

# Design Review

## *For projects along Highway 395 in Hermiston and zoned RSC or LI*

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The Design Review process looks at the various details of the development and the regulations provided in the Umatilla County Development Code (UCDC). The following is an excerpt from the UCDC that shows the requirements of a Design Review application.

### **§ 152.249 DESIGN REVIEW.**

(A) An application for a zoning permit for a use permitted in § 152.246 of this chapter shall be accompanied by a site plan.

(B) The Planning Director or an authorized agent shall review the site plan for completeness and compliance with the following requirements:

(1) The site plan shall consist of the following:

(a) An accurate map showing property lines, dimensions and location of buildings on the property both existing and proposed;

(b) Drawn at a scale no smaller than 1" = 100';

(c) Access points to county or state roads;

(d) Names of the owner and developer of the site.

(2) The Planning Director or an authorized agent may require landscaping around the building(s) or the property lines to

insure conformance with county policies;

(3) Applicable standards listed in this chapter for access parking lots and spaces, off-street parking, loading requirements, setbacks, signs, vision clearance, and other standards which may now or hereafter be enacted.

### **§ 152.250 DIMENSIONAL AND DESIGN STANDARDS.**

Certain Design Review standards apply to commercial and industrial properties along Highway 395. These standards include but are not limited to: windows, landscaping, drive-thru design, lighting and parking lot design. Applicants should review UCDC 152.250 to familiarize themselves with design requirements.

### **PROCESSING THE APPLICATION**

Complete the attached form and a Zoning Permit application and submit to the Planning Office. A detailed site plan, including a landscaping plan, is required.

### **FEES**

Design Review application - \$350.00, which includes the cost of a zoning permit.

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It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

Version: May 20, 2025

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## Design Review

Provide the details of the development as specified.

1. **Development Description.** Provide a detailed description of the proposed development.

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2. Buildings on the property.

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3. Current use of the property:

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4. Does the Property reside in a Floodplain?  
If so, a Floodplain Development Permit  
will need to be completed prior to  
construction.

☐ No, the Property is not in a floodplain.

☐ Yes, the Property is in a floodplain:

Zone \_\_\_\_\_

Community Number \_\_\_\_\_

Panel Number \_\_\_\_\_

- 
5. **ACCESS.** How is access provided to the  
Property? (i.e. provide name of road that  
directly serves the Property.) What type  
of surface does the roadway have?

*Name of Road or Lane*

\_\_\_\_\_  
☐ Paved, ☐ Gravel, ☐ Dirt

- 
6. Will the Property need an Access Permit  
onto a County Road or State Highway?  
If so contact the County Public Works  
Department, 541-278-5424, or ODOT,  
541-276-1241.

☐ Yes, please contact the proper authority and  
provide a copy of the approved Access Permit.

☐ An Access Permit has already been granted  
(provide a copy)

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7. **Parking Lots and Spaces.** The standard for constructing the parking lot and parking spaces is provided in UCDC 152.560 – 562. Provide a detailed site plan of the parking lot, including the number of parking spaces and traffic flow patterns.

☐ The site plan shows details about the parking lot, the number of parking spaces and traffic flow patterns.

\_\_\_\_\_ number of parking spaces

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8. **Off-Street Parking.** The requirements for off-street parking are provided in UCDC 152.560 (B). Typically, the number of required parking spaces is based on the public space square footage of the building plus one space per employee.

\_\_\_\_\_ building public space square footage

\_\_\_\_\_ number of employees

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9. **Loading Requirements.** Will the development have loading or unloading of passengers and/or merchandise? If so, the requirements of UCDC 152.561-562 will be applied.

☐ Yes, loading and unloading of passengers and/or merchandise will occur.

☐ No, loading and unloading of passengers and/or merchandise will not occur.

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10. **Signs.** What types of signs will be used or modified in relation to this development proposal? UCDC 152.545 specifies the type so signs allowed in each zone. Describe the type of sign(s) and size(s) and provide diagrams per UCDC 152.548.

☐ Diagram(s) of proposed sign(s) are enclosed.

Response:

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11. **Setbacks.** Building setbacks are provided in each zone. Please provide distances between the proposed building and all property lines on the site plan.

☐ The site plan shows setback distances between the building and all property lines.

For properties zoned RSC there is a **maximum** setback of thirty feet to the front property line. The maximum setback may not apply to accessory business structures.

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12. **Vision Clearance.** The driveway or access point onto the public roads or highway has a vision clearance area as defined in UCDC 152.003 and

☐ The site plan shows the vision clearance area for access points onto public roads or highways.

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established in UCDC 152.011. Please provide a site plan showing the access point(s) and any obstructions that might limit a driver's vision of on-coming traffic.

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**13. Limitations on Uses.** Commercial and Industrial Zones include Limitations on Uses. The specific set of limitations varies from zone to zone, the applicable zoning sections may be obtained from the County Development Code.

Address the specific limitation(s) applicable to the property zone for where development is proposed, and show how the applicant will meet each limitation. *Provide a separate sheet if necessary.*

Response:

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**14. Landscaping.**

Minimum Site Landscape Area. At least 15 percent of the lot area must be landscaped according to the standards of this section. Irrigated landscaping shall not exceed one-half acre.

The landscaped area(s) total \_\_\_\_\_ square feet.

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**Planting Standards.** The following are the minimum planting requirements for required landscaped areas:

(a) **Trees.** One tree shall be provided for every 1,500 square feet of required landscaped area. If the calculation of the number of plantings results in a fraction of 0.5 or greater, the applicant shall round up to the next whole number. If the calculation of the number of plantings results in a fraction of 0.4 or less, the applicant shall round down to the next whole number. A minimum of 50 percent of the required trees must be planted within 30 feet of the front lot line, and located outside of the Clear Zone, pursuant to § 152.250 (E)(3)(d). Evergreen trees shall have a minimum planting height of six feet. Deciduous trees shall have a minimum caliper of 1.5 inches at time of planting. Meet the requirements identified in § 152.250 (E)(5).

Response:

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(b) **Shrubs.** Shrubs shall be planted from at least two-gallon containers. Shrubs shall be spaced in order to provide the intended canopy cover within two years of planting.

Response:

(c) **Ground Cover.** Live ground cover consisting of lowheight shrubs, perennials or ornamental grasses shall be planted in the portion of the landscaped area not occupied by trees or shrubs. Bare gravel, rock, bark or other similar materials may be used, but are not a substitute for ground cover plantings, and shall be limited to no more than 50 percent of the required landscape area.

Response:

(d) All landscaping over two feet high, as measured from the ground level elevation, must be placed outside of the ODOT Highway Design Manual Clear Zone, pursuant to and as determined by ODOT.

Response:

(e) The Planning Director may allow credit toward the minimum site landscape area for existing landscape area that is retained in the development if the existing landscape area meets the standard for minimum number of trees of subsection 2(a) and minimum area of live ground cover of subsection 2(c).

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**Parking Lot Landscaping.** In addition to the minimum site landscape area requirement, all parking areas with more than 20 spaces shall provide landscape islands that break up the parking area into rows of not more than 12 contiguous parking spaces. See example in Figure 152.250-2.

Response:

**(a) Minimum Dimensions.** Landscape islands shall have dimensions of not less than 48 square feet of area and no dimension of less than six feet, to ensure adequate soil, water, and space for healthy plant growth.

Response:

**(b) Planting Standards.** All landscape islands must be planted with one deciduous tree and landscaping materials identified in § 152.250 (E)(3)(b) and (c).

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**Plant Selection and Maintenance.**

(a) Only plants that are appropriate to the local climate, exposure, and water availability will be eligible to meet the landscaping requirements. The availability of utilities and drainage conditions shall also be considered in the selection of planting materials.

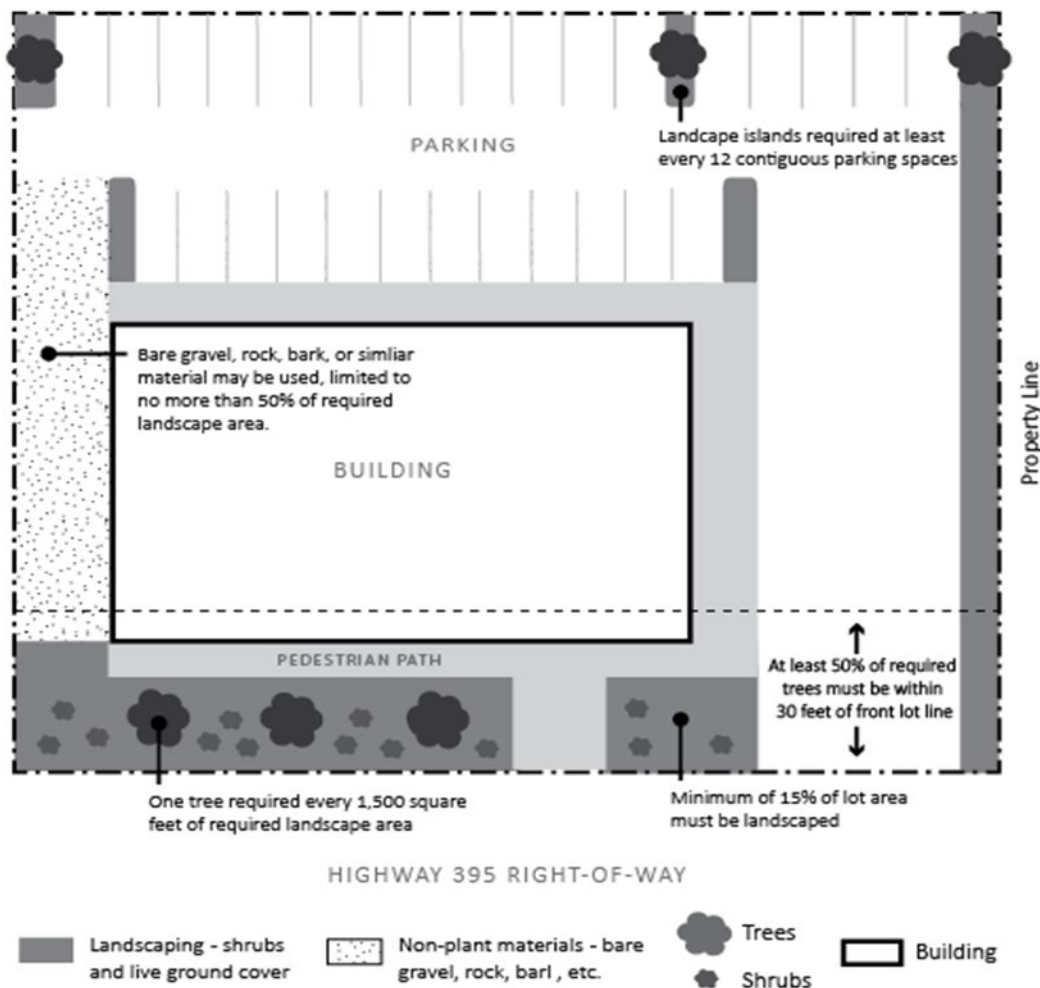
(b) Plant species that require little or no irrigation once established (naturalized) are preferred over species that require irrigation. Expansive areas of turf are discouraged.

(c) Existing mature trees that can thrive in a developed area and that do not conflict with other provisions of this Code shall be retained where specimens are in good health, have desirable aesthetic characteristics, and do not present a hazard.

(d) Landscape plans shall avoid conflicts between plants and buildings, streets, walkways, utilities, and other features of the built environment.

Response:

**Figure 152.250-2. Landscaping Requirements Example**



## 15. Lighting

Illumination of Vehicular Areas. Parking areas, vehicular circulation areas, and outdoor services areas, including vehicle quick service areas, shall be illuminated to a level that provides for safe vehicle and pedestrian movements.

☐ Lighting of vehicular areas is shown on the site plan and described as:

Response:

### Fixture Standards.

(a) Light poles, except as required by a roadway authority or public safety agency, shall not exceed a height of 20 feet. This limitation does not apply to flag poles, utility poles, and streetlights.

Response:

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(b) Except as provided for up-lighting of flags and permitted building-mounted signs, all outdoor light fixtures shall be directed downward, and have full cutoff and full shielding to preserve views of the night sky and to minimize excessive light spillover onto adjacent properties;

Response:

(c) Lighting shall be installed where it will not obstruct public ways, driveways, or walkways;

Response:

(d) Where a light standard or other raised source of light is placed over a sidewalk or walkway, a minimum vertical clearance of eight feet shall be maintained;

Response:

(e) Where a light standard or other raised source of light is placed within a walkway, an unobstructed pedestrian through zone not less than four feet wide shall be maintained;

Response:

(f) Lighting subject to this section shall consist of materials approved for outdoor use and shall be installed according to the manufacturer's specifications.

Response:

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## 16. Drive-through design.

Applicability. Proposed development that includes a drive-up and/or drive-through facility (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities)

☐ A Drive-through design is proposed.

☐ No drive-through is proposed.

### **If a drive-through design is proposed:**

(a) The drive-up or drive-through facility must be located at least 50 feet from any existing residential zoned property;

Response:



(b) The drive-up or drive-through facility shall orient to and receive access from a driveway that is internal to the development and not a street, as generally illustrated in Figure 152.250-3;

Response:

(c) The drive-up or drive-through facility shall not be oriented to a street corner;

Response:

(d) The drive-up or drive-through facility shall not be located within 20 feet of a street right-of-way;

Response:

(e) Drive-up and drive-through queuing areas shall be designed so that vehicles will not obstruct any street, fire lane, walkway, bike lane, or sidewalk;

Response:

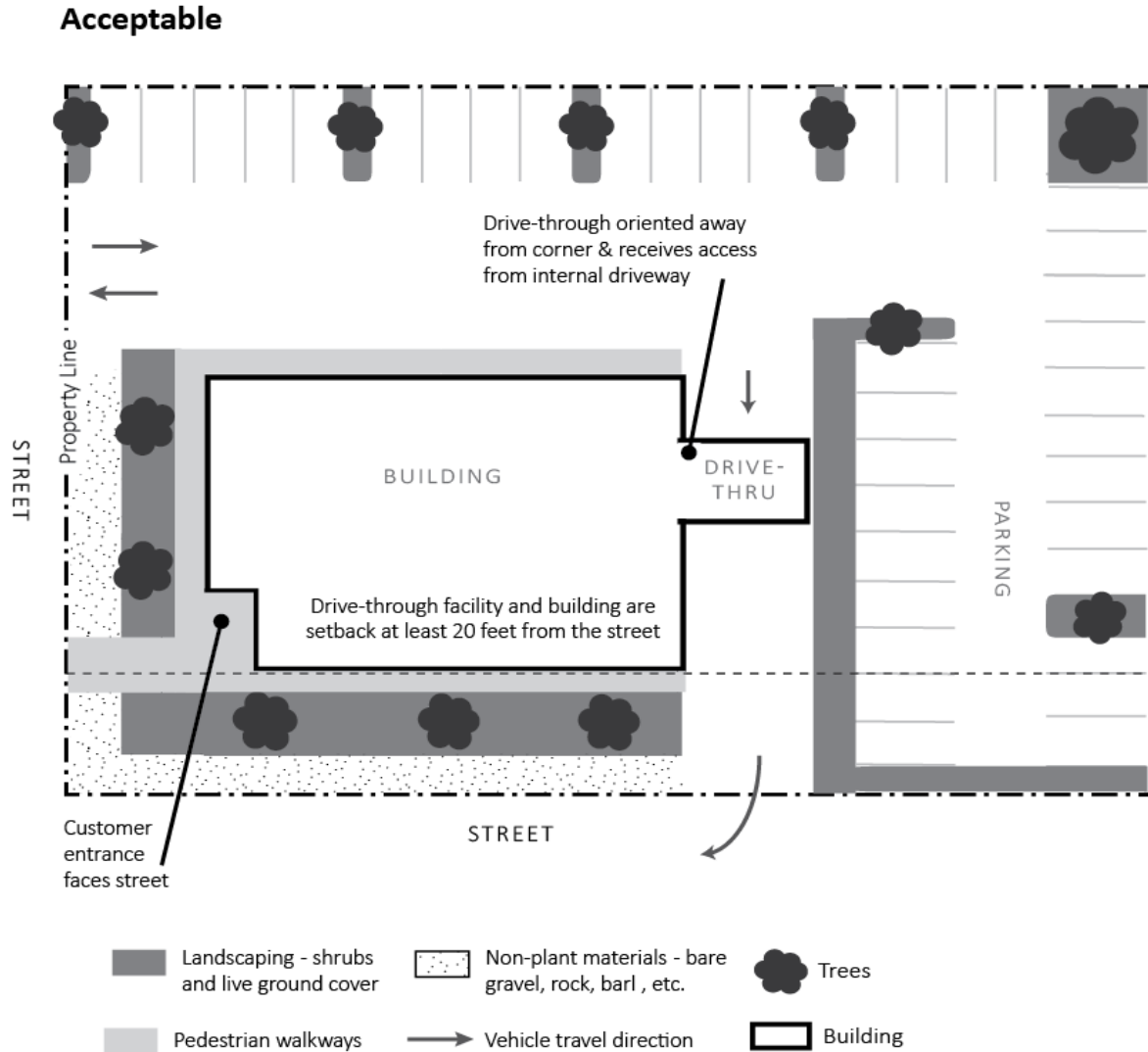
(f) If ATMs are provided, at least one ATM shall be located adjacent to and accessible from a planned or existing sidewalk;

Response:

(g) Bicycle and pedestrian access to the drive-up or drive-through facility shall be allowed and indicated with signage and pavement markings.

Response:

Figure 152.250-3. Drive-up and Drive-through Facilities Example



## 17. Design Points System

In order to encourage pedestrian-friendly and sustainable design, while providing flexibility in style and implementation, all projects must include a combination of design features that achieves a minimum number of points, as set forth below.

### Minimum Point Requirement.

(a) **New developments** or complete redevelopment of an existing site must include elements from Table 152.250-1 that have a combined value of 20 or more points.

### New Development:

☐ Design features have a combined value of 20 or more points, as shown in the table below.

☐ Design features **do not** have a combined value of 20 or more points, as shown in the table below. **Explain:** \_\_\_\_\_

(b) **Existing development.** Projects for which the one or more of the applicability criteria in § 152.250 (H)(1)(b) – (e) apply must include elements from Table 152.250-1 that have a combined value of 6 or more points.

**Expansion of Existing Development:**

☐ Design features have a combined value of 6 or more points, as shown in the table below.

☐ Design features **do not** have a combined value of 6 or more points, as shown in the table below. **Explain:** \_\_\_\_\_

**Indicate which design features you believe you demonstrate with your proposal in the table below.**

DESIGN FEATURE	POSSIBLE POINTS				SUBTOTAL <i>Use this column to tally points</i>
Building Design Features					
<b>Natural siding materials.</b> May include: <ul style="list-style-type: none"><li>• Masonry, which includes natural and natural-looking stone, and rusticated brick or split-faced, colored concrete blocks.</li><li>• Wood board siding or wood shingles. Fiber cement boards or fiber reinforced extruded composite boards are also acceptable provided they have the appearance of natural wood.</li></ul>	Minimal or no use of natural materials (less than 5 percent of street-facing facade area, excluding area dedicated to windows)  <b>+0 points</b>	5 to 40 percent of both total building facade area and street-facing facade area covered with natural siding materials (excluding area dedicated to windows)  <b>+2 points</b>	Over 40 percent of both total building facade area and street-facing facade area covered with natural siding materials (excluding area dedicated to windows)  <b>+ 3 points</b>		
<b>Window area.</b> Windows promote an interesting pedestrian experience and architectural variety. See Figure 152.250-4.	25 percent of the area of the front street-facing façade covered with windows  <b>+2 points</b>	26 to 50 percent of the area of the front street-facing facade covered with windows.  <b>+ 3 points</b>	Over 50 percent of the area of the front street-facing facade covered with windows.  <b>+ 5 points</b>		

DESIGN FEATURE	POSSIBLE POINTS			SUBTOTAL <i>Use this column to tally points</i>
<b>Detailed window treatments.</b> May include windows recessed at least 4 inches from facade, trim or moldings at least 3 inches in width, or projecting sills extending at least 2 inches from the window pane.	No use of detailed window treatments          <b>+0 points</b>	Use of detailed window treatments on all street-facing windows.          <b>+1 points</b>	Use of detailed window treatments on all exterior windows.          <b>+ 2 points</b>	
<b>Weather protection.</b> May include awnings, covered porches, building overhangs, or other weather protection; must extend at least 4 feet in horizontal distance from the building wall and be constructed of durable materials in order to qualify.	No weather protection at entrances or windows          <b>+0 points</b>	Weather protection provided over the primary building entrance          <b>+ 2 points</b>	Weather protection provided over all building entrances and required ground floor window areas          <b>+ 3 points</b>	
<b>Façade articulation.</b> Façade articulation helps ensure that building facades have variation and depth in the plane of the building in order to be more interesting and welcoming to pedestrians. See Figure 152.250-4.	No horizontal articulation features          <b>+0 points</b>	One of the following treatments on street facing façade: a) Change in the roof or wall plane (4 ft minimum) b) Projecting or recessed elements c) Varying rooflines at 4 ft minimum d) Visible and prominent entrance (large entry doors, porches, protruding or recessed entrances).    <b>+ 2 points</b>	Two or more of the following treatments on a street facing façade: a) Change in the roof or wall plane (4 ft minimum) b) Projecting or recessed elements c) Varying rooflines at 4 ft minimum d) Visible and prominent entrance (large entry doors, porches, protruding or recessed entrances).    <b>+ 3 points</b>	
<b>Façade composition (base-middle-top).</b> Facades that differentiate the “base,” “middle,” and “top” of the building are more interesting to view and create an attractive,	No display of “base,” “middle,” and “top” composition.	Clear display of “base,” “middle,” and “top” composition – distinction between sections with change of color.	Clear display of “base,” “middle,” and “top” composition – distinction between sections with change of materials or break in wall plane.	

DESIGN FEATURE	POSSIBLE POINTS			SUBTOTAL <i>Use this column to tally points</i>
traditional composition. See Figure 152.250-5.	+0 points	+ 2 points	+ 3 points	
Site Design Features				
<b>Parking location.</b> Parking areas that are located to the side or rear of buildings allow for a more appealing view from the street and a more comfortable pedestrian experience.	Some parking located between the street-facing facade and a public street.          <b>+0 points</b>	All parking located to the side, or side and rear of the building          <b>+ 3 points</b>	All parking located behind the building          <b>+ 5 points</b>	
<b>Shared parking with adjacent uses.</b> Sharing parking spaces with adjacent uses is a more efficient means of providing off-street parking and can reduce impervious surface area. Must meet requirements of § 152.562(D).	No shared parking          <b>+ 0 points</b>	More than one (1) space but less than half of required parking spaces shared with adjacent uses          <b>+ 4 points</b>	More than half of required parking spaces shared with adjacent uses          <b>+ 5 points</b>	
<b>Trees.</b> Tree species that are appropriate for local climate are listed in § 152.250(E).	Number of trees meets base requirement of § 152.250(E).          <b>+ 0 points</b>	25% above base requirement for on-site trees.       <b>+ 3 points</b>  Additional trees are located within 30 feet on the property line but located outside clear zone pursuant to § 152.250(E)(2)(d).   <b>+ 1 point</b>	50% above base requirement for on-site trees.       <b>+ 4 points</b>  Additional trees are located within 30 feet on the property line but located outside clear zone pursuant to § 152.250(E)(2)(d).   <b>+ 1 point</b>	
<b>Additional landscaping.</b> Landscaped area beyond the minimum required by § 152.250(E) can soften the edges of a development, enhance sustainability, and create a more	Minimal or no additional landscaped area provided (less than 5% of gross lot area beyond base requirement of § 152.250(E)	5% to 10% additional gross lot area landscaped beyond base requirement.	More than 10% additional gross lot area landscaped beyond base requirement.	

<b>DESIGN FEATURE</b>	<b>POSSIBLE POINTS</b>			<b>SUBTOTAL</b> <i>Use this column to tally points</i>
comfortable pedestrian experience.	<b>+ 0 points</b>	<b>+ 3 points</b>	<b>+ 4 points</b>	
<b>Plant selection.</b> Diversity of plant species creates more interesting landscape areas.	Two or fewer distinct plant species included in landscaping plan. <b>+ 0 points</b>	Three or more distinct plant species included in landscaping plan. <b>+ 3 points</b>	Five or more distinct plant species included in landscaping plan. <b>+ 4 points</b>	
<b>Bicycle parking.</b> Dedicated bicycle parking encourages bicycling by offering convenient and secure parking options.	Number of bicycle parking spaces meets base requirement of § 152.560. <b>+ 0 points</b>	10% to 20% additional bicycle parking spaces provided beyond base requirement and at least half of all bike parking spaces are covered. <b>+ 1 point</b>	10% to 20% additional bicycle parking spaces provided beyond the base requirement and all bike parking spaces are covered. <b>+ 2 points</b>	
<b>Lighting.</b> Lighting can improve safety and enhance the attractiveness of a development in evening hours.	Lighting meets base requirement for parking lots as specified in § 152.250(F). <b>+ 0 points</b>	1 point may be assigned for the following outdoor lighting features: • Pedestrian walkway lighting, pedestal- or bollard-style lighting <b>+ 3 points</b>	2 points may be assigned for both of the following outdoor lighting features: • Pedestrian walkway lighting • Accent lighting on structure <b>+ 4 points</b>	
<b>Electric vehicle charging station.</b> Manufacturer specifications for the charging station must be submitted with design review application.	Site does not include electric vehicle charging station. <b>+0 points</b>	Site includes electric vehicle charging station. <b>+ 1 point</b>		
<b>TOTAL POINTS:</b>				