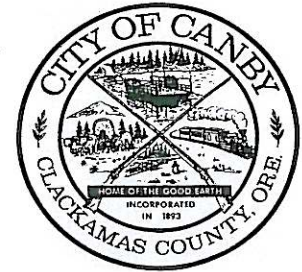


PLANNING COMMISSION AGENDA

Monday – July 23, 2007

7:00 PM - Regular Meeting

City Council Chambers - 155 NW 2nd Avenue



Chairman Jim Brown, Vice Chair Dan Ewert

Commissioners John Molamphy, Janet Milne, Bruce Holte, and Jared Taylor

I. CITIZEN INPUT ON NON-AGENDA ITEMS

II. PUBLIC HEARINGS

SUB 07-01 – J.B.S. Estates, LLC – Sequoia Parkway and Walnut Street - An application from J.B.S. Estates LLC who proposes to subdivide Tax lot 1800 into a 5 lot subdivision of four approximately equal one acre lots and one larger, approximately 4 acre lot. The property has frontage on Sequoia Parkway and Walnut Street within the boundaries of Canby Pioneer Industrial Park. **Page 2**

DR 07-05 – 1st Student Bus Facility – The applicant requests approval to construct a bus barn facility on a 4.87 acre vacant lot located on the North side of SE Township, west of the Molalla Forest Road. The facility would consist of a 7,700 square foot building to house the drivers dispatch area, administration offices and a bus maintenance facility. **Page 47**

III. NEW BUSINESS

NCS 07-02 – McCormick/Allen – 431 SW 3rd Avenue – Expansion of a Nonconforming Structure – Remove existing garage and build a new larger garage **Page 71**

IV. FINDINGS

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

DR 07-04 – American Steel – Site and design review to build facility **Page 86**

SUB 07-01 – J.B.S. Estates, LLC - Subdivide Tax lot 1800 into a 5 lot subdivision **Page 93**

DR 07-05 – 1st Student Bus Facility – Site and design review to build a bus facility **Page 98**

V. MINUTES

July 9, 2007 **Page 104**

VI. DIRECTOR'S REPORT

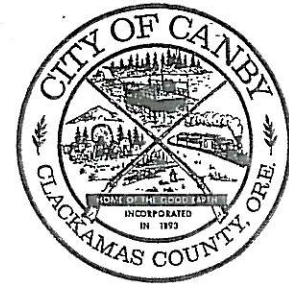
VII. ADJOURNMENT

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

City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5.

For a schedule of the playback times, please call 503-263-6287.



- STAFF REPORT -

APPLICANT:

Dean P. Zarosinski, PE
1400 NW 155th Circle
Vancouver, WA 98685

FILE NO.:

DR 07-05
(First Student)

OWNER:

Fred Kahut
1600 SE 4th Avenue
Canby, OR 97013

STAFF:

Carla Ahl
Planning Technician

LEGAL DESCRIPTION:

Tax Lot 1804 Tax Map 3-1E-34C

DATE OF REPORT:

July 13, 2007

LOCATION:

North side of SE Township Road,
West of Molalla Forest Road
(4.87 Acres)

DATE OF HEARING:

July 23, 2007

COMP. PLAN DESIGNATION:

M-1 (Light Industrial)

ZONING DESIGNATION:

M-1 (Light Industrial)

I. APPLICANT'S REQUEST:

The applicant requests approval to construct a bus facility on a 4.87 acre vacant lot located on the north side of SE Township, west of the Molalla Forest Road. The facility would consist of a 7,700 square foot building to house the drivers dispatch area, administration offices and a bus maintenance facility.

II. APPLICABLE REGULATIONS**City of Canby Municipal Code (CMC):**

- 16.32 M-1 Light Industrial Zone
- 16.42 Signs
- 16.49 Site and Design Review

III. MAJOR APPROVAL CRITERIA

16.49.040 Site and Design Review - Criteria and Standards

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:

- A. 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
- B. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
- 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 Board shall, in making its determination of compliance with subsections B and C above, use the following matrix to determine "compatibility". An application is considered to be "compatible", in regards to subsections B and C above, if a minimum of 65 percent of the total possible number of points (not including bonuses) are accumulated for the whole development.
- E. 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.

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.

DESIGN REVIEW MATRIX

Parking			
Screening of loading facilities from public ROW [not screened / partially screened / full screening]	0	1	2
Landscaping (breaking up of expanse of asphalt)	0	1	
Parking lot lighting [no / yes]	0	1	
Location (behind the building is best)[front / side / behind]	0	1	2
Number of parking spaces (% of min.) [x>120% / 100%-120% / x=100%]	0	1	2

Traffic			
Distance of access to intersection [x<70' / 70'-100' / x>100']	0	1	2
Access drive width (% of minimum) [x<120% or x>150% / 120%-150%]	0	1	
Pedestrian access from public sidewalk to bldg. [1 entrance connected / all entrances connected]	0		2
Pedestrian access from parking lot to building [No walkways / Walkway next to bldg / No more than one undesignated crossing of access drive and no need to traverse length of access drive]	0	1	2

Signs N/A			
Dimensional size of sign (% of maximum permitted) [x>75% / 50% - 75% / x<50%]	0	1	2
Similarity of sign color to building color [no / some / yes]	0	1	2
Pole sign [yes / no]	0	1	
Location of sign [x>25' from driveway entrance / within 25' of entrance]	0	1	

Building Appearance			
Style (architecture) [not similar - similar to surrounding]	0	1	2
Color (subdued and similar is better) [neither/similar or subdued/similar & subdued]	0	1	2
Material [concrete or wood or brick is better]	0	1	
Size (smaller is better) [Over 20,000 s.f. / under 20,000 s.f.]	0	1	

4

Tree Retention N/A				
For trees outside of the building foot- print and parking/access areas (3 or more trees) [No arborist report / follows <50% of arborist recommendation / follows 50%-75% of arborist rec. / follows 75% of arborist rec.]	0	1	2	3
Replacement of trees removed that were recommended for retention [x<50% / x>50%]	0	1		

Types of Landscaping			
# of non-required trees [x<1 per 500 sf of landscaping / 1 or more per 500 sf of landscaping]	0	1	
Amount of Grass [<25% / 25% - 50% / x>50%]	0	1	2
Location of shrubs [foreground / background]	0	1	
Automatic Irrigation) [no / yes]	0		4

Bonus Points		
2 or more trees at least 3" in caliper	1	2
Park/open space retention for public use	1	2
Trash receptacle screening	1	

IV. FINDINGS:

1. Background and Relationships:

The site is located between SE Township Road and SE 4th Avenue. The Logging Road Trail is to the east and Canby Disposal is to the immediate west.

The bus facility was once located between SW 2nd and SW 4th Avenues across the street from Canby High School. They moved to the Barlow area and are now looking to relocate back in Canby.

The area is designated as M-1 (Light Industrial). Properties to the west and north are also zoned M-1, across the Logging Road to the east the property is zoned M-2 (Heavy Industrial) and to the south is Baker Prairie Middle School which is zoned R-1 (Low Density Residential).

The applicant discussed the possibility of locating the bus facility at this location during the April 23, 2007 Planning Commission meeting. A bus facility is not listed as an outright use in any zone, but the M-1 zone does allow such uses as automotive repair shops, contractor equipment storage and "other uses as determined by the Planning

Commission". The Planning Commission decided in a 4 to 1 decision to allow the bus facility in the M-1 zone as an outright use.

A 60' wide access is proposed from SE Township Rd, there are no plans to access the site from SE 4th Avenue. An office area of 3,150 sq. ft. and a 4,550 sq. ft. maintenance building would require 16 parking spaces; the applicant has proposed 101 passenger spaces due to the high volume of drivers they employ.

The applicant has proposed 73 bus parking spaces. The parking area for the passengers will be separate from the parking area for the buses.

The Park and Recreation Board has had discussions in the past regarding establishing a pedestrian access to the Logging Road from this property. With the Baker Prairie Middle School ADA accessible access on the south side of the school, the pedestrian access on the south side of the school property and the newly created access from the Perman Professional Village development to the north, this access was deemed unnecessary by the Parks Director.

2. Evaluation Regarding Site and Design Review Approval Criteria

Design Review Matrix Analysis

A. Parking

Section 16.10.050 of the Canby Municipal Code requires 3.5 spaces per 1,000 square feet of office space, plus 1.00 space per 1000 square feet of non-office warehousing space for a total of 16 spaces. The applicant has proposed 101 spaces due to the number of employees they hire.

The applicant is not proposing a loading dock, but does plan on a loading area to the north side of the proposed building that would be screened by the landscape that occupies the perimeter of the facility. If the use of the property ever changes a loading dock will be required, unless the Planning Commission exempts the use.

The applicant has stated that the parking lot will be lit. It is conditioned that the parking lot lighting provide a minimum of 0.5 footcandles with a 4:1 uniformity ratio over the entire site and that all lighting shall be "hooded or "cutoff" so as not to direct light skyward or towards public roads.

No bicycle parking has been proposed, but 2 bicycle parking spaces will be required.

B. Traffic/Access

Lancaster Engineering's traffic study is attached to this staff report as an exhibit. It states that the level of service at SE Township Rd and S Redwood is currently operating at level "D" in the mornings due to the

school traffic and at a "C" level in the evening. With the addition of the bus traffic, during the time they run, the level of service would drop to an "E", (which in most jurisdictions is an acceptable level for an unsignalized intersection), but would continue to operate at level "C" during peak pm hours. Because an appropriate mitigation cannot be identified for the level of service "E" and because the delay is not excessive or for a substantial period of time, Lancaster Engineering is not recommending improvements at the SE Township and S Redwood intersection.

Minimum access width for industrial uses is 24 feet. The applicant has proposed a 60' wide access onto SE Township. The code limits driveway widths to 40', a condition has been added requiring the driveway to meet the maximum width. This access is to be aligned with the Baker Prairie Middle School access to the south.

Sidewalks are existing along SE Township; the applicant will be responsible for any repair of the sidewalk, as needed. The applicant has proposed a 5' pedestrian walkway on the west side of the driveway to connect with the walkways from the parking area to the building.

C. Signs

No signs have been proposed with this application. Since this operation does not provide any retail or wholesale sales future signage is anticipated to be small in scale, coordinated with the building color and within 25' of the driveway. Any temporary signs must meet current sign code requirements.

The site is allowed a **total of 250 square feet** of signage. All proposed signage, including building signs, will be reviewed under a separate sign permit application.

D. Lot Landscaping standards and Tree Retention

The proposed development would require 31,877 sq. ft. of landscaping (15%). The applicant has proposed 56,786 sq. ft. of landscaping (26.7%). There is a minimum of 13' of landscaping around the complete perimeter of the development.

There are no trees on this site.

E. Building Appearance

The bus facility will be metal siding with 4' of decorative masonry wainscoting and a low sloped metal roof. This building type is similar to the industrial buildings on the west side of S. Redwood. The applicant did not propose a color scheme when submitting his application; it will be presented to the Planning Commission at the scheduled public hearing.

F. Compatibility

The proposed development is compatible with the Site and Design Review

requirements for development in the Light Manufacturing zone (M-1).

** See Design Review Matrix above and scoring below.*

<u>CRITERIA</u>	<u>PTS/ POSS</u>	<u>NOTES</u>
<u>Parking</u>		
Screening of loading facilities	2/2	Loading area behind buildings.
Landscaping	0/1	
Parking lot lighting	1/1	Parking lot will be lit
Location	0/2	Parking provided along perimeter
Number of parking spaces	<u>2/2</u>	101 proposed/ 16 required
	5/8	
<u>Traffic</u>		
Distance of access to intersection	2/2	Over 890 feet from S. Redwood St.
Access drive width	2/2	40' wide access
Pedestrian access	2/2	One access
Pedestrian access from parking lot	<u>1/2</u>	passenger vehicles only
	7/8	
<u>Signs</u>		
Dimensional size of sign	N/A	
Similarity of sign to building	N/A	
Pole sign	N/A	Signs to be reviewed under Separate sign permit.
Location of sign	N/A	
<u>Tree Retention</u>		
Tree retention	N/A	No trees exist on site
Replacement of trees	N/A	
<u>Building Appearance</u>		
Style	2/2	Similar to nearby development.
Color	2/2	The colors to be similar.
Material	0/2	Metal with Brick Wainscoting
Size	<u>1/1</u>	Building is less than 20,000 sq ft.
	5/7	
<u>Landscaping</u>		
Tree installed at 3" caliper	0/2	2" caliper trees proposed
Amount of grass	2/2	Greater than 50% grass
Location of shrubs	0/1	Few shrubs around entrance
Automatic irrigation	<u>4/4</u>	Automatic irrigation provided
	6/9	
<u>Bonus Points</u>		
2 or more trees 3" or more	0/0	All trees 2" caliper
Trash Receptacle Screening	1/0	Trash receptacle indoors
Park/Open Space	<u>0/0</u>	
	1/0	

G. Availability of Adequate Public Facilities and Services

Service provider comments are shown in Exhibit 2. Responding agencies indicate that the site will be readily served,

City Engineer

1. We recommend the access location to this site correspond with the existing school access on the south side of S Township Road. (Condition #3)
2. A gravity sanitary sewer service may exist on SE 4th Avenue. Prior to construction, we suggest the design engineer coordinate with the city staff to perform a TV inspection to determine such location. If the lateral does not exist, other alternatives must be explored. (Condition #1)
3. The developer should comply with the contents of the Traffic Impact Study being prepared by Lancaster Engineering. (Condition #3)
4. We have observed two or three broken panels of existing sidewalks. These sections need to be repaired if they do not coincide with the new access location. (Condition #10)

Wastewater Treatment

Pretreatment Comments

1. Tenant or applicant must complete a Non-Residential Wastewater Survey for review by Staff prior to occupancy.
2. If buses are to be washed on site, an approved covered wash rack area routed to the sanitary sewer must be provided. Discharge from the wash rack must be routed through an approved oil water separator.
3. If the shop is to have interior floor drains they must be routed to an approved oil water separator prior to the sanitary sewer.
4. If petroleum products in bulk containers are to be stored on site, the facility shall have secondary containment to prevent spills to the sanitary and/or storm sewer systems.

(Conditions # 20 & #21)

Stormwater Comments

1. All City Erosion and Sediment Control permits must be obtained from Public Works prior to disturbing soil at the site.

2. Trash and/or dumpster enclosures that are exposed to rainfall may not have a direct connection to the storm drain or sanitary sewer system.
3. Any proposed connection of stormwater flow to the sanitary sewer requires written authorization by the Wastewater Treatment Plant. Additional SDC's and monthly rate fees may be assessed.
4. Roof drains should be routed to infiltration planters, bioswales, or other approved disposal facilities.
5. Sheet flow from the driveway area to SE Township should be minimized.
6. It is encouraged that stormwater generated from the bus parking lot (approx. 148,000 sq. ft.) of paved area be routed to onsite bioswales and/or infiltration basins. The use of onsite drywells (UIC's) is discouraged.
7. If drywells (UIC's) are proposed for onsite parking lot storm flow, they must meet DEQ criteria and be registered. Documentation of DEQ approval of UIC's and DEQ registration shall be provided to the City. (Conditions #1, #15)

Public Works Department

Sewer service is not available on Township Road or 4th Avenue. It must be provided through the existing Canby Disposal property; a private lift station will be required and easements recorded. (Condition #1)

Canby Utility Water Department

Plans do not show proposed location of fire prevention vault or fire hydrant. (Condition #1)

Canby Fire Department

1. All trash and recycling must be stored according to 2004 OFC 304.3 Capacity exceeding 1.5 cu. yards or more shall not be stored in buildings or placed within 5' of combustible walls, openings or combustible eave lines. There is one exception with type V b construction is that dumpsters or containers in areas protected by automatic sprinkler systems complying with chapter 9.
2. Type Vb 7700 sq ft. footprint being a single story has a minimum fire flow requirement of 2250 GPM for a duration of 2 hrs (2007 OFC appendix B) The exception is fire flow can be reduced by up to 50% when supplied with an approved automatic fire sprinkler

system. There is some question on the size of the water main on Township Rd, either a 6" or 8" and also the extension of the line so it could supply the required water supply.

3. Minimum number of fire hydrants required is 2 with average spacing 450' (2007 OFC appendix C). (Condition #13)

Canby Telcom

1. The Developer/Owner is required to provide all trenches for placing telephone service facilities to new building. Canby Telcom will provide all necessary materials to bring services to building.
2. Canby Telcom will follow the power design as much as possible to minimize trenching; however, additional trenches may be required for communication services.
3. If the D-marc is required to be placed in a communication/power room, the requirements are:
 - a. 4" schedule 40 PVC from the telephone connection point outside, into the communication/power room with a 36" sweep (minimum).
 - b. Minimum of 4' x4' 3/4" plywood backboard.
 - c. #6 stranded ground (MGN) provided at the backboard.
 - d. One 15 Amp electrical outlet located next to, or on backboard.
4. There are no development fees.
5. Fees for relocating existing facilities are billed at our hourly rate of \$65.00 per hour for labor, plus the cost of materials. The requestor is required to complete and sign a Request to Relocate Facilities form.
6. For temporary service (job Shack), contact our Customer Care Center to place an order. (Condition #1)

Traffic Safety Committee

Recommends a current traffic study be done at S. Redwood Street and SE Township Road. (A current traffic study was part of the completed application and is attached).

Canby Police Department

Adequate Public Services are available

H. Development Standards

Minimum lot area, minimum width and frontage, maximum building height

and maximum lot coverage standards have been met.

V. CONCLUSION

Staff concludes that, with conditions, the application will meet the requirements for site and design review approval. In direct response to the criteria for site and design review, staff has concluded the following:

- 1A. 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
- 1B. The proposed design of the development is compatible with the design of other development in the vicinity; and
- 1C. The location, design, size, color, and materials of the exteriors of structures are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
- 1D. The proposal is deemed compatible given that staff allocated a percentage of 75% on the design review matrix when 65% is considered compatible; and
- 1E. All required public facilities and services exist or can be made available to adequately meet the needs of the proposed development.
2. Public utility and service providers have indicated that the existing proposal can be made to comply with applicable standards.
3. The proposed development will not increase the cost of housing in Canby.
4. The property owner is not applying to remove street trees.

VI. RECOMMENDATION:

Based upon the application, elevations, the site plan 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 07-05 with the following conditions:

1. 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 City and 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 preconstruction process procedures shall be followed.

2. The building permit application shall include a revised set of all full size development plans (including site plan, landscape plan, elevations, etc.) which depicts each of the written conditions to the satisfaction of the City Planning Department. All written conditions must be met prior to final occupancy of the building unless otherwise noted.
3. The access on SE Township Road is to be aligned with the Baker Prairie Middle School access drive and shown on construction plans
4. A detailed landscape construction plan shall be submitted with the building permit application. The detailed landscape plan shall show: the number of plants, plant spacing/location of planting, the type of plants, the size of plants, the schedule of planting, and irrigation plans. The landscape plan shall reflect the approved landscape plan submitted with the Design Review application.
5. Landscaping shall be planted at such a density so as to provide a minimum of 95% coverage of the landscape areas with vegetation within a 3-year time period. Bark mulch and similar material shall consist of not more than 5% of the total landscape area after the 3-year period. Trees are to be a minimum of 2" caliper. Automatic irrigation is required for all landscaped areas.
6. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
7. An erosion control permit is required, and approval of erosion/sediment control plans is required prior to issuance of a building permit. All City erosion control regulations shall be followed during construction as specified by the Canby Municipal Code.
8. Clackamas County will provide review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety approval must be obtained prior to issuance of a City building permit.
9. Parking shall be provided as shown on the site plan. Wheel stops shall not be required in areas where sidewalks are at least 8 feet in width and in areas where landscaping within 2 feet of the curb is limited to ground cover and will not be damaged by vehicle overhangs. Wheel stops shall be provided for all parking spaces located adjacent to landscaping or walkways that do not meet the above criteria. The wheel stops shall be placed 2 feet in front of the end of the parking space.
10. A sidewalk on the west side of the driveway, connecting SE Township to all entrances to the building shall be provided as proposed by the applicant. Interior sidewalks and access ways shall be a minimum of 5' in width. All areas of

broken sidewalk on SE Township will be repaired prior to a certificate of occupancy issued.

11. Two "staple" type bicycle rack shall be provided at entrance of the proposed building. All bicycle parking shall meet the installation requirements of CMC 16.10.100.
12. Details of sign dimensions, coloring, and mounting techniques shall be shown on the building permit submittal or on a subsequent sign permit application.
13. The applicant shall meet all requirements and install fire hydrants as required by Canby Fire Department.
14. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
15. All storm water shall be disposed of on-site. The design of storm water facilities shall be approved by the City Engineer and Public Works Supervisor. The applicant is responsible for obtaining approval from DEQ, if necessary, for private storm water facilities. Any drywells or UIC systems must meet DEQ criteria and be registered with DEQ. DEQ approval for all facilities shall be provided to the City prior to construction.
16. Exterior lighting is required to provide a minimum of 0.5 footcandles with a 4:1 uniformity ratio over the entire site. An illumination plan shall be submitted with the building permit. All site lighting shall be "hooded" or "cutoff" so as not to direct light skyward or towards any public road.
17. No exterior trash or recycling receptacles/dumpsters are proposed, but any installed in the future shall be screened from public streets and shall not have a direct connection to the storm drain or sanitary sewer systems if uncovered.
18. This property is subject to Economic Improvement District (EID) charges which will commence upon issuance of a certificate of occupancy.
19. Approval of this application is based on the submitted site plan, elevations, and other relevant application materials and submitted testimony. Approval is strictly limited to the submitted proposal and is not extended to any other use of the property. Modification of the approved site plan and elevations with regards to building height, colors, materials, landscaping, building placement, setbacks, or any other approved elements, shall require an approved modification in conformance with the relevant sections of the Canby Municipal Code.
20. A non-residential wastewater survey must be submitted for review and approval prior to final building occupancy.

21. If buses/trucks are to be washed on site, an approved wash rack and pretreatment system shall be installed prior to discharge into the City's sanitary sewer system. Any bus/truck washing facility shall have an oil-water separator/interceptor installed prior to the pretreatment system.
22. ADA Ramps shall be provided as determined necessary by the Public Works and Building Departments.
23. Upon a change of use, loading docks will be required unless exempted by the Planning Commission.
24. Building to be similar in style and coloring as the industrial development west of S. Redwood. The building will be accented with 4' of decorative masonry.
25. Prior to issuance of a building permit an easement on Tax Lot 31E 34C 1805 must be recorded at the County for sewer service.

Exhibits:

1. Applicant's packet
2. Responses to request for comments

SITE AND DESIGN REVIEW APPLICATION

FEE *See Fee Schedule Below
Process Type III

OWNERS

APPLICANT**

Name FRED KAHUT / ~~4013 B REEF CT~~
 Address 1600 SE 4TH AVE
 City CANBY State OR Zip 97013
 Phone 503 266-7903 Fax 503 706 9476
 E-mail _____

Name DEAN P. ZAROSIMSKI PE
 Address 1400 NW 155TH CIRLE
 City VANCOUVER State WA Zip 98685
 Phone 360 513-2746 Fax _____
 E-mail dzaro@zaroeng.com

Please indicate who is to receive correspondence (i.e. staff reports etc) and what format they are to be sent

- | | | | |
|---|---|---|------------------------------|
| <input checked="" type="checkbox"/> Owner | <input type="checkbox"/> Email | <input checked="" type="checkbox"/> US Postal | <input type="checkbox"/> Fax |
| <input checked="" type="checkbox"/> Applicant | <input checked="" type="checkbox"/> Email | <input type="checkbox"/> US Postal | <input type="checkbox"/> Fax |

OWNER'S SIGNATURE Fred A Kahut

DESCRIPTION OF PROPERTY

Address _____
 Tax Map 31E34C Tax Lot(s) 01804 Lot Size 4.88 Acres
 (Acres/Sq.Ft.)
 Existing Use VACANT LOT
 Proposed Use BUS YARD AND OFFICE
 Existing Structures NONE
 Zoning M Comprehensive Plan Designation _____
 Previous Land Use Action (If any) _____

Total Fee = Size Component (based on acreage) Public Improvement Component
Size Component
\$1,500 first 0.5 acres
\$100 for each additional 0.1 acres from 0.5 acres up to 2.5 acres
\$100 for each additional 0.5 acres from 2.5 acres up to 8.0 acres
\$100 for each additional 1.0 acres from 8.0 acres up to 13 acres
\$5,000 Maximum for 13 acres and above
Public Improvements Component
0.3% of total estimated public improvement cost (to be submitted with design review application). No Cap on cost

$1500 + 800 + 300 + 76 = \2676

FOR CITY USE ONLY

File # D207-05
 Date Received _____ By _____
 Completeness _____
 Pre-App Meeting _____
 Hearing Date _____

**If the applicant is not the property owner, they must attach documentary evidence of their authority as agent in making this application.

EXHIBIT

tabbles

1 16

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATIONS

Site Areas

1. Building area	7,700 SF	☞ Square footage of building footprint
2. Parking/hardscape	148,028	☞ Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area	56,786	☞ Square footage of all landscaped area
4. Total developed area	212,514	☞ 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	212,514 SF	☞ Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Zone	M1	☞ Fill in the Appropriate Zone and Percentages: 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. Percent of required landscaping	15%	
9. Total developed area	212,514	☞ Fill in value from line 4
10. Required square footage of landscaping	31,877	☞ Multiply developed area by % of required landscaping
11. Proposed square footage of landscaping	56,786	☞ Fill in value from line 3 26.7%

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

12. Zone	M1	☞ Fill in the Appropriate Zone and Percentages: R-1, R-1.5, R-2, C-2, C-M, C-R, M-1, M-2 Zones: 15% C-1 Zone: 5%
13. Percent of required landscaping	15%	
14. Area of parking lot & hardscape	148,028	☞ Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
15. Required square footage of landscaping within 10 feet of parking lot	22,204	☞ Multiply area of parking lot (line 14) by percent of required landscaping (line 13)
16. Proposed square footage of Landscaping within 10 feet of parking lot	24,954	☞ Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATIONS

17. Number of parking spaces	101+78	☞ Total number of parking spaces
18. Area of parking lot & hardscape	148,028	☞ Area from line 14
19. Number of parking spaces (line 17) divided by 8	12	☞ Round up to the nearest whole number
20. Area of parking lot (line 18) divided by 2,800	53	☞ Round up to the nearest whole number
21. Number of required trees in parking lot	53	☞ Take the larger of the previous two rows
22. Number of trees provided within 10 feet of parking lot	70	☞ Count the number of proposed trees within 10 feet of parking and maneuvering areas.

17

Zarosinski Engineering & Design, Inc.
107 S.E. Washington St., Suite 214F
PO Box B1, Portland, OR. 97214
Phone: (971) 223-2920 Fax: (971) 223-6181
Email: zaroeng@zaroeng.com



May 25, 2007

Project Statement for 1st Student School Bus Dispatch Office and Parking Lot

On a currently vacant lot, Tax Lot 1804 on Tax Map 31E34C, a development is proposed to provide a facility for the local school busses. This facility will consist of a 110' x 70' building that is 16' tall at the eave line. The building will house the bus drivers dispatch area, the administration offices and a bus maintenance area. There will be a driver parking area and an area for bus parking.

This type of use in an area currently zoned Light Industrial M1 and is designated as Light Industrial L1 on the comprehensive plan for the city of Canby. The owner and his representative have gone before the city Planning Commission and the Commission has determined that the proposed development is in conformance with the Zoning and Comprehensive Plan Designation.

The lot is 4.8786 acres and is intended to be fully developed equating to a total developed area of 212,514 sq. ft. The facility does not have a loading dock and any deliveries would take place in the loading area to the north of the building. This area will be screened by the perimeter landscaping and the school busses that are of a similar height to delivery trucks. Trash and recycling will be stored in the interior of the maintenance portion of the building. The entire parking lot has perimeter landscaping wider than 13 feet. The interior of the driver car parking area has landscaped islands and landscaping areas extending from the perimeter landscaping into the parking area providing a break in the rows of cars. These extensions and islands are also used as sites for parking lot lighting.

The number of automobile parking stalls in this facility, 101 stalls, is significantly larger than the number of stalls required by the building size. In this specific use there needs to be a large number of stalls for the drivers of the school busses to park, visit the dispatch area in the building and then proceed to the school bus assigned to the individual driver. The building office and maintenance staff have been provided parking areas as well. The automobile parking is kept separate from the school bus parking area.

The parking lot access driveway is located opposite the north access to the middle school and is 60' wide to accommodate the school busses. The access driveway is greater than 500 feet from any street intersection. On the west side of the driveway there is a sidewalk that leads

to the building and all entrances to the building can be accessed by the route. The automobile parking lot has pedestrian routes to the building.

The site at one time was used for Christmas tree farming and is now vacant. There are no trees on the site. Because of this there is no report from an arborist and no provisions to replace any removed trees. New trees will be added in the landscaping of the development.

The tenant has not provided any information on site signage. As this particular operation does not provide any retail or wholesale sales, any future signage identifying the building is anticipated to be small in scale, coordinating with the building color and within 25' of the driveway. Sign permits will be applied for at a later date.

The building is a 16' tall building with a low sloped metal roof, metal siding and a 4' tall decorative masonry wainscoting. This building type is similar to the buildings west of Redwood in the industrial park. Coloring will be chosen to be of a similar style to the existing buildings in the area. The height and the 7,700 square foot print will not seem large on the 4+ acre site.

There are 70 landscaping trees in the 24,954 square feet of landscape. This equals 1 tree per 356 square feet. The required area of landscaping per the Canby landscaping matrix is 22,204 sq. ft. The proposed design has 24,954 sq. ft. This is 12" more than required in the Light Industrial zoning. There is grass in the landscaping plan to match the adjacent development with shrubs planted in the foreground near the entryway and in the islands. An Automatic sprinkler system will be provided.



BUS FACILITY COVER SHEET

DEVELOPER:

FRED KAHUT
1400 SE 4th Ave.
CANBY, OR 97013
Ph. 503-266-7903
Fax: 503-706-9476

ENGINEER:

ZAROSINSKI ENGINEERING AND DESIGN, INC.
1400 NW 155th Circle
VANCOUVER, WA 98685
Ph. 360-513-2746
Email: dzaro@zaroeng.com
DEAN P. ZAROSINSKI PE

SURVEYOR:

ZTEC ENGINEERS, INC.
3737 SE 8th Ave.
PORTLAND, OR 97212
Ph. 503-235-6795
CHRIS FISCHBORN RLS
DEAN P. ZAROSINSKI PE

PROJECT LOCATION:

800' EAST OF THE INTERSECTION OF SE REDWOOD AND SE TOWNSHIP ROAD IN THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON
LATITUDE 45° 15' 39.2", LONGITUDE 122° 40' 11.3"

148,028 SQ. FT. PAVED AREA

N78°40'12"E
16.00' (M.)
16.02' (P1)

PROJECT NARRATIVE

EXISTING SITE CONDITIONS

THE SITE CONSISTS OF A 4.88 ACRE LOT THAT IS VACANT. PAST USE WAS AGRICULTURE

DEVELOPED CONDITIONS

A 3.4 ACRE SCHOOL BUS PARKING LOT WITH A 7,700 SQ. FT. SINGLE STORY MAINTENANCE AND OFFICE BUILDING

NATURE OF CONSTRUCTION ACTIVITIES AND SCHEDULE

CLEARING - JUNE, 2007
MASS GRADING JULY, 2007
UTILITY INSTALLATION AUGUST 2007
BASE ROCK AND PAVING AUGUST 2007
BUILDING CONSTRUCTION JULY-NOVEMBER 2007

SITE SOIL CLASSIFICATION

CANDERLY SANDY LOAM, 0 TO 3 PERCENT SLOPES 75% OF SITE

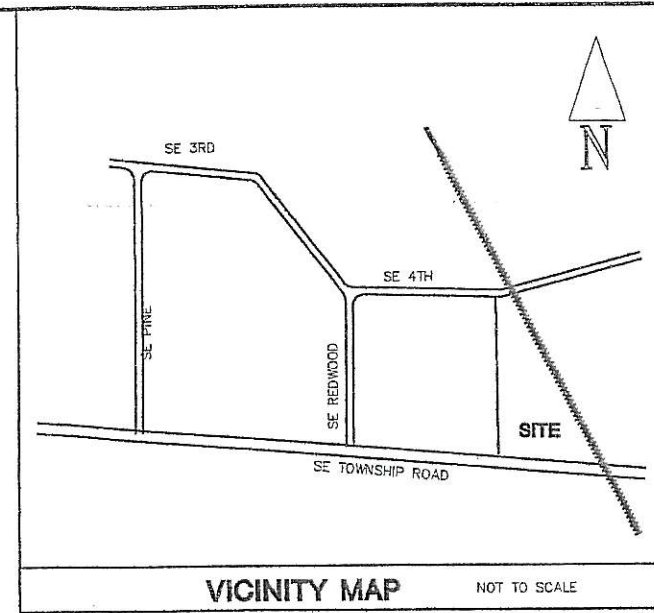
THE PERMIABILITY OF THIS SOIL IS MODERATELY RAPID. RUNOFF IS SLOW AND THE HAZARD OF EROSION IS SLIGHT.

LATOURELL LOAM, 0 TO 3 PERCENT SLOPES

THE PERMIABILITY OF THIS SOIL IS MODERATE. RUNOFF IS SLOW AND THE HAZARD OF EROSION IS SLIGHT.

RECEIVING WATER BODIES

NONE - STORMWATER IS TO BE INFILTRATED INTO SOIL ON SITE



VICINITY MAP NOT TO SCALE

SUBMITTAL: BUS PARKING LOT AND OFFICE COVER SHEET

TITLE: FOR: FRED KAHUT
TOWNSHIP ROAD
CANBY, OREGON, 97013

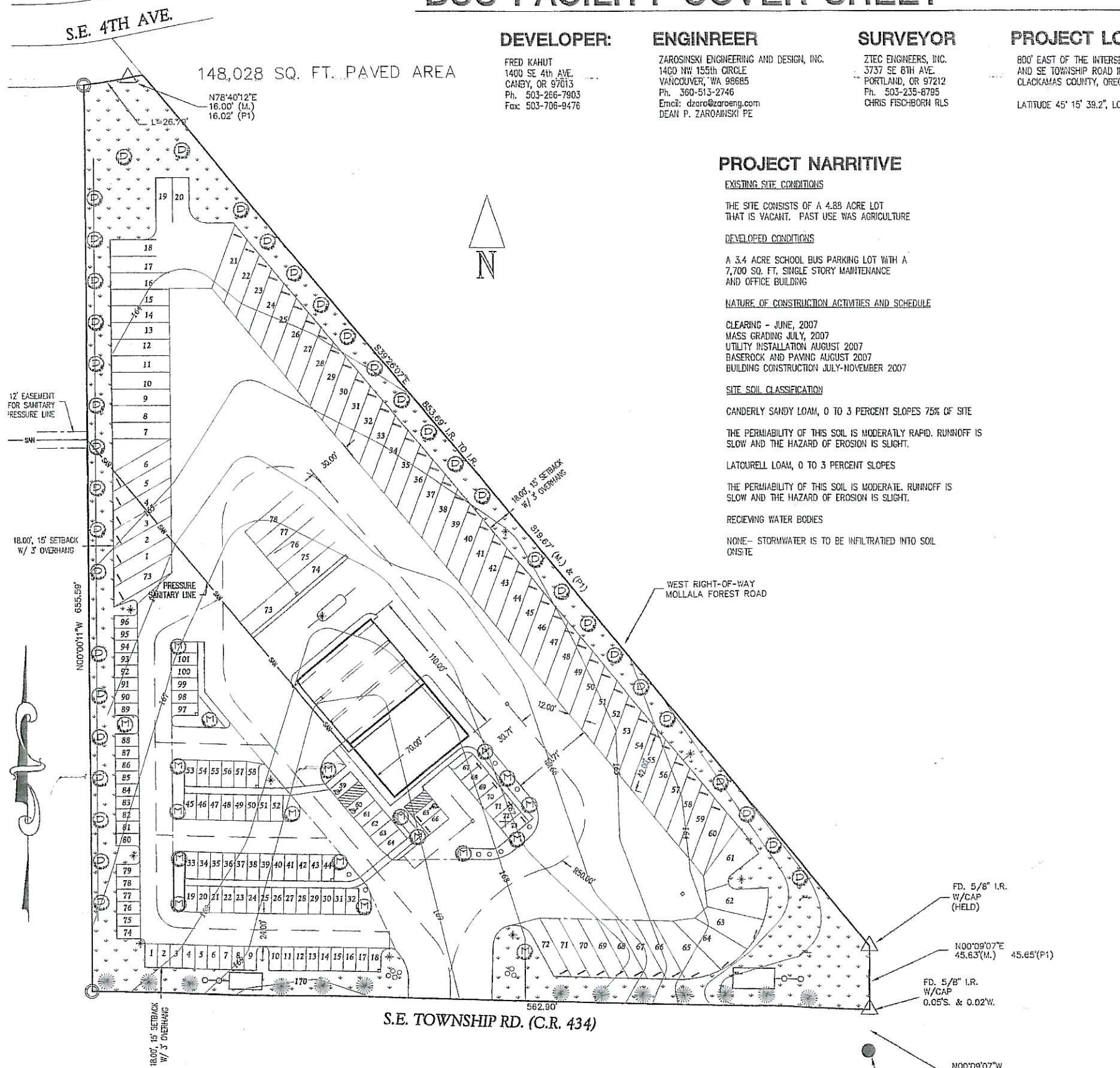
PLAT DATE: 5/16/07

Zarosinski Engineering & Design

Civil • Structural • Design
1400 NW 155th Circle
Vancouver, WA, 98685
PHONE: (360) 513-2746
EMAIL: dzaro@zaroeng.com

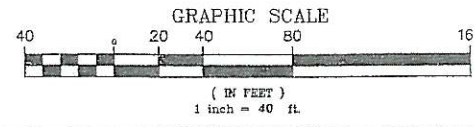
Zarosinski Engineering & Design

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1400 NW 155th Circle
Vancouver, WA, 98685
PHONE: (360) 513-2746
EMAIL: dzaro@zaroeng.com



SITE PLAN

SCALE: 1"=40'

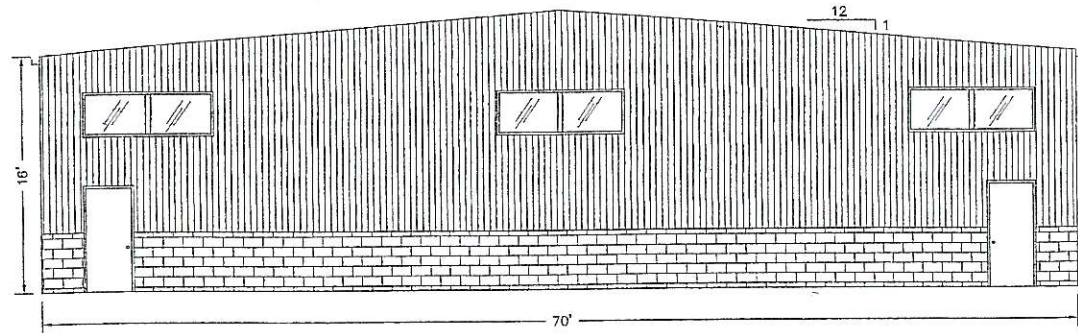


SYM	REVISION	BY	APPROVED	DATE

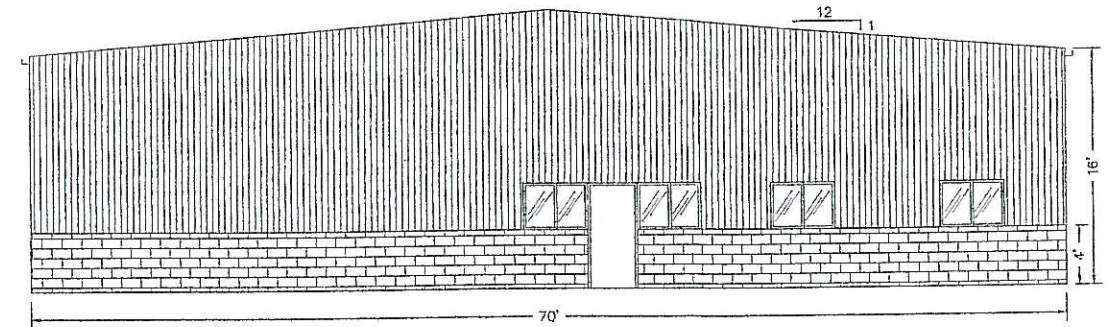
DATE: 5/24/07	JOB NO.: B0055-3
DRAWN BY: DZARK	DWG. NO.: B0055-3C1
CHECKED BY: DPZ	SCALE: 1" = 40'
DATE: 5/24/07	SUBJECT: CVR

DATE: 5/24/07	JOB NO.: D0055-1
DRAWN BY: DPZ	DWG. NO.: D0055-1
CHECKED BY: DPZ	SCALE: 3/16" = 1'-0"
DATE: 5/24/07	SUBJECT: A1.1

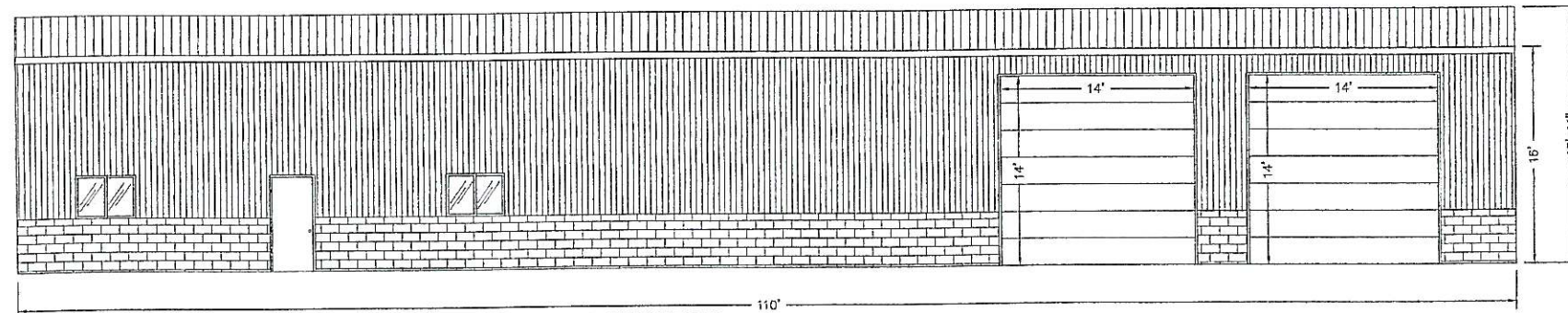
20



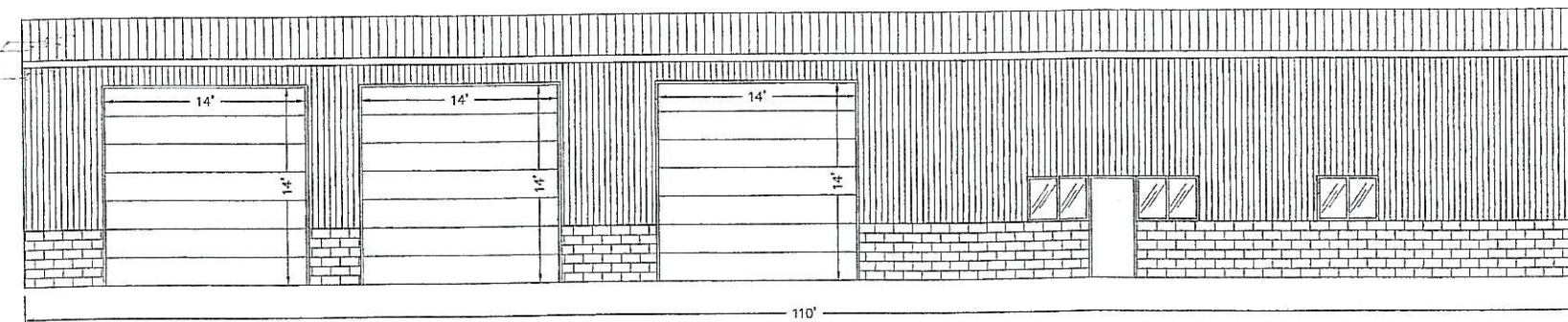
NORTH ELEVATION
SCALE: 3/16"=1'



SOUTH ELEVATION
SCALE: 3/16"=1'



EAST ELEVATION
SCALE: 3/16"=1'



WEST ELEVATION
SCALE: 3/16"=1'

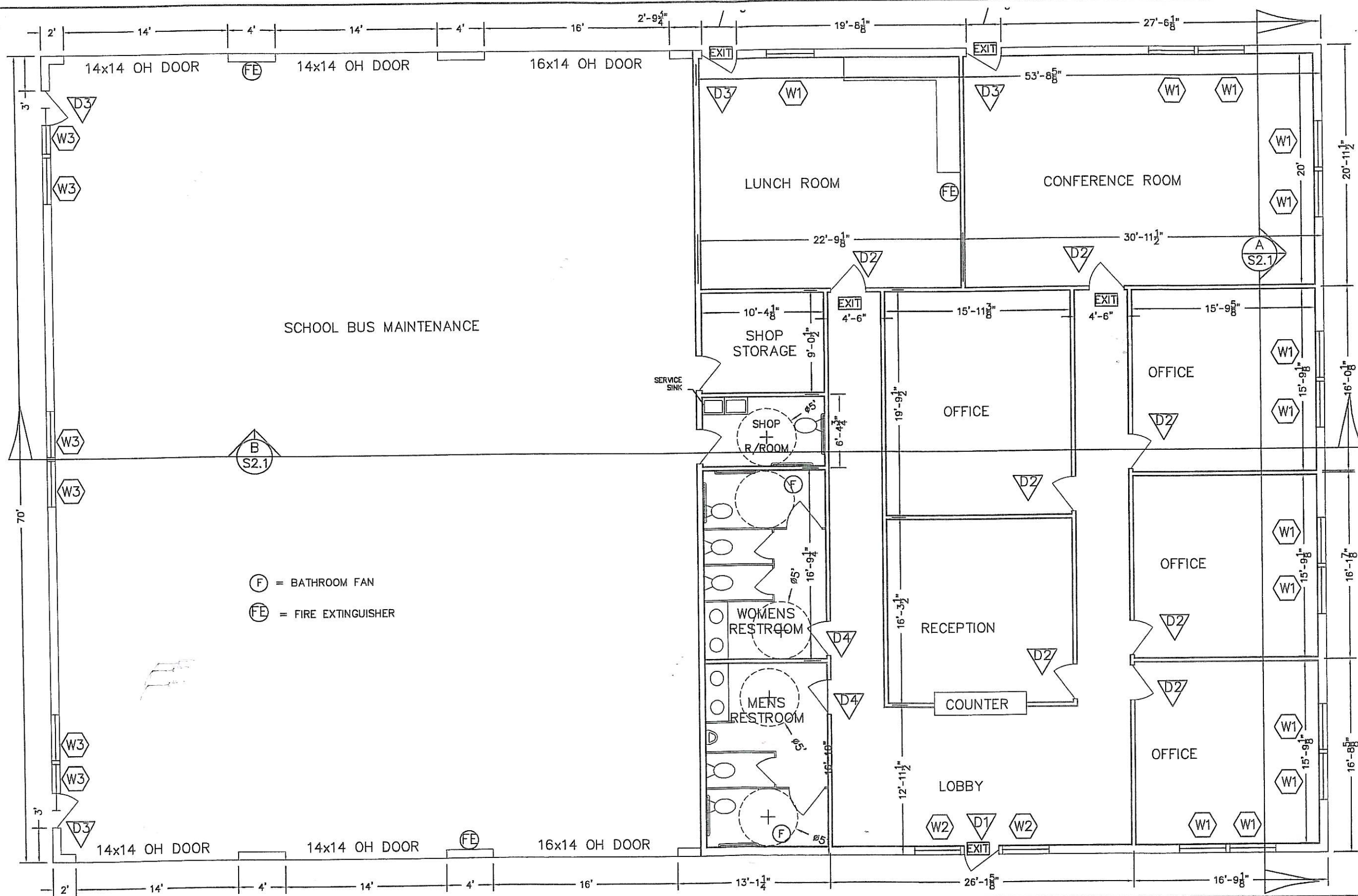
ARCHITECTURAL ELEVATIONS
PROPOSED SCHOOL BUS YARD AND OFFICE
SE TOWNSHIP ROAD
CANBY OREGON 97013

Zarosinski Engineering & Design
Civil • Structural • Design
1400 NW 155th Circle
Vancouver, WA, 98686
PHONE: (360) 513-2746
EMAIL: dzarob@zaroenrg.com

DATE	BY	REVISION
5/24/07	DPZ	
5/24/07	DPZ	
5/24/07	DPZ	

DATE	BY	APPROVED	DATE	JOB NO.
				D0055-1
				DWG. NO.: D0055-1
				SCALE: 3/16"=1'-0"
				A11



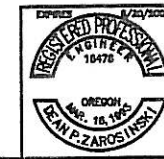


(F) = BATHROOM FAN
 (FE) = FIRE EXTINGUISHER

ARCHITECTURAL FIRST FLOOR PLAN
PROPOSED SCHOOL BUS YARD AND OFFICE
 SE TOWNSHIP ROAD
 CANBY OREGON 97013

Zarosinski Engineering & Design
 Civil • Structural • Design
 1400 NW 155th Circle
 Vancouver, WA 98686
 PHONE: (360) 513-2746
 EMAIL: dzaro@zaroeng.com

DATE	BY	REVISION
4/3/7	DPZ	
4/3/7	DPZ	
4/3/7	DPZ	



DATE	BY	REVISION	BY	APPROVED	DATE

PROJ. NO.: D0055-1
 SCALE: 1"=4'-0"
A2.1

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: June 15, 2007

- | | |
|--|---|
| <p>TO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> FIRE <input type="checkbox"/> POLICE <input checked="" type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> CANBY ELECTRIC <input type="checkbox"/> CANBY WATER <input type="checkbox"/> WWTP - Darvin Trammel <input type="checkbox"/> WWTP - Jeff Crowther <input type="checkbox"/> CITY ENGINEER <input type="checkbox"/> CTA <input type="checkbox"/> NW NATURAL <input type="checkbox"/> WILLAMETTE BROADBAND <input type="checkbox"/> CANBY DISPOSAL <input type="checkbox"/> CITY ATTORNEY <input type="checkbox"/> BIKE AND PEDESTRIAN COMM <input type="checkbox"/> PGE <input type="checkbox"/> CANBY AREA TRANSIT | <ul style="list-style-type: none"> <input type="checkbox"/> CANBY POST OFFICE <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR <input type="checkbox"/> CLACKAMAS COUNTY 911 <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE <input type="checkbox"/> CLACKAMAS COUNTY <input type="checkbox"/> CANBY SCHOOL DISTRICT <input type="checkbox"/> OREGON DEPT. TRANSPORTATION <input type="checkbox"/> ODOT/REGION 1/DIST 2B <input type="checkbox"/> STATE OF OREGON/REVENUE <input type="checkbox"/> CANBY BUSINESS REVITALIZATION <input type="checkbox"/> PARKS AND RECREATION <input type="checkbox"/> CITY TRANSPORTATION ENGINEER <input type="checkbox"/> BUILDING OFFICIAL <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____ |
|--|---|

The City has received DR 07-05, an application from Dean Zarosinski PE requesting a site and design review to build a school bus facility for 1st Student Bus Facility. The property is zoned M-1 (Light Industrial). The property is located on a 4.88 acre site known as tax lot 1804 of tax lot 31E34C at SE Township Road; Molalla Forest Road and SE 4th Avenue in Canby. Previously you may have been routed the parking lot paving only for this project. This routing is for the rest of the project.


Please review the enclosed application and return comments to **Carla Ahl** by **Tuesday, June 26, 2007**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

SEWER SERVICE IS NOT AVAILABLE ON TOWNSHIP ROAD OR 4TH AVENUE. IT MUST BE PROVIDED THROUGH THE EXISTING CANBY DISPOSAL PROPERTY; A PRIVATE LIFT STATION WILL BE REQUIRED & EASEMENTS RECORDED.

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature:  Date: 7/11/07
 Title: COMM. DEV. DIR. Agency: CITY OF CANBY

EXHIBIT

2 23

Bus Facility
SE Township RD and SE Redwood
07/28/07

Pretreatment Comments:

- Tenant or Applicant must complete a Non-Residential Wastewater Survey for review by Staff prior to occupancy.
- If buses are to be washed on site, an approved covered wash rack area routed to the sanitary sewer must be provided. Discharge from the washrack must be routed through an approved oil water separator.
- If the shop is to have interior floor drains they must be routed to an approved oil water separator prior to the sanitary sewer.
- If petroleum products in bulk containers are to be stored on site, the facility shall have secondary containment to prevent spills to the sanitary and/or storm sewer systems.
-

Stormwater Comments:

- All City Erosion and Sediment Control permits must be obtained from Public Works prior to disturbing soil at the site.
- Trash and/or dumpster enclosures that are exposed to rainfall may not have a direct connection to the storm drain or sanitary sewer system.
- Any proposed connection of stormwater flow to the sanitary sewer requires written authorization by the Wastewater Treatment Plant. Additional SDC's and monthly rate fees may be assessed.
- Roof drains should be routed to infiltration planters, bioswales, or other approved disposal facilities.
- Sheet flow from the driveway area to S.E Township should be minimized.
- It is encouraged that stormwater generated from the bus parking lot (approx. 148,000 SQ. FT.) of paved area be routed to onsite bioswales and/or infiltration basins. The use of onsite drywells (UIC's) is discouraged.
- If drywells (UIC'S) are proposed for onsite parking lot storm flow. They must meet DEQ criteria and be registered. Documentation of DEQ approval of UIC's and DEQ registration shall be provided to the City.

E-MAIL FROM
JEFF Crowther
Wastewater Treatment

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 936, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: June 15, 2007

- | | | |
|-----|---|--|
| TO: | <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| | <input type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
| | <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
| | <input type="checkbox"/> CANBY ELECTRIC | <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION |
| | <input checked="" type="checkbox"/> CANBY WATER | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| | <input type="checkbox"/> WWTP - Darvin Trammel | <input type="checkbox"/> CLACKAMAS COUNTY |
| | <input type="checkbox"/> WWTP - Jeff Crowther | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| | <input type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
| | <input type="checkbox"/> CTA | <input type="checkbox"/> ODOT/REGION 1/DIST 2B |
| | <input type="checkbox"/> NW NATURAL | <input type="checkbox"/> STATE OF OREGON/REVENUE |
| | <input type="checkbox"/> WILLAMETTE BROADBAND | <input type="checkbox"/> CANBY BUSINESS REVITALIZATION |
| | <input type="checkbox"/> CANBY DISPOSAL | <input type="checkbox"/> PARKS AND RECREATION |
| | <input type="checkbox"/> CITY ATTORNEY | <input type="checkbox"/> CITY TRANSPORTATION ENGINEER |
| | <input type="checkbox"/> BIKE AND PEDESTRIAN COMM | <input type="checkbox"/> BUILDING OFFICIAL |
| | <input type="checkbox"/> PGE | <input type="checkbox"/> OTHER _____ |
| | <input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> OTHER _____ |

The City has received DR 07-05, an application from Dean Zarosinski PE requesting a site and design review to build a school bus facility for 1st Student Bus Facility. The property is zoned M-1 (Light Industrial). The property is located on a 4.88 acre site known as tax lot 1804 of tax lot 31E34C at SE Township Road; Molalla Forest Road and SE 4th Avenue in Canby. Previously you may have been routed the parking lot paving only for this project. This routing is for the rest of the project.

Please review the enclosed application and return comments to Carla Ahl by Tuesday, June 26, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

Plans do not show proposed location of
fire PREVENTION VAULT OR fire HYDRANTS.

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: *Patrick Johnson* Date: 6/20/07
 Title: Water Dept. Foreman Agency: Canby Utility

From: "Todd Gary" <tgary@canbyfire.org>
To: <AhlC@ci.canby.or.us>
Date: 6/18/2007 2:53:30 PM
Subject: DR 07-05 Student bus facility

I sent the fire districts comments on the parking lot paving in a earlier email. These are the comments on the bus maintenance and office building. (DR 07-05)

1. All trash and recycling must be stored according 2004 OFC 304.3

A. 304.3.3 Capacity exceeding 1.5 cu.yds or more shall not be stored in buildings or placed within 5' of combustibile walls ,openings or combustibile eave lines. There is one exception with type V b construction is that dumpsters or containers in areas protected by automatic sprinkler systems complying with chapter 9

2. Type V b 7700 sq ft footprint being a single story has a minimum fire flow requirement of 2250 GPM for a duration of 2 hrs (2007 OFC appendix B) The exception is fire flow can be reduced by up to 50% when supplied with a approved automatic fire sprinkler system. There is some question on the size of the water main on Township rd either a 6" or 8" and also the extension of the line so it could supply the required water supply.

3. Minimum number of fire hydrant required is 2 with average spacing 450' (2007 OFC appendix C)

Todd Gary
Deputy Fire Marshal
Canby Fire District
tgary@canbyfire.org
Office: 503-266-5851
Cell: 971-563-7359
Pager: 503-938-1405

CC: "Troy Buzalsky" <TBuzalsky@canbyfire.org>

26

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

O. Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: June 15, 2007

- TO:
- | | |
|--|--|
| <input type="checkbox"/> FIRE
<input type="checkbox"/> POLICE
<input type="checkbox"/> PUBLIC WORKS
<input type="checkbox"/> CANBY ELECTRIC
<input type="checkbox"/> CANBY WATER
<input type="checkbox"/> WWTP - Darvin Trammel
<input type="checkbox"/> WWTP - Jeff Crowther
<input type="checkbox"/> CITY ENGINEER
<input type="checkbox"/> CTA
<input type="checkbox"/> NW NATURAL
<input type="checkbox"/> WILLAMETTE BROADBAND
<input type="checkbox"/> CANBY DISPOSAL
<input type="checkbox"/> CITY ATTORNEY
<input type="checkbox"/> BIKE AND PEDESTRIAN COMM
<input type="checkbox"/> PGE
<input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> CANBY POST OFFICE
<input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR
<input type="checkbox"/> CLACKAMAS COUNTY 911
<input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION
<input checked="" type="checkbox"/> TRAFFIC SAFETY COMMITTEE
<input type="checkbox"/> CLACKAMAS COUNTY
<input type="checkbox"/> CANBY SCHOOL DISTRICT
<input type="checkbox"/> OREGON DEPT. TRANSPORTATION
<input type="checkbox"/> ODOT/REGION 1/DIST 2B
<input type="checkbox"/> STATE OF OREGON/REVENUE
<input type="checkbox"/> CANBY BUSINESS REVITALIZATION
<input type="checkbox"/> PARKS AND RECREATION
<input type="checkbox"/> CITY TRANSPORTATION ENGINEER
<input type="checkbox"/> BUILDING OFFICIAL
<input type="checkbox"/> OTHER _____
<input type="checkbox"/> OTHER _____ |
|--|--|

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Please review the enclosed application and return comments to **Carla Ahl** by **Tuesday, June 26, 2007**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

This Committee is recommending a current traffic study be done at S Redwood & S Township intersection if one hasn't been done.

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: M. Valerie Elmore Date: 6-23-07
 Title: Chairman Agency: Traffic Safety Comm.

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: June 15, 2007

- TO:
- | | |
|---|---|
| <input type="checkbox"/> FIRE
<input checked="" type="checkbox"/> POLICE
<input type="checkbox"/> PUBLIC WORKS
<input type="checkbox"/> CANBY ELECTRIC
<input type="checkbox"/> CANBY WATER
<input type="checkbox"/> WWTP - Darvin Trammel
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|---|---|

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Comments or Proposed Conditions:

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: *[Handwritten Signature]* Date: 06/20/07
 Title: POLICE CHIEF Agency: CANBY POLICE
[Handwritten Signature]

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: June 15, 2007

- TO:
- | | |
|---|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| <input type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
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| <input type="checkbox"/> CANBY WATER | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| <input type="checkbox"/> WWTP - Darvin Trammel | <input type="checkbox"/> CLACKAMAS COUNTY |
| <input type="checkbox"/> WWTP - Jeff Crowther | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| <input type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
| <input checked="" type="checkbox"/> CTA | <input type="checkbox"/> ODOT/REGION 1/DIST 2B |
| <input type="checkbox"/> NW NATURAL | <input type="checkbox"/> STATE OF OREGON/REVENUE |
| <input type="checkbox"/> WILLAMETTE BROADBAND | <input type="checkbox"/> CANBY BUSINESS REVITALIZATION |
| <input type="checkbox"/> CANBY DISPOSAL | <input type="checkbox"/> PARKS AND RECREATION |
| <input type="checkbox"/> CITY ATTORNEY | <input type="checkbox"/> CITY TRANSPORTATION ENGINEER |
| <input type="checkbox"/> BIKE AND PEDESTRIAN COMM | <input type="checkbox"/> BUILDING OFFICIAL |
| <input type="checkbox"/> PGE | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> OTHER _____ |

The City has received DR 07-05, an application from Dean Zarosinski PE requesting a site and design review to build a school bus facility for 1st Student Bus Facility. The property is zoned M-1 (Light Industrial). The property is located on a 4.88 acre site known as tax lot 1804 of tax lot 31E34C at SE Township Road; Molalla Forest Road and SE 4th Avenue in Canby. Previously you may have been routed the parking lot paving only for this project. This routing is for the rest of the project.

Please review the enclosed application and return comments to **Carla Ahl** by **Tuesday, June 26, 2007**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

PLEASE SEE ATTACHMENT.

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: [Handwritten Signature] Date: 6-27-07
 Title: ASSOCIATE ENGINEER Agency: CANBY TEL.COM



faster higher farther

Comments from Canby Telcom for School bus facility:

- The Developer/Owner is required to provide all trenches for placing telephone service facilities to new building. Canby Telcom will provide all necessary materials to bring services to building.
- CT will follow the power design as much as possible to minimize trenching. ; however, additional trenches may be required for communication services.
- If the D-marc is required to be placed in a communication / power room, the requirements are :
 - 1- 4" schedule 40 PVC from the telephone connection point outside, into the communication / power room with a 36" sweep (minimum).
 - 2- Minimum of 4'x4' 3/4" plywood backboard.
 - 3- #6 stranded ground (MGN) provided at the backboard.
 - 4- One 15 Amp electrical outlet located next to / or on backboard.
- There is no development fee.
- Fees for relocating existing facilities are billed at our hourly rate of \$65.00 per hour for labor, plus the cost of materials. The requestor is required to complete and sign a Request to Relocate Facilities form.
- For temporary service (job shack), contact our Customer Care Center to place an order.

Contact Information:

Engineering Manager	Dave Hill	503-266-8204
Associate Engineer	Dinh Vu	503-266-8201
Construction Inspector	Ron Stenger	503-266-8290
Customer care center		503-266-8111

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: June 15, 2007

JUN 15 2007

- TO:
- | | |
|---|---|
| <input type="checkbox"/> FIRE
<input type="checkbox"/> POLICE
<input type="checkbox"/> PUBLIC WORKS
<input type="checkbox"/> CANBY ELECTRIC
<input type="checkbox"/> CANBY WATER
<input type="checkbox"/> WWTP - Darvin Trammel
<input type="checkbox"/> WWTP - Jeff Crowther
<input checked="" type="checkbox"/> CITY ENGINEER
<input type="checkbox"/> CTA
<input type="checkbox"/> NW NATURAL
<input type="checkbox"/> WILLAMETTE BROADBAND
<input type="checkbox"/> CANBY DISPOSAL
<input type="checkbox"/> CITY ATTORNEY
<input type="checkbox"/> BIKE AND PEDESTRIAN COMM
<input type="checkbox"/> PGE
<input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> CANBY POST OFFICE
<input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR
<input type="checkbox"/> CLACKAMAS COUNTY 911
<input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION
<input type="checkbox"/> TRAFFIC SAFETY COMMITTEE
<input type="checkbox"/> CLACKAMAS COUNTY
<input type="checkbox"/> CANBY SCHOOL DISTRICT
<input type="checkbox"/> OREGON DEPT. TRANSPORTATION
<input type="checkbox"/> ODOT/REGION 1/DIST 2B
<input type="checkbox"/> STATE OF OREGON/REVENUE
<input type="checkbox"/> CANBY BUSINESS REVITALIZATION
<input type="checkbox"/> PARKS AND RECREATION
<input type="checkbox"/> CITY TRANSPORTATION ENGINEER
<input type="checkbox"/> BUILDING OFFICIAL
<input type="checkbox"/> OTHER _____
<input type="checkbox"/> OTHER _____ |
|---|---|

The City has received DR 07-05, an application from Dean Zarosinski PE requesting a site and design review to build a school bus facility for 1st Student Bus Facility. The property is zoned M-1 (Light Industrial). The property is located on a 4.88 acre site known as tax lot 1804 of tax lot 31E34C at SE Township Road; Molalla Forest Road and SE 4th Avenue in Canby. Previously you may have been routed the parking lot paving only for this project. This routing is for the rest of the project.

Please review the enclosed application and return comments to **Carla Ahl** by **Tuesday, June 26, 2007**. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

SEE ATTACHED MEMO DATED JUNE 18, 2007

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: *Don Ihral* Date: JUNE 18, 2007
 Title: PROJECT ENGINEER Agency: CURRAN McLEOD, INC

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

June 18, 2007

MEMORANDUM

TO: Ms. Carla Ahl

FROM: Hassan Ibrahim, PE



RE: CITY OF CANBY
1ST STUDENT BUS FACILITY (DR 07-05)

We have reviewed the submitted application pertaining to the above mentioned project and have the following comments:

1. We recommend the access location to this site correspond with the existing school access on the south side of S. Township Rd.
2. A gravity sanitary sewer service may exist on SE 4th Ave. Prior to construction, we suggest the design engineer coordinate with the City staff to perform a TV inspection to determine such location. If the lateral does not exist, other alternatives must be explored.
3. The developer should comply with the contents of the Traffic Impact Study being prepared by Lancaster Engineering.
4. We have observed two or three broken panels of existing sidewalks. These sections need to be repaired if they do not coincide with the new access location.



July 12, 2007

Carla Ahl
City of Canby Planning
170 NW 2nd Avenue
Canby, OR 97013

RE: First Student Bus Yard

Dear Carla:

We have reviewed the site plan for the proposed First Student bus yard on Township Road. The results of our review are reported in this letter with supporting data included in the attached technical appendix.

The bus yard is proposed to be located between SE 4th Avenue and SE Township Road east of S Redwood Street. The site is bordered by Canby Disposal/KB Recycling to the west and Molalla Forest Road and the Oregon Pacific Railroad right-of-way to the east.

Access to the site is proposed via a driveway onto SE Township Road. Access is not proposed through the Canby Disposal site or to SE 4th Avenue.

The bus yard had operated from a site opposite the high school, but was recently relocated to Barlow Road. The bus yard is proposed to be relocated to the subject site. The bus yard currently operates 68 school routes, which serve the student population in the Canby School District. The bus yard is expected to accommodate 85 buses. No increase in bus service is planned with the relocation.

The buses depart the bus yard between 6:30 and 7:25 AM and arrive back at the yard between 8:45 and 9:10 AM. During the afternoon, the buses depart the yard between 2:15 and 2:30 PM and arrive at the yard between 4:00 and 4:45 PM.

The school buses will circulate throughout the City on nearly all of the surface streets. Analyzing each individual intersection that is expected to be impacted by the school buses would be prohibitive. Therefore, this letter will provide a general discussion of which intersec-



EXPIRES: 12/31/07

7/12/07



Carla Ahl
July 12, 2007
Page 2 of 4

tions have the capacity to accommodate the school buses and which intersections should be avoided. This information should be used when determining the school bus routes.

Buses have a greater impact on intersection operation than passenger vehicles partially due to their slower acceleration and deceleration. More importantly, buses interrupt the traffic flow when picking up or dropping off passengers. As a result, buses increase the delay for the vehicles following the bus. This increased delay occurs at both signalized and unsignalized intersections. While the increase in delay caused by a single bus is relatively minor, the cumulative effect when several buses pass through an intersection can create a noticeable increase in delay.

As a general rule, the delay is highest for left-turning movements, whether the intersection is signalized or unsignalized. To relate this to the proposed development, if school buses are added to an intersection, their impact would be the greatest if the buses were to make left turns at the intersection.

Generally, if an intersection is operating below its capacity, the increased delay caused by the buses will not significantly affect the operation, even if more than one bus passes through the intersection. As intersections approach capacity, the impact of additional vehicles becomes more pronounced. In other words, a single bus would have a greater impact if it is added to an intersection that is already operating at or close to capacity. In order to maintain acceptable operation throughout the City, to the extent possible, the school buses should use intersections that are operating below capacity.

Many of the intersections along Highway 99E are approaching capacity. The intersection of Highway 99E and Ivy Street is operating closest to capacity of all of the intersections within the City. It is recommended that the school buses avoid this intersection completely.

For the unsignalized intersections within the City, the intersection of SW Township Road and S Ivy Street has also been identified as operating with high delays. School buses should avoid this intersection, if possible. N Ivy Street and S Ivy Street near Highway 99E are operating close to capacity and buses should avoid using these road sections, if possible.

The intersection of Highway 99E and Berg Parkway is operating well below its capacity. This intersection has sufficient capacity to accommodate the school buses. The intersection of Sequoia Parkway and Highway 99E was recently analyzed and found to be operating well



Carla Ahl
July 12, 2007
Page 3 of 4

below its capacity as well. This intersection should also be able to handle the school bus traffic.

For the remainder of the Highway 99E intersections, it is suggested that any buses that use these intersections do not make turning movements at the intersections, but rather travel straight through the intersection.

SE Township Road/S Redwood Street

An analysis was conducted for the intersection of SE Township Road and S Redwood Street. Traffic estimates from the traffic impact study prepared for the Baker Prairie Middle School were used to estimate existing traffic conditions.

The results of the analysis showed that the unsignalized intersection of SE Township Road and S Redwood Street is forecast to operate at level of service D or better currently. The level of service describes the delay experienced by the northbound traffic on S Redwood Street. With the addition of the bus traffic, the level of service is expected to become E or better.

The City of Canby does not have formally adopted level of service standards. It has been the practice in past projects to use level of service D or better for acceptable unsignalized intersection operation. However, most jurisdictions allow level of service E or better at unsignalized intersections since mitigations for level of service E conditions at unsignalized intersections are not typically cost effective.

It should also be mentioned that the level of service is C during the evening peak hour. The higher delay during the morning is caused by the schools in the vicinity of the site. Schools typically generate intense traffic for a brief period in the mornings.

The left-turn lane warrants are not currently met for an eastbound left-turn lane on SE Township Road at S Redwood Street, although the road will eventually become a three-lane section. Adding left-turn lanes to SE Township Road will not appreciably reduce the delay for the traffic on S Redwood Street.



Carla Ahl
July 12, 2007
Page 4 of 4

Because an appropriate mitigation cannot be identified for the level of service E and because the delay is not excessive or for a substantial period of time, there is no improvement recommended for the SE Township Road/S Redwood Street intersection.

Site Access

There will be no driveway conflicts between the school buses and the trucks from the KB Recycling site since the school bus driveway is proposed onto SE Township Road and the KB Recycling area driveway is on SE 4th Avenue.

The site access appears to be offset from the Baker Prairie Middle School access road with the proposed site access located east of the Middle School road. This type of offset could generate left-turning conflicts for drivers entering the site/school. If a left-turning driver has to wait to enter the site, the queues that may form behind the waiting vehicle could block the operation of the school road. If a driver attempts to turn left onto the school road and a queue develops behind this driver as well, both driveways will become blocked by the queued traffic. In this situation, neither left-turning vehicle would be able to enter its driveway and traffic on SE Township Road becomes blocked.

When SE Township Road becomes a three-lane section, this type of left-turning conflict will not occur, although traffic entering the site could still conflict with traffic entering the school. These conflicts would occur in the center turn lane rather than the travel lane. The conflicts would not block traffic at the access points, but could still interfere with traffic flow on SE Township Road as drivers slow to enter the turn lane behind the conflicts.

For these reasons, it is recommended that the access driveway to the site be aligned with the school road.

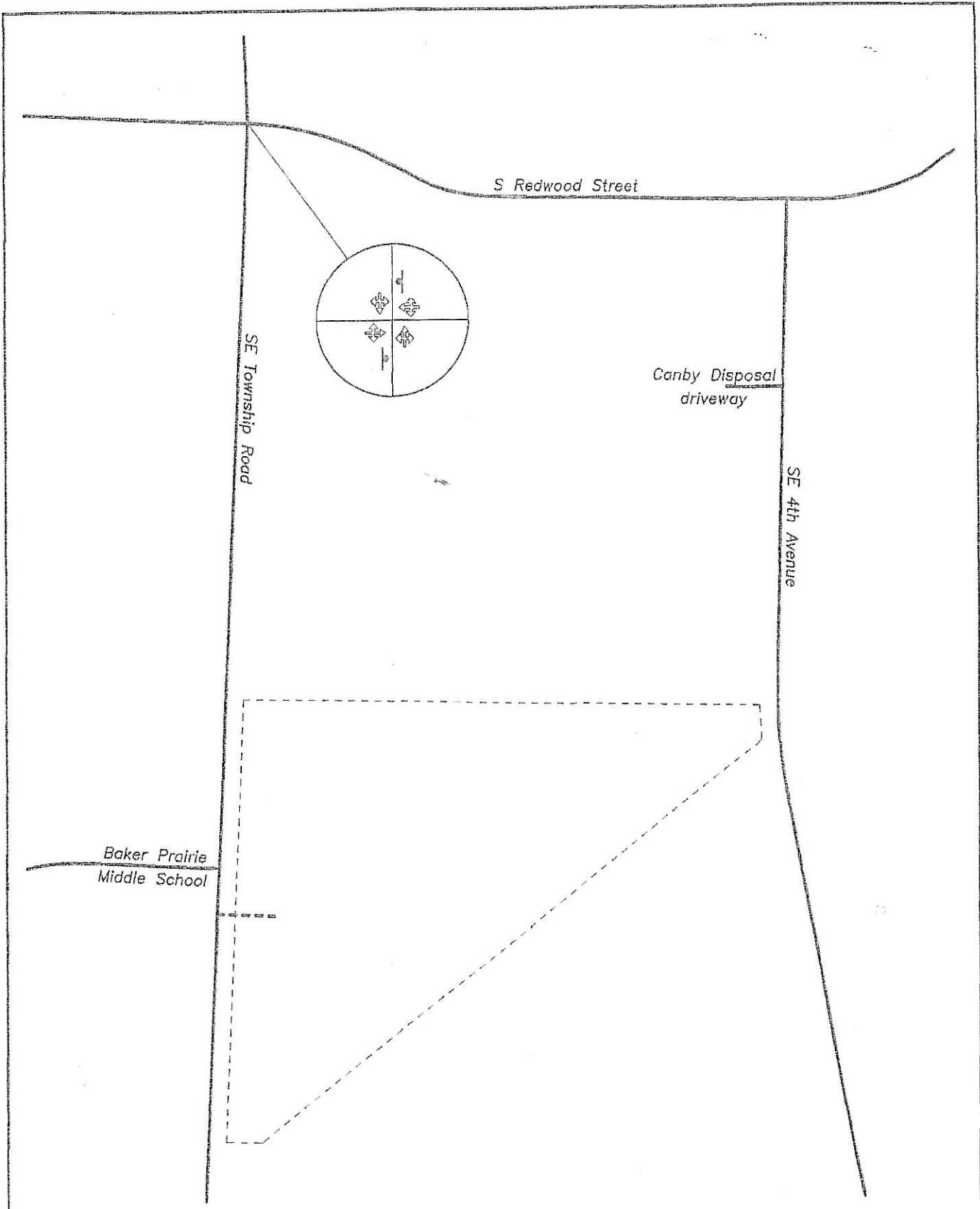
Yours truly,

Catriona Sumrain
Transportation Analyst

Attachment: Technical Appendix



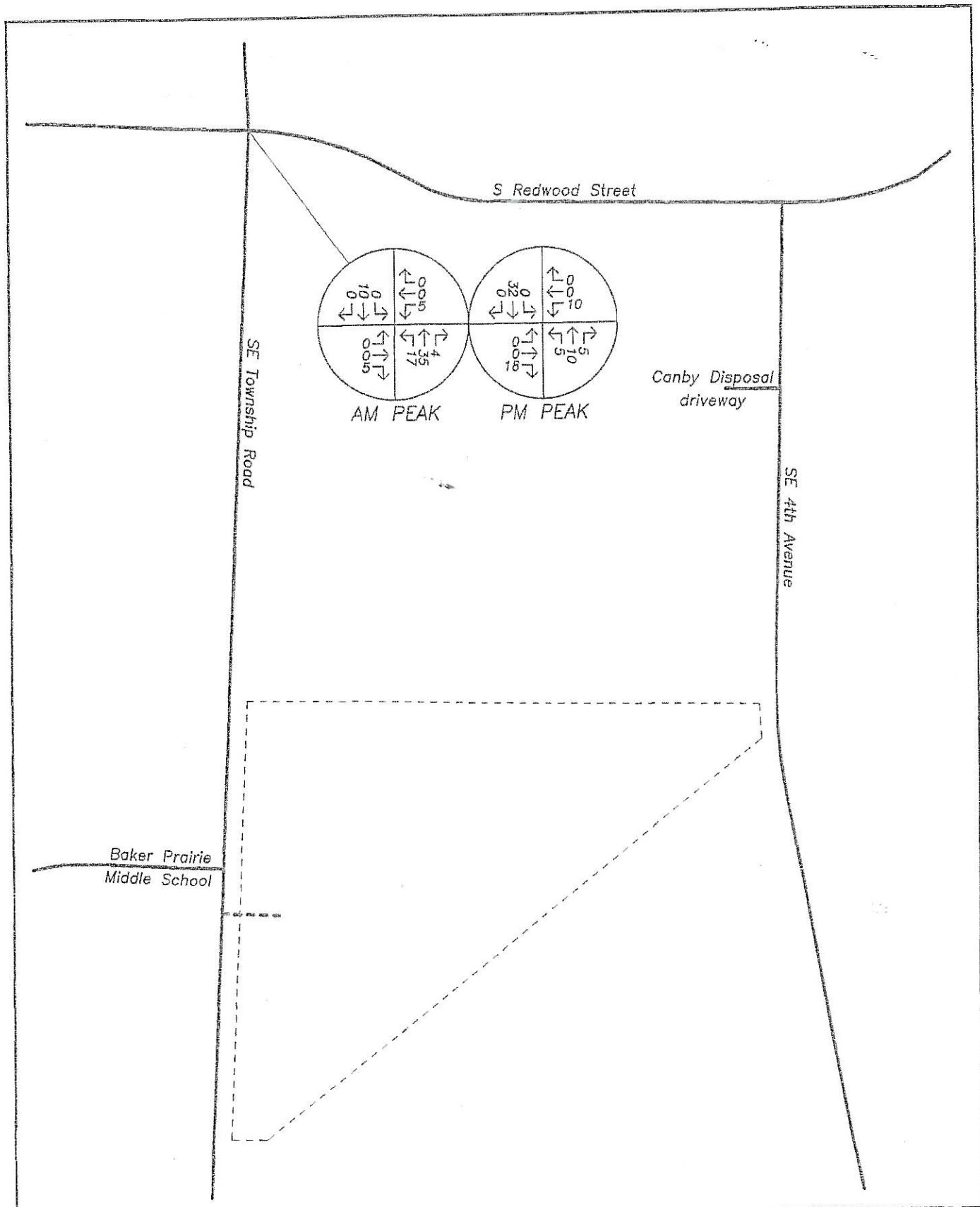
TECHNICAL APPENDIX



AREA MAP
Existing Lane Configuration
and Traffic Control Devices



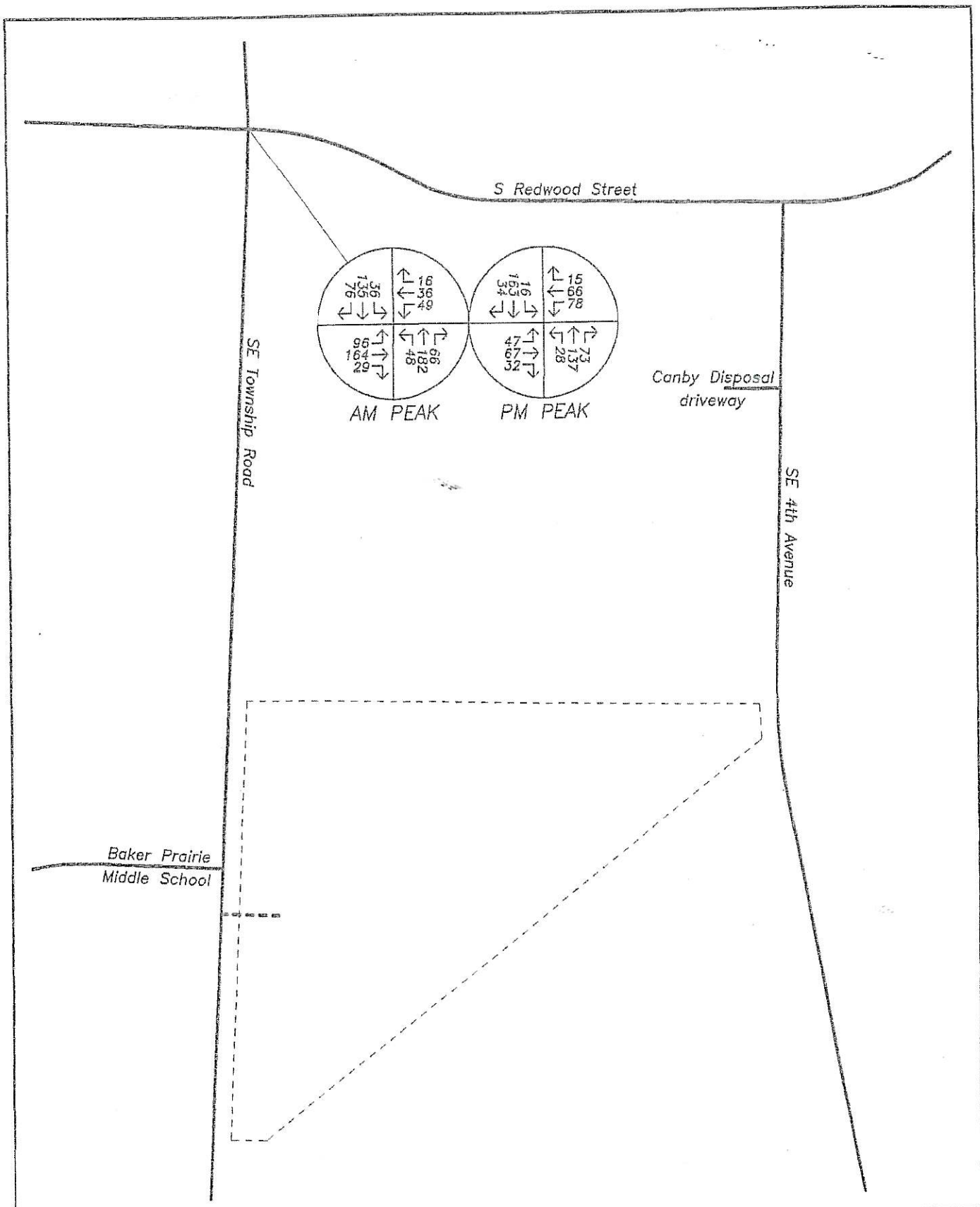
FIGURE
1
APPENDIX



SITE--GENERATED TRAFFIC
 Proposed Development Plan
 AM & PM Peak Hours



FIGURE
 3
 APPENDIX



TRAFFIC VOLUMES
Background plus Site Trips Conditions
AM & PM Peak Hours



FIGURE
4
APPENDIX

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information				
Analyst	C Sumrain			Intersection	Redwood/Township			
Agency/Co.	Lancaster			Jurisdiction	Canby			
Date Performed	6/29/2007			Analysis Year	Projected Existing (2007)			
Analysis Time Period	AM Peak							
Project Description: First Student Bus Yard - #07164								
East/West Street: SE Township Rd				North/South Street: S Redwood Street				
Intersection Orientation: East-West				Study Period (hrs): 1.00				
Vehicle Volumes and Adjustments								
Major Street	Eastbound			Westbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume (veh/h)	36	125	76	31	147	62		
Peak-Hour Factor, PHF	1.00	1.00	1.00	1.00	1.00	1.00		
Hourly Flow Rate, HFR (veh/h)	36	125	76	31	147	62		
Percent Heavy Vehicles	6	--	--	10	--	--		
Median Type	Undivided							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration	LTR			LTR				
Upstream Signal		0			0			
Minor Street	Northbound			Southbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume (veh/h)	96	164	24	44	36	16		
Peak-Hour Factor, PHF	1.00	1.00	1.00	1.00	1.00	1.00		
Hourly Flow Rate, HFR (veh/h)	96	164	24	44	36	16		
Percent Heavy Vehicles	13	1	8	33	3	25		
Percent Grade (%)		0			0			
Flared Approach		N			N			
Storage		0			0			
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration		LTR			LTR			
Delay, Queue Length, and Level of Service								
Approach	Eastbound	Westbound	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration	LTR	LTR	LTR			LTR		
v (veh/h)	36	31	284			96		
C (m) (veh/h)	1330	1322	444			348		
v/c	0.03	0.02	0.64			0.28		
95% queue length	0.08	0.07	5.01			1.13		
Control Delay (s/veh)	7.8	7.8	27.2			19.3		
LOS	A	A	D			C		
Approach Delay (s/veh)	--	--	27.2			19.3		
Approach LOS	--	--	D			C		

42

TWO-WAY STOP CONTROL SUMMARY

General Information		Site Information	
Analyst	C Sumrain	Intersection	Redwood/Township
Agency/Co.	Lancaster	Jurisdiction	Canby
Date Performed	6/29/2007	Analysis Year	Projected Existing (2007)
Analysis Time Period	PM Peak		
Project Description First Student Bus Yard - #07164			
East/West Street: SE Township Road		North/South Street: S Redwood Street	
Intersection Orientation: East-West		Study Period (hrs): 0.25	

Vehicle Volumes and Adjustments						
Major Street	Eastbound			Westbound		
	1	2	3	4	5	6
Movement	L	T	R	L	T	R
Volume (veh/h)	16	131	34	23	127	66
Peak-Hour Factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91
Hourly Flow Rate, HFR (veh/h)	17	143	37	25	139	72
Percent Heavy Vehicles	31	--	--	0	--	--
Median Type	Undivided					
RT Channelized			0			0
Lanes	0	1	0	0	1	0
Configuration	LTR			LTR		
Upstream Signal		0			0	

Minor Street	Northbound			Southbound		
	7	8	9	10	11	12
Movement	L	T	R	L	T	R
Volume (veh/h)	47	67	14	68	66	15
Peak-Hour Factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91
Hourly Flow Rate, HFR (veh/h)	51	73	15	74	72	16
Percent Heavy Vehicles	6	0	10	17	3	20
Percent Grade (%)		0			0	
Flared Approach		N			N	
Storage		0			0	
RT Channelized			0			0
Lanes	0	1	0	0	1	0
Configuration		LTR			LTR	

Delay, Queue Length, and Level of Service								
Approach	Eastbound	Westbound	Northbound			Southbound		
			7	8	9	10	11	12
Movement	1	4	7	8	9	10	11	12
Lane Configuration	LTR	LTR	LTR			LTR		
v (veh/h)	17	25	139			162		
C (m) (veh/h)	1199	1406	479			462		
v/c	0.01	0.02	0.29			0.35		
95% queue length	0.04	0.05	1.19			1.56		
Control Delay (s/veh)	8.0	7.6	15.6			16.9		
LOS	A	A	C			C		
Approach Delay (s/veh)	--	--	15.6			16.9		
Approach LOS	--	--	C			C		

43

TWO-WAY STOP CONTROL SUMMARY

General Information			Site Information					
Analyst	C Sumrain		Intersection	Redwood/Township				
Agency/Co.	Lancaster		Jurisdiction	Canby				
Date Performed	6/29/2007		Analysis Year	Projected Development (2007)				
Analysis Time Period	AM Peak							
Project Description <i>First Student Bus Yard - #07164</i>								
East/West Street: <i>SE Township Rd</i>			North/South Street: <i>S Redwood Street</i>					
Intersection Orientation: <i>East-West</i>			Study Period (hrs): <i>1.00</i>					
Vehicle Volumes and Adjustments								
Major Street	Eastbound			Westbound				
Movement	1	2	3	4	5	6		
	L	T	R	L	T	R		
Volume (veh/h)	36	135	76	48	182	66		
Peak-Hour Factor, PHF	1.00	1.00	1.00	1.00	1.00	1.00		
Hourly Flow Rate, HFR (veh/h)	36	135	76	48	182	66		
Percent Heavy Vehicles	6	--	--	42	--	--		
Median Type	Undivided							
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration	LTR			LTR				
Upstream Signal		0			0			
Minor Street	Northbound			Southbound				
Movement	7	8	9	10	11	12		
	L	T	R	L	T	R		
Volume (veh/h)	96	164	29	49	36	16		
Peak-Hour Factor, PHF	1.00	1.00	1.00	1.00	1.00	1.00		
Hourly Flow Rate, HFR (veh/h)	96	164	29	49	36	16		
Percent Heavy Vehicles	13	1	8	33	3	25		
Percent Grade (%)	0			0				
Flared Approach	N			N				
Storage	0			0				
RT Channelized			0			0		
Lanes	0	1	0	0	1	0		
Configuration	LTR			LTR				
Delay, Queue Length, and Level of Service								
Approach	Eastbound	Westbound	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Configuration	LTR	LTR	LTR			LTR		
v (veh/h)	36	48	289			101		
C (m) (veh/h)	1286	1152	392			285		
v/c	0.03	0.04	0.74			0.35		
95% queue length	0.09	0.13	7.36			1.62		
Control Delay (s/veh)	7.9	8.3	38.7			24.5		
LOS	A	A	E			C		
Approach Delay (s/veh)	--	--	38.7			24.5		
Approach LOS	--	--	E			C		

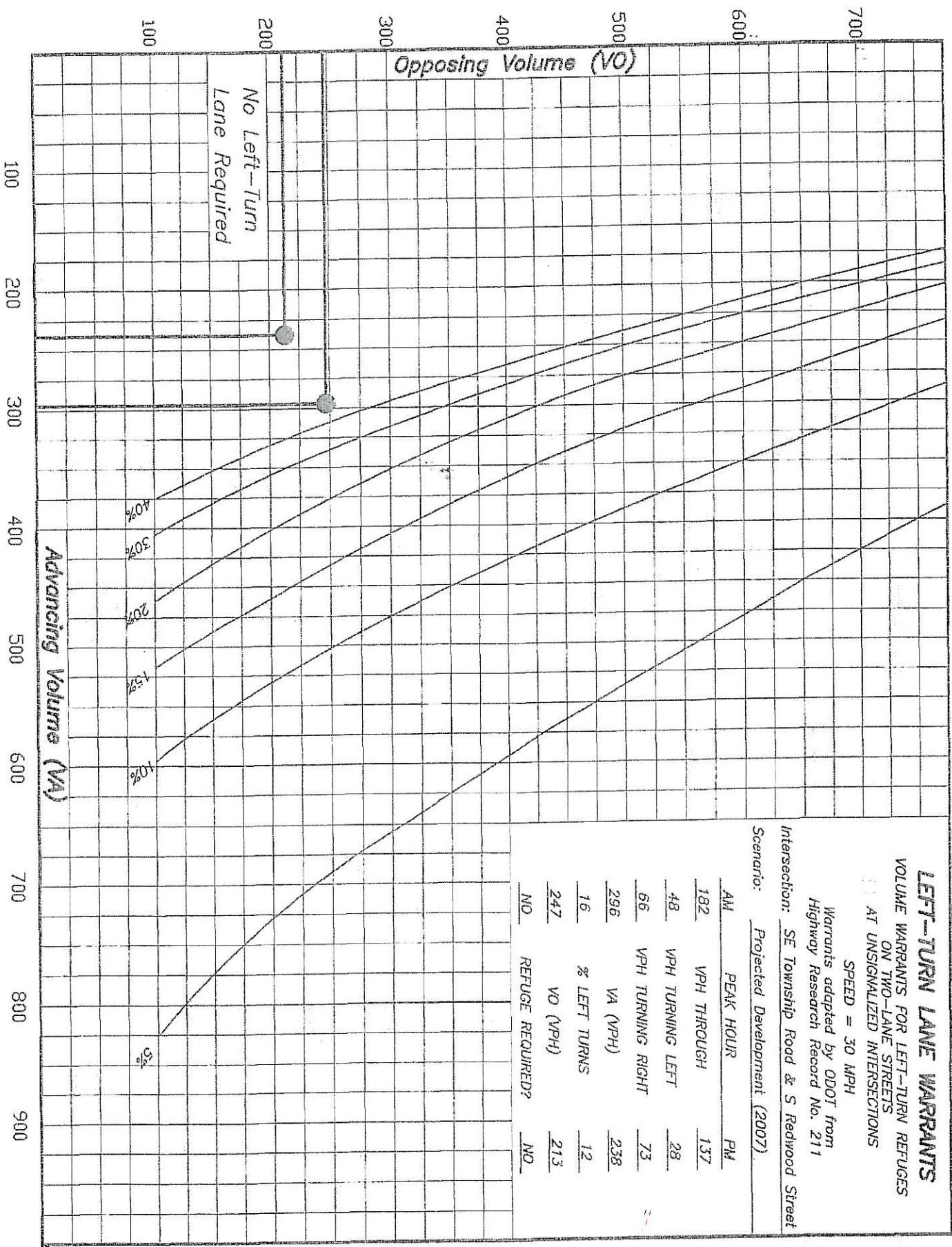
44

TWO-WAY STOP CONTROL SUMMARY

General Information				Site Information			
Analyst	C Sumrain			Intersection	Redwood/Township		
Agency/Co.	Lancaster			Jurisdiction	Canby		
Date Performed	6/29/2007			Analysis Year	Projected Development (2007)		
Analysis Time Period	PM Peak						
Project Description: First Student Bus Yard - #07164							
East/West Street: SE Township Road				North/South Street: S Redwood Street			
Intersection Orientation: East-West				Study Period (hrs): 0.25			
Vehicle Volumes and Adjustments							
Major Street	Eastbound			Westbound			
Movement	1	2	3	4	5	6	
	L	T	R	L	T	R	
Volume (veh/h)	16	163	34	28	137	73	
Peak-Hour Factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	
Hourly Flow Rate, HFR (veh/h)	17	179	37	30	150	80	
Percent Heavy Vehicles	31	--	--	0	--	--	
Median Type	Undivided						
RT Channelized			0			0	
Lanes	0	1	0	0	1	0	
Configuration	LTR			LTR			
Upstream Signal		0			0		
Minor Street	Northbound			Southbound			
Movement	7	8	9	10	11	12	
	L	T	R	L	T	R	
Volume (veh/h)	47	67	32	78	66	15	
Peak-Hour Factor, PHF	0.91	0.91	0.91	0.91	0.91	0.91	
Hourly Flow Rate, HFR (veh/h)	51	73	35	85	72	16	
Percent Heavy Vehicles	6	0	60	28	3	20	
Percent Grade (%)		0			0		
Flared Approach		N			N		
Storage		0			0		
RT Channelized			0			0	
Lanes	0	1	0	0	1	0	
Configuration		LTR			LTR		
Delay, Queue Length, and Level of Service							
Approach	Eastbound	Westbound	Northbound			Southbound	
Movement	1	4	7	8	9	10	11
Lane Configuration	LTR		LTR			LTR	
v (veh/h)	17	30	159			173	
C (m) (veh/h)	1179	1364	454			396	
v/c	0.01	0.02	0.35			0.44	
95% queue length	0.04	0.07	1.55			2.16	
Control Delay (s/veh)	8.1	7.7	17.1			21.0	
LOS	A	A	C			C	
Approach Delay (s/veh)	--	--	17.1			21.0	
Approach LOS	--	--	C			C	

45

26



LEFT-TURN LANE WARRANTS

VOLUME WARRANTS FOR LEFT-TURN REFUGES ON TWO-LANE STREETS

AT UNSIGNALIZED INTERSECTIONS

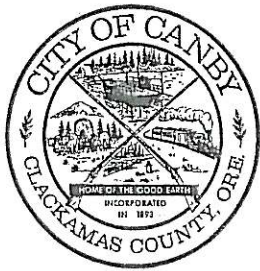
SPEED = 30 MPH

Warrants adopted by ODOT from Highway Research Record No. 211

Intersection: SE Township Road & S Redwood Street

Scenario: Projected Development (2007)

AM	PEAK HOUR	PM
182	VPH THROUGH	137
48	VPH TURNING LEFT	28
66	VPH TURNING RIGHT	73
296	VA (VPH)	238
16	% LEFT TURNS	12
247	VO (VPH)	213
NO	REFUGE REQUIRED?	NO



STAFF REPORT

APPLICANT:

JBS Estates, LLC
2865 Rosecliffe Ct. V-14
Lake Oswego, OR 97034

FILE NO.:

SUB 07-01
(J.B.S. Estates)

OWNER:

same

STAFF:

John R. Williams
Community Dev. & Planning Dir.

LEGAL DESCRIPTION:

Tax Lot 01800 of map 31E34

DATE OF REPORT:

July 13, 2007

LOCATION:

Between Sequoia Parkway and S. Walnut Street

DATE OF HEARING:

July 23, 2007

COMP. PLAN DESIGNATION:

Light Industrial (M-1), I-O Overlay

ZONING DESIGNATION:

Light Industrial (M-1), I-O Overlay

I. APPLICANT'S REQUEST:

The applicants are proposing dividing an 8-acre lot into 5 lots suitable for industrial development. Lots 1-4 would be approximately 1 acre apiece and accessed by a single cul-de-sac driveway from S. Sequoia Parkway. Lot 5 would be approximately 4 acres and would stretch between S. Sequoia Parkway and S. Walnut Street.

II. APPLICABLE CRITERIA:

1. SUBDIVISIONS - 16.62.020

This is a quasi-judicial land use application. Applications for a subdivision shall be evaluated based upon the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan. *(Note: per attached legal analysis this criteria is not enforceable)*
- B. Conformance with other applicable requirements of the land development and planning ordinance.
- C. The overall design and arrangement of lots shall be functional and shall adequately provide building sites, utility easements, and access facilities

deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties.

- D. 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 land division.

2. Other Applicable Policies and Regulations:

City of Canby General Ordinances:

- 16.10 Off Street Parking/Loading
- 16.32 M-1 Light Industrial Zone
- 16.35 I/O Canby Industrial Area Overlay Zone
- 16.46 Access Limitations
- 16.62 Subdivision - Applications
- 16.64 Subdivisions - Design Standards
- 16.66 Subdivisions - Planning Commission Action
- 16.68 Subdivisions - Final Procedures and Recordation
- 16.86 Street Alignment

III. FINDINGS:

1. Location and Background

The property is located in northeast Canby within the Pioneer Industrial Park. The subject parcel fronts Sequoia Parkway on the south and S. Walnut Street on the east. All adjoining properties are within city limits except tax lot 1900 to the north, which retains its County RRFF5 zoning. All annexed adjoining properties are zoned Light Industrial with the Industrial Overlay Zone (I-O), except the property to the west which is zoned Heavy Industrial with the I-O overlay.

The property has been used for years for growing row crops such as strawberries. It is generally flat with no existing significant trees or natural features.

Sequoia Parkway is fully developed with the exception of sidewalks and developed planter strip in front of the subject property. S. Walnut Street is minimally improved with a road width of less than 24 feet and minimal base.

2. Subdivision Approval Criteria

- A. *Conformance with the text and the applicable maps of the Comprehensive Plan.*

According to our land use attorney, this criteria is not enforceable. ORS 197.195(1) provides that consistency with the comprehensive plan shall be

achieved by incorporating all plan standards into land use regulations. Specifically the law states: "If a city or county does not incorporate its comprehensive plan provisions into its land use regulations, the comprehensive plan provisions may not be used as a basis for a decision by the city or county or on appeal from that decision."

As a result we have restructured this subdivision staff report to focus on land use regulations.

B. Conformance with all other requirements of the Land Development and Planning Ordinance.

Roads and Driveways

Chapter 16.10 – Off-Street Parking and Loading

Chapter 16.46 – Access Limitations

Chapter 16.64 – Subdivision Design Standards

Most details of parking and loading will be provided through future design review applications for property development. The proposal features two 30' driveways spaced 230' apart on S. Sequoia Parkway. This will meet city standards. Condition 17 applies City construction standards to these driveways. S. Sequoia Parkway is improved (between curbs) and utilities are in place. Any development will be required to install planter strips and sidewalks. A question arises as to the timing of these improvements – should they be installed prior to subdivision recordation or along with development? In keeping with the Planning Commission's recent decision on residential partitions, staff recommends condition 14, requiring the improvements along with development.

S. Walnut Street is unimproved and cannot handle added industrial traffic due to substandard pavement depth and width. The City has been working with property owners to develop a new alignment for S. Walnut Street, as shown in Exhibit 3. This alignment would facilitate access to Sequoia and eliminate what we see as an unnecessary section of roadway on Walnut. However, the new alignment is not contained in our Transportation System Plan and the City lacks authority to require its installation. The City has been encouraging property owners to voluntarily adopt the alignment (we believe it uses less land and will cost development less money), but that has not happened to date. Therefore, we propose a condition of approval (13) that requires Walnut to be fully improved either in its current alignment or in an alternative alignment approved by the City upon development of Lot 5. No driveways are proposed on S. Walnut Street at this time. Any development that adds traffic to Walnut Street will also require an adequate connection to arterial and collector streets, as required by condition 12.

Walnut Street is categorized as a local street under the Industrial Area Master

Plan and as such will have 52' of right-of-way including a 40' curb to curb distance, planter strips, and 6' sidewalks. An additional 11' of ROW is required to comply with this standard, as stated in Condition 3.

No traffic study was required by this application but future development may trigger studies.

Development Standards

16.32 *M-1 Light Industrial Zone*

16.35 *I/O Canby Industrial Area Overlay Zone*

There are no minimum lot area, width, or frontage standards in the I/O zone. Access standards are met and all other development standards will be reviewed through future design review applications.

- C. *The overall design and arrangement of parcels shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of the adjacent properties.*

With the conditions below, the proposed subdivision meets these requirements for design, arrangement, and access to lots.

- D. *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 land division.*

Comments from public facility and service providers are included in Exhibit 2. The only comment requiring additional attention was from Gary Stockwell at Canby Utility Electric, who noted that electrical primary will need to be extended through the development at the developer's expense. This is accommodated by condition 16.

3. **Neighborhood Meeting**

No neighborhood meeting was required for this application.

4. **Public comments**

No public comments have been received as of the date of this staff report.

IV. CONCLUSION

1. Staff concludes that the subdivision, with appropriate conditions, is considered to be in conformance with the Comprehensive Plan;
2. Staff concludes that the subdivision, with appropriate conditions, is considered to be in conformance with other applicable requirements of the Land Development

and Planning Ordinance;

3. Staff concludes that, with the recommended conditions, the overall design and arrangement of the proposed subdivision will be functional and will adequately provide building sites, utility easements, and access facilities which are necessary for the development of the subject property without unduly hindering the use or development of adjacent properties; and
4. Staff concludes that, with the recommended conditions, all necessary public services will become available through the development of the property to adequately meet the needs of the proposed subdivision.

V. RECOMMENDATION

Based upon the application and drawings submitted, facts, findings and conclusions of this report, and without benefit of a public hearing, staff recommends that the Planning Commission approve SUB 07-01 with the following conditions:

1. The final plat shall reference the following land use application: City of Canby, File No. SUB 07-01 and shall be registered with the Clackamas County Surveyor's Office and recorded with the Clackamas County Clerk's Office. Evidence of this shall be provided to the City of Canby Planning Department prior to the issuance of building permits.
2. The final plat mylars must contain, in the form specified, all information necessary to satisfy all matters of concern to the County Surveyor, or his authorized Deputy, including, but not necessarily limited to, various matters related to land surveying, land title, plat security, and plat recordation.
3. On the final plat, an additional 11 feet of right-of-way shall be dedicated to the public on the parent parcel's entire S. Walnut Street frontage.
4. Easements shall be provided on the final plat as follows:
 - a. 12 foot wide public utility easements along the parent parcel's full frontage of both S. Sequoia Parkway and S. Walnut Street.
 - b. Common access/utility easement for lots 1 through 4 as shown on the proposed plat. A common maintenance agreement shall be recorded along with each lot.
 - c. Sewer and water easements along the south side of the parent parcel as shown on the proposed plat.
5. The land divider shall follow the provisions of Section 16.64.070 Improvements, in particular, but not limited to, subparagraph (O) Bonds, which requires a surety bond, personal bond, or cash bond for subdivision improvements for any public improvement not completed prior to the signing of the final plat. The bond shall provide for the City to complete the required improvements and recover the full cost

of the improvements.

6. A copy of any CC&Rs that will be filed with the subdivision shall be submitted to the City Planning Department, prior to the signing of the final plat, and shall include a statement that street trees will be planted along street frontages, within the street tree planting easement. The CC&Rs must also include a statement notifying property owners of their responsibilities under the current Tree Ordinance for maintenance of street trees.
7. The final plats must be submitted to the City within one (1) year of the approval of the preliminary plat according to Section 16.68.020.
8. The approval of this subdivision application will be null and void if the final plat is not submitted to the County within six (6) months after signing of the plat by the City (Section 16.68.070).
9. 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 City and 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 preconstruction process procedures shall be followed.
10. "As-built" drawings of any public improvements shall be submitted to the City within sixty (60) days of completion. A copy of the "as-built" drawings shall be submitted on a computer disk in an AutoCAD format.
11. Construction and "as-built" plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
12. S. Walnut Street cannot accommodate additional traffic without roadway improvements. Any future development of Lot 5 that impacts S. Walnut Street will not be approved unless adequate access to collector and arterial streets can be demonstrated.
13. Upon future development of Lot 5, full frontage improvements on S. Walnut will be required, including ½ street improvements, sidewalks, curbs, planter strip, street trees, utilities, and street lighting. Walnut Street shall be improved in its current alignment unless otherwise approved by the City. Construction of public improvements on S. Walnut Street shall follow the City's preconstruction process procedures.
14. Upon future development of Lots 1, 4, and 5, sidewalks, planter strips, and street trees will be required upon the full Sequoia Parkway frontage of those lots.
15. Fire hydrants shall be provided as required by the Canby Fire District.
16. Electrical primary will need to be extended through the development at the developer's expense.

17. Commercial driveway approaches shall be installed at all entrances. Access improvements shall be inspected and approved by Canby Public Works prior to installation.
18. Existing utility laterals and services shall be utilized for development of all lots unless otherwise approved by the City.
19. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
20. Sanitary system and storm drainage plans shall be approved by DEQ or EPA prior to construction.
21. The site approval as acted upon by the Commission shall be binding upon the developer and variations from the plan shall be subject to approval by the City following the modification process in CMC Chapter 16.89.
22. All property included in this subdivision approval is subject to Advanced Financing District (AFD) charges which are payable upon issuance of a building permit per property.
23. The property is subject to Economic Improvement District (EID) charges which will commence upon issuance of a certificate of occupancy.

Exhibits:

1. Applicant's packet (including site plans and narrative)
2. Responses to request for comments
3. Vicinity map & area roadway plan

53

ZTec Engineers, Inc.

Civil ♦ Structural ♦ Surveying

3737 SE 8th Ave.

John McL. Middleton, P.E.

Portland, OR 97202

Ronald B. Sellards, P.E

Chris C. Fischborn, P.L.S.

(503) 235-8795

FAX: (503) 233-7889

E-mail: john@ztecengineers.com

April 25, 2007

STRUBLE SUBDIVISION

APPLICATION NARRATIVE

This proposal is to subdivide Tax lot 1800 map 3 1E 34 into 4 approximately equal one acre lots and one larger, approximately 4 acre lot. The property has frontage on Sequoia Parkway and Walnut St., located within the boundaries of Canby Pioneer Industrial Park. The site is zoned M-1 (Light Industrial).

Public sewer and water services have been installed to the site from the public lines in Sequoia Parkway. Power, telephone, cable and gas service is also available on-site in easement on the property's Sequoia parkway frontage. Plans have been submitted to the City of Canby for approval to extend the public sewer and water east, in easement on the property, east to Walnut St.

There are no public storm drainage facilities available to serve this site so storm drainage collection, treatment and disposal will be handled on-site by each individual lot or, possibly, at joint facilities shared by 2 or more of the lots. A common access/utilities easement is proposed for the west 4 lots to be connected to a public driveway in Sequoia Parkway. This access/utilities easement will also be an emergency vehicle access easement with a fire dept. turnaround easement at the northerly terminus.

The easterly lot has frontage on both Sequoia Parkway and Walnut St., the proposed access to the lot is to be on the 45.3 feet of Sequoia Parkway frontage. This driveway will be located slightly more than 200 feet from the driveway to the westerly 4 lots. This lot also has 338 feet of frontage on Walnut street that could be used for access.

The City is considering a proposed street connection between Walnut St and Sequoia Parkway in the vicinity of this tax lot. A variety of locations for this connection have been proposed and evaluated at meetings with City staff, CUB and property owners and their representatives. Consensus was not reached, since any proposed route impacts property owners unequally. Even with the potential to augment affected properties with property from possible future vacation of Walnut St right of way property owner agreement was not achieved. This proposed subdivision does not

include a proposed road connection between Sequoia Parkway and Walnut St. A 5' wide right of way dedication on the Walnut St frontage is proposed for use in future Walnut St improvements.

Municipal Code Requirements:

Chapter 16.46 Access Limitations on Project Density

The proposal meets the aim of this chapter since 2 access points are proposed for 5 lots, 4 lots sharing one access point. The access points are spaced 230 feet apart.

Chapter 16.64 Subdivisions – Design Standards

Streets – The subdivision is served by existing public rights of way, Sequoia Parkway and Walnut St.. Sequoia Parkway is fully improved, Walnut St. is substandard and requires complete reconstruction to meet City standards. The access to the westerly lots will be by shared easement and the paved way will be constructed to meet fire vehicle access requirements.

Access – Shared access driveway is proposed serving 4 lots. The access points are spaced 230 feet apart and will both meet the sight distance requirements. The pavement in the easement area will meet requirements for fire truck, garbage collection vehicle, and general truck traffic. Sidewalks will be provided on the Sequoia Parkway frontage and in easement on the future improved Walnut St. frontage. On-site pedestrian access will be provided connecting buildings to the public sidewalks to ADA standards.

Blocks – This proposed subdivision does not create any blocks.

Easements – Access, utilities, emergency access and pedestrian access easements will all be provided on the plat. If required storm drainage easements can also be provided. There will be pedestrian access easements to connect public sidewalks with future buildings. A separate pedestrian way should not be required.

Solar easements will not be required.

Lots – The westerly 4 acres are divided into approximately 1 acre lots with access off a common driveway easement. This means that lots 2 and 3 do not have frontage on a public street. The access easement provides the same function as a public street without the reduction in area to create a public right of way.

Flag lots were considered but rejected in favor of the access easements since they provide the most economical use of the property.

Improvements – Sewer and water, public sidewalk, streetlights, street trees, driveways, signs and pavement will be installed to City of Canby standards. Power, telephone, cable and gas will be installed underground to the utilities standards. Storm drainage will be collected, treated and disposed of on-site for each lot. Lots may combine to discharge to a common facility sized to handle runoff from multiple lots.

Chapter 16.95 Solar Access

This chapter is applicable to development in residential zones so is not applicable to this development in a Light Industrial zone.

Additional Information:

The attached Tentative Subdivision Plat shows the proposed public sewer and water extensions proposed to provide service to the lots. The common driveway access easement will be at a grade close to the existing contours, complete construction plans will be provided at time of conditional approval. The storm drainage systems will be designed using site infiltration test results provided by the developers.

ZTec Engineers, Inc.

Civil ♦ Structural ♦ Surveying

3737 SE 8th Ave.

John McL. Middleton, P.E.

Portland, OR 97202

Ronald B. Sellards, P.E.

Chris C. Fischborn, P.L.S.

(503) 235-8795

FAX: (503) 233-7889

E-mail: john@ztecengineers.com

May 8, 2007

ADDITIONAL NARRATIVE

Deed Restrictions: The final subdivision will include mutual maintenance agreements affecting lots 1 through 4 for the common access.

Subdivision Improvements: Sewer water, power, telephone, cable and gas services will be installed to all lots from the services available in Sequoia Parkway. Required Sequoia Parkway frontage improvements sidewalk and street trees will be installed when the frontage lots develop. The common access way to lots 1 through 4 will be installed as the lots develop.

No new public streets are proposed in this subdivision. Plan and profile for the onsite public sanitary sewer to serve lots 1 through 4 will be provided for City approval prior to submittal of the final plat.

Public Water system plans for serving lots 1 through 4 will be provided prior to submittal of the final plat.

Property Dedication: Lot 5 will dedicate 5 feet of frontage on the east side, Walnut street side of the lot with the recording of the plat. This is for future improvements on Walnut Street.

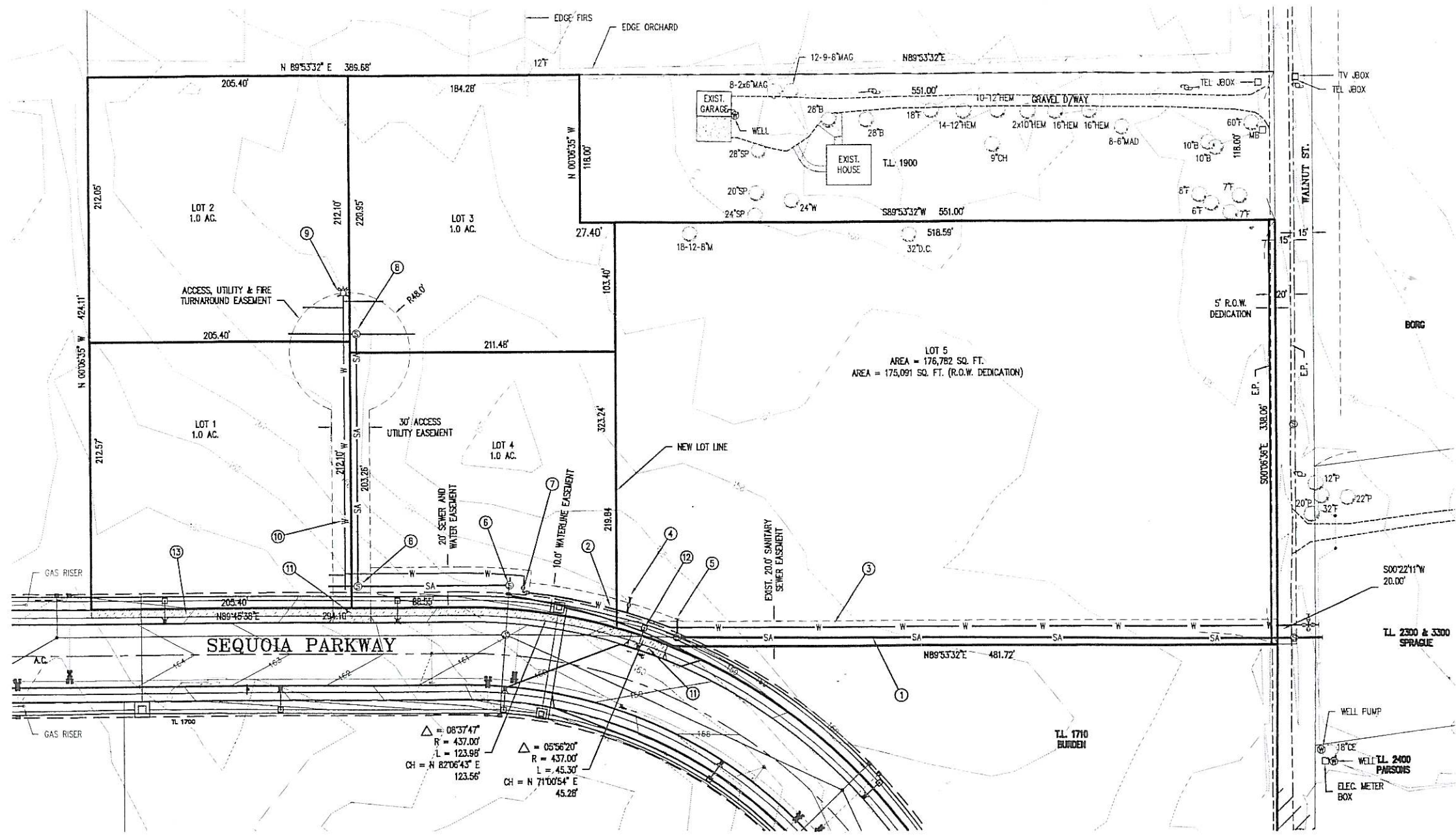
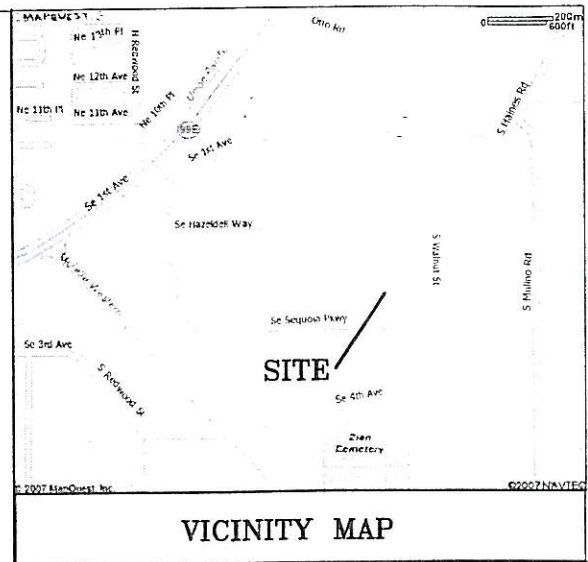
There are no Wetlands, natural drainage areas or areas in 500 year floodplain associated with this property.

Lot grading will be minimal with the subdivision. Future lot development will involve site grading to accommodate the future improvements.

Traffic Analysis will be provided by the City and paid for by the developer.

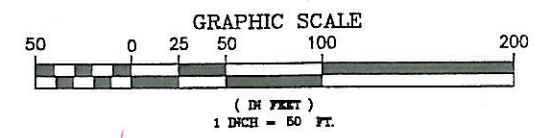
J.B.S. Estates LLC certificate of existence is included with this application.

The development is not located in a Hazard Overlay Zone.



- LEGEND:**
- MONUMENTS FOUND AS NOTED
 - LR IRON ROD
 - LP IRON PIPE
 - FD FOUND
 - (M) MEASURED
 - SA — EXISTING SEWER
 - ST — EXISTING STORM
 - W — EXISTING WATER
 - SA — PROPOSED SEWER
 - ST — PROPOSED STORM
 - W — PROPOSED WATER
 - F — EXISTING FENCE
 - (XXX.XX) EXISTING SPOT ELEVATION
 - — EXISTING CONCRETE SIDEWALK
 - — EXISTING CONTOUR
 - — PROPOSED CONTOUR
 - ⊕ EXISTING FIRE HYDRANT
 - CB □ EXISTING CATCH BASIN
 - ⊙ EXISTING STORM MANHOLE
 - ⊙ EXISTING SANITARY MANHOLE
 - ⊙ EXISTING LIGHT POLE
 - ⊙ EXISTING POWER POLE
 - W e EXISTING WATER VALVE
 - WM □ EXISTING WATER METER
 - ⊙ EXISTING STREET SIGN
 - ⊙ EXISTING TREE

- ① PROPOSED PUBLIC SEWER EXTENSION TO BE CONSTRUCTED BY OWNERS OF TL 2300 & 3300.
- ② 8" PUBLIC WATER SERVICE TO BE CONSTRUCTED BY OWNER OF TL 1800.
- ③ TEMPORARY WATER SERVICE FOR TL 2300 & 3300 TO BE CONSTRUCTED BY OWNERS OF TL 2300 & 3300.
- ④ 8" WATER SERVICE TO LOT 2.
- ⑤ 8" SEWER SERVICE TO LOT 2.
- ⑥ EXISTING SEWER SERVICE TO TL 1800. INSTALL SAN. M.H.
- ⑦ EXISTING WATER SERVICE TO TL 1800. CONNECT NEW SERVICE TO LOT 2.
- ⑧ INSTALL SAN. M.H.
- ⑨ PROPOSED F.H.
- ⑩ PROPOSED WATER MAIN EXTENSION FOR LOTS 1 TO 4.
- ⑪ INSTALL 30 FT. WIDE DRIVEWAY ACCESS.
- ⑫ RELOCATE EXISTING STREET LIGHT CLEAR OF DRIVEWAY.
- ⑬ INSTALL PUBLIC SIDEWALK ON PROPERTY FRONTAGE.



T.L. 1800 AREA = 8.06 AC.
DEED (1) = DOCUMENT NO. 96-036456

REV.	REVISION	BY	APPROVED	DATE

DRAWN BY	DATE
JHH	10-19-06
JMM	

Z T e c E N G I N E E R S I n c
Civil - Structural - Surveying
3737 S.E. 8TH AVE., PORTLAND, OR. 97202
Phone: (503) 235-8795 Fax: (503) 233-7889

SUBMITAL	TENTATIVE SUBDIVISION PLAT - STRUBLE	JOB NO.:	N3561-1
TITLE	FOR: STRUBLE MANUFACTURING	DWG. NO.:	N35611C1
		SCALE:	1" = 50'
		SHEET:	59
			C1

CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

ATE: May 15, 2007

- TO:
- FIRE
 - POLICE
 - PUBLIC WORKS
 - CANBY ELECTRIC
 - CANBY WATER
 - Darwin Tramel - WTTP
 - Jeff Crowther - WTTP
 - CITY ENGINEER
 - CTA
 - NW NATURAL
 - WILLAMETTE BROADBAND
 - CANBY DISPOSAL
 - CITY ATTORNEY
 - BIKE AND PEDESTRIAN COMM
 - PGE
 - CANBY AREA TRANSIT
 - CANBY POST OFFICE
 - CLACKAMAS COUNTY ASSESSOR
 - CLACKAMAS COUNTY 911
 - CLACKAMAS COUNTY TRANSPORTATION
 - TRAFFIC SAFETY COMMITTEE
 - CLACKAMAS COUNTY
 - CANBY SCHOOL DISTRICT
 - OREGON DEPT. TRANSPORTATION
 - ODOT/REGION 1/DIST 2B
 - STATE OF OREGON/REVENUE
 - CANBY BUSINESS REVITALIZATION
 - PARKS AND RECREATION
 - CITY TRANSPORTATION ENGINEER
 - BUILDING OFFICIAL
 - OTHER _____
 - OTHER _____

MAY 17 2007

The City has received SUB 07-01, an application from J.B.S. Estates, LLC requesting a subdivision for a 4 lot M1 (Light Industrial) subdivision. The property has frontage on Sequoia Parkway and on Walnut Street in the Canby Pioneer Industrial Park.

Please review the enclosed application and return comments to Kevin Cook by Wednesday, May 23, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

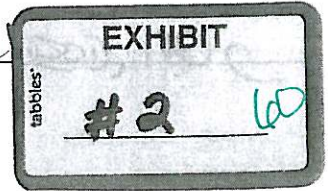
SEE ATTACHED MEMO

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: [Handwritten Signature] Date: MAY 18, 2007

Title: PROJECT ENGINEER Agency: CURRAN-Mc



CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

May 18, 2007

MEMORANDUM

TO: Mr. Kevin Cook

FROM: Hassan Ibrahim, PE



**RE: CITY OF CANBY
STRUBLE MANUFACTURING (SUB 07-01)**

We have reviewed the submitted application pertaining to the above mentioned project and have the following comments:

1. No roadway cutting on Sequoia Parkway should be allowed except at the new driveway connection. An existing 8" sanitary sewer stub is available to serve this site.
2. A 6-foot wide sidewalks should be constructed along the entire site frontage with Sequoia Parkway including landscaping in the existing 5 -foot wide planter strip.

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: May 15, 2007

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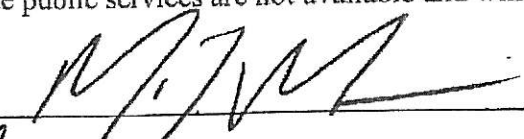
The City has received SUB 07-01, an application from J.B.S. Estates, LLC requesting a subdivision for a 4 lot M1 (Light Industrial) subdivision. The property has frontage on Sequoia Parkway and on Walnut Street in the Canby Pioneer Industrial Park.

Please review the enclosed application and return comments to Kevin Cook by Wednesday, May 23, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

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- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature:  Date: 5/22/07

Title: Construction Coord Agency: WLB

62

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: May 15, 2007

- TO:
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Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: _____

Date: _____

5 - 22 - 07

Title: _____

ASSOCIATE ENGINEER

Agency: _____

CANBY TELCOM

CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

ATE: May 15, 2007

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Comments or Proposed Conditions:

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: Brian Van Schoonbeek Date: 5-21-07

Title: Engineering Supervisor Agency: NW Natural

64

CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: May 15, 2007

- TO:
- | | |
|---|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| <input checked="" type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> CLACKAMAS COUNTY 911 |
| <input type="checkbox"/> CANBY ELECTRIC | <input type="checkbox"/> CLACKAMAS COUNTY TRANSPORTATION |
| <input type="checkbox"/> CANBY WATER | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| <input type="checkbox"/> Darwin Tramel - WTTP | <input type="checkbox"/> CLACKAMAS COUNTY |
| <input type="checkbox"/> Jeff Crowther - WTTP | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| <input type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
| <input type="checkbox"/> CTA | <input type="checkbox"/> ODOT/REGION 1/DIST 2B |
| <input type="checkbox"/> NW NATURAL | <input type="checkbox"/> STATE OF OREGON/REVENUE |
| <input type="checkbox"/> WILLAMETTE BROADBAND | <input type="checkbox"/> CANBY BUSINESS REVITALIZATION |
| <input type="checkbox"/> CANBY DISPOSAL | <input type="checkbox"/> PARKS AND RECREATION |
| <input type="checkbox"/> CITY ATTORNEY | <input type="checkbox"/> CITY TRANSPORTATION ENGINEER |
| <input type="checkbox"/> BIKE AND PEDESTRIAN COMM | <input type="checkbox"/> BUILDING OFFICIAL |
| <input type="checkbox"/> PGE | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> OTHER _____ |

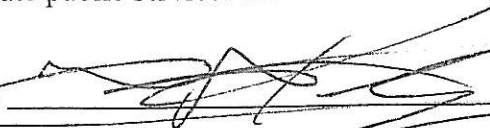
The City has received SUB 07-01, an application from J.B.S. Estates, LLC requesting a subdivision for a 4 lot M1 (Light Industrial) subdivision. The property has frontage on Sequoia Parkway and on Walnut Street in the Canby Pioneer Industrial Park.

Please review the enclosed application and return comments to Kevin Cook by Wednesday, May 23, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature:  Date: 05/16/07

Title: POLICE CHIEF Agency: CANBY POLICE
GREG KROFTON Canby Police Dept

65

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: May 15, 2007

- TO:
- | | |
|--|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
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| <input type="checkbox"/> BIKE AND PEDESTRIAN COMM | <input type="checkbox"/> BUILDING OFFICIAL |
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| <input type="checkbox"/> CANBY AREA TRANSIT | <input type="checkbox"/> OTHER _____ |

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Please review the enclosed application and return comments to Kevin Cook by Wednesday, May 23, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

Electrical Primary will need to be extended through the
development @ developer's expense See attached
conceptual drawing

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: [Handwritten Signature] Date: 5-21-07

Title: Line Foreman Agency: Gary Kordenat
Canby Electric
City Shops

lep

CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: May 15, 2007

- TO:
- FIRE
 - POLICE
 - PUBLIC WORKS
 - CANBY ELECTRIC
 - CANBY WATER
 - Darwin Tramel - WTTP
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 - TRAFFIC SAFETY COMMITTEE
 - CLACKAMAS COUNTY
 - CANBY SCHOOL DISTRICT
 - OREGON DEPT. TRANSPORTATION
 - ODOT/REGION 1/DIST 2B
 - STATE OF OREGON/REVENUE
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 - PARKS AND RECREATION
 - CITY TRANSPORTATION ENGINEER
 - BUILDING OFFICIAL
 - OTHER _____
 - OTHER _____

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Please review the enclosed application and return comments to Kevin Cook by Wednesday, May 23, 2007. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

No traffic concerns at this time.

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
- Adequate Public Services will become available through the development
- Conditions are needed, as indicated
- Adequate public services are not available and will not become available

Signature: Marilyn Elmore Date: _____

Title: Chairman Agency: Traffic Safety Comm.

67

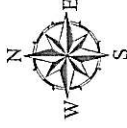
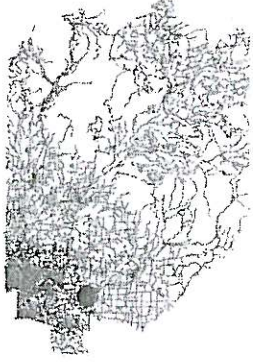
From: "Todd Gary" <tgary@canbyfire.org>
To: "Kevin Cook" <CookK@ci.canby.or.us>
Date: 5/24/07 2:45PM
Subject: SUB 07-01

Every thing looks good Access and fire hydrant are in place we will have to wait and see what is built to determine future needs

Todd Gary
Deputy Fire Marshal
Canby Fire District
tgary@canbyfire.org
Office: 503-266-5851
Cell: 971-563-7359
Pager: 503-938-1405

68

Vicinity Map SUB 07-01

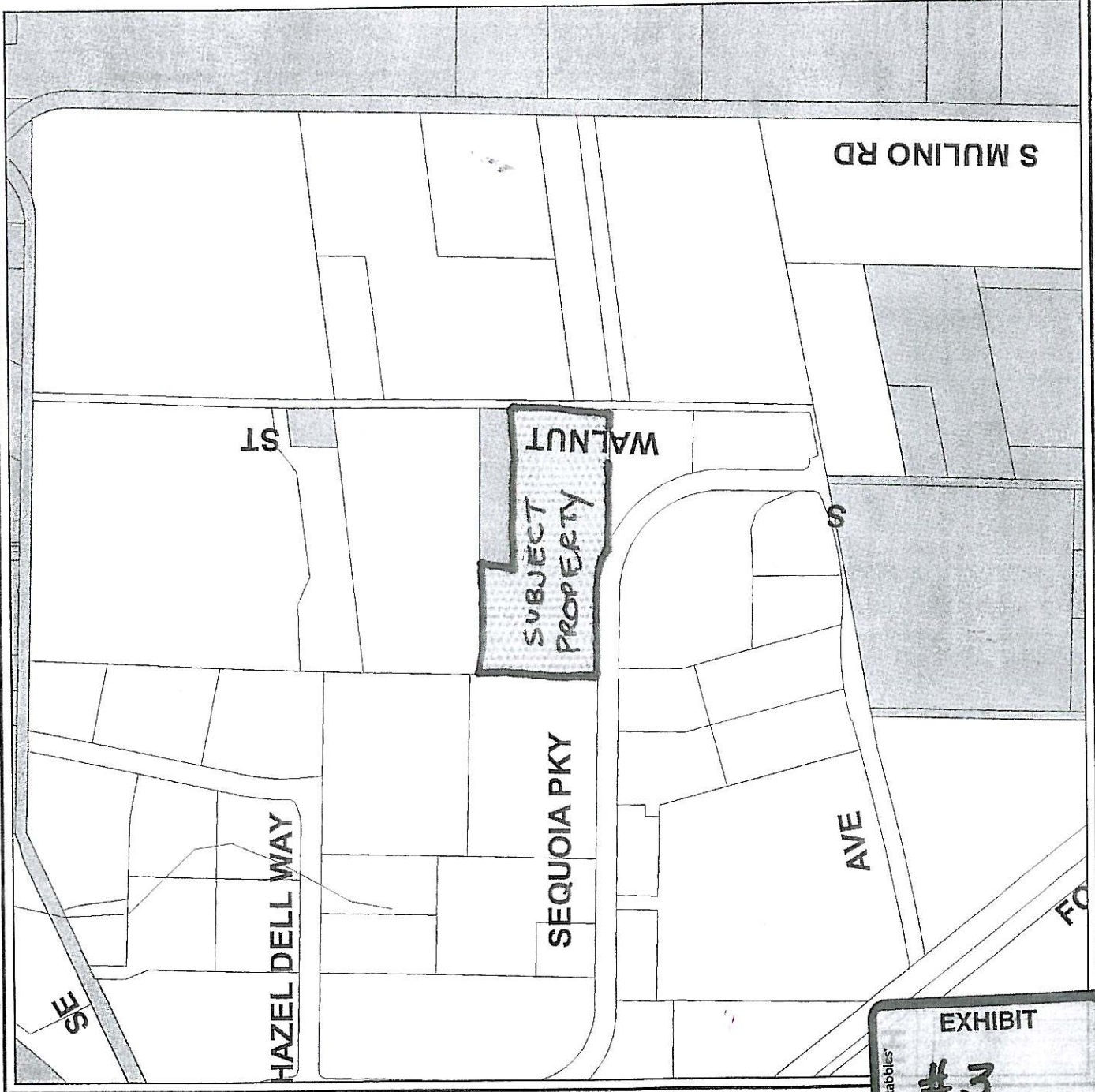


*Clackamas
County*

Geographic Information Systems
121 Library Court
Oregon City, OR 97045

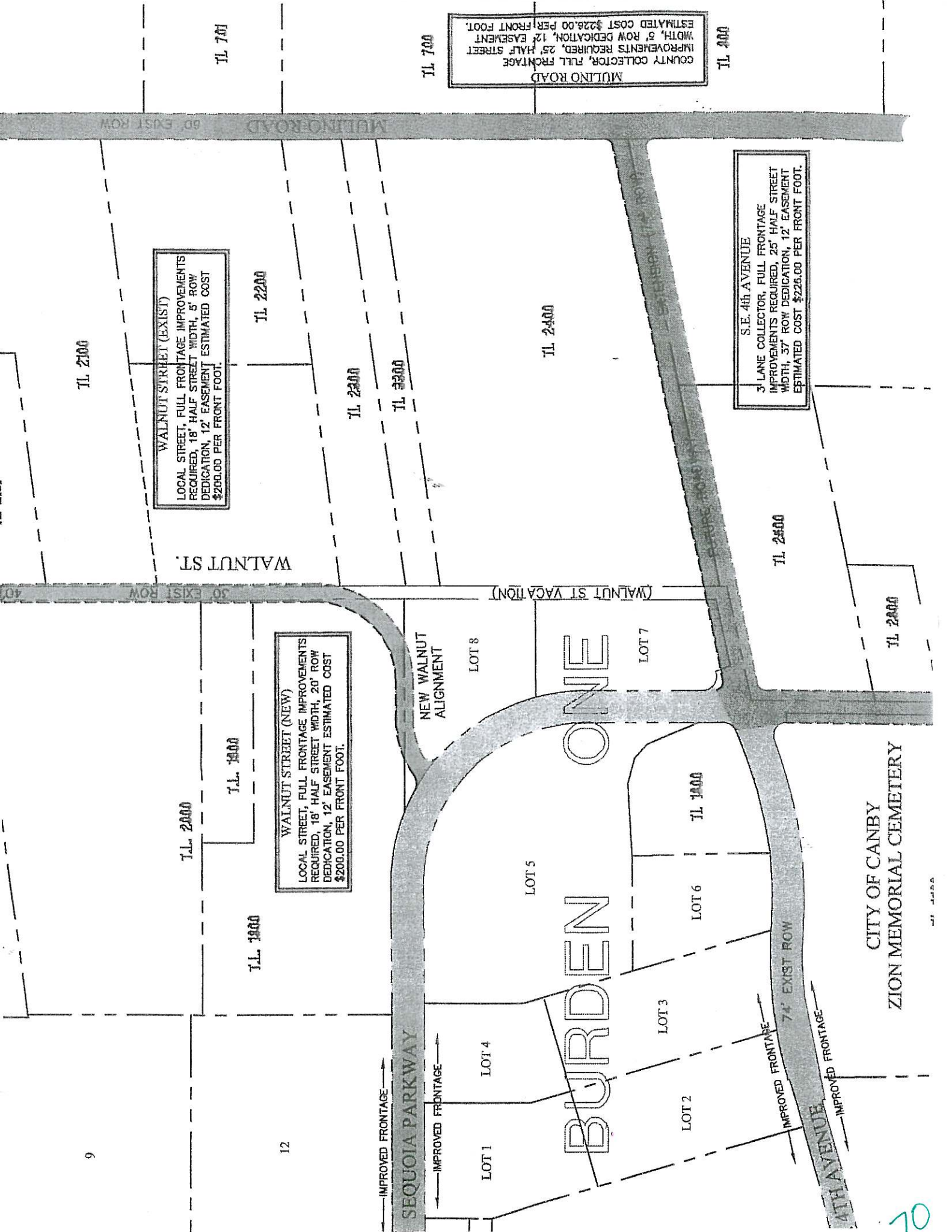
This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before making decisions.

July 12, 2007 12:15 PM



tabbles®
EXHIBIT
#3

69



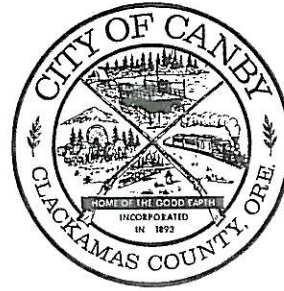
WALNUT STREET (EXIST'G)
 LOCAL STREET, FULL FRONTAGE IMPROVEMENTS
 REQUIRED, 18' HALF STREET WIDTH, 5' ROW
 DEDICATION, 12' EASEMENT ESTIMATED COST
 \$200.00 PER FRONT FOOT.

WALNUT STREET (NEW)
 LOCAL STREET, FULL FRONTAGE IMPROVEMENTS
 REQUIRED, 18' HALF STREET WIDTH, 20' ROW
 DEDICATION, 12' EASEMENT ESTIMATED COST
 \$200.00 PER FRONT FOOT.

MULLINO ROAD
 COUNTY COLLECTOR, FULL FRONTAGE
 IMPROVEMENTS REQUIRED, 25' HALF STREET
 WIDTH, 5' ROW DEDICATION, 12' EASEMENT
 ESTIMATED COST \$228.00 PER FRONT FOOT.

S.E. 4th AVENUE
 3-LANE COLLECTOR, FULL FRONTAGE
 IMPROVEMENTS REQUIRED, 25' HALF STREET
 WIDTH, 37' ROW DEDICATION, 12' EASEMENT
 ESTIMATED COST \$226.00 PER FRONT FOOT.

CITY OF CANBY
 ZION MEMORIAL CEMETERY



- STAFF REPORT -

APPLICANT:

Katrina McCormick & Brett Allen
431 SW 3rd Ave
Canby, OR 97013

FILE NO:

NCS 07-02

OWNER:

Same

STAFF:

Carla Ahl
Planning Technician

LEGAL DESCRIPTION:

Tax Lot 1100 pf
Tax Map 4-1E-04BA

DATE OF REPORT:

July 13, 2007

LOCATION:

Same

DATE OF HEARING:

July 23, 2007

COMP. PLAN DESIGNATION:

R-2 (High Density Residential)

ZONING DESIGNATION:

R-2 (High Density Residential)

I. APPLICANT'S REQUEST:

The applicant is requesting approval to replace an existing nonconforming garage and shed room located at 431 SW 3rd Ave. with a larger garage using the same setbacks. Currently the garage is 2' 4" from the south property line. The applicant stated the

need for the replacement is because the roof is leaking, the whole building is leaning away from the house and the garage door cannot be secured.

The applicant proposes demolishing the existing garage and shed room and building a new attached garage. The addition would duplicate the existing roof line of the house, be painted in coordinated colors and trimmed in the same manner as the existing house. The applicants will use the fire resistant siding as recommended by the Fire Department. The applicants believe this garage will be more functional for them and would be an attractive addition not only to their property but to the neighborhood.

The Planning Commission approved changes in the Zoning Code recently (TA 07-01) to allow applications such as this. This change followed a Planning Commission interpretation in 2004 on this issue. In 2004 the Planning Commission told staff that replacement structures would generally be viewed favorably if there is a demonstrated need for replacement and the new structure is well-designed.

II. APPLICABLE CRITERIA:

This is a quasi-judicial land use application. In judging whether this request should be approved, the City Planner must consider the following standards:

1. The proposal will be consistent with the policies of the Comprehensive Plan and the requirements of the land development and planning ordinance, other than those specific zoning standards to which the use or structure is nonconforming.
2. The characteristics of the site are suitable for the proposed use considering size, shape, design, location, topography, existence of improvements and natural features.
3. All required public facilities and services exist to adequately meet the needs of the proposed development.
4. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone.

III. FINDINGS:

A. Site Characteristics

This is a neighborhood of small older homes, many do not appear to meet

current setbacks, and the residence to the south has a setback from the property line of 3' 8". The tax lot file has one building permit issued for this property, for a repair of an existing porch in 1957; no setbacks were noted in the building permit.

B. Public Facilities and Services

The residence is already serviced by public facilities and services.

C. Effect on Surroundings

The proposed addition will not alter the character of the surrounding area in a way which substantially limits, or precludes the use of surrounding properties for the uses listed as permitted in the zone

If any adjacent property owner requests a hearing, a public hearing before the Planning Commission will be scheduled.

D. Consistency with Comprehensive Plan and Ordinance Requirements

The Comprehensive Plan land use designation for the site is High Density Residential. The existing structure fails to meet the side yard setback and, therefore, is a non conforming structure under the City's Land Development and Planning Ordinance. The proposed remodel will not increase the intensity of the nonconforming use.

There are no soil, water, air, noise, land resource, hazard, scenic, open space, greenway or fish and wildlife issues involved.

The proposal will not have any adverse affect on the quantity or quality of traffic movement.

The utilities will not be adversely affected by the proposal.

The Economic Element of the Comprehensive Plan does not apply to this proposal.

The proposal will enlarge the area of the existing home and will not increase the density or number of dwelling units on the property.

V. CONCLUSION

Based on the above analysis, staff concludes that:

13

1. The proposed remodel is consistent with the applicable requirements and policies of the Comprehensive Plan;
2. The characteristics of the site are suitable for the proposed remodel;
3. All required public facilities and services exist to adequately meet the needs of the existing structure, and that no increase in demand for public facilities and service will result from the proposal; and
4. The proposal will not alter the character of the surrounding areas in such a way as to substantially limit or preclude the uses allowed.

VI. RECOMMENDATION

Based on the application and staff analysis, staff recommends that the Commission approve NCS 07-02. If the Commission supports this recommendation, neighbors will receive notice and will be allowed a 10 day period to request a public hearing on the issue.

Enclosures: Application
Site Plan

74

CITY OF CANBY
EXPANSION OF NONCONFORMING STRUCTURE OR USE APPLICATION

Fee \$520.00
Process Type II

OWNERS

APPLICANT*

Name Katrina McCormick & Brett Allen
Address 431 SW 3rd Ave
City Canby State OR Zip 97013
Phone Brett: (503) 348-7581 Tina: (503) 571-7771
E-mail icanflytoo@yahoo.com

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-mail _____

Please indicate who is to receive correspondence (i.e. staff reports etc) and what format they are to be sent

Owner Email US Postal Fax
 Applicant Email US Postal Fax

OWNER'S SIGNATURE

DESCRIPTION OF PROPERTY

Address 431 SW 3rd Ave Canby OR 97013
Tax Map 41E04BA Tax Lot(s) 01100 Lot Size .2
(Acres/Sq.Ft.)
Metes and Bounds (Attach Copy): Plat Name _____ Lot _____ Block _____
Existing Use Garage
Proposed Use Garage
Existing Structures Garage
Project Description fixing & enlarging garage
Zoning R2 Comprehensive Plan Designation R2
Previous Land Use Action (If any) NA

FOR CITY USE ONLY	
File #:	<u>NCS 07-02</u>
Date Received:	<u>7/11/07</u> By: <u>JT</u>
Completeness:	
Pre-App Meeting:	
Hearing Date:	

*If the applicant is not the property owner, they must attach documentary evidence as agent in making this application.



15

TO: CITY OF CANBY
ATTN: CARLA

FROM: Trina McCormick/Brett Allen

RE: Variance Application located at 431 SW 3rd Ave. Canby, OR 97013

Dear Carla,

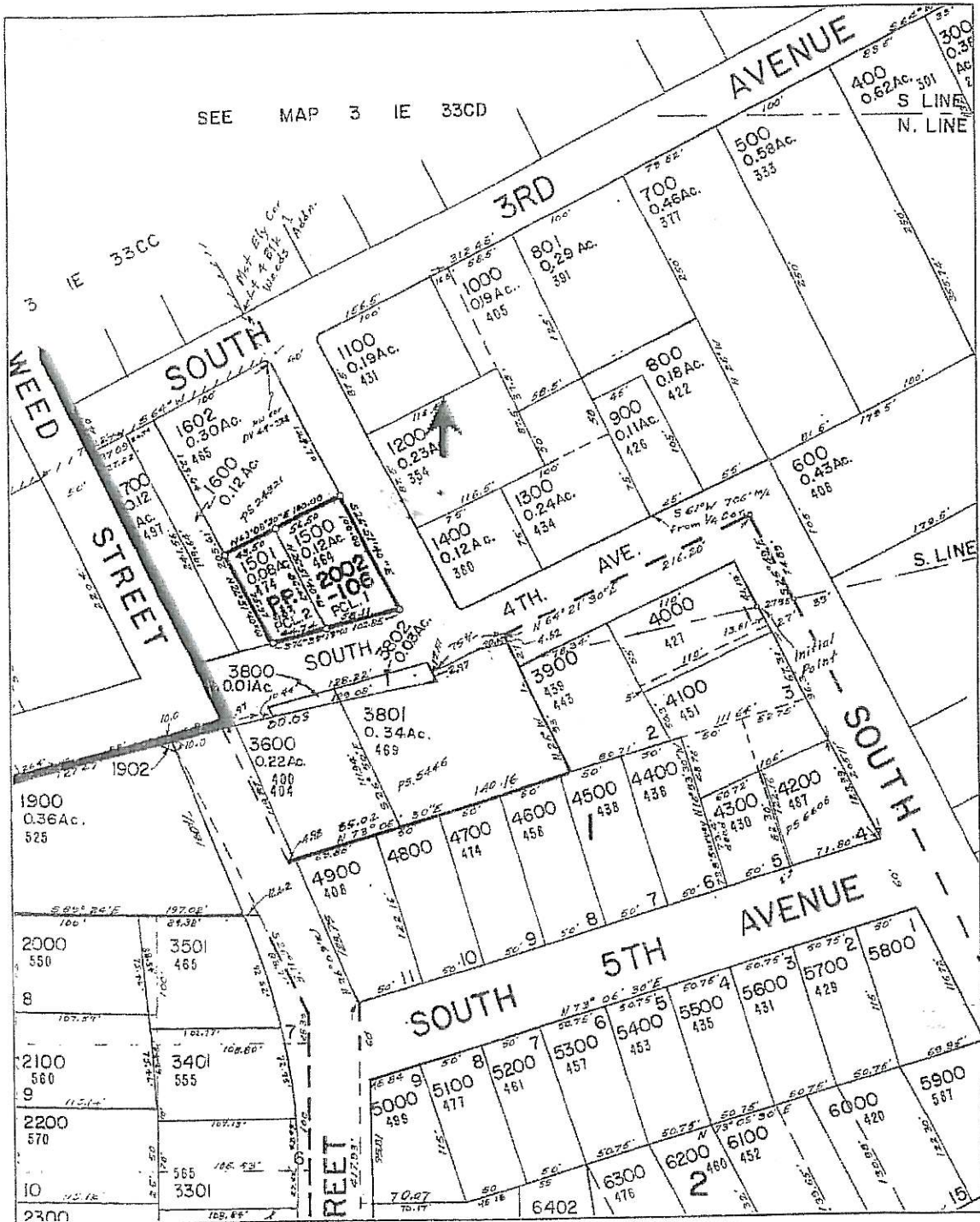
Our current garage is in dire need of help! The roof needs to be replaced as it leaks, the garage it self, is leaning to the right side (closest to our property line & neighbor), therefore the garage door does not close all the way, causing a potential theft issue. As it sits now, it really is a neighborhood eye sore and I feel depreciates my homes property value as well as having a potential insurance loss due to theft and or water damage to the contents currently stored inside.

Due to the leaks, the leaning and security issues of the current structure, we would like to upgrade the existing garage and storage shack with a fully enclosed, more secure structure. This will also include a higher roof line, to accommodate modern day vehicles, i.e.: SUV and 4x4 Jeep. This structure would include a new garage door with opener as well as a standard entry door. The drive way currently accommodates 2 cars and would match perfectly. At the request of the Fire Marshal we plan to use fire retardant siding as this was his only concern with upgrading the garage and storage shack. There would be no real visual impact from the street or for our neighbors.

We feel that this remodel will only improve our property's value as well as the look of our neighborhood.

Thank you,

Trina McCormick
Brett Allen



THIS MAP IS MADE SOLELY FOR THE PURPOSE OF ASSISTING IN LOCATING SAID PREMISES, AND THE COMPANY ASSUMES NO LIABILITY FOR VARIATIONS, IF ANY, IN DIMENSIONS, AREAS, AND LOCATIONS ASCERTAINED BY ACTUAL SURVEY.





Canby Fire District

221 S. Pine Street
P.O. Box 909
Canby, OR 97013
Bus. 503-266-5851 Fax 503-266-1320

June 26, 2007

Brett Allen,

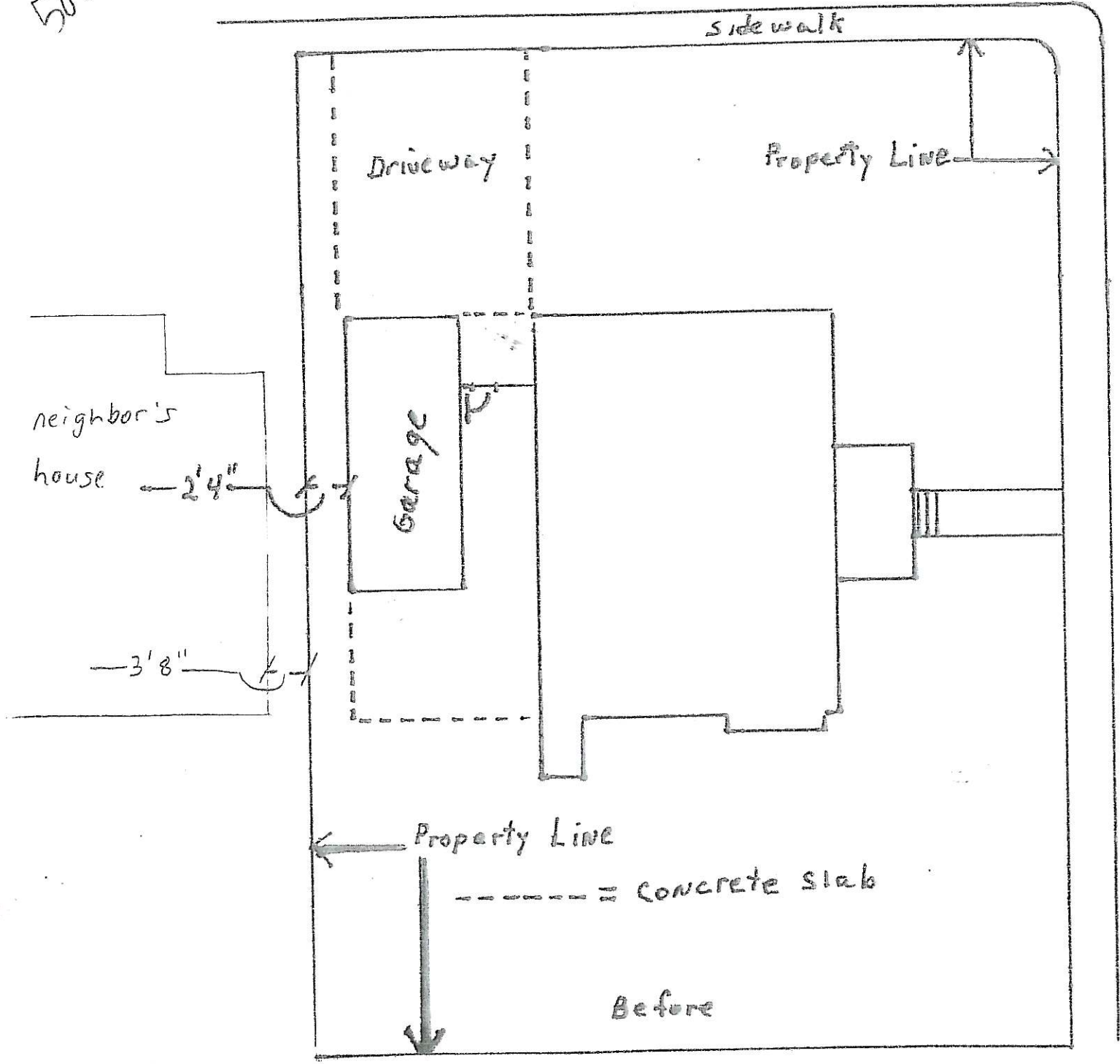
I have received the attached drawings for your proposed garage addition. The Fire District reviews the site plan and elevations, and applies the fire code specific to fire flow and access. The Fire District has no objections to your proposed variance, however, we strongly suggest "Class A" siding (Non-combustible) and enclosed eave soffets due to the distance between the garage and the neighboring home.

Respectfully,

Troy A Buzalsky

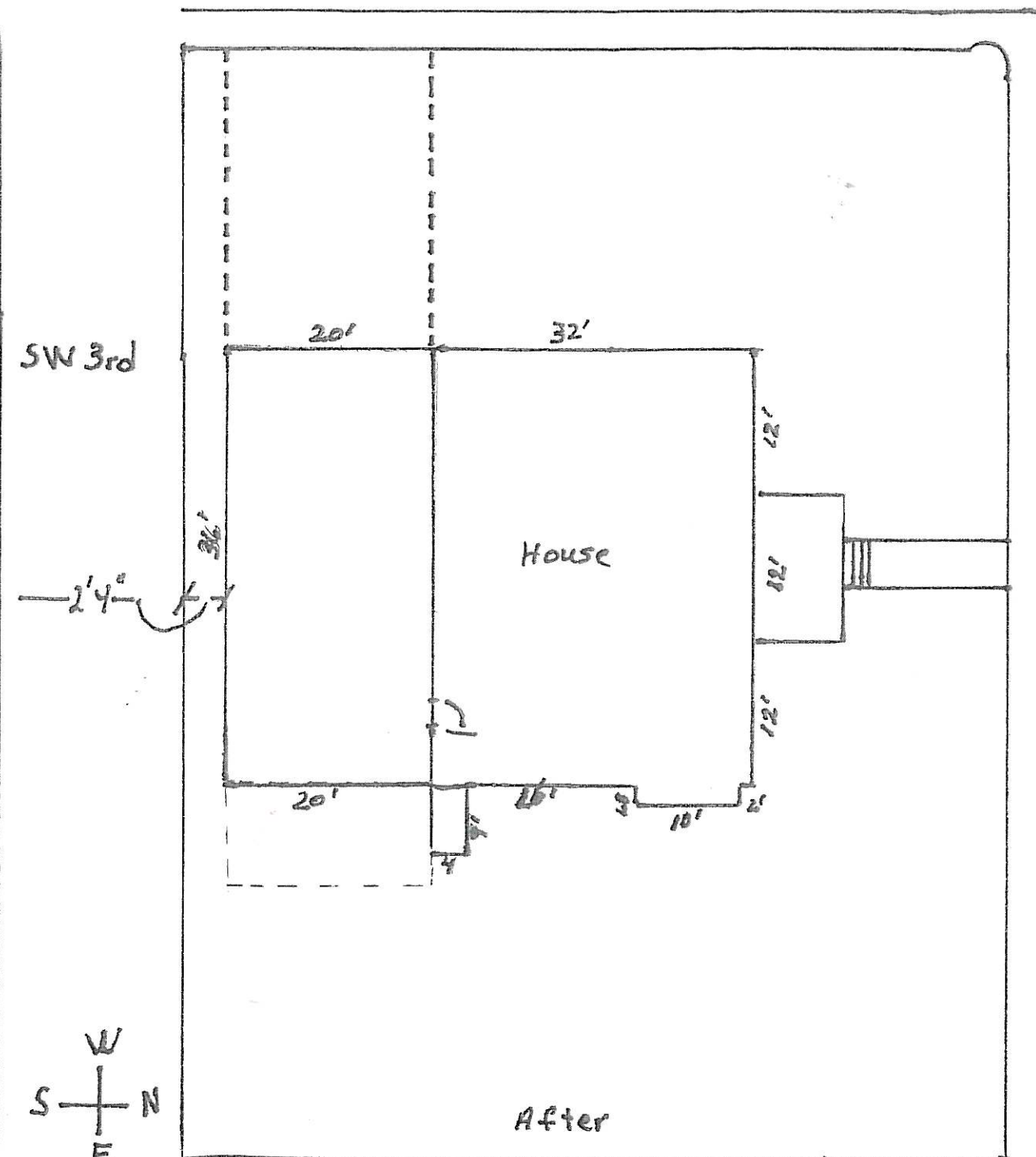
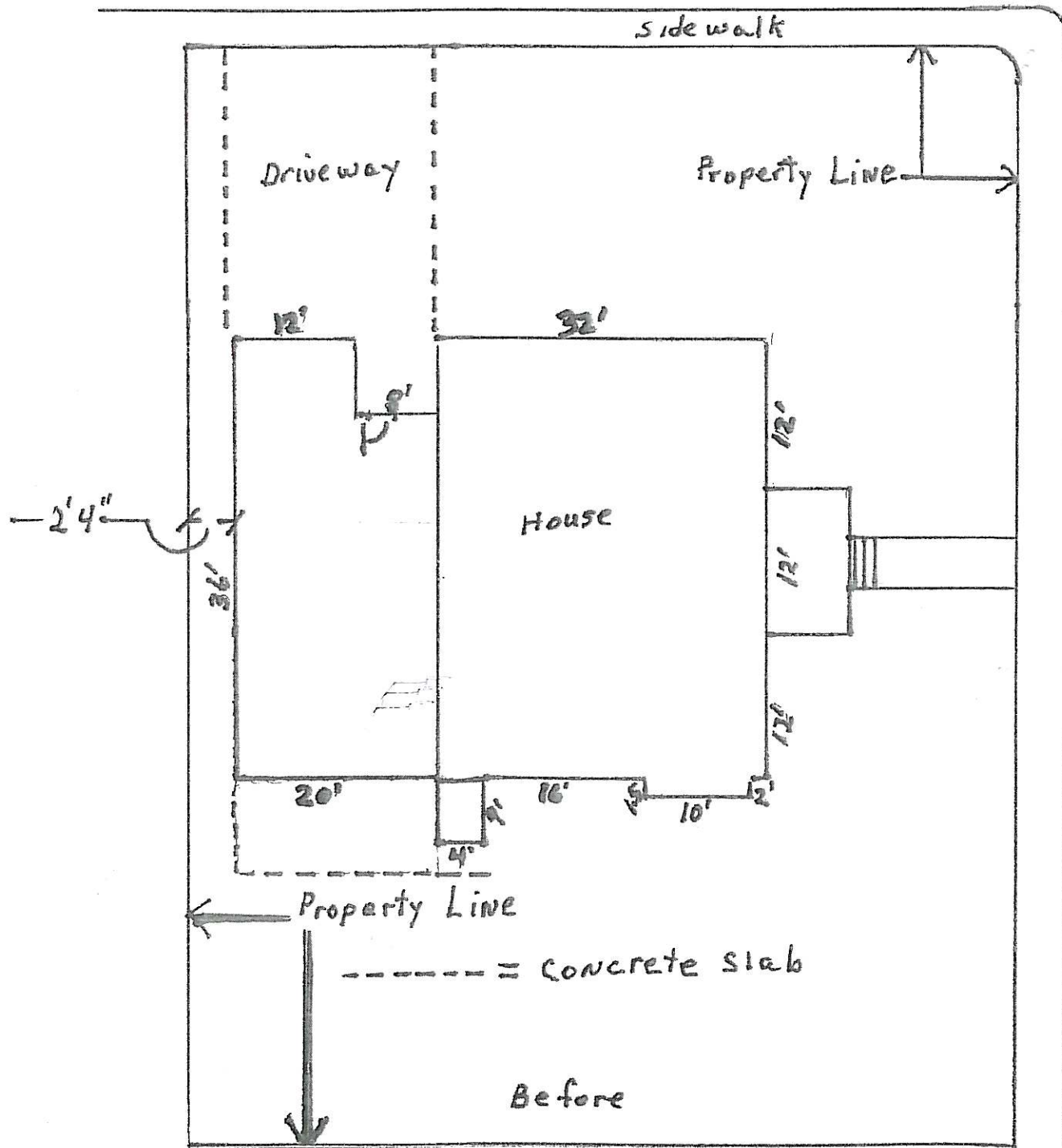
1st Allen
503 348-7581

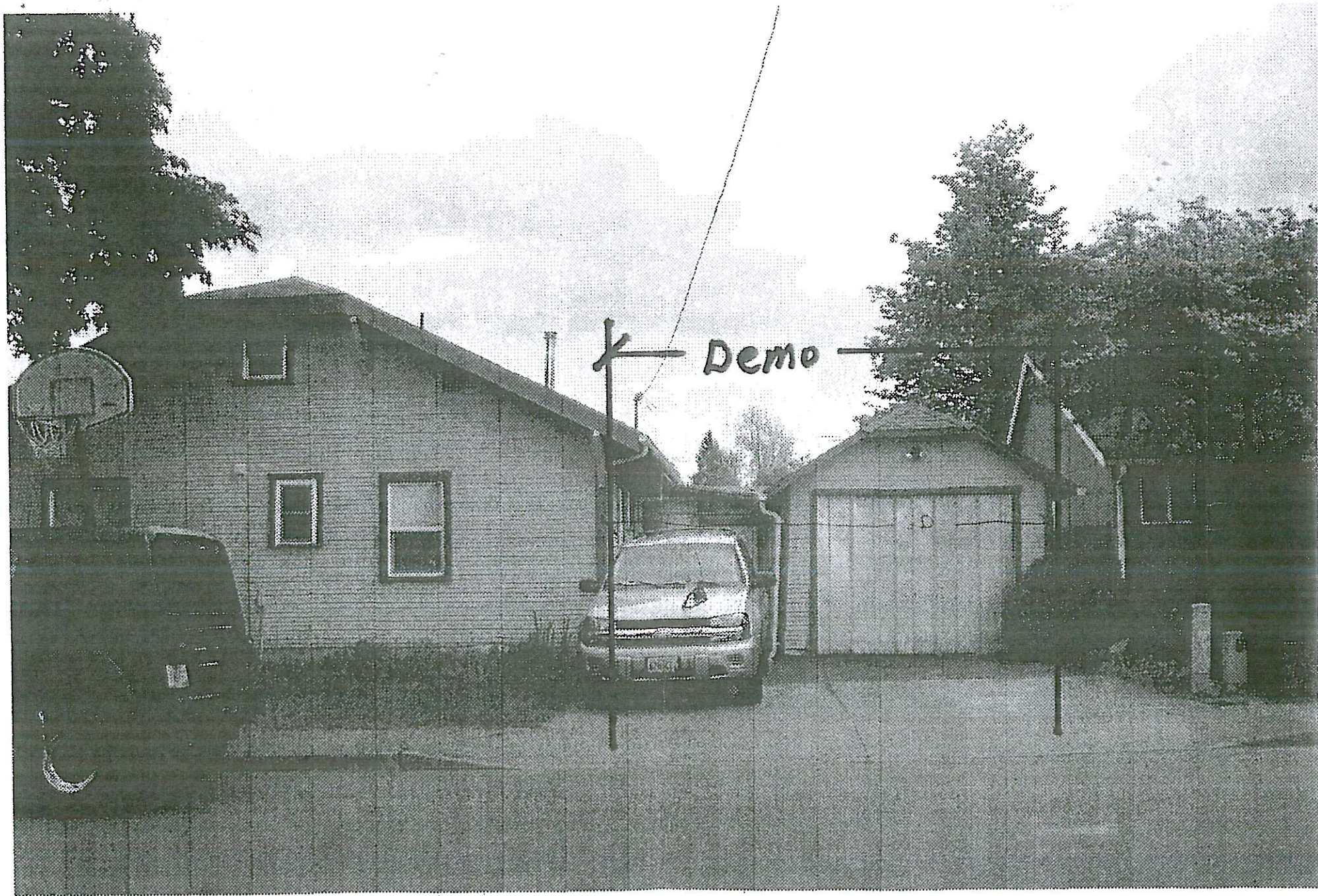
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431 SW 3rd AVE

S. fir ST.











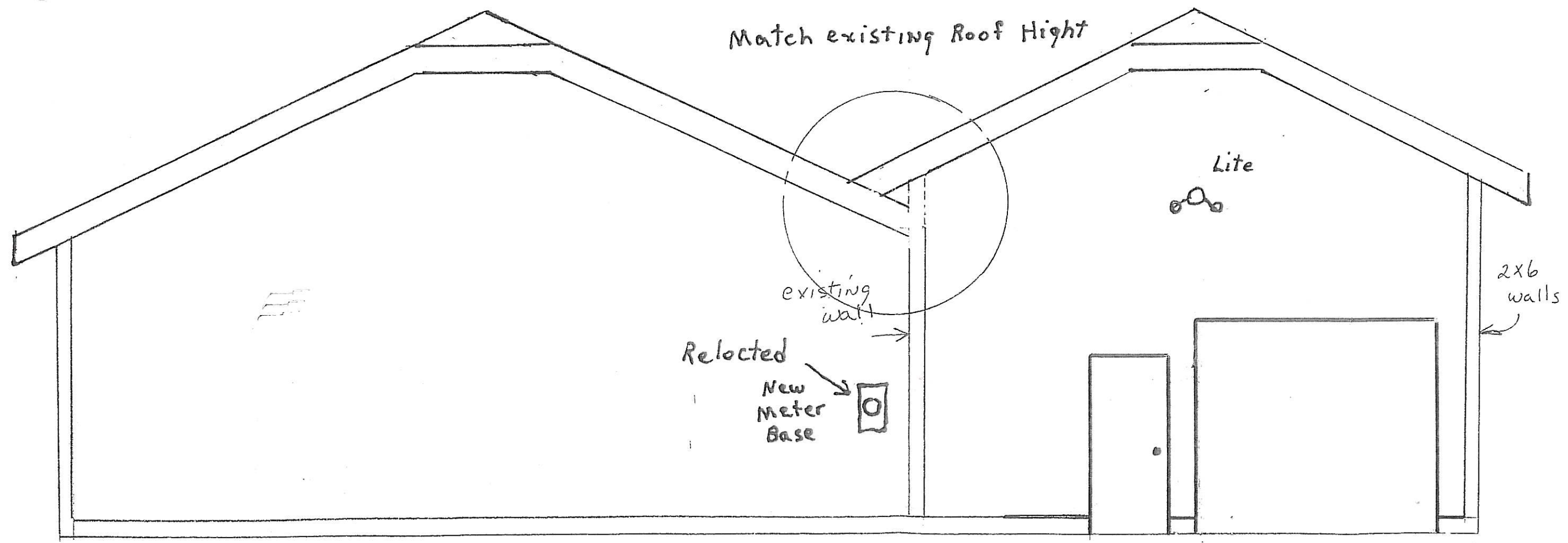
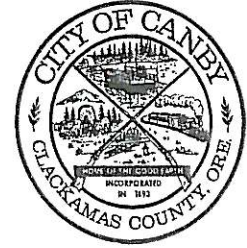


EXHIBIT
2

BEFORE THE PLANNING COMMISSION
OF THE
CITY OF CANBY



A REQUEST FOR SITE AND DESIGN) FINDINGS, CONCLUSION & FINAL ORDER
REVIEW APPROVAL FOR A 190,585) DR 07-04
SQ FT BUILDING) (American Steel)

NATURE OF APPLICATION

The City has received DR 07-04, an application by VLMK Consulting Engineers to construct a 190,585 square foot tilt-up concrete building on 10.34 acres located on the south side of Township Road, just east of BBC Steel and south of the cemetery. The building will house American Steel, a processor and distributor of general carbon steel products.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review application shall be approved, the Planning Commission shall weigh the proposal's positive and negative features that would result from authorizing the particular development at the proposed location and, to approve such use, shall find that the following criteria are either met, can be met by the application of conditions, or are not applicable:

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:
 - A. 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
 - B. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
 - 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 Board shall, in making its determination of compliance with subsections B and C above, use the Design Review matrix outlined in Section 16.35 to determine "compatibility". An application is considered to be "compatible", regarding subsections B and C above, if the minimum score in each category is met for the entire development.
 - E. It must be demonstrated that all required public facilities and services are available, or

gb

will become available through the development, to adequately meet the needs of the proposed development.

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.

FINDINGS AND REASONS

The Planning Commission, after holding a public hearing on July 9, 2007 and considering the June 29, 2007 staff report deliberated and reached a decision approving the applicant's request for design review. The Commission discussed the layout and design of the site. The Commission adopted the findings and conclusions contained in the June 29 2007 staff report, written in the Order below. The Commission also adopted the following supplemental findings:

1. The Planning Commission heard testimony by Dick Samuels of Oregon Pacific Railroad indicating that this project would have minimal impact on highway delays due to rail service on the spur line. Mr. Samuels indicated that even with the additional rail cars, his company will continue with the same schedule of moving cars and that there will be no additional highway closures due to American Steel. The Commission finds that this evidence supports a finding that adequate public facilities and services are available.
2. The Planning Commission finds that truck route signage is required to ensure this project does not lead to increased truck traffic on S. Township Road. Condition #40 will ensure truck route signage is installed through the construction process, and will ensure that the adequate public facilities and services are available to serve this development.

CONCLUSION

The Planning Commission concludes that, with the application of certain conditions:

- 1A. 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

- 1B. The proposed design of the development is compatible with the design of other development in the vicinity; and
- 1C. The location, design, size, and materials of the exteriors of structures and signs are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
- 1D. The proposal is deemed compatible given that staff allocated a minimum or higher number of points per category on the design review matrix; and
- 1E. All required public facilities and services exist or can be made available to adequately meet the needs of the proposed development.
2. Public utility and service providers have indicated that the existing proposal can be made to comply with applicable standards.
3. The proposed development will not increase the cost of housing in Canby.
4. The property owner is not applying to remove street trees.

ORDER

IT IS ORDERED BY THE PLANNING COMMISSION of the City of Canby that **DR 07-04** is approved, subject to the following conditions:

1. The building permit application shall include a revised set of all full size development plans (including site plan, landscape plan, elevations, etc.) which depicts each of the written conditions to the satisfaction of the City Planning Department. All written conditions must be met prior to final occupancy of the building unless otherwise noted.
2. A detailed landscape construction plan shall be submitted with the building permit application. The detailed landscape plan shall show: the number of plants, plant spacing/location of planting, the type of plants, the size of plants, the schedule of planting, and irrigation plans. The landscape plan shall reflect the approved landscape plan submitted with the Design Review application.
3. Landscaping shall be planted at such a density so as to provide a minimum of 95% coverage of the landscape areas with vegetation within a 3-year time period. Bark mulch and similar material shall consist of not more than 5% of the total landscape area after the 3-year period. Trees are to be a minimum of 2" caliper. Automatic irrigation is required for all landscaped areas.
4. Prior to issuance of a building permit, a copy of a recorded permanent reciprocal access and maintenance agreement for the shared access driveway off Township Road shall be provided to the City.
5. 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 City and 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 preconstruction process procedures shall be followed.



6. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
7. An erosion control permit is required, and approval of erosion/sediment control plans is required prior to issuance of a building permit. All City erosion control regulations shall be followed during construction as specified by the Canby Municipal Code.
8. Clackamas County will provide review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety approval must be obtained prior to issuance of a City building permit.
9. Clackamas County's approval is required for improvements on S. Township Road. All conditions imposed by Clackamas County shall be adhered to, including but not limited to obtaining a Street Construction and Encroachment Permit.
10. An additional 17 feet of right-of-way plus a 12 foot public utility easement shall be dedicated to the public on the site's entire S. Township Road frontage. Right-of-way and easements shall be dedicated prior to final building occupancy is approved.
11. The applicant is responsible for half street improvements meeting City and County standards must be constructed on the site's entire S. Township Road frontage including street trees, grass, automatic irrigation, street lighting, driveway, sidewalks, and ADA ramps. Curbs shall be located 25 feet from the existing centerline. Improvements shall be completed prior to final building occupancy is approved.
12. Prior to construction of public utility and street improvements, the applicant shall provide an Engineer's cost estimate to the City to be reviewed and approved, for the asphalt concrete, aggregates, curbs, driveways, sidewalks, ADA ramps and any other required public improvement. A performance bond for an amount determined from the cost estimate is required to insure the construction of required public improvements and must be in place before construction begins.
13. The north end of Sequoia Parkway on the site frontage shall be adjusted so that the face of the west curb line is located at the centerline of the existing 30 foot right-of-way of S. Walnut Street. A 22 foot right-of-way dedication plus a 12 foot public utility easement shall be dedicated to the public on the site's entire S. Sequoia Parkway frontage unless otherwise approved by the City.
14. The applicant is responsible for the following improvements meeting City standards on the site's entire S. Sequoia Parkway frontage (except as noted in Condition 15): street trees, grass, automatic irrigation, driveways, sidewalks, and ADA ramps. Improvements shall be completed prior to final building occupancy is approved. The Canby Urban Renewal District is responsible for construction of the traveled roadway, curbs, and public utility improvements.
15. Frontage improvements on S. Sequoia Parkway south of the terminus of the Sequoia Parkway Stage 6 project are not required at this time. Prior to final occupancy of the building, the applicant shall provide the City with a cash payment or a bond for the full value of any remaining improvements, to ensure they will be completed at a later date.
16. Wheel stops shall not be required in areas where sidewalks are at least 8 feet in width and in areas where landscaping within 2 feet of the curb is limited to ground cover and will not be

89

damaged by vehicle overhangs. Wheel stops shall be provided for all parking spaces located adjacent to landscaping or walkways that do not meet the above criteria. The wheel stops shall be placed 2 feet in front of the end of the parking space.

17. 40 foot curb radii on S. Township Road and S. Sequoia Parkway shall be provided to allow for truck turning movements, unless otherwise approved by the City and County after review of turning diagrams.
18. A 25 foot wide emergency access route from Sequoia Parkway into the site located south of the rail line is required to ensure adequate emergency service access. The access and any gate must meet all requirements of the Canby Fire District related to design, construction, and maintenance. This access shall be shown on preconstruction plans.
19. A direct sidewalk connection ("shortest path") from Sequoia Parkway to the main building entrance shall be constructed.
20. All interior sidewalks and access ways shall be a minimum of 6 feet in width as proposed.
21. In addition to the 12 proposed bicycle parking spaces, one "staple" type bicycle rack shall be provided at the Sequoia Parkway entrance of the proposed building. All bicycle parking shall meet the installation requirements of CMC 16.10.100.
22. Monument signs may not exceed 32 square feet per face and shall not exceed 6 feet in height. Details of sign dimensions, coloring, and mounting techniques shall be shown on the building permit submittal or on a subsequent sign permit application.
23. The applicant shall install fire hydrants as required by the Canby Fire District.
24. Commercial driveway approaches shall be installed at the entrances from S. Township Road and S. Sequoia Parkway. Access improvements shall be inspected and approved by Clackamas County and/or Canby Public Works prior to installation.
25. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
26. All storm water shall be disposed of on-site. The design of storm water facilities shall be approved by the City Engineer and Public Works Supervisor. The applicant is responsible for obtaining approval from DEQ, if necessary, for private storm water facilities. Any drywells or UIC systems must meet DEQ criteria and be registered with DEQ. DEQ approval for all facilities shall be provided to the City prior to construction.
27. All site lighting shall be "hooded" or "cutoff" so as not to direct light skyward.
28. Traffic control devices on private property located where private driveways intersect public roads shall be installed and maintained by the applicant, and shall meet standards set forth in the *Manual on Uniform Traffic Control Devices* and relevant Oregon supplements.
29. No exterior trash or recycling receptacles/dumpsters are proposed, but any installed in the future shall be screened from public streets and shall not have a direct connection to the storm drain or sanitary sewer systems if uncovered.

30. This property is subject to Economic Improvement District (EID) charges which will commence upon issuance of a certificate of occupancy.
31. Approval of this application is based on the submitted site plan, elevations, and other relevant application materials and submitted testimony. Approval is strictly limited to the submitted proposal and is not extended to any other use of the property. Modification of the approved site plan and elevations with regards to building height, sign size and design, colors, materials, landscaping, building placement, setbacks, or any other approved elements, shall require an approved modification in conformance with the relevant sections of the Canby Municipal Code.
32. Heavy truck traffic to and from the subject property shall not utilize S. Township Road through the school zone unless required to by road closures or similar issues.
33. If the use of the property changes in the future in such a way to affect parking demand, as determined by the City, a parking analysis of the new use shall be submitted for review by the City prior to approval of a business license for the new use. The new use shall provide parking spaces meeting the requirements of Canby Municipal Code unless otherwise approved by the City. This condition applies to both automobile/truck and bicycle parking.
34. A non-residential wastewater survey must be submitted for review and approval prior to final building occupancy.
35. If trucks will be washed on site, an approved wash rack and pretreatment system shall be installed prior to discharge into the City's sanitary sewer system. Any truck washing facility shall have an oil-water separator/interceptor installed prior to the pretreatment system.
36. Any proposed discharge of manufacturing areas with oily wastes or metal sediment will be required to pass through an oil-water separator or sediment trap of sufficient size to capture pollutants prior to discharge into the City's sanitary sewer system.
37. Any floor drains to be installed in the building shall be routed to an oil-water separator or sedimentation trap, with the exception of floor drains located in restrooms.
38. The batch discharge from the cutting tables with sequencing baths shall have an oil-water separator to remove oil and sediment. Discharge from the separator will be required to meet the City of Canby local limits stated in Resolution 765 or as otherwise superseded in the future. Local limits are noted in the June 26, 2007 memo from Darvin Tramel.
39. Any proposed connection of storm water flow to the City's sanitary sewer system requires written authorization by the City. Additional System Development Charges and monthly rates may apply.
40. Truck route signage is required to ensure heavy trucks follow Canby's adopted truck routes on this project, and shall be installed as required by the City through the construction process.

91

I CERTIFY THAT THIS ORDER approving DR 07-04 was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 23rd day of July, 2007.

James Brown
Chairman, Canby Planning Commission

John R. Williams
Community Development & Planning Director

ATTEST:

ORAL DECISION – July 9, 2007

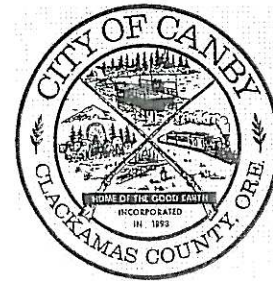
AYES: Brown, Ewert, Holte, Milne, Molamphy, Taylor
NOES: None
ABSTAIN: None
ABSENT: None

WRITTEN DECISION – July 23, 2007

AYES:
NOES:
ABSTAIN:
ABSENT:

92

BEFORE THE PLANNING COMMISSION
OF THE
CITY OF CANBY



A REQUEST FOR APPROVAL)
FOR AN FIVE LOT SUBDIVISION)
FOR INDUSTRIAL DEVELOPMENT)
)

FINDINGS, CONCLUSIONS
& FINAL ORDER
SUB 07-01
(JBS Estates)

NATURE OF APPLICATION

The applicants are proposing dividing an 8-acre lot into 5 lots suitable for industrial development. Lots 1-4 would be approximately 1 acre apiece and accessed by a single cul-de-sac driveway from S. Sequoia Parkway. Lot 5 would be approximately 4 acres and would stretch between S. Sequoia Parkway and S. Walnut Street.

CRITERIA AND STANDARDS

1. SUBDIVISION - City of Canby Code Section 16.62.020

This is a quasi-judicial land use application. Applications for a subdivision shall be evaluated based upon the following standards and criteria:

- A. Conformance with the text and applicable maps of the Comprehensive Plan.
- B. Conformance with other applicable requirements of the land development and planning ordinance.
- C. The overall design and arrangement of lots shall be functional and shall adequately provide building sites, utility easements, and access facilities deemed necessary for the development of the subject property without unduly hindering the use or development of adjacent properties.
- D. 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 land division.

FINDINGS AND REASONS

The Planning Commission deliberated on all testimony presented at the July 23, 2007 public hearing, and includes the July 13, 2007 staff report. The Planning Commission adopted the findings and conclusions contained in the July 13, 2007 staff report, written in the Order below:

CONCLUSION

- 1. The subdivision, with appropriate conditions, is considered to be in conformance with the

Findings, Conclusion and Final Order
SUB 07-01
Page 1 of 5

Comprehensive Plan;

2. The subdivision, with appropriate conditions, is considered to be in conformance with other applicable requirements of the Land Development and Planning Ordinance;
3. With the recommended conditions, the overall design and arrangement of the proposed subdivision will be functional and will adequately provide building sites, utility easements, and access facilities which are necessary for the development of the subject property without unduly hindering the use or development of adjacent properties; and
4. With the recommended conditions, all necessary public services will become available through the development of the property to adequately meet the needs of the proposed subdivision.

ORDER

IT IS ORDERED by the Planning Commission of the City of Canby that **SUB 07-01** is **APPROVED** subject to the following conditions:

1. The final plat shall reference the following land use application: City of Canby, File No. SUB 07-01 and shall be registered with the Clackamas County Surveyor's Office and recorded with the Clackamas County Clerk's Office. Evidence of this shall be provided to the City of Canby Planning Department prior to the issuance of building permits.
2. The final plat mylars must contain, in the form specified, all information necessary to satisfy all matters of concern to the County Surveyor, or his authorized Deputy, including, but not necessarily limited to, various matters related to land surveying, land title, plat security, and plat recordation.
3. On the final plat, an additional 11 feet of right-of-way shall be dedicated to the public on the parent parcel's entire S. Walnut Street frontage.
4. Easements shall be provided on the final plat as follows:
 - a. 12 foot wide public utility easements along the parent parcel's full frontage of both S. Sequoia Parkway and S. Walnut Street.
 - b. Common access/utility easement for lots 1 through 4 as shown on the proposed plat. A common maintenance agreement shall be recorded along with each lot.
 - c. Sewer and water easements along the south side of the parent parcel as shown on the proposed plat.
5. The land divider shall follow the provisions of Section 16.64.070 Improvements, in particular, but not limited to, subparagraph (O) Bonds, which requires a surety bond, personal bond, or cash bond for subdivision improvements for any public improvement not completed prior to the signing of the final plat. The bond shall provide for the City to complete the required improvements and recover the full cost of the improvements.

6. A copy of any CC&Rs that will be filed with the subdivision shall be submitted to the City Planning Department, prior to the signing of the final plat, and shall include a statement that street trees will be planted along street frontages, within the street tree planting easement. The CC&Rs must also include a statement notifying property owners of their responsibilities under the current Tree Ordinance for maintenance of street trees.
7. The final plats must be submitted to the City within one (1) year of the approval of the preliminary plat according to Section 16.68.020.
8. The approval of this subdivision application will be null and void if the final plat is not submitted to the County within six (6) months after signing of the plat by the City (Section 16.68.070).
9. 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 City and 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 preconstruction process procedures shall be followed.
10. "As-built" drawings of any public improvements shall be submitted to the City within sixty (60) days of completion. A copy of the "as-built" drawings shall be submitted on a computer disk in an AutoCAD format.
11. Construction and "as-built" plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
12. S. Walnut Street cannot accommodate additional traffic without roadway improvements. Any future development of Lot 5 that impacts S. Walnut Street will not be approved unless adequate access to collector and arterial streets can be demonstrated.
13. Upon future development of Lot 5, full frontage improvements on S. Walnut will be required, including ½ street improvements, sidewalks, curbs, planter strip, street trees, utilities, and street lighting. Walnut Street shall be improved in its current alignment unless otherwise approved by the City. Construction of public improvements on S. Walnut Street shall follow the City's preconstruction process procedures.
14. Upon future development of Lots 1, 4, and 5, sidewalks, planter strips, and street trees will be required upon the full Sequoia Parkway frontage of those lots.
15. Fire hydrants shall be provided as required by the Canby Fire District.
16. Electrical primary will need to be extended through the development at the developer's expense.
17. Commercial driveway approaches shall be installed at all entrances. Access improvements shall be inspected and approved by Canby Public Works prior to installation.
18. Existing utility laterals and services shall be utilized for development of all lots unless otherwise approved by the City.

19. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
20. Sanitary system and storm drainage plans shall be approved by DEQ or EPA prior to construction.
21. The site approval as acted upon by the Commission shall be binding upon the developer and variations from the plan shall be subject to approval by the City following the modification process in CMC Chapter 16.89.
22. All property included in this subdivision approval is subject to Advanced Financing District (AFD) charges which are payable upon issuance of a building permit per property.
23. The property is subject to Economic Improvement District (EID) charges which will commence upon issuance of a certificate of occupancy.

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98

I CERTIFY THAT THIS ORDER approving SUB 07-01 was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 23rd day of July, 2007.

James R. Brown
Chairman of Canby Planning Commission

John R. Williams
Community Development & Planning Director

DRAFT

ATTEST:

ORAL DECISION - July 23, 2007

AYES:

NOES:

ABSTAIN:

ABSENT:

WRITTEN DECISION - July 23, 2007

AYES:

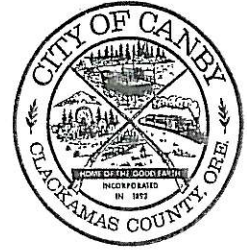
NOES:

ABSTAIN:

ABSENT:

91

BEFORE THE PLANNING COMMISSION
OF THE
CITY OF CANBY



A REQUEST FOR SITE AND DESIGN) FINDINGS, CONCLUSION & FINAL ORDER
REVIEW APPROVAL TO CONSTRUCT) DR 07-05
A SCHOOL BUS FACILITY) (Kahut - 1st Student)

NATURE OF APPLICATION

The applicant requests approval to construct a bus facility on a 4.87 acre vacant lot located on the north side of SE Township, west of the Molalla Forest Road. The facility would consist of a 7,700 square foot building to house the drivers dispatch area, administration offices and a bus maintenance facility.

CRITERIA AND STANDARDS

In judging whether or not a Site and Design Review application shall be approved, the Planning Commission shall weigh the proposal's positive and negative features that would result from authorizing the particular development at the proposed location and, to approve such use, shall find that the following criteria are either met, can be met by the application of conditions, or are not applicable:

1. The Board shall, in exercising or performing its powers, duties or functions, determine whether there is compliance with the following:
 - A. 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
 - B. The proposed design of the development is compatible with the design of other developments in the same general vicinity; and
 - 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 Board shall, in making its determination of compliance with subsections B and C above, use the Design Review matrix outlined in Section 16.35 to determine "compatibility". An application is considered to be "compatible", regarding subsections B and C above, if the minimum score in each category is met for the entire development.
 - E. It must be demonstrated that all required public facilities and services are available, or

Conclusion and Final Order

DR 07-05

Page 1 of 6

98

will become available through the development, to adequately meet the needs of the proposed development.

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.

FINDINGS AND REASONS

The Planning Commission, after holding a public hearing on July 23, 2007 and considering the July 13, 2007 staff report deliberated and reached a decision approving the applicant's request for design review. The Commission discussed the layout and design of the site. The Commission adopted the findings and conclusions contained in the July 13, 2007 staff report, written in the Order below.

CONCLUSION

The Planning Commission concludes that, with the application of certain conditions:

- 1A. 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
- 1B. The proposed design of the development is compatible with the design of other development in the vicinity; and
- 1C. The location, design, size, color, and materials of the exteriors of structures are compatible with the proposed development and appropriate to the design character of other structures in the same vicinity; and
- 1D. The proposal is deemed compatible given that staff allocated a percentage of 75% on the design review matrix when 65% is considered compatible; and

- 1E. All required public facilities and services exist or can be made available to adequately meet the needs of the proposed development.
2. Public utility and service providers have indicated that the existing proposal can be made to comply with applicable standards.
3. The proposed development will not increase the cost of housing in Canby.
4. The property owner is not applying to remove street trees.

ORDER

IT IS ORDERED BY THE PLANNING COMMISSION of the City of Canby that DR 07-05 is approved, subject to the following conditions:

1. 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 City and 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 preconstruction process procedures shall be followed.
2. The building permit application shall include a revised set of all full size development plans (including site plan, landscape plan, elevations, etc.) which depicts each of the written conditions to the satisfaction of the City Planning Department. All written conditions must be met prior to final occupancy of the building unless otherwise noted.
3. The access on SE Township Road is to be aligned with the Baker Prairie Middle School access drive and shown on construction plans
4. A detailed landscape construction plan shall be submitted with the building permit application. The detailed landscape plan shall show: the number of plants, plant spacing/location of planting, the type of plants, the size of plants, the schedule of planting, and irrigation plans. The landscape plan shall reflect the approved landscape plan submitted with the Design Review application.
5. Landscaping shall be planted at such a density so as to provide a minimum of 95% coverage of the landscape areas with vegetation within a 3-year time period. Bark mulch and similar material shall consist of not more than 5% of the total landscape area after the 3-year period. Trees are to be a minimum of 2" caliper. Automatic irrigation is required for all landscaped areas.
6. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon.
7. An erosion control permit is required, and approval of erosion/sediment control plans is required prior to issuance of a building permit. All City erosion control regulations shall be followed during construction as specified by the Canby Municipal Code.

8. Clackamas County will provide review of Fire & Life Safety, Plumbing, and Electrical permits for this project. Fire & Life Safety approval must be obtained prior to issuance of a City building permit.
9. Parking shall be provided as shown on the site plan. Wheel stops shall not be required in areas where sidewalks are at least 8 feet in width and in areas where landscaping within 2 feet of the curb is limited to ground cover and will not be damaged by vehicle overhangs. Wheel stops shall be provided for all parking spaces located adjacent to landscaping or walkways that do not meet the above criteria. The wheel stops shall be placed 2 feet in front of the end of the parking space.
10. A sidewalk on the west side of the driveway, connecting SE Township to all entrances to the building shall be provided as proposed by the applicant. Interior sidewalks and access ways shall be a minimum of 5' in width. All areas of broken sidewalk on SE Township will be repaired prior to a certificate of occupancy issued.
11. Two "staple" type bicycle rack shall be provided at entrance of the proposed building. All bicycle parking shall meet the installation requirements of CMC 16.10.100.
12. Details of sign dimensions, coloring, and mounting techniques shall be shown on the building permit submittal or on a subsequent sign permit application.
13. The applicant shall meet all requirements and install fire hydrants as required by Canby Fire Department.
14. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
15. All storm water shall be disposed of on-site. The design of storm water facilities shall be approved by the City Engineer and Public Works Supervisor. The applicant is responsible for obtaining approval from DEQ, if necessary, for private storm water facilities. Any drywells or LFC systems must meet DEQ criteria and be registered with DEQ. DEQ approval for all facilities shall be provided to the City prior to construction.
16. Exterior lighting is required to provide a minimum of 0.5 footcandles with a 4:1 uniformity ratio over the entire site. An illumination plan shall be submitted with the building permit. All site lighting shall be "hooded" or "cutoff" so as not to direct light skyward or towards any public road.
17. No exterior trash or recycling receptacles/dumpsters are proposed, but any installed in the future shall be screened from public streets and shall not have a direct connection to the storm drain or sanitary sewer systems if uncovered.
18. This property is subject to Economic Improvement District (EID) charges which will commence upon issuance of a certificate of occupancy.
19. Approval of this application is based on the submitted site plan, elevations, and other relevant application materials and submitted testimony. Approval is strictly limited to the submitted proposal and is not extended to any other use of the property. Modification of the approved site plan and elevations with regards to building height, colors, materials, landscaping, building

101

placement, setbacks, or any other approved elements, shall require an approved modification in conformance with the relevant sections of the Canby Municipal Code.

20. A non-residential wastewater survey must be submitted for review and approval prior to final building occupancy.

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102

I CERTIFY THAT THIS ORDER approving DR 07-05 was presented to and APPROVED by the Planning Commission of the City of Canby.

DATED this 23rd day of July, 2007.

James Brown
Chairman, Canby Planning Commission

Carla Ahl
Planning Technician

ATTEST:

ORAL DECISION — July 23, 2007

AYES:

NOES:

ABSTAIN:

ABSENT:

WRITTEN DECISION — July 23, 2007

AYES:

NOES:

ABSTAIN:

ABSENT:

103

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – July 9, 2007
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Chair Jim Brown, Vice Chair Dan Ewert, Commissioners Bruce Holte, John Molamphy, Janet Milne, and Jared Taylor

ABSENT: None

STAFF: John Williams, Community Development and Planning Director; Carl Ahl, Planning Technician; and Jill Thorn, Planning Staff

OTHERS PRESENT: Terry Tolls, Allen Patterson, Sammy Lackner, Martin Lackner, Gary Randles, Lisa Weygandt, Todd Boyer, Buzz Weygandt, Diana Boyer, Jessica Rittel, Tony Boyer, Steve Mickels, Tom Kraus, Paul Worden, Dick Samuels, Lynn Weygandt, Lorie Dodds, and Greg Blefgen

I. CITIZEN INPUT None

II. NEW BUSINESS

Request of Planning Commission to approve light industrial use in a Heavy Commercial/Manufacturing Zone

Carla Ahl presented the staff report. The owners of a business called EELCO Manufacturing are looking to locate their business in a portion of the existing Modcom/3M building located at 555 SW 2nd Avenue. EELCO manufactures engine parts for vintage automobiles. They use a small van to transport the cleaned castings to their premise to do the finish machining. They stated they have very little face to face customers as most of their business is done through distributors or by phone, and shipping is normally done with UPS, so traffic to the site would be minimal.

As noted in their proposal, the use is very similar to that which occupied the building for almost 30 years, has minimal traffic, is contained indoors, and produces very limited noise.

The Planning Commission approved a similar use in 2005 for Bowco Industries, with the condition that the business had minor truck traffic, minimal or no odors and noise, and limited outdoor storage.

Sammy Lackner, owner of Eelco, stated that she felt this type of business was the right fit for the neighborhood as it is not a noisy business and currently there are 5 employees.

Chair Brown asked if the business was adjacent to the high school. Ms Lackner said they were across from Pacific Pride and Whitman Towing was their neighbor.

Commissioner Molamphy asked if she expected the business to grow.

Ms Lackner stated that the application was a specialty for hot rod autos and she felt they had all they could handle at the present time.

104

Commissioner Ewert asked about raw castings and waste.

Ms Lackner stated that there was none.

A poll of the Commission found that all the Commissioners were in favor of the request to allow the manufacturing use of Eelco Manufacturing at 555 SW 2nd Avenue.

III. PUBLIC HEARINGS

DR 07-04 – American Steel Site and Design Review for approval of a building to accommodate the operations of American Steel.

Chair Brown read the public hearing format. When asked if any Commissioner had a conflict of interest, none was expressed. When asked if any Commissioner had ex-parte contact, none was stated. No questions were asked of the Commissioners.

John Williams presented the staff report. The applicant proposes to develop a 190,585 square foot concrete tilt-up building on a 10.34 acre site in the Canby Pioneer Industrial Park. The site is located on Township Road, just east of BBC Steel and across Township Road from the Zion Memorial Park. The southwest side of the property faces the rail line and the City's Logging Road Trail. The subject property was annexed to the City of Canby in 2003 as part of a 151-acre industrial park annexation. The Weygandt property to the east was annexed in November 2006. BBC Steel and the City cemetery remain unannexed.

American Steel is currently located in Portland on NW Yeon Avenue, and all functions will be relocated to Canby. Their operations include distribution and processing of general carbon steel products.

The proposed use is permitted outright in the M-1 and I/O zone per CMC 16.32.010 and CMC 16.35. Section 16.35.030(A)(1) requires a Conditional Use Permit if the use will result in less than 12 employees per developed acre. The use is expected to employ 100 people at startup with an expansion to 120, or over 12 per acre, within several years. The Municipal Code does not specify at what point the employment requirement must be met and for this reason, a Conditional Use Permit is not required.

The Urban Renewal District will be constructing an extension of S. Sequoia Parkway to serve the site. The roadway extension will replace the existing section of S. Walnut Street from 4th Avenue to Township Road, and will construct new roadway south from Township Road approximately 680'. This project includes all needed utilities. Roadway construction is planned for early spring 2008 and will be timed to match American Steel's construction schedule. Sequoia Parkway will only be extended just south of American Steel's southern driveway at this time. Future roadway development will extend the road, via a bridge, over the railroad tracks to 13th Avenue. Those improvements are not expected for a number of years.

The site includes rail access from the west. The railroad will be constructing a 500' "drill track" (used for switching) and a spur line to the property. The spur line will run into the building, allowing indoor loading and unloading. Construction and design of rail facilities is not part of the City's review of this application (per Federal Law), except insofar as it affects other items such as drive aisles and building design.

The proposed project would be the largest construction to date in the Canby Pioneer Industrial Park and would be exceeded only by Johnson Controls as the largest building in Canby. The

105

property is outside of the Urban Renewal District boundaries and therefore tax revenues from the facility will go to the standard tax entities rather than the URD.

Some of the submitted sheets indicate a future building expansion area but the applicant indicates that this was an early concept that is not likely to be implemented.

After Mr. Williams went through the staff report, he gave the Commission a letter endorsing the project from Canby Business Development and written comments from Tom Vanatta.

Chair Brown asked if the rail was privately owned and would there be any problem connecting.

Mr. Williams said no and the applicant had been working with the railroad.

Commissioner Ewert asked if the drive through was covered.

Mr. Williams said they were covered and had roll-up doors.

Commissioner Milne asked what the speed limits on Township were.

Mr. Williams said they were 35 mph to the school zone and then dropped to 20 mph.

Commissioner Ewert asked why Sequoia would not be straight.

Mr. Williams said they were trying to minimize the amount of property taken from both the private owners and the City cemetery.

Commissioner Ewert asked if the intersection of Township and Sequoia will be signaled.

Mr. Williams responded that it was not in the Transportation System Plan.

Applicant: Greg Blefgen, PE of VLMK Consulting Engineers and representing American Steel stated finding a site with a rail connection was huge. The building will be 287 feet wide by 600 feet long. Mr. Blefgen briefly described the project and building design

Chair Brown asked how tall were the light fixtures.

Mr. Blefgen said they were 35 feet tall.

Chair Brown asked if there would be any extra storage tanks. Mr. Blefgen said yes.

Chair Brown asked if there would be any acids stored. Mr. Blefgen said no.

Commissioner Molamphy asked if the gates for the rail would be electronically controlled.

Mr. Blefgen said they would lock manually.

Commissioner Molamphy asked what type of protection is being provided for the tanks.

Mr. Blefgen said they would be behind concrete walls with steel bollards and there would be no parking in the fire lane.

Commissioner Ewert asked about ventilation.

Mr. Blefgen stated there would be large exhaust fans of 30,000 cfm and the doors would be open most of the time. There would be no air emissions that would require DEQ permitting.

Commissioner Ewert asked about the depth of the retention pond.

Mr. Blefgen said the forbay was 3 feet and the larger pond was 5 feet deep.

Chair Brown asked what materials the fence would have.

Mr. Blefgen stated it be galvanized with black slats.

Proponents: Dick Samuels, owner of the Molalla Western Railway, said there would not be an increase in rail traffic because they have a set schedule now three times a week. He stated his company was excited to have the American Steel coming to Canby.

Opponents: None

Rebuttal: Mr. Blefgen stated that the building had been designed to handle heavy loads. He stated their current timeline is that they are selecting a contractor now; would submit for building permits by the end of July; do rough grading in September; foundation slab in October; start putting walls up in February 08 followed by the roof; be in the building by June of 08 and operational in July of 08,

Chair Brown closed the public hearing.

Chair Brown stated he did not feel the applicant had met the criteria for landscape matrix in the work/play opportunity area and felt that one fourth of the trees should be of a 3 inch diameter in order to meet the matrix.

Commissioner Taylor disagreed with that and felt the applicant had met the letter of the code for the standard and additional conditions should not be imposed.

Commissioner Molamphy and Holte agreed with Commissioner Taylor.

Commissioner Milne agreed and felt the area for employees was inadequate but met the standard.

Commissioner Ewert agreed that the additional requirement for 3 inch trees was reasonable.

A straw poll of the Commission indicated the majority felt additional conditions were not required on this issue.

Commissioner Ewert felt that additional signage directing trucks to Sequoia Parkway and off of Township Road was needed.

Commission Milne stated that the staff and applicant had done an excellent job on the application.

107

Commissioner Holte felt American Steel coming to Canby was great and thanked them for choosing Canby.

Commissioner Molamphy did not have a problem with the application.

Commissioner Taylor said he had had concerns about the parking and stormwater issues, but felt the applicant had met the standards and it was a good project for Canby.

Commissioner Ewert commented about the written testimony received from Mr. Vanatta about traffic and the use of the railroad. He explained this had always been the plan for the industrial park but appreciated the concerns raised by Mr. Vanatta.

It was moved by Commissioner Ewert to approve DR 07-04 as presented with an additional condition requiring signage to keep trucks on Sequoia and off of Township. It was seconded by Commissioner Molamphy. Motion carried 6-0.

Chair Brown stated this was the conclusion of a dream that was put in place 25 years ago. He thanked the people who had had vision for the industrial park and their work to bring it to reality with projects such as American Steel.

IV. FINDINGS None

V. MINUTES

June 25, 2007 - Commissioner Molamphy moved to approve minutes of June 25, 2007 as amended. Motion seconded by Commissioner Taylor and passed 5-0 and Commissioner Holte abstaining.

VI. DIRECTOR'S REPORT

Mr. Williams said there were no hearings scheduled for the August 13th Commission meeting and asked if the Commission would like to have the findings prepared for the hearings scheduled for the July 23rd meeting prepared to be adopted at the same meeting; and then cancel the August 13th meeting. The Commission agreed with the suggestion.

Mr. Williams announced that the railroad crossing at Territorial Road would be closed to complete the work and it is expected to reopen by August 15.

VII. ADJOURNMENT