Building Code	n/a
Rear yard	no req.	no req.	no req.	30 feet minimum	no req. unless req. by Building Code	n/a
Driveway length (minimum)	20 feet for residential units	20 feet for residential units	20 feet for residential units	20 feet for residential units	20 feet for residential units	n/a
Building height (min. - max.)	2 - 5 stories	1 - 4 stories	2 - 4 stories	2 - 4 stories	1 - 4 stories	1 - 2 stories

- a. Residential density is based on the net area of the parcel in question for parcels. In the event that public open space that is not dedicated to the city is developed independently of any particular residential project, the land area of the open space shall be divided equally among those abutting projects for purposes of density calculations.
- b. Setbacks for residential units located within the TC-1 Zoning District shall be measured from building front to edge of right-of-way, or edge of sidewalk easement as defined by the City and said sidewalk must be encumbered by a sidewalk easement recorded with the office of the Anoka County Recorder. Setbacks for residential units located within the TC-4 Zoning District shall be measured from building front to edge of sidewalk, edge of right-of-way, or to back of street curb, whichever is appropriate.

(d) *General development standards.* All development within the ~~Town Center~~COR District shall meet the ~~Ramsey Town Center~~COR Development Guidelines that are incorporated into this chapter by reference. These standards will be used by the city as the minimum requirements for evaluating development proposals and site plans. However, the standards are not intended to restrict creativity in design. An applicant may request modification or waiver of any standard in favor of an alternate approach that will achieve the same design objective.

(e) *Parking standards.* Parking in the ~~Town Center~~COR District is intended to be shared to the greatest extent practicable in all mixed-use areas. The parking standards are intended to provide a practical basis for providing adequate parking within the ~~Town Center~~COR District through a careful analysis of uses, shared parking arrangements, use of public street parking and reduction allowances for the proximity to the transit station. A parking plan shall be prepared as part of the development plan to address the number, location, sharing arrangements, and public use when applicable. The parking plan shall also attempt to anticipate to the extent possible, how to address longer term parking arrangements if the possibility of use conversion or building expansion exists. Parking shall be provided under any of the following arrangements:

- (1) Off-street parking in the ~~TC~~COR-1 and ~~TC~~COR-2 subdistricts shall be secured for public use through parking easements and other appropriate conveyances. Shared parking arrangements

- between nearby uses are encouraged in both subdistricts.
- (2) On-street parking adjacent to buildings may be used for the purposes of calculating parking requirements for street level, nonresidential uses.
 - (3) Within the ~~TCCOR~~-4 subdistrict, parking on individual parcels serving individual uses may be provided if designated and approved as part of the master plan.
 - (4) In order to ensure the pedestrian orientation of the ~~Town Center~~COR Districts, maximum parking standards are set based on the following:

Retail	4 per 1,000 sq. ft.
Restaurants	5 per 1,000 sq. ft.
Offices	3 per 1,000 sq. ft.
Medical offices, clinics	4 per 1,000 sq. ft.
Health clubs	3 per 1,000 sq. ft.
Theaters, places of assembly	1 per 4 seats
Residential	
	Attached or detached Required: 2 per unit
	Multifamily units Required: 2 per unit

- (54) Maximum required parking. If a parking structure is provided on site, maximum parking stalls do not apply. If additional parking is sought that does not meet these maximum requirements, a conditional use permit can be sought to increase maximums up to 25 percent.
 - (65) The city may require payment of an amount equal to the value of the required parking on a per-stall price basis. Funds collected by the city shall be deposited in a special fund used only to acquire and/or develop off-street parking facilities for the ~~Town Center~~COR. The city will determine the appropriate contribution.
 - (76) A development agreement is completed that specifies that each property in the ~~Town Center~~COR shall be financially responsible for its proportionate share of a shared parking facility. The proportionate share shall be determined on the basis of the property's off-street parking needs, as determined by the parking study. Financial responsibility shall cover the construction and continuing maintenance of the parking facility. The parking facility may be constructed and maintained by the city or by a private management entity acceptable to the city.
- (f) *Signage.* Signage in this district is allowed as prescribed in this subdivision. Signage as prescribed by other sections of this Code is not applicable.
- (1) Permitted signs for personal and professional services, retail commercial, and public uses and services in ~~TCCOR~~-1, ~~TCCOR~~-3, ~~TCCOR~~-4 and ~~TCCOR~~-5 districts:
 - a. Wall-mounted or painted signs, provided the following standards are met:
 - 1. The sign shall be affixed to the front facade of the building, and shall project outward from the wall to which it is attached no more than six inches.
 - 2. The area of the sideboard shall not exceed five percent of the ground floor building facade area or 24 square feet, whichever is less.
 - 3. The height of the lettering, numbers, or graphics shall not exceed 12 inches.
 - 4. The sign shall be granted to commercial uses occupying the ground floor of buildings facing public streets only and shall not be allocated to other uses.
 - 5. Limited to one sign per business.

- b. The area of signboard shall not exceed five percent of the ground floor building facade area.
- c. Wall-mounted building directory signs identifying the occupants of a commercial building, including upper story business uses, provided the following standards are met:
 - 1. The sign is located next to the entrance.
 - 2. The sign shall project outward from the wall to which it is attached no more than six inches.
 - 3. The sign shall not extend above the parapet, eave, or building facade.
 - 4. The area of the signboard shall not exceed three square feet, with each tenant limited to one square foot.
 - 5. The height of the lettering, numbers, or graphics shall not exceed four inches.
 - 6. One such sign is allowed per public building entrance.
- d. Applied letters may substitute for wall-mounted signs, if constructed of painted wood, painted cast metal, bronze, brass, acrylic or black anodized aluminum. The height of applied letters shall not exceed 12 inches.
- e. Projecting signs, including graphics or icon signs, mounted perpendicular to the building wall, provided the following standards are met:
 - 1. The signboard shall not exceed an area of six square feet.
 - 2. The distance from the ground to the lower edge of the signboard shall be ten feet or greater.
 - 3. The height of the top edge of the signboard shall not exceed the height of the wall from which the sign projects, if attached to a single story building, or the height of the sill or bottom of any second story window, if attached to a multistory building.
 - 4. The distance from the building wall to the signboard shall not exceed six inches.
 - 5. The width of the signboard shall not exceed three feet.
 - 6. Limited to one sign per business. Projecting signs are not permitted in conjunction with wall-mounted, free standing, or applied letter signs.
 - 7. Granted to ground floor commercial uses only.
- f. Awning signs, for ground floor uses only, provided that the following standards are met:
 - 1. If acting as the main business sign, it shall not exceed 24 square feet in area, and the height of the lettering, numbers, or graphics shall not exceed 12 inches.
 - 2. If acting as an auxiliary business sign, it shall be located on the valance only, shall not exceed four square feet in area, and the height of the lettering, numbers, or graphics shall not exceed four inches.
 - 3. Limited to two such signs per business.
 - 4. If acting as the main business sign, it shall not be in addition to a wall-mounted or applied letter sign.

- g. Window or door signs, provided that the following standards are met:
 - 1. The sign shall not exceed ten percent of the window or door area or four square feet, whichever is less.
 - 2. The sign shall be silk screened, hand painted, applied letters/graphics, neon tubing or other sign technologies that meet these standards.
 - 3. Limited to one sign per business, applied on either the window or the door, but not on both.
 - 4. The sign shall not have an opaque backing of any type although smoked glass is allowed.
 - 5. May be in addition to only one of the following: a wall-mounted sign, a freestanding sign, an applied letter sign, a projecting sign or a valance awning sign.
- h. One freestanding sign, provided that the following standards are met:
 - 1. The building in which the advertising business is located, shall be set back a minimum of six feet from a public street right-of-way.
 - 2. The area of each face of the signboard shall not exceed six square feet and the signboard shall not have more than two readable faces.
 - 3. The height of the top of the signboard, or of any posts, brackets, or other supporting elements shall not exceed six feet from the ground.
 - 4. The signboard shall be constructed of wood, acrylic, aluminum or metal and shall be architecturally compatible with the style, composition, materials, colors and details of the building.
 - 5. No part of the sign shall encroach on the right-of-way and its location shall not interfere with pedestrian or vehicular circulation.
 - 6. Limited to one sign per building and shall not be in addition to wall-mounted, applied letter or projecting signs.
 - 7. The readable faces of the sign shall be perpendicular to the adjacent street.
- i. Businesses with frontage on more than one public street are allowed the permitted sign criteria for each street frontage.
- j. Businesses with service entrances may identify these with one wall-mounted or applied letter sign not exceeding two square feet.
- k. One directional sign, facing a rear parking lot. This sign may be any type of permitted sign other than a freestanding sign, but shall be limited to three square feet in area.
- l. In addition to other signage, restaurants and cafes shall be permitted one wall-mounted display featuring the actual menu as used at the dining table, to be contained within a shallow wood or metal case and clearly visible through a glass front. The display case shall be attached to the building wall, next to the main entrance, at a height of approximately five feet, shall not exceed a total area of two square feet, and may be lighted.

(2) Permitted signs for personal and professional services, retail commercial, and public uses and services in ~~FC~~CC~~OR~~-2 districts:

- a. Wall, canopy or marquee sign. Total sign area may not exceed 15 percent of the front building facade. At least 50 percent of the signage area must be placed on the measured wall with remaining signage area, if desired, distributed on any other wall. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:
 - 1. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed;
 - 2. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters; and
 - 3. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- b. Ground sign. There shall not be more than one ground sign for each parcel. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet.
- c. Menu board. One on-site menu board per drive-up or walk-up lane of a drive-in restaurant up to a maximum of 32 square feet each. Menu boards are allowed a message on one side only and cannot contain an advertising message.
- d. Directional signs.
 - 1. Directional or instructional signs are permitted in accordance with section 117-463(l).
 - 2. Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.
 - 3. Parking lot instructional signs designating the conditions of use or identification parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.
 - 4. Window signs are restricted to 30 percent of the area of the window in which the sign is to

be displayed.

(3) Prohibited signs (except as allowed in subsection (f)(2) of this section):

- a. Signs employing mercury vapor, low pressure and high pressure sodium and metal halide lighting; plastic panel rear-lighted signs.
- b. Signs on roofs, dormers, and balconies.
- c. Billboards.
- d. Signs painted or mounted upon the exterior side or rear walls on any principle or accessory

building or structure, except as otherwise permitted hereunder.

- e. Free standing pylon signs over six feet in height.
- f. Back-lit awnings.
- g. Interchangeable letter boards or panels.
- h. Flashing signs.
- i. Off-premises signs.

(4) Real estate signage. Real estate signs advertising that a particular property is for sale, rent, or lease are limited to one sign per property.

(g) *Development review process within ~~Town Center~~The COR Districts.* Development within the ~~Town Center~~COR will generally consist of a subdivision and site plan. In these cases, the applicant will follow the normal subdivision and site plan requirements of the city subject to the submittal requirements contained herein. For subdivisions, the review process will include sketch plan review, preliminary plat, and final plat. For site plans, the review process will include a preliminary site plan and final site plan.

(1) *Sketch plan review.*

- a. Pre-meeting with city staff. Prior to making an official subdivision application to the city for development of a parcel within the ~~Town Center~~COR District, the applicant shall meet with city staff to present the proposed development. City staff shall review the development with all relevant ordinances and ensure compatibility with the ~~Town Center~~COR District intent, master plan and development guidelines for the ~~town center~~COR.
- b. A sketch plan shall be prepared in accordance with the regulations of this chapter and the applicant shall submit the plan to the zoning administrator for review and comment, to ensure compliance with the ~~town center~~COR master plan and development guidelines, the ~~Town Center~~COR District and other city codes and regulations.
- c. ~~The sketch plan shall be submitted to the town center review board for its review and comment. The town center review board shall review the proposed project for its compatibility with the town center master plan and development guidelines and make a recommendation to the planning commission and city regarding the proposed development.~~
- cd. The planning commission shall review the sketch plan for its consistency with the ~~town center~~COR master plan and development guidelines and make a recommendation to the city council as to the appropriateness of the sketch plan. The town center review board planning commission shall review the proposed project for its compatibility with the town center master plan and development guidelines and make a recommendation to the planning commission and city regarding the proposed development.
- de. The sketch plan shall be scheduled for a council meeting within 30 days after the submittal of the planning commission meeting.
- ~~f. The city council shall approve, postpone, or disapprove the sketch plan.~~

(2) *Preliminary plat and site plan.*

a. *Requirements for preliminary plans.*

1. *Preliminary site plan.* The preliminary site plan shall be drawn at a scale of one inch equals

50 feet, 100 feet, or 200 feet. The submission may be composed of one or more sheets and drawings and shall include:

- (i) Location of all proposed buildings and their proposed uses;
- (ii) Location of driveways and parking areas (all driveways and parking areas must include curbing);
- (iii) Indicate front, side and rear yard setbacks proposed;
- (iv) Indicate square footage and dimensions of all proposed lots; and
- (v) Location of all easements, width and purpose.

2. *Landscape plan.* The landscape plan shall be prepared at a scale of one inch equals 50 feet and shall contain the following information:

- (i) Indicate areas for berming and sodding;
- (ii) Indicate the location of proposed plantings, identify plant materials;
- (iii) Indicate any existing vegetation; and
- (iv) Indicate any trees to be removed.

3. *Grading and drainage plan.* The grading and drainage plan shall be drawn at a scale of one inch equals 50 feet, 100 feet or 200 feet and shall contain the following information:

- (i) Existing and proposed, grades with a minimum of two-foot contour intervals to a known sea level datum;
- (ii) Sufficient spot elevations on all proposed hard surface areas;
- (iii) Estimated runoff of the area based on ten- and 100-year storm events;
- (iv) Provisions to carry runoff to the nearest adequate outlet, such as storm drain, natural drainageway, or street;
- (v) Location of proposed ponding areas, indicating the size and depth of the pond and amount of acre feet of water to be stored;
- (vi) Finished floor elevations of all buildings;
- (vii) Identify soils by type and location, including identification of the water table, and suitability of soil for the proposed development; and
- (viii) Identify any areas located in a flood hazard zone as identified by the department of natural resources.

4. *Topographic map.* The topographic map shall be drawn at a scale of one inch equals 100 feet and shall contain the following information:

- (i) Two-foot contour intervals;
- (ii) Indicate watercourses, rock outcroppings, and other significant land features; and

(iii) Use U.S. Geological Service datum for mapping.

5. *Floor plans and elevations.* All floor plans and elevations shall be drawn to a legible scale and include the following information:

(i) Floor plans indicating square footage and dimensions of all proposed rooms and areas within the structures; and

(ii) Elevations of the proposed building, identifying exterior treatment, materials to be used, and paint color.

6. *Preliminary plat.* If a subdivision is required, the preliminary plat shall be prepared in accordance with article III of this chapter.

b. *Preliminary plat and site plan review process.*

1. Pre-meeting with city staff. Prior to making an official application to the city, the applicant shall meet with city staff. City staff shall review the development with all relevant ordinances and ensure compatibility with the ~~town center~~COR master plan and development guidelines.

2. A preliminary plat and site plan shall be prepared in accordance with the regulations of this chapter and shall submit the plan to the zoning administrator 30 days prior to the public hearing.

3. The preliminary plat and site plan shall be submitted to the city staff for review and comment, to ensure compliance with other city codes and regulations.

4. ~~The preliminary plat and site plan shall be submitted to the town center review board for its review and comment. The town center review board shall review the proposed project for its compatibility with the town center master plan and development guidelines and make a recommendation to the planning commission and city regarding the proposed development.~~

~~45.~~ The planning commission shall hold a public hearing on the preliminary plat and site plan. The notice for public hearing shall be published in the official newspaper at least ten days, but not more than 30 days, prior to the public hearing, at which time the item will be heard. Notices will also be sent to property owners within 350 feet of the subject property. The town center review planning commission board shall review the proposed project for its compatibility with the town center master plan and development guidelines and make a recommendation to the planning commission and city regarding the proposed development.

~~56.~~ A written evaluation from the city staff shall be forwarded to the planning commission and the applicant prior to the public hearing.

~~67.~~ The planning commission shall simultaneously hold a public hearing on the preliminary plat and site plan. Following the public hearing, the planning commission shall submit in writing to the city council its recommendation as to the appropriateness of the preliminary plat and site plan in relation to the ~~town center~~COR master plan and development guidelines.

~~78.~~ The preliminary plat and site plan shall be scheduled for a council meeting within 30 days after the submittal of the planning commission meeting.

~~89.~~ The city council shall approve, postpone, or disapprove the preliminary plat and site plan.

(3) *Final plat and site plan.*

a. *Requirements for final plan.*

1. *Final site plan.* The final site plan shall be prepared at a scale of one inch equals 50 feet, 100 feet or 200 feet, and shall contain the following information:

- (i) Location of proposed structures;
- (ii) Location of proposed driveways and parking areas (all driveways and parking must have curbing);
- (iii) Indicate front, rear and side yard setbacks.

2. *Final landscape plan.* The final landscape plan shall be drawn at a scale of one inch equals 50 feet and shall contain the following information:

- (i) Plant types (botanical and common names), number, location, and size;
- (ii) Areas to be sodded;
- (iii) Indicate existing vegetation; and
- (iv) Indicate trees to be removed.

3. *Final grading and drainage plan.* The grading and drainage plan shall be drawn at a scale of one inch equals 50 feet, 100 feet or 200 feet and shall contain the following information:

- (i) Existing and proposed grades with a minimum of two-foot contour intervals to a known sea level datum;
- (ii) Sufficient spot elevations on all proposed hard surface areas;
- (iii) Estimated runoff of the area based on ten- and 100-year storm events;
- (iv) Provisions to carry runoff to the nearest adequate outlet;
- (v) Location of any proposed ponding areas, indicating the size and depth of the pond and amount of acre feet of water to be stored;
- (vi) Finish floor elevations of all buildings;
- (vii) Identify soils by type and location, including identification of the water table, and suitability of soil for the proposed development; and
- (viii) Identify any areas located in a flood hazard zone as identified by the department of natural resources.

4. *Floor plans and elevations.* All floor plans and elevations shall be drawn to a legible scale and shall include the following information:

- (i) Floor plans indicating square footage and dimensions of all proposed rooms; and
- (ii) Elevations of the proposed building, identifying exterior treatment, material, and paint color.

5. *Final plat.* If a subdivision is required, the final plat shall be prepared in accordance with this Code. With the final plans, the developer shall submit, for approval by the city, a development schedule for construction of all structures, open space, and recreational facilities.

b. *Final plat and site plan review process.*

1. Upon approval of the preliminary plat and site plan, a final plat and site plan shall be prepared in accordance with the regulations of this chapter and submit it to the zoning administrator ~~30 days prior to the public hearing~~21 days prior to the City Council meeting.
2. The final plat and site plan shall be submitted to the city staff for review and comment, to ensure compliance with the preliminary plan, site plan and other city codes and regulations.
3. The final plat and site plan shall be submitted to the ~~town center~~COR review board for its review and comment. The ~~town center~~COR review board shall review the proposed project for its compatibility with the preliminary plat, site plan, ~~town center~~COR master plan and development guidelines and make a recommendation to the city council regarding the proposed final plat and final site plan.

~~4.~~ The city council shall approve, postpone, or disapprove the final plat and site plan based on its appropriateness and conformance with the preliminary plat and site plan and the ~~town center~~COR master plan and development guidelines.

~~5.4.~~ Major changes. If the applicant proposes major changes in the final site plan that are inconsistent with the preliminary site plan, these changes can only be made by re-submission of a new preliminary site plan and rezoning application to the zoning administrator, and re-scheduling of a new public hearing before the planning commission and review again by the council. The following constitute major changes:

- (i) Increase in density;
- (ii) Change in architectural design or style;
- (iii) Change in type of ownership, private, condominium, or rental;
- (iv) Change of more than ten percent in total floor area;
- (v) Increase in height of any building;
- (vi) Major modification in the landscape plan;
- (vii) Reduction in the proposed open space;
- (viii) Change in the development schedule;
- (ix) Change in the road location or standards; and
- (x) Any changes determined to be major by the council.

~~6.5.~~ Minor changes. The council may, in its discretion, permit minor deviations from the preliminary site plan which do not change the concept or intent of the proposed development as previously approved.

| 76. Denial. The council shall deny any application if it finds the final plans do not substantially
| conform to the preliminary plat and site plan as previously approved by the council as well
| as the ~~town-center~~COR master plan and development guidelines. If the final plans are
| subsequently modified to conform to the approved preliminary plan, the applicant may
| resubmit said final plans to the council for approval.

| 87. No development shall occur nor shall any building permits be issued for any construction
| that is not in accord with the approved final plans.

- | (h) *Relationship to other Code sections.* The ~~Town-Center~~COR District is structured to establish a regulatory
| framework intended to be administered separate from certain sections of this chapter. In order to prevent
| overlapping development regulations, the following portions of this chapter are not applicable to the ~~Town-~~
| ~~Center~~COR District: article II, divisions 3 (Zoning Districts), 6 (Performance Standards), and 8 (Signs), unless
| it is determined by the city that provisions from these sections are better suited to address any particular aspect
| of a development proposal. The provisions contained in article III of this chapter shall regulate land subdivision
| of the ~~Town-Center~~COR District.

(Code 1978, § 9.20.25; Ord. No. 82-02, 3-20-1982; Ord. No. 86-2, 8-25-1986; Ord. No. 93-06, 4-23-1993;
Ord. No. 96-12, 7-29-1996; Ord. No. 97-09, 7-28-1997; Ord. No. 03-21, 8-25-2003; Ord. No. 03-22,
8-25-2003; Ord. No. 03-40, 11-3-2003; Ord. No. 04-11, 5-17-2004; Ord. No. 04-41, 12-6-2004; Ord. No.
05-11, 5-30-2005; Ord. No. 05-15, 8-15-2005; Ord. No. 07-06, § 2, 2-27-2007)