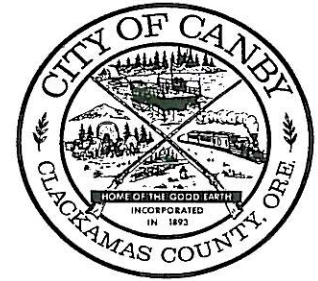


PLANNING COMMISSION AGENDA
Monday – February 26, 2007
7:00 PM - Regular Meeting
City Council Chambers - 155 NW 2nd Avenue



**Chairman Jim Brown, Commissioners John Molamphy, Dan Ewert,
Janet Milne, Bruce Holte and Jared Taylor**

I. CITIZEN INPUT ON NON-AGENDA ITEMS

II. NEW BUSINESS

North Baker Drive Update

Page 2

Tree Plan for DR 06-11 – Knott Commons

Page 18

Election of Vice Chair

III. PUBLIC HEARINGS

MLP 06-16/VAR 07-01 – Willamette Valley Country Club for Minor Land Partition and Variance to the Access Pavement Width Standards for Flag Lots – Hearing has been rescheduled for March 26, 2007.

DR 06-10 – 1410 S Township Road - Site and Design Review approval for a two story warehouse building – *Hearing continued from January 8, 2007 and February 12, 2007*

Page 19

TA 07-01 – Miscellaneous Minor Amendments to the Community Development Code

Page 62

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

None

V. MINUTES

February 12, 2007

Page 68

VI. DIRECTOR'S REPORT

VII. ADJOURNMENT

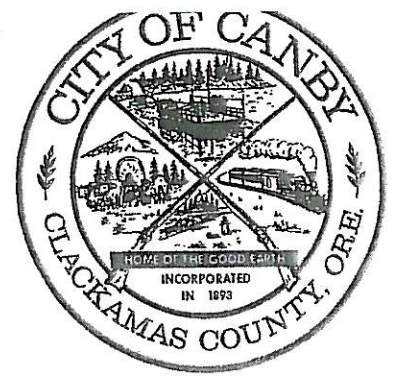
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting to Jill Thorn at 503-266-7001.

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.

MEMORANDUM



TO: *Planning Commission*
FROM: *Matilda Deas, AICP, Project Planner*
DATE: *February 16, 2007*
RE: *N. Baker Drive*

On September 13th, 2006 staff met with a group of citizens who had participated in previous discussions regarding traffic, safety and parking issues on N. Baker Drive and adjacent residential streets. Participants discussed previously reviewed options and then generated a list of recommendations they believed the majority of both residents and industrial tenants in the area would support. These recommendations reflected compromises made by both residents and industrial tenants attending the meeting. Bob Wescott volunteered to circulate the draft recommendations among the local industrial park tenants along N. Baker, and Randy Tessman focused on the residential sector. The intent was to garner a broad base of support for the draft proposal. A group of industrial park tenants met to review the recommendations and submitted a revised version of the circulated document. A summary of both positions is presented in the report section of this document.

Background

In November of 2005 the City of Canby received a petition from a large number of homeowners in the residential area north of Johnson Controls to close the curved access road between N. Baker Drive and NW 6th Avenue. The petition cited several concerns:

- ✦ The access road was narrow, unlit and dangerous
- ✦ Increased vehicular traffic generated from the new 127 lot subdivision on NW 3rd Ave.
- ✦ Semi-truck and trailers not using the City's designated truck route (driving illegally through their residential neighborhood)

Staff presented the initial proposal to the Planning Commission as a new business item at the January 23rd regular meeting. After much discussion the Commission instructed staff to have the City Engineer come up with a drawing using traffic calming devices and bring them back to the Planning Commission for future discussion.

The City Engineer drew up a design for a cul-de-sac and one way treatment for the end of N. Baker. However, the City does not have the right-of-way to build this solution as it would require over 100 feet and we have only 40 to 60 feet. Johnson Controls did not support this option as:

- 1) They can't spare the land we would need for the right of way, and
- 2) They thought it would create a place for kids to hang out and spin circles.

Additionally, the large cul-de-sac would have a significant impact on the house across from Johnson Controls.

At this juncture Staff recommended the Planning Commission consider the following measures at the regularly scheduled May 22nd Planning Commission meeting:

- ✦ Make the road one-way south bound
- ✦ Post prominent “No Truck Traffic” signs on either side up to Knight’s Bridge Rd.
- ✦ Install additional street lighting to improve safety and minimize vandalism
- ✦ Recommend traffic calming measures if speeding is an issue

At the May 22nd meeting, many citizens expressed frustration that no satisfactory solution had been identified. The Commission directed Staff to go back for additional neighborhood input and return with a more concrete proposal.

Report

Staff proceeded as described in the introduction above. The draft compromise proposal included the following four recommendations:

1. Install clearly visible “Truck Route” signs on Knights Bridge Rd. at the point where vehicles head up from the hill from crossing the bridge; **and** at Knights Bridge Rd. at Holly (the City’s designated truck route)

Participants agreed that this was an important step to take as the truck route is not clearly marked, and if drivers did a Map Quest or Google search for a business located on N. Baker in the industrial park they would be routed along N. Aspen, not on Holly, the designated truck route.

Participants also discussed the importance of notifying Map Quest and Google of the City’s designated truck routes. All agreed it was a good idea to do so, but that there could be a significant time lag before the request would be incorporated into the Google and Map Quest programs. Therefore signage would be a very important initial step.

2. Install “No Trucks Allowed” or similarly worded signs a N. Ash and N. Aspen where they intersect Knights Bridge Rd.

Participants agreed that these signs, in conjunction with the “Truck Route” signs would help discourage truck traffic on these neighborhood streets.

3. Sign N. Baker as “One Way – Do Not Enter”. The signage would be on N. Baker before the curved section that connects N. Baker to NW 6th Avenue. N. Baker would be one way going south from NW 6th toward N. Baker. The stop sign at the intersection of N. Baker and NW 6th would no longer be necessary. The hedge that is maintained by Mr. Ewert could remain, but should be trimmed so that the head of an average height person would be visible above the hedge, or to the City’s vision clearance standards.

Participants agreed that streets designated and signed as "One Way – Do Not Enter" would be more effective in prohibiting truck traffic than signs stating "No Trucks Allowed". In addition, by prohibiting north bound traffic on this section of N. Baker, the on going problem with drivers ignoring the stop sign at the intersection of N. Baker and NW 6th Avenue would be resolved. The hedge maintained by Mr. Ewert could remain if trimmed as noted above, because the most serious visibility issues surrounding the hedge primarily affects north bound traffic on N. Baker. A reduced hedge height would resolve visibility issues for south bound traffic.

4. Install "No Truck Parking-Tow Away Zone" signage on N. Baker from NW 3rd Avenue to the proposed one way portion of N. Baker at the curve.

Participants agreed that truck trailers parked along N. Baker make it very difficult, and sometimes impossible for other trucks with trailers to navigate this portion of N. Baker.

Staff received no requests for changes to the draft document from residents. Staff did receive a letter from a group of industrial park tenants who had met on November 15, 2006 to discuss the draft proposal. The group agreed with points 1 and 2, and requested point 4 be modified as follows:

Eliminate the word truck from the signage and make the sign read "No Unattended Parking-Tow Away Zone". Johnson Controls does not support the elimination of parking on N. Baker.

The group disagreed with the 3rd point and recommended the following:

- Leave the street two way
Tenants are concerned that traffic would proceed north beyond NW 5th Place and then discover there is no turn around. They may then enter Johnson Control's northern driveway and attempt to get back out onto NW Baker by passing through their parking lot and exiting through the southern driveway. They believe this is an especially critical point if all truck parking is disallowed on N. Baker, as it will increase congestion on Johnson Control's property.
- *Tenants propose that the City owned property be used to improve and straighten the road, and eliminate the hedge to address the following safety concerns:*
 1. *The road is used frequently by pedestrians and runners, including high school students. The current configuration makes it impossible for drivers to see pedestrians and/or other vehicles, thereby increasing the risk for vehicular and pedestrian/vehicular accidents.*
 2. *The current configuration impedes the ability of emergency vehicles (especially large ones) to access the industrial park.*

The industrial tenants prefer the roadway be improved regardless of whether the road remains two way or is changed to one-way.

Options

Since residents and industrial tenants agree on points 1 and 2 of the draft proposal, and staff received no negative feed back from residents regarding the industrial tenants proposed modification to point 4, staff recommends the following actions **regardless** of what other actions are agreed upon:

- Install clearly visible “Truck Route” signs on Knights Bridge Rd. at the point where vehicles head up the hill from crossing the bridge, and at Knights Bridge Rd. at Holly. Notify Map Quest and Google of the City’s truck routes.
 - Install “No Trucks Allowed” or similarly worded signs at N. Ash and N. Aspen where they intersect Knights Bridge Rd.
 - Install “No Unattended Parking-Tow Away Zone” signs on N. Baker.
1. Sign N. Baker as “One Way-Do Not Enter” as described in point 3 of the draft proposal.
 - Trim hedge to average person height or vision clearance standard.
The Canby Fire District does not have a problem with this. The industrial tenants do not support this.
 2. Keep N. Baker two way, but improve the roadway.
 - Straighten the curve
 - Remove the hedge.
 - Install street lighting along curve.
The industrial tenant group supports this, but many residents don't. This was not proposed in the original petition submitted by residents. Many residents feel that improving the roadway would only encourage additional vehicular traffic through their neighborhood. Straightening the road would also make it easier for trucks to navigate the curve, encouraging additional cut through illegal truck traffic in their neighborhoods. The Canby Fire District has no problems with this option.
 3. Keep N. Baker two way.
 - Trim hedge
 - Do not straighten roadway
 - Install “no trucks allowed” signs
 - Install speed table on NW 6th Avenue to calm traffic.
 - Install speed humps on N. Baker (between curve and Knights Bridge Rd.) to calm traffic.
 - Install street lighting along curve

If N. Baker remains two way, residents prefer the actions listed under option 4. Canby Fire Department said they would most likely use NW 6th Avenue, so a speed table would be less of an issue for them, as Emergency Vehicles can navigate speed tables without the discomfort to patients often caused by speed humps.

The industrial tenant group does not prefer this option.

4. Keep the road open in its current state.

Neighbors have had problems with the area for years. Neighbors are concerned that the new subdivision on NW 3rd Avenue will generate an increase in traffic through their neighborhood. Industrial tenants also expressed concerns regarding traffic generated by the new subdivision.

Process

All residential and industrial participants and petitioners have been notified of the February 26 meeting.

The Planning Commission is the advisory body to the City Council on issues like this under CMC 16.06.120(A), but does not have any funding authority, so any decisions requiring funding would require Council approval.

Attachments

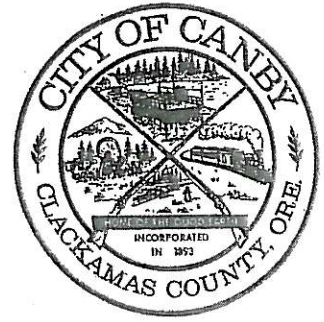
Past staff memos; Planning Commission meeting minutes; initial citizen petition; compromise proposal, industrial tenant response.

Dear neighbors:

As Canby grows we are faced with situations that change almost on a daily basis now. Our City government works hard to make Canby a safe and comfortable place to raise our children and live our lives but they are only aware of some situations if they are brought to their attention. Last year a new subdivision was approved to be built at the corners of Cedar and 3rd. This area, which used to be known as the "Honda Pits", will soon be the new home for approximately 127 new homes. Already the homes are going up and that is the reason for this petition. When the new development was heard at the Planning Commission its recommendation was to close the narrow, dangerous and unimproved connection from Baker Dr. (at the connection of 6th St.) to the industrial park. This connection develops hundreds of trips in and out of our neighborhood every day by those going to and from the industrial park, both vehicle trips and semi truck and trailer trips. With 127 new homes going in this "walking path" and our already deteriorating streets will become the new I-5 connection for the industrial park and the new homes. The path is not lit in any way at night and is also an area that the police are called to frequently. The proposal is to put a gated fence at the intersection of Baker and 6th and another fence just past the entrance to the city yard located around the 90-degree corner allowing city crews access to the yard. The Police and the Fire Department will access these gates as needed in case of an emergency in our neighborhood or the Industrial area. The City is now considering this closure and we would like to let them know that the neighborhood is in agreement with the Planning Commission that this section of Baker Drive be closed to limit the traffic in our neighborhood.

ORIGINAL PETITION

MEMORANDUM



TO: *Planning Commission*
FROM: *John R. Williams*
DATE: *March 30, 2006*

I'd like to get some additional input from the Planning Commission on the N. Baker Drive situation at your next meeting. But, I don't have a final proposal to bring you yet, so we haven't done any public notice for this discussion. Here's where we stand:

Following your discussion the City Engineer drew up a plan for a cul-de-sac and one-way treatment for the end of Baker (attached). It was designed to address both the trucks going north and minimize the small vehicle traffic through the alley. Unfortunately, we don't have the right-of-way to build this solution (even a smaller version of it) as we only have 40 to 60 feet and need over 100. Johnson Controls has informed us that they do not support this solution anyway. They feel that it will create a nuisance area where kids will hang out and spin circles (we agree). Plus, they say they cannot spare the land we would need. Also, the circle as shown would have a significant impact on the house across from JCI.

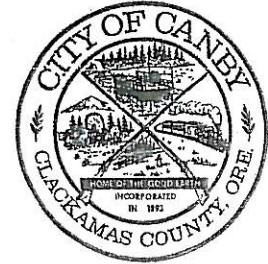
So, we are looking for alternative solutions. Right now, staff would recommend the following:

- Make the road one way (south-bound only?), and posting very prominent "No Truck Traffic" signs on either side (and as far up as Knight's Bridge Road).
- Install additional street lighting to improve safety and minimize vandalism.
- Ask Matilda's Traffic Calming Committee to recommend a design solution if speeding concerns need to be addressed.

If you feel like this plan would address the concerns we heard, we'll work up a map showing the proposal and send it out to everyone involved in advance of your second meeting in April. If not, please let us know what other ideas you have in mind.

Note: We are also working on solutions for NW 3rd Avenue. The intersection of 3rd & Cedar is being realigned to facilitate truck movements. We'll also keep our eyes on 2nd & Cedar – if a four-way stop is needed that can be done as well. Finally, we're considering a suggestion by Johnson Controls to eliminate all parking on the north side of 3rd (currently only truck trailers are prohibited).

We can discuss all this under Director's Report on April 10 – or send me an email before then with your thoughts. Thanks.



MEMORANDUM

TO: *NW Canby area residents & businesses*
FROM: *John R. Williams, Community Development & Planning Director*
DATE: *May 10, 2006*
RE: *Traffic calming & safety measures in your area*

NW 6th & Baker

The Canby Planning Commission has been discussing the narrow access road between N. Baker Drive and NW 6th Avenue in response to neighborhood concerns. The Commission has looked at a lot of different ways to reduce problems on this road and is considering the following steps:

- Making the road one-way southbound (into the industrial area) and posting good signs warning of this change;
- Posting signs on Knight's Bridge Road at Ash and Aspen preventing through trucks from entering the neighborhood.

These steps will preserve emergency service response into the industrial area while minimizing conflicts. A street light is being added for safety as well.

The Planning Commission will be discussing this area and potential solutions at their May 22, 2006 meeting, beginning at 7:00 PM at the City Council Chambers, 155 NW 2nd Avenue. You are invited to attend this meeting and participate in the discussion. If you can't make the meeting, you can submit letters in advance by email to williamsj@ci.canby.or.us or by mail to the Canby Planning Department, 170 NW 2nd Avenue, Canby OR 97013.

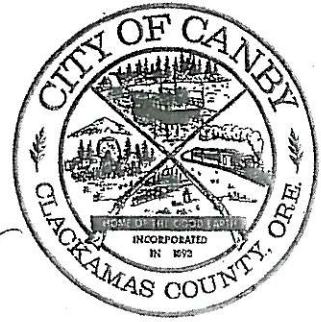
Other projects

We also wanted to let you know about other traffic calming and traffic safety projects in this area. The City is responding to neighborhood concerns about problem intersections and increased traffic from new developments.

- *Concerns about conflicts between trucks, small cars, and pedestrians on NW 3rd Avenue.* The City Council has directed that NW 3rd Avenue be posted as a no parking zone to eliminate these conflicts and improve safety on the street. Also, the City is realigning the intersection of NW 3rd Avenue and N. Cedar Street to make it easier for everyone to get through.
- *Problems on N. Elm Street at 2nd Avenue and at Highway 99E.* The City is looking at possible solutions for both of these intersections. We would like to make it easier and safer for everyone to use this street. No specific proposals are available yet but we thought it was important to let you know this area is being worked on.

The map on the back of this page shows this area with some of the projects being considered. If you have any questions or suggestions, please contact the Planning Department at (503) 266-9404. Thank you.

MEMORANDUM



John R. Williams

TO: Planning Commission
FROM: John R. Williams, Community Development & Planning Director
DATE: January 12, 2006

The City has received a petition from many homeowners in the residential area north of Johnson Controls to close the small curving access road between N. Baker Drive and NW 6th Avenue (see attached photo). They're concerned about increased traffic levels on this piece of road, which has a very narrow roadway and tight turns. There have also been complaints about low lighting and concerns about vandalism.

The City would like to resolve this issue before traffic starts being generated by the new subdivision at 3rd & Cedar, and so we've scheduled your review for the January 23 meeting.

Background

This roadway is actually a tax lot owned by the City, not deeded right-of-way. It's a little unclear how this came about, but now we have a parcel with a roadway on it. The road surface is narrow and winding, although it could be widened within the existing lot to create a full-sized street with a right-angle turn similar to that already found on NW 6th Avenue.

Because of the existing layout, trucks are discouraged from taking the route and it is currently used by smaller vehicles only.

Report

To understand our range of options, we asked utility and service providers for comments on this issue. Here's a summary of the results (full comment forms attached):

No concerns about closing road:

Canby Police Department
Lancaster Engineering (road network capacity issues)
Canby Disposal

Opposed to closing road:

Canby Fire District
Canby Public Works Department
Canby Post Office
Traffic Safety Committee

Willing to have road closed if easements remain and access is preserved through gates or bollards:

NW Natural
Canby City Engineer

Canby Utility Electric
Canby Utility Water
Canby Telephone Association
Wastewater Treatment Plant
Bicycle and Pedestrian Committee (?)

Options

Because of the concerns expressed in the responses and services located under the roadway, it's clear that the street must remain accessible to utility providers. Therefore, the choices available to the city are:

1. Keep the road open in its current state. Neighbors and some service providers do not support this. The road is very narrow, and the visibility and lighting are poor. Neighbors have had problems with the area for years and we've had reports of accidents or near accidents. Neighbors are concerned that with the addition of 136 homes at 3rd & Cedar, traffic will continue to increase.
2. Close the road to vehicle traffic by installing bollards or crash gates. This would allow emergency service and utility access for those infrequent times when it's needed, but prevent pass-through traffic. The Canby Fire District does not support this approach. Because of the street configuration in this area, they would like to road to remain open and be usable without delays. The Fire District does not favor a proliferation of gated routes in Canby. If the Commission chooses this option, we will need to seek approval from the Council to expend the funds to build the gates.
3. Build a standard road section with sidewalks and lighting. This is the option preferred by the Fire District and Traffic Safety Committee. However, area residents would not prefer this plan due to the increase in traffic that would follow. Also, industrial businesses on N. Baker would not be pleased to see the big increase in residential traffic going through their area. However, this would distribute trips more evenly in the area and provide a safer route for what is obviously a "demanded route." As with option #2, we would need to garner approval from the City Council to fund this road construction project.

Process

This issue arose after area residents submitted a petition. They have been notified of the January 23 meeting. Businesses on N. Baker have also been notified and we will bring any responses from them to the meeting. We have notified utility providers as described above.

The Planning Commission is the advisory body to the Council on issues like this under CMC 16.06.120(A), but does not have any funding authority, so any decision requiring funding would require Council approval.

Attachments

Maps and aerial photo; Residents' petition & letter from Mr. Harry Brogioli; service provider request for comments responses.

MINUTES
CANBY PLANNING COMMISSION

7:00 PM May 22, 2006
City Council Chambers, 155 NW 2nd

PRESENT: Chairman Jim Brown, Commissioners John Molamphy, Randy Tessman, Geoffrey Manley and Dan Ewert.

STAFF: Matilda Deas, Project Planner, Kevin Cook, Associate Planner, Carla Ahl, Planning Staff

OTHERS PRESENT: Charles Burden, Terry Tolls, Jeff McCollum, Chuck Curry, Lee Gellinger, Clayton Vorse, Elmer Gilbertson, Jan Milne, Sharon Henry, Tom Feller, Terry Kirsch, Carl Curry, Chuck Curry, Warren Bueller, Bill Moss Don Burden Dave LaRue, Pam Rockwood, Dan Leishner, Mary Rock, John Linkey, Gale Williams, Anthony Davis, Jan Ashland, Joseph O'Connel, Bernie Levi, Jeff Egli, Scott Beck, Kevin Cappell, Mr. Lawrence, Frank Russell, Larry Schonberg, Mr. Wescott, Paul Thalhofer

I. CITIZEN INPUT None

II. OLD BUSINESS

North Baker Street traffic calming

Mr. Brown explained the options that were discussed at the last meeting regarding the Baker Street closure. He explained that most speed bumps are not approved by Emergency Responders but there are several that they would be wider than the traditional speed bump and not as objectionable as the old ones. There was a discussion to close the access all together, and one to make N. Baker a one way option going southbound only.

Mr. Brown explained that the Planning Commission will listen to the issues and then forward to the City Council a recommendation. The final decision would be made by the Council.

Kevin Cappell stated he works for Willamette Plastic and uses Baker Dr. He believed that it should be made into a two lane road. He questioned if this issue as a conflict of interest for two of the Commissioners that live on either side of the intersection. And he believed that Mr. Ewert would gain the property for his yard if the intersection was closed.

Mr. Cappell stated that closing the intersection would not stop speeding on the street, it would require stronger enforcement. He agreed the wide type of speed bumps could make a difference.

Mr. Cappell did not believe closing the intersection would be a good solution because it would leave just one way in and out of the industrial park. He stated that
Planning Commission May 22, 2006

Baker and 3rd are heavily congested with truck traffic and that the intersection at 6th is needed.

Mr. Brown explained that for there to be a conflict of interest a Commissioner would need to receive a gain. But there has been no conversation by the City to vacate the property.

Mr. Brown stated that most of the Planning Commissioners have served on the Commission for many years. The Commission asks for citizen input to help them make decisions and this shouldn't be a contentious process.

Mr. Lawrence stated the tall hedge is a hazard because it prevents drivers from seeing around the corner. He suggested using a "bang bar" to prevent trucks from using the road and place Truck Route signs that drivers can't miss.

Frank Russell stated his concerns that there will be an increase of traffic from the subdivision at the Honda Pits. He believed that Berg Parkway should be extended to 3rd Ave to allow better emergency access.

Mr. Brown explained that connection has been looked at and is in the 20 year plan. He stated that the Arndt Road connection was looked at last year and the estimated cost was 22 million dollars. Mr. Brown explained that the Commission has no funding authority.

Mr. Brown believed there was no consensus on the issue and question what process there was for going forward to find alternative solutions. Mr. Manley believed it would be appropriate to go back to the neighborhood for suggestions.

Mr. Tessman stated the intention at the beginning was to close the intersection. Trucks are parking on both sides of the street. Employees are using Baker to come and go to work; they ignore the stop sign and speed through the neighborhood.

Mr. Brown stated he would like to have a concrete proposal brought back to the Planning Commission.

Mr. Ewert addressed the audience and explained that he has no gain in what ever solution that is decided on and doesn't care what the solution is, he has had concerns about this area since Darcy's Country Estates was approved and doesn't want residential traffic to mix with the truck traffic. He stated he had nothing to gain either way.

Mr. Tessman stated that N. Baker is not a street it is City Property. Mr. Westcott explained that when he was on the City Council there was a trade for the property so it could be right-of-way for the purpose of building a street. Mr. Brown explained there is only enough funding in the budget for improvements to 4 blocks a year. So the N. Baker intersection has never been funded.

III. NEW BUSINESS

N. Baker Compromise Proposal

On September 13 staff met with a group of citizens who had participated in previous discussions regarding traffic and parking issues on N. Baker Street. Participants reviewed previously discussed options and then crafted a recommendation they believed the majority of both residents and businesses in the area could support. The recommendations are as follows:

- Install clearly visible "Truck Route" signs on Knights Bridge Rd. at the point where vehicles head up the hill from crossing the bridge; and at Knights Bridge Rd at Holly Street.

Participants agreed that this was an important step to take as the truck route is not clearly marked, and if drivers did a Map Quest or Google search for a business located on N Baker in the industrial park they would be routed along N Aspen, not on Holly, the designated truck route.

Participants also discussed the importance of notifying Map Quest and Google of the City's designated truck route. All agreed it was a good idea to do so, but that there could be a significant time lag before the request would be incorporated into the Google and Map quest programs. Therefore signage would be a very important initial step.

- Install "No Trucks Allowed" or similarly worded signs at N. Ash and N. Aspen where they intersect Knights Bridge Rd.

Participants agreed that these signs, in conjunction with the "Truck Route" signs, would help discourage truck traffic on these neighborhood streets.

- Sign N. Baker as "One Way-Do Not Enter". The signage would be on N Baker before the curved section that connects N. Baker to NW 6th Avenue. N. Baker would be one way going South from NW 6th toward N Baker. The stop sign at the intersection of N Baker and NW 6th would no longer be necessary. The hedge that is maintained by Mr. Ewert could remain, but should be trimmed so that the head of an average height person would be visible above the hedge, (or to City's vision clearance standard).

Participants agreed that streets designated and signed as "OneWay-Do Not Enter" would be more effective in prohibiting truck traffic than signs stating no trucks allowed. In addition, by prohibiting north bound traffic on this section of N. Baker, the on going problem with drivers ignoring the stop sign at the intersection of N Baker and NW 6th Avenue would be resolved. The hedge maintained by Mr. Ewert could remain, if trimmed as noted above, because the most serious visibility issues

surrounding the hedge primarily affects north bound traffic on N. Baker. A reduced height hedge would resolve visibility issues for south bound traffic.

- Install "No Truck Parking-Tow Away Zone" signage on N. Baker from NW 3rd Avenue to the proposed one way portion of N. Baker at the curve.

Participants agreed that truck trailers parked along N. Baker make it very difficult, and sometimes impossible for other trucks with trailers to navigate this portion of N. Baker.

November 15, 2006

N. Baker Proposal

Industrial Park Tenants Meeting Notes

Attendees:	Bob Westcott	Wesco Parts Cleaners	NW 5 th Ct
	Stephan Westcott	Wesco Parts Cleaners	NW 5 th Ct
	Paul DuPont	Willamette Plastics	NW 5 th Ct
	Tony Helbling	Wilson Const. Co.	NW 3 rd (& N Baker)
	Steve Plant	Hot Off the Press	NW 3 rd
	Scott Scarborough	Potters Industries	N Baker
	Tom Kotzian	Johnson Controls	N Baker (& NW 3 rd)
	Russ Daniels	MEC NW	NW 3 rd (& N Baker)

The group reviewed the document entitled "N. Baker Proposal" provided by Matilda Dees from the Canby Planning Department;

- The group concurred with the first bullet point.
- The group concurred with the second bullet point.
- The group disagreed with the third bullet point and recommends the street remain two way. This is primarily due to the concern of the traffic that would proceed Northerly, beyond NW 5th Place and then discover there is no turn around. It is anticipated they could possibly enter JCI's northern driveway and attempt to get back onto NW Baker by passing through the JCI parking lot and exiting through the southern driveway. This is especially critical if all truck parking is removed from NW Baker as it will increase congestion on JCI property. Furthermore, the group understands there is a difference between city right of way where the current "S" curves sit and the city owned property upon which the bushes and the yard sit. It is the feeling of the group that the city-owned property should be used to improve and straighten the road, thereby reducing the risk of vehicle: vehicle or vehicle: pedestrian accidents.
 - Regardless of whether the street becomes a one-way or not, it is the position of the group that the current "S" curve should be straightened and the hedge eliminated as described above in order to address safety concerns:
 1. The road is used frequently by pedestrians and runners, including high school students. The current configuration makes it impossible for drivers to see through the curve to see where pedestrians are, making it too risky that a pedestrian could be hit.
 2. The visibility problem also makes vehicle to vehicle collisions likely, especially if the road remains a two-way.

3. The current configuration impedes the ability of emergency vehicles to access the industrial park, especially large fire engines.

- The group concurred with the fourth bullet with an exception: eliminate the word "Truck" from the signage and make the sign "No Un-Attended Parking, Tow Away Zone". JCI does not support the elimination of parking on N Baker.

REVISIONS	BY

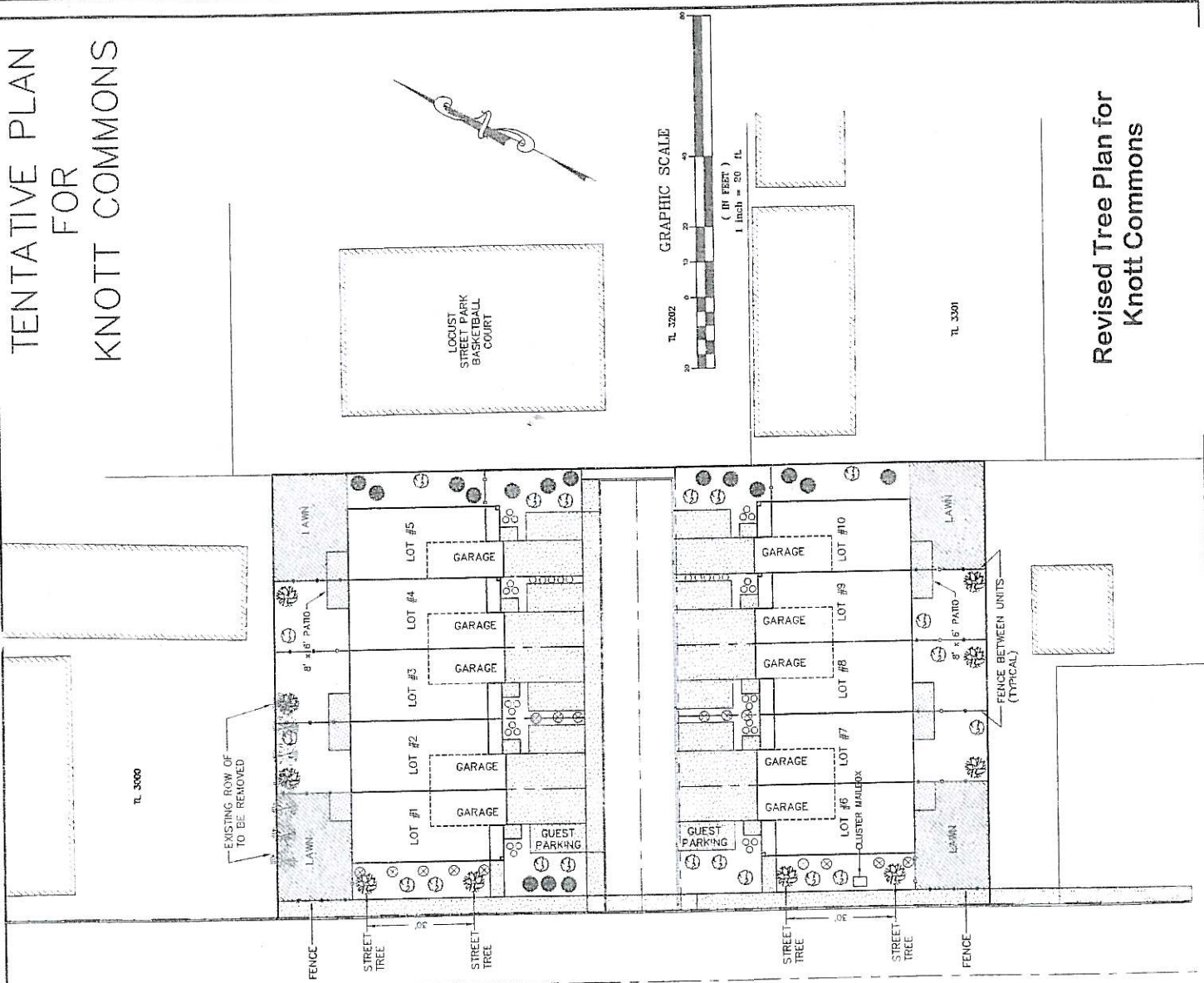
KNOTT COMMONS
JASON BRISTOL

LANDSCAPE PLAN

SUSUL ENGINEERING
375 PORTLAND AVENUE
GLADSTONE, OREGON 97027
(503) 857-0188

DATE NOV. 2006
SCALE 1"=50'
DRAWN JCF
JOB 5GL 06-046
SHEET 5
OF 6 SHEETS

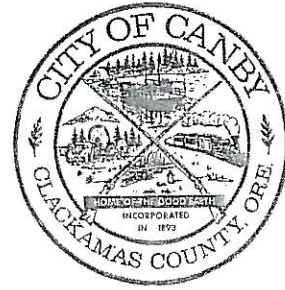
TENTATIVE PLAN
FOR
KNOTT COMMONS



Revised Tree Plan for
Knott Commons

- PLANTING LEGEND:**
- (40) 2 Gallon, Osmanthus, Goshiki
 - ⊗ (16) 5 gallon, Pieris Japonica, Mt. Fire
 - ⊙ (16) 5 gallon, Spirea, Anthony Welker
 - ⊕ (20) 15" - 18" Rhododendron, Lord Robert, Red
 - ⊖ (6) 1 1/2" Callery Deciduous Tree, Specie: var. h

ALL LANDSCAPE AREAS TO HAVE AUTOMATIC IRRIGATION. EXISTING WATER METER TO BE WATER SOURCE.



Memorandum

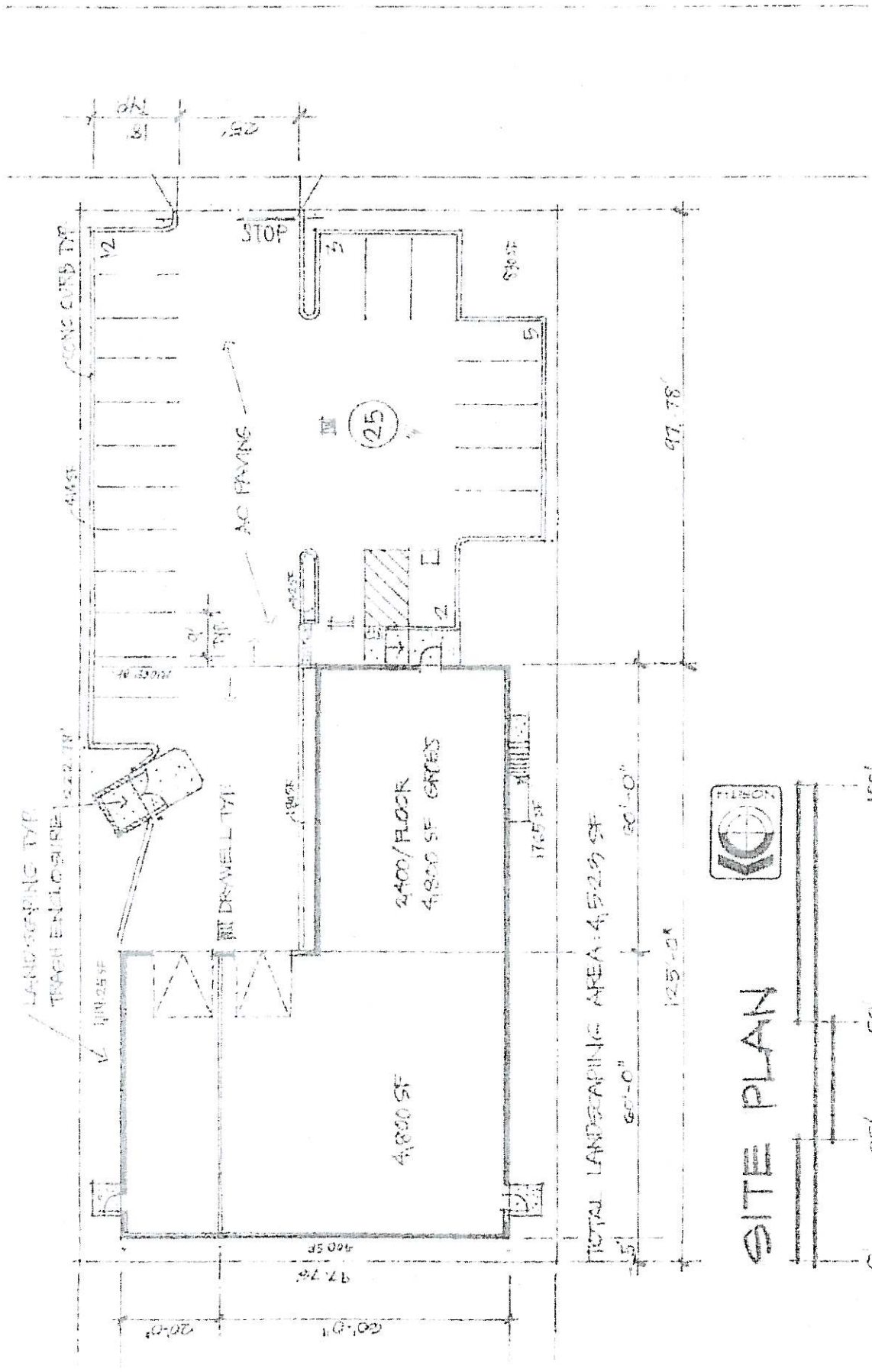
To: Canby Planning Commission;
From: Kevin C. Cook, Associate Planner
Date: 2/15/2007
Re: Larios Project – 1410 S Township Road

We have received a revised site plan for the proposed Larios Building. The new plan shows a reduced building size of 9,600 sq. ft. (10,200 previously proposed). The proposed floor area consists of 4,800 sq. ft. of office space and 4,800 sq. ft. of warehouse space.

The parking requirement is for 22 parking stalls, which is what the applicant is now proposing on the revised plan.

A trash enclosure has been added to the site plan west of the parking area. The paved area is approximately 10,056 sq. ft. and the proposed landscaping is 4,523 sq. ft. (45%). Two drywells are shown on site.

It is recommended that all conditions of approval from the original staff report remain with the exception of condition 5. Staff will require detail sheets of the lighting plan, landscaping, and stormwater to be submitted with the construction plans at the time of pre-construction meeting.



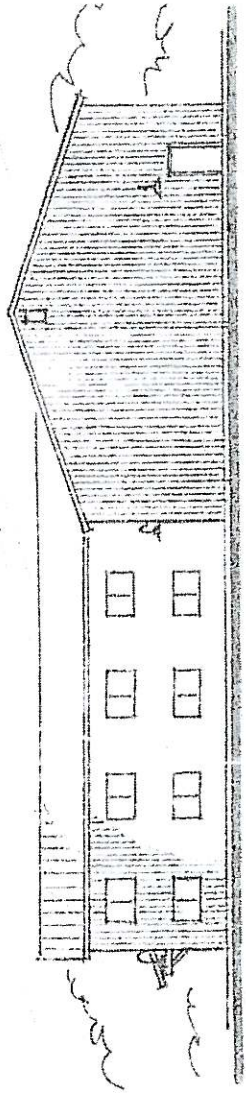
TOTAL LANDSCAPING AREA: 4,529 SF



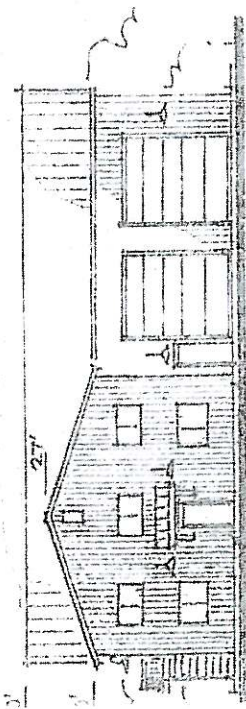
SITE PLAN



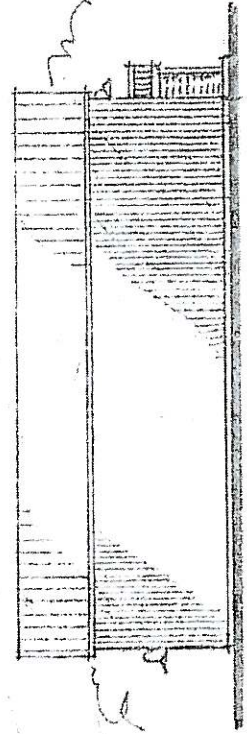
CANBY COMMERCIAL
 1410 S. TOWNSHIP ROAD, CANBY, OR 97013



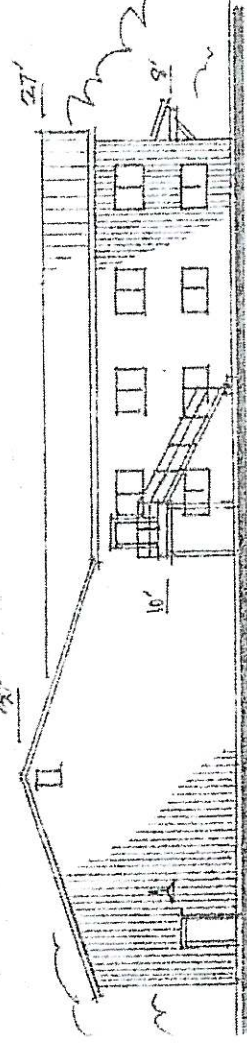
EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

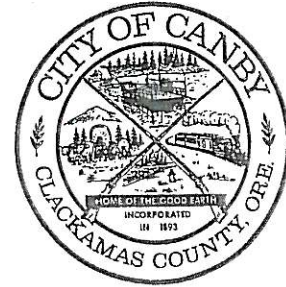


WEST ELEVATION

CANBY COMMERCIAL
1410 S. TOWNSHIP ROAD, CANBY, OR 97103
ELEVATIONS



060707



- STAFF REPORT -

APPLICANT:

Roderick J. Larios
26485 S. Harms Rd.
Canby, OR 97013

FILE NO.:

DR 06-10

OWNER:

Roderick J. Larios
26485 S. Harms Rd
Canby, OR 97013

STAFF:

Kevin C. Cook
Associate Planner

LEGAL DESCRIPTION:

Tax Lot 1819
of Map 3-1E-34C

DATE OF REPORT:

December 29, 2006

LOCATION:

1410 S Township Rd.

DATE OF HEARING:

December 29, 2006

COMP. PLAN DESIGNATION:

Light Industrial

ZONING DESIGNINATION:

Light Industrial (M-1)

I. APPLICANT'S REQUEST:

The City has received DR 06-10, an application request to develop a new 10,200 sq. ft. warehouse building with office space. The proposed office area will total 3,600 sq. ft. and warehouse space will total 6,600 sq. ft. The warehouse space will be divided in two and there will be two distinct office spaces. The offices will be tied to one warehouse unit each as a rental package. Once of the warehouses is intended to be used for a wholesale forest products business. There is an existing access to the site by way of a 20 foot wide easement over lots 1816 and 1817 to the south; evidence of which is required prior to permits (Condition 4).

II. APPLICABLE REGULATIONS

City of Canby General Ordinances:

- 16.10 Off-Street Parking and Loading
- 16.32 M-a Heavy Commercial/Manufacturing
- 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% 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

Signs			
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	

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

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	

Tree Retention				
For trees outside of the building footprint 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:

A. Background and Relationships:

The property is located on the north side of S Township Road. The property is zoned M-1 Light Industrial and has a Comprehensive Plan designation of Light Industrial as well. Surrounding properties are zoned Light Industrial.

B. Evaluation Regarding Site and Design Review Approval Criteria

Design Review Matrix Analysis

1. Parking

The applicant's site plan shows 13 parking spaces. However, Section 16.10.050 requires a total of 20 spaces (13 for the proposed office area and 7 for the warehouse area). Condition 5 requires the applicant to demonstrate compliance with the parking standards prior to the issuance of a building permit; the applicant may reduce the total office area, reduce the overall building footprint, produce an acceptable parking agreement with on an adjacent lot, or utilize any combination of the three options. Section 16.10.060 indicates one loading berth per an industrial use over 5000 square feet. Do area constraints, the applicant has not proposed a loading berth. The Planning Commission has in the past, allowed a waiver to this standard. Staff has recommended condition 21 in place of this requirement.

2. Traffic/Access

The City Transportation Engineer has commented that the site is expected to generate fewer than ten trips per day during the peak hour and would consequently have an insignificant impact on the local street system.

3. Signs

The site is allowed a **total of 306 square feet** of signage. No signage is proposed. Any future signs are subject to the City's sign permit application review.

4. Lot Landscaping standards and Tree Retention

The applicant's site plan shows areas that are proposed for landscaping. The proposed landscaping will meet the minimum 15% required. However, a more detailed landscaping/planting plan will be a requirement for the building permit (Condition 9).

5. Building Appearance

Building elevations show a basic corrugated metal building. Staff believes that although the proposed building is very basic it is, nevertheless, compatible with existing development in the area.

Compatibility Matrix

Four of the six sections of the Design Review Matrix apply to this application. The proposed application receives, in staff's determination, a total of 18 points out of a total possible of 27 points, or 66.6% percent. The minimum percentage required to be considered "compatible" is 65 percent, so this proposal is considered to be compatible. Following is staff's determination of the point totals.

<u>CRITERIA</u>	<u>PTS/ POSS</u>	<u>NOTES</u>
Parking		
Screening of loading facilities	2/2	Site is located far from ROW.
Parking lot landscaping	1/1	Landscaping softens parking area.
Parking lot lighting	1/1	Parking lot lighting required (Cond. 8)
Location of parking	0/2	Parking in front.
Number of parking spaces	2/2	Will be met with through condition 5.
Traffic		
Distance of access to intersection	N/A	Will use existing access.
Access drive width	1/1	Access width exceeds the minimum required.
Pedestrian access from public sidewalk	0/2	No pedestrian connection provided.
Pedestrian access from parking lot to building	2/2	Walkway is adjacent to building.
Signs		
Dimensional size of sign	N/A	Sign dimensions to be reviewed through sign permit application.
Similarity of sign to building	N/A	

Pole sign	N/A	
Location of sign	N/A	
Tree Retention		
Tree retention	N/A	No trees exist on site
Replacement of trees	N/A	
Building Appearance		
Style	2/2	Similar to nearby development.
Color	2/2	The colors are similar and subdued.
Material	0/1	Metal.
Size	1/1	Building is under 20,000 square feet.
Types of Landscaping		
# of non-required trees	0/1	Less than one additional tree per 500 square feet of landscaping.
Amount of grass	0/2	Less than 25% proposed.
Location of Shrubs	0/1	In the foreground.
Automatic Irrigation	4/4	Automatic irrigation provided.
Bonus Points		
2 or more trees 3" or more	0/2	None
Trash Receptacle Screening	0/1	No trash receptacle shown
Park/Open Space	0/0	No open space provided.

6. Availability of Adequate Public Facilities and Services

Service provider comments are shown in exhibit 2. CTA, Canby Utility (electric and water), the Wastewater Treatment Plant, The Police Department, The Fire Department, and NW Natural indicated that adequate public services are available, or will become available through the development.

7. Development Standards

There are no lot size, minimum width, or frontage requirements in the M-1 zone. Maximum lot coverage, building height, and vision clearance requirements 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 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 percentage of 65.5% 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 06-10 with the following conditions:

1. Prior to the issuance of a building permit the design, location, and planned installation of all utilities, including but not limited to water, electric, sanitary sewer, natural gas, telephone, and cable television shall be approved by the appropriate utility provider.
2. Prior to the issuance of a building permit a pre-construction conference shall be held prior to construction and issuance of any building permit. Twelve copies of the pre-construction plans shall be given to the City for review and approval by Canby Utility, Canby Telephone, Willamette Broadband, the City, and other required utility providers prior to the pre-construction conference. The construction plans shall include, as appropriate, the plans for street design, storm water, sewer, water, fire hydrants, electric, cable, telephone, natural gas, street lights, and mail boxes.
3. Prior to the issuance of a building permit a revised set of **all** full size development plans (including site plan, landscape plan, elevation, etc.) shall be submitted which depicts each of the written conditions to the satisfaction of the City Planning Department.
4. Prior to the issuance of a building permit, satisfactory evidence of a shared access easement shall be provided to the Planning Department.
5. Prior to the issuance of a building permit, the applicant shall submit a revised parking plan to the Planning Department. The revised plan shall comply with the parking standards set forth in Section 16.10.050 of the CMC.
6. A sign permit application shall be submitted for all proposed signs.

7. Fire lane access shall be maintained during and after construction of the office building; the site plan submitted for the building permit application shall indicate compliance the above.
8. Exterior lighting is required to provide a minimum of 0.5 footcandles with a 4:1 uniformity ratio on the pavement in the parking and circulation area. All site lighting shall be "hooded" or "cutoff" so as not to direct light skyward.
9. A detailed landscape construction plan shall be submitted to the Planning Department prior to the issuance of a building permit. 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. All landscaped areas shall be irrigated by an automatic irrigation system as proposed. The landscape plan shall meet the minimum landscaping requirements set forth in Section 16.49 of the CMC.
10. The 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. The plant spacing and starting plant sizes shall meet the ODOT plant spacing/starting size standards. Trees are to be a minimum of 2" caliper.
11. 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 space.
12. All interior sidewalks and access-ways shall be a minimum of five (5) feet in width.
13. Bicycle parking shall be provided per the requirements of CMC 16.10.100.
14. An erosion control permit is required. All City erosion control regulations shall be followed during construction as specified by the Canby Municipal Code
15. Any relocation of existing utilities required due to construction of the development shall be done at the expense of the applicant.
16. 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 drywells.

17. ADA Ramps shall be provided as required by the Public Works Supervisor.
18. Commercial approach aprons shall be installed at the entrances to the parcel to the satisfaction of the Public Works Department.
19. "Staple" type bicycle racks shall be provided at the front of the proposed building. The racks shall accommodate a minimum of five bicycles.
20. The existing fire hydrant shall be upgraded according to the Canby Fire District's specifications.
21. Upon change of use, loading docks will be required unless exempted by the Planning Commission.

Exhibits:

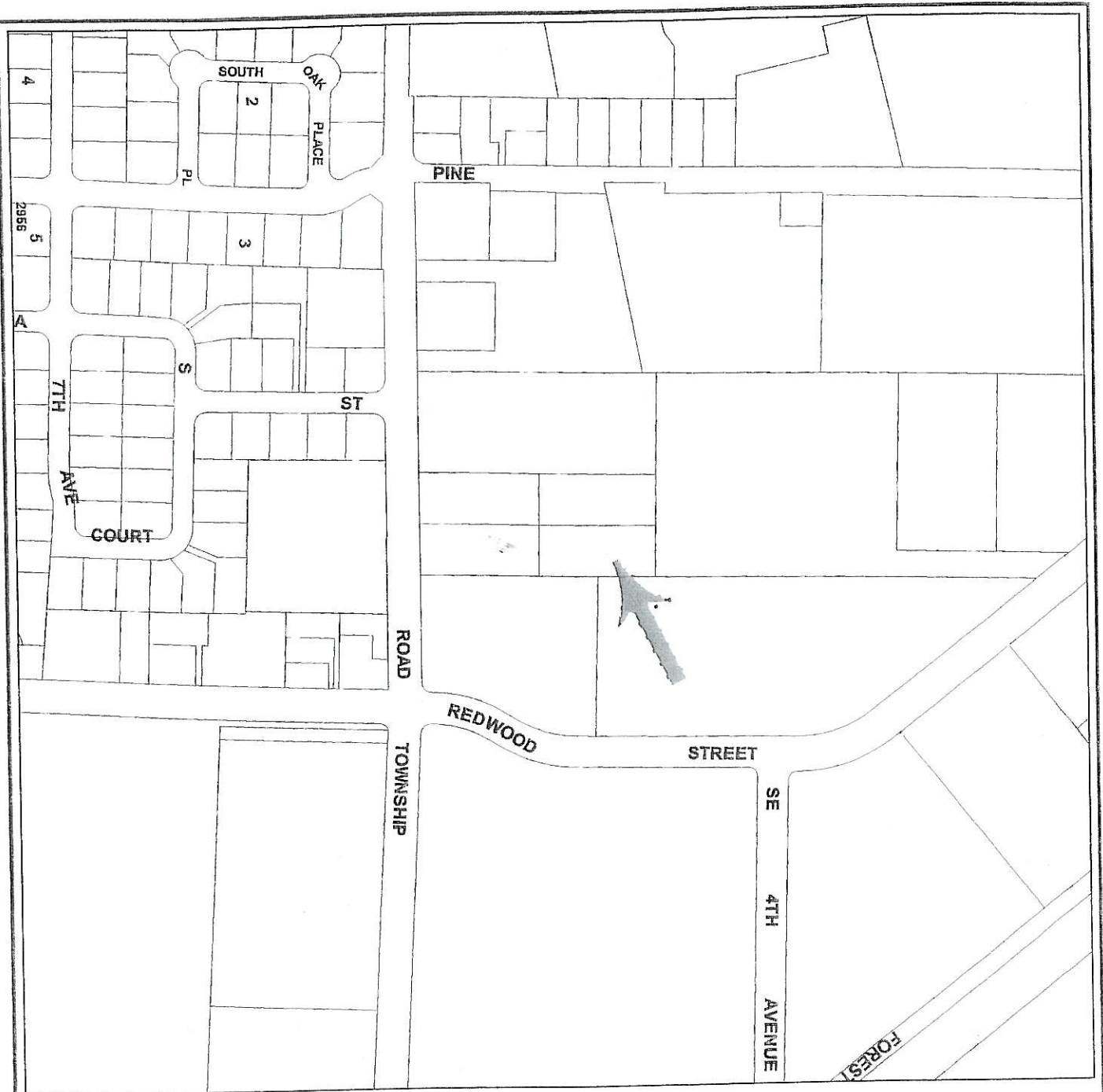
1. Vicinity maps
2. Applicant's packet
3. Responses to request for comments
4. Pre-application meeting minutes + pre-app. comments

1410 S Townsh
Road

EXHIBIT

1 31

tabbles



*Clackamas
County*

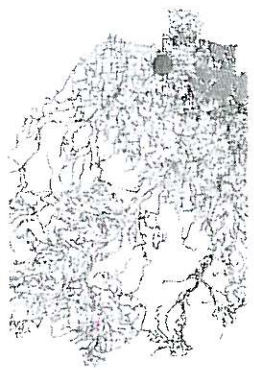
Geographic Information Systems
121 Library Court
Oregon City, OR 97045

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.

December 7, 2006 08:49 AM



City of Canby



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.

January 2, 2007 11:53 AM



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Google

More #'s on back

SITE AND DESIGN REVIEW APPLICATION

FEE *See Fee Schedule Below
Process Type III

OWNERS

APPLICANT**

Name RODOLFO E. / RODOLFO J. LARIOS
Address 26485 S THAVINS RD
City CANBY State OR Zip 97013
Phone 503 263 3427 Fax 503 266 5458
E-mail CFPROD@YAHOO.COM

Name SAME
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

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

OWNER'S SIGNATURE Rodolfo J Larios

DESCRIPTION OF PROPERTY

Address 1410 S. TOWNSHIP RD CANBY OR 97013
Tax Map SW 1/4 SEC 34 T. 35 R. 15 W.M Tax Lot(s) 1819 Lot Size 21,658 Sq Ft
(Acres/Sq.Ft.)
Existing Use VACANT
Proposed Use INDUSTRIAL Mi
Existing Structures NONE
Zoning INDUSTRIAL Comprehensive Plan Designation _____
Previous Land Use Action (If any) N/A

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	

FOR CITY USE ONLY

File # DR 06-10
Date Received 10/18/06 By JT
Completeness _____
Pre-App Meeting _____
Hearing Date _____

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

EXHIBIT	
#	<u>234</u>

Comprehensive Plan

Larios Project:

We are proposing to construct a building approximately 60' wide and 140' long. The building will consist of two office spaces of 60x30. One on the main level and one on a second story. The remainder of the building will be warehouse space divided into two warehouses of approximately 3600 square feet each. Each office will have the office space and one warehouse as a single rental unit. One of the units has already been spoken for. The use will be wholesale forest products and possibly some light manufacturing. The other space will be rented to a business that conforms with the local zoning.

At the pre application meeting it was confirmed that all applicable utilities were in close proximity to this project. We will be using three phase 440 in both of the warehouses and will use a 4" water service to supply the required sprinkler system. Other utilities will be of a regular nature.

The location of this project is 1410 S. Township Rd. Canby, Or

SITE AND DESIGN REVIEW APPLICATION: LANDSCAPING CALCULATIONS

Site Areas

1. Building area	8400 sq ft	☞ Square footage of building footprint
2. Parking/hardscape	8844 sq ft	☞ Square footage of all sidewalks, parking, & maneuvering areas
3. Landscaped area	3367 sq ft	☞ Square footage of all landscaped area
4. Total developed area	22449	☞ Add lines 1, 2 and 3
5. Undeveloped area		☞ Square footage of any part of the site to be left undeveloped.
6. Total site area	22449	☞ Total square footage of site

Required Site Landscaping (Code 16.49.080)

7. Zone		☞ 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	22449	☞ Fill in value from line 4
10. Required square footage of landscaping	3367	☞ Multiply developed area by % of required landscaping
11. Proposed square footage of landscaping	3367	☞ Fill in value from line 3

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

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

12. Zone		☞ 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		
14. Area of parking lot & hardscape		☞ 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		☞ 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		☞ 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	13	☞ Total number of parking spaces
18. Area of parking lot & hardscape	8844	☞ Area from line 14
19. Number of parking spaces (line 17) divided by 8		☞ Round up to the nearest whole number
20. Area of parking lot (line 18) divided by 2,800	3.11	☞ Round up to the nearest whole number
21. Number of required trees in parking lot	2	☞ Take the larger of the previous two rows
22. Number of trees provided within 10 feet of parking lot	2	☞ Count the number of proposed trees within 10 feet of parking and maneuvering areas.

CITY OF CANBY 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	

Tree Retention				
For trees outside of the building footprint 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		

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	

Signs			
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	

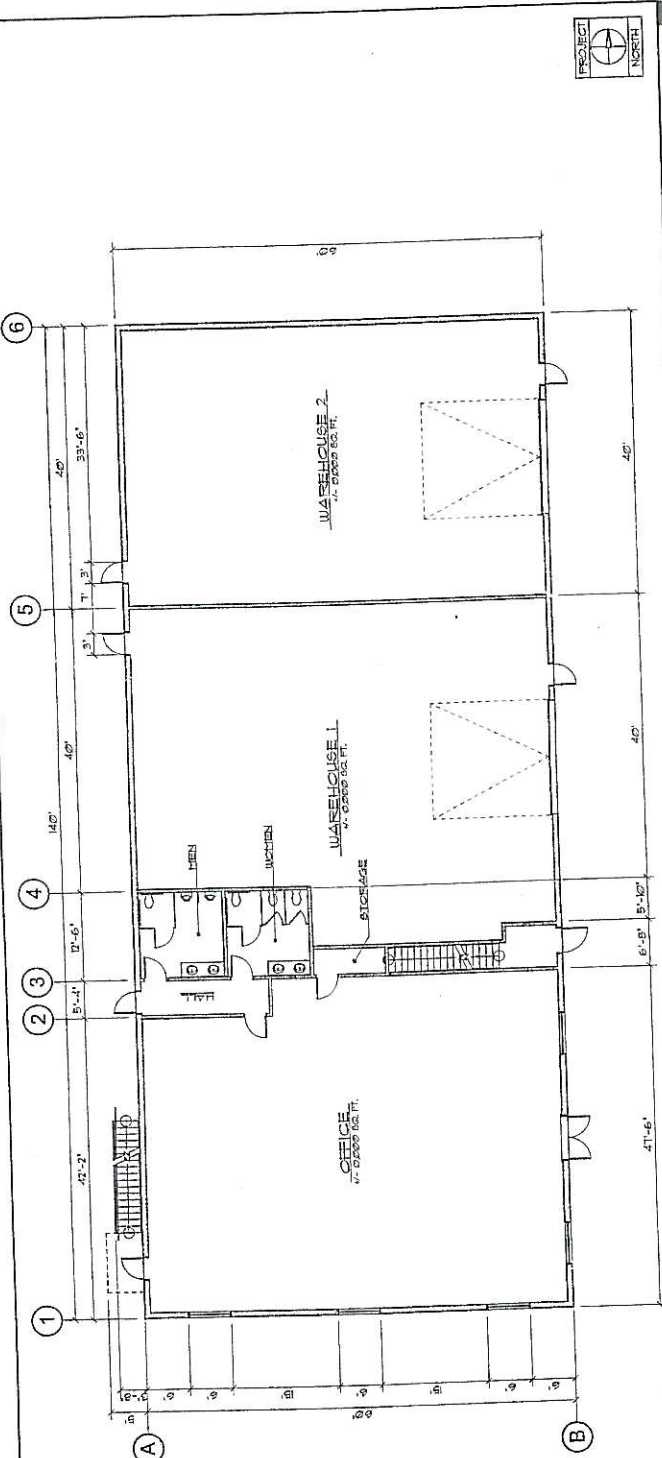
Types of Landscaping			
# of non-required trees [x<1 per 500 sf of landscaping / 1 or more per 500 sf of landscaping]	0	1	
Amount of Grass [<25% / 25% - 50% / x>50%]	0	1	2
Location of shrubs [foreground / background]	0	1	
Automatic Irrigation [no / yes]	0		4

FLOOR PLAN KEYED NOTES

1. DIMENSIONS ARE SHOWN IN ALL CASES UNLESS OTHERWISE NOTED.
2. WALLS UNLESS OTHERWISE NOTED.
3. NO FINISHES SHOWN UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

GENERAL NOTES (NOT ALL USED REFER TO PLAN)

1. SHALL ALL PENETRATIONS AT THE EXTERIOR WALLS.
2. FOR DOOR AND WINDOW SCHEDULE REFER TO PART 1 & 2.
3. PROVIDE EGRESS / EXIT LIGHTS AS REQUIRED CODE.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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19. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.



KEYED NOTES

1. SHALL ALL PENETRATIONS AT THE EXTERIOR WALLS.
2. FOR DOOR AND WINDOW SCHEDULE REFER TO PART 1 & 2.
3. PROVIDE EGRESS / EXIT LIGHTS AS REQUIRED CODE.
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20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

LEGEND

- 2x4 WALLS
- 2x6 WALLS
- 2x8 WALLS

SYMBOL LEGEND

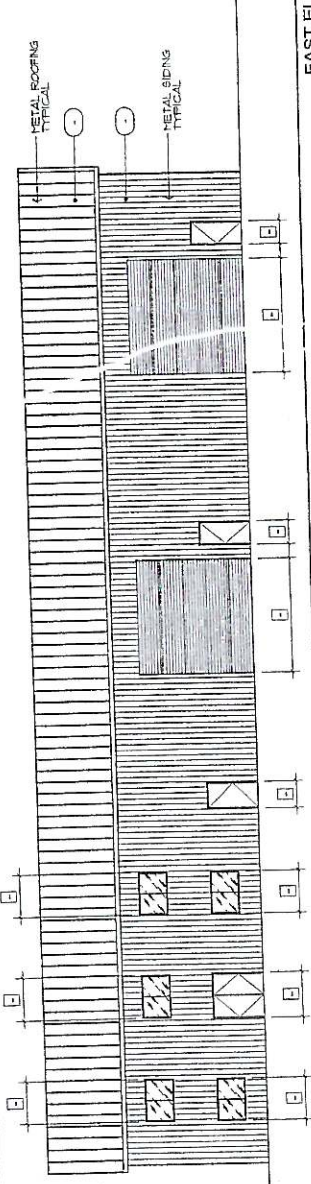
- PROJECT
- NORTH

UPPER FLOOR PLAN

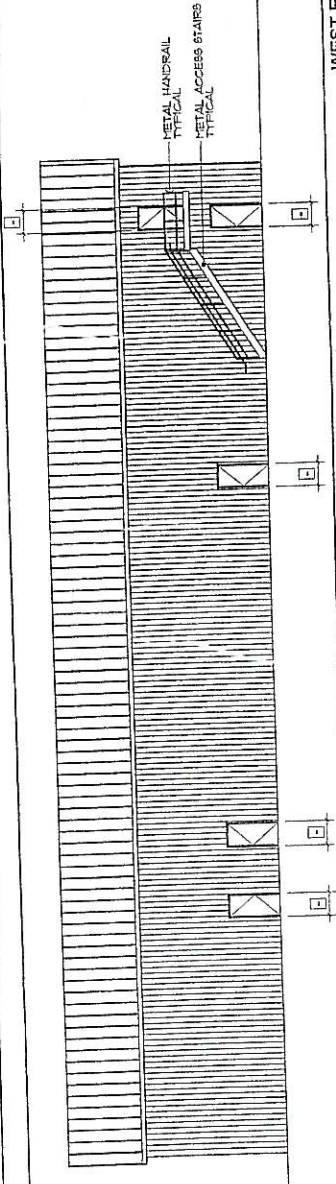


ROOF PLAN

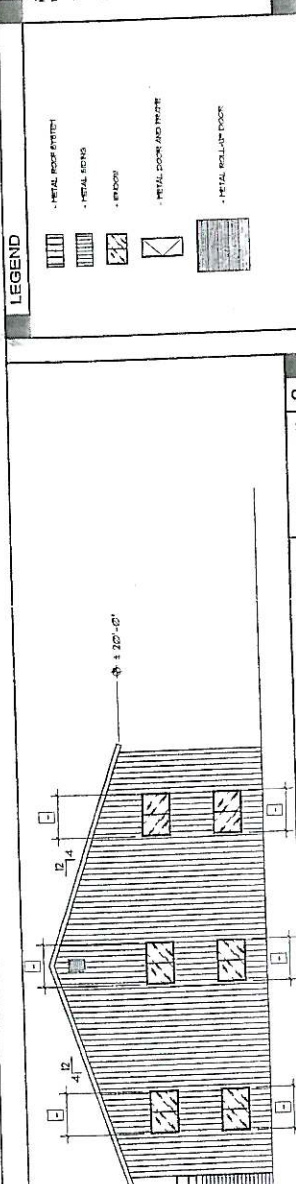




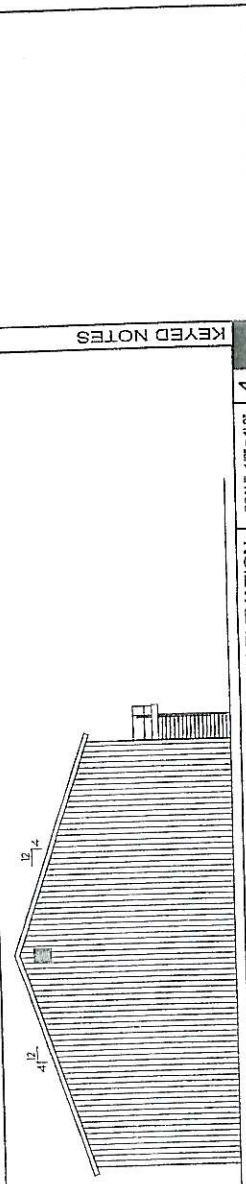
EAST ELEVATION SCALE: 1/8" = 1'-0" 1



WEST ELEVATION SCALE: 1/8" = 1'-0" 2



SOUTH ELEVATION SCALE: 1/8" = 1'-0" 3



NORTH ELEVATION SCALE: 1/8" = 1'-0" 4

NO.	DATE	REVISIONS
1		ISSUED FOR PERMIT
2		REVISED PER COMMENTS
3		REVISED PER COMMENTS
4		REVISED PER COMMENTS
5		REVISED PER COMMENTS
6		REVISED PER COMMENTS
7		REVISED PER COMMENTS
8		REVISED PER COMMENTS
9		REVISED PER COMMENTS
10		REVISED PER COMMENTS
11		REVISED PER COMMENTS
12		REVISED PER COMMENTS

LABBY, ORRISON & RUIZ ARCHITECTS
1400 S. TOWNSHIP RD
CANYON, ARIZONA 87016

DATE: 08/19/2008
JOB NO.: D_0101

A1.2

GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CODES OF THE JURISDICTION.
2. PERMIT ALL CONCRETE WORK SHALL BE DONE IN ACCORDANCE WITH THE LOCAL CODES AND THE REQUIREMENTS OF THE LOCAL AUTHORITY.
3. 1" x 4" REINFORCED CONCRETE SHALL BE USED FOR ALL FOUNDATIONS.
4. FOUNDATION SHALL BE 18" MIN. THICK.
5. FOUNDATION SHALL BE 18" MIN. THICK.
6. FOUNDATION SHALL BE 18" MIN. THICK.
7. FOUNDATION SHALL BE 18" MIN. THICK.
8. FOUNDATION SHALL BE 18" MIN. THICK.
9. FOUNDATION SHALL BE 18" MIN. THICK.
10. FOUNDATION SHALL BE 18" MIN. THICK.
11. FOUNDATION SHALL BE 18" MIN. THICK.
12. FOUNDATION SHALL BE 18" MIN. THICK.

LEGEND

- METAL ROOF FINISH
- METAL SIDING
- EXTERIOR
- METAL DOOR AND FRAME
- METAL ROLL-UP DOOR

ELEVATION KEYED NOTES

1. BRICK TRILLIS
2. ROCK VENEER COURSE
3. RED GROUT PLASTER
4. RED BRICK VENEER WITH TOP CAP
5. RED BRICK VENEER WITH TOP CAP
6. RED BRICK VENEER WITH TOP CAP
7. RED BRICK VENEER WITH TOP CAP
8. RED BRICK VENEER WITH TOP CAP
9. RED BRICK VENEER WITH TOP CAP
10. RED BRICK VENEER WITH TOP CAP
11. RED BRICK VENEER WITH TOP CAP
12. RED BRICK VENEER WITH TOP CAP

KEYED NOTES

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: October 25, 2006

- 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 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 _____

The City has received DR 06-10 (Larios Project), an application from Roderick Larios requesting a site and design review application to construct two offices and a warehouse. The property is zoned M-1 (Light Industrial). The property is located at 1410 S Township.

Please review the enclosed application and return comments to Kevin Cook by Friday, November 03, 2006. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

The Traffic Safety Commission's one concern is the possibility of increased traffic at the intersection of S. Township & S. Belwood

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: Maureen Elmer Date: 11-2-06

Title: Chairman Agency: Traffic Safety Com

EXHIBIT	
#	3 41

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

(503) 266-7001

FAX 266-1574

DATE: October 25, 2006

RECEIVED

NOV 17 2006

CITY OF CANBY

- 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"/> Darwin Tramel - WTP
<input type="checkbox"/> Jeff Crowther - WTP
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<input type="checkbox"/> OTHER _____ |
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Comments or Proposed Conditions:

Bicycle parking rack not in evidence on plan.

Unable to determine bicycle & pedestrian amenities: sidewalk, bike lane, curb cuts, storm grates perpendicular to tire track.

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: Liz J. Bell-Jenkinson Date: 11/15/06

Title: Bike & Ped Com. Agency: committee member

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: October 25, 2006

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Comments or Proposed Conditions:

Due to the location of the point of contact for Power Service locations will be limited to the East Side of Building

Please check one box and sign below:

- Adequate Public Services (of your agency) are available
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Signature: *[Handwritten Signature]* Date: 10-30-06

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

43

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: October 25, 2006

- TO:
- FIRE
 - POLICE
 - PUBLIC WORKS
 - CANBY ELECTRIC
 - CANBY WATER
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Comments or Proposed Conditions:

WATER SVC BACK OF SIDEWALK @ CURB ON NORTHSIDE
OF S.E. TOWNSHIP.

MAIN TO METAL =	725 ⁰⁰	5/8 X 3/4" METAL
SVC.	= \$3,026 ⁰⁰	NON-RESIDENTIAL
TOTAL	\$3,751 ⁰⁰	FOR WATER SVC.

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: Roderick Larios Date: 10/30/06

Title: Water Dept Foreman Agency: Canby Water CUB

44

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: October 25, 2006

- TO:
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| <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 type="checkbox"/> CANBY WATER | <input type="checkbox"/> TRAFFIC SAFETY COMMITTEE |
| <input type="checkbox"/> Darvin 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 |
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Signature: _____

Date: 11-3-06

Title: _____

*Chief of Police - Canby
Oregon*

Agency: _____

Lt. Jorge Tro
Canby Police Dept

45

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

[503] 266-7001

FAX 266-1574

P.O. Box 930, Canby, OR 97013

DATE: October 25, 2006

- TO:
- | | |
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| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
| <input type="checkbox"/> POLICE | <input type="checkbox"/> CLACKAMAS COUNTY ASSESSOR |
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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: Brian Van Der Horst Date: 10-27-06

Title: NW Natural Supervisor Agency: NW Natural

46

**CANBY PLANNING DEPARTMENT
REQUEST FOR COMMENTS**

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

RECEIVED

OCT 27 2006

DATE: October 25, 2006

- 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 |
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| <input type="checkbox"/> Jeff Crowther - WTTP | <input type="checkbox"/> CANBY SCHOOL DISTRICT |
| <input checked="" type="checkbox"/> CITY ENGINEER | <input type="checkbox"/> OREGON DEPT. TRANSPORTATION |
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| <input type="checkbox"/> CANBY DISPOSAL | <input type="checkbox"/> PARKS AND RECREATION |
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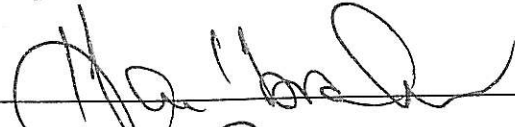
Comments or Proposed Conditions:

No civil drawings for existing or proposed conditions were submitted. Plans should be submitted for review & approval.

Onsite storm water disposal is required. Developer should provide analysis to city. UIC systems should be approved by DEQ.

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: October 31, 2006

Title: Project Engineer Agency: Curran-McLeod, Inc

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

P.O. Box 930, Canby, OR 97013

[503] 266-7001

FAX 266-1574

DATE: October 25, 2006

- TO:
- | | |
|--|--|
| <input type="checkbox"/> FIRE | <input type="checkbox"/> CANBY POST OFFICE |
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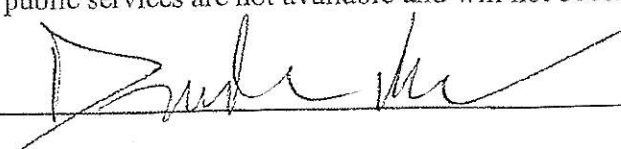
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Comments or Proposed Conditions:

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:  Date: 11-01-06

Title: ASSOCIATE ENGR Agency: CANBY TEL COM

48

CANBY PLANNING DEPARTMENT REQUEST FOR COMMENTS

[503] 266-7001

FAX 266-1574

P.O. Box 930, Canby, OR 97013

DATE: October 25, 2006

- TO:
- FIRE
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 - 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 _____

The City has received DR 06-10 (Larios Project), an application from Roderick Larios requesting a site and design review application to construct two offices and a warehouse. The property is zoned M-1 (Light Industrial). The property is located at 1410 S Township.

Please review the enclosed application and return comments to Kevin Cook by Friday, November 03, 2006. Please indicate any conditions of approval you wish the Commission to consider. Thank you.

Comments or Proposed Conditions:

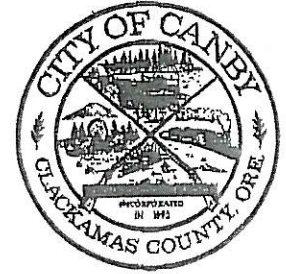
** We have been in contact owners they are aware of fire districts requirements*

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: 11-2-06

Title: DFM Agency: _____ Canby Fire Dept



Pre-Application Meeting

1410 S Township Road/Larios Building

September 12, 2006

10:30 am

Attended by:

Todd Gary, Canby Fire Department, 503-266-5851
 Pat Thurston, CU Water Distribution Dept, 503-263-4309
 Rod Larios, Larios Building, 503-266-8660
 Gary Stockwell, CU Electric Dept, 503-263-4307

Kevin Cook, Planning Department, 503-266-7001
 RJ Larios, Larios Building, 503-997-3006
 Dan Mickelsen, Public Works Dept, 503-266-4021
 Dinh Vu, Canby Telecom, 503-266-8201

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

DEVELOPER, Rod Larios

- We plan on putting a large warehouse and an office on the site. This will be a two story warehouse with offices on both levels. We plan on leasing out part of the warehouse and utilizing the other half for a lumber consulting business.

CANBY UTILITY, WATER DISTRIBUTION DEPARTMENT, Pat Thurston

- Your water will be out at the sidewalk, relatively close to Rust Busters and storage facility water meters. I don't know what size of water meter you plan on using so I will give you the information on a 1" meter. The System Development Charges for a 1" meter are \$6,328 and to put the water meter in is an additional cost of \$775. The \$775 is the cost from main to meter, which will be placed after the sidewalk. You will take it from the meter to your building.
- I don't know if are going to need any fire protection and that is a completely different issue and it would be up to you to secure any easements or right-of-ways that may be needed for a fire service line. You would have to have someone come in and tap the line for whatever fire service you need to have and then if your comfortable we would run your water service line (only main to meter). You would have to have someone come in and trench from the meter to the building, I suggest a 1" line, to your building.

CANBY FIRE DEPARTMENT, DEPUTY FIRE MARSHALL, Todd Gary

- My comments I sent you deal with what type of building, because it is a wood building we classify it as a Type 5. We have an appendix that we preview and this determines the differences in hydrants, which your site will need (3). If you went to a metal building that would change the criteria for the amount of hydrants for your site. You can come to the Fire Station and we can look at the different alternatives for your building types. There are (2) hydrants available, but you will need to have a third.
- If you are thinking of sprinkling there are different alternative such as high pile storage over 12' which put you into different categories. You will want to check all your choices because it may be cheaper for you do put in a hydrant versus putting in a fire sprinkler system. It depends on what Fire, Life and Safety may change in your plans, so I would check this very carefully.



CANBY UTILITY, ELECTRIC DEPARTMENT, Gary Stockwell

- I need to know what your electrical requirements will be. I have a break down of what you are responsible for and what Canby Utility is responsible for, Gary handed the information to Mr. Larios.
- After you give me your electrical information I can develop a cost sheet for you. You will provide the trenching, backfill, staking and grade.
- There is an existing transformer that serves the cabinet shop adjacent to you on the east side and I have a primary source to that transformer which can be extended into your parcel.

CITY OF CANBY, PUBLIC WORKS DEPARTMENT, Dan Mickelsen

- Your storm water has to stay on site. I didn't see anything depicting what you plan on using whether a swale, etc. Some of your on site storm will have to go through DEQ for approval. Your parking lot and roof storm water will have to go through some type of treatment, like a sedimentation manhole, swales, etc.
- You will need to bring your sanitary to the manhole. I need to make sure you understand that if you sell the other part of the warehouse you will need to have separate sewer line for the sanitary. We will need approved drawings of your sanitary and that is through DEQ also.
- When you start your grading you will need to have an Erosion Control Permit through the City of Canby and I will inspect the process. Like having a rocked construction entrance, we do not want dirt brought out onto the road.

CITY OF CANBY, PLANNING DEPARTMENT, Kevin Cook

- I want to make sure there is an access easement already existing to get to your parcel. The answer was yes.
- Your parking spacing looks good.
- The Planning Commission likes to see what you have planned for site/parking lot lighting.
- You are required to have 15% landscaping for your lot. Our requirements are 1 tree per 8 parking spots.
- The next step will be the Site and Design Review process.
- You will need to put all the information discussed today on a set of construction plans and when we do a pre-construction meeting, like this one, we will sign them. Ronda can either fax or email you the signature block for the cover page of your construction plans. This set of plans need to be completed before you start your construction.
- The Planning Commission meets every 2nd and 4th Monday of each month.
- I will give you a copy of the Design Review Matrix and you need to meet a minimum of 65% of the total points, they are broken up in chapters.

CANBY TELCOM, Dinh Vu

- We design our plan with the power and it will depend on the route Gary takes if we follow him. If we need any trenching we ask you to provide it.
- How many phones lines do you want? The answer was 15-20 phones lines. We will be a lumber consulting company and we will need the phone lines for the sales people.

City of Canby Pre-Application Meeting Notice

PO Box 930, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext.: 298
503-266-7238

TO:	Canby Planning, Kevin Cook	503-266-0404	Canby Public Works, Roy Hester	503-266-4021 x 259
	CUB Water Dist., Pat Thurston	503-263-4309	Canby Telephone, Dinh Vu	503-266-8271
	CUB Electric Dept., Gary Stockwell	503-263-4307	NW Natural Gas, Colleen O'Brien	503-585-6611 x8142
	CUB, Operation Superint, Larry Hopler	503-266-1156	Curran-McLeod, Curt McLeod	503-684-3478
	Fire District #62, Todd Gary	503-266-5851	Canby Building Inspector, Bob Geden	503-266-9404
	Clackamas Co., Wayne Siefert	503-353-4777	Willamette Broadband, Mike Mance	503-982-1253
	Planning/Parks, Matilda Deas	503-266-0404	Carl Sumwalt, Lancaster Engineering	503-248-0313
cc:	Steve Mayer, Oregonian	503-294-5915		
	Donna Becquet, Canby Utility	503-266-1156		

From: Shop Complex, Ronda Rozzell

Date: August 29, 2006

Subject: Pre-Application Meeting for 1410 S Township Road

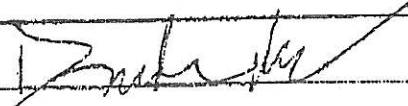
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Please come prepared to discuss any issues that the applicant will need to address when submitting a site and design review application.

If you are unable to attend the meeting, but have comments please submit them in writing or call Ronda at 266-4021 ext. 298. They will be forwarded to the applicant.

Comments: PLEASE SEE ATTACHMENT.

Signature: 

Title: ASSOCIATE ENGINEER

Date: SEPT. 5, 06

Company: CANBY TELCOM

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Comments from Canby Telcom for Office warehouse at 1410 SE Township Rd :

- 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 Walgreens.
- CT will follow the power design as much as possible to minimize trenching.
- 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 construction fee for this project.
- There will be a relocation fee if any existing telephone facilities must be moved, please see " Development/Construction Fees " for information.

Dave Hill
Engineering Manager
503 266 8204

Dinh Vu
Associate Engineer
503 266-8201

08/07/2006 THU 14:54 FAX Ronda Rozzoll & city



DEVELOPMENT/CONSTRUCTION FEES

~~On January 1, 2001 Canby Telephone implemented development fees. Development fees are charged on a per address basis and are to be paid by the developer prior to the commencement of work. Single family homes and duplexes are charged at \$120.00 per address and multiple dwelling units are billed at \$60.00 per address.~~

Payment of development fees can be made at our office at 190 S.E. 2nd Street, Canby or mailed to P.O. Box 880, Canby, Or 97013.

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

To avoid delays, it is important to contact Canby Telephone as soon as possible.

Inquiries or questions should be referred to:

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

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City of Canby Pre-Application Meeting Notice

PO Box 936, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext. 298
503-266-7738

TO:	Canby Planning, Kevin Cook	503-266-9404	Canby Public Works, Roy Heister	503-266-4021 x 259
	CLB Water Dist., Pat Thurston	503-266-4309	Canby Telephone, Dina Va	503-266-6201
	CLB Electric Dept., Gary Stockwell	503-266-4397	NW Natural Gas, Colleen O'Brien	503-385-8611 x3142
	CLB, Operation Superint., Larry Hepler	503-266-1156	<u>Curran-McLeod, Curt McLeod</u>	503-684-3478
	Fire District #02, Todd Gary	503-266-8851	Canby Building Inspector, Bob Godon	503-266-9404
	Clackamas Co., Wayne Siefert	503-353-4777	Williamette Broadband, Mike Mance	503-982-1253
	Planning/Pers. Maulda Dots	503-266-9404	Cal Surrain, Lancaster Engineering	503-248-0313

cc:

Steve Mayes, Oregon...	503-294-5915
Donna Bequet, Canby Utility	503-266-1156

RECEIVED
AUG 30 2006
CURRAN-MCLEOD

From: Shop Complex, Ronda Rozzell

Date: August 29, 2006

Subject: Pre-Application Meeting for 1410 S Township Road

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Comments: 1) On site storm disposal is required. Analysis should be submitted to the City for review and approval.

2) Civil drawings were not submitted with this application. The developer should submit plans to the City prior to construction.

Signature: [Handwritten Signature]
Title: Project Engineer

Date: Sept 5, 2006
Company: Curran-McLeod, Inc

55

From: "Todd Gary" <tgary@canbyfire.org>
To: "Ronda Rozzell" <RozzellR@ci.canby.or.us>
Date: 9/5/2006 2:20:28 PM

Canby Fire District comments for 1410 S Township Pre-application meeting

* Hydrant on Township and the private hydrant next to the mini storage will have to be upgraded with a 5" storz fitting.

* Fire flow for 8000 sqft is 2500 gpm for 2 hrs with out fire sprinklers this will require a additional hydrant with in 225' of the building. With the addition of fire sprinklers the fire flow would be reduced by 50% and the current hydrants will be adequate.(2003 IFC appendix B & C)

* Storage method and quantity of stored product will dictate the need for fire sprinkler system.

* Canby Fire District recommends the use of fire sprinklers

* Access and fire lanes must stay clear during and after construction

* Clackamas County will do fire and life safety review

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>

City of Canby Pre-Application Meeting Notice

PO Box 930, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext.: 298
503-266-7238

TO:	Canby Planning, Kevin Cook	503-266-9404	Canby Public Works, Roy Hester	503-266-4021 x 259
	ClUB Water Dist., Pat Thurston	503-263-4309	Canby Telephone, Dinh Vu	503-266-8201
	ClUB Electric Dept., Cary Stockwell	503-263-4307	NW Natural Gas, Colleen O'Brien	503-385-6611 x8142
	ClUB, Operation Superint, Larry Hepler	503-266-1156	Cumran-McLeod, Curt McLeod	503-684-3478
	Fire District #62, Todd Gary	503-266-5851	Canby Building Inspector, Bob Godon	503-266-9404
	Clackamas Co., Wayne Stefert	503-353-4777	Willamette Broadband, Mike Mance	503-982-1253
	Planning/Parks, Matilda Deas	503-266-9404	Car Sumrall, Lancaster Engineering	503-248-0315
cc:	Steve Mayer, Oregonian	503-294-5915		
	Donna Bequez, Canby Utility	503-266-1156		

From: Shop Complex, Ronda Rozzell

Date: August 29, 2006

Subject: Pre-Application Meeting for 1410 S Township Road

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If you are unable to attend the meeting, but have comments please submit them in writing or call Ronda at 266-4021 ext. 298. They will be forwarded to the applicant.

Comments: SEE ATTACHED INFO

Bob Godon
Signature
Bob Godon
Title

9.8.06
Date

Company

City of Canby
170 NW 2nd Ave.
Canby, OR 97013
(503)266-8404
Fax:(503)266-1574

**COMMERCIAL/INDUSTRIAL
PERMIT SUBMITTAL INFORMATION**

BUILDING AND MECHANICAL PERMIT APPLICATION

Submit building and mechanical application forms, commercial/ industrial checklist, special inspection agreement and matrix, three (3) sets of plans and specifications including engineering, ICBO reports and U.L. listings to the City. Plumbing and Electrical permits are issued by Clackamas County, (503)353-4400.

FIRE AND LIFE SAFETY REVIEW

Submit plans for Fire and Life Safety Review directly to Clackamas County, (503) 353-4400. See OSSSC section 106.3.5 for occupancies to be reviewed by the County. County approved plans are to be picked up at the County and delivered to the City by the applicant.

GRADING PERMITS

See 1997 UBC appendix chapter 33 for submittal requirements; engineered plans showing amounts in cubic yards, soils engineering report, engineering geology report, liquefaction study (unconsolidated sandy alluvium), etc.. The grading permit plan review time frame is the same as a building permit.

DEFERRED SUBMITTALS

Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official prior to the issue of the permit. Any items not submitted for review prior to the issuance of the building permit shall be governed by OSSSC Section 106.3.4.2 and listed on the plans, allow three weeks for review. The deferred submittal processing fee is 100 percent of a building permit fee calculated for the valuation of the particular deferred portion of the project, with a set minimum fee of \$250.00.

PHASED OR PARTIAL PERMITS

Submit the Tri-County phased permit matrix with the application. The phasing fee is \$250.00 plus 10% of the total project building permit fee not to exceed \$1,500.00 for each phase in addition to the regular permit fees.

FIRE SPRINKLER and ALARM SYSTEMS

For submittal requirements see chapter NFPA 13. Clackamas County Fire and Life Safety review required. Installation inspected by the Canby building department, observation of tests by Fire Marshal, Canby Fire Department, (503) 266-5851.

RACK STORAGE:

Submit plans, engineering and fire sprinkler plans if necessary.

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City of Canby Pre-Application Meeting Notice

PO Box 930, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext.: 298
503-266-7238

TO:	Canby Planning, Kevin Cook	503-266-9404	Canby Public Works, Roy Hester	503-266-4021 x 259
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	Clackamas Co., Wayne Siefert	503-353-4777	Willamette Broadband, Mike Mance	503-982-1253
	Planning/Parks, Matilda Deas	503-266-9404	Cat Sumrain, Lancaster Engineering	503-248-0313
cc:	Steve Mzyes, Oregonian	503-294-5915		
	Donna Becquet, Canby Utility	503-266-1156		

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Comments: Utilities ARE AVAILABLE FROM S. TOWNSHIP Rd. All utilities would be located on S. TOWNSHIP Rd.

[Signature]
Signature
Water Dept Foreman
Title

9/5/06
Date
Canby Utility
Company

Commercial and Industrial Development Electrical Service

CUB Provides:

1. Commercial and industrial quotes on a case by case basis at the time of request for service. *
2. Service from an existing distribution line by the most direct route at the least expense
3. All equipment, vaults, transformers, conduit** and wire.
4. Line built, owned, operated and maintained by CUB

Customer Provides:

1. All service requirements to CUB before quotes can be completed.
2. All trenching¹, excavating, staking and grade.
3. A permanent easement if not already established.
4. Conduit from the interior of the building to five feet outside the building.
5. Payment² in advance of construction, the total amount of CUB's estimated cost to provide the base system to serve the development (or the cost to provide that portion of a development requiring service under a phased development program)

*Quotes cannot be completed until CUB is provided with all service requirements.
 **To within five feet of the building.

¹ Trenching can be joint with telecommunications and gas.
² All Fees must be paid before work can be scheduled.

High Voltage Service

CUB will provide high voltage service (over 600 volts) under certain conditions. These will be negotiated with the customer.

Services of 800 amp and lower require an external CT meter can

With services greater than 800 amps internal gear "CT" is allowed.

Temporary construction service is quoted at the time of request and placement is established by mutual agreement.

Note: In all cases where service requires additional construction in excess of that normally provided by CUB, the customer will contribute in advance.

City of Canby Pre-Application Meeting Notice

PO Box 930, Canby, OR 97013
City Shops 1470 NE Territorial Road

503-266-4021 ext.: 298
503-266-7238

TO: Canby Planning, Kevin Cook	503-266-9404	Canby Public Works, Roy Hester	503-266-4021 x 259
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Planning/Parks, Matilda Deas	503-266-9404	Cat Sumrain, Lancaster Engineering	503-248-0313

cc: Steve Mayes, Oregonian 503-294-5915
Donna Becquet, Canby Utility 503-266-1156

Post-it® Fax Note 7671		Date 9/5/06	# of pages 1
To KEVIN COOK	From CAT SUMRAIN		
Co./Dept. CANBY	Co. LANCASTER		
Phone # (503) 266-9404	Phone # (503) 268-0813		
Fax # (503) 266-1574	Fax # (503) 268-9251		

From: Shop Complex, Ronda Rozzell

Date: August 29, 2006

Subject: Pre-Application Meeting for 1410 S Township Road

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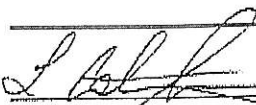
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Comments: THIS PROJECT IS EXPECTED TO GENERATE FEWER THAN TEN TRIPS DURING THE PEAK HOUR, WHICH WOULD NOT HAVE A SIGNIFICANT IMPACT TO THE NEARBY STREETS

THE SITE IS LAND-LOCKED AND ACCESS IS PRESUMABLY SHARED WITH AN ADJACENT PROPERTY. IN ORDER TO COMMENT ON THE SAFETY AND CIRCULATION OF THE PROPOSED PROJECT, WE WOULD NEED THE SITE PLAN TO SPECIFY THE LOCATION OF ACCESS


Signature
TRANSPORTATION ANALYST
Title

9/5/06
Date
LANCASTER ENGINEERING
Company

STAFF REPORT

TITLE: Land Development & Planning Ordinance update
APPLICANT: City of Canby
FILE #: TA 07-01
STAFF: John Williams, Community Development & Planning Director
REPORT DATE: February 16, 2007
HEARING DATE: February 26, 2007

I. APPLICATION SUMMARY

This application contains many fairly minor modifications to Canby's Land Development & Planning Ordinance (Canby Municipal Code Title 16). Some of the modifications fix typographical errors or inconsistencies, others are more substantive changes recommended by staff. The last similar application was processed in 2002.

Staff's intent with applications like this is to keep the subject matter fairly routine and uncontroversial, separating out items that may generate more interest or require additional public process. A variety of "more significant" code changes are needed at this time. They include updates to code sections dealing with storm water disposal, site lighting, parking standards, public street design standards, sign regulations, subdivision design, and annexations. These items were purposefully left out of the current application to simplify and target discussion of the more complex issues.

The proposals were reviewed in detail by the Planning Commission at a workshop on February 12, 2007. The Commission made about a dozen changes, which are reflected in the attached proposal.

II. APPLICABLE CRITERIA

Section 16.88.160 Amendments to text of title

This is a legislative land use amendment. In judging whether or not this title should be amended, the Planning Commission and City Council shall consider:

1. The Comprehensive Plan of the city, and the plans and policies of the county, state, and

- local districts, in order to preserve functions and local aspects of land conservation and development;
2. A public need for the change;
 3. Whether the proposed change will serve the public need better than any other change which might be expected to be made;
 4. Whether the change will preserve and protect the health, safety and general welfare of the residents in the community;
 5. Statewide planning goals.

The Planning Commission will hold a public hearing and make a recommendation to the City Council on this proposal. The City Council will make their decision based on the record of the Planning Commission's hearing and deliberations but does not usually hold a new public hearing (though the Council may hold such a hearing if it so chooses).

III. PROPOSED AMENDMENTS

It's probably already clear from the size of this packet that many changes are proposed in this amendment – items have been accumulating for five years in our working file to be addressed with this code update. Staff believes that the great majority of the changes are very minor and will serve just to make the code easier for staff and citizens to use.

For clarity's sake staff has chosen to present the changes in a separate book-formatted attachment (Exhibit A). In this attachment, proposed code changes are provided on the right-hand page with accompanying explanations on the left. The rationale for each proposal is provided in the exhibit. Only pages in the code with changes on them are provided in this exhibit. Page numbering is based on the existing code.

To facilitate review of the many changes proposed, staff has created the following list of all the changes considered to be noteworthy for one reason or another. This list contains page references to allow a more detailed review in Exhibit A.

Code change proposals of note

1. Creation of major and minor public facility definitions (see 16.04 p. 13; 16.16 p. 3 etc). Our current code is silent or unclear about what zones public projects such as pump stations, transit shelters, and park restrooms are allowed in. This proposal creates definitions allowing "minor public facilities" outright in most zones while requiring "major public facilities" to obtain conditional use permits in most zones.
2. Simplifying & clarifying the process for some of our more routine application types. For example, changes are proposed to the processes for Code Interpretation (16.05), Temporary/Hardship Permits (16.44), Non-Conforming Structures (16.52), and Modifications (16.89.090). The changes are mostly based on problems staff has observed over the last five years.

3. Allowing driveways to single family homes or their accessory structures to be unpaved providing that a 20 foot paved area is provided adjacent to the public street and provided that emergency service provision is addressed (16.10 p. 7). Public Works and the Canby Fire District were involved in the creation of this language, which will give homeowners more flexibility and mitigate storm water disposal issues we have seen.
 4. Eliminating the requirement for manufactured homes in the R-1 to have a garage or carport (16.16 p.2). Currently the code requires this but does not require "stick-built" homes to have a garage or carport. Staff believes the requirement should be uniform – either require all homes to have it, or require none. The Planning Commission discussed this at length in the workshop on February 12, and gave staff direction to eliminate the requirement for manufactured homes.
 5. Limiting the allowed height of detached accessory structures in residential zones. This may be the most "substantive" change proposed in this entire application. We've received a variety of complaints from citizens whose neighbors have been allowed to build accessory structures like shops or garages up to 22 feet high within 3 feet of a property line. Staff agrees that the rules should be tightened up. The Commission discussed this change in detail and changed staff's flat height limit to a step-up standard. See more details at 16.16 pages 4 and 5.
 6. Changing the allowed height for freestanding signs to 30 feet (the height of Fred Meyer's Highway 99E signs). Currently our code allows signs up to 45 feet high! This change is proposed for all commercial and industrial zones. Staff believes that no existing signs are taller than 30 feet. See 16.22 page 4.
 7. Eliminating our code's prohibition on off-premises signs (billboards). Current case law states that rules forbidding off-premise signs are unconstitutional limits on freedom of speech because such rules prohibit signs based on content, not size or location. Canby needs to follow the example of many cities by removing this section of code and related language in Chapter 16.42.
 8. Putting recent Planning Commission interpretations into code – as with a decision involving setbacks on mixed-height structures (16.16 p.5) and nonconforming Structure allowances (16.52 p.1 and 2).
 9. Adopting standards for the design of pedestrian pathways in subdivisions. We've had problems with these in recent years and are attempting to ensure that any new connections that are built are safer and more useful (16.64 p.4).
 10. Adding one month to the application timeline for annexations (16.84). We've had a hard time completing all steps in time to get proposals to the County elections office in time.
- In staff's estimation, the remainder of proposed changes are simply clarifications, simplifications, or corrections designed to make the code more useful and comprehensible.

IV. FINDINGS AND CONCLUSIONS

1. Staff concludes that the proposed amendments comply with the Comprehensive Plan of

the City, and the plans and policies of the County, State, and local districts, and will preserve functions and local aspects of land conservation and development;

2. Staff concludes that there is a public need for the change. Changes are required in order to keep Canby's Land Development and Planning Ordinance up-to-date and functional.
3. Staff concludes that the proposed amendments will serve the public need better than any other change which might be expected to be made.
4. Staff concludes that the proposed amendments will preserve and protect the health, safety, and general welfare of the residents of the community; and
5. Staff concludes that the proposed amendments comply with the Statewide Planning Goals.

V. RECOMMENDATION

Based upon previous public meetings and the findings and conclusions stated in this report, and without benefit of a public hearing on the matter, staff recommends that the Planning Commission recommend approval of TA 07-01 to the City Council.

City of Canby

**Land Development
and
Ordinance Update**

TA 07-01

Planning Commission
February 26, 2007

**This document is available in the
Planning Department**

503-266-7001

170 NW 2nd Avenue

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – February 12, 2007
City Council Chambers – 155 NW 2nd Avenue

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

ABSENT: Commissioner Dan Ewert

STAFF: John Williams, Community Development & Planning Director

OTHERS

PRESENT:

I. **CITIZEN INPUT** None

II. **PUBLIC HEARINGS**

DR 06-10 – 1410 S Township Road – Site and Design Review approval for a two story warehouse building – Hearing continued from January 8, 2007 and continued until February 26, 2007.

III. **NEW BUSINESS**

The election of a Vice Chair was moved to the February 26, 2007 agenda.

IV. **FINDINGS**

SUB 06-06/DR 06-11 – 296 and 346 S Knott Street – Commissioner Milne moved to approve the findings for SUB 06-06/DR 06-11 as modified in the Oral Decision to remove Holte and add Ewert to the Ayes. Motion seconded by Commissioner Taylor and passed 2-0 with Commissioners Molamphy, Holte and Taylor abstaining.

DR 06-12 – 1157 Highway 99E - Commissioner Milne moved to approve the findings for DR 06-12 as modified in Condition 21 to add "with the exception of the trash enclosure." Motion seconded by Commissioner Holte and passed 2-0 with Commissioners Molamphy, Holte and Taylor abstaining.

V. **MINUTES**

January 22, 2007 - Commissioner Milne moved to approve minutes of January 22, 2007 as presented. Motion seconded by Commissioner Taylor and passed 2-0 with Commissioners Molamphy, Holte and Taylor abstaining.

VI. DIRECTOR'S REPORT

John Williams presented a request from an industrial property owner to construct a concrete tilt building with metal details around the office and entry. The building would look similar to the REI building in Tualatin. John stated that under Canby's current code this building would not be permitted in the Pioneer Industrial Park due to the overlay zone's prohibition on metal building exteriors.

The Commission agreed that this was a good-looking building that would enhance the industrial park, but did not want to remove the prohibition entirely. The prohibition is intended to prevent all-metal buildings that over time degrade and rust. After discussion, the Commission directed staff to return with language that would allow metal detailing on offices and around entry points.

VII. ADJOURNMENT

WORK SESSION

Immediately following the adjournment of the regular Planning Commission meeting a work session was held in the Conference Room of City Hall. Those present were Chair Jim Brown, Commissioners Janet Milne, John Molamphy, Bruce Holte, Jared Taylor, and John Williams, Community Development and Planning Director

John Williams presented an overview of the proposed amendments to the Land Development and Planning Ordinance update (TA 07-01). This application contains many minor modifications to Canby's Land Development and Planning Ordinance (Canby Municipal Code Title 16). Some of the modifications fix typographical errors or inconsistencies, others are more substantive changes. The last similar application was processed in 2002.

Members of the Commission had an opportunity to ask questions and make suggestions to the staff for the final document to be presented at the Planning Commission meeting on February 26, 2007. The Commission made a number of changes and directed staff to work on some additional language in several spots.