

**PLANNING COMMISSION
Meeting Agenda
Monday – June 28, 2010
7:00 PM - Regular Meeting
City Council Chambers – 155 NW 2nd Avenue**

**Chair Dan Ewert – Vice Chair Janet Milne
Commissioners Sean Joyce, Charles Kocher, John Proctor, Misty Slagle and Randy Tessman**

1. CALL TO ORDER

2. CITIZEN INPUT ON NON-AGENDA ITEMS

3. PUBLIC HEARINGS

a. Approval of a Site & Design Review application to build a 1,993 square foot commercial building and associated parking lot on a 11,138 sq ft site at 1535 SE 3rd Court (Clackamas County Assessor Map & Tax Lot No. 31E34C-03400). **DR 10-01 – Staff: Bryan Brown, Planning Director** **Page 2**

4. NEW BUSINESS

5. FINAL DECISIONS

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

a. **DR 10-01 – DCS-Morgan**

6. MINUTES

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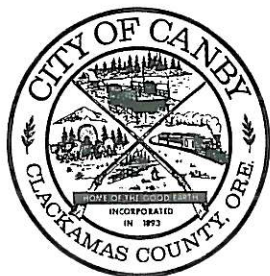
7. ITEMS OF INTEREST/REPORT FROM STAFF

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 to Jill Thorn at 503-266-7001.

*A copy of this agenda can be found on the City's web page at www.ci.canby.or.us
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For a schedule of the playback times, please call 503-263-6287.*



PLANNING COMMISSION PUBLIC HEARING STAFF REPORT

APPLICANT'S REQUEST

The applicant is proposing to construct a one-story 1,993 square foot commercial office building and an accessory parking lot on an 11,138 square foot platted lot.

SPECIFIC DATA

APPLICANT:

Steve & Chris Morgan
P.O. Box 1202
Canby, OR 97013

APPLICATION TYPE & FILE NO.:

Site and Design Review (DR 10-01)

REPRESENTATIVES:

Scott Caufield
Sisul Engineering
Geotech Solutions, Inc.

Designer
Civil Engineer
Geotech Engineer

OWNER:

Steve & Chris Morgan
P.O. Box 1202
Canby, OR 97013

STAFF:

Bryan Brown
Planning Director

SITE LOCATION:

1535 SE 3rd Court

DATE OF HEARING:

June 28, 2010

LEGAL DESCRIPTION:

Lot 2, Redwood Professional Village 2
Plat No. 4151
Map and Tax Lot Number 31E34C-03400)

REPORT COMPLETED:

June 17, 2010

COMP. PLAN DESIGNATION:

Commercial/Manufacturing (CM)

ZONING DESIGNATION:

Heavy Commercial/Manufacturing (C-M)

120-DAY RULE:

The application was deemed complete by letter to the applicant on June 6, 2010 thus making the date of complete application on May 14, 2010, the date received. Therefore, the City must exhaust all local review by September 11, 2010, including any possible appeals per the 120-rule.

PUBLIC NOTICE:

Notice was mailed to property owners and residents within a 500 foot radius of the subject property on June 8, 2010. The property was posted with a sign prepared by staff and posted by the

applicant's representative on June 10, 2010. Notice published in the Canby Herald once in either of the two consecutive weeks prior to the hearing occurred on June 23, 2010. Posting of the public hearing at least 10-days before the hearing at City Hall and other locations occurred on June 18, 2010. Therefore, public notice requirements of Chapter 16 of the Canby Municipal Code have been satisfied.

PRE-APPLICATION MEETING:

A pre-application conference was held on March 9, 2010 with the applicant and their representatives, City staff, and utility company representatives.

NEIGHBORHOOD MEETING:

A neighborhood meeting was scheduled and held by the applicant at the Grand Central Station restaurant on 7:00 pm on Tuesday, April 6, 2010. Two residents who owned the adjacent vacant property attended the meeting. (*see attached applicant's neighborhood meeting notes*).

APPLICABLE REGULATIONS/APPROVAL CRITERIA:

Canby Municipal Code (CMC) Title 16:

- 16.08 General Provisions
- 16.10 Off-Street Parking and Loading
- 16.30 C-M Heavy Commercial Manufacturing Zone
- 16.42 Signs
- 16.46 Access Limitations on Project Density
- 16.49 Site and Design Review
- 16.89 Application and Review Procedures
- 16.120 Parks, Open Space and Recreation Land

Applicable Condition of Comp Plan and Zoning Map Amendment (CPA-04-02/ZC-04-03):

- Future development for the area of the zone change is limited to that which generates no more than 1,020 vehicle trips per day.

Applicable Conditions of Development Agreement (2005-020680):

- As long as property retains C-M zoning, or another commercial zoning designation, development and use of the property shall be limited to business and professional offices, including medical, dental, and other similar healthcare uses. Use of the property shall be limited in this way unless and until the Planning Commission or City Council approves alternative uses or until the property's zoning is changed to a non-commercial use.
- As long as property retains C-M zoning, or another commercial zoning designation, property owners shall not complain to the City offices or to any other regulatory agency about noise, traffic or other aspects of a neighboring industrial and manufacturing operation so long as that operation is operating consistent with City regulation, agency rules and state law.

SUMMARY OF PROPOSAL:

Development – The applicant is requesting Site and Design Review approval to construct a 2,127 square foot building footprint when including the covered entry and a parking lot accommodating 10 spaces on a site area of 11,138 square feet. (*see applicant's narrative*)

Location and Existing Conditions – The project site is located at 1535 SE 3rd Court, the second lot in on the south side of 3rd Court east of S. Redwood Street. (*see Vicinity Map*). The property is currently undeveloped and zoned Heavy Commercial Manufacturing (C-M), and is surrounded on the north, south, east and west sides by properties that are also zoned C-M. Land west of the subject property is the site of Dr. Warren’s new medical office building. (*see Zoning Map*)

There are no mapped flood hazard areas on the subject property according to Federal Emergency Management Agency (FEMA) flood insurance rate maps. The site is not identified to be in any other mapped hazard area or zone by the City or County. The lot has frontage on SE 3rd Court which is a private shared 30-foot wide roadway. Vegetation on site consists of grasses.

Land Use Permit Requirement – Site and Design Review approval is required prior to construction of the proposed development per CMC 16.49.030.

Geotechnical Report – The applicant secured and submitted a geotechnical engineering report from Goetech Solutions, Inc. for this project. It provides professional recommendations from how to prepare the building and parking surfaces for construction and sub-grade stabilization, respond to groundwater and soil types and moisture conditions in the necessary earthwork grading, foundation recommendations, drainage considerations with infiltration rates applicable to use of previous asphalt swales, and soakage basins, and minimum pavement cross section thickness nesses. Findings in the report indicate that infiltration rates at the proposed sub-grade elevations for the parking lot and detention basin are slow. A suitable alternative discharge for the parking lot and detention basin is needed as the capacity of the infiltration of the parking lot decreases over time and for storm events which exceed the 10-year storm design parameters of the on-site soakage system so that it will flow directly to a secondary storm-water drain and treatment system provided with design of the subdivision.

APPROVAL CRITERIA, ANALYSIS AND FINDINGS:

The Canby Municipal Code sets forth the approval criteria which the applicant’s submittal must bear the burden to prove compliance and that staff and the Planning Commission must use to determine whether or not a Site and Design Review application shall be approved or denied. Sections of the Land Development and Planning Ordinance (Chapter 16) which are applicable to the review of this application are identified below in the staff analysis. The Planning Commission shall find that the applicable criteria are either met, can be met by observance of conditions, or are not applicable.

16.08 GENERAL PROVISIONS

- Legal Lot. Pursuant to CMC 16.08.080, a legal lot is required to be considered for development purposes. This project involves development on a lot which is considered a legal lot of record for development purposes, as reflected in its legal description being a duly created lot within a platted subdivision. The property is not considered substandard for its intended purpose. The criterion is met.
- Sidewalks & Curbing Required. Pursuant to CMC 16.08.090, the Planning Commission may impose appropriate sidewalk and curbing requirements as a condition of approving any discretionary application it reviews. Third Court is a private commercial street serving multiple lots. It has been paved at a width of 30 feet in width with curbing as approved with

the subdivision approval. The installation of 5-foot wide sidewalks along this private street frontage is proposed. Therefore, no additional street, curb, or sidewalk improvements beyond those proposed are required. The criterion is met.

- Noise & Fencing. Pursuant to CMC 16.08.110, the Planning Commission may require site site-blocking or noise-mitigating fencing up to eight feet in height for any development it reviews. The site plan does not include any outdoor storage areas. There are no existing residential uses abutting the subject property. Therefore, because there are no noise issues or unsightly visual issues anticipated, site-blocking or noise-mitigating fencing is not warranted and not required. The criterion is met.

16.10 OFF-STREET PARKING AND LOADING

- Off-Street Parking and Loading. The applicant is proposing to construct 1993 square feet of commercial office space, and indicates that the building will be occupied and used by a general office tenant. A minimum of 4 off-street vehicle parking spaces (2 spaces per 1,000 gross square feet) are required. The applicant plans to construct 10 off-street vehicle parking spaces, including one van accessible space. The parking spaces and maneuvering aisles on the applicant's site plan all meet minimum code dimensions, including provision of one van-accessible ADA space with a total width of 17 feet including the loading aisle. There are no off-street loading facility requirements for a 1993 square foot building. A minimum of two bicycle parking spaces are required and proposed. The criterion is met.
- Lot Access. The existing private street is designed to provide functional, safe, and efficient traffic flow to the property. The 30-foot wide shared private street exceeds the 20-foot wide minimum standard. The applicant is proposing to construct a commercial driveway which also complies with the minimum 20-foot-wide driveway width standard to provide vehicle access to the site development. This driveway then expands to provide the usual 24-foot wide driving aisle for double loaded parking stalls. The applicant's proposed site plan also indicates a continuation of a 5-foot-wide pedestrian walkway along the side of the lot abutting the shared private street, which connects to the public sidewalk on Redwood. The recorded plat for this subdivision does not place the sidewalk within a pedestrian easement. This is something that needs to be addressed in the future. It appears to be common practice in Canby to place public sidewalks on private property without benefit of an easement. Doing so now would be a laborious lot by lot process. A pedestrian easement could help to guarantee the intent to provide unimpeded public pedestrian access. Consideration could be given to requiring that the sidewalk be placed in a designated public sidewalk easement. The applicant's access and internal circulation plan meet code requirements. This criterion is met.

16.30 C-M HEAVY COMMERCIAL – MANUFACTURING ZONE

- Use. A general office is an outright permitted use in the C-M District.
- Driveway Vision Clearance. There is a 15-foot vision clearance triangle applicable at the driveway as measured from the street curb and edge of the driveway. Although not indicated, it scales out in a manner that shows the two parking spaces to be located just outside of this vision clear area but still very close to the street. This is because of the unique

aspects associated with dealing with private streets which do not have the extra right-of-way widths. However, this criterion is determined to be met.

- Lot coverage. The proposed development does not exceed the maximum 60 percent lot coverage with only 19% of building coverage indicated.
- Building Height. The maximum building height limit of 45 feet will not be exceeded with a one-story building. The property does not abut a residential zone; therefore no additional buffer or setback limitations apply.
- Setbacks. None are applicable in this zone district for the location of this lot. Therefore, the criterion is met.

16.42 SIGNS

- The plans indicate two proposed signs at this time. Pursuant to Table 2 of the sign code, the wall sign proposed to be mounted on the wall facing the private street under the covered entryway meets standards. This sign will accommodate a name plate for the two different business tenants. The approximately 4.75 to 8 square foot sign, depending on how it is measured, fits within the 42 square foot limit based on 8% of the primary building face. An additional monument sign is proposed just east of the driveway entrance within the planter strip between the street curb and the sidewalk. This would normally be within the right-of-way of a public street and not allowed, but meets standards due to the use of the private street where the only criteria is staying within your private property, outside of the clear vision area, and not overhang the street pathway. The approximate 13 square foot size is well within the maximum 48 square feet allowed. The criterion is met.

16.46 ACCESS LIMITATIONS ON PROJECT DENSITY

- CMC 16.46.010.E requires that all private roadways and driveways be designed to provide safe intersections and travel surfaces that don't result in any hazards for motorists, bicyclists, or pedestrians. Staff supports the proposed site design in concluding that it does not create any operational or safety issues. On-street parking on 3rd Court was limited by condition on the adjacent medical office building due to its proximity and need for clear vision onto Redwood Street. This is not applicable along the frontage of this project however the 3rd Court private street width is only able to accommodate parking on one side. The criterion is met.

16.49 SITE AND DESIGN REVIEW

The Commission shall in exercising its duties, (A) determine whether the site development plan, building architecture, landscaping and graphic design is in conformance with the standards of this section and other applicable City ordinances insofar as the location, height and appearance of the proposed development are involved; (B) that it is compatible with the design of other developments in the same vicinity; (C) that 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; and (D) utilize the design matrix to assist in determination of compliance with B and C above.

- Site Plan. The overall design appears pleasing, functional, and an efficient use of the property. Except for one somewhat awkward parking space at the far northwest corner of the site in terms of backing out without blocking the entrance drive, the site should function well and offer a very pleasing landscape. The criterion for A above is met.

- **Building Architecture.** The building is wood frame construction with a half-wall height brick masonry veneer on the front and sides. The color of the brick is for the building façade, pillars, and planter base of the monument sign is “Mauna Loa Mission” light red color. The siding is beige, with the door and window trim a lighter brighter beige “Maple Pecan”. These appear to meet the subdued code requirements and match the surrounding area well. The wall materials are a cementitious horizontal siding (HardiPlank). The shingles are a high grade architectural grade asphalt with a “natural wood” type color. The criterion for A above is met.
- **Design Review Matrix.** The applicant is required to demonstrate compatibility in design by achieving at least 65 % of the points possible within the design review matrix indicated in Table 16.49.040. Staff’s analysis indicated in the Matrix below shows the applicant losing 2 point they gave themselves for the amount of parking but gaining 2 from staff for walkways to the building. They attained 27 points out of 37 possible for a 72% compatibility score with 3 additional bonus points for 3-inch caliper street trees and a screened trash receptacle. The applicant has achieved a minimum acceptable score on the applicable Site and Design Review matrix for items B and C above so the criteria is met.

TABLE 16.49.040

CRITERIA	SCORE ACHIEVED
Parking	
Screening of loading facilities from public ROW: not screened = 0; partially screened = 1; full screening = 2.	
Analysis: No new loading facilities are proposed or required; therefore this benchmark is not applicable.	NA
Landscaping (breaking up of expanse of asphalt).	
Analysis: The parking area is broken up by a landscaped island that juts approximately 18 feet into the west side of the parking lot; therefore one point is awarded.	1 of 1
Parking lot lighting: No = 0; Yes = 1.	
Analysis: No parking lot lighting is proposed; therefore 0 points are awarded.	0 of 1
Location (behind the building is best): front = 0; side = 1; behind = 2.	
Analysis: 80 % of Parking is located to the side of the building; therefore 1 point is awarded.	1 of 2
Number of parking spaces (% of min) 0=120%; 1=100%-120%; 2=100%.	
Analysis: Four vehicle spaces is minimum required; 10 are proposed, which exceeds that required by over 120% of minimum; therefore 0 point is awarded.	0 of 2

2 points out of 6 possible

Traffic	
Distance of access to intersection: 0<70'; 1=70'-100'; 2>100'.	
Analysis: The driveway entrance is located more than 100 feet from the intersection of S. Redwood Street.	2 of 2
Access drive width (% of minimum): 0<120% or >150%; 1=120%-150%.	
Analysis: The access drive is the minimum required width.	0 of 2
Pedestrian access from public sidewalk to building: 1 entrance connected = 0; all entrances connected = 2.	
Analysis: All entrances are connected to public sidewalk via on-site pedestrian walkway	2 of 2

system; therefore 2 points awarded.	
Pedestrian access from parking lot to building: No walkways = 0; Walkway next to building = 1; no more than one undesignated crossing of access drive and no need to traverse length of access drive = 2.	
Analysis: There are no undesignated access drive crossings and no need to traverse length of access drive; therefore 2 points awarded.	2 of 2

6 points out of 8 possible

Tree Retention	
For trees outside of the building footprint and parking/access areas (3 or more trees): No arborist report = 0; follows <50% of arborist recommendation = 1; follows 50%-75% of arborist report = 3.	
Analysis: There are no existing trees on the subject lot; therefore this benchmark is not applicable.	NA
Replacement of trees removed that were recommended for retention: x<50% = 0; x>50% = 1.	
Analysis: There are no existing trees on the subject lot; therefore this benchmark is not applicable.	NA
NA Points	

Signs	
Dimensional size of sign (% of maximum permitted): x>75% = 0; x=50%-75% = 1; x<50% = 2.	
Analysis: The total sign size proposed is less than 50% of that allowed, therefore 2 points are awarded.	2 of 2
Similarity of sign color to building color: No=0; Some=1; Yes=2.	
Analysis: Sign colors are identical to those used on the building.	2 of 2
Pole sign: Yes=0; No=1.	
Analysis: There are no pole signs proposed.	1 of 1
Location of sign: x>25' from driveway entrance = 0; within 25' of entrance = 1.	
Analysis: The proposed monument sign is within 25 feet of the driveway entrance.	1 of 1
6 points out of 6 possible	

Building Appearance	
Style (architecture): not similar = 0; similar to surrounding = 1 or 2.	
Analysis: The architecture of the building is similar to the existing medical office buildings, therefore 2 points are awarded.	2 of 2
Color (subdued and similar is better): Neither = 0; similar or subdued = 1; similar and subdued = 2.	
Analysis: The proposed colors are similar and subdued. Therefore, 2 points can be awarded.	2 of 2
Material: concrete or wood or brick is better.	
Analysis: The applicant is proposing masonry exterior finishes on 70% of the façade and entry columns; and sign base mount, therefore 1 point is awarded.	1 of 1
Size (smaller is better): over 20,000 sq ft = 0; under 20,000 sq ft = 1.	
Analysis: The footprint of the building is less than 20,000 square feet; therefore 1 point is awarded.	1 of 1
6 points out of 6 possible	

Types of Landscaping	
# of non-required trees: x<1 per 500 sq ft of landscaping = 0; 10 or more per 500 sq ft of landscaping = 1.	
Analysis: A minimum of 2 trees are required by code; the applicant is proposing to plant 11 trees in an area of landscaping that totals 3,652 square feet in size, which exceeds 1	1 of 1

tree per 500 square feet of landscaping; and therefore a score of 1 is awarded.	
Amount of grass: <25% = 0; 25%-50% = 1; x>50% = 2.	
Analysis: Grass comprises approximately 1400 s.f. or 40% of the landscape area. Therefore, 1 point is awarded.	1 of 2
Location of shrubs: foreground = 0; background = 1.	
Analysis: Most shrubs are proposed in the background, therefore 1 point is awarded.	1 of 1
Automatic irrigation: No = 0; Yes = 4.	
Analysis: Automatic irrigation is proposed on the landscape plan, and therefore a score of 4 is awarded.	4 of 4

7 points out of 8 possible TOTAL: 27 out of 37 possible (73%) requiring at least 24 score

Bonus Points	
2 or more trees at least 3" in caliper.	
Analysis: Applicant will plant 3 trees along the street which will be at least 3" caliper; therefore 2 bonus points are awarded.	2 of 2
Park/open space retention for public use.	
Analysis: No park/open space dedication is proposed; therefore no bonus point is awarded.	0
Trash receptacle screening.	
Analysis: The trash receptacle is completely screened with wood; therefore 1 bonus point is awarded.	1 of 1

TOTAL BONUS: 3 points out of 5 possible

- **Bicycle and Pedestrian Facilities.** CMC 16.49.065 sets forth standards for on-site bicycle and pedestrian facilities and connectivity. The applicant's site plan indicates sidewalk connectivity to both adjacent commercial properties as well as the private access street. The criteria are met.
- **Overall Landscaping.** A minimum 15 percent of the overall site is required to be landscaped, and also that a minimum 15 percent of the parking lot area be landscaped. According to the applicant's landscaping calculations the project includes 3,562 square feet of overall landscaped area for the site (32% of the 11,138 square foot lot), and 1,240 square feet of landscaped area for the parking lot and adjacent paved area (exceeding the 774 square feet required) These percentages exceed the minimum code requirements significantly. The code also requires a minimum of 1 tree be planted in the parking lot landscaping area for each 2,800 square feet of vehicular use area, for a total requirement of 2 trees for this development. The applicant's landscape plan includes 7 trees within 10 feet of the parking and drive areas. In addition, 4 additional trees are proposed. A Nyssa Sylvatica tree proposed at the northwest corner of the site will conflict with the sanitary sewer lateral and cleanout maintained by the City, and has therefore been recommended to be eliminated from the plan to reduce future maintenance issues. With the imposition of **Condition #1** the long-term maintenance concern with tree roots in the sanitary sewer lines will be resolved. The applicant's landscaping sheet also includes written notes concerning automatic irrigation, which is in conformance with code requirements. The criterion is met with the condition listed.
- **Adequate Public Facilities.** It must be demonstrated that all required public facilities and services are available, or will become available through the development, to adequately meet the needs of the proposed development. Sheet C2 of the supplemental 90% Plan submittal

clearly indicates the location of Sanitary Sewer, Water, and Storm systems within the private street right-of-way. The pre-application conference meeting summary indicates that electric, and telephone services are readily available and can be accommodated. (see attached pre-application conference summary).

- Agency Referrals/Comments. Referral review and comments have been received from the following departments and agencies: City of Canby Police, Public Works, City Engineer, Canby Disposal, Canby Telcom, N.W. Natural. Service provider comments indicate that all required public facilities and services exist, or will exist as proposed with this development to adequately meet the needs of the proposed development. Their comments, separate from the pre-application conference summary are summarized as follows and contained in the file records:

Canby Police: Adequate public services for their agency will be available.

Canby Public Works: Requested plans showing sanitary sewer lateral, as a conflict with the location of proposed trees too close to the line and cleanout appears to exist. Planning staff has added a condition of approval to address this issue. He was concerned that another tree may partially block the existing street light. Planning staff notes that the mature diameter of the tree as shown along with the slow growth rate and moderate size of the tree species chosen should outweigh the need to eliminate this desirable street tree location. Planning secured supplemental site development plans that confirm that the storm water overflow line is proposed to be utilized. Public works staff highly recommended not using cattails in the detention pond as they tend to contribute to plugging of the overflow piping.

Canby Public Works: The developer will be required to construct a 5-foot wide sidewalk along the entire site frontage with a commercial driveway approach meeting ADA standards. Staff notes that this sidewalk are indicated on the site plan as submitted and the ADA accessible ramps have been included on supplemental 90% engineering drawings submitted for review. This is a standard ordinance requirement noted on the construction level plans.

Canby Disposal: Adequate public services for their agency will be available.

Canby Telcom: Adequate public service will become available through the development.

NW Natural Gas: Adequate public services for their agency are available.

- Effect on Availability and Cost of Needed Housing. The application does not involve development of any dwelling units, and there is no evidence that approval of the proposed development will affect availability or cost of any needed housing. The criterion is met.
- Tree Removal. 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 12.32, the city Tree Ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.32. 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. There are no existing street trees in the right-of-way abutting the subject property. Therefore this criteria concerning removal of street trees is not applicable to consideration of this application.
- Additional Conditions. Pursuant to CMC 16.49.050, a site and design approval may include restrictions and conditions to ensure that the public is protected from the potentially deleterious

effects of the proposal, fulfill the need for services created, increased or in part attributable to the proposal, and further the implementation of CMC requirements. Staff recommends Planning Commission find that conditions number 2, 3, and 4 as proposed are necessary for the above reasons to satisfy this criteria.

16.89 APPLICATION AND REVIEW PROCEDURES

- **Neighborhood Meeting.** A neighborhood meeting was required prior to accepting this application as being complete. Two residents and owners of the adjacent undeveloped property came to the neighborhood meeting held on April 6, 2010 and voiced no objection to the development planned. This criterion is met.
- **Site and Design Application.** This development proposal requires Site and Design Review approval prior to the issuance of a building permit and construction pursuant to CMC 16.49.030.1a. The subject application is evidence of meeting this criterion.
- **Notice.** All necessary notice has been met as indicated earlier in the report under "Specific Data".

16.120 PARKS, OPEN SPACE AND RECREATION LAND

- **SDC Payment.** When residential, commercial, and industrial development occurs, the City requires land dedication or payment of a system development Charge (SDC) in lieu of land dedication in order to provide for park, open space and recreation sites to serve existing and future residents and employees. The payment of park and other applicable SDC's will be charged at the time of building permit application for this development.

APPLICABLE CONDITIONS OF (CPA-04-02/ZC-04-03):

(Future development for the area of the zone change is limited to that which generates no more than 1,020 vehicle trips per day).

- **Zoning Use Restriction.** As a condition of the comprehensive plan amendment and zone change for the area in which the subject property is located, development and use of the property is limited to business and professional offices, including medical, dental, and other similar healthcare uses. The applicant's office use for DCS-Morgan, a manufacturer's representative serving the electric utility industry and the office space reserved for S & C Morgan Incorporated, a new company in the development stages also owned by the Morgans, indicates that the intended use meets the zone change condition of approval. The condition is met.
- **Total Trip Generation Limit Imposed.** The lots fronting on 3rd Court are subject to a maximum vehicle trip limit of 1,020 vehicle trips per day as a result of a zoning condition that applied to those lots when rezoned. A search of the applicable trip generation rate for this office use within the ITE Trip Generation Manual indicates approximately 22 vehicle trips per day would be contributed toward the running total from this proposed use. There are now three other lots in the area of the zone change that have already been developed and occupied with uses that when combined with this development will generate a total of 308 daily vehicle trips. These uses indicate that total trips are well below the maximum limit and that build out of the remaining lots at a similar trip generation rate would indicate adequate capacity for most allowed uses to occur on the remaining lots. The condition is met.

APPLICABLE CONDITIONS OF DEVELOPMENT AGREEMENT (2005-020680):

- As long as property retains C-M zoning, or another commercial zoning designation, development and use of the property shall be limited to business and professional offices, including medical, dental, and other similar healthcare uses. Use of the property shall be limited in this way unless and until the Planning Commission or City Council approves alternative uses or until the property's zoning is changed to a non-commercial use. The zoning remains the same and the use matches that allowed under the condition of the development agreement. Conformance to the condition is met.
- As long as property retains C-M zoning, or another commercial zoning designation, property owners shall not complain to the City offices or to any other regulatory agency about noise, traffic or other aspects of a neighboring industrial and manufacturing operation so long as that operation is operating consistent with City regulation, agency rules and state law.

PUBLIC INPUT RECEIVED:

Public Comments – Notice of the public hearing was mailed to all property owners and residents within 500 feet of the subject property, and no oral or written public comments were received as of the date this staff report was prepared.

CONCLUSION:

Staff concludes that, with recommended conditions of approval, the application meets all criteria for Site and Design Review approval. As detailed herein in this staff report, including all attachments hereto, staff concludes the following:

- The proposed development of the site is consistent with the applicable standards and requirements of the Canby Municipal Code and other applicable City ordinances insofar as the location, height and appearance of the proposed development are involved; and
- The proposed design of the development is compatible with the design of other development in the vicinity; and
- The location, design, size, color, and materials of the exteriors of the structure is compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
- The proposal is deemed compatible given that the application achieves scores equal to or greater than the minimum acceptable points in the Design Review matrix; and
- All required public facilities and services exist or can be made available to adequately meet the needs of the proposed development.
- Public utility and service providers have indicated that the existing proposal can be made to comply with applicable standards.
- The proposed development will have no impact on the availability or cost of housing.
- No street trees are being removed.
- Storm drainage considerations will be adequately addressed.

VII. RECOMMENDATION:

Based upon the application materials received by the City, the facts, findings and conclusions of this report, and without the benefit of a public hearing, staff recommends that the Planning Commission APPROVE DR 10-01 with the following conditions:

1. Eliminate or satisfactorily relocate the Nyssa Sylvatica tree proposed at the northwest corner of the site so as not to conflict with the sanitary sewer lateral and cleanout maintained by the City through a note on the final contract landscape plan.
2. Approval of this application is based on submitted application materials (a reduced copy of which are attached to the staff report) and other relevant application materials and submitted 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 no. DR 10-01, including all conditions of approval, shall first require an approved modification in conformance with the relevant sections of the Canby Municipal Code.
3. Prior to the issuance of a building permit, installation of public utilities, or any other site work other than rough site grading, construction plans must be approved and signed by the appropriate City Departments and by all other utility/service providers. 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 television, and emergency service provision is subject to approval by the appropriate utility/service provider. The City of Canby's pre-construction process procedures shall be followed.
4. At the time of building permit application, the applicant shall submit a full size set of all development construction plans (including site plan, utility plan, site grading and erosion plan, landscape plan, elevations, etc.) that is consistent with the development approved herein, including the incorporation of all conditions of approval when practical to the satisfaction of the City staff and appropriate utility/service providers. All land use written conditions of approval must be met prior to final occupancy of the building unless otherwise noted.

Attachments:

- A. Vicinity Map
- B. Zoning Map
- C. Neighborhood Meeting Notes
- D. Pre-application Conference Summary
- E. Applicant's Narrative and Plan Submittal
- F. Applicant's Supplemental 90% Plan Submittal

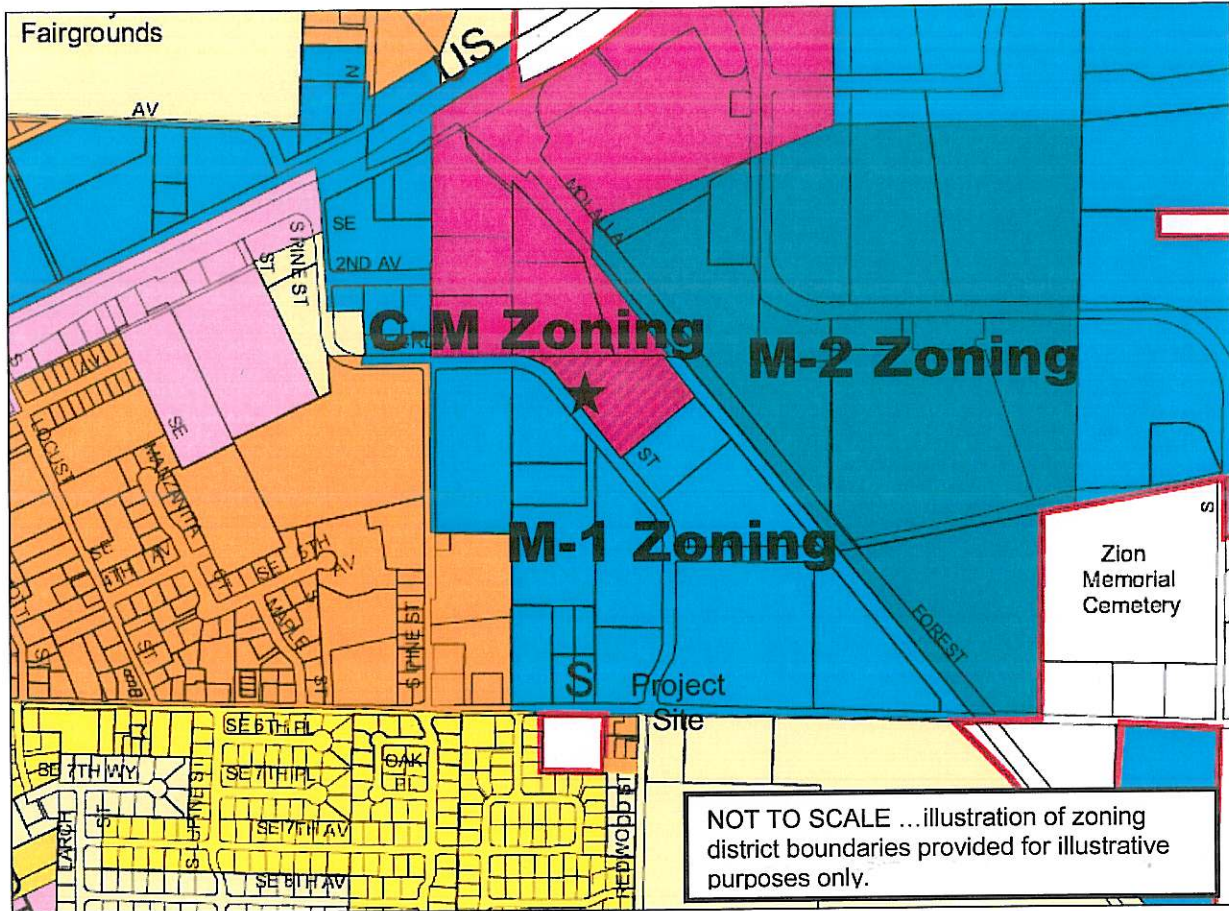
Vicinity Map

DR 10-01 - Steve
and Chris Morgan

1535 SE 3rd Court

S Redwood
Avenue

Zoning Map



Neighborhood Meeting Notes

May 7, 2010

City of Canby Planning Department
182 N. Holly Street
Canby, OR 97013

Re: Neighborhood meeting; DCS Morgan proposed office building
1535 SE 3rd Court; Canby, OR 97013
Lot 2; Redwood Professional Village 2

Dear Mr. Brown:

On Tuesday April 6, 2010, a neighborhood meeting was held at the Grand Central Station restaurant in Canby for the purpose of introducing the DCS Morgan project and to give the adjacent property owners the opportunity to provide input for the development.

In attendance were Steve and Chris Morgan, owners of the property in question, Scott Caufield, design professional of record for the project and Cindy Caufield, employee of DCS Morgan.

The meeting was called to order at 7:00 pm. We were joined by Bruce and Marge Broetje, residents of Canby, and owners of a neighboring property. We introduced the project to them and discussed the nature and scope of work at length.

The Broetje's voiced no objection to the development. On the contrary, they voiced support for the project and attended the meeting out of interest in the project and to introduce themselves as neighboring property owners.

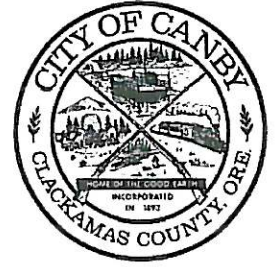
No one in attendance expressed opposition to the nature and scope of the project. A copy of the meeting notice and the attendance record for the meeting is attached.

If you should have any questions about the meeting or the outcome, please do not hesitate to contact me.

Sincerely,

Scott Caufield, Principal
Scott Caufield Enterprises

CC: Steve and Chris Morgan



Pre-Application Meeting

1535 SE 3rd Court
March 9, 2010
10:30 am

Attended by:

Ken Hostteler, KHC, Inc 503-266-5754
Scott Caufield, Scott Caufield Ent. 503-312-3638
Pat Sisul, Sisul Engineering, 503-657-0188
Melissa Hardy, Canby Planning, 503-266-7001
Gary Stockwell, CU Electric Dept, 503-263-4307
Chris Morgan, DCS Morgan, 503-266-8077
Cindy Caufield, DCS Morgan, 503-266-8077

Peter Hostteler, KHC, Inc 503-266-5754
Hassan Ibrahim, Curran-McLeod, Inc 503-684-3478
Pat Thurston, CU, Water Distribution Dept, 503-263-4309
Bryan Brown, Canby Planning, 503-266-7001
Dinh Vu, Canby Telcom, 503-266-8201
Steve Morgan, DCS Morgan, 503-266-8077

This document is for preliminary use only and is not a contractual document.

SCOTT CAUFIELD ENTERPRISES, Scott Caufield

- The proposed development is a one-story roughly 2,000 sq ft building; it is straightforward in terms of construction. The owner has selected a site in the Canby Redwood Professional Village, lot 2. The lot is 11,138 sq ft in area.
- Required parking spaces are 4 and we are providing 10.
- Required landscaped area is 1671 sq ft and they will have approximately 3,400 sq ft.

CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

- Facing the building from the street, the power will come in from the left and be near the trash enclosure area. The point of contact, Ken, is the same as the last one, you have power located on both sides of your lot and for this building there is a secondary box where we had your temporary power. Underneath, there are several conduits and we will take one to go over to the building for service. Ken said we would have to trench all the way over through the parking lot to get power on the left side of the building and what we would really have it closer. Scott told Ken we discussed this recently with the Morgan's and you would not have known that but they are thinking the preferred side next to the trash enclosure. Steve Morgan asked Gary if they are putting in remote meters and Gary said yes. Steve said would it be okay if we located behind the fenced enclosure? Gary said we prefer them not to be in the fenced area.
- Gary said he will put a cost together for the project. Once again 3-phase is available and 122/08. Gary said we do not have a set cost for electrical it is determined by your demand on the system.

CANBY TELCOM, Dinh Vu

- We have no problem at all following the electric in the trench line.
- We provide telephone, fiber and cable.
- Dinh was asked if they were going to pull the fiber into the building. Dinh said yes and we want a 4 in. poly going into the mechanical room.
- Steve told Dinh we want 4-phone lines, DSL and cable.

CANBY UTILITY, WATER DISTRIBUTION DEPARTMENT, Pat Thurston

- I will ascertain you will not want anything larger than a 1 in. meter more than likely a 5/8 x 3/4" water meter and a 1 in. water service. The last time I was out at the site the water stub is relatively close to the NE corner of your building. Everything is already there, all you have to do is bring your service line up and hook into it, once everything is in place.
- Pat asked what type of building this would be. Dental? Medical and the answer was just an office. Scott told Pat there would be two handicapped restrooms, kitchen and utility sink. Basically there is not much to it.

CURRAN-MCLEOD ENGINEERS, Hassan Ibrahim

- This is a private roadway with mountable curbs.
- The driveway will need to be reinforced concrete from the curb to the back.
- The sidewalk will be as shown here 5 ft from the back of the curb with a planter strip.
- The sanitary sewer and storm are stubbed to the lot. The storm was already accounted for during the initial design. Ken asked Hassan if they can hook up to the storm line and Pat Sisul told Ken the way the storm was designed was that each lot was to retain on site or infiltrate on site for a 10-year storm. There is an overflow in case there is a larger than a 10-year storm occurs rather than have that water go everywhere the on-site system can overflow to the secondary system. Hassan said the secondary system drains on site and Ken asked towards the back of the site by the logging bridge road and they said correct.
- Hassan said SDC's may be applicable. Ken asked how much the SDC's would be and Melissa stated during the application process we will know more at that time. Discussion ensued. Brian said he would look into the SDC charge for the storm.

PLANNING DEPARTMENT, Melissa Hardy

- Land Use Application prior to Building permits issuance. Site and Design Application fee is currently \$1,500, the application packet is attached to the memo I gave you and includes a checklist of all the submittals to include with your application. We have contacted the City's Transportation Engineer and they work on a contract basis and will provide a scope of work and cost estimate for the transportation analysis portion of the application review.
- After you submit your application we will review your materials to ensure all necessary information has been submitted. You will be notified within 30 days if the City needs additional information. After the application is complete a public hearing will be scheduled in front of the Planning Commission. The City will mail out hearing notices and you will be instructed at the time to post signs on the property. We have an administrative person who makes the signs and she will call you to pick up the signs. The Planning Commission will be the body to make the decisions to approve or deny this application.
- The property is zoned C-M, heavy commercial manufacturing.
- The types of occupancy allowed on this lot, per the development agreement 2005-020680, is limited to: business and professional offices including medical, dental and other similar healthcare uses.
- Minimum setback requirements: Lot 2 is a flag lot and the minimum setbacks are zero feet with the exception being 15 ft vision clearance triangles required at the corners where the

driveway intersects with the main shared driveway. Nothing taller than 30 in. allowed in vision clearance triangles.

- Maximum building height allowed 45 ft.
- Maximum lot coverage allowed for all structures is 60 percent.
- Minimum required landscape for the entire lot is 15 percent of the gross lot area. At least 95 percent of the landscape area must be vegetation, not more than 5 percent of landscape may be ground cover.
- Landscaped areas shall be provided with automatic irrigation systems or readily available water supply at least one outlet located within 150 ft of all plant materials.
- Pedestrian connectivity a paved pedestrian pathway must extend from the ground floor building entrance out to the sidewalk in the public street and must extend to an existing walkway system on the adjoining property or be located so as to provide development of a logical connection in the future when the adjoining properties are developed or redeveloped. What that Code means is that any paved pedestrian pathway will be required across the length of the lot line that abuts 3rd Court. It should connect with and be identical to the design of the pathway that was built along side of lot 1 in order to provide connectivity out to Redwood. A paved pedestrian pathway, minimum 5 ft wide will be required between that primary pathway and the public entrance to the building. Paved pedestrian pathway, minimum 5 ft wide must also connect with pedestrian pathway built in the center of the parking strip on lot 1 abutting this lot and also a paved pedestrian pathway a minimum of 5 ft wide must connect with the edge of Parcel 1 directly to the south of this lot.
- Minimum off street vehicle and bicycle parking requirements. The minimum number of parking spaces must be located on the lot or vehicles spaces may be located on a different lot that has excess spaces provide that the other lot is located within 500 ft of the buildings entrance and a parking space sharing to propose on site parking. The required parking must be available at time of business license application.
- I did not know exactly what type of office or tenant it will be so I put three different types of offices calculations. General office the vehicle space calculation would be the minimum 2 per 1,000 gross sq ft of floor area that would be 4 spaces. Bicycle spaces would be either 2 spaces or 1 per 1,000 sq ft of floor area. There are no loading births required for this site.
- The vehicle parking lot design, you see the dimensional standards are attached. Compact vehicle spaces may comprise of 30 percent of the number of required parking stalls and I am concerned about parking stall 1 on the draft site plan. It is supposed to a minimum 24 ft clear back up space directly behind the parking stall and looks like there is less than 19 ft before the car would be backing up onto the pedestrian pathway and that could be dangerous. I would suggest maybe shifting the row of parking spaces to the south or eliminating the first parking stall. Steve said to Melissa his thought was if someone were pulling into that space they would follow the curvature of the pathway, we can certainly look into this. Melissa said even doing a compact parking stall would not make it either, our Transportation Engineer might be able to look at it if you are open to his suggestions.
- Bicycle parking you will need to put bicycle racks located on a sidewalk.
- Parking lot landscaping is calculated as paved parking and maneuvering surfaces, plus paved area within 10 ft of any exterior face of curb surrounding the paved parking and maneuvering area. The parking lot landscaping area is calculated as all landscaping located within 10 ft of the parking area. Landscaped areas in the parking lot must equal or exceed 15 percent the

parking lot area. The minimum number of trees required is 1 tree for each 8 parking spaces or 1 tree for 2,800 sq ft parking lot area. The planter island containing the parking lot trees must be minimum of 48 in. wide measured from back of curb, depending on tree species it may have to be wider than 48 in. Also it must be a minimum 25 sq ft in the area.

- The Site and Design review approval matrix is on page 8 of your application packet. An approval score is a minimum of 65 percent of the total possible points.
- Provide screening for the trash and recycling collection bins and we recommend you contact Canby Disposal on their opinion of the enclosure is accessible for their trucks.
- I answered as many questions you presented me; I did not answer questions 1 and 2 because they were engineering questions. Number 3 the landscaped areas on the abutting lots unfortunately can not be counted toward landscaping requirements for this lot. Discussion ensued. The Code does not require landscape screening it requires minimum number of trees, one tree per 8 stalls or 2,800 sq ft and other than that your landscaping materials are your choice. I know a lot of Cities state you have to have a certain number of shrubs, etc. and we do not have that in Canby. Melissa explained to Ken about the landscaping requirements and parking lot landscaping requirements and drew him an illustration. Scott said as long as we demonstrate and show we have the right amount of tree requirements and the total landscape area meets the 15 percent it sounds like we would meet the criteria. Melissa said yes.
- Question 4. Can be answered from the plat on page 2, note 6, "Plat Easements, Conditions and Restrictions". Gary said the only easement he was aware of was the 12 ft easement on the front of the site. Melissa said there was a small 6 ft easement on the back of the property adjacent to S Redwood.
- Question 5. There was no master lighting plan approved for the shared driveway or for the parking lot areas when the subdivision (SUB 05-06) was approved. There is also no requirement in the Canby Code for driveway or parking lot lights. Parking lot lighting is however worth 1 point on the design review matrix and is therefore encouraged. You asked about lighting for the site and I would suggest you check with your private CC&R's to determine whether there are any private lighting requirements.
- Question 6. The timeline for processing a "Site and Design Review" application is approximately 3 to 4 months from the time the application is complete until the end of the appeal period. Staff strongly encourages you to wait until after Planning Commission approval to submit an application for building permits, to avoid potentially cost and confusing re-design and re-submittal of plans.
- Scott asked Melissa what other things can we do to make this application go smoothly and Melissa said make sure you have a neighborhood meeting and take minutes of the meeting. You need to invite everyone within 500 ft of your site. You can hold this meeting now or at some point before your application is submitted complete. Melissa described to Scott the prerequisites for the neighborhood meeting; have a sign in sheet and take minutes and submit this information with your application. You can get addresses of residents from your title company. Pat asked Melissa if there was a neighborhood association and Melissa said no.

Applicant's Narrative and Plan Submittal

City of Canby Design Review Narrative & Project Overview

Project Address: 1535 SE 3rd Court; Canby, Oregon 97013
Tax Map: 3 1E 34C 03400
Legal: Lot 2, Redwood Professional Village 2

Owners: Steven and Chris Morgan (503) 266-1896
Address: PO Box 1202, Canby, OR 97013

Company: DCS-Morgan (503) 266-8077
No. of employees: 3 persons (including owners)

Designer: Scott Caufield (503) 312-3638
Address: 375 SE 8th Ave., Canby, OR 97013

Civil Engineer: Sisul Engineering (503) 657-0188
Address: 375 Portland Ave, Gladstone, OR 97027

Geotech Engineer: Geotech Solutions, Inc. (503) 657-3487
Address: 1112 7th St., Oregon City, OR 97045

Project Description:

The proposed development consists of a new, 1-story office building with adjacent paved parking, landscaping and on-site storm retention. The proposed building consists of two office suites. Approximately 80 percent of the proposed building will be used by DCS-Morgan, a manufacturer's representative serving the electric utility industry. The remainder of the building is reserved for S & C Morgan Incorporated, a new company currently in the development stages and also owned by the Morgans. Upon completion, the Morgans will own and their business concerns will occupy 100 percent of the building. The zoning on the subject property is C-M. The proposed building is 1993 square feet in area with a covered entry 134 square feet in area. The proposed site development and building will be fully handicap accessible.

The proposed building is of conventional wood frame construction with 2 x 6 exterior walls and 2 x 4 interior walls. The exterior of the building consists of traditional building materials

consistent with adjacent properties in the Redwood Professional Village 2 subdivision and includes finish materials such as clay masonry, cementitious horizontal siding (a.k.a HardiPlank) with matching trim and an architectural grade, high-profile asphalt roof shingle. The proposed roof pitch is 6:12.

The building is oriented such that the main entrance faces Southeast 3rd Court (a private street) and is connected via a paved / landscaped area adjacent to a proposed 5 foot wide sidewalk which will run along the entire frontage of the property. The proposed sidewalk will align and connect with the existing sidewalk at the northeastern corner of the property recently constructed by Drs. Trent and Amanda Warren. This feature will make the site and building accessible to pedestrian, bicycle and automobile traffic. The proposed development will ensure connectivity with Redwood Street, an adjacent arterial approximately 117 feet to the west of the subject property. Redwood Street is served by the Canby Area Transportation (CAT) system.

It is the owner's intent to provide on-site storm water retention area in a rain garden rather than in below-grade dry wells, assuming that site conditions are suitable. A geotechnical report has been performed to determine the suitability of the site toward this end and an electronic copy of the report has been included with this application.

The following site data applies:

Site area:	11,138 s.f.
Required landscape area:	1,671 s.f. (15%)
Provided landscape area:	3,562 s.f (32.%)
Building floor area w/ covered entry	2,127 s.f.
Building roof area:	2,537 s.f. (incl. covered entry & overhangs)
Parking area required	4 auto spaces (1 of 4 to be h/c van accessible) 2 bicycle spaces
Parking provided:	10 auto spaces (1 of 10 h/c van accessible) 9 standard spaces 2 bicycle spaces
Asphaltic concrete area:	4,099 s.f.
Concrete area:	1,350 s.f.
Total paved area:	5,449 s.f.

Items Not Applicable to this Development:

No traffic impact analysis was required for this project per the Planning Director's ruling, thus none is provided. See e-mail letter in application packet from Melissa Hardy to this effect.

This development is not in a Hazard Overlay Zone, thus no data has been provided.

The "in-fill home" provisions of the design review application do not pertain to this project.

Features of the Proposed Development:

Great care was taken in the design of the proposed building and site to ensure a project that will meet not only the needs of the owners but also the requirements of the city as well. Toward that end, we note the following site and design features:

- The proposed building covers only 19% of the lot, well under the maximum allowed.
- The proposed amount of landscaping for the site (3562 s.f.) exceeds the required amount of landscaping (1671 s.f.) by more than twice, ensuring that the proposed building will be attractive and consistent with the City of Canby’s development standards.
- The proposed amount of landscaping for the parking and adjacent paved areas (1240 s.f.) exceeds the required amount of landscaping for the parking and adjacent paved areas (774 s.f.) by more than 60%, again ensuring that the proposed building will be attractive and consistent with the City of Canby’s development standards.
- A total of 2 trees are required at the parking lot area and the applicant is proposing a total of 7 trees within 10 feet of the parking and drive areas. Additionally, there are 4 more trees proposed for the remainder of the site, for a total of 11 trees. Three of the trees will be minimum 3” caliper.
- Storm water retention for the project will be done on site and the design incorporates a rain garden to store and manage storm water

Design Review Scoring Matrix:

Based on the City of Canby’s published Table 16.49.040 *Design Review Matrix for General Design*, we anticipate the following scores based on the proposed design:

Parking:

There are no loading areas proposed or required for this project; thus this section is not applicable	0
Landscape areas are provided adjacent to and within the parking areas	1
No parking lot lighting is provided	0
Eighty percent of the parking is provided at the side of the building	1
The number of parking spaces exceeds the required by more than 100%	2
Subtotal	4

Traffic:

The proposed driveway entrance is located more than 100 feet from the intersection of S. Redwood Street and SE 3 rd Ct.	2
Access driveway is the minimum required width	0
All main building entrances are accessible from the public sidewalk	2
There is no designated walkway connecting the parking area to the building	0
Subtotal	4

Tree Retention:

There are no existing trees on the site, thus this section is not applicable	0
Subtotal	0

Signs:

Dimensional size of proposed signs is less than 50% of that allowed by The City of Canby's sign ordinance	2
Signs colors are identical to those used on the building	2
There are no pole signs proposed for this project	1
The proposed monument sign is within 25 feet of the driveway entrance	1
Subtotal	6

Building Appearance:

The proposed architectural style for the building is very similar to those on adjacent properties. The proposed building is nearly identical to the Warren Medical Office in terms of size and style	2
The proposed colors are both similar and subdued	2
Brick is proposed for use on 70% of the façade and the entry columns, Planters and sign monument	1

The proposed building is under 20,000 s.f.	1
Subtotal	6

Types of Landscaping:

# of non-required trees exceeds 1 or more per 500 s.f. of landscaping (2 required; 11 provided; $3652/500 = 7$)	1
Grass comprises approximately 1400 s.f. or 40% of the landscape	1
Most shrubs are proposed in the background	1
All landscape areas will be provided with either automatic spray-type or automatic drip-type systems depending on item	4
Subtotal	7

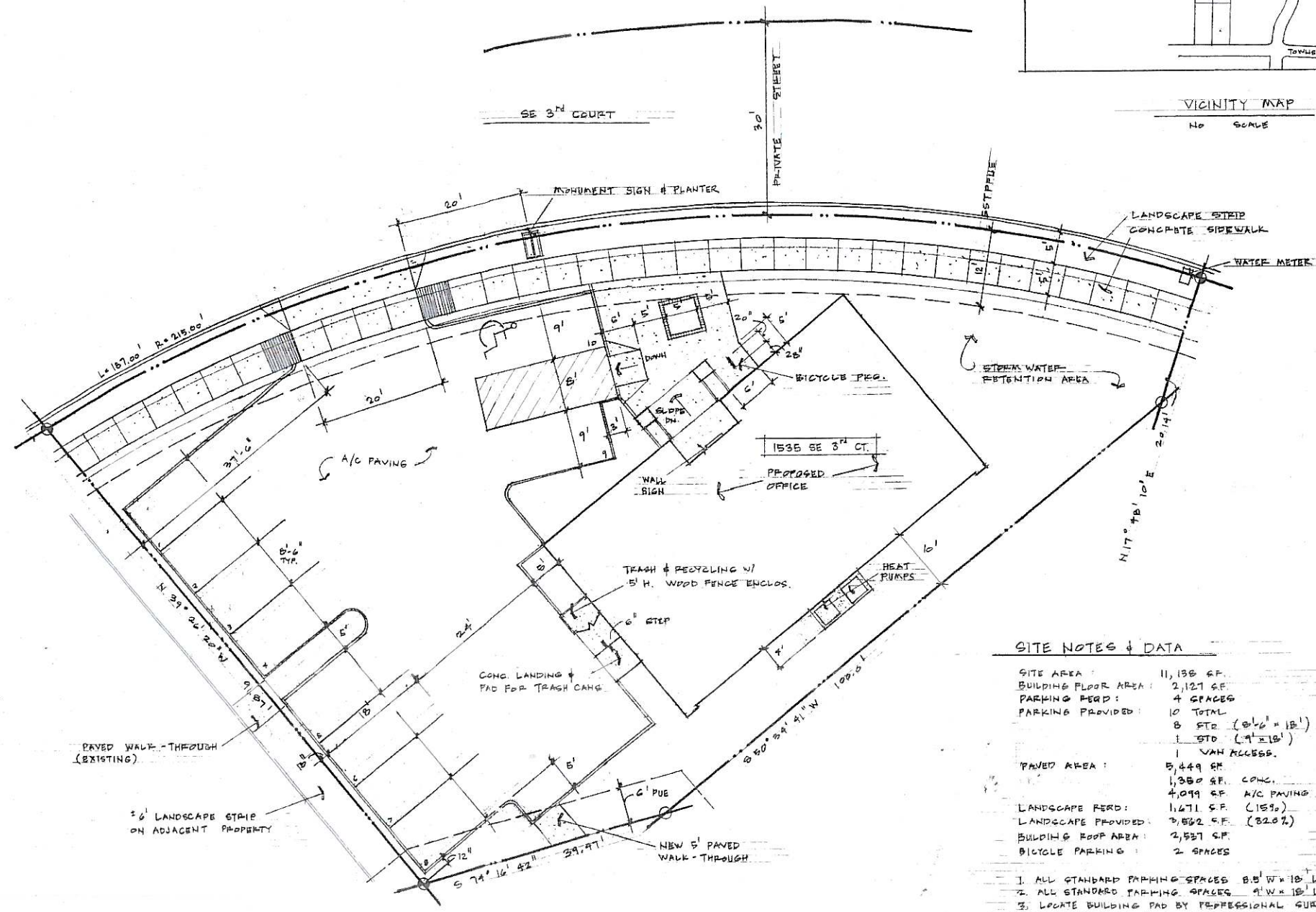
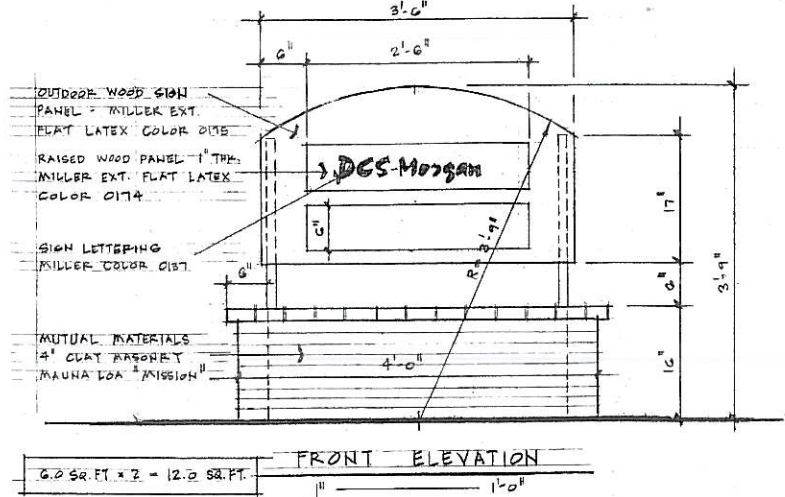
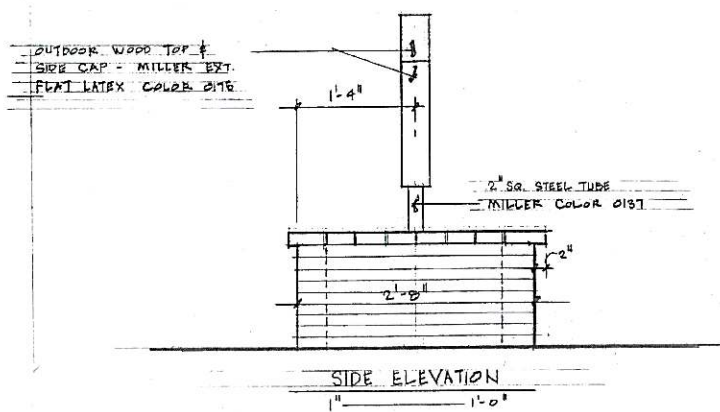
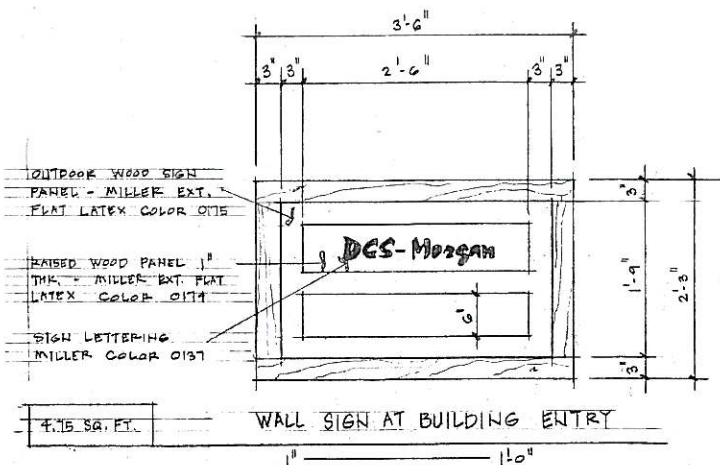
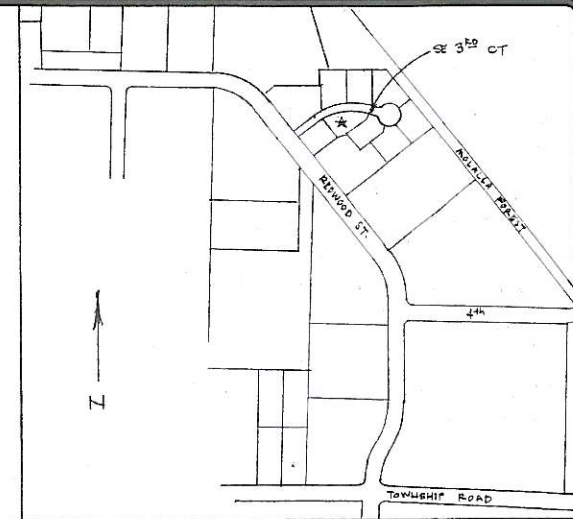
Bonus Points:

There are 3 trees proposed along the street which will be at least 3" caliper	2
The trash receptacle area is screened completely	1
Subtotal	3

Summary:

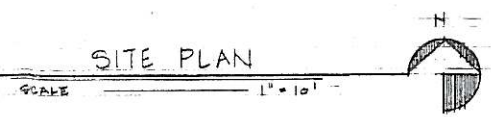
Total possible points in all categories	39
Minimum passing score ($39 \times .65$)	26
Earned points without bonus	27
Total including bonus	30
Proposed design meets city standards	

Half size set



SITE NOTES & DATA

- SITE AREA: 11,136 SF.
 - BUILDING FLOOR AREA: 2,127 SF.
 - PARKING REQ'D: 4 SPACES
 - PARKING PROVIDED: 10 TOTAL
 - 8 STD (8'6" x 18')
 - 1 STD (9' x 18')
 - 1 VAN ACCESS.
 - PAVED AREA:
 - 5,449 SF.
 - 1,350 SF. CONC.
 - 4,099 SF. A/C PAVING
 - LANDSCAPE REQ'D: 1,671 SF. (15%)
 - LANDSCAPE PROVIDED: 2,537 SF. (32%)
 - BUILDING ROOF AREA: 2,537 SF.
 - BICYCLE PARKING: 2 SPACES
1. ALL STANDARD PARKING SPACES 8'6" W x 18' L (x8)
 2. ALL STANDARD PARKING SPACES 9' W x 18' L (x1)
 3. LOCATE BUILDING PAD BY PROFESSIONAL SURVEY
 4. EXTRUDED CURB AT ALL PARKING AREA BOUNDARIES



PROJECT DESIGNER: SCOTT CAUFIELD (503) 312-3058
 375 SE 8th Ave
 CANBY, OR 97105

CIVIL ENGINEER: SIGEL ENGINEERING (503) 657-0158
 375 PORTLAND AVE
 CLATSOP, OR 97122

GEOTECHNICAL: BOOTECH SOLUTIONS, INC. (503) 657-3467
 1112 7th St.
 GRESHAM, OR 97030

REVISIONS	BY
2-26-10	SC
3-8-10	SC
3-29-10	SC
4-25-10	SC
5-7-10	SC

PROPOSED OFFICE BUILDING - DCS - MORGAN

OWNER / APPLICANT:
 STACE & CHRIS JACOBSEN
 PO BOX 1782
 CANBY, OR 97106
 (503) 266-5571

375 SE 8th Avenue
 Canby, OR 97103

Scott Caufield CBO
 License: 003123035
 Email: scott@scott-caufield.com

Building Code Consultant
 (503) 312-3058

DRAWN & CHECKED: CAUFIELD

CHECKED: CAUFIELD

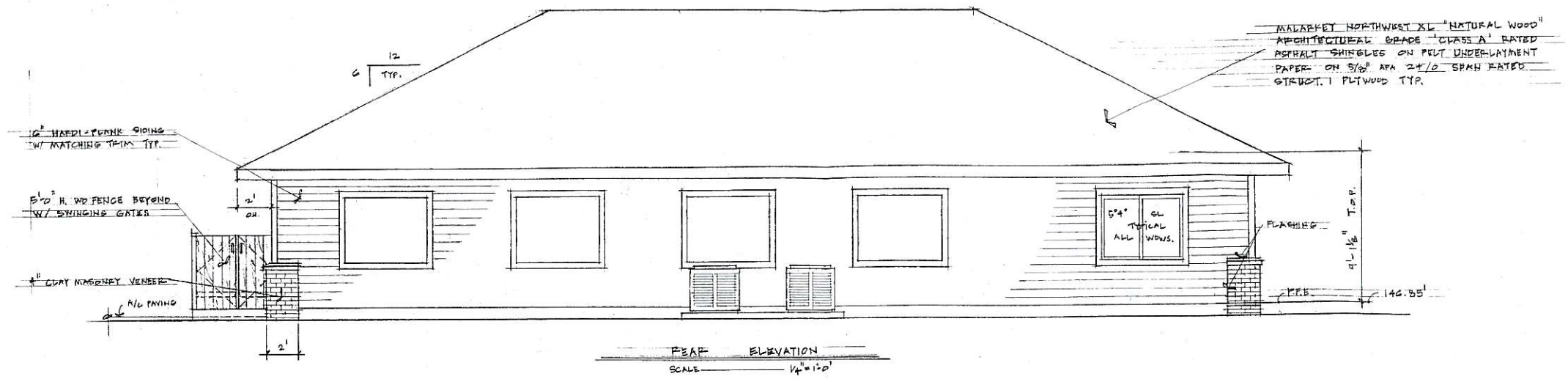
DATE: 2-10-10

SCALE:

JOB NO.: 2010-021

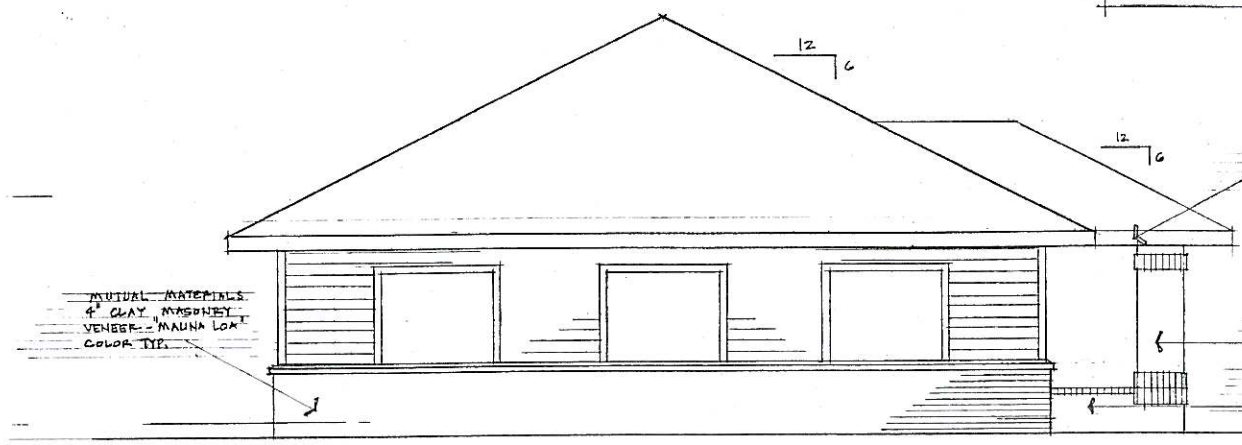
SHEET:

REVISIONS	BY
3-20-10	SC
5-9-10	SC

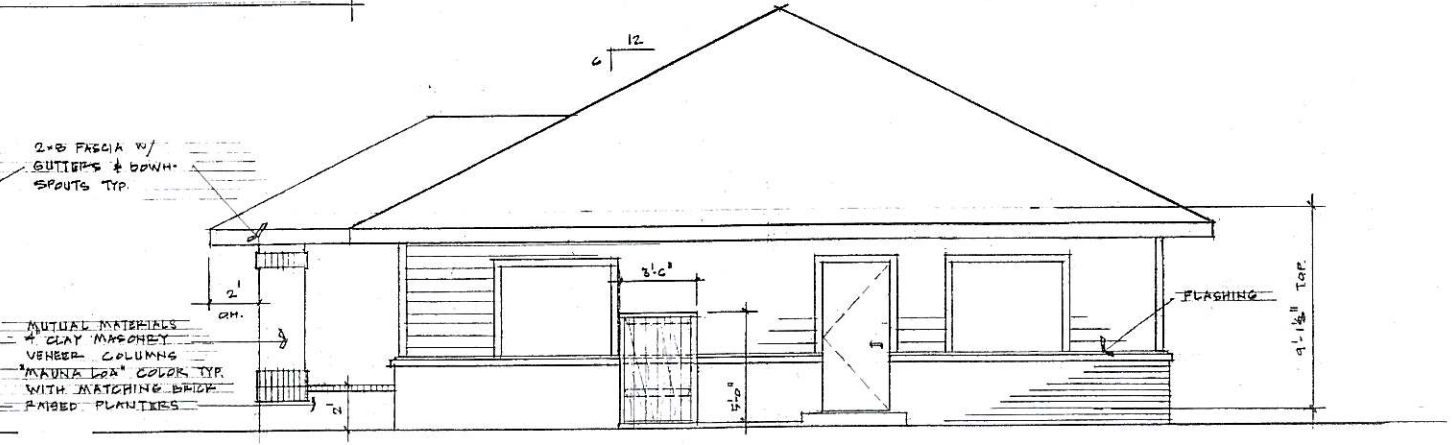


REAR ELEVATION
SCALE 1/4" = 1'-0"

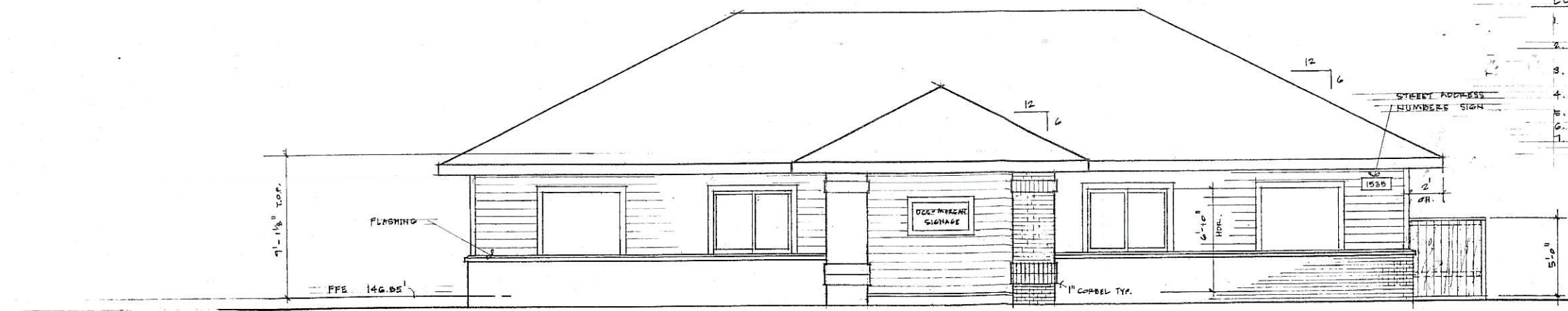
* SEE ELEVATION NOTES FOR PAINT COLOR SCHEMES



LEFT SIDE ELEVATION
SCALE 1/4" = 1'-0"



RIGHT SIDE ELEVATION
SCALE 1/4" = 1'-0"

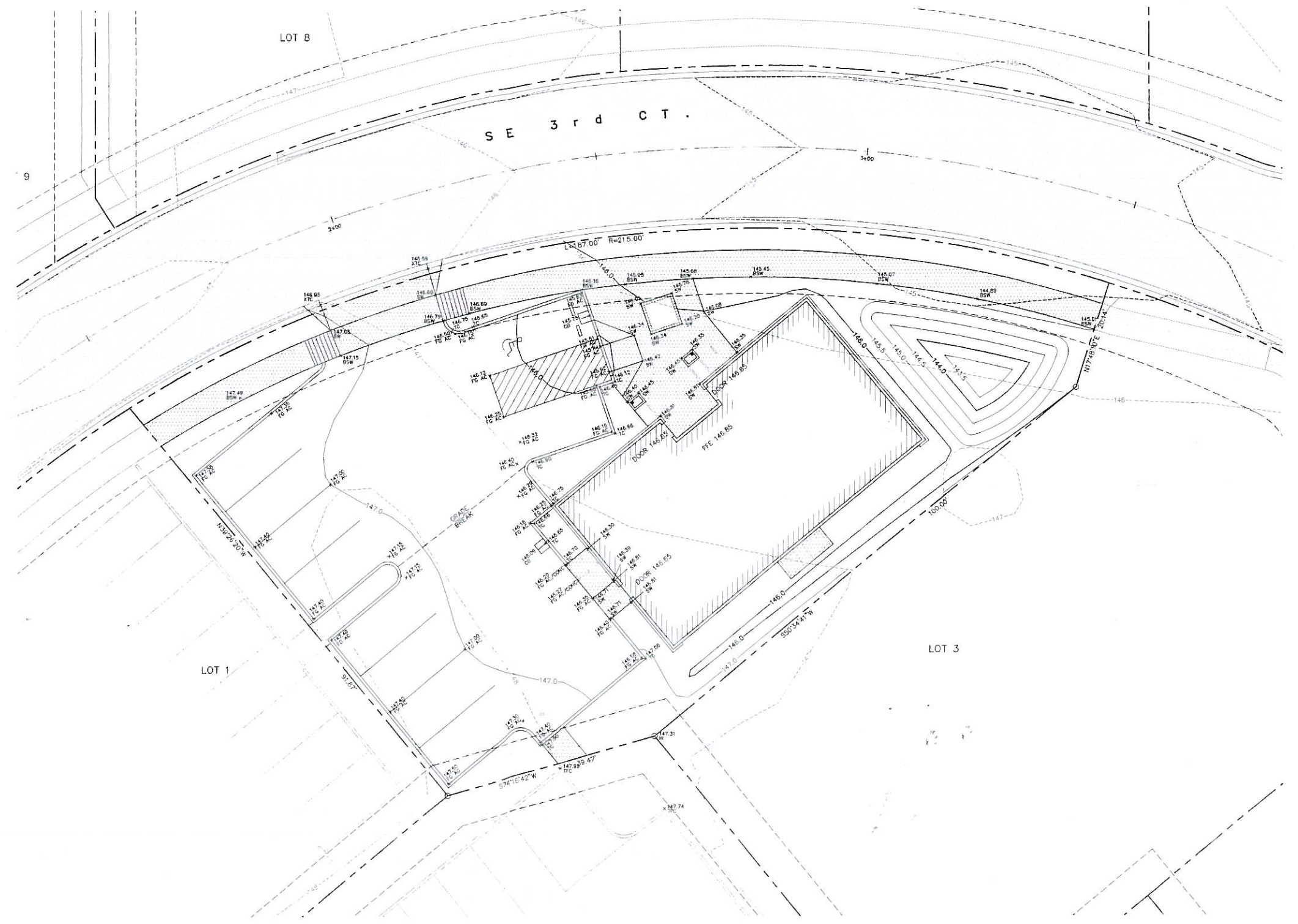
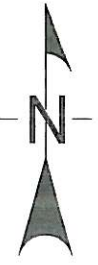
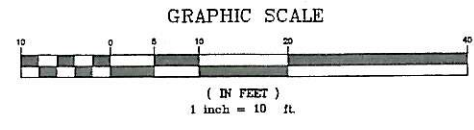


FRONT ELEVATION
SCALE 1/4" = 1'-0"

- ELEVATION NOTES**
- SIDING COLOR - MILLER EXT. FLAT LATEX COLOR O17E 3 a.m. LATEX CORNER TRIM ALSO
 - DOOR & WINDOW TRIM - MILLER EXT. FLAT LATEX COLOR O17 & MAPLE PECAN
 - FASCIA & BUTTERS - MILLER EXT. FLAT LATEX COLOR O17
 - PRIME ALL SURFACES BEFORE PAINTING
 - INSTALL ALL MATERIALS PER MANUFACTURER'S SPECS.
 - PROVIDE WEEP HOLES @ BRICK VENEER
 - FLASH ALL WINDOWS & DOORS AND AT SIDING / BRICK INTERFACES TYPICAL

375 SE 8th Avenue
Coral Gables, FL 33134
Phone: 305.312.2538
Email: sc@sc-engineering.com
SC ENGINEERING, LLC
Professional Seal
Building Code Consultant
Design
Trapping
*Member in good standing with the Florida Board of Professional Engineers

DRAWN	S. CAUFIELD
CHECKED	
DATE	2-7-10
SCALE	
JOB NO.	1012-001
SHEET	



REVISIONS	BY

PROFESSIONAL OFFICE BUILDING
 DCS-MORGAN

Site Grading Plan

SISUL ENGINEERING
 375 PORTLAND AVENUE
 GLADSTONE, OREGON 97027
 (503) 657-0186
 4-07851M.DWG

DATE APRIL 2010
 SCALE 1" = 10'
 DRAWN PS
 JOB SGL10-007



Applicant's Supplemental 90% Plan Submittal

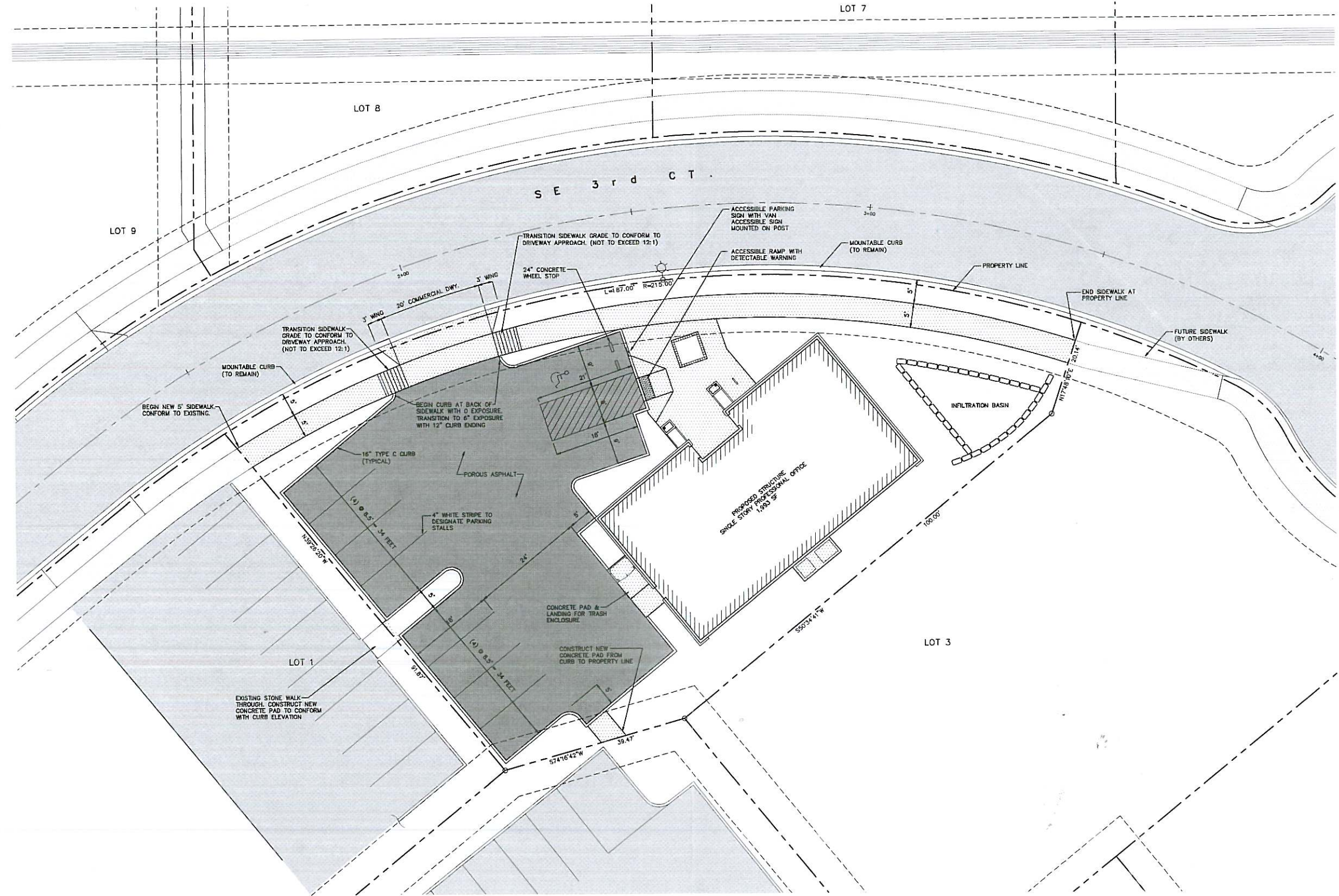
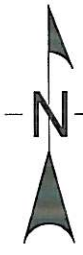
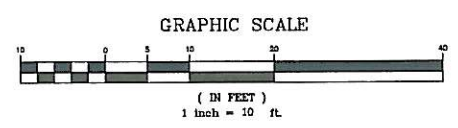
REVISIONS	BY

PROFESSIONAL OFFICE BUILDING
DCS-MORGAN

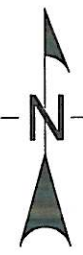
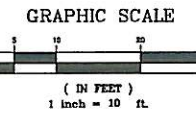
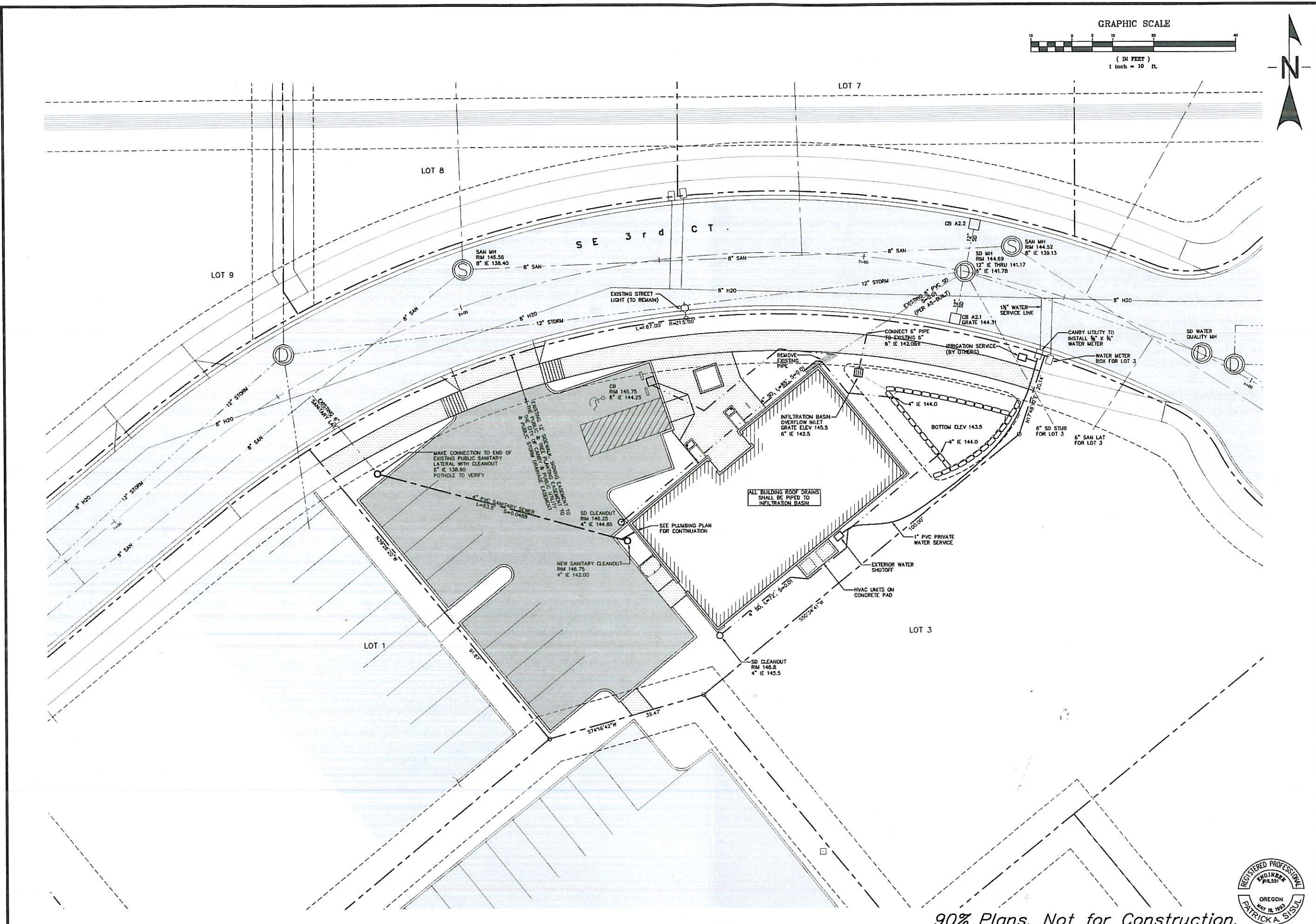
Site Plan

SISUL ENGINEERING
375 PORTLAND AVENUE
CLATSOP, OREGON 97027
(503) 867-0186
4-0785TM.DWG

DATE: JUNE 2010
SCALE: 1" = 10'
DRAWN: PS
JOB: SGL10-007
SHEET



90% Plans. Not for Construction.



REVISIONS	BY

PROFESSIONAL OFFICE BUILDING
DCS-MORGAN

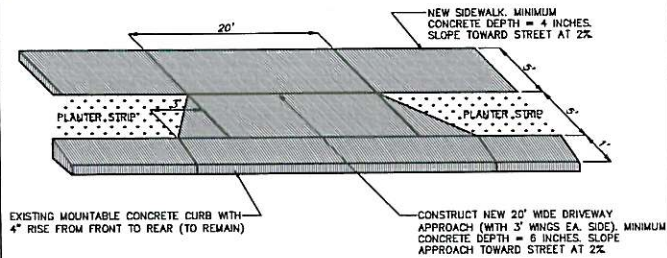
Underground Utilities Plan

SISUL ENGINEERING
876 PORTLAND AVENUE
CLATSOP, OREGON 97027
(503) 887-0186
4-0782TM.DWG

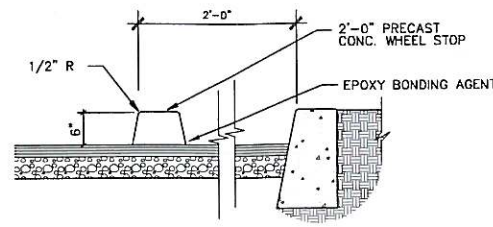
DATE	JUNE 2010
SCALE	1" = 10'
DRAWN	PS
JOB	SGL10-007
SHEET	C2



90% Plans. Not for Construction.

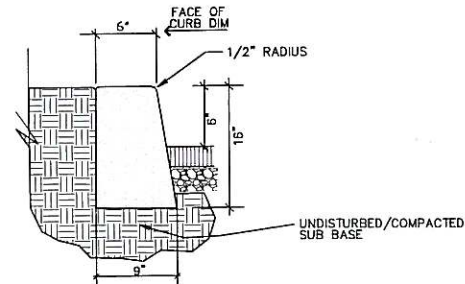


COMMERCIAL DRIVEWAY APPROACH
N.T.S.

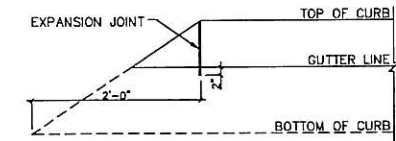


WHEEL STOP
N.T.S.

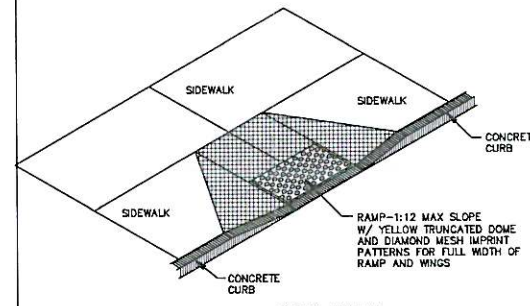
NOTE: PROVIDE EXPANSION JOINT FILLER AND 1-#4 x 2'-0" REBAR ACROSS JOINT WITH 1/2 OF THE LENGTH GREASED OR SLEEVED INTO ONE JT. SIDE. (JOINTS MAX. 20'-0" O.C.)



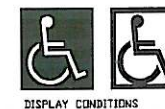
TYPE 'C' VERTICAL CURB
N.T.S.



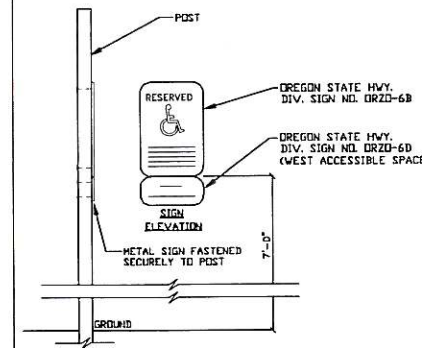
2' CURB ENDING
N.T.S.



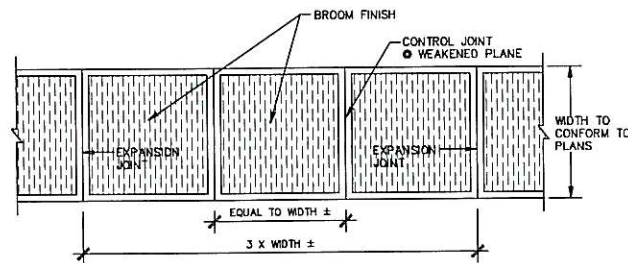
CURB RAMP
N.T.S.



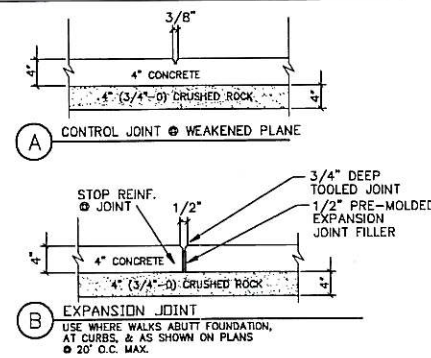
SYMBOL OF ACCESSIBILITY
SCALE: NONE



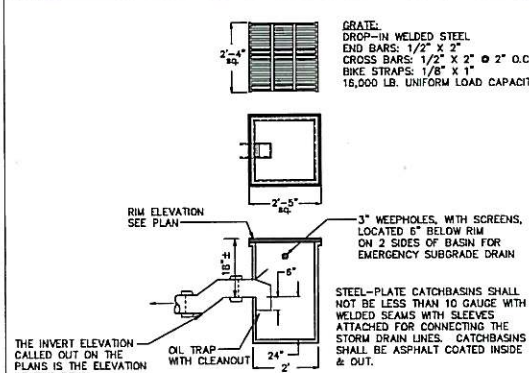
SIGN-COLUMN MOUNTED
NONE



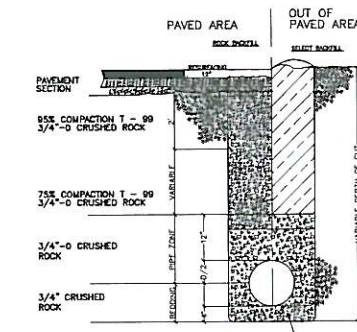
TYPICAL SIDEWALK SCORING
N.T.S.



CONCRETE JOINTS
N.T.S.



CATCHBASIN DETAIL
N.T.S.



STANDARD BACKFILL
N.T.S.

00745.12 Mix Type and Broadband Limits - Mix type and broadband limits shall meet the following:
(a) Mix Type - Furnish the type(s) of HMAC shown or as directed. The broadband limits for each of the mix types are specified in 00745.12(b). When the plans show an option of two types for a course of pavement, use only one type throughout the course.
(b) Broadband Limits - Provide a JMF for the specified mix type within the control points listed below:

Sieve Size	1/2" Open		3/4" Open		3/4" ATPB	
	Control Points (% passing by Weight) Min. Max.	Control Points (% passing by Weight) Min. Max.	Control Points (% passing by Weight) Min. Max.	Control Points (% passing by Weight) Min. Max.	Control Points (% passing by Weight) Min. Max.	Control Points (% passing by Weight) Min. Max.
1"	99	100	99	100	99	100
3/4"	99	100	85	90	85	90
1/2"	99	100	55	71	35	68
No. 4	18	32	10	24	2	10
No. 8	3	15	0	10	0	5
No. 200	1.0	5.0	1.0	5.0	0.0	2.0
Asphalt	*	*	*	*	2.5	3.5
Cement	*	*	*	*		

* Per JMF

00745.13 Job Mix Formula (JMF) Requirements - Do not begin production of HMAC for use on the project until the JMF is reviewed by the Engineer and written consent is provided to proceed. The JMF proposed for use on the project will be evaluated based on the criteria identified in 00745.13(a) and 00745.13(b) and the latest ODOT Contractor Mix Design Guidelines for Asphalt Concrete. For all mixes, complete TSR testing at least once per calendar year on mix from the first week of production of that JMF for that year. A new JMF is required if the asphalt cement grade, any additive, or the source of the aggregate change during production. A change in the source of asphalt cement requires a new JMF for open graded HMAC, but only a new passing TSR for dense graded HMAC.

Provide a range of proposed JMF targets to the CMOT. The CMOT will select targets from within the proposed range if all of the JMF requirements of 00745.13(a) are met.

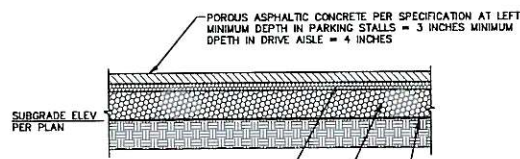
(a) Contractor Provided JMF - The CMOT shall prepare, sign and submit a JMF to the Engineer for each mixture required at least 10 calendar days prior to the anticipated use in HMAC, and according to the latest copy of the ODOT Contractor Mix Design Guidelines for Asphalt Concrete. If requested, submit material samples 10 calendar days prior to use.

(b) JMF Requirements - The JMF shall meet the following mixture requirements:

Design Method	Open Graded Mixtures		ODOT
	1/2" Open and 3/4" ATPB	3/4" ATPB	
Air Voids, %	13.5 - 18.0	-	-
Draindown, %	70 - 80	-	-
TSR - minimum	80	-	-
Coating, %, minimum	80	-	90
VFA, %	40 - 50	-	-

* Run the TSR for open graded mixtures on a surrogate dense graded mixture. If a dense graded JMF has been prepared for the same material source in the last year, the results for the most recent TSR may be applied to the open graded mixture. If not, prepare the TSR test samples for a dense graded mix using the equivalent top size stone and materials from the same sources, which will represent the open graded mixture.

(c) Performance Test - For dense graded Level 3 wearing course mixes and all dense graded Level 4 mixes, the mix design submittal shall include the results of performance testing as outlined in the latest ODOT Contractor Mix Design Guidelines for Asphalt Concrete.

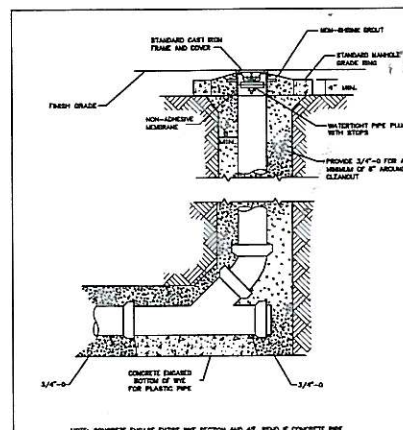


TYPICAL PAVEMENT SECTION
N.T.S.

2" CHOKER COURSE, 1/2" OPEN GRADED STONE, COMPACT UNTIL DENSE & WELL-KEYED. GEOTECHNICAL ENGINEER SHALL OBSERVE PROOF ROLL OF CHOKER COURSE PRIOR TO PAVING.

BASE COURSE AGGREGATE, OPEN GRADED, SINGLE SIZE CRUSHED ROCK WITH PARTICLE SIZE BETWEEN 2.0 TO 2.5 INCHES, HAVING LESS THAN 2% PASSING #200 SIEVE. COMPACT MATERIAL UNTIL DENSE AND WELL-KEYED. GEOTECHNICAL ENGINEER SHALL EVALUATE COMPACTION OF BASE COURSE PRIOR TO PLACEMENT OF CHOKER COURSE.

SUBGRADE PREPARED IN ACCORDANCE WITH RECOMMENDATIONS CONTAINED IN APRIL 27, 2010 GEOTECHNICAL REPORT PREPARED BY GEOTECH SOLUTIONS, INC. FOLLOWING SUBGRADE PREPARATION, PLACE NON-WOVEN GEOTEXTILE FABRIC (Propex Geotex 601, OR EQUAL HAVING AN ADS OF A #70 SIEVE, MIN. PERMITTIVITY OF 1.0 sec⁻¹, & MIN. PUNCTURE RESISTANCE OF 80 LBS.) OVER SUBGRADE TO SEPARATE BASE COURSE FROM SILTY SOILS.



STANDARD CLEAN OUT

90% Plans. Not for Construction.
Planning Commission

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PROFESSIONAL OFFICE BUILDING
DCS-MORGAN

Details

SISUL ENGINEERING
375 PORTLAND AVENUE
GLADSTONE, OREGON 97027
(503) 657-0188
DRAWING: 08-097 BASE MAP 1.DWG

DATE: JUNE, 2010
SCALE: NTS
DRAWN: PS
JOB: SGL10-007
SHEET: C4



General:

- Contractor shall obtain all required permits and licenses before starting construction.
- It shall be the responsibility of the contractor to verify all utility locations prior to construction and arrange for the relocation of any in conflict with the proposed construction. Existing utility locations shown are approximate only and additional utilities may exist.
- Contractor shall remove and dispose of trees, stumps, brush, roots, topsoil, and other material in the roadway, beneath structural fills, and where indicated on the plans. Material shall be disposed of offsite in such a manner as to meet local regulations.
- Construction vehicles shall park on the construction site.
- The contractor shall perform all work necessary to complete this project in accordance with the plans including such incidents as may be necessary to meet applicable agency requirements and other as necessary to provide a complete project.
- The contractor shall keep an approved set of plans on the project site at all times.
- Any alteration or variance from these plans, except minor field adjustments needed to meet existing field conditions, shall first be approved by the applicable agency representative.
- Contractor shall provide the necessary erosion protection to minimize erosion and impacts to adjacent properties. See erosion and sediment control notes and Grading Plan.
- Open trenches shall be strictly limited to a maximum of 100 feet unless limited to a lesser amount by permit. No trenches will be allowed to remain open at night.
- Contractor shall maintain access to all affected properties.
- Contractor shall demolish and dispose of all existing site features that are not to remain as part of this development.

Striping & Marking Notes:

- Parking Stalls**
Striping for parking stalls and passenger loading areas shall be 4" wide and marked with white paint.
- Accessible Areas**
Markings for accessible areas shall be Type 'A' liquid, hot applied thermoplastic 'C', or preformed Type 'B' thermoplastic film with intermixed traffic paint beads. Markings shall be preformed after the final lift of paving is completed.

UTILITIES:

- If not noted on the plans, utility information and crossing locations will have to be obtained from the utilities.
- Utility contacts are as follows:

Canby Utility	Larry Hepler	(503) 266-1156
CJ Water	Pat Thurston	(503) 263-4309
CJ Electric	Gary Steckwell	(503) 263-4307
Canby Public Works	Dan Mickelsen	(503) 266-4021 x259
Canby Telecom	Dinh Vu	(503) 266-8201
NW Natural	Terry Smith	(503) 585-6511 x8144
Willamette Broadband	Mike Mance	(503) 981-1891 x127
Canby Erosion Control	Dan Mickelsen	(503) 266-4021 x259

Construction Management Notes:

- Due to nature of site soils, no fuels or lubricants shall be stored on site without adequate containment facilities, which would prevent these compounds from entering the subsol. Care shall be taken in refueling and lubrication activities to prevent spills.
- If discrepancies are found between the civil engineering drawings and other consultant drawings, the civil engineer shall be immediately notified.
- Sedimentation and Erosion Control specifications as outlined in the associated notes and specifications shall be strictly adhered to during all phases of construction throughout the duration of the project.
- Architectural and structural design, site electrical, and landscaping shall all be completed as per the appropriate plans prepared by others.

Site Preparation Notes:

- Site Preparation shall be completed in accordance with conclusions and recommendations contained in the April 27, 2010 Geotechnical Engineering Report for Lot 2 at SE 3rd Court - Canby, Oregon prepared by Geotech Solutions, Inc.
- Prior to grading the structural areas of the site should be stripped of topsoil, existing structures, utilities and any loose superficial or undocumented fill. Site preparation for earthwork will also require removal of root zone and topsoil soils from all pavement, building, and fill areas and a five-foot perimeter around those areas.
- Root balls from previous trees and shrubs shall be removed in their entirety. In general roots greater than one-inch in diameter should be removed as well as concentrated areas of smaller roots.
- Stripping depths and subgrade conditions will need to be verified by the Geotechnical Engineer during construction.
- The prepared/stabilized subgrade shall be evaluated by the Geotechnical Engineer prior to covering with geotextile fabric.
- Prior to beginning site grading, erosion and sediment controls shall be installed consistent with the approved Erosion Control Plan. A Grading Permit and an Erosion and Sediment Control Permit are required from the City of Canby prior to beginning site grading.

Structural Fill Notes:

- The onsite soils are considered to be suitable for use as structural fill provided they are free of organic materials and debris and are properly moisture conditioned. Use of onsite material will not be feasible during wet conditions.
- Should grading activities proceed during the wet weather months or if high moisture contents preclude the use of on-site soils, the use of imported granular fill such as pit run gravel, or crushed aggregate containing less than 6 percent material passing the No. 200 sieve.
- Representative samples of the materials to be used for fill shall be tested by the Geotechnical Engineer to determine maximum density and optimum moisture content.
- All materials placed within structural areas shall be compacted while at a moisture content near optimum and to a density that is not less than 95 percent of the maximum dry density as determined in accordance with ASTM D1557 (modified Proctor).
- Unless otherwise specified fill materials should be placed in layers that do not exceed 10 inches loose thickness.
- Structural fill will need to be tested by the Geotechnical Engineer.

Private Paving, Curb & Sidewalk Notes:

- All street, sidewalk, parking and access areas shall be prepared per the Site Preparation Notes and the Site Preparation Requirements of the Geotechnical Engineer. Contractor shall review Geotechnical Report.
- All structural fills shall be prepared in accordance with the Structural Fill Notes.
- Following approval of the prepared/stabilized subgrade, a non-woven geotextile fabric having an AOS of a #70 sieve, a minimum permittivity of 1.0 sec⁻¹ and a minimum puncture resistance of 80 pounds, such as Propex Geotex 501 (or equivalent) shall be placed over the subgrade.
- The geotextile fabric shall be followed by a minimum 8" base course of aggregate consisting of an open-graded, single size, angular crushed rock material with a particle size between 2.0 to 2.5 inches and having less than 2% passing the U.S. Standard No. 200 Sieve. The base course shall be capped with a "choker" course.
- The "choker" course shall be placed over the base course with a minimum thickness of 2 inches. The "choker" course shall consist of an open-graded, single size, angular crushed rock material with a predominant particle size of approximately 1/2-inch and having less than 2 percent passing the U.S. Standard No. 200 Sieve.
- All aggregate shall be suitably compacted until dense and well-keyed. The Geotechnical Engineer shall be contacted to perform a proof-roll of the "choker" course prior to paving.
- Asphalt concrete pavement shall be a minimum thickness of 3 inches in passenger vehicle areas and 4 inches elsewhere. The asphalt concrete shall be should consist of a permeable, open-graded mix as specified on Sheet C4 of these plans. The asphalt concrete shall be thoroughly and uniformly compacted by rolling until it is compacted to at least 91% of the theoretical maximum density per ASTM D2041 (Rice Gravity). All final grades shall be within +/- 0.1 inch of that specified.
- Testing shall conform with the requirements of the Geotechnical Engineer.
- Concrete curbs and sidewalks shall be constructed with concrete having a minimum compressive strength of 3,000 psi. Sidewalk concrete depth shall be 4" and shall be placed on a minimum 2" crushed rock (3/4"-0") base compacted to 95% maximum dry density or as approved by the Geotechnical Engineer. Sidewalks shall slope toward pavement at a maximum grade of 2% and a minimum grade of 1%.
- Wheelstops, where required, shall conform with the detail, located on Sheet C4.
- All handicap accessible loading areas are to be constructed to a maximum cross slope of 2% in any direction and shall be striped in accordance with ADA Specifications. Detectable warnings shall be in accordance with IBC 1109.16.
- Measurements shown for parking area are to inside face of curb.

Trench Backfill Notes:

- Trench backfill shall consist of a well graded, angular crushed aggregate or sand fill containing less than 7 percent fine materials passing the No. 200 sieve. Bedding materials should be placed beneath pipes to ensure no point or concentrated loading occurs and should conform to municipal requirements.
- All granular trench backfill above the pipe zone and within structural areas shall be placed in lifts and compacted by mechanical means to a minimum 92 percent of the maximum dry density determined in accordance with ASTM D1557 (modified Proctor). Trench backfill within structural areas will need to be tested by the Geotechnical Engineer. Construction of hard surfaces, such as sidewalks or pavement, should not occur within a week of backfilling.

Private Storm Drain Notes:

- Twelve-inch and smaller storm drain pipe installed more than (5) five feet from any building, shall be PVC pipe conforming to ASTM D3034-SDR 35, unless otherwise noted on the plan. Pipe installed within (5) five feet of any building shall be Schedule 40 PVC DWV pipe or Schedule 40 ABS DWV pipe. Watertight gaskets are required to make pipe lines watertight.
- All pipe shall be bedded and backfilled in accordance with the Trench Backfill Notes, above.
- Storm drain cleanout pipe, fittings and joints shall be the same specifications as for pipe. Cleanouts shall meet the requirements of Section 707 of the Oregon State Plumbing Specialty Code.
- Perforated perimeter subdrains and footing drains shall bypass the storm drain infiltration system and shall discharge into a separate system or offsite as appropriate.
- Catchbasins shall be prefabricated steel plate catch basins, not less than 10 gauge having welded seams with sleeves attached for connecting the storm drain lines. Steel catchbasins shall be asphalt coated inside & out.
- All materials, installation, tests and inspections to be made in strict accordance with the current Oregon State Plumbing Specialty Code, the Clackamas County Plumbing Department and the City of Canby Building Department.

Private Sanitary Sewer Notes:

- Sanitary sewer pipe shall be Schedule 40 PVC DWV pipe conforming to ASTM D 2665 or Schedule 40 ABS pipe conforming to ASTM D 2661 with joints having elastomeric seals conforming to ASTM 3212. All sanitary sewer laterals shall enter in through a wye fitting. Sewer lateral shall be plugged with a rubber ring plug and marked with a 2"x4" stake at the point of terminus.
- Cleanout pipe, fittings and joints shall be the same specifications as for the pipes. Cleanouts shall meet the requirements of Section 707.0 of the Oregon State Plumbing Specialty Code.
- All pipe shall be bedded and backfilled in accordance with the Trench Backfill Notes, above.
- Testing on the sanitary sewer system may be required at the discretion of the Engineer, the Owner or the Building Department. Testing shall conform with Section 712.D of the Oregon State Plumbing Specialty Code.
- All materials, installation, tests and inspections to be made in strict accordance with the current Oregon State Plumbing Specialty Code and the City of St. Helens Building Department.

Public and Private Water Supply Notes:

- Waterline facilities behind the meter or backflow preventor are private improvements. Facilities located in front of the water meter or backflow preventor are public facilities.
- Domestic water service line shall be 1-inch diameter copper pipe, type "K", hard drawn or soft annealed, or PVC Schedule 40. Minimum depth to top of pipe shall be 36 inches.
- All pipe shall be bedded and backfilled in accordance with the Trench Backfill Notes, above.
- Waterline and appurtenances are to conform to materials, installation and testing requirements of the current Oregon State Plumbing Specialty Code, the City of Canby Building Department, the Canby Utility Water Department and the Oregon Health Division Administrative Rules, Chapter 333.

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PROFESSIONAL OFFICE BUILDING
 DCS-MORGAN

Specifications



90% Plans. Not for Construction.

SISUL ENGINEERING
 376 PORTLAND AVENUE, SUITE 100
 CLATSOP COUNTY, OREGON 97027
DRAWING: 08-002E BRSE MAP 1.DWG

DATE	JUNE, 2010
SCALE	NTS
DRAWN	PS
JOB	SGL10-007
SHEET	C5

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – April 26, 2010
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Chair Dan Ewert, Vice Chair Jan Milne, Commissioners Sean Joyce, Chuck Kocher, Misty Slagle and Randy Tessman

ABSENT: Commissioner John Proctor

STAFF: Bryan Brown, Planning Director; Jill Thorn, Planning Staff and Greg Ellis, City Administrator

OTHERS PRESENT: Brian Hodson, City Councilor and Planning Commission Liaison

1. CALL TO ORDER

2. CITIZEN INPUT

3. PUBLIC HEARINGS

a. SNC 10-01 - City staff recommends that Planning Commission initiate a street name change for N.E. 11th Avenue, in order to change the name to N.E. 11th Place. The subject street is an approximately 570-foot-long 'cul-de-sac' street located in northeast Canby, east of N. Pine Street

Chair Ewert read the public hearing format.

Bryan Brown, Planning Director, entered the April 26, 2010, staff report into the record.

Commissioner Tessman asked if the numbers on the other 11th Avenue were different. Mr. Brown responded they were. Mr. Brown also stated that the residents of this section have been notified.

Commissioner Milne asked if there was a problem with the post office if this change is made. Mr. Brown responded there was no problem as the post office was delivering as if the name was 11th Place now.

Commissioner Kocher said the change was good as he lived on NW 11th Avenue and he had people stop in his neighborhood who were confused.

There was no public testimony.

Commissioner Joyce asked if the residents affected by this change were aware. Mr. Brown said all had been notified and the address on file used 11th Place.

Chair Ewert closed the public hearing.

Commissioner Milne moved that the Planning Commission recommend that the City Council that the name of the street section illustrated in Exhibits A and B be changed from N E 11th Avenue to NE 11th Place because it is in the best interest of the City to rename the street. It was seconded by Commissioner Slagle. The motion passed 6-0.

4. **NEW BUSINESS** **None**

5. **FINAL DECISIONS** **None**

6. **MINUTES**

a. **April 12, 2010** - Commissioner Milne moved to approve minutes of April 12, 2010 as presented. Motion seconded by Commissioner Kocher and passed 6-0.

7. **ITEMS OF INTEREST FROM STAFF** Bryan Brown said the changes to the Site and Design Review check list had been completed and he would send a copy to the Commission members. He requested that if Commissioner had comments to let him know.

8. **ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**

Commissioner Ewert inquired about the detour for the work on Knights Bridge Road and how long it would last. Mr. Brown said that Darvin Trammel at Public Works would be the person to contact for that information.

9. **ADJOURNMENT**