

PLANNING COMMISSION

Meeting Agenda

Monday June 10, 2013

7:00 PM

City Council Chambers – 155 NW 2nd Avenue

Commissioner Tyler Smith (Chair)

Commissioner Sean Joyce (Vice Chair)

Commissioner Charles Kocher

Commissioner John Proctor

Commissioner Shawn Hensley

Commissioner John Savory

Commissioner (Vacant)

1. CALL TO ORDER

2. CITIZEN INPUT ON NON-AGENDA ITEMS

3. PUBLIC HEARINGS

*a. Public Hearing to consider approval of a revised **Site and Design Review** to build a new public library to be located at 162 NW 2nd Ave in the C-1 Downtown Commercial/Core Commercial subarea of the Downtown Overlay Zone (**DR 13-01**).*

4. NEW BUSINESS

a. Food Cart Policy discussion

5. FINAL DECISIONS

(Note: These are final, written versions of previous oral decisions. No public testimony.)

*a. **DR 13-01 Site and Design Review** for new public library*

6. MINUTES

a. Special Planning Commission Meeting Minutes – May 28, 2013

7. ITEMS OF INTEREST/REPORT FROM STAFF

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

9. ADJOURNMENT

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting at 503-266-7001.

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City of Canby

SITE AND DESIGN REVIEW STAFF REPORT

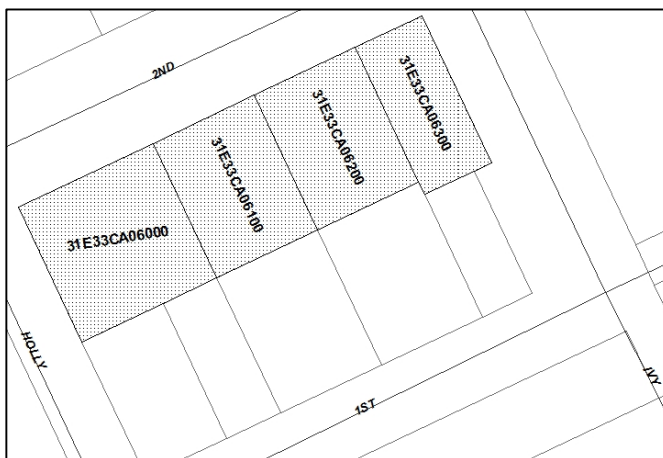
FILE #: DR 13-01/VAR 13-01

April 22, 2013

LOCATION: 111 NW 2ND AVE, 133 NW 2ND AVE, & 182 N HOLLY ST

ZONING: C-1 Downtown Commercial/Core Commercial subarea of the Downtown Overlay Zone

TAXLOT(S): 31E33CA06300, 31E33CA06200, 31E33CA06100, 31E33CA06000 (Shaded properties in map below)



LOT SIZE: 30,450 site

OWNER: City of Canby (TL 6000 & 6200), City of Canby Urban Renewal Agency (TL 6300), Canby Utility Board (TL 6100)

APPLICANT: Eric Wilcox, FFA Architecture & Planning Inc.

APPLICATION TYPE: Site & Design Review (Type III) & Major Variance (Type III)

CITY FILE NUMBER: DR 13-01/VAR 13-01

I. PROJECT OVERVIEW & EXISTING CONDITIONS

The proposed development includes a new 22,600sf Library and a renovation to the existing City Hall (25,700sf total); the entire site is 30,450sf.

The applicant’s summary of the development is as follows: “In November of 2012, the City of Canby contracted FFA Architecture and Interiors and their engineering team to design the New Canby Public Library and Renovated Canby City Hall. The new library is planned for the (3) lots immediately to the east of the existing City Hall building. To make way for the new structure the Canby City Hall council chambers addition, Canby Area Transit (CAT) building and the Canby Planning building with adjacent parking area will need to be removed.

The existing Canby City Hall was built in 1937 as part of the WPA program and has served the city in many ways over the years, including housing the original library located in the corner of the original council chamber. The building also housed various city administration offices, utility offices, police station, and the fire department including a two bay fire engine garage. In

1960 the fire department moved out and the garage was remodeled into the new library and the attic into a small conference room. This building configuration remained until about 1990 when the library moved to its current location.

Community growth and demand has now far exceeded the existing library facility. In 2009 FFA was initially contracted to provide a library program and in 2012 the program was updated. Various sites and configurations were analyzed and vetted by the project team with the current site development proposal being selected and approved by the Canby Urban Renewal Agency and Canby City Council in the summer of 2012.”

II. ATTACHMENTS

- A. Citizen and Agency Comments
- B. Application narratives
- C. Architectural and site plans

III. APPLICABLE CRITERIA & FINDINGS

Major approval criteria used in evaluating this application are the following Chapters from the *City of Canby's Land Development and Planning Ordinance* (Zoning Code):

- 16.08 General Provisions
- 16.10 Off-street Parking
- 16.22 C-1 Downtown Commercial Zone
- 16.41 Downtown Overlay Zone
- 16.42 Signs
- 16.43 Outdoor Lighting Standards
- 16.46 Access Standards
- 16.49 Site and Design Review
- 16.53 Variances
- 16.89 Application and Review Procedures

Excerpts from the code are highlighted below in **gray**, with findings and discussion after the citations. If not discussed below, other standards from the Code are either met fully, not applicable, and/or do not warrant discussion.

Chapter 16.08 General Provisions

16.08.090 Sidewalks required.

- A. *In all commercially zoned areas, the construction of sidewalks and curbs (with appropriate ramps for the handicapped on each corner lot) shall be required as a condition of the issuance of a building permit for new construction or substantial remodeling, where such work is estimated to exceed a valuation of twenty thousand dollars, as determined by the building code. Where multiple permits are issued for construction on the same site, this requirement shall be imposed when the total valuation exceeds twenty thousand dollars in any calendar year.*
- B. *The Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews.*

Findings: The site has existing sidewalks that will remain. The development proposes a new access along Holly behind City Hall and all existing accesses along 2nd Avenue will lose functionality when the new building is constructed. As a **condition of approval**, the new access shall be designed with a new curb and driveway crossing that matches other nearby access designs. Final design must be approved by the city prior to construction.

16.08.100 Height allowances.

The following types of structures or structural posts are not subject to the building height limitations: chimneys, cupolas, tanks, church spires, belfries, derricks, fire and hose towers, flagpoles, water tanks, elevators, windmills, utility poles and other similar projections. The height of wireless telecommunications systems facilities shall be in accordance with section 16.08.120.

Findings: The hose tower of the existing City Hall building is approximately 40 feet and does not exceed the height limitation of 45 feet for the C-1 Zone.

16.08.110 Fences.

E. The Planning Commission may require sight-blocking or noise mitigating fences for any development it reviews.

F. The Planning Commission may require fences of up to eight feet in height for any development in C-2, C-M, M-1 or M-2, or Planned Unit Development zones.

Findings: Staff does not recommend any additional fencing requirements.

16.08.150 Traffic Impact Study (TIS).

Contains standards pertaining to traffic studies including purpose, scoping, determination, submittal requirements, content, methodology, neighborhood and through-trip studies, mitigation, conditions of approval, and rough proportionality determination

Findings: The consulting City Traffic Engineer DKS was hired by the applicant to execute a traffic study and to determine the development's conformance with the traffic study criteria contained in 16.08.150. The study concluded that the proposed project will not generate significant off-site impacts; DKS recommended the following on-site circulation **conditions of approval** to improve traffic flow and safety:

- Install "Do not enter" signage (Manual on Uniform Traffic Control Devices (MUTCD) R5-1) at the exiting end of the one-way internal driveways, a "Right turn only" sign (MUTCD R3-5) to alert drivers leaving the driveway on the east side of the Canby Utility Board building, and a "No right turn" sign (MUTCD R3-1) to alert drivers leaving the book-drop window driveway.
- Provide a curb or buffer along the north side of the proposed east-west internal site driveway and the south building frontage of City Hall and the proposed Library.
- Consider prohibiting on-street parking along N Holly Street and NW 1st Avenue within 20-foot of site access locations, as recommended in the Manual on Uniform Traffic Control Devices (MUTCD) to improve intersection sight distance.
- Provide guide signing to the Library book-drop window from adjacent side streets (NW 1st Avenue and N Holly Street)
- Have the site designer/engineer verify the turn templates and internal circulation routes for the proposed design vehicle to ensure adequate on-site circulation.

Per 16.08.150 and per 16.49.050, the above City Traffic Engineer recommendations are listed as **conditions of approval**.

16.08.160 Safety and Functionality Standards.

The City will not issue any development permits unless the proposed development complies with the city's basic transportation safety and functionality standards, the purpose of which is to ensure that development does not occur in areas where the surrounding public facilities are inadequate. Upon submission of a development permit application, an applicant shall demonstrate that the development property has or will have the following:

- A. Adequate street drainage, as determined by the city.
- B. Safe access and clear vision at intersections, as determined by the city.
- C. Adequate public utilities, as determined by the city.
- D. Access onto a public street with the minimum paved widths as stated in Subsection E below.
- E. Adequate frontage improvements as follows:
 - 1. For local streets and neighborhood connectors, a minimum paved width of 16 feet along the site's frontage.
 - 2. For collector and arterial streets, a minimum paved width of 20 feet along the site's frontage.
 - 3. For all streets, a minimum horizontal right-of-way clearance of 20 feet along the site's frontage.
- F. Compliance with mobility standards identified in the TSP. If a mobility deficiency already exists, the development shall not create further deficiencies.

Findings: Canby Public Works reviews stormwater, vision clearance has been reviewed by the city traffic engineer and per 16.22.030(F)(1), public utilities are reviewed by utility agencies, and the city traffic engineer has reviewed the development for compliance with mobility standards identified in the city's Transportation System Plan (TSP). All other standards above are met.

Chapter 16.10 Off Street Parking & Loading

16.10.010 Off-street parking required – exceptions.

- B. No off-street parking shall be required for any use permitted outright within the C-1 zone in the rectangular area bounded by N. Ivy Street on the east, NW First Avenue on the south, N. Elm Street on the west, and NW Third Avenue on the north.

Findings: Per the above section, off street parking for this proposal is not required.

16.10.020 Definitions.

- A. **Floor Area.** Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.

Findings: Per above, parking lots may be excluded from FAR calculations.

16.10.030 General requirements.

Table 16.10.050-Off street parking provisions

Findings: Per 16.10.010, there are no parking requirements in the C-1 Zone.

16.10.060 Off-street loading facilities

- A.** The minimum number of off-street loading berths for commercial and industrial uses is as follows:
25,000-60,000sf: 2 berths required
- B.** Loading berths shall conform to the following minimum size specifications:
1. Commercial uses – 13' x 35'
 2. Industrial uses – 12' x 60'
 3. Berths shall have an unobstructed minimum height of 14'.

Findings: The proposed library addition, not including City Hall, is 22,600sf, therefore requiring one loading berth. The applicant proposes one berth approximately 6' x 7' adjacent to the trash/recycling area. See the discussion under 16.10.060 below.

- C.** Required loading areas shall be screened from public view, from public streets, and adjacent properties by means of sight-site obscuring landscaping, walls or other means, as approved through the site and design review process.
- D.** Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

Findings: The loading area will be screened from public view by the trash/recycling area's enclosure that is adjacent to the loading area.

16.10.060

- G.** The Planning Commission may exempt a building from the loading berth requirement, or delay the requirement, based on findings that loading berths are not needed for a particular building or business.

Findings: Staff is requesting that the Planning Commission exempt the loading berth number and size requirements for this development, as large loading berths are not needed for a library.

16.10.070 Parking lots and access.

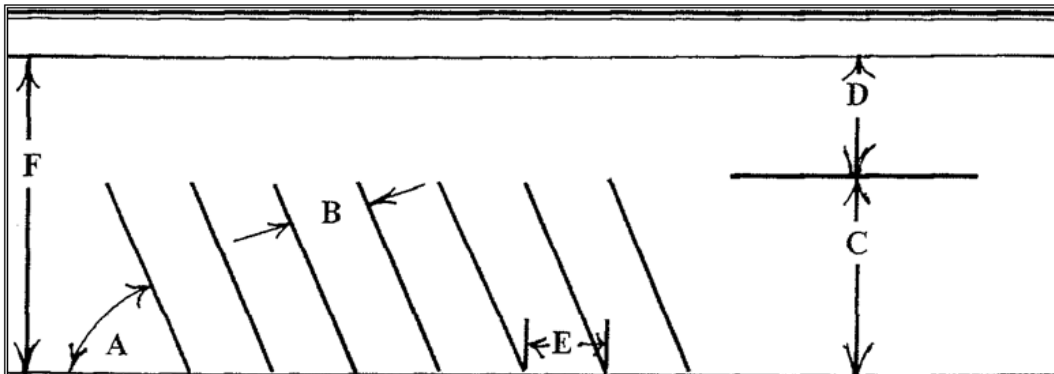
- A. Parking Lots.** A parking lot, whether as accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:
1. Parking lot design shall comply with the dimensional standards set forth in Figure 1 of this section:

TABLE 16.10.070
Minimum dimensional Standard for Parking

This table and Figure 16.10.070 provide the minimum dimensional standards for parking areas and spaces.

A = Parking angle in degrees
 B = Minimum stall width
 C = Minimum stall depth
 D = Minimum clear aisle width
 E = Minimum clear stall distance at bay side
 F = Minimum clear bay width

A	B	C	D	E	F
0 (parallel)	8'0"	-	12'0"	22'0"	20'0"
30	8'6"	16'4"	12'0"	17'0"	28'4"
45	8'6"	18'9"	12'6"	12'0"	31'3"
60	8'6"	19'10"	18'0"	9'10"	37'10"
90	8'6"	18'0"	24'0"	8'6"	42'0"



Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

16.10.070 Parking lots and access, cont.

2. Parking stalls of eight (8) feet in width and sixteen (16) feet in length for compact vehicles may comprise up to a maximum of thirty (30) percent of the total number of parking stalls. Such parking stalls shall be marked "Compact Parking only" either on the parking surface or on a sign in front of the parking stalls.

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

3. Areas used for standing or maneuvering of vehicles shall have paved asphalt, concrete, solid concrete paver surfaces, or paved "tire track" strips maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks or into public streets, with the following exception:
4. The full width of driveways must be paved in accordance with (3) above:
 - a. For a minimum of 20 feet from the right-of-way line back into the private property to prevent debris from entering public streets, and
 - b. To within 150 feet of all portions of the exterior wall of the first story of any structure(s) served by the driveway to ensure fire and emergency service provision.

Findings: The proposed development will meet the above standards.

6. *Groups of more than four (4) parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.*

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

7. *Off-street parking areas, and the accesses to them, shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrian and vehicular traffic on the site and in adjacent roadways. The Planning Director or Planning Commission may require engineering analysis and/or truck turning diagrams to ensure safe and efficient traffic flow based on the number and type of vehicles using the site, the classification of the public roadway, and the design of the parking lot and access drives.*

Findings: Even though the parking lots to the south are not a part of this design review, the traffic study analyzed the proposed lots and gave recommendations to improve site circulations. Refer to the Conditions of Approval for more discussion.

8. *Parking bumpers or wheel stops shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.*

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

9. *Accessible parking shall be provided, constructed, striped, signed and maintained as required by ORS 447.233 and all Oregon Structural Specialty Code requirements.*

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review. Accessible parking shall be reviewed by Clackamas County prior to the issuance of building permits; **this is a condition of approval.**

B. Access.

2. *The City of Canby encourages joint/shared access. Owners of two (2) or more uses, structures, or parcels of land may agree to, or may be required by the City to, utilized jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designed in this ordinance, provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts shall be placed on permanent files with the city recorder.*

Findings: The Library may be sharing the accesses with Canby Utility Board (CUB). Any access easements will be detailed in deeds that will be prepared with any property acquisitions that will occur in conjunction with this project. As a **condition of approval**, the applicant shall file any deeds detailing easements with the Clackamas County Clerk's Office, Canby City Hall, and

the Canby Planning Department prior to final occupancy.

3. All ingress and egress shall connect directly with public streets.

Findings: This standard is met.

5. Required sidewalks shall extend from the ground floor entrances or the ground floor landing of a stairs, ramps or elevators to the sidewalk or curb of the public street or streets that provide the required access and egress.

Findings: This standard is met.

6. To afford safe pedestrian access and egress for properties within the city, a sidewalk shall be constructed along all street frontages, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to city standards except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design, and in a manner approved by the Site and Design Review Board. Sidewalks approved by Board may include temporary sidewalks and sidewalks constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grade and alignment established by the Site and Design Review Board.

Findings: The site contains existing sidewalks that will remain, thus meeting the above standard.

7. The standards set forth in this ordinance are minimum standards for access and egress, and may be increased through the site and design review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety and general welfare:

16.10.070(B)(9): Minimum access requirements for commercial or institutional uses - ingress and egress for commercial uses shall not be less than the following:			
<i>Parking spaces required</i>	<i>Minimum number of accesses required</i>	<i>Minimum access width</i>	<i>Sidewalks & curbs (in addition to driveways)</i>
1-4	1	12 feet	None required
5-99	1	20 feet	Curbs required; sidewalk on one side minimum
100-249	2	20 feet	Curbs required; sidewalk on one side minimum
Over 250	As required by Site and Design Review Board	As required by Public Works Director	

Findings: No parking is required nor proposed in conjunction with this design review, however one new access is proposed off Holly behind City Hall that meets the above standard. All existing accesses along 2nd Avenue will lose functionality when the new building is constructed. Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; any proposed parking lots will be reviewed per the standards above during a Type I review.

- 11. One-Way Ingress or Egress – Way Ingress or Egress –** When approved through the site and design review process, one-way ingress or egress may be used to satisfy the requirements of subsection (H), (I) and (J). However, the hard surfaced pavement of one-way drives shall not be less than twelve (12) feet for multi-family residential, commercial or industrial uses.

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the access standards above will be evaluated during a Type I review for any new parking lots. The proposed access off Holly will be two-way.

12. Maximum driveway widths and other requirements:

- a. Unless otherwise herein provided, maximum driveway widths shall not exceed forty (40) feet.
- b. No driveways shall be constructed within five (5) feet of an adjacent property line, except when two (2) adjacent property owners elect to provide joint access to their respective properties as provided by subsection 2.
- c. There shall be a minimum distance of forty (40) feet between any two (2) adjacent driveways on a single property.
- d. The minimum distance between two driveways on one single-family residential lot shall be thirty (30) feet. There is no minimum setback distance between a driveway and the property line for driveways on single-family residential lots.

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the access standards above will be evaluated during a Type I review for any new parking lots. The proposed access off Holly meets the above standards.

- 13. Distance Between Driveways and Intersections-**The minimum distance between driveways and intersections shall be as provided below. Distances listed shall be measured from the stop bar at the intersection:
- a. At the intersection of any collector or arterial streets, driveways shall be located a minimum of fifty (50) feet from the intersection.
 - b. At the intersection of two (2) local streets, driveways shall be located a minimum of thirty (30) feet from the intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.
 - c. If the subject property is not of sufficient width to allow for the separation between driveway and intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the five (5) foot setback between the driveway and property line.

- d. In the case of existing flag lots, it shall be at the discretion of the Site and Design Review Board to determine the best location for driveways.
- e. When considering a public facilities plan that has been submitted as part of site and design review plan in accordance with this ordinance, the city Public Works Supervisor may approve the location of a driveway closer than fifty (50) feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. Said written approval shall be incorporated into the recommended decision of the City Planner for the site and design review plan under the process set forth.

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the access standards above will be evaluated during a Type I review for any new parking lots. The proposed access off Holly meets the above standards.

16.10.090 Drive-up uses.

- A. Drive-up uses shall provide a minimum stacking area clear of the public right-of-way or parking lot aisle from the window service to the vehicles as follows:
 - 1. All drive-up uses. – Each lane shall provide a minimum capacity for two (2) to eight (8) automobiles, as determined by the Site and Design Review Board.
 - 2. For purposes of this section, an automobile shall be considered no less than twenty (20) feet in length. The width and turning radius of drive-up aisles shall be approved by the City Public Works Director.
- B. The stacking area shall not interfere with safe and efficient access to other parking areas on the property. Traffic aisles shall be wide enough to accommodate backing movements where adjacent to parking stalls. Parking maneuvers shall not occur in the stacking area.

Findings: In the application narrative, the applicant states that the library drive-through will have an estimated 75 drops per day approximately 115 feet from the driveway off Holly Street. Although a book drop off does not typically cause vehicle stacking, this length is capable of stacking 5 cars. The rear access alley is not adjacent to parking stalls, therefore parking maneuvers will not occur in the rear alley. Refer to the traffic study for additional on-site circulation analysis and the conditions of approval for more discussion.

16.10.100 Bicycle Parking

Bicycle parking shall be provided for all multi-family residential, institutional, commercial, and industrial uses.

- A. Dimensions and characteristics: Bicycle parking spaces shall be a minimum of six (6) feet long and two (2) feet wide, and overhead clearance in covered spaces shall be a minimum of seven (7) feet. A minimum five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking. Bicycle racks located on a sidewalk shall provide a minimum of two (2) feet between the rack and a wall or other obstacle, and between the rack and curb face. Bicycle racks or lockers shall be securely anchored to the surface or a structure. Bicycle racks located in the Downtown Commercial Zone shall be of the inverted U style (a.k.a. staple racks). See Figure 20 of the Canby Downtown Plan for correct rack placement.

Figure 20 from the Canby Downtown Plan:

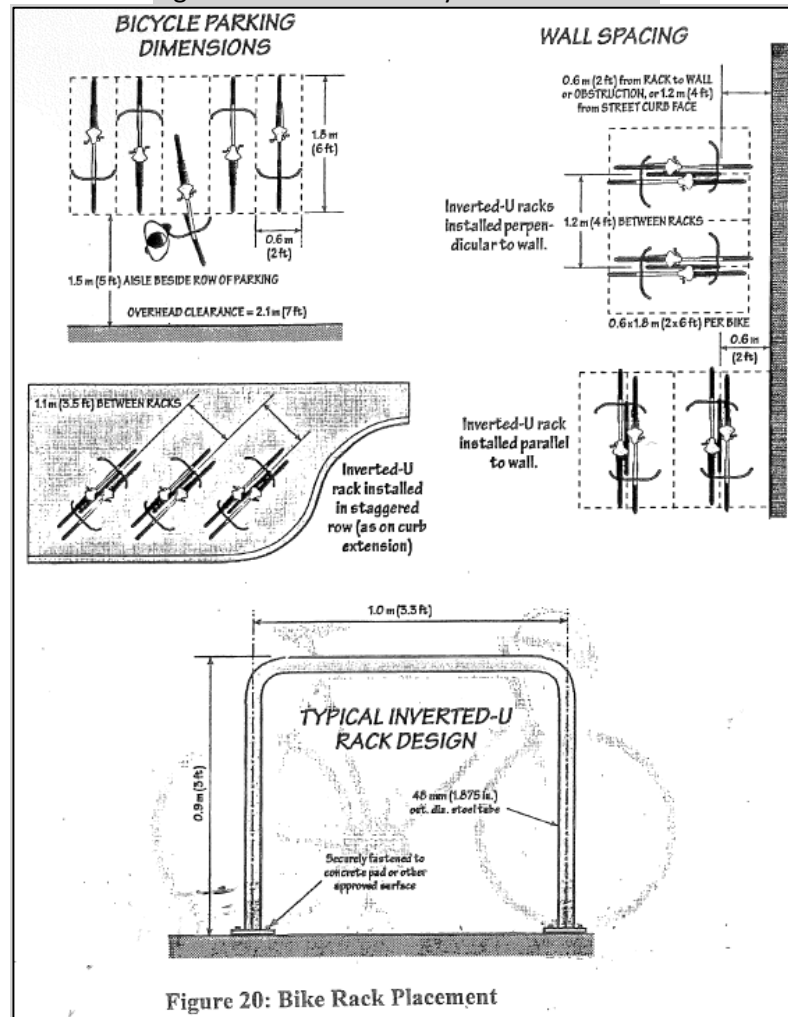


Figure 20: Bike Rack Placement

Findings: Per above, there shall be a minimum on 2 feet between the rack and a wall or other obstacle and the racks shall follow the guidelines of the Figure 20 from the Downtown Plan above. **This is a condition of approval.**

B. Location: Bicycle parking shall be located in well-lit, secure locations within fifty (50) feet of the main entrance to a building, but not further from the entrance than the closest automobile parking space, and in no case further than 50 feet from an entrance when several entrances are involved.

Findings: Two racks containing 12 racks are proposed; one rack is within 50 feet of the City Hall entrance and the other rack is within 50 feet of the library entrance.

C. Number of spaces: The bicycle parking standards set out in Table 16.10.100 shall be observed. Libraries, Museums, etc.: 2, or 1 space per 1000 ft², whichever is greater

Findings: The proposed library/City Hall complex is 25,700sf, which requires 22.7 spaces. The applicant is providing 24 spaces. This standard is met.

Chapter 16.22 C-1 Downtown Commercial Zone

16.22.010 Uses permitted outright.

LL. Public building or land use such as fire station, City Hall, park, playground, library or museum.

Findings: A library use permitted in the C-1 Zone.

16.22.030 Development standards.

The following subsections indicate the required development standards of the C-1 zone:

- A.** Minimum lot area: none;
- B.** Minimum width and frontage: none;
- C.** Minimum yard requirements:
 1. Street yard: none, except ten feet where adjoining a residential zone.
 2. Interior yard: none.

Findings: The above standards are met.

- D.** Maximum building height:
 1. Freestanding signs: thirty feet;
 2. All other structures: forty-five feet.

Findings: No freestanding signs are proposed; the tallest part of site is ~32feet. The hose tower is ~40feet tall. Thus the height standards above are met.

- F.** Other regulations:
 1. Vision clearance distances shall be ten feet from an alley and fifteen feet from any other street.

Findings: The access driveway along Holly is required to have a 10 foot vision clearance triangle. **This is a condition of approval.**

2. Sidewalks a minimum of eleven (11) feet in width shall be required in commercial locations unless existing building locations or street width necessitate a more narrow design.

Findings: The site contains existing sidewalks that will remain.

3. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed two feet (not including awnings); mechanical units, used for the heating/cooling of residential units, are exempt from interior and/or rear yard setback requirements.

Findings: The roof overhangs are approximately 3 feet, however, according to the applicant, they do not encroach into any setbacks.

4. *New commercial buildings, particularly retail shopping and offices, shall be oriented to the street, near or at the setback line. A main entrance shall be oriented to the street.*

Findings: The above standard is met.

5. *Off-street motor vehicle parking for new commercial developments shall be located at the side or behind the building(s).*

Findings: No off-street parking is required in the C-1 zone.

16.22.040 Design Review Matrix.

A. *For design review applications located in the C-1 zone the following matrix shall apply. This matrix replaces the general matrix contained in Chapter 16.49 for such applications.*

Findings: See below for discussion, note that this matrix supersedes the matrix in 16.49.

B. *A design review application in the C-1 zone shall be considered to be compatible if a minimum of 65 percent of the total possible points (not including bonuses) are accumulated for the whole development, and if the applicant has received a minimum of one point in each applicable category.*

TABLE 16.22.040

CRITERIA	POSSIBLE SCORES		
Building Location and Orientation			
Building located at front of property line: Parking in front = 0; 50% of building front at property line = 1; 100% of building front at property line = 2.	0	1	2
Building oriented to street: No = 0; Yes = 2.	0		2
Entrances			
Major retail entrance on street: No = 0; Yes = 2	0		2
Corner building entrances on corner lots: No = 0; Yes = 1	0	1	
Entrance inset (not more than 3 feet behind front glass line except at corner entries): No = 0; Yes = 2.	0		2
Windows			
Regularly spaced and similar-shaped windows – around 70% of storefront area is glass (includes doors). (No mirrored glass): <50% = 0; 50% to 70% = 1; >70% = 2.	0	1	2
Second story windows (where applicable): No = 0; Yes = 2. N/A	0-N/A		2-N/A
Architectural Details			
Blade sign or painted wall sign (no internally illuminated box signs): No = 0; Yes = 2	0		2
Brick, stucco, and horizontal lap or ship lap painted wood siding; concrete wood or wood siding = 0; concrete masonry, stucco, or similar material = 1; brick or similar appearance = 2.	0	1	2
Colors from recommended color palettes (on file with the City of Canby), or as otherwise approved: No = 0; Yes = 2.	0		2
Cornice treatments to emphasize building tops at parapet-type buildings: flat roofs behind parapets acceptable, otherwise visible roofs should be pitched: no treatment = 0; pitched roof = 1; parapet roof = 2.	0	1	2
All walls have doors, windows, or display windows (no blank walls). Murals, art niches, benches, or light sconces at blank walls where windows are not feasible: no treatment = 0; mural or other treatment = 1; windows or display windows = 2.	0	1	2
Awnings and rain protection of durable canvas, vinyl, glass or acrylic. No awning slope over 45 degrees, with flat or semi-flat awnings along First Avenue and at buildings with windows above entries. Awnings are discontinuous, with lengths generally under 30 linear feet for longer buildings: no awnings = 0; awnings meet criteria = 2.	0		2
Parking			
Off street parking (if required) located behind or to side of building: No = 0; side = 1; behind = 2 N/A	0 N/A	1 N/A	2 N/A
Bonus Points			
Provide usable pedestrian space such as plaza, outdoor seating, or extra-wide pathway/sidewalk near one or more building entrances: No = 0; Yes = 1.	0	1	
Planters and window boxes: No = 0; Yes = 1.	0	1	
Public art (e.g., fountain, sculpture, etc.): No = 0; Yes = 1.	0	1	
Second story residential or office: No = 0; Yes = 1	0	1	

Findings:

Points earned are highlighted in grey above. Comments about the points earned are as follows:

- Points for second story windows and off-street parking are not applicable and are crossed out.
- The proposal was given point for a wall sign even though it is not “painted”; no internally illuminated box signs are proposed
- Points for materials were given because the development proposes brick veneer and block veneer.
- The proposed building colors are in harmony with surrounding properties and the street facade; therefore earning 2 points
- The metal panels above the flat roof were given cornice points
- According to the applicant, the awning material is metal; the intent of awning points is to be of durable materials; therefore awning points were assigned
- Window coverage along storefront points were only applied to the 2nd Avenue facade and not the Ivy or Holly facade
- Points for public art are claimed because there is space for public art

Therefore the total possible points, not including non-applicable categories, is 23 points. Total points required for 65% is 13.8 points; 23 points were earned. If the Planning Commission accepts the above interpretations the applicant passes the above matrix.

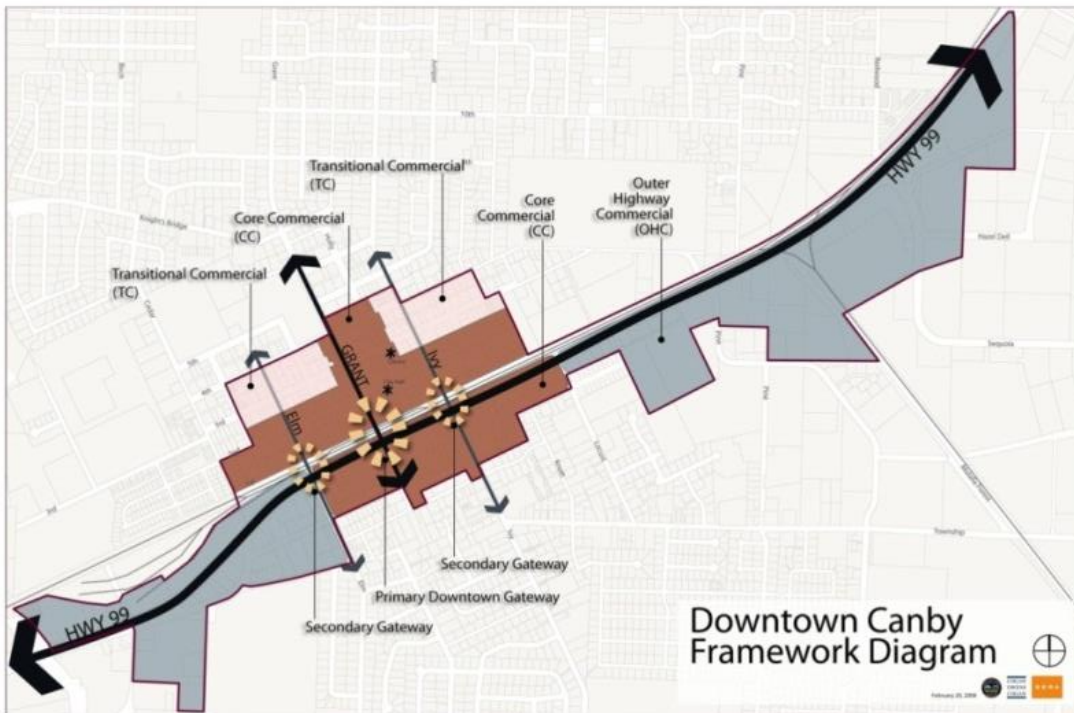
16.41 Downtown Overlay Zone

16.41.020 Applicability.

A. *It is the policy of the City of Canby to apply the DCO zone to all lands located within the boundaries illustrated on the Downtown Canby Framework Diagram; the boundaries of the overlay district, and boundaries of the three sub-areas, are as shown in this chapter, Figure 11. The three sub-areas are established as follows:*

1. Core Commercial Area. This area straddles Highway 99E and includes portions of both the C-1 and C-2 zones and forms the densest commercial area of the city, as well as the city's primary community facilities – City Hall, police station, library, etc.

Findings: This proposal is in the Core Commercial subarea of the Downtown Overlay Zone.



16.41.050 Development standards.

The following subsections indicate development standards required in the DCO zone. These standards supplement, and in some cases replace, the development standards in the underlying base zones. Where the standards set forth in the following subsections conflict with standards in the underlying base zone, the DCO development standards set forth below supersede the base zone standards.

A. Setbacks, Floor Area Ratio, Building Footprint and Height Requirements.

1. Setbacks. Minimum and maximum setbacks for each DCO subarea are described in Table 1 and must meet the following requirements:
 - a. Mechanical units used for the heating/cooling of dwelling units are exempt from interior yard and rear yard setback requirements.
 - b. At least x% of the length of each lot frontage shall be developed with a building(s) built at the minimum setback from the street lot line (see Table 2 and Figure 12).
 - c. Where feasible, buildings should be located at one or both street-facing corners of a lot.
 - d. At the street intersections identified as gateways in Figure 11 (Downtown Canby Overlay Zone Map), any new building shall be located at the corner of the lot facing the intersection.

Table 1. Setback Requirements

Standards	CC subarea	TC subarea	OHC subarea
Minimum setback	0 feet	0 feet	10 feet
Maximum setback from street lot lines	10 feet	15 feet	--

Findings: The above standards are met.

Table 2. Street Lot Minimum Setback Requirements

Standards	CC subarea	TC subarea	OHC subarea
Minimum percentage (x)	60%	60%	40%

Findings: The above standard is met.

3. *Floor area ratio, building footprint, and building height. Minimum floor area ratio, maximum building footprint, and maximum building height requirements for each DCO subarea are described in Table 3 and illustrated in Figures 13, 14, and 15. Footprints are exclusive of exterior displays or merchandise (e.g., garden centers).*

Table 3. Floor Area Ratio Requirements

Standards	CC subarea	TC subarea	OHC subarea
Minimum floor area ratio	0.8, C-1 zone only	0.4	0.25
Maximum building footprint (square feet)	30,000 total	20,000 total	80,000 per use 100,000 all uses within footprint if more than 1 use (see Figure 13)
Maximum building height (see Figure 14)	60 feet	45 feet	45 feet

Findings: The above standards are met; note that the proposed parking areas are not included in the floor area ratio calculation per 16.10.020(A).

16.41.050 Development standards.

3. *Screening. All exterior garbage collection areas, recycling collection areas and mechanical equipment shall be screened with a site obscuring fence, landscaping on all sides, wall, other enclosure, or architectural element per the requirements below (see Figure 16 for examples of good screening design).*

- a. *Location. Wherever possible, locate screened areas away from the street.*
- b. *Materials. Materials used to construct screening structures shall be consistent and compatible with the exterior materials on adjacent buildings located on the same lot as the screened area or located on a contiguously-owned abutting lot, and shall be consistent with the material requirements of Section 16.41.070.E and 16.41.070.F.*
- c. *Buffering. Screening structures shall be buffered from surrounding areas on all sides with landscaping or other buffering elements.*

Findings: The proposed trash and recycling area is screened with a wall that matches the building and is located in the rear of the building away from the street. A tree is proposed on the south side of the trash enclosure area to provide a buffer. The trash/recycling area is on the site's property line, however the property to the south of the trash/recycling area is owned by the city and is not part of the property acquisition negotiations and therefore the proposed design should be accepted. If the Planning Commission approves this design, then the above standard is met.

- d. Rooftop structures.** Rooftop mechanical structures shall be screened and not visible from any visible public right-of-way at the same elevation as, or lower than, the base of the building. Screening structures should be compatible with the overall building design and may include the following elements or approaches:
- (1) By providing parapets as tall as the tallest part of the equipment with a minimum height of 3 feet and 6 inches;
 - (2) By incorporating an architectural screen around all sides of the equipment;
 - (3) By setting the equipment back from the building edge with a setback of at least 3 feet for every 1 foot of building height.

Findings: The above standard is met by using option (2). Rooftop structures will be screened with metal enclosures that match building materials.

- a. Parking.** Parking areas shall meet the following standards in addition to all other applicable requirements.
- a. Location.** In the CC and TC subareas, parking and vehicle maneuvering areas shall not be located between a building and the street. This standard applies to primary street facing facades and secondary street facing facades, as defined in Sections 16.41.060.C.
- b. Side of building parking areas.** In the CC, TC, and OHC subareas, parking shall be permitted between a building and an interior lot line that is not a rear lot line, provided the following standards are met:
- (1) Parking and maneuvering areas shall be set back a minimum of 15 feet from the front lot line;

Findings: No parking areas are proposed between the front lot line and the building nor the interior lot line and the building, therefore the above standard is met.

- (2) A minimum 5 foot wide landscaped strip shall surround and abut the perimeter of the parking and maneuvering area, except where vehicular driveways and pedestrian accessways are permitted to interrupt the landscaped strip, and except where the parking and maneuvering area is part of a larger parking area in which case a perimeter landscaping strip is not required between the side of building parking area and the remainder of the parking area;
- (3) Parking and maneuvering areas, including accessways and driveways, must not exceed 40 percent of a lot frontage in the TC and CC subareas, or 60 percent of a lot frontage in the OHC subarea;

Findings: Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

16.41.070 DCO site and design review standards.

A. Pedestrian oriented ground floor design standards.

1. *Intent. Design standards in this section are intended to help create an active, inviting street and sidewalk-facing storefronts and entryways that are friendly and easily accessible to passersby. They also will help ensure that the ground floor promotes a sense of interaction between activities in the building and activities in the public realm.*
2. *Design standards and applicability.*

Standards	Applicability
1. Ground floor windows	
a. Visible transmittance. All commercial ground floor windows must have a Visible Transmittance (VT) of 0.6 or higher, with the exception of medical and dental offices which may have tinted windows.	CC, TC, OHC

Findings: According to the applicant, the proposed windows have a VT of 70% thus meeting the above standard.

b. Primary Street facing façade – primary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level primary street-facing façade, and along x% ground-level primary street-facing wall area (See Figure 34). Ground level walls include all exterior wall areas up to 10 feet above the finished grade. Primary and secondary street facing facades are defined in section 16.41.060.	CC: x=60%
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Findings: The above standard is met.

c. Secondary Street facing façade – secondary façade coverage. Transparent windows shall be used along a minimum of x% of the length of the ground-level secondary street-facing façade, and along x% of the overall secondary street-facing wall area (See Figure 35). Ground level walls include all exterior wall areas up to 10 feet above the finished grade.	CC: x=50%
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Findings: The window coverage along Ivy, the secondary street facing facade, does not meet this standard. The applicant’s response to this criteria is as follows:
 “The length and area is less the prescriptive amount. However the glass is located the corner of the building at 2nd and Ivy and at the fireplace hearth area. A third section of glazing is located in the adult reading area and provides transparency from the exterior into the reading area, while creating a pattern of solids and transparent elements. The southern 20’ of exterior wall is

part of the mechanical space within the building and not an area where windows are normally installed. If this 20' is subtracted from the wall length then length of glass is 50% of the wall and about 45% of the area. We believe that this layout meets the intent of this standard.” Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves this interpretation, then the above standard is met.

<p>d. Alley facing façade coverage. Facades facing alleys shall provide windows along x% of the length of the alley-facing façade and along y% of the overall wall area of the alley-facing façade. Wall area shall be measured to a height of 10'-0" above the finished grade.</p>	<p>CC, TC: x=50%; y=25%</p>
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Findings: The above standard is not fully achieved. Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves the window coverage along the alley, then the above standard is met.

Standards	Applicability
<p>2. Building entries and doors</p>	
<p>a. Orientation. All buildings shall have a prominent entry oriented to and directly connected to the sidewalk. When buildings are set back from the sidewalk, a direct, perpendicular connection between the building and the sidewalk is required. Additional entries may be provided and serve as principal entries (e.g., oriented to parking areas to the side or rear of buildings). (See Figure 36)</p>	<p>CC, TC</p>
<p>b. Transparency. The street-facing building entry door on all buildings should be comprised of at least 40% transparent glass. The entry door includes any flanking or transom windows. (See Figure 37)</p>	<p>CC, TC, OHC</p>
<p>c. Flanking or transom windows. Commercial and mixed-use building doors shall include flanking glass windows on either side of the principal door and/or clerestory/transom windows. (See Figure 38).</p>	<p>CC, TC, OHC</p>

Findings: The above standards are met.

<p>d. Design features. Commercial and mixed-use building entries must comply with at least x of the following:</p> <ul style="list-style-type: none"> (1) Recessed entries. If recessed, principal entries shall be recessed a minimum of 3 feet into the building façade (see Figure 39). (2) Awnings or canopies. These may be used to provide weather protection and a visual element and meet standards (see Figure 40). (3) Architectural features. Principal entries may be 	<p>CC: x=3;</p>
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<p>reinforced with prominent architectural features such as towers, turrets, increased heights, articulated parapets, large storefront windows and doors, or entry awnings (see Figure 41).</p> <p>(4) Decorative features. Entries may be reinforced through the use of decorative exterior light fixtures (i.e., wall sconces) or decorative features (see Figure 42).</p> <p>(5) Engaged columns or piers may be used to reinforce and highlight entries (see Figure 43).</p>	
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Findings: The above standards are met.

Standards	Applicability
<p>3. Transition areas. One of the following design elements (a or b) is required for buildings that span more than 75% of a city block or 350 feet. The City encourages smaller property owners to work together to collaboratively provide similar features in other areas.</p>	<p>CC only; Encouraged but not required in the TC or OHC</p>
<p>a. Arcades as defined in section 16.41.060 and that meet all of the following standards:</p> <ul style="list-style-type: none"> (1) Front entries must be set back a minimum of 6' (clear) behind an arcade that is located at the front property line or the adjusted property line. (2) Spacing between columns and/or posts along building be a minimum of 10' (clear) and a maximum of 25' (clear). (See Figure 44) 	
<p>b. Courtyards or plazas that meet all of the following standards (see Figure 45):</p> <ul style="list-style-type: none"> (1) Courtyards or plazas shall be located along the sidewalk-facing façade of the building within the front setback. Internal courtyards may be provided but will not satisfy these requirements. (2) Courtyard-facing facades shall include windows along a minimum of 50% of the length of the ground level courtyard-facing façade, and along 25% of the overall courtyard-facing wall area. (3) Courtyards/ plazas shall incorporate special paving (see Figure 46) and/or landscaping. (4) Courtyards/plazas shall provide seating, including but not limited to benches, tables, planter boxes, and other design elements. 	

Findings: The above standard is met by applying option (b). If the Planning Commission approves of the proposed courtyard, then the above standard is met.

B. Cohesive architectural elements standards.

1. Intent. Build upon downtown Canby’s traditional architectural vernacular by incorporating cohesive and repetitive architectural elements into the ground floor of street facing facades.
2. Design standards and applicability.

Standards	Applicability
1. Architectural bays	
a. Bay divisions. Ground floors of commercial and mixed-use buildings shall be divided into distinct street-facing architectural bays that are no more than x feet on center. (See Figure 48). For the purpose of this standard, an architectural bay is defined as the zone between the centerlines of two columns. Applicants are encouraged (but not required) to divide the ground floor into an odd (rather than even) number of architectural bays.	CC, TC: x=30;

Findings: The above standard is not fully achieved along the Ivy Street frontage, the south elevation, and along portions of the 2nd Avenue frontage. Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves the facade designs, then the above standard is met.

c. Design elements. Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (see Figure 49): (1) Engaged columns or piers. (2) Transom windows over doorways. (3) Storefront cornice or beltcourse (4) Canopies, awnings, or overhangs provided along a minimum of 50 percent of the overall street-facing building length. (5) Storefront frieze or sign band. (6) Bulkheads.	CC: x=3;
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Findings: Because the proposed building does not fully achieve the prescribed number of architectural bays per (1)(a) above, the above standard is not fully achieved. The applicant does propose several columns, beltcourses, awnings, and bulkheads. Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves the proposed designs, then the above standard is met.

d. Decorative accents. Each architectural bay within a commercial or mixed-use building shall incorporate at least x of the following elements (See Figure 50): (1) Projecting window sills (12 to 24 feet above grade). (2) Horizontal and vertical window mullions. (3) Building lighting (minimum of 2 lights), including wall	CC: x=3;
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<p>sconces, pendants, gooseneck fixtures, or lighting recessed into awnings. Wall-mounted fluorescent lights and internally lit awnings are not permitted.</p> <p>(4) Medallions (minimum of 2).</p> <p>(5) Projecting or blade signs (8 to 12 foot clearance from bottom of sidewalk).</p>	
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Findings: Because the proposed building does not fully achieve the prescribed number of architectural bays per (1)(a) above, the above standard is not fully achieved. The applicant does propose window sills, window mullions, and building lighting. Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves the proposed designs, then the above standard is met.

C. Integrated building façade standards.

1. Intent. Build upon Canby’s traditional downtown architecture by creating an attractive and unified building façade that celebrates ground floor activities, the top of the building (where the edifice meets the sky), and everything in between.
2. Design standards and applicability.

Standards	Applicability
<p>1. Distinct base, middle, and top of building</p> <p>a. All buildings (regardless of height or number of stories) shall have a clear and distinct base, middle and top to break up vertical mass. (See Figure 51). Buildings must utilize horizontal bands and/or changes in color, material, form and/or pattern to differentiate the base, middle, and top of the building subject to the following requirements. These elements are required on all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p> <p>(1) Horizontal bands or other changes in pattern or material shall be a minimum of 8 inches high (the length of a standard brick), and must project a minimum of 3/4 to one inch from the building face.</p> <p>(2) Changes in building massing and form may also be used to differentiate a building’s base, middle, and top. This may include architectural setbacks or projections, measuring a minimum of 3 inches (see Figure 52).</p>	<p>CC, TC, OHC</p>

Findings: The proposed building utilizes horizontal bands, changes in color and material, and setback differentiations to meet this standard. According to the applicant, the bands will be different colors but may not project. Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. If the Planning Commission accepts the proposed designs, then the above standard is met.

<p>2. Ground floor design elements</p>	
<p>a. The ground floor of the building shall range from 12 feet to 16 feet in height and shall be broken up into three distinct areas – a base/bulkhead, middle, and top (See Figure 53). This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p>	<p>CC, TC; (commercial and mixed use buildings only)</p>

Findings: If the Planning Commission accepts the proposed designs, then the above standard is met.

<p>b. Ground floor “bulkhead/base”. The “base” of the ground floor facade extends from the top of the finished grade or sidewalk to the bottom of the window sill. It shall contain at least x of the following elements (See Figure 54): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p> <ul style="list-style-type: none"> (1) Projected window sills, 12 to 24 inches above. (2) Bulkhead (the area directly below the projected window sill) should typically be constructed of concrete, brick, or stone. This element serves to anchor the facade to the ground, and with the exception of the entry door, this element usually extends the length of the elevation. 	<p>CC: x=2; TC: X=1; (commercial and mixed use buildings only)</p>
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Findings: The building will have a concrete bulkhead. Because not all facade areas have windows, (1) is not fully met. However, ground windows that are proposed do have window that sills. If the Planning Commission accepts the proposed designs, then the above standard is met.

<p>c. Ground floor “middle”. The middle of the ground floor is typically comprised of storefront windows and shall contain at least x of the following elements (see Figure 55): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p> <ul style="list-style-type: none"> (1) Integrated horizontal and vertical window mullions. (2) Window plant box (minimum of one pair). (3) Decorative building light fixtures, sconces, or medallion (minimum of one pair). 	<p>CC: x=2; TC: x=1; (commercial and mixed use buildings only)</p>
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Findings: Because not all facade areas have windows, the above standard is not fully achieved. However, the many of the proposed windows have mullions and the proposed building has decorative lighting. If the Planning Commission accepts the proposed designs, then the above standard is met.

<p>d. Ground floor “top”. For a multi-story building, the “top” of the ground floor facade is the area between the storefront and the upper stories of the building and shall contain at least x of the following elements (See Figure 56): This requirement applies to all street facing facades and the side of the building on which the primary entrance is located if it does not face a street.</p> <ul style="list-style-type: none"> (1) A marquee or projecting or blade sign that extends in a minimum of 5 feet perpendicular manner from the building façade (the bottom of the marquee or sign shall be 8 to 12 feet above grade). (2) Sign frieze. (3) Storefront awning or canopy. The bottom of the awning or canopy shall be 8 to 12 feet above grade. (4) Storefront cornice or belt course. (5) Transom window(s). 	<p>CC: x=3; (commercial and mixed use buildings only)</p>
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Findings: The above standard is met by using options 3, 4, and 5. The bottom of the canopy is approximately 14 feet above grade. If the Planning Commission accepts the proposed designs, then the above standard is met.

<p>3. Middle of building design elements</p>	
<p>a. The middle of the building should be differentiated from the bottom and top by at least x of the following design elements (see Figure 57):</p> <ul style="list-style-type: none"> (1) Residential windows, which are smaller than ground floor windows, and oriented vertically at a ratio of approximately 2:1. Individual vertical windows may be organized into larger window assemblies. (2) Balcony. (3) Step back. (4) Signage band. 	<p>CC: x=2; (buildings of 2 or more stories only)</p>

Findings: The above standard only applies to two-story buildings.

<p>4. Top of building design elements.</p>	
<p>a. Roof forms may be flat or sloped. Requirements for chosen roof forms are as follows:</p>	<p>CC, TC, OHC</p>
<p>b. Flat roofs. All flat roofs shall employ a detailed, projecting cornice or projecting parapet to visually “cap” the building and meet all of the following requirements:</p> <ul style="list-style-type: none"> (1) Cornices shall project horizontally a maximum of 3 feet (see Figure 58). (2) Parapets must be a minimum of 24 inches in height. Parapets must include a cornice, molding, trim, or variations in brick coursing (see Figure 59). (3) Cornices and parapets shall wrap around all sides of 	<p>CC; TC; OHC</p>

the building visible from any adjacent street or parking area.	
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Findings: The proposed building has both a sloped roof and a flat roof. The flat roof has a cornice/parapet that is approximately 24". If the Planning Commission accepts the proposed designs, then the above standard is met.

c. Sloped roofs must meet all of the following requirements: (1) All sloped roofs shall provide a minimum 1-foot overhang. (2) All sloped roofs must have a minimum slope of 4:12 (see Figures 14 and 60).	CC; TC; OHC
d. Roof top gardens are encouraged on flat roofs, as they help to manage stormwater run-off that would otherwise go into storm sewers, and eventually rivers and streams. Roof gardens with plant materials that are visible from the sidewalk and the street are particularly encouraged. (See Figure 61).	CC; TC; OHC

Findings: The sloped roof has a 3' overhang. A 1:12 sloped roof is proposed.

 Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves this design, then the above standard is met.

D. Corner intersection standards.

1. Intent. Create a strong architectural statement at street corners to create a strong identity. Establish visual landmarks and enhance visual variety.
2. Design standards and applicability.

Standards	Applicability
1. Corners	
a. Commercial and mixed-use buildings located on corner lots must address the corner by employing one of the following: (1) Chamfer the corner of the building (i.e., cut the building at a 45 degree angle for a minimum of 10 feet) (see Figure 62). (2) Incorporate an arcade at the corner as a way of creating a semi-public zone (see Figure 62). (3) Using special paving, plantings, or lighting, create a formal gathering space at the corner by notching the building so it operates as an extension of the sidewalk (see Figure 63). (4) Employ prominent architectural elements within 25 feet of the corner to highlight the corner of the building,	CC

such as increased building height or massing, turrets, cupolas, a pitched roof, or other prominent features (see Figure 63).	
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Findings: The applicant’s narrative states: “The intersection of 2nd and Ivy is has an extended curb as part of the city’s downtown development plan. This already has accent pavers, raised planter and city standard street lighting. The proposed library corner at the intersection of 2nd and Ivy will have corner storefront glazing to emphasize the transparency of the library and open to activities with-in.”

Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves this interpretation, then the above standard is met.

E. Materials standards.

1. *Intent. Use building materials that evoke a sense of permanence and are compatible with Canby’s business areas and the surrounding built environment.*
2. *Design standards and applicability. Materials allowed in the CC, TC and OHC sub-areas are summarized in the following table in terms of primary, secondary and accent materials. Other materials may be permitted through the design review process described in Chapter 16.49.*

Standards	CC	TC	OHC
Primary materials – 70% or more of building façade, excluding windows and transparent doors.	Brick Stone Stucco/EIFS	Brick Stone Stucco/EIFS Wood siding Hardy Plank	Brick Stone Stucco/EIFS Wood siding Hardy Plank Split-face CMU Tilt-up concrete Spandrel glass curtain walls

Findings: The applicant is proposing brick veneer as the primary material along 2nd/Ivy and CMU as the primary material along the south elevation.

Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves brick veneer/CMU as a primary material, then the above standard is met.

Standards	CC	TC	OHC
Secondary materials – up to 25% of building façade, excluding windows and	Brick Stone Stucco/EIFS CMU (split and ground face)	Brick Stone Stucco/EIFS CMU (split and ground face)	Brick Stone Stucco/EIFS CMU (split and ground face)

Standards	CC	TC	OHC
transparent doors.	Concrete Wood siding Hardy Plank Spandrel glass curtain walls	Concrete Wood siding Hardy Plank Spandrel glass curtain walls	Concrete Wood siding Hardy Plank Spandrel glass curtain walls

Findings: The applicant is not proposing secondary materials along the 2nd Street facade. The applicant is proposing CMU as the secondary material along the Ivy facade, and brick veneer as the secondary material along south elevation.

Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves terra cotta as a primary material, then the above standard is met.

Standards	CC	TC	OHC
Accent materials – up to 10% of building façade, excluding windows and transparent doors.	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrel glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrel glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim	Brick Stone Stucco/EIFS CMU (split and ground face) Concrete Wood siding Hardy Plank Spandrel glass curtain walls Metal Ceramic tile Wood, vinyl and/or metal for trim

Findings: The applicant is using concrete and metal as accent materials, thus meeting the above standard.

Standards	CC	TC	OHC
Roof materials (sloped roofs only)	Metal Wood shingles Tile	Metal Wood shingles Tile Asphalt shingles	Metal Wood shingles Tile

Findings: The sloped roof material is proposed to be PVC membrane materials.

Per 16.49.040(C) and 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41. Therefore, if the Planning Commission approves PVC membrane materials as a roof material, then the above standard is met.

F. Color palette

1. *Intent. Use colors on buildings that are generally compatible with Canby's business areas and the surrounding built environment.*
2. *Design standards and applicability. Applicants are strongly encouraged to use colors from, or consistent with, the Sherwin-Williams Arts and Crafts color palette (i.e. with the same paint color codes). Additional information about this color palette is available from the City of Canby, Canby Business Development and/or the Sherwin-Williams Web site.*

Findings: If the Planning Commission approves the proposed color palette, then the above standard is met.

16.42 Signs**16.42.040 Design standards for signs.**

The following standards apply to signs in all zone districts.

- A. Setbacks.** *Signs are required to meet the setback requirements of the applicable zone district, except however the street yard setback for signs may be reduced to fifty (50) percent of that required for other structures in the zone. Signs shall not obstruct a vision clearance area required in the applicable zone district.*


Findings: The above standard is not applicable because the applicant is proposing wall signs.

B. Illumination.

1. *External illumination is allowed. The external illumination may be either "direct" or "indirect", provided that the source of light (e.g., bulb) is shielded such that it is not directly seen by the public. External light sources shall be carefully located, directed, and shielded in order to avoid direct illumination of any off-site object or property.*
2. *Internal illumination is allowed.*
3. *External or internal sign illumination shall not result in glare onto neighboring properties or onto public right-of-way, such that due to level of brightness, lack of shielding, or high contrast with surrounding light levels, the sign illumination results in discomfort or visual disability for persons.*
4. *Sign illumination shall not appear to flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights.*

Findings: The applicant is proposing a shielded light (Type "SB on the lighting plan) to illuminate the signs along 2nd Avenue and along Ivy. The lighting for the hose tower sign has not yet been specified. As a **condition of approval**, the light for the proposed hose tower sign shall be shielded per the above standards. Other standards above have been met.

Table 4. Downtown Commercial (C-1) and Core Commercial Area in the Downtown Canby Overlay Zone (DCO-cc)

Wall Sign		
A. Use on site: All uses.		
<p>Size: The maximum sign face area of all wall signage allowed on a primary building frontage is 8 percent of the building elevation area of the primary building frontage. Each sign is limited to a maximum of 60 square feet.</p> <p>The maximum sign face area of all wall signage allowed on a secondary building frontage is 6 percent of the building elevation area of the secondary building frontage. Each sign is limited to a maximum of 30 square feet.</p>	<p>Maximum Height: shall not project above the roof line or top of the parapet wall, whichever is higher.</p>	<p>Location/Number: One sign per building frontage for each business license on file with the City at that location except that one major tenant per location may have up to two signs. For the purposes of this standard, a “major tenant” shall have more than 20,000 square feet of gross floor area.</p>

Findings: The facade area along 2nd Avenue and along the south elevation facing the alley is approximately 5100sf, the facade area along Ivy is approximately 2400sf. The applicant is proposing the following signs:

- A ~28sf wall sign along 2nd Avenue; this meets the above standard
- A ~28sf wall sign along Ivy; this sign meets the above standard
- A city seal sign along 2nd Avenue; this sign is not shown on the submitted plans. As a **condition of approval**, this sign shall not exceed 60sf per the standards above
- A ~42sf sign along the hose tower along the south elevation; per the standards above the sign is limited to 30sf. If the Planning Commission accepts this deviation from the above standard then this sign will be permitted.

Table 5. Core Highway Frontage Sign Overlay Zone (CHFS)

A. The purpose of the Core Highway Frontage Sign Overlay is to have sign standards that are particularly applicable to properties in the Core Commercial sub-area of the Downtown Canby Overlay Zone that are located in close proximity to Hwy 99 E.

B. A Core Highway Frontage Sign Overlay Zone is established as illustrated by the striped pattern on the following map, and encompasses the following area:



Wall Sign



A. Use on site: All uses.

Size: The maximum sign face area of all wall signage allowed on a primary building frontage is 8 percent of the building elevation area of the primary building frontage. Each sign is limited to a maximum of 60 square feet.

The maximum sign face area of all wall signage allowed on a secondary building frontage is 6 percent of the building elevation area of the secondary building frontage. Each sign is limited to a maximum of 30 square feet.

Maximum Height: shall not project above the roof line or top of the parapet wall, whichever is higher.

Location/Number: One sign per building frontage for each business license on file with the City at that location except that one major tenant per location may have up to two signs. For the purposes of this standard, a “major tenant” shall have more than 20,000 square feet of gross floor area.

Findings: This table is identical to Table 4; refer to the findings above.

16.42.070 Measurements.

A. Area.

1. Sign area shall be measured within lines drawn between the outermost dimensions of the frame or cabinet surrounding the display area containing the sign copy.
2. When signs are not framed or on a base material, and are inscribed, painted, printed, or otherwise placed upon, or attached to a structure, the sign area is the smallest possible space enclosing the sign copy that can be constructed with straight lines.
3. Where a sign is of a three-dimensional, round, or irregular solid shape, the largest cross-section shall be used in a flat projection for the purpose of determining sign area.
4. Where signs are constructed in multiple separate pieces containing sign copy, sign face area for each piece is determined by a perimeter drawn in straight lines, as small as possible, around all pieces. The sum of the area of the separate pieces shall constitute the sign area.

Findings: Per (2) above, the wall sign area is measured around the perimeter of the lettering and is not measured by a summation of all the individual letter's areas.

16.43 Outdoor Lighting Standards

16.43.030 Applicability.

The outdoor lighting standards in this section apply to the following:

A. New uses, buildings, and major additions or modifications:

1. For all proposed new land uses, developments, buildings, and structures that require a building permit, all outdoor lighting fixtures shall meet the requirements of this Code.

Findings: Per above, the lighting standards of Chapter 16.43 are applicable to this development. Parking lot lighting will be reviewed under a Type I Site Plan review.

16.43.040 Lighting Zones.

- A. Zoning districts designated for residential uses (R-1, R-1.5 and R-2) are designated Lighting Zone One (LZ 1). All other zoning districts are designated Lighting Zone Two (LZ 2).
- B. The designated Lighting Zone of a parcel or project shall determine the limitations for lighting as specified in this ordinance.

Table 16.43.040 Lighting Zone descriptions

Zone	Ambient Illumination	Representative Locations
LZ 2	Medium	High-density urban neighborhoods, shopping and commercial districts, industrial parks and districts. This zone is intended to be the default condition for commercial and industrial districts in urban areas.

Findings: The standards of LZ 2 apply to this project.

16.43.050 Exempt Lighting.

The following luminaires and lighting systems are exempt from the requirements of this Section.

- A. Externally illuminated signs in conformance with provisions in section 16.42.040 of this code.
- B. Internal lighting for signs in conformance with provisions in section 16.42.040 of this code.
- H. Interior lighting.
- I. Temporary lights for emergency public or private utility maintenance or public safety.
- J. Lighting fixtures existing prior to this ordinance not exceeding 30 watts.

Findings: The existing street lights are exempt from review.

16.43.060 Prohibited Light and Lighting.

- A. All outdoor light sources, except street lights, shall be shielded or installed so that there is no direct line of sight between the light source or its reflection at a point 3 feet or higher above the ground at the property line of the source. Light that does not meet this requirement constitutes light trespass. Streetlights shall be fully shielded.

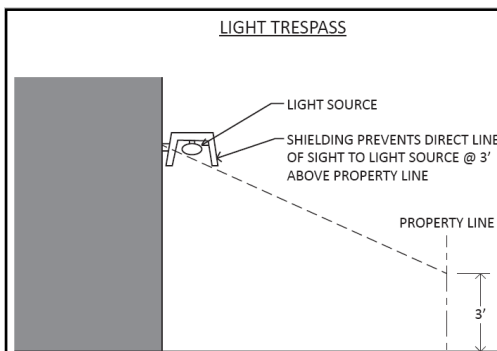


Figure 16.43.1: Light Trespass

16.43.070 Luminaire Lamp Wattage, Shielding, and Installation Requirements.

- A. All outdoor lighting shall comply with the limits to lamp wattage and the shielding requirements in Table 16.43.070 per the applicable Lighting Zone. These limits are the upper limits. Good lighting design will usually result in lower limits.

Table 16.43.070 – Luminaire Maximum Wattage and Required Shielding

Lighting Zone	Fully Shielded	Shielded	Partly Shielded	Unshielded (Shielding is highly encouraged. Light trespass is prohibited.)
LZ 2	450	100	60	Landscape and facade lighting 100 watts or less; ornamental lights of 60 watts or less.

Findings: Note: The condition of approval below reflects the recently adopted code revisions that set lighting limitations by lumens instead of wattages.

All proposed lighting is shielded/directed downward, however the submitted lighting specification sheets do not detail conformance with the above standards. As **a condition of approval**, all fully shielded lighting, defined under 16.43.020 as “a luminaire emitting no

luminous flux above the horizontal plane”, shall not exceed 7800 lumens; all shielded lighting, defined under 16.43.020 as “a luminaire emitting less than 2.0 percent of its luminous flux above the horizontal plane” shall not exceed 1600 lumens.

D. All canopy lighting must be fully shielded. However, indirect upward light is permitted under an opaque canopy provided that no lamp or vertical element of a lens or diffuser is visible from beyond the canopy and such that no direct upward light is emitted beyond the opaque canopy. Landscape features shall be used to block vehicle headlight trespass while vehicles are at an external point of service (i.e. drive-thru aisle).

Findings: Placement of the canopy lights are not shown in detail. As a **condition of approval**, the applicant shall use lighting that is recessed up into the canopy and to prevent light trespass.

E. All facade lighting must be restricted to the facade surface. The margins of the facade shall not be illuminated. Light trespass is prohibited. The sides of commercial buildings without a customer entrance shall not be lit.

Findings: The applicant is proposing shielded lighting along the facade surfaces to prevent light trespass. The alley facade will be lit by the adjacent parking lot.

16.43.080 Height Limits.

Pole and surface-mounted luminaires under this section must conform with Section 16.43.070.

A. Lighting mounted onto poles or any structures intended primarily for mounting of lighting shall not exceed a mounting height of 40% of the horizontal distance of the light pole from the property line, nor a maximum height according to Table 16.43.080, whichever is lower.

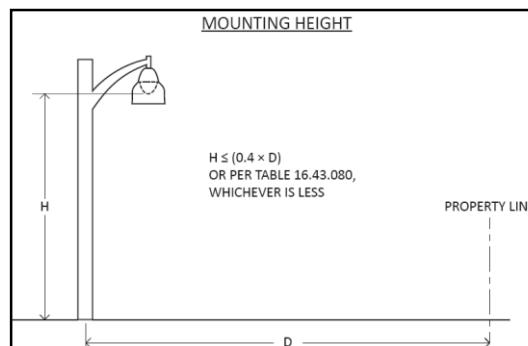


Figure 16.43.2: Mounting Height

The following exceptions apply:

2. Lights specifically for driveways, and then only at the intersection of the road providing access to the site, may be mounted at any distance relative to the property line, but may not exceed the mounting height listed in Table 16.43.080.
3. Mounting heights greater than 40% of the horizontal distance to the property line but no greater than permitted by Table 16.43.080 may be used provided that the luminaire is side-shielded toward the property line.

Table 16.43.080 – Maximum Lighting Mounting Height in Feet

Lighting Zone	Lighting for Driveways, Parking and Transit	Lighting for Walkways, Plazas and other Pedestrian Areas	All Other Lighting
LZ 2	37.5	18.0	15.0

Findings: The above standards are not applicable because not pole or surface-mounted luminaries are proposed.

- B. Lighting mounted onto buildings or other structures shall not exceed a mounting height greater than 4 feet higher than the tallest part of the building or structure at the place where the lighting is installed, nor higher than 40% of the horizontal distance of the light from the property line, whichever is less. The following exceptions apply:*
- 2. Lighting for facades may be mounted at any height equal to or less than the total height of the structure being illuminated regardless of horizontal distance to property line.*
 - 3. For buildings less than 40 feet to the property line, including canopies or overhangs onto the sidewalk or public right of way, luminaires may be mounted to the vertical facade or the underside of canopies at 16 feet or less.*

Findings: The above standard is met.

16.43.090 Lighting Controls

The city strongly recommends the use of timers and/or motion detectors on outdoor lighting, and that motion detectors be set to minimize unnecessary activation. For example, motion detectors for entryway or driveway lights should not activate for off-site pedestrians or cars.

Findings: The applicant stated in the application narrative that lighting controls will be provided.

16.46 Access Limitations on Project Density

16.46.020 Ingress and egress.

Ingress and egress to any lot or parcel, the creation of which has been approved by the Planning Commission, shall be taken along that portion fronting on a public street unless otherwise approved by the Planning Commission.

Findings: The development under review will create one new access behind City Hall, which abuts a public street. All existing accesses along 2nd Avenue will lose functionality when the new building is constructed.

16.46.030 Access connection.

A. Spacing of accesses on City streets. The number and spacing of accesses on City streets shall be as specified in Table 16.46.030. Proposed developments or land use actions that do not

comply with these standards will be required to obtain an access spacing exception and address the joint and cross access requirements of this Chapter.

TABLE 16.46.30
Access Management Guidelines for City Streets*

Street Facility	Maximum spacing** of roadways	Minimum spacing** of roadways	Minimum spacing** of roadway to driveway***	Minimum Spacing** driveway to driveway***
Arterial	1,000 feet	660 feet	330 feet	330 feet or combine
Collector	600 feet	250 feet	100 feet	100 feet or combine
Neighborhood/Local	600 feet	150 feet	50 feet	10 feet

** Measured centerline on both sides of the street

*** Private access to arterial roadways shall only be granted through a requested variance of access spacing policies when access to a lower classification facility is not feasible (which shall include an access management plan evaluation).

Note: Spacing shall be measured between access points on both sides of the street.

Findings: The proposed new access is along Holly Street, a neighborhood street. All existing accesses along 2nd Avenue will lose functionality when the new building is constructed. The above standards are met.

16.46.035 Restricted access.

The City may allow an access to a City street that does not meet the spacing requirements of Table 16.46.030 if the proposed access is restricted (prevents certain turning movements). The City may require an applicant to provide an engineered traffic study, access management plan, or other information as needed to demonstrate that the roadway will operate within the acceptable standards with the restricted access in place. Access to OR 99E shall be regulated by ODOT through OAR 734.51.

16.49 Site and Design Review

16.49.030 Site and design review plan approval required.

A. The following projects require site and design review approval, except as exempted in (2) below:

1. All new buildings.
2. All new mobile home parks.
3. Major building remodeling above 60% of value.
4. Addition of more than 5,000 square feet of additional gross floor area in a one year period.
5. Construction activity which causes a decrease in pervious area in excess of 2,500 square feet in a one year period.

None of the above shall occur, and no building permit for such activity shall be issued, and no sign permit shall be issued until the site and design review plan, as required by this ordinance, has been reviewed and approved by the Board and their designees for conformity with applicable criteria.

B. The following are exempt from site and design review:

7. *Parking lot or paving projects. If no buildings or structures are involved, paving or parking lot development in excess of 2,500 square feet of impervious surface is exempted from site and design review, except in the C-1 zone. In the C-1 zone, all new parking lots that do not involve buildings or structures are subject to site plan review as required in Section 16.49. All new paved areas and parking lots in excess of 2,500 square feet must meet the requirements of Section 16.49.150.*

Findings: The proposed new library and City Hall remodel requires a Site and Design Review application. Per above, the parking lots can be separated from the Site and Design Review; new parking lots require and administrative Type I site plan review. Site plan review will check for conformance with city storm drainage requirements, parking lot landscaping standards of 16.49.150, access standards, and lighting standards. Therefore, as a **condition of approval**, any new parking lots associated with this development must apply for a Type I Site Plan Review.

16.49.035 Application for Site and Design Review

- A. *For projects in the Downtown Canby Overlay Zone, applicants may choose one of the following two processes:*
1. *Type II – If the applicant meets all applicable site and design review standards set forth in Chapters 16.41 and 16.49; applicant shall submit a Type II application for approval pursuant to the approval criteria set forth in 16.49.040.2; or*
 2. *Type III – If the applicant proposes the use of alternative methods or materials to meet the intent of the site and design review standards set forth in Section 16.41.070, the applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040.3. The applicant must still meet all applicable requirements of Chapter 16.49.*
- B. *All other projects subject to site and design review approval pursuant to Section 16.49.030 are subject to the Type III procedural requirements set forth in Chapter 16.89. The applicant shall submit a Type III application for approval pursuant to the approval criteria set forth in 16.49.040.1.*

Findings: The proposal is subject to a Type III Site and Design Review because the applicant proposed alternative methods and materials to meet the standards of Chapter 16.41 and because the proposal entails a Major Variance application which requires a Type III procedure before the Planning Commission.

16.49.040 Criteria and standards.

- A. *In review of a Type III Site and Design Review Application described in Section 16.49.035.B, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following A through D, and with Criteria 4, 5, and 6 below:*
1. *The proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable city ordinances insofar as the location, height and appearance of the proposed development are involved; and*
 2. *The proposed design of the development is compatible with the design of other developments in the same general vicinity; and*

3. The location, design, size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity.
4. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. LID best management practices include, but are not limited to, minimizing impervious surfaces, designing on-site LID stormwater management facilities, and retaining native vegetation.
5. The Board shall, in making its determination of compliance with subsections B through D above, use the matrix in Table 16.49.040 to determine compatibility unless this matrix is superseded by another matrix applicable to a specific zone or zones under this title. An application is considered to be compatible, in regards to subsections B, C, and D above, if the following conditions are met:
 - a. The development accumulates a minimum of 70 percent of the total possible number of points from the list of design criteria in Table 16.49.040; and
 - b. At least 15 percent of the points used to comply with (a) above must be from the list of LID Elements in Table 16.49.040.

Findings: The above criteria is to be considered by the Planning Commission at their Public Hearing.

- C. In review of a Type III Site and Design Review Application described in Section 16.49.035.A.2, the Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the INTENT of the DCO site and design review standards set forth in 16.41.070.A.1, 16.41.070.B.1, 16.41.070.C.1, 16.41.070.D.1, 16.41.070.E.1, and 16.41.070.F.1, and with Criteria 4, 5, and 6 below.

Findings: Per above and per 16.49.035(A)(2), the Planning Commission has the discretion to approve alternative designs that meet the intent of 16.41.

16.49.040.040 Site and Design Review Menu

Findings: Per 16.22.040(A), the site and design review menu in 16.22 supersedes the menu in 16.49.

16.49.050 Conditions placed on site and design review approvals.

- A. A site and design review approval may include restrictions and conditions. These restrictions and conditions shall be reasonably conceived to:
 1. Protect the public from the potentially deleterious effects of the proposal; and/or
 2. Fulfill the need for services created, increased or in part attributable to the proposal; and/or
 3. Further the implementation of the requirements of the Canby Municipal Code.
- B. The following types of conditions are specifically contemplated by subsection (1) of this section, and the listing below is intended to be illustrative only and not to be construed as a limitation of the authority granted by this section.

4. **Plan Modification.** Changes in the design or intensity of the proposed development, or in proposed construction methods or practices, necessary to assure compliance with this ordinance.
5. **Off-Site Improvements.** Improvements in public facilities, including public utilities, not located on the project site where necessary to assure adequate capacity and where service demand will be created or increased by the proposed development. The costs of such improvements may be paid for in full while allowing for recovery of costs from users on other development sites, or they may be pro-rated to the proposed development in proportion to the service demand projected to be created on increases by the project. If determined appropriate by the city based on specific site conditions, off-site roadway improvements may be required to accommodate bicycle and pedestrian travel consistent with the TSP and applicable sections of this code.
6. **Other Approvals.** Evaluation, inspections or approval by other agencies, jurisdictions, public utilities or qualified consultants may be required for all or any part of the proposed development.
7. **Access Limitation.** The number, location and design of street accesses to a proposed development may be limited or specified where necessary to maintain the capacity of streets to carry traffic safely, provided that sufficient access to the development is maintained.

Findings: Staff has no further recommended conditions of approval.

16.49.065 Bicycle and pedestrian facilities.

Developments coming under design review shall meet the following standards:

- A. The internal walkway system shall be extended to the boundaries of the property to adjoining properties developed or zoned for commercial, public, or multi-family uses. The walkway shall connect to an existing walkway system on adjoining property or be located so as to provide for development of a logical connection in the future when the adjoining property is developed or redeveloped.
- B. On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access within new subdivisions, multi-family developments, planned development, shopping centers, and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers. Residential developments shall include streets with sidewalks and accessways.
- C. **For new office parks and commercial development:**
 1. At least one sidewalk connection between the proposed development and each abutting commercial or office property shall be provided. One connection shall also be provided to each neighborhood.
 2. Walkways shall be provided to the street for every 300 feet of developed frontage.
 3. Walkways shall be direct with minimal driveway crossings.
 4. Walkways shall be linked to the internal circulation of the building.
 5. Walkways shall be at least five feet wide and shall be raised, or have different paving materials when crossing driveways or other vehicle maneuvering areas.
- D. Use of permeable surfacing materials for walkways is encouraged whenever site and soil conditions make it feasible. Permeable surfacing includes, but is not limited to, paving blocks, turf blocks, and porous asphalt. All permeable surfacing shall be designed, constructed, and maintained in accordance with the Canby Public Works Design Standards.

Findings: The site contains existing sidewalks that will remain, thus meeting the above standard. Per 16.49.030(B)(7), parking lot designs may be reviewed under a Type I procedure; the standards above will be evaluated during a Type I review.

16.49.080 General provisions for landscaping.

- C. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows:
 - 2. Seven and one-half (7.5) percent for the Downtown-Commercial zone.

Findings: The applicant is requesting a variance from the above standard; approximately 450sf of landscaping is proposed; approximately 2284sf of landscaping is needed in a 30,450sf site to meet the above 7.5% requirement.

- I. Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements. Plant size and spacing shall follow the Oregon Department of Transportation standards.
- J. All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species. The use of tree and plant species native to the Pacific Northwest is encouraged. Any new tree planted must be included on the city's list of approved tree species.
- K. Landscaping shall be installed in accordance with the provisions of the most recent edition of the Sunset Western Garden Book.
- L. The following guidelines are suggested to insure the longevity and continued vigor of plant materials:
 - 1. Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.
 - 2. Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.
- M. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise, so that:
 - 1. It will not interfere with designated pedestrian or vehicular access; and
 - 2. It will not constitute a traffic hazard because of reduced visibility.
 - 3. It will not hinder solar access considerations.
- N. After completion of site grading, topsoil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.
- O. All planting areas shall be graded to provide positive drainage.
- P. Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways.

Findings: The proposed landscaping shall meet the above provisions. This is a condition of approval.

16.49.090 Specifications for tree and plant materials.

A. Deciduous Trees. Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped. Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.

Findings: The development proposes two (2) trees in the plaza area which meet the above standard.

C. Evergreen and Deciduous Shrubs. Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.

Findings: The landscaping plan shows that the above standard is met.

16.49.100 Landscaping installation and maintenance.

A. Except as allowed by subsection (2), all landscaping and exterior improvements required as part of the site and design review approval shall be completed prior to the issuance of any certificate of occupancy.

C. All landscaping approved through the site and design review process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the Site and Design Review Board, unless later altered with Board approval.

Findings: The proposed landscaping is subject to the above provisions. **This is a condition of approval.**

16.49.120 Parking lot landscaping standards.

B. Application. Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

C. Landscaping Within a Parking Lot.

1. Area within a parking lot shall include the paved parking and maneuvering area, as well as any paved area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

2. Each interior landscaped area shall be a minimum of six (6) feet wide, unless the area is added to the required perimeter landscaping.

3. The use of LID best management practices in parking lots is encouraged whenever site and soil conditions make it feasible. Such practices include, but are not limited to, permeable surfacing materials, and integrating LID stormwater management facilities into the required landscaping areas.

D. Computing Minimum Area Required to be Landscaped Within a Parking Lot. Minimum area required to be landscaped within a parking lot shall be as follows:

1. Five (5) percent for the Downtown-Commercial Zone for any off-street parking spaces

- provided.
2. Ten (10) percent for the Core Commercial (CC) sub-area of the Downtown Canby Overlay Zone for any off-street parking spaces provided.
- E. All parking areas with more than 16 spaces shall include landscape islands to break up the parking area into rows of not more than 8 contiguous parking spaces.
1. Landscape islands shall have a minimum area of 48 square feet and a minimum width of six (6) feet.
 2. Landscape islands shall contain at least one tree that meets the standards in subsection (6) below.
 3. Landscape islands may be counted toward the minimum parking lot landscaping requirements.
- F. Criteria for Trees in Parking Lots. Deciduous, evergreen and/or shade trees shall meet the following criteria:
1. Reach a mature height of forty (40) feet. Trees must be at least three-inch (3") caliper at the time of planting.
 2. Cast moderate to dense shade in summer.
 3. Be long lived, i.e., over sixty (60) years.
 4. Do well in an urban environment:
 - a. Be pollution tolerant; and
 - b. Be tolerant of direct and reflected heat.
 5. Require little maintenance:
 - a. Be mechanically strong;
 - b. Be insect and disease resistant; and
 - c. Require little pruning.
 6. Be resistant to drought conditions.
 7. Be barren of fruit production.
- G. Perimeter of Parking and Loading Areas:
1. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.
 2. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.
- H. Irrigation System or Available Water Supply Required. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within 150 feet of all plant materials to be maintained.

Findings: When the parking lot receives a site plan review the above landscaping standards will be reviewed.

16.49.150 Parking lots or paving projects.

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements, parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89.

Findings: Per above, the parking lots can be separated from the Site and Design Review; new parking lots only require and administrative Type I Site Plan review. Site plan review will check for conformance with city storm drainage requirements and parking lot landscaping standards.

16.53 Variances

16.53.020 Major Variances.

These provisions are intended to prescribe procedures which allow variations from the strict application of the regulations of this title, by reason of exceptional circumstances and other specified conditions:

A. Authorization. *The commission may authorize variances from the requirements of this title, other than Division VII, where it can be shown that, owing to special and unusual circumstances related to a specific piece of property, the literal interpretation of the regulations would cause an undue or unnecessary hardship, except that no variance shall be granted to allow the use of property for purposes not authorized within the district in which the proposed use would be located. In granting a variance, the commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purpose of this title.*

B. Standards and Criteria. *A variance may be granted only upon determination that all of the following conditions are present:*

- 1. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the city and within the same zone. These exceptional or extraordinary circumstances result from tract size or shape, topography or other circumstances over which the owners of the property have no control. Actions of previous owners do not constitute other exceptional or extraordinary circumstances; and*
- 2. The variance is necessary to assure that the applicant maintains substantially the same property rights as are possessed by the owners of other property in the city and within the same zone; and*
- 3. Granting of this variance will not be materially detrimental to the intent or purposes of the city's Comprehensive Plan or the Land Development and Planning Ordinance; and*
- 4. Granting of this variance will not be materially detrimental to other property within the same vicinity; and*
- 5. The variance requested is the minimum variance which will alleviate the hardship; and*
- 6. The exceptional or unique conditions of the property which necessitate the issuance of a variance were not caused by the applicant, or the applicant's employees or relatives.*

Findings: The Planning Commission shall consider the above criteria when deciding on the variance application to not meet the 7.5% landscaping standard. Refer to the applicant's narrative for their stance on why the Planning Commission should grant the variance.

16.89 Application and Review Procedures

Findings: This application is being processed in accordance with Chapter 16.89. Notice of the public hearing was mailed to owners and residents of lots as within 500 feet of the subject development, and applicable agencies, including ODOT. Notice of the meeting was posted at the Development Services Building, published in the *Canby Herald*, and a neighborhood meeting was held within the parameters of 16.89.070.

Per 16.89.080(D)(1)(c), a property owner signature is required on all land use applications require the property owner's signature. Customarily, the city relies on the name of the person or entity listed on the most recent Clackamas County tax roll for the name/entity of the property owner. For this development, the City of Canby, the Canby Urban Renewal Agency, and the Canby Utility Board are listed as property owners. The application does not contain a signature from an official representative from the Canby Utility Board. Therefore, as a condition of approval, the applicant shall provide a signature from an official representative from Canby Utility Board permitting this development and/or written documentation that the City of Canby and/or the Canby Urban Renewal Agency is the owner of the subject tax lots (property negotiations are underway). **This is a condition of approval.**

IV. PUBLIC TESTIMONY

Notice of this application and opportunity to provide comment was mailed to owners and residents of lots within 500 feet of the subject properties and to all applicable public agencies. All written testimony will be presented to the Planning Commission.

V. CONDITIONS OF APPROVAL

Staff concludes that, with conditions, the application will meet the requirements for site and design review approval. Staff has concluded the following conditions of approval:

A. Design Conditions:

1. Approval of this application is based on submitted application materials and public testimony. Approval is strictly limited to the submitted proposal and is not extended to any other development of the property. Any modification of development plans not in conformance with the approval of application file #DR 13-01/VAR 13-01, including all conditions of approval, shall first require an approved modification in conformance with the relevant sections of this *Canby Land Development and Planning Ordinance*. Approval of this application is based on the following submissions:
 - a. City of Canby New Canby Public Library & City Hall Renovation Design Review drawings revised 4/1/13; including Exterior Elevations revised 4/1/13, Perspective Views revised 4/1/13, Exterior Materials revised 4/1/13, Site Photometric Plan E1.OLC dated 02/27/13, Site Plan dated 3/8/13, Floor Plan dated 3/8/13, Concept Landscape Plan dated 3/7/13, Site Plan dated 2/27/13, and Lighting Plan dated 2/27/13
 - b. Site and Design Review Land Use Application and narrative
 - c. Major Variance Application and narrative
 - d. All other materials submitted in conjunction with the DR 13-01/VAR 13-01 applications

2. The new access off Holly Street shall be designed with a new curb and driveway crossing that matches other nearby access designs. Final design must be approved by the city prior to construction.
3. The applicant shall follow the following on-site circulation specifics:
 - a. Install “Do not enter” signage (Manual on Uniform Traffic Control Devices (MUTCD) R5-1) at the exiting end of the one-way internal driveways, a “Right turn only” sign (MUTCD R3-5) to alert drivers leaving the driveway on the east side of the Canby Utility Board building, and a “No right turn” sign (MUTCD R3-1) to alert drivers leaving the book-drop window driveway.
 - b. Provide a curb or buffer along the north side of the proposed east-west internal site driveway and the south building frontage of City Hall and the proposed Library.
 - c. Consider prohibiting on-street parking along N Holly Street and NW 1st Avenue within 20-feet of site access locations, as recommended in the Manual on Uniform Traffic Control Devices (MUTCD) to improve intersection sight distance.
 - d. Provide guide signing to the Library book-drop window from adjacent side streets (NW 1st Avenue and N Holly Street)
 - e. Have the site designer/engineer verify the turn templates and internal circulation routes for the proposed design vehicle to ensure adequate on-site circulation.
4. The applicant shall file any deeds detailing easements with the Clackamas County Clerk’s Office, Canby City Hall, and the Canby Planning Department prior to final occupancy.
5. Per 16.10.100, there shall be a minimum on 2 feet between bicycle racks and a wall or other obstacle and the racks shall follow the guidelines of the Figure 20 from the Canby Downtown Plan.
6. The access driveway along Holly is required to have a 10 foot vision clearance triangle.
7. The proposed city seal sign along 2nd Avenue shall not exceed 60sf per the standards of 16.42.
8. All fully shielded lighting, defined under 16.43.020 as “a luminaire emitting no luminous flux above the horizontal plane”, shall not exceed 7800 lumens; all shielded lighting, defined under 16.43.020 as “a luminaire emitting less than 2.0 percent of its luminous flux above the horizontal plane” shall not exceed 1600 lumens.
9. Proposed canopy lighting shall be recessed up into the canopy to prevent light trespass.
10. The light for the proposed hose tower sign shall be shielded per the standards of 16.42.040(B).
11. The proposed landscaping shall comply with the provisions of 16.49.080 and 16.49.100.
12. The applicant shall provide a signature from an official representative from Canby Utility Board permitting this development and/or written documentation that the City of Canby and/or the Canby Urban Renewal Agency is the owner of the tax lots 31E33CA06300, 31E33CA06200, 31E33CA06100, and 31E33CA06000.
13. Any new parking lots associated with this development must apply for a Type I Site Plan Review.
14. Accessible parking shall be reviewed by Clackamas County prior to the issuance of building permits.
15. The development shall comply with the standards of all applicable outside utility and regulatory agencies; including Canby Utility Board (CUB), Northwest Natural Gas, Wave Broadband, Canby Fire District, Canby Telcom, the Oregon Department of Transportation

(ODOT), and Clackamas County.

16. The development shall comply with all applicable City of Canby Public Works Design Standards.

B. Procedural Conditions:

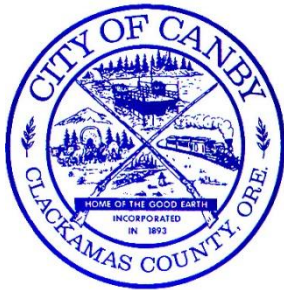
Prior to issuance of Building Permits the following must be completed:

1. Submit final construction plans: Final construction plans shall indicate the design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, natural gas, telephone, storm water, cable, and emergency service provisions. Construction plans shall be designed and stamped by a professional engineer registered in the State of Oregon.
2. Prior to the issuance of a County Building Permit/City Site Plan Review permit, final construction plans must be approved by the city and all other utility/service providers. The City of Canby may require a pre-construction conference to obtain final approval from utility providers and applicable city departments. This includes, but is not limited to, approval by:
 - a. City of Canby Planning: Reviews construction plans for depiction of the conditions of approval determined by the Planning Commission
 - b. City of Canby Engineering/Canby Public Works: Review stormwater, sanitary sewer/wastewater, grading/erosion control, street trees, and other applicable items. A non-residential wastewater survey must be submitted for review and approval by the city prior to final building occupancy.
 - c. Canby Fire District
 - d. Canby Utility – Reviews water and electric service
 - e. Northwest Natural Gas
 - f. Canby Telcom
 - g. Wave Broadband
3. **Clackamas County Building Codes Division** will provide structural, electrical, plumbing, and mechanical plan review and inspection for this project. Applicable building permits are required prior to construction.

VI. Decision

Based on the application submitted and the facts, findings, and conclusions of this report, Staff recommends that the Planning Commission **approve** Site and Design Review File #DR 13-01/VAR 13-01 pursuant to the Conditions of Approval presented in this Staff Report in Section V.

Sample motion: I move to approve Site and Design Review/Variance File #DR 13-01/VAR 13-01 pursuant to the Conditions of Approval presented in this Staff Report in Section V.



City of Canby

Date: May 31, 2013 (prepared for June 10 Planning Commission meeting)

From: Bryan Brown, Planning Director/Angie Lehnert, Associate Planner

RE: Library decision remand and submittal of revised designs and information

As of the date of this memo, staff has the following additional information on the Library project before you for consideration of approval:

Remand

At the May 13, 2013 Public Hearing, the Planning Commission voted orally 6-0 to deny DR 13-01/VAR 13-01 for a new city library. On May 15, 2013, the Canby City Council passed an order under ORS 227.180 calling up the Commission's oral decision for review and then immediately remanding the application back to the Canby Planning Commission to review a revised proposal. A copy of the remand order is attached. Staff provided public notice of the June 10, 2013 remand public hearing per the procedural standards of 16.89 as if a new application were submitted. A copy of the property owner and newspaper notice is attached. Therefore, a new public hearing on DR 13-01 is scheduled for the June 10, 2013 Planning Commission meeting to review a revised library proposal.

The revised library proposal differs from the original in the following ways:

- 1) The resubmitted proposal has purged the previous variance request and associated justifications pertaining to the required landscaping area standard. The newly submitted landscape plan now fully meets and exceeds the 7.5% of lot area landscape requirement.
- 2) The applicant will clarify that all "development standards – height, lot coverage, and FAR – have been met and why the Planning Commission has the discretion, just cause, and reason to consider approving a one-story library building at this location.
- 3) A report and update will be provided on the ownership agreement that has transpired with regard to tax lot 6100. This lot is owned by Canby Utility Board (CUB) and this report will relate to CUB's consent for processing this application.

1) Landscaping Revisions

The applicant, FFA Architecture, has revised the landscape plan to include the use of a grass paver system along the alley driveway, and has added additional landscaping in the Holly Street frontage area by removing and replacing no longer needed ramps and existing concrete. These additions have brought the total landscape area up to 7.55% of the lot area, thus meeting the standard. In addition, 16.49.080(I) allows the use of up to 5% of the required landscape area to be covered with non-organic landscaping features such as decorative rock, pavers, or internal sidewalk paths which can be counted toward the landscaping percentage. In addition, all permeable areas that serve a dual decorative landscaping and stormwater management purpose may also count toward meeting the landscape area requirement (see code provisions included below). By counting the pavers utilized at the book drop area, the total landscape area percentage obtained is 7.8% of the site. Therefore, the original Variance application request has been removed from the application and was removed from the June 10 meeting public notice.

The pertinent landscape ordinance provisions within City Code are provided below:

16.49.080 General provisions for landscaping.

- C. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows:
 - 2. Seven and one-half (7.5) percent for the Downtown-Commercial zone.

- D. LID stormwater management facilities, such as rain gardens and bio retention areas, may be counted toward the minimum landscaping requirement when they are located on private property. LID facilities in the public right-of-way cannot be counted toward the minimum landscaping requirement. The integration of LID stormwater management facilities within required landscaping must be approved by the city and shall comply with the design and construction standards set forth in the Canby Public Works Design Standards.

- I. Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements.

2) One-story Building Concern

The Planning Commission pointed out the statement within 16.41.010(A) within a purpose paragraph of the Downtown Canby Overlay (DCO) zone that states that the: “Floor area ratios are intended to work with building height and setback standards to control the overall bulk of the building. The proposed FAR in conjunction with the maximum lot coverage ensures that development will be a minimum of two floors along the street in the C-1 portion of the Core Commercial area”.

The library planning team has been aware of the intent of the DCO to promote 2-story buildings in the Downtown area from the beginning of the project. However, the city’s professional library designers recommend a one-story building for long-term operational management cost and efficiency. In addition, they recommend a one-story building because of the community’s desire to retain and incorporate the historic one-story City Hall building in to the new library’s design. The architects focused on making the outward street appearance of the majority of the new building reflect the intent of the DCO in their design along with providing an attractive transition to the existing City Hall. Providing a new library in the core of the downtown with the height, bulk, massing, and exterior appearance of a “two story” building is significant in its own right toward complying with the “intent” of the DCO purpose statement.

The actual application of the Downtown development standards which are intended to implement and achieve the overall purpose of the DCO provisions have all been met by this application. These include minimum and maximum setbacks, height, lot coverage, building footprint, and floor area ratio. In most cases these combined parameters do result in a two story building, but did not when on-site parking was not required nor deemed necessary as part of the preferred design solution. Regulatory structure does not always fully implement general purpose statements in the variety of

iterations that are possible. If an absolute 2-story requirement was to be absolutely ensured, a simple statement for such could have been made in the Development Standards.

Staff's interpretation of the Code in this manner is supported by a known and respected land use attorney who has offered to be present at this hearing. Staff has provided you this interpretation regarding the application of the DCO 2-story intent statement so that you realize you have a basis for approving the design before you.

3) Application Processing Consent from All Property Owner's

Staff has requested, in accordance with Section 16.89.080(D) (c) of the Canby Municipal Code that Canby Utility provide signed written consent for this application to be processed. They have not yet done so, possibly with concerns that CUB would lose control if the application is approved and not be in a position to stop the project from moving forward if all necessary agreements involving the Tax Lot in question are not fully executed.

Our Code does not require that ownership of all the property that is part of an application be the same and often the sale of property is contingent upon obtaining land use approval. The signature by an owner on our application form should be considered to be consent for an application to be made and processed – nothing more or less. If concern exists about proceeding beyond the land use approval stage with ownership transactions, a letter or agreement in conjunction with appropriate conditions of approval should provide an adequate means of providing assurance. Construction will not proceed until necessary agreements or transactions are in place. Staff is working with Canby Utility and their legal representative to obtain a consent letter to allow the completion of the processing of this application.

Other Physical Site Changes

Change In Private Alley Drive Width: The applicant's narrowing of the private alley driveway width to accommodate the grass paver system to assist in meeting the landscape area standard has been reviewed and acknowledged by Canby Fire (see attached memo from FFA to Todd Gary) to conform with the accessibility requirements of the Fire Code. The revised driveway dimensioning meets all applicable driveway standards of the city code.

One-way Private Alley Drive: In addition, the private alley driveway access circulation has been reconfigured to provide an improved one-way flow – entering from Holly Street and exiting out the City owned parking lot east of the Canby Utility building. This alteration was evaluated by the City's traffic engineer who agreed that the one-way flow would reduce on-site traffic conflicts around the drive-thru book drop off and the use of the private alley drive in general.

Application Limited to 4 Tax Lots: As indicated by staff at the original public hearing, the adjacent tax lots and existing parking lots contained on the south half of this City block are not a part of the library Site and Design Review application. Staff recognized the Planning Commission's possible interest in what is likely happening in the block as a whole and asked the architects to include the existing parking lots for reference purposes. With the revised reference drawing, the old police building site has been removed completely from the drawing as current plans do not include the construction of a parking lot that would connect in any way to the library site. The other tax lots continue to be shown- again for reference context – to illustrate how users of the parking lot west of Canby Utility will continue to be able to exit onto the private alley drive in accordance with the one-way eastward flow. In addition, the reference drawing shows how the Canby Utility drive-thru customers will be able to continue to exit out

of the drive-thru utility window to the City's private alley drive and will also be able to exit through the existing parking lot on the east side of the Canby Utility Building. The city's traffic engineer confirmed to staff's satisfaction that the level of traffic to be generated by the library book drop and Canby Utility customers can easily be accommodated by the shared private drive arrangement proposed and in place today except for the one-way flow now proposed.

Confirmation FAR has been met: The architect for this project has calculated the site area of the library to be 30,450 square feet. The proposed building footprint size is 25,700 square feet. This confirms that the floor area ratio of 0.80 has been exceeded at 0.84.

**BEFORE THE CITY COUNCIL
OF THE
CITY OF CANBY**

In Re:


Application of)	ORDER CALLING UP AND
)	REMANDING PLANNING
CITY OF CANBY)	COMMISSION DECISION
)	DR 13-01/VAR 13-01

On May 14, 2013, the Canby Planning Commission considered and made a tentative decision to deny a site plan and design review and variance request for a new library building. Although this decision has not yet been reduced to writing, the basis identified for the denial included: (1) lack of property owner consent for the application; (2) the development standards were not satisfied with regard to building height; and (3) the variance criteria necessary to reduce site landscaping where not met. The applicant would like an opportunity to redesign the project to respond to the Planning Commission’s concerns.

The Canby City Council considered this matter and, pursuant to its authority under ORS 227.180, hereby orders that the Planning Commission’s decision on this matter is called up for review by the Canby City Council. Further, pursuant to Canby Municipal Code 16.06.130(c), prohibiting the City Council from acting on any item until the Planning Commission has had ample time to consider the matter, this matter is remanded back to the Planning Commission to review a revised proposal.

This order shall be distributed to all parties along with additional notice of the hearing date that the decision being reviewed by the Planning Commission. The hearing will be conducted pursuant to the Canby Municipal Code provisions governing Type III review.

DATED this 15th day of May 2013.



Brian Hodson
Mayor

ATTEST:

AYES: Ares, Hensley, Coleman, Dale, Parker & Rider
NOES: None.
ABSTAIN: None.
ABSENT: None.

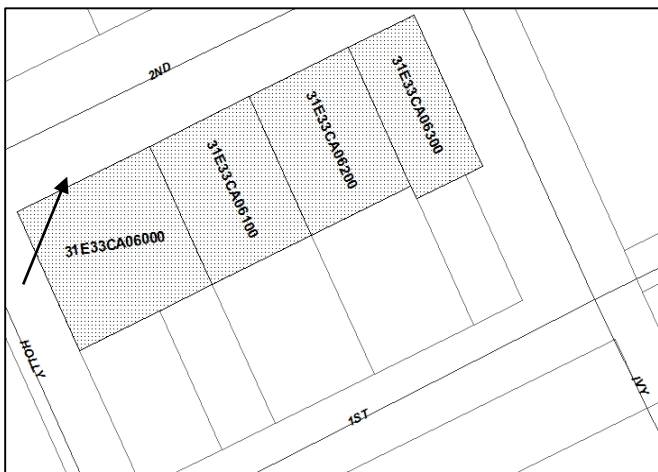


City of Canby

NOTICE OF PUBLIC HEARING & REQUEST FOR COMMENTS

The purpose of this notice is to invite you to an additional Planning Commission Public Hearing on Monday, June 10, 2013 at 7 pm in the City Council Chambers, 155 NW Second Avenue to review a revised Site and Design Review application to build a new city public library. At city staff’s request, the City Council acted to “Call Up for Review” the Planning Commission’s decision on this matter pursuant to its authority under ORS 227.180, and “Remanded” this matter back to the Planning Commission to review a revised proposal and render a new decision. You may submit any written comments up to the time of the Public Hearing on June 10, 2013, 7 pm, City Council Chambers, 155 NW

2nd Ave. Thank you!



Location: 111 NW 2ND AVE, 133 NW 2ND AVE, & 182 N HOLLY ST

Tax Lots: 31E33CA06300, 31E33CA06200, 31E33CA06100, 31E33CA06000 (Shaded properties in map at left)

Lot Size: 30,450 sq. ft. of land in four tax lots

Zoning: C-1 Downtown Commercial/Core Commercial subarea of the Downtown Overlay Zone

Owner: City of Canby (TL 6000 & 6200), City of Canby Urban Renewal Agency (TL 6300), Canby Utility Board (TL 6100)

Applicant: Eric Wilcox, FFA Architecture & Planning, Inc.

Application Type: Site and Design Review (Type III)

City File Number: DR 13-01

Contact: Angie Lehnert at 503-266-0686

What is the Decision Process? The Canby Planning Commission will make a decision after the public hearing on June 10, 2013. The Planning Commission’s decision may be appealed to the City Council.

Where can I send my comments? Written comments can be submitted up to the time of the Public Hearing and may also be delivered in person to the Planning Commission during the Public Hearing. (Please see *Comment Form*). Comments can be mailed to the Planning Department, PO Box 930, Canby, OR 97013; delivered in person to 111 NW Second Avenue; or emailed to lehnerta@ci.canby.or.us

How can I review the documents and staff report? Weekdays from 8 AM to 5 PM at the Canby Planning Department. The staff report to the Planning Commission is available for inspection Monday - Friday at the Canby Planning Department or on the City’s website <http://www.ci.canby.or.us> Copies are available at \$0.25 per page or can be emailed to you upon request.

APPLICABLE CRITERIA & FINDINGS

Major approval criteria used in evaluating this application were the following Chapters from the *City of Canby’s Land Development and Planning Ordinance* (Zoning Code):

- 16.08 General Provisions
- 16.10 Off-street Parking
- 16.22 C-1 Downtown Commercial Zone
- 16.41 Downtown Overlay Zone
- 16.42 Signs
- 16.43 Outdoor Lighting Standards
- 16.46 Access Standards
- 16.49 Site and Design Review
- 16.89 Application and Review Procedures

(Note: Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the board based on that issue.)

NOTICE OF PUBLIC HEARING

CITY OF CANBY

The Planning Commission will hold an additional Planning Commission Public Hearing on Monday, June 10, 2013 at 7 pm in the City Council Chambers, 155 NW Second Avenue to review a revised Site and Design Review application to build a new city public library. The variance is no longer requested. At city staff's request, the City Council acted to "Call Up for Review" the Planning Commission's oral decision of denial pursuant to its authority under ORS 227.180, and "Remanded" this matter back to the Planning Commission to review a revised proposal and render a new decision.

The public is encouraged to attend the hearing and provide comment.

DR 13-01 NEW CANBY PUBLIC LIBRARY Site and Design Review to build a new Canby Public Library to be located on 30,450 sq. ft. of land in four (4) tax lots owned by the City of Canby, the City of Canby Urban Renewal Agency and the Canby Utility Board in the C-1 Downtown Commercial/Core Commercial subarea of the Downtown Overlay Zone. The property is located at 111 NW 2ND AVE, 133 NW 2ND AVE, & 182 N HOLLY ST and includes land identified by Clackamas County Assessor Map & Tax Lot Nos. 31E33CA06300, 31E33CA06200, 31E33CA06100, 31E33CA06000.

More information is available at the Canby Planning Department. A staff report is available at the Canby Planning Department and on the City's Website.

Canby Planning Department
111 NW 2nd Avenue - 503-266-7001

Please Publish in the Canby Herald on Wednesday, June 5, 2013
Sent to the Canby Herald on Tuesday, May 21, 2013

E-mail to: llohmann@canbyherald.com

Please send proof.

If you have questions, please contact Angie Lehnert, Associate Planner at 503-266-0686 or lehnerta@ci.canby.or.us.

Please charge to Account 100-103-419-3150



Memorandum

To: Todd Gary Canby Fire District **Date:** May 20, 2013
From: Eric Wilcox
Project Name: New Canby Library and Renovated City Hall
Project Number: 24-10-09
Distribution: Bill Harper, Amanda Zeiber, Troy Ainsworth, Karl Refi, Bryan Brown,

Todd,

Thanks for taking my call regarding fire apparatus access requirements for the alley on the south side of the proposed New Canby Library.

I would like to make sure that I understand the requirements:

1. Clear access alley width is minimum 20'-0"
2. Clear drive surface width is minimum 12'-0"
3. Drive surface should be roughly in the middle and not directly up against either side of the alley or directly against a building wall.
4. The clear area should be free of trees, tall shrubs and other elements.

We should have some updated site design concepts in the next few weeks and would like to arrange a brief meeting at the time to make sure we have a correct design.

Thanks again,

Eric A. Wilcox
Project Manager

c:\Users\EricW\Desktop\Canby access alley requirements.docx

CITY OF CANBY
New Canby Public Library & City Hall Renovation

DESIGN REVIEW
March 8, 2013
REVISED MAY 28, 2013



Table of Contents

1. LAND USE APPLICATION
2. NARRATIVE STATEMENT
3. TRAFFIC IMPACT STUDY (3 COPIES) PREVIOUSLY SUBMITTED
4. NEIGHBORHOOD MEETING MINUTES MEETING #1 PREVIOUSLY SUBMITTED
5. NEIGHBORHOOD MEETING MINUTES MEETING #2 PREVIOUSLY SUBMITTED
6. NEIGHBORHOOD MEETING MINUTES MEETING #3 PREVIOUSLY SUBMITTED
7. PRE-APPLICATION MEETING MINUTES PREVIOUSLY SUBMITTED
8. RECORDED PLAT / SURVEY PREVIOUSLY SUBMITTED
9. PROPOSED DESIGN PLANS, ELEVATIONS GRAPHIC INFORMATION
(10 COPIES, SEPARATE PACKAGE)
10. LANDSCAPE CALCULATION FORM
11. DESIGN REVIEW MATRIX



City of Canby
 Planning Department
 111 NW 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001

LAND USE APPLICATION

SITE AND DESIGN REVIEW

Downtown Canby Overlay - Type III

RESUBMITTAL MAY 26, 2013

APPLICANT INFORMATION: (Check ONE box below for designated contact person regarding this application)

Applicant Name: FFA Architecture and Planning Inc.
 Eric A. Wilcox Phone: (503) 327-0327
 Address: 520 S.W. Yamhill Street, Suite 900 Email: ewilcox@ffadesign.com
 City/State: Portland, Oregon Zip: 97204

Representative Name: FFA Architecture and Planning Inc.
 Eric A. Wilcox Phone: (503) 327-0327
 Address: 520 S.W. Yamhill Street, Suite 900 Email: ewilcox@ffadesign.com
 City/State: Portland, Oregon Zip: 97204

Property Owner Name: City of Canby / Amanda Zeiber Phone: (503) 266-4021
 Signature: _____
 Address: 182 N. Holly Street Email: zeibera@ci.canby.or.us
 City/State: Canby, Oregon Zip: 97013

Property Owner Name: N.A. Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

North half of block located between 1st and 2nd Avenues and N. Holly and N. Ivy Streets. 30,450 sq. ft. #6000, 6100, 6200, 6300
 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers
 Canby City Hall, Canby Area Transit and Canby Planning and surface parking C-1 Downtown Commercial CC sub area
 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation
 New Canby Library and Renovated City Hall
 Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

SITE AND DESIGN REVIEW APPLICATION – TYPE III–INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email. Required application submittals include the following:

Applicant City
Check Check

- One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash or check only. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
- Mailing labels (1" x 2-5/8") for all property owners and all residents within 500 feet of the subject property. **If the address of a property owner is different from the address of a site, a label for each unit on the site must also be prepared and addressed to “occupant.”** A list of property owners may be obtained from a title insurance company or from the County Assessor.
- One (1) copy of a written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services. **Ask staff for applicable Municipal Code chapters and approval criteria.**
Applicable Code Criteria for this application includes:

- Three (3) copies of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact study.
Ask staff to determine if a TIS is required.
- One (1) copy in written format of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.
- One (1) copy in written format of the minutes of the pre-application meeting
- One copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor’s office. If the property is a legal lot of record created by recorded deed or land sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.
- If the development is located in a Hazard (“H”) Overlay Zone, submit one (1) copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site

grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.

Applicant City
Check Check

- Ten (10) paper copies of the proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information: (8) PROVIDE FOR RESUBMITTAL
- Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
 - Site Plan-the following general information shall be included on the site plan:
 - Date, north arrow, and scale of drawing;
 - Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
 - Property lines (legal lot of record boundaries);
 - Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 - Location of all jurisdictional wetlands or watercourses on or abutting the property;
 - Finished grading contour lines of site and abutting public ways;
 - Location of all existing structures, and whether or not they are to be retained with the proposed development;
 - Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
 - Location of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
 - Callouts to identify dimensions and distances between structures and other significant features, including property lines, yards and setbacks, building area, building height, lot area, impervious surface area, lot densities and parking areas;
 - Location of vision clearance areas at all proposed driveways and streets.
 - Landscape Plan
The following general information shall be included on the landscape plan:
 - Layout and dimensions of all proposed areas of landscaping;
 - Proposed irrigation system;
 - Types, sizes, and location of all plants to be used in the landscaping (can be a "palette" of possible plants to be used in specific areas for landscaping);
 - Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
 - Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;
 - Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each tree proposed for removal.
 - Elevations Plan
The following general information shall be included on the elevations plan:
 - Profile elevations of all buildings and other proposed structures;
 - Profile of proposed screening for garbage containers and exterior storage areas;
 - Profile of proposed fencing.
 - Sign Plan.
 - Location and profile drawings of all proposed exterior signage.
 - Color and Materials Plan.
 - Colors and materials proposed for all buildings and other significant structures.

Applicant City
Check Check

- One (1) copy of a completed landscaping calculation form (see page 5)
- One (1) copy of a completed Design Review Matrix (see page 6)

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATION FORM

Site Areas

1. Building area	25,700 s.f.	- Square footage of building footprints
2. Parking/hardscape	4,300 s.f.	- Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area	2,430 s.f.	- Square footage of all landscaped areas
4. Total developed area	30,450 s.f.	- Add lines 1, 2 and 3
5. Undeveloped area	- 0 -	- Square footage of any part of the site to be left undeveloped.
6. Total site area	30,450 s.f.	- Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Percent of landscaping required in Zoning District	7.5%	- Fill in the Appropriate Percentage: R-1, R-1.5, R-2 Zones: 30%; C-2, C-M, C-R, M-1, M-2 Zones: 15%; C-1 Zone: 7.5%
8. Required minimum square footage of landscaping	2,284 s.f.	- Multiply line 4 and line 7
9. Proposed square footage of landscaping	2,430 s.f.	- Fill in value from line 3

Required Landscaping within a Parking Lot (Code 16.49.120(4))

Note: This section and the next apply only to projects with more than 10 parking spaces or 3,500 square feet of parking area

10. Zone	NOT APPLICABLE	- Fill in the Appropriate Zone and Percentage: C-1 Zone: 5%; Core Commercial sub-area of the Downtown Canby Overlay: 10%, except for parking lots with 10 or more spaces and two or more drive aisles: 50 square feet per parking space; All other zones: 15%.
11. Percent of required landscaping	NOT APPLICABLE	
12. Area of parking lot & hardscape	NOT APPLICABLE	- Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
13. Number of vehicle parking spaces	NOT APPLICABLE	- For Core Commercial sub-area in the Downtown Canby Overlay only, fill in the total # of parking spaces on-site.
14. Required square footage of landscaping within 10 feet of parking lot	NOT APPLICABLE	- Multiply area of parking lot (line 12) by percent of required landscaping (line 11) -OR- for the CC sub-area in the Downtown Canby Overlay multiply line 13 by 50 square feet.
15. Proposed square footage of Landscaping within 10 feet of parking lot	NOT APPLICABLE	- Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.

Parking Lot Tree Calculation

16. Number of parking spaces	NOT APPLICABLE	- Total number of vehicle parking spaces
17. Area of parking lot & hardscape	NOT APPLICABLE	- Area from line 12
18. Number of parking spaces (line 16) divided by 8	NOT APPLICABLE	- Round up to the nearest whole number
19. Area of parking lot area (line 17) divided by 2,800	NOT APPLICABLE	- Round up to the nearest whole number
20. Number of required trees in parking lot	NOT APPLICABLE	- Fill in the larger of row 18 and row 19
21. Number of trees provided within 10 feet of parking lot	NOT APPLICABLE	- Fill in the number of proposed trees within 10 feet of parking and maneuvering areas.

SITE AND DESIGN REVIEW APPLICATION: DESIGN REVIEW MATRIX

Applicants: Please circle the applicable point column to your project and compute the total and percentages at the end of the table.

NOT APPLICABLE TABLE 16.49.040 HAS BEEN OVER-RIDDEN
BY TABLE 16.22.040

Table 16.49.040 Site Design Review Matrix

Required for approval: 70% of total possible points (15% of which must be from IID elements), 61 possible points

Design Criteria	Possible Points				
	0	1	2	3	4
Parking					
Screening of loading facilities from public right-of-way	Not screened	Partially screened	Fully screened	-	-
Parking lot lighting provided	No	Yes	-	-	-
Parking location (behind building is best)	Front	Side	Behind	-	-
Number of parking spaces provided (% of minimum required)	>120%	101-120%	100%	-	-
Access	0	1	2	3	4
Distance of access to nearest intersection.	70 feet	71 - 100 feet	>100 feet	-	-
Pedestrian walkways from public street to building entrance.	One entrance connected.	-	All entrances connected.	-	-
Pedestrian walkways from parking lot to building entrance.	No walkways	Walkway next to building	No more than one undesignated crossing of access drive.		
Tree Retention	0	1	2	3	4
For trees outside of building footprint and parking/access areas (3 or more trees)	No arborist report or follows <10% of arborist report	Follows 25-50% of arborist report	Follows 51-75% of arborist report	Follows >75% of arborist report	-
Replacement of trees removed (percent of those recommended for retention in arborist report)	<50%	50%	-	-	-

Design Criteria	Possible Points				
Signs	0	1	2	3	4
Dimensional size of sign (% of maximum permitted)	>75%	50-75%	<50%	-	-
Similarity of sign color to building color	Not similar	Somewhat similar	Similar	-	-
Pole sign used	Yes	No	-	-	-
Location of sign	>25 feet from driveway entrance	Within 25 feet of driveway entrance	-	-	-
Building Appearance	0	1	2	3	4
Style (similar to surroundings)	Not similar	Somewhat similar (1 or 2 points possible depending on level of similarity)	-	-	-
Color (subdued and similar to surroundings is better)	Neither	Similar or subdued	Both	-	-
Material (concrete, wood and brick are best)	Either 1 or 2 points may assigned at the discretion of the Site and Design Review Board				
Size of building (smaller is better)	>20,000 square feet	20,000 square feet	-	-	-
Landscaping	0	1	2	3	4
Number of non-required trees provided	-	At least one tree per 500 square feet of landscaping.	-	-	-
Amount of grass (less grass is better) (% of total landscaped area)	>50%	25-50%	<25%	-	-
Location of shrubs	Foreground	Background	-	-	-
Low Impact Development (LID)	0	1	2	3	4
Use of pervious paving materials (% of total paved area)	<10%	-	10-50%	51-75%	>75%
Provision of park or open space area for public use	None	-	Open space	-	Park
Use of drought tolerant species* in landscaping (% of total plants) *Drought tolerant species per Metro's list.	<25% drought tolerant	-	25-50% drought tolerant	51-75% drought tolerant	>75% drought tolerant

Design Criteria	Possible Points				
	0	1	2	3	4
Low Impact Development (LID) (continued)					
Provision of additional interior parking lot landscaping (% of minimum required)	100%	101-110%	111-120%	>120%	-
Provision of an eco-roof or rooftop garden (% of total roof area)	<10%	-	-	10-50%	>50%
Parking integrated within building footprint (below-grade, structured parking, or tuck-under parking) (% of total on-site parking)	<10%	-	-	10-50%	>50%
Disconnecting downspouts from city stormwater facilities (existing buildings only)	None	Some downspouts disconnected	All downspouts disconnected	-	-
Shared parking with adjacent uses or public parking structure (% of total required parking spaces)	None	<50%	50%	-	-

Required for approval: 70% of total possible points (15% of which must be from LID elements), 61 possible points

Total Points Earned: NOT APPLICABLE (42 required for 70%)

Total LID Points Earned: NOT APPLICABLE (6 required for 15%)

SITE AND DESIGN REVIEW – TYPE III: APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City -or- the Planning Director may determine that a pre-application meeting is required prior to submitting an application. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and set of preliminary plans to the City Planner, and after receiving the Planner's initials, must then make and take (3) copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The amount of the fee for a pre-application meeting is based on whether the application involves a public hearing or not.
2. Prior to submitting an application, applicants may be required to hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.
3. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. The application is reviewed for completeness; the City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
5. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
6. Prior to the public hearing, the City will prepare notice materials for posting on the subject property. This material must be posted **by the applicant** at least ten (10) days before the public hearing.
7. The staff report will be available to all interested parties seven (7) days prior to the hearing.
8. The Planning Commission holds a public hearing. The staff report is presented to the Commission. Testimony is presented by the applicant, proponents and opponents, followed by rebuttal from the applicant.
9. The Commission then issues findings of fact which support approval, modification, or denial of the application. A decision may be appealed to the City Council.
10. If an approval or a denial is appealed, City Council holds a public hearing. The staff report is presented and testimony taken, as at the original hearing(s). Unless the City Council decides to hear the appeal de novo, only testimony regarding items already in the record is permitted, and no new information may be entered. In the case of an appeal, the Council may affirm, revise or reverse the action of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.
11. Prior to construction of the project, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held and approval of Plan set by all agencies, and payment of Canby System Development Charge (SDC) and construction excise tax to the City before issuance of any building permits for the project(s) by Clackamas County.

SITE AND DESIGN REVIEW – DCO TYPE III: STANDARDS AND CRITERIA

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the intent of the following DCO site and design review standards:
 - 16.41.070.A.1.
Design standards in this section are intended to help create an active, inviting street and sidewalk-facing storefronts and entryways that are friendly and easily accessible to passersby. They also will help ensure that the ground floor promotes a sense of interaction between activities in the building and activities in the public realm; and
 - 16.41.070.B.1.
Build upon downtown Canby's traditional architectural vernacular by incorporating cohesive and repetitive architectural elements into the ground floor of street facing facades; and
 - 16.41.070.C.1.
Build upon Canby's traditional downtown architecture by creating an attractive and unified building façade that celebrates ground floor activities, the top of the building (where the edifice meets the sky), and everything in between; and
 - 16.41.070.D.1.
Create a strong architectural statement at street corners to create a strong identity. Establish visual landmarks and enhance visual variety; and
 - 16.41.070.E.1.
Use building materials that evoke a sense of permanence and are compatible with Canby's business areas and the surrounding built environment; and
 - 16.41.070.F.1.
Use colors and buildings that are generally compatible with Canby's business areas and the surrounding built environment.
2. The Board shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this section. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.
3. The Board shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.
4. As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Section 12.20.080 of the City Tree Ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.20 of the City Tree Ordinance. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.

City of Canby

Planning Department

Land Use Application

Site and Design Review

Downtown Canby Overlay –Type III

New Canby Public Library and Renovated City Hall

Project History

In November of 2012, the Canby Urban Renewal Agency representing the City of Canby contracted FFA Architecture and Interiors and their engineering team to design the New Canby Public Library and Renovated Canby City Hall.

The new library is planned for the (3) lots immediately to the east of the existing city hall building. To make way for the new structure the Canby City Hall council chambers addition, Canby Area Transit (CAT) building and the Canby Planning building with adjacent parking areas will need to be removed. In May of 2013, the City of Canby entered into an agreement to purchase the Canby Utility Board (CUB) parking lot east the Canby City Hall. With this agreement in place, these lots will be cleared and prepared for new construction of the Canby Library and Renovated City Hall.

The existing Canby City Hall was built in 1937 as part of the WPA program and has served the city in many ways over the years, including housing the original library located in the corner of the original council chamber. The building also housed various city administration offices, utility offices, police station, and the fire department including a two bay fire engine garage. In 1960 the fire department moved out and into a new garage addition on the east end of the city hall. The original garage was remodeled into the new public library. The building attic space was remodeled into a small conference / meeting room for the fire department.

This building configuration remained until about 1990 when the library moved to its current location. The library space was then remodeled into offices and the fire station garage was remodeled into the current city council chambers.

With community growth and expansion of library services over the last 20+ years, the Canby Library facilities no longer meet the established criteria set forth by the Oregon Library Association. Regional growth and projected growth patterns have pushed the existing library facility well beyond its capacity. The new library program developed to meet this community growth and allow the library to continue to meet current service level results in a building area of approximately 25,700 square feet, over twice the size of the existing facility.

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The Canby Urban Renewal Agency then directed FFA to review site / location options and general building configurations.

Site Options

Civic building such as libraries are typically located in the community core. By doing this, community centers including public and private institutions are developed. As the surrounding community develops the core is reinforced with additional services such as transit centers, parks and government offices. The Canby develop guidelines encourage this trend by further listing the downtown area as a 'Core Commercial' (CC) subarea.

Utilizing this goal the project team reviewed multiple sites in the core area. The existing library site and proposed Second Avenue sites presented the most obvious options.

Existing Library Site:

The existing library site includes the existing library building and 3-4 adjacent privately owned business properties. In order to develop this site these properties would need to be purchased and the businesses displaced. There is also very limited street parking and library patrons would have to park in the adjacent residential neighborhood.

Second Avenue Site:

The Second Avenue site includes the existing City Hall / Council Chamber building. Of the remaining three properties the City of Canby owns two and has an agreement in place to purchase the third. No private businesses would be displaced. With completion of the recent downtown core upgrades parking and access to public transportation has been significantly improved. This option also allows the City to move administration / staff offices into the existing Canby Library building after it is renovated.

The city has commissioned a Traffic Study and the results indicate that the additional traffic generated by the library, will not require any system upgrades.

Building Configuration

For a public library of approximately 25,700 square feet a single story option is the most practical. For library facilities of this size, operational efficiency is maximized with a single story configuration. Staff levels can be kept to a minimum as all services can be provided on one level. Visual supervision is easier and building security is improved. The need for access and exit stairs, elevators, redundant restrooms and other operational services are eliminated, allowing the overall building to be smaller and more efficient.

Civic buildings such as public libraries also tend to have large volume spaces as part of the design program. Public library reading rooms and stack areas allow for this type large volume space. By

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providing these volumes a single story building can appear to match height and mass of a two story building while maintaining the operational efficiency of a one story building.

Based on these considerations and review by the Canby Urban Renewal Agency the current site development proposal was selected and approved by the Agency and Canby City Council in the summer of 2012.

Community Design Process

The proposed Canby Library design is the result of a 'community effort' based design process. FFA and the project team held three community meetings, each with specific goals. These meetings were intended to solicit ideas and feedback from interested community members.

The first community meeting was held on January 19, 2013. FFA presented images of similar building types and materials as examples for the attendees to consider and respond to. The examples included several building images from the City of Canby. The general response was for a warm inviting building of a scale and finish similar to other adjacent Canby buildings. These images and comments are recorded in the attached meeting notes.

The second community meeting on January 30th was more focused on building design styles and preliminary site layout. The initial design concept was presented. General discussion covered building massing, material and finishes. Site layout and circulation for parking and book-drop access were presented. FFA's proposed approach is to respect the existing Canby City Hall building by connecting to the new library with low one-story lobby entry and plaza. The library building would then stair-step up to a taller building mass that reflected other two story buildings located in the downtown core. The overall community response was very favorable. These images, designs and comments are recorded in the attached meeting notes.

The third community meeting was held on February 19th. FFA presented the proposed preliminary schematic design concept. This package was a further refinement of the design previously presented with clarification of materials and finishes. The entry plaza was further developed with more public amenities including benches, planters and bike racks. The south elevation that faces highway 99 included more definition of materials and finishes. Mechanical screens and garbage / recycling enclosures were added. Again, the overall community response was very favorable. The design concept and comments are recorded in the attached meeting notes.

The final Schematic Design concept presented in the following Site Design / Design Review package is a result of this process.

Design Concept

As noted, the overall design concept was developed with the Canby Community input and commercial core (CC) subarea design criteria in consideration. The primary elements include:

1. The proposed library is oriented to 2nd Avenue and over 85% is storefront to provide an open, inviting and pedestrian friendly building.
2. Respect the existing Canby City Hall building by proposing a community plaza that extends back from the sidewalk twenty feet. This will allow the City Hall to maintain its prominence and traditional 'center-seat' for the community. The new library entry is an all glass storefront that is lower than the city hall eave and allows the existing city hall brick veneer to continue into the lobby further reinforcing the connection and prominence of the City Hall. The preservation plan developed with the Oregon State Historical Preservation Office (SHPO) includes restoration of the Canby City Hall to its original 1937 condition, including replicating the original fire station garage doors. The joint lobby created will include historical elements salvaged from the original police station jail cells.
3. "The new building should have materials and finishes similar to the existing City Hall." This was a common comment from many community members. It is reflected in the use of brick veneer with patterns and reveals similar to the city hall.
4. The new multi-purpose room also opens onto the joint lobby and the community plaza. This allows the plaza to function as a 'break-out' space for community meetings and events. The mass of the multi-purpose room frames the plaza with brick veneer similar to the City Hall with windows and storefront glazing similar in height city hall while the building mass steps up to a height more consistent with a two story building. This transition also allows the building to extend to the property line and public sidewalk and meet the primary design criteria set forth design standards.
5. The building then steps up again to the main 'stack area' of the library, presenting a full two story volume to the street with regular spaced columns and full height storefront glazing. This portion of the street front elevation is intended to reflect other buildings in the core by utilizing the design requirement of: base, middle and top elements.

Base: The building will rest on a finished concrete bulkhead with full length glazed storefront with large individual sections of glass.

Middle: Horizontal bands and metal canopies provide visual separation between the base and middle section. At this level the window mullion spacing is reduced to create an appearance of a second floor.

Top: A third level of even closer mullions and building roof cornice projecting out 3' with deep fascia respond to the 'top' criteria.

This will provide a warm and inviting community space while maintaining the goals of the commercial core design strategies.

6. The primary elevations on 2nd Avenue and Ivy Street are over 75% store front glazing. The remaining materials are proposed to be from the list of primary, secondary and accent materials and finishes set forth in the guidelines. They include: brick veneer as the primary material, colored ground face concrete masonry units as the secondary material and prefinished metal as the accent.
7. The south elevation along the new access alley also includes multiple materials and finishes that allow for the base, middle, top concept to be addressed. This elevation is comprised of a concrete bulkhead base wall, ground face colored CMU as the primary material and brick veneer as the accent. The building also steps back to break up the building mass and allow for a clerestory transom at the reading room. The mass of the new building steps down to match the City Hall at the west end. This in turn allows for the existing fire station hose tower to become a signage opportunity a focal point for the City Hall and library.

The following Site Design / Design Review matrix identifies the specific design criteria and the project's design response.

	Item	Comment	Response
	16.08	General Provisions	
1.	16.08.020	A. Zoning Map of the City of Canby.	Site is zoned C-1 Downtown Commercial with Downtown Canby Overlay (DCO) Zone, Core Commercial (CC) subarea.
2.	16.08.030 - 080	Not Applicable.	-
3.	16.08.090	Sidewalks Required.	Existing city sidewalks will be repaired, un-used curb cuts will be taken out. New curb cuts will be installed to meet City of Canby standards.
4.	16.08.100	Height Allowances.	Building height will not exceed height allowed. Existing Canby City Hall hose tower will be restored to original configuration. Approximate height of the hose tower is 40', which is less than the allowed 45'.
5.	16.08.110 - 140	Not Applicable.	-
6.	16.08.150	Traffic Impact Study.	The City has commissioned a Traffic Impact Study and it is included in this submittal. Further review comments regarding the updated plan are included. The building and site design will

			not cause the need for any revisions in the traffic pattern in the core area.
	16.10	Off-street Parking and Loading	
1.	16.10.010	Off-street parking required – exceptions A. No off-street parking shall be required for any use permitted outright with in the C-1 zone	Proposed New Library is within the outline for the C-1 zone; no off-street parking is required or provided.
2.	16.10.020 – 050	Not Applicable.	-
3.	16.10.060	Off-street loading facilities: A. Minimum number of off-street lading berths for commercial and industrial uses is as follows: 5,000 – 25,000 s.f. = 1	Loading and unloading operations at the proposed new library are primarily by small and medium size step vans similar to UPS and FEDEX delivery vehicles. Typically these do not require a ‘loading berth’ or elevated dock. A parking area is provided in front of the screened area for garbage and recycling containers. This space is located at the base of the south east exit access ramp. The space is large enough to allow for a 25’ step van to park and remain out of the fire access lane.
4.	16.10.070 – 080	Parking Lots and access. Parking lots to the south of the site are not included in this application. Not Applicable	-
5.	16.10.090	Drive-up uses. A. Drive-up uses shall provide a minimum stacking area clear of the public right-of-way or parking lot aisle for the window service to the vehicles as follows: 1. Minimum 2 to 8 automobiles 2. No less the 20’ per vehicle	The proposed library includes a drive through bookdrop with an estimated 75 drops per day, or about 8-9 drops per hour. The bookdrop is located approximately 115’ from the driveway off Holly Street. Due to the drop off process, bookdrops do not typically have vehicles stacking up. The proposed drive way width at the bookdrop is 20’ which will allow for a car to pass a car stopped at the book drop. Up to five cars can stack up at the bookdrop in the proposed configuration.
6.	16.10.100	Bicycle Parking: A. Minimum dimension 2’ x 6’. B. Location: within 50’ of an entrance. C. Number or spaces 1: 1,000 S.F.	Spaces laid out utilizing Canby Standard. Locations shown on the floor plan are within 50’ of entry. 23 required, 24 spaces are provided.

	16.22	C-1 Downtown Commercial Zone	
1.	16.22.010	C-1 Downtown Commercial Zone Uses Permitted outright: LL. Public building or land use such as ... library	Building is the new Canby Public Library and Renovated City Hall
2.	16.22.020	Conditional uses.	Not Applicable
3.	16.22.030	Development Standards: The following subsection indicate the required development standards of the C-1 zone <ul style="list-style-type: none"> A. Minimum lot area: none. B. Minimum width and frontage: none. C. Minimum yard requirements: <ul style="list-style-type: none"> 1. Street yard: none. 2. Interior yard: none. D. Maximum building height <ul style="list-style-type: none"> 1. Freestanding signs: 30'. 2. All other structures: 45'. E. Maximum lot coverage: no limit. F. Other regulations: <ul style="list-style-type: none"> 1. Vision clearance distances shall be 10' from an alley. 2. Sidewalks a minimum of (11) feet in width shall be required in commercial locations. 3. All setbacks to be measured from the foundation line of the building. Overhangs shall not exceed 2 feet (not including awnings). 4. New commercial buildings shall be orientated to the street, near or at the setback line. A main entrance shall be orientated to the street. 5. Off-street motor vehicle 	<p>Lot size including the existing Canby City Hall is 30,450s.f. Lot width is 300'</p> <p>No setback is provided No setback is provided</p> <p>No free standing signs are provided Hose tower at the existing Canby City Hall is approximately 40' tall</p> <p>Lot coverage including the Canby City Hall in .85%</p> <p>Vision clearance at alley is approximately 25'</p> <p>All sidewalks are existing City of Canby sidewalks.</p> <p>Setback are not required in C-1 Downtown Commercial Zone.</p> <p>Building entry is orientated to 2nd Avenue.</p> <p>Not required in -C-1 Downtown Commercial</p>

		parking.	Zone
4.	16.22.040	<p>Design Review Matrix Criteria</p> <p>A. For design review application located in the C-1 zone the following matrix shall apply. This matrix replaces the general matrix contained in Chapter 16.49 for such applications</p> <p>B. A design review application in the C-1 zone shall be considered to be compatible if a minimum of 65% of the total possible point (not including bonuses) are accumulated for the whole development.</p> <p><u>Building Location and Orientation:</u> Building located at front of property line: 50%+ of building front at property line = 1 Building oriented to street: Yes = 2</p> <p><u>Entrances</u> Major retail entrance on street: Yes=2 Corner building entrances: No=0 Entrance inset: No= 0</p> <p><u>Windows</u> Regularly space and similar-shaped windows – around 70% of storefront area in glass. 87% proposed > 70% Second story windows – Not applicable</p> <p><u>Architectural Details</u> Blade sign or painted wall sign Yes= 2 Brick or similar appearance Yes= 2 Colors recommended color palettes Yes =2</p>	<p>See matrix below.</p> <p>See matrix below.</p> <p>1 point</p> <p>2 points</p> <p>2 points</p> <p>0 points</p> <p>0 points</p> <p>2 points</p> <p>Not Applicable.</p> <p>2 points</p> <p>2 points</p> <p>2 points</p>

		<p>Cornice treatments to emphasize building tops Yes = 2</p> <p>parapet-type buildings, flat roof Yes = 2</p> <p>All walls have doors, windows, or display windows (no blank walls) Yes =2</p> <p>Awnings and rain protection, awnings are discontinuous, with lengths generally under 30 linear feet, awnings meet criteria Yes=2</p> <p><u>Parking</u> Off-street parking – not required / not Applicable.</p> <p><u>Bonus Points</u> Provide usable pedestrian space such as plaza Yes = 1 Planter and window boxes: no = 0 Public art: space in plaza is available Yes =1 Second story residential or office: No =0</p>	<p>2 points</p> <p>2 points</p> <p>2 points</p> <p>2 points</p> <p>C-1 Downtown Commercial Zone Not Applicable.</p> <p>1 point 1 point 1 point</p> <p>TOTAL POINTS (NOT INCLUDING BONUS POINTS) AVAILABLE = 23 TOTAL POINTS (NOT INCLUDING BONUS POINTS) SCORED = 23 23 / 23 = 100% > 65% Therefore OK</p>
	16.41	Downtown Canby Overlay (DCO) Zone	
1.	16.41.010	Description of DCO Zone and Intent.	No Comment.
2.	16.41.020	Applicability: A.1. Core Commercial Area.	Proposed library site fits with in the Core Commercial (CC) Area, therefore must meet the alternative design review standards and criteria tailored to implement the goals of the overlay zone, as set forth in Section 16.41.060 (CC)
3.	16.41.030	Uses permitted outright: A. Uses permitted in C-1 zone are permitted in the DCO zone.	Library is permitted C-1, see item 1.
4.	16.41.040	Conditional Uses.	Not Applicable.

5.	16.41.050	<p>Development Standards: A. Setbacks, Floor Area Ratio, Building Footprint, and Height Requirements 1. Setbacks: Table 1. Setback Requirements Minimum setback – 0 feet (CC) Maximum setback – 10 feet (CC)</p>	<p>Proposed library set back on North West Second Avenue is 0 feet, except at entry plaza and 0 feet at North Ivy Street. Building extends to the corner of the lot at Second and Ivy intersection.</p>
		<p>Table 2. Street Lot Minimum Setback Minimum percentage of minimum set back: 60% (CC) subarea</p>	<p>Length of lot along 2nd Ave. is 300', length of existing City Hall and entry plaza (setback from property line) is 83'. $217' / 300' = 72.33\% > 60\%$.</p>
		<p>2. Floor Area Ratio, building footprint and building height Requirements: Table 3. Floor Area Ratio Requirements: Minimum floor area ratio - .8 (CC) Maximum Building footprint – 30,000s.f. (CC) Maximum building height – 60 feet. (CC)</p>	<p>Site size = 30,450 square feet. Proposed New Library and renovated City Hall = 25,700 square feet. $25,700 / 30,450 = .844 > .8$ Building foot print 25,700 < 30,000. Height of existing hose tower – 40' +/- Height of ridge / centerline of stack – 28'. Height of cornice - 24' at property line on 2nd Ave and 20' on N. Ivy Street.</p>
		<p>3. Screening. All exterior garbage collection areas, recycling collection areas. Mechanical equipment located on the roof shall be screened.</p>	<p>Garbage / recycling collection area will be screened with masonry enclosure to match building masonry. This enclosure will be screen by landscaping from adjacent properties. Garbage / recycling collection area will be located on city owned lot directly south and west of the Oliver Insurance Building. Mechanical equipment located on the roof will be screen with metal enclosures to match building material.</p>
		<p>4. Parking: Parking areas shall meet the following standards in addition to all other applicable requirements.</p>	<p>Not Applicable. Per Chapter 16.10 Off-street Parking and Loading 16.10.010 .A. No off-street parking is required. Note: parking lots shown adjacent to the sites</p>

			'FOR REFERENCE ONLY'.
6.	16.41.060	DCO Site and Design Review Guidelines A. Findings and objectives B. Applicability 1. General applicability – (1) new developments 2. Sub-Areas – a. Core Commercial Sub-Area (CC)	No Comment Proposed library is a new building; existing city hall will be renovated. Proposed library is within the boundary of the Core Commercial (CC Subarea)
	16.41.070	DCO Site and Design Review Standards.	
		A. PEDESTRIAN ORIENTED GROUND FLOOR DESIGN STANDARDS	
	Standards	<p>1. Ground Floor Windows</p> <p>a. Visible Transmittance: VT of 0.6 or higher.</p> <p>b. Primary street facing facade – primary facade coverage. Transparent window shall be used along a minimum of 60% (CC) of the length of the wall and 60% (CC) of the wall area up to minimum 10 feet above finished grade.</p> <p>c. Secondary street facing facade – secondary facade coverage. Transparent window shall be used along a minimum of 50% (CC) of the length of the 50% (CC) of the wall area up to minimum 10 feet above finished grade.</p> <p>d. Alley facing facade coverage. Facades facing alley shall provide windows along 50% (CC) of the length and 25% of the area of the alley facing facade.</p>	<p>Exterior glass at street level will have minimum 70% visible Transmittance (PPG Solarban 70 XL).</p> <p>2nd Avenue is the primary street frontage. Transparent glazing is proposed along 219' of the 250' frontage (including storefront doors) 219' / 250' = 87.6% > 60%, glass in this area is minimum 10' tall above grade.</p> <p>North Ivy Street is the secondary street. Transparent glazing is proposed along 44' of the 109' frontage. The length and area is less the prescriptive amount. However the glass is located the corner of the building at 2nd and Ivy. and at the fireplace hearth area. A third section of glazing is located in the adult reading area and provides transparency from the exterior into the reading area, while creating a pattern of solids and transparent elements. The southern 20' of exterior wall is part of the mechanical space within the building and not an area where windows are normally installed. If this 20' is subtracted from the wall length then length of glass is 50% of the wall and about 45% of the area. We believe that this layout meets the intent of this standard.</p> <p>The proposed library is located on one of the few blocks in the CC subarea that is not platted with an alley. As such the eastern 50' of the building extends to the property line. With no setback</p>

			<p>requirements for CC subarea, a future building could be built directly adjacent to the library. Windows are typically not installed in this type of condition. The remaining south elevation is set back from the south property line 10'. The south elevation has windows for 93' of the 185' of wall length, which is just over 50%. The area of windows is 280 s.f. or about 16% of the wall area. The windows along the south wall are reduced to reduce sun glare and heat gain and increase energy efficiency. Views of the service drive and adjacent parking lots are minimal. These windows do reinforce the column layout and rhythm.</p>
		<p>2. Building Entries and Doors.</p> <p>a. Orientation. All building shall have a prominent entry oriented to and directly connected to the sidewalk. When buildings are set back from the sidewalk, a direct, perpendicular connection between the building and the sidewalk is required.</p> <p>b. Transparency. The street-facing building entry door on all buildings should be comprised of at least 40% transparent glass.</p> <p>c. Flanking or transom windows. Commercial and mixed-use building doors shall include flanking glass windows on either side of the principal door.</p> <p>d. Design Features (CC: x=3)</p> <p>(1) Recessed Entries. If recessed, Principal entries shall be recessed a minimum 3' in to the building façade.</p> <p>(2) Awnings or canopies, weather protection and a visual element.</p> <p>(3) Architectural Features Principal</p>	<p>The proposed library / city hall main entry will be on the 2nd Ave. elevation with direct perpendicular access to the city sidewalk.</p> <p>The proposed library / city hall main entry will be on the 2nd Ave. elevation will be aluminum framed glass storefront.</p> <p>The proposed library / city hall main entry will be on the 2nd Ave. elevation will be aluminum framed glass storefront.</p> <p>The proposed library / city hall main entry will be recessed back from the street approximately 22' to create a public plaza and respect the existing historic Canby City hall building.</p> <p>The proposed library / city hall main entry will a canopy extending beyond the entry doors approximately 8'.</p> <p>The proposed library / city hall main entry will be</p>

		<p>entries may be reinforced with prominent architectural features.</p> <p>(4) Decorative features. Lighting elements</p> <p>(5) Engaged columns or piers may be used to reinforce and highlight entries.</p>	<p>raised off the street approximate 1'-6" and will include extensive areas glass storefront with raised entry canopy, colonnade.</p> <p>The entry canopy will have recessed lighting to emphasize the entry and plaza.</p> <p>The proposed library / city hall main entry will include a colonnade at the entry to define the extent of the canopy and reinforce the entry.</p>
		<p>3. Transition area. One of the following design elements is required for buildings that span more than 75% of a city block or 350 feet.</p> <p>a. Arcades</p> <p>b. Courtyards of plazas that meet all of the following standards.</p> <p>(1) Courtyards or plazas shall be located along the sidewalk-facing façade of the building within the front setback.</p> <p>(2) Courtyard-facing facades shall include windows along a minimum of 50% of the length of the ground level courtyard-facing façade and along 25% of the overall courtyard-facing wall area.</p> <p>(3) Courtyards / plaza shall incorporate special paving and / or landscaping</p> <p>(4) Courtyards / plazas shall provide seating, including but not limited to benches, tables, planter boxes and other design elements.</p>	<p>Not applicable</p> <p>The proposed library / city hall courtyard plaza faces 2nd Ave.</p> <p>Courtyard-facing façade is all storefront. Side walls are about 33% windows. Approximately 70% of the courtyard facing walls is windows.</p> <p>Courtyard will include (2) raised planters.</p> <p>Courtyard will include; benches, raised planters, bike parking, access ramp and location for public art element.</p>
		<p>4. Additional standards for residential-only buildings</p>	<p>Not Applicable</p>
		<p>B. COHESIVE ARCHITECTURAL ELEMENTS STANDARDS</p>	

		<p>1. Architectural bays (CC subarea)</p> <p>a. Bay divisions. Ground floors of commercial and mixed-use buildings shall be divided into district street facing bays that are no more than 30' on center.</p> <p>Recommend odd number of bays.</p> <p>b. Height of bays. For large single-story building, taller than 16' and decorative elements required in sections 3, 4 and 5 will extend to the top of the ground floor.</p> <p>c. Design elements. Each architectural bay within a commercial or mixed-use building shall incorporate at least (3) (CC subarea) of the following elements.</p> <p>(1) Engaged columns or piers.</p> <p>(2) Transom window over doorways.</p> <p>(3) Storefront cornice or beltcourse.</p> <p>(4) Canopies, awnings, or overhangs provided along a minimum of 50% of the overall street-facing building length.</p> <p>(5) Storefront frieze or sign band.</p>	<p>Proposed library reading area with north elevation on 2nd Ave. has column spacing at 20' on center and (11) total bays. The new entry plaza which steps back from the street and down to a one story element to respect the connection to the existing City Hall is (5) bays with an entry canopy over the center (3).</p> <p>The east elevation along Ivy St. is broken up in to solid masonry and transparent elements to break up elevation into individual bays. The elevation does maintain the concrete bulkheads, storefront at street level and masonry reveals and offsets at the top parapet.</p> <p>Proposed library reading area with north elevation on 2nd Ave. Bay height is 23'. The east elevation along Ivy St. has a parapet height of 20' and is sub-divided into three bands.</p> <p>2nd Ave. elevation has engaged columns. The east elevation along Ivy St. has no exposed columns or piers, but is broken up into smaller bays of solid masonry and transparent elements.</p> <p>Due to grade changes and security, no doorways are provided on 2nd Ave. or Ivy St.</p> <p>Storefront beltcourse is provided on 2nd Ave. On Ivy St. a belt course is provided in the horizontal pattern of materials.</p> <p>On 2nd Ave canopies are provided at 120' of the 216' of elevation. (55%)</p> <p>Storefront frieze is provided along 2nd Ave.</p>
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		<p>(6) Bulkheads</p> <p>d. Decorative accents. Each Architectural bay within a commercial or mixed-use building shall incorporate at least (3) (CC subarea) of the following elements.</p> <p>(1) Projecting window sills.</p> <p>(2) Horizontal and vertical window mullions.</p> <p>(3) Building lighting including wall sconces, pendants, or lighting recessed into awnings.</p> <p>(4) Medallions (minimum of 2)</p> <p>(5) Projecting or blade signs</p>	<p>Along 2nd Ave. and Ivy St. the existing site grading gently slopes down from west to east. The building will be on an elevated base / bulkhead that are articulated to reflect a bulkhead configuration.</p> <p>Sills at storefront will project approximately 6” from storefront.</p> <p>Store front window assemblies will have both horizontal and vertical mullions. The spacing of vertical mullion is wider at lower portion of each bay on 2nd Ave. At the upper sections the vertical mullions are space closer together to reflect the commercial / residential scale of other historic buildings. At the top portion a smaller square mullion pattern is also provided to reinforce the multi-story appearance of the building.</p> <p>Each section of canopy will have one recessed light fixture.</p> <p>To reflect the clean classic design of the historic City Hall, medallions not provided.</p> <p>The proposed library will be a single tenant and have lighted wall signs. Projecting or blade signs would not create the permanence of the library.</p>
		DESIGN STANDARDS AND APPLICABILITY	
		<p>1. Distinct base, middle and top of building. (CC subarea)</p> <p>a. All building shall have a clear and</p>	<p>The new library design concept utilizes several</p>

		<p>distinct base, middle and top to break up vertical mass. Buildings must utilize horizontal bands and /or changes in color, material, form and /or pattern to differentiate the base, middle and top of the building subject to the following requirements.</p> <p>(1) Horizontal bands or other changes in pattern or material shall be a minimum of 8 inches high and must project a minimum of 3/4 to one inch.</p> <p>(2) Changes in building massing and from may also be used to differentiate a building's base, middle and top.</p> <p>2. Ground Floor design elements. (CC subarea)</p> <p>a. The ground floor of the building shall range from 12 feet to 16 feet in height and shall be broken up into three distinct areas – a base/bulkhead, middle and top.</p> <p>b. Ground floor “bulkhead / base” shall contain at least (2) (CC subarea) of the following elements.</p> <p>(1) Projected window sills.</p>	<p>design elements to break up the mass of the building. The overall design concept is based on respecting the existing Canby City Hall building by making the connection with a transparent entry plaza that is recessed back and lower than the city hall cornice. The building then stair-steps up to reflect other Canby historic structures. The use of bulkheads, beltcourses and multiple materials will help to enhance the connection to other downtown Canby buildings.</p> <p>Band courses in brick veneer will project 3/4" from face of field brick. The top parapet has (2) bands that will each project out 3/4".</p> <p>The building mass is stepped to respect and connect to the existing Canby City Hall on the 2nd Ave elevation. At Ivy Street the building presents a two story mass with concrete bulkhead base, glass and masonry middle and masonry top with brick veneer offsets. The building mass then steps back to a clerestory transom.</p> <p>The new library design concept has three primary elements that vary in height from 15' at the entry plaza and 20' at the middle multipurpose element and then 24' at the reading room. Each is broken up into multiple horizontal elements to create the base/ bulkhead, middle and top.</p> <p>The bulkhead below the window sills will project about 6" from the face of glass and meet the</p>
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		<p>(3) Bulkhead below windows of concrete, brick or stone</p> <p>c. Ground floor “middle” The middle of the ground floor is typical comprised of storefront window and shall contain at least (2) (CC subarea) of the following elements.</p> <p>(1) Integrated horizontal and vertical window mullions.</p> <p>(4) Window planter box</p> <p>(5) Decorative building light fixtures, sconces or medallion.</p> <p>d. Ground floor “top”. For multi-story building the top of the ground floor façade is the area between the storefront and the upper stories of the building and shall contain at least (2) (CC subarea) of the following elements.</p> <p>(1) A marquee or projection or blade sign.</p> <p>(2) Sign frieze.</p> <p>(3) Storefront awning or canopy.</p> <p>(4) Storefront cornice or belt course.</p>	<p>property line.</p> <p>A finished concrete bulkhead is provided below the wall assemblies.</p> <p>The ground floor middle of the proposed new library is from 2 feet to 12 feet above the exterior side walk and is either transparent at the reading room, or a solid element at the lower multi-purpose areas. This elevation is approximately 87% storefront glazing.</p> <p>Store front horizontal and vertical window mullions are configured to reflect a commercial scale at the lower section and more residential scale at the upper sections. This is intended to reinforce the multi-story intent of the CC subarea. It will also reflect the historical character of other Canby buildings.</p> <p>Not provided</p> <p>Decorative light fixtures are provided in the canopies.</p> <p>Proposed signage is provided with wall sign / flat off-set letters with exterior lighting provided on the building where shown.</p> <p>The flat wall sign is located above the storefront in the terracotta tile band.</p> <p>Canopies are provided on the 2nd Ave. elevation.</p> <p>A beltcourse is provided as part of the storefront assembly / canopy. This beltcourse will provide</p>
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		<p>(5) Transom window.</p> <p>3. Middle of the building design elements</p> <p>a. The middle of the building should be differentiated from the bottom and top by at least (2) (CC subarea) of the following design elements.</p> <p>(1) Residential windows.</p> <p>(2) Balcony</p> <p>(3) Step Back</p> <p>(4) Signage band</p> <p>4. Top of building design elements</p> <p>a. Roof forms may be flat or sloped. Requirements for chosen roof forms are as follows:</p>	<p>the separation between the commercial scale spacing of the storefront mullions in the lower section and the more residential scale mullion spacing above.</p> <p>Transom windows are provided as part of the middle top elements.</p> <p>The middle of the proposed new library is from 12 feet to 18 feet above the exterior side walk and is either transparent at the reading room, or a solid element at the lower multi-purpose areas.</p> <p>The mullion pattern above the beltcourse and at the middle section is sub-divided to reflect the smaller more residential scale elements in other historic Canby buildings. At the top section of the storefront assembly a smaller 'square' mullion pattern will further reinforce the multi-story intent.</p> <p>While the building will appear to be multi-story from the exterior, it is only one story. Balconies are not provided.</p> <p>In order to break up the building mass, steps in the building elevation have been provided. The reading / book stack area is stepped back and above the lower sections of the building to allow for a glazed transom to provide natural light into the center of the building.</p> <p>The proposed wall mounted library signage is installed on this horizontal band.</p> <p>The proposed library roofs are 'flat' elements.</p>
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		<p>b. Flat roofs. All flat roofs shall employ a detailed, projecting cornice or projection parapet to visually “cap” the building and meet all the following requirements.</p> <p>(1) Cornices shall project horizontally 3’.</p> <p>(2) Parapets must be a minimum 24” high and include a cornice, molding, trim or variations in brick coursing.</p> <p>(3) Cornices and parapets shall wrap around all sides of the building visible from the sidewalk or street.</p>	<p>The proposed library has a ‘low slope’ 1:12 roof. At the reading area the cornice that will project out 3’. The cornice is 24’ above the sidewalk and there is a band of canopies at about 12’ above the sidewalk. At the lower roof, a parapet is proposed that will extend a minimum 24” above the roof and have two 8” projecting brick veneer soldier courses accent band.</p> <p>Cornices at library project 3’.</p> <p>Parapets are proposed that will extend a minimum 24” above the roof and have two 8” high projecting brick veneer soldier courses as an accent band.</p> <p>Cornices and parapets wrap around all sides of the building.</p>
CORNER INTERSECTION STANDARDS			
		<p>1. Corners</p> <p>a. Commercial and mixed-use buildings located on corner lots must address the corner by employing one of the following: (CC) subarea</p> <p>(1) Chamfer the corner of the building.</p> <p>(2) Incorporate an arcade at the corner.</p> <p>(3) Using special paving, planting, or lighting to create a formal space</p> <p>(4) Employ prominent architectural</p>	<p>Not applicable</p> <p>The building floor elevation at the corner of 2nd and Ivy is approximately three feet above the adjacent sidewalk. The corner will be glazed to provide visual access into the stack / reading area</p> <p>The intersection of 2nd and Ivy has an extended curb as part of the city’s downtown development plan. This area already has accent pavers, raised planter and city standard street lighting.</p> <p>The proposed library corner at the intersection</p>

		elements within 25' of the corner to highlight the corner.	of 2 nd and Ivy will have corner storefront glazing to emphasize the transparency of the library and be visually open to activities with-in.
		MATERIALS STANDARDS	
		<p>Primary materials – 70% or more of building façade, excluding window and transparent doors. (CC) subarea:</p> <p>Brick Stone Stucco / EIFS</p>	<p>The proposed library primary exterior materials consist of; brick veneer, ground face, colored CMU, precast concrete and composite metal panels. These materials in addition to the glass storefront assemblies make up the total area of the primary street front elevations on 2nd Ave., Ivy St. and at the entry plaza. The brick veneer will be similar in color to the brick veneer on the Canby City hall.</p> <p>The percentage of each material on the elevation noted is approximately:</p> <p>Primary: Brick veneer – 72.5% Secondary: CMU / Concrete – 24% Accent: Prefinished Metal Panel – 3.5%</p>
		<p>Secondary Materials – up to 25% of the building façade.</p> <p>CMU (split or ground face)</p>	<p>The proposed secondary material - Ground face, colored CMU is utilized on the primary elevations as noted above. The secondary elevation on the south side (alley / service) side it is proposed as the primary material with brick veneer utilized as the secondary (accent) material.</p>
		<p>Accent materials - up to 10% of the building façade.</p> <p>Metal Panel</p>	<p>Pre-finished metal panels and sheet metal are proposed for the accent band, column covers and flashing</p>
		Roof Materials (sloped roofs only)	<p>The roofs are 'low slope' roofs. Typically 1/2" : 12 and 1 : 12 pitch and do not qualify as 'sloped roofs'.</p>
	16.42	SIGNS	
1.	16.42.010 – 030	Purpose, Definitions, Administration and permit requirements, general standards and temporary standards	Not Applicable
2.	16.42.040	<p>Design Standards for signs.</p> <p>A. Setbacks. Signs are required to meet the setback requirements of the applicable zone district.</p> <p>B. Illumination</p>	<p>Signs will be wall mounted. No setbacks are required in the CC subarea.</p>

		<p>1. External illumination is allowed.</p> <p>C. Monument signs.</p> <p>D. A-frame signs.</p> <p>E. Blade / overhang signs</p> <p>F. Wall Signs</p> <p>G. Bulletin boards and electronic message signs.</p>	<p>Signs will have exterior illumination with fixtures aimed at each sign and shielded from glare to other properties</p> <p>Not provided.</p> <p>Not provided.</p> <p>Not provided.</p> <p>Wall signs are located on 2nd Ave., Ivy St. and on the existing fire hose tower.</p> <p>Not provided.</p>
3.	16.42.050	Table 1, 2 and 3	Not Applicable.
4.	16.42.050	Size, type, and location of signs permitted by zoning district and use.	
		<p>Table 4 Downtown Commercial Zone (C-1) and Core Commercial Area in the Downtown Canby Overlay Zone</p> <p>Table 4 – Wall sign</p> <p>A. Use on site: all uses. Size: maximum sign face area of all wall signage allowed on a primary frontage is 8% of the building elevation area of the primary building frontage. Each sign is limited to a maximum of 60 square feet.</p> <p>The maximum sign face area of all wall signage allowed on a secondary building frontage is 6 percent of the building elevation area of the secondary building frontage. Each sign is limited to a maximum of 30 square feet.</p> <p>Maximum height: Shall not project above the roof line or top of the parapet wall, whichever is higher.</p> <p>Location / Number: one sign per building frontage for each business</p>	<p>A wall sign will be located on the primary elevation on 2nd Ave. and a city seal will be installed on the city hall elevation. Approximately 20 square feet. A proposed City of Canby seal will be located on the north wall of the City Hall the size is approximately 13 square feet.</p> <p>A wall sign will be located on the secondary elevation on Ivy St. sign sizes are approximately 20 square feet.</p> <p>A proposed sign located on the hose tower will be approximately 42 square feet in area. It is intended to identify the building form Highway 99.</p> <p>Signs do not project above the parapet or roof.</p> <p>Library is a major tenant and over 20,000 s.f. so multiple signs are allowed.</p>

		license on file with the City at that location except that one major tenant per location may have up to two signs.	
5.	16.42.050	Table 5	Not Applicable.
6.	16.42.060	Automobile service station sign standards	Not Applicable.
	16.43	Outdoor Lighting Standards	
1.	16.43.010 – 020	Purpose and definitions	No Comment
2.	16 43.030	Applicability A. New uses, buildings and major additions.	Proposed new library is a new building.
3.	16 43.040	Lighting Zone Table 16.43.040 Lighting Zone Description: LZ 2 - Medium (illumination) – High density urban neighborhoods, shopping and commercial districts.	Proposed new library is in the LV2 Medium zone.
4.	16 43.050	Exempt lighting A. External illuminated signs. B. Internal lighting for signs. C. Temporary lighting. D. Lighting for swimming pools. E. Code-required exit signs. F. Code-required lighting for stairs and ramps, G. Lighting required by other government agencies. H. Interior lighting. I. Temporary lights for emergency use. J. Lighting fixtures installed prior to this code.	Wall signs will be externally illuminated. Not provided. Not provided. Not Applicable. Not required at this time. Step lights will be provided. Not Applicable. No comment. Not Applicable. Not Applicable.

5.	16.43.060	<p>Prohibited light and lighting</p> <p>A. All outdoor light sources, except street lights shall be shielded or installed so that there is no direct line of sight between the light source or its reflection at a point 3 feet or higher above the ground at the property line of the source.</p> <p>B. The following lighting systems are prohibited from being installed or used except by special use permit.</p>	<p>Outdoor lighting is proposed to be located in canopies or awnings. Sign light shall be shielded.</p> <p>No prohibited lighting is proposed.</p>
6.	16.43.070	<p>Luminaire Lamp Wattage, Shielding, and Installation Requirements</p> <p>A. All outdoor lighting shall comply with the limits to lamp wattage and the shielding requirement in Table 16.43.70 per the applicable Lighting Zone.</p> <p>B. The city may accept a photometric test report, ...</p> <p>C. Such shielded fixture must be constructed and installed in such a manner that all light emitted by the fixture complies with the specification given.</p> <p>D. All canopy lighting must be fully shielded</p> <p>E. All façade lighting must be restricted to the façade surface.</p> <p>Table 16.43.070 Luminaire Maximum Wattage and Required Shielding.</p> <p>LZ2 –Fully Shielded – 450W. Shielded – 100W Partly Shielded – 60 W. Landscape and façade lighting 100W or Less; ornamental lights of 60W or less.</p>	<p>Will comply.</p> <p>Will provide.</p> <p>Will comply.</p> <p>All canopy lights are fully shielded.</p> <p>Façade lighting is not proposed, only wall sign lighting.</p> <p>Will comply, exterior canopy lights are proposed to be 15 -22 W LED fixtures.</p>
7.	16.43.80	<p>Height limits</p> <p>A. Lighting mounted on poles.</p>	<p>Not applicable, no pole lighting proposes on site.</p>

		<p>B. Lighting mounted on buildings, shall not exceed a mounting height greater than 4 feet higher than the tallest part of the building.</p> <ol style="list-style-type: none"> 1. Lighting attached to single family residences. 2. Lighting for facades 3. For building less than 40 feet to the property line, including canopies or overhangs on the sidewalk or public right of way, luminaires may be mounted to the vertical façade or the underside of canopies at 16 feet or less. 4. The top exterior deck of parking garages 	<p>Wall sign lighting proposed above each wall sign. Lights will be mounted to the building and not project above the parapet.</p> <p>Not applicable.</p> <p>Not applicable. Canopy lights are mounted to bottom of canopies at approximately 14 feet above the walk.</p> <p>Not applicable.</p>
8.	16.43.080	<p>Maximum Lighting Mounting height in feet LZ 2 Zone</p> <ol style="list-style-type: none"> A. Driveways and parking / transit – 37.5' B. Walkways, plazas and other pedestrian areas – 18' C. All other lighting – 15' 	<p>Not applicable. Will comply.</p> <p>Will comply.</p>
9.	16.43.090	<p>Lighting Controls Timers of motion detectors</p>	<p>Will provide timers for exterior lighting.</p>
10.	16.43.100	<p>Exceptions to Standards</p>	<p>No exceptions requested.</p>
11.	16.43.110	<p>Lighting Plan Required</p> <ol style="list-style-type: none"> A. Site plan showing the location of all buildings and building heights, parking and pedestrian area 	<p>Site lighting plan provided, note that adjacent parking lot designs are for reference only.</p>
	16.46	Access limitations on Project Density	
1.	16.46.010	<p>Number of units in residential development</p>	<p>Not Applicable.</p>
2.	16.46.020	<p>Ingress and egress Shall be taken along that portion fronting on a public street.</p>	<p>Alley drive through bookdrop, parking and fire lane access from North Holly St.</p>
3.	16.46.035	<p>The City may require an applicant to provide an engineer traffic study.</p>	<p>Three copies of traffic study are provided.</p>

4.	16.46.040	Joint and cross access	Not applicable.
	Table 16.46.030	<p>Access connection, per table 16.46.030 Downtown Street (C-1 Zone)</p> <p>Alley access must be used if available. One access per block if alley access is not available.</p> <p>Shared access driveways required.</p> <ol style="list-style-type: none"> 1. Continuous service drive, or cross access corridor extending the entire length of each block service to provide for driveway separation consistent with the access management classification system and standards. 2. A design speed of 10 mph and a minimum width of 20 feet to accommodate two-way travel aisles designated to accommodate automobiles via a service drive. 3. Stub-outs and other design features to make it visually obvious that the abutting properties may be tied into provide cross access via a service drive; 4. A unified access and circulation system plan for coordinated or shared parking areas is encouraged. <p>D. Pursuant to this section, proper owners shall:</p> <ol style="list-style-type: none"> 1. Record an easement with the deed allowing cross access to and from other properties served by the joint use driveway and cross access or service drive. 2. Record an easement with the deed that remaining access right along the roadway will be dedicated to the city. And pre-existing driveways will be closed and eliminated after construction of the joint-use driveway. 3. Record a joint maintenance 	<p>Alley way will be used for access for fire lane, book drop off, and access to adjacent parking lots.</p> <p>Alley way is a shared access driveway.</p> <p>A service / access and bookdrop drive is proposed with access to / from Holly St. and 1st Ave.</p> <p>Layout is designed to allow low (10 mph) speed and minimum 20 feet wide.</p> <p>Stub-outs and signage will be provided to make traffic patterns obvious.</p> <p>The library will coordinate with the other property owners on access and circulation.</p> <p>Easements will be identified and recorded.</p> <p>Easements will be identified and recorded.</p> <p>Maintenance agreement will be recorded.</p>

		<p>agreement with the deed defining maintenance responsibilities of property owners.</p> <p>E. The City may reduce required separation distance of access point where they prove impractical, provided all of the following requirements are met.</p>	<p>Only one driveway is provided as part of the proposed development and enters onto Holly St. It provides access to the library drive thru bookdrop, service access for pick-up / drop-off and access to two adjacent parking lots not included in this review.</p>
5.	16.46.050	Nonconforming access features	Not Applicable.
6.	16.46.060	<p>Amount of Access points</p> <p>Only minimum amount of access points will be allowed</p>	<p>Only one driveway is provided as part of the proposed development and enters onto Holly St. It provides access to the library drive thru bookdrop, service access for pick-up / drop-off and access to two adjacent parking lots not included in this review.</p>
7.	16.46.070	Exception Standards for City Facilities	No exceptions requested.
8.	16.46.080	State Highway standards	Not Applicable.
9.	16.46.090	Shared access on to state highway	Not Applicable.
	16.49	Site Design Review	
1.	16.49.010	Findings and Objectives	No Comments.
2.	16.49.020	Establishment of the Site and Design Review Board	No Comments.
3.	16.49.035	Establishment of the Site and Design Review Committee	No Comments.
4.	16.49.030	<p>Site and design review plan approval required</p> <p>1. The following projects require site and design review approval,</p> <p>a. New Buildings,</p> <p>b. All new mobile home parks.</p> <p>c. Major building remodeling above 60% of value.</p>	<p>Proposed library is a new building.</p> <p>City hall is a major remodel.</p>
5.	16.49.035	<p>Application for site and design review</p> <p>A. For projects in the Downtown Canby Overlay Zone, application may choose one of the following two processes.</p>	

		<ol style="list-style-type: none"> 1. Type II 2. Type III- if the applicant proposes the use of alternative methods of materials to meet the intent of the site and design review standards set for in Section 16.41.70 	The proposed new library will be submitted for a Type III review process.
6.	16.49.040	<p>Criteria and Standards</p> <ol style="list-style-type: none"> 1. Board review of compliance with the following A through D and criteria 4,5 and 6. <ol style="list-style-type: none"> A. Proposed site development is in conformance with standards of this and other applicable city ordinances. B. Proposed design of the development is compatible with the design of other development in the same general vicinity. C. The location, design size, color and materials of the exterior of all structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity. D. The proposed development incorporates the use of LID best management practices whenever feasible based on site and soil conditions. E. The Board shall, in making its determination of compliance with subsections B through D above, us the matrix in table 16.49.040 2. In review of a Type II Site and design review application. 3., 4., 5., 6. Board review and determinations 	<p>No comment.</p> <p>Proposed development is in conformance with applicable city ordinances.</p> <p>Proposed development is compatible with other developments in the general vicinity.</p> <p>Proposed development is compatible with other structures in the vicinity.</p> <p>Proposed development will us LID best management practices whenever feasible.</p> <p>Matrix 16.49.040 has been over-ridden by Table 16.22.040</p> <p>Not applicable.</p> <p>No comment.</p>
7.	16.49.050	Conditions placed on site and design review approvals.	No comment.
8.	16.48.055		
9.	16.49.060	Time limit on approval	No comment.

10.	16.49.065	<p>Bicycle and pedestrian facilities Developments coming under design review shall meet the following standards.</p> <ul style="list-style-type: none"> A. The internal walkway system.... B. On-site facilities shall be provided to accommodate safe and convenient pedestrian and bicycle access. C. For new office parks and commercial development. 1,2,3,4 and 5 – walkways D. Use of permeable surfacing materials for walkways is encouraged. 	<p>Not applicable 24 bicycle parking spaces will be provided for public and staff use. On site showers are provided for staff use. Not applicable</p> <p>Permeable pavers will be installed along south elevation at the bookdrop lane. Bike parking areas adjacent to the existing Canby City hall will have permeable surfaces with the use of landscape paving / grasspave.</p>
11.	16.49.070	<p>Authority and intent. The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city.</p>	<p>The proposed library and will occupy a downtown city block directly adjacent to the existing Canby City Hall. The building program and City of Canby (CC) design criteria strongly encourage complete site development. The proposed library and city hall will occupy approximately 84.4 % of the site. Landscaped area will occupy approximately 8% of the site. The remaining area will include alley / fire lane, plaza, steps and ramps.</p>
12.	16.49.080	<p>General provisions for landscaping</p> <ul style="list-style-type: none"> 1. The standards set forth in this section are minimum standards for landscaping. 2. The purpose of these landscaping standards is to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way. 3. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows: 	<p>No comment</p> <p>No comment</p> <p>The proposed library and will occupy a downtown city block directly adjacent to the existing Canby City Hall. The building program and City of Canby (CC) design criteria strongly encourage complete site development.</p> <p>The landscape area calculations are:</p>

		<p>B. Seven and one-half (7.5) percent for the Downtown-Commercial zone.</p> <p>4. LID storm water management facilities may be counted toward the minimum landscaping requirement when they are located on private property.</p> <p>5. Trees and other plant materials to be retained shall be identified on the landscape plan.</p> <p>6. During the construction process Protection criteria for existing trees.</p> <p>7. Landscaping under preserved trees.</p> <p>8. Removing preserved trees.</p> <p>9. Any required landscaped area shall be designed, constructed, installed and maintained. Ground shall be covered by living grass or other plant material. Maximum 5% may be covered with bark, mulch, stone or other material.</p> <p>10. All trees and plant materials shall be healthy, disease-free and damage free.</p> <p>11. Landscaping shall be installed in accordance with the provisions of the most recent edition of Sunset Western Garden Book.</p> <p>12. Guideline for longevity and continued vigor of plant materials.</p> <p>13. All plant growth in landscaped areas of developments shall be controlled by pruning and trimming.</p> <p>14. After completion of site grading, topsoil is to be restored to exposed cut and fill areas.</p>	<p>30,450 s.f. total site area 2,430 s.f. landscape area $2,430 / 30,450 = 0.0798$ or 8.0% > 7.5 OK</p> <p>Due to the small amount of available landscape area available on the existing Canby City Hall site, storm water management facilities are not feasible.</p> <p>No on-site trees will be retained.</p> <p>Not Applicable.</p> <p>Not applicable.</p> <p>Not applicable.</p> <p>Will comply. Landscape area will be comprised of: 2,316 square feet of landscape area and 114 square feet of pervious pavers. (at the drive-through book drop area.) Total 2,430 square feet of landscape area.</p> <p>Local nursery stock will be specified.</p> <p>Will comply.</p> <p>Will comply.</p> <p>Will comply.</p> <p>Will comply.</p>
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		<p>15. All planting areas shall be graded to provide positive drainage.</p> <p>16. Neither soil, water, plant materials nor mulching material shall be allowed to wash across roadways or walkways.</p>	<p>Will comply.</p> <p>Will comply.</p>
13.	16.49.090	<p>Specifications for tree and plant materials</p> <ol style="list-style-type: none"> 1. Deciduous trees – 2” caliper 2. Coniferous trees – minimum 5’ 3. Evergreen and Deciduous Shrubs – 1 to 5 gallon size 4. Ground Covers – fully rooted 5. Lawns – 100% coverage and weed free. 	Will comply.
14.	16.49.100	<p>Landscaping installation and maintenance</p> <ol style="list-style-type: none"> 1. Landscaping shall be completed prior to certificate of occupancy. 2. Temporary certificate of occupancy will be approved if bond for incomplete landscape work is provide and meets all the listed criteria. 3. All landscaping approved through the site and design review process shall be continually maintained. 	Will comply.
15.	16.49.110	Landscape area credit for preservation of existing trees	Not applicable.
16.	16.49.120	Parking lot landscaping standards	Not applicable, no parking lots included in this application.
17.	16.49.130	Re-vegetation in un-landscaped areas	Not applicable.
18.	16.49.140	<p>Minor revisions in approved landscaped plans</p> <p>Minor revision (less than 10% of the landscaped plans) to the approved landscaped plans shall be reviewed and approved by the City Planner</p>	No comment.
19.	16.49.150	Parking lots or paving projects	Not applicable, no parking lots included in this application.
	16.53	VariANCES	
1.	16.53.010	Minor variances	Not applicable

2.	16.53.015	Minor Sign variance	Not applicable
3,	16.53.020	Major variance	Not applicable
4.	16.53.030	Revocation of variances	Not applicable
	16.89	Application and Review Procedures	
1.	16.89.010	Purpose	No comment
2.	16.89.020	Description and Summary of processes Type III procedure Table 16.89.020 Site and Design Review - Type III Notice Radius - 500 feet Neighborhood meeting required - yes	Due to previous noted criteria, the proposed new Canby Public Library will be required to be processed through the Type III review requirements. Yes Will notify Three community meetings held, meeting minutes are included in the application package.
3.	16.89.030	Type I procedure	Not applicable
4.	16.89.040	Type II procedure	Not applicable
5.	16.89.050	Type III Decision A. Pre-application conference B. Neighborhood meetings C. Application requirements D. Public notice E. Conduct public hearing F. Decision process G. Notice of decision	Meeting held, meeting minutes are included in the application package. Three community meetings held, meeting minutes are included in the application package.
6.	16.89.060	Type IV decision	Not applicable
7.	16.89.070	Neighborhood Meetings	Three community meetings held, meeting minutes are included in the application package.
8.	16.89.080	Application requirements and completeness	No comment
9.	16.89.090	Modifications	No comment

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATION FORM

Site Areas

1. Building area	25,700 s.f.	- Square footage of building footprints
2. Parking/hardscape	4,300 s.f.	- Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area	2,430 s.f.	- Square footage of all landscaped areas
4. Total developed area	30,450 s.f.	- Add lines 1, 2 and 3
5. Undeveloped area	- 0 -	- Square footage of any part of the site to be left undeveloped.
6. Total site area	30,450 s.f.	- Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Percent of landscaping required in Zoning District	7.5%	- Fill in the Appropriate Percentage: R-1, R-1.5, R-2 Zones: 30%; C-2, C-M, C-R, M-1, M-2 Zones: 15%; C-1 Zone: 7.5%
8. Required minimum square footage of landscaping	2,284 s.f.	- Multiply line 4 and line 7
9. Proposed square footage of landscaping	2,430 s.f.	- Fill in value from line 3

Required Landscaping within a Parking Lot (Code 16.49.120(4))

Note: This section and the next apply only to projects with more than 10 parking spaces or 3,500 square feet of parking area

10. Zone	NOT APPLICABLE	- Fill in the Appropriate Zone and Percentage: C-1 Zone: 5%; Core Commercial sub-area of the Downtown Canby Overlay: 10%, except for parking lots with 10 or more spaces and two or more drive aisles: 50 square feet per parking space; All other zones: 15%.
11. Percent of required landscaping	NOT APPLICABLE	
12. Area of parking lot & hardscape	NOT APPLICABLE	
13. Number of vehicle parking spaces	NOT APPLICABLE	
14. Required square footage of landscaping within 10 feet of parking lot	NOT APPLICABLE	
15. Proposed square footage of landscaping within 10 feet of parking lot	NOT APPLICABLE	

Parking Lot Tree Calculation

16. Number of parking spaces	NOT APPLICABLE	- Total number of vehicle parking spaces
17. Area of parking lot & hardscape	NOT APPLICABLE	- Area from line 12
18. Number of parking spaces (line 16) divided by 8	NOT APPLICABLE	- Round up to the nearest whole number
19. Area of parking lot area (line 17) divided by 2,800	NOT APPLICABLE	- Round up to the nearest whole number
20. Number of required trees in parking lot	NOT APPLICABLE	- Fill in the larger of row 18 and row 19
21. Number of trees provided within 10 feet of parking lot	NOT APPLICABLE	- Fill in the number of proposed trees within 10 feet of parking and maneuvering areas.

DESIGN REVIEW MATIX

16.22.040. A. For design review application located in the C-1 zone the following matrix shall apply. This matrix replaces the general matrix contained in Chapter 16.49 for such applications.

Design Review Matrix	
Criteria	
A. For design review application located in the C-1 zone the following matrix shall apply. This matrix replaces the general matrix contained in Chapter 16.49 for such applications	See matrix below.
B. A design review application in the C-1 zone shall be considered to be compatible if a minimum of 65% of the total possible point (not including bonuses) are accumulated for the whole development.	See matrix below.
<u>Building Location and Orientation:</u>	
Building located at front of property line: 50%+ of building front at property line = 1	
Building oriented to street: Yes = 2	1 point
<u>Entrances</u>	
Major retail entrance on street: Yes=2	2 points
Corner building entrances: No=0	2 points
Entrance inset: No= 0	0 points
<u>Windows</u>	
Regularly space and similar-shaped windows – around 70% of storefront area in glass. 87% proposed > 70%	0 points
Second story windows – Not applicable	2 points
<u>Architectural Details</u>	
Blade sign or painted wall sign Yes= 2	Not Applicable.
Brick or similar appearance Yes= 2	2 points
Colors recommended color palettes	

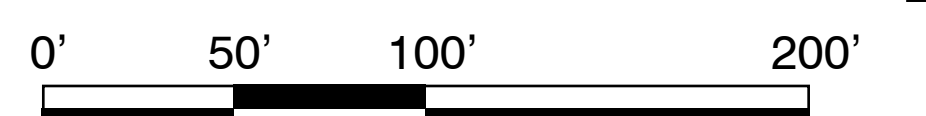
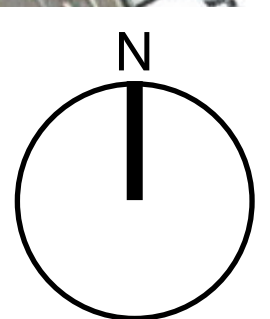
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<p>Yes =2</p>	<p>2 points</p>
<p>Cornice treatments to emphasize building tops Yes = 2</p>	<p>2 points</p>
<p>parapet-type buildings, flat roof Yes = 2</p>	<p>2 points</p>
<p>All walls have doors, windows, or display windows (no blank walls) Yes =2</p>	<p>2 points</p>
<p>Awnings and rain protection, awnings are discontinuous, with lengths generally under 30 linear feet, awnings meet criteria Yes=2</p>	<p>2 points 2 points</p>
<p><u>Parking</u> Off-street parking – not required / not Applicable.</p>	
<p><u>Bonus Points</u></p>	<p>C-1 Downtown Commercial Zone</p>
<p>Provide usable pedestrian space such as plaza Yes = 1</p>	<p>Not Applicable.</p>
<p>Planter and window boxes: no = 0</p>	
<p>Public art: space in plaza is available Yes =1</p>	<p>1 point</p>
<p>Second story residential or office: No =0</p>	<p>1 point</p>
	<p>1 point</p>
	<p>TOTAL POINTS (NOT INCLUDING BONUS POINTS) AVAILABLE = 23 TOTAL POINTS (NOT INCLUDING BONUS POINTS) SCORED = 23 23 / 23 = 100% > 65% Therefore OK</p>

CITY OF CANBY New Canby Public Library & City Hall Renovation

DESIGN REVIEW
March 8, 2013
revised April 1, 2013
resubmitted May 29, 2013

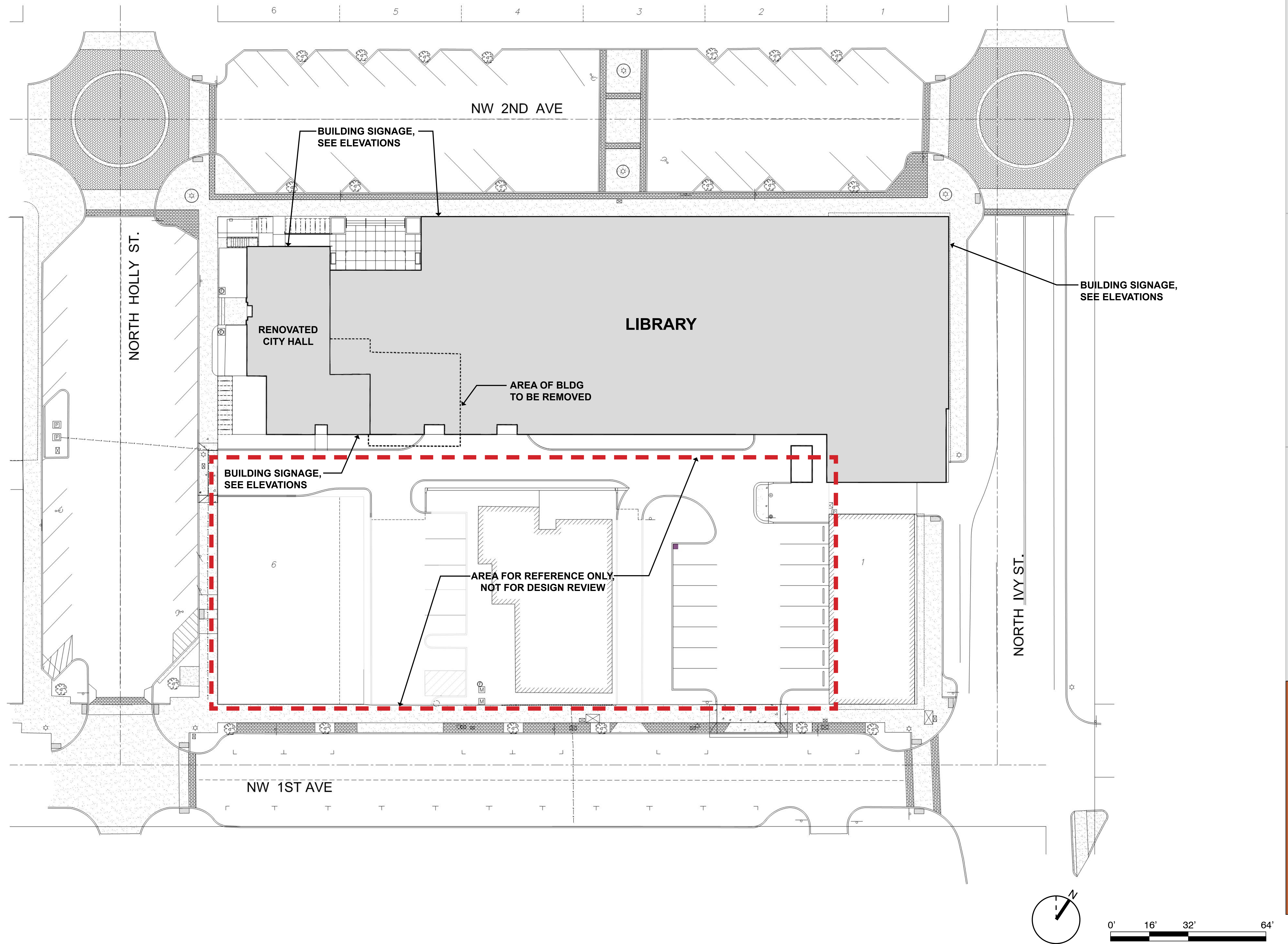




SITE VICINITY



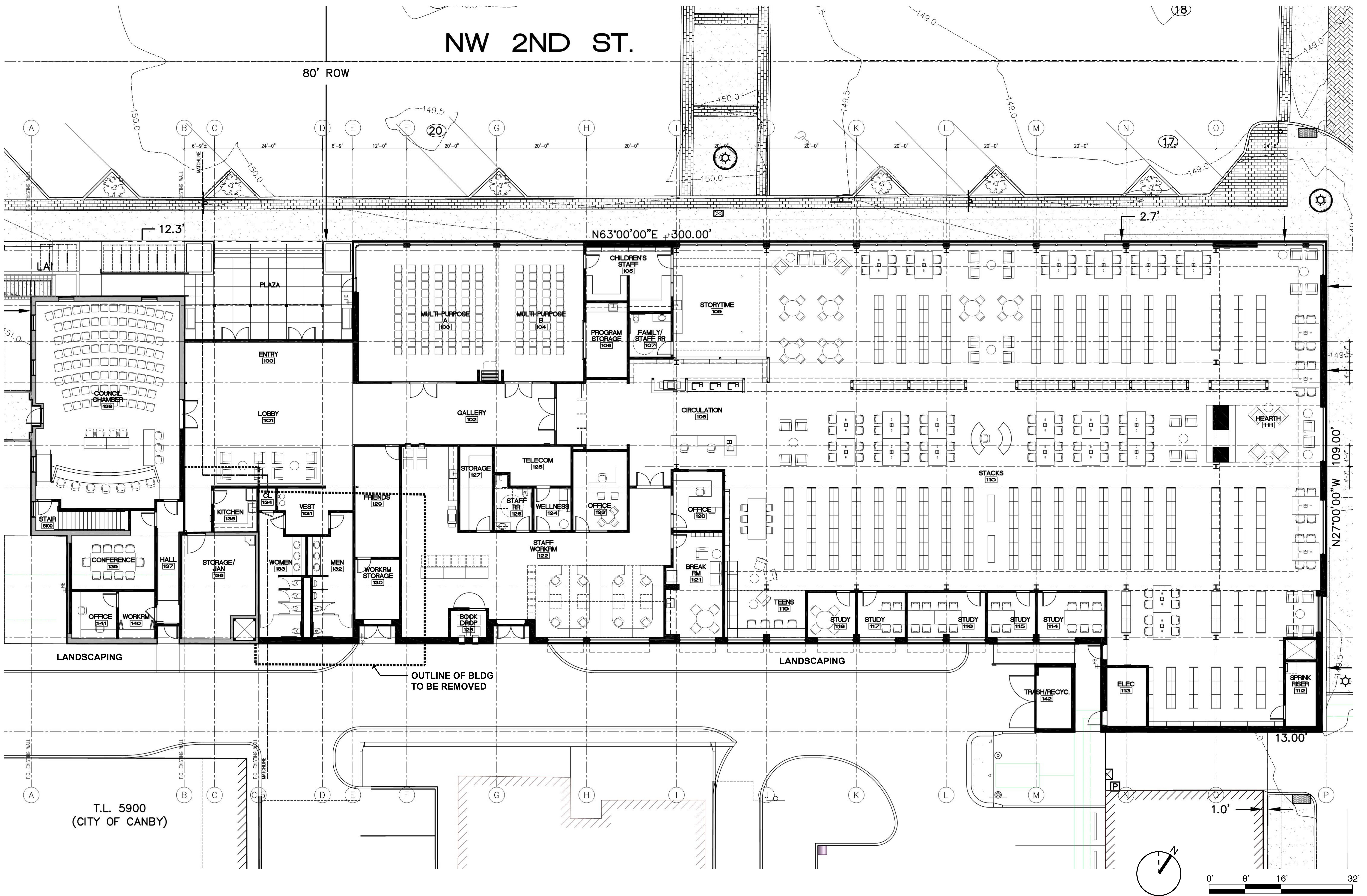
| schematic design
 | design development
 | construction documentation
 | March 8, 2013 | rev. April 1, 2013 | resub. May 29, 2013



SITE PLAN



March 8, 2013 | rev. April 1, 2013 | resub. May 29, 2013 | construction documentation | design development | schematic design



March 8, 2013 | rev. April 1, 2013 | resub. May 29, 2013

construction documentation

design development

schematic design

FLOOR PLAN

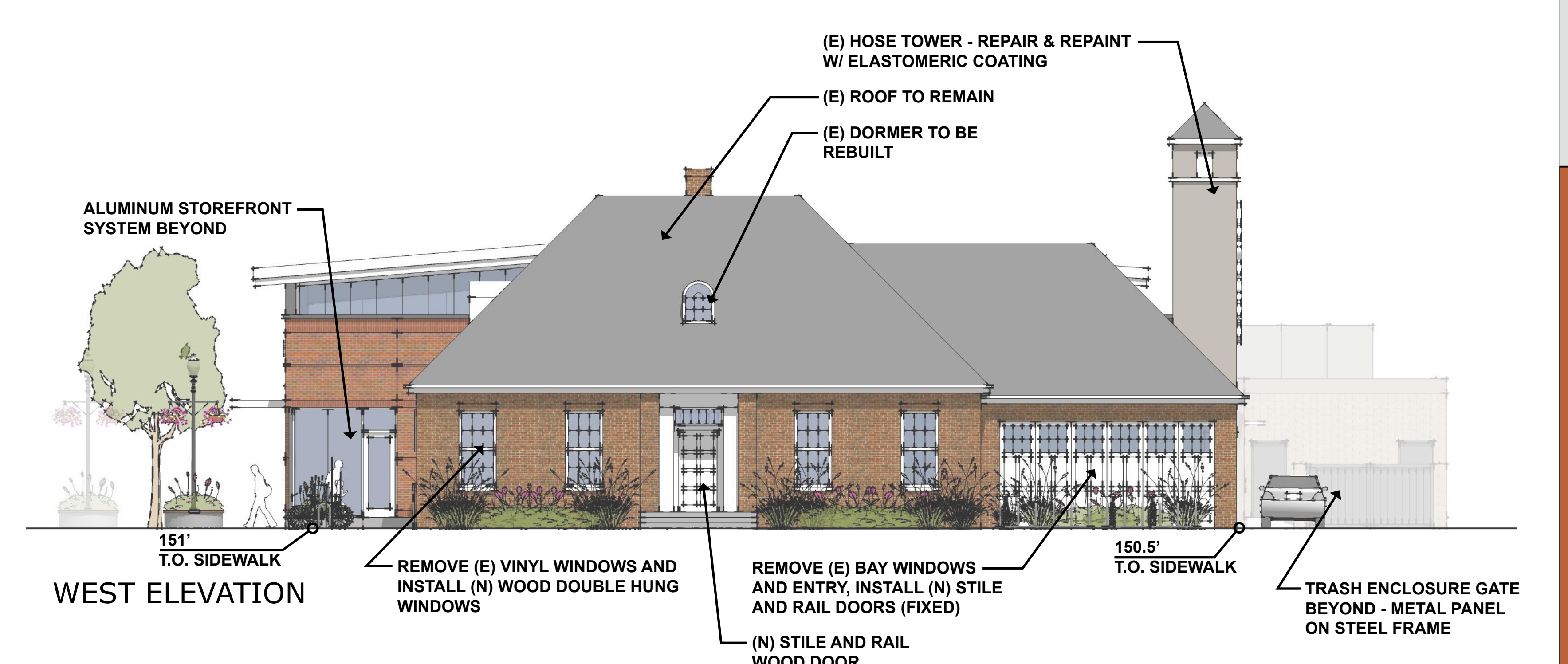
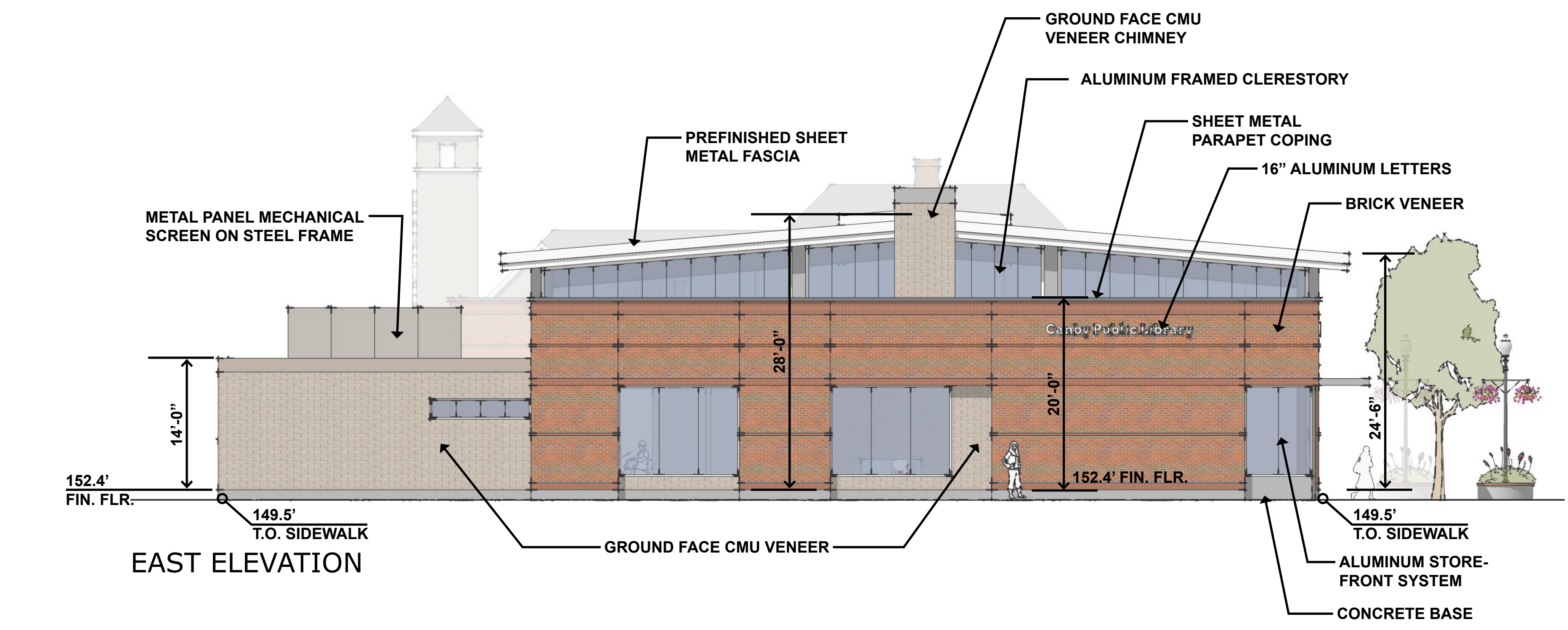
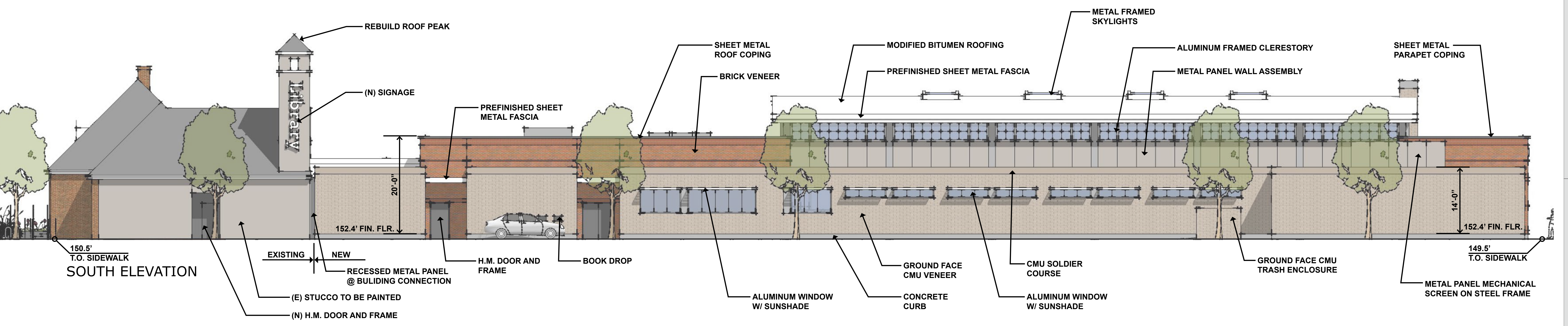
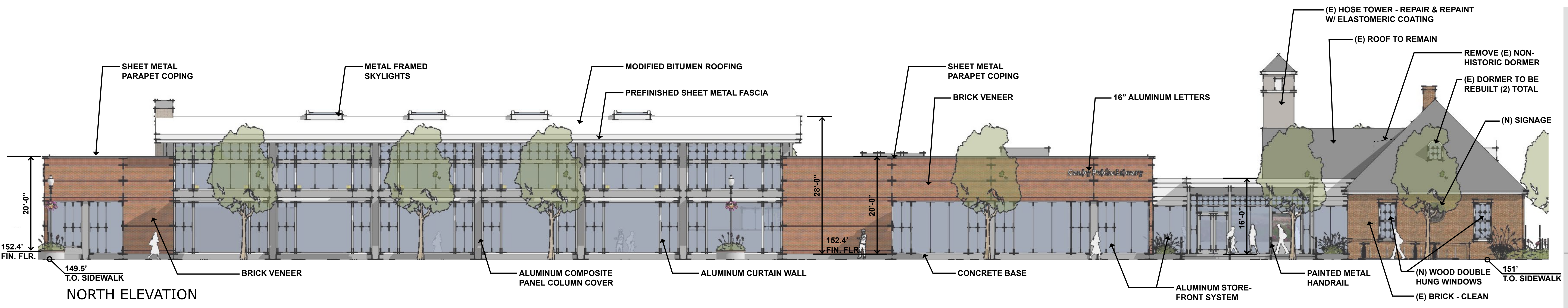


March 8, 2013 | rev. April 1, 2013 | resub. May 29, 2013

construction documentation

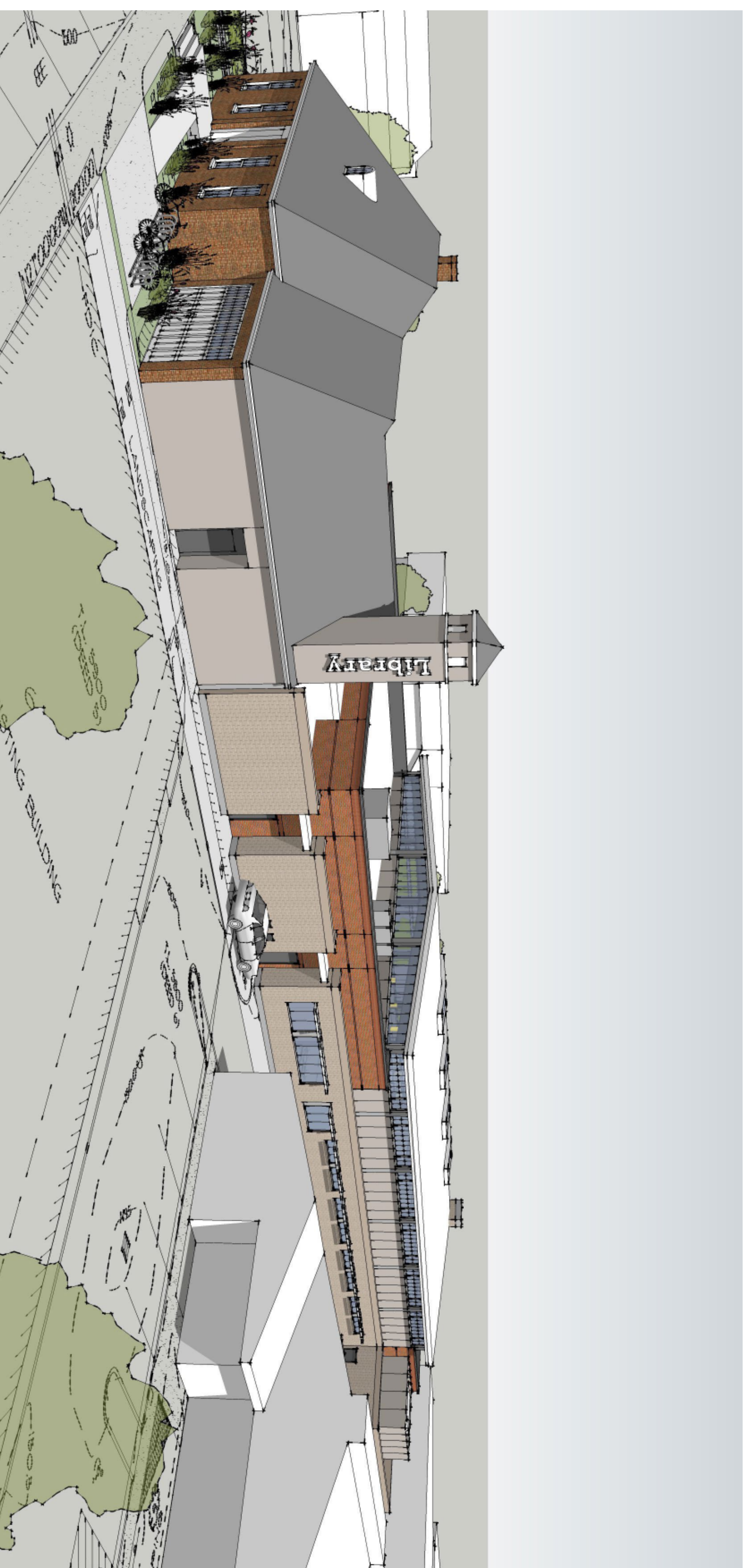
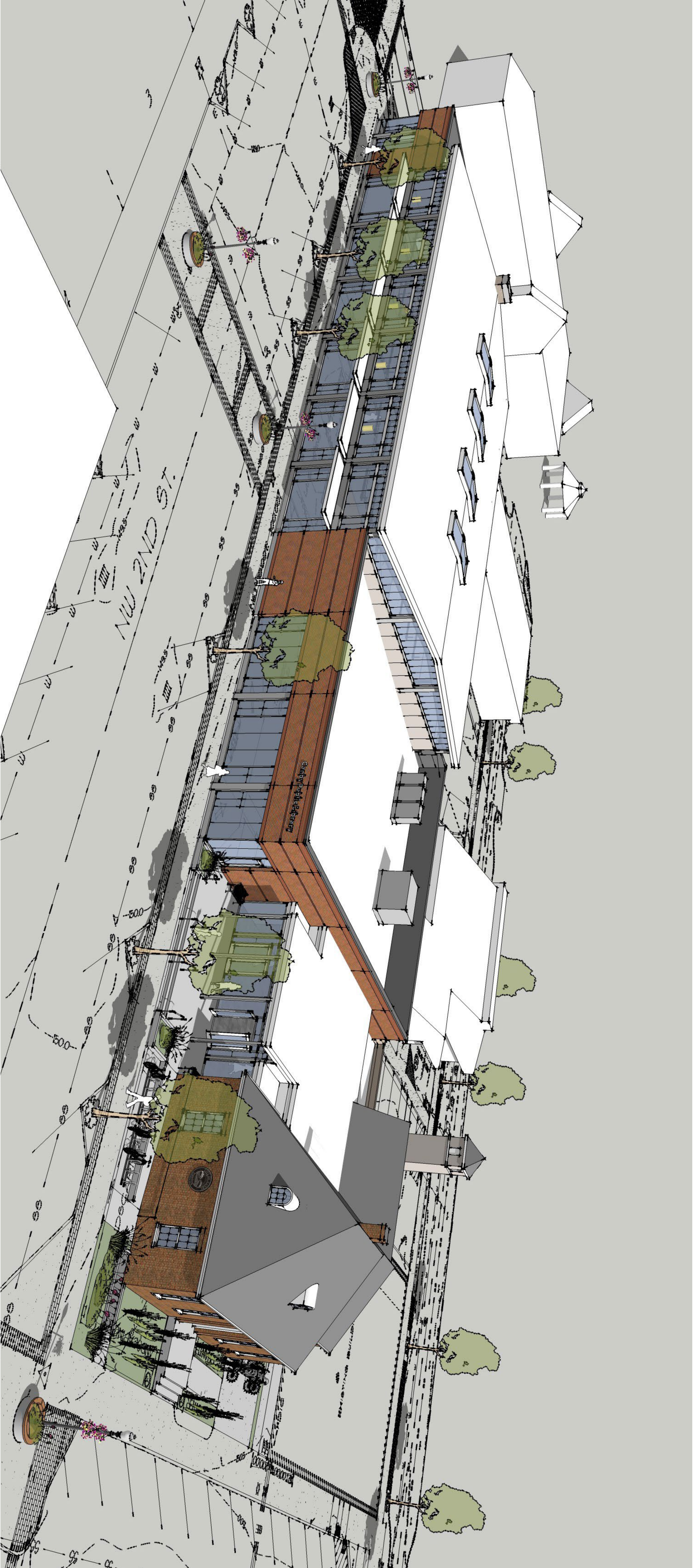
design development

schematic design



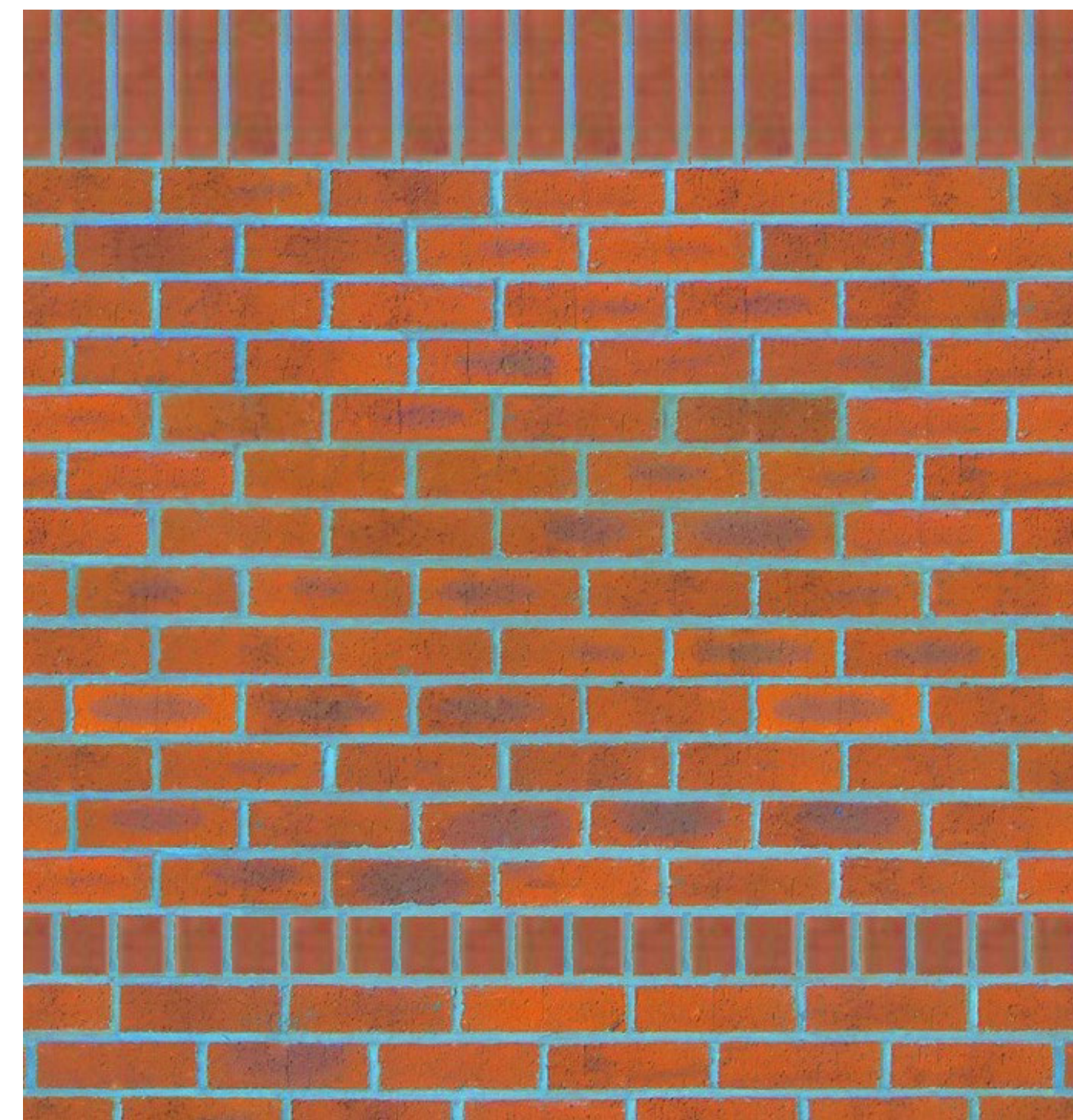
EXTERIOR ELEVATIONS





PERSPECTIVE VIEWS





Brick Veneer



Charcoal Grey Metal Panel
Parapet Cap & Column Covers



Tan Ground Face Block Veneer



Modified Bitumen Roof with
White Cap Sheet



Aluminum Storefront System



Flush Metal Panel Siding



Concrete Base & Bulkheads


March 8, 2013 | rev. April 1, 2013 | resub. May 29, 2013 |

construction documentation

design development

schematic design

LED > Recessed Luminaires > S608 Series
S608 Surface LED Downlight



Applications
 The LEDRA S608 Surface Mount LED downlight with Chroma technology provides energy efficient light using a cold remote phosphor module by Xicato. Industry best color consistency allows for a SDCM of 2. Multiple reflector beam spreads, finishes and LifeOptics allow for creative lighting solutions to illuminate architectural spaces. LEDRA S608 carries a 5 year NO COLOR SHIFT AND FLICKER WARRANTY. This product is ideal for conference rooms, retail spaces, multi-media, and high traffic areas.

LED
 LED: Patented Cold Remote Phosphor, XICATO®
 SDCM: 2, 2 step Macadam Ellipse, +/- 50 Kelvin
 CCT: 2700K, 3000K, or 4000K
 CRI: >80, >85
 LIFE: 85% at 50k hrs based on LM-80 testing
 5 year "no color shift" warranty

Housing
 Extruded aluminum housing accepts optional assembly and die-cast aluminum cover with white paint or black or Matte Chrome anodized finish. Includes patented MS-3 bayonet latch design with cast magnesium mounting ring for standard white trim ring or decorative LifeOptics. Electrical components mounted in upper driver and wiring compartment. Thermal management is achieved with stacked aluminum rings in the middle of the housing.

Reflector
 Downlights are provided with computer designed, LED specific reflector in Diffused or Semi-Specular aluminum or high reflective white to provide glare and iridescence free performance. Beam spreads offered are 20, 40, 60 or 80 degree.

LifeOptics
 Optical attachments are based on the patented MS-3 mounting system allowing for tool-less access to LED components and reflector. Ease of maintenance is achieved with field interchangeable optics when performance variations and lighting requirements of the space change.

Electrical / LED Driver
 Electronic multi-voltage (120V or 277V driver). Replaceable Xicato® LED module with quick disconnects, 3-wire Hi-Lume control and EcoSystem control for Lutron, Mark 7, 0-10V, for Advance - B-Dim.

Listings
 UL / CUL: UL1598 Type Non-IC, Damp Location, Canadian Standard C22.2, No.9-M1985.

LED Performance

700 lumen LED	Wattage: 12.4W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >80
1000 lumen LED	Wattage: 15W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >80
1800 lumen LED	Wattage: 25W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >80
2200 lumen LED	Wattage: 32W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >80
3000 lumen LED	Wattage: 50W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >80
High CRI: 700 lumen	Wattage: 15W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >85
High CRI: 1000 lumen	Wattage: 22W
	CCT: 2,700K
	3,000K
	4,000K
	CRI: >85

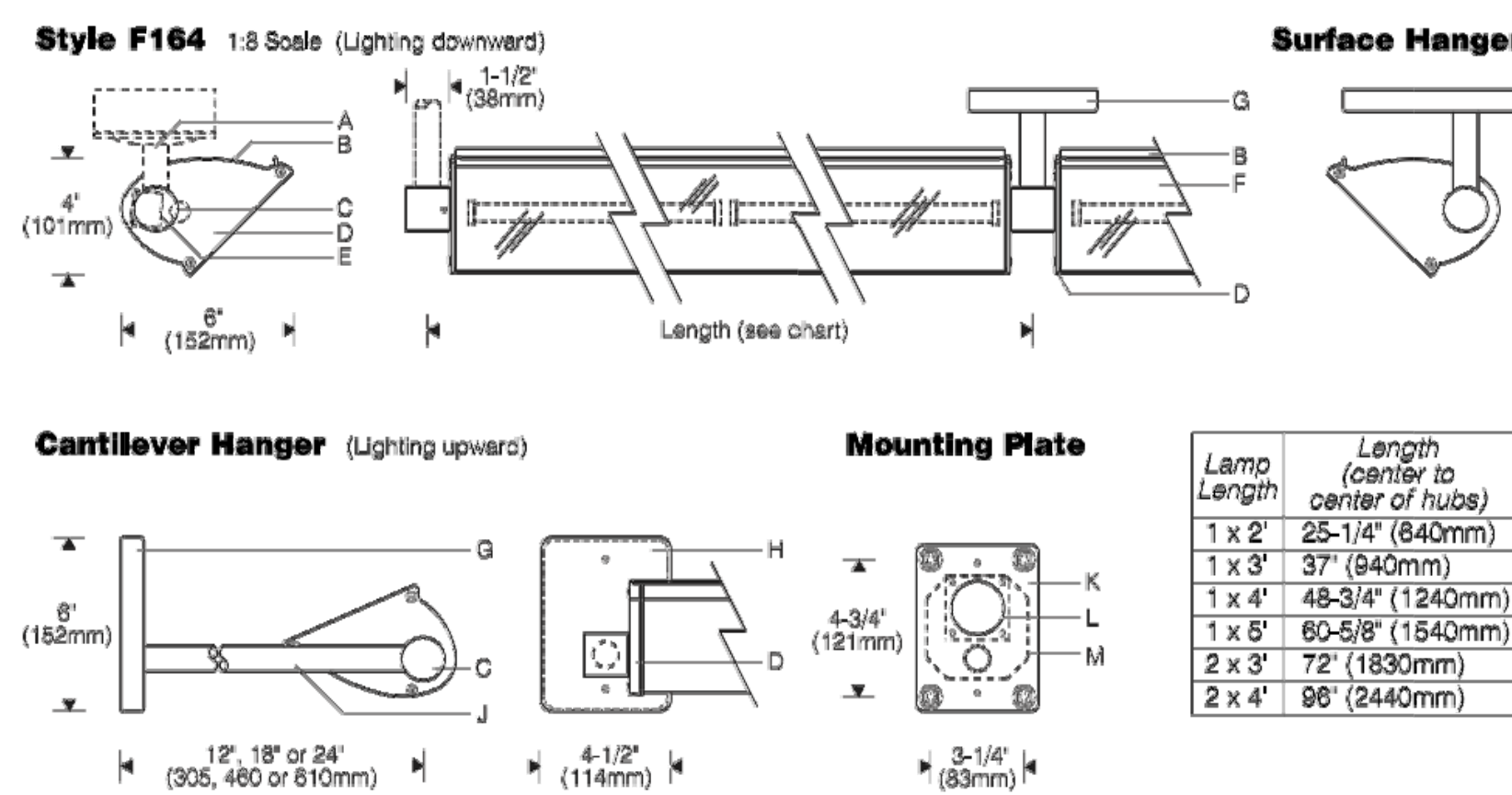
Ordering Codes
 Follow the 8 steps to specify your luminaire, see back page for details.

Step	1 Catalog #	2 Aperture	3 Lamp Type	4 Reflector & Degree Code	5 CRI Code	6 Diameter (D)	7 Height (H)
1	9608 462	8"	700lm - 2700K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
2	9608 463	8"	700lm - 3000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
3	9608 464	8"	700lm - 4000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
4	9608 562	8"	1000lm - 2700K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
5	9608 563	8"	1000lm - 3000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
6	9608 564	8"	1000lm - 4000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
7	9608 662	8"	1500lm - 2700K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
8	9608 663	8"	1500lm - 3000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
9	9608 664	8"	1500lm - 4000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
10	9608 762	8"	2200lm - 2700K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
11	9608 763	8"	2200lm - 3000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
12	9608 764	8"	2200lm - 4000K	20 40 60 80	80	7-1/8" (181mm)	8-1/2" (216mm)
13	9608 862	8"	3000lm - 2700K	20 40 60 80	80	7-1/8" (181mm)	9-7/8" (250mm)
14	9608 863	8"	3000lm - 3000K	20 40 60 80	80	7-1/8" (181mm)	9-7/8" (250mm)
15	9608 864	8"	3000lm - 4000K	20 40 60 80	80	7-1/8" (181mm)	9-7/8" (250mm)

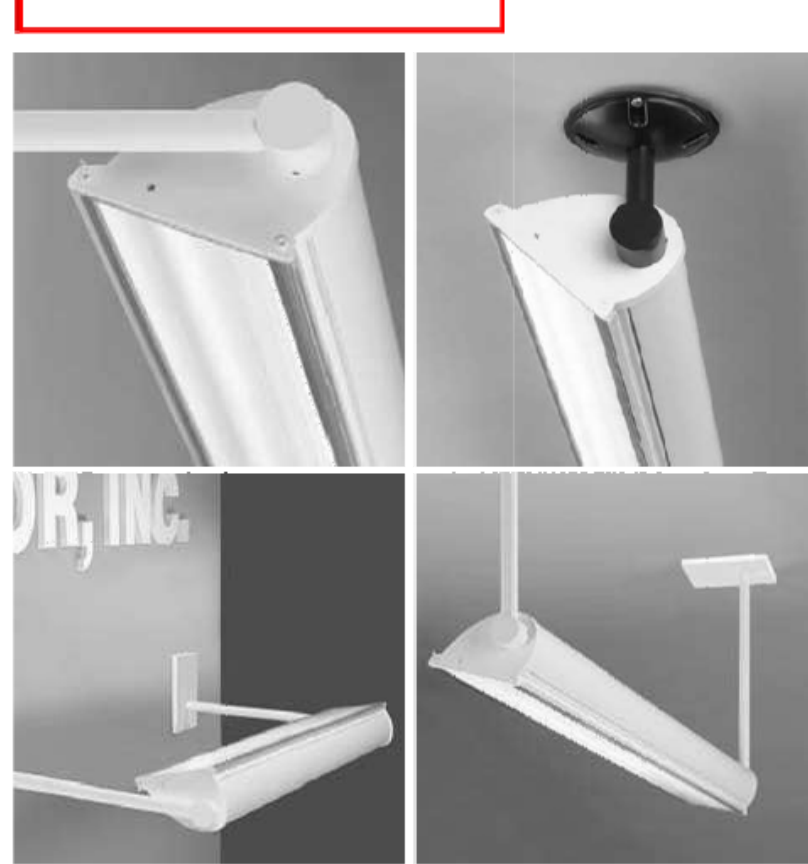
54 In a continuing effort to offer the best product possible we reserve the right to change, without notice, specifications or materials that in our opinion will not alter the function of the product.

TYPE 'SA'

Lighting the Vertical Medium outdoor, integral T5 Fluorescent



Style 164



- Specifications**
- A** 1/2" fittings, rigid conduit supports (by others)
 - B** Specular extruded aluminum reflector
 - C** Aluminum hubs with silicone O-ring gaskets (ordered separately)
 - D** Die-cast aluminum end plates
 - E** Integral electronic ballast / internal wiring
 - F** UV and impact resistant acrylic snap-on lens with silicone gasket
 - G** Cantilever, pendant or surface hangers with hubs (ordered separately)
 - H** Aluminum cover (conceals fasteners)
 - J** Tubular steel arm or stem
 - K** Aluminum mounting plate (fasteners by others)
 - L** Outlet box access with gasketed access cover (electrical feed only)
 - M** Recessed outlet box (by others)
- Finish:** Exterior surfaces - 6 stage pretreatment and electrostatically applied thermoset polyester powder coating for a durable abrasion, fade and corrosion resistant finish. Choice of semi-gloss colors (see ordering information).
 Reflector - extruded high purity aluminum with clear anodized specular finish. All hardware and components - non corrosive stainless steel or aluminum.
 Snap-on lens - composite of impact resistant and UV stabilized acrylic. Silicone gasket for watertight operation when facing upward or downward.
Mounting: 1-1/2" dia. x 1-1/2" aluminum hubs with 1/2" NPT threaded entry. Reflector aiming is adjustable - locks with set screws. Specify with hubs only for use with 1/2" rigid conduit or fittings.
- Electrical:** Use 90C° wire for supply connections and through wire. Electrical feed hanger (optional) mounts over recessed outlet box (by others) with gasketed access cover. Internal wiring allows supply wiring to be fed through mounting hub to adjacent units. Locate electrical feed at end of row.
 Integral electronic HFP thermally protected class P ballast rated for 0°F/-18°C starting.
 For complete ballast specifications, see Accessories Section.
Standard: UL listed or CSA certified for wet locations when mounted horizontally. For positions other than horizontal, consult factory.

- Features**
- Reflector optimized for T5 - precise optical control for lighting facades, walls and signs from minimal setbacks
 - Snap-on acrylic lens - watertight, facing up or down
 - Rugged all aluminum, stainless steel construction - polyester powder coat exceeds 1000 hour salt spray test
 - Versatile - surface, cantilever or pendant mount; thru wiring
- Performance**
- Two parabolic reflector sections drive light down (or up) the vertical plane from one edge. An elliptical section redirects its light to a parabola and shields the lamp from normal viewing angles. The fast "runback" minimizes glare and spill light. Asymmetry of the beam is maximized resulting in high beam efficiency and superior surface uniformity.
- Adjustable - max. Cd shows aimed 25° above nadir.
- Note: Lamp light output may be diminished when mounted in low ambient.

TYPE 'SB'

LITHONIA LIGHTING

FEATURES & SPECIFICATIONS

INTENDED USE — For building and wall-mounted applications.

CONSTRUCTION — Rugged, die-cast, single-piece aluminum housing. Die-cast doorframe has a 1/8" thick tempered glass lens. Doorframe is fully gasketed with one-piece solid silicone.

FINISH - Standard finish is textured dark bronze (DDBT) corrosion-resistant polyester powderfinish. Additional architectural colors are available. Sealing is also available.

OPTICS — Segmented reflectors for superior uniformity and control. Medium throw (MD) full cutoff distribution available.

ELECTRICAL — Ballast: Class P multi-volt electronic. High power factor multi-volt, <10%THD, with starting temperature of 0°F (-18°C).
 Sockets: High temperature thermoplastic with an integral lamp retention clip.

INSTALLATION — Universal mounting mechanism with integral mounting support allows fixture to hinge down. Bubble level provides correct alignment with each installation.

LISTINGS — UL, Listed to US and Canadian safety standards (see Options). Suitable for wet locations (stamp location listed in lamp-up orientation). WLU option offers wet location listing in up orientation (see Options). IP65 Rated, 35°C ambient. ELD: U.S. Patent No. 7,737,640.

WARRANTY — 1-year limited warranty. Complete warranty terms located at www.usalighting.com/CustomerResources/terms_and_conditions.aspx

Note: Specifications subject to change without notice.

Decorative Wall-Mounted Lighting

WSQ

COMPACT FLUORESCENT: 25W DTT, 25W-42W TRT

Specifications:
 Length: 18 (45.7)
 Depth: 9 (22.8)
 Overall Height: 9-3/8 (23.8)
 Weight: 30 (13.6 kg)

All dimensions are inches (centimeters) unless otherwise indicated.
 *Height as configured in example below.

ORDERING INFORMATION For shortest lead times, configure product using standard options (shown in bold).

Series	Wattage	Distribution	Voltage	Ballast	Mounting	Options
WSQ	20W	MD Medium throw	120	(blank) Electronic 0°F	(blank) Surface mount	Shipped installed in fixture
	2/20TRT		277		Shipped separately ¹	DL12 Emergency circuit 12-volt (35W lamp included) ²
	20TRT		347		WG Wire guard	DL12 Emergency circuit 12-volt (two 35W lamps included) ²
	2/20TRT		MVOLT³		VG Vanalid guard	DL12 Emergency circuit 12-volt (two 35W lamps included) ²
	37TRT				WLU Ventilation door for up orientation	DL12 Emergency circuit 12-volt (two 20W lamps included) ²
	2/37TRT				CSA CSA certified	DL12 Emergency circuit 12-volt (two 20W lamps included) ²
	42TRT				NON Non certified	DL12 Emergency circuit 12-volt (two 20W lamps included) ²
	2/42TRT					DL12 Emergency circuit 12-volt (two 20W lamps included) ²

Options (continued)

Options	Finish ¹	Lamp ⁴
EC Emergency circuit ¹	(blank) Dark bronze, textured	LPI Lamp Included
BLDW Emergency battery pack (32F min. operating temp) ^{1,4,7}	CR1 Non-stick protective coating ¹	LIP Less lamp
DL1WR Fixture wired ready for Ballast B30 battery pack (battery pack not included; 32" min. operating temp) ²	DLST Sandstone, textured	
ELDWRPS Fixture wired ready for PS420 or PS2 remote battery pack (battery pack not included; 32" min. operating temp) ^{1,2}	DWNG Natural aluminum, textured	
ELD Emergency LED secondary source battery pack with time delay (-4°F min. operating temperature) ^{1,2}	DLAT White, textured	
2ELD Emergency LED secondary source (two modules) battery pack with time delay (-4°F min. operating temperature) ^{1,2}	DBLB Black, textured	
	Super-Durable Finishes	
	DBBR Dark bronze	
	DBLD Black	
	DLAD Natural aluminum	
	DWWD White	
	DBRTD Textured dark bronze	
	DBLBD Textured black	
	DLATD Textured natural aluminum	
	DWWDG Textured white	

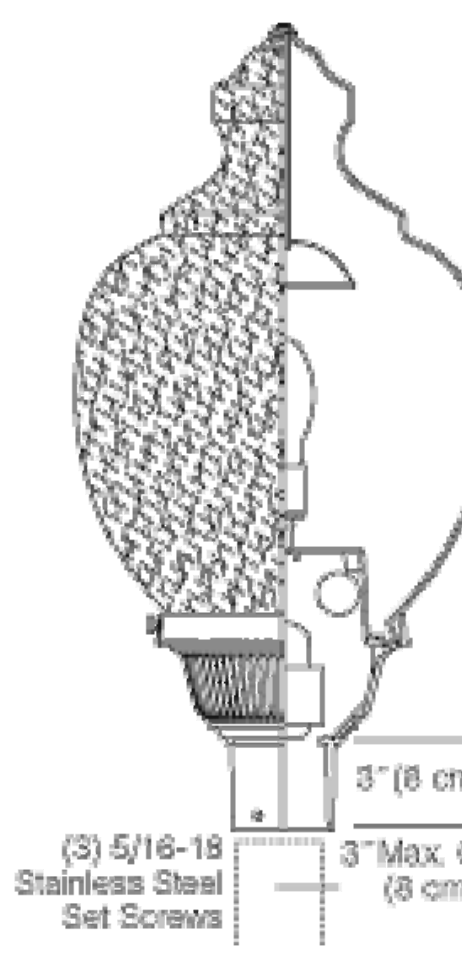
OUTDOOR

WSQ_DF

TYPE 'SC'

Victorian (V71) Specification Sheet

Project Name:	Location:	MFG: Philips Hadco
Fixture Type:	Catalog No.:	Qty:



Ordering Guide

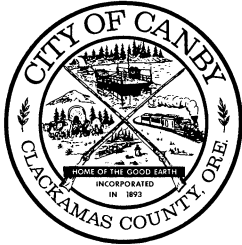
Example: V71 A T0 N D 70S E

Product Code	V71	Victorian
Finish	A Black	White
	B White	Verde
	G Bronze	Green
	J Green	
Optics	T0	Symmetric
Photo Control	N	None
	B	Button Eye Photo Control
Socket	G	Medium Mogul
	D	Medium Mogul
Wattage	70S	70W HPS
	100S	100W HPS
	150S	150W HPS
	70H	70W MH
	100H	100W MH
	150H	150W MH
Voltage	E	120V
	F	208V
	G	240V
	H	277V
	K	347V

*1 Available with Medium base (D) socket only.

- Specifications**
- HOUSING:** 305 HB high-strength, low-copper, proprietary cast aluminum alloy. Easy access to lamp. A weather-proof ballast assembly isolates the ballast from water and heat for longer life. The optional photo control eye is located in the ballast enclosure for easy access. All non-ferrous fasteners prevent corrosion and ensure longer life. Slip Filter Dimensions: 3" I.D. x 3" deep.
- FINISH:** Thermoset polyester powdercoat is electrostatically applied after a five-stage conversion cleaning process and bonded by heat fusion thermosetting. Laboratory tested for superior weatherability and fade resistance in accordance with ASTM B117 specifications. For larger projects where a custom color is required, contact the factory for more information.
- OPTICAL ASSEMBLY:** Symmetric. U.V. stabilized clear acrylic textured globe.
- LAMPING:** MH and HPS Medium base: E17, MH Mogul base: ED28, HPS Mogul base: E23.8.
- ELECTRICAL ASSEMBLY:** Ballast assemblies are mounted to an aluminum plate or spinning, which is mounted inside the globe to the cast filter. 4kr rated porcelain mini-can base. Nickel-plated screw shell with center contact. 4kr rated mogul base porcelain socket. Nickel-plated screw shell with center contact.
- BALLAST:** All HID ballasts are core and coil and regulated with power factors better than 90% (HPF). Ballast provides +/- 5% lamp power regulation with +/- 10% input voltage regulation. Ballasts are factory pre-wired and tested. Metal halide ballasts are capable of starting at -20°F or -30°C and HPS at -40°F or -40°C. NOTE: All ballasts are EISA / Title 20 / Title 24 compliant where applicable.
- CERTIFICATIONS:** ETL Listed to U.S. safety standards for wet locations. cETL listed to Canadian safety standards for wet locations. Manufactured to ISO 9001:2008 Standards.
- WARRANTY:** Three-year limited warranty.
- Height:** 28" (71cm)
- ISO 9001:2008 Registered
- PHILIPS HADCO**
- Note: Philips reserves the right to modify the above details to reflect changes in the cost of materials and/or production and/or design without prior notice.
 100 Craftway Drive, Lititz, PA 17340 | P: +1-717-359-7131 F: +1-717-359-9259 | <http://www.hadco.com> | Copyright 2011 Philips HWZ

TYPE 'SD'



**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY**

A REQUEST FOR SITE AND DESIGN)	FINDINGS, CONCLUSION & FINAL ORDER
REVIEW FOR)	DR 13-01
A NEW LIBRARY)	FFA ARCHITECTURE & PLANNING INC/
AT 111 NW 2ND AVE,)	CITY OF CANBY
133 NW 2ND AVE, & 182 N HOLLY ST)	

NATURE OF THE APPLICATION

The Applicant has sought an approval for a Site and Design Review #DR 13-01 for the construction of a new 22,600 square foot Library and a renovation to the existing City Hall on property described as Tax Lots 31E33CA06300, 31E33CA06200, 31E33CA06100, and 31E33CA06000, Clackamas County, Oregon. The property is zoned C-1 Downtown Commercial under the Canby Municipal Code and is in the Core Commercial Subarea of the Downtown Canby Overlay Zone (DCO).

HEARINGS

At the May 13, 2013 Hearing, the Planning Commission voted orally 6-0 to deny the application, which originally included a landscaping Variance application VAR 13-01; however no written decision was rendered. On May 15, 2013, the Canby City Council remanded this application back to the Canby Planning Commission under ORS 227.180 for the Planning Commission to consider a revised submittal.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040. Other applicable code criteria and standards were reviewed in the Staff Report dated April 22, 2013 and presented at the May 13, 2013 and on June 10, 2013 meetings of the Canby Planning Commission.

FINDINGS AND REASONS

The Planning Commission considered application DR 13-01 after the duly noticed hearing on May 13, 2013 and after another duly noticed hearing on June 10, 2013. At the June 10, 2013 Planning Commission Meeting, the Planning Commission voted _____ to approve DR 13-01. These findings are entered to document the approval.

The Staff Report was presented, and written and oral testimony was received at the public hearings. Staff recommended approval of the Site and Design Review application with Conditions of Approval in order to ensure that the proposed development will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

After hearing public testimony, and closing the public hearing, the Planning Commission made the following additional findings beyond those contained in the staff report to arrive at their decision and support their recommended conditions of approval and the exact wording thereof:

Land Development and Planning Ordinance. Approval of this application is based on the following submissions:

- a. City of Canby New Canby Public Library & City Hall Renovation Design Review drawings revised 4/1/13 and resubmitted on May 29, 2013; including site vicinity, site plan, floor plan, exterior elevations, perspective views, exterior materials, landscape planting plan, and electrical lighting plan.
 - b. Site and Design Review Land Use Applications – applicable aspects of the original and revised narrative,
 - c. All other materials submitted in conjunction with the DR 13-01 application
2. The new access off Holly Street shall be designed with a new curb and driveway crossing that matches other nearby access designs. Final design must be approved by the city prior to construction.
 3. The applicant shall follow the following on-site circulation specifics:
 - a. Install “Do not enter” signage (Manual on Uniform Traffic Control Devices (MUTCD) R5-1) at the north end of the parking lot on the east side of the Canby Utility to alert drivers to not enter the one-way only internal private alley driveway from the parking lot on the east side of the Canby Utility building, and a “Right turn only” sign (MUTCD R3-5) to alert drivers leaving the parking lot driveway north on the west side of the Canby Utility building, and from the drive-thru window at the Canby Utility window of the one-way flow on the internal private alley driveway.
 - b. Provide a curb or buffer along the north side of the proposed east-west internal one-way site driveway and the south building frontage of City Hall and the proposed Library.
 - c. Consider prohibiting on-street parking along N Holly Street and NW 1st Avenue within 20-feet of site access locations to improve access to the one-way private alley driveway.
 - d. Provide guide signing to the Library book-drop window from adjacent side streets (NW 1st Avenue and N Holly Street)
 4. The applicant shall file any deeds detailing shared access easements with the Clackamas County Clerk’s Office, Canby City Hall, and the Canby Planning Department prior to final occupancy.
 5. Per 16.10.100, there shall be a minimum of 2 feet between bicycle racks and a wall or other obstacle and the racks shall follow the guidelines of the Figure 20 from the Canby Downtown Plan.
 6. The proposed city seal sign along 2nd Avenue shall not exceed 60 sf per the standards of 16.42.
 7. All fully shielded lighting, defined under 16.43.020 as “a luminaire emitting no luminous flux above the horizontal plane”, shall not exceed 7800 lumens; all shielded lighting, defined under 16.43.020 as “a luminaire emitting less than 2.0 percent of its luminous flux above the horizontal plane” shall not exceed 1600 lumens.
 8. Proposed canopy lighting shall be recessed up into the canopy to prevent light trespass.
 9. The light for the proposed hose tower sign shall be shielded per the standards of 16.42.040(B).
 10. The proposed trash/recycling area shall be screened per 16.41.050(3).
 11. The proposed landscaping shall comply with the provisions of 16.49.080 and 16.49.100.

12. Any reconfigured parking lots associated with access to the library's private internal driveway must apply for a Type I administrative Site Plan Review. The City must notify Canby Utility (CU) of any such Type I parking lot applications.
13. Accessible parking shall be reviewed by Clackamas County prior to the issuance of building permits.
14. The development shall comply with the standards of all applicable outside utility and regulatory agencies; including Canby Utility (CU), Northwest Natural Gas, Wave Broadband, Canby Fire District, Canby Telcom, the Oregon Department of Transportation (ODOT), and Clackamas County.
15. The development shall comply with all applicable City of Canby Public Works Design Standards.

Procedural Conditions:

16. The applicant shall provide written authorization from an official representative from Canby Utility permitting this development and/or written documentation that the City of Canby and/or the Canby Urban Renewal Agency is the owner of all the tax lots 31E33CA06300, 31E33CA06200, 31E33CA06100, and 31E33CA06000 that constitute this application before issuance of a building permit.
17. Submit final construction plans: Final construction plans shall indicate the design, location, and planned installation of all roadway improvements and utilities including but not limited to water, electric, sanitary sewer, natural gas, telephone, storm water, cable, and emergency service provisions. Construction plans shall be designed and stamped by a professional engineer registered in the State of Oregon.
18. Prior to the issuance of a County Building Permit/City Site Plan Review permit, final construction plans must be approved by the city and all other utility/service providers. The City of Canby may require a pre-construction conference to obtain final approval from utility providers and applicable city departments. This includes, but is not limited to, approval by:
 - a. City of Canby Planning: Reviews construction plans for depiction of the conditions of approval determined by the Planning Commission
 - b. City of Canby Engineering/Canby Public Works: Review stormwater, sanitary sewer/wastewater, grading/erosion control, street trees, and other applicable items. A non-residential wastewater survey must be submitted for review and approval by the city prior to final building occupancy.
 - c. Canby Fire District
 - d. Canby Utility – Reviews water and electric service
 - e. Northwest Natural Gas
 - f. Canby Telcom
 - g. Wave Broadband
19. **Clackamas County Building Codes Division** will provide structural, electrical, plumbing, and mechanical plan review and inspection for this project. Applicable building permits are required prior to construction.

I CERTIFY THAT THIS ORDER approving DR 13-01 was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this _____ day of _____, 2013

Tyler Smith
Planning Commission Chair

Bryan Brown
Planning Director

Attest

ORAL DECISION: June 10, 2013

WRITTEN DECISION: June 10, 2013

Ayes:

Ayes:

Noes:

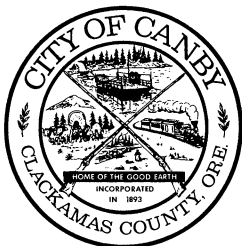
Noes:

Abstain:

Abstain:

Absent:

Absent:



**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CANBY**

A REQUEST FOR SITE AND DESIGN)	FINDINGS, CONCLUSION & FINAL ORDER
REVIEW FOR)	DR 13-01
A NEW LIBRARY)	FFA ARCHITECTURE & PLANNING/
AT 111 NW 2ND AVE,)	CITY OF CANBY
133 NW 2ND AVE, & 182 N HOLLY ST)	

NATURE OF THE APPLICATION

The Applicant has sought an approval for a Site and Design Review #DR 13-01 for the construction of a new 22,600 square foot Library and a renovation to the existing City Hall on property described as Tax Lots 31E33CA06300, 31E33CA06200, 31E33CA06100, and 31E33CA06000, Clackamas County, Oregon. The property is zoned C-1 Downtown Commercial under the Canby Municipal Code and is in the Core Commercial Subarea of the Downtown Canby Overlay Zone (DCO).

HEARINGS

At the May 13, 2013 Hearing, the Planning Commission voted orally 6-0 to deny the application, which originally included a landscaping Variance application VAR 13-01; however no written decision was rendered. On May 15, 2013, the Canby City Council remanded this application back to the Canby Planning Commission under ORS 227.180 for the Planning Commission to consider a revised submittal.. These findings are entered to document the denial made at the June 10, 2013 meeting.

The Planning Commission considered application DR 13-01 after the duly noticed hearings on May 13, 2013 and after another duly noticed hearing on June 10, 2013. At the June 10, 2013 Planning Commission Meeting, the Planning Commission voted _____ to deny DR 13-01. These findings are entered to document the approval.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review application shall be approved, the Planning Commission determines whether criteria from the Code are met, or can be met by observance of conditions, in accordance with Chapter 16.49.040. Other applicable code criteria and standards were reviewed in the Staff Report dated April 22, 2013 and presented at the May 13, 2013 and at the June 10, 2013 meetings of the Canby Planning Commission.

FINDINGS AND REASONS

The Planning Commission considered application DR 13-01 after the duly noticed hearing on the May 13, 2013 and on June 10, 2013. At the June 10, 2013 Planning Commission Meeting, the Planning Commission voted _____ to deny DR 13-01. These findings are entered to document the approval.

The Staff Report was presented, and written and oral testimony was received at the public hearings. Staff recommended approval of the Site and Design Review application with Conditions of Approval in order to ensure that the proposed development will meet all required City of Canby Land Development and Planning Ordinance approval criteria.

ORDER

IT IS ORDERED BY THE PLANNING COMMISSION of the City of Canby that **DR 13-01** is denied.

I CERTIFY THAT THIS ORDER denying **DR 13-01** was presented to and **DENIED** by the Planning Commission of the City of Canby.

DATED this _____ day of _____, 2013

Tyler Smith
Planning Commission Chair

Bryan Brown
Planning Director

Attest

ORAL DECISION: June 10, 2013

WRITTEN DECISION: June 10, 2013

Ayes:

Ayes:

Noes:

Noes:

Abstain:

Abstain:

Absent:

Absent:

MINUTES
SPECIAL CANBY PLANNING COMMISSION
May 28, 2013 at 7:00 PM
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Tyler Smith (Chair), Sean Joyce (Vice Chair), Charles Kocher, and Shawn Hensley

ABSENT: Commissioners John Savory and John Proctor

STAFF: Bryan Brown, Planning Director, Angie Lehnert, Associate Planner, Laney Fouse, Planning Staff, and City Councilor Liaison - Clint Coleman

OTHERS: Bill Lambert, VLMK Engineers, Jerry Corcoran, JSL Investments/Pro-Active and Steve Skinner, JSL Investments

1. CALL TO ORDER

Chair Smith called the meeting to order at 7 pm.

2. CITIZEN INPUT ON NON-AGENDA ITEMS - None

3. PUBLIC HEARINGS

4. Consider approval of **Site and Design Review application (DR 13-02)** from applicant representative VLMK to construct a 12,000 SF warehouse addition for Pro-Active Sports at 1200 SE 2nd Avenue within a (CM)-Heavy Commercial/Manufacturing; (DCO-OHC) Outer Highway Commercial Subarea of the Downtown Canby Overlay Zone. (**Staff: Angie Lehnert**)

Chair Smith opened the public hearing and read the public hearing format.

Commissioners responded that they had no conflict, ex parte contact and had not visited the site.

Staff Report:

Angie Lehnert, Associate Planner entered her Staff Report into the record. She said the proposed warehouse addition consisting of 12,000 square feet to the east side of their existing building

Ms. Lehnert said this is a 2.21 acre site which is zoned CM (Heavy Commercial/Manufacturing) and is occupied by an existing 23,000 sf. metal building. The site also includes an existing parking lot. It is located on the east end of a SE 2nd Avenue.

Ms. Lehnert said Primary vehicle access is going to remain from SE 2nd Avenue, but with this project the applicant will also be gaining access via a new 30.0' access/utility easement from the neighboring property to the east from SE 3rd Avenue. She said the new warehouse will accommodate storage of sporting goods.

Ms. Lehnert said Canby Utility Board, the City Engineer and Canby Telcom had commented on this application. She said Canby Utility expressed their concern about the weight of large trucks going across their water line along the access road from SE 3rd. She said the City Engineer commented on the ability of this driveway to accommodate large trucks and feels it is okay for 55 foot trucks but is unsure about the 65 foot trucks which the applicant is proposing to use. Ms. Lehnert said Canby Telcom responded with standard service information.

Discussion:

Commissioner Joyce had questions regarding depth of water line, improving the access road, and length of the trucks.

Mr. Brown explained the applicant had provided templates for the 55 foot long trucks but not the 65 foot long trucks. He said because of this the City Engineer is not ready to give approval for the 65 foot long trucks. Mr. Brown said the access road is a private and the only reason to improve it is to protect the water line but if a problem develops it could potentially mean the responsibility will fall to the applicant. He said there are questions whether the water line was buried to the normal depth to protect it as well as the standards used for paving the access road.

Applicant:

Bill Lambert, VLMK Engineers said the proposed warehouse will match the existing building in color, height and materials. He pointed out the landscaping planned for the site which includes islands in the parking area. Mr. Lambert said he would provide the templates for the 65 foot long trucks for the City Engineer. He said he did not think the owner was planning on using 65 foot trucks and they are planning for the future possibility of having a tenant who might use 65 foot trucks.

There was discussion about the issue with the depth of the water line and Mr. Lambert said it is standard to have 3 feet of cover over it. He said, the access road over it only has 28 inches of cover in a portion and not the 36 inches required so it brings into question whether there is adequate protection. Mr. Lambert said the owner has talked to CUB about replacing the pipe with a cast iron pipe but CUB says they are the only ones who can do that at an estimated charge of \$16,000.

There was discussion about who the water line services and about CUB's requirement that the waterlines be connected for looping the system with this project.

Proponents: None

Opponents: None

Rebuttal: None

There was discussion about adding language to Condition #9 in the Staff Report, which states the applicant/owners shall work with CUB to address the issue of truck weight on the water line along the access road from SE 3rd Avenue, in order to help clarify it.

Mr. Lambert explained that the owner had already contacted CUB and talked to them about what they have to do. He said there were a couple of different proposals about adding asphalt or replacing the line. He said they are already working with CUB and intend to meet their requirements.

Public hearing was closed at 7:49 pm.

Commissioner Deliberation:

Commissioners further discussed Condition #9 and decided to strike it from the conditions of approval because it was already sufficiently covered in Condition #2.

MOTION:

Commissioner Joyce moved to approve Site and Design Review DR 13-02 as submitted except for striking line #9 which states that the owner/applicant shall work with the Canby Utility Board to address the issue of truck weight on the water line along the access road from SE 3rd because it is covered under Condition #2, Commissioner Kocher seconded the motion. Motion passed 4/0.

5. NEW BUSINESS - None

6. FINAL DECISIONS

Note: These are final, written versions of previous oral decisions. No public testimony.

a. Site and Design Review, Pro-Active Sports, **(DR 13-02)**

Commissioners agreed that Chair Smith should sign the Final Findings with the agreement that staff would make the change to strike Condition #9 from the Conditions of Approval because it was adequately covered under Condition #2.

7. MINUTES

a. Regular Planning Commission Minutes, May 13, 2013.

MOTION:

Commissioner Kocher made a motion to approve the May 13, 2013 minutes as presented, Commissioner Hensley seconded. Motion passed 4/0.

8. ITEMS OF INTEREST/REPORT FROM STAFF

- a. Mr. Brown said the June 10th meeting will consider the revised Library application.
- b. Mr. Brown said the June 24th meeting will consider the Fred Meyer application.
- c. A Work Session is being planned to consider modifying or deleting the Development Concept Plan requirement from the Annexation ordinance.

9. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

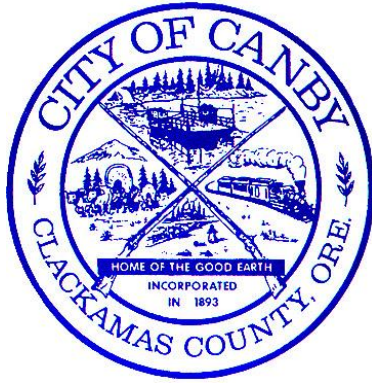
- a. None

10. ADJOURNMENT

MOTION:

Commissioner Kocher made a motion to adjourn the meeting, Commissioner Joyce seconded. Motion passed 4/0.

Meeting adjourned at 8:08 pm.



City of Canby

Planning Department

TO: *Chair Smith and Planning Commission*
FROM: *Bryan Brown, Planning Director*
Renate Mengelberg, Economic Development Director
DATE: *May 29, 2013*

ISSUE: *Policy Direction needed for a process to allow permanent food carts and other small scale vendors*

Background:

The City of Canby accommodates temporary vendors for up to 6 months through a streamlined approval process. It does not currently have a process in place to accommodate longer term food carts or small scale mobile vendors. After six months the vendor would be held to the same building permit standards as a commercial building. Recently a local maker of fresh salsas has approached the city planning department for permission to install a permanent food cart on private property. They would need access to water and electricity and have a tentative agreement with a property owner, should the city develop a process to permit them.

Planning Commission direction is needed on:

- Whether food carts and other small scale vendors should be allowed in Canby after a six month duration.
- If so:
 - What process should be used for approval?
 - What conditions should be met?
 - What cost would be associated with this new process?

Further Discussion:

Possible advantages of a new permanent vendor policy to accommodate this type of use include:

- There is relatively little inventory of available small scale restaurant or small vendor space in Canby.
- In a tough economy, lowering the barriers to entry for local entrepreneurs create business opportunities. Once successful, these small scale businesses may eventually move into permanent spaces in downtown or elsewhere.

- Vendors can add to a vibrant, active street scene in Canby that attracts shoppers to them and potentially to other surrounding stores.
- These vendors provide the potential for food and product options at a lower cost or in a wider range of locations than are currently available.

Possible issues and concerns that might be raised include:

- Low quality design and construction of vending carts that some may consider an eyesore.
- The appearance of the cart that does not fit well in the context of surrounding buildings, and other design elements.
- Safety and sanitation standards should be higher for a more permanent structure.
- Allowing food carts and small scale vendors gives them an unfair competitive advantage because they have significantly lower operating costs and overhead that traditional storefront businesses do not.

Possible Solution:

The city could develop a process to allow Food Carts and Small Scale Vendors as a conditional use permit. This allows the Planning Commission discretion and provides opportunity for community and business input. Steps could include:

- 1) Review of the business concept and vendor cart design by the Main Street Design Committee.
- 2) Review and recommendation by the City Planning Director.
- 3) An application for a conditional use permit for approval by the Planning Commission.
- 4) A review of the permit every 3 years to address any issues or concerns.

Possible conditions that the vendors must meet in order to have a complete application include:

1. A rendering or photo of the proposed cart.
2. Photos of the proposed site with views in each direction to demonstrate context.
3. A letter or signed contract with the Property owner indicating support and outlining arrangements for any needed utilities, restroom facilities, trash removal, or other pertinent issues.
4. Vending Carts should demonstrate aesthetic value that incorporates the Canby the Garden Spot theme, meets the intent of the downtown design standards, and provides a safe and attractive place for customers.
5. Before the vendor commences operations, they must provide proof of state and county health permits, a valid business license and liability insurance.

The Conditional Use application fee should not be a barrier to these entrepreneurs. The current \$2,040 cost would be prohibitive, so staff proposes that the fee for this streamlined process be \$250.00.

Options:

1. Develop a conditional use permit process as outlined above.
2. Do not allow permanent food carts and small scale vendors in Canby. The current temporary vendors permit and building permit process are adequate.
3. Develop standards and guidelines that the Planning Director could use to evaluate future requests administratively.

MINUTES
SPECIAL CANBY PLANNING COMMISSION
May 28, 2013 at 7:00 PM
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Tyler Smith (Chair), Sean Joyce (Vice Chair), Charles Kocher, and Shawn Hensley

ABSENT: Commissioners John Savory and John Proctor

STAFF: Bryan Brown, Planning Director, Angie Lehnert, Associate Planner, Laney Fouse, Planning Staff, and City Councilor Liaison - Clint Coleman

OTHERS: Bill Lambert, VLMK Engineers, Jerry Corcoran, JSL Investments/Pro-Active and Steve Skinner, JSL Investments

1. CALL TO ORDER

Chair Smith called the meeting to order at 7 pm.

2. CITIZEN INPUT ON NON-AGENDA ITEMS - None

3. PUBLIC HEARINGS

4. Consider approval of **Site and Design Review application (DR 13-02)** from applicant representative VLMK to construct a 12,000 SF warehouse addition for Pro-Active Sports at 1200 SE 2nd Avenue within a (CM)-Heavy Commercial/Manufacturing; (DCO-OHC) Outer Highway Commercial Subarea of the Downtown Canby Overlay Zone. (**Staff: Angie Lehnert**)

Chair Smith opened the public hearing and read the public hearing format.

Commissioners responded that they had no conflict, ex parte contact and had not visited the site.

Staff Report:

Angie Lehnert, Associate Planner entered her Staff Report into the record. She said the proposed warehouse addition consisting of 12,000 square feet to the east side of their existing building

Ms. Lehnert said this is a 2.21 acre site which is zoned CM (Heavy Commercial/Manufacturing) and is occupied by an existing 23,000 sf. metal building. The site also includes an existing parking lot. It is located on the east end of a SE 2nd Avenue.

Ms. Lehnert said Primary vehicle access is going to remain from SE 2nd Avenue, but with this project the applicant will also be gaining access via a new 30.0' access/utility easement from the neighboring property to the east from SE 3rd Avenue. She said the new warehouse will accommodate storage of sporting goods.

Ms. Lehnert said Canby Utility Board, the City Engineer and Canby Telcom had commented on this application. She said Canby Utility expressed their concern about the weight of large trucks going across their water line along the access road from SE 3rd. She said the City Engineer commented on the ability of this driveway to accommodate large trucks and feels it is okay for 55 foot trucks but is unsure about the 65 foot trucks which the applicant is proposing to use. Ms. Lehnert said Canby Telcom responded with standard service information.

Discussion:

Commissioner Joyce had questions regarding depth of water line, improving the access road, and length of the trucks.

Mr. Brown explained the applicant had provided templates for the 55 foot long trucks but not the 65 foot long trucks. He said because of this the City Engineer is not ready to give approval for the 65 foot long trucks. Mr. Brown said the access road is a private and the only reason to improve it is to protect the water line but if a problem develops it could potentially mean the responsibility will fall to the applicant. He said there are questions whether the water line was buried to the normal depth to protect it as well as the standards used for paving the access road.

Applicant:

Bill Lambert, VLMK Engineers said the proposed warehouse will match the existing building in color, height and materials. He pointed out the landscaping planned for the site which includes islands in the parking area. Mr. Lambert said he would provide the templates for the 65 foot long trucks for the City Engineer. He said he did not think the owner was planning on using 65 foot trucks and they are planning for the future possibility of having a tenant who might use 65 foot trucks.

There was discussion about the issue with the depth of the water line and Mr. Lambert said it is standard to have 3 feet of cover over it. He said, the access road over it only has 28 inches of cover in a portion and not the 36 inches required so it brings into question whether there is adequate protection. Mr. Lambert said the owner has talked to CUB about replacing the pipe with a cast iron pipe but CUB says they are the only ones who can do that at an estimated charge of \$16,000.

There was discussion about who the water line services and about CUB's requirement that the waterlines be connected for looping the system with this project.

Proponents: None

Opponents: None

Rebuttal: None

There was discussion about adding language to Condition #9 in the Staff Report, which states the applicant/owners shall work with CUB to address the issue of truck weight on the water line along the access road from SE 3rd Avenue, in order to help clarify it.

Mr. Lambert explained that the owner had already contacted CUB and talked to them about what they have to do. He said there were a couple of different proposals about adding asphalt or replacing the line. He said they are already working with CUB and intend to meet their requirements.

Public hearing was closed at 7:49 pm.

Commissioner Deliberation:

Commissioners further discussed Condition #9 and decided to strike it from the conditions of approval because it was already sufficiently covered in Condition #2.

MOTION:

Commissioner Joyce moved to approve Site and Design Review DR 13-02 as submitted except for striking line #9 which states that the owner/applicant shall work with the Canby Utility Board to address the issue of truck weight on the water line along the access road from SE 3rd because it is covered under Condition #2, Commissioner Kocher seconded the motion. Motion passed 4/0.

5. NEW BUSINESS - None

6. FINAL DECISIONS

Note: These are final, written versions of previous oral decisions. No public testimony.

- a. Site and Design Review, Pro-Active Sports, **(DR 13-02)**

Commissioners agreed that Chair Smith should sign the Final Findings with the agreement that staff would make the change to strike Condition #9 from the Conditions of Approval because it was adequately covered under Condition #2.

7. MINUTES

- a. Regular Planning Commission Minutes, May 13, 2013.

MOTION:

Commissioner Kocher made a motion to approve the May 13, 2013 minutes as presented, Commissioner Hensley seconded. Motion passed 4/0.

8. ITEMS OF INTEREST/REPORT FROM STAFF

- a. Mr. Brown said the June 10th meeting will consider the revised Library application.
- b. Mr. Brown said the June 24th meeting will consider the Fred Meyer application.
- c. A Work Session is being planned to consider modifying or deleting the Development Concept Plan requirement from the Annexation ordinance.

9. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

- a. None

10. ADJOURNMENT

MOTION:

Commissioner Kocher made a motion to adjourn the meeting, Commissioner Joyce seconded. Motion passed 4/0.

Meeting adjourned at 8:08 pm.